

**New York State
Department of Environmental Conservation
Division of Environmental Remediation**

**Technical Assistance Grants
Application Instructions**

Steps to Take Before Filling Out the Application

The potential applicant should take several important steps before beginning to fill out the TAG Application:

1. Read [DER-14: Technical Assistance Grants Guidance Handbook](http://www.dec.ny.gov/regulations/2630.html) available on the New York State Department of Environmental Conservation's (Department) website:
www.dec.ny.gov/regulations/2630.html
2. The Department highly recommends that the potential applicant contact the Department TAG coordinator before completing and submitting an application. The Department TAG coordinator can answer questions such as:
 - Is the site of interest eligible for a TAG?
 - Is the community group eligible to receive a TAG?
 - Is funding available for the eligible site?
3. The potential applicant should discuss the eligible site with the Division of Environmental Remediation (DER) project manager. The discussion will help the potential applicant to confirm the nature of the hazard of contaminants at the site and remedial activities associated with the site that have been or will be performed under the State Superfund Program or Brownfield Cleanup Program (BCP), including their estimated time frames. A pre-application discussion with the DER project manager will ensure the scope of work in the TAG application is appropriate and will expedite the application process. The Department TAG coordinator can provide the potential applicant with the name of the site's DER project manager.

Section-By-Section Instructions to Fill Out the Application

I. Applicant Information

Self explanatory. The Federal ID of the community group is required for the execution of the State Assistance Contract.

II. Site Information

Any class 2 site on the Inactive Hazardous Waste Disposal Site Registry (State Superfund

Registry) is eligible unless it is also on the federal Superfund Program's National Priorities List (NPL). Any site in the BCP for which the State has made a written determination that it is a significant threat site is eligible. Please note that NPL sites are not eligible for the BCP. Sites on the federal NPL are not eligible for State TAGs because they are eligible for TAGs under the federal Superfund Program.

III. Applicant Eligibility Information

A detailed explanation should be attached to the application discussing how the group's members are (or may be) affected (i.e. health, economics, environment) by the site, and how the group's membership represents the interests of the affected community. Detailed information about the group, such as its membership and mission, will be helpful in evaluating the application.

IV. Scope of Work

The scope of work should meet the intent of the TAG program and correspond with the remedial activities currently being performed or scheduled to be performed at the site under the State Superfund Program or BCP. Eligible activities are those that will result in the TAG recipient obtaining independent technical assistance in interpreting and understanding environmental and health information about the nature and extent of contamination at the eligible site, the proposed remedies, the selected remedy, and its implementation. Technical assistance must focus on environmental and health information that is generated and/or evaluated about the site under the State Superfund Program or BCP.

A portion of TAG funds also may be used to disseminate information to the community about these contamination issues and remedial activities. Information may be disseminated through newsletters, fact sheets, meetings, workshops and other forms of outreach. The scope of work and the related budget should reflect an appropriate balance of technical assistance and outreach. The scope of work should contain specific tasks and work products to help ensure the scope of work can be completed with the proposed budget.

Please note that only costs incurred after the date of the TAG application approval letter are eligible for funding. Activities that are ineligible for funding under a TAG include:

- The collection of new environmental data such as field samples, split samples and lab analysis;
- The collection and/or development of any new medical and health data through epidemiological or health studies;
- Activities associated with determining the re-use of the site following remediation, unless these issues affect selection and implementation of the remedy;
- Activities associated with litigation;
- Activities associated with political activity or lobbying; and
- Activities performed by employees and members of the community group, including activities associated with administering the TAG.

V. Budget Information

Attachment A should be completed for the budget being requested. Appropriate justification and required information as outlined in the Budget Guidance below must be submitted. Please note the total maximum grant amount awarded per site is \$50,000 for all applicants combined for all eligible activities performed.

The budget should be in accordance with the Budget Guidance below.

Nonpersonal Services:

- a. Supplies and Materials - Describe the supplies and materials to be purchased, estimated costs and how they relate to the scope of work.
- b. Travel - Describe the extent of anticipated project related travel and estimated costs.
- c. Contractual - List type of contractor(s), services to be performed and estimated cost. The contractual budget should factor in costs for personal, fringe, non-personal, supplies, travel, etc.). Technical assistance must be provided by a “qualified environmental professional” as defined in DER-14: Technical Assistance Grants Guidance Handbook. The contractor(s) should be procured in accordance with the guidance. All contracts require the review and approval of the DER project manager before execution. The TAG recipient cannot use TAG funds to hire anyone who is performing work at the site or who otherwise has a conflict of interest in relation to the site as defined in DER 14.
- d. Other - Include estimated budget for costs not included in other budget categories. Provide sufficient details to justify estimated budgets.

Please note that the following costs are **not** eligible for TAG funding:

- personal services for the applicant’s payroll employees and members, including salaries, wages and fringe benefits;
- purchase or rental of equipment.

See **IV.** above for a complete list of activities whose costs are not eligible for TAG funding.

VI. Statement of Certification

Complete the Department’s standard resolution enclosed with the application. Make sure the person signing the application in **VI.** is the individual authorized to do so in the resolution. Using the person’s title, instead of a name, will prevent the need for a new resolution if the person in that title changes during the project. If multiple community groups are partnering to apply for a TAG, only one official representative should be designated as the lead in the resolution.

The Department TAG Coordinator can be contacted at (518) 402-9711 or at the address below:

TAG Coordinator
New York State Department of Environmental Conservation
Division of Environmental Remediation
Bureau of Program Management
625 Broadway
Albany, New York 12233-7012

TAG 3/16/06