[Insert Date]

Re: Department of Housing and Urban Development Notice of Funding Opportunity (HUD NOFO)

Dear CT BOS Team,

This letter is to confirm that I have discussed the application for [insert project name] for the 2024 CT BOS New Project Application with [insert Name of Applicant’s agency representative] and we have concluded that the [Name of LMHA]’s housing unit has the capacity to administer the [Number of Vouchers being requested] vouchers should [Name of Applicant Agency] be awarded housing subsidies through the HUD competitive process.

If awarded any funding that includes housing subsidies, [Name of Applicant Agency] must immediately inform myself and Alice Minervino of the award with an approximate start date.

Please feel free to reach out to me with any questions or concerns.

Sincerely,

[Insert name of Housing Coordinator]

[Insert Housing Coordinator’s Title]

[Insert name of LMHA]

Cc: Alice Minervino