**APPENDIX A – SUBMITTAL CHECKLIST: STEP 3 – SUPPORTING DOCUMENTS**

**Qualifying Projects only**

|  |  |
| --- | --- |
| **The following will be uploaded into SOAR as attachment:** |  |
| Resolution Template (Appendix J) |  |
| Certification Letter Requirements (Appendix K) |  |
| Eligibility for Nonprofit Applicants (SOS, IRS, DOJ) |  |
| Payee Data Record or Government Agency Taxpayer ID Form (Appendix Q) |  |
| Updated Cost Estimate, as requested (Appendix D or E) |  |
| Project Timeline |  |
| Funding Plan |  |
| Proof of ownership Documents |  |
| **For Urban Forests and Restoration Projects only *additionally* upload to SOAR:** |  |
| Site Control/Land Tenure Documents |  |
| Operation and Maintenance Documents |  |
| **For Acquisition Projects only *additionally* upload to SOAR:** |  |
| Appraisal (if completed) |  |
| Preliminary Title Report (if completed) |  |
| Conservation Easement Draft (if applicable) |  |