

**Fiscal Year 2025 NOAA Marine Debris Removal under the Bipartisan Infrastructure Law  
Notice of Funding Opportunity (NOAA-NOS-ORR-2025-25974)**

***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 [FY25 NOAA Marine Debris Removal under the Bipartisan Infrastructure Law Applicant Resources](#) webpage to view additional application guidance resources.

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.

Submit LOIs as an email attachment to [grants.marinedebris@noaa.gov](mailto:grants.marinedebris@noaa.gov) by 11:59 pm Eastern Time on September 27, 2024. Please put “FY25 Marine Debris Removal Letter of Intent (LOI)” in the email subject heading. 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.

Section IV.B. of the Notice of Funding Opportunity describes the LOI 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.

**Letters of Intent will be reviewed to determine whether the proposal has the potential to address marine debris activities that meet the competition’s priorities. Each criteria is given a score of 0 to 5 and is weighted as follows:**

**Benefits & Outcomes (30%):** How likely is it that the proposed removals 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 any of the

proposed project benefits flowing to Tribes and/or communities facing environmental/climate and socioeconomic burdens? Are requested project metrics described and estimates provided?

**Technical Merit (20%):** Does the proposed work qualify as large-scale marine debris removal as defined in this competition? Does the LOI clearly identify the project's overall goals and objectives and lay out a realistic and cost-effective approach? Are the goals and objectives aligned with the priorities of this competition (see Section I.B.)? 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?

**Qualification of Applicants (10%):** Does the organization and primary project partners demonstrate the capabilities, experience, and/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.

**Prevention Activities (20%):** 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? Do prevention activities include the community(s) that are the source of the marine debris and/or the individual or community behavior(s) leading to the debris issue (if applicable)?

**Diversity, Equity, Inclusion, Justice, and Accessibility (20%):** Does the project demonstrate how diversity, equity, inclusion, justice, and accessibility will be promoted in the proposed work? Does the project include removals taking place in and/or having a portion of the benefits flowing to the local communities and how those benefits will be measured? Does the project include meaningful engagement with local communities? Are they Tribes and/or communities facing environmental/climate and socioeconomic burdens as identified by CEJST? If CEJST does not have adequate data to correctly identify the burdens a community is facing, applicants should describe those burdens. Projects that indicate a high likelihood of a realized benefit and meaningful engagement (see Section I.B) with Tribes and/or communities facing environmental/climate and socioeconomic burdens in developing the proposal and executing the project activities will score highest on this criterion.

**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 experience to lead a successful removal project and include a list of primary project partners and their roles/contributions.

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

**E. Project Type:** State if the removal activities will be conducted by the applicant/project team, administered through a nationally- or regionally-focused subaward competition, or a combination of both.

**F. Project Description:** Identify the debris issue/targeted debris type(s), proposed project activities (removal/disposal, prevention, meaningful engagement, etc.), and outcomes  
*\*see notice of funding opportunity for specific details to include*

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

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

**I. Project Outcomes and Metrics:** Describe expected project metrics and how project activities/outcomes will be impactful for NOAA trust resources (habitats and species expected to benefit), coastal communities, and/or local economies and how the project benefits will be sustained beyond the life of the project. Please indicate if any of the benefits will be going to Tribes and/or communities facing environmental/climate and socioeconomic burdens.

*\*see notice of funding opportunity for examples of prioritized metrics/outcomes*

**J. Diversity, Equity, Inclusion, Justice, and Accessibility Description:** Indicate how the project demonstrates principles of diversity, equity, inclusion, justice, and accessibility in the project development and throughout the proposed project activities. Describe proactive, meaningful, and equitable community engagement in the identification, design, and/or implementation of proposed projects. Applications will be more competitive if they clearly identify project activities that will take place within, have a portion of the benefits flow to, and/or meaningfully engage Tribes and/or communities facing environmental/climate and socioeconomic burdens.

*\*see notice of funding opportunity for specific details to include and examples/resources*