

OPC Letter of Intent Application Tutorial

Helpful Links

- [OPC Prop 1 webpage](#)
- [Adopted grant guidelines](#)
- [Frequently asked questions](#)
 - [Solicitation Notice](#)
 - [LOI Application](#)
- [California Natural Resources Agency
Bond Accountability](#)
- [Contact OPC regarding Prop 1](#)

Letters of intent (LOI) must be postmarked by December 1, 2015
Hand Deliveries must be received by the OPC office by 5pm on
December 1, 2015

What is a complete application packet?

- Filled out 10 page LOI application
- Up to 3 general maps of the project area
- Up to 3 design plans for the project
- 2 sea-level rise maps
- Up to 5 project photos

How do I submit my application packet?

LOI packets must be submitted with 3 hardcopies of all information and 1 digital version (on CD or USB). They can be mailed or hand delivered to:

Ocean Protection Council
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

Completing the LOI Application: Page 1

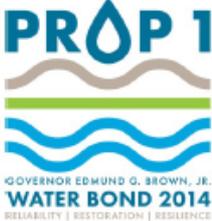
Letter of Intent Application

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Letter of Intent Application
Ocean Protection Council Proposition 1 Grant Funding



OCEAN PROTECTION COUNCIL



Section 1: General Information

In total, accompanying the LOI application, there should be no more than 3 general maps, 3 design plans, 2 sea-level rise maps, and 5 project photos.

1.1 Project Title	Provide a brief, descriptive project title.
1.2 Applicant Name	The applicant is solely responsible to ensure all grant provisions are met.
1.3 Contact Person	This person will be contacted regarding any technical and administrative questions for the project.
1.4 Contact Person Information	Telephone: Email: Mailing Address:
1.5 Organization Type	Please indicate if you are a: <input type="checkbox"/> Public Agency (including public universities) <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Public Utility* <input type="checkbox"/> State Indian Tribe listed on the Native American Heritage Commission's California Tribal Consultation List or federally recognized Indian Tribe <input type="checkbox"/> Mutual Water Company* *Public utilities and mutual water companies must describe a clear and definite public purpose and benefit to the customers of the water system:
1.6 Nonprofit Organization	Is applicant qualified to do business in California and qualified under Section 501(c)(3). <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide 501(c)(3) nonprofit organization number:

Only one entity can be the applicant. Partnered projects are addressed in 1.8

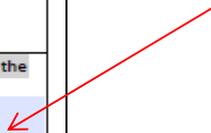
Required for public utilities and mutual water companies

Required for nonprofit organizations

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1.7 Water Supplies	Check box where appropriate: <input type="checkbox"/> Urban Water Management Plan (if Urban Water Supplier) <input type="checkbox"/> Agricultural Water Management Plan (if Agricultural Water Supplier) <input type="checkbox"/> Not Applicable
1.8 Partner Entities	If the project is being pursued by multiple partners, please list the partners and briefly state the extent of their involvement:
1.9 General Obligation Bond Law	Is your project consistent with general obligation bond law? Please explain. (see Government Code §16727)
1.10 Prop 1 Chapter 6	Does the project address at least one of the purposes of Prop 1 Chapter 6 ? (select all that apply) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13
1.11 OPC's Key Issue Areas	Does the project address at least one of OPC's Key Issue Areas for Prop 1? (select all that apply) <input type="checkbox"/> Marine Managed Areas <input type="checkbox"/> Coastal and Ocean Water Quality Impacts <input type="checkbox"/> Marine Debris <input type="checkbox"/> Innovative Marine and Estuarine Fisheries Management <input type="checkbox"/> Climate Change
1.12 Mitigation	Is the proposed project required mitigation or is it to be used for mitigation under laws such as CEQA, NEPA, CESA, ESA, CWA, or other pertinent laws and regulations, or a permit issued by any local, state or federal agency. If yes, project is ineligible. <input type="checkbox"/> Yes <input type="checkbox"/> No
Section 2: Project Details	
2.1a Climate Change: Lifespan	Define the lifespan of the project (i.e. 20 years, 50 years, etc.):
2.1b Climate Change: Vulnerabilities and Strategies	Summarize the project's vulnerabilities to flooding, inundation and/or erosion from sea-level rise, storms and shoreline change within the expected lifespan of the project and how you anticipate addressing those vulnerabilities. (Limit 200 words)

List partners and their involvement with the project.



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2.1c Climate Change: Map	Attach 2 maps of your proposed project using NOAA's sea-level rise viewer . 1 map should be at 3ft and 1 map at 5ft. These may be screen grabs, but please clearly show where the proposed project will take place. (NOTE: NOAA's viewer does not include storm surge, erosion, or other coastal processes. OPC has chosen these scenarios to depict potential vulnerabilities to current and future sea-levels factoring in king tides, El Niño, shoreline change, and storm surge). OPC has chosen to use this assessment based upon state policy: OPC Resolution on Sea-level Rise (March 2011) ; OPC Resolution on Implementation of Safeguarding California Plan (August 2014) ; State Sea-level Rise Guidance document (2013)
2.2a Project Location	Is the project located in a county that abuts the coast or San Francisco Bay or provides direct and measurable environmental benefits to the Coastal Zone (PRC §30103) <input type="checkbox"/> Yes <input type="checkbox"/> No Please identify the project county, city, and other geographic information (Latitude/Longitude in NAD 83 in decimal degrees) if possible.
2.2b Project Maps, Design plans, and Photos	Attach maps, plans, and photos that accurately represent the project. Caption photos and maps so that someone unfamiliar with the project and area can gain a proper understanding of what is being displayed. Maps and photos are preferred in color. In total, accompanying the LOI application, there should be no more than 3 general maps, 3 design plans, 2 sea-level rise maps, and 5 project photos.
2.2c Project Location Districts	Provide California State Senate District Number Provide California State Assembly District Number
2.2d Project Area Ownership	Check box if land where project will occur (or will require access to enter) is owned by a private entity, state, federal, or other. If yes on any box, provide name of land owner(s) and what agreements have been made, if any: Private <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name: State <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name: Federal <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name: Other <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name:

This link will take you to the viewer.

Sea Level Rise Confidence Marsh

Vulnerability Flood Frequency

Sea Level Rise ?

3 ft SLR

Legend

- Water Depth
- Low-lying Areas
- Area Not Mapped
- Visualization Location

Use this slider to view 3ft and 5ft.

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2.3 Disadvantaged Community	<p>Check box if project will:</p> <p>1). Occur in a Disadvantaged Community as defined in CWC § 79505.5(a). (see DWR's map)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2). Provide benefits to a Disadvantaged Community</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes to either question: name the Community or Communities; explain whether it is a Block Group(s), Tract(s), or Place(s); and clearly state how the proposed project will provide direct, meaningful, and assured benefits to one or more Disadvantaged Communities. (Limit 100 words)</p>
2.4 Multiple Benefits	<p>Please select and articulate the benefits your project will provide. (Limit 250 words).</p> <p><input type="checkbox"/> Reduction of GHG emissions or improved carbon sequestration</p> <p><input type="checkbox"/> Improved resiliency and adaptation to climate change</p> <p><input type="checkbox"/> Reduced pollution into waters of the state</p> <p><input type="checkbox"/> More resilient fisheries</p> <p><input type="checkbox"/> Healthier marine or estuarine ecosystems</p> <p><input type="checkbox"/> Watershed and coastal habitat restoration</p> <p><input type="checkbox"/> Water quality improvement and protection</p>

This link will take you to the viewer.

The screenshot shows a map viewer interface with three layers, each with a checked checkbox and a legend:

- Disadvantaged Community Block Groups**: Legend includes dark red for 'Severely Disadvantaged Community' and yellow for 'Disadvantaged Community'.
- Disadvantaged Community Tracts**: Legend includes dark blue for 'Severely Disadvantaged Community' and light blue for 'Disadvantaged Community'.
- Disadvantaged Community Places**: Legend includes red for 'Severely Disadvantaged Community' and pink for 'Disadvantaged Community'.

Check the boxes to turn on the different layers.

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2.5 Implement Actions of the California Water Action Plan	<p>Check whether the project implements actions in the CWAP, and if yes, identify those actions</p> <p><input type="checkbox"/> Yes. If yes, identify actions. (Limit 75 words)</p> <p><input type="checkbox"/> No</p>
2.6 Ocean and Coastal Stressors	<p>Check whether the project removes or reduces stressors from the ocean and near coastal environment:</p> <p><input type="checkbox"/> Yes. If yes, identify stressors. (Limit 75 words)</p> <p><input type="checkbox"/> No</p>
2.7 Green Infrastructure	<p>Check whether the project utilizes green infrastructure, natural systems, or systems that mimic natural systems.</p> <p><input type="checkbox"/> Yes. If yes, identify the infrastructure or system(s). (Limit 75 words)</p> <p><input type="checkbox"/> No</p>
2.8 Technologies	<p>Check whether the project employs new, innovative or proven technologies or practices.</p> <p><input type="checkbox"/> Yes. If yes, identify technologies or practices. (Limit 75 words)</p> <p><input type="checkbox"/> No</p>
2.9 Sustainable Outcomes	<p>Will the project deliver sustainable outcomes in the long-term?</p> <p><input type="checkbox"/> Yes. If yes, identify the outcomes and provide a timeline for the outcomes.(Limit 75 words)</p> <p><input type="checkbox"/> No</p>

Please refer to the [OPC's grant guidelines](#) as well as [Proposition 1](#) for guidance on this section of the application

Completing the LOI Application: Page 6

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2.10 Project Readiness	<p>Is the project ready to implement and the grantee will start and finish the project in a timely manner? Please explain. (Limit 75 words)</p>
2.11 Data and Mapping	<p>Will the project provide mapping and/or data that can enhance current understanding? Can the maps and/or data be used on other projects in the area or other coastal regions? (Limit 75 words)</p>
2.12 Greater Application	<p>Will the project demonstrate solutions that can be implemented regionally and/or statewide?</p> <p><input type="checkbox"/> Yes. If yes, please provide possible locations where this project will inform potential solutions. (Limit 75 words)</p> <p><input type="checkbox"/> No</p>
2.13 Other Prop 1 Funding Opportunities	<p>Check whether a proposal has been submitted (or will be submitted) to another Proposition 1 grant program for this project (i.e., that would fund the same project components applied for in this application.) The OPC intends to coordinate with other agencies funding projects under Proposition 1.</p> <p><input type="checkbox"/> Yes. If yes, identify agencies and status of proposal.</p> <p><input type="checkbox"/> No</p>

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OPC intends to continue supporting interagency coordination on projects. Identifying the appropriate agencies will help with the coordination process.

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2.14 Marine Managed Areas	<p>Check whether the project will benefit a Marine Managed Area (PRC § 36700-36900) (CDFW maps; SWRCB maps).</p> <p><input type="checkbox"/> Yes. If yes, identify which Marine Managed Area(s) and how the project will benefit an individual area(s) or network. (Limit 75 words)</p> <p><input type="checkbox"/> No</p>
2.15 Climate Ready Fisheries	<p>Check whether the project will advance the resiliency of marine, estuarine, and diadromous fish populations and the human communities that depend upon them in the face of a changing climate.</p> <p><input type="checkbox"/> Yes. If yes, identify the impact on fish populations and/or fisheries. (Limit 75 words)</p> <p><input type="checkbox"/> No</p>
Section 3. Project Budget and Schedule	
3.1 Project Timeline	<p>Project Start Date (latest start date January 2017):</p> <p>Project End Date (latest end date January 2020):</p>
3.2 Project Requested Amount	<p>Provide the project amount requested from OPC.</p>
3.3 Total Project Cost	<p>Provide the total cost of the project.</p>
3.4 Sources of Funding	<p>Please describe other sources of funding and their funding allotments dedicated for this project including in-kind work as well as the status and explanation of each of the funds (i.e. conditional, committed, dependent on separate award, etc.).</p>
3.5 Contracting	<p>Please note percentage of project cost you anticipate contracting out:</p>

The CDFW link will show MPAs and the SWRCB link will show ASBSs.

Funding allotments are also outlined in the budget table (Section 6 on Page 10). Please use this space to provide a narrative description of other funding sources.

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Section 4. CEQA Information	
Projects that receive funding shall comply with all applicable laws and regulations including the California Environmental Quality Act (CEQA).	
4.1 CEQA Compliance	<p>If the project meets the definition of a "project" in PRC §21065 identify the Lead Agency and contact person and justification for why the lead agency was selected.</p> <p>Lead Agency: _____</p> <p>Contact Person: _____</p> <p>Address: _____</p> <p>Phone Number and Email: _____</p> <p>Justification: _____</p>
4.2 CEQA Documentation	<p>Check types of CEQA documentation prepared/to be prepared:</p> <p><input type="checkbox"/> Initial Study</p> <p><input type="checkbox"/> Notice of Exemption</p> <p><input type="checkbox"/> Negative Declaration/Mitigated Negative Declaration</p> <p><input type="checkbox"/> Environmental Impact Report</p> <p><input type="checkbox"/> Not Applicable</p>
4.3 CEQA Status	<p>Briefly describe the status of the CEQA documents, expected date of completion, and Initial Study if applicable. Provide a cost estimate if requesting OPC funds relating to CEQA compliance. Note: only work done during the term of the project may be eligible for reimbursement.</p> <p>_____</p>
4.4 CEQA Document Name	<p>If the CEQA document has been completed, provide the name of the document and the State Clearinghouse number if available. Submit a copy of the documentation:</p> <p>Document Name: _____</p> <p>State Clearinghouse Number: _____</p> <p><input type="checkbox"/> Not Applicable</p>

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Section 5. Project Description	
5.1 Project Summary	Please provide a brief description of the project. Please include background, overview, implementation, management, deliverables, and outcomes. (Limit 500 words)

Please refer to the [OPC's grant guidelines](#) as well as [Proposition 1](#) for guidance on this section of the application

Ensure that you provide a detailed description of the need and specific outcomes of the project.



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Section 6. Budget (Note: LOI costs are meant to be estimates. Full proposals will require detailed amounts)

Budget Category	Total Cost			Description of what will be funded by OPC
	OPC	Cost Share Entity	Matching Funds (denote in-kind)	
Construction				
Equipment				
Supplies				
Monitoring*				
Permitting*				
Grant Administration*				
Planning*				
Total				

*Non-implementation costs are generally limited to no more than 25% of total grant cost.

In total, accompanying the LOI application, there should be no more than 3 general maps, 3 design plans, 2 sea-level rise maps, and 5 project photos.

Please identify the entity or entities that are providing funding for the project. (i.e. Local County: \$X)

Submittal Information

What to submit:

- 3** hardcopies and **1** digital version (on CD or USB) of:
 - Filled out 10 page LOI application
 - Up to 3 general maps of the project area
 - Up to 3 design plans for the project
 - 2 sea-level rise maps
 - Up to 5 project photos

To:

Ocean Protection Council
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

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