

[Insert Organization's Letterhead]

**APPENDIX 8:
PARTNERSHIP LETTER OF COMMITMENT**

Date: [Date]
To: CDBHI Request for Applications (RFA) Grant Program Selection Committee
Re: Partnership Organization Letter of Commitment—[Project/Application Name]

Dear CDBHI Grant Program Selection Committee:

On behalf of [Partner Organization], I affirm our commitment to partner with [Applicant Organization] in implementing [Project Name] under [Grant Program Name].

Our organization has reviewed the proposed project and understands the purpose of the grant, the proposed scope of work, and the responsibilities assigned to our organization. If the application is funded, [Partner Organization] commits to performing the following activities:

- [Specific responsibility or deliverable];
- [Specific service, activity, or coordination role];
- [Participation in planning, outreach, implementation, evaluation, or reporting]; and
- [Any additional responsibility].
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Our anticipated contributions will include:

- Personnel: [positions, estimated effort, or staff time];
- Financial contribution: [amount and source, or “none”];
- In-kind contribution: [description and estimated value, if applicable];
- Facilities, equipment, information, or data: [description]; and
- Other resources: [description].

Our commitment applies to the anticipated project period of [start date] through [end date]. We will designate [name/title or position] as our primary project contact and will coordinate with the applicant and other partners through [meetings, referral protocols, data-sharing processes, implementation teams, reporting arrangements, etc.].

We understand that the final activities, funding, and responsibilities will be subject to the grant award, approved scope of work and budget, and any subsequent agreement between the parties. We anticipate documenting our working relationship through [MOU, subcontract, interagency agreement, data-use agreement, or other instrument], as applicable.

I am authorized to make this commitment on behalf of [Partner Organization].

Sincerely,
[Signature]
[Name]
[Title]
[Partner Organization]
[Email and Telephone]