

Letter of Intent Template

Instructions

All Partners included in the California Digital Equity Program ("CalDEP") application submission are required to provide a signed Letter of Intent ("LOI") describing their endorsement of and participation in the application.

As stated in Section 4 "Eligible Applicants" of the Request for Application, Partners are defined as entities that will participate in, collaborate on, or contribute to the proposed activities. Partners **may or may not** receive funding. Partners that will receive funding are also considered second-tier subgrantees and may be identified at the time of application or **after** developing or refining local/regional digital equity plan. Note: The LOI **does not** constitute a signed agreement for a second-tier subgrant. Prior to making a second-tier subgrant, Lead Applicants must submit to CDT for approval a separate executed written agreement with the entity to which a second-tier subgrant is to be awarded along with justification for their selection.

The LOI must be signed and executed by the Partner and Lead Applicant.

An editable template for the LOI is provided on the next page. Please replace all placeholders in **[brackets]** with application-specific information.

Applicants may modify the template as needed.

[Partner Organization's Letterhead here, if available]

[Partner Organization's Point of Contact Name and Title]

[Partner Organization]

[Partner Organization Address]

Dear California Department of Technology,

I am writing on behalf of **[Partner Org]**, which **[Partner Org Overview]**.

We are submitting this letter with **[Lead Applicant]** to express our intention to participate as a partner on their **[Application Name]** application for the California Digital Equity Program.

To support **[Lead Applicant]'s** proposed activities, **[Partner Org]** intends to **[Describe Activities the Partner intends to participate in]**.

We are excited for this application and its potential to advance digital equity and promote equitable outcomes in **[specify County, Region, or statewide, as applicable]**.

Sincerely,

[Partner Signature]

[Lead Applicant Signature]

[Partner Point of Contact Name and Title]

[Lead Applicant Point of Contact Name and Title]

[Partner Organization]

[Lead Applicant Organization]