Marine Protected Areas and Climate

Prop 68 Ch.9

Letter of Intent Instructions

First, download the Marine Protected Areas (MPA) and Climate Letter of Intent (LOI) 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) on the following pages and submit your letter of intent form to prop68ch9@resources.ca.gov by July 29, 2022.

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

Letter of Intent Instructions

Answer the 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, describe the proposed project. Quantify the project's goals and expected outcomes, including how the project will demonstrate quantitative progress in implementing the Ocean Protection Councils (OPC) 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. To determine whether a project is located within or near a disadvantaged or severely disadvantaged community, use the California State Parks Community FactFinder map viewer. Be specific about the portion of the project that would be funded by this request. 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 9 funding

Community Engagement and Partnerships and Collaboration

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, however, OPC is requesting letters of support with the full application packet. For resources on community engagement, refer to "Partnering with Community-Based Organizations for More Broad-Based Public Engagement." 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
- Technical assistance

OPC acknowledges that research-based projects may not directly serve disadvantaged and severely disadvantaged communities, and may not provide technical assistance, but to the extent possible, describe efforts to do so in the application.

Preliminary Budget

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

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 C			$
Total		$	$	$

Example only! 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!**	
	$		
	$	**Fill out on LOI Form.**	
Total	$		

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. Assume that funding will be approved by February 2023. Gray out the boxes under each month where task activities will take place. Add rows to the template to account for additional tasks and copy and paste the template to show project activities over multiple years. 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.
Task 1												
Task 2				**Example only!**								
Task 3				**Fill out on LOI Form.**								
Task 4												

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 only! Fill out on LOI Form.		
Example: Task 4: Project monitoring	Final Monitoring Report	March 2025
Add rows as needed		