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| --- | --- | --- | --- | --- |
| **For DLG Use Only** |  | **SAI Number?** |  | **If a Project involves Water or Sewer Activities?** |
| **22-** |  |  |  | WRIS Number |

|  |  |
| --- | --- |
| **PROJECT TITLE** | **GRANT AMOUNT REQUESTED** |

**\*APPLICANT:** Choose an item.Excluded Parties Listing System: Choose an item.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Legal Applicant | | Authorized Representative | | | E-mail Address | | | |
| Street or P. O. Box | | | City | | | County | State  KY | ZIP Code + 4 | |
| Telephone Number | Fax Number | | | SAM Unique Entity ID | | Tax ID Number | | | |

**(If Applicable) APPLICANT’S PARTNER:** Choose an item.Excluded Parties Listing System: Choose an item.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Legal Applicant | | Authorized Representative | | | E-mail Address | | | |
| Street or P. O. Box | | | City | | | County | State  KY | ZIP Code + 4 | |
| Telephone Number | Fax Number | | | SAM Unique Entity ID | | Tax ID Number | | | |

**GRANT ADMINISTRATOR:** Choose an item.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Telephone Number | | FAX Number | | |
| Organization | | E-mail Address | | | |
| Street or P. O. Box | City | County | | State  KY | ZIP Code + 4 |

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| --- | --- | --- | --- |
| State House District | State Senate District | Congressional District | Area Development District |

#### Introduction

###### These forms are designed to obtain pertinent information, not lengthy narrative. Forms provided must be used and completed according to instructions. Instructions are given on the respective forms. Answer all questions--if a particular question is not pertinent to your project, insert N/A. Please type or print all information. No additional pages will be allowed unless noted on form. Attach and number all exhibits to correspond with the appropriate section. Retyped forms will be accepted; however, the same format must be followed and pages must be numbered.

The following materials shall constitute a complete application. **Please provide the page number for each item listed below on the line to the left:**

Project Overview

Project Funding Summary

Cost Summary by expense and national objective

Detailed Housing Cost Estimate

Landlords List

☐ Preliminarily identified potential properties which can meet the 51% threshold for affordability

☐ Potential properties located in a HUD or grantee-identified MID (preference for HUD-identified)

Stand-by units list

Citizen Participation - *tear sheet, signed detailed public hearing minutes/handouts, attendance sheet, and any public responses.*

Tie-Back to Disasters

Title VI Form (Included in the application) (7-2)-More detail provide in Chapter 1 of the Subrecipient Manual with form found in chapter 7

Statement of Assurances (Included in the application)

Documents to Attach:

Grant Administration Plan

DOB Analysis Process

☐ Includes Green Building Standards

Certified Grant Administrator Qualifications

☐ Proposed Designs and Plans (Project Scope)

☐ Anticipated budget that is provided is:

☐ Cost Reasonable

☐ Documentation all sources of funds are identified and committed

Authorizing Resolution to submit the application adopted by the community’s governing body

All Funding Commitment Letters; if cash please attach a bank statement, if a loan please attach proof of ability to borrow funds

Kentucky State Clearinghouse Endorsement: [EClearinghouse\_Instructions.pdf (ky.gov)](https://kydlgweb.ky.gov/Documents/eClearinghouse/EClearinghouse_Instructions.pdf)

Letter of determination of eligibility for listing on the National Register of Historic Places from the

Kentucky Heritage Council, and clearance from the State Historic Preservation Officer

If project involves a non-profit organization, please provide proof of the non-profit organization’s 501(c)(3) status to prove eligibility.

Documentation to substantiate that conflict of interest provisions have been discussed with the governing body and possible recipients.

###### NOTE: Partial submissions will NOT be accepted!

**Project Overview:**

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**Budget Summary:**

Include **all** funding amounts and sources. Please complete all appropriate columns and indicate the status of funds as “Approved”, “Applied For”, or “Committed”. In-kind contributions should be listed separately on the chart below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Source** | **Amount** | **Project %** | **Type** | **Rate** | **Term** | **Status of Funds** |
| CDBG-DR |  |  |  |  |  |  |
| CDBG-DR Admin/Planning |  |  |  |  |  |  |
| **Subtotal: CDBG-DR** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |  |

**APPLICATION CERTIFICATION**

To the best of my knowledge and belief, information in this Form is true and correct. The applicant also agrees to comply with requirements of 24 CFR Part 58.

I am aware that the proposed project may be removed from further consideration should it be determined that there are significant discrepancies in the information provided, and/or false, inaccurate or incomplete information has been given.

Title

Signature, Authorized Representative

     

Date

Name Typed

### Unit Cost Summary

Attach a copy of the Unit Cost Summary. The Unit Cost Summary is included in an Excel spreadsheet named *Cost Summary.xls* and that file can be downloaded from the DLG web site (<https://kydlgweb.ky.gov/Documents/CDBG_cities/COSTSUMMARY2010.xls>).

Replace this page with the completed Cost Summary for this application

*Please include documentation and narrative describing how you arrived at cost estimations.*

1. Enter the amount of CDBG-DR funds requested for each activity identified in the "CDBG-DR Funds" column. These dollar amounts must be separated according to LMI and/or Slum/Blight for the activities of Acquisition, Rehabilitation and New Construction. Remaining project activities meeting the 51% benefit to low and moderate income persons can include their costs in their entirety to the LMI column.

**Rehabilitation** is based on the benefit to the occupant of the structure.

1. Enter the amount(s) of other funds, i.e., HOME, FEMA, PROGRAM INCOME, RD, ARC, to be used for each activity in the "Other Funds" column. The source of these funds should be identified in the "Source" column. If more than one (1) "Other Source of Funds" is used for an activity, please **identify** the **amounts and sources separately.**

**Special Notes:**

* Each CDBG-DR activity line item dollar amount must be rounded to the nearest $100.
* Total CDBG-DR dollar amount must be rounded to the nearest $1,000.
* Program Income generated during the course of the project should be used before CDBG-DR funds are drawn. (Tap fees are not considered program income.)
* Do not include in-kind dollars on the Cost Summary. In-kind dollars are not considered as matching funds.
* Expenses related to rehabilitation (i.e., title searches, surveys, marketing, work write-ups and inspections (if independent of grant administrator) should be placed in the rehabilitation administration line item.
* No CDBG-DR funds shall be used for contingencies
* Service lines must be shown as a Rehabilitation Grant.
* Total engineering design and inspection services are based on total construction costs excluding contingencies. CDBG-DR funding cannot exceed the RD fee schedule.
* Architectural/Engineering costs are to be included in the activity to which they pertain and are to be summarized at the bottom of the cost summary.
* Housing projects do not require a specified match; however, it is important to actively seek additional funds to leverage the CDBG-DR funds.

**Reminder:** Include costs associated with the requirement for recipient to erect a project sign according to CDBG-DR specifications.

1. Date of publication of notice of CDBG-DR information to the public
2. Notice of first public hearing

Date of advertisement

Date of hearing

1. Describe the other methods used to solicit participation of low and moderate income persons, such as posting notices at public buildings, radio ads, etc…

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1. Describe any adverse comments/complaints received and describe resolution.

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5. Attach to this form:

1. Tear sheet of all public notices
2. Signed Minutes of the public hearing(s) including lists of signatures from attendees, agendas, and handouts
3. Copy of response(s) to comment(s) and/or complaint(s)

**ACTIVITY MATRIX**

Complete the matrix below by indicating the total number of housing structures to be affected by each activity. Indicate in the “Other” column if it is not a residential unit (i.e., lot, garage, commercial). If multi-family housing structures are included in the count, please reference the number of units as an asterisk notation.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Rental**  **Occupied** | | **Vacant**  **Residential**  **Units** | **Other** | |  |
|  | **Total**  **Over Income** | **Total**  **LMI** | **Total** | **Specify** | **Total** |
| Acquisition |  |  |  |  |  |  |
| Relocation |  |  |  |  |  |  |
| Temp Relo |  |  |  |  |  |  |
| Rehab |  |  |  |  |  |  |
| Reconstruct |  |  |  |  |  |  |
| Clear/Demo |  |  |  |  |  |  |

1. For each activity shown on the Cost Summary, excluding planning and administration activities please provide a **BRIEF** narrative discussing the need for this activity, a description of the activity that will address this need and what you anticipate the accomplishments of what this activity will be.

**EACH ACTIVITY SHOULD BE SPECIFIC AND QUANTIFIED.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity**  **Number** | **Project Needs** | **Proposed Activities** | **Anticipated Accomplishments** |
|  |  |  |  |

*Special Note: Acquisition and clearance activities must include an explanation of the disposition of the properties (reuse of property).*

***NOTE: Duplicate this Form if needed.***

1. Discuss the methodology used to determine project need.

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1. Discuss the planning and administrative budgets for both CDBG-DR and other funding sources. Provide specific work to be undertaken as part of each activity.
2. Planning

Note: If the planning contract language indicates the recovery of costs or payment is contingent upon receiving a CDBG-DR, it is an ineligible CDBG-DR cost.

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|  |

1. Administration

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1. Discuss project readiness. (i.e.*, status of other funds applications, clearinghouse conditions addressed, title and/or condemnation issues considered and budgeted for, etc.)*

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8. Discuss all local contributions to the project. *(financial and other)* Please attach funding sources verification of commitment and accessibility of all other funds. N*ote: If a city or county is contributing to the project, a resolution from their governing body stating approval of their commitment must be attached.*

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9. Discuss any known conflicts of interest. Please refer to household surveys and disclose any household members related to city employees or elected officials, pursuant to 24 CFR 570.489(h)(2).

**INSTRUCTIONS**

This form is used to define your community’s overall housing and community development needs. All questions in each category must be answered even if your project is not designed to specifically address that category. All questions must be answered in respect to the entire jurisdiction of the applicant(s), not just the project area.

1. **AREAS COVERED**

**Check applicable area(s)**

HUD has identified the following MID areas for the 2021 and 2022 KY disaster:

Graves County Hopkins County Knott County Letcher County

Breathitt County Warren County Perry County Pike County

Kentucky has identified the following counties as eligible for CDBG-DR funding:

Boyd County Caldwell County Casey County Christian County Clark County

Clay County Cumberland County Estill County Floyd County Fulton County

Greenup County Harlan County Hart County Hickman County Jackson County

Johnson County Knott County Laurel County Lawrence County Lee County

Leslie County Letcher County Lincoln County Logan County Lyon County

Madison County Magoffin County Marion County Marshall County Martin County Morgan County Muhlenburg County Ohio County Owsley County Perry County Powell County Pulaski County Rockcastle County Taylor County Whitley County Wolfe County

#### B. Determination Narrative

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Form Approved

OMB No.2506-0043

|  |
| --- |
| U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  INSTRUCTIONS FOR COMPLIANCE WITH TITLE VI  OF THE CIVIL RIGHTS ACT OF 1964  Title VI of the Civil Rights Act of 1964 states  “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”  Section 1.4(b) (2) (i) of the regulations of the Department of Housing and Urban Development issued pursuant to Title VI requires that:  “A recipient, in determining the types of housing, accommodations, facilities, services, financial aid, or other benefits which will be provided under any such program or activity, or the class of persons to whom, or the situations in which, such housing, accommodations, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to be afforded an opportunity to participate in any such program or activity, may not, directly or through contractual or other arrangements, utilize criteria or other methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, or national origin.”  As evidence of compliance with the above, the applicant shall provide the information as requested in a, b, c, and/or d below, as appropriate, to supplement the data relative to the locations of concentration of minority groups and proposed activities shown on the map submitted as part of the application. Additional pages should be used, if necessary. If there are no minorities in the community, check here  and disregard questions a through d. |
| 1. IDENTIFY THE MINORITY GROUP(S) POPULATION OR PORTION THEREOF, RESIDING IN THE APPLICANT’S JURISDICTION THAT WILL NOT BE SERVICED BY ONE OR MORE OF THE PROPOSED ACTIVITIES   HUD-7089(6-78)  Page 1 of 2 pages |

|  |
| --- |
| 1. EXPLAIN WHETHER THE MINORITY GROUP POPULATION, OR PORTION THEREOF, NOT SERVICED BY THE PROPOSED ACTIVITY (IES) ALREADY RECEIVES SUCH SERVICE. IF SO, DEFINE THE EXTENT OF EACH OF THESE EXISTING SERVICES AND INDICATE WHETHER THEY ARE EQUAL TO, GREATER THAN OR LESS THAN THE PROPOSED ACTIVITY(IES) RELATIVE TO THE LEVEL AND QUALITY OF SERVICES TO BE PROVIDED. |
| 1. IF THE MINORITY GROUP POPULATION, OR PORTION THEREOF, DOES NOT RECEIVE SUCH SERVICE(S) NOW AND WILL NOT RECEIVE THE BENEFIT OF THE PROPOSED ACTIVITY(IES), INDICATE THE APPROPRIATE TIME SUCH SERVICE(S) WILL BE PROVIDED TO SUCH RESIDENTS. |
| 1. IN THE EVENT NO FUTURE SERVICE(S) IS PLANNED FOR THE MINORITY GROUP POPULATION OR PORTION THEREOF, PROVIDE A STATEMENT OF THE REASONS WHY. |
| The phrase “minority group” as used herein, refers to Black, not of Hispanic Origin; Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture regardless of race); Asian or Pacific Islander; American Indian or Alaska Native.  HUD-7089(6-78)  Page 2 of 2 pages  Signature, Authorized Representative |

**Statement of Assurances**

The applicant hereby assures and certifies that:

(a) It possesses legal authority to apply for the grant, and to execute the proposed program, shall abide by all federal and state laws, executive orders, and regulations, including, but not limited to, those items listed in this section.

(b) Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's authorized representative to act in connection with the application and to provide such additional information as may be required.

(c) It has complied with all the requirements of Executive Order 12372 and that either:

(1) Any comments and recommendations made by or through clearinghouses are attached and have been considered prior to submission of the application; or

(2) The required procedures have been followed and no comments or recommendations have been received prior to submission of the application.

(d) It will facilitate citizen participation.

(1) Providing adequate notices for one or more public hearings, specifically to persons of low and moderate income;

(2) Holding one or more hearings at times and locations convenient to potential beneficiaries, convenient to the handicapped, and meeting needs of non-English speaking residents;

(3) Providing citizens information concerning the amount of funds available for proposed community development activities and the range of those activities;

(4) Providing citizens with information concerning the estimated amount of funds that will benefit persons of low and moderate income;

(5) Furnishing citizens with the plans made to minimize the displacement of persons and to assist persons actually displaced as a result of grant activities;

(6) Providing citizens with reasonable notice of substantial changes proposed in the use of grant funds and providing opportunity for public comment;

(7) Providing citizens with reasonable access to records regarding the past use of CDBG-DR funds received; and

(e) It will comply with the regulations, policies, guidelines and requirements of the OMB Super Circular and the "Common Rule," 24 CFR, Part 85 as they relate to the application, acceptance, and use of Federal funds under this document.

(f) It will comply with:

(1) Section 110 of the Housing and Community Development Act of 1974, as amended, 24 CFR 570.603, and State regulations regarding the administration and enforcement of labor standards;

(2) The provisions of the Davis-Bacon Act (40 U.S.C. S 276a-5) with respect to prevailing wage rates;

(3) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327 et. seq., requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty in a work-week;

(4) Federal Fair Labor Standards Act, 29 U.S.C.S 102/et. seq., requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week;

(5) Anti-Kickback (Copeland) Act of 1934, 18 U.S.C.S 874 and 40 U.S.C.S 276c, which outlaws and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities; and

(6) KRS 337, with respect to Kentucky Prevailing Wage Rates and labor standards.

(g) It will comply with all requirements imposed by the State concerning special requirements of law, program requirements, and other administrative requirements.

(h) It will comply with:

Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;

(i) It will to the greatest extent practicable under State law, comply with Sections 301 and 302 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended with the final rule published February 3, 2005, and will comply with Sections 303 and 304 of Title III, and HUD implementing instructions at 24 CFR Part 42.

(j) It will:

1. Comply with Title II (Uniform Relocation Assistance) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and HUD implementing regulations at 24 CFR Part 42 and 24 CFR 570.606;

(2) Provide relocation payments and offer relocation assistance as described in the Uniform Relocation Assistance Act of 1970, as amended, to all persons displaced as a result of acquisition of real property for an activity assisted under the Community Development Block Grant program. Such payments and assistance shall be provided in a fair and consistent and equitable manner that insures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex, or source of income; and

(3) Provide for reasonable benefits to any person involuntarily and permanently displaced as a result of the use of grant funds to acquire or substantially rehabilitate property.

(k) It will comply with the provisions of the Hatch Act that limits the political activity of employees.

(l) It will give the State, HUD and the Comptroller General, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant.

(m) Its chief executive officer or other officer of applicant approved by the State:

1. Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. S 4321 et. seq.) and other provisions of Federal law, as specified in 24 CFR Part 58, which furthers the purposes of NEPA, insofar as the provisions of such Federal law apply to the Kentucky Community Development Block Grant Program; and

(2) Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.

(n) It will comply with:

(1) The National Environmental Policy Act of 1969 (42 U.S.C. S 4321 et. seq.) and 24 CFR Part 58, and in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 468), Executive Order 11593, and the Preservation of Archeological and Historical Data Act of 1974 (16 U.S.C. 469a-1, et. seq.) by:

1. Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the proposed activity; and

(b) Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.

1. Executive Order 11988, Floodplain Management;

(3) Executive Order 11990, Protection of Wetlands;

(4) Section 202(a) of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106) as it relates to the mandatory purchase of flood insurance for identified special flood hazard areas;

(5) The Endangered Species Act of 1973, as amended;

* 1. The Fish and Wildlife Coordination Act of 1958, as amended;

(7) The Wild and Scenic Rivers Act of 1968, as amended;

(8) The Safe Drinking Water Act of 1974, as amended;

(9) The Clean Air Act of 1970, as amended;

1. The Federal Water Pollution Control Act of 1972, as amended;

(11) The Clean Water Act of 1977; and

(12) The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976.

(o) It will comply with 24 CFR Part 570.489(j) concerning the change of use of real property purchased or improved in whole or in part with CDBG-DR funds.

(p) It will comply with all provisions of Title I of the Housing and Community Development Act of 1974, as amended, as well as with all other applicable State and Federal laws which have not been cited previously.

(q) It will comply with Duplication of Benefits Requirements. Section 312 of the Stafford Act, as amended, generally prohibits any person, business concern, or other entity from receiving financial assistance for any part of a loss resulting from a major disaster for which he has received financial assistance under any other program or from insurance or any other source.

The applicant hereby certifies that it will comply with the above stated assurances.

Signature, Authorized Representative

Name (typed or printed)

Title

Date

***GUIDE******FORM***

### NOTICE OF POTENTIAL PROJECT

Subrecipient Letterhead

(Date)

Dear: *(owner and/or occupant)*

On (date) , the (Applicant) of intends to submit a Community Development Block Grant – Disaster Recovery (CDBG-DR) application to the Governor’s Office for Local Development for financial assistance to possibly address your residence.

***INSERT LANGUAGE BELOW DEPENDING ON TYPE PROJECT –Voluntary***

This **is not** a Notice of eligibility, **only** a Notice of a Potential Project.

Should you have questions or concerns, you may contact the office of the (Contact Name) , (address) , at (phone) .

Sincerely,

***Voluntary Project:***

This Notice is to inform you that **if** the assistance is provided and because this is a voluntary project, the following would apply:

* Although Federal assistance is involved, the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, as amended, is not applicable. Optional Relocation may be applied, see Program Guidelines
* You have been selected as a potential *(****list as alternate, if a potential standby applicant)*** applicant due to meeting the city/county requirements when you applied for the project. However, **if** the project is funded it would be necessary to re-verify that you still meet program requirements before you could receive financial assistance.
* As a voluntary applicant you have the right to change your mind and withdraw your application at anytime prior to receiving assistance.

Sincerely,

# Special Notes:

# As stated in this Notice, this is not a Notice of eligibility, and in no way does this make the Click or tap here to enter text. liable for providing benefits.

# The case file must indicate the manner in which this Notice was delivered (i.e., personally served or certified mail, return receipt requested) and the date of delivery.

# The Applicant must maintain at least five (5) alternate units for standby. All standby applicants should receive this Notice.