On Agency/Department Letterhead

Helene Zentner, Field Representative

Board of State and Community Corrections

Corrections Planning and Programs Division

2590 Venture Oaks Way

Sacramento, CA 95833

Subject: Fixed Assets Request for Proposition 47 Cohort # Grant Program BSCC ###-##

Dear Ms. Zentner:

The <Grantee Name> Proposition 47 Grant project requests approval to expend grant funds from Board of State and Community Corrections (BSCC) for a fixed asset not currently identified within our grant budget.

<Insert language here> SAMPLE :*Our proposed budget allocates $85,000 in funds to acquiring aerial imagery, a portion of which we would like to use to purchase one (1) DJI Matrice 300 (UAV), a DJI Zenmuse H20T camera/thermal imaging, and training for the equipment by the vendor. The requested item will be 1) used for services directly associated with the <Grantee Name> Grant Project; 2) is essential to the success of the project; and 3) is less expensive than leasing or renting equipment for the remainder of the grant period.*

In accordance with our grant activities and a subsequent modification, we request the purchase of the following for the above referenced grant.

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Price per Item | Equipment Description | Total Price per Qty |
| 1 | $15,648.00 | Matrice 300 Economy Package | $15,648.00 |
| 1 | $11,209.00 | DJI Zenmuse H20T | $11,209.00 |
| 1 | 8,000.00 | Drone Training for 6 ppl/2days | $8,000.00 |

|  |  |
| --- | --- |
| Subtotal: | $34,857.00 |
| Sales Tax: | n/a |
| Shipping: | n/a |
| **TOTAL:** | **$34,857.00** |

This equipment will be utilized for the following project reasons:

The UAV will help inspectors investigate and monitor remote cannabis cultivation sites, while maintaining "line of sight" in accordance with FAA rules, reducing wear and tear on often-unpaved roads, preventing erosion, and limiting the risk posed to inspector health and safety. The UAV will be used directly for the project goal to investigate the estimated 6,000 non-regulated commercial cannabis properties located on extremely rural and isolated properties.

Thank you for consideration of this request.

*(signature block for Project Director)*