All Applicants must provide a narrative to all questionsin no more than a four-page document, using the expandable text boxes below. Attach requested documentation to the Application. Also required are the proof of Public Participation and Resolution of the governing body. Samples of a Public Notice and Resolution are provided in the Appendices. You are strongly encouraged to prepare all required attachments, including adopting the Resolution, as soon as possible in order to avoid delays in processing your application.

**APPLICANT NAME:**

**APPLICANT CONTACT INFORMATION & MAILING ADDRESS:**

***A. Activity Information:***

**1. What is the total amount of funds requested?**

**$**

**What amounts of funds are requested for General Administration (GA) and Activity Delivery (AD)?**

**Activity Funds = Total/1.075=**     ; **GA = Total – Activity Funds$**

**AD (maximum 15% of Activity Funds) = $**

**2. How will the Requested CDBG Funds be Used?**  *(Check all that apply)*

Installation of Water Laterals (14A)

Utility Connection Fees (14A)

Abatement of Dry Private Water Wells (14A)

**If more than one box is checked above, please provide a cost breakdown for each item:**

**3. Description of Activity:** Provide a brief narrative description of the proposed activity. The narrative should include specific information on the specific location(s), number of households that will benefit, timelines, etc.

***B. Activity Eligibility:***

**1.** How many homes and residents in your jurisdiction are without running water, or have inadequate or contaminated water supply, as a result of the Drought? What efforts were made to certify that the homes are without water and that the issue was caused by the 2014 Drought Disaster?

**2. How many of the homes without running water are near an existing or proposed public water system that has agreed to connect and serve these homes**? Please describe any water service agreements that have been negotiated or executed.

**3. Type of Assistance**

The Department will require that all Grantees assist owner-occupied households in the form of a grant, while investor-owned properties must be assisted through a loan. The loans may have deferred payments, with 0% interest.

**Estimated Number of:**       Loans       Grants

***C. Readiness:***

1. **Water System:** If the public water system is under construction, what is the timeline to completion?

1. **Program Administration:** Does the applicant intend to administer the program in-house?

**Yes  No**

**Note:** If the applicant intends to hire a program administrator, it will have to follow the normal procurement process as described in the CDBG Grant Management Manual.

1. **Program Guidelines:** In most cases, applicants will need to create Program Guidelines for this Drought Laterals Program that are separate from their Housing Rehabilitation Program Guidelines. The Guidelines would have been approved by HCD (as part of the General Conditions clearance) and formally adopted by the Jurisdiction’s governing body.

***Note:*** *If the Applicant is going to assist both owner-occupied properties and tenant-occupied properties, the Applicant’s guidelines must address both program types clearly as separate sections within the overall program guidelines.*

***D. Emergency Assistance Certification:***

The Applicant’s Authorized Representative hereby certifies that:

1. The Applicant is unable to finance the activity on its own, AND

2. Other sources of funding are not available **to the Applicant Jurisdiction** to meet such needs

Name/Title of Authorized Representative:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_