

STEP THREE: 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 will be available at <http://resources.ca.gov/grants/youth/>.

1. **Signed Authorized Resolution or Certification Letter** – Provide a signed authorizing resolution from the applicant's governing board. (See Appendix E for the required resolution format and content). Resolutions must include all assurances contained in the template. A Certification Letter can be submitted for agencies without a governing board. (See Appendix F for required format and content).
2. **Eligibility for Nonprofit Applicants** – Provide evidence:
 - a. The corporation is qualified under Section 501 (c)(3) of the Internal Revenue Service Code. An IRS 501(c)(3) Determination Letter or printout from the IRS tax-exempt organization search tool on the official IRS website is sufficient. See <https://apps.irs.gov/app/eos/>; **and**
 - b. The corporation has an active status with the Secretary of State. A printout from the Secretary of State business search web page showing the corporation is Active is sufficient. See <https://bizfileonline.sos.ca.gov/search/business>; **and**
 - c. The corporation is current with the Attorney General's Registry of Charitable Trusts. A printout from the Department of Justice Registry verification search page showing the corporation's registration is Current is sufficient. See <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
3. **Timeline** – Provide an estimated timeline for major project milestones.
4. **Assurance Statement** – Provide a statement signed by the applicant's Authorized Representative attesting that if the project is awarded funding, at least 80 percent or more of youth participants will be from low-income communities or households based on median household income requirements, and from underserved communities of color or vulnerable communities as defined in the program guidelines.
5. **Work Plan** – Provide an outline of the program schedule and work plan including activities. List goals objectives, benchmarks, evaluation, timeframe, resources, and who is responsible for tasks

6. **Other** – Project-specific additional documentation may be requested. For development projects that change the footprint of a property (e.g., construction), additional documentation will be requested.
7. **Payee Data Record** – Provide a completed and signed STD 204 Payee Data Record form (see Appendix J).

End of Step Three Information