**45-day Request for Response to “Most Impacted and Distressed” and “Unmet Needs” Thresholds: NOFA Submission Requirements and Sample Letter**

During the first 45 days after publication of this NOFA, any potential Applicant may provide HUD a single written request with its “most impacted and distressed” and “unmet needs” threshold responses for one or more potential target areas (as defined in more detail in Appendix G to the National Disaster Resilience Competition NOFA). This request is not subject to citizen participation requirements. HUD will respond within 15 working days to confirm or reject whether the information provided for each area meets the thresholds and provide specific reasons for any rejection. HUD will only provide such a response one time for each potential Applicant. HUD may tell an Applicant how a submission is deficient, but may not tell an Applicant how to fix the submission.

If HUD’s response indicates that the submitted information does not meet the threshold requirements, an Applicant may revise its support for the threshold requirements and resubmit this support, together with a complete application, in the form support for the threshold requirements with the NOFA application, prior to the NOFA deadline.

Submit request to [ResilientRecovery@hud.gov](mailto:ResilientRecovery@hud.gov). Include Applicant’s name in the Subject line of the email. Include in the e-mail and the body of the letter the Applicant name; name, title, email address, telephone number, and agency of a contact person employed by the Applicant to which HUD shall respond.

A sample letter is attached.

Although there is no page limit for this initial request, the information must ultimately be included in the NOFA, which is subject to a page limit. HUD estimated that in the NOFA, the applicant’s Phase 1 threshold response would be approximately 5 pages, but it may be longer if the Applicant chooses to demonstrate that more than one target area meets the thresholds. Like the NOFA submission, the letter may summarize required support data rather than including the data in its entirety. If you choose to summarize the data, your narrative must provide HUD a link to publicly available data from a reputable source, or you may provide a password-protected link to access other data stored on a cloud storage service such as Dropbox, Google Drive, Microsoft OneDrive, Box, or Bitcasa. In either case, include the link in your letter. You may include the password for any cloud storage link in the e-mail transmitting your letter to ResilientFuture@hud.gov.

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[Applicant Letterhead]

Date

Mr. Stanley Gimont

Director, Office of Block Grant Assistance

US Department of Housing and Urban Development

451 7th Street S.W.

Washington, DC 20410

**Submitted to**: [ResilientRecovery@hud.gov](mailto:ResilientRecovery@hud.gov)

Re: Request for Response to “Most Impacted and Distressed” and “Unmet Needs” Thresholds

Dear Mr. Gimont:

I am pleased to submit this threshold request from the [Applicant Jurisdiction], authorized by the National Disaster Resilience Competition Notice of Funding Availability (NOFA). The [Applicant Jurisdiction] seeks your determination as to whether the information we include below is sufficient to address the “Most Impacted and Distressed” and “Unmet Needs” Thresholds defined in Appendix G to the NOFA.

Below we separately address each threshold requirement in Appendix G.

**Most Impacted and Distressed Threshold**

The target area identified as most impacted and distressed is [insert name of area] as a result of [name of Qualified Disaster, meaning a major disaster declared by the President under the Stafford Act for a disaster event occurring in calendar years 2011, 2012, or 2013, e.g., severe tornados] that occurred in [insert eligible year: 2011, 2012, or 2013]. The area is [as applicable, identify the area as either a county previously determined by HUD to be most impacted OR A sub-county area (census designated place, tribal area, or census tract) within a county declared as a Qualified Disaster].

**[If the area was not identified by HUD as Most Impacted and Distressed, include the following information]**

***Name of Area***

The area exhibits Most Impacted Characteristics and Most Distressed Characteristics which affect the ability of the area to recover from [the Qualified Disaster].

***Most Impacted Characteristics***

[Address at least one of the Most Impacted Characteristics in Appendix G, which are Housing, Infrastructure, Economic Revitalization, and Environmental Degradation. For each included characteristic, address all of the criteria included in Appendix G to support that characteristic].

***Most Distressed Characteristics***

[Address at least one of the Most Distressed Characteristics in Appendix G, which are Disaster impacted low- and moderate-income households, Loss/shortage of affordable rental housing, Disaster impacted a federal target area or economically fragile area, and Disaster impacted an area with prior documented environmental distress. For each included characteristic, address all of the criteria included in Appendix G to support that characteristic].

**[repeat the description of the Characteristics in the format above for each area identified as Most Impacted and Distressed]**

**Unmet Recovery Needs Threshold**

The [Applicant Jurisdiction] has Unmet Recovery Needs, meaning needs that have not been addressed by Federal, state, or other sources, in the area(s) identified in this letter as “most impacted and distressed.”

[**For** **Applicants with a previous allocation of CDBG Disaster Recovery funds in response to major disasters in 2011, 2012 or 2013 need to provide information that meets the criteria and acceptable data sources under a minimum of one** **of the sectors identified in Appendix G, Section III.A.: 1. housing, 2. Infrastructure; 3. Economic revitalization; 4. Environmental Degradation].**

**[For Applicants without a previous allocation of CDBG Disaster Recovery funds in response to major disasters in 2011, 2012 or 2013 must provide information that meets the criteria and acceptable data sources in a minimum of one (1) of the sectors identified in Appendix G., Section III.B.: 1. housing, 2. Infrastructure; 3. Economic revitalization; 4. Environmental Degradation].**

**Conclusion**

Thank you for considering this submission. Please send your response to:

Applicant Jurisdiction Name

Name of Applicant NOFA Contact

Title

Email Address

Telephone

Agency or Department

You may also contact [NOFA contact] if you have technical difficulty accessing the links and other data provided in this letter.

Sincerely,

[Applicant Representative]