



**New Jersey Department of Environmental Protection  
Site Remediation and Waste Management Program**

**INSTRUCTIONS FOR HAZARDOUS DISCHARGE SITE REMEDIATION FUND  
(HDSRF) CHILD CARE FACILITY GRANT APPLICATION FORM**

**General Instructions**

1. **Applicability:** Use this form to apply for a Hazardous Discharge Site Remediation Fund (HDSRF) child care facility grant. HDSRF Child Care Facility Grants are available to an existing or prospective owner or operator of a child care facility that is licensed or who has applied for a license with the Department of Children and Families (DCF) pursuant to P.L.1983, c.492 (C.30:5B-1 et seq). A grant reimbursement up to a maximum amount of \$1500 is available to those child care facilities that submit a complete Preliminary Assessment (PA) in order to obtain a Child Care Facility Approval Letter (CCFA), or a Response Action Outcome (RAO). Upon receipt of all required documents, the New Jersey Department of Environmental Protection (NJDEP) will award funding based on the cost to produce the PA. Please note that Site Investigation (SI)/Remedial Investigation (RI) costs and NJDEP fees are not eligible for this grant.
2. **Updates:** The NJDEP may update this form periodically. Please ensure you are using the latest version of this form. Download the latest version of this form from the NJDEP Website:  
[http://www.nj.gov/dep/srp/finance/hdsrf/hdsrf\\_ccfg.htm](http://www.nj.gov/dep/srp/finance/hdsrf/hdsrf_ccfg.htm).
3. **Signatures:** This form must be signed by the owner / operator of the Child Care Facility.
4. **One original and one copy** of the form and all attachments must be submitted to the NJDEP.
5. Completed forms should be sent to:

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

**Section A. Site Location Information**

- **Site Name:** Provide the name of the site (i.e., ABC Corporation);
  - **List all AKAs:** Provide all other known names for the site;
  - **Street Address:** Provide the street address for the site NOTE: This should be the physical location of the site – not the mailing address;
  - **Municipality:** Provide the name of the municipality and indicate if it is a township, a borough, or a city. NOTE: This should be the name of the municipality and not the local name;
  - **County:** Provide the name of the county where the site is located;
  - **Zip code:** Self-explanatory;
  - **Program Interest (PI) Numbers:** The PI Number is assigned by the NJDEP and can be obtained via the web at <http://www.nj.gov/dep/srp/> (DEP DATA MINER REPORTS). If this is a new site with no previous SRP involvement, leave blank
  - **Municipal Block(s) and lot(s):** Provide all lot and block numbers for the site.
1. Indicate the dollar amount of the grant requested (maximum of \$1500).
  2. **A vendor number is required in order to process the grant application.** Provide a vendor ID number. A vendor ID number can be obtained by registering your Tax ID number online with NJSTART at: <https://www.njstart.gov>. Click on 'Register' then provide the information requested.
  3. Submit an invoice from the environmental professional that completed the PA report. The invoice submitted should clearly reflect the amount billed for the completion of the PA, as a separate line item.

## Section B. Child Care Business Owner / Operator Information

Provide the full name, mailing address, email address, and telephone number of the owner / operator of the Child Care Facility. This information must match the W-9 Questionnaire.

## Section C. Property Owner Information

If the property owner information is the same as the information provided in Section B, check the box and skip to the next section. Otherwise, provide the full name, mailing address, email address, and telephone number of the owner of the property.

## Section D. Contact Information

If the contact information is the same as the information provided in Section B or C, check the appropriate box and skip to the next section. Otherwise, provide the full name, mailing address, email address, and telephone number of the contact for the site. This section provides NJDEP with contact information, if there are questions about this grant application package.

## Section E. Child Care Facility Owner / Operator Certification

The certification in this section shall be signed and dated by the owner / operator of the Child Care Facility. The certification in this section shall **not** be signed by the licensed site remediation professional or law firm hired to assist the owner or operator with their compliance obligations. The certification required in this section shall be executed as follows:

1. For a corporation or limited liability company, by a principal executive officer of at least the level of vice president; or
2. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
3. For a municipality, state, Federal or other public agency, by either a principal executive officer or ranking elected official; or
4. By a duly authorized representative of the corporation, partnership, sole proprietorship, municipality, state or Federal or other public agency, as applicable. A person is deemed to be a duly authorized representative if the person is authorized in writing by an individual described in 1, 2 or 3 above and the authorization meets the following criteria:
  - i. The authorization specifies either an individual or a position having responsibility for the overall operation of the industrial establishment or activity, such as the position of plant manager, or a superintendent or person of equivalent responsibility (a duly authorized representative may thus be either a named individual or any individual occupying a named position);
  - ii. The written authorization is submitted to the NJDEP along with the certification; and
  - iii. If an authorization is no longer accurate because a different individual or position has responsibility for the overall operation of the industrial establishment or activity, a new authorization satisfying the requirements of this section shall be submitted to the NJDEP prior to or together with any reports, information, or applications to be signed by an authorized representative.
5. The certification shall be executed before a public notary by the representative for the person responsible for conducting the remediation and shall provide:
  - ❖ His/her signature where indicated;
  - ❖ His/her name and title (i.e., President, CEO); and
  - ❖ The date when the signing occurred.
6. The completed form shall be notarized.

**For more information, please visit: [http://www.nj.gov/dep/srp/finance/hdsrf/hdsrf\\_ccfg.htm](http://www.nj.gov/dep/srp/finance/hdsrf/hdsrf_ccfg.htm).**