

APPENDIX B

PUBLIC HEARING NOTICE /MINUTES TEMPLATES

(Post this notice on the state's public meeting notice website – www.utah.gov/pmn at least seven days prior to public hearing date.)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FIRST PUBLIC HEARING NOTICE

APPLICANT (CITY or COUNTY or AOG)¹ will hold a public hearing to consider potential projects for which funding may be applied under the CDBG Small Cities Program for Program Year 20__. Suggestions for potential projects will be solicited, both verbally and in writing, from all interested parties. The expected amount of CDBG funds for this program year will be discussed along with the range of projects eligible under this program and a review of previously funded projects. The hearing will begin at **TIME** P.M. on **DATE** and will be held at **LOCATION AND COMPLETE ADDRESS**. Further information can be obtained by contacting **APPLICANT POINT OF CONTACT** at **PHONE**. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this hearing should notify **APPLICANT POINT OF CONTACT** at **LOCATION AND COMPLETE ADDRESS** at least three days prior to the hearing. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1.888.346.3162.

Published on State of Utah's Public Meeting Notice Website – www.utah.gov/pmn on **DATE**

¹Public hearings must be held by one of these entities. Other entities wishing to apply must have one of these eligible applicants sponsor their application and hold a public hearing.

FIRST PUBLIC HEARING

MINUTES OF (Name of Municipality) COUNCIL MEETING
MEETING HELD (Location, Date and Time)

The (Name of City or County) meeting convened in regular session on (Day and Date), in the (Location), meeting commenced at (Exact Time).

Present: (Mayor/Commissioner and Council names) _____,
(Other public or elected officials or employees) _____,
(Public in attendance, including those attending for the CDBG Public Hearing)

City Recorder: _____ (include name of city recorder),
City Clerk: _____ (include name of city clerk),
City Attorney: _____ (include name of city attorney),

COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING:

Mayor/Commissioner _____ (Name) opened the public hearing for the CDBG program and stated that this hearing is being called to consider potential projects for which funding may be applied under the (Grant Year) Community Development Block Grant Program. It was explained that the grant money must be spent on projects benefiting primarily low and moderate-income persons. The (Name of Region), in which (Name of Municipality) is a member, is expecting to receive approximately (Amount AOG representative indicated region could expect to receive) in this new program year. All eligible activities that can be accomplished under this program are identified in the CDBG Application Policies and Procedures Manual and interested persons can review it at any time. Mayor/Commissioner (Name) read several of the eligible activities listed including examples, such as Construction of public works and facilities, e.g., water and sewer lines, fire stations, acquisition of real property, provision of public services such as food banks or homeless shelters. Also eligible are loan programs for private businesses which would then hire low income persons and the program can also pay for housing rehabilitation or down payment assistance for low income homeowners. Mayor/Commissioner _____ (Name) indicated that in the past (Name of Municipality) has received (Indicate number of grants and what they accomplished). The city has handed out its capital investment plan as part of the regional “**Consolidated Plan**”. **This list shows which projects the city has identified as being needed in the community.** It was asked that anyone with questions, comments or suggestions during the hearing please identify themselves by name, before they speak. The clerk will include your names in the minutes and we would like to specifically respond to your questions and suggestions during the hearing. Mr./Mrs. _____ (Name) asked if (Suggestion). Mayor/Commissioner _____ (Name) responded to suggestion by stating that (Response). Mayor/Commissioner _____ (Name) then opened the meeting up to further suggestions from the audience. Mr./Mrs. _____ (Name) said that (Suggestion). Mayor/Commissioner _____ (Name) _____ (Response). Mayor/Commissioner _____ (Name) then asked if there were any other suggestions? The hearing was adjourned at (Time).

DO NOT POST THE 2ND PUBLIC HEARING NOTICE UNLESS YOU ARE AWARDED FUNDING IN THE SPRING.

(Publish this notice only ONCE in a paper of general circulation)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SECOND PUBLIC HEARING NOTICE

APPLICANT (CITY or COUNTY or AOG)² will hold a public hearing to discuss the project determined to be applied for in the CDBG Small Cities Program in Program Year 20__ . **PROJECT - INCLUDE SPECIFICS IF APPROPRIATE (I.E. LOCATION.)** Comments will be solicited on project scope, implementation and its effects on residents. The hearing will begin at **TIME** P.M. on **DATE** and will be held at **LOCATION AND COMPLETE ADDRESS**. Further information can be obtained by contacting **APPLICANT POINT OF CONTACT** at **PHONE**. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this hearing should notify **APPLICANT POINT OF CONTACT** at **LOCATION AND COMPLETE ADDRESS** at least three days prior to the hearing. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1.888.346.3162.

Published the State of Utah's Public Meeting Notice Website – www.utah.gov/pmn on **DATE**

²Public hearings must be held by one of these entities. Other entities wishing to apply must have one of these eligible applicants sponsor their application and hold a public meeting.

SECOND PUBLIC HEARING

MINUTES OF (Name of Municipality) COUNCIL MEETING
MEETING HELD (Location, Date and Time)

The (Name of City or County) meeting convened in regular session on (Day and Date), in the (Location), meeting commenced at (Exact Time).

Present: (Mayor/Commissioner and Council names) _____,
(Other public or elected officials or employees) _____,
(Public in attendance, including those attending for the CDBG Public Hearing)

City Recorder: (include name of city recorder) _____,
City Clerk: (include name of city clerk) _____,
City Attorney: (include name of city attorney) _____,

COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING:

Mayor/Commissioner _____ (Name) _____ opened the second public hearing for the CDBG program. Mayor/Commissioner _____ (Name) _____ stated that this hearing was called to allow all citizens to provide input concerning the project that was awarded under the (Grant Year) Community Development Block Grant Program. The city/county has amended its capital investment plan and decided to apply for funds on behalf of the (Project and Location). The Mayor/Commissioner introduced (Project Manager) _____ from the (Project) _____. The Mayor/Commissioner explained that the application was successful in the regional rating and ranking process and (Name of Project and Grant Award Amount). The Mayor/Commissioner explained the project to those in attendance. The Mayor/Commissioner then asked for any comments, questions and concerns from the audience. The only question came from Mr./Mrs. (Name) _____, who wanted to know (Question) _____. The Mayor/Commissioner indicated that (Response to Question) _____. The Mayor/Commissioner stated that copies of the capital investment plan are available if anyone would like a copy. There were no more comments and the hearing was adjourned at (Time).

PUBLIC HEARING POSTING

Public Meeting Notice Website: www.utah.gov/pmn

Public Notice Website

www.utah.gov/pmn/index.html

Apps Log on to IDIS - IDIS - Printable Coupons International Resource BOM Battles A talk that changed m Jt Home0 Jt

Utah.gov Services Agencies Search all of Utah.gov »

UTAH PUBLIC NOTICE WEBSITE

About Login Help

Welcome to the Utah Public Notice Website: Your central source for all public notice information in Utah

Find a Notice Advanced Search

First select your Government, then the entity and then finally the Body. Results will appear below.

Government [?] Entity [?] Body(s) [?]

State
County
Cities
Schools
Special Districts
Higher Education
Interlocal
Courts

Choose level of government you're with.

Enter Email & Password: Your Email should be your official work email and your password is your system password.

Public Notice Website: Ad x

Julie

https://secure.utah.gov/pmn-admin/login.html

Apps Log on to IDIS - IDIS - Printable Coupons International Resource BOM Battles A talk that changed m f Jt f Home0 f Jt

Utah.gov Services Agencies Search all of Utah.gov »

UTAH PUBLIC NOTICE WEBSITE

Welcome to the Public Notice Website: Your central source for all public notice information in Utah

Welcome to Public Notice Website Admin

You must have an account to access this portion of Public Notice Website.

E-mail Address:

Password:

[\(Register for Utah ID account\)](#)

Login with Email and Password otherwise Register for an Account

[Utah.gov Home](#) | [Utah.gov Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#) | [Translate Utah.gov](#)

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Click on 'Add' under 'Dashboard' on left hand navigation bar

Public Notice Website: Ad x

Julie

https://secure.utah.gov/pmn-admin/index.html

Apps Log on to IDIS - IDIS - Printable Coupons International Resource BOM Battles A talk that changed m f Jt f Home0 f Jt

Utah.gov Services Agencies Search all of Utah.gov »

UTAH PUBLIC NOTICE WEBSITE

Help Log

Welcome to the Public Notice Website: Your central source for all public notice information in Utah

Public Notices

Notices

- [Dashboard](#)
- [+ Add](#)**
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Other

- [Request Entity](#)
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- [Request Owner Access](#)
- [Request Poster Access](#)

Main Menu

ce Website: Admin Module.

from the menu on the left.

Reach your public by utilizing this new social media feature! The Utah Website now allows you to connect your Body to your existing Facebook and Twitter accounts.

- Quick set up using the established Facebook and Twitter integration processes.
- Notices posted in the Utah Public Notice Website Admin will automatically be posted to the Facebook page and Twitter account of your choosing.
- Proactively reach more of your constituency by using the social media platforms they use.

[Click here](#) to view an instructional PDF on how to link your Facebook and Twitter accounts.

Fill Out All the Fields; * (Asterisk) is a Required Field

The screenshot shows a web browser window with the URL <https://secure.utah.gov/pmn-admin/notice/add.html?addNew=true>. The page header includes the Utah.gov logo, navigation links for 'Utah.gov Services' and 'Agencies', and a search bar. The main header features the 'UTAH PUBLIC NOTICE WEBSITE' logo and 'Help' and 'Log' buttons. A welcome banner reads: 'Welcome to the Public Notice Website: Your central source for all public notice information in Utah'.

Public Notices

Notices

- [Dashboard](#)
- [+ Add](#)
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- [Pending](#)

Other

- [Request Entity](#)
- [Request Body](#)
- [Request Owner Access](#)
- [Request Poster Access](#)

Notice: Add

Note: Items marked with an * are required.
(Only letters, numbers, spaces and allowed characters (, . @ : # [] - _ ') are permitted.)

Notice Title: *

Government Type: *

Entity: *

Body: *

Notice Subject: *

Notice Subject 2:

Fill Out All the Fields; * (Asterisk) is a Required Field. Choose 'Hearing' for 'Notice Type'

Public Notice Website: Ad x

Julie

https://secure.utah.gov/pmn-admin/notice/add.html?addNew=true

Apps Log on to IDIS - IDIS - Printable Coupons International Resource BOM Battles A talk that changed m f Jt f Home0 f Jt

Notice Subject 2: -- Please select subject --

Notice Type: *

- Notice
- Meeting
- Hearing

Street Address: *

Street Address continued:

City: *

Zip:

Event Start Date: *

Event End Date:

Event Deadline Date:

Description / Agenda: *

Choose 'Hearing'

Copy & Paste Agenda

IMPORTANT: Provide ADA information and Electronic Participation Information for your constituents

The screenshot shows a web browser window with the address bar displaying <https://secure.utah.gov/pm-admin/notice/add.html?addNew=true>. The browser's address bar also shows the Utah state logo and the text "Public Notice Website: Ad". The browser's address bar includes navigation icons (back, forward, refresh, home) and a search icon. The browser's address bar also shows a star icon, a Pinterest icon, and a menu icon. The browser's address bar also shows a user profile icon labeled "Julie". The browser's address bar also shows a search bar with the text "Log on to IDIS - IDIS -". The browser's address bar also shows a search bar with the text "Printable Coupons". The browser's address bar also shows a search bar with the text "International Resource". The browser's address bar also shows a search bar with the text "BOM Battles". The browser's address bar also shows a search bar with the text "A talk that changed m". The browser's address bar also shows a search bar with the text "Jt". The browser's address bar also shows a search bar with the text "Home0". The browser's address bar also shows a search bar with the text "Jt".

The main content area of the browser shows a form with two sections:

- ADA: *** This section contains a text area with the following text: "Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities by calling 801.526.9240. Individuals with hearing impairments may call the Relay Utah by dialing Relay Utah 1.888.346.3162". A yellow tooltip is visible over this text, containing the text: "ADA: In compliance with the American Disabilities Act, please note available accommodations or contact information for individuals needing special assistance during the meetings of this Body."
- Electronic Participation: *** This section contains an empty text area.

Add email addresses of individuals, media and organizations that wish to receive the notice. Also, attach agenda to the 'Choose File' Component.

The screenshot shows a web browser window with the URL <https://secure.utah.gov/pmn-admin/notice/add.h>. The page contains the following elements:

- Email Addresses:** A blue callout box with the text "Email Addresses" is positioned over the top right of the form. Below it, there is a checkbox for "Emergency Notice:" and a text input field for "Email copy of notice to:". A yellow tooltip next to the input field reads: "Multiple email addresses can be added by adding a comma between each email address. No spaces. Ex: email@email.com,anotheremail@email.com". Below this is another text input field for "Audio File Address:".
- Attachments:** A grey box titled "Attachments" lists supported file types: "Audio file attachments: .MP3, .WAV, FTR Gold (200 MB max)" and "Other file attachments: .PDF - Portable Document Format | .DOC - Word Document | .DOCX - 2007/2010 Word Document | .WPD - Word Perfect Document | .RTF - Rich Text Format | .XLS - Excel Spreadsheet | .XLSX - Excel Spreadsheet | .ZIP - Compressed file | .DOCM - Open XML Formatted file". A blue callout box with the text "Attach Agenda" is positioned over the "Choose File" button.
- Buttons:** At the bottom of the form are five orange buttons: "Submit request", "Preview Notice", "Save", "Cancel", and "Clear Fields".

UTAH PUBLIC NOTICE WEBSITE

Help Log

Welcome to the Public Notice Website: Your central source for all public notice information in Utah

- ### Public Notices
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 - [Request Body](#)
 - [Request Owner Access](#)
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Notice Saved Successfully

Your notice has been saved successfully.

Notice Title: CDBG Policy Committee Meeting
Government Type: State
Entity: Department of Workforce Services
Body Name: CDBG Policy Committee
Notice Subject: Administrative Procedure
Notice Type: Meeting
Street Address: 700 North Homestead Drive
Street Address continued:
City: Midway
Zip:
Start Date: 06/06/16 12:00 PM
End Date: 06/07/16 1:30 PM

Print and Attach this documentation to the Application as Proof of Publication