**STEP 3: SUPPORTING DOCUMENTATION (QUALIFYING PROJECTS ONLY)**

Applicants with the most competitive projects after field visits will be required to submit supporting documentation further demonstrating their ability to carry out the project.

The following required supporting documentation must be uploaded as attachments in SOAR. If an item is not applicable to the project, but is required in SOAR, upload a brief explanation of why the item is not applicable. Templates for some materials can be found at <http://resources.ca.gov/grants/urban-greening>.

**For All Projects -**

1. **Location Map** **–** Directional map with enough detail to allow a person unfamiliar with the area to locate the project site.
2. **Signed Authorizing Resolution –** Provide a signed authorizing resolution from the applicant’s governing board (See Appendix E for required Resolution format and content. Resolutions must include all assurances indicated in the template. If using a fiscal sponsor, provide the standard resolution template **and** both fiscal sponsor resolutions
3. **Eligibility for Nonprofit Applicants** **–** Provide evidence 1) that the corporation is qualified under Section 501(c)(3) of the Internal Revenue Service Code (e.g., IRS Determination Letter) and 2) that the corporation is in good standing with the Secretary of State (e.g., Active Status printout).
4. **Environmental Compliance –** At a minimum, provide a copy of the Categorical Exemption or an Environmental Checklist Form for the entire proposed project. Drafts are acceptable for this step. If the project is awarded funding, CEQA (and NEPA, if applicable) must be completed to the State’s satisfaction before any construction funds will be disbursed. (see Appendix F)
5. **Project Timeline** **–** Provide an estimated timeline for all major project milestones.
6. **Assessor’s Parcel Map –** Provide a photocopy of relevant assessor’s parcel maps, with project parcels highlighted and full parcel numbers clearly labeled.
7. **Plant Palette** **–** For projects with any plantings, provide genus, species, common name, and stock size (if known). **Trees must not be larger than 15-gallon**. (See Appendix N for resources to aid in plant selection and planting standards.)
8. **Property Data Sheet** **–** Provide the completed Property Data Sheet for all parcels included in the project (see Appendix G).
9. **Proof of Ownership** **–** Provide copies of documents verifying current ownership for each parcel listed on the Property Data Sheet. Examples of such documents include, but are not limited to, tax records, owner data sheets from county records, recorded deeds, title reports, etc. All documents verifying ownership must have the parcel numbers clearly indicated on the document (handwritten acceptable).
10. **Adequate Site Control/Land Tenure** **–** For parcels not owned by the applicant, provide a copy of an agreement giving the applicant legal access to and permission to construct and maintain the project on the property. If applicable, the agreement should also permit public access to the project for the required number of years (see Appendix H).

If an agreement has not yet been executed at the time submitting supporting documentation, the applicant may submit a signed letter from each landowner identifying the affected parcel(s) and indicating that, if awarded funding, the owner is willing to enter into an agreement with the applicant to allow long-term access for construction, maintenance, and public use of the project.

1. **Operations & Maintenance** **–** If operation and maintenance will be performed by an entity other than the applicant, explain and provide evidence of concurrence from that entity (e.g., operational agreements, letters of intent, memoranda of understanding signed by all parties, etc.). If an agreement has not yet been executed at the time of application, the applicant may submit a signed letter by the entity indicating its intent to enter into such an agreement.
2. **Permit/Approval Status** **–** Indicate the types of permits necessary to complete the project, permitting submittal, and potential project delays due to permitting (Appendix I).
3. **Evidence of Disadvantaged and Low-Income Community Engagement** – Attach memorandum of understanding, meeting agendas, or support letters from engaged community organizations and businesses demonstrating support and understanding of the project and that the project addresses an important and meaningful community need. See Appendix D for guidance on identifying a community need and providing benefits.
4. **GHG Emission Reduction Calculator** – Attach the populated 2018-2019 Urban Greening GHG Emission Reduction Calculator required by the CARB approved quantification methodology. See Appendix N for a link to the quantification methodology and calculator.
5. **i-Tree Planting or i-Tree Streets Supporting Documentation** **–** For tree planting projects, provide the i-Tree inputs used to determine the project’s net GHG benefit. See Appendix N for links to i-Tree Planting or i-Tree Streets.
* i-Tree Streets
	+ Carbon Stored Report
	+ Energy Report (if applicable)
	+ Air Quality Report
* i-Tree Planting Project Report
1. **Water Budget Workbook –** For projects with additional irrigation, provide the completed Water Budget Workbook for New and Rehabilitated Non-Residential Landscapes. A link to the workbook can be found in Appendix N and in the GHG Emission Reduction Calculator.
2. **Average Daily Traffic Supporting Documentation –** For commuter path projects, provide documentation of the average daily county data used in your calculation. Documentation should be sourced from the relevant transportation agency, such as the California Department of Transportation or local transit agency.
3. **Community Engagement Co-Benefit Questionnaire –** Provide the completed Community Engagement Co-Benefit Questionnaire. (See Appendix N for a link to the co-benefit questionnaire.)
4. **Climate Adaptation Co-Benefit Questionnaire –** Provide the completed Climate Adaptation Co-Benefit Questionnaire. (See Appendix N for a link to the co-benefit questionnaire.)
5. **Job Co-Benefit Modeling Tool –** Provide the completed Job Co-Benefit Modeling Tool. (See Appendix N for a link to the co-benefit tool.)

**For Acquisition Projects**

1. **Evidence of Willing Seller –** Provide a letter from each landowner indicating they are a willing participant in the proposed real property transaction. The letter should clearly identify the parcels owned by each seller and state if grant funds are awarded, the seller is willing to enter into an agreement or negotiation for an agreement for the sale of the real property at a purchase price not to exceed fair market value. (See Appendix J for a sample letter.) If available include a copy of the fully executed purchase option agreement as well.

1. **Appraisal –** If available
2. **Preliminary Title Report –** If available