

Supplemental Environmental Project Proposal Form

ED/SSEB-209 (Rev. 07/2024) Page 1 of 5

Use this form to submit Supplemental Environmental Project (SEP) proposals. Complete this SEP proposal form cover page and attach any additional 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:

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

Project Title:	
Organization Name:	Contact Name:
Mail Address:	City/State/Zip Code:
Street Address (if different from above):	City/State/Zip Code:
Telephone Number:	Organization Email Address:
Organization website (if available):	

Signature

☐ I declare that I have examined this document, and to the best of my knowledge and belief, it is true, correct, and complete.

SEP Submitter Name:	Title:
Signature of Submitter:	Date of Signature:

Project Scope of Work

Provide a scope of work for the project. The scope of work must include roles, goals, expected outcomes and work products. Explain in the scope how the proposed project will benefit air quality. If applicable, explain how the project benefits disadvantaged communities. Identify the possible challenges that may arise during implementation. Use attachments as needed.

Supplemental Environmental Project Proposal Form

ED/SSEB-209 (Rev. 07/2024) Page 2 of 5

Project Timeline

Provide a timeline for project implementation. The timeline should include roles, major milestones, and completion dates for each major task. Use attachments as needed.

Project Location

Project Location(s): Provide a list of the address(es) or GPS coordinates of where the proposed project will be implemented. Attach [CalEnviroScreen](#) map(s) for each proposed project site as applicable.

Project Partners

Describe the role of each contractor, subcontractor and/or partners and attach their letters of support or letters of intent to participate (N/A if none). Use attachments as needed.

Supplemental Environmental Project Proposal Form

ED/SSEB-209 (Rev. 07/2024) Page 3 of 5

Environmental Issue(s) to be Addressed

- ☐ Pollution Prevention or Reduction (e.g., indoor air filtration)
- ☐ Community Air Monitoring
- ☐ Reduced Risk to Human Health (e.g., asthma)
- ☐ Environmental Restoration or Protection
- ☐ Community Engagement, Environmental Education, and/or Training
- ☐ Trans-Boundary (Benefits communities near California borders)
- ☐ Other (if other, explain)

Environmental Benefits

Describe why this project is needed. Include the specific benefits to the environment and/or the community:

Air Quality Benefits

- ☐ Reduction of Exposure to Air Pollution
- ☐ Direct Emission Reductions
- ☐ Prevention of Future Air Quality Problems

Emission Benefits: For projects with direct emission benefits, provide an analysis of the emission preventions and/or reductions that would result from the proposed SEP project. Use attachments as needed.

Supplemental Environmental Project Proposal Form

ED/SSEB-209 (Rev. 07/2024) Page 4 of 5

Itemized Budget

The budget must demonstrate that the proposal is economically feasible. Complete the SEP Budget Template and provide a detailed breakdown of all expected project expenses. Cost breakdown should include capital, operational, and administrative costs. Attach documents relating to the project to provide additional information (e.g., pricing quotes, itemized budget, estimates):

Total Estimated Cost:

Organization Type

☐ Nonprofit 501 (C)(3) ☐ Government ☐ Local Agency ☐ Tribal Government
☐ Business ☐ Other (if other, explain):

Organization Description

Provide a brief description of the organization (mission, vision, and goals):

Organization's Experience

Describe the organization's ability and capacity to complete the proposed project. Describe previous project management experience and include a list of up to three most recently funded projects. This list should include any projects funded by California state agencies and your funding contact (name, agency, and email address) at that agency. Each project listed must also include a high-level description of the project, implementation dates, funding amounts, and the funding entity. Use attachments as needed.

SEP Funding Payment Options

Select payment options accepted by the SEP Recipient:

☐ Check ☐ Credit Card ☐ Wire Transfer ☐ Direct Deposit

☐ Provide a completed IRS W-9 form as an attachment (if available).

Supplemental Environmental Project Proposal Form

ED/SSEB-209 (Rev. 07/2024) Page 5 of 5

Privacy Statement

Note that under the California Public Records Act (Gov. Code, § 6250 et seq.), your submissions, including associated contact information (e.g., your address, phone, email, etc.) become public records and may be released to the public upon request. Personal information will be protected from disclosure as required by law, including under the Information Protection Act (Cal. Civ. Code, § 1798, et seq.). Information that is claimed to be confidential should be submitted as provided in CARB's regulations for submitting confidential data, California Code of Regulations, title 17, section 91011.