

**[Agency Letter Head]**

**[Date]**

Attn: Karen Schkolnick, Air Quality Program Manager  
Strategic Incentives Division  
Bay Area Air Quality Management District  
375 Beale Street, Suite 600  
San Francisco, CA 94105

Dear Ms. Schkolnick:

As the **[Title of the person with the authority to submit the application]** of **[Name of the organization]**, I authorize the enclosed submittal of the Bicycle Facilities Grant Program grant application for **[Brief description of the project]**. ***[If someone else will be the day-to-day contact for the project, please state this here and provide the person's name, title, and organization affiliation.]***

**[In this paragraph, describe your organization's background; and your organization's experience that will lead to successful implementation of the project.]**

**[Name of organization]** agrees to comply with all of the funding program and eligibility requirements contained in the Bicycle Facilities Grant Program application guidance. Through the enclosed Bicycle Facilities Grant Program grant application, we are applying for \$**[Amount Requesting]** and have secured matching funds in the amount of \$**[Matching funds amount]** from **[Source of matching funds]** for the balance of costs for the project to be completed. We also agree to acquire and place the **[bikeways, electronic lockers, and/or bicycle racks]** into service within 12 months from the date a funding agreement is executed and operate the **[bikeways, electronic lockers, and/or bicycle racks]** for a minimum of seven years.

Thank you for considering our project for funding. Should you have any questions regarding the application, please contact **[Name, Title]** by email at **[Email address]** or by phone at **[Phone number]**.

Sincerely,

**[Name of the person with the authority to submit the application]**  
**[Title of the person with the authority to submit the application]**