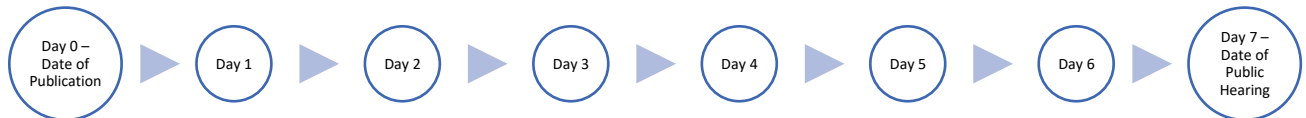


# CDBG Public Hearing Requirements

The Federal Housing and Community Development Act “encourages citizen participation, with particular emphasis on participation by persons of LMI,” both in the preparation of CDBG applications and throughout the implementation of local CDBG projects.

- Public hearings should be held at a time and place convenient to the general public, with accommodations for persons with disabilities
- Two (2) public hearings are required:
  - First hearing must happen between proposal and application (see [template](#))
    - Notice should identify the amount of CDBG funding requested, the program year, and the proposed activities
  - For those awarded, second hearing must be complete before submission of the request for closeout
- Current guidance allows for virtual hearings
- Must be conducted before a quorum of the legislative body (must be the municipality's official legislative body, not a division of local government)
- Municipality must provide a minimum seven (7) day period between the publication of the hearing notice and the hearing itself. Note that the date of publication is day "zero". See below.



- Hearing notice must be conspicuously posted in one or more public locations at least seventy-two (72) hours prior to the actual hearing. This can be a physical posting (e.g. Town hall bulletin board) or on a website. Evidence of posting must be attached to the application.
  - *Acceptable evidence of posting:* Website screenshot or digital photo with date, written attestation, or other clear evidence documenting the above.
- A copy of the application must be available for public inspection at the municipal office(s).
- Municipalities are strongly encouraged to accept comments from the public at least 48 hours after the date of the hearing.
- The public hearing must also disclose the following information to citizens, which includes, but is not limited to:
  - The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated Program Income)
  - A listing of the activities to be undertaken with CDBG funds
  - The estimated amount of CDBG funds proposed for activities that benefit LMI National Objective
  - The proposed CDBG activities likely to result in displacement and the municipality's anti-displacement and relocation plan required under [24 CFR 570.488](#)
- Recent legislation requires documents that are going to be discussed at open meetings to be made available on request and to be posted on the government's website at least 24 hours prior to the meeting, giving the public access to these important documents in advance.

## Ready to Submit an Application?

- The following list **MUST** be submitted with all applications to serve as documentation that the Citizen Participation requirements have been fully met:



**Affidavit of Publication as provided by the newspaper**



**A full, clearly legible copy of the legal notice as published**



**Copy of minutes from the hearing**



**Clear, legible documentation of 72-hour attestation**