

## **B. PUBLIC HEARING PRE-APPLICATION REQUIREMENT**

Applicant communities must conduct a public hearing before a quorum of the full legislative body in compliance with NYS Citizen Participation requirements, prior to submitting a full application for funding. A public hearing template is available in the full application document and with the funding round materials on the website.

- (1) The municipality must provide a minimum seven (7) day period between the publication of the hearing notice and the hearing itself. Note that the date of publication is day "zero."
- (2) The hearing notice must be conspicuously posted in one or more public locations at least seventy-two (72) hours prior to the actual hearing. This may also be accomplished by posting to the municipal website
- (3) The hearing must be conducted by a quorum of the legislative body of the municipality only, not by a sub recipient, department or arm of the applicant
- (4) Public hearings must be held in a location accessible to persons with disabilities and/or provide reasonable accommodations to allow all interested parties to participate
- (5) The hearing notice, affidavit of publication, hearing minutes, and evidence of conspicuous public posting must be included as an attachment to the application
- (6) A copy of the application must be available for public inspection at the municipal office(s). Templates for both public hearings can be found in Chapter 8 of the NYS CDBG Grant Administration Manual (GAM) here: <https://hcr.ny.gov/system/files/documents/2019/11/cdbg-grant-administration-manual-chapter-8-filemaintenance.pdf>

## **C. SUBMITTING APPLICATION**

Once an applicant has received approval to submit a full application, applicants must submit an electronic copy of the application to OCR at:

[CDBG CARES@nyshcr.org](mailto:CDBG CARES@nyshcr.org)

**Subject: Application – Town/Village/City Name**

The ORIGINAL application with all original signatures must be retained by the applicant.

## **D. TECHNICAL ASSISTANCE**

OCR will provide technical assistance regarding the application, proposed projects, and program regulations to applicants upon receipt of the initial Project Consultation Form but will continue to be available to answer questions regarding the application and/or the NYS CDBG Program. Applicants should contact OCR staff at [CDBG CARES@nyshcr.org](mailto:CDBG CARES@nyshcr.org) or 518-474-2057 for assistance.