



Enterprise Self-Service Authorization Portal for VCTC Applications

**Scott Sweeney
VCTC Program Manager
Division of Waste Management**



ESSA Portal Workflow

Your Session will time out in **060** minutes.

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Introduction

You are processing :

Voluntary Cleanup Tax Credit Application and Affidavit

Which is defined as :

Application for a Voluntary Cleanup Tax Credit (VCTC)

Florida Statute or Rule :

[376.30781, F.S.](#)

Application Friendly Name : *

The system allows you to start a submission, exit at any time, and return to complete it later. Please enter an "Application Friendly Name" for your project, so your saved information can be recalled. When you return to the portal, choose "Continue a Work-In-Progress", and the name you entered will be displayed, along with any other submittals you have in progress.

An example would be "XYZ, Inc. VCTC Application".

Any Work-In-Progress that is not completed within sixty (60) days will be deleted from the system.

Payment of the Application Fee can be submitted through this site. The Department will accept MasterCard, Visa, or electronic transfer from business or personal bank account.

If you need to submit additional information, related to a previously submitted application, please email it to VCTC@FloridaDEP.gov.

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Facility Type

Please select the type of facility for which you would like to submit an application or additional information : *

- ☐ A drycleaning solvent contaminated site eligible for state-funded site rehabilitation under S. 376.3078(3), F.S.
- ☐ A drycleaning solvent contaminated site at which cleanup is undertaken by the real property owner pursuant to S. 376.3078(11), F.S., if the real property owner is not also, and has never been, the owner or operator of the drycleaning facility where the contamination exists.
- ☐ A brownfield site in a designated brownfield area under S. 376.80, F.S.

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Facility Search

Please enter the Facility ID of the facility for which you would like to submit an application for.

If you have a Brownfield #, please enter the Facility ID in the following format : BF#####

If you have a Facility ID, please enter the 7 or 9 digit Facility ID in the following format : ##### or #####

After entering the Facility ID, click **Search and Continue** to search for the desired facility.

Facility ID : *

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[Search and Continue](#)



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Manage Applicant

Please add your applicant information by clicking the **Add New Applicant** button and completing the required information. Repeat these steps for any Joint Applicants you have for this application. Once all applicants have been added, click the **Save and Go to Next Step** button.


Applicant information may be edited by clicking the  icon.


Applicant information may be deleted by clicking the  icon.


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Type of Tax Credit Claimed

Please select the type of tax credits being claimed. (Check all that apply) : *

☐ Site Rehabilitation

(Complete this section to claim a credit in the amount of 50% of the cost of voluntary cleanup activity that was integral to site rehabilitation conducted during the calendar year for which this tax credit application is being submitted.)

☐ Site Rehabilitation Completion Order Bonus

(If the Department issued a "No Further Action" (NFA) Order (i.e., Site Rehabilitation Completion Order - SRCO or Conditional SRCO) for the contaminated site, complete this section to claim the SRCO bonus.)

☐ Affordable Housing Bonus

(If use of the brownfield site identified in the BSRA is limited to affordable housing, complete this section to claim a tax credit in the amount of 25% of the eligible cost of voluntary cleanup activity that was integral to site rehabilitation and incurred on or after July 1, 2006.)

☐ Health Care Bonus

(If use of the brownfield site identified in the BSRA includes a health care facility or a health care provider, pursuant to Sections 408.032, or 408.7056, F.S., complete this section to claim a credit in the amount of 25% of the eligible cost of voluntary cleanup activity that was integral to site rehabilitation and incurred on or after January 1, 2008.)

☐ Solid Waste Removal

(Complete this section to claim a credit in the amount of 50% of the costs incurred and paid by the applicant on or after July 1, 2006 for solid waste removal from within the boundary of the eligible brownfield site identified in the BSRA.)

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Site Rehabilitation Credit

Please complete the following information to claim a credit in the amount of 50% of the cost of voluntary cleanup activity that was integral to site rehabilitation conducted during the calendar year for which this tax credit application is being submitted.

* You will be required to upload a copy of Site Rehabilitation Completion Order (SCRO), or Conditional SCRO, later in the application process.

1.Total site rehabilitation costs incurred and paid by the applicant(s) for this calendar year (in dollars) : *

2. 50% of the amount on line 1 above, or \$500,000, whichever is less (in dollars) **Site Rehabilitation Tax Credit Claimed** :

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Site Rehabilitation Credit



Site Rehabilitation Completion Order Bonus



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Site Rehabilitation Completion Order Bonus

If the Department issued a "No Further Action" (NFA) Order (i.e., Site Rehabilitation Completion Order-SRCO or I SRCO) for the contaminated site, complete this section to claim the SRCO bonus in accordance with the dates and percentages below.

1. Total eligible site rehabilitation costs incurred and paid by the applicant(s) from **July 1, 1998 through June 30, 2006** (in dollars) : *

0

2. 10% of the amount on line 1, or \$50,000 whichever is less (in dollars) **SRCO Bonus Claimed Before July 1, 2006** :

0.00

3. Total eligible site rehabilitation costs incurred and paid by the applicant(s) on or after **July 1, 2006** (in dollars) : *

500,000.00

4. 25% of the amount on Line 3, or \$500,000, whichever is less (in dollars) **SRCO Bonus Claimed After July 1, 2006** :

125,000.00

Total Combined SRCO Bonus Claimed :

125,000.00

Note: The combined SRCO bonus amount claimed for site rehabilitation conducted cannot exceed \$500,000.

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Required Documentation Upload

Based on the information you have provided in this application, you are required to submit the following documentation. For detailed descriptions of the required documentation, please click on the Help tab.

When you click the **Save and Continue** button, you will be given the opportunity to select the separate files to upload. File names (from your computer) must be less than 55 characters, including the .pdf file extension.

If you are required to submit a Technical Professional Certification or Certified Public Accountant Certification, you can access these blank forms here:

[Technical Professional Certification](#)

[Certified Public Accountant Certification](#)

Acceptable file types: .PDF

Please note that the file upload has a size limitation of 10 MB.

Required Documentation

File Description : *

Technical Professional Certificati

File Description : *

Certified Public Accountant Certi

File Description : *

CPA Report

File Description : *

Cleanup Agreement

File Description : *

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When you click the Choose File button, you will be prompted to navigate to the location on your computer where you can select the separate files to upload. File names (from your computer) must be less than 55 characters, including the .pdf file extension.

Acceptable file types are: .PDF

Please note that each file has a size limitation of 10MB.

Required Documentation

File Description :

Select File : *

Technical Professional Certification

Secure Uploader File # 1

Choose File No file chosen

File Description :

Select File : *

Certified Public Accountant Certification

Secure Uploader File # 2

Choose File No file chosen

File Description :

Select File : *

CPA Report

Secure Uploader File # 3

Choose File No file chosen

File Description :

Select File : *

Cleanup Agreement

Secure Uploader File # 4

Choose File No file chosen

File Description :

Select File : *

Site Rehabilitation Completion Order

Secure Uploader File # 5

Choose File No file chosen

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Contract Documentation Upload

This documentation is required for any contractor who provides a primary service in support of the applicant's project, for which costs are being claimed. In most cases, these are environmental consultants and attorneys, or other companies (e.g., construction contractors) who are paid directly for their services by the applicant. For environmental consultants, contracts with proposals and scopes of work are most useful. A contract alone establishes the relationship but usually does not provide detail as to what site-rehabilitation-related activities were conducted for the project. For attorneys, the contractual relationship is established using an engagement letter. In all cases, contractual records should cover the time period covered by the application and/or the activities for which costs are being claimed (i.e., costs claimed for every invoice should be tied back to a scope of work, even if that scope of work started in a previous year and was presented in an earlier VCTC application).

Contracts and/or scopes of work are not necessary for entities who provided a single service (e.g., labs, drillers, surveyors), utility providers, or various suppliers, especially if they were subcontracted.

When you click **Save and Continue** you will be given the opportunity to select the file(s) to upload. You will need to provide the file description for each upload below. Click **Add New** for each additional file you would like to upload.

If you have a large amount of documents to upload, please add the files to a ZIP file before uploading. Each ZIP file has a limit of 45 MB, and you can upload a maximum of 10 zip files. Or, you may upload a .PDF document if you have a smaller amount of documents to upload.

Acceptable file types are: .PDF and ZIP

Required Documentation

File Description : *

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Optional Supplemental Documents Upload

As with hard-copy application submittals, cover letters are useful to introduce the application and describe its contents. Many times, applicants (or their representatives) use cover letters to explain any potentially complicating issues in the application, or detail how the costs are being presented to make reviewing those costs easier. Similarly, separate letters from the consultant are useful to summarize work conducted in the calendar year covered by the application, particularly if there were very detailed, complicating issues.

The most popular, useful, and eagerly sought non-required materials (for any application, from simple to complex) are cost-summary tables. Most often, these tables list each invoice and mirror the costs claimed throughout the application. Reviewers use these tables to check the applications for "completeness" (making sure all the essential pieces are present) and when reviewing the costs for "eligibility" (whether costs are integral to site rehabilitation or solid waste removal). The best tables include breakdowns for each invoice, including invoice number, date, amount, payment information, and claimed amount (if less than invoice), and are usually sorted by contractor.

When you click **Save and Continue** you will be given the opportunity to select the separate files to upload, as required. You will need to provide the file description for each upload below. Click **Add New** for each additional file you would like to upload.

If you have a large amount of documents to upload, please add the files to a ZIP file before uploading. Each ZIP file has a limit of 45 MB, and you can upload a maximum of 10 zip files. Or, you may upload a .PDF document if you have a smaller amount of documents to upload.

Acceptable file types are: .PDF and ZIP

Required Documentation

File Description : *

Cover Letter

File Description : *

Cost Summary Table

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Certification

Electronic Certification

Important - You must click on the "reviewed my submission" hyperlink below to continue.

I, Scott Sweeney, have [reviewed my submission](#) and do hereby certify this agreement on behalf of San Marco Crossing Site.

Acceptance affirms that all information provided is true, accurate, and correct to the best of my knowledge.

- ☐ I accept the above electronic certification.
- ☐ I **DO NOT** accept the above electronic certification.

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Florida Department of Environmental Protection

FDEP Bureau of Finance and Accounting
3900 Commonwealth Boulevard M.S. 75
Tallahassee, FL 32399

For assistance, please contact:
Service Desk: (850) 245-7555
ServiceDesk@FloridaDEP.gov

- 1 Payment Type
- 2 Customer Info
- 3 Payment
- 4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
-	FDEP VCTC App Review Fee BF161702001	\$250.00	1	\$250.00
Total				\$250.00

Transaction Summary

FDEP VCTC App Review Fee BF161702001	\$250.00
TOTAL	\$250.00

Need Help?

Select Payment Method and Continue to proceed with payment.

Payment

Payment Type

Payment Type *

Select One

Next >

Customer Information

Payment Information

Cancel



Files to be Uploaded During Process

- **Technical certification**
- **CPA certification**
- **CPA report**
- **Applicant certification affidavit**
- **BSRA or VCA pages**
- **Contractual information**
- **Invoices**
- **Payment records**
- **SRCO (if applicable)**
- **RPO affidavit (if applicable)**



Enduring “Completeness” Issues

Just because users are prompted for materials does not guarantee completeness. Common pitfalls:

- **Payment records**
- **Necessary scopes of work**
- **CPA and technical certifications**
- **Affidavits**
- **Missing BSRA pages**



Follow-Up Thoughts

- Though the process is fairly intuitive with “Help” text along the way, you can contact me with questions.
- Remember: You don’t have to complete all at once.
- There are several variables that can come into play, so screen shots (and walk-through) may not show *everything* you may see.



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