



STATE OF NEVADA PETROLEUM FUND
GRANT CHECKLIST

In order to complete your application, you will be required to provide the following information. All documents must be in PDF file format in order to upload them into the system. Be sure you can check each box on this page before logging in to complete the grant application. **Note, any personal identifying information (e.g. social security numbers, bank account/routing numbers, etc.) should be redacted prior to submittal.**

- Number of facilities owned by this organization. Include the name of each and list the operating tank systems.
 - Required PDF – List of owned facilities and their tank systems.
- Number of tanks at this facility that will be upgraded.
- Annual volume, in gallons, of petroleum sold at this facility during each of the two years immediately preceding this application.
 - Required PDF – supporting inventory, delivery, and sales data.
- Number and names of petroleum dispensing locations available for public use within 15 miles of facility. If none are available within 15 miles, then the name and distance of the closest facility.
- Current compliance status of the storage tank systems for which a grant is being requested. If one or more of the systems is not in compliance, a waiver must be obtained in accordance with NAC 445C.445C.330.4.
- Description of the necessary upgrades for each tank system.
- A complete list of the permits and notifications required before initiating and completing the purchase and installation of the upgrades. Include an explanation of how the applicant will obtain the permits and notifications.
 - Optional PDF – If you have this saved as a PDF, you may upload your document or you may input it into the application text field.
- Three bids for completion of the anticipated work, each from a separate contractor. The bids must be collected using bid forms and procedures approved by the Division. Each bid must be completed by a certified tank handler, as defined by NAC 459.9705.
 - Required PDF – Three complete bids identifying the scope of work and itemized costs of UST upgrades.
- A plan and schedule for the initiation and completion of the purchase and installation of the upgrades. Identify the contractor you intend to use for this project. Justification is necessary when choosing a contractor other than the lowest bid.
 - Required PDF – Plan (site drawings) and schedule documentation
- Any funding or credit denial letters received within the last three years, examples may include: denial of loan applications, credit card application denial, and other grant application denials.
 - Required PDF – Documentation relating to the above circumstances
- Financial Documentation
 - Required PDF – A current balance sheet and income statement prepared in conformity with generally accepted accounting principles (generally done by a tax accountant/advisor). **If this is not available**, a current balance sheet containing, at a minimum, the unrestricted cash or equivalents, investment securities and outstanding debt; and a current income statement containing, at a minimum, the gross sales, cost of goods sold, operating expenses, depreciation, interest expense, and amortization.
- Three years of filed tax returns
 - Required PDF – Three years of filed tax returns
- Three credit reports of the small business or of the individual owner, if the entity is a sole proprietor. These reports may be obtained from Experian, Equifax, and Dun & Bradstreet.
 - Required PDF – Three credits reports, as described above.

All financial documentation submitted to and received by NDEP will be filed as confidential material.