

2023 Letter of Intent Checklist + Instruction Guide

Letter of Intent Instructions:

Use the 2023 Letter of Intent Template for content to include in your LOI. 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 13, 2023 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 2023 Letter of Intent Template)
 - Cover Page (does not count towards 4 page LOI limit)
 - Body of LOI (4 page limit)
 - Attachments: Maps (does not count towards 4 page LOI limit)

- DLCD's Budget Template (*use as a tool for developing your budget-you do not need 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:

Claire Fiegenger
Coastal Habitat Projects Coordinator
Oregon Coastal Management Program
Department of Land Conservation and Development
claire.fiegenger@dlcd.oregon.gov

635 Capitol St, NE Ste 150
Salem, OR 97301
971-301-3512 (cell)
www.oregon.gov/lcd/OCMP/Pages/Grants.aspx

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