



State Revolving Fund Loan Program Public Participation

1. Conduct a Public Hearing to discuss the proposed project
2. Submit the Publisher's Affidavit and a copy of the Public Hearing notice from the newspaper
 - a. The notice should:
 - i. Run in the newspaper once 10 days prior to the Public Hearing
 - ii. State what will be discussed at the Public Hearing
 - iii. State when and where the Public Hearing will be held
 - iv. State the PER is available for public review 10 days prior to Public Hearing, and where and when the PER may be reviewed
 - v. State that written comments will be accepted at the Public Hearing and for five days after the Public Hearing, including an address of where to send written comments
3. Submit a sign-in sheet from the Public Hearing
4. Submit a copy of the minutes from the Public Hearing
5. Submit all written comments submitted by the public, including comments submitted during the public hearing and during the 5-day period following the hearing. Also include any response to comments provided by or on behalf of the Participant. Please state if no written comments were received.
6. Provide prepared, self-sticking mailing labels which include:
 - a. Attendees from the Public Hearing sign-in sheet
 - b. Interested parties (those individuals, industries, groups, organizations who demonstrated an interest in receiving copies of the Environmental Assessment/Finding of No Significant Impact)
 - c. County Health Department
 - d. Active Regional Planning Commission for the planning area
 - e. Local media outlets (newspaper, radio, or T.V. station)

Sample of a public notice:

Notice of Public Hearing
Name of water system/community
Preliminary Engineering Report (PER) to obtain assistance from
The Drinking Water State Revolving Fund (DWSRF) Loan Program

The (town/city/utility) of (Water System Name) will hold a public hearing at (time) on (day of week), (date) at (place), (address). (Applicant name)'s engineering consultant (name, firm) will present the recommended upgrades to (water system's name)'s drinking water infrastructure, which will include (list general description, e.g. "construction of a new elevated storage tank, construction of a new water treatment plant, upgrades to the existing water treatment plant, adding distribution lines), as described in the PER. The project will be funded through a DWSRF loan.

At this hearing, there will be the opportunity for questions and comments from the public. Participation is welcomed and encouraged. If special assistance is required at the meeting, please contact (phone#, name). Copies of the PER are available for public viewing starting (date of notice) through (date 5 days following hearing) at (location). Written comments regarding this project should be sent to (contact name, mailing address) prior to (date, 5 days following hearing).