

# Site Rehabilitation Voluntary Cleanup Tax Credit Completeness Checklist

Application #: \_\_\_\_\_ Facility ID#: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ (City) \_\_\_\_\_ (County) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip code)

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_  
(Area code)

FEID#/SSN: \_\_\_\_\_ Site Type: DSCP DCRPO Brownfield  
(Circle One)

Type(s) of tax credits requested: Annual Site Rehabilitation SRCO Affordable Housing Health Care  
(Circle all appropriate) (Circle One)

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|---|------------|
| 1. Was the application deadline met (by January 31 of the year following the year in which the costs being claimed were incurred and paid?) | YES NO N/A |
| 2. If DSCP site, is there a copy of the deductible letter and proof of payment?   | YES NO N/A |
| 3. If DSCP site, is the amount received the same amount as on the cover letter?   | YES NO N/A |
| 4. If DC-RPO site type, is the RPO affidavit signed and notarized?  | YES NO N/A |
| 5. Is the applicant's appropriate financial affidavit signed and notarized?<br>(SR - pgs 4-5, AH - pg 6, HC - pgs 7-8)                      | YES NO     |
| 6. Is the required supporting documentation included (i.e., contracts, invoices, etc.)?   | YES NO N/A |
| 7. Is all information certified by the CPA (page 11)?   | YES NO N/A |
| 8. Is the CPA's Report included?  | YES NO N/A |
| 9. Is all information certified ( <b>signed &amp; sealed</b> ) by the technical professional (page 12)?<br>(for annual SR only)             | YES NO N/A |
| 10. If application is for <b>SR</b> , were costs claimed incurred and paid within calendar year?  | YES NO N/A |
| 11. Is the \$250 application review fee enclosed?   | YES NO     |
| 12. Is proof of applicant's VCA or BSRA enclosed (cover page and signature page)?   | YES NO N/A |

13. If there are **multiple** applicants...
- |   |     |    |     |
|---|-----|----|-----|
| Has each applicant submitted a copy of Section I, #1. of the application?     | YES | NO | N/A |
| Has each applicant signed and notarized the appropriate financial affidavit?  | YES | NO | N/A |
| Does each financial affidavit indicate the applicant's cost share percentage? | YES | NO | N/A |
14. If the applicant is claiming final year costs, has an **SRCO** been issued for this site?  
(Confirm w/ District Office) YES NO N/A
15. If the applicant is claiming the **AH** tax credit, was the certification letter from the FHFC, local housing authority or other government entity submitted? YES NO N/A
16. Is the application complete? YES NO  
(Any "NO" answers = incomplete; Complete apps to be reviewed for eligibility)
17. If the application is incomplete, has the applicant been notified? YES NO  
(If **Yes**, when \_\_\_\_/\_\_\_\_/\_\_\_\_)

Cursory review comments: \_\_\_\_\_

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