**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**)
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