

**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 Applicant's intent to submit an application is due by **5:00 p.m. Pacific Time (PT) on January 21, 2020**. One (1) signed LOI must be submitted for each application that the Applicant intends to submit. The LOI provides information that is helpful to CTCP in planning the review and scoring process. Please refer to *page 2* for a template LOI. **Applicants that do not submit a LOI by the deadline will not be considered for funding.**

1. The LOI is non-binding and Applicants submitting a letter may elect not to submit an application.
2. Answer the questions and fill in the information required on the template LOI provided on page 2 of this appendix. The LOI **must** be submitted on the Applicant's agency letterhead and signed by the authorized agency signatory or official agent.
3. The LOI will only be accepted via the Tobacco Control Funding Opportunities and Resources (TCFOR) [website](#). The LOI will **not** be accepted via the United States Postal Service, express mail, email or fax.
4. Prepare the LOI using word processing software and save the document to your computer as a word document or PDF. To upload the LOI, refer to Appendix 8: *Tobacco Control Funding Opportunities and Resources (TCFOR) User Instructions*. Once the Applicant creates a "User Account" and "Request to Apply" for the funding opportunity, a LOI can be uploaded.
5. The LOI must be uploaded to the TCFOR [website](#) by **5:00 p.m. PT, on January 21, 2020**.
6. 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 LOI prior to the due date in case technical difficulties are encountered.

For technical assistance with uploading the LOI, call Humberto Jurado at (916) 449-5474 or Daniel Barraca at (916) 324-2468. For technical assistance with developing the LOI, call the [Smoking Cessation Leadership Center](#) (SCLC) at (877) 509-3786 or email [Jessica.Safier@ucsf.edu](mailto:Jessica.Safier@ucsf.edu).

**Template Letter of Intent**  
[Utilize Organization's Letterhead]

[Insert date]

**RE: LETTER OF INTENT for California Department of Public Health, California Tobacco Control Program, Request for Applications CG 20-10021, *Tobacco-Free for Recovery*.**

This letter serves as notification that [insert organization name] intends to submit an application in response to the California Department of Public Health/California Tobacco Control Program's Request for Applications CG 20-10021, *Tobacco-Free for Recovery*.

Enter the number of years of experience working with clients with mental health disorders and/or alcohol and drug dependencies: \_\_\_\_\_ years

Enter the number of inpatient beds at the facility: \_\_\_\_\_ beds

Are detox services provided?

☐ Yes      ☐ No

If detox services are provided, are detox services ancillary to residential substance abuse treatment services?

☐ Yes      ☐ No      ☐ N/A

Select all that apply and enter the license and/or certificate number(s) issued by the Department of Health Care Services:

☐ Licensed Residential Facility:\_\_\_\_\_. (*License Number*)

☐ Certified:\_\_\_\_\_. (*Certificate Number*)

We are excited for the opportunity to submit our full application in response to this Request for Applications.

Sincerely,

[Signature goes here]

Name

Title/Signatory Authority

Contact Information

Date: xx/xx/xxxx