



2023 LETTER OF INTENT TEMPLATE

(Template is from NOAA's instructions in the 2023 NOFO-Section IV B.)

For this funding competition, a pre-proposal Letter of Intent (LOI) is required before submitting a full proposal. The LOI should provide a concise description of the proposed work and its relevance to program objectives. The goal of the pre-proposal process is to streamline the application and review process by inviting full applications only from applicants whose projects are most likely to support NOAA's goals as described in the Notice of Funding Opportunity (NOFO) and for those projects that are most likely to be ready to start implementation soon after being awarded funding.

Only LOIs that strongly align with the program objectives and goals will be invited to submit a full proposal. Applicants will not be invited to submit a proposal if the LOI does not strongly align with the program objectives and goals (Section I of NOFO), or the LOI does not include the required components listed below. Applicants may not submit a full proposal unless the project receives an invitation from NOAA. Any proposal submitted without having received an invitation will not be reviewed.

Reminders:

- The Letter of intent should be no more than 4 pages long (11- or 12-point font, single spaced), excluding maps and cover page
- Please submit to DLCD as a single Adobe PDF document (along with other requirements described in DLCD's 2023 LOI Checklist and Instruction Guide) by 5pm, July 13, 2023, by email to claire.fiegenger@dlcd.oregon.gov .

The LOI must contain the following:

1. LOI Cover Page: The LOI should include the following information on a cover page:
 - a. Applicant;
 - b. Project title;
 - c. Type of Project: Habitat Restoration; Habitat Restoration Planning, Engineering, and Design; or Land Conservation;
 - d. Names and affiliation of the lead principal investigators (PIs) with contact information (email, mailing address, phone).
 - e. Proposed project start and end dates; and
 - f. Total Federal Funding request
2. LOI Content: The body of the LOI should be no more than 4 pages, 11 or 12-point font, single spaced, and must include the following components:
 - a. **Statement of Purpose:** state the intent, goal, and outcome of proposed work;
 - b. **Brief Project Description:** Briefly describe the proposed project and activities, ensuring to highlight and describe:
 - i. the ecosystem benefits of the project; and
 - ii. the intended benefits to the region and local community in improving resilience.
 - c. **Milestones:** Include a short, bulleted list of key project milestones.
 - d. **Equity and Inclusion:** Briefly describe how the proposed activity broadens the participation of, and/or supports the needs of underrepresented groups.

- e. **Climate:** Briefly describe how the proposed activity will enhance climate resilience.
- f. **Geography and Maps:** Describe the location of the project, providing regional and site-specific maps as appropriate. Maps will not count against the page limit for the LOI.
- g. **Landowner** (for habitat restoration and habitat restoration planning, design, and engineering projects): Include the name and address of the landowner of the project site.
- h. **Pre-Existing Uses:** Briefly describe the existing uses of the property, the nature of those uses, and whether those uses will continue after completion of the project.
- i. **Partnerships:** Describe any public, non-governmental organizations, private or individual partners involved in the project and their intended roles.
- j. **Project Readiness:**
 - For habitat restoration projects:
 - i. identify and list all consultations, permits, and regulatory approvals necessary for the proposed project and include documentation or approval status (e.g., not applied for; pending; secured). Please describe whether project design plans are construction ready (90 to 100% complete). Please describe whether experienced contractors are available and likely to compete under project bid process, if this information is known at the time of application submittal.
 - For land conservation projects:
 - ii. identify whether sites have been identified, the property is on the market, and/or negotiations with landowner have resulted in an option or purchase & sale agreement or other evidence that a seller would be willing to sell at a mutually agreeable price and terms; whether appraisal, title opinion, and other documentation have been completed or can be produced within the performance period; and whether the site has any uncertainties (such as liens, judgments, need for remediation) that are not likely to be resolved within the proposed award performance period.
- k. **Project Timeline:** Provide a realistic timeline of all project activities to be supported with Federal funds, including an indication of when activities will begin.
- l. **Budget summary:** Provide an overview of the estimated amount of funding requested, match or leveraged funding expected, and brief details on how funds will be used.