

OFFICE OF BROWNFIELDS

Department of Toxic Substances Control · Cleanup In Vulnerable Communities Initiative

DTSC'S Application Portal

FLUXX USER GUIDE ECRG REIMBURSEMENT REQUESTS

Equitable Community Revitalization Grant

ECRGenius – Grantee Series

Version 1 – August 16, 2022




1. [How to Access DTSC's Application Portal](#)
2. [How to Complete and Submit a Reimbursement Request](#)
3. [Requirements for Invoices Submitted with Reimbursement Requests](#)
4. [ECRG Reimbursement Process](#)
5. [Ineligible Costs](#)
6. [What to Expect if Your Request is Sent Back or Rejected](#)
7. [How to Provide Additional Users Access for Grant Reimbursement in Fluxx](#)
8. [General Tips While Working in Fluxx](#)
9. [Contacts](#)

1. HOW TO ACCESS DTSC'S APPLICATION PORTAL

1A. Visit dtsc.fluxx.io

to log in to DTSC's Application Portal

1B. Click **Reset or create password** to reset password if needed

 **OFFICE OF BROWNFIELDS**
Department of Toxic Substances Control · Cleanup In Vulnerable Communities Initiative

DTSC Application Portal

Login Now:

Username

Password


[Reset or create password](#)

New to the Application Portal?

Create Your Organizational Profile

In order for your application to be considered, the first step is for you to introduce yourself and tell us about yourself and your organization. Please click on the "Create an account Now" button below to start. You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including email address) when completing the registration form.

You will receive an automated email notification from DTSC with login information, which will give you access to the portal and our application forms. Should your application be successful, this portal will also give you access to our reporting templates.

 **FLUXX**

[Privacy Policy](#) [Accessibility](#)

2. HOW TO COMPLETE AND SUBMIT A REIMBURSEMENT REQUEST

2A. Navigate the Portal using the menu bar on the left-hand side

2B. Under **Reports**, select **Cost Reimbursement Form** and click to display the request form

Reminder: If you are associated with multiple grants, ensure you are submitting against the correct grant by verifying the correct grant organization and grant agreement number.

2C. To start a reimbursement request, enter **Edit** mode at the top right-hand side

OFFICE OF BROWNFIELDS
Department of Toxic Substances Control - Cleanup In Vulnerable Communities Initiative

Welcome to DTSC's Application Portal!

The Department of Toxic Substances Control (DTSC) provides regulatory oversight for the evaluation and cleanup of brownfields. Brownfields are properties that are contaminated, or thought to be contaminated, and are underutilized due to perceived investigation and remediation costs and liability concerns. In addition to Voluntary Agreements, DTSC also offers loans and grants to assist with addressing environmental investigations and cleanups at properties throughout California.

DTSC's Application Portal can be used to:

- Apply for voluntary oversight, provided by either DTSC or the Regional Water Quality Control Board (Water Board)
- Apply for funding from the Equitable Community Revitalization Grant (ECRG) Program
- Track the status of your applications
- Sign applications and grant and/or oversight agreements
- Upload previous investigation, cleanup and/or supporting background reports
- Review your current grant and report due dates
- Submit invoices and project status reports
- Track grant related invoice payments

To start an application, click on 'Submit an Application' in the menu bar on the left-hand side.

For more information about voluntary agreements please visit: <https://dtsc.ca.gov/brownfields/voluntary-agreements-quick-reference-guide>

For more information about the loans and grants DTSC offers please visit: <https://dtsc.ca.gov/brownfields/loans-and-grants>

The icons on the left-hand side are called "cards". When you click on the link beneath each card, you are accessing the following:

REQUESTS

- Pending Requests

Once you have started an application(s), you can access them here to review, edit or submit.

OFFICE OF BROWNFIELDS
Department of Toxic Substances Control - Cleanup In Vulnerable Communities Initiative

Search...

Test Organization
Grant ID: ECRG-202203-00971
Type: ECRG Grant Invoice
Report ID: 43
Status: New / Pending Submission

Test Organization

Grant ID: ECRG-202203-00971
Report Type: ECRG Grant Invoice Report ID: 43

⚠ Reimbursement Request amount must be \$15,000 or greater.

▼ ECRG Grant Cost Reimbursement Instructions

- Each reimbursement request must be \$15,000 or greater.
- Number of invoices submitted listed under Summary of Costs should match the number of invoices uploaded in the single PDF package.
- To edit, select **edit** at the top right.
- The portal does not auto-save. Be sure to **Save and Continue** often.
- **Bold** text indicates a required field.

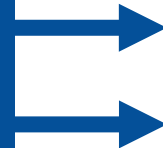
2. HOW TO COMPLETE AND SUBMIT A REIMBURSEMENT REQUEST

2D. Scroll down to the Site section. The **site name** will display. Copy and paste that into the **Site Name** field.

Reminder: If you have a CWA grant and are submitting a reimbursement request for multiple sites, enter "Community-wide Assessment." If you are only submitting for one of your sites, copy and paste the appropriate site name.

2E. Enter the **Billing Period** which should encompass dates for all activities being reimbursed

Reminder: If any activities were completed prior to the Grant Period listed at the top of the form, they are not eligible for reimbursement



Site

Choose the site for this invoice. Copy and paste into the Site Name field.

Test Cleanup Site

If this is a Community-wide Assessment Grant and the reimbursement request is not specific to one site, enter: Community-wide Assessment

Site Name

Billing Period

Start Date

End Date

2. HOW TO COMPLETE AND SUBMIT A REIMBURSEMENT REQUEST

2F. Scroll down to **Summary of Costs**

- Enter **Reimbursement Request Total**
 - The minimum **Reimbursement Request Total** must be at least \$15,000
- Enter the **number of invoices** included in the request

Summary of Costs

Reimbursement Request Total (\$) \$15,000.00

How many invoices are you submitting? 1

Reminder: You are allowed to batch multiple invoices

Regulatory Oversight Fees (\$) \$2,000.00

Environmental Consultant Contracts (all expenses incurred by environmental consultant) (\$) \$10,000.00

Environmental Investigation/Cleanup Contracts (non-consultant) (\$)

Community Engagement Contracts (\$) \$3,000.00

Grantee Project Management Invoices (\$) \$0.00

Grantee Project Manager Travel (\$) \$0.00

Other (\$) \$0.00

Specify other as follows (Other - short description - amount)

Total Reimbursement Request Amount:	\$15,000.00
Difference in Total and Breakdown (\$):	\$0.00

Please click + to attach your invoices. Please batch all invoices into one pdf. Only pdf file types are allowed.

2. HOW TO COMPLETE AND SUBMIT A REIMBURSEMENT REQUEST

2F. Summary of Costs (continued)

- Enter the **cost breakdown** for each specified category
- If **Other** costs are entered, include additional information in the following format
 - Other
 - Short Description
 - Amount

Summary of Costs

Reimbursement Request Total (\$)	\$15,000.00
How many invoices are you submitting?	1
Regulatory Oversight Fees (\$)	\$2,000.00
Environmental Consultant Contracts (all expenses incurred by environmental consultant) (\$)	\$10,000.00
Environmental Investigation/Cleanup Contracts (non-consultant) (\$)	\$0.00
Community Engagement Contracts (\$)	\$3,000.00
Grantee Project Management Invoices (\$)	\$0.00
Grantee Project Manager Travel (\$)	\$0.00
Other (\$)	\$0.00

Specify other as follows (Other - short description - amount)

Describe Other costs here.

Total Reimbursement Request Amount:	\$15,000.00
Difference in Total and Breakdown (\$):	\$0.00

Please click + to attach your invoices. Please batch all invoices into one pdf. Only pdf file types are allowed.

Cost Breakdown Elements

2. HOW TO COMPLETE AND SUBMIT A REIMBURSEMENT REQUEST

2F. Summary of Costs (continued)

- Verify the **Reimbursement Request Total** is equal to the **Total Reimbursement Request Amount** by checking the auto-populated **Difference in Total and Breakdown** calculated field
- Compile all invoices into a single PDF named in the following format **YYYYMMDD-GRANT AGREEMENT #-INVOICE**.
 - (e.g. 20220805-ECRG-2021-00971-Invoice)
- Click the **+** button to add the PDF


Summary of Costs

Reimbursement Request Total (\$)	\$15,000.00
How many invoices are you submitting?	1
Regulatory Oversight Fees (\$)	\$2,000.00
Environmental Consultant Contracts (all expenses incurred by environmental consultant) (\$)	\$10,000.00
Environmental Investigation/Cleanup Contracts (non-consultant) (\$)	\$0
Community Engagement Contracts (\$)	\$3,000.00
Grantee Project Management Invoices (\$)	\$0.00
Grantee Project Manager Travel (\$)	\$0.00
Other (\$)	\$0.00

Specify other as follows (Other - short description - amount)

Total Reimbursement Request Amount:	\$15,000.00
Difference in Total and Breakdown (\$):	\$0.00

Please click + to attach your invoices. Please batch all invoices into one pdf. Only pdf file types are allowed.
ECRG Grant Invoice



2. HOW TO COMPLETE AND SUBMIT A REIMBURSEMENT REQUEST

2G. Submitting your reimbursement request

- The Portal does not auto-save so **Save and Continue** at the bottom of the screen often
- Under Invoice Submittal Contact, use **the dropdown menu** to select who is uploading the invoice
- Once all fields are filled out and the invoice PDF has been **uploaded**, exit Edit mode by clicking **Save and Close**
- Once Edit mode is closed, you'll be able to **Submit** your request

The screenshot shows the 'Invoice Upload' form in edit mode. At the top, there is a header 'Invoice Upload' with a plus icon. Below it, a file upload area contains a PDF file named '20220805-ECRG-2021-00971-Invoice.pdf' with a sub-label 'ECRG Grant Invoice' and a timestamp 'Added by Jessica Duffey at 11:25 AM on August 16, 2022'. Below the file area is the 'Invoice Submittal Contact' section, which includes a text box with the instruction 'Indicate who is submitting this reimbursement request' and a dropdown menu currently showing 'Jane Doe'. At the bottom right of the form, there are three buttons: 'Cancel', 'Save and Continue' (highlighted with a blue border), and 'Save and Close'.

The screenshot shows the 'Invoice Submittal Contact' form in view mode. It includes the same text box and dropdown menu as the previous screenshot, but the dropdown now displays 'Jane Doe' as a static text label. At the bottom right, there is a 'Submit' button highlighted with a blue border. A large blue arrow points from the 'Save and Continue' button in the first screenshot down to the 'Submit' button in this screenshot.

3. REQUIREMENTS FOR INVOICES SUBMITTED WITH REIMBURSEMENT REQUESTS

Reminder: DTSC does not require Grantees to pay invoices prior to requesting cost reimbursements; however, **DTSC will not reimburse interest, penalties, nor fines.**

If you have any questions, please email ECRGinfo@dtsc.ca.gov

Request ECRG reimbursement, as follows:

- 3A. Gather \$15,000 or higher in invoices to create a Reimbursement Request.
- 3B. Include Reimbursement Request date and number
- 3C. Include Reimbursement Request total amount

3D. Ask your contractors/vendors to provide invoices on company letterhead and instruct them to include:

- The STD Form 204 Grantee Organization name and address
- Site name
- Sufficient details to allow DTSC Project Manager to determine:
 - ✓ Costs are reasonable under the Agreement Terms and Conditions
 - ✓ Costs are eligible
- For contractor labor costs, include the following:
 1. Performed project work timeframe (date range)
 2. Staff classification/labor category
 3. Work activity performed
 4. Number of hours worked
 5. Associated hourly rates

For example: April - June 2022, ACME Corp./Sr. Geologist, 60 hours @ \$X per hour for site observation/evaluation.

3. REQUIREMENTS FOR INVOICES SUBMITTED WITH REIMBURSEMENT REQUESTS



If you have any questions, please email

ECRGinfo@dtsc.ca.gov

3E. For Grantee Project Manager labor costs Reimbursement Request, provide labor costs on Grantee Organization letterhead and include:

- Performed project work timeframe (date range)
- Staff classification/labor category
- Work activity performed
- Number of hours worked
- Associated hourly rates charged (base labor rate not the fully loaded rate; DTSC cannot pay for Grantee admin or overhead costs)
- Copies of associated approved timecards

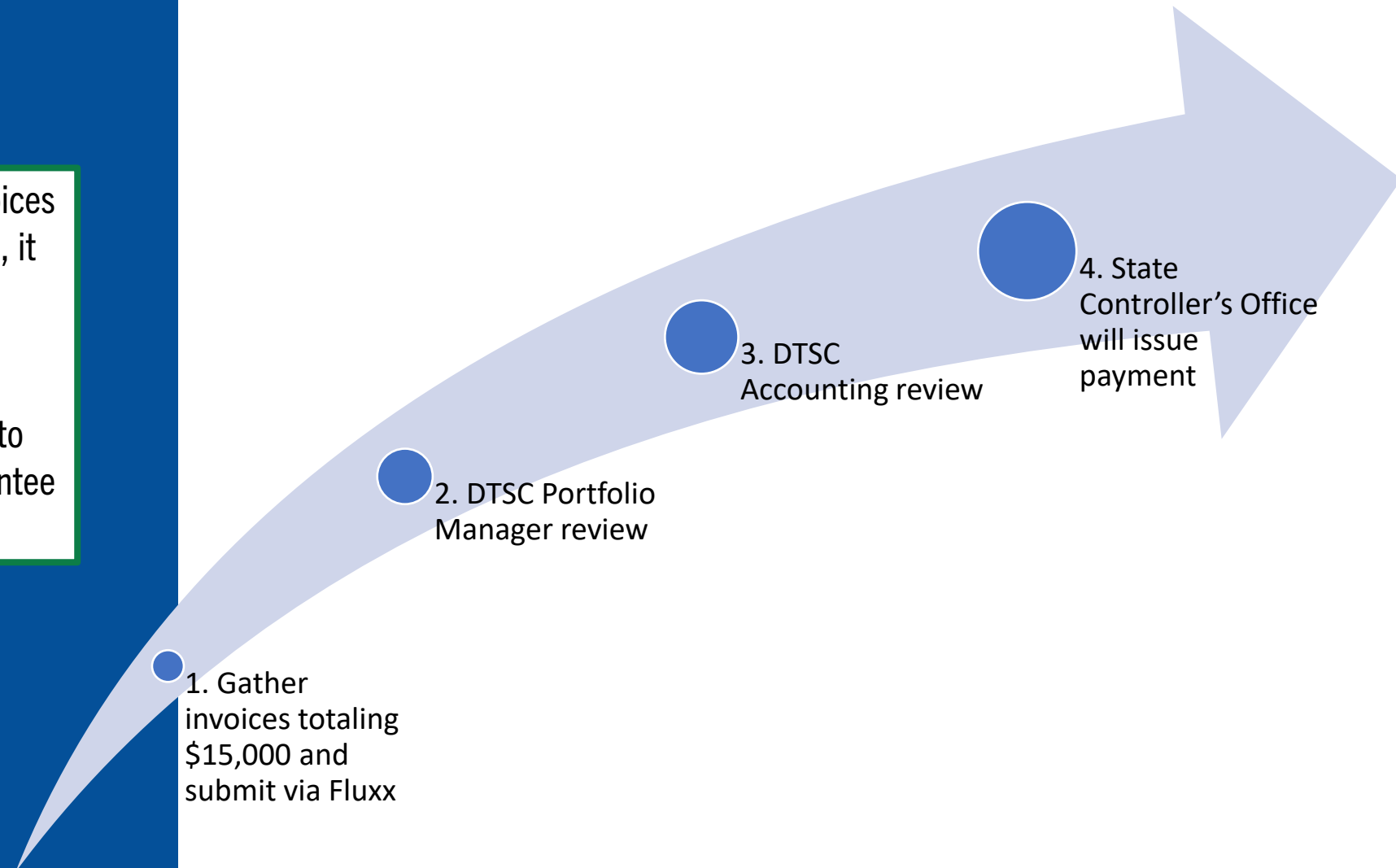
For example: April - June 2022, Grantee Organization/Project Manager, 20 hours @ \$X per hour (base labor rate only) for reimbursement request submittal along with associated approved timecard.

Grantee Project Manager labor costs may not exceed 5% of the grant award amount. The 5% cap applies only to Grantee Organization staff.

4. ECRG REIMBURSEMENT PROCESS

From the time the DTSC receives your invoices and the necessary support documentation, it will take up to 90 days for you to receive a reimbursement check.

All disbursement warrants will be payable to the Grantee and mailed directly to the Grantee from the State Controller's Office.



5. INELIGIBLE COSTS



INELIGIBLE COSTS

ECRG funds **cannot** be used for:

- Activities conducted prior to ECRG award
- Hazardous building material surveys and removals, such as PCBs, lead and asbestos in buildings
- Proposal or grant preparation
- Long-term operation and maintenance of a remedy
- Compliance and monitoring of institutional controls such as a Land Use Covenant
- Costs for cleanup of groundwater when the land is already suitable for reuse
- A penalty or fine
- Plugging and abandoning oil wells and mine features
- Pre-construction activities and other site preparation activities needed to support construction
- Construction of the reuse project beyond what is required in the final remedy for the site
- Food and childcare during public or organizational meetings
- Markup greater than 8% from a prime contractor on subcontracts and other direct costs
- Project management costs greater than 5% of the total ECRG award
- Budget contingency or unallocated funding
- Legal fees not directly related to ECRG-approved activities
- Any activity except those approved in the ECRG Agreement

Please note that assessment and cleanup activities conducted **before** an ECRG award are **ineligible** for reimbursement using ECRG funds.

6. WHAT TO EXPECT IF YOUR REQUEST IS SENT BACK OR REJECTED

You will receive an email if your request is rejected or if action is required.

If action is required, the email will include instructions on how the request must be revised to be approved and you should:

- 6A. Log in to the Portal
- 6B. Navigate to **Reports** on the left menu bar and select **Action Required** to display records
- 6C. Click on the record and enter **Edit** mode at the top right-hand corner
- 6D. Make the requested changes, click **Save and Close** at the bottom right
- 6E. Once saved, click **Re-Submit** at the bottom right

Search...

Test Organization
Grant ID: ECRG-202203-00954
Type: ECRG Grant Invoice
Report ID: 30
Status: Sent Back

Test Organization

Grant ID: ECRG-202203-00954
Report Type: ECRG Grant Invoice
Report ID: 30

▼ ECRG Grant Cost Reimbursement Instructions

- Each reimbursement request must be \$15,000 or greater.
- Number of invoices submitted listed under Summary of Costs should match the number of invoices uploaded in the single PDF package.
- To edit, select **edit** at the top right.
- The portal does not auto-save. Be sure to **Save and Continue** often.
- **Bold** text indicates a required field.

Reserved for DTSC Feedback to Grantee if Invoice is Rejected

Hello,

The uploaded PDF includes 10 invoices and you have indicated this batch includes 11 invoices. Please reconcile this discrepancy and resubmit.

Test Organization

Grant ID: ECRG-202203-00954
Report Type: ECRG Grant Invoice
Report ID: 30

▼ ECRG Grant Cost Reimbursement Instructions

- Each reimbursement request must be \$15,000 or greater.

Cancel Save and Continue **Save and Close**

Test Organization

Grant ID: ECRG-202203-00954
Report Type: ECRG Grant Invoice
Report ID: 30

▼ ECRG Grant Cost Reimbursement Instructions

Re-Submit

Contact your DTSC Portfolio Manager if there are questions about the requested changes or rejection.

7. HOW TO PROVIDE ADDITIONAL USERS ACCESS FOR GRANT REIMBURSEMENT

7A. If the user is not currently registered in Fluxx, direct them to the home page and have them register by clicking **Create Account Now** and filling out the Grantee Organization information under **Your Organization Information**, followed by their contact information

- We will connect the account and the new user will have access to Cost Reimbursement Forms associated with the Grantee Organization

7B. If the user is already registered in Fluxx, send an email to ApplicationPortal@dtsc.ca.gov to have your account linked to the appropriate Organization

OFFICE OF BROWNFIELDS
Department of Toxic Substances Control · Cleanup In Vulnerable Communities Initiative

DTSC Application Portal

Login Now:
Username
Password
Sign in
[Reset or create password](#)

New to the Application Portal?
Create Your Organizational Profile
In order for your application to be considered, step is for you to introduce yourself and tell us yourself and your organization. Please click on "Create an account Now" button below to start. You will not be able to edit your profile after submit so please ensure you have entered accurate information (including email address) when completing the registration form.
You will receive an automated email notification from DTSC with login information, which will give you access to the portal and our application forms. Should your application be successful, this portal also give you access to our reporting templates.

Create an account now

FLUXX
[Privacy Policy](#) [Accessibility](#)

Your Organization Information
Organization Type
Organization Name
Address 1
Address 2
City
Country: United States
State/Province
Postal Code (Zip)
Organization Phone

Your Contact Information
First Name
Last Name
Work Phone
Work Phone Extension
E-mail

Note this will not provide the user access to the Grant Application or Grant Documents. For this type of access, you will need to be added to the Grant Record directly. When contacting DTSC, please specify your request clearly.

8. General Tips While Working in Fluxx



- The Application Portal does not auto-save. **Save and Continue** your work often.
- If a field or the webpage is non-responsive while completing the application, try clicking **Save and Continue** to refresh.
- Chrome is the preferred browser for Fluxx.
- For any other issues or questions, contact ApplicationPortal@dtsc.ca.gov.

9. Contacts

Here is a contact directory to get answers as quickly as possible on various common topics:

Project Management

- [Triss Chesney](#)
 - Questions about the Community Wide Assessments
- [Rana Georges](#) or [Angela Garcia](#)
 - Questions about ECRG projects under DTSC Oversight
- [Gregory “Greg” Shaffer](#)
 - Questions about ECRG projects under Water Board oversight
 - Questions about ECRG projects under Local Agency oversight
- [Katherine “Kathy” Takeshita](#)
 - Schedule project-specific ECRG kick-off meetings

Finances and Fluxx

- [Jennifer Black](#)
 - Reimbursement (not related to Fluxx or eligible costs)
- [Sonia Reyes](#)
 - Standard Forms 204 and 205
- ECRGInfo@dtsc.ca.gov
 - Questions about specific eligibility costs
- [Natasha DiPietro](#)
 - Submitting reimbursement requests through Fluxx
 - Any questions related to the Fluxx portal

Other

- ECRGInfo@dtsc.ca.gov
 - Questions about ECRG Grant Agreements
- ECRG@cclr.com – [Brownfield Technical Assistance Provider](#)
 - Technical assistance and general questions regarding the ECRG program