

CHECK LIST FOR APPLICATION COMPLETENESS

Projects applying for both state and federal tax credits must submit all of the following items electronically:

FEDERAL PART 1 & 2 APPLICATION:

- ❑ Signed original Part 1 application form
- ❑ All Application components must be submitted electronically through Sharepoint. Please contact Virginia.hesse@preservation.ri.gov or Roberta.Randall@preservation.ri.gov to request a Sharepoint folder to upload your application materials.
- ❑ Signed original Part 2 application form, filled out in its entirety. (see [federal instructions](#) for narrative guidelines and examples)
- ❑ Include a letter of authorization from owner of record of the property if applicant is not fee simple owner
- ❑ Good quality photos at high resolution. Show overall images of each elevation, as well as interior views of principal spaces and typical support spaces. Include close-up photos of unique details. Photos must be at least 4X6" format on 8-1/2" X 11" paper, 2 photos maximum per page, labeled as directed in NPS instructions. Submit all photo pages as a single pdf. All photos must be labeled as described in instructions. Digital prints on plain paper are not acceptable - see Photographic Requirements (web site).
- ❑ Photo Key keying numbered photos to floor plans.
- ❑ Existing and proposed floor plans
- ❑ Site plan of Historic District for Part 1
- ❑ Indication of scattered site project, if applicable, in cover letter

STATE PART 1 & 2 APPLICATION (If applying for federal AND state credits)

- ❑ State application forms Part 1 & 2
Project Timeline
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Projects applying for state tax credits only must submit all of the following items:

STATE PART 1 & 2 APPLICATION ONLY (not for federal credits)

- ❑ Good before photos (see Photographic Requirements)
- ❑ Signed original federal Part 1 application
- ❑ Signed original federal Part 2 application, filled out completely (est. cost, project start date, area, and description of work)
- ❑ Existing and proposed floor plans
- ❑ State application Part 1 & 2
Estimated Project Timeline

STATE & FEDERAL COMPLETION REPORTS (Part 3's)

- ❑ Accountant's Cost Certification for state Part 3 (Submitted directly to RI Division of Taxation)
 - ❑ Covenant for state Part 3
 - ❑ State Part 3 application form filled out in its entirety and signed
 - ❑ Good "after" photographs showing completed work.
 - ❑ Photo Key keying numbered photos to floor plans
 - ❑ Federal Completion Report form filled out in its entirety and signed.
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STATE-ONLY COMPLETION REPORTS (not applying for federal credits)

- ❑ Accountant's Cost Certification for state Part 3 (Submitted to RI Division of Taxation)
- ❑ Covenant for state Part 3
- ❑ State Part 3 application form filled out in its entirety and signed
- ❑ Good quality "after" photographs showing completed work.
- ❑ Photo Key