**APPENDIX A – PROJECT PROPOSAL SUBMITTAL CHECKLIST**

**STEP ONE-**

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| **The following is entered directly into SOAR:** | |
| * Project Proposal Form |  |
| * Project Summary |  |
| * Project Question Responses |  |
| **The following will be uploaded into SOAR as attachments:** | |
| * Project Proposal Form Signature Page (print, sign signature page and upload) |  |
| * Cost Estimate |  |
| * Location Map |  |
| * Supporting Documents (**Program Projects Only**) |  |
| * Site Plan (**Capital Projects Only**) |  |
| * Photographs (**Capital Projects Only**) |  |