

ATTACHMENT B
Drinking Water Revolving Loan Fund Program • Guidance for Conducting a
PUBLIC HEARING

LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS • OFFICE OF PUBLIC HEALTH

Provided below are the requirements that must be followed in preparing for and conducting a public hearing (ref. 40 CFR Part 6, 40 CFR Part 25, and 40 CFR Parts 1500 - 1508). At a minimum, these apply to all projects that do not qualify for a Categorical Exclusion environmental determination:

- (1) **Notice of Hearing.** At least 30 days prior to the hearing, a written notice of the hearing must be sent to any of the following that have expressed, to OPH or the applicant, an interest in the proposed project: local, state, and federal agencies (see Attachment A - List of Governmental Commenting Agencies for a list of agencies with contact information), environmental groups and community organizations, appropriate local public officials, and appropriate minority leaders and groups. The notice must also be published at least 30 days prior to the hearing in at least one local newspaper. The notice shall include the following information:
 - (i) Date, Time and Place. The date, time and place of the hearing.
 - (ii) Description of Proposed Project. A brief description of the proposed project, including the location(s) of any new water facilities, especially water treatment facilities.
 - (iii) Cost. The cost of the project, including the estimated monthly bill to a typical residential household and any connection fee, due to this project.
 - (iv) Debt Service. The mechanism for paying back the loan such as sales taxes, user fees, etc.
 - (v) Availability of the SIP. The SIP must be made available for the public to examine. A copy of the SIP must be displayed at the hearing and at a convenient local site for public review at least 30 days prior to the hearing.
 - (vi) The Following Statement: "One of the purposes of this hearing (meeting) is to discuss the potential environmental impacts of the project and alternatives to it."
- (2) **Hearing Format.** The hearing shall conform to the following general format:
 - (i) Call to order.
 - (ii) Sign-in of everyone in attendance.
 - (iii) Statement of the Purpose of the hearing, which must include the following: "One of the purposes of this hearing is to discuss the potential environmental impacts of the project and alternatives to it."
 - (iv) The Following Information from the SIP must be discussed:
 - a. Description of the proposed project including: (1) All system components, including recommended treatment processes (if applicable), (2) Design capacities, (3) Distribution system improvements (if applicable), (4) Capital Cost, (5) O&M costs, and (6) Any Required Staffing;
 - b. Costs to Users including: (1) O & M Costs, (2) Debt Service, and (3) Any other costs;
 - c. The Considerations to be taken into account under law and regulations, the cost of the project including the estimated monthly bill to a typical residential household and any connection fee, and any information which is particularly solicited from the public.
 - (v) A Question and Answer and/or Comment Period, during which, any issues raised should be addressed. Any issues raised at the public hearing that could not be addressed at that time, must be responded to in writing and DWRLF provided a copy.
- (3) **Hearing Record.** The hearing record, which will be incorporated as an Appendix to the SIP following the hearing, must include:
 - (i) A Copy of the Public Hearing Notice (with proof of publication).
 - (ii) A Sample Letter and a List of all Persons and Agencies notified of the hearing.
 - (iii) A List of all Persons in Attendance at the hearing.
 - (iv) A Verbatim Transcript, not a summary, of the hearing.

NOTE: Other federal, state, or local regulations may require public hearings in and of themselves. Because of this, it is highly recommended that an attorney be consulted regarding the public hearing requirements. If a public hearing is required by other regulations, those requirements must be followed and DWRLF must be notified. In all cases, the applicant is responsible for determining and meeting any public hearing requirements for the project.