

HEALTHCARE LETTER OF COMMITMENT INSTRUCTIONS

The U.S. Department of Housing and Urban Development (HUD) continues to emphasize on the need for communities to leverage healthcare resources. As part of the Continuum of Care (CoC) Builds (CoCBuils) Notice of Funding Opportunity (NOFO) local competition process, new Permanent Supportive Housing (PSH) projects are **required** to demonstrate how leveraging of resources contribute to the overall budget of the project proposed through letters of commitment, contracts, or other formal written documents.

Formal Written Agreements

Proposed projects must attach letters of commitment, contracts, or other formal written documents, as part of **Attachment 14**.

The project **must demonstrate a written commitment** from a health care organization demonstrating that:

1. The proposed project will coordinate with a healthcare organization to meet the medical needs of participants. Healthcare must be provided on-site or in close proximity and can be provided by a non-profit organization.

Acceptable forms of commitment include formal written agreements and must include:

1. Value of the commitment, and
2. Dates the healthcare resources will be provided.

Please submit letters of commitment, contracts, or other formal written documents for your proposed project and label it as Attachment 14. Please feel free to reference CoCBuils Commitment Letter Template attached but note that the letter template is not an exhaustive list of considerations; therefore, your agency can include additional information and context as needed.

Continuum of Care (CoC) Builds Commitment Letter Template

[Date]

Zulima Lundy
Director of Operations
County of Orange, Office of Care Coordination
400 West Civic Center Drive, 3rd Floor
Santa Ana, CA 92701

Re: Healthcare Letter of Commitment [Applicant Agency Name] [CoCBuils Proposed Project Name]

[Agency Name]¹ is pleased to commit healthcare resources to [Applicant Agency Name] for [CoCBuils Proposed Project Name] during initial proposed operating period of [CoCBuils Project proposed project operating period]. This letter serves as official documentation of [Agency Name]'s commitment to leverage healthcare resources in support of [CoCBuils Proposed Project Name] within the CoCBuils Notice of Funding Opportunity (NOFO) competition process.

[Agency Name] agrees to commit²:

- At least 20 percent of the amount being requested in the application in the amount of \$_____ dollars

If the proposed project is awarded, [Agency Name] will work with [Applicant Agency Name] to [detail how healthcare resources will be leveraged within the proposed project].

Sincerely,

[Signature]

¹ Agency leveraging resources may be from a healthcare organization, nonprofit, etc.

² Use below list as a guide for narrative. Please be as specific as possible with resources or services committed. Commitment must detail exact amount of funding to be leveraged.