# Public Hearing Documentation

**INSTRUCTIONS:** A public hearing is required as part of the application process. The template on the following page is for your use in creating the official notice for that purpose. At this hearing, the Applicant must convey specific CDBG program requirements and related project issues. For example, if taxes or user charges will need to be increased as part of financing the project, it is especially important that residents understand the necessity of raising taxes/user charges. This discussion would then be specifically reflected in the meeting minutes.

The public hearing **must** include the following:

* + 1. How the need for the activities was identified;
    2. How the proposed activities will be funded and the sources of funds;
    3. Requested amount of federal funds;
    4. Estimated portion of federal funds that will benefit low-and moderate-income persons;
    5. Where the proposed activities will be conducted;
    6. Plans to minimize displacement of persons and businesses resulting from funded activities;
    7. Plans to assist persons actually displaced; and
    8. The nature of the proposed activities.

As part of the application submission, Applicants are required to submit the following documentation:

1. The notification to the public advertising the date/time of the public hearing, which includes the content of the notification (i.e., project description, amount of CDBG being applied for, matching funds, source of matching funds, etc.).
2. Verification that the notification was published (Affidavit of Publication) or that the notification was posted within the community (Certificate of Posting).
3. Official meeting minutes as recorded by the appropriate local official.
4. Summary of public comments received, where applicable. If no comments received, this should be recorded in the meeting minutes.

# Public Hearing Template

**NOTICE OF PUBLIC HEARING ON AN APPLICATION FOR THE**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

NOTICE IS HEREBY GIVEN that on [Date] in the [Place], the [Name of the Local Government Unit] will hold a public hearing concerning an application to the Nebraska Department of Economic Development for a Community Development Block Grant (CDBG). This grant is available to local governments for community/ economic development activities.

The [Name of the Local Government Unit] is requesting [Exact amount of CDBG funds] for [Detailed project description which must include: how the need for the project was identified, where the proposed project(s) will take place, all project activities to be undertaken; the requested amount of funds for each activity; the estimate of the total amount of requested CDBG funds which will benefit low- and moderate-income people; the amount and source of local matching funds, if any; and the plans for minimizing displacement of people as a result of CDBG activities and for assisting person actually displaced.]

The grant application will be available for public inspection at [Place]. All interested parties are invited to attend this public hearing at which time you will have an opportunity to be heard regarding the grant application. Written and oral testimony will also be accepted at the public hearing scheduled for [Time], [Date], [Address, Room Number, etc.]. Written comments addressed to [Contact Person] at [Address] will be accepted if received on or before [Date].

Individuals requiring physical or sensory accommodations including interpreter service, Braille, large print, or recorded materials, please contact [Contact Person] at [Address, Phone Number] no later than [Date]. Accommodations will be made for persons with disabilities and non-English speaking individuals provided that a [Number] day notice is received by the [Name of the Local Government Unit].