

APPLICATION CHECKLIST – OPC PROP 1 GRANT PROGRAM

The following items, as applicable, make up the OPC Prop 1 Grant Program application package. 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 [OPC Prop 1 webpage](#).** In addition, you must submit 2 hardcopies (1 original and 1 copy) of the complete package assembled in the order listed below. Please use binder clips only – no staples, folders, binders or notebooks. **Incomplete applications may not be evaluated or considered for funding.**

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 OPC Prop 1 Grant Guidelines and (b) the OPC Prop 1 Grant Solicitation and Application Instructions documents *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.

✓	ITEM	OPTIONAL VS. REQUIRED	ELECTRONIC FILE NAMING CONVENTION
	Application Checklist (original signed in blue ink)	Required	Not applicable
	Printed SOAR Application (completed online)	Required	[SOAR PIN]AppChecklist
	Project Workplan and Task Template	Required	[SOAR PIN]Workplan
	Project Budget and Matching Funds	Required	[SOAR PIN]Budget
	Nonprofit Organization Questionnaire	Optional; required for nonprofits	[SOAR PIN]Nonprofit
	CEQA and Environmental Compliance	Required	[SOAR PIN]CEQA
	Permit Approval Status Form	Required	[SOAR PIN]Permit
	Governing Body Resolution *or* Certification Letter	Required	[SOAR PIN]Resolution
	Land Tenure/Property Data/Site Control Form ¹	Required if relevant	[SOAR PIN]LandTenure
	Willing Seller Letter (or executed purchase option agreement)	Optional; required for acquisitions	[SOAR PIN]WillingSeller
	Project Site Maps, Plans and/or Graphics	Required	[SOAR PIN]MapsGraphics (combined into 1 file)
	Letters of Support	Optional	[SOAR PIN]LetterSupport
	Corps Consultation Form	Required for restoration and ecosystem protection projects	[SOAR PIN]CorpsConsult
	Other - files not fitting in above categories	Optional	[SOAR PIN]Other[a,b,c,]

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; 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

¹ For "on the ground" work, which includes baseline surveys and other fieldwork.