

**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY  
PETROLEUM UNDERGROUND STORAGE TANK (“PUST”) PROGRAM  
RESIDENTIAL NON-LEAKING TANK GRANT APPLICATION**

***Frequently Asked Questions***

**Effective August 2, 2006**, the PUST Fund provided funding to eligible applicants to help finance eligible project costs for the closure/removal and replacement of a non-leaking residential underground storage tank (UST). **Effective October 1, 2009**, the PUST Fund provided funding to eligible not-for-profit applicants to help finance eligible project costs for the closure/removal and replacement of a non-leaking non-residential UST up to 2,000 gallons, and allows for a conditioned approval for homeowner applicants prior to completing the work. This is strictly voluntary for New Jersey property owners or operators.

**Am I an eligible applicant?**

- Applicants must own or operate the project site and be responsible for the non-leaking residential UST at the time the work was completed and will own or operate the project site at the time the application is received by the NJEDA. In addition, the applicant must not have received prior funding from the PUST Fund for said tank.
- **If you are in the process of selling or moving out of the project site**, please make sure an application is received by the NJEDA, even if the application is incomplete, prior to the date of sale to avoid denial of funding.
- Residential UST removal/closure and replacement must have been performed on or after August 2, 2006. **And a residential UST removal/closure must be performed on or after August 2, 2006 in order to receive reimbursement for the above ground storage tank (AST) installation.**
- Not-for-profit applicants are eligible to close/remove and replace a non-leaking (up to 2,000 gallons) non-residential UST as long as the work was completed on or after October 1, 2009.
- Applicants with a leaking residential UST are also eligible for closure/removal, upgrade and/or remediation cost reimbursement, but need to make application first with the New Jersey Department of Environmental Protection (NJDEP) at ([www.nj.gov/dep/srp/finance/ustfund](http://www.nj.gov/dep/srp/finance/ustfund).)

**How can I qualify for a grant award?**

*Applicants must meet all of the following criteria:*

- 1) An annual taxable income of not more than \$250,000; and
- 2) Net worth, exclusive of applicant’s primary residence and pensions (IRS recognized retirement plans, 401K, IRA), of not more than \$500,000; and
- 3) A determination of financial hardship which will be based on whether an applicant can reasonably be expected to repay, if the funding were to be awarded as a loan.
  - a. A determination of financial hardship with an Estate as the applicant...Liabilities must exceed its Assets inclusive of primary residence and pension plans (IRS recognized retirement plans, IRA, 401K) and the estate must not be settled.

Applicants with a taxable income of \$200,000 and over are required to pay for the first \$1,000 of the eligible project costs.

**What will the NJEDA require to determine which type of funding can be awarded?**

- (1) Last 3 years Federal Income Tax Returns of the homeowner and sole proprietor applicant; and
- (2) Completed Personal Financial Statement of the homeowner and sole proprietor applicant (if tax returns are filed jointly, both spouses must be included on the personal financial statement and sign)
- (3) If a Corporation, Partnership, LLC, a not-for-profit entity which is not a 501(c)(3) - last 3 years Business Federal Income Tax Returns and current Balance Sheet.
- (4) If a not-for-profit 501(c)(3) entity, provide the tax exempt certificate, the 501(c)(3) IRS determination letter and a certification that the organization employs no more than 100 paid employees.

**Does it matter what contractor completes the work?**

The **firm** closing/removing the residential UST and certifying it is not leaking **MUST** be certified by the NJDEP and complete/sign the Contractor Non-Leaking Tank Certification form (in its entirety with no alterations to the document) or **NO** funding will be awarded, including the installation of the AST. Said firm must be certified by the NJDEP for closure/removal. A link to the NJDEP website for the list of NJDEP certified contractors can be found on the NJEDA website <http://www.njeda.com/USTprogram> **It is the applicant’s responsibility to verify this certification.** (If the UST is being replaced with an AST, the contractor installing the AST does not need to be NJDEP certified.)

**When should I submit an application?**

A homeowner applicant may submit an application (see checklist) for consideration for grant funding prior to completing the work for written confirmation regarding grant eligibility. The NJEDA will issue a conditioned-approval or denial letter to the applicant based on its financial review for grant funding. The homeowner has 45 days from the date of the conditioned-

approval letter to have the work completed, submit the balance of the application (see checklist) and have it be received by the NJEDA for the final program review.

It is suggested to return the balance of the application to the NJEDA via email ([tanks@njeda.com](mailto:tanks@njeda.com)); fax (1-609-278-7221); certified mail (PO Box 990, Trenton, NJ 08625) or express/overnight mail (36 West State Street, Trenton, NJ 08625) to provide date confirmation of submission.

**If the required documents are not returned to the NJEDA within the 45 days specified, a new application, \$250 application fee and current financials will be required.**

For business and not-for-profit applicants, an application needs to be submitted **once the work has been completed**, as long as it has been completed on or after August 2, 2006 and you will still own the project site at the time the NJEDA receives said application.

**What are the limits of funding available from the PUST Fund?**

*The work needs to be completed on or after 10/1/09 to be eligible for the new pricing structure, which is subject to any change to the DEP cost guide. The invoice and contractor certification needs to include the size of the tank(s).*

<u>UST Removal/Closure</u>		<u>AST Installation</u>				<u>UST Installation</u>	
290-550 gallons	\$1,500	120 gallons	\$1,700	275 gallons	\$2,000	290-550 gallons	\$3,000
1,000 gallons	\$2,100	165 gallons	\$1,800	330 gallons	\$2,400	1,000 gallons	\$4,200
1,500 gallons	\$2,500	240 gallons	\$1,950	400 gallons	\$2,600		
2,000 gallons	\$2,600						

If the installation of an AST is not feasible, evidence from the municipality is required to support the replacement with an UST.

**How long will it take to receive a check?**

Once a completed application is received by the NJEDA and is deemed eligible for a grant, a disbursement should be issued in **6-8 weeks**. Please note that this estimate is subject to change without notice based on the volume of applications. If the applicant paid for the work and has provided proof of said payment, a one-party check will be issued. If all or some of the work has not been paid for by the applicant, then that unpaid portion of the grant will be disbursed in a two-party check, made payable to the applicant and the respective contractor.

**Will there be a lien placed on my property?**

If a grant is awarded to an applicant and the project site is not the applicant's residence, a lien will be placed on the project site in the amount of the entire grant for 5 years and must be repaid upon sale of the project site. The amount of the grant to be repaid is reduced by 25% per year starting at year 2. If the project site is owned by another party other than applicant, please notify the property owner of said lien. Financial Assistance Agreement with lien is required to be completed.

**How should I get started with this process?**

1. Complete the grant worksheet found on the following link to our website to see if you qualify for grant funding <http://www.njeda.com/USTprogram>.
2. Verify that the firm closing/removing and certifying that the tank is non-leaking is on the NJDEP's list of certified contractors. Verify said firm is able to close/remove the UST (use above link). Verify that said firm will complete the Contractor Non-Leaking Tank Certification form (page #6).
3. Homeowner applicants may submit an application for conditioned-approval.
4. Have the work completed.
5. If the applicant is a business, a not-for-profit with one or more paid employee or if the project site is tenant occupied, partially tenant occupied, or used for business, a Tax Clearance Certificate is required from the Division of Taxation. (The application can be found on the above link and must be sent to the Division of Taxation)
6. Use the "NJEDA Non-Leaking Tank Application Package Checklist" (page #4) to ensure that all documents required are submitted to the NJEDA for review. Only current versions of the application will accepted by the NJEDA. Please refer to the date at the bottom of each form and only submit those with "10/09".
7. Please use ink to complete all the documents, do not write in any margins or alter the official content of NJEDA documents as this may delay the processing of the application, since the document(s) will be returned.
8. Please do not submit original tax returns or deeds, keep these for your records and provide the NJEDA with copies. Submit all documents without staples.

**What if I still have questions?**

Please contact our Customer Support Administrator at 1-866-534-7789 or email [tanks@njeda.com](mailto:tanks@njeda.com). It is suggested that you read through the entire package and complete as much as possible prior to making your phone call, creating a list of questions.

**By signing, I hereby certify that I have read and understand the above information:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

10/09