Community Based Environmental Protection Projects

Oklahoma Department of Environmental Quality

Request to Enter Contract for Reimbursement

**Environmental Officer** **Grant Application FY25**

The Oklahoma Department of Environmental Quality (DEQ) has the jurisdictional area of environmental responsibility over the prevention, control and abatement of pollution caused by solid waste which presents a threat to human health or the environment, under provisions of 27A O.S. § 1-3-101 and 27A O.S. § 2-10-202; and

The Executive Director of DEQ is authorized under the provisions of 27A O.S. §§ 2-3-201 and 2-3-202 to enter into contracts for the purpose of carrying out any of the purposes, objectives or provisions of the Environmental Quality Code, Title 27A of the Oklahoma Statutes, for which DEQ has jurisdiction.

DEQ is authorized under the provisions of 27A O.S. § 2-10-802(C) to expend funds and enter into contracts with units of local government and political subdivisions of this State for purposes of administering the Oklahoma Solid Waste Management Act.

DEQ does not reimburse for buildings, vehicles or general maintenance, laptops, drones, or weapons and other certain types of law enforcement equipment.

**Grant money is not guaranteed. Funding is limited. DEQ’s ability to fund requests to local governments is entirely dependent on the amount of money available to DEQ to issue grants.**

**Basic Information:**

* Grants are provided on a reimbursement basis.
* **Grantees must enter into a formal Agreement with DEQ as vendors.  Until a fully executed Agreement and Purchase Order are issued, no funds are available. Funds spent prior to a formal Agreement and Purchase Order are not reimbursable.**
* All awarded funding must be spent in the fiscal year granted.
* Agreements expire June 30, 2025.
* Final invoices are due by August 31, 2025. Invoices submitted after August 2025 may not be reimbursed.

**Process for Receiving Funds**

1. Submit application.
2. DEQ reviews application. Discussion between DEQ and applicant may occur at this time. Applicant sends revised Scope of Work and Budget to DEQ, if necessary.
3. DEQ writes formal Agreement and sends through state’s procurement process for approval.
4. DEQ sends applicant a formal Agreement to sign and return, electronically.
5. DEQ signs, then sends an electronic copy of the fully executed Agreement and Purchase Order to applicant.
6. Applicant may now begin to spend funds intended for reimbursement. **Funds spent prior to a fully executed Agreement and Purchase Order (between steps 1-5) are not reimbursable.**
7. Applicant sends invoices and monthly reports to DEQ.
8. DEQ Reimburses invoices within 45 days.

For more information and application deadlines, visit the DEQ website at <https://www.deq.ok.gov/land-protection-division/waste-management/solid-waste/funding-opportunities-for-community-based-environmental-protection-projects/>.

**Application Submittal Instructions**

Return by e-mail to [SWGrants@deq.ok.gov](mailto:SWGrants@deq.ok.gov) with the subject line,

“[Organization] FY25 [grant type] Grant Application DEQ”

e.g., Oklahoma County FY25 Equipment Grant Application DEQ

Or send a hard copy to:

Oklahoma Department of Environmental Quality

Attn: Libby McCaskill, Land Protection Division

P.O. Box 1677

Oklahoma City, OK 73101-1677

Phone: 405-702-5100

Fax: 405-702-5101

**DEQ Environmental Officer Grant**

DEQ may provide funding to local law enforcement agencies to help start environmental crimes enforcement programs to investigate and clean illegal dump sites. These grants are given to curtail illegal dumping and are not to exceed $50,000. They typically provide funding for a portion of the salary of one part-time Environmental Officer, equipment used to clean dumpsites, labor, and other costs associated with clean-ups. Grant recipients are required to submit monthly invoices, photos, and track certain metrics, such as number of dumps identified, and pounds of trash picked up. 

Funding will be provided with preference to agencies providing complete information with their application, agencies that have already designated an environmental officer with previous enforcement experience, agencies which have not previously received funding (e.g. new programs), and those not already receiving funding for Environmental Officers from the Oklahoma Cooperative Circuit Engineering Districts Board. Past performance of an organization will be a consideration of future funding. These programs are meant to become self-sustaining.

The DEQ recommends that each agency incorporate the following into their scope of work:

* Attend at least one of the following training opportunities:
  + DEQ’s Environmental Law Enforcement Training
  + Keep Oklahoma Beautiful’s Law Enforcement Workshop
* Go on at least one ride-along with an established program and with one of DEQ’s Criminal Enforcement Officers
* Establish a tip line and/or a Facebook page to increase awareness and to gain community involvement.

Municipal police departments requesting funding must demonstrate with their application that a jurisdictional agreement is in place with their County Sheriff that allows the police department to conduct environmental investigation and enforcement within the unincorporated county limits of the county.

Local agencies must make all efforts to acknowledge DEQ as a source of funding when describing the project to the public or media, in social media posts and on any signage or printed materials related to the project.

1st Year Participants

The maximum reimbursable amount of a funding agreement for first year participants is $50,000. **Actual award may be less, depending on the needs of participant and amount of funding available to DEQ.** Up to $30,000 of the total may be used for officer salary. The remainder may be used for equipment/supplies.

Subsequent Years

After the first year, funding agreements will be limited to a total of $30,000. **Actual award may be less, depending on the needs of participant and amount of funding available to DEQ.** Up to $25,000 may be used to pay the officer salary (includes time spent with inmate crews cleaning up dumps). The remainder may be used for equipment/supplies.

Equipment/Supplies Eligible for Reimbursement:

* Vehicle fuel (but not general maintenance)
* Costs of disposing solid waste at a transfer station or landfill
* “No-Dumping” signs
* Cameras to post at dump sites and expenses of operating them
* Trailer equipped to clean up roadside dumps
* Personal protective equipment (gloves, reflective vests, sunscreen, bug spray) for officers or inmate litter collection crews
* Free dump days at permitted disposal sites
* Other expenses that support the program, when approved by grant administration staff
  + Swgrants@deq.ok.gov
    - Amanda Scofield: 405-702-5118
    - Libby McCaskill: 405-702-5197
    - Cat Ecker: 405-702-5119

**Environmental Officer (EO) Grant Application FY25**

The following information must be provided before a contract for reimbursement will be considered. Scoring will be based on the following categories: environmental improvement, public outreach, community support, sustainability, officer experience, scope of work, budget, feasibility, quality of proposal, and past performance, if applicable.

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| **Date:** |

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1. Dollar amount being requested:

2. County Commission Contact Information: (The Signatory Authority will be a County Commissioner, unless otherwise approved by DEQ, the grant contract will be issued to the County Commission unless otherwise approved by DEQ.)

|  |  |
| --- | --- |
| **Name of County Commission (Grantee):** | |
| **Name/Title (Signatory Authority):** |  |
| **Phone Number:** |  |
| **E-mail Address (where the contract will be sent for signature):** |  |

3. Contact information for person who will prepare invoices, maintain records, and be in contact with DEQ.

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| --- | --- |
| **Name/Title:** |  |
| **Phone Number:** |  |
| **E-mail Address:** |  |

4. Address:

|  |  |
| --- | --- |
| **Physical address where reimbursements will be mailed:** |  |

5. Sheriff’s Office Organizational Contact Information:

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| **Sheriff’s Name:** |  |
| **Phone Number:** |  |
| **E-mail Address:** |  |

6. Deputy assigned as Environmental Officer

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| **Name/Title:** |  |
| **Phone Number:** |  |
| **E-mail Address:** |  |
| **Years Enforcement Experience:** |  |
| **Years of EO Experience:** |  |
| **Intended for full or part time?** |  |

7. Project Description & Scope of Work. Answer each question in its answer box to the right.

**Environmental Improvement**

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| Questions | Answers |
| 1. **Describe the need for this program.** |  |
| 1. **Rank the amount of illegal dumping in your community on a scale from 1-10; one being small amounts/number of dumps; ten being large amounts/numbers of dumps. Explain.** |  |
| 1. **Does illegal dumping in your community affect quality of life (QOL) for your community members? Rank this on a scale from 1-10; One being low effects on QOL; ten being highly negative effects on QOL. Explain.** |  |
| 1. **Who will be served by the program (municipalities, county, region, population estimate)?** |  |

**Cost**

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| Questions | Answers |
| 1. **Have you previously received reimbursement from DEQ for an environmental officer program? If yes, what years, what dollar amount of funding was provided, and how much of that funding did you spend?** |  |
| 1. **Have you previously received reimbursement from the Oklahoma Cooperative Circuit Engineering Districts Board (OCCEDB) for environmental cleanup assistance? If yes, what years? What dollar amount of funding was provided?** |  |
| 1. **What other sources of funding do you anticipate using to support this program, and in what amount(s)?** |  |
| 1. **Are you partnering with anyone else to implement this program? To make more efficient use of limited dollars DEQ will prioritize applications that propose partnerships and collaboration.** |  |

**Public Outreach**

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| Questions | Answers |
| 1. **Describe any public education aspects of your project/program. DEQ will prioritize applications that include an educational aspect.** |  |
| 1. **Describe the public outreach plan for your community, such as news coverage, radio ads, flyers, posters, social media, and at what frequency. Please list your social media handles, if applicable.** |  |

**Sustainability**

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| Questions | Answers |
| 1. **Have you discussed this program with your prosecuting attorney(s), local judges, and court clerks, and do you have their support?** |  |
| 1. **Has a reward fund been established pursuant to 22 O.S. §1334 to help offset the cost of the program? If not, will it be set up before any grant funds are utilized?** |  |
| 1. **How long do you intend for the program to remain in place?** |  |
| 1. **What is your plan to become self-sufficient as an Environmental Officer program if DEQ funding becomes unavailable?** |  |
| 1. **How will benefits be measured? / How will you quantify the success of your project?** |  |

**Scope of Work & Budget**

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| 1. **Please attach a detailed scope of work and budget for the entire fiscal year that considers officer wages/benefits, equipment purchases, projects, and recommended practices. Please include specifications and cost estimates for large pieces of equipment over $5,000, such as a trailer. More detailed and itemized budgets will be prioritized.** |

**Other**

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| --- | --- |
| 1. **How did you hear about DEQ’s Solid Waste Management Grant Program?** |  |

**Additional Information**

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| Questions | Answers |
| 1. **Is there any other information that you would like to share?** |  |