



Targeted Site Investigation Program Application Guidelines for 2016 - 2017

This document outlines the Department of Toxic Substances Control's (DTSC's) process for selecting a Brownfields in California to receive a Targeted Site Investigations (TSI) grant. The selection procedures provide DTSC with a method to evaluate TSI grant applications and ensure that eligibility criteria have been satisfied. 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 2016-2017 TSI grant cycle approximately \$300,000 in environmental investigative services will be available to applicants.

SCHEDULE OF ACTIVITIES

- April 2016: TSI application package available on DTSC's website
- June 2016: Web-based informational session dated TBA
- July 11th 2016: TSI application deadline
- July 2016: Applicants will be contacted for verification and/or supplemental information
- Late July to early August 2016: Decision notices for TSI applications will be issued
- September 2016: Site-specific activities will be initiated
- April/May 2016: 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 strongly preferred**;
3. Application must be signed;
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 2016" 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 11th 2016; and
8. **Upon receipt of the application, the person listed in Section 1 will 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 Public Law 107-118 (H.R. 2869) 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. **Redevelopment Plans:** The proposed TSI project must be of interest to the applicant for facilitating development, expansion or reuse. The redevelopment must be in the planning stages or in progress. DTSC cannot consider projects that have been completed.
3. **Current Ownership:** Ownership of the proposed site is not required, but the owners written authorization to access the site must be included with the TSI application.
4. **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 October 2016 or as late as March 2017. 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.

5. **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.

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



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SELECTION CRITERIA

Eligible sites will be selected using the following criteria:

- 1. The project area has a clear need for revitalization, for example:**
 - The site has significant deterioration, under-utilization or significant environmental justice issues, which provide a clear need for revitalization, development or expansion.
 - The site has a high CalEnviroScreen score (for more information please refer to <http://oehha.ca.gov/ej/ces2.html>).
- 2. There is clear municipal/community support for the property's revitalization, for example:**
 - The site is clearly an integral part of a local development plan and there is no known public opposition.
 - The redevelopment/reuse would benefit the community.
- 3. There are adequate resources and high developer interest, for example:**
 - The municipality or potential site developer has demonstrated an ability to leverage additional funds for cleanup and other future work at the site.
 - A development agreement is in place.
 - The site has strong development potential as demonstrated by past or present interest by a developer(s).
 - Funding mechanisms have been identified for additional investigation, cleanup and/or the actual development, as applicable.
- 4. DTSC assessment assistance is crucial, for example:**
 - Lack of site assessment is the major obstacle to redevelopment and other resources are not available or insufficient for assessing the site.
 - Site falls within an underserved or blighted community, and/or the site's zip code has a high ranking on CalEnviroScreen.
- 5. Existing information supports directing resources to the site, for example:**
 - Based on existing information, the site is likely to have low to moderate levels of contamination.
 - There is a high likelihood that the larger redevelopment/expansion project will move forward.
 - Site is located in an EPA/DTSC focus area.
 - Site revitalization will serve to spur further beneficial activity in nearby locations.
 - Site revitalization will improve safety and/or health of the community.

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 the project will be based on the 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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