

CUSTOM SEP GUIDANCE

1. Respondent should read the SEP Attachment A for all deadlines and requirements.
2. Respondent must spend the SEP Offset Amount and provide proof of expenditure(s).
3. Respondent must provide evidence of expenditures by providing invoices, receipts, and payment records (canceled checks) equal to or greater than the SEP Offset Amount and within the time frame of the executed Agreed Order and the date of the Final Report.
4. Respondent cannot use inventory items purchased prior to the SEP project and the executed date of the Agreed Order.
5. Respondent cannot perform a SEP on-site.
6. Respondent cannot benefit from the SEP in any way.
7. Respondent cannot profit from the SEP in any way.
8. Respondent cannot barter or swap services in order to earn SEP Credit.
9. Respondent must perform a project that directly improves the environment.
10. Respondent will **not** earn SEP Credit for using its own labor.
11. Respondent's use of equipment will be credited with the maximum allowable expense listed on the most current Flat-Rate Equipment chart. TCEQ does not use FEMA rates on equipment usage.
12. Respondent shall provide a line-item budget with estimated expenditures for the SEP to the SEP Coordinator when submitting the application.
13. Custom SEPs have mandatory Progress Reports every ninety (90) days and Final Report when the project is completed. The Final Report will require specific items and will be listed in the SEP Attachment A.