# APPENDIX A – submittal CHECKLIST: step 1 - project Proposal

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| **The following should be entered directly into SOAR:** |  |
| * Project Proposal Form
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| * Project Summary
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| * Project Question Responses
 |  |
| **The following should be uploaded into SOAR as attachments:**  |  |
| * Project Proposal Form Signature Page (print, sign, and upload)
 |  |
| * Photographs
 |  |
| * Cost Estimate (Appendix B or C)
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| * Community Engagement Summary
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| * Site Plan (development projects only)
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| * Willing Seller Letter (Appendix K) (acquisitions only)
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| * Assessor’s Parcel Map (acquisitions only)
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