

**[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:

In support of the Bay Area Air Quality Management District's effort to accelerate the deployment of plug-in electric vehicles (PEVs) throughout the Bay Area, I authorize submittal of the grant application for the **EV Charging Station Demonstration Program**. **[Name of agency]** agrees to comply with the Program requirements and has secured matching funds from **[matching funds source]** for the balance of costs after the maximum funding amount has been applied. We also agree to acquire and place the Charging Station(s) into service within six months from the date the funding agreement is executed, and to maintain and operate the Charging Station(s) until the usage requirements are met, and for at least three years.

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

Should you have any questions about the application, please contact **[name, title]** by email at **[email address]** or by phone at **[phone number]**.

Sincerely,

**[Person authorized to execute contracts]**

**[Title of person authorized to execute contract]**