

**DONOR AGENCY  
LETTERHEAD**

**Continuum of Care  
Sample Commitment Letter**

Month Day, Year

Recipient Agency  
Recipient Agency's Mailing Address  
Recipient Agency's City, State, Zip Code

RE: Project Name: **Project**  
Sponsor Organization: **Subrecipient Agency**

Dear Recipient Agency:

This letter certifies that **Donor Agency** will provide a contribution valued at **[\$Value]** for participants of **Project**, if awarded funding by HUD through the **Fiscal Year (FY) 2023** Continuum of Care Program competition.

This **match** commitment of **Cash/Services/In-Kind Contribution** will be available for the **2024 to 2025** program year. **[Describe the calculation used to arrive at the value]**. The contribution comes from the **government/private source of Name of Source**.

Sincerely,

*Authorized Representative*

**Authorized Representative  
Title**

**Commented [SW1]:** Commitment letter should be:  
-On letterhead stationary  
-Signed by an authorized representative  
-Dated within the acceptable timeframe as set forth in the NOFA  
-Contain the following information:  
▪Value of Contribution  
▪Name of the Project  
▪Sponsor Organization to which the contribution is given  
▪Date the Contribution will be available

**Commented [SW2]:** Name of the Project

**Commented [SW3]:** Name of the organization to which the contribution is given

**Commented [SW4]:** e.g. \$10,000

**Commented [SW5]:** Match (cash or in-kind) must be used for eligible program costs only and must be equal to or greater than 25% of the total grant request for all eligible costs under the CoC Program interim rule with the exception of leasing costs.

**Commented [SW6]:** Description of Contribution  
e.g. mental health counseling services

**Commented [SW7]:** If the contribution is not cash, provide the calculation used to arrive at the value.  
e.g. The commitment is calculated based on 10 hours of counseling services, valued at Donor Agency's normal rate of \$100 per hour, that will be provided to each of Project's ten (10) participants.\*

\*This calculation is for demonstration purposes only. Per the CoC interim rule, 24 CFR 578.103(a)(10), "[...] records must show how the value placed on third party in-kind contributions is derived. To the extent feasible, volunteer services must be supported by the same methods that the organization uses to support the allocation of regular personnel costs."

**Commented [SW8]:** Indicate whether the source is government or private

**Commented [SW9]:** e.g. philanthropic resources

**Commented [SW10]:** Signed original must be PDF'd and submitted to Snohomish County by the designated due date