

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

**Mandatory Letter of Intent**

Submission of a non-binding letter of intent (LOI) to notify CDPH/CTCP of the Proposer's intent to submit a proposal is mandatory. The due date for the letter can be found in the Key Action Dates section of the Solicitation. The letter of intent provides information that is helpful to CTCP in planning the review and scoring process.

**Proposers that do not submit a letter of intent by the deadline will not be considered for funding.**

1. The letter of intent is non-binding and Proposers submitting a letter may elect not to submit a proposal.
2. The letter of intent is to be submitted by the Proposer on their agency letterhead, and should include the following:
  - Title and number of the Solicitation under which the application will be submitted (*Priority Populations Initiative Evaluation, Solicitation, CTCP 18-10493*)
  - Signature of the authorized agency signatory or their official agent
  - Contact number of authorized agency signatory or their official agent
  - Email of authorized agency signatory or their official agent
3. Letters of Intent are only accepted via the Tobacco Control Funding Opportunities and Resources (TCFOR) [website](#). Please do not send letters via the United States Postal Service, express mail, email or fax; they will be considered non-compliant.
4. Prepare the letter using word processing software and save the document to your computer as a word document or PDF. To upload the letter of intent, refer to Appendix 3: *Instructions for Accessing the OTIS Applicant Training Course*. Once the Applicant creates a "User Account" and "Request to Apply" for the funding opportunity, a letter of intent can be uploaded.
5. The electronic time stamp will be used to verify on-time submission. Technical difficulties will not relieve the applicant of meeting the submission deadline. It is strongly advised that applicants submit their Letter of Intent prior to the due date in case technical difficulties are encountered. For technical assistance with uploading the Letter of Intent, call Humberto Jurado at (916) 449-5474.