

## **Local Citizen Participation**

Local government applicants are required to meet citizen participation requirements each year prior to submission of an application to Commerce.

The applicant must hold one (1) legal public hearing for each application submitted during the program year. If an application is re-submitted within the same program year, it is not necessary to hold another public hearing, unless there are material changes in the application. Material changes would include such things as: amount of funds requested, job targets, location or activities. The purpose of the public hearing is to allow citizens to express their opinions of the proposed project. The local governing body should consider these comments before final submission of the application.

Applicants must provide adequate notice of the public hearing in a timely manner, accessible and understandable to all citizens. **Notices shall be published in a local newspaper having general circulation in the community.**

Each notice shall be published **at least** five full days before (starting one day after publication date and not counting the date of the hearing, i.e., a total of seven days) but **no more** than 20 days before the date of the hearing. Public hearings must be conducted by the applicant governing body.

The hearing must be held at a time and location convenient to potential or actual beneficiaries, with accommodations for persons with disabilities. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.

A hearing must be held to address **the specific project application** that will be submitted. The notice **must contain a description of the proposed project, proposed project location, job target, activities to be carried out and total estimated cost of activities.** The notice must include the grant amount requested and the total project cost. The application grant amount may not exceed the amount shown in the notice.

The local government should consider any comments or views on the proposed application before submission to the state.

The following public hearing notice is a sample that may be used by the applicant. Notices failing to include the information specifically required in the instructions above may not meet the threshold requirements of public participation.

**NOTE: If funded, a second public hearing must be held prior to close-out to allow public comment on grant performance.**

## Sample Public Hearing Notice

The City of \_\_\_\_\_ will hold a public hearing on (day), (date), at (time) in the (location) for the purpose of considering an application to be submitted to the Kansas Department of Commerce for Small Cities Community Development Block Grant funds under the Downtown Commercial Rehabilitation category. A specific project application to be discussed is (description) located at (location) that will consist of (specific activities). The estimated project cost is \$\_\_\_\_\_ with the grant request for \$\_\_\_\_\_ of the project cost. Other project proposals introduced at the hearing will be considered. Oral and written comments will be recorded and become a part of (City) CDBG Citizen Participation Plan.

Reasonable accommodations will be made available to persons with disabilities. Requests should be submitted to \_\_\_\_\_ by (date).

---

A second hearing must be held at the conclusion of the project to inform the citizens of the project's successful or unsuccessful completion and to outline the benefit to the community.