



California Department of
Housing and Community Development

CDBG Presents **Public Participation**

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July 26, 2024

Authority

- 24 CFR 570.486
- HCD's Citizen Participation Plan
- Chapter 4 of the Grants Management Manual

Purpose

- Encourage community participation
- Public Meeting vs. Public Hearing
- Accessible time

Applicability

First Public Meeting – Requirements

- Conducted **PRIOR TO** application submission
- Community development and housing needs
- Project/program information

Second Public Meeting – Requirements

- Purpose: chance for local residents to review and comment on the local governments' performance
- Provide status of the project/program
- No earlier than projected mid-point

Public Meeting – Best Practice

- Remove barriers
- Conduct extra meetings
- Hold the 2nd meeting at closeout

Special Considerations

Additional Public Meetings

- Substantial change
 - Purpose
 - Scope of Work
 - Location
 - Increase or decreasing funding by 25% or more
 - Beneficiaries

Planning Grants

- Conduct 2nd public meeting at a Board/Council meeting

Public Notice

Public Notice

- 10 days prior to meeting
 - Day of posting and day of meeting cannot be counted
- 4 distinct and different locations

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
		X	X	X	X	X
6	7	X	X	X	X	X
X	X	X	X	X	X	19
20	21	22	23	24	25	26
27	28	29	30	31		

Public Notice – cont.

SAMPLE PUBLIC NOTICES

Notice of Public Meeting for Discussion of Possible State CDBG Application

NOTICE IS HEREBY GIVEN that the (jurisdiction) will conduct a public meeting on (date) at (time), at (place) to discuss possible applications for funding under the State Community Development Block Grant (CDBG) Program and to gather residents' ideas for possible activities to be included in the application.

The (jurisdiction) anticipates submitting an application during the next CDBG program year. The (jurisdiction) has or anticipates receiving approximately \$XXX,XXX in CDBG Program Income.

The purpose of this hearing is to review CDBG eligible activities and collect residents' views on housing and community development needs (which includes services, facilities, and/or infrastructure that will improve livability within the community).

The following information related to the project is available at (physical address) between the hours of (hours of availability) on (days of availability, e.g., Monday–Friday) or by emailing the contact listed below:

- A. Amount of funds available and range of activities that may be undertaken.
- B. Information on proposed project(s).
- C. Estimated amounts of funds proposed to be used for activities benefiting persons of low- and moderate-income.
- D. Plans for minimizing displacement of persons as a result of activities associated with CDBG funds and plans for providing assistance to persons displaced as a result of CDBG-funded activities.
- E. Records regarding the past use of CDBG funds.

If you are unable to attend the public hearing, you may direct written comments to the (jurisdiction), at the address above, or you may contact (contact name) by telephone or email at (phone number and email address) no later than (time) on (date) to ensure placement in the official record of the hearing.

The (jurisdiction) does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identify, age, religion or disability. If you require specific accommodations to participate in the public hearing, please contact (contact name) at least X days prior to the scheduled hearing.

- Time and place
- Access to proposed application information and records
 - Email address
 - Physical location
- Complaints and grievances
 - Address
 - Phone number
 - Times
- ADA
- Multiple languages

Notice or Meeting

- Amount of CDBG funds *expected* to be made available
- Program Income
- LMI National Objective
- Proposed activity and amount
- Displacement and Relocation

Documentation

- Screenshot, printout, or photograph of ALL postings
 - Only postings with documentation will be counted
- Date of publishing must be clear
 - Affidavit of Posting Notice
- Final meeting minutes or notes with all comments

Resources

- [GMM Chapter 4 - Grantee Requirements](#)
- [Affidavit of Posting Notice](#)
- [Sample Public Notice - English](#)
- [Sample Public Notice - Spanish](#)

Thank you.



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