

Community Based Environmental Protection Projects
Oklahoma Department of Environmental Quality
Request to Enter Contract for Reimbursement
Environmental Officer Grant Application

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, laptops, weapons and other certain types of law enforcement equipment, or drones.

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, 2022.

Process for Receiving Funds

1. Apply
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 1-6) 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

Preferably, return by email to Amanda.Scofield@deq.ok.gov with the subject line, “[Organization] FY22 [grant type] Grant Application DEQ”
e.g., Oklahoma County FY22 Equipment Grant Application DEQ

Or send a hard copy to:
Oklahoma Department of Environmental Quality
Attn: Patrick Riley, 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 them start environmental crimes enforcement programs to investigate and clean up illegal dump sites. These grants are given to curtail illegal dumping and are not to exceed \$50,000. They typically provide funding for 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.

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 or with one of DEQ's Criminal Enforcement Officers
- Establish a tip line and/or a Facebook page to increase awareness

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/the 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 to award as grants. Up to \$30,000 of the total may be used for officer salary (includes time spent with inmate crews cleaning up dumps). The remainder of that amount may be used for the following purchases/ expenses:

- Vehicle fuel (but not general maintenance)
- Personal protective equipment (gloves, boots, bug spray) for officers or inmates
- Trailer equipped to clean up roadside dumps
- Cameras to post at dump sites (and expenses of operating them)
- "No-Dumping" signs
- Costs of disposing of solid waste at a transfer station or landfill
- Other expenses that support the program, when agreed upon by both parties

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 to award as grants.** 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 the following purchases/expenses:

- Vehicle fuel (but not general maintenance)
- Personal protective equipment (gloves, boots, bug spray) for officers or inmates
- Trailer equipped to clean up roadside dumps
- Cameras to post at dump sites (and expenses of operating them)
- "No-Dumping" signs
- Costs of disposing of solid waste at a transfer station or landfill
- Other expenses that support the program, when agreed upon by both parties

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

Date:

1. Name of organization that reimbursements will be issued to:

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2. Contact information for organization

Name:	
Phone Number:	
Fax:	
Email Address:	
Mailing Address:	

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

Name:	
Phone Number:	
Fax:	
Email Address:	
Mailing Address:	

4. Deputy assigned as Environmental Officer

Name:	
Phone Number:	
Fax:	
Email Address:	
Mailing Address:	
Years of Enforcement Experience:	

5. Signatory Authority for organization with legal authority to sign contract with DEQ (County Commissioner, unless otherwise approved)

Name:	
Phone Number:	
Fax:	
Email Address:	
Mailing Address:	

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

Environmental Improvement

Questions	Answers
a. Describe the need for this program.	
b. Who will be served by the program (municipalities, county, region, population estimate)?	

Cost

Questions	Answers
c. How much funding are you requesting?	
d. Have you previously received reimbursement from DEQ for an environmental officer program? If yes, what years and what dollar amount of funding was provided?	
e. Have you previously received reimbursement from the Oklahoma Cooperative Circuit Engineering Districts Board for an environmental officer program? If yes, what years? What dollar amount of funding was provided?	
f. What other sources of funding do you anticipate using to support this program, and in what amount(s)?	
g. Are you partnering with anyone else to implement this program?	

Public Outreach

Questions	Answers
h. Do you plan to do any public outreach in your community? If so, describe.	

Sustainability

Questions	Answers
i. Have you discussed this program with your prosecuting attorney(s), local judges, and court clerks, and do you have their support?	
j. 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?	
k. How long do you intend for the program to remain in place?	
l. How will you support this program if DEQ funding becomes unavailable?	
m. How will benefits be measured? / How will you quantify the success of your project?	

Scope of Work & Budget

Questions	Answers
n. Will funding be used to pay for labor?	
o. Will inmate labor be employed?	

Additional Information

Questions	Answers
p. Is there any other information that you would like to share?	

7. 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.