**[SUBRECIPIENT] AWARD LETTER**

Subrecipient Letterhead

TO:

«Applicant Name» or «Co-Applicant Name»

«Mailing Address»

«Mailing City»

«Mailing State», «Mailing Zip Code»

Dear «**Applicant Name**» or «**Co-Applicant Name**»:

Thank you for applying to the Click or tap here to enter text. Program. We are writing to inform you that your application for the property at «Damaged Property Address» has been reviewed and is eligible for CDBG-DR disaster assistance. Based on the documentation received detailing how much disaster assistance was received, what the assistance was used for, and what third-party data verification shows, the final eligible CDBG-DR to be awarded total is Click or tap here to enter text..

Attached with this award letter is the Duplication of Benefits (DOB) Certification Form that shows the total verified need less other duplicative assistance verified. You are encouraged to schedule an award consultation with a program representative to better understand your award. Once you review your award, you should complete the DOB Certification Form #10-8, and notify the program whether you have selected to accept, reject, or appeal the program decision.

How to Appeal

If you disagree with the program’s determination about your eligible award and wish to appeal it, you must submit your appeal in writing within thirty (30) calendar days of the date on this letter. The Program will acknowledge your appeal within fifteen (15) calendar days from receipt of the written appeal. Disputing the award amount will require you to provide evidence to support your claim and get your application reviewed. If the program does not receive your Request for Appeal Form and supporting documentation within thirty (30) calendar days, your ability to appeal will be waived and your application will remain in its current status.