

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 state's online system ([Nevada Environmental Activities](#)). Be sure the information associated with each box on this page is applicable to you or your business and is readily available before beginning the online grant application.

- The applicant's business organization is a small business in accordance with NAC 445C.210(1)(f):
- Receives \$4 million or less in gross annual receipts or total income
 - Has an annual throughput of 1 million gallons or less of total petroleum products sold at the site needing upgrades
 - Employs 150 or fewer employees
 - Is registered with the Secretary of State and in good standing
- Number of facilities owned by the grant applicant (i.e. storage tank operator) in Nevada as well as other states.

Required PDF – You will be required to upload a PDF that lists the name of each facility, location address, and the number of operating storage tank systems.

- Total number of full time and part time employees of the applicant/business.
- The facility that will be upgraded is owned/operated by the applicant and available to the public for fueling.
- The applicant/business and the facility that will be upgraded is registered and enrolled in the Petroleum Fund.
- Number of tanks at the facility requiring UST upgrades.
- Annual volume, in gallons, of petroleum products (e.g. gasoline, diesel, lube oil, etc.) sold at the facility during each of the two years immediately preceding the application submittal.

Required PDF – supporting inventory, delivery, and sales data.

- Number of and names of petroleum dispensing locations available for public use within 15 miles of applicant's facility. If there are no other public fueling facilities within 15 miles, then the name of and distance to the closest facility.
- Current compliance status of the storage tank systems. If the storage tanks that will be upgraded are not in compliance with state requirements, a waiver from NDEP must be obtained in accordance with NAC 445C.330(4).

Required PDF – Most recent inspection report or compliance letter from the implementing agency indicating the storage tank systems are in compliance, or a waiver from the NDEP indicating the completion of the requested upgrades will bring the noncompliant storage tank systems back into compliance with state requirements.

- Description of the necessary upgrades for each storage tank system.
- A cost estimate/quote, plan, and schedule for the initiation and completion of the purchase and installation of the upgrades. Identify the NDEP certified tank handler you intend to hire to oversee the upgrade project.

Required PDF – Cost estimate, plan, and schedule documentation prepared by a NDEP certified tank handler

- Financial Documentation for Small Business Designation.

Required PDF – The preceding three years of filed tax returns and records of preceding two years of annual throughput for all petroleum products stored at the site and sold to the public

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