**APPENDIX A – SUBMITTAL CHECKLIST: STEP 1 – PROJECT PROPOSAL**

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| The following is entered directly into SOAR: |  |
| * Project Proposal Form
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| * Project Summary
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| * Project Questions
 |  |
| **The following will be uploaded into SOAR as attachment:**  |  |
| * Project Proposal Form Signature Page (print, sign, and upload)
 |  |
| * Letter from the Lead Agency Responsible for the RTF (Appendix B)
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| * Environmental Compliance (CEQA, for the EEM project (Appendix C)
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| * Photographs
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| * Cost Estimate (Appendix D or E)
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| * Community Engagement Plan
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| * Location Map
 |  |
| * Property Data Sheet (Appendix F)
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| * Assessor’s Parcel Map(s)
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| * Site Plan (development projects only)
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| * Plant Palette (development projects only)
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| * Willing Seller Letter (Appendix H) (acquisitions only)
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