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

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