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| **Appendix E: Letter(s) of Commitment** |

If the success of the applicant’s proposed activity, strategy, or program relies on the participation of an outside agency or organization (i.e., an entity other than the applicant), the applicant must include a Letter of Commitment. Letter(s) of Commitment should reflect that the outside agency or organization is aware of the proposed project, is committed to ensuring the success of the project, and agrees to participate.

[To be submitted on letterhead of the OUTSIDE ENTITY]

To: Board of State and Community Corrections

Re: The Organized Retail Theft Vertical Prosecution Grant Program

Date: [must be within 3 months of proposal submission]

This letter is being submitted to document that [NAME OF THE OUTSIDE ENTITY] agrees to partner on the Organized Retail Theft Vertical Prosecution Grant Program proposal being submitted by [NAME OF APPLICANT].

As a part of this grant, [NAME OF OUTSIDE ENTITY] agrees to [DESCRIBE THE NATURE OF THE PARTNERSHIP, I.E. WHAT THE OUTSIDE ENTITY IS AGREEING TO DO, ETC.].

Signed by,

Name, Title

[must be the Executive Officer, Department Head, or other Authorized Representative of the Outside Entity]