

GLRCGP LOI – Comprehensive Example Writing Samples

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Use these as models. Replace brackets with your project details.

Example Scenario (for context)

Sample project type used in examples: Green infrastructure + habitat restoration along a Great Lakes tributary within a defined watershed, addressing stormwater runoff, nutrient/sediment loading, invasive species, and degraded riparian habitat.

Brief Description of the Project (Example)

The ABC Watershed Resilience Project will reduce stormwater runoff and restore riparian habitat along the XYZ tributary to Lake Erie in [City/County, State]. The project will install green infrastructure (bioswales, rain gardens, permeable surfaces) at priority runoff entry points and restore approximately 14 acres of riparian and nearshore habitat through invasive species removal and native plant installation. Together, these actions will reduce nutrient and sediment loading, improve aquatic habitat connectivity, and expand safe community access and stewardship opportunities.

Project Phase (Example Rationale)

Implementation (on-the-ground action + capacity building). Preliminary assessments and conceptual designs are complete, partners are confirmed, and permits are in progress; the project is positioned to begin physical implementation within the project period.

Problem Statement (Example – Compelling, Place-Based)

The XYZ tributary drains directly into Lake Erie and is a critical ecological and recreational corridor for residents of [Neighborhood/Community]. Over the past decade, increased impervious surfaces, aging stormwater infrastructure, and more frequent high-intensity rain events have resulted in untreated runoff entering the tributary at multiple outfalls and low points. This runoff has accelerated streambank erosion, transported excess nutrients and sediment into nearshore waters, and contributed to degraded habitat conditions for native fish and aquatic species.

Invasive plant species along riparian edges have further reduced bank stability and displaced

native vegetation that supports water quality functions. These impacts collectively reduce water clarity, diminish nearshore habitat quality, and limit safe recreational use. Nearby residential communities—particularly lower-income households and communities of color who have fewer alternatives for nature access—experience disproportionate impacts through reduced access to healthy green space, increased localized flooding, and degraded waterway conditions.

Without targeted intervention that combines runoff reduction with habitat restoration, ecological conditions will continue to decline and the long-term costs of bank failure, infrastructure damage, and water quality impairment will increase.

Impact Statement (Example – Metrics + Sustainability)

This project will address the identified threats by intercepting and treating stormwater before it enters the XYZ tributary and by restoring riparian habitat to improve bank stability and ecological function. Upon completion, the project will:

- Reduce an estimated 1.8 million gallons of stormwater runoff annually through green infrastructure installation.
- Stabilize approximately 1.6 miles of streambank using nature-based features and targeted revegetation.
- Restore 14 acres of riparian and nearshore habitat through invasive species control and native plant installation.

These outcomes will be sustained through a documented maintenance plan that assigns responsibilities to [Municipal Partner / Landowner], a three-year stewardship agreement with [Community Partner], and incorporation of maintenance activities into routine parks/stormwater operations. Community stewardship events will support ongoing invasive species monitoring and native plant maintenance, reinforcing long-term ecological benefits beyond the grant period.

GLRI Measures of Progress Selection (Example)

Selected GLRI Measures of Progress:

- Estimated gallons (in millions) of stormwater runoff reduced.
- Miles of Great Lakes streams and shoreline restored or protected.
- Acres of riparian buffers, wetlands and floodplains restored or reconnected.
- Acres controlled for invasive species to benefit habitats, native species and communities.

Alignment with GLRI Themes and Goals (Example Narrative)

The project aligns with GLRI Action Plan priorities by reducing nonpoint source pollution through stormwater interception and treatment, improving habitat quality and connectivity in a tributary-to-nearshore system, and mitigating invasive species that degrade riparian function. By

pairing engineered green infrastructure with ecological restoration, the project delivers quantifiable runoff reductions while restoring habitat features that support native species and improve nearshore resilience. The project is community-driven and designed to produce measurable outcomes that contribute directly to GLRI's watershed-scale restoration goals.

Stakeholders / Beneficiaries (Example)

Direct beneficiaries include residents of [Neighborhoods], local anglers and recreational users, and organizations responsible for stormwater and park management. Indirect beneficiaries include downstream communities and regional stakeholders who benefit from improved nearshore water quality and habitat conditions in Lake Erie. Partner organizations—including [CBO], [Watershed Group], and [School/University]—will benefit through strengthened restoration capacity, shared stewardship programming, and improved community access to the restored corridor.

Community-Led Approach (Example – Shared Decision-Making)

Project priorities were developed through community listening sessions, site walk-throughs, and partner planning meetings that included residents, neighborhood leaders, and community-based organizations. Community input directly informed the selection of restoration sites (based on flooding and access concerns), design of public access points, and the stewardship strategy for long-term maintenance.

A community advisory group led by [CBO] will meet quarterly during implementation to review progress, troubleshoot barriers, and co-design engagement activities. Community partners will be resourced through budgeted stipends/contractual support for outreach, meeting facilitation, translation, and stewardship coordination, ensuring that community leadership is embedded in delivery rather than limited to consultation.

Project Purpose and Goals (Example)

Purpose: Reduce stormwater-driven pollution and restore riparian habitat along the XYZ tributary to improve nearshore conditions in Lake Erie and expand equitable community access.

Goals:

- 1) Reduce stormwater runoff entering the tributary through targeted green infrastructure installations.
- 2) Restore riparian habitat and stabilize streambanks to improve ecosystem function and connectivity.
- 3) Build long-term community stewardship capacity through resourced partnerships and engagement.

Overall Scope of Activities (Example)

The project will complete final engineering and ecological restoration designs; secure required permits; procure contractors and materials; install green infrastructure; conduct invasive species removal; install native vegetation; stabilize priority bank segments; implement engagement and stewardship activities; and finalize a maintenance and monitoring plan.

Principal Tasks and Deliverables (Example Table)

| Task # | Task Name | Description / Deliverables | Period of Performance | Key Milestones |
|--------|----------------------------|--|-----------------------|-------------------------------|
| 1 | Final Design & Permitting | Finalize engineering/restoration plans; secure permits; finalize maintenance plan framework. | Months 1–4 | Permits secured by Month 3 |
| 2 | Procurement & Mobilization | Issue RFPs; select contractors; procure plants/materials; site prep. | Months 3–6 | Contract executed by Month 5 |
| 3 | GI Installation | Install bioswales/rain gardens/permeable surfaces; verify drainage performance. | Months 5–12 | GI installed by Month 10 |
| 4 | Habitat Restoration | Invasive control; native plant installation; bank stabilization with nature-based features. | Months 6–14 | Planting complete by Month 13 |
| 5 | Engagement & Stewardship | Community meetings, site walks, volunteer events; stewardship training; finalize engagement summary. | Months 2–18 | 2 stewardship events/year |
| 6 | Closeout & Reporting | As-builts; maintenance plan; monitoring summary; final reporting package. | Months 15–18 | Final report submitted |

Project Readiness (Example Table)

| Category | Status | Description / Notes | Expected Completion |
|-----------------|-------------|--|---------------------|
| Design | In progress | Concept design complete; final design underway with engineering partner. | Month 2 |
| Hiring/Staffing | Completed | Project manager assigned; community engagement lead identified. | Month 1 |
| Procurement | Planned | RFP development in Month 2; contractor selection by Month 5. | Month 5 |
| Permitting | In progress | Pre-application meetings completed; permits anticipated by Month 3. | Month 3 |

Engagement Approach (Example)

Primary audiences: Community members; regional stakeholders; professional partners; elected officials.

Approach: Engagement will be culturally and linguistically accessible, with bilingual materials, interpretation at meetings, and outreach led by trusted community partners. Engagement activities are built into the workplan and budget, including facilitation, translation, and partner stipends.

Communication plan:

- Community: Door-to-door outreach, neighborhood meetings, flyers, SMS/email updates (monthly).
- Partners/Professionals: Implementation check-ins, shared project dashboards, site meetings (bi-weekly during construction).
- Elected officials: Briefings at project milestones, site tours, quarterly updates.
- Regional audiences: Press releases, social media, watershed coalition updates (quarterly).

Area of Work and Direct Impact (Example)

The project area includes riparian corridors and nearshore zones connected to the XYZ tributary within the ABC watershed. The corridor includes degraded riparian edges dominated by invasive species, eroding banks, and runoff entry points adjacent to residential neighborhoods and public right-of-way. Natural features include [wetlands/riparian buffers], priority habitat patches, and a tributary-to-lake connection that influences nearshore water quality. Community context includes proximity to [parks/schools/community centers], recurring localized flooding concerns, and limited access to safe green space. Restoration will directly improve habitat quality, reduce runoff impacts, and enhance community access to restored natural areas.

Project Team (Example)

| Name | Organization / Title | Role | How Budgeted |
|--------|---|--|----------------------|
| [Name] | Lead Applicant – Project Manager | Overall project management; reporting; partner coordination. | Personnel |
| [Name] | Municipal Partner – Stormwater Engineer | Design review; permitting coordination; QA/QC. | In-kind or Personnel |
| [Name] | Community Partner – Engagement Lead | Outreach; meeting facilitation; stewardship coordination. | Contractual |
| [Name] | Restoration Contractor | GI installation; habitat restoration; as-builts. | Contractual |
| [Name] | University Partner | Monitoring design; data collection; analysis support. | Subaward/Contractual |

Real Estate Control and Permissions (Example)

Real estate permissions are required for restoration work within [park parcels/right-of-way/private parcels]. The municipal partner controls the public right-of-way and park parcels, and has provided a letter of support confirming access for construction and maintenance. For

the two privately-owned parcels, the project team will secure right-of-entry agreements prior to construction; draft agreements will be completed by Month 2 and executed by Month 4.

Working Capital Advance (Example – When and How)

The applicant requests a Working Capital Advance to support start-up activities during the first two months, including project management, procurement/RFP development, community outreach launch, and permit application fees. The organization will maintain detailed documentation of expenditures and submit required reporting at the end of the two-month period.

LOI Budget (Example – Category Totals)

| Category | Amount (\$) | Notes |
|--------------|-------------|--|
| Personnel | 120,000 | Project manager + admin support |
| Fringe | 36,000 | 30% fringe rate |
| Travel | 6,000 | Local mileage, site meetings |
| Equipment | 0 | None planned |
| Supplies | 18,000 | Plants, outreach materials |
| Contractual | 420,000 | Restoration contractor + partner subawards |
| Other | 10,000 | Permit/application fees, meeting space |
| Total Direct | 610,000 | — |
| Indirect | 61,000 | 10% MTDC (example) |
| TOTAL | 671,000 | Request amount |