

[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 *Charge!* 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 *Charge!* Program application guidance. Through the enclosed *Charge!* 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 EV charging station(s) into service within nine months from the date a funding agreement is executed and operate the station(s) until the usage requirements are met and for a minimum of three 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]