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**MANDATORY LETTER OF INTENT**

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**CTCP Request for Proposal 17-10041: California Tobacco Retail Environment Studies**

**California Department of Public Health (CDPH)  
California Tobacco Control Program (CTCP)**

1. Submission of a letter of intent on contractor letterhead is mandatory. It provides information that is helpful to CTCP in planning the review and scoring process.  
**Applicants that do not submit a letter of intent will not be considered for funding.**
2. The letter of intent is not binding and proposers submitting a letter may elect not to submit a proposal.
3. The letter of intent is to be submitted by the proposer on letterhead and should include the following:
  - Title and number of the Request for Proposal under which the proposal will be submitted,
  - Estimated budget request, (may not exceed \$2,000,000 for the 37 month agreement term),
  - Signature of an officer of the board or their agent.
4. Letters of intent are only accepted via the Tobacco Control Funding Opportunities and Resources (TCFOR) website (<https://tcfor.catcp.org/>). Do not send letters via the United States Postal Service, express mail, email or fax; they will be considered non-compliant.
5. Prepare the letter using word processing software and save the document to your computer as a PDF. To upload the letter of intent, refer to Appendix 6: *TCFOR User Instructions*. The proposer must first create a “User Account” and “Request to Apply” for the funding opportunity before a letter of intent can be uploaded.
6. The letter of intent must be uploaded to the TCFOR website by **5 p.m. PST, on May 15, 2017.**