

[Agency Letter Head]

[Date]

Attn: Karen Schkolnick, Air Quality Program Manager
Strategic Incentives Division
Bay Area Air Quality Management District
939 Ellis Street
San Francisco, CA 94109

Dear Ms. Schkolnick:

The **[Name of agency]** is applying to the Bay Area Air Quality Management District for **[\$XX]** in Transportation Fund for Clean Air grant funding for the **[Name of Project and brief description of your 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 agency affiliation.]*

As **[Title of the person with the authority to submit the application]** of **[Name of agency]**, I authorize the submittal of the grant application. I certify that **[Name of agency]** agrees to comply with the funding program and eligibility requirements and that matching funds in the amount of **[\$Matching funds amount]** from **[Matching funds source]** are secured and available for the balance of costs after the maximum voucher amount has been applied. We also agree to acquire and place the vehicle(s) into service within 120 days from the date the voucher is issued, use the vehicle(s) within the Air District's jurisdiction for at least 3 years, and operate each of the vehicle(s) for a minimum of 15,000 miles.

[In this paragraph, describe your background and experience that will lead to successful implementation of this project.]

Thank you for considering our project for funding. Should you have any questions about 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]