



NOAA CLIMATE RESILIENCE REGIONAL CHALLENGE

Letter of Intent Instructions and Template

A letter of intent is required to apply to the NOAA Climate Resilience Regional Challenge. The letter of intent should provide a concise description of the proposed work, and showcase the relevance of the work to the program priorities described in the Notice of Funding Opportunity. NOAA will review all letters according to the evaluation criteria described in Section V of the Notice of Funding Opportunity. Applicants who submit letters of intent that strongly align with the program's priorities will be invited to submit a full proposal. An applicant may not submit a full proposal unless they receive an invitation from NOAA. Any proposal submitted without this invitation will not be reviewed.

*The required letters of intent shall be sent via electronic mail to resiliencechallenge@noaa.gov with "NOAA Climate Resilience Regional Challenge – Letter of Intent" as the subject line. **Letters of intent must be received by electronic mail by 11:59 p.m. Eastern Time on August 21, 2023.** Applicants submitting multiple letters must use a unique project title for each. Applicants can send all letters of intent in one email or in multiple emails. For applicants without internet access, a hard copy letter of intent must be submitted to the following address:*

*Grant Coordinator, Business Operations Division
ATTN: Climate Resilience Regional Challenge
NOAA Office for Coastal Management
2234 South Hobson Avenue
Charleston, SC 29405-2413*

Letters of intent submitted in hard copy must be postmarked, provided to a delivery service, or received by 11:59 p.m. Eastern Time on August 21, 2023. *Use of a delivery service must be documented with a receipt. No facsimile applications will be accepted. The NOAA Office for Coastal Management will respond to each letter of intent by electronic mail informing the project director whether or not they are invited to submit a proposal. Applicants who submit a hard copy letter of intent will be notified via postal mail at the return address contained within the letter of intent. NOAA anticipates sending responses by October 11, 2023. If the project director does not receive notification by October 12, 2023, the applicant can contact the Office for Coastal Management's grants coordinator (resiliencechallenge@noaa.gov) and request the status of their letter of intent. The results of the letter of intent review will be released only to the project director unless there are extenuating circumstances. NOAA anticipates that information included in the letter of intent may change prior to the submission of a full application.*

The body of the letter of intent should be no more than five pages (not including the cover page), single-spaced, 11 or 12-point font. [This use of this exact template is optional.](#)

NOAA CLIMATE RESILIENCE REGIONAL CHALLENGE

COVER PAGE

- To:** NOAA Office for Coastal Management
- Purpose:** NOAA Climate Resilience Regional Challenge (2023)
- Project Title:** *(Include the full title for the proposed effort.)*
- Funding Track:** *(Indicate the track under which the letter of intent is to be evaluated – either Track One or Track Two.)*
- Lead Applicant:** *(Include the full name, affiliation, and contact information, including phone number, mailing address, and email address.)*
- Project Director:** *(Include the full name, affiliation, and contact information, including phone number, mailing address, and email address.)*
- Federal Funding Request:** *(Indicate the total amount of federal funds being requested.)*
- Geographic Description:** *(Include a brief description of the geographic extent of the proposed efforts.)*
- Participating Jurisdictions:** *(List the government jurisdictions and agencies who are participating in the proposed effort.)*
- Collaborators:** *(List all entities who are collaborators in the proposed effort.)*
- Period of Performance:** *(All awards will begin October 1, 2024. Indicate the desired end date for the proposed effort.)*

Resilience Vision

(Briefly describe the overall vision for climate resilience for the proposed effort.)

Regional Context

(Briefly describe the regional context for the proposal including the relationship to any previous or ongoing climate resilience efforts. Describe how the size of the proposed region and scope of the effort will enable regional implementation of resilience and adaptation actions and provide benefits to local communities. Be sure to describe the involvement of, or engagement with, any federal, state, tribal, territorial, or local government agencies, activities, or programs.)

Proposed Activities and Outcomes

(Briefly describe the proposed activities, intended outcomes, and relationship to the overall resilience vision and the program priorities (risk reduction, regional collaboration, equity and inclusion, and enduring capacity) as described in the Notice of Funding Opportunity. Be sure to highlight proposed engagement with and involvement of tribes and/or marginalized, underserved, or underrepresented communities.)

Budget Summary

(Describe the overall budget including initial estimates for personnel, contracts, sub-awards, indirect costs, and travel. Include a brief description of any proposed sub-awards and contracts. For Track Two letters of intent, provide estimates for each discrete implementation activity.)

Budget Categories	Description	Estimated Cost
Personnel		
<i>Position Title</i>		\$00.00
Contracts		
<i>Vendor Name</i>		\$00.00
Sub-awards		
<i>Recipient Name</i>		\$00.00
Travel		\$00.00
Indirect		\$00.00
TOTAL		\$00.00

Anticipated Technical Assistance Needs

(Briefly describe, if known, any anticipated needs for technical assistance from NOAA. Requests for technical assistance are for planning purposes and are not considered as part of the letter of intent evaluation.)