

Supplemental Environmental Projects (SEP) Program **Keep Texas Beautiful and TCEQ Partnership Activity**

General Information:

When an organization or entity is found to be in violation of environmental regulations, they may be assessed a fine by the Texas Commission on Environmental Quality (TCEQ). The organization/entity may choose to allocate the funds to support an environmental cleanup project in the county where the violation occurred. Keep Texas Beautiful (KTB) serves as a pre-approved third-party administrator, and will receive these funds and administer them to the appropriate affiliate community in conjunction with the Stop Trashing Texas Program.

Additional information on the SEP Program can be found on the TCEQ website at <http://tceq.state.tx.us/legal/sep/>.

Eligibility:

To receive SEP funding from KTB, an organization must be an official KTB affiliate in good standing. If more than one affiliate is eligible for the funding, KTB will prioritize the allotment based on the affiliate with the highest level of standing in that county (i.e. Gold level - first, Silver level - second, In Good Standing - third).

Amount of Funding Available:

The amount of funding available is based on the fine the entity must pay. SEP funds may range from hundreds to tens of thousands of dollars per project.

Using SEP Funds:

KTB is able to support projects such as the cleanup of waterways and illegal dump sites; educational and training activities like enforcement training for police officers and judges (in conjunction with The Illegal Dumping Resource Center or COGs) and public education/outreach; community collection events (household hazardous waste, e-waste, reusable materials); recycling programs for electronics, glass and plastic; and wastewater treatment assistance.

SEP funding may be used to match or supplement other funding sources, but may not be used to pay for costs already covered by other funding sources – in other words, no “double-dipping.” ***We recommend submitting your proposed expenses to KTB for review prior to implementation – KTB will not be able to pay for or reimburse expenses not authorized by the SEP contract.***

Funding will cover direct costs such as:

- Equipment (i.e., purchase or rental of cleanup machinery, roll-off dumpsters, etc. Equipment purchased with SEP funds is subject to pre-approval by the TCEQ Office of Legal Services, and must be used for its intended purpose by the affiliate community for 3 years)
- Gloves and/or other cleanup supplies
- Subcontractors

- Waste disposal costs
- Mileage for travel to/from a site (reasonable mileage only and travel/mileage logs must be submitted with the quarterly report for any costs that are being claimed for SEP funding)
- Signage (i.e., “Do not dump...”)
- Other costs directly associated with performance

Funding will NOT cover:

- Administrative costs
- Food/beverages
- Volunteer giveaways (i.e., t-shirts, bookmarks)

The project should utilize all of the designated SEP funds, and all funding must be used within one year of receipt. If a project cannot be found on which to spend the SEP funding within that time frame, any remaining monies may be subject to return to the TCEQ Financial Administration Division.

If a significant amount of funding is leftover, or if circumstances prevent project completion within one year, you may request that KTB submit an extension form to TCEQ, requesting usage of the funds for another local project. The extension form must be within 60 days (before or after) the deadline of project completion.

Timeframe for Set-up:

After confirmation that a SEP fund is available to KTB and an affiliate has agreed to implement a project locally, KTB receives funding within four to six months, but the estimated arrival of funds varies by project.

Application, Reports, and Bills:

KTB affiliates working with SEP funds do not need to submit a formal SEP application. However, the affiliate must comply with all elements of the third party agreement quarterly reporting requirements and submit a proposed project plan with budget projections to KTB for prior approval.

Quarterly reports to KTB are to be completed using the report template at:

<http://www.tceq.state.tx.us/legal/sep/projectproposal.html#forms>.