



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

JON S. CORZINE
Governor

MARK N. MAURIELLO
Acting Commissioner

Technical Assistance Grant Cost Guide

Effective December 1, 2009

Dear TAG Applicant or Licensed Site Remediation Professional:

Enclosed you will find the Department of Environmental Protection (Department) Technical Assistance Grant (TAG) Cost Guide. The Department utilizes the TAG Cost Guide when evaluating TAG applications and Annual Progress Reports. The cover pages attached to the guide itself explain how the Cost Guide is utilized.

Any questions about how to interpret the TAG Cost Guide can be directed to the DEP Office of Community Relations at (609) 984-3081.

IMPORTANT NOTE: Any consultant providing TAG services to an eligible community group must be a licensed site remediation professional.

Respectfully,

Karen Kloo, Manager
New Jersey Department of Environmental Protection
Office of Community Relations
P.O. Box 413
401 East State Street
Trenton, NJ 08625-0413



**New Jersey Department of Environmental Protection
Site Remediation Program – Office of Community Relations**

**TECHNICAL ASSISTANCE GRANT (TAG) COST GUIDE
Effective December 1, 2009**

The following Cost Guide is utilized by the New Jersey Department of Environmental Protection (Department) when reviewing a financial plan submitted with TAG applications. Applicants and licensed site remediation professionals (LSRP) should consider the following when submitting financial plans:

- The financial plans submitted with TAG applications are estimates. The Department will make a 50% disbursement of the requested amount upon approval of the application. Subsequent disbursements will be made after the Department receives an annual report and finds that the activities performed were eligible activities and that sufficient documentation of actual costs incurred was included. This would include, but is not limited to, invoices and receipts representing actual services, material and equipment costs, and proof of payment such as cancelled checks or invoices marked "paid". It is important that applicants advise their LSRP that this documentation is necessary for the applicant to receive the subsequent disbursements. It is recommended that the applicant make this a requirement in the contract with their LSRP.
- If the proposed rates and/or costs exceed the TAG Cost Guide they must be justified to the satisfaction of the Department. Such justification may include an explanation of specific site conditions that warrant additional effort, specific specialized site needs, etc. It is the responsibility of the applicant to provide such justification. Any costs in excess of those found in the TAG Cost Guide that can not be adequately justified may be capped at the TAG Cost Guide rates/costs or denied.
- The Department will review the proposed financial plan and costs to determine if the level of effort is appropriate for the services proposed. This level of effort review evaluates the amount of time it takes to perform the tasks proposed, as well as the level of personnel necessary to perform these tasks. Any questions about the proposed level of effort will be directed to the applicant and their LSRP. Any level of effort that is found to be in excess of what the Department deems necessary to perform the services proposed will not be approved for funding.
- Any rates/costs proposed that do not appear in the TAG Cost Guide will be evaluated using current remediation services cost references, other State of New Jersey contracts for similar services or items, or the general experience of the Department staff.
- Any costs not approved by the Department are the sole responsibility of the applicant.
- Applicants should note the ineligible costs listed on Page 2 of the TAG Cost Guide.
- Any questions regarding the attached TAG Cost Guide can be directed to the DEP Office of Community Relations at (609) 984-3081.

Technical Assistant Grant Cost Guide 2009

Labor / Personnel	Hourly Rate
Environmental Technician	\$70
Staff Engineer/Scientist/Subsurface Evaluator	\$80
Geologist/Hydrogeologist	\$85
Sr. Hydrogeologist/Professional Engineer	\$105
Project Manager	\$110
Senior Project Manager	\$125
Associate	\$150
Principal	\$175

Reports	
RI Technical Assistance Report	\$500
RA Technical Assistance Report	\$500
Public Meeting Technical Assistance Report	\$250
Field Investigation Technical Assistance Report	\$250
Receptor Evaluation Technical Assistance Report	\$250
Vapor Intrusion Technical Assistance Report	\$250
Baseline Ecological Evaluation Technical Assistance Report	\$250
Potable Well Technical Assistance Report	\$250
OPRA Request (File review)	Actual invoice cost by OPRA
Note: Report costs include all work associated with the preparation of a report, including, but not limited to, the preparation of all maps, tables, drawings, photocopies, postage, and all clerical and administrative support.	

Equipment / Instrumentation	
PID	\$75/day or \$200/week
FID	\$85/day or \$250/week
Oil/Water Probe	\$45/day or \$140/week
Water Quality Meter	\$100/day
Bailer 1' or 3'	\$5/each
Hand Auger w/12' extension	\$12/day

Laboratory Analytical Fee Schedule (For SPLIT SAMPLES with prior Department approval)	
Diesel Range Organics (DRO)	\$120
Extractable Petroleum Hydrocarbon (EPH)	\$250
VOCs+10	\$140
BN+15	\$170
PAH	\$125
PP Metals	\$125
Lead	\$30
Electronic Data Deliverables (Only if required by the DEP Tech Regs)	\$20/diskette
Methanol or Encore sampler	\$10/each
Scale for methanol only	\$10/day

Ineligible TAG Costs
Lawsuits or other legal actions, including payment of attorney fees for advice related to any kind of legal action or any activities that would result in an attorney/client relationship.
Political activity or lobbying.
Social, ceremonial or amusement activities and related costs, including meals, lodging, rentals, transportation, and tips.
Training or travel for any group member or the licensed site remediation professional.
Generation of new site-specific environmental data, such as soil and water data.
Resolving disputes with the Department.
Epidemiological or health studies, such as urine or blood testing.