



## **CDBG-CV Public Services**

### **Municipal Thresholds Instructions and Checklist**

All Community Development Block Grant applicants must complete the following Municipal Threshold requirements and upload documentation of completion in the *Municipal Threshold Required Attachment Section*. Complete this checklist and upload it in the same section. For guidance on completing the Thresholds please refer to the [CDFA CDBG Application and Program Guide FY20 and CDBG-CV PS](#) or contact CDFA.

#### Part I – Public Noticing Requirements

- Ten-calendar-day notice period met
- Published in a daily newspaper of general circulation
- Electronic or scanned tear sheet is uploaded
- Documentation that Public Notice was posted in three public places is uploaded
- Documentation includes dates and places posted
- Documentation is signed and dated by municipality
- Held prior to governing body's final action regarding the filing of the application
- Public Notice states:
  - Specific grounds for the public hearing
  - Date of the public hearing
  - Time of the public hearing
  - Location of the public hearing

#### Part II – Public Hearing Requirements

- Minutes of public hearing are uploaded
- Handout was made available (and noted in minutes)
- General explanation of CDBG was given (and noted in minutes)
- Views of the Citizens were solicited (and noted in minutes)
- COVID-19 related needs and range of possible community development activities including service area were described (and noted in minutes)
- Amount of funds available was stated (and noted in minutes)
- Submittal of CDBG application for proposed project was approved (and noted in minutes)
- Chief Executive Officer (or designee) was authorized to execute any and all documents related to this CDBG project
- Statutory public hearing requirements have been met
- Statutory public notice requirements have been met

#### Part III – Other requirements, Application Certification and HUD Disclosure Report

- Most recent Municipal Audit
- Environmental Exempt Form. *Will the project have a negative environmental impact on the project area? If yes, please contact CDFA immediately to discuss. (603) 226-2170.*
- Application Certification Form complete, signed, and uploaded
- HUD Disclosure Form 2880 complete, signed, and uploaded