



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

TCEQ SUPPLEMENTAL ENVIRONMENTAL PROJECT ("SEP") THIRD-PARTY ADMINISTRATOR APPLICATION (APPLICATION TO RECEIVE SEP FUNDING)

OFFICE OF
LEGAL SERVICES
512.239.0600

sepreports@tceq.texas.gov

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I. APPLICANT INFORMATION

Name of Third Party Administrator/Applicant (Full legal name)	Date
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Mailing Address	Name and Title of Contact Person for Application
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Physical Address	Name and Title of Contact Person submitting Quarterly Reports
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Telephone	Name and Title of Person Signing the SEP Agreement on Behalf of Applicant
Facsimile	
E-mail	

Type of organization (Note: **For-profit organizations** cannot be Third-Party Administrators of SEP Funds).

Government _____

Non-profit* _____

*If non-profit, please provide a copy of your 501(c)(3) exemption

PLEASE READ THE FOLLOWING SEP REPORTING REQUIREMENTS

All Third-Party Administrators of SEP funds must send a Quarterly Report and supporting documentation to the TCEQ. A Quarterly Report form will be sent to each participating organization by TCEQ. Additionally:

- Upon receipt of your first SEP contribution, you must establish a separate, fee-free, **interest-free** bank account. SEP Funds cannot be comingled with non-SEP Funds.
- Allowable expenses must be paid directly from the SEP account. A Third-Party Administrator may not use the SEP Account to reimburse its organization for expenses paid from another account.
- Bank fees are not an allowable SEP expense; other administrative costs may also not be allowable expenses.
- You must provide a Quarterly Report **every quarter**, even if contributions are not yet received. Failure to report may result in ineligibility for future funding.

Explain any previous experience performing SEPs, managing funds, or performing similar projects

Does your organization carry comprehensive general liability insurance?

_____Yes _____No



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II. PROPOSED PROJECT DESCRIPTION

Proposed Project Name

Provide a detailed description of the proposed project and how the project will be implemented. Include photographs, if available (Attach additional pages if needed).

Does this project benefit air, water, or waste? Air _____ Water _____ Waste _____

What is the specific location of the proposed project? (Include maps and detailed description of location)

Who owns the property where the SEP will be conducted?

Does the proposed SEP involve correction of a violation that was caused by or for which Applicant is responsible? _____Yes _____No If yes, please explain.

This SEP will ____ or will not ____ use Applicant's personnel for labor. Please specify who will perform work:

Will the Applicant be willing to ensure completion of all portions of the SEP, regardless of whether the SEP costs more than anticipated? _____Yes _____No If no, please explain

IV. EXPECTED ENVIRONMENTAL BENEFIT

Provide detail on the expected environmental benefits of this project, quantifying the environmental benefits to the extent practical. Even if the benefits seem obvious (e.g. reducing pollution) you must clearly state how the implementation of the SEP project will result in measurable environmental benefits.

For pollution prevention or reduction projects - Quantify the amount of each pollutant that is expected to be reduced beyond the level required for environmental compliance:

For all other types of projects - Quantify the number of participants, programs offered, sites cleaned, types of contamination contained/removed, acres restored or affected, etc.:

IV. PROPOSED PROJECT SCHEDULE

Initial Project Implementation Activities (attach additional documents if needed):

Phase 1 Activities

Phase 2 Activities

Phase 3 Activities

Completion Activities

Estimated time needed to complete the proposed project: ____ years and ____ months

V. PROPOSED BUDGET DETAILS

Only necessary costs at a reasonable and customary rate will be approved and incorporated into the Estimated Budget in a SEP Agreement. Examples of non-allowable costs are bank fees, t-shirts, and food and beverages. For more information about allowable costs please contact the SEP Program at (512) 239-2223. General guidance on SEPS is available at <http://www.tceq.texas.gov/legal/sep>.

Estimated Project Budget (lines may be added to the Table below or the Project Budget may be included on a separate page).

No.	Expense Item	Quantity	Price per Item	Total
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
			Total Project Cost	\$

What is the minimum amount of any single contribution your organization will accept?

VI. RATE OF RETURN

Do you anticipate any financial return on the project? ____ Yes ____ No

If yes, please describe:

VII. CERTIFICATION

I certify on behalf of the Applicant that the Applicant

- a) has not previously committed to perform this project, including a previous obligation to complete the proposed SEP:
- Under any applicable local, state, or federal regulations that would require implementation of this project or any part of this project; and
 - As a part of (1) a pollution prevention commitment identified in a plan developed pursuant to the state's Waste Reduction Policy Act (WRPA); (2) a commitment made under the Clean Texas Program; or (3) the U.S. Environmental Protection Agency's Project XL or any other incentive or regulatory flexibility program;
- b) is willing and able to perform the proposed project;
- c) is willing and able to meet all TCEQ reporting requirements;
- d) is willing and able to maintain SEP Funds in a separate, fee-free, **interest-free** bank account; and
- e) will not receive duplicative funding through grants or donations from any source for the project.

Signature of Authorized Representative

Date

Printed Name & Title

Please submit this completed application and any supporting documentation to:
SepReports@tceq.texas.gov