**Optional Partner Letter Template**

**NOTE:** All Partners must submit a letter of intent to participate as part of the Grantee’s application for CDBG-PRICE funds. If the Grantee’s application includes the implementation of CDBG-PRICE activities in addition to planning and designing, then the application must include both a letter of intent to participate and a binding cooperation, subrecipient or developer agreement, or a contract, as applicable and contingent upon award. Grantees that opt to use their own language, rather than the provided template, must still describe all partners, including the type of organization and the partners’ experience, and provide an expression of intent on the part of all partners. If an applicant chooses not to use this template, it will have no bearing on the applicant’s ability to receive funding or an award. A binding partner agreement must be executed before the use of any CDBG-PRICE funding, if awarded.

[Partner]

[Address]

Re: Intent to Participate

This letter is to confirm the mutual intent of both [applicant] and [partner] to collaborate and enter into a partner agreement [or other agreement], contingent upon the award of funds from the United States Department of Housing and Urban Development for the Community Development Block Grant Preservation and Reinvestment Initiative for Community Enhancement (CDBG-PRICE) competition, to carry out eligible activities as provided in the [applicant’s] CDBG-PRICE application.

[Provide a brief description of partner – type of organization, experience, etc.]

[Provide a brief description of structure of proposed partnership – partner’s proposed role, i.e., subrecipient, contractor, developer, etc., and the partner’s proposed duties]

It is understood that this is letter is only an expression of our intent and a binding partner agreement [or other agreement] detailing the terms and conditions of the proposed partnership must be executed before the use of any CDBG-PRICE funds, if awarded.

[Partner]

[Signature of Authorized Representative of Partner]