

# Attachment 1. Applicant Checklist

**Project Title:**

**Applicant:**

## Submission Requirements

Please check a box for each item included in your submission. Unless stated otherwise, all listed items are required for a complete proposal submission. The naming convention and file format for each attachment is provided after the appropriate item.

	Item	Required for Project Category/ Activity	File Naming Convention
<input type="checkbox"/>	SOAR Application	All	
<input type="checkbox"/>	1. Completed and signed Applicant Checklist	All	[SOAR PIN] <sub>1</sub> AppChecklist.pdf
	2. Maps and Graphics	All	
<input type="checkbox"/>	Location (Regional) Map	All	[SOAR PIN]ProjectMaps.pdf
<input type="checkbox"/>	Project-Specific (Site-Scale) Map	All	(Submitted in same file as Location Map)
<input type="checkbox"/>	Site Photos	If applicable	[SOAR PIN]SitePhotos.jpg/.png/.pdf
<input type="checkbox"/>	GIS Project Boundary files	All	[SOAR PIN]ProjectBoundary.shs/kmz or [SOAR PIN]ProjectSite_[Location name].shs/kmz
<input type="checkbox"/>	3. Engineering Design Drawings	Implementation (at least ~65% design)/ Planning, if applicable	[SOAR PIN]EngineeringDesign.pdf
<input type="checkbox"/>	4. Land Tenure/Site Control	If conducting on-the-ground work <sub>2</sub>	[SOAR PIN]LandTenure.pdf
<input type="checkbox"/>	5. Environmental Compliance Checklist	All	[SOAR PIN]EnviroChecklist.doc/.docx/.pdf
<input type="checkbox"/>	6. Water Rights and Hydrogeomorphic Factors Questionnaire	If applicable (see Section 3.11 of Solicitation)	[SOAR PIN]WaterRightForm.doc/.docx/.pdf

<sup>1</sup> A proposal identification number (PIN) is assigned when applicants begin the SOAR Proposal Application.

<sup>2</sup> On-the-ground work includes baseline surveys and other fieldwork

Item	Required for Project Category/ Activity	File Naming Convention
<input type="checkbox"/> 7. Water Rights Permits or Other Documentation	If applicable (see Section 3.11 of Solicitation)	[SOAR PIN]WaterRightDoc.pdf
<input type="checkbox"/> 8. Acquisition Documents		
<input type="checkbox"/> Land Acquisition Information Form	Acquisition	[SOAR PIN]AcquisitionInfoForm.pdf
<input type="checkbox"/> Purchase Option Agreement or Willing Seller Letter(s)	Acquisition	[SOAR PIN]PurchaseAgreement.pdf or [SOAR PIN]WillingSellerLtr.pdf
<input type="checkbox"/> Appraisal	Acquisition, if available	[SOAR PIN]Appraisal.pdf
<input type="checkbox"/> Preliminary Title Report	Acquisition	[SOAR PIN]PrelimTitleRpt.pdf
<input type="checkbox"/> Draft Conservation Easement	Acquisition, if available/ applicable	[SOAR PIN]DraftEasement.pdf
<input type="checkbox"/> 9. Anadromous Salmonid Recovery Task and Limiting Factors Form	If protecting and/or restoring anadromous salmonid habitat	[SOAR PIN]SalmonForm.pdf
<input type="checkbox"/> 10. The Corps Consultation Form	All	[SOAR PIN]CorpsForm.pdf
<input type="checkbox"/> 11. Project Narrative	All	[SOAR PIN]ProjectNarrative.doc/.docx/.pdf
<input type="checkbox"/> 12. Monitoring, Reporting, and Long-Term Management Plans	Acquisition/ Implementation	[SOAR PIN]MonitoringLTM.doc/.docx/.pdf
<input type="checkbox"/> 13. Project Team Biographical Sketches	All	[SOAR PIN]BioSketches.doc/.docx/.pdf
<input type="checkbox"/> 14. Budget Tables (Submitted in one file)	All	[SOAR PIN]Budget.xls/.xlsx
<input type="checkbox"/> Applicant Budget	All	
<input type="checkbox"/> Subcontractor Budget(s)	If applicable	
<input type="checkbox"/> Budget Justification	All	
<input type="checkbox"/> Cost Share Table	All	

## 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 required attachments, and provided in this checklist is accurate and that I have been authorized to apply for this grant.

\_\_\_\_\_  
Signed (Authorized Representative)

\_\_\_\_\_  
Date