

Attachment H: Letters of Commitment Guidance

Project partners are organizations that will be responsible for a key aspect of the program, including all sub-awards. Whenever such a partnership is developed, a letter of commitment from or Memorandum of Understanding (MOU) with each partnering organization must be included to affirm their commitment. **Letters of commitment and/or MOUs are not general letters of support. They must be explicit and detailed.** Letters and/or MOUs must be specific in committing to roles and deliverables. Specifically, they should:

- Be on the partner's organizational letterhead.
- Provide a description of the relationship of the organization with the Lead Applicant organization.
- Support the role defined for the partner in the Project Narrative.
- Specify activities, goals, outcomes to be achieved by the partner, as applicable.
- Be signed by an individual at the partner organization that has the authority commit the organization.