

Individual Advanced Cleanup (AC) Application Sufficiency Checklist

If the AC Application package is missing any of the following items, the entire bid package will be recorded as insufficient and returned to the Applicant:

- All sections of the **General Site Information** were completed. (paragraph 1)
- All sections of the **Applicant Information** were completed, with the Signatory information provided corresponding to Sunbiz records (<https://dos.myflorida.com/sunbiz>). (paragraph 2)
- All sections of the **Agency Term Contractor Information** were completed, with the Signatory information provided corresponding to Sunbiz records (<https://dos.myflorida.com/sunbiz>). (paragraph 3)
- All discharges at the facility must be included in the application, or have completed cleanup, or the application must include documentation to show that the plumes are not mingled. Non-program and SRFA sites cannot be funded AC applications, they will have to have cleanup completed or documentation that the plumes are not mingled. (paragraph 4)
- Applicants in PLRIP, if not the PLRIP applicant, **must provide written documentation** that the PLRIP applicant was notified of and granted permission for the AC package submission. (paragraph 4)
- Applicants with PCPP eligibility must have an executed PCPP agreement and also meet the 25% cost-share/savings requirement in addition to the Applicant's share commitment of a minimum 25% **(for a minimum total of 50%)**. (paragraph 4)
- Applicant must complete all sections of the **Statement of Applicant** regarding the Applicant's Cost Share/Savings commitment. (paragraph 5.a)
- Applicant must submit a completed **Cost Share Site Contractor Selection Sheet**. (paragraph 5.b)
- Applicant must provide **1)** the **proposed course of action** with task breakdown, **2)** an ATC Schedule of Pay Items (SPI) showing the **total estimated cleanup** using rates for the region, **3)** the **timetable** for conducting the proposed course of action, **4)** and a **figure** showing the proposed remediation plan layout, and the proposed cleanup endpoint. (paragraph 5.d)
- Application must include the **Application fee** (\$250 **cashier's check or money order only; no corporate checks**), **signed by the Property Owner or the Responsible Party**. (paragraph 5.e)
- Application must include a fully executed, signed by property owner(s) and the Department, **Site Access Agreement (SAA)** giving access to the Florida Department of Environmental Protection (Department) from **each property owner**. (paragraph 5.f)
- Applicant must complete all sections of the **Applicant's Certification**. (paragraph 6)
- Applicant must include this completed AC Application Sufficiency Checklist with Application.