Applicant Name_____   SOAR PIN _____

APPLICATION CHECKLIST
ONCE-THROUGH COOLING INTERIM MITIGATION PROGRAM GRANT SOLICITATION

Use this checklist to make sure that you have submitted all required elements of **Phase 1 (pre-proposal phase)** of the Once-Through Cooling (OTC) Interim Mitigation Program's 2018 competitive call for restoration proposals. All items must be uploaded and submitted online via SOAR. **Forms and templates for ALL attachments (everything listed below after the SOAR Application itself) can be found on the** OTC Program webpage. Incomplete applications may not be evaluated or considered for funding. You do not need to submit this checklist, it is simply intended to be a helpful tool for you.

IMPORTANT: You will be assigned a Proposal Identification Number (PIN) when you begin the online SOAR Proposal Application. It is essential that you carefully review (a) the OTC Program Award Guidelines and (b) the OTC Program Grant Solicitation and Application Instructions documents **before** you begin preparing your grant application and initiate an application in SOAR. You should also review the SOAR User Manual and SOAR FAQ before beginning your online application in SOAR. **When uploading your files to SOAR, please use the electronic file naming conventions listed in the chart below.**

✓	ITEM	OPTIONAL VS. REQUIRED	ELECTRONIC FILE NAMING CONVENTION
	Project Description and Objectives questions	Required	Not applicable
	Cost Estimate and Timeline template	Required	[SOAR PIN]CostEstimate
	Project Permit/Approval Status template (you must still fill this document out even if your project does not require permit)	Required	[SOAR PIN]PermitStatus
	Proof of permits (if applicable), together in one PDF with the Project Permit/Approval Status template	Optional	[SOAR PIN]PermitStatus

Public disclosure and Personal Information
Once submitted, proposals are subject to the Public Records Act and may be publicly available. **Do not submit personal information** such as home address; home telephone, fax, or cell phone numbers; home email address; date of birth; citizenship; drivers' license numbers; marital status; personal hobbies; etc. Such personal information is irrelevant to the merits of the proposal.