## **APPLICATION CHECKLIST**

**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. All items will also be submitted online through SOAR (see page ii for instructions).

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| ***Submit two (2) unbound copies (one original and one copy) of all items besides CEQA (one only)*** |
| **Completed Application Form**– page 31 [ ]  Original application form with **original signature** | **[ ]**  |
| **Brief Project Summary** (print out from SOAR) – page 14 | **[ ]**  |
| **Eligibility Checklist** (print out from SOAR) – page 12 | **[ ]**  |
| **Disadvantaged Community Checklist** (print out from SOAR) – page 13 | **[ ]**  |
| **Project Data Questions** (print out from SOAR) – page 15 | **[ ]**  |
| **Project Evaluation Questions** – page 17 | **[ ]**  |
| **Project Location Map** - page 27 | [ ]  |
| **Site Plan** (with supporting documents: cross section, etc.) - page 27 | **[ ]**  |
| **Photographs** – page 27 | **[ ]**  |
| **Plant Palette-** page 27 (only for projects with any plantings) | **[ ]**  |
| **Letter from Landscape Architect, Certified Professional Forester, or Certified Arborist** –page 27 (only for projects with any plantings) | **[ ]**  |
| **Project Timeline-** page 27 | **[ ]**  |
| **Signed Authorizing Resolution(s)–** page 27 [ ]  Resolution Templates –page 42  | **[ ]**  |
| **Cost estimate** – page 27, 47 | **[ ]**  |
| **Eligibility for** N**onprofit Applicants** – page 28 | **[ ]**  |
| **Local Support Letters** – page 28 | **[ ]**  |
| **Environmental Compliance (CEQA) – WITH ORIGINAL ONLY** – page 28 [ ]  Copy of minimum required CEQA documents listed on Summary –page 35 | **[ ]**  |
| **Evidence of Disadvantaged and/or Low-Income Communities** (if applicable)- page 28, 36 | [ ]  |
| **Disadvantaged and Low-Income Community Engagement**-page 28 | [ ]  |
| **Property Data Sheet** – page 28, 50 | **[ ]**  |
| **Adequate Site Control/Land Tenure** – page 28, 38 Proof of ownership (tax rolls, grant deed, etc.)  | [ ]  |
| **Project Permit / Approval Status** –page 28, 51 | **[ ]**  |
| **Operations & Maintenance Documents**- page 28 | **[ ]**  |
| **GHG Emission Reduction Calculator**- page 29 | **[ ]**  |
| **i-Tree Planting or i-Tree Streets Reports**- page 29 | **[ ]**  |
| ***For Projects with an acquisition: Also submit two (2) copies (one original and one copy)***  |
| **Evidence of Willing Seller** (Willing Seller Letter or Purchase Option Agreement) **–**page 29, 49 | **[ ]**  |