Ocean Protection Council

Proposition 1 Grant Program

Letter of Intent

**Project Name:**

Please respond to the summary information, eligibility and project description questions or prompts on the following pages, and submit your letter of intent package to [OPC\_Prop1grants@resources.ca.gov](mailto:OPC_Prop1grants@resources.ca.gov) by April 23, 2021.

**Summary Information:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Contact Information | | | | | | | |
| **Organization** |  | | | | | | |
| **Contact Person** |  | | **Email** |  | | | |
| **Position/Title** |  | | | | | | |
| **Phone** |  | | | | | | |
| **Mailing Address** |  | | | | | | |
| **Federal Tax ID #** |  | | | | | | |
|  | | | | | | | |
| Project Information | | | | | | | |
| **Project Name** |  | | | | | | |
| **Amount Requested** | $ | **Total Project Cost** | $ | | **Non-State Leveraging Funds** | | $ |
| **Project Duration (in years)** |  | | | | | | |
|  | | | | | | | |
| Location Information | | | | | | | |
| **County** |  | | **Specific Location**  **(address or cross streets)** | | |  | |
| **Latitude** |  | | | | | | |
| **Longitude** |  | | | | | | |
| **What point is represented by the lat/long (e.g. parking lot, center of site, etc.)** | | |  | | | | |

**Eligibility Questions**:

**Applicant Eligibility**

1. Is your organization a:

Private, nonprofit organization (including community-based organizations) that qualifies under Section 501(c)(3) of the Internal Revenue Service

Public Agency **(**State agency, special district, joint powers authority, city, county, or other political subdivision of the State)

Public or Private University

Indian tribe that is either federally recognized or listed on the Native American Heritage Commission’s California Tribal Consultation List

Public Utility and/or Mutual Water Company

Prop 1 requires that public utilities and mutual water companies meet specific conditions for their proposals to be eligible for funding. If your organization is a public utility or mutual water company, please provide a brief explanation of the proposed project’s public purpose and benefits to the customers of the water system, rather than the investors. Please also indicate whether your organization is required to adopt and submit an urban or agricultural water management plan, and provide a link to the adopted water management plan, if necessary.

Response:

**Project Eligibility**

1. Please briefly describe how the proposed project will improve water quality:
2. Can the proposed project be completed by December 2024?

Yes

No

1. Please indicate which of the following purposes of Prop 1 will be addressed by the proposed project (check all that apply):

Protect and increase the economic benefits arising from healthy watersheds, fishery resources, and instream flow.

Implement watershed adaptation projects in order to reduce the impacts of climate change on California’s communities and ecosystems.

Protect and restore aquatic, wetland, and migratory bird ecosystems, including fish and wildlife corridors and the acquisition of water rights for instream flow.

Remove barriers to fish passage.

Protect and restore rural and urban watershed health to improve watershed storage capacity, forest health, protection of life and property, stormwater resource management, and greenhouse gas reductions.

Protect and restore coastal watersheds, including, but not limited to, bays, marine estuaries, and nearshore ecosystems.

Reduce pollution and contamination of rivers, lakes, streams, or coastal waters, prevent and remediate mercury contamination form legacy mines, and protect or restore natural system functions that contribute to water supply, water quality, or flood management.

Assist in the recovery of endangered, threatened, or migratory species by improving watershed health, instream flows, and fish passage, coastal…wetland restoration, or other means such as natural community conservation plan and habitat conservation plan implementation.

Other purposes of Prop 1, Chapter 6 not listed above (please provide here):

1. Does the proposed project involve any of the following: planning, design, engineering, property acquisition, or restoration implementation/construction?

Yes

No

1. Which phases are included in the proposed project? (check all that apply)

Project Planning/Design/Engineering

Property Acquisition

Restoration Implementation/Construction

Other (please briefly describe):

1. Will the project deliver sustainable outcomes in the long term (around 30 years)?

Yes

No

1. Does the project fulfill a specific mitigation requirement for a specified development or construction project? Prop 1 funds cannot be used to fund mitigation that is required as part of a development project.

Yes

No

**Letter of Intent Instructions**

Please answer the prompts below, including the budget and schedule, in no more than 5 pages total.

**Project Description**

In a maximum of 2 pages, please describe the proposed project. Please identify the need for the project, the project’s goals or expected outcomes, how the project aligns with OPC’s priorities for Prop 1 funding, and how the project would assist in implementing the Strategic Plan to Protect California’s Coast and Ocean for 2020-2025. Please review the scoring criteria on pages 11-14 of the Prop 1 solicitation for additional guidance on items to cover in the project description. Identify the major tasks involved in the project and include a very brief description of how the project will be monitored for effectiveness (including the use of CRAM, if applicable). Please also briefly describe the project location, and attach a project site map, if applicable. Be specific about the portion of the project that would be funded by this request. Please include a very brief description of the status of permitting and CEQA for the project, if applicable. Please also describe the project team’s experience and capacity to complete the project.

Reviewers will be reviewing and scoring this section using the criteria in:

* Alignment with Prop 1 and OPC Priority Project Types
* Project Proposal Scope, Readiness, and Applicant Capacity
* Measuring Effectiveness and Operations and Maintenance

**Benefits to Communities Entitled to Environmental Justice (Communities)**

Please provide a brief narrative description (maximum of 1 page) that demonstrates how the project benefits Communities. Please attach a map of the project location using the [mapping tool](https://cnra.maps.arcgis.com/apps/webappviewer/index.html?id=596ed242b03c4709a603e3fac49b0c50) provided on the OPC Prop 1 webpage and describe the geographic relationship between the proposed project and the community as part of this description.

Reviewers will be reviewing and scoring this section using the criteria in:

* Project demonstrates significant benefits to Communities Entitled the Environmental Justice

**Community Engagement and Partnerships and Collaboration**

Please briefly describe how the project team is engaging the Community in the development and implementation of your project. OPC is not requesting a community engagement plan at this time. For resources on community engagement, please refer to “[Partnering with Community-Based Organizations for More Broad-Based Public Engagement](https://www.ca-ilg.org/sites/main/files/file-attachments/partnering_with_comm_based_orgs_final.pdf).” Please also provide a list of partners and collaborators engaged as part of the project.

Reviewers will be reviewing and scoring this section using the criteria in:

* Project demonstrates significant benefits to Communities Entitled the Environmental Justice
* Partnerships and Collaboration

**Preliminary Budget**

Please provide a preliminary budget and list secured or potential sources of matching funding using the templates below.

*Budget Template*

Please include the total cost of the project, including estimated costs by major task, and the proposed sources of funding. Include proposed funding sources even if they are not yet secured, but please make status clear. This template is meant to be used as part of the project proposal process, but if projects are selected for funding, OPC will require a more detailed budget when the grant agreement is developed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Number (add rows as needed)** | **Task Name** | **OPC Funds Requested to Complete Task** | **Matching Funds (includes in-kind)** | **Total Cost** |
| 1 | Project Management | $ - | $ - | $ - |
|  |  | $ - | $ - | $ - |
|  |  | $ - | $ - | $ - |
|  |  | $ - | $ - | $ - |
|  |  | $ - | $ - | $ - |
|  |  | $ - | $ - | $ - |
|  | Indirect Costs\* (15%) | $ - |  | $ - |
|  | Equipment Costs | $ - | $ - | $ - |
| **Total** | | **$ -** | **$ -** | **$ -** |

*Sources of Potential or Secured Match Funding Template*

List all matching funds and their source(s). Identify any matching funds from other State agencies. You may include in-kind match such as staff time, volunteer time, donated materials, bargain sales, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Amount** | **Status of funding (secured, applied, etc.)** | **State of CA Funds? (Y/N)** |
|  | $ - |  |  |
|  | $ - |  |  |
|  | $ - |  |  |
| **Total** | **$ -** |  |  |

**Project Schedule**

Provide a project schedule that estimates the completion date of the major project tasks using the template Gantt chart below. Please assume that funding will be approved by December 2021. Please gray out the boxes under each month where task activities will take place. Please add rows to the template to account for additional tasks and copy and paste the template to show project activities over multiple years. Please also identify major deliverable milestones using the table below.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | | | | | | | | | | | | |
|  | **Jan.** | **Feb.** | **Mar.** | **Apr.** | **May** | **June** | **July** | **Aug.** | **Sept.** | **Oct.** | **Nov.** | **Dec.** |
| **Task 1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 4** |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Task** | **Deliverable Name** | **Estimated Due Date** |
| Task 1: Project Management | Quarterly Reporting | Annually on:  February 1  May 1  August 1  November 1 |
| Example: Task 4: Project monitoring | Final Monitoring Report | March, 2023 |
|  |  |  |