

Appendix C. Partner Letters of Commitment

Applicants must submit letters of commitment from key partners that will have a significant role in carrying out the proposed project. Letters should demonstrate that the partner is aware of and committed to the activities attributed to it in the application and should provide sufficient information for reviewers to assess the strength and readiness of the proposed partnership. Applicants should prioritize letters from major health care screening and referral partners and other organizations whose participation is essential to achieving the proposed implementation, scaling, data/evaluation, or sustainability objectives.

Letters should be signed by an individual with appropriate authority to represent the partner organization and should address, as applicable:

- Organization name and authorized signatory.
- Specific role in the proposed demonstration.
- Current relationship and history of collaboration with the applicant.
- Population, geographic area, and/or sites involved.
- For health care partners: commitment to STEADI implementation; participating clinical sites/settings; anticipated workflow/EHR integration; anticipated screening and referral volume; referral and feedback/closure processes; data sharing; and designated clinical champion(s), where known.
- For aging and disability network or community partners: anticipated roles in referrals, service delivery, Stepping On delivery, regional expansion, community engagement, and/or sustainability.
- For state, territorial, Tribal, or other regional partners: anticipated role in coordination, scaling, alignment, sustainability, data/evaluation, or other relevant activities.
- Specific personnel, resources, data, facilities, funding, or other contributions the organization expects to provide.
- Commitment to participate in the relevant portion of the 30-month project period and in applicable evaluation and technical assistance activities.