

## **CDBG Public Hearing Requirements and Allowances**

**These adjusted Public Hearing requirements are part of DHCD's response to COVID-19 and are in effect for all CDBG applications to be submitted from April 13, 2020 until further notice.**

**Timing and Documentation** - Localities are required to conduct 2 public hearings for CDBG applications.

Public hearings must be advertised at least 4 days before the public hearing through a widely distributed newspaper along with the locality's website.

The locality must conduct two public hearings before an application is submitted to DHCD. Information for the two public hearings cannot be posted on the same day but the posting for the second hearing can be advertised prior to the first public hearing being conducted. For example:

- Day 1 - Post for PH #1 to be conducted Day 4
- Day 4 - Post for PH #2 to be conducted on Day 7
- Day 4 - Conduct PH#1
- Day 7 - Conduct PH#2

There must be reasonable notice of the hearings, and the hearings must be held at times and at accessible locations convenient to potential or actual beneficiaries, with accommodations for persons with disabilities.

Members of the local governing body are expected to be in attendance of and participate in the public hearing. DHCD requires documentary evidence that the meeting took place to include a list of attendees, minutes of the meetings, and notices for the public hearings.

Virtual Public Hearings – The applicant may undertake a virtual public hearing (alone, or in concert with an in-person hearing) if the meeting allows questions in real time, with answers coming directly from the elected representatives and their designees to all meeting participants.

Utilizing conference calls, Google Hangouts, Adobe Connect, Facebook Live, or other virtual platforms can help accommodate these meetings. A call-in option that does not require internet connection is strongly recommended.

Localities should consult with their attorney before undertaking such meetings to ensure conformance with local requirements.

The locality must provide citizens the address, phone number, and times for submitting comments and grievances, and provide timely written answers within 15 working days where practicable.

Localities are highly encouraged to use various forms of social media, and DHCD will accept public comments in written form (i.e. emailed comments, mailed, comments collected via social media, and other communication types made possible by web-based platforms or digital materials).

CDBG projects must have a resolution from the local governing body, or clear approval or concurrence from the governing body's designee approving the locality to undertake the CDBG project as well as committing any matching funds and describing the use of such funds. A physical quorum may be required in the place of the meeting when passing a resolution or adopting locality funding for a project. Localities should consult with their attorney to ensure conformance with local requirements.

Required Hearing Content - Potential applicants must consult pages 64 - 67 of the 2020 Community Development Block Grant Program Design for information on the required content of public hearings and the documentation of the same.