



## Targeted Site Investigation Program Application Guidelines for 2013 - 2014

This document outlines a process for the Department of Toxic Substances Control (DTSC) to select a limited number of Brownfields sites in California that will receive services to conduct Targeted Site Investigations (TSI). The selection procedures provide DTSC with a method to evaluate candidate sites and ensure that the sites are eligible to participate in the program. Selected sites will receive investigation services conducted by DTSC's contractor under DTSC staff oversight. Applicants will need to submit a completed application and meet the eligibility criteria in order to be considered for this program. For the 2013-2014 TSI grant cycle, approximately \$300,000 in environmental investigative services will be available to applicants.

### SCHEDULE OF ACTIVITIES

- May 2013: TSI application package available on DTSC's website
- June 4<sup>th</sup> 2013: Web-based informational session
- July 12<sup>th</sup> 2013: TSI application deadline
- Early August 2013: Applicants will be contacted for verification and/or supplemental information
- Mid to late August 2013: Decision notices for TSI applications will be issued
- Late August 2013: Site-specific activities will be initiated
- April 2014: Project completion

### SUBMITTING AN APPLICATION

Please follow these instructions for TSI application submission:

1. One application per applicant will be considered for the TSI program
2. Although hard-copy applications are accepted, **electronic applications are preferred;**
3. Forward an electronic copy of the completed application in a Microsoft Office Word format;
4. Any attachments provided electronically should include the applicant name and a description of the content in the file name (for example, name an attachment 'City of XYZ Site Photographs.pdf' instead of 'Appendix 1.pdf');
5. Include the name of the applicant and "TSI Application 2013" in the subject field;
6. For figures and/or documents that would be cumbersome for electronic transmittal, please contact the TSI Grant Coordinator to make alternative arrangements;
7. Please ensure that all application materials are **received** by July 12<sup>th</sup> 2013; and
8. **Upon receipt of the application, the person listed in Section 1 may be contacted for verification and/or to obtain supplemental information.**

### ELIGIBILITY CRITERIA

Applicants will need to meet the following criteria:

- A local government agency
- A school district
- A federally or state-recognized tribe
- A redevelopment successor agency
- A non-profit organization

Note: An applicant may be eliminated from participating in the program if DTSC staff or managers believe the applicant's past actions show an unwillingness to be cooperative.



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Sites will need to meet the following eligibility criteria:

1. **Brownfields status:** Sites must meet the U.S. EPA definition of a "Brownfields" site. U.S. EPA's definition comes from the 2002 federal legislation (cited earlier) and codified in 42 U.S.C. 9601. With certain legal exclusions and additions, the term "Brownfields" means real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant and may include petroleum hydrocarbon releases. Sites ineligible to receive U.S. EPA grant funds include:
  - State owned properties
  - Sites with ongoing or planned U.S. EPA directed removal actions;
  - Sites proposed or listed on the National Priority List (NPL);
  - Federally owned properties;
  - Sites under enforcement actions; and
  - Active sites subject to RCRA corrective action.

Typical examples of Brownfields sites include former industrial and manufacturing facilities.

2. **Current Ownership:** The proposed TSI project must be of interest to the applicant for facilitating reuse. Ownership of the proposed site is not required, but access agreement must be included with the TSI application (details follow in Section 3).
3. **Site Access:** Sites should be readily accessible to DTSC staff and DTSC's contractor for the purpose of performing TSI field work (e.g., sampling, monitoring well installation, etc.). The site should be cleared of excess vegetation and/or any other physical barriers that would impede the collection of samples.

If the applicant does not own the site being proposed for the TSI, applicant must include written authorization from the property owner, allowing site access. For this grant cycle, field work may take place as soon as September 2012 or as late as March 2013. For TSI sites, field activities may range from one to five days, and particular sites may require access for multiple phases. The applicant shall arrange for access accordingly.

4. **Limits to the Project Scope:** Federal guidelines prohibit any site from receiving more than \$200,000 in funds or services under this grant. Due to the number of applications received and the limitation of available funding, actual TSI grants have generally been awarded in the range of \$45,000 to \$150,000, with an average award of ~\$75,000.

Scope should be such that it can be completed within the one-year grant cycle.

### SELECTION CRITERIA

Eligible sites will be selected using the following criteria:

1. **Uncertainty Reduction/Outcome:** This category evaluates the likelihood the TSI will reduce uncertainty over the degree of site contamination, and focuses on the outcome of the services provided under the TSI. While TSI funds typically will be inadequate to fully characterize large or complex sites, the funds could be used to reduce uncertainty over site contamination at smaller sites or sites with simpler chemical use histories. TSI funds may be leveraged if they are used to supplement other potential sources of funding.



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In addition, the TSI could assist in finalizing the investigation or scoping of the cleanup especially if there are funds already earmarked for cleanup. Scoring this category involves an evaluation of the direct benefit of the information to be gained by the TSI funds.

2. **Pioneer Status:** In an economically distressed neighborhood, redeveloping the first Brownfields site is more difficult than subsequent redevelopment. However, it is likely to encourage redevelopment of other nearby Brownfields sites. Scoring this category involves an evaluation of the economic status of the community and the potential for the area to change based on Brownfields redevelopment.
3. **Plans for Reuse:** This category evaluates the planning, schedule, and funding sources for a redevelopment or reuse project. Redeveloping a property is more likely to occur when specific plans for reuse and financing arrangements have been identified. Factors to consider include: whether the project is within a designated redevelopment area; the specific plans and timing for reuse; whether funds have been set aside or identified for the redevelopment or reuse project; and reliability of the identified funding.

Applicants are encouraged to highlight the number of acres/square feet that will potentially be placed in beneficial reuse, jobs that will be created, tax revenues expected, etc., based on the TSI.

4. **Community Benefit:** The potential benefits to a community from a reuse project can be measured as:
  - *Addressing Health and/or Environmental Concerns:* Will allow for safer and healthier communities and protection of the environment;
  - *Potential Economic Benefit:* Increases tax base, creates jobs, or serves as a magnet for other retail and commercial development;
  - *Social Benefit:* Provides low-income housing, addresses environmental justice issues, reduces, and/or addresses health risk questions posed by surrounding residents;
  - *Schools:* Assists school districts in complying with regulatory requirements in order to construct new school facilities or expands an existing project by providing funds to assist with site assessment activity;
  - *Cultural or Historical Significance:* Preserves culturally sensitive or historic properties;
  - *Creation or Restoration of Sensitive Land Uses:* Creates wildlife preserves, parks, open space, and hospitals; and
  - *Water Quality Significance:* Addresses issues such as water runoff from an adjoining contaminated property or determines if groundwater has been contaminated.

TSI applications will be review for the aforementioned criteria by a panel of DTSC technical staff. The panel will select sites by considering overall geographic diversity, financial need, diversity in site or contaminant type, community need and benefit, and redevelopment plans and project type.

### ONCE A SITE IS SELECTED

Each applicant will be notified of the results of the selection process as indicated in the Schedule of Activities. U.S. EPA will approve projects to receive services under the TSI and will verify that the projects are eligible to receive funding through the grant. DTSC will initiate a scoping meeting with the applicant and the designated contractor to determine the specific scope of work. Information submitted in the application will be used to develop a Work Plan which will outline the activities, deliverable and time frames. Completion of project will be based on project scope and activities.



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### QUESTIONS & APPLICATION ASSISTANCE

For questions about the TSI process, or for assistance with the application, please contact:

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