Appendix B

CDBG Public Notice Website Publishing

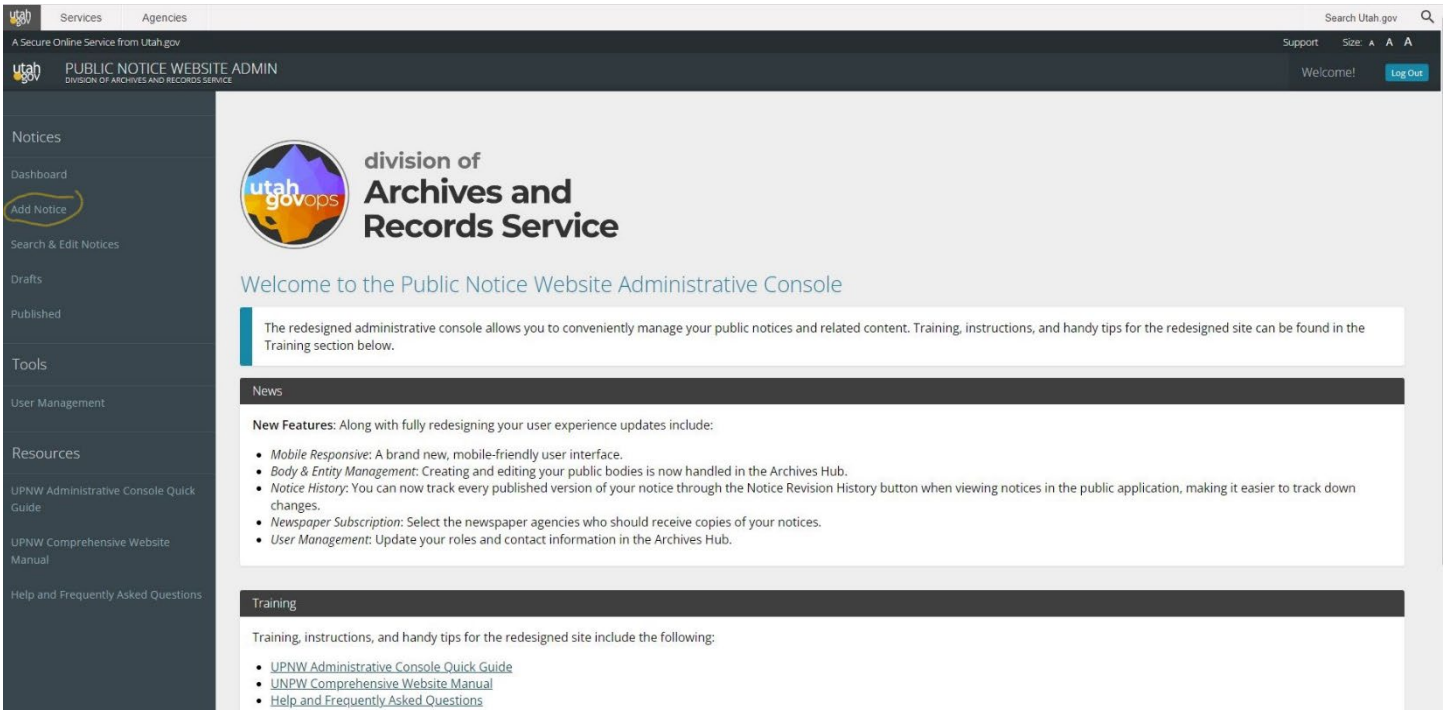
A user account associated with the applicant's entity must be created first. Once a login is established, if necessary, follow these steps to guide the process of creating the CDBG Public Notice Posting. For assistance in posting on the public notice website, contact your CDBG program specialist.

Utah Public Notice Website:

Public hearing notice must be posted CORRECTLY on the website at least 7 days prior to the day the public hearing is scheduled.

Publish the Public Notice on the public body's or government official's official website at least (7) days prior to the public hearing date. All public notices shall comply with the requirements laid out 63G-30-102 as a class A notice.

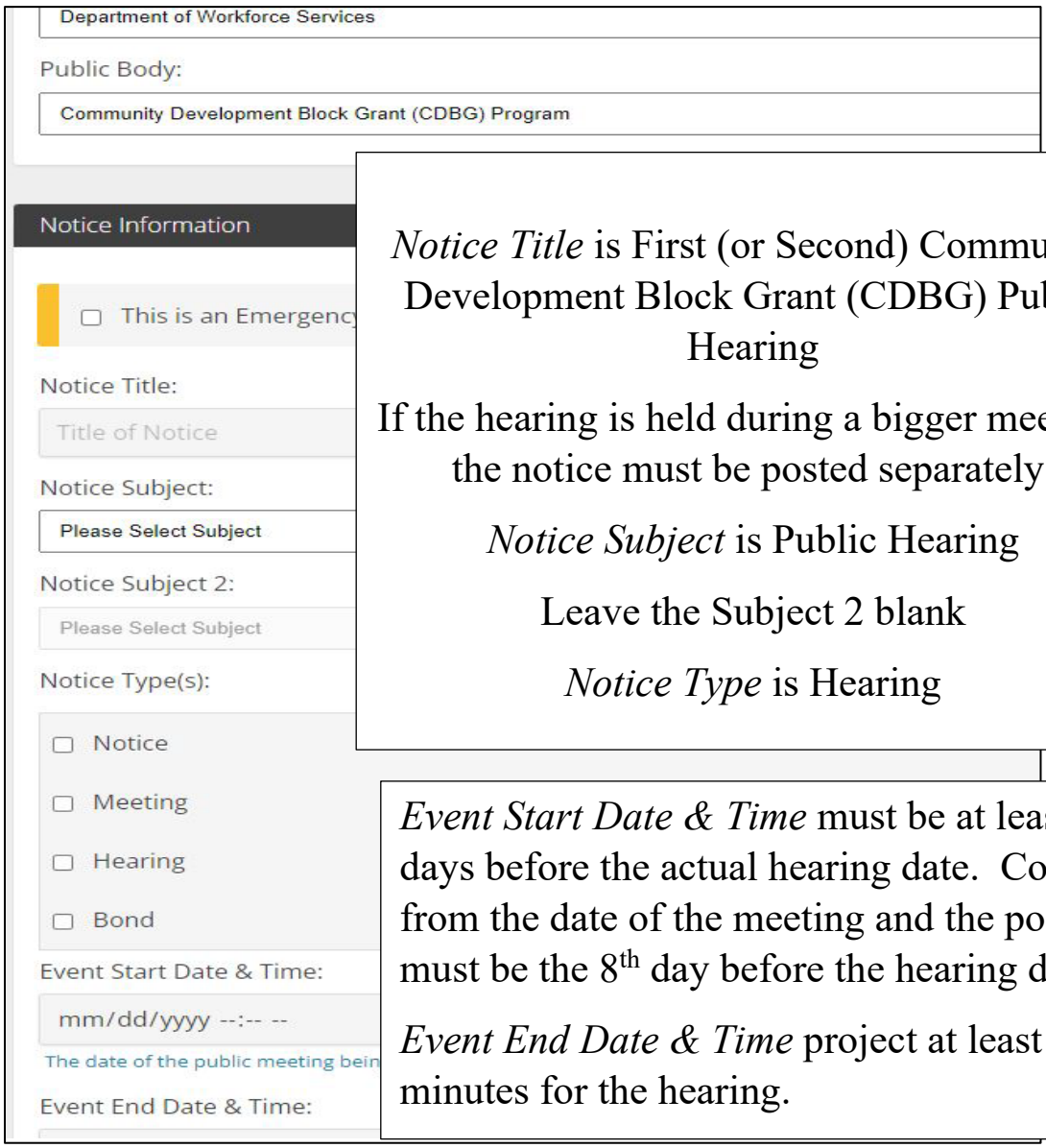
Step 1: After logging into the Utah Public Notice Website, Under *Notices* click "Add Notice"



Step 2: In the *Add Notice* section, choose the necessary Government Type, Entity, and Public Body from the dropdown lists:



Step 3: Follow the steps in the CDBG Public Notice Templates to add the correct information to the *Notice Information* Section. The Notice must be Titled correctly, or it will be disqualified.



Notice Title is First (or Second) Community Development Block Grant (CDBG) Public Hearing

If the hearing is held during a bigger meeting, the notice must be posted separately.

Notice Subject is Public Hearing

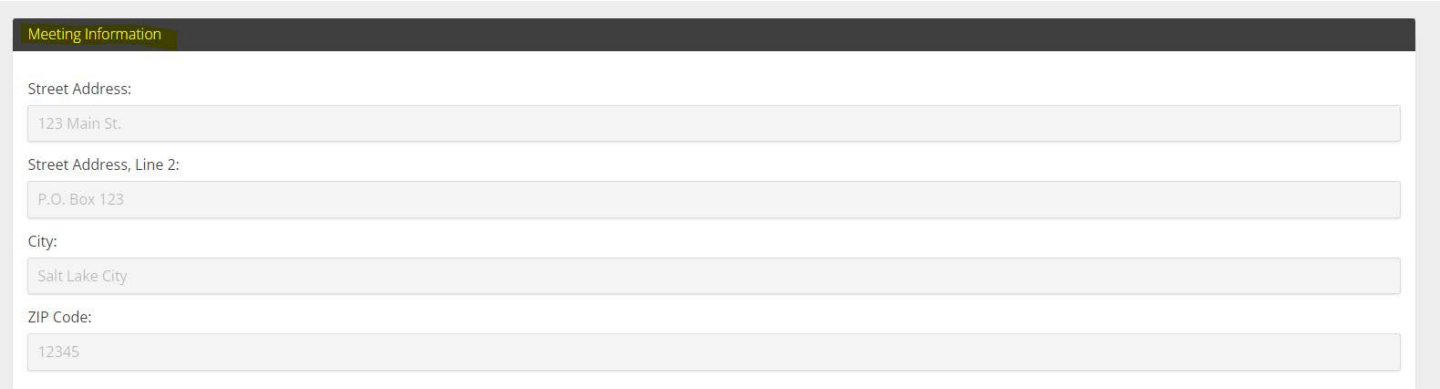
Leave the Subject 2 blank

Notice Type is Hearing

Event Start Date & Time must be at least 7 days before the actual hearing date. Count from the date of the meeting and the posting must be the 8th day before the hearing date.

Event End Date & Time project at least 30 minutes for the hearing.

Step 4: Add the address of the meeting



Step 5: Add in the completed template for the public hearing provided in the CDBG Application Policy and Procedure handbook to the *Description/Agenda* section. The complete CDBG public hearing template MUST be posted here, not just attached as a separate document:

Description/Agenda:

CDBG POLICY COMMITTEE AGENDA

September 20, 2023
Location: 1385 South State Street
SLC, UT 84115 - Conference Room 157A
10:00 A.M. - 1:00 P.M.

Link to join the meeting electronically-
https://meet.google.com/kud-cmhc-ydo?authuser=0

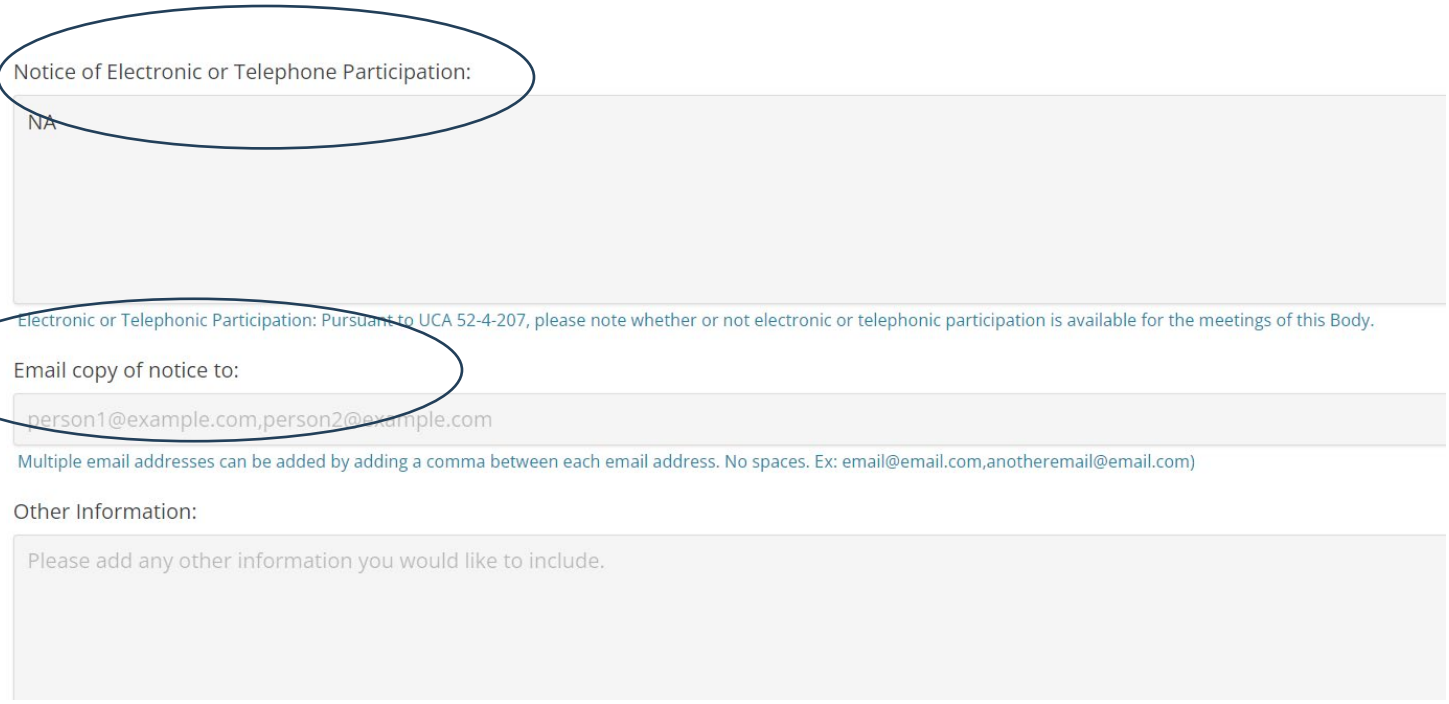
10:00 A.M. Welcome & Introduction - Kendall

10:10 A.M. Acceptance of March 9 & June 5, 2023 -Meeting Minutes - Kendall-MOTION

10:15 A.M. Oath of Office and Conflict of Interest - Robert Andreasen

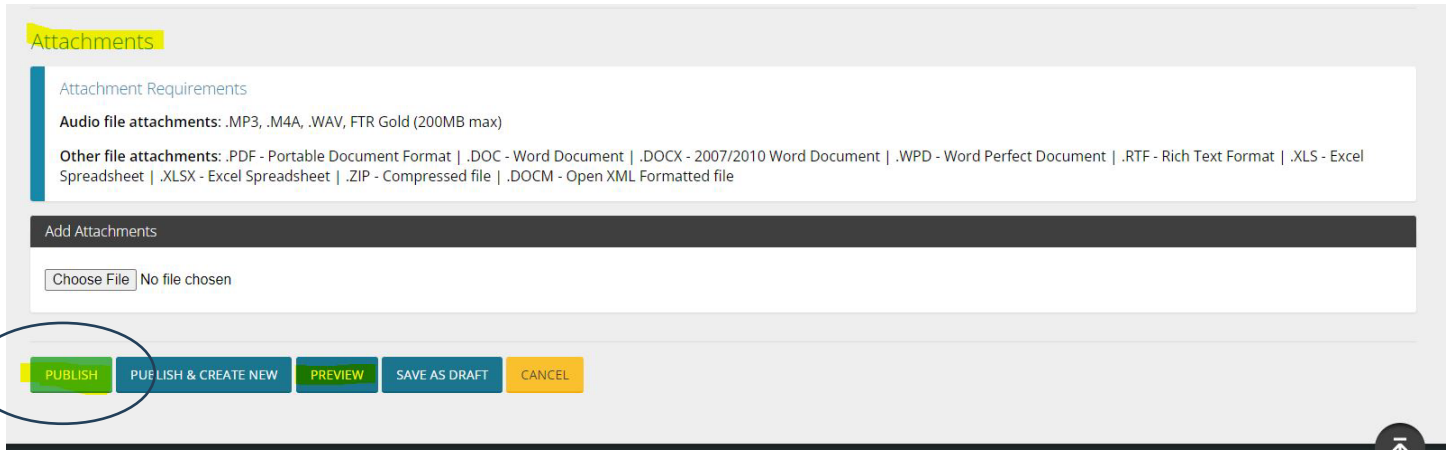
10:20 A.M. CDBG Method of Distribution Discussion - Jennifer

If there is an option being provided to join electronically, add that information to the *Notice of Electronic or Telephone Participation* section:



Step 6: *EMAIL COPY OF NOTICE TO:* needs to have at LEAST your AOG's CDBG Representative email so they can review the notice for accuracy. It is their job. And probably add in your own so you can provide evidence of posting.

Step 6: Add attachments, such as an Agenda or the print copy of the CDBG Public Hearing Notice Template by clicking "Choose File":



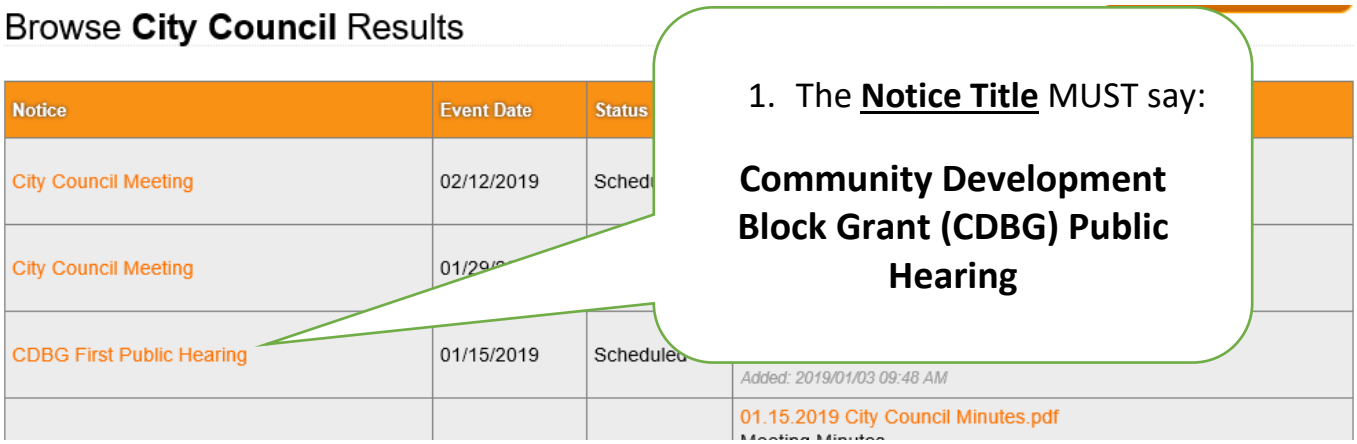
Step 7 (above): Be sure to click Preview to see if anything needs to be fixed before clicking Publish.

APPENDIX B

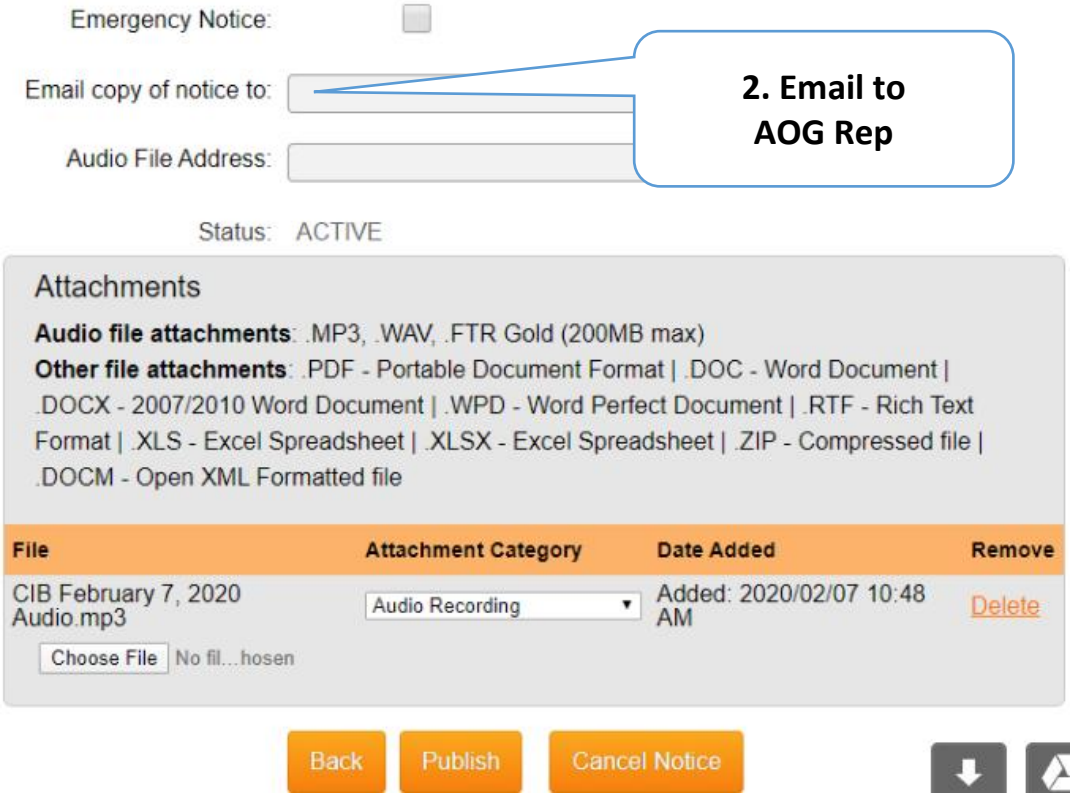
Posting the CDBG Public Hearing

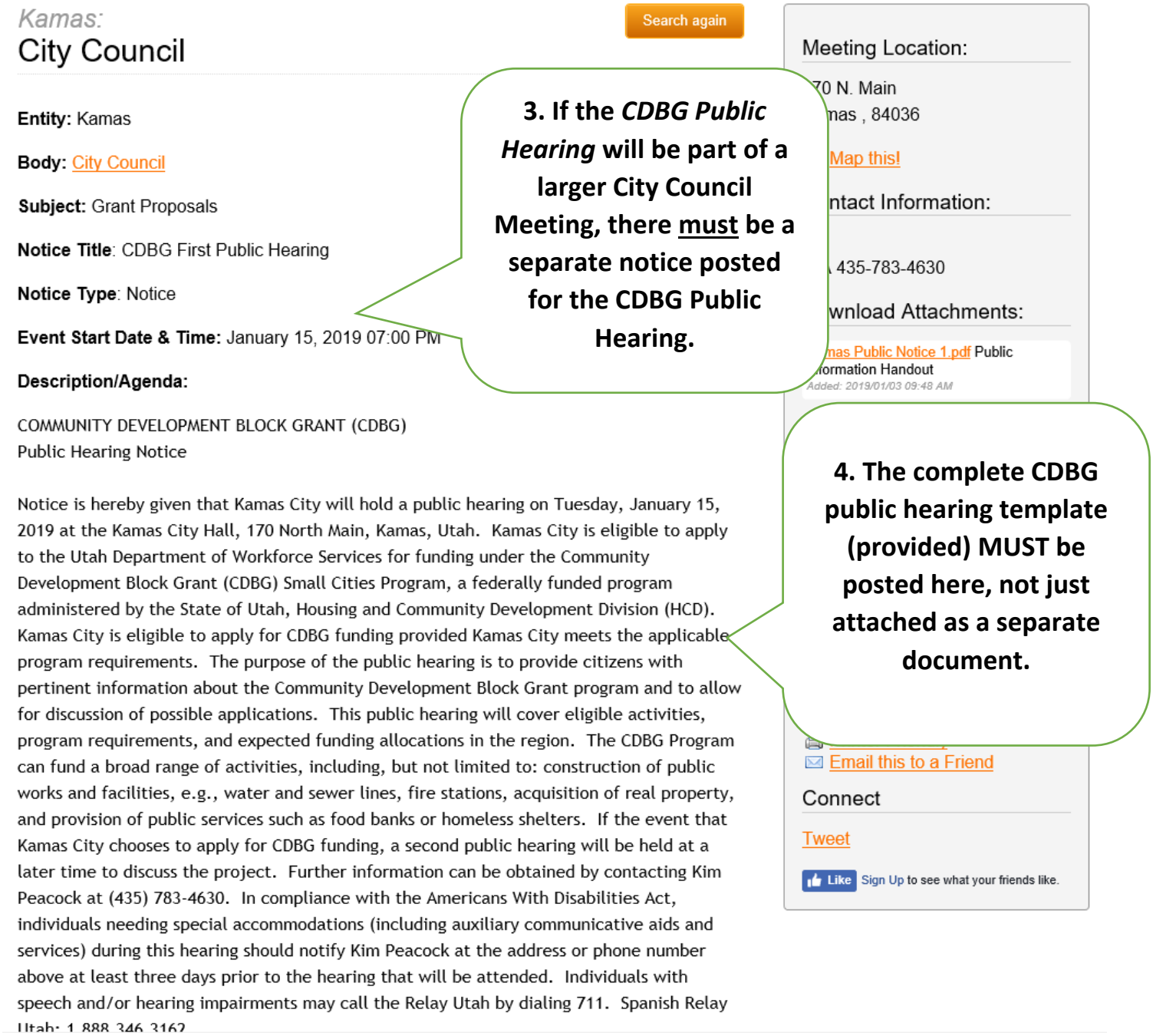
Applicants <u>not</u> properly posting, publishing and holding the public hearings will be ineligible for funding. Do NOT alter the hearing notice unless it is to post the minutes. Any other change may disqualify the applicant.

(Screen shot of *Utah Public Notice Website*)



Tip: Email the notice to the AOG representative so they can review the notice for accuracy <u>BEFORE</u> the 7 day posting date. <u>It is their job.</u>





Important Note

Utah Public Notice Website:

Public hearing notice must be posted CORRECTLY on the website at least 7 days prior to the public hearing date.

Publish the Public Notice on the public body's or government official's official website at least (7) days prior to the public hearing date. All public notices shall comply with the requirements laid out 63G-30-102 as a class A notice.