

Community Based Environmental Protection Projects
Oklahoma Department of Environmental Quality
Request to Enter Contract for Reimbursement
Professional Services 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

Professional Services Grant

These grants are for:

- Non-profit organizations that successfully demonstrate sole-source provisions of services.
- Grant opportunities that do not fall into one of the aforementioned categories. These may include one-time clean-ups, technical assistance, facility start-up support, and more.

The contractor is required to submit monthly invoices, metrics, photos, and descriptions of each month's work.

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. This form has been prepared to be applicable to a wide range of projects and as a result some of the questions may not seem directly applicable to what you propose. Please answer the questions to the best of your ability based on the information you have.

Date:

1. Name of organization seeking a reimbursement agreement:

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2. Contact information for organization:

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

3. Signatory Authority for organization with legal authority to sign contract with DEQ:

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

4. Project Description. Answer each question in its answer box to the right.

Environmental Improvement

Question	Answer
<p>a. What type of solid waste will be managed with this project?</p>	
<p>b. How is this waste currently managed?</p>	
<p>c. Who will be served by the program (municipalities, county, region, estimated population)?</p>	
<p>d. Will this project enhance related program(s) or effort(s)?</p>	
<p>e. What is the environmental benefit of this project? (e.g. waste reduction, resource conservation, pollution prevention, litter abatement, education)?</p>	

Public Outreach

Question	Answer
f. Do you plan to do any public outreach in your community? If so, describe.	

Need

Question	Answer
g. What is the total cost of the program?	
h. How much of total program cost is being requested for reimbursement?	
i. Are you partnering with anyone else to implement this program? If so, describe.	
j. Have you received a previous grant from the DEQ? If so, briefly describe the year, project, and funding amount.	

Sustainability

Question	Answer
k. How long do you intend for the program to remain in place?	
l. How will benefits be measured? / How will you quantify the success of your project?	

Scope of Work & Budget

Question	Answer
m. Will the requested funding be used to purchase equipment and/or supplies? If so, describe.	
n. Will funding be used to pay for labor? If so, describe.	

Additional Information

Question	Answer
o. Is there any other information that you would like to share?	

5. Please attach a detailed scope of work and a detailed budget for the entirety of the project.