**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/trails](http://resources.ca.gov/grants/trailsandgreenways).

**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 E 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 or an Environmental Checklist Form 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 G).
5. **Project Timeline** – Provide an estimated timeline for major project milestones.
6. **Assessor’s Parcel Map** – Provide a photocopy of relevant assessor’s parcel maps, with project parcels highlighted and full parcel numbers clearly labeled.
7. **Funding Plan** – Provide a detailed plan with specific information about the status of other funding needed to complete the project, including where you are in the process with each funder and a timeline for funding decisions.

**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 F).
2. **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 O for resources to aid in plant selection and planting standards).
3. **Property Data Sheet** – Provide the completed Property Data Sheet for all parcels included in the project (see Appendix H). Be sure to include properties that do not have parcel numbers, (e.g. rights-of-way, etc.)
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 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 I).

 If an agreement has not yet 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 with the applicant 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 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 (see Appendix I for requirements).
2. **Project Permit Approval Status** – Indicate the types of permits necessary to complete the project, timeline of permitting submittal, and potential project delays due to permitting (see Appendix J). 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. **Evidence of Willing Seller** – Provide a letter from each landowner indicating they are a willing participant in the proposed real property transaction. The letter should clearly identify the parcels owned by each seller and state if grant funds are awarded, the seller is willing to enter into an agreement or negotiation for an agreement for the sale of the real property at a purchase price not to exceed fair market value (see Appendix K for a sample letter). If available, include a copy of the fully executed purchase option agreement as well.
2. **Public Access Easement** – If acquiring a public access easement, provide a description of the proposed uses, restrictions and reservations for the easement and the funding mechanism available to support long-term stewardship.
3. **Appraisal** – If available.
4. **Preliminary Title Report** – If available.