

**PUBLIC INFORMATION REQUIREMENTS**  
**Water and Waste Water Projects**

You are required as part of the application process to provide notice to the citizenry of your intent to apply for Federal funds through a published Notice of Intent. In addition, you are required to publish a notice and hold a public information meeting to allow the citizenry an opportunity to become acquainted with the proposed project. The notice must be published 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. A sample notice is provided below.

You must submit an affidavit of publication and the minutes of the public meeting to Rural Development as part of your application.

**SAMPLE NOTICE OF INTENT AND PUBLIC MEETING NOTICE**

The Organization's Name *will file/has filed* an application with the USDA Rural Development for financial assistance to develop Identified Project. A public meeting for comments will be held at Time on Date at Location to discuss the proposed project and to provide the opportunity for public comment.