



# Fluxx User Guide

**DTSC's Application Portal for the  
Technical Assistance Grant**

## Reminders

1. [How to Create an Account](#)
2. [How to Start an Application](#)
3. [How to Continue a Saved Application](#)
4. [How to Add Users to an Applications](#)
5. [How to Apply: Eligibility](#)
6. [How to Apply: Advanced Pay](#)
7. [How to Apply: Project Budget](#)
8. [How to Apply: Project Description](#)
9. [How to Apply: Signatures and Attestation](#)
10. [How to Submit an Application](#)

# REMINDERS

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- ▶▶ The Application Portal does not auto-save. **Save** 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 [DTSC\\_TAGFluxx@dtsc.ca.gov](mailto:DTSC_TAGFluxx@dtsc.ca.gov)



# REMINDERS

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➤ Additional users can be added and given access to the application in the *Application Contacts* section. Note that only one user can edit the application at a time. Click [here](#) to jump to instructions about how to add additional users.

➤ Save and close if you would like to save your responses and resume your application at a later time.

➤ **Changes can not be made after submitting an application. Please review carefully before signing and submitting.**




# 1. How to Create an Account

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

to access DTSC's Application Portal.

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



## Department of Toxic Substances Control

DTSC Application/Grant Portal

Login Now:

Username

Password

[Forgot Password?](#)

**New to the Application/Grant 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.

For a step by step guide, please refer to DTSC's Fluxx User Guide at <https://dtsc.ca.gov/wp-content/uploads/sites/31/2021/10/DTSC-Fluxx-User-Guide.pdf>

# 1. How to Create an Account (cont.)

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) should register first and start an application.

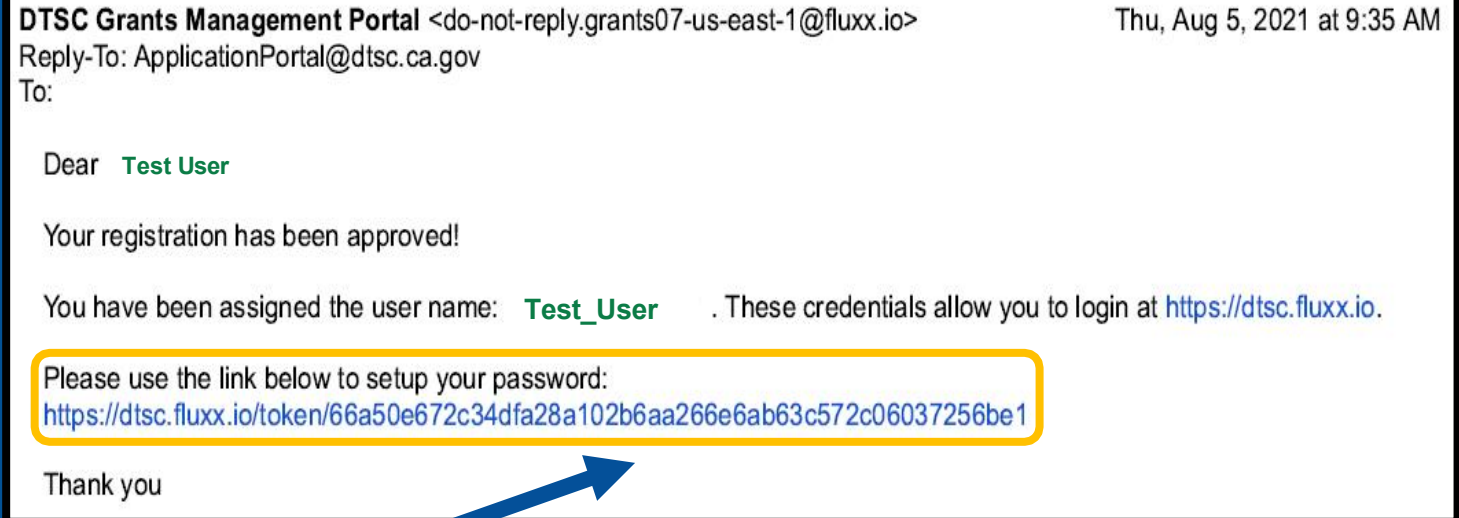
The screenshot shows the DTSC Application/Grant Portal registration form. At the top is the logo of the Department of Toxic Substances Control, featuring a sun, mountains, and water. Below the logo is the text "Department of Toxic Substances Control" and "DTSC Application/Grant Portal". The form is titled "DTSC Portal Registration" and includes fields for "Tax ID:" and "Received on:". A red warning message states: "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 Contacts section." Below this is a note: "Once your registration is approved you will receive an email. Please allow up to 24 business hours for your registration. Please check your spam folder for the email." The "Your Organization Information" section includes a dropdown for "Organization Type", and text boxes for "Organization Name", "Address 1", and "Address 2". The "Your Contact Information" section includes text boxes for "First Name", "Last Name", "Work Phone", "Work Phone Extension", and "E-mail". A "Submit Request" button is highlighted with a yellow border and a blue arrow points to it from the left. At the bottom right, the FLUXX logo is displayed along with links for "Privacy Policy" and "Accessibility".

# 1. How to Create an Account (cont.)

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

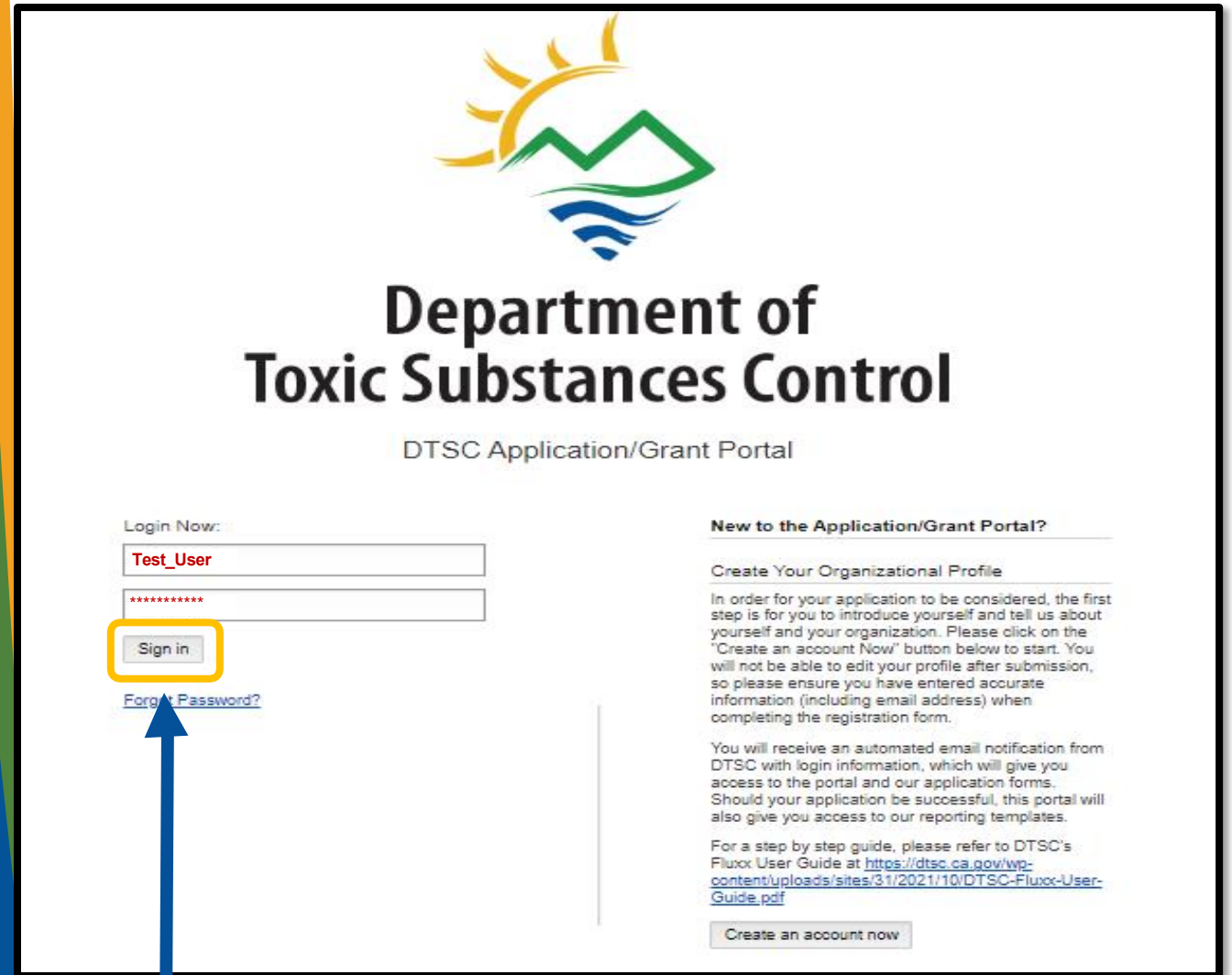
- Please note approval may take 1-2 business days


Note: Be sure to check your spam folder!



## 2. How to Start an Application

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





### Department of Toxic Substances Control

DTSC Application/Grant Portal

Login Now:

[Forgot Password?](#)

#### New to the Application/Grant 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.

For a step by step guide, please refer to DTSC's Fluxx User Guide at <https://dtsc.ca.gov/wp-content/uploads/sites/31/2021/10/DTSC-Fluxx-User-Guide.pdf>



## 2. How to Start an Application (cont.)

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

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

The screenshot displays the DTSC Application/Grant Portal. The main content area includes a welcome message and a list of services:

- DTSC's Application/Grant 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
  - Apply for funding for the Technical Assistance Grant (TAG) 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

The left-hand navigation menu is highlighted with a green box, showing the following items:

- Test Organization
- INFORMATION
  - Application and Grants Management Portal
  - Submit an Application
- REQUESTS (2)
  - Pending Requests (2)
  - Submitted Requests
- SITE
  - Site
- GRANTS
  - Active
  - Closed
- REPORTS (3)
  - Cost Reimbursement Form (3)
  - Action Required
  - Submitted Cost Reimbursement Forms
  - Reported
  - Quarterly Reports
  - Submitted Quarterly Reports

The right-hand navigation menu is also highlighted with a green box, showing the following items:

- Test Organization
- INFORMATION
  - Application and Grants Management Portal
  - Submit an Application
- REQUESTS (2)
  - Pending Requests (2)
  - Submitted Requests

A blue arrow points from the 'Submit an Application' card in the left-hand menu to the 'Submit an Application' card in the right-hand menu, which is highlighted with a yellow border.

## 2. How to Start an Application (cont.)

2D. Scroll to “Technical Assistance Grant” section and use the **green button** to start a new application.

Test Organization

INFORMATION

- Application and Grants Management Portal
- Submit an Application

REQUESTS (2)

- Pending Requests (2)
- Submitted Requests

SITE

- Site

GRANTS

- Active
- Closed

REPORTS (3)

- Cost Reimbursement Form (3)
- Action Required
- Submitted Cost Reimbursement Forms
- Rejected
- Quarterly Reports
- Submitted Quarterly Reports

PAYMENTS (1)

- Payments Pending (1)
- Payments Paid

ORGANIZATIONS (1)

- Organizations (1)

PEOPLE (1)

- People (1)

AMENDMENTS (1)

- Pending Amendments
- Submitted Amendments
- Action Required
- Completed Amendments (1)

FLUXX

Department of Toxic Substances Control

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)

The deadline for ECRG Round 2 has passed.

It is with great pleasure that we welcome you to Round 2 of the Equitable Community Revitalization Grant (ECRG) that opened on August 14, 2023 at 5:00 PM PST. Our goal with this year's allocation of \$65 million is to inspire cleanup approaches that are developed through the lens of the people who live, work, learn, and play in the community where the cleanup will take place.

If you have any Fluxx related questions or need assistance, please email [ApplicationPortal@dtsc.ca.gov](mailto:ApplicationPortal@dtsc.ca.gov).

We EnCouRaGe you to use the resources we have created to increase access to our funding. We EnCouRaGe you to apply, and we wish you ECRGGoodLuck.

Visit our website to find resources that will help you complete your application!  
<https://dtsc.ca.gov/ecrg-new-applicant-resources/>

Technical Assistance Grant (TAG)

Start a Request for Technical Assistance Grant

The TAG application opens up on December 20, 2023 at 12:00 PM PST and will remain open until January 15, 2025, or until the \$2.5 million of grant funds available are awarded.

If you have any questions about using Fluxx to apply for TAG, or need assistance, please email [TAGFluxx@dtsc.ca.gov](mailto:TAGFluxx@dtsc.ca.gov).

If you have questions about the Technical Assistance Grant Program and the application process, visit <https://dtsc.ca.gov/tag/>

## 2. How to Start an Application (cont.)

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.

**Test Organization**

Request ID: R-2023-01941  
Oversight:  
Portfolio Manager:

**Request Status**

Draft With Applicant Review Active Closed

▼ **Table of Contents**

- A. Getting Started
- B. DTSC's Application Portal Tips
- 1. Eligibility
- 2. Contact Information
- 3. Advance Pay
- 4. Project Budget
- 5. Project Description
- 6. Signature and Attestations Documents

▼ **A. Getting Started**

Before starting your application:

1. Read the [TAG Guidelines](#)
2. Participate in and/or view [TAG webinars](#)
3. Read information on the [TAG website](#)
4. Schedule an appointment for free assistance and application review through [DTSC's Technical Assistance Provider](#)

Application questions will be presented in Fluxx based on Applicant answers and the order in which they appear may not be sequential. All applicable questions must be answered and requested documents provided. Incomplete applications may result in disqualification.

Applicants will be disqualified if it is determined that false warranty, representation, or statement has been made in, or in connection with the application.

DTSC retains the right to deny any applicant or limit funding to any site as DTSC deems appropriate based on the TAG eligibility and guidelines.

For questions, contact DTSC's Technical Assistance Provider, the Center for Creative Land Recycling (CCLR) at [tag@cclr.org](mailto:tag@cclr.org)

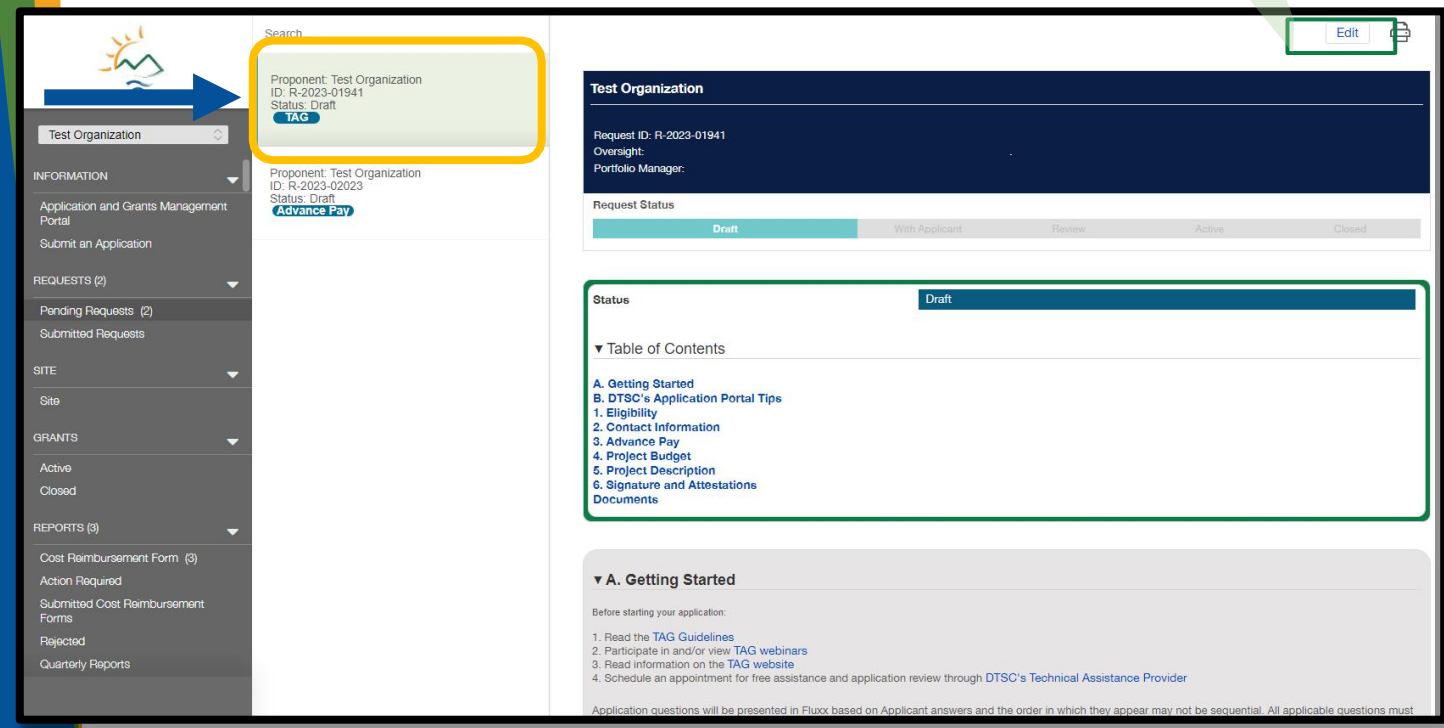
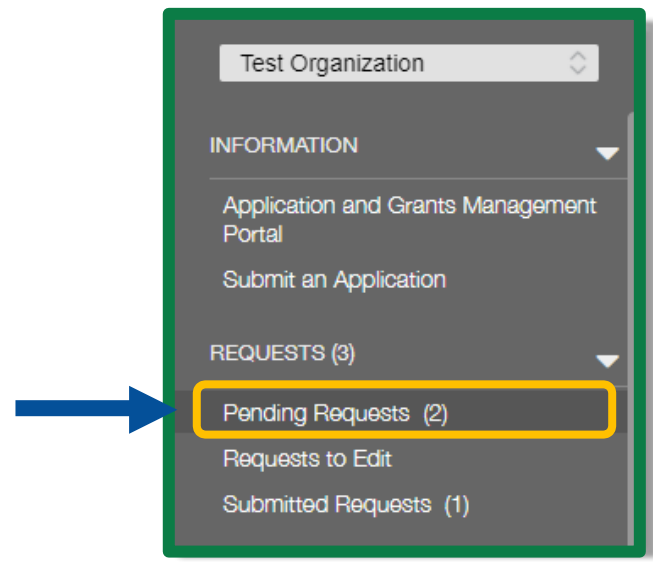
Cancel Save Save and Close

# 3. How to Continue a Saved Application

3A. Navigate to the menu bar located on the left-hand side.

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

3C. Select your application and click **edit**.



# 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 the **Contact Information** section by clicking **Add New** near the appropriate contact type.

**▼ 2. Contact Information**

The organization name below must match the organization that will receive funding and sign the TAG 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 [DTSC\\_TAGprogram@dtsc.ca.gov](mailto:DTSC_TAGprogram@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. In your email, include "FLUXX APPLICATION ISSUES" in the subject line.

The Application Main Contact may be contacted for clarification and should be prepared to respond to specific and detailed questions regarding the content presented in the Application.

The Application/Agreement Signatory will be responsible for signing both the Application and the TAG Agreement, if funded. The Signatory will not be included in general project correspondence. It is the Applicant's responsibility to ensure that the Signatory is aware of their responsibility to sign the Application, TAG Agreement, and return the documents to DTSC within the specified timeframe.

2.a. Applicant Organization\*

Satellite Office Location, if applicable

2.b. Application Main Contact\*  **Add New** ←

2.c. Grant Manager\*  Add New

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

2.e. Additional Application Access  Add New



## 4. How to Add Users to an Application (cont.)

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

- You will need to enter the contact's **first name, last name, title, and email address** so they can create their own account.

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

2. Application Contacts

Grantee M

1. Be an au  
2. Certify, t  
3. Promptly  
4. Agree to  
5. Ensure r

ing documentation is true and correct;  
iated supporting documentation;

Grantee C

Grantee C  
Main Con

Agreement  
(if differen  
Grantee M  
Contact)

Developm  
Contact, i

Consultan  
applicabl

Attorney C  
applicabl

Grant P

Applicant r  
to sufficien  
implement grant performance and reporting requirements, and respond to inquiries and requests for

Grant Project Manager shall have access  
ent and correct use of grant funds,  
m DTSC in a timely manner.

Grant Project Manager

**Add New**

**Title:**

**Email:**

**Phone:**

Contact Information

Prefix:

**First Name**

Middle Initial

**Last Name**

Suffix:


Title

Email

**Save**

## 4. How to Add Users to an Application (cont.)

4D. Once the record has been saved, instruct your contact to visit [dtsc.fluxx.io](https://dtsc.fluxx.io) and use the **Reset or Create Password** link to activate their account.

 **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, 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.

Create an account now

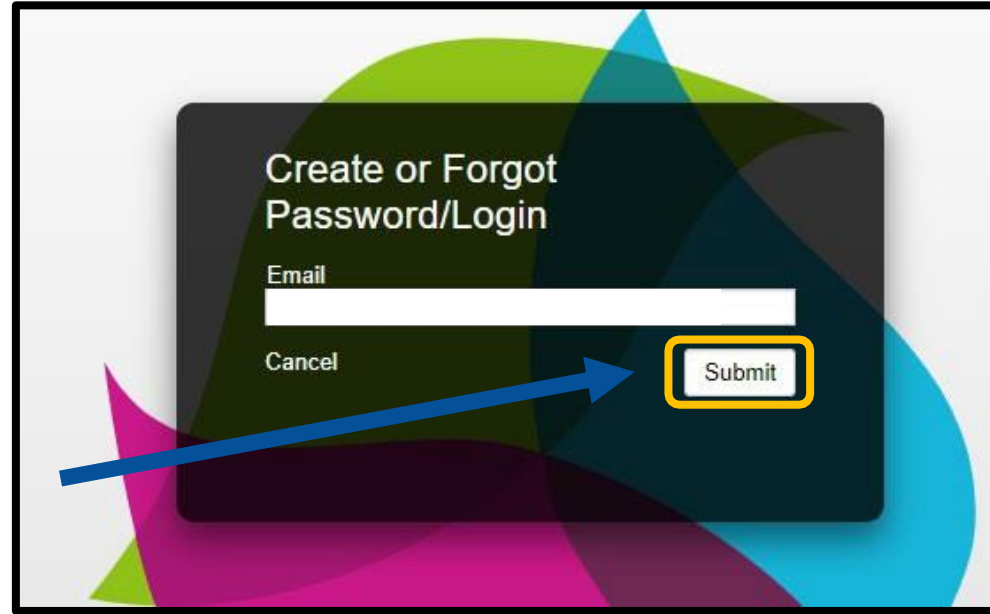
 FLUXX

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

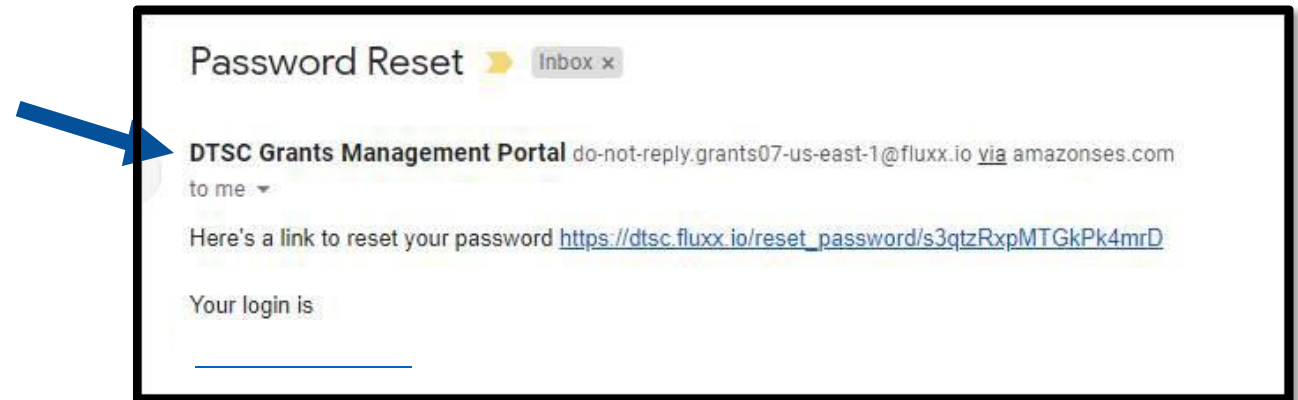
## 4. How to Add Users to an Application (cont.)

4E. The contact will be prompted to enter their email address and click **Submit**.

4F. The contact will receive an email with a link to reset their password. Once completed, the user will have access to the Portal.



A screenshot of a web form titled "Create or Forgot Password/Login". The form has a dark background with white text. It contains an "Email" label above a white input field. Below the input field are two buttons: "Cancel" on the left and "Submit" on the right. The "Submit" button is highlighted with a yellow border. A blue arrow points from the left towards the "Submit" button.





# 5. How to apply: Eligibility

5A. Enter information as prompted. To upload *Letter of Intent, Response from DTSC re: Letter of Intent, Proof of 501(c)(3) Status, and supporting documents* by clicking the + located on the right side. Note: Letter of Intent process will take 15 days+

5B. A smaller pop-up will appear; click **add files**, select your file, then click **start upload**.

▼ 1. Eligibility

1.a. Applicant is:

1.b. Can the applicant provide supporting documents (Three Letters of Support OR Petition with 10 Signatures), a Letter of Intent to the DTSC, and Proof of non-profit status for the organization or the fiscal sponsor?

Upload three letters of support OR a petition with 10 signatures AND a Letter of Intent to DTSC AND a Response from DTSC regarding Letter of Intent AND proof of non-profit status for the organization or the fiscal sponsor, at the end of this Eligibility section.

1.c. Is the applicant associated with DTSC or a responsible party for the site?

1.d. Is the community group within 5 miles of an active DTSC Cleanup site?  
Use DTSC link: [http://](#)

Please upload the following as needed: Letter of Intent to the DTSC, Response from DTSC regarding Letter of Intent, Proof of 501 (c)(3) status for the organization or the fiscal sponsor, and Supporting Documents (3 Letters of Support or a Petition with 10 signatures).

Once uploaded, your documents will move into the 'Supporting Documents' area.

Proof of 501(c)(3) status  
Proof of 501(c)3 status must be submitted as an "IRS Determination Letter"

Uploaded Supporting Documents below by clicking on the green '+' button.

Supporting Documents	
<input checked="" type="checkbox"/> 2-Technical Assistance Grant Advance Payment Guidance 09.29.23.docx	<input type="text" value="DTSC Response: Letter of Intent"/> Added by Test Test at 5:37 AM on December 18, 2023

Upload files

Select or drag files then start upload

Filename	Size	Status
Letter of Intent.pdf	Acknowledgement of Termination and Satisfc	23 MB 0%

## 6. How to apply: Advanced Pay

6A. In the drop down box, select **yes** or **no**. If **no**, move to the next section. If **yes**, you will be prompted to click the **+** located on the lower right side.

6B. A smaller pop-up will appear; enter the information as prompted and click **Save** to create a new site record.

The image shows a screenshot of a web application interface. The main form is titled "3. Advance Pay" and contains a dropdown menu for "3.a. Are you going to apply for advance pay?" with "Yes" selected. Below this, there are instructions and requirements for applying for advance pay. A pop-up window titled "Add a Apply for Advance Pay" is overlaid on the main form. The pop-up contains a "Table of Contents" with links for "Grantee Information", "Justification", and "Send Warrant To Documents". Below this is an "IMPORTANT NOTICE TO APPLICANTS" section. At the bottom of the pop-up, there is a "Grantee Information" section with a "Grantee Name\*" field and a "Location" field. A blue arrow points to a "+" button in the bottom right corner of the main form, and another blue arrow points to a "Save" button in the bottom right corner of the pop-up window.

▼ 3. Advance Pay

3.a. Are you going to apply for advance pay? Yes

To apply for advance you must meet these requirements:

- Applicant must have demonstrated need for advance pay (with a narrative justification and by way of cash flow analysis with or without advance pay)
- Applicants must be in good standing with IRS and submit a copy of External Audit Report with Financials

Applicants must be prepared to upload an attestation federally insured, interest bearing account with the ability to track interest earned and withdraws

Please click the green '+' below before continuing with this application.

Once you click the green '+' you will find your advance pay application under 'Pending Requests' on the

3.b. A

App

3.c. A

▼ Table of Contents

- Grantee Information
- Justification
- Send Warrant To Documents

IMPORTANT NOTICE TO APPLICANTS

The information an applicant presents in their application determines eligibility. Grantee must bring any changes in the status of the applicant or proposed project from the facts presented therein to the attention of the Department of Toxic Substances Control.

▼ Grantee Information

Grantee Name\*

Location

Save

# 7. How to apply: Project Budget

7A. Click the ► to expand down the *Technical Advisor*, *Laboratory costs*, *Activities Conducted By Grantee*, *Community Engagement and Language Accessibility*, and *Other* and enter information as prompted.

Note: Project Budget will auto populate in table below as you enter the fields and save.

**▼ 4. Project Budget**

4.a Complete the TAG Proposed Tasks, Schedule, and Budget table.

Click on Task Category to add a task and only fill in the Budget, Start Date (approx.) and End Date (approx.) for the tasks that you plan to complete. The table below will auto populate with the filled in tasks you save.

**▼ Technical Advisor** ←

Budget:

Start Date (approx.):

End Date (approx.):

**► Laboratory costs** ←

**► Activities Conducted by the Grantee** ←

**► Community Engagement and Language Accessibility** ←

**► Other** ←

Task Category	Budget	Start date (approx.)	End date (approx.)
Technical Advisor	\$900.00	December 1, 2023	December 4, 2023
Laboratory costs	\$2,000.00	November 8, 2023	November 23, 2023
Activities Conducted by the Grantee	\$40.00	December 3, 2023	December 20, 2023
Community Engagement and Language Accessibility	\$990.00	December 5, 2023	December 15, 2023
Other	\$100.00	November 15, 2023	November 30, 2023
Total	\$4,020.00		

4.b. Amount Requested\*

4.c. In narrative form, using the table above, as well as Appendix C of the Guidelines, in 500 words (2,500 characters) or less, describe how you plan to utilize the grant funds. Provide a description of activities that you plan to perform under each task you are requesting funding for. Your description should explain your planned activities and why you have selected those activities. If awarded, grantees will need to submit a final workplan as a deliverable within 60 days of execution of the Grant Agreement.\*

Characters left for field: 2500

# 8. How to apply: Project Description

8A. Enter information as prompted. Add community engagement activity by clicking the + located on the right side.

8B. A smaller pop-up will appear; enter information as prompted and then click **save**.

Note: The information entered will populate in the table once saved.

**5. Project Description**

5.a. In 350 words (2,000 characters) or less, describe the community, including information on demographics and what makes this community disadvantaged (beyond the CES score number)\*

Characters left for field: 2000

5.b. In 350 words (2,000 characters) or less, describe what the applicant's knowledge about the cleanup site, the community's general concerns, and how the technical advisor will help with these concerns\*

5.e. Using the following table as an example, please fill in the Community Engagement Activities (by clicking to add Community Engagement Activity) below with the main activities and work products that will be produced during the grant period\*

Activity/Product Produced	Timeline	Outcome
Example: Recruit community members to be part of the coalition by sending out emails, flyers and door knocking	By the 5th month of the grant	Coalition is formed
Monthly educational meetings with residents to explain the cleanup process from XYZ facility	Monthly, starting the 6th month of the grant	Increase residents' knowledge about the XYZ cleanup
Public workshop to solicit and provide public comments on the XYZ cleanup	At the release of the remedial action plan	Community feedback is presented and submitted to the project manager

Add Community Engagement Activity +

Activity/Product Produced: task Edit | View

Activity/Product Produced: test Edit | View

Activity/Product Produced	Timeline	Outcome
task	date	test
test	2nd of month	test

**Add a Add Community Engagement** ✕

Activity/Product Produced  
*Example: Recruit community members to be part of the coalition by sending out emails, flyers and door knocking*

Timeline  
*By the 5th month of the grant*

Outcome  
*Coalition is formed*

**Save**

# 9. How to apply: Signature and Attestations

9A. Read section 6 and select  checkboxes as prompted.

9B. Click [here](#) to download the form. Save and complete the form.

9C. To upload the completed form, + located on the right side. A smaller pop-up will appear; click [add files](#), select your file, then click [start upload](#).

**6. Signature and Attestations**

6.a. In order to be eligible for funding and to submit a completed application, all applicants will attest and agree to the following:

6.a.1. Applicant attests that the signatory is an authorized representative of the organization and that the information contained in this Application, including any attachments, is true and accurate.

6.a.2. Applicant agrees to abide by the TAG Agreement if awarded funding.

6.a.3. Applicant agrees to promptly inform DTSC of any change in the organization's name, address, or contact information.

6.a.4. Applicant acknowledges that DTSC must comply with the requirements of the TAG to release information regarding this application. Applicant agrees to protect the confidentiality of personal information provided to DTSC for the purpose of DTSC.

6.a.5. Applicant consents that DTSC has the right to distribute, publish, or otherwise use any photographs, or drawings DTSC obtains pursuant to TAG for the purpose of DTSC. This does not apply to information that is confidential or otherwise protected by law.

Click [here](#) to download the Signature and Attestation Form.

Please attach a copy of your signed Signature and Attestation Form below

**FLUXX ATTESTATION FORM- APPLICATION**  
Draft, 11.15.23  
Name of Organization on the Application: [Redacted]  
Tax ID #: [Redacted]  
Mailing Address: [Redacted]  
Name of Person Signing the Attestation (Person signing the attestation form must be authorized to enter into legally binding agreements on behalf of the organization and must be the person responsible for complying with the grant objectives and financial and legal requirements of the TAG. The person should be the Executive Director, Chief Financial Officer, Chief Operating Officer, or someone legally authorized to attest to the matters in this application on behalf of the organization): [Redacted]  
Job Title: [Redacted]  
Phone Number: [Redacted]  
Email: [Redacted]

By checking off the boxes, you attest that the following is true:

Applicant attests that the signatory is authorized to submit this Application on behalf of the organization.  
 Applicant attests that the signatory is a representative of the community or Tribe affected by an

**Documents**

Documents

Upload files

Select or drag files then start upload

Filename	Size	Status
Letter of Intent.pdf	23 MB	0%

Add files Start upload



# 10. How to Submit an Application

10A. Once you have completed the application and are ready to submit, click **Save and Close**.

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

10B. Click **Submit** located at the bottom right of the screen.

