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

**Submit one Application Package for each Project.** Application Packages should be organized in the following order. Clearly label each item. The appropriate number of copies should be provided. Bind packages with binder clips only. Do not put in folders or notebooks. **Submit two (2) unbound copies (one original and one copy) of all items besides CEQA (one only.)**All items will also be submitted online through SOAR (see page 5 for instructions).

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| --- | --- |
| **TITLE OF DOCUMENT** | **APPENDIX***(If applicable)* |
| Application Form – Completed and Signed by person authorized in Resolution or Certification Letter (print out from SOAR) | **B** |
| Eligibility Checklist (print out from SOAR) | **C** |
| Project Data (print out from SOAR) | **D** |
| Executive Summary (print out from SOAR) | **E** |
| Project Proposal Narrative: General & Project Criteria Questions  |  |
| Resolution or Certification Letter from CEO | **F or G** |
| Nonprofits:  |  |
| * IRS Determination Letter of Section 501(C)(3)
 |  |
| * CA Secretary of State – Active Business Entity Record
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| * Letter of Incorporation
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| Public Agencies:  |  |
| * Mission Statement
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| * Verification letter from Director or City Manager
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| Tribes: Constitution or Governance Laws |  |
| Work Plan Chart plus attachments: | **H** |
| * Planning documents
 |  |
| Cost Estimate (Development or Acquisition) | **J or K** |
| Matching Funds Chart plus attachments | **L** |
| * Evidence of commitment (award letters, etc.)
 |  |
| In Kind Contributions Form(s)  | **M** |
| * Annual appropriation to Agency/Department
 |  |
| Project Location Map |  |
| Assessor’s Parcel Map |  |
| Concept Level Site Plans, Floor plans, Design Specifications etc. |  |
| Photos of Project Site |  |
| Environmental Review Compliance Form plus attachments | **P** |
| Letters/Agreements from entities with jurisdiction (City, Utilities, etc.) |  |
| Letters of Endorsement from *significant* project partners only |  |
| Disadvantaged Population Form  | **S** |
| **Development Only – in addition to the above provide:** |  |
| * Property Data Sheet listing all parcels to be developed, plus
 | **N-1** |
| * Land Tenure/Site Control
 | **N-2** |
| * + Ownership Documents (deeds, tax records, county recorder, etc.)
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| * + Letter of permission from landowner if applicant does not own the property.
 |  |
| * + Lease Agreement, MOU, etc. (for property owned by a party other than the applicant)
 |  |
| * Operations and Maintenance
 |  |
| Permit Approval Status | **O** |
| **Acquisitions Only – in addition to the above provide:** |  |
| Willing Seller Letter | **Q** |
| Purchase Agreement (if available) |  |
| Appraisal (if available) |  |
| Preliminary Title Report (if available) |  |
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