UNDERGROUND HEATING OIL TANK CLEANUP REIMBURSEMENT PROGRAM

INSTRUCTIONS FOR THE ON-LINE APPLICATION FOR REIMBURSEMENT

The Application for Reimbursement must be submitted through the Department of Community and Economic Development’s (DCED) 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](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](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 call the DCED Customer Service Center at 1-800-379-7448. They are open 8:30 am-5:00 pm EST Monday thru Friday.
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”.

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.
Applicant Information

The applicant must 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.
- **DUNS Number** – Enter the tank owner’s DUNS Number if known (not required).
- **UEI Number** – Enter the tank owner’s UEI Number if known (not required).
Applicant Information (continued)

- **Top Official/Signing Authority and Title**
  - Individuals – Enter “N/A” in both boxes.
  - Estates – Enter the name and title of the executor.
  - Trusts – Enter the name and title of the trustee.
  - 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”.

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**Enterprise Type**

- Indicate the types of enterprises that describe the organization listed above. You may select more than one type.
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 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, paid costs, less a $1,000 program deductible, on a per tank basis. Therefore, for each tank, qualified applicants may request that DEP reimburse the lesser of either: 1) The total, eligible, paid 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](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](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.

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).
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.