PUBLIC MEETING GUIDANCE AND DOCUMENTATION
FOR STATE REVOLVING FUND PROJECTS

Prior to the approval of the facilities plan, a public meeting must be held to gain input from the public and to inform them about the project's financial impact.

Example PUBLIC NOTICE

The CITY/UD/WA/WWA
will be conducting a PUBLIC MEETING
on Date at xx:xx p.m. at Location
to provide information about the CITY/UD/WA/WWA
applying for a
Clean Water / Drinking Water State Revolving Fund Loan
in the amount of $x,xxx,xxx
to build Project Description
and the resulting impact on monthly water/sewer bills.

Questions prior to the meeting should be directed to
Name
at Telephone Number.

The following are minimum requirements for the advertisement for public involvement:

The advertisement must be posted at least two weeks (14 days) prior to the meeting and include the following:

- The date,
- The time,
- The place of the meeting,
- The proposed project's title,
- The amount of the potential State Revolving Fund (SRF) loan for that project, and
- The intent to discuss how the loan will impact the monthly water fees.

The meeting <u>must</u> be scheduled in order to provide the public with the maximum attendance opportunity (weekday evenings after 6:00 p.m. or weekends).

The notice for the meeting must be distributed in a minimum of one of the following ways:

- Advertised in a local newspaper,
- Posted at banks, grocers, post offices, public library, and city hall,
- Publicized through the local television and/or radio stations, and/or
- Inserted with monthly water bills.

The following documentation must be submitted to the SRF Loan Program:

- A summary (transcript, audio or video recording, etc.) of the public meeting,
- A copy of the actual newspaper advertisement, and
- Proof of advertisement (Notarized Publisher's Affidavit) from the newspaper, radio, and television, as applicable.

Recommended topics to be discussed at the public meeting include the following:

- A complete description of the project,
- The project schedule,
- The short-term impact versus long-term benefits, and
- The project's impact on sewer user fees regarding the repayment of the SRF loan, etc.