

2024 Letter of Intent Checklist + Instruction Guide

Letter of Intent Instructions:

You must use the 2024 Letter of Intent Template for content to include in your LOI (also see page 10 of NOFO). Submit your LOI, Maps, and any necessary agreement/acknowledgement letters (see checklist for specific Acquisition, Restoration and Restoration Planning project requirements), as a **single PDF**.

Please submit your LOI, maps, and acknowledgement letter(s) in a single PDF document by 5 pm, JULY 17, 2024 by email to claire.fiegenger@dlcd.oregon.gov.

Letter of Intent Checklist:

This checklist can be used as a tool to help you submit all required documentation to DLCD/OCMP during the LOI submission process.

- Letter of Intent (see 2024 Letter of Intent Template)
 - Cover Page (one page limit - does not count towards 5 page LOI limit)
 - Body of LOI-Proposal (5 page limit)
 - Attachments: Maps (no page limit-does not count towards 5 page LOI limit)

- DLCD's Budget Template (*use as a tool for developing your budget-you are not required to submit this to DLCD with your LOI*)

- For Acquisition Projects:
 - Signed agreement from the willing seller describing their interest to sell the property/conservation easement to the buyer (could be in the form of a Purchase and Sale Agreement, Option Agreement, Letter of Intent, or other agreement).
 - Signed acknowledgement document/letter from proposed non-federal public entity that will be purchasing and holding the property/conservation easement (CE), acknowledging the non-federal public entity is willing to own and manage the property/CE in accordance with the proposed application. Acknowledgement must be signed by staff authorized to make such a statement.

- For Restoration or Restoration Planning Projects:
 - Signed acknowledgement document/letter from an authorized representative of the public entity that owns/controls the land, to grant permission for the restoration project to occur on land under that public entity's ownership/control. Only necessary if the restoration project is proposed by an entity that does not own or control the land.

For Questions Contact:

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www.oregon.gov/lcd/OCMP/Pages/Grants.aspx

Financial assistance for this program provided by the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration.