

CMO Sample Letters of Commitment and Letters of Support



The Clean Mobility Options Voucher Pilot Program (CMO) requires Lead Applicants to submit various letters of commitment (LOC) and letters of support (LOS) as part of their applications to receive voucher funding. Letters of commitment and letters of support show the Program Administrator that Lead Applicants’ projects have the support and commitment from local or regional agencies and from community-based organizations to effectively implement the project.

The sample letters in this document are a resource for Lead Applicants to use as they request letters from collaborating organizations. Different letters of commitment or letters of support are required depending on what type of organization is serving as the Lead Applicant, as described below:

If You Are...	...Then You Must Submit
A Lead Applicant that is a Non-profit Organization or a Community-Based Organization (CBO)	A letter of commitment from a local or regional public agency that <i>provides specific examples of how that agency will actively engage in project implementation</i> . Commitments from local or regional agencies may or may not be financial in nature.
A Lead Applicant that is NOT a Non-profit or CBO	A letter of support from a project-related CBO or local community group that <i>explicitly explains why the community supports and would benefit from the proposed project. The letter should also explain how the CBO or local community group who is writing this letter of support meets the CMO program’s definition of a CBO or local community group</i> . A CBO or local community group is defined as a project-related organization or group represents community members that will be impacted by the project or has a service background related to the type of project, meeting a <u>minimum of two</u> of the following: <ul style="list-style-type: none"> i. An organization that is place-based, with an explicit geographic focus that includes the proposed project area. ii. Staff members, volunteers, or Board member reside in the community where the project will be located. iii. The organization has a demonstrated track record of at least one year providing services in the proposed project area. Tribal Authority lead applicants are exempt from this letter requirement.
A Sub-Applicant	A letter of commitment describing your roles and responsibilities in the proposed project. If the sub-applicant is also proposing to be the

	community-based organization (CBO) or local community group providing support for the project, the letter of commitment should also explain how the sub-applicant meets the CMO program’s definition of a CBO or local community group, as defined on Page 1.
Installing infrastructure for your project	<p>A letter of support from the owner of property where infrastructure will be sited, indicating an intent to make the site available for the proposed infrastructure.</p> <p>If infrastructure will be installed or vehicles will be based in the public right-of-way, a letter of support must be provided from the public agency controlling the right-of-way, indicating an intent to allow right-of-way utilization.</p>

How to Use Sample Letters

Lead Applicants should customize the sample letters to describe their proposed project and then provide the letters as templates to the contributing organizations (letter-writers). Users of the templates should customize the sample letters in the following way:

- **Lead Applicants should customize sections highlighted in yellow.**
- **Letter-writers should customize sections highlighted in blue.**
- **Lead Applicants should add any necessary information for a project and any other desired adjustments and delete the example boxes in the sample letters.**

The respective sample letters include:

[Sample Letter of Commitment from a Local Public or Regional Agency](#)

[Sample Letter of Support from a Project-Related CBO or Local Community Group](#)

[Sample Letter of Commitment Describing Sub-Applicants Roles and Responsibilities](#)

[Sample Letter of Support from Site Owner or Public Agency that Controls the Right-of-Way](#)

For more information on how to use sample letters or answers to specific questions, please contact the CMO Program Administrator Team at:

Email: info@cleanmobilityoptions.org

CMO Hotline: 626-744-5670 (Monday to Friday, 9AM- 5PM Pacific Time)

Program Website: www.cleanmobilityoptions.org

Sample Letter of Commitment from a Local or Regional Public Agency

[Letterhead of Local or Regional Public Agency]

Date: MM/DD/YYYY

Name of Person from Non-profit Lead Applicant

Name of Non-profit Lead Applicant

Non-profit Address Line 1

City, State, Zip Code

Subject: Letter of Commitment from the Public Agency for Name of Non-profit Lead Applicant's Clean Mobility Options Voucher Pilot Program (CMO) Project Proposal

Dear Name of Person from Non-profit Lead Applicant:

On behalf of the Public Agency, I would like to express our commitment to the project described in Non-profit Name's proposal for the Clean Mobility Options Voucher Pilot Program (CMO). Non-profit Name'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 the Public Agency supports this proposal in efforts to create a cleaner, greener, more thriving community.

Insert information about the Public Agency and its role in transportation.

{**Example:** The City of Stockton was established in 1849 and has a legacy of providing economic opportunities for its constituents. The City oversees the planning efforts for over 311,000 residents in 64.8 square miles and serves as the key decision-making authority for the constituents of 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 information on how the Public Agency will support the project proposal. This should be specific so that it's clear what the support will be.

{**Example:** Specifically, the City of Stockton is committed to providing the following to support to the project:

- Streamlining communication efforts by assigning a direct point of contact in the agency to address matters regarding the project. The point of contact will address matters in a timely manner, reducing time gaps in the program.
- Reviewing and working with applicants to secure all permits necessary to establish and operate the project. Some of these permits may include: street installation permits, electrical permits for vehicle charging equipment, permits to operate in the public right-of-way, 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.
- Though not a requirement of the CMO program, the City is also prepared to provide \$XXX, XXX in in-kind support from our staff to increase awareness of the project in our disadvantaged communities and to support fundraising efforts.}

The **Public Agency Name** is excited about the opportunity to work with the **Non-profit Name** to deliver a program that improves access to clean mobility. If you have any questions, feel free to contact me directly at: **[Insert Email] or [Insert Phone]**.

Sincerely,

Name of Person Writing Letter of Commitment from Public Agency

Title/Department in Public Agency

Name of Public Agency

Public Agency Address Line 1

City, State, Zip Code

Sample Letter of Support from a Project-Related Community-Based
Organization (CBO) or Local Community Group

[Letterhead of CBO or Community Group]

Date: **MM/DD/YYYY**

Name of Person from Lead Applicant Organization, Title

Name of Lead Applicant Organization

Organization Address Line 1

Organization Address Line 2

Subject: Letter of Support from CBO or Community Group for Name of Lead Applicant Organization's Clean Mobility Options Voucher Pilot Program Proposal

Dear **Name of Person from Lead Applicant Organization,**

On behalf of the **CBO or Community Group,** I am writing to express my support for **Name of Lead Applicant Organization**'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 information about the CBO or Community Group that explains its role in the community and why it is related to the project. The CBO or Community Group should explain here how they meet a minimum of two of the three CMO program requirements for a CBO or Community Group, as listed on Page 1]

{**Example:** The Empowerment Center is a 501(c)3 non-profit organization established in 1976 that provides care, hope, and respect to support the path of recovery for mental health. The Empowerment Center has been very active in helping implement policy changes to advocate for constituents of Modesto, has supported equity by offering support as needed, and has promoted the needs of communities by placing them on decision-making platforms

The Empowerment Center meets the CMO program's requirements of a CBO as follows:

- i. An organization that is place-based, with an explicit geographic focus that includes the proposed project area. *The Empowerment Center is based in Modesto and has served the community of Modesto and proposed project area since 1976.*

ii. Staff members, volunteers, or Board member reside in the community where the project will be located: *Eight staff from the Empowerment Center reside in or within close proximity to the proposed project area in Modesto.*

iii. The organization has a demonstrated track record of at least one year providing services in the proposed project area: *The Empowerment Center has been providing support and advocacy for the Modesto community since 1976 and provides support to 2,000 community members, annually.*

[Insert information on why the CBO or Community Group is supporting the proposal.]

{**Example:** The City of Modesto’s project proposal aligns with our work of helping the community of Modesto get access to more opportunities. Specifically, the proposal will make an electric vehicle carshare program available to some of Modesto’s most transportation and air quality burdened constituents so they may use them for errands like going to medical appointments or trips to the grocery store. As leaders in the mental health field in the area, we know that this project will contribute to the change we’re trying to achieve by increasing mobility and offering residents opportunities to live their daily lives.

The CMO program presents an opportunity for bolder, more innovative approaches to clean mobility and social equity. The **Name of Lead Applicant Organizations** proposal is a step closer to such an approach. If you have any questions, feel free to contact me directly at: **[Insert Email] or [Insert Phone].**

Sincerely,

[Name of Person from CBO or Community Group Writing Letter of Support, Title]

[Name of CBO Or Community Group]

[Organization Address Line 1]

[Organization Address Line 2]

Sample Letter of Commitment from a Sub-Applicant Describing Roles and Responsibilities

[Letterhead of Sub-Applicant]

Date: **MM/DD/YYYY**

Name of Person from Lead Applicant Organization Receiving Letter

Name of Organization Serving as Lead Applicant

Organization Address Line 1

Organization Address Line 2

Subject: Letter of Commitment from **Sub Applicant Organization** for **Lead Applicant Organization**'s Clean Mobility Options Voucher Pilot Program Proposal

Dear **Name of Person in Lead Applicant Organization,**

On behalf of the **Sub Applicant Organization**, I would like to express our commitment to serving as the **Role** for **Lead Applicant Organization** in the California Air Resource Board's Clean Mobility Options Voucher Pilot Program (CMO). 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. The **Lead Applicant Organization** will lead this program with our support in efforts to create cleaner, greener, more thriving communities.

Insert paragraph that describes the Sub Applicant Organization.

{**Example:** The Center for Transportation Equity is a 501(c)3 public-interest organization dedicated to achieving equitable, affordable, and environmentally sound mobility across the US. By connecting the public and private sectors, piloting programs, conducting new research, and providing policy and technical expertise to cities and regions, the Center for Transportation Equity seeks to extend the benefits of transportation for all.

Insert paragraph that describes how the Sub Applicant Organization will support the Lead Applicant's proposal. (If the sub-applicant is also proposing to be the community-based organization (CBO) or local community group providing support for the project, please explain here how the sub-applicant meets the CMO program's definition of a CBO or local community group, as defined on Page 1.

{**Example:** Specifically, the Center for Transportation Equity and The City of Modesto are collaborating to provide a carshare program in Modesto. The Center for Transportation Equity is prepared to play the following role if funded through the CMO Voucher program:

- Providing software tools for collecting transportation data.
- Supporting outreach efforts by creating maps and other visualization materials.
- Translating outreach materials into Spanish.

Furthermore, the Center for Transportation Equity will contribute an estimated \$XX, XXX in monetary value to the CMO program's Resource Contribution requirements by providing free printing services and meeting space in our Sacramento office to help conduct program outreach. }

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 commitment letter 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]**.

Sincerely,

[Name of Person from Sub Applicant Organization Writing Letter of Support, Title]
[Name of Sub Applicant Organization]
[Organization Address Line 1]
[Organization Address Line 2]

**Sample Letter of Support from Site Owner or Public Agency that Controls the
Public Right-of-Way (Right-of-Way Holder)**

[Letterhead of Site Owner or Right-of-Way Holder]

Date: **MM/DD/YYYY**

Name of Person from Lead Applicant Organization

Name of Lead Applicant Organization

Lead Applicant Address Line 1

City, State, Zip Code

**Subject: Letter of Commitment from the Site Owner / Right-of-Way Holder for Lead Applicant's
Clean Mobility Options Voucher Pilot Program (CMO) Project Proposal**

Dear **Name of Person from Lead Applicant Organization,**

On behalf of the **Site Owner / ROW Holder Organization,** I would like to express our commitment for the **Lead Applicant's** proposal for the California Air Resource Board's Clean Mobility Options Vouchers Pilot Program (CMO). **Lead Applicant'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. We understand that the **Lead Applicant** wishes to use our property or right-of-way at **location(s)** for **purpose(s),** and we intend to pursue agreements with them to facilitate this type of utilization.

Insert information about the Site Owner / Right-of-Way Holder.

{Example 1 (Site Owner): Value Foods is a small family-owned business in the Westlake neighborhood of Covina, California. Many of our customers live in the proposed project area of this application. Our family has strong environmental values, so we would like to make our property available to the applicant to install charging infrastructure for electric vehicles to help reduce GHG emissions.

{Example 2 (Right-of-Way Holder): The City of Stockton was established in 1849 and has a legacy of providing economic opportunities for its constituents. The City controls public right-of-way throughout the city, including most streets, sidewalks, on-street parking, medians, and furniture/planting areas on local streets. We regulate construction activity in the right-of-way through a system of permits and inspections, and are prepared to assist the applicant in obtaining these approvals.}

Insert specific information on the sites / Right-of-Way locations that the letter-writer intends to make available, and acknowledgement of potential barriers to site agreements or permits.

{Example 1 (Site Owner): Value Foods intends to negotiate an agreement with the applicant to utilize four parking spaces in the lot of our store at 3210 W 2nd Street to install EV charging equipment. We recognize that such an installation may require reconfiguration of parking to ensure ADA access, as well as underground electrical work, and are prepared to work with contractors and city regulators to enable this installation.

Example 2 (Right-of-Way Holder): The City of Stockton is aware of the applicant’s proposal to utilize ROW for the purposes described below. While these proposals will require City permits, and potentially City involvement in construction and maintenance, we intend to facilitate these efforts in order to support the project’s goals:

- Four bicycle parking docks in the sidewalk furniture zone at the corners of Elm St./Central St., Central St./MLK Ave., Mariposa St./Oak St., and Oak St./Elm St.
- Signage indicating shuttle stops in 10 locations through downtown Stockton.
- Designation of 3 on-street parking spots for exclusive carshare use on a block TBD in the central business district.
- Permitted parking of 100 dockless scooters in the furniture zone of sidewalks on Front St., Elm St., and Central St., provided this practice is consistent with the City’s dockless scooter regulations adopted in August 2019.

The **Site Owner / Right-of-Way Holder** is excited about the opportunity to work with the **Lead Applicant** to deliver a program that improves access to clean mobility. If you have any questions, feel free to contact me directly at **Insert Email.**

Sincerely,

Name of Person from Site Owner / Right-of-Way Holder

Their Title

Name of Organization

Address Line 1

City, State, Zip Code