

Updated 9-12-2023

# OFFICE OF BROWNFIELDS

Department of Toxic Substances Control · Cleanup In Vulnerable Communities Initiative

## DTSC's Application/Grant Portal

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# 2023 FLUXX USER GUIDE

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Equitable Community  
Revitalization Grant (ECRG)

Request for Lead Agency  
Oversight (Voluntary Agreements)



## [Key Terms](#)

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8. [How to Enter Community Benefit Commitments](#)

# KEY TERMS

- CalEnviroScreen (CES) 4.0 Score – an overall score for every census tract in the state using environmental, health, and socioeconomic information
- ECRG Tasks – specific deliverables and/or activities that define ECRG work
- ECRG Spending Categories – categories in which costs associated with ECRG Tasks can be allocated
- Fluxx – software housing DTSC’s Application/Grant Portal
- Scope, Schedule, and Budget Table – table that allows Applicants to provide the scope of ECRG Tasks to be completed in the two-year funding period and allocates funding into Spending Categories; located in Section 8 of the application

# GENERAL FLUXX USER TIPS



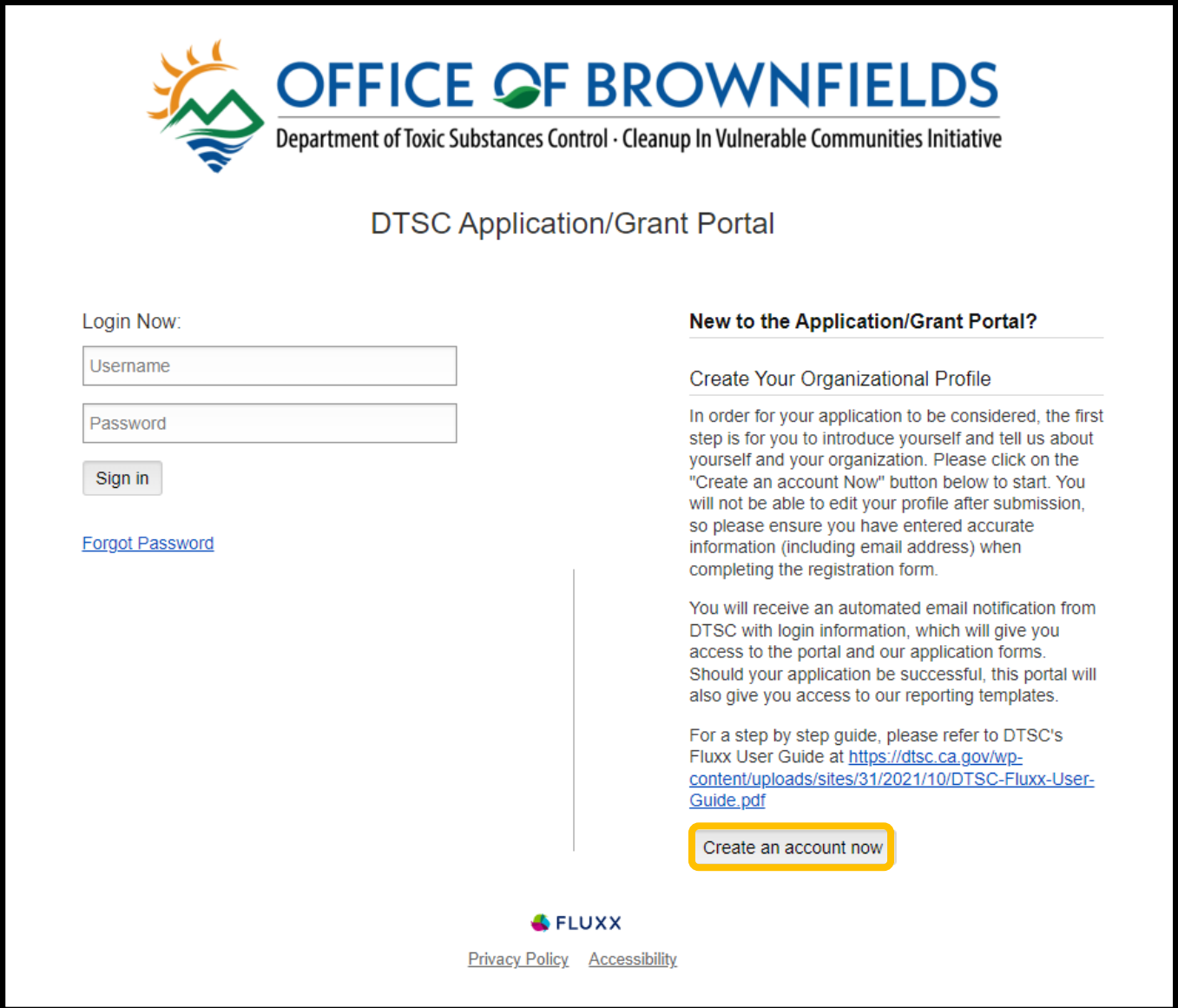
- Fluxx does not auto-save, click the **Save** button often
- If a field or the webpage is non-responsive while completing the application, try clicking **Save** to refresh
- Chrome is the preferred browser for Fluxx
- For any other issues or questions, contact [ApplicationPortal@dtsc.ca.gov](mailto:ApplicationPortal@dtsc.ca.gov)

# 1. HOW TO CREATE AN ACCOUNT

## 1A. Visit [dtsc.fluxx.io](https://dtsc.fluxx.io)

to access DTSC's Application/Grant Portal (Fluxx)

1B. Click **Create an account now** to create a new account



The screenshot shows the DTSC Application/Grant Portal login page. At the top left is the logo for the Office of Brownfields, Department of Toxic Substances Control - Cleanup In Vulnerable Communities Initiative. The page title is "DTSC Application/Grant Portal". On the left side, there is a "Login Now:" section with a "Username" input field, a "Password" input field, a "Sign in" button, and a "[Forgot Password](#)" link. On the right side, there is a section titled "New to the Application/Grant Portal?" with a sub-section "Create Your Organizational Profile". The text explains that the first step is to introduce yourself and your organization, and that users will not be able to edit their profile after submission. It also mentions that users will receive an automated email notification with login information. At the bottom of the right section, there is a "Create an account now" button highlighted with a yellow border. At the bottom center, there is the "FLUXX" logo and links for "Privacy Policy" and "Accessibility".

# 1. HOW TO CREATE AN ACCOUNT

1C. Enter basic information about you and your organization

1D. Click **Submit Request** to submit your request

**Reminder:** If multiple users will be contributing to a single application, a representative of the organization that will receive funding (Grantee/Proponent) should register first, start an application, and refer to Section 4 of this user guide to grant additional users access

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

DTSC Application/Grant Portal

DTSC Portal Registration

Tax ID:  
Received on:

*If multiple users will be contributing to a single application, a representative of the organization that will either receive funding (Grantee), or execute an oversight agreement (Proponent) should register first and start an application. This will ensure the correct organization is represented on the application. Additional users can then be added and given access to the application in the Application Contacts section.*

Once your registration is approved you will receive an email with a link to create a password. Please allow up to 24 business hours for your registration to be approved and remember to check your spam folder for the approval email!

Your Organization Information

Organization Type  
Organization Name  
Address 1

Your Contact Information

First Name  
Last Name  
Title  
Work Phone  
Work Phone Extension  
E-mail

Cancel Submit Request

FLUXX  
Privacy Policy Accessibility

# 1. HOW TO CREATE AN ACCOUNT

1E. Once approved, you will receive an email with an assigned username and a link to setup your password

- Note that approval may take 1-2 business days

DTSC Grants Management Portal <do-not-reply.grants07-us-east-1@fluxx.io>

Thu, Aug 5, 2021 at 9:35 AM

Reply-To: ApplicationPortal@dtsc.ca.gov

To:

Dear **Test User**,

Your registration has been approved!

You have been assigned the user name: **Test\_User** . These credentials allow you to login at <https://dtsc.fluxx.io>.

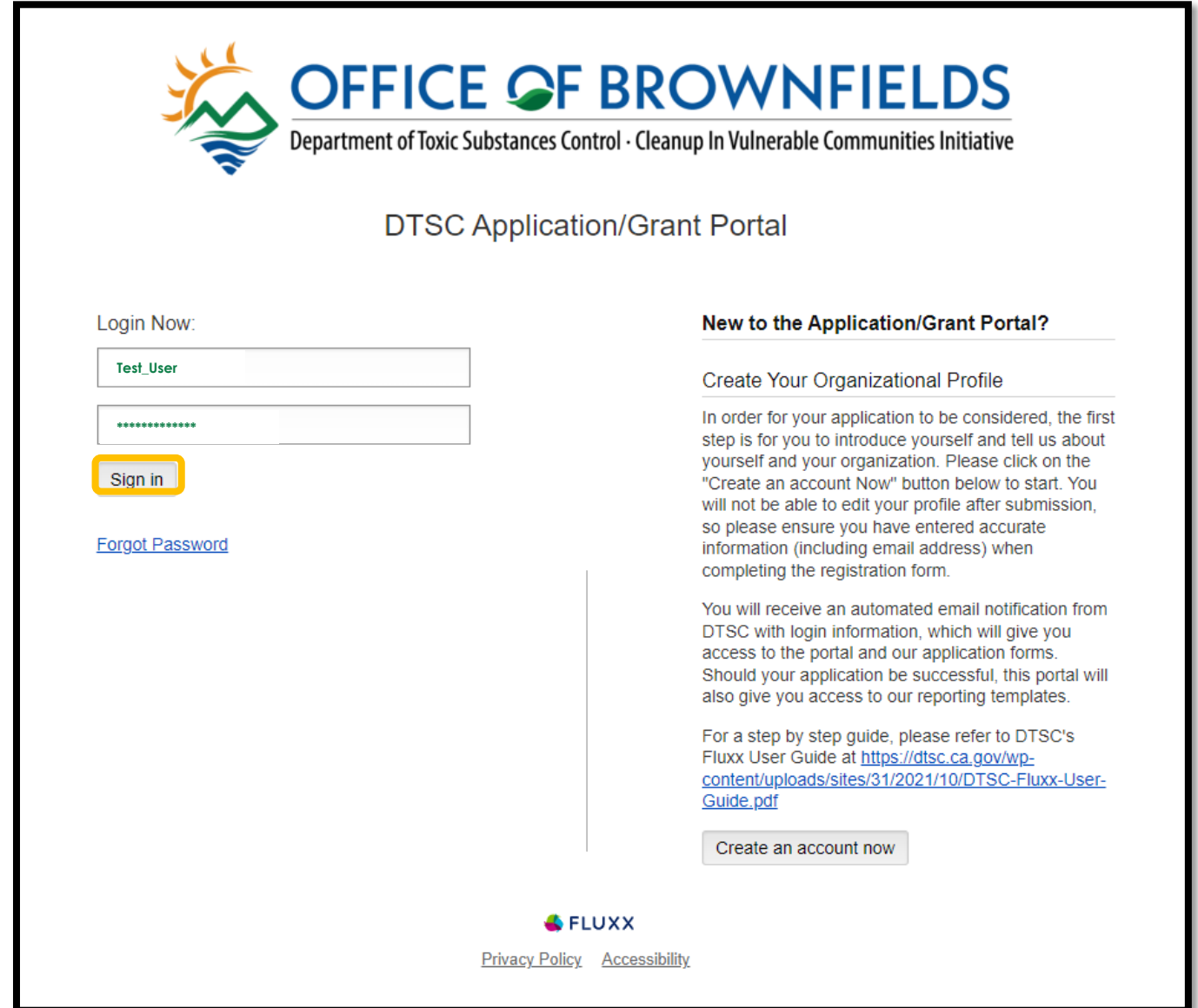
Please use the link below to setup your password:

<https://dtsc.fluxx.io/token/66a50e672c34dfa28a102b6aa266e6ab63c572c06037256be1>

Thank you

# 2. HOW TO START AN APPLICATION

## 2A. Enter your login information to access the Portal



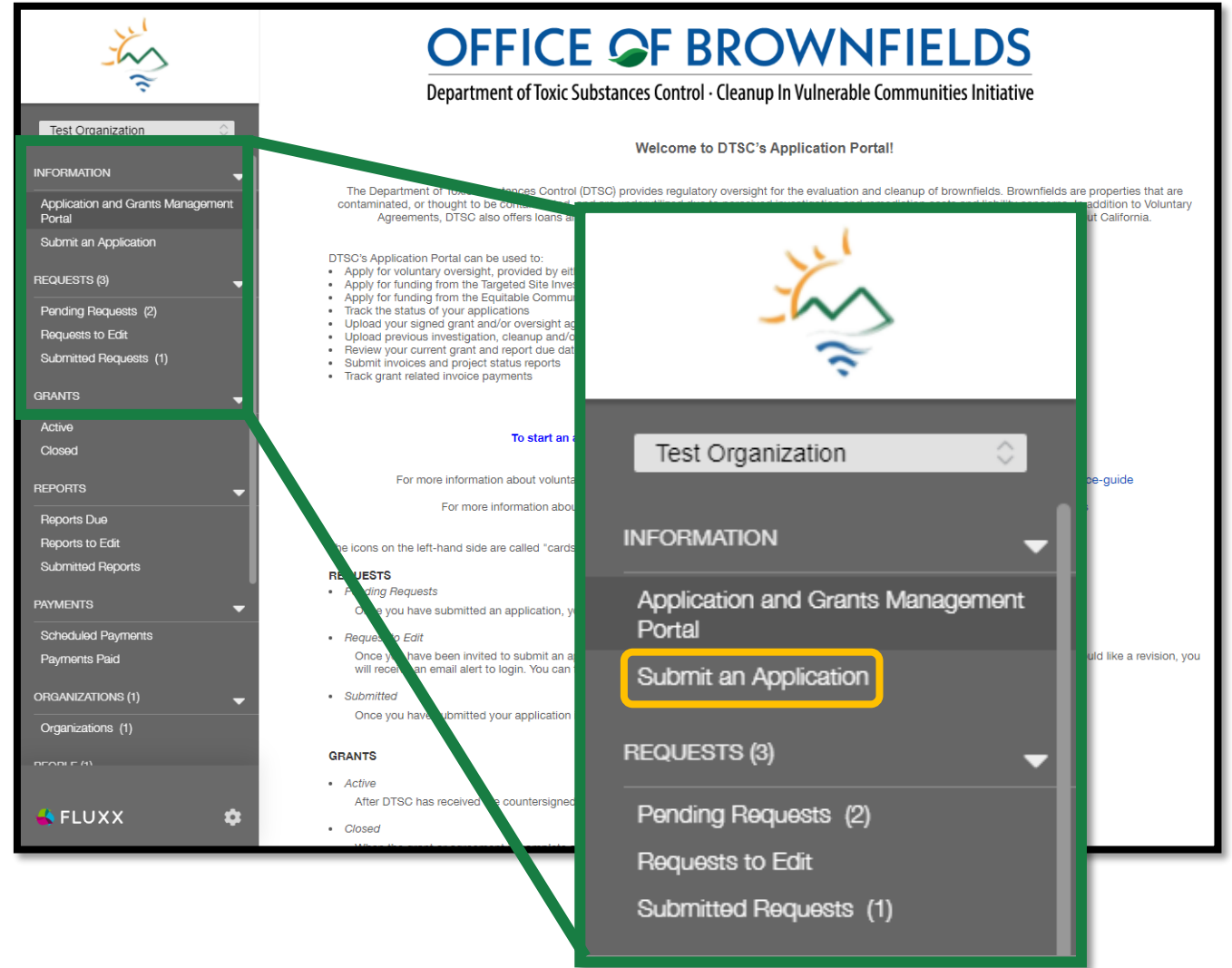
The screenshot shows the DTSC Application/Grant Portal login page. At the top left is the logo for the Office of Brownfields, Department of Toxic Substances Control - Cleanup In Vulnerable Communities Initiative. The page title is "DTSC Application/Grant Portal". On the left, there is a login form with the text "Login Now:" above two input fields. The first field contains "Test\_User" and the second field contains "\*\*\*\*\*". Below the fields is a "Sign in" button with a yellow border. A link for "Forgot Password" is located below the sign in button. On the right side, there is a section titled "New to the Application/Grant Portal?" with a sub-section "Create Your Organizational Profile". This section contains a paragraph of text explaining the registration process, followed by another paragraph about automated email notifications. At the bottom of this section is a "Create an account now" button. At the very bottom of the page, there is the FLUXX logo and two links: "Privacy Policy" and "Accessibility".



# 2. HOW TO START AN APPLICATION

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

2C. To start an application, click on the **Submit an Application** page



# 2. HOW TO START AN APPLICATION

2D. Use the **green buttons** under either program to start a new application

The screenshot displays the Office of Brownfields website interface. On the left is a dark sidebar menu with a logo at the top. The main content area features the office's name and mission statement. Two program sections are visible: 'Voluntary Oversight Program' and 'Equitable Community Revitalization Grant (ECRG)'. Each section contains a prominent green button with a yellow border, highlighted by a yellow box. The 'Voluntary Oversight Program' button reads 'Start a Request for Lead Agency Oversight Application' and is accompanied by a link to a quick-reference guide. The 'Equitable Community Revitalization Grant (ECRG)' button reads 'Start an Equitable Community Revitalization Grant Application' and is accompanied by a link to the grant information page.

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

Test Organization

INFORMATION

- Application and Grants Management Portal
- Submit an Application

REQUESTS (3)

- Pending Requests (2)
- Requests to Edit
- Submitted Requests (1)

GRANTS

- Active
- Closed

REPORTS

- Reports Due
- Reports to Edit

Voluntary Oversight Program

**Start a Request for Lead Agency Oversight Application**

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

Equitable Community Revitalization Grant (ECRG)

**Start an Equitable Community Revitalization Grant Application**

*For more information about the Equitable Community Revitalization Grant please visit <https://www.grants.ca.gov/grants/equitable-community-revitalization-grants-ecrg/>*

# 2. HOW TO START AN APPLICATION

2E. A new application will open in Edit-mode, and you can begin the application

- **Save** allows you to save your work and continue entering information
- **Save and Close** will save your work and close the current application
- **Cancel** will only exit edit-mode, no changes will be saved

Remember to save often!

**Test Organization**

Request ID: ECRG-2023-01584      ECRG Round:  
Oversight: Los Angeles County Fire  
Department, Health & Hazardous Materials  
Division  
Portfolio Manager:

**Request Status**

**Draft**   With Applicant   Review   Active   Closed

**Status**   Draft

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**A. Getting Started**  
**B. DTSC's Application Portal Tips**  
Internal Administration - Internal Only

**Delete**   **Cancel**   **Save**   **Save and Close**

# 3. HOW TO CONTINUE A SAVED APPLICATION

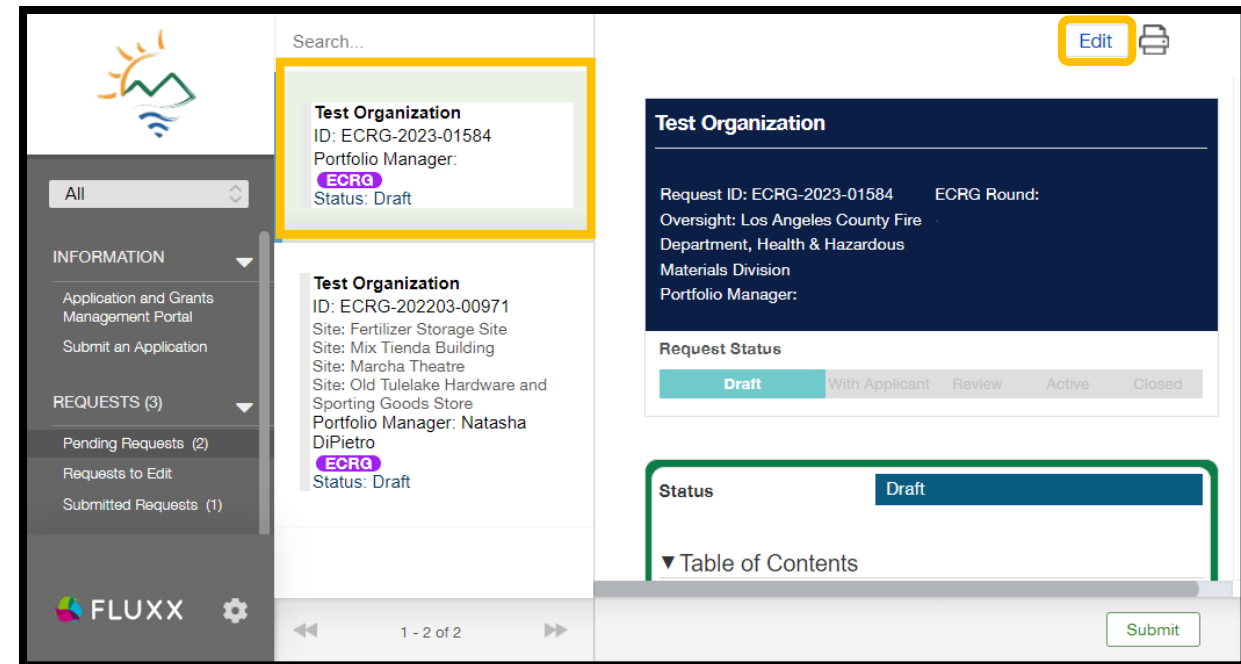
3A. Navigate the Portal using the menu bar on the left-hand side

3B. Under **Requests**, select **Pending Requests**

3C. Click the **appropriate request** and enter edit-mode by clicking the **Edit** button at the top right corner

- If you have started multiple applications, double check that you are answering questions for the correct application

Tip: You can review the progress of an application in Pending Requests without entering Edit-mode



# 4. HOW TO ADD USERS TO AN APPLICATION

4A. While in Edit-mode, additional users that may contribute to the application can be linked in **Section 2. Application Contacts and Project Team** (for ECRG applicants) or **Section 1. Applicant Information** (for Lead Agency Oversight applicants) by clicking **Add New** near the appropriate contact type

## ECRG Application

**2. Application Contacts and Project Team**

The organization name below must match the organization that will receive funding and sign the ECRG Agreement.

If you are completing an application on behalf of a client and the organization name shown here is incorrect, log out and re-register yourself under the correct Applicant organization using the same email address. Then email DTSC at [ApplicationPortal@dtsc.ca.gov](mailto:ApplicationPortal@dtsc.ca.gov) and request that your account be linked to the correct organization and that the application is updated to show the correct organization.

2.a. Applicant Organization: Test Organization **Add New**

Satellite Office Location, if applicable: Test Organization - headquarters

2.b. Application Main Contact:  **Add New**

2.c. Application/ Agreement Signatory:  **Add New**

2.d. Additional Application Access Contact, as needed:  **Add New**

2.e. Additional Application Access Contact, as needed:  **Add New**

## Lead Agency Oversight Application

**SECTION 1: APPLICANT INFORMATION**

The Applicant (i.e., individual, business entity, or organization) requesting oversight must possess all necessary rights and access to the site so that it can carry out any and all activities that the oversight agency may require in making its regulatory decisions.

Application Primary Point of Contact:

The Proponent Organization shown below should match the organization that will sign the regulatory oversight agreement.

If you are completing an application on behalf of a client and the proponent organization shown is incorrect, go to [dtsc.fluxx.io](https://dtsc.fluxx.io) to register yourself under the proponent organization using your same email address. DTSC will link your account to your client's organization.

Proponent Organization: Test Organization **Add New**

Satellite Office Location, if applicable: Test Organization - headquarters

Proponent Point of Contact:  **Add New**

Agreement Signatory (Proponent Contact):  **Add New**

Billable Contact, if different than proponent:  **Add New**

Consultant, if applicable:  **Add New**

Attorney, if applicable:  **Add New**

## 4. HOW TO ADD USERS TO AN APPLICATION

4B. After clicking **Add New**, a new window labeled “Add New” will open

- At a minimum, you will need to enter the contact’s **first name**, **last name**, and **email address** so they can create their own account

4C. Click **Save** to close the window and record the information

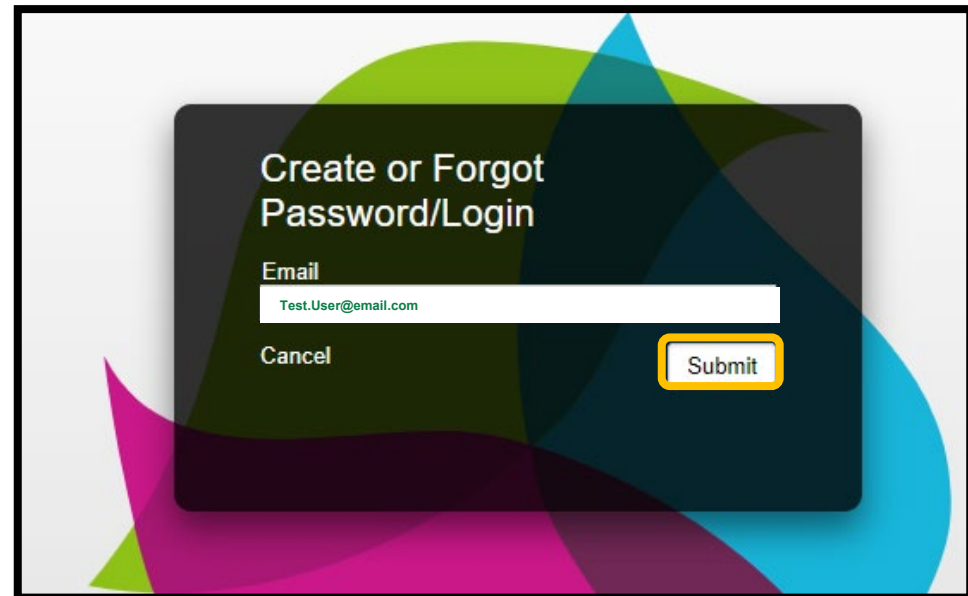
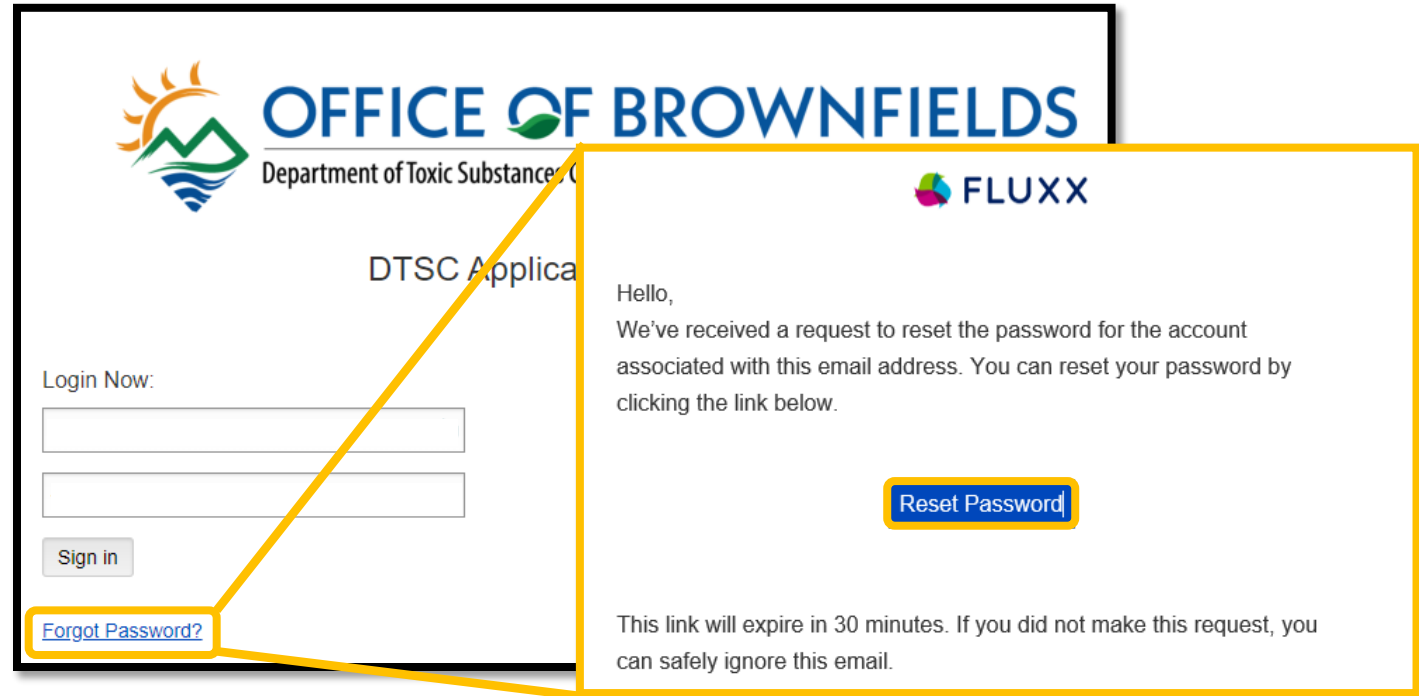
The screenshot shows a web application interface with a modal window titled "Add New" overlaid on a background page titled "2. Application Contacts". The modal window has a dark blue header with the text "Add New" and a close button (X). Below the header, there are two columns of labels: "Title:" and "Email:" on the left, and "Phone:" on the right. The main form area is titled "Contact Information" and contains several input fields: "Prefix", "First Name", "Middle Initial", "Last Name", "Suffix", "Title", and "Email". The "First Name", "Last Name", and "Email" fields are highlighted with yellow rectangular boxes. At the bottom right of the modal, there is a blue "Save" button. The background page is partially visible and contains text such as "1. Be an au...", "2. Certify, t...", "3. Promptly...", "4. Agree to...", "5. Ensure r...", "Grant Project Manager shall have access...", and "Grant Project Manager".

# 4. HOW TO ADD USERS TO AN APPLICATION

4D. Once the record has been saved, instruct the additional contact to visit [dtsc.fluxx.io](https://dtsc.fluxx.io) and click **Forgot Password**

4E. They will be prompted to enter their email address (must match the email address provided in the application) and click **Submit**

4F. They will receive an email with a **Reset Password** link; they must click the link to set a password and activate their account

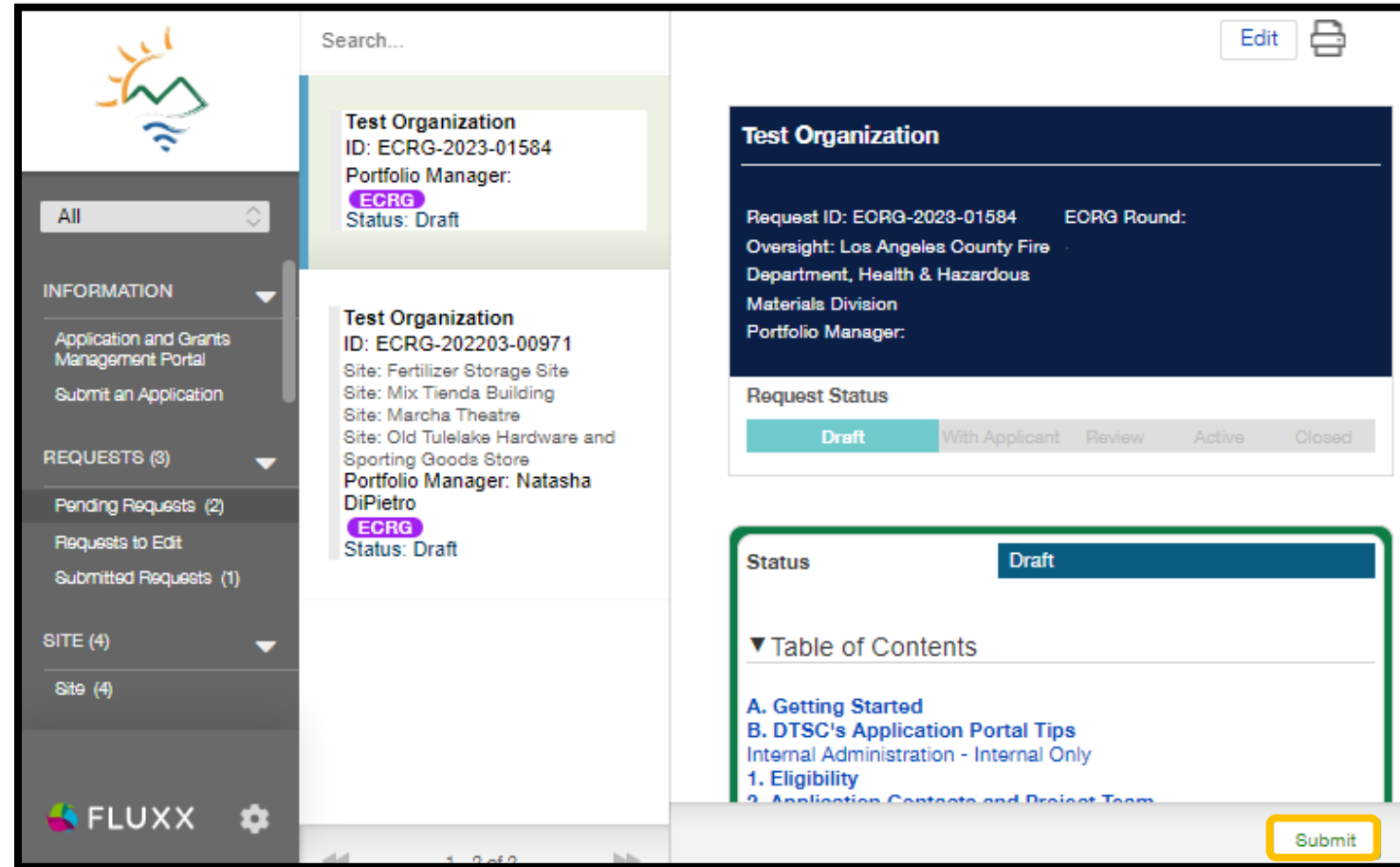


# 5. HOW TO SUBMIT AN APPLICATION

5A. Once the application is complete and you are ready to submit, click Save and Close to exit Edit-mode and locate the **Submit** button

5B. Click **Submit** located at the bottom right of the screen

**Tip:** Review your application carefully before submitting. Once submitted, you cannot make changes to it.





# ECRG-SPECIFIC APPLICATION INSTRUCTIONS

# HOW TO ENTER SITE INFORMATION

# 6. HOW TO ENTER SITE INFORMATION

6A. To start entering site information details, make sure you are in Edit-mode and navigate to **Section 3. Site Information** of the application

6B. To add a Site, click the **green plus sign** located beneath the green instructions on the right side

**Test Organization**

Request ID: ECRG-2023-01584  
Oversight: Los Angeles County Fire Department, Health & Hazardous Materials Division  
Portfolio Manager:

**Request Status**

Draft With Applicant

**Status** Draft

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- 7. Environmental Regulatory Oversight
- 8. ECRG Tasks and Budget Detail
- 9. Community Engagement
- 10. Benefits of Reuse
- 11. Community Benefit Commitments
- 12. Equity in Contracts
- 13. Documents
- 14. Additional Information
- 15. Signature and Attestations
- 16. Application Poll
- Grant Terms Information - Internal Only
- Review Information - Internal Only
- Award Information - Internal Only
- Administration - Internal Only
- Outlook - Internal Only
- Email Alert History - Internal Only
- Notes/History - Internal Only

**3. Site Information**

*For Site-specific Investigations and Site-specific Cleanups, the Site must be a single contiguous area that may have multiple addresses and/or parcels. If there are multiple addresses, select an address as the primary address for the Site for the purposes of this Application and if funded, the ECRG Agreement. The primary address should match the address used in the regulatory oversight agreement. All parcels of the Site must meet all eligibility criteria.*

*The Site CES 4.0 Score will be used for scoring, with potential bonus points for a rural county, tribal, and/or natural disaster designation.*

*Upload a Site Map to Section 13 that defines boundaries of the investigation/cleanup area.*

*Use the + below to start entering a site record. The site record will be given a unique ID once the record is saved.*

*Site-specific Investigation and Site-specific Cleanup applications should only enter one (1) site record by clicking on the + (plus sign) once and filling out the information.*

Site(s): +

► Expand to see Site Details

Delete Cancel Save Save and Close

# 6. HOW TO ENTER SITE INFORMATION

6C. A new window labeled “Add a Site(s)” will appear; enter the information as prompted and click **Save** to create a new site record

- Note that “Secondary Site Address” is only for when a site includes more than one contiguous address; if this applies to you, include the main address as the primary address and any other address(es) as secondary
- If there are multiple secondary addresses, add them all to the Secondary Address(es) field separated by a comma

The image shows a screenshot of a web application interface. A modal window titled "Add a Site(s):" is open over a background form. The modal window contains the following sections:

- 3. Site Information**  
The site name will be used for all DTSC public databases and internal/external communication and tracking. The Site name must match the regulatory oversight agreement, if applicable.
- 3.a. Site Name**  
A text input field.
- 3.b. Primary Site Address**  
A text input field.
- 3.b.1. Secondary Site Address(es)**  
A text input field.
- 3.c. City**  
A text input field.

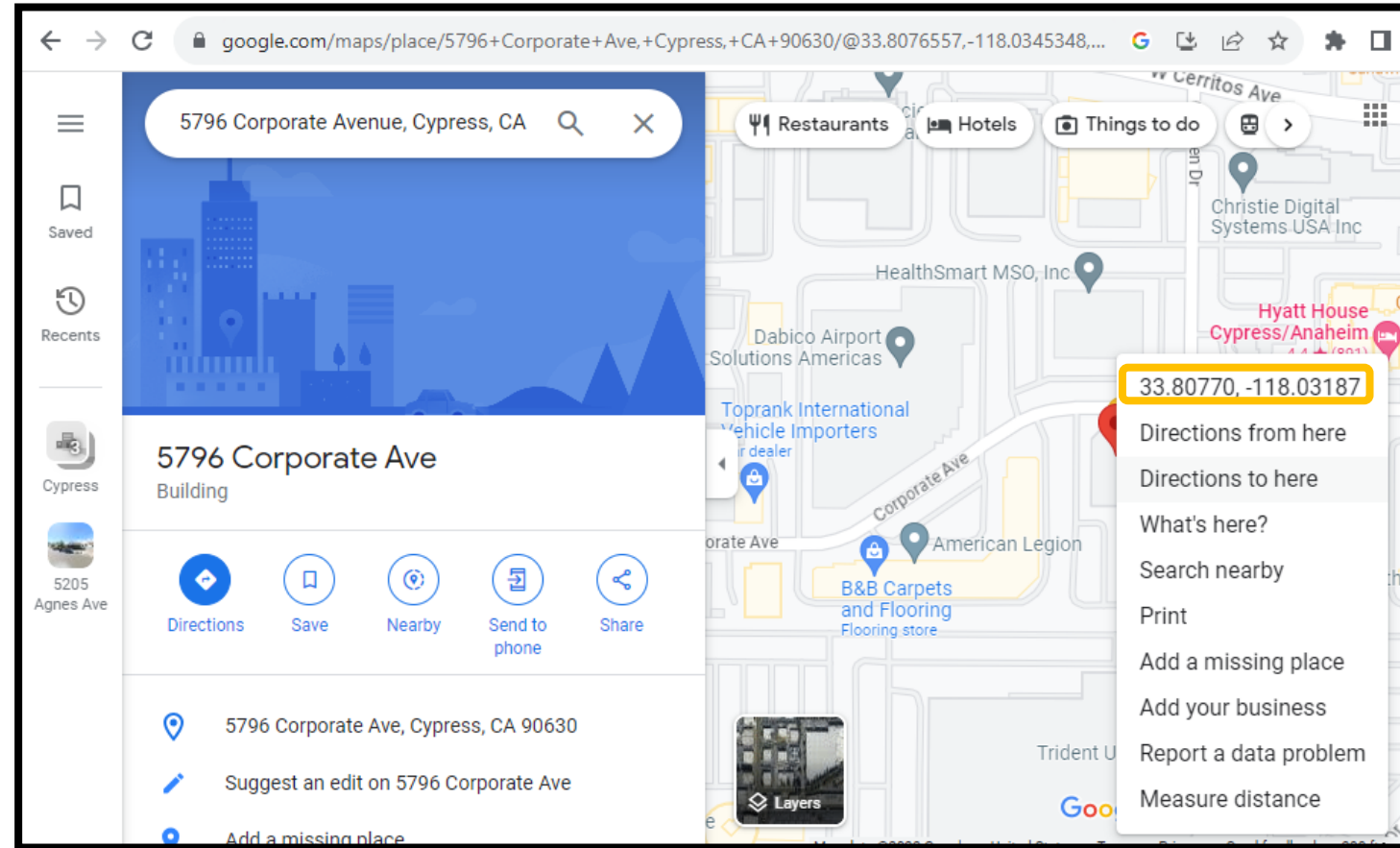
At the bottom right of the modal window, there is a yellow "Save" button. The background form is partially visible and includes sections for "3. Site Information" and "4. Overview".

Note: If you are completing a Community-wide Assessment application, you will need to enter at least three (3) individual site records, one at a time. If you are completing either a Site-specific Investigation or Site-specific Cleanup application, you should only enter information for a single site; note that a single site may include multiple parcels.

# 6. HOW TO ENTER SITE INFORMATION

6D. For each site, you will need to enter the latitude and longitude; the easiest way to do this is using Google Maps:

- Open Google Maps and type the site address
- Get the latitude and longitude directly by right clicking the red pinpoint on the map which will display the **latitude and longitude**



Note: Fluxx will only accept a latitude value that has two positive digits before the decimal and five digits after the decimal and a longitude value that is negative with three digits before the decimal and five after the decimal

# 6. HOW TO ENTER SITE INFORMATION

6E. For each site, you will need to enter the following:

- CalEnviroScreen (CES) 4.0 Score
- CES 4.0 Poverty Percentile
- State Assembly District
- State Senate District
- United States Congressional District

This information can be found by clicking the [link](#) provided in the pop-up window or clicking [here](#)

3. Site

Add a Site(s):

Visit the following website to determine the CES 4.0 Score, CES Poverty Percentile, State Assembly District, State Senate District, and the United States Congressional District for the Site. The link will open in a new browser tab: <https://dtsc.maps.arcgis.com/apps/webappviewer/index.html?id=0b28d4cb3d8848159074c8d95507e717>

3.k. CES 4.0 Score (up to 100 points)

3.l. CES 4.0 Poverty Percentile

3.m. State Assembly District

3.n. State Senate District

3.o. United States Congressional District

3.p. Has the Site been impacted by a

Save

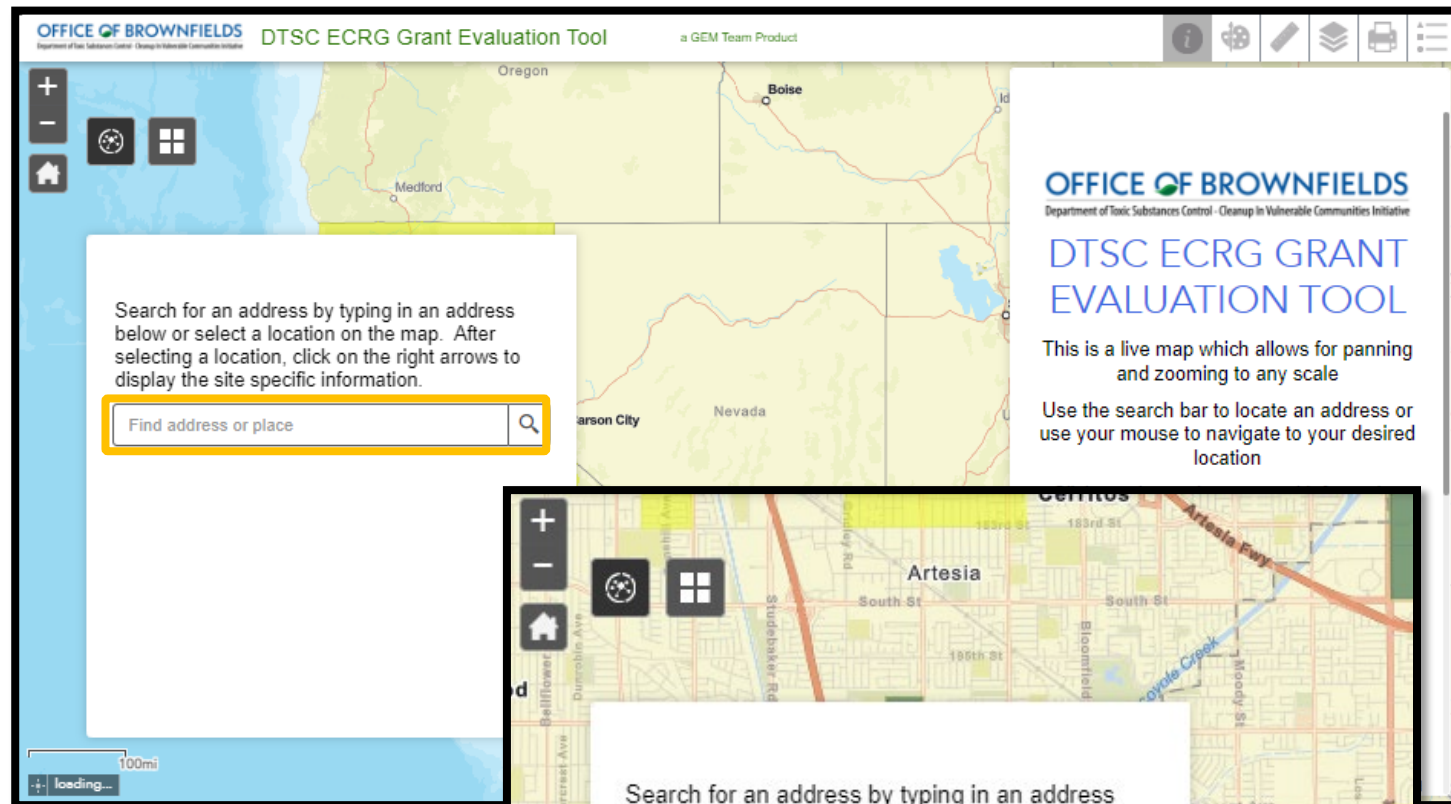
Note: If you are completing a Community-wide Assessment application, the highest CES 4.0 Score will be used to score your application

# 6. HOW TO ENTER SITE INFORMATION

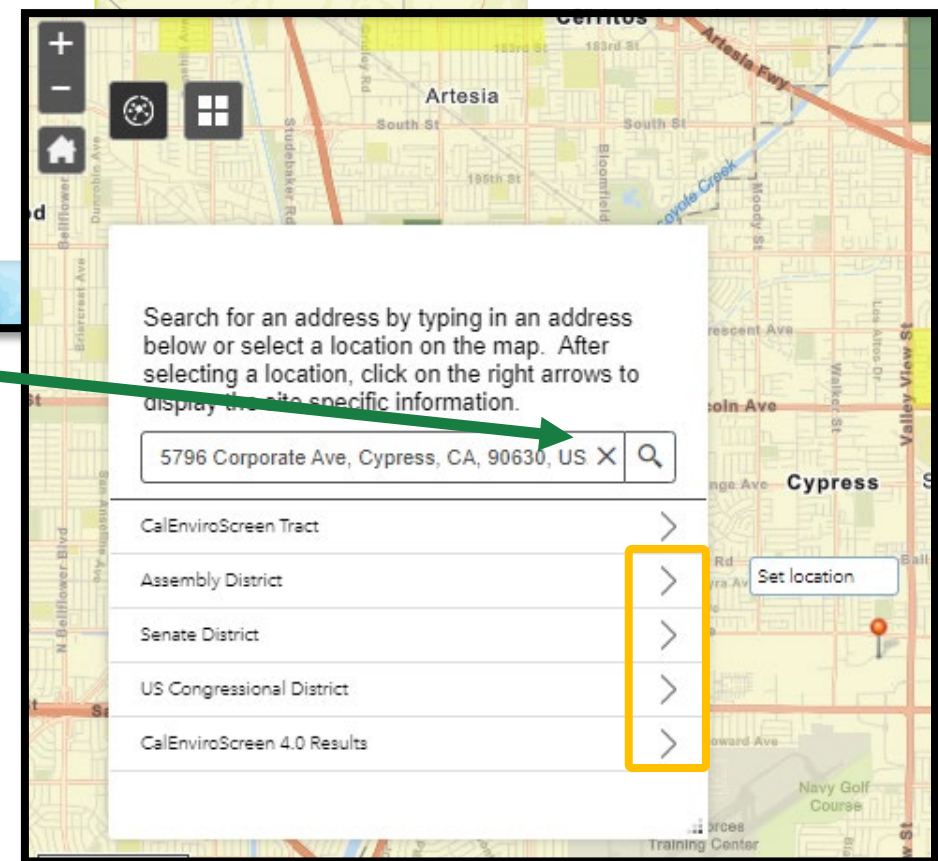
6F. Use the **search bar** to enter the address of the Site

- If your Site does not have an address, use the mouse to zoom in and pin the location of the site

6G. The required information will be displayed under the search bar; click the **> icon** to display each set of information



Tip: If you need to edit your search or search multiple addresses, use the "X" in the search bar to clear the address



# 6. HOW TO ENTER SITE INFORMATION

6H. Once the site information has been entered, or if you wish to take a break and come back later, click **Save** at the bottom right corner

6I. To continue working on or change the site information, navigate to Section 3, enter Edit-mode, and edit the site record details by clicking **Edit** next to the site record you previously started

3. Site Information

Add a Site(s):

3.m. State Assembly District  
67

3.n. State Senate District  
36

3.o. United States Congressional District  
45

3.p. Has the Site been impacted by a flood, fire, or other natural disaster that resulted in a designation of a federal, state, or local declaration of emergency?  
No

Save

3. Site Information

For Site-specific Investigations and Site-specific Cleanups, the Site must be a single contiguous area that may have multiple addresses and/or parcels. If there are multiple addresses, select an address as the primary address for the Site for the purposes of this Application and if funded, the ECRG Agreement. The primary address should match the address used in the regulatory oversight agreement. All parcels of the Site must meet all eligibility criteria.

The Site CES 4.0 Score will be used for scoring, with potential bonus points for a rural county, tribal, and/or natural disaster designation.

Upload a Site Map to Section 13 that defines boundaries of the investigation/cleanup area.

Use the + below to start entering a site record. The site record will be given a unique ID once the record is saved.

Site-specific Investigation and Site-specific Cleanup applications should only enter one (1) site record by clicking on the + (plus sign) once and filling out the information.

Site(s):

ID: 1335866  
Site: Test Site

Edit View

Expand to see Site Details



# HOW TO COMPLETE AN ECRG SCOPE, SCHEDULE AND BUDGET TABLE

# 7. HOW TO COMPLETE AN ECRG SCOPE, SCHEDULE AND BUDGET TABLE

## General Notes for this Section:

- All Applicants will need to add the following tasks to their Scope, Schedule, and Budget Table:
  - Regulatory Oversight Fees: include all estimated costs within one Regulatory Oversight task, all in the Regulatory Oversight Fees Spending Category
    - May not be applicable for Community-wide Assessment Grantees
  - Grant Project Management: include all estimated costs in a Grant Project Management task, all in either the Grantee Project Management Labor and/or Project Management Travel Spending Category, as applicable
    - Grantee Project Management Labor should be no more than 5% of total costs
  - Community Engagement: include all estimated Community Engagement and/or Tribal Engagement fees in the Community Engagement Contracts Spending Category
- Based on your grant type and the scope of your project, include the appropriate environmental ECRG tasks listed in yellow and include all of those costs in the Environmental Contracts Spending Category

## ECRG Tasks

Community-wide Assessment	Site-specific Investigation	Site-specific Cleanup
Regulatory Oversight Fees (not required)	Regulatory Oversight Fees	Regulatory Oversight Fees
Grant Project Management	Grant Project Management	Grant Project Management
Community Engagement or Reuse Visioning	Community Engagement or Reuse Visioning	Community Engagement or Reuse Visioning
Tribal Engagement	Tribal Engagement	Tribal Engagement
Reuse Planning	All Appropriate Inquiries (AAI) or Phase I	All Appropriate Inquiries (AAI) or Phase I
Brownfields Inventory and Planning	Investigation Workplan and Fieldwork	Investigation Workplan and Fieldwork
All Appropriate Inquiries (AAI) or Phase I	Investigation Report	Investigation Report
Investigation Workplan and Fieldwork	Cleanup Workplan	Cleanup Workplan
Investigation Report	Risk Assessment Workplan/Report	Cleanup Implementation/Fieldwork
Reuse Assessment	Feasibility/Pilot Study Workplan	Cleanup Report
	Feasibility/Pilot Study Report	Risk Assessment Workplan/Report
	California Environmental Quality Act (CEQA) Document	Feasibility/Pilot Study Workplan
	Land Use Covenant (LUC) Preparation	Cleanup Design and Implementation Plan
		Operations and Maintenance (O&M) Plan
		California Environmental Quality Act (CEQA) Document
		Land Use Covenant (LUC) Preparation

Spending Category
Regulatory Oversight Fees
Environmental Contracts
Community Engagement Contracts
Grantee Project Management Labor
Grantee Project Management Travel

Note: See next slide for visual color-coded example of a completed Scope, Schedule, and Budget Table

# 7. HOW TO COMPLETE AN ECRG SCOPE, SCHEDULE AND BUDGET TABLE

Scope, Schedule, and Budget Table					
ECRG Task Description	Budget				
Regulatory Oversight: 1/1/2024 to 1/1/2026	20,000				
Community survey and meetings: 1/1/2024 to 1/1/2025	20,000				
grant management: 1/1/2024 to 1/1/2026	4,000				
workplan and soil vapor sampling: 2/1/2024 to 6/1/2024	20,000				
investigation report: 7/1/2024 to 9/1/2024	20,000				
<b>Total</b>	<b>84,000</b>				

	Regulatory Oversight 1/1/2024 to 1/1/2026 Budget	Community survey and meetings 1/1/2024 to 1/1/2025 Budget	grant management 1/1/2024 to 1/1/2026 Budget	workplan and soil vapor sampling 2/1/2024 to 6/1/2024 Budget	investigation report 7/1/2024 to 9/1/2024 Budget
Regulatory Oversight Fees (\$)	20,000				
Environmental Contracts (\$)				20,000	20,000
Community Engagement Contracts (\$)		20,000			
Grantee Project Manager Labor* (\$)			4,000		
Grantee Project Manager Travel** (\$)					
<b>Total</b>	<b>20,000</b>	<b>20,000</b>	<b>4,000</b>	<b>20,000</b>	<b>20,000</b>

# 7. HOW TO COMPLETE AN ECRG SCOPE, SCHEDULE, AND BUDGET TABLE

7A. To start the ECRG Scope, Schedule, and Budget Table, make sure you are in Edit-mode and use the Table of Contents to navigate to **Section 8. ECRG Tasks and Budget Detail**

7B. Scroll down to the **Scope, Schedule, and Budget Table**, click the **green plus sign** at the right-hand corner and the “Add Scope, Schedule, and Budget” window will appear; this window is also referred to as the ECRG Budget Details window

**Test Organization**

Request ID: ECRG-2023-01584      ECRG Round:  
Oversight: Los Angeles County Fire  
Department, Health & Hazardous Materials  
Division  
Portfolio Manager:

Request Status  
Draft    With Application

Status    Draft

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- 9. Community Engagement
- 10. Benefits of Reuse
- 11. Community Benefit Commitments
- 12. Equity in Contracts
- 13. Documents
- 14. Additional Information
- 15. Signature and Attestations
- 16. Application Poll
- Grant Terms Information - Internal Only
- Review Information - Internal Only
- Award Information - Internal Only
- Administration - Internal Only
- Outlook - Internal Only
- Email Alert History - Internal Only
- Notes/History - Internal Only

8.a. Complete the ECRG Scope, Schedule, and Budget Table: (up to 60 points for 8.a. and 8.c.)

Scope, Schedule, and Budget Table (+)

No Scope, Schedule, and Budget Table have been added

Add Scope, Schedule, and Budget ...

**ECRG Budget Detail**

Organization Name: Test Organization

Award Amount:

Request ID: ECRG-2023-01584

Start Date:

End Date:

Budget Task Status

Budget

# 7. HOW TO COMPLETE AN THE ECRG SCOPE, SCHEDULE, AND BUDGET TABLE

7C. The ECRG Budget Detail window has two sections that need to be completed/updated

- 1. ECRG Task and Schedule

- **ECRG Task Description and/or Document Name:** enter the name for the specific task
  - If it is a document, enter the descriptive document name
- **ECRG Task:** select from the dropdown menu (these are the same tasks listed in Appendix G of the [ECRG Guidelines](#) and in slide 27 of the guide)
- **Estimated Dates:** add dates for the task
- **ECRG Task Status:** all entries should say “Not Started” to reflect the status of the task
  - Once a task is either started or completed, you will need to go into the Table and update the ECRG Task Status appropriately throughout the remainder of the grant term

**ECRG Task and Schedule**  
All fields in this section must be filled in.

**ECRG Task Description and/or Document Name**  
Regulatory Oversight

**ECRG Task**  
Regulatory Oversight Fees

**Estimated Start Date**  
1/1/2024

**Estimated End Date**  
1/1/2026

**ECRG Task Status**  
Ongoing

**ECRG Task**  
Regulatory Oversight Fees  
Grant Project Management  
Community Engagement  
Tribal Engagement  
Brownfield Inventory and Planning  
All Appropriate Inquiries (AAI) or Phase I  
ALTA Survey  
Reuse Planning  
Investigation Workplan and Fieldwork  
Investigation Report  
Cleanup Plan  
Cleanup Implementation Report  
Cleanup Plan and Implementation  
Remedial Design and Implementation Plan  
Risk Assessment Workplan/Report  
Feasibility/Pilot Study Workplan  
Feasibility/Pilot Study Report  
Operations and Maintenance (O&M) Plan  
California Environmental Quality Act (CEQA) Document  
Land Use Covenant (LUC) Preparation

**ECRG Task Status**  
Ongoing  
Completed  
Not Started

# 7. HOW TO UPDATE THE ECRG PROJECT SCOPE, SCHEDULE, AND BUDGET TABLE

7C. The ECRG Budget Detail window has two sections that need to be updated (continued)

- 2. **ECRG Budget Details**

- Update the expected budget amount in the appropriate **Spending Category**

7D. Once the ECRG Budget Details have been updated, click **Save** at the bottom right

The screenshot shows a web application window titled "Edit" with a close button in the top right corner. Below the title bar is a tab labeled "ECRG Budget Details". The main content area contains a table with two columns: "Spending Category" and "Budgeted Amount". The table has five rows, each with a text input field for the budgeted amount. The categories are: "Regulatory Oversight Fees (\$)", "Environmental Contracts (\$)", "Community Engagement Contracts (\$)", "Grantee Project Manager Labor\* (\$)", and "Grantee Project Manager Travel\*\* (\$)". At the bottom of the window, there are two footnotes: "\* Grantee project management costs should not exceed 5% of the total allocation" and "\*\* Travel to brownfields-related training conferences is an acceptable use of these grant funds." A "Save" button is located in the bottom right corner of the window.

Spending Category	Budgeted Amount
Regulatory Oversight Fees (\$)	<input type="text"/>
Environmental Contracts (\$)	<input type="text"/>
Community Engagement Contracts (\$)	<input type="text"/>
Grantee Project Manager Labor* (\$)	<input type="text"/>
Grantee Project Manager Travel** (\$)	<input type="text"/>

\* Grantee project management costs should not exceed 5% of the total allocation  
\*\* Travel to brownfields-related training conferences is an acceptable use of these grant funds.










Save

# 7. HOW TO COMPLETE AN ECRG SCOPE, SCHEDULE, AND BUDGET TABLE

7E. Complete steps 7B through 7D for all ECRG Budget Tasks as determined by the ECRG Tasks table

7F. If you need to edit or remove ECRG Tasks from the Scope, Schedule, Budget Table before submitting your application, do the following:

- If you need to delete entries, use the **red minus icon** next to the entry
- If you need to edit a previous entry, select the **paper and pen icon** next to the task to edit, and window titled “ECRG Budget Details” will appear

ECRG Task Description	Budget	
Regulatory Oversight: 1/1/2024 to 1/1/2026	20,000	 
Community survey and meetings: 1/1/2024 to 1/1/2025	20,000	 
grant management: 1/1/2024 to 1/1/2026	4,000	 
workplan and soil vapor sampling: 2/1/2024 to 6/1/2024	20,000	 
investigation report: 7/1/2024 to 9/1/2024	20,000	 
Total	84,000	

# HOW TO ENTER COMMUNITY BENEFIT COMMITMENTS



# 8. HOW TO ENTER COMMUNITY BENEFIT COMMITMENTS

8A. To start entering community benefit commitment details, make sure you are in Edit-mode and navigate to **Section 11. Community Benefit Commitments** of the application

8B. To add a Commitment, click the **green plus sign** located at the end of the section to the right of “Commitments”

**Test Organization**

Request ID: EORG-2023-01584      EORG Round:

Oversight: Los Angeles County Fire  
Department, Health & Hazardous Materials  
Division  
Portfolio Manager:

Request Status

**Draft**    With Applicant    Pending

Status    **Draft**

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**11. Community Benefit Commitments**

*For this section:*

- CWA Applicants must select a minimum of **one (1)** community benefit commitment.
- Site-specific Investigation applicants must select a minimum of **two (2)** community benefit commitments.
- Site-specific Cleanup applicants who request under \$5 million must select a minimum of **two (2)** community benefit commitments.
- Site-specific Cleanup applicants who request \$5 million or more must select a minimum of **three (3)** community benefit commitments.

Applicants must select community benefit commitments, describe how the strategy is a benefit to the community, and propose tracking or measurable metrics. For more information about this section, visit the ECRG Guidelines Table 5 - ECRG Community Benefit Commitments, Outcomes, and Related Strategies and Metrics.

**11.a. Do any of the following public policies apply to the proposed reuse? (select all that apply) (5 points each, up to 20 points)**

- Living wage requirements for workers in temporary cleanup and construction jobs or permanent jobs in the development
- Local or small business anti-displacement or business retention measures
- None of the above

**11.b. Community Benefit Commitment(s): (up to 40 points between 11.b and 11.c.1./2./3./4 for CWAs, 80 for Site-specific Investigations, and 100 for Site-specific Cleanup)**

Please click the green (+) sign to add the minimum number of Community Benefit Commitments based on your application type.

**11.c. For each commitment, describe the following: (up to 40 points between 11.b and 11.c.1./2./3./4 for CWAs, 80 for Site-specific Investigations, and 100 for Site-specific Cleanup)**

Information from the response to this question will be included in the ECRG Agreement, if awarded.

**11.c.1.** Describe the commitment and how it will benefit the vulnerable populations of the area.

**11.c.2.** Describe the strategy and what actions the Applicant will take to achieve the commitment.

**11.c.3.** Describe the metrics the Applicant will use to measure progress toward the commitment in a quantifiable and relevant form. For example, what percentage of workers will be local residents or how much in financial contributions will be made to a community benefits fund.

**11.c.4.** When (estimated date) is the commitment expected to be implemented?

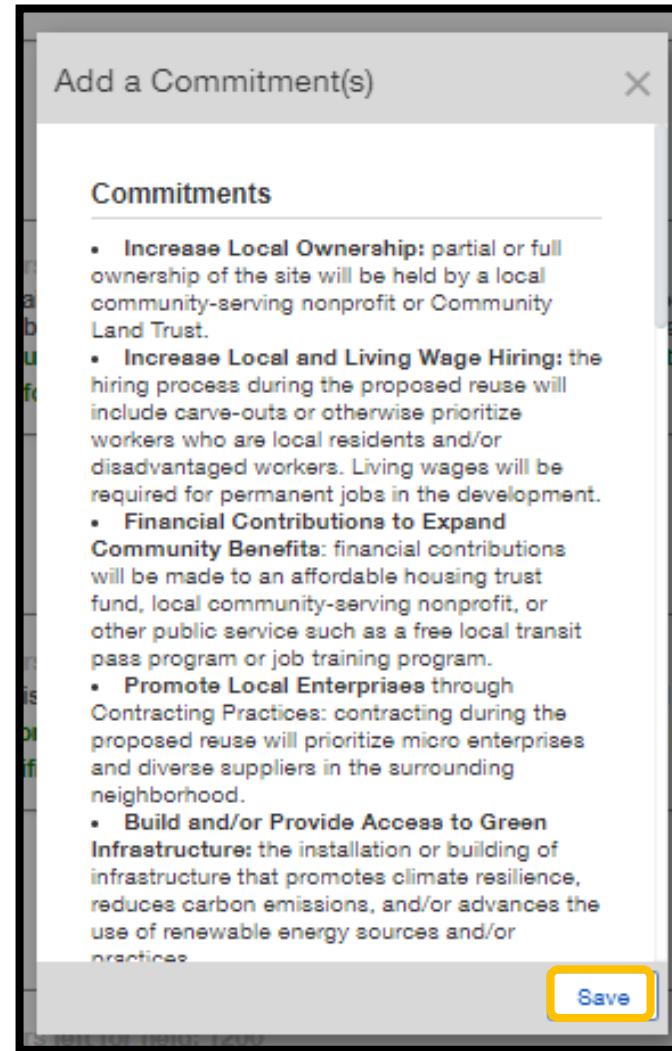
Commitment(s) +

# 8. HOW TO ENTER COMMUNITY BENEFIT COMMITMENTS

8C. A pop-up window labeled “Add a Commitment(s)” will appear; read through the commitment types at the top of the pop-up window and enter the information about the commitment as prompted

8D. Once the commitment has been entered, or if you wish to take a break and come back later, click **Save** at the bottom right corner

8E. To continue working on a commitment, navigate to Section 11, enter Edit-mode, and edit the commitment by clicking **Edit** next to the commitment you previously started



## 5. HOW TO ENTER COMMUNITY BENEFIT COMMITMENTS

5F. Repeat this process as necessary for the minimum number of commitments required by grant type:

- One (1) commitment for Community-wide Assessment Grants
- Two (2) commitments for all Site-specific Investigation Grants and Site-specific Cleanup Grants requesting under \$5 million
- Three (3) commitments for Site-specific Cleanup Grants requesting over \$5 million



Note: Applicants may receive additional points for opting to implement more commitments than what is minimally required with a maximum of three (3) additional commitments.

# 12. ECRG CONTACTS AND RESOURCES

Here are some contacts and resources to assist with any questions you may have:

## General Resources

- ❑ [ApplicationPortal@dtsc.ca.gov](mailto:ApplicationPortal@dtsc.ca.gov)
  - ❑ Any questions related to Fluxx – for Lead Oversight Agency AND ECRG Applications

## ECRG-Specific Resources

- ❑ [ECRG@dtsc.ca.gov](mailto:ECRG@dtsc.ca.gov)
  - ❑ Questions about specific eligibility costs
- ❑ [ECRG@cclr.com](mailto:ECRG@cclr.com) – Brownfield Technical Assistance Provider
  - ❑ Assistance and general support
- ❑ [ECRG Round 2 Guidelines](#)