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

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| I, |  | , on behalf of the |  | of |  | , hereby |

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

certify that adequate notice of the Public Hearing was provided by means of (select one):

* 1. Fourteen (14) days, or more, advance notice print publication in the local newspaper;
  2. A Class 2 notice print publication in the local newspaper; or
  3. Other: \_Fully describe the notice process used\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

in accordance with the currently adopted Citizen Participation Plan (effective at the time of publication), and 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.  *(Required)* |
|  | 1. The Community Development Block Grant (CDBG) funds available for *(Check all that apply – Required for the CDBG Program(s) to which the UGLG is applying)*:    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. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. Types of activities eligible for CDBG funding for *(Check all that apply – Required for the CDBG Program(s) to which the UGLG is applying)*:    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). |
|  | 1. Housing needs identified prior to the Public Hearing and/or by attendees of the Public Hearing. *(Required to be discussed at the 1st or 2nd Public Hearing for a CDBG Project)* |
|  | 1. Community Development needs (Planning, Public Facilities, Economic Development, and/or Public Facilities for Economic Development) identified prior to the Public Hearing and/or by attendees of the Public Hearing. *(Required)* |
|  | 1. Activities proposed for the CDBG application. *(Required)* |
|  | 1. The potential for residential and/or business displacement as a result of the proposed CDBG activities. *(Required if any potential for possible displacement)* |
|  | 1. The public attending this meeting were offered an opportunity to discuss the proposed CDBG application. *(Required)* |
| ***\*\* Minutes from Public Hearing #1 (described above) are submitted with the CDBG Application. \*\**** | |

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*Signature of the Municipal Clerk or Designated Authorized Representative Title (& Organization if not from UGLG) 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 or Representative’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 or a designated representative authorized by the UGLG to certify the public hearing content. Make sure to provide the signature and “Title” of the Clerk or designated representative. Include the name of the designee’s affiliated firm/organization if it is not an employee or official of the municipality. Fill in the date the form is signed by the Clerk or designated representative.
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.

*[Electronic forms of signature will be accepted for CDBG application forms and attachments. Refer to the CDBG-PF and CDBG-PLNG Application Instructions for acceptable forms of electronic signature.]*

1. 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.