



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

**HAZARDOUS DISCHARGE SITE REMEDIATION FUND
- PART I**

LSRP Subsurface Evaluator (for UHOT cases only)

Program Interest Name: _____ PI #: _____

**Date Stamp
(For Department use only)**

SECTION A. REQUESTED FUNDING TYPE AND AMOUNT

PLEASE CHECK HERE IF THIS IS A SUPPLEMENTAL REQUEST

Public Entity

- Brownfield Development Area Grant\$ _____
- PA/SI/RI Grant\$ _____
- 75% Recreation and Conservation Grant\$ _____
- 75% Renewable Energy Grant\$ _____
- 50% Affordable Housing Grant\$ _____
- 25% Matching Grant Remedial Action Unrestricted Use\$ _____
- Loan\$ _____

Private Entity

- 25% Matching Grant Remedial Action Unrestricted Use\$ _____
- Loan\$ _____

Non-Profit

- PA/SI/RI Grant\$ _____

SECTION B. APPLICANT INFORMATION

Name: _____
 Address: _____
 City: _____ State: _____
 County: _____ Zip Code: _____
 Phone Number: _____ Ext: _____ Fax: _____
 Email Address: _____
 Individual: Social Security Number: _____
 Businesses: Tax ID Number: _____ SIC: _____ NIAC: _____

SECTION C. CONTACT INFORMATION

Check here if contact information is the same as Section B above (proceed to Section D)

Contact Person: _____ Title: _____
 Affiliation: _____
 Address: _____
 City/Town: _____ State: _____ Zip Code: _____
 Phone Number: _____ Ext: _____ Fax: _____
 Email Address: _____

SECTION D. SITE OWNERSHIP INFORMATION

Check here if site ownership information is the same as Section B above (proceed to Section E)

Name of Site Owner: _____

Address: _____

Municipality: _____ State: _____ Zip Code: _____

SECTION E. SITE INFORMATION (location where remediation will be conducted)

Name of Site (as identified on NJDEP's Known Contaminated Site List): _____

PI (Program Interest) Number: _____ Acreage: _____

Other Site Names (A.K.A.): _____

Address: _____

Municipality: _____ State: _____

County: _____ Zip Code: _____

Municipal Block(s) and Lot(s): _____

SECTION F. VIOLATIONS, PENALTIES & FEES

Any applicant that is not in compliance with all applicable DEP regulation must submit a written description and explanation for noncompliance including a list of **all** violations and outstanding fees and penalties to be provided below. Applicant's must specify whether the violations, fees or penalties are currently being contested in a manner prescribed by law and whether the violations, fees and penalties resulted from a lack of financial resources to perform required remediation.

SECTION G. OTHER FUNDING SOURCES

Indicate all other sources of financial assistance sought for the remediation of the site.

Check here if no other funding sought

Insurance Coverage

NJRA Brownfield Redevelopment Initiative

UST Fund

Green Acres

75% Brownfield Reimbursement

NJ Environmental Infrastructure Trust

Entity(s) responsible for conducting the remediation

Other: _____

SECTION H. WORK PROPOSAL

Attach Work Proposal to application.

Name of Firm Preparing the Work Proposal: _____

Preparer Name: _____

Phone: _____ Email Address: _____

SECTION I. COST ESTIMATE

Attach Detailed Cost Estimate to application.

SECTION J. FINANCIAL INFORMATION (Private Entities)

Homeowners must submit Federal tax returns for the last three years. Businesses and private matching grant applicants must attach business, as well as personal, financial statements for the last three years. Provide financial information with application.

SECTION K. LICENSED SITE REMEDIATION PROFESSIONAL INFORMATION AND STATEMENT

LSRP ID Number: _____
First Name: _____ Last Name: _____
Phone Numbers: _____ Ext.: _____ Fax: _____
Mailing Address: _____
Municipality: _____ State: _____ Zip Code: _____
Email Address: _____

This statement shall be signed by the LSRP who is submitting this notification in accordance with N.J.S.A. 58:10C-14, and N.J.S.A. 58:10B-1.3b(1) and (2).

(1) I certify, as a Licensed Site Remediation Professional authorized pursuant to N.J.S.A. 58:10C-1 et seq. to conduct business in New Jersey, that for the remediation described in this submission, and all attachments included in this submission, I personally: Managed, supervised, or performed the remediation conducted at this site that is described in this submission, and all attachments included in this submission; and/or periodically reviewed and evaluated the work performed by other persons that forms the basis for the information in this submission; and/or completed the work of another site remediation professional, licensed or not, after having: (1) reviewed all available documentation on which I relied; (2) conducted a site visit and observed the then-current conditions and verified the status of as much of the work as was reasonably observable; and (3) concluded, in the exercise of my independent professional judgment, that there was sufficient information upon which to complete any additional phase of remediation and prepare workplans and reports related thereto.

(2) I certify:

- That I have read this submission and all attachments to this submission;*
- That in performing the professional services as the licensed site remediation professional for the entire site or each area of concern, I adhered to the professional conduct standards and requirements governing licensed site remediation professionals provided in N.J.S.A. 58:10C-16;*
- That the remediation conducted at the entire site or each area of concern, that is described in this submission and all attachments to this submission, was conducted pursuant to and in compliance with the remediation requirements in N.J.S.A. 58:10C-14.c;*
- That the remediation described in this submission, and all attachments to this submission, was conducted pursuant to and in compliance with the regulations of the Site Remediation Professional Licensing Board at N.J.A.C. 7:26I; and*
- That the information contained in this submission and all attachments to this submission is true, accurate, and complete.*

(3) I certify, when this submission includes a response action outcome, that the entire site or each area of concern has been remediated in compliance with all applicable statutes, rules, and regulations and is protective of public health and safety and the environment.

(4) I certify that no other person is authorized or able to use any password, encryption method, or electronic signature that the Board or the Department have provided to me.

(5) I certify that I understand and acknowledge that:

- If I knowingly make a false statement, representation, or certification in any document or information I submit to the Department I may be subject to civil and administrative enforcement pursuant to N.J.S.A. 58:10C-17.a.1(a)through (f) by the Board, including but not limited to license suspension, revocation, or denial of renewal; and*
- If I purposely, knowingly, or recklessly make a false statement, representation, or certification in any application, form, record, document or other information submitted to the Department or required to be maintained pursuant to the Site Remediation Reform Act, I shall be guilty, upon conviction, of a crime of the third degree and shall, notwithstanding the provisions of subsection b. of N.J.S.2C:43-3, be subject to a fine of not less than \$5,000 nor more than \$75,000 per day of violation, or by imprisonment, or both.*

(6) I certify that I have read this certification prior to signing, certifying, and making this submission.

LSRP Signature: _____ Date: _____
LSRP Name: _____
Company Name: _____

SECTION K. SUBSURFACE EVALUATOR INFORMATION AND STATEMENT

I certify under penalty of law that the work was performed under my oversight and I have reviewed the report and all attached documents, and the submitted information is true, accurate and complete in accordance with the requirements of N.J.A.C. 7:14B and N.J.A.C. 7:26E. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information including fines and/or imprisonment.

Name: _____	UST Cert. No.: _____
Firm: _____	Firm's UST Cert. Number: _____
Firm Address: _____	
City/Town: _____	State: _____ Zip Code: _____
Phone Number: _____	Ext: _____ Fax: _____
Signature: _____	Date: _____

Completed forms should be sent to:

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



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

HDSRF APPLICATION – GENERAL CERTIFICATION – PART II

THIS CERTIFICATION IS REQUIRED TO BE COMPLETED BY ALL APPLICANTS

This certification shall be signed as follows:

- 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 a public entity, the contact person (business administrator, manager, mayor, etc.);
- for other than above (i.e. homeowner/individual), the person with legal responsibility for the site.

I certify under penalty of law that I have personally examined and am familiar with the information submitted herein and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil penalties for knowingly submitting false, inaccurate or incomplete information and that I am committing a crime of the fourth degree if I make a written false statement which I do not believe to be true. I am aware that if I knowingly direct or authorize the violation of any statute, I am personally liable for the penalties.

Signature

Name/Title

Company

Sworn to and Subscribed Before Me

On this date of

Notary



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

HDSRF APPLICATION – SUBROGATION OF RIGHTS – PART III

THIS CERTIFICATION IS REQUIRED TO BE COMPLETED BY ALL APPLICANTS

This certification shall be signed as follows:

- 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 a public entity, the contact person (business administrator, manager, mayor, etc.);
- for other than above (i.e. homeowner/individual), the person with legal responsibility for the site.

I hereby subrogate to the New Jersey Department of Environmental Protection all rights to recover remediation costs from an insurance carrier, discharger, or person in any way responsible for a hazardous substance discharge pursuant to subsection c. of section 8 of P.L. 1976, c. 141 (C.58:10-23.11g) and who does not have a defense to liability pursuant to subsection d. of that section, upon the failure of the recipient to repay the financial assistance to the State.

I further certify that I have not relinquished, impaired, or waived, and do not intend to relinquish, impair, or waive, any right by the State to recover the costs of the remediation against an insurance carrier, discharger, or person in any way responsible for a hazardous substance pursuant to subsection c. of section 8 of P.L. 1976, c.141 (C.58:10-23.11g).

Signature

Name/Title

Company

Sworn to and Subscribed Before Me

On this date of

Notary



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

**HDSRF APPLICATION – 25% MATCHING GRANT REMEDIAL ACTION
CERTIFICATION – PART IV**

THIS CERTIFICATION IS REQUIRED FOR ALL PUBLIC AND PRIVATE ENTITY APPLICANTS APPLYING FOR A 25% MATCHING RA GRANT

This certification shall be signed as follows:

- 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 a public entity, the contact person (business administrator, manager, mayor, etc.);
- for other than above (i.e. homeowner/individual), the person with legal responsibility for the site.

I hereby certify that

- A) *The requestor has a net worth of not more than \$2,000,000 at the time the relevant costs are incurred; and*
- B) *The requestor will implement an unrestricted use remedial action.*

Signature

Name/Title

Company

Sworn to and Subscribed Before Me

On this date of

Notary



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

HDSRF APPLICATION – MUNICIPAL QUESTIONNAIRE – PART V

THIS INFORMATION IS REQUIRED FOR ALL PUBLIC ENTITIES APPLICANTS

In order to expedite the processing of grant or loan application for public entities at the NJEDA, complete this Preliminary Questionnaire and return it to the NJDEP as part of the HDSRF application. NJDEP will forward this information to the NJEDA once your application has been approved. If you have any questions about available financial assistance, call the NJEDA at (609) 341-2723.

1. Applicant: _____
Project Name: _____

2. Indicate the estimated project start date.
Start Date: _____

3. List the current owner of the project site: _____

4. If you are not the owner, do you hold a tax sales certificate for the property? Yes No
When was the tax sale certificate obtained? Date: _____

PROVIDE A COPY OF PROPERTY OWNERSHIP, SUCH AS TAX SALE CERTIFICATE, FORECLOSURE PAPERS, ETC. WITH THIS APPLICATION.

If the municipality does not currently own the property or hold a tax sale certificate, has the municipality passed a resolution indicating an intent to acquire the property? Yes No
When was the resolution passed? Date: _____

5. Describe any pending or threatened litigation related to the project site.

6. Describe any other pending issues that could delay grant/loan closing.

7. If the financial assistance for which you are applying will not cover the full cost of your project, such as the removal of underground storage tanks, identify other funding sources:

- Issuance of Bonds \$ _____
- Capital Budget Expenditure \$ _____
- Other, please describe:

LOAN APPLICANTS, ANSWER QUESTIONS 8 THROUGH 11:

8. Indicate the length of term, up to ten years, you desire for this loan. (Note that this term must be coterminous with all additional project financing.) _____ Years

9. Indicate if your municipality will need Local Finance Board Approval to participate in this program (i.e. are you within your legal debt limit?)..... Yes No
If "Yes," please state reason below.

10. If you currently hold a tax sale certificate or have acquired the site through foreclosure, do you intend to sell the remediated property and return it to your tax rolls within the next two years?..... Yes No

11. If you answered yes to question 10, indicate whether you would like a moratorium on principal and interest payments up to a maximum of two years. Yes No
If "Yes," I request a payment moratorium of _____ years

12. Provide additional comments in the space below.

Certification: By their signature below, the undersigned, a duly authorized representative of the above unit of local government, hereby certifies on behalf of the local government that the information contained herein is true, complete and correct in all respects as of the date hereof.

Signature: _____ Date: _____

Name (print): _____

Title: _____



**New Jersey Department of Environmental Protection
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HDSRF APPLICATION CHECKLIST – PART VI

This following checklist has been provided to assist you in preparing a HDSRF application for each specific grant and/or loan offered by the program. Please review the checklist for the applicable grant and/or loan to verify all required documentation has been included as part of the application package.

PUBLIC ENTITIES

Brownfield Development Area (BDA) Grant

- HDSRF Application form (Part I)
- HDSRF General Certification (Part II)
- HDSRF Subrogation of Rights (Part III)
- Municipal Questionnaire (Part V)
- Detailed remediation Work Proposal and itemized cost estimate
- Comprehensive redevelopment plan or resolution (indicating a commitment exists to develop within three years following completion of the remediation)
- Resolution that public entity authorized to apply to HDSRF for the remediation of a discharge/suspected discharge
- One original and one copy of the HDSRF application packet

PA/SI/RI Grant

- HDSRF Application form (Part I)
- HDSRF General Certification (Part II)
- HDSRF Subrogation of Rights (Part III)
- Municipal Questionnaire (Part V)
- Detailed remediation Work Proposal and itemized cost estimate
- Proof of ownership interest (tax sale certificate, deed, or resolution to acquire property by voluntary conveyance)
- Resolution that public entity authorized to apply to HDSRF for the remediation of a discharge/ suspected discharge
- Comprehensive redevelopment plan or resolution (indicating a commitment exists to develop within three years following completion of the remediation)
- One original and one copy of the HDSRF application packet

75% Recreation and Conservation Grant

- HDSRF Application form (Part I)
- HDSRF General Certification (Part II)
- HDSRF Subrogation of Rights (Part III)
- Municipal Questionnaire (Part V)
- Detailed remediation Work Proposal and itemized cost estimate
- Resolution that public entity authorized to apply to HDSRF for the remediation of a discharge/suspected discharge
- Documentation indicating the property is to be preserved for recreation/conservation by conveyance of a development easement, conservation easement, or other restriction/easement permanently restricting development
- Comprehensive plan for the development or redevelopment of the subject property
- One original and one copy of the HDSRF application packet

75% Renewable Energy Grant

- HDSRF Application form (Part I)
- HDSRF General Certification (Part II)
- HDSRF Subrogation of Rights (Part III)
- Municipal Questionnaire (Part V)
- Detailed remediation Work Proposal and itemized cost estimate

75% Renewable Energy Grant (continued)

- Resolution that public entity authorized to apply to HDSRF for the remediation of a discharge/suspected discharge
- Documentation indicating the property is to be redeveloped for a project that will generate renewable energy.
- Comprehensive plan for the development or redevelopment of the subject property
- One original and one copy of the HDSRF application packet

50% Affordable Housing

- HDSRF Application form (Part I)
- HDSRF General Certification (Part II)
- HDSRF Subrogation of Rights (Part III)
- Municipal Questionnaire (Part V)
- Detailed remediation Work Proposal and itemized cost estimate
- Resolution that public entity authorized to apply to HDSRF for the remediation of a discharge/suspected discharge
- Copy of the deed for the property indicating the inclusion of the appropriate restrictions for Affordable Housing
- Comprehensive plan for the development or redevelopment of the subject property
- One original and one copy of the HDSRF application packet

25% RA Matching Grants Remedial Action Unrestricted Use

- HDSRF Application form (Part I)
- HDSRF General Certification (Part II)
- HDSRF Subrogation of Rights (Part III)
- 25% Matching Grant RA Certification (Part IV)
- Municipal Questionnaire (Part V)
- Detailed remediation Work Proposal with detailed description of remedial action and itemized cost estimate
- Resolution that public entity authorized to apply to HDSRF for the remediation of a discharge/suspected discharge
- Comprehensive redevelopment plan or resolution (indicating a commitment exists to develop within three years following completion of the remediation)
- One original and one copy of the HDSRF application packet

Loans

- HDSRF Application form (Part I)
- HDSRF General Certification (Part II)
- HDSRF Subrogation of Rights (Part III)
- Municipal Questionnaire (Part V)
- Detailed remediation Work Proposal and itemized cost estimate
- Comprehensive redevelopment plan or resolution (indicating a commitment exists to develop within three years following completion of the remediation)
- One original and one copy of the HDSRF application packet

PRIVATE ENTITIES

25% Matching Grants Remedial Action Unrestricted Use

- HDSRF Application form (Part I)
- HDSRF General Certification (Part II)
- HDSRF Subrogation of Rights (Part III)
- HDSRF 25% Matching Grant RA Certification (Part IV)
- Business and personal financial statements for the last three years
- Detailed remediation Work Proposal with detailed description of remedial action and itemized cost estimate
- One original and one copy of the HDSRF application packet

Loans

- HDSRF Application form (Part I)
- HDSRF General Certification (Part II)
- HDSRF Subrogation of Rights (Part III)
- Proof of ownership of the subject property (copy of the Deed)
- Three previous years of federal tax returns
- Detailed remediation Work Proposal with detailed description of remediation and itemized cost estimate
- One original and one copy of the HDSRF application packet

NON-PROFIT ORGANIZATIONS

PA/SI/RI Grant

- HDSRF application form (Part I)
- HDSRF General Certification (Part II)
- HDSRF Subrogation of Rights (Part III)
- Proof of ownership interest of the subject property (Deed or resolution to acquire property by voluntary conveyance)
- Documentation indicating status as a 501(c)3 non-profit organization
- Detailed remediation Work Proposal with detailed description of remediation and itemized cost estimate
- Resolution that the non-profit organization is authorized to apply to HDSRF for the remediation of a discharge/suspected discharge
- Comprehensive redevelopment plan or resolution (indicating a commitment exists to develop within three years following completion of the remediation)
- One original and one copy of the HDSRF application packet