

## Public Notice/Hearing Application Requirements for Citizen Participation

1. The public notice must be published in the local government's journal of record and by any other means identified in the local government's Citizen Participation Plan. The notice must include that the following will be discussed at the public hearing:
  - amount of funds available for community development and housing needs
  - the range of eligible activities and the estimated amounts for activities that will benefit low/mod income persons
  - the applicant's plans for minimizing displacement and the provision of benefits should displacement occur
  - information of the applicant's past LCDBG performance
2. The notice must encourage citizens, particularly those of low/mod income & residents of slum/blight areas to submit their views on community development and housing needs.
3. The notice state accommodations would be provided for non-English speaking and disabled individuals.
4. There must be at least five calendar days allowed for notification of the public hearing.
5. The local government's Citizen Participation Plan must be followed. For example, if the local government's CP Plan states that hybrid meetings will be held, then a hybrid meeting must be held.
6. There must be a roster and minutes retained for the public hearing. Both will be monitored by OCD-LGA. The minutes must show that the items in number 1 above were discussed.