2024 AHP APPLICATION

# RESIDENT SERVICES COORDINATOR LETTER OF COMMITMENT TEMPLATE

Instructions:

1. If Empowerment Services are being provided by or coordinated through a Resident Services Coordinator (RSC), the FHLBank Boston Resident Services Coordinator Letter of Commitment Template must be executed and attached to the application.
2. This form must be on the Sponsor’s letterhead.
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. The Sponsor must sign this letter with a handwritten or acceptable electronic signature.
6. Attention: this Letter of Commitment must include the following elements. Please also consult FHLBank Boston’s AHP Implementation Plan for detailed specifics:
   1. Identify and list the eligible serves to be provided to all residents.
   2. For each eligible service, list the locally available service provider(s) which will be providing said service.
      1. List the RSC as the service provider when the RSC is the direct provider.
   3. Include a detailed written summary of the RSC’s role and final draft or executed contract confirming the RSC’s duties to conduct outreach and service coordination as well as any direct service provision listed above.
      1. Explain whether the RSC is a staff member of the sponsor organization or separate, third-party entity/independent contractor.
   4. Please attach a separate letter of intent or executed final contract for the RSC services (if available).
      1. This is not a mandatory requirement to have a letter of intent or an executed contract at time of AHP application.
      2. The separate letter of intent can help better illustrate the services and RSC’s role.
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.

**RESIDENT SERVICES COORDINATOR   
LETTER OF COMMITMENT TEMPLATE**

[Letterhead/stationery of sponsor organization/agency]

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 sponsor organization], this resident services coordinator 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; (3) List the locally available service provider(s) which will be providing the service; (4) List the RSC if the RSC is providing the service directly]
* [Insert name and description of each additional service]
* [Include a detailed written summary of the RSC’s role and final draft or executed contract confirming the RSC’s duties to conduct outreach and service coordination as well as any direct service provision listed above.]
  + [Explain whether the RSC is a staff member of the sponsor organization or separate, third-party entity/independent contractor]
* [Please attach a separate letter of intent or executed final contract for the RSC services (if available).]
  + [This is not a mandatory requirement to have a letter of intent or an executed contract at time of AHP application.]
  + [The separate letter of intent can help better illustrate the services and RSC’s role.]

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

If opting to use Esign: 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.

[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 requirements.