  

**Templates: Letters of Support and Letter of Commitment**

**Overview**

Below are overviews and templates for a Letter of Commitment (LOC) and a Letter of Support (LOS) to help you get the necessary letters prepared for your application. Please be advised that these templates are descriptive and not prescriptive, meaning you are free to modify them in order to best support your project proposal. Click on them below.

1. [Overview: Letter of Commitment (LOC)](#kix.bi0k71a4qovq)
2. [Template: Letter of Commitment](#kix.oqmgdzs1mvrc)
3. [Overview: Letter of Support (LOS)](#8hwpga14891w)
4. [Template: Letter of Suppor](#d4yqnl4ee0y)t

|  |  |
| --- | --- |
| **If you…** | **…then you must attach** |
| are a non-profit or a public agency | support letter from a community-based organization or local community group |
| are a non-profit organization | documented incorporation status for at least one year from the time of voucher application submission |
| are a non-profit organization | commitment letter from a relevant public agency indicating support and providing one or more specific examples of how it will actively engage in project implementation |

**Overview: Letter of Commitment (LOC)**

CMO applicants that are not public agencies and do not have site control of an area need a letter of commitment (LOC) from the relevant public agency with jurisdiction over the project showing support for the project. For example, if part of the project plan is to install infrastructure on the public right-of-way, an LOC from the public agency responsible for the right-of-way saying they support your project is required. We want all community stakeholders to support this project in advance so issues and pushback about the right-of-way are minimized during the installation timeframe.

Letters of Commitment (LOC) demonstrate to the evaluation committee that applicants have discussed with agency’s their project and that the agency is committed to making the project a success. The best letters of commitment are specific yet thorough; they typically include:

* A description of the agency and any previous collaboration with the applicant
* The specific ways the agency will support the project
* If applicable, the monetary support the agency will contribute to the project
* The type and value of any in-kind support they will provide (i.e. staff time, facilitate space, supplies, equipment)

To get a letter of commitment from the agency with local jurisdiction of your proposed project area, consider the following steps:

1. **Identify** the agency that has local jurisdiction in your proposed project area by visiting the local city or town websites, talking to elected officials, reaching out your network, or more.
2. **Reach out to your identified contacts** by email, phone, or in-person and explain to them your project, your project goals, and the benefits your project will bring to your community. Then, share with them that you need a letter of commitment from their agency in order to actualize the project.
3. Once they agree to provide a letter of commitment, **use this template, and modify it as needed**. If they want to provide their own letter of commitment, provide them with as much information about your project so they may write the best letter of commitment.
4. Finally, **attach the letter of commitment to your application**.

A letter of commitment template is available below. If you decide to use this template, replace all of the **bolded** text with your organization’s information and all text in **[borders]** with the agency supporting your project. Please note that this template is descriptive and not descriptive. Feel free to update and modify as needed for your project proposal. Good luck!

**Template: Letter of Commitment (LOC)**

***[Letterhead (Logo and Address) of Agency Supporting the Project ]***

[Date: MM/DD/YYYY ]

**Community-based Organization Recipient Name** , **Recipient’s Position**

**Community-based Organization**

**Recipient’s Address Line 1**

**Recipient’s Address Line 2**

*Re: Letter of Commitment for* ***Community-based Organization’s*** *Proposal to the CARB Clean Mobility Options Voucher Pilot Program*

Dear **Community-based Organization Recipient**,

On behalf ofthe **[Agency]**, I would like to express our commitment to the **Community-based Organization’s** proposal for the California Air Resource Board’s Clean Mobility Options Vouchers Pilot (CMO) Program. The **Community-based organization’s** proposal will increase access to clean mobility options while reducing greenhouse gas emissions (GHG) and criteria pollutants, increase the uptake of zero-emission vehicles, and improve air quality and public health in our community. It is with great privilege that we support this proposal in efforts to create a cleaner, greener, more thriving community.

|  |
| --- |
| **[Insert paragraph information about the agency]** |
| *{Example: The* ***[Agency]*** *was established in 1976 and has a legacy of supporting its constituents in the California Town. We oversee the planning efforts for over 50,000 people in 5.678 square miles of the California Town, serve as the key decision making authority for the constituents of the area, and oversee the permitting of new infrastructure and programs in the area. In the case of this clean mobility project, we oversee land-use designations and have jurisdiction over the rights-of-way, curbsides, and street infrastructure that will play an important role in helping launch and sustain the program.* |

|  |
| --- |
| **[Insert paragraph that describes how the Agency will support the applicant’s proposal. This should be specific so that it’s clear what the support will be]** |
| *{Example Continued: Here at the* ***[Agency]****, we are committed to providing the following to support the* ***Community-based organization’s*** *project proposal:*   * *Streamlining communication efforts by assigning a direct point of contact in the agency to address matters regarding the* ***Community-based organizations*** *proposal. The point of contact will address matters in a timely manner, reducing time gaps in the program.* * *Providing all permits necessary to establish and operate the CMO project proposal. Some of these permits may include: installation permits, business and operations permits, quick-build infrastructure permits, signage, and wayfinding permits, and more.* * *Streamlining permitting procedures to expedite permitting processes and reducing barriers to the project implementation.* * *Offering meetings and resources to help promote, outreach, and engage the community to promote the program.* * *And, provide $XX, XXX in in-kind support from our staff to increase awareness of clean mobility options and help disadvantaged communities access resources across the state}.* |

We are excited about the opportunity to work with the outstanding team to deliver a program that improves access to clean mobility. We greatly appreciate your consideration in reviewing this letter of commitment and the **Community-based organizations** proposal that will contribute to the State’s ambitious climate change goals. If you have any questions, feel free to contact me directly at**: [Insert Email]@email** or visit our website for any matters.

Sincerely,

**[Name of Individual Providing LOC, Title]**

**[Name of Supporting Organization]**

**[Supporting Organization Address Line 1**

**[Supporting Organization Address Line 2]**

**Overview: Letter of Support (LOS)**

CMO applicants who are public agencies or non-profit organizations must include a letter of support (LOS) from a community-based organization or local community group to demonstrate the need and support of a project in that particular region. Letters of Support (LOS) demonstrate to the evaluation committees that the agency’s proposal is wanted by the community and that there was a thoughtful discussion on how to best support the community with clean mobility options.

To obtain the best letters of support, consider the following steps:

1. **Make a list of community-based organizations** and individuals that may benefit from your proposed project.
2. **Reach out to them** by email, phone, or in-person and explain the goals and benefits of your project. Then, ask them if they are willing to write a letter of support for your project.
3. If they agree to provide a letter of support, **use this template, modify as needed**, **and share it with them**. If a community-based organization wants to write their own letter of support, again share the goals and benefits of your project so that they know what the project will provide and how they will support the project accordingly.
4. Finally, get the letter of support from the community-based organization and attach it to your application.

The CMO program emphasizes community engagement and strong letters of support from community-based organizations demonstrate to the evaluation committees the merit and worthiness of your project to the community. These letters of support are typically structured in the following way:

* A letterhead and opening statement from the community-based organization saying they support the proposal
* A quick explanation of who the community-based organization is and why they support the proposal
* Reaffirmation that the agency’s proposed project will bring benefits to the community

A letter of support template is available below. If you decide to use this template, replace all of the **underlined** text with your agency’s information and all text in **[borders]** with the community-based organization’s information.

**Template: Letter of Support (LOS)**

***[Community-based Organization’s Letterhead (Logo and Address)]***

[Date: MM/DD/YYYY]

**Agency Representative Name, Representative Position**

**Agency Name**

**Agency Address Line 1**

**Agency Address Line 2**

***Re: Letter of Support for Agency’s Proposal to the CARB Clean Mobility Options Voucher Pilot Program***

Dear **Agency Representative Name,**

On behalf ofthe **[Community-based Organization Name]**, I am writing to express my support for the **Agency’s** proposal to the California Air Resource Board’s Clean Mobility Options Voucher Pilot (CMO) Program. The CMO program will increase access to clean mobility options in disadvantaged communities, reduce greenhouse gas emissions (GHG) and criteria pollutants, increase the uptake of zero-emission vehicles, and improve air quality and public health in the State’s most vulnerable communities.

|  |
| --- |
| **[Insert paragraph that describes the community-based organization offering letter or support]** |
| *{Example: The* ***[Community-based Organization]*** *is a 501(c)3 non-profit organization that provides an array of services in the California town, including helping people get access to food, rides to get to work, curbside monitoring, and holistic support. The* ***[Community-based Organization]*** *has been very active in helping implement policy changes to advocate for the people in California town, help promote equity, and has supported the needs of communities by placing them on decision-making platforms}.* |

|  |
| --- |
| **[Insert paragraph on why the Community-based organization is supporting the proposal]** |
| *{Example: The* ***Agency’s*** *proposal aligns with our work of helping the community of California Town get access to more opportunities. Specifically, their proposal will help increase access, mobility, and the well-being of the area and local constituents by increasing clean mobility options. Our work does exactly that: advocate for the community. That is why we are pleased to support the* ***Agency’s***  *proposal and we believe in their concept and look forward to their work becoming a reality.* |

CARB’s CMO program solicitation presents an opportunity for bolder, more innovative approaches to clean mobility and social equity. The **Agency’s** proposal is a step-closer to such an approach. We encourage CARB and partners to ensure we learn from this project and maximize equity outcomes through the **Agency’s** proposal.

Sincerely,

**[Name of Individual Providing LOS, Title]**

**[Name of Supporting Organization]**

**[Supporting Organization Address Line 1**

**[Supporting Organization Address Line 2]**