

## **Public Meeting Documentation Requirements**

### Cities/Towns/County:

- Required Public Meetings: Each municipality or other public body must hold two public meetings prior to submitting its application:
  - Public Meeting #1: This meeting is to inform the community about CDBG program objectives and eligible activities and to solicit public comment on local needs and potential projects.
  - Public Meeting #2: Before the applicant adopts and submits its proposed CDBG project, it must hold another public hearing to review the local needs and proposed projects. Proposed projects must be consistent with the Housing and Community Development Plan and local plans and community strategies.
- Submit information documenting authorization of submittal of the application by the City Council or Board of Councilors, (e.g., a copy of the Council minutes and/or resolution).

### Nonprofit Agencies:

- Required Public Meeting: Non-profits proposing a project in a specific city must provide information about their project at a regularly scheduled city meeting before their application is submitted.
- Submit information documenting authorization of submittal of the application by the Board of Directors.