# SAMPLE LETTER DISCLOSING INTENTION TO APPLY FOR PROJECT REINVEST: FINANCIAL CAPABILITY

**COUNSELING/COACHING FUNDS THROUGH MULTIPLE FC**

**INTERMEDIARIES, HC Intermediaries, HFAs, or NWOs**

**MODIFY TO FIT YOUR CIRCUMSTANCE**

***Project Reinvest: Financial Capability sub-grantees will be required to keep copies of disclosure letters on file for the purposes of compliance reviews***

Date

Ms. Marlene Corral

Illinois Housing Development Authority

111 E. Wacker Drive, #1000

Chicago, IL 60601

Dear Ms. Corral:

I am writing to disclose *(organization name)*’s intent to apply for Project Reinvest: Financial Capability funds through the following entities:

1. *Name of organization #1*
2. *Name of organization #2*
3. *Name of organization #3*

The following are the number of counseling/coaching units we are proposing during the grant period under each application:

|  |
| --- |
| **GOALS outlined in this table should correspond with the Project Reinvest: Financial Capability Grant Goals in the “Proposed Counseling/Coaching Services” section of the application.** |
|  | **Tier 1A Counseling/Coaching Units** | **Tier 1B Counseling/Coaching Units** |
| Goal with –Name of Organization #1  | xx | xx |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Goal with –Name of Organization #2 | xx | xx |
| Goal with –Name of Organization #3 | xx | xx |
| **Organization’s Total Goals** | xx | xx |

I certify that we have the ability to track these clients by counseling/coaching level and assign them to the appropriate entity for inclusion in each entity’s disbursement request in order to ensure double billing does not occur.

I also certify that we will adhere to the requirements of the Project Reinvest: Financial Capability program, as described in the Project Reinvest: Financial Capability Funding Announcement, Grant Agreement, and other relevant documents.

Sincerely,

Name *(authorizing official)*

Applying Organization