### **APPENDIX A – SUBMITTAL CHECKLIST: STEP 1 – PROJECT PROPOSAL**

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| **The following is entered directly into RAPTR:** |  |
| Proposal Summary |  |
| **The following will be uploaded into RAPTR as attachments:** |  |
| [Project Proposal Signature Form](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=91298e9e-2f05-43ae-807e-7f54413ccbb3&env=na2&acct=ec231515-ed62-4ebe-84b9-56b77d4ad93d&v=2) |  |
| [Project Proposal Questions](https://resources.ca.gov/grants/environmental-enhancement-and-mitigation-eem) – Select One: Urban Forestry, Resource Lands, or Mitigation Beyond the Scope of the Lead Agency (Appendix C) |  |
| Letter from the Lead Agency Responsible for the RTF (Appendix D) |  |
| Environmental Compliance (CEQA, for the EEM project) (Appendix E) |  |
| Photographs |  |
| Cost Estimate (Appendix F or G) |  |
| Project Area Map |  |
| Property Data Sheet (Appendix H) |  |
| Assessor’s Parcel Map(s) |  |
| Site Plan (development projects only) |  |
| Plant Palette (development projects only) |  |
| Willing Seller Letter (Appendix J) (acquisitions only) |  |
| Preliminary Title Report (acquisitions only) |  |