Applicant Name_____   SOAR PIN _____

APPLICATION CHECKLIST − OPC PROP 1 GRANT PROGRAM

Use this checklist to ensure that you have submitted all required elements of your application. The items below, as applicable, make up the online Prop 1 application package together with your SOAR responses. All items must be submitted online via SOAR. All forms and templates − most items listed below except the SOAR online application itself − are on the OPC Prop 1 webpage. **Incomplete applications will not be considered for funding.**

IMPORTANT: You will be assigned a Proposal Identification Number (PIN) once you begin the online SOAR Proposal Application. Carefully review the OPC Prop 1 Grant Guidelines and the OPC Prop 1 Grant Solicitation and Application Instructions before you begin preparing your grant application and/or 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
	Application Checklist (Print, sign, scan, and upload.)	Required	[SOAR PIN]Checklist
	Workplan − Task Chart, Budget and Schedule (See template on Prop 1 webpage.)	Required	[SOAR PIN]Workplan
	Nonprofit Organization Questionnaire Form	Optional; required for nonprofits	[SOAR PIN]NonprofitQ
	CEQA and Environmental Compliance Form	Required	[SOAR PIN]CEQA
	Permit Approval Status Form (Required even if your project does not require permit.)	Required	[SOAR PIN]PermitForm
	Proof of Permits (if applicable) together in 1 PDF	Required if relevant	[SOAR PIN]PermitProof
	Governing Body Resolution *or* Board Certification	Required	[SOAR PIN]Resolution
	Land Tenure/Property Data/Site Control Form (for "on the ground" work, e.g. surveys, fieldwork, etc.)	Required if relevant	[SOAR PIN]LandTenure
	Willing Seller Letter (or executed purchase option agreement; see Template)	Optional; required for acquisitions	[SOAR PIN]WillingSeller
	Project Site Maps, Plans and/or Graphics (ideally combined into 1 file; OK to use JPGs and PDFs)	Required	[SOAR PIN]MapsGraphics
	Letters of Support	Optional	[SOAR PIN]LetterSupport
	Corps Consultation Form	Restoration and ecosystem protection projects only	[SOAR PIN]CorpsConsult
	Other (for files not fitting in above categories)	Optional	[SOAR PIN]Other[a,b,c,]

Public disclosure and Personal Information
Once submitted, all grant 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; and the like. Such personal information is irrelevant to the merits of the proposal.

☐   I have read and understand this statement.

I certify that the information contained in my Application, including all attachments and this checklist, are accurate and that I have been authorized to apply for this grant.

_____   _____
Signed (Authorized Representative)   Date