**APPENDIX A – CHECKLIST FOR WHAT TO SUBMIT**

The following items, as applicable, make up the EEM Program Application Package. All items must be submitted online through SOAR (see page ii for instructions). In addition, you must submit 2 hardcopies (1 original and 1 copy) of the complete package assembled in the order listed below. Binder clips only – no folders, binders or notebooks.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | Appendix | |
|  | Application Form – Completed and Signed | B | |
|  | Related Transportation Facility (RTF) Form | C | |
|  | One Page Project Summary |  | |
|  | Project Data |  | |
|  | Project Evaluation: General Criteria & Project Criteria Questions |  | |
|  | Authorizing Resolution/ Certification Letter from CEO | D or E | |
|  | IRS Determination Letter of Section 501(C)(3) non-profit status, if applicable |  | |
|  | Letter from the Lead Agency for the RTF | F | |
|  | Cost Estimate (Development or Acquisition Projects) | G or H | |
|  | Property Data Sheet | I | |
|  | Ownership Documents (Deeds, Tax Records, etc.) |  | |
|  | Assessor’s Parcel Map(s) of all parcels |  | |
|  | Project Timeline |  | |
|  | Permit Approval Status | J | |
|  | Environmental Review Documents for **EEM** Project | K | |
|  | Location Map for EEM project and RTF |  | |
|  | Photos of EEM Project Site |  | |
|  | EEM Project Site Plans |  | |
|  | Plant Palette (projects involving plantings) |  | |
|  | Letter from Certified Arborist, Registered Professional Forester or Landscape Architect (Projects with plantings) |  | |
|  | Letters/Agreements from Agencies with Jurisdiction |  | |
|  | Letters/Agreements from entities to perform O&M |  | |
|  | Letters of Endorsement |  | |
|  | Acquisitions Only – in addition to the above: |  | |
|  | Purchase Option Agreement or Willing Seller Letter (if a purchase option agreement has not been executed you must submit Willing Seller Letter) | L | |
|  | Appraisal (if available) |  | |
|  | Stewardship Plan (if available) |  | |
|  | Preliminary Title Report (if available) |  | |

**Incomplete applications may not be evaluated or considered for funding.**