



## Supplemental Environmental Project Example Application

The Sac Metro Air District (District) is responsible for enforcing air quality rules and regulations in Sacramento County. Businesses or others that violate air quality requirements are typically required to pay a penalty. The District has a program that allows a portion of that penalty amount to be offset by funding projects that can help improve air quality and public health. These are called Supplemental Environmental Projects (SEP). Organizations can propose environmental projects for potential funding through the SEP Program using this application form. Once projects are approved by the District, businesses or others that have violated air quality requirements may select a SEP during the penalty settlement process.

### DIRECTIONS

This example application aims to help applicants through the process and outline the questions listed on the online application. All applications must be submitted through the online form at <http://bit.ly/SacAirSEP>.

Please email any questions to [compliance@airquality.org](mailto:compliance@airquality.org) or call **(279) 207-1122 ext. 14** (Toll-Free:1-800-880-9025.)

### ORGANIZATION INFORMATION

Please complete the fields below and be sure to include the following:

- Information about the organization, including a brief history of the organization (mission, vision, goals)
- Information on the organization's ability and capacity to complete the proposed project
- Any information on previous project management experience, including any completed projects and who funded the project

Organization Name:	_____
Organization Contact:	_____
	<input type="checkbox"/> 501 (c)(3) nonprofit <input type="checkbox"/> Federally recognized tribe
	<input type="checkbox"/> Local, regional, or state entity
Organization Type:	<input type="checkbox"/> Other: (check box and text field) _____
Organization Email Address:	_____
Organization Phone Number:	_____
Organization Street Address:	_____
Organization City:	Organization Zip code: _____

Organization Website: \_\_\_\_\_

Organization Description: \_\_\_\_\_

Organization Experience: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Title: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

**PROJECT TIMELINE INFORMATION**

Complete all fields listed below:

- Be sure to include where the proposed Project will take place with an estimated start and end date.
- For the project timeline, include any dates of major milestones required to implement the Project.

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Planned Start Date: \_\_\_\_\_

Planned End Date: \_\_\_\_\_

Project Timeline: \_\_\_\_\_

**PROJECT COST INFORMATION**

Provide the estimated cost of the project and list any other project partners.

*Note: If selected for funding, you will be required to submit a letter of commitment from each partner listed.*

Estimated Cost: \_\_\_\_\_

Project Partners: \_\_\_\_\_

**PROJECT DETAILS**

Provide a detailed summary of the project:

- Include what you are going to do for the project and how the project will be completed
- Be sure to include how the proposed project will help improve air quality for District Priority Communities.

Project Description: \_\_\_\_\_

How does this Project  
improve Air Quality? \_\_\_\_\_

**ACKNOWLEDGMENTS & SIGNATURE**

- By checking this box, you acknowledge that all information given to the District is factual
- By checking this box, you acknowledge that you are authorized to apply on behalf of the organization

Applicant Name/Title: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_