2020 FHLBNY AHP APPLICATION

**THIRD-PARTY SERVICE PROVIDER LETTER OF COMMITMENT TEMPLATE**

**THIRD-PARTY SERVICE PROVIDER LETTER OF COMMITMENT TEMPLATE**

Instructions:

1. If Economic Empowerment services are being provided by an organization other than the sponsor, the FHLBNY 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 Economic Empowerment service(s).
3. This must be dated within six months of the AHP 2020 Application deadline.
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 duly execute the document**.**
6. Provide **Marketing Materials of the Program describing the extent of the activity** that the Third-Party Service Provider or the Sponsor proposes to provide all tenants in the Project, if available.
7. **Basic referral services, including those provided by a resident service coordinator,** **will not be eligible for points.** However, if utilizing a **resident service coordinator** to provide one or more of the eligible Economic Empowerment services, identify the service(s) and the coordinator as the provider and execute either the Agency or Sponsor Letter of Commitment, as appropriate.
8. Undated or out-of-date forms as determined at the sole discretion of FHLBNY will not be accepted.
9. ***Incomplete, unsigned, or inadequate handwritten signatures as determined at the sole discretion of FHLBNY will not be accepted.***
10. For more information, consult the AHP Implementation Plan or email [AHP@fhlbny.com](mailto:AHP@fhlbny.com)

[Letterhead of the organization/agency providing the services]

[Insert date- must be within six months of the AHP 2020 Application deadline]

Federal Home Loan Bank of New York

Affordable Housing Program

101 Park Avenue, 6th floor

New York, NY 10178

**Re: The Name of the Economic Empowerment Services for [Insert name of Project]**

To: Federal Home Loan Bank of New York Affordable Housing Program

On behalf of [Insert name of organization providing services], this letter of commitment is being executed to offer the following Economic Empowerment Services to all residents of the above referenced project. Economic Empowerment Services are services which offer workforce readiness, homeownership readiness and sustainability, self-sufficiency services, healthcare services, or resident leadership and organizational decision making services. 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; (3) the location(s) of the service; (4) the economic benefits the activities will provide to the tenants; (5) the expected costs and sources of funding for the service.
* [Insert name and description of each additional service] and provide the same information as requested above for each empowerment activity.

On behalf of our organizations, we hereby agree to provide the services stated above.

Sign letter- ***(HANDWRITTEN SIGNATURE ONLY HERE)***

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

INSERT TITLE

INSERT SERVICE PROVIDER ORGANIZATION NAME

Sign letter- ***(HANDWRITTEN SIGANTURE ONLY HERE)***

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

INSERT TITLE

INSERT SPONSOR ORGANIZATION NAME