

**PUBLIC INFORMATION REQUIREMENTS**  
**Community Facilities Projects**

**PUBLIC MEETING**

After submitting a pre-application to Rural Development, but before loan or grant approval, the applicant must also hold at least one public information meeting to allow the citizenry an opportunity to become acquainted with the proposed project. The applicant must publish a notice of the meeting in a newspaper of general circulation in the service area at least 10 days prior to the date of the meeting. The applicant must also post a public notice at its principle office and notify Rural Development of the meeting. Where possible, publishing can be combined to integrate the different public awareness information and environmental review processes. A copy of the published notice and the minutes of the public meeting must be provided to Rural Development.

**SAMPLE NOTICE**

Notice that a public meeting for comments will be held to review Organization's Name plan to file an application for Federal Assistance for Identified Project with the USDA Rural Development Community Facilities Loan and/or Grant program. The public meeting will be held at Time on Date at Location.