

APPENDIX A – SUBMITTAL CHECKLIST

STEP 1 PROJECT PROPOSAL

The following is entered directly into SOAR:	
• Proposal Form Signature Page	
• Project Summary	
• Project Question Responses	
The following will be uploaded into SOAR as attachments:	
• Proposal Form Signature Page (print, sign signature page and upload)	
• Cost Estimate	
• Location Map	
• Supporting Documents (Program Projects Only)	
• Site Plan (Capital Projects Only)	
• Photographs (Capital Projects Only)	