

Optional Partner Letter Template

NOTE: All Partners must submit a letter of intent to participate as part of the Grantee's application for Pathways to Removing Obstacles to Affordable Housing (PRO Housing) funds. If the Grantee's application includes the implementation of PRO Housing 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 evince 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 PRO Housing 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 Pathways to Removing Obstacles to Affordable Housing (PRO Housing) competition, to carry out eligible activities as provided in the [applicant's] PRO Housing 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 PRO Housing funds, if awarded.

[Partner]

[Signature of Authorized Representative of Partner]

Privacy Statement

In accordance with the Privacy Act, the collection tool and certification notate the following: The Privacy Act of 1974 as amended (5 U.S.C. 552a) and P.L. 117-328 authorize collection of this information. The purpose of this information is to verify potential partnerships that may be created to apply for the FY 23 PRO Housing NOFO competition. Completion of this form is voluntary. Applicants may use their own partnership agreement template. This form is optional for applicants that do not have the appropriate template language. Pursuant to 5 U.S.C. 552a (b)(3), additional disclosures of this information may be to: Research and Statistical Analysis Disclosure; Information Sharing; Environment Disclosure; Data Breach Remediation Purposes; Disclosures for Law Enforcement Investigations; Court or Law Enforcement Proceedings; Department of Justice for Litigation.