

# **Fiscal Year 2024 NOAA Marine Debris Removal under the Bipartisan Infrastructure Law Notice of Funding Opportunity (NOAA-NOS-ORR-2024-2007993)**

## ***Letter of Intent (LOI) Template***

***Please reach out to the NOAA Marine Debris Program grants team  
([grants.marinedebris@noaa.gov](mailto:grants.marinedebris@noaa.gov)) with any questions***

Applicants must follow the application requirements stated in the notice of funding opportunity, or they may not be considered. Section IV.B. of the Notice of Funding Opportunity describes the application submission and content requirements. The notice of funding opportunity provides some additional detail and examples of information to include within the sections outlined below.

Please visit the [FY24 NOAA Marine Debris Removal under the Bipartisan Infrastructure Law Applicant Resources](#) webpage to view additional guidance resources available to assist your application submission.

Applicants must follow the Letter of Intent (LOI) and full application requirements stated in the funding announcement, or they may not be considered. The LOI submission is a critical step to determine if proposed projects are well suited for this specific competition. The goal of the competitive LOI process is to streamline the proposal review and to be able to provide feedback and guidance on invited application ideas. In the LOI, applicants must indicate clearly how their project proposes to address the competition priorities, the need for the proposed debris removals, the geographic location of all project activities, and a short description of the methods, outcomes, and efforts to address diversity, equity, inclusion, justice and accessibility.

Submit LOIs as an email attachment to [grants.marinedebris@noaa.gov](mailto:grants.marinedebris@noaa.gov) by 11:59 pm Eastern Time on October 27, 2023. Please put “FY24 Marine Debris Removal Letter of Intent (LOI)” in the email subject heading.

Section IV.B. of the Notice of Funding Opportunity describes the LOI submission and content requirements.

The LOI must be no more than three (3) pages in length. It should be single-spaced, using 11- or 12-point font on an 8.5” x 11” page size and have page margins no smaller than 1” on each edge. A fourth page may be submitted showing only project site maps and photographs of the area or the debris targeted for removal.

Those applicants invited to submit a full proposal will receive an email notification containing feedback and full-proposal submission instructions from the NOAA Marine Debris Program.

The NOAA Marine Debris Program will assess whether the proposed approach is appropriate, focused on priority marine debris issues, and whether the LOI clearly explains how project activities will be carried out. Specifically, LOIs will be evaluated using the following criteria and weighting:

- How likely is it that the project will have impactful benefits to NOAA trust resources, and the surrounding coastal environment or community (as described in Section I.B)? Does the LOI clearly describe the anticipated ecological and socio-economic outcomes that the project is expected to produce, including how the project benefits will be sustained beyond the life of the project? Are project metrics described and estimates provided? (30%)

- Does the LOI clearly identify the project's overall goals and objectives and lay out a realistic and cost-effective approach? How well developed are the proposal ideas at this stage? Does it clearly state the purpose of the project and specific tasks to be accomplished with requested funds and clearly describe proposed techniques that will be used? (20%)

- Does the organization demonstrate the capabilities, experience, or expertise that would lead to a successful effort? Organizations demonstrating high levels of technical and administrative expertise or capability are likely to score higher on this criterion. (15%)

- Does the LOI include prevention activities? Is there an appropriate and effective level of prevention activities to be conducted about the identified marine debris issue to prevent reaccumulation? Is a target audience identified? (20%)

- Does the project demonstrate how diversity, equity, inclusion, justice, and accessibility will be promoted in the proposed work? Does the proposal describe proposed activities taking place in tribal and/or underserved communities and whether a portion of the benefits will flow to those communities and how those benefits will be measured? Does the project include meaningful engagement with tribal or underserved communities? Projects that indicate a high likelihood of a realized benefit and meaningful engagement (see Section I.B) with the community in developing the proposal and executing the project activities will score higher on this criterion. Applicants that reference CEJST (<https://screeningtool.geoplatform.gov>) will score higher in this criterion. If CEJST does not have adequate data to identify a community as disadvantaged, applicants should outline other identifying burdens that define that community as underserved. (15%)

**Sample LOI outline on next page ▼**

**A. Applicant Organization:**

**B. Project Title:**

**C. Name, Address, Telephone Number, and Email Address.** Briefly describe the organization's role/contributions and experience or expertise that would lead to a successful removal project. A list of primary project partners and their roles/contributions should also be part of this section;

**D. Project Location:** List the geographic area(s) in which the project will be implemented; Include geographic coordinates of removal sites, if known.

**E. Project Description:** Include the following:

- Clearly state the purpose of the project and briefly list specific tasks to be accomplished with requested funds
- Identify debris type and include clear explanation for why this type or category of debris was chosen
- Identify the mechanism(s) for distributing funds (e.g., applicant removal activities, collaboration with other organizations, pass-through funding to subawardees, or administration of a competitive funding opportunity)
- Describe the proposed techniques that will be used
- State the duration of the project
- Describe associated prevention and/or monitoring activities
- Clearly articulate the proposed approach for planning and executing a subaward competition, if applicable

**F. Anticipated Removal Activity Start Date:** Enter the anticipated start date of the removal activities (not the proposed award start date)

**G. Funding:** List the approximate federal funds requested and non-federal match or informal leverage anticipated (these may change, if invited for a full proposal, if appropriately justified).

**H. Project Outcomes:** Describe how project activities will have a measurable impact on NOAA trust resources, coastal communities, and/or local economies and how the project benefits will be sustained beyond the life of the project. Describe the project metrics expected to be tracked including at a minimum (when applicable):

- Estimate of how many pounds of debris will be removed from the marine/coastal environment
- Number and type of large debris items removed
- Geographic area surveyed

\*see additional encouraged metrics in the notice of funding opportunity

- I. **Diversity, Equity, Inclusion, Justice, and Accessibility Description:** Describe how the project demonstrates principles of diversity, equity, inclusion, justice, and accessibility in the proposed projects. Identify if project activities will take place within, have a portion of the benefits flow to, and/or meaningfully engage tribal or underserved communities and how those benefits will be measured. Please reference the Climate and Economic Justice Screening Tool (CEJST) (<https://screeningtool.geoplatform.gov/>) to identify if any known project locations are considered disadvantaged communities. If a community is not considered disadvantaged by CEJST, the applicant may provide an alternate reference or description.