2024 AHP APPLICATION

# AGENCY LETTER OF COMMITMENT TEMPLATE

Instructions:

1. If Empowerment Services are being provided by an organization other than the Sponsor, the FHLBank Boston Agency Letter of Commitment Template must be executed and attached to the application.
2. This form must be on the letterhead of the organization(s) providing the Empowerment Service(s).
3. **Effective for the 2024 AHP funding round, the effective date of this letter is established to be July 18, 2024.**
4. The Letter of Commitment must list all services to be offered to all residents.
5. Both the Sponsor and the Service Provider(s) must sign, each with handwritten or acceptable electronic signatures.
6. Attention: Services provided by or through the Resident Services Coordinator must be documented separately using the Resident Services Coordinator Letter of Commitment and not this form.
7. **Alternative documentation cannot be accepted for points in this category.**
8. ***Forms that are incomplete, unsigned, or contain inadequate handwritten signatures as determined at the sole discretion of FHLBank Boston will not be accepted.***
9. Only edit the highlighted text, included within square brackets, in the document below.
10. For more information, consult the AHP Implementation Plan and your Community Investment Manager at FHLBank Boston.

# AGENCY LETTER OF COMMITMENT TEMPLATE

[Letterhead/stationery of the organization/agency providing the services letterhead]

Effective Date: July 18, 2024

Federal Home Loan Bank of Boston Affordable Housing Program

800 Boylston Street

Boston, Massachusetts

## Re: Empowerment Services for [Insert name of Project] for 2024 AHP Application

To: Federal Home Loan Bank of Boston Affordable Housing Program

On behalf of [Insert name of organization providing services], this letter of commitment is being executed to offer the following Empowerment Services to all residents of the above referenced project. Empowerment Services are services which offer workforce readiness and employment opportunities, homeownership readiness and economic stability, healthcare services and general resident services, or resident involvement and decision-making training. The services to be offered are:

* [Insert name and description of service] DESCRIPTION MUST STATE: (1) Brief description of service; (2) This Service will be offered to ALL residents and available within six months of project completion.]
* [Insert name and description of each additional service]

If opting to use E-sign: then this language applies.

The words “execution,” “signed,” “signature,” and words of like import in this Agreement shall be deemed to include electronic signatures or the keeping of records in electronic form, each of which shall be of the same legal effect, validity or enforceability as a manually executed signature or the use of a paper-based record keeping system, as the case may be, to the extent and as provided for in any applicable law, including, without limitation, Electronic Signatures in Global and National Commerce Act or any other similar state laws based on the Uniform Electronic Transactions Act, and the parties hereto hereby waive any objection to the contrary.

On behalf of our organizations, we hereby agree to the above:

[Sign letter- ***(HANDWRITTEN OR ACCEPTABLE ELECTRONIC SIGNATURE ONLY HERE)***]

[INSERT NAME (must be someone authorized to make the commitment on behalf of the agency)]

[INSERT TITLE]

[INSERT SERVICE PROVIDER ORGANIZATION NAME]

By signing here, I agree to enter into this letter of commitment. The date of this commitment is July 18, 2024, the due date for the 2024 AHP funding round application. Should this pending application be awarded funding, I agree to work with the other party to this letter of commitment to implement the above services consistent with FHLBank Boston’s AHP requirements.

[Sign letter- ***(HANDWRITTEN OR ACCEPTABLE ELECTRONIC SIGNATURE ONLY HERE)***]

[INSERT NAME (must be someone authorized to make the commitment on behalf of the sponsor organization)]

[INSERT TITLE]

[INSERT SPONSOR ORGANIZATION NAME]

By signing here, I agree to enter into this letter of commitment. The date of this commitment is July 18, 2024, the due date for the 2024 AHP funding round application. Should this pending application be awarded funding, I agree to work with the other party to this letter of commitment to implement the above services consistent with FHLBank Boston’s AHP program requirements.