



Community Development Block Grant (CDBG) 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 [CDBG Application and Program Guide](#) or call 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 reflected in minutes)*
- ☐ General explanation of CDBG was given (and reflected in minutes) *
- ☐ Each of the two or three public hearings have been opened and conducted separately.
 - 1st public hearing is to inform the public about the general purpose of the CDBG funds and provide a verbal explanation of the CDBG project being presented for approval
 - 2nd public hearing is to review and adopt the Residential Anti-Displacement and Relocation Assistance Plan (RARA).
 - 3rd public hearing only if Housing and Community Development Plan is in need of adoption/readoption, if it has been longer than 3 years
- ☐ Views of the Citizens were solicited (and reflected in minutes)*
- ☐ COVID 19 related needs and range of possible community development activities including service area were described (and reflected in minutes)*
- ☐ Amount of funds available was stated (and reflected in minutes)*
- ☐ A motion has been made and approved for submittal of the application for the specific CDBG project. (and is reflected in the minutes.)
- ☐ A motion has been made and approved to authorize the chief executive officer or designee (person must be a municipal official in a management capacity such as county commissioner, town manager, finance director or board chair) to effectuate the potential CDBG contract. (and is reflected in the minutes.)

- ☐ A motion has been made and approved to adopt the Residential Anti Displacement and Relocation Plan for the project and was adopted by the municipality's governing body at a properly noticed public hearing prior to the submittal of the application. (and is reflected in the minutes)
- ☐ A motion has been made and approved to adopt the Housing and Community Development plan and was adopted by the municipality's governing body at a properly noticed public hearing prior to the public hearing on the application. The housing and community development plan public hearing may occur at the same time as the one held on the CDBG application. (and is reflected in the minutes)
- ☐ Statutory public hearing requirements have been met*
- ☐ Statutory public notice requirements have been met*

Part III – Application Certification and HUD Disclosure Report

- ☐ Application Certification Form complete, signed, and uploaded*
- ☐ HUD Disclosure Form 2880 complete, signed, and uploaded*