**SUBMITTAL CHECKLIST: STEP 3 – PROJECT PROPOSAL**

**Qualifying Projects only**

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| --- | --- |
| **All Qualifying Projects:**  |  |
| Resolution Template (Appendix L) |  |
| Certification Letter Requirements (Appendix M) |  |
| Eligibility for Nonprofit Applicants (SOS, IRS, DOJ) |  |
| Payee Data Record or Government Agency Taxpayer ID Form (Appendix Q) |  |
| Updated Cost Estimate, if requested (Appendix F or G) |  |
| Project Timeline |  |
| Funding Plan |  |
| Proof of Ownership Documents |  |
| **Additional Documentation for Urban Forests and Restoration Projects only:** |  |
| Site Control/Land Tenure Documents |  |
| Operation and Maintenance Documents |  |
| Project Permit Approval Status (Appendix O) |  |
| **Additional Documentation for Acquisition Projects only:** |  |
| Appraisal (if completed) |  |
| Draft Conservation Easement (if applicable) |  |