**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
 |  |
| * 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)
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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
 |  |
| * Assessor’s Parcel Map
 |  |
| * Site Plan (development projects only)
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| * Willing Seller Letter (Appendix G) (acquisitions only)
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