



2024 LETTER OF INTENT TEMPLATE

(Template is from NOAA's instructions in the 2024 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 this announcement and for those projects that are most likely to be ready to start implementation soon after being awarded funding.

Please note that 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, or the LOI does not include the required components listed below. Applicants may not submit a full proposal unless they receive an invitation from NOAA. Any proposal submitted without having received an invitation will not be reviewed.

Reminders:

- The Letter of Intent narrative proposal should be no more than 5 pages long (11- or 12-point font, single spaced, 1-inch margins), excluding maps and cover page
- Please submit LOI to DLCD as a single Adobe PDF document (along with other requirements described in DLCD's 2024 LOI Checklist and Instruction Guide) by 5pm, July 17, 2024, by email to claire.fiegenger@dlcd.oregon.gov.

The LOI must contain the following:

1. **LOI Cover Page (one page limit):** The cover page should have the following information:
 - CZM Program Name
 - Name of Partner Organization to be the final Applicant (if applicable);
 - Project title;
 - Type of Project (identify all categories that apply): Habitat Restoration; Habitat Restoration Planning, Engineering, and Design; or Land Conservation;
 - Project Location (latitude and longitude coordinates);
 - Names and affiliations of the lead principal investigator(s) (PIs) with contact information. NOAA will communicate with the lead PIs on the status of their LOI;
 - Proposed project start and end dates; and
 - Total Federal Funding request
2. **LOI Proposal (five page limit):** The body of the LOI should be no more than 5 pages, numbered, 11 or 12-point font, single spaced, and must include the following information:
 - **Statement of Purpose:** state the intent, goal, and outcome of proposed work;
 - **Brief Project Description:** Briefly describe the proposed project and activities, ensuring to highlight and describe:
 - the ecosystem benefits of the project; and
 - the intended benefits to the region and local community in improving resilience.

- **Milestones:** Include a short, bulleted list of key project milestones.
- **Equity and Inclusion:** Briefly describe how the proposed activity broadens the participation of, and/or supports the needs of underrepresented groups.
- **Climate:** Briefly describe how the proposed activity will enhance climate resilience.
- **Site Geography:** Describe the location of the project, providing geographical coordinates and regional and local specifics as appropriate (e.g., nearest towns, street addresses, nearest intersections).
- **Landowner (for habitat restoration and habitat restoration planning, design, and engineering projects).** Include the name and address of the landowner of the project site.
- **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.
- **Partnerships:** Describe any public, non-governmental organizations, private or individual partners involved in the project and their intended roles.
- **Project Timeline.** Provide a realistic timeline of all project activities to be supported with Federal funds, including an indication of when activities will begin.
- **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.
- **Project Readiness:** Please describe project readiness based on project type, below. If a project is multiple types, please describe all that is applicable.

For **habitat restoration** projects: 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 **habitat restoration planning, engineering, and design** projects: identify any planned on-the-ground monitoring, sampling, testing, or other activities, and identify and list all consultations, permits, and regulatory approvals necessary for those activities and include documentation or approval status (e.g., not applied for; pending; secured). Please describe if project design plans have started and status (e.g. 10% complete, 30% 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: identify whether sites have been located, 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.

- 3. Maps (no page limit):** Provide regional and site-specific maps and images as appropriate of the proposed project site(s). Maps will not count against the above page limit for the proposal section of the LOI.