



Supplemental Environmental Project Proposal Form

Directions: Use this form to submit detailed supplemental environmental project (SEP) proposals. Complete this SEP proposal form cover page, and attach the supplementary proposal documents as requested below. Questions may be directed to SEP@arb.ca.gov.

Project proposal submissions shall be directed to either SEP@arb.ca.gov or mailed to:

Air Resources Board
Enforcement Division
ATTN: SEP Proposal
P.O. Box 2815
Sacramento, CA 95812-2815

Organization Contact Information

Organization Name: _____
Contact Name: _____
Contact Title: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Email: _____

- Organization Description:** Provide an attachment with a brief history of the organization (mission, vision, and goals). Indicate whether you are a nonprofit 501(C)(3), government or local agency, tribal government, small business, etc.
- Organization Experience:** Provide an attachment with information on the organization's ability and capacity to complete the proposed project. Describe previous project management experience, including a list of completed projects/dates and who funded the project.

Additional Project Information – Attachment Checklist

- Project Name:** Provide the project name on the submission attachments.
- Project Description:** Provide a scope of work for the project and explain how the proposed project will benefit air quality. If applicable, explain how the project benefits disadvantaged communities.
- Project Location(s):** Provide the address(es) or GPS coordinates of where the proposed project will take place.
- Emission Benefits:** For projects with a direct emissions benefit, provide an analysis of the emissions prevention/reduction which results from the proposed SEP project.
- Project Timeline:** Include a timeline for project implementation. Provide a breakdown of the major milestones required to implement the project, including completion dates.
- Itemized Budget:** Provide a detailed list of what is needed to complete the project and the funding needed for each item. Cost breakdown should include capital, operational, and administrative costs.

Acknowledgment. By checking this box, you verify that all information given to ARB about your organization and your proposed project is factual.

Submitter Name: _____ Date: _____

Submitter Title: _____