STEP 3: SUPPORTING DOCUMENTATION (QUALIFYING PROJECTS ONLY)

Applicants with the most competitive projects after field visits will be required to submit supporting documentation further demonstrating their ability to carry out the project.

The following required supporting documentation must be uploaded as attachments in SOAR. If an item is not applicable to the project, but is required in SOAR, upload a brief explanation of why the item is not applicable. Templates for some materials can be found at http://resources.ca.gov/grants/urban-greening.

For All Projects

1. **Location Map –** Directional map with enough detail to allow a person unfamiliar with the area to locate the project site.

2. **Signed Authorizing Resolution –** Provide a signed authorizing resolution from the applicant's governing board (See Appendix G for required Resolution format and content). Resolutions must include all assurances indicated in the template.

3. **Eligibility for Nonprofit Applicants** – Provide evidence of all three:
    1. the corporation is qualified under Section 501(c)(3) of the Internal Revenue Service Code (e.g., IRS Determination Letter),
    2. the corporation is in good standing with the Secretary of State (e.g., Active Status printout) and
    3. the corporation is current with Charity Registration with the State of California Department of Justice, Office of the Attorney General.

4. **Environmental Compliance –** At a minimum, provide a copy of the draft Notice of Exemption, Environmental Checklist Form, or an Initial Study for the entire proposed project. Drafts are acceptable for this step. If the project is awarded funding, CEQA (and NEPA, if applicable) must be completed to the State's satisfaction before any construction funds will be disbursed. (See Appendix H).

5. **Project Timeline –** Provide an estimated timeline for all major project milestones.

6. **Funding Plan –** Provide a plan with specific information about the status of other funding needed to complete the project, including where the applicant is in the process of each funder and a timeline for funding decisions.

7. **Plant Palette –** For projects with any plantings, provide genus, species, common name, and stock size (if known). **Trees must not be larger than 15-gallon**. (See Appendix P for resources to aid in plant selection and planting standards).

8. **Property Data Sheet –** Provide the completed Property Data Sheet for all parcels included in the project (see Appendix I).

9. **Proof of Ownership –** Provide copies of documents verifying current ownership for each parcel listed on the Property Data Sheet. Examples of such documents include, but are not limited to, tax records, owner data sheets from county records, recorded deeds, title

reports, etc. All documents verifying ownership must have the parcel numbers clearly indicated on the document (handwritten acceptable).

10. **Adequate Site Control/Land Tenure –** For parcels not owned by the applicant, provide a copy of an agreement giving the applicant legal access to and permission to construct and maintain the project on the property. If applicable, the agreement should also permit public access to the project for the required number of years (see Appendix J).

    If an agreement has not yet been executed at the time submitting supporting documentation, the applicant may submit a signed letter from each landowner identifying the affected parcel(s) and indicating that, if awarded funding, the owner is willing to enter into an agreement with the applicant to allow long-term access for construction, maintenance, and public use of the project.

11. **Operations & Maintenance –** If operation and maintenance will be performed by an entity other than the applicant, explain and provide evidence of concurrence from that entity (e.g., operational agreements, letters of intent, memoranda of understanding signed by all parties, etc.). If an agreement has not yet been executed at the time of application, the applicant may submit a signed letter by the entity indicating its intent to enter into such an agreement.

12. **Permit/Approval Status –** Indicate the types of permits necessary to complete the project, permitting submittal, and potential project delays due to permitting (Appendix K).

13. **Payee Data Record or Government TIN** – Provide a completed and signed STD 204 Payee Data Record form or Government TIN form (if applicant is a city or county).

For Acquisition Projects

14. **Appraisal –** If available.

15. **Preliminary Title Report –** If available.

END OF STEP THREE SUPPORTING DOCUMENTATION INFORMATION