

HOUSING ASSISTANCE COUNCIL

Participation Commitment Letter ~ Instructions

Complete and print the Participation Commitment Letter on your organization's letterhead. Please email (tanisha@ruralhome.org) or fax to (202) 347-3441 by no later than Monday, August 8, 2011. If you have any questions, please contact Tanisha at (202) 842-8600.

LINE ITEM DESCRIPTION	INSTRUCTIONS
Project name:	Enter name of your SHOP 2011 project
Amount of SHOP request:	Enter amount of your SHOP 2011 request (<i>request may not exceed more than \$15,000 per unit</i>) (must agree with TOTAL SHOP 2011 REQUEST entered in your Market Survey)
SHOP units proposed:	Enter number of SHOP units proposed (must agree with TOTAL SHOP 2011 UNITS entered in your Market Survey)
Project costs (total \$):	Enter total project costs (e.g., predevelopment, acquisition, infrastructure improvements, unit construction) to develop the number of identified SHOP units (must agree with TOTAL SHOP 2011 PROJECT COSTS entered in your Market Survey)
Project state(s):	Enter the state in which the project will be developed
Project county(s) served:	Enter the county(s) the project will serve

LEVERAGE RESOURCES CHART

Please identify all leveraging source that will be designated for your proposed SHOP 2011 project.

COLUMN DESCRIPTION	INSTRUCTIONS
Contributing Entity's Name:	Enter the name of the organization/agency providing the leverage resource
Type	Select from the following dropdown box: <ul style="list-style-type: none"> • Cash funding (grants or loans) • In-kind contributions • Donated land/construction materials • Donated professional services
Source	Select from the following dropdown box: <ul style="list-style-type: none"> • Federal • State • Local • Other
Dollar Value	Enter the dollar value of the leverage resource that will be used for your SHOP 2011 project
Status of Funds	Select from the following dropdown box: <ul style="list-style-type: none"> • Firmly committed* • Application submitted • Intend to apply <p>*If you select "firmly committed," please send the supporting documentation with the Participation Commitment Letter. In order for HAC to receive leveraging points in its application to HUD, written documentation (e.g., award letters, written agreement, pledges) must:</p> <ul style="list-style-type: none"> • be dated • be signed • state a dollar amount
TOTAL - ALL	Total of all amounts in the Dollar Value column
TOTAL - FIRMLY COMMITTED	Total of all "firmly committed" line items identified in the Status of Funds column

Type of Organization	Instructions
Our organization is:	Select from the following dropdown box: <ul style="list-style-type: none"> • a current USDA Section 523 grantee • not USDA Section 523 grantee