



TAG Fluxx Application Webinar and Walkthrough

Meeting Guidelines

- By participating in this meeting, you understand that:
 - This meeting is being recorded.
 - You may be muted for background noise.
 - The chat feature will be used for DTSC informational purposes and any questions/comments.
 - Following the presentations, your questions and comments will be addressed.

Language and Captions

- Simultaneous audio interpretation is available through Zoom. Click the interpretation icon at the bottom of your screen or Zoom app to select language. It is important that everyone selects a language.
 - If you're calling by phone only and would like Spanish audio interpretation, please call: (877) 917-6178, enter code 4180779#
- Spanish translated presentation slides are available on the meeting announcement at: <https://dtsc.ca.gov/tag/>
- Automated closed captions have been enabled. You can turn them off by clicking the “CC” icon or moving the captions box

What is the Technical Assistance Grant?

- A grant to provide vulnerable communities with professional and scientific resources to engage and advocate for community needs in environmental cleanups
- Grants can range between \$40,000-\$150,000 to help communities hire a **technical advisor (TA)***



*This is a reimbursement based grant with an option for Advance Payment

What are the steps to apply?

1. Register/log into application portal
2. Check your eligibility by reviewing the TAG Guidelines
3. Write a letter of intent stating your group's intent to apply
4. Submit a letter of Intent to DTSC at DTSC_TAGprogram@dtsc.ca.gov
 - Allow for 15-day posting period
5. Gather your documents
 - Proof of 501(c)(3) status, (3) letters of support OR petition with 10 signatures minimum from community, letter of intent, DTSC response to letter of intent
6. Submit your application, within 30 days after the closing of the 15-day posting period

TODAY'S TOPICS

1. [Fluxx reminders/tips](#)
2. [How to Create an Account](#)
3. [How to Start an Application](#)
4. [Walkthrough: How to apply](#)
 - [Eligibility](#)
 - [Advanced Pay](#)
 - [Project Budget](#)
 - [Project Description](#)
 - [Signatures and Attestation](#)
 - [How to Submit an Application](#)
5. [Plan for success](#)

1. REMINDERS

➤ The Application Portal does not auto-save. **Save** your work often.

➤ Click **Save and Continue** to refresh.



• ➤ Click **Save and Close** to save your work and continue at a later time.

➤ Chrome is the preferred browser.

• ➤ Additional users can be added and given access to the application in the *Application Contacts* section.

• ➤ Changes cannot be made after submission. Review carefully!


• ➤ For any other issues or questions, contact DTSC_TAGFluxx@dtsc.ca.gov.

2. How to Create an Account

Visit

https://dtsc.fluxx.io/user_sessions/new

Click **Create an account now**



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>

2. How to Create an Account (cont.)

Enter information about you and your organization.

Click **Submit 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 page. 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 the following sections:

- Tax ID:** A text input field.
- Received on:** A text input field.
- Registration Instructions:** A red text block stating: "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 blue text block: "Once your registration is approved you will receive an email. Please allow up to 24 business hours for your registration to be processed. Please check your spam folder for the email."
- Your Organization Information:** A section with a dropdown menu for "Organization Type", and text input fields for "Organization Name", "Address 1", and "Address 2".
- Your Contact Information:** A section with text input fields for "First Name", "Last Name", "Work Phone", "Work Phone Extension", and "E-mail".
- Submit Request:** A button at the bottom right of the form, highlighted with a yellow border and a blue arrow pointing to it from the left.

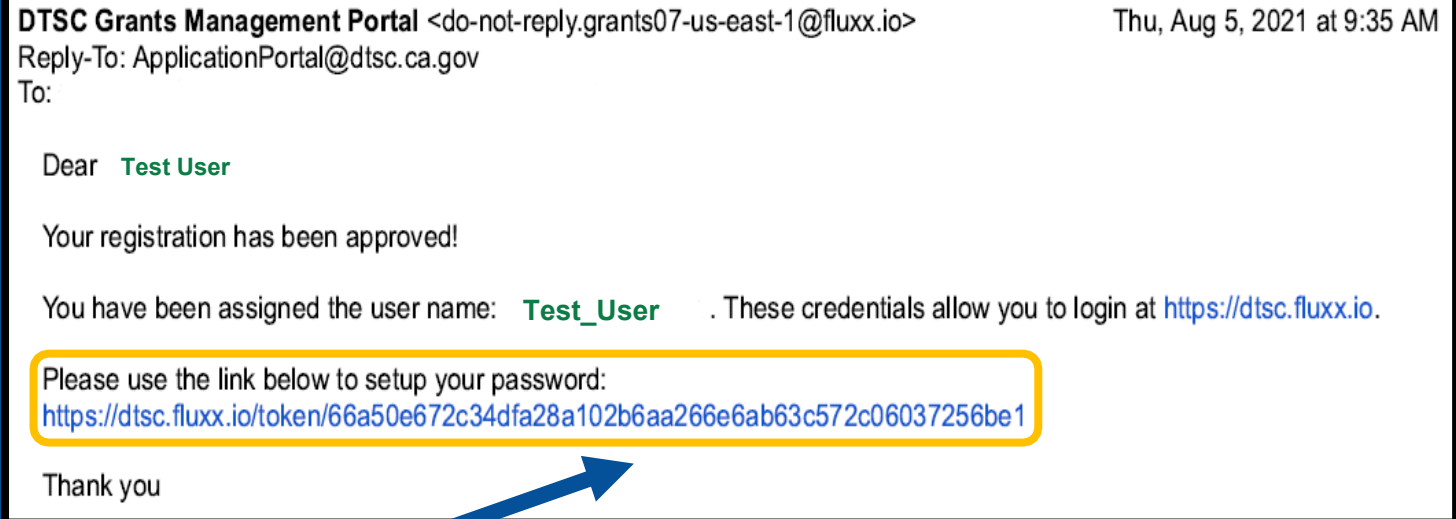
At the bottom right of the page, there is a logo for "FLUXX" and links for "Privacy Policy" and "Accessibility".

2. How to Create an Account (cont.)

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!



3. How to Start an Application

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

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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>

3. How to Start an Application (cont.)

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

Click on the **Submit an Application** card to start.

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

- 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 includes the following sections:

- 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

The right-hand navigation menu includes the following sections:

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

3. How to Start an Application (cont.)

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

The screenshot displays the DTSC application portal interface. On the left is a dark sidebar menu with categories: 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)), and AMENDMENTS (1) (Pending Amendments, Submitted Amendments, Action Required, Completed Amendments (1)). The main content area features the DTSC logo and the text 'Department of Toxic Substances Control'. Below this is the 'Voluntary Oversight Program' section with a green button 'Start a Request for Lead Agency Oversight Application'. The 'Equitable Community Revitalization Grant (ECRG)' section includes a notice that the deadline for Round 2 has passed. The 'Technical Assistance Grant (TAG)' section features a green button 'Start a Request for Technical Assistance Grant' which is highlighted with a yellow box and pointed to by a blue arrow. The bottom of the page shows the 'FLUXX' logo.

3. How to Start an Application (cont.)

A new application will open in edit-mode, and you can begin the application.

Test Organization

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

Request Status

Draft With Applicant Review Active Closed

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- 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

Cancel Save Save and Close

4. How to Apply – Walkthrough

- Eligibility
- Advanced Pay
- Project Budget
- Project Description
- Signatures and Attestation
- How to Submit an Application

5. PLAN FOR SUCCESS

- ▶▶ Visit the DTSC TAG website to find resources.
- ▶▶ Review the TAG Guidelines, amended Dec. 18, and the TAG Fluxx User Guide.
- ▶▶ Use the eligibility self-check tool, gather documents, and information.
- ▶▶ Set up an appointment for application assistance with CCLR.
- ▶▶ Always review carefully before submitting!
- ▶▶ For any other issues or questions, contact DTSC_TAGFluxx@dtsc.ca.gov.



Application assistance with The Center for Creative Land Recycling (CCLR)

- Set up an appointment to meet with CCLR in Spanish or English
- Visit <https://calendly.com/tag-help> or email tag@cclr.org
- CCLR can:
 - Answer general questions
 - Guide you through eligibility requirements
 - Help find a project site
 - Assist with application development
 - Support finding a Technical Advisor



Tamara Cardona-Marek, PhD
Senior Brownfields Consultant
CCLR



Nicole Lang
Senior Program Associate
CCLR

Q&A

Additional questions?

For application portal specific questions, contact

DTSC_TAGFluxx@dtsc.ca.gov

[**DTSC_TAGprogram@dtsc.ca.gov**](mailto:DTSC_TAGprogram@dtsc.ca.gov)

For technical application assistance contact CCLR: [**tag@cclr.org**](mailto:tag@cclr.org)

