UNDERGROUND HEATING OIL TANK CLEANUP REIMBURSEMENT PROGRAM

INSTRUCTIONS FOR THE ON-LINE APPLICATION FOR REIMBURSEMENT

The Application for Reimbursement must be submitted through the Electronic Single Application (ESA) website. **Paper and faxed copies will not be accepted.** This change allows DEP to expedite the application review process. The on-line application is available on the ESA website, which may be accessed at the following link:

https://www.esa.dced.state.pa.us/Login.aspx

This document provides instructions on how to apply and upload the required documentation in the ESA application. All information needed for your submission will be contained in this online application.

 No documentation needs to be mailed to the DEP Grants Center to complete the on-line application.

Additional information about the Department of Environmental Protection's (DEP) Underground Heating Oil Tank Cleanup Reimbursement Program, including eligibility requirements and answers to frequently asked questions, is available on the program webpage at the following link:

https://www.dep.pa.gov/Business/Land/SiteRemediation/Storage-Tank-Cleanup-Program/Pages/Underground-Heating-Oil-Tank-Cleanup-Reimbursement-Program.aspx

User Tips

- The Electronic Single Application works best when accessed through Microsoft Edge or Google Chrome.
- If you allow your screen to sit idle for more than 30 minutes, you will lose the data entered since your last save and will have to re-enter it. Save frequently.
- When completing the application, fields marked with a " ◆ " (red diamond) are required fields. If a required field is skipped, you will be notified later in the application to return to that section to complete the field.
- Do not use special characters in the fields such as \, /, *, &, %, #, etc.

If you have questions when completing the application, please contact the Enterprise eGrants Customer Service Center at 1-833-448-0647 or by email at egrantshelp@pa.gov. Operating hours are Monday through Friday from 8:30 am to 6:00 pm EST.

Registration and Login

Go to the ESA login page at https://www.esa.dced.state.pa.us/Login.aspx and follow the instructions for creating a new account or migrating an existing account.

Begin a New Application

- **Project Name** – Enter a name for your project; *for example, "Underground Heating Oil Tank Cleanup".* The project name may be changed in a later section of the application.
- **Do you need help selecting your program?** – Select "No".
- Click "**CREATE A NEW APPLICATION**".
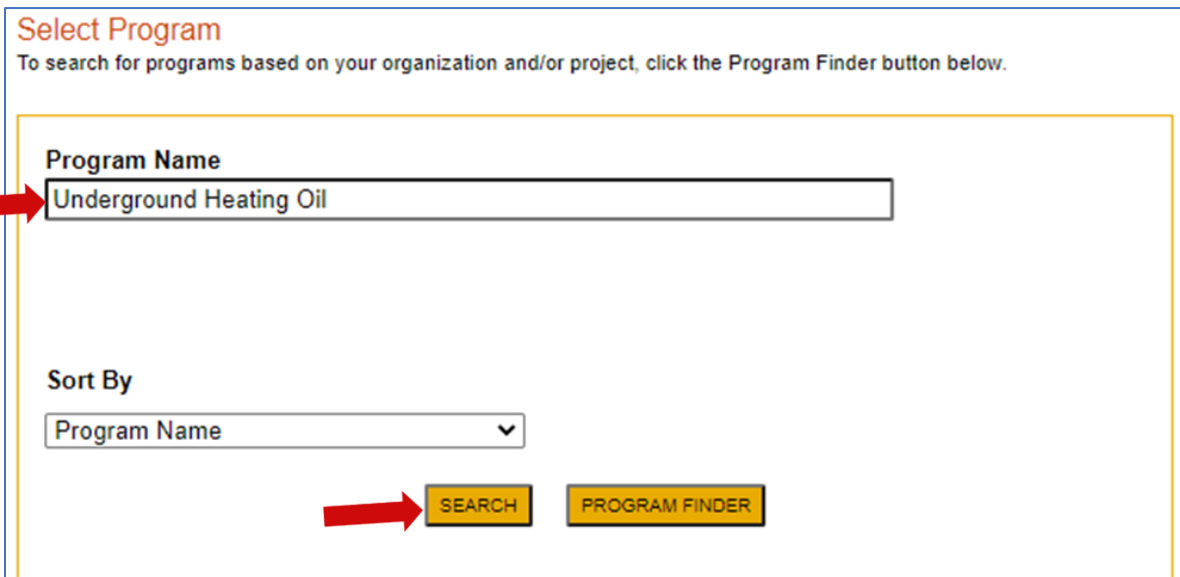
Select Program

- **Program Name** – Enter "Underground Heating Oil".
- Click "**SEARCH**".

Select Program
To search for programs based on your organization and/or project, click the Program Finder button below.

Program Name
Underground Heating Oil

Sort By
Program Name

SEARCH   PROGRAM FINDER

Apply
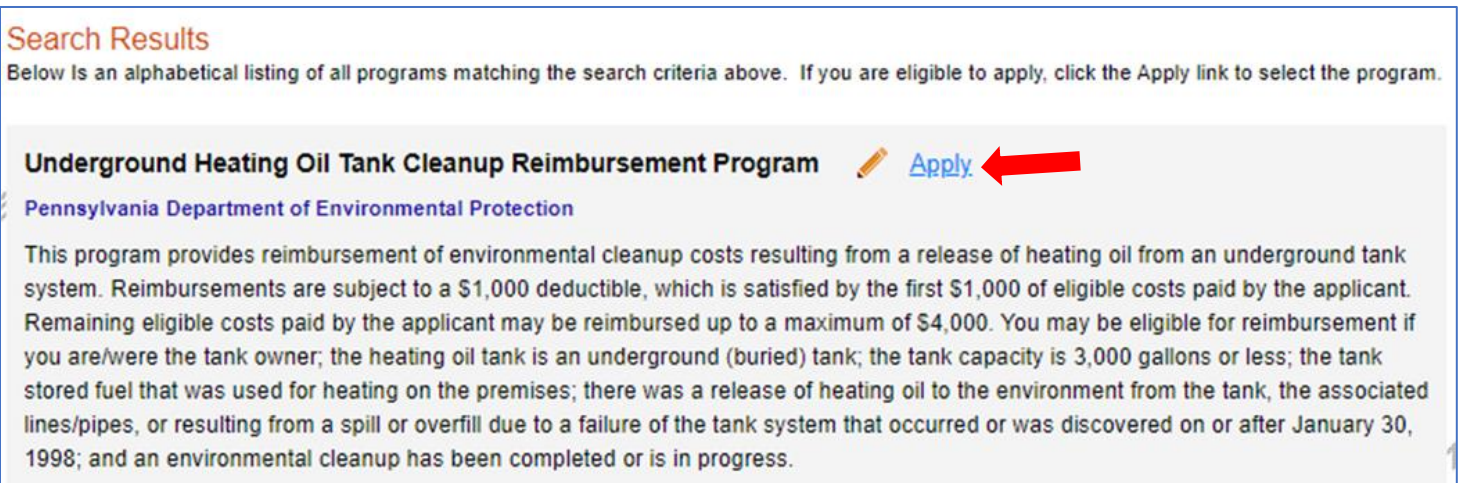
- Locate the **Underground Heating Oil Tank Cleanup Reimbursement Program** listing in the search results.
- Click "Apply" to open a new application and advance to the Applicant Information section.

Search Results
Below is an alphabetical listing of all programs matching the search criteria above. If you are eligible to apply, click the Apply link to select the program.

Underground Heating Oil Tank Cleanup Reimbursement Program   ✏   Apply

Pennsylvania Department of Environmental Protection

This program provides reimbursement of environmental cleanup costs resulting from a release of heating oil from an underground tank system. Reimbursements are subject to a $1,000 deductible, which is satisfied by the first $1,000 of eligible costs paid by the applicant. Remaining eligible costs paid by the applicant may be reimbursed up to a maximum of $4,000. You may be eligible for reimbursement if you are/were the tank owner; the heating oil tank is an underground (buried) tank; the tank capacity is 3,000 gallons or less; the tank stored fuel that was used for heating on the premises; there was a release of heating oil to the environment from the tank, the associated lines/pipes, or resulting from a spill or overfill due to a failure of the tank system that occurred or was discovered on or after January 30, 1998; and an environmental cleanup has been completed or is in progress.

Applicant Information

The applicant <u>must</u> be the owner of the underground heating oil tank. This section requires information specific to the tank owner for which the application is being submitted. Complete the required fields. Then click "Continue" at the bottom-right to advance to the Project Overview section.

- **Applicant Entity Type** – Select the appropriate entity type for the tank owner.
  - Individuals – select "Sole Proprietorship".
  - Trusts and Estates – select "Non-Profit Corporation".
- **Applicant Name** – Enter the tank owner's legal name or the name under which the tank owner legally conducts business.
- **NAICS Code** – Enter the first four digits of the NAICS code for the tank owner entity. Or select the appropriate category from the dropdown box guide to determine the NAICS code.
  - Individuals should enter "8141".
  - Trusts and Estates should enter "5259"
- **FEIN/SSN Number** – Enter the tank owner's Federal Tax ID number, without dashes.
- **UEI Number** – Enter the applying organization's unique, 12-character alphanumeric identifier assigned to all entities that conduct business with the federal government.

Applicant Information

To copy your Registration information into the application, click the "Use Account Information" button below.

USE ACCOUNT INFORMATION

Applicant Entity Type:
- ○ Limited Liability Partnership   ○ Partnership
- ○ Government   ○ Non-Profit Corporation
- ○ Sole Proprietorship   ○ Limited Liability Company
- ○ S Corporation   ○ C Corporation

Applicant Name: [   ]

NAICS Code [   ]

FEIN/SSN Number [   ]
*Please enter FEIN as 9 digits, no dash.

UEI Number: [   ]

Applicant Information (continued)

- **Top Official/Signing Authority** and **Title**
  - o Individuals – Enter "N/A" in both boxes.
  - o Estates – Enter the name and title of the executor.
  - o Trusts – Enter the name and title of the trustee.
  - o Other organizations/businesses – Enter the name and title of the owner or head of the organization.
- **SAP Vendor #** - Enter the tank owner's SAP Vendor Number if known (not required).
- **Contact Name –** Enter the name of the primary contact person for this application.
- **Contact Title –** Enter the title of the primary contact person, if applicable; or, enter "Tank Owner".
- **Phone** – Enter the daytime telephone number for the primary contact person.
- **E-mail** – Enter the e-mail address for the primary contact person (optional). *Applicants that provide a contact e-mail address will receive an email notification when their application is approved.*
- **Mailing Address, City, State** and **Zip Code** – Enter this information for the tank owner applicant. *If approved, the reimbursement payment will be mailed to this mailing address.*
- **Enterprise Type –** Check the applicable box(es) that describe the applicant. Individuals, Estates, and Trusts should check "Other".

Top Official/Signing Authority:	◆
Title:	◆
SAP Vendor #:	◆
	(xxxxxx or xxxxxx-xxx)
Contact Name:	◆
Contact Title:	◆
Phone:	◆ Ext.
	(xxx-xxx-xxxx)
Fax:	
E-mail:	◆
Mailing Address:	◆
City:	◆
State:	PA ⌄
Zip Code:	◆

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type. ◆

☐ Advanced Technology	☐ Agri-Processor	☐ Agri-Producer	☐ Authority	☐ Biotechnology / Life Sciences

Project Overview

Complete the following information in this section, as applicable. Then click "Continue" to advance to the Project Site Location(s) section

- **Project Name** – The project name will auto-populate with the name you entered at the beginning of the application process. You may change the project name at this time. Do not include the tank location or mailing address information in the project name.
- **Have you contacted anyone at DEP?** – If applicable, select "Yes" in the dropdown box and enter the name of the person you spoke with at DEP regarding your heating oil cleanup project.
- **How many Site Locations are involved in the project?** – If you are requesting reimbursement for eligible environmental cleanup costs associated with two or more tanks that are/were located at different street addresses (i.e. site locations) be sure to select the appropriate number of site locations in the dropdown box.

Project Overview

Project Name: ◆

Underground Heating Oil Tank Removal and Cleanup

Is this project related to another previously submitted project?

No ∨

If yes, indicate previous project name:

Have you contacted anyone at DEP about your project?

No ∨

If yes, indicate who:

Is your community certified through Sustainable Pennsylvania?

No ∨

If yes, what level:

○ Bronze   ○ Silver   ○ Gold   ○ Platinum

Are you interested in applying for multiple funding sources for this project?

You are only permitted to apply for one program per application. By answering "Yes", you will be given the ability to apply for an additional program on the Certification page after this application has been submitted.

No ∨

How many Site Locations are involved in the project?

1 ∨

Project Site Location(s)

This section requires information specific to the tank location(s). If you selected more than one site location from the dropdown box in the previous Project Overview section, then this section will include multiple tabs labeled **Site 1**, **Site 2**, etc., to allow entry of multiple site location addresses. Provide the following information for each site location. Then click "Continue" to advance to the Project Narrative section.

- **Address** – Enter the street address at which the tank is/was located. P.O. Boxes are not acceptable.
- **City, State** and **Zip Code** – Enter this information for the tank location.
- **County** – From the dropdown box, select the county in which the tank is/was located.
- **Municipality** – From the dropdown box, select the Municipality in which the tank is/was located. Do not select County-Wide Project.
- **PA House, PA Senate and US House** – These fields will auto-populate based on the county and municipality information entered above.
- **Designated Areas** – Leave blank.

Project Narrative

This section has been prepopulated and does not need to be completed. You may skip this section and click "Continue" to advance to the Program Budget section.

Program Budget

This section includes two tabs, **Spreadsheet** and **Basis of Cost**.

Spreadsheet Tab

- Click on the **Spreadsheet** tab. Enter the reimbursement amount you are requesting from DEP.

  DEP may consider reimbursing up to $5,000 of eligible, <u>paid</u> costs, less a $1,000 program deductible, on a per tank basis. Therefore, for each tank, qualified applicants may request that DEP reimburse the <u>lesser</u> of either: 1) The total, eligible, <u>paid</u> costs minus $1,000; or, 2) $4,000.

  Example lists of typical eligible and ineligible costs are available on the reimbursement program website at: https://www.dep.pa.gov/Business/Land/SiteRemediation/Storage-Tank-Cleanup-Program/Pages/Underground-Heating-Oil-Tank-Cleanup-Reimbursement-Program.aspx

Basis of Cost Tab

- This tab has been prepopulated and does not need to be completed. You may ignore this tab and click "Continue" to advance to the Program Addenda section.

Program Addenda

Answer the questions as required in the addenda. Once you have completed this section and uploaded all necessary documentation, click "Continue" to advance to the Application Certification.

Tank Owner Information

- **Tank Owner Name** – Enter the tank owner's legal name.

- **Mailing Address**– Enter the tank owner's mailing address (include city, state, and zip code).

- **Contact Name**– Enter the name of the primary contact person for this application.

- **Daytime Telephone Number** – Enter the daytime telephone number for the primary contact person.

- **E-mail** – Enter the e-mail address for the primary contact person (optional).

Tank Location Information

If your application includes one tank, enter the street address (include city, state, and zip code), county, and municipality where your tank is/was located.

If your application includes multiple tanks, assign a number (#1, #2, etc.) to each tank and enter the street address (include city, state, and zip code), county, and municipality for Tank #1.

Description of the Tank, the Release, and the Costs (#1-14)

If your application includes one tank, complete questions 1 through 14 to describe your tank, the release, and the eligible environmental cleanup costs that you have paid.

If your application includes two or more tanks, then complete questions 1 through 14 to describe Tank #1 that is/was located at the tank location address listed above; that tank's release; and the eligible environmental cleanup costs that you have paid for that tank.

Example lists of typical eligible and ineligible costs are available on the reimbursement program website:

https://www.dep.pa.gov/Business/Land/SiteRemediation/Storage-Tank-Cleanup-Program/Pages/Underground-Heating-Oil-Tank-Cleanup-Reimbursement-Program.aspx

Additional Tanks (#15)

If your application relates to two or more tanks, then you must download the Additional Tank Worksheet (PDF) from the link provided under question 15 to include the additional tank(s) on your application. Complete and upload one copy of this worksheet for each additional tank.

If uploading more than one worksheet, please rename the worksheet files "Additional Tank Worksheet 1", "Additional Tank Worksheet 2", etc., prior to uploading.

Cleanup Contractor(s) (#16)

Enter the contractor name, mailing address (including city, state, and zip code), contact person name, and daytime telephone number. Then click "Add" to save the contractor information. Repeat as needed to add the information for each contractor that was involved in the project.

16. Cleanup Contractor(s): Provide information about the contractor(s) who performed the work. ◆				
Contractor Name: ◆	Contractor Mailing Address: ◆	Contact Name: ◆	Daytime Telephone Number: ◆	Add
No data has been entered.				

Documentation (#17)

Upload copies of the following documentation:

- The original, itemized contractor invoices for the tank closure and/or environmental cleanup work that has been performed. Contractor estimates or proposals will not be accepted.
- Proof of payment for all eligible costs to be considered for reimbursement. Proof of payment may include a copy of both the front and back of a cancelled check; a paid contractor invoice or account statement; or other paid receipt.

Example lists of typical eligible and ineligible costs are available on the reimbursement program website:

https://www.dep.pa.gov/Business/Land/SiteRemediation/Storage-Tank-Cleanup-Program/Pages/Underground-Heating-Oil-Tank-Cleanup-Reimbursement-Program.aspx

Once you have completed the Program Addenda section and uploaded all necessary documentation, click "Continue" to advance to the Application Certification.

Application Certification and Submission

When you advance to this section, if any required information is missing from your application, your screen will look like the following example.

Under the orange "**Application Certification**" heading, it will state, "The following sections are incomplete. All required fields marked with a red diamond must be completed before you are able to submit this application".

To add/correct the information on your application, click on the section heading to return to the incomplete section(s).

Application Certification

The following sections are incomplete. All required fields marked with a red diamond (◆) must be completed before you are able to submit this application:

Applicant ◄ Click here to return and make the necessary changes

- Applicant Name is required.
- NAICS Code is required.

If your application is complete, your screen will instead look like the example below.

Complete the following fields:

- Indicate your certification of the application information by checking the related checkbox under the Electronic Signature Agreement.
- Indicate your identity as one of the following:
  - I am the applicant.
  - I am an authorized representative of the company, organization or local government.
  - I am a "Certified" Partner representative.
- Type your name in the "Type Name Here" block. This will serve as your official e-signature and authorizes your application.
- Check the "Electronic Attachment Agreement" box. *Please note that you do not need to mail a signature page to DEP to complete the on-line Application for Reimbursement.*

Finally, click on "**SUBMIT APPLICATION**" to advance to the Application Receipt Verification.

Application Receipt Verification

If you would like a copy of your application, click the "Print Entire Application with Signature Page" link. Your application is saved to your ESA account. You may always view your application in the future by logging into the ESA website with the username and password you created at the beginning of the application process.

Make sure to note the **Single Application ID#**. All future correspondence from DEP regarding your application will reference this number.

You do not need to send the signature page and/or any further documentation to the DEP Grants Center. All information necessary to complete your application is contained in your on-line submission.

Application Certification

Single Application ID #: 201712074962

The web application has been successfully submitted for processing.

I hereby certify that all information contained in the single application and supporting materials submitted via the Internet, Single Application # 201712074962 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

Print Signature Page only

Print Entire Application with Signature Page

The signature page along with any paper supporting documents can be mailed to the following address:

Pennsylvania Department of Environmental Protection
DEP Grants Center
PO Box 8776
Harrisburg, PA 17105-8776

Do not send any documentation to the DEP Grants Center. All information necessary to complete your application is contained in your on-line submission.