



1644 Old Hardin Road

Billings, Montana 59101

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March 20, 2014

RE: ANNOUNCEMENT OF AVAILABILITY OF FINANCIAL ASSISTANCE FOR LOW AND MODERATE INCOME HOUSEHOLDS FOR SEWER HOOKUPS

Dear Homeowner,

Your household is receiving this letter to make residents aware of possible financial assistance that may be available to certain Lockwood area residents through a Community Development Block Grant (CDBG) awarded to Yellowstone County. The CDBG program is a federally-funded program designed to help communities with their greatest community development needs, with special emphasis on meeting the needs of low and moderate income (LMI) families. For communities of Lockwood's size, the CDBG program is administered by the Department of Commerce with funding from the U.S. Department of Housing and Urban Development.

Based upon income eligibility, the program may be able to pay for the construction costs for hookup to the new sewer system which requires pumping and abandonment of the existing septic tank and the hookup from your home to the new sewer service stub-out at your property line. The costs associated with the hookup can be paid by the CDBG grant if your household is eligible under the CDBG guidelines for assistance to LMI Households. The cost to hookup to the sewer ranges from \$1,500 to \$4,000, depending on the difficulty of the connection.

You will not be displaced in connection with the proposed project. Although extremely unlikely, if you must move temporarily because of work associated with the project, suitable housing will be made available to you and you will be reimbursed for all reasonable out of pocket expenses, including moving costs and any increase in housing costs. You will need to continue to pay your mortgage. Upon completion of the sewer hookup, you will be able to occupy your present home.

Under the terms of the project, you are protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered.

(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)

We urge you not to move at this time. If you choose to move, you will not be provided relocation assistance.

Exhibit 2

Please remember:

- This is not a notice to vacate the premises.
- This is not a notice of relocation eligibility.

Lockwood Water & Sewer District is in the process of establishing a pool of qualified Contractors that will be available to provide construction services for sewer hookups. If your household applies and is qualified, the District will assist you in selection of a Contractor from a list of qualified contractors and work with them to complete the sewer hookup to your home.

Attached is an Income Certification Form for Direct Benefit to LMI Households to help assist you to apply for assistance under this program. According to CDBG regulation, assistance will be prioritized to serve households of low income first, then households of moderate income, to the extent that funds remain available. If you believe you are eligible, please sign and return the Certification Form to our office and we will determine income eligibility and notify you in writing if you qualify for assistance. All information provided to Lockwood Water & Sewer District is confidential and will be shared only with State CDBG program staff and will be destroyed four years after the project is completed.

If you have any questions or need additional information, please contact me at 259-4120 and I will provide any assistance you may need.

Sincerely,



Woody Woods, District Manager
Lockwood Water & Sewer District

cc: file

INCOME CERTIFICATION FORM
FOR DIRECT BENEFIT TO LMI HOUSEHOLDS

The following information is necessary to establish your household's eligibility for assistance under our community's Community Development Block Grant (CDBG) project. The CDBG program is a federal program intended to assist "low and moderate income" households. Your response will be kept confidential and will not be available to the general public.

Included in the **federal definition of "annual income"** are all payments from all sources received by the family head (even if temporarily absent) and each additional member of the family household who is not a minor (a minor is defined as a person under age 18). Income includes:

1. The gross amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses;
2. The net income from operation of a business or profession or from rental or real or personal property (this includes gross receipts, minus operating expenses, received from the operation of an unincorporated farm or ranch);
3. Interest and dividends;
4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts;
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;
6. Public assistance;
7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling; and
8. All regular pay, special pay and allowances of a member of the armed forces (whether or not living in the dwelling) who is head of the family or spouse.

INSTRUCTIONS: In Table A below, for the column for your family's size, was the combined unadjusted gross income for the year 2014 for all adult members of your household, ABOVE or BELOW the income listed in Table A?

Family Size	1	2	3	4	5	6	7	8
Family Income	\$33,950	\$38,800	\$43,650	\$48,500	\$52,400	\$56,300	\$60,150	\$64,050

ABOVE
 BELOW

(Place an "X" beside the word that applies.)

INSTRUCTIONS: In Table B below, if your income was **BELOW** the income for your household size in Table A, was your combined gross income for all adult members of the household for the year 2014, **ABOVE** or **BELOW** the income listed for your household size in Table B?

Family Size	1	2	3	4	5	6	7	8
Family Income	\$21,250	\$24,250	\$27,300	\$30,300	\$32,750	\$35,150	\$37,600	\$40,000

ABOVE ____
BELOW ____

(Place an "X" beside the word that applies.)

EXAMPLE: If there are four persons currently residing in your household and the total gross income of the adult members was \$35,000, you would check "**BELOW A**" under Table A, and "**ABOVE B**" under Table B.

CERTIFICATION

I certify that, after reviewing the CDBG definition of "annual income", the statement above is correct and complete to the best of my knowledge and belief. I agree to provide income verification if requested by local officials.

NOTE: Anyone who knowingly provides false or incomplete income information may be subject to penalties for fraud under federal law.

 Applicant's Name (printed)

 Applicant's Signature (or initials)

 Address

 Date