



## Prop 68 Letter of Intent Instructions

First, download the [Prop 68 Letter of Intent Form](#).

Please respond to the summary information ([LOI Form](#) page 1), eligibility questions ([LOI Form](#) pages 2 and 3), and project description prompts ([LOI Form](#) pages 4-5) and submit your letter of intent form to [prop68@resources.ca.gov](mailto:prop68@resources.ca.gov) by June 13, 2022.

The LOI package should be no more than 8 pages total, including the summary information and eligibility question responses (3 pages), text, preliminary budget table(s), and schedule. Any maps and pictures portraying the project location will not be included in the 8-page total.

### Letter of Intent Instructions

Please answer the following prompts in the corresponding places on the [LOI Form](#). The answers to the prompts, as well as the budget and schedule should be no more than 5 pages total.

#### **Project Description**

In 2-3 paragraphs, please describe the proposed project. Please quantify the project's goals and expected outcomes, including how the project will demonstrate quantitative progress in implementing [OPC's Strategic Plan](#). Discuss which topic area(s) of the Prop 68 Request for Proposals your project will address and how. Identify the major tasks involved in the project and identify if the project is expected to provide benefits to a disadvantaged or severely disadvantaged community. Attach a map of the project location (and photos, as appropriate, if they will help in understanding the geographic context of your project), and briefly describe the project location. Be specific about the portion of the project that would be funded by this request. Please also describe the project team's experience and capacity to complete the project.

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

- Clarity and Articulation, Sound Approach
- Project Management and Readiness
- Alignment with Prop 68
- Alignment for OPC Priorities for Chapter 10 funding

#### **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 or letters of support at this time. For resources on community engagement, please refer to "[Partnering with Community-Based Organizations for More Broad-Based Public Engagement](#)." 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 rubric criteria in:

- Disadvantaged Communities
- Community Support

**Preliminary Budget**

Please provide a preliminary budget on the [LOI Form](#) and list secured or potential sources of matching funding using the example templates below.

*Project 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.

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

Example only!  
Please fill out on LOI Form.

*Sources of Potential or Secured Match Funding Template*

List all matching funds and their source(s) on the [LOI Form](#). 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)
	\$	Example only! Please fill out on LOI Form.	
	\$		
	\$		
<b>Total</b>	\$		

**Project Schedule**

On the [LOI Form](#), 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 2022. 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 on the [LOI Form](#) using the table below.

	Year											
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
<b>Task 1</b>												
<b>Task 2</b>												
<b>Task 3</b>												
<b>Task 4</b>												

*Major Deliverable Milestones Template*

Task	Deliverable Name	Estimated Due Date
Task 1: Project Management	Quarterly Reporting	Annually on: April 1 July 1 October 1 January 1
Example: Project monitoring		
Add rows as needed		