



**New Jersey Department of Environmental Protection
Site Remediation Program**

HAZARDOUS DISCHARGE SITE REMEDIATION FUND INSTRUCTIONS

The New Jersey Department of Environmental Protection (DEP) is pleased to provide you with a Hazardous Discharge Site Remediation Fund (HDSRF) application package. HDSRF grants and loans are available to public entities, private entities, and non-profit organizations (as described in section 501(c)(3) of the federal internal revenue code) that perform a remediation pursuant to DEP's Site Remediation Program requirements.

The HDSRF was established in July 1993 to provide funding to public and qualifying private entities for the remediation of a suspected or known discharge of a hazardous substance or hazardous waste. The HDSRF is funded through a constitutionally-dedicated portion of the New Jersey Corporate Business Tax, and is administered through a partnership between the DEP and the New Jersey Economic Development Authority (EDA). The DEP evaluates an applicant's preliminary eligibility requirements, and the estimated remediation costs. Upon the DEP's recommendation for funding, the EDA evaluates an applicant's financial status, determines grant and/or loan eligibility and awards funding.

The instructions below are designed to assist in completing an application for an HDSRF grant or loan. The DEP encourages you to review the guidance that has been developed for the HDSRF program at <http://www.nj.gov/dep/srp/finance/hdsrf/>. The DEP will review the application and make a determination as to whether an applicant meets the statutory criteria for financial assistance pursuant to N.J.S.A 5810B 4-9 and 25.

General Instructions

- 1. Applicability:** Use this form when you submit an application for an HDSRF grant or loan to conduct a Preliminary Assessment (PA), Site Investigation (SI), Remedial Investigation (RI) or Remedial Action (RA) to the New Jersey Department of Environmental Protection.
- 2. Form Updates:** This form may be updated periodically. Please use the current version of this form. Download the current version of this form from the Department's Website: <http://www.nj.gov/dep/srp/srra/forms>
- 3. Signature:** This form must be signed by the person responsible for conducting the remediation. Please make sure you check the appropriate box with regards to the signatory requirements as it pertains to the current status of the case; i.e.: non-LSRP (existing cases) – cases that have been with the Department prior to November 3, 2009 and are NOT regulated underground storage tanks(USTS); LSRP – cases that have come into the Department on or after November 3, 2009 or have an approved Request To Proceed Without Department Pre-Approvals Form; or Subsurface Evaluator – for existing regulated UST cases and cases with unregulated heating oil tanks (UHOT) where you are an NJDEP licensed Subsurface Evaluator. Insure that the corresponding signature page is included with the form.

Be advised that the Non-LSRP option will only be available until May 7, 2012. Also, the Subsurface Evaluator option will only be available on forms specific to the UHOT Program after May 7, 2012.

- 4. Filing: *One original and one copy*** of the HDSRF application must be submitted to the address below.

Bureau of Case Assignment & Initial Notice
Site Remediation Program
NJ Department of Environmental Protection
401-05H
PO Box 420
Trenton, NJ 08625-0420

Specific Instructions

If the applicant has received funding from the HDSRF for the same type of grant on this site, please go to "Instructions for Additional Funding" on page 5.

PART I

Section A. Requested Funding Type and Amount

Indicate the type of financial assistance for which you are applying with an "X" as well as the amount requested. (If applying for multiple grants or a grant **and** a loan, check each type of financial assistance and amount requested for each.)

Information provided below will provide you with details for 1) who is an eligible applicant, and 2) the types of grants and loans for which each eligible applicant can apply. Additional details on HDSRF eligibility can be found in the HDSRF Fact Sheet at <http://www.nj.gov/dep/srp/finance/hdsrf/factsheet.htm>.

Eligible Applicants

Eligible applicants include:

- Public entities defined as municipalities, counties, and redevelopment entities authorized to exercise redevelopment powers pursuant to section 4 of P.L.1992, c.79 (C.40A:12A-4).
- Private entities including individuals, corporations, companies, partnerships, firms or other private business entities.
- Non-profit organizations as defined in section 501(c)(3) of the federal internal revenue code.

Types of Funding

Public Entities

- **Brownfield Development Area Grant** to perform a Preliminary Assessment, Site Investigation, Remedial Investigation or Remedial Action for a site that is located within a designated "Brownfield Development Area (BDA) Site." Information regarding designated BDAs can be found at <http://www.nj.gov/dep/srp/brownfields/bda/sites>.
- **PA/SI/RI Grant** to perform a Preliminary Assessment, Site Investigation or Remedial Investigation. The public entity must hold a tax sale certificate or own real property (via foreclosure or other similar means) or have passed a resolution to acquire by voluntary conveyance.
- **75% Matching RA Grant** for up to 75% of the Remedial Action costs for a property that will be redeveloped for **Recreation and/or Conservation** purposes.
- **75% Matching RA Grant** for up to 75% of the Remedial Action costs for a property that will be redeveloped for a project that will generate **Renewable Energy**.
- **50% Matching RA Grant** for up to 50% of the Remedial Action costs for a property that will be redeveloped for **Affordable Housing**.
- **25% Matching RA Grant** for up to 25% of the project costs to qualifying public and private entities that implement a **limited restricted use or an unrestricted use** Remedial Action.
- **25% Matching RA Grant** for up to 25% of the project costs to qualifying public and private entities that perform a Remedial Action that uses an **innovative technology**.
- **Loan** for the implementation of a Remedial Action, or **Loan** for sites that have been contaminated by a discharge of a hazardous substance or at which there is an imminent and significant threat of a discharge to a drinking water source, human health, or sensitive ecological area.

Private Entities

- **Innocent party grant** for a private entity that owns real property on which there has been a discharge of a hazardous substance or a hazardous waste and that person qualifies as an innocent party.
- **25% Matching RA Grant** for up to 25% of the project costs to qualifying public and private entities that implement a **limited restricted use or an unrestricted use** Remedial Action.
- **25% Matching RA Grant** for up to 25% of the project costs to qualifying public and private entities that perform a Remedial Action that uses an **innovative technology**.
- **Loan** for a private entity for remediation activities at sites that have been contaminated by a discharge of a hazardous substance/hazardous waste or at which there is an imminent and significant threat of a discharge to a drinking water source, human health, or sensitive ecological area; or **Loan** for a private entity, for remediation of real property located in a qualifying municipality as defined in section 1 of P.L. 1978, c.14.; or **Loan** for a private entity that owns and plans to remediate an environmental opportunity zone for which an exemption from real property taxes has been granted by the municipal government.

Non-Profit Organization Pilot Program

- **PA/SI/RI Grant** for a 501(c)(3) non-profit organization to perform a Preliminary Assessment, Site Investigation, or Remedial Investigation.

Section B. Applicant information

Provide all requested information for the entity that is the "eligible applicant" for this funding request. Provide Social Security Number if applying as an individual (not a municipality, a corporation, or a non-profit). Provide Tax Identification Number if

applying as a non-profit or corporation. Indicate Standard Industrial Classification (SIC) and North American Industry Classification (NAIC) codes if you are an industrial establishment.

Section C. Contact information

Provide the information for the contact person for this application. For a public entity application, provide a contact in that public entity, e.g., a municipality. For a private entity application, the contact person can be the applicant or the person who prepares the application.

Section D. Site Ownership Information

Provide the information of the current property owner.

Section E. Site Information

Provide Name of Site and Program Interest (PI) Number as identified on the DEP's Known Contaminated Site List (<http://www.nj.gov/dep/srp/kcsnj/>). Provide the size of the property in terms of acreage.

Section F. NJDEP Oversight Document

Self explanatory.

Section G. Consultant Information

If you started the remediation at the site after November 3, 2009, you must hire a Licensed Site Remediation Professional (LSRP) to perform the remediation activities and provide the LSRP's name and license number here.

Section H. Violations, Penalties and Fees

Provide explanation of all non-compliance activities, including outstanding penalties and fees.

Section I. Other Funding Sources

Identify any sources from which you have sought funding to address the contamination at the site. Indicate any pending claims you may have made to your insurance company, even if you are awaiting a decision.

Section J. Scope of Work (SOW)

Attach a remediation SOW, with all proposed tasks to the application.

Section K. Cost Estimate

Submit a detailed cost estimate using the required format in Part VI and consistent with any DEP cost guidance (such as the current UST Cost Guide at http://www.nj.gov/dep/srp/finance/ustfund/ustf_costguide.htm) for each task in the SOW.

Section L. Demonstration of Need For Loan Applicants

Applicants must demonstrate that they cannot obtain financial assistance from a commercial lending institution. The EDA requires the submission of two denial letters for funding from commercial lenders.

Section M. Financial Information

EDA requires financial information to be submitted with all applications. If applying as an individual (generally a homeowner with a leaking tank), three years of tax returns are required. If applying as a private entity or non-profit, you must submit business as well as personal financial statements for the past three years.

Section N. Based on the current case status i.e., non-LSRP (Existing Cases), LSRP and Subsurface Evaluator, please complete the appropriate signature requirements below:

Non-LSRP Site Remediation Professional Statement

- Provide the name, phone number, email and mailing address (city/town, state, zip code) of the Site Remediation Professional (Consultant).
- The statement shall be signed and dated by the Site Remediation Professional.
- The Non-LSRP Site Remediation Professional should note by placing an "X" in the box if there have been no changes since the last submittal.

Licensed Site Remediation Professional Information and Statement

- LSRP ID Number: Note the Licensed Site Remediation Professional ID Number.
- Provide the name, phone number, email and mailing address (city/town, state, zip code) of the Licensed Site Remediation Professional.
- The Licensed Site Remediation Professional should note the level of oversight he/she provided by placing an "X" in appropriate box(es).
- The certification in this section shall be signed and dated by the Licensed Site Remediation Professional.
- The Licensed Site Remediation Professional should note by placing an "X" in the box if there have been no changes since the last submittal.

Subsurface Evaluator UST Report Certification Form

- Provide the facility name, phone numbers, address (city/town, state, zip code) , and block(s) and lot(s) associated with the UST.
- Provide the name of owner of the facility, address (city/town, state, zip code) and phone number.
- If available, provide the name of the case manager, the UST registration number, incident report number and TMS number.
- The certification in this section shall be signed and dated by the Subsurface Evaluator. Include the evaluator's name, UST certification number, the firm's name, the firm's UST certification number, address (city/town, state, zip code) and telephone number.
- The Subsurface Evaluator should note by placing an "X" in the box if there have been no changes since the last submittal.

PART II

HDSRF General Certification

This certification is required to be completed by all applicants. It must be signed (with signature notarized) and certified by the appropriate person, as outlined below:

- for a corporation, by a principal executive officer, at least the level of vice president;
- for a partnership, by a general partner;
- for a sole proprietorship, by the proprietor;
- for other than above (i.e. homeowner/individual), the person with legal responsibility for the site

PART III

Innocent Party Grant Certification

This certification is required to be completed by all applicants applying for an innocent party grant.

PART IV

25% Matching RA Grant Certification

This certification is required to be completed by all private entity applicants applying for a 25% Matching RA grant for a remedial action using an innovative technology or an unrestricted or limited restricted use remedy.

PART V

Municipal Questionnaire

This form is required only if the applicant is a Public Entity [i.e. municipality county, or redevelopment entity authorized to exercise redevelopment powers pursuant to section 4 of P.L.1992, c.79 (C.40A:12A-4)].

PART VI

Cost Estimate & Sampling Parameters Format

Cost estimates are required to be submitted along with this application, and must be submitted in format outlined in this section. Include all subcontractors in this format, as well.

PART VII

HDSRF Application Checklist

A checklist of supporting documentation is provided for each of the types of funding outlined in Part I, #1. Use this checklist to ensure that all the necessary documents are submitted along with the application.

Instructions For Additional Funding Request (Supplemental Funding Request)

If the applicant has received a prior grant from the HDSRF and requests additional funding from the **same type of grant or loan**, complete only the following information for a subsequent submission:

Public Entities

1. Section A of Part I (Type and Amount)
2. SOW and Cost Estimate
3. Part II – General Certification
4. Part V – Municipal Questionnaire

Private Entity

1. Section A of Part I (Type and Amount)
2. SOW and Cost Estimate
3. Part II – General Certification

Non-Profit

1. Section A of Part I (Type and Amount)
2. SOW and Cost Estimate
3. Part II – General Certification