



## Third-Party Application to Receive Supplemental Environmental Project ("SEP") Funding

SEP Program  
Phone (512) 239-2223  
Fax (512) 239-3434  
[sepreports@tceq.texas.gov](mailto:sepreports@tceq.texas.gov)  
PO Box 13087  
SEP Coordinator, MC 175 Austin,  
Texas 78711-3087

### Applicant Information

Name of Third-Party Administrator/Applicant (Full legal name) Date

Mailing Address

Physical Address

#### Contact Person for Application

Name

Title

#### Contact person submitting Quarterly Reports

Name

Title

#### 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:

- a) Upon receipt of your first SEP contribution, you must establish a separate, interest-free bank account. SEP Funds cannot be comingled with non-SEP Funds.
- b) 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.
- c) Authorized administrative costs may not exceed 10 percent of the direct cost of the SEP. Examples include overhead costs, personnel salary and fringe benefits, and travel and per diem expenses, associated with implementing the SEP.
- d) 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

### 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 a 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 personal 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.

### 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 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 or participants, programs offered, sites cleaned, types of contamination contained/removed, acres restored or affected, etc.

## **Proposed Project Schedule**

**Initial Project Implementation Activities (attach 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

### 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 t-shirts and beverages.

#### Proposed Budget

Enter the proposed budget below. If necessary, attach a separate budget to the application.

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

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

### Rate Of Return

Do you anticipate any financial return on the project? Yes  No   
If yes, please explain.

**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:
  - i. Under any applicable local, state, or federal regulations that would require implementation of this project or any part of this project; and
  - ii. 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 duplicate funding through grants or donation from any source for the project.

**Signature of Authorized Representative**

**Printed Name**

**Title**

**Date**