**Appendix C   
Partner Letter**

**NOTE:** All Partners must submit a letter of intent to participate as part of the Grantee’s application for CDBG-NDR funds for Phase I. For Phase 2, a letter of intent to participate and a binding cooperation, subrecipient, or developer agreement, or a contract, as applicable and contingent upon award, must be submitted with the Grantee’s application for CDBG-NDR funds. If the Grantee’s application for Phase I includes the implementation of CDBG-NDR activities in addition to planning and designing, then the Phase I 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.

Partner Address 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 National Disaster Resilience (CDBG-NDR) competition, to carry out eligible activities as provided in the [applicant’s] CDBG-NDR 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-NDR funds, if awarded.

[Partner]

[Signature of Authorized Representative of Partner]