# OPC SB 1 Grant Program

# Track 2: SLR Project Implementation – Letter of Intent

Please respond to the summary information, eligibility questions, and project description prompts on the following pages. Please submit all materials as one attached PDF file to OPC-SB1@resources.ca.gov using the subject: [Main Applicant Name]-Track 2 Project-LOI.

## Section 1: Summary Information

|  |
| --- |
| Contact Information |
| **Lead Entity Name** |  |
| **Contact Person** |  |
| **Position/Title** |  |
| **Phone** |  | **Email** |  |
| **Mailing Address** |  |
| **Federal Tax ID#** |  |

**Subcontractor Information (if applicable)**

Please list all subcontractors below. Use the example provided and copy/paste for each additional subcontractor that is included on the project team.

**Subcontractor 1 Name**:

**Contact Person**:

**Position/Title**:

**Phone & Email**:

**Mailing Address**:

**Federal Tax ID** **#**:

**Brief Description of their role in the project**:

|  |
| --- |
| **Project Information** |
| **Project Name** |  |
| **Amount Requested** | $ | **Total Project Cost** | $ | **Non-State Leveraging Funds** | $ |
| **Project Duration (in years)** |  |

## Section 2: Eligibility Questions

**Applicant Eligibility**

1. The applicant is a:

[ ] local government

[ ] regional government

[ ]  federally recognized tribal government

[ ] organization or consultant applying on a government’s behalf

1. If you selected an organization or consultant applying on a government’s behalf, name the local, regional, or tribal government this project is in coordination with, and describe the relationship between the government and your organization. If the applicant is a government, move to question 3.

*Name of local/regional/tribal government this project is in coordination with*:

*Relationship between the government and your organization*:

**Project Eligibility**

1. Please provide a link to the completed Vulnerability Assessment and SLR Adaptation Plan that identifies this project as a priority project. A brief explanation (no more than 100 words) may be provided if further context is needed:

*Link to Vulnerability Assessment*:

*Link to SLR Adaptation Plan*:

*Accompanying Explanation (if needed)*:

1. Which of the following components are included as part of the proposed project? Select all that apply.

[ ]  Site Assessment

[ ]  Preliminary Design

[ ]  Final Design

[ ]  Permitting

[ ]  Implementation/Construction

[ ]  Other, please describe:

1. Is the project a Nature-based or Green-Grey Hybrid SLR Adaptation Project? Please see the SB 1 SLR Adaptation Criteria for a definition of Green-Grey Hybrid SLR Adaptation Projects.

[ ]  Nature-based SLR Adaptation Project

[ ]  Green-Grey Hybrid SLR Adaptation Project

## Section 3: Project Description

For Sections 3-5, draft your responses to the prompts below and **delete the instruction text** to ensure you maximize your page limit. Please keep your responses in Calibri, size 12 font. When answering these prompts, please refer to the *SB 1 SLR Adaptation Criteria* and the *SB 1 Grant Program Solicitation* to obtain further context.

**The maximum page limit for Section 3 is** **4 pages**.

### Summary

The maximum word count for the Summary is 200 words. Include a brief description of the proposed project, including the features and benefits of the project. Please briefly explain how the project is urgently needed and ready for funding.

### Project Description

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 and the SB 1 Grant Program’s goals. Additionally, address how the project meets the minimum requirements for Phase 4 projects within the SB 1 SLR Adaptation Criteria.

Highlight the project’s urgency, particularly in relation to existing SLR adaptation planning efforts. Provide a concise overview of project readiness, including design plans, CEQA compliance, permitting details, commitments from project partners, relevant prior research, and the current project status, as appropriate. Include information on land access and tenure agreements, as well as any applicable property restrictions or encumbrances.

### Missing Criteria Justification

The SLR Adaptation Criteria describes the minimum criteria that projects must meet to be eligible for SB 1 Grant Program funding, and each criterion is required to be incorporated into the project’s work plan. However, if certain criteria do not apply to an applicant, whether due to a unique local condition or because it has already been accomplished by a previous adaptation effort, an explanation should be provided here.

### Community Description

All proposed projects must include outreach, education, and community engagement, with targeted engagement to environmental justice (EJ) communities and meaningful consultation with California Native American tribes. In this section, provide a description of the community the project will serve. Describe the outreach and engagement that has been conducted on SLR Planning with the community thus far, and how this project will leverage these efforts.

### Tribal Partnership (if applicable)

Proposed projects are encouraged to be co-created and developed in partnership with California Native American tribes, in addition to consultation requirements. In this section, describe existing partnerships with California Native American tribes in informing, designing, and/or co-creating the proposed project. Describe measures to protect confidentiality of tribal data or knowledge obtained for the purposes of the proposed project.

A letter or resolution, signed by the chairperson of the tribe(s), confirming a California Native American tribe is actively partnering with and supporting the proposal must be included in application materials to demonstrate partnership with a California Native American tribe.

## Section 4: Project Schedule and Major Deliverables

**The maximum page limit for Section 4 is 2 pages.**

In the Project Schedule, identify all tasks, milestones, and deliverables by which progress can be measured and payments made. In the Major Deliverables Milestones table, provide estimated dates of completion of each deliverable. For both Project Schedule and Major Deliverable tables, task rows can be added or deleted to coincide with the number of tasks described in the Work Plan. All awarded projects are required to provide quarterly progress reports to OPC.

### Project Schedule

|  |
| --- |
| **Year 1** |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Task 1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year 2** |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Task 1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year 3** |
|  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Task 1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3** |  |  |  |  |  |  |  |  |  |  |  |  |

**Major Deliverable Milestones**

|  |  |  |
| --- | --- | --- |
| **Task** | **Deliverable Name** | **Estimated Due Date** |
| Task 1: Administration Coordination and Reporting | 1. Quarterly Reports
 | 1. Quarterly
 |
| Task 2: |  |  |
| Task 3:  | 1.  |  |
| Task 4: |  |  |

## Section 5: Preliminary Budget

**The maximum page limit for Section 5 is 1 page.**

### Budget Template

Please include the total cost of the project, including estimated costs broken down by category and major task. For this budget table, please include only requested funds for this proposal. When creating your budget, please refer to [OPC’s Budget and Invoice Guide](https://www.opc.ca.gov/webmaster/_media_library/2023/05/Budget-and-Invoicing-Guide-508.pdf) to understand what each line item entails, as well as a list of items and costs that cannot be included. Add or remove task columns to coincide with the number of tasks described in the Work Plan.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Task 1** | **Task 2** | **Task 3** | **Task 4** | **Total** |
| **Personnel** |   |   |   |   |   |
| **Travel** |   |   |   |   |   |
| **Subcontractor(s)** |   |   |   |   |   |
| **Equipment/Materials** |   |   |   |   |   |
| **Overhead\*** |   |   |   |   |   |
| **Task Total** |   |   |   |   |   |
| **Agreement Total:** |   |

\*OPC does not pay more than 15% overhead on approved costs with an exception for UC/CSUs, in which OPC will pay no more than 25% overhead. Additional exceptions to allow for 25% overhead may be considered by OPC’s Executive Director in the case of research institutes with significant field programs.

### Budget Justification

The Budget Justification should explain the proposed allocation of funds to each task. Within the Budget Justification, explain your rationale for allocation of budget for each task and sub-task. Provide a narrative explanation of expected costs, based on limited calculations, and how the budget allocation supports accomplishment of the overall workplan.