



Instructions for Applicants

The Equitable Community Revitalization Grant (ECRG) requires oversight of environmental investigations and cleanups by a regulatory agency for Site-Specific Investigation and Site-Specific Cleanup Grant applications. Community-wide Assessment (CWA) applications do not require regulatory oversight. However, if the applicant opts to work with a regulatory agency and submits the required documents, regulatory agency oversight costs will be an allowable cost.

Regulatory oversight ensures environmental investigations and cleanups comply with federal, state, and local requirements and provides a higher level of certainty that a property is safe for the use or proposed reuse for human and/or ecological receptors. Oversight can be provided by the Department of Toxic Substances Control (DTSC), a Regional Water Quality Control Board (Regional Board), and certain Local Oversight Agencies. A list of self-certified Local Agencies is available on [DTSC's website](#).

Regulatory oversight agreements are fee for service, meaning the party entering into the agreement pays for the regulatory agency's costs to oversee their work. These oversight costs are eligible for reimbursement under the ECRG.

Sites That Need New Regulatory Oversight Agreements

If the applicant is not under regulatory oversight for the entire Site, the applicant can apply for voluntary oversight from DTSC, the Regional Board, or a self-certified Local Oversight Agency. Applicant must submit an ECRG Project Suitability Letter completed by your regulatory oversight agency for all non-DTSC lead sites.

1. DTSC: Access DTSC's [Application Portal](#) and complete the Request for Agency Oversight Application. A minimum of 4 weeks should be allowed to execute the agreement. The last date to request a new regulatory oversight agreement from the DTSC in order to meet the ECRG application deadline is *September 11, 2023. Applicants may contact DTSC's Regional Brownfield Coordinators with questions about DTSC's voluntary oversight agreements. Their contact information can be found on [DTSC's website](#).
2. Regional Board: [Contact your local Regional Board's Site Cleanup Program](#) and complete the Request for Agency Oversight Application. Also, request the ECRG Project Suitability Letter. About 4 weeks should be allowed to execute the agreement. The last date to request a new regulatory oversight agreement and request an ECRG Project Suitability Letter from the Regional Board in order to meet the ECRG application deadline is *September 11, 2023.
3. Local Oversight Agency: Contact your Local Oversight Agency by visiting DTSC's [Local Agency Resources webpage](#). Application requirements vary between Local Oversight Agencies; reach out to your local oversight agency directly to determine their timeframe for entering into a new voluntary agreement and that your Local Agency is certified to provide oversight. Request the ECRG Project Suitability Letter. New oversight agreements with a Local Oversight Agency will take longer because they require a 30-day notice to DTSC and the appropriate Regional Board. DTSC recommends applying by *September 5, 2023.

*Dates subject to change based on forthcoming ECRG schedule

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The ECRG Project Suitability Letter (for non-DTSC lead sites) should include the required checklist and the voluntary regulatory oversight agreement as part of a complete ECRG application.

Sites Under Existing Regulatory Oversight Agreements

1. **DTSC:** Ensure that the agreement is voluntary by confirming with your assigned DTSC project manager and include the EnviroStor link to the agreement in your application.
2. **Regional Board:** Ensure that the agreement is eligible by confirming with your assigned Case Manager. Request an ECRG Project Suitability Letter to submit with your application.
 - o Cost recovery letters are eligible as voluntary oversight mechanisms. Note that sites that are under an active Regional Board Section 13267 Order may be eligible for the ECRG if the site is approved by the Regional Board.
 - If the Site is under an active Section 13267 Order, the Regional Board will evaluate the details of the Site and determine whether to approve the Site for inclusion in the ECRG via an ECRG Project Suitability Letter.
 - If the Site is approved for inclusion in the ECRG, the 13267 Order serves in lieu of an oversight agreement.
3. **Local Oversight Agency:** Ensure that the Local Oversight Agency is self-certified (check [here](#) for current list of self-certified Local Agencies and information on how an agency may become self-certified) and the oversight agreement is voluntary (if unsure, please check with your Local Agency Project Manager). Request an ECRG Project Suitability Letter. Make sure the Local Agency Project Manager includes a copy of the agreement with the ECRG Project Suitability Letter for your application.

Obtaining an ECRG Project Suitability Letter

Please contact your Regional Board Case Manager or Local Agency Project Manager for an ECRG Project Suitability Letter. Allocate sufficient time for this process and confer with your agency contact to determine timing and deadlines.

DTSC presented a webinar as an introduction to regulatory oversight for potential ECRG applicants. The recording and slides are available on [DTSC's New Applicants ECRG webpage](#)



Instructions for Regional Board and Local Oversight Agency Staff

1. This form and letter should be used for sites seeking funding through *[DTSC's Equitable Community Revitalization Grant DTSC ECRG Guidelines](#).
2. This letter cannot be provided for Sites under an active Regional Water Quality Control Board Cease and Desist Order or Cleanup and Abatement Order or for Sites under an active order from a Local Agency.
3. The letter is to be completed by the Regional Board Case Manager/Local Agency Project Manager and signed by the Assistant Executive Officer/Local Oversight Agency management equivalent for all sites with oversight.
4. The Regional Board and Local Oversight Agencies have agreed to provide a response to applicants within **15 calendar days** of a request. For this ECRG application cycle, the last day for an applicant to make a request to ensure a guaranteed timely response is ****September 11, 2023**.
5. Language in *italics* is intended as instructions and should not be included in the final letter. Language in **[brackets]** should be replaced with site specific details.
6. ECRG grants may be used for community-wide assessments, site-specific investigations, or site-specific cleanups. The funding period of the grant award is two years. ECRG only funds cleanup on the portions of the Site that are planned for reuse and are contaminant sources. ECRG does not fund regional groundwater investigation and/or regional cleanup projects.
7. For applications to be eligible for a cleanup grant, the applicant must have submitted a draft cleanup plan for regulatory review or have an approved cleanup plan in place. If a draft cleanup plan has not been submitted the applicant should apply for an investigation grant.
8. If staff capacity is not available to the Regional Board or Local Oversight Agency, consider whether a case referral to DTSC is appropriate or have the ECRG Applicant apply for DTSC oversight as soon as possible and refer them to the oversight application timelines included in the ECRG Guidelines.

*Guidelines to be released when Round 2 of ECRG Application is released.

**Date will be finalized when Round 2 of ECRG Application is released.



Checklist for Regional Board and Local Oversight Agency Staff

#	Checklist Item	Agency Response
1	The [REGIONAL BOARD/LOCAL OVERSIGHT AGENCY] has assigned the following staff to the Site: [NAME OF STAFF & SUPERVISOR]. The staff are committed to prompt, efficient oversight to ensure that review of workplans, reports and cleanup plans occur at a pace that can accommodate the project's schedule.	
2	Date Regulatory Oversight Agreement was Executed: [INSERT DATE]	
3	<p>Copy of Regulatory Oversight Agreement: [ATTACH AGREEMENT/ORDER OR GEOTRACKER LINK]</p> <ul style="list-style-type: none"> For Local Agencies - Voluntary Remedial Action Agreement For Regional Board - Cost Recovery Letter/Agreement, 13267 Investigative Order <ul style="list-style-type: none"> For Regional Board 13267 Investigative Orders evaluate the details of the Site and determine if an ECRG Project Suitability Letter is appropriate. If so, include a copy of the Order. All other orders are ineligible for ECRG. 	
4	Name of Party on the Regulatory Oversight Agreement: [INSERT NAME – MUST MATCH THE APPLICANT]	
5	<p>Oversight cost estimate for two-year grant period (approximately February 2024-February 2026) [INSERT OR ATTACH OVERSIGHT COST ESTIMATION WORKSHEET FOR ECRG ACTIVITIES DESCRIBED BELOW]</p> <ul style="list-style-type: none"> Oversight cost estimate should align with the scope of work proposed by the applicant in the ECRG application 	

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ECRG Project Suitability Letter



#	Checklist Item	Agency Response
6	<p><i>FOR EXISTING AGREEMENTS ONLY</i></p> <p>Has the ECRG Applicant been cooperative and responsive to the Regional Board's/Local Oversight Agency's requests and requirements for this Site? [YES OR NO]</p>	
7	<p><i>FOR EXISTING AGREEMENTS ONLY</i></p> <p>Describe activities overseen by the agency at the site since August 2022:</p> <ol style="list-style-type: none"> 1. [# AND NAMES OF WORKPLANS, CLEANUP PLANS, OR MONITORING REPORTS SUBMITTED SINCE AUGUST 2022] 2. [# AND NAMES OF WORKPLANS, CLEANUP PLANS, OR MONITORING REPORTS APPROVED BY THE REGIONAL WATER QUALITY CONTROL BOARD SINCE AUGUST 2022] <p><i>NOTE: IF WORKPLANS, CLEANUP PLANS, OR MONITORING REPORTS HAVE NOT BEEN SUBMITTED AND/OR APPROVED SINCE AUGUST 2022, PLEASE DESCRIBE WHY</i></p>	
8	<p><i>FOR CLEANUP GRANT APPLICATIONS</i></p> <ol style="list-style-type: none"> 1. Has a cleanup plan been submitted for review or approved by the regulatory oversight agency? [YES OR NO] 2. If the proposed reuse is a school, hospital, health clinic, daycare or housing, will the proposed cleanup alternative remediate the site to unrestricted levels without ongoing mitigation, monitoring, or land use covenant due to residual contamination? [YES OR NO] 	
9	<p>What environmental activities are needed to implement the Applicant's desired reuse plans for this Site?</p> <p>[BRIEFLY DESCRIBE WHAT THE REGIONAL BOARD/LOCAL OVERSIGHT AGENCY WILL NEED IN ORDER TO MAKE A DETERMINATION THAT THE SITE IS SUITABLE FOR THE PROPOSED REUSE]</p>	
10	<p>How many of these activities can the Regional Board/Local Oversight Agency oversee and approve in a two-year timeframe?</p> <p>[DESCRIBE THE SCHEDULE OF ACTIVITIES]</p>	

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Template Letter to be Used by Regional Board and Local Oversight Agency Staff

[Letterhead]

Date

Maryam Tasnif-Abbasi
Brownfields Redevelopment Manager
Department of Toxic Substances Control
Maryam.Tasnif-Abbasi@dtsc.ca.gov

ECRG PROJECT SUITABILITY LETTER – [INSERT NAME OF APPLICANT]'S INTENT TO APPLY FOR
EQUITABLE COMMUNITY REVITALIZATION GRANT (ECRG) FUNDING

Dear Ms. Tasnif-Abbasi:

I am writing on behalf of the [REGIONAL BOARD REGION/LOCAL OVERSIGHT AGENCY], which is currently overseeing [INVESTIGATION AND CLEANUP/INVESTIGATION/CLEANUP] at [ADDRESS] (Site), to express support for the [NAME OF APPLICANT]'s grant application. The [REGIONAL BOARD REGION/LOCAL OVERSIGHT AGENCY] confirms that an oversight agreement has been executed for the Site. The applicant has a high likelihood of completing significant progress if ECRG funding is granted because our agency is capable of providing timely oversight during the two-year ECRG grant period.

Please see the attached ECRG Project Suitability Form. If you have any questions, please contact [ADD CONTACT INFORMATION FOR ANY FOLLOW-UP INFORMATION].

Sincerely,

[ASSISTANT EXECUTIVE OFFICER/LOCAL OVERSIGHT AGENCY MANAGEMENT EQUIVALENT]

Attachments:

1. ECRG Project Suitability Checklist
2. Regulatory Oversight Agreement

cc:

[ECRG APPLICANT]
[REGULATORY OVERSIGHT PROJECT MANAGER]