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| **CITIZEN PARTICIPATION****CERTIFICATION**for Public Hearing #1 |

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| I, |  | , as Clerk for the |  | of |  | , hereby |

 *(Clerk’s Name) (City, Town, Village, or County) (Grantee / UGLG / Community Name)*

certify that the following checked topics were discussed at the Community Development Block Grant

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| --- | --- | --- | --- | --- |
| (CDBG) Citizen Participation Public Hearing held at |  |  on |  | : |

 *(Time: 00:00 am/pm) (Date: Month, Day, Year)*

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| **Items Discussed at the****Public Hearing** | **Agenda Items / Topics Covered** |
| **[ ]**  | 1. Basic overview of the Community Development Block Grant (CDBG) program.
 |
| **[ ]**  | 1. The total Community Development Block Grant (CDBG) funds available for *(check all that apply)*:
	1. **[ ]** Housing (CDBG-HSG);
	2. **[ ]** Planning (CDBG-PLNG);
	3. **[ ]** Public Facilities (CDBG-PF);
	4. **[ ]** Economic Development (CDBG-ED); and/or
	5. **[ ]** Public Facilities for Economic Development (CDBG-PFED)
	6. **[ ]** Close/former Revolving Loan Funds (CDBG-CL)
 |
| **[ ]**  | 1. Types of activities eligible for CDBG funding for *(check all that apply)*:
	1. Housing (CDBG-HSG):
		1. **[ ]** Rehabilitation
		2. **[ ]** Homebuyer Assistance
		3. **[ ]** Special Housing Projects
		4. **[ ]** Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		5. **[ ]** Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
	2. **[ ]** Planning (CDBG-PLNG);
	3. **[ ]** Public Facilities (CDBG-PF);
	4. **[ ]** Economic Development (CDBG-ED); and/or
	5. **[ ]** Public Facilities for Economic Development (CDBG-PFED)
	6. **[ ]** Close/former Revolving Loan Funds (CDBG-CL).

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| **[ ]**  | 1. Housing needs identified by staff/consultant prior to the Public Hearing.
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| **[ ]**  | 1. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) identified by the staff/consultant prior to the Public Hearing.
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| **[ ]**  | 1. Housing needs identified by attendees of the Public Hearing.
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| **[ ]**  | 1. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) needs identified by attendees of the Public Hearing.
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| **[ ]**  | 1. Activities proposed for the CDBG application.
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| **[ ]**  | 1. The potential for residential and/or business displacement as a result of the proposed CDBG activities.
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| **[ ]**  | 1. The public attending this meeting were offered an opportunity to discuss the proposed CDBG application.
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| ***\*\* Minutes from Public Hearing #1 (described above) are submitted with the CDBG Application. \*\**** |

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*Signature of the Municipal Clerk Title Date Signed*

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*Signature of the Chief Elected Official (CEO) Title Date Signed*

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*Typed Name of the Chief Elected Official (CEO)*

**CITIZEN PARTICIPATION #1 CERTIFICATION FORM INSTRUCTIONS**

The Unit of General Local Government (UGLG) must hold at least two (2) Public Hearings, one prior to application and one during the course of its Community Development Block Grant performance period, if awarded CDBG funds, according to the schedule established within the CDBG Grant Agreement. This form should be completed and submitted to the Division of Energy, Housing and Community Resources (DEHCR) with the UGLG’s CDBG Application.

1. Fill in the “Clerk’s Name”, the “City/Town/Village/County” (select UGLG Type designation), the “Grantee/UGLG/Community Name”, along with the “Time” and “Date” that the Public Hearing was held.
2. Indicate which topic(s) were discussed at the Public Hearing by marking the checkbox(es) that appear to the left of the listed “Agenda Items / Topics Covered” section.

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| **IMPORTANT REMINDER!** |
| A full copy of the meeting minutes from this Public Hearing must be submitted with the UGLG’s CDBG Application. |

1. The **Citizen Participation Certification** form must be signed by the UGLG’s municipal Clerk. Make sure to provide the signature and typed name of the Clerk. Fill in the date the form is signed by the Clerk.
2. The **Citizen Participation Certification** form must be signed by the UGLG’s Chief Elected Official (i.e., Mayor, City Council President, Village Board President, Town Board Chairperson, County Board Chairperson, or County Executive). Make sure to provide the signature, typed name, and title of the Chief Elected Official (CEO). Fill in the date the form is signed by the CEO.
3. Retain the *original* completed **Citizen Participation Certification** form for in the UGLG’s prospective grant file and **submit a copy of the Certification and public hearing meeting minutes to DEHCR with the UGLG’s CDBG Application materials**. The completed form and minutes **must** be submittedto DEHCR with the UGLG’s CDBG application.