

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

Non-Mandatory Letter of Intent

The Applicant may submit a non-binding letter of intent to notify CDPH/CTCP of the Applicant's intent to submit a proposal. The due date for the letter can be found in the Key Action Dates section of the Solicitation. The letter of intent is **NOT** required, but it does provide information that is helpful to CDPH/CTCP in planning the review and scoring process.

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 Applicant on their agency letterhead, and should include the following:
 - Title and number of the Solicitation under which the application will be submitted (*Online California Adult Tobacco Survey, EVAL 23-10033*);
 - 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.
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 10: 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. For technical assistance with uploading the letter of intent, call Humberto Jurado at (279) 667-0153 or Humberto.Jurado@cdph.ca.gov.