**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 materials must be uploaded as attachments in SOAR. If an item is not applicable to the project but is required in SOAR, upload an attachment with a brief explanation of why it is not applicable. Templates for some materials can be found at <http://resources.ca.gov/grants/UFP>.

**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 F for the required resolution format and content). Resolutions must include all assurances contained in the template.
3. **Eligibility for Nonprofit Applicants** - Provide evidence: 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 Categorical Exemption, Environmental Checklist Form, or 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 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 applicant is in the process with each funder and a timeline for funding decisions.
7. **Property Data Sheet** - Provide the completed Property Data Sheet for all parcels included in the project (see Appendix I). Be sure to include properties that do not have parcel numbers, (e.g. rights-of-way, etc.).
8. **Storm Water Resource Plan Compliance** (if applicable) – If the project is subject to the Stormwater Resource Planning Act, provide the name of the applicable SWRP or functionally equivalent plan, lead agency preparing the plan, online link to access the plan, and the page number on which the project can be found.

If the project is subject to the Stormwater Resource Planning Act but is not yet included in a SWRP or functionally equivalent plan, provide a letter signed by applicant’s authorized representative that describes the status of the project’s incorporation into a new or existing SWRP or functionally equivalent plan, including the plan’s name, lead agency and anticipated timeline for plan completion or project incorporation.

**For Development Projects**

1. **Corps Consultation Forms** - Provide forms completed by the California Conservation Corps and the Certified Community Conservation Corps (as represented by the California Association of Local Conservation Corps) (see Appendix G).
2. **Plant Palette** - For projects with any plantings, provide genus, species, common name, and stock size (if known). Plantings should be low water, drought tolerant, and native. Provide justification for the use of non-natives in the palette. Trees planted must not be larger than 15‑gallons, regardless of funding source. (see Appendix O for resources to aid in plant selection and planting standards).
3. **Assessor’s Parcel Map** - Provide a photocopy of relevant assessor’s parcel maps, with project parcels highlighted and full parcel numbers clearly labeled.
4. **Proof of Ownership** - Provide copies of documents verifying current ownership of each parcel listed on the Property Data Sheet. Examples of such documents include 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).
5. **Adequate Site Control/Land Tenure** – For parcels not owned by the applicant, provide 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 been executed at the time of 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 to allow long-term access for construction, maintenance and public use of the project.

1. **Operation and Maintenance** - If operation and maintenance will be performed by an entity other than the applicant, explain and provide evidence of the entity’s concurrence (e.g., operational agreements, letters of intent, memoranda of understanding signed by all parties, etc.). If an agreement has not been executed at the time of submitting supporting documentation, the applicant may submit a signed letter from the entity indicating its intent to enter into such an agreement (see Appendix J).
2. **Project Permit/Approval Status** - Indicate the types of permits necessary to complete the project, timeline for permitting submittal, and potential project delays due to permitting (see Appendix K). If acquiring a long-term encroachment permit, submit evidence the entity with jurisdiction is aware of the project and is willing to work with applicant to issue the permit.

**For AcquisitionProjects**

1. **Conservation Easement** – If acquiring a conservation easement, describe the proposed restrictions and reservations and the funding mechanism to support long-term stewardship.
2. **Appraisal** - If available.
3. **Preliminary Title Report** - If available.