This document outlines a process for the Department of Toxic Substances Control (DTSC) to select a limited number of Brownfields sites in California to receive a Targeted Site Investigations (TSI) grant. The selection procedures provide DTSC with a method to evaluate TSI grant applications and ensure that eligibility criteria have been satisfied. Selected sites will receive investigation services conducted by DTSC’s contractor under DTSC staff oversight. Applicants will need to submit a completed application and meet the eligibility criteria in order to be considered for this program. For the 2014-2015 TSI grant cycle, approximately $325,000 in environmental investigative services will be available to applicants.

SCHEDULE OF ACTIVITIES

- April 2014: TSI application package available on DTSC’s website
- June 4th 2014: Web-based informational session
- July 11th 2014: TSI application deadline
- Early August 2014: Applicants will be contacted for verification and/or supplemental information
- Mid to late August 2014: Decision notices for TSI applications will be issued
- Late August 2014: Site-specific activities will be initiated
- April/May 2015: Project completion

SUBMITTING AN APPLICATION

Please follow these instructions for TSI application submission:

1. One application per applicant will be considered for the TSI program;
2. Although hard-copy applications are accepted, **electronic applications are preferred**;
3. Forward an electronic copy of the completed application in a Microsoft Office Word format;
4. Any attachments provided electronically should include the applicant name and a description of the content in the file name (for example, name an attachment ‘City of XYZ Site Photographs.pdf’ instead of ‘Appendix 1.pdf’);
5. Include the name of the applicant and “TSI Application 2014” in the subject field;
6. For figures and/or documents that would be cumbersome for electronic transmittal, please contact the TSI Grant Coordinator to make alternative arrangements;
7. Please ensure that all application materials are **received** by July 11th 2014; and
8. **Upon receipt of the application, the person listed in Section 1 will be contacted for verification and/or to obtain supplemental information.**

ELIGIBILITY CRITERIA

Applicants must meet one of the following criteria:

- A local government agency
- A school district
- A federally or state-recognized tribe
- A redevelopment successor agency
- A non-profit organization

Note: An applicant may be eliminated from participating in the program if DTSC staff or managers believe the applicant’s past actions show an unwillingness to be cooperative.
Sites must meet the following eligibility criteria:

1. **Brownfields Status**: Sites must meet the U.S. EPA definition of a “Brownfields” site. U.S. EPA’s definition comes from the 2002 federal legislation (cited earlier) and codified in 42 U.S.C. 9601. With certain legal exclusions and additions, the term “Brownfields” means real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant and may include petroleum hydrocarbon releases. Sites ineligible to receive U.S. EPA grant funds include:
   - State owned properties
   - Sites with ongoing or planned U.S. EPA directed removal actions;
   - Sites proposed or listed on the National Priority List (NPL);
   - Federally owned properties;
   - Sites under enforcement actions; and
   - Active sites subject to RCRA corrective action.

   Typical examples of Brownfields sites include former industrial and manufacturing facilities.

2. **Redevelopment Plans**: The proposed TSI project must be of interest to the applicant for facilitating development, expansion or reuse. The redevelopment must be in the planning stages or in progress. DTSC cannot consider projects that have been completed.

3. **Current Ownership**: Ownership of the proposed site is not required, but access plan must be included with the TSI application.

4. **Site Access**: Sites should be readily accessible to DTSC staff and DTSC’s contractor for the purpose of performing TSI field work (e.g., sampling, monitoring well installation, etc.). The site should be cleared of excess vegetation and/or any other physical barriers that would impede the collection of samples.

   If the applicant does not own the site being proposed for the TSI, applicant must include written authorization from the property owner, allowing site access. For this grant cycle, field work may take place as soon as September 2014 or as late as March 2015. For TSI sites, field activities may range from one to five days, and particular sites may require access for multiple phases. The applicant shall arrange for access accordingly.

5. **Limits to the Project Scope**: Federal guidelines prohibit any site from receiving more than $200,000 in funds or services under this grant. Due to the number of applications received and the limitation of available funding, actual TSI grants have generally been awarded in the range of $45,000 to $150,000, with an average award of ~$75,000.

   Scope should be such that it can be completed within the one-year grant cycle.
SELECTION CRITERIA

Eligible sites will be selected using the following criteria:

1. The Project Area Has A Clear Need For Revitalization
   - The site has significant deterioration, under-utilization or significant environmental justice issues, which provide a clear need for revitalization, development or expansion.

2. There Is Clear Municipal/Community Support For The Property's Revitalization
   - The site is clearly an integral part of a local development plan and there is no known public opposition.
   - The redevelopment/reuse would benefit the community.

3. There Are Adequate Resources And High Developer Interest
   - The municipality or potential site developer has demonstrated an ability to leverage additional funds for cleanup and other future work at the site.
   - A development agreement is in place.
   - The site has strong development potential as demonstrated by past or present interest by a developer(s).
   - Funding mechanisms have been identified for additional investigation, cleanup and/or the actual development, as applicable.

4. DTSC Assessment Assistance Is Crucial
   - Lack of site assessment is the major obstacle to redevelopment and other resources are not available or insufficient for assessing the site.
   - Site falls with an underserved or blighted community, and/or the site’s zip code has a high ranking on CalEnviroScreen.

5. Existing Information Supports Directing Resources To The Site
   - Based on existing information, the site is likely to have low to moderate levels of contamination.
   - There is a high likelihood that the larger redevelopment/expansion project will move forward.
   - Site has an important linkage to other EPA/DTSC initiatives.
   - A direct health/environmental threat will be mitigated or site revitalization will serve to spur further beneficial activity in nearby locations.

ONCE A SITE IS SELECTED

Each applicant will be notified of the results of the selection process as indicated in the Schedule of Activities. U.S. EPA will approve projects to receive services under the TSI and will verify that the projects are eligible to receive funding through the grant. DTSC will initiate a scoping meeting with the applicant and the designated contractor to determine the specific scope of work. Information submitted in the application will be used to develop a Work Plan which will outline the activities, deliverable and time frames. Completion of project will be based on project scope and activities.
QUESTIONS & APPLICATION ASSISTANCE

For questions about the TSI process, or for assistance with the application, please contact:

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