

INSTRUCTIONS FOR COMPLETING BROWNFIELDS PROPERTY PROFILE FORM GENERAL INSTRUCTIONS

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Overview:

As specified in the cooperative agreement terms and conditions, all Assessment, Cleanup, Multipurpose, Revolving Loan Fund (RLF), and State and Tribal Section 128(a) (for site-specific work) cooperative agreement recipients must report their site-specific accomplishments to EPA at least quarterly. This should be done by filling out the electronic version of the Property Profile Form in the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) database. In rare instances, a paper version of the Property Profile Form may be accepted by regional project officers. Targeted Brownfields Assessments (TBAs) must also report accomplishments in ACRES. This Office of Management and Budget (OMB) and Environmental Protection Agency (EPA) approved reporting form (OMB Form 2050-0192, EPA Form 6200-03), supplements cooperative agreement recipients' Progress Reports with specific property information. Please note that in most instances, all reported information is accessible to the public under the Freedom of Information Act (FOIA) and may be distributed by EPA to the public unless one of the FOIA exclusions is applicable.

All cooperative agreement recipients must develop and regularly maintain a Brownfields Property Profile Form in the ACRES database for **each property** benefiting from the EPA Brownfields cooperative agreement. Compared to the Progress Reports, each Property Profile Form contains information relating only to a specific property addressed by the cooperative agreement recipient.

The Property Profile Form is divided into three parts. Reporting in each section is mandatory for all cooperative agreement recipients, unless otherwise indicated. Additional instructions and definitions for completing this form are provided below. Please contact your EPA Project Officer if you have any questions when completing this form.

Leveraged Accomplishments Note: Several fields in the Property Profile Form refer to "leveraged" activities or accomplishments. Typically, these leveraged activities and accomplishments are natural results/outcomes of the EPA-funded activities (e.g., cleanup jobs/funding at a property assessed with EPA Brownfields Assessment grant funding; redevelopment jobs/funding at a property cleaned up with EPA Brownfields Cleanup or RLF grant funding). To be reportable, there must be a demonstrable link or connection between the EPA-funded activity and the leveraged activity/funding/accomplishment. Usually, activities/funding/accomplishments that occur prior to award of the EPA grant and have no demonstrable link or connection to EPA-funded activity should not be reported as leveraged since the activity predates the award. In addition, the leveraged activity/funding/accomplishment should be reported only when it has occurred (i.e., projected dates, acreage, and other data, including expected jobs or uncommitted funding, should not be reported).

When to Submit:

Original Property Profile Form: A Property Profile Form must be submitted when the cooperative agreement recipient starts using EPA funds at an eligible property.

- For Assessment cooperative agreements, this will typically mean when the cooperative agreement recipient has started an assessment at an eligible property.
- For Cleanup cooperative agreements, this will typically be the first or second quarter of the cooperative agreement period as the funds are first spent on the property identified in the selected proposal.
- For Multipurpose cooperative agreements, this will typically mean when the cooperative agreement recipient has started using EPA funds at an eligible property for assessment or cleanup activities.
- For RLF cooperative agreements, this may mean when a subgrant or loan package is completed for an eligible property.
- For TBAs, this will typically mean when an eligible property assessment has started using EPA funds.
- For State and Tribal Voluntary Response Program cooperative agreements, this will typically mean when the cooperative agreement recipient has started using EPA funds at an eligible property for assessment or cleanup activities.

Updated Property Profile Forms: Property Profile Forms must be updated as activities (e.g., assessment, cleanup, and redevelopment) and accomplishments (e.g., cleanup completed, redevelopment underway, significant leveraged funding committed) occur. For example, a Property Profile Form should be updated upon: completion of a Phase II assessment, receipt of a no cleanup action document or determination, completion of cleanup activity, and/or initiation/completion of redevelopment. In addition, a Property Profile Form should be updated as the property background information changes or if there are other anecdotal information and successes that the cooperative agreement recipient wants to share with EPA. Cooperative agreement recipients should also revise and submit updated Property Profile Forms for all targeted properties when the cooperative agreement is being closed out. If you have data to report after the closeout of the cooperative agreement, please contact your EPA Project Officer or the ACRES Help desk at acres_help@epa.gov or (703)-284-8212.

How to Submit:

ACRES is available online. It is the preferred method for all cooperative agreement recipients to enter and electronically submit their Property Profile Forms. The cooperative agreement recipient must utilize the ACRES system unless approval is obtained from the regional Project Officer to utilize and submit the Property Profile Form in hard copy or via e-mail.

To Whom to Submit:

Cooperative agreement recipients must submit Property Profile Forms to their EPA Project Officer identified in the terms and conditions of the cooperative agreement. If data is entered online via ACRES, it will automatically be delivered to the EPA Project Officer.

DETAILED INSTRUCTIONS FOR COMPLETING EACH ITEM ON THE PROPERTY PROFILE FORM

Reporting Dates: Use the following format when asked to enter a date: mm/dd/yyyy.

PART I – PROPERTY INFORMATION

(Mandatory for all Cooperative Agreements; some information in Part I may be auto-populated in ACRES from the cooperative agreement award documents)

COOPERATIVE AGREEMENT RECIPIENT INFORMATION

1. Cooperative Agreement Recipient Name. Enter the cooperative agreement recipient name. Use the official name of the cooperative agreement recipient as written in the cooperative agreement documentation, unless otherwise directed by your EPA Project Officer. For TBAs, indicate the requestor name. For state and tribal property-specific activities, enter the state or tribe name.

2. Cooperative Agreement Number. Enter the number of the cooperative agreement as provided in the cooperative agreement documentation (e.g., BF 00000000). Enter the response program number for state and tribal property-specific cooperative agreements (e.g., RP 00000000). Not applicable for TBAs.

3. Type of Brownfields Cooperative Agreement. Indicate the type of EPA Brownfields cooperative agreement to which all accomplishments reported on this Property Profile Form apply. If a property has benefited from more than one EPA Brownfields cooperative agreement, submit separate Property Profile Forms to report site accomplishments as they correspond to each appropriate cooperative agreement. Be careful to only count each accomplishment one time and associate the accomplishment with the most applicable cooperative agreement. The TBA selection is to be used by EPA Regional personnel only.

4. For Assessment, Cleanup, Multipurpose, and RLF Cooperative Agreements, indicate type of Funding Used at the Property. Indicate what type of funding is being used at the property (e.g., hazardous substances, petroleum, or a combination of both).

5a. Initial or Updated Property Profile Form. Applies to email/paper submissions only. Indicate if this is the first Property Profile Form being submitted for the property or an updated version of a previously submitted Property Profile Form.

5b. If “Updated Form,” provide the ACRES Property ID. Applies to email/paper submissions only. Enter the ACRES Property ID number as indicated on the property screen in ACRES. The ACRES Property ID is unique to the ACRES application only.

PROPERTY BACKGROUND INFORMATION

(Mandatory for all cooperative agreement recipients)

Property Background Information. Provide background information about the targeted property. Much of this information is historical (e.g., name, street address, latitude/longitude, size,

description/history) and should be provided on the original Property Profile Form. Updates are only necessary when circumstances change.

For purposes of cooperative agreement recipient reporting, a “property” generally is the targeted site identified by the recipient as an eligible brownfield and is generally defined as a contiguous piece of land under unitary ownership unless otherwise discussed with EPA. A property may contain several smaller components, parcels, or areas. Work with your EPA Project Officer if you have questions about entering the property as one entity or separate entities based on parcels.

6a. Property Name. Enter the name of the property. The property name should include the primary reference to the property.

6b. Property Alias. Enter any additional property aliases. If multiple aliases are listed, separate by commas.

7. Property Owner. Indicate whether the property is currently owned by a government (i.e., tribal, state, local) or private entity.

8a. Street Address. Enter the address of the property. The street address provided should reflect the primary entrance to the property. If no street address is available, please report the names of the streets for the intersection closest to the primary property entrance.

8b. City. Enter the name of the city in which the property is located.

8c. County. Enter the name of the county in which the property is located.

8d. State. Enter the two-letter abbreviation for the name of the state in which the property is located.

8e. Zip Code. Enter the zip code (with plus four code, if available) for the property.

9. Size. Enter the number of acres contained within the property’s boundary. Acreage for the entire property, not just the potentially contaminated portions, should be provided.

10. Parcel Number(s). Enter the universal identification number for the property (i.e., parcel number, or tax map/block/lot number). Please list all applicable parcel numbers for the property. If multiple parcel numbers are listed, indicate the primary parcel number first (i.e., that which encompasses the primary entrance for the property), followed by any other parcel numbers (separated by commas).

STATE & TRIBAL BROWNFIELDS/VOLUNTARY RESPONSE PROGRAM INFORMATION

Provide information on the status of the property within a state voluntary response program. Please note, all cleanup cooperative agreement recipients are required, per their terms and conditions, to have their sites enrolled in the corresponding state or tribe’s voluntary response program.

11a. Is this property enrolled in a State or Tribal Voluntary Response Program? Select the corresponding “Yes” or “No” box to indicate if the property is enrolled in a State or Tribal Voluntary Response Program.

11b. If yes, enter the enrollment date and ID number

If the property is enrolled in a State or Tribal Voluntary Response Program, indicate the date upon which the property was enrolled and the identification number(s) the property received upon enrollment.

PROPERTY GEOGRAPHIC INFORMATION

If you are using ACRES to submit the Property Profile Form, ACRES will automatically load the correct geographic data for 12a and 12b based on the standard U.S. mailing address or intersection entered for question 8 above.

If the property does not have a standard U.S. mailing address or intersection, or you are using the paper version of the Property Profile Form, complete the following steps:

Indicate the latitude and longitude information for the property. The coordinates should be taken at the primary entrance to the property (i.e., at the street address listed in 8a). If lacking a proper address and a proper entrance location, the primary entrance coordinates can be taken at a central location within the site’s property boundaries. After the coordinates are uploaded into ACRES, the database will automatically update the address fields. The EPA Office of Brownfields and Land Revitalization (OBLR) or its contractors can also provide latitude/longitude if cooperative agreement recipients are unable. Additional guidance regarding EPA’s data standards for geographic information is available from your EPA Project Officer, and can be found at:

<https://www.epa.gov/geospatial/geospatial-policies-and-standards>

12a. Latitude. Enter the latitude coordinate for the property’s primary entrance. Please indicate, in degrees and decimal degrees (up to a maximum of six decimal positions), the measure of the angular distance on a meridian north or south of the equator. Where degrees latitude is less than 10, leading zeros should be given (e.g., 09 degrees latitude). Latitude measures should be preceded by a plus (+) symbol for points on or north of the equator and a minus (-) symbol for points south of the equator.

12b. Longitude. Enter the longitude coordinate for the property’s primary entrance. Please indicate, in degrees and decimal degrees (up to a maximum of six decimal positions), the measure of the angular distance on the meridian east or west of the prime meridian. Where degrees longitude is less than 100, leading zero(s) should be given (e.g., 006 or 089 degrees longitude). Longitude should always be preceded by a minus (-) symbol for points west of the prime meridian and a plus (+) symbol for points on or east of the prime meridian. Longitude for places in the United States should be preceded by a minus (-) symbol.

PART II – ENVIRONMENTAL ACTIVITIES

ENVIRONMENTAL ASSESSMENT INFORMATION

(Mandatory for Assessment Cooperative Agreements, Multipurpose Cooperative Agreements with assessments, State and Tribal Property-Specific Assessments, and TBAs; and, if information is available, for Cleanup and RLF Cooperative Agreements)

In this section, the cooperative agreement recipient should provide information relating to assessment activities conducted with EPA funds from the subject cooperative agreement. For Cleanup and RLF cooperative agreements, only assessment activities funded through non-EPA sources should be entered here.

Table A. Environmental Assessment Activity. Table A collects the assessment phase, assessment start and completion date(s), funding category, name of the entity(ies) providing funding, and the amount of funding. If there are multiple assessments, please use a separate line for each.

Activity. Indicate the type of activity (e.g., Phase I or II Environmental Site Assessment (ESA), Supplemental Assessment, Cleanup Planning)

- **Phase I Assessment**
 - **Phase I Start Date(s).** The date(s) on which the grant recipient authorizes the initiation of any Phase I activities on the property (e.g., historical property research, record review, site visit, etc.). A Phase I is equivalent to an environmental assessment conducted in accordance with the All Appropriate Inquiries final rule standard set forth in 40 C.F.R. 312, or an Environmental Site Assessment Conducted in compliance with the ASTM E1527-13 standard.
 - **Phase I Report Completion Date(s).** The date(s) on which any Phase I reports (e.g., the written report required under 40 CFR 312.21(a) of the All Appropriate Inquiries final rule) were completed. A Phase I report is final when an environmental professional or state official has signed and dated the report as required in the final rule (see 40 CFR 312.21(c)).
- **Phase II Assessment**
 - **Phase II Start Date(s).** The date(s) on which any Phase II activities (e.g., sampling analysis plan is approved, or field mobilization occurs on the property) begin.
 - **Phase II Report Completion date(s).** The date(s) on which any Phase II reports (e.g., supplement assessment, site investigation) were completed. A Phase II report is final when an environmental professional or state official has prepared an environmental assessment report that has been accepted by the grant recipient.
- **Supplemental Assessment**
 - **Supplemental Assessment Start Date(s).** Enter the date(s) on which a Supplemental Assessment activity starts. A Supplemental Assessment is defined as any additional environmental activity that is required to complete a site characterization, define the nature and extent of contamination and/or fill any environmental data gap necessary to identify and/or perform cleanup activities.
 - **Supplemental Assessment Report Completion Date(s).** Enter the date(s) on which a Supplemental Assessment is completed. A Supplemental Assessment is considered completed when the Supplemental Assessment report has been accepted by the cooperative agreement recipient.
- **Cleanup Planning**

- **Cleanup Planning Start Date(s).** The date(s) on which cleanup planning activities began leading up to the completion of one or more cleanup planning documents that were prepared by an environmental professional and accepted by the cooperative agreement recipient. Planning documents could include an Analysis of Brownfields of Cleanup Alternatives (ABCA), Community Relations Plan, cleanup workplan, etc. Cleanup planning may also include the following activities: environmental data analysis, risk assessment, the establishment of remedial action objectives, or the identification of cleanup levels as required by the applicable state or tribal response program.
- **Cleanup Planning Completion Date(s).** The date(s) on which cleanup planning activities are completed, most likely marked as the date in which the cooperative agreement recipient accepts completed cleanup planning documents.

Source of Funding. Use the check boxes to indicate the category of funding. Check **only one** funding source box per line. The categories of funding include:

- **This U.S. EPA Cooperative Agreement.** Select if U.S. EPA (see Field 2 on the Property Profile Form) funds from the subject cooperative agreement were used to perform assessment activities at the property (including TBA funding for EPA regional personnel). This includes property-specific 128(a) funding if it is the corresponding cooperative agreement.
- **Other Federal.** Select if other federal funds were used to perform assessment activities at the property (e.g., U.S. Department of Housing and Urban Development Brownfields Economic Development Initiative grant, U.S. Economic Development Administration grant, EPA Smart Growth grant).
- **State/Tribal Funding.** Select if any state and tribal funds (exclusive of state and tribal property-specific 128(a) funds) were used to perform assessment activities at the property (e.g., state economic development grant, state brownfields assessment grant).
- **Local Government.** Select if any local funds were used to perform assessment activities at the property (e.g., local bond/tax increment financing, city community development grant).
- **Private/Other.** Select if any private funds were used to perform assessment activities at the property (e.g., company X, developer Y, non-profit Z).

Name of Entity Providing Funds. Indicate the name of the entity that provided funding for assessment activity, unless it is from this U.S. EPA Cooperative Agreement.

Activity Funded. Briefly describe the activity that was funded.

Amount of Funding Expended on this Activity. Enter the amount of funding committed by the specified entity providing funds for the assessment activity.

13a. Indicate Whether Cleanup is Necessary. Indicate whether cleanup is necessary as soon as sufficient assessment has been conducted to make such a determination. An “environmental cleanup” is defined as any physical, onsite action that is required at a property as a result of contamination by any hazardous substance, petroleum product, controlled substance, or solid waste to address levels that pose a threat to human health and the environment. A “**cleanup is necessary**” determination includes situations where an invasive cleanup needs to occur and/or the use of engineering controls (e.g., capping) is required. If only institutional controls (e.g., land use restrictions) are

required to ensure that any residual contamination left on the property does not pose a threat to human health or the environment, a cleanup is not required, as no physical site work needs to occur.

The “no cleanup necessary” determination is generally made by the cooperative agreement recipient or property owner—typically in conjunction with state voluntary response program officials and/or qualified environmental professionals following an environmental assessment of the property—to indicate that the property does not have any contaminants at levels that pose a threat to human health or the environment. If no cleanup is necessary, proceed to question 20.

A cooperative agreement recipient may not know whether cleanup is required, if additional assessment work is required, if the cleanup level is dependent on the future use, or if a future use has not been determined. In these instances, indicate “unknown” and update this section when a determination is made.

13b. Unknown Reason. If it is unknown whether cleanup is necessary, select the reason why. If the appropriate answer is not available, select “Other” and use the text field to provide the reason.

CONTAMINANTS AND MEDIA AFFECTED INFORMATION

The mandatory portions of Table B are based on the cooperative agreement (CA) type.

*Required information for **environmental assessments conducted with EPA funding** includes, as appropriate, identified Recognized Environmental Conditions (RECs) (Phase I ESAs), and the class of contaminants and associated impacted media above actionable levels (Phase II ESAs and Supplemental Assessments). This is mandatory information for environmental assessments conducted under Assessment, Multi-purpose, and State and Tribal Response Program cooperative agreements (CAs), and EPA TBAs.*

*Required information for **cleanups conducted with EPA funding** or associated cost share/program income, includes both the class of contaminants and the associated media cleaned up. This information is mandatory for cleanups conducted under Cleanup, Revolving Loan Fund, and State and Tribal Response Program CAs.*

Contaminant and Media information related to cleanup and assessment activities that are not funded through an Assessment, Multi-Purpose, Cleanup, Revolving Loan Fund, or State and Tribal Response Program CA (or associated cost share/program income), or an EPA TBA, should also be reported if available.)

Table B. Contaminants and Media Affected. Provide information relating to the results from the environmental assessment and cleanup activities performed at the property, including information on the classes of contaminants associated with RECS, as well as, the classes of contaminants found and/or cleaned up at the property and the media associated with the contaminants found or cleaned up. Some contaminants/media affected may not be able to be identified until after the future use of a

site is decided upon, as future use will impact actionable cleanup levels. Update this section as additional information becomes available.

Contaminant(s) - Recognized Environmental Conditions (REC). Indicate the presence or LIKELY presence of any hazardous substances or petroleum products in, on, or at a property as identified in a Phase I report: (1) due to any release to the environment; (2) under conditions indicative of a release to the environment; or (3) under conditions that pose a material threat of a future release to the environment as defined in ASTM E1527-13. Include controlled recognized environmental conditions, historical recognized environmental conditions, and any applicable non-scope considerations (such as the presence or likely presence of asbestos or lead-based paint) that may need to be considered in future land use or development. De minimis conditions are not recognized environmental conditions. If no RECs were identified in the Phase I, indicate “No RECs”

Contaminant(s) - Found. Indicate what classes of contaminants have been found or detected through assessment activities at levels that are **ACTIONABLE** under state, tribal, and/or federal standards following a Phase II or Supplemental assessment. The ten specific classes listed are defined in *Appendix A, Contaminant Classes*. If contaminants are identified that do not fall into one of the classes, please indicate “other” and provide a brief description of the contaminant(s) identified.

If contaminants were not detected during assessment, indicate “no contaminants.” If the classes of potential contaminants have not yet been determined for the property, indicate “insufficient information.” Some contaminants found may not be able to be identified until after the future use of a site is decided upon, as future use will impact actionable cleanup levels. Please consult with your EPA Project Officer if you need additional assistance in classifying the contaminants at your targeted properties.

Contaminant(s) - Cleaned Up. Indicate which classes of contaminants present at actionable levels have been cleaned up or mitigated. A contaminant is considered cleaned up or mitigated when on-site property cleanup activities are completed to a regulatory risk-based standard.

Media - Affected. Indicate which types of media (e.g., soil, air, building materials, indoor air, surface water, ground water, drinking water, sediments) are impacted by the found contaminants. Contaminants must be identified on the Property Profile Form before the media can be indicated. Mark the boxes for each media type impacted at levels that are actionable under state, tribal, and/or federal standards. If no media were affected by contaminants, indicate “no media affected.”

Media - Cleaned Up. Indicate which types of media (e.g., soil, air, building materials, indoor air, surface water, ground water, drinking water, sediments) have been cleaned up. Contaminants must be identified on the Property Profile Form before the media can be indicated. Mark the boxes for media impacted at levels that are actionable under state, tribal, and/or federal standards and have been cleaned up. Media is considered cleaned up when on-site property cleanup activities are completed to a regulatory risk-based standard. On-going operation and maintenance activities or monitoring may continue after a cleanup designation has been made.

ENVIRONMENTAL CLEANUP INFORMATION

(Mandatory for Cleanup, Multipurpose, RLF, and State and Tribal Property-Specific Cooperative Agreements; and, if information is available, for Assessment Cooperative Agreements and Targeted Brownfield Assessments.)

In this section, the cooperative agreement recipient should provide information relating to cleanup activities funded by the EPA cooperative agreement and basic information relating to the cleanup activity and results. “Environmental cleanup” activities are defined as any physical, onsite action that is required at a property as a result of contamination by any hazardous substance, petroleum product, controlled substance, or solid waste to address levels that pose a threat to human health and the environment. For Assessment cooperative agreements, information included in this section is assumed to be conducted with funding from other sources.

14a. Cleanup Activity Start Date. This is the date that the cleanup contractor mobilizes to the site and starts cleanup activities. Examples of cleanup activities include:

- Site preparation
- Clearing & grubbing
- Soil excavation
- Soil, water, and ground water treatment
- Removal of tanks
- Disposal of cleanup-generated waste streams
- Hazardous building materials abatement
- Demolition needed to allow cleanup to safely proceed
- Operation and maintenance activities
- Implementation of Engineering Controls including but not limited to:
 - cover technologies (e.g. capping),
 - immobilization processes (e.g. encapsulation, in-situ solidification),
 - engineered barriers (e.g. slurry walls, sheet),
 - security (e.g. guard, fences)

14b. Cleanup Activity Completion Date. This is the date when on-site property cleanup activities are completed to a regulatory risk-based standard.

15a. Indicate whether Cleanup/Treatment Technologies were Implemented. Indicate whether cleanup or treatment technologies were implemented as a part of cleanup or containment activities to help minimize the potential for exposure to contamination.

15b. Category(ies) of Cleanup/Treatment Technologies Implemented. Indicate which category(ies) of cleanup/treatment technologies were implemented. Mark the boxes for every category of cleanup/treatment technology used. Please use the provided text box to enter any additional information on cleanup/treatment technologies at the property.

If the information about the cleanup/treatment technology (e.g., specific type of control) is available online, please provide the World Wide Web address or URL.

16a. Engineering Controls Required. Indicate whether engineering controls are required as a part of cleanup or containment activities to help minimize the potential for exposure to contamination. Do not enter engineering controls that are managing Controlled Recognized Environmental Conditions.

16b. Category(ies) of Engineering Controls Required. Indicate which category(ies) of engineering controls are required. Mark the box for every category of engineering control that is required. Although the definitions of engineering controls may vary across localities and states, there are four general categories: Cover Technologies (capping); Engineered Barriers (i.e., slurry walls, sheet piling, synthetic membranes); Immobilization Processes (i.e., in-situ solidification, in-situ stabilization, encapsulation); Security (guard, fences, public notices), and Other (please enter any other engineering control not previously covered). Please use the provided text box to enter any additional information on engineering controls at the property.

If the information about the engineering control (e.g., specific type of control) is available online, please provide the World Wide Web address or URL.

16c. Engineering controls are in place: Appropriate engineering controls should reflect the specific contamination and exposure potential circumstances of a given property, including consideration of reasonably anticipated future uses, and mechanisms in place to modify engineering controls, if necessary, based on future changes in use. Depending on the type of engineering control(s) to be implemented at a property the term “in place” could include, for example: the completion of construction of the cap, completion of the in-situ stabilization, and/or completion of the construction of the fence. Indicate the date that the final required engineering control was implemented.

17. Acres Cleaned Up. Enter the number of acres that have been cleaned up. Provide only the acreage for the portion of the property that has been addressed by environmental cleanup activities. A property is considered cleaned up when it is made available for reuse as a result of the environmental cleanup activity.

18. Number of Cleanup Jobs Leveraged. Provide information relating to jobs leveraged during the cleanup at the property. This number includes short-term jobs (i.e., with a duration of less than one year) typically leveraged during the cleanup stage. Only actual jobs should be reported; planned or expected jobs should not be reported until they are realized. Cleanup jobs directly paid for by a U.S. EPA cooperative agreement should not be reported here, only jobs leveraged as a result of a U.S. EPA cooperative agreement.

To calculate the number of jobs, use the formula:

Full Time Equivalent FTE = Cumulative Hours Worked/Cumulative Hours in a Full-Time Schedule*

*total number of cumulative hours in a full-time schedule (i.e., 520 hours per quarter, 2080 per year)

If payroll records or the exact hours worked are not available, leveraged jobs can be estimated by multiplying the average cleanup crew size by the fraction of a year worked. For example, if a cleanup crew of six worked for six months (half a year), there would be three cleanup jobs leveraged.

19. EPA Brownfields Funding Category and Amount. Use the check boxes to indicate the category of funding and enter the corresponding amount

- **U.S. EPA–Section 128 State and Tribal.** For state and tribal property-specific cooperative agreements, indicate the amount of Section 128 state and tribal funds used to perform environmental cleanup activities at the property.
- **U.S. EPA–Brownfields Cleanup and Multipurpose Cooperative Agreements.** For Cleanup and Multipurpose cooperative agreement recipients, indicate the amount of brownfield funds from the subject cooperative agreement used to perform environmental cleanup activities at the property. Please report any cost share funding separately from the cooperative agreement amount.
- **U.S. EPA–Brownfields RLF Program Loan.** For cleanups conducted using an RLF Program Loan, indicate which portions of the loan come directly from cooperative agreement funding, cost share, and/or program income to perform environmental cleanup activities at the property. Also include the date the loan was signed, the repayment period and the interest rate. Loan amounts should be reported when the loan is issued to the borrower (i.e., when the loan document is signed and legally binding).
- **U.S. EPA–Brownfields RLF Subgrant.** For cleanups conducted using an RLF Subgrant, indicate which portions of the subgrant come directly from cooperative agreement funding, cost share, and/or program income to perform environmental cleanup activities at the property. Also indicate the date the subgrant was signed. Subgrant amounts should be reported when the subgrant is awarded (i.e., when the subgrant is signed and legally binding).

Table C. Environmental Cleanup Leveraged Funding Detail. Table C collects the leveraged funding source(s), name of entity providing leveraged funds, the activity funded, and the amount of funding leveraged for cleanup. If multiple leveraged funding sources were used for cleanup, please use a separate line for each source. Cleanup activities conducted and funded prior to the awarding of the cooperative agreement should typically not be provided (i.e., pre-award activities are not considered leveraged and should not be reported). Funding for activities used to prepare the property for cleanup (e.g., demolition, property clearing, cleanup of segregated non-hazardous waste) should be reported in this table.

Source of Funding. Use the check boxes to indicate the source of funding. Check **only one** funding source box per line. The categories of funding include:

- **Other Federal.** Select if any federal funds other than this U.S. EPA Cooperative Agreement were used to perform environmental cleanup activities at the property, including additional EPA funding other than brownfields funding (e.g., U.S. Department of Housing and Urban Development Community Development Block Grant, U.S. Department of Housing and Urban Development Brownfields Economic Development Initiative grant).
- **State/Tribal Funding.** Select if any state and tribal funds (exclusive of state and tribal property-specific 128(a) funds) were used to perform environmental cleanup activities at the property (e.g., state brownfields cleanup grant, state economic development grant).
- **Local Government.** Select if any local funds were used to perform environmental cleanup activities at the property (e.g., local bond/tax increment financing).
- **Private/Other.** Select if any private funds were used to perform environmental cleanup activities at the property (e.g., company X, developer Y, non-profit Z).

Name of Entity Providing Funds. Indicate the name of the entity that provided funding for the cleanup activity.

Activity Funded. Briefly describe the activity that was funded.

Amount of Funding. Enter the amount of funding committed by the specified entity.

INSTITUTIONAL CONTROLS INFORMATION

(Mandatory for all cooperative agreement recipients.)

In this section, the cooperative agreement recipient should provide information relating to the use of institutional controls on the property.

20a. Institutional Controls Required. Indicate whether institutional controls are required as part of cleanup or containment activities to help minimize the potential for exposure to contamination and/or restrict land or resource use. Institutional controls may be required even if no on-site cleanup activity took place. Do not enter institutional controls that are managing Controlled Recognized Environmental Conditions.

20b. Category of Institutional Controls Required. Indicate which category(ies) of institutional controls are required. Mark the box for every category of institutional control that is required. Although the definitions of institutional controls vary across localities and states, there are four general categories: proprietary controls (e.g., easements, covenants); governmental controls (e.g., zoning, building codes, land use restrictions); informational devices (e.g., state registries, deed notices, advisories); and enforcement/permit tools (e.g., orders, permits, consent decrees). Please use the provided text box to enter any additional information on institutional controls at the property.

If the information about the institutional control (e.g., specific type of control) is available online, please provide the World Wide Web address or URL.

For more details on institutional controls, please refer to EPA guidance (the most recent February 2003 draft guidance is entitled “Institutional Controls: A Guide to Implementing, Monitoring and Enforcing Institutional Controls at Superfund, Brownfields, Federal Facility, UST and RCRA Corrective Action Cleanups”) or contact your EPA Regional Representative.

20c. Institutional controls are in place and operating as intended. Appropriate institutional controls should reflect the specific contamination and exposure potential circumstances of a given property, including consideration of reasonably anticipated future uses, and mechanisms in place to modify institutional controls, if necessary, based on future changes in use. Depending on the type of institutional control(s) to be implemented at a property the term “in place” could include, for example: the enactment of ordinances (e.g., ground water use restrictions), codes, and/or regulations by local government; recording of legal instruments in the chain of title for a property; issuance by a regulatory authority of enforcement tools or permits; listing of property on state registry of contaminated sites; and/or recording of deed notices or hazard advisories in local land records.

Indicate the date that the final required institutional control was enacted, recorded, issued or listed, as appropriate.

21. Environmental Cleanup Completion and Institutional Control Implementation

Documentation. Select the type of documentation submitted to the EPA Project Officer.

Documentation usually occurs after on-site work is complete and all needed institutional controls are in place:

- (1) a State or Tribe issued/authorized “no further action” (NFA) letter or equivalent documents,
- (2) a signed letter or report from a qualified professional¹ documenting that all physical, on-site cleanup activities are complete and institutional controls are in place.
- (3) If neither (1) nor (2) are feasible, and after consultation with EPA, separate appropriate documentation may be submitted that demonstrates on-site cleanup activities have been completed to regulatory risk-based standards and required institutional controls are in place.

Such documentation may include, but is not limited to:

- Documentation from the cooperative agreement recipient demonstrating the qualifications of the employees or contractors who conducted the cleanup.
- A signed statement from the cooperative agreement recipient that all required physical, on-site cleanup activities have been completed to regulatory risk-based standards,
- Documentation that all required Institutional Controls are in place and operating as intended. These may take the form of letters or other documents from appropriate local or state governmental offices or regulatory authorities, copies of deed restrictions or hazard advisories in local land records, links to appropriate state registries, confirmation of recording of legal instruments in the chain of title for a property, Operations and Maintenance (O&M) Manuals, etc.
- Or, other such documentation agreed upon by the cooperative agreement recipient and their Project Officer.

PART III – ADDITIONAL PROPERTY INFORMATION

REDEVELOPMENT AND OTHER LEVERAGED ACCOMPLISHMENTS

¹ “Qualified professionals” for on-site cleanup activities completion documentation may vary depending on the type of activity conducted but may include (as appropriate) Qualified Environmental Professionals (QEPs), Professional Engineers (PEs), Professional Geologists (PGs,) Certified Abatement Contractors, Certified Asbestos Inspectors, State Licensed Site Professionals, Licensed Well Drillers, or other individuals uniquely suited to the work conducted.

(Mandatory for Assessment, Cleanup, Multipurpose and RLF Cooperative Agreements; and, if information is available, for State and Tribal Property-Specific activities and Targeted Brownfield Assessments.)

In this section, provide information relating to redevelopment activities and other non-assessment/cleanup accomplishments leveraged by the EPA cooperative agreement. The term "leveraged" refers to those non-EPA brownfields cooperative agreement funds and activities that have some link or nexus to the efforts of an EPA cooperative agreement-funded activity, or where the EPA cooperative agreement-funded activity was a catalyst for the leveraged accomplishments. Anticipated leveraged funding should not be reported until it is committed to the property. This section should be updated by all cooperative agreement recipients as redevelopment activities are undertaken or leveraged funds are committed for the property.

Redevelopment Information. Provide information relating to redevelopment activities leveraged by the EPA cooperative agreement.

22a. Redevelopment Start Date. Enter the date upon which redevelopment activities began at the property. The start date can be triggered by a variety of events (e.g., change in property ownership, infrastructure preparation, property preparation, groundbreaking ceremony, redevelopment funds committed). Conceivably, the redevelopment start date can precede the date of cleanup completion when portions of the property are undergoing simultaneous cleanup and redevelopment activities. However, environmental cleanup activities necessary to prepare the property for redevelopment should not be considered a trigger for the redevelopment start date.

22b. Redevelopment Completion Date. Enter the date upon which redevelopment activities were concluded at the property. The completion date can be triggered by a variety of events (e.g., completion of the project, ribbon-cutting events, grand opening ceremonies).

Table D. Redevelopment Leveraged Funding Detail. Describe all funds linked to and leveraged by the cooperative agreement to support additional, related activities at the property. Check only one funding source box per line. Only funding committed to the property should be reported (e.g., committed funds may include, but are not limited to: tax increment financing, mortgages, bank documents, and contracts); anticipated funding should not be reported.

Redevelopment may include non-commercial reuses (e.g., parks, wildlife refuges, nature trails, greenspaces), as well as commercial or industrial uses (e.g., the expansion or remodeling of an existing manufacturing facility, the construction of a new retail space), and residential and public purpose uses (e.g., courthouse, public health clinic). Redevelopment activities conducted and funded prior to the awarding of the cooperative agreement should not be included (i.e., pre-award activities are not considered leveraged and should not be reported). Leveraged funds may be used to support activities that cannot be funded by the EPA cooperative agreement (e.g., post-cleanup demolition, property preparation, redevelopment construction, transportation improvements). These should be reported in this section. Do not list previously reported environmental cleanup leveraged funding from Table C.

To the extent that funding for program/grant-level activities and/or redevelopment activities have been leveraged but cannot be discretely allocated to one or more targeted properties, the leveraged funding should only be described in the Progress Report (i.e., not in the Property Profile Form). In addition to describing the amount leveraged, use the Progress Report to identify the type of activity funded, funding source, and which specific properties or areas (if any) benefit from the funding.

Table D collects the funding category, name of the entity(ies) providing funding, the activity(ies) funded, and the amount of funding leveraged for redevelopment. If multiple funding sources were leveraged for redevelopment, please use a separate line for each funding category used for redevelopment. The categories of funding include:

- **Other Federal.** Select if any federal funds were leveraged to perform redevelopment activities at the property, including additional EPA funding other than brownfields funding (e.g., U.S. Department of Housing and Urban Development Community Development Block Grant, U.S. Economic Development Administration Public Works grant).
- **State/Tribal Funding.** Select if any state and tribal funds (exclusive of state and tribal property-specific 128(a) cooperative agreement funds) were leveraged to perform redevelopment activities at the property (e.g., state brownfields grant, state economic development grant).
- **Local Government.** Select if any local funds were leveraged to perform redevelopment activities at the property (e.g., local bond/tax increment financing).
- **Private/Other.** Select if any private funds were leveraged to perform redevelopment activities at the property (e.g., company X, developer Y, non-profit Z).

Name of Entity Providing Funds. Indicate the name of the entity that provided funding for the redevelopment activity.

Activity Funded. Briefly describe the activity that was funded.

Amount of Funding. Enter the amount of funding committed by the specified entity providing funds.

23. Number of Redevelopment Jobs Leveraged. Provide information relating to the jobs leveraged by the EPA cooperative agreement at the property. This number includes short-term jobs (i.e., with a duration of less than one year) typically but not limited to leveraged during the construction stage and long-term jobs that typically occur as a result of the new or enhanced reuse at the property (i.e., with a duration of more than one year). Other examples of redevelopment jobs leveraged are assessment activities, new businesses' employees on the redeveloped property. Only actual jobs should be reported; planned or expected jobs should not be reported until they are realized. Do not count previously reported cleanup jobs leveraged from question 18.

To calculate number of jobs, use the formula:

$$\text{FTE} = \text{Cumulative Hours Worked} / \text{Cumulative Hours in a Full-Time Schedule}^*$$

*total number of cumulative hours in a full-time schedule (i.e., 520 hours per quarter, 2080 per year)

If payroll records or the exact hours worked are not available, leveraged jobs can be estimated by multiplying the average redevelopment crew size by the fraction of a year worked. For example, if a redevelopment crew of six worked for six months (half a year), there would be three cleanup jobs leveraged.

24. Redevelopment Land Use. Indicate the type and size of actual redevelopment land usage on a property. For properties with more than one use (i.e., mixed use), check all categories that apply and indicate the proportional acreage or square footage. The total amount of acreage can NOT be greater than the property size indicated in question 9. Categories for targeted properties include:

- Residential: Housing
- Greenspace: Agricultural site, field, forest, nature trails, park, playing fields, playground, pond, recreational area, stormwater management areas, green roof, urban forest canopy, wetland, wildlife refuge;
- Industrial: Chemical plant, foundry, machine shop, incineration, landfill, manufacturing (general), mill (general), mining, petroleum (distribution/storage), power generating plant, utility, warehouse, water treatment/sewage plant, wood products site; and
- Commercial: Automotive (dealership), dry cleaning facility, bank, museum, office, laundry, recycling, retail, service station, storage, public services, transportation center (bus, rail, etc.).

ANECDOTAL PROPERTY INFORMATION

(If information is available for all cooperative agreement recipients)

25. Property Highlights. Briefly describe anecdotal information about the property including but not limited to: property description, past uses, past ownership, current condition, and future uses.

26. Predominant Past Uses(s). Indicate the type and size (acreage or square footage) of predominant past use(s). For properties with more than one predominant past use (i.e., mixed use), check all categories that apply and indicate the proportional acreage or square footage of each past use. The total amount of predominant past use acreage can NOT be greater than the property size indicated in question 8. Predominant past use categories for targeted properties include:

- Residential: Housing
- Greenspace: Agricultural site, field, forest, nature trails, park, playing fields, playground, pond, recreational area, stormwater management areas, green roof, urban forest canopy, wetland, wildlife refuge;
- Industrial: Chemical plant, foundry, machine shop, incineration, landfill, manufacturing (general), mill (general), mining, petroleum (distribution/storage), power generating plant, utility, warehouse, water treatment/sewage plant, wood products site; and
- Commercial: Automotive (dealership), dry cleaning facility, bank, museum, office, laundry, recycling, retail, service station, storage, public services, transportation center (bus, rail, etc.).

Appendix A: Types of Contaminants

Specific types of contaminants pertinent to the Property Profile Form are defined below. An open category to describe contaminants not listed is also provided. Please consult with your EPA Regional representative if you need additional assistance in classifying the contaminants at your targeted properties.

Petroleum/Petroleum Products – Petroleum is defined under CERCLA as “crude oil or any fraction thereof which is not otherwise specifically listed or designated as a hazardous substance under subparagraphs (A) through (F) of this paragraph, and the term does not include natural gas, natural gas liquids, liquefied natural gas, or synthetic gas usable for fuel (or mixtures of natural gas and such synthetic gas)” (40 USC Section 9601).

Please note that the Brownfields Law restricts eligibility for EPA Brownfields funding to petroleum contaminated properties that EPA or the state determines: there is no viable responsible party and will be assessed, investigated, or cleaned up by a person that is not potentially liable for cleaning up the property. In addition, petroleum-contaminated properties must not be subject to a corrective action order under Resource Conservation and Recovery Act (RCRA) Section 9003(h).

Controlled Substances – The Brownfields Law refers to Section 102 of the Controlled Substances Act (21 USC Section 802) to define a “controlled substance” as “a drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V of part B of this title (21 USC Section 812). The term does not include distilled spirits, wine, malt beverages, or tobacco as those terms are defined or used in subtitle E of the Internal Revenue Code of 1954 (26 USC Section 5001 et seq.)”

Please note that properties eligible for Brownfields funding include real property, including residential property, which is contaminated by a controlled substance. For example, properties eligible for Brownfields funding may include private residences formerly used for the manufacture and/or distribution of methamphetamines or other illegal drugs where there is a presence or potential presence of controlled substances or pollutants, contaminants, or hazardous substances (e.g., red phosphorous, kerosene, acids).

Asbestos – EPA’s Substance Registry System defines asbestos as “a grayish, noncombustible fibrous material. It consists primarily of impure magnesium silicate minerals.” The Agency for Toxic Substances and Disease Registry further defines asbestos as “a group of six different fibrous minerals (amosite, chrysotile, crocidolite, and the fibrous varieties of tremolite, actinolite, and anthophyllite) that occur naturally in the environment.”

Polychlorinated Biphenyls (PCBs) – The regulations issued under the Toxic Substances Control Act (TSCA, 15 USC 2601 et seq.), 40 CFR Section 461.3, define polychlorinated biphenyls (PCBs) as “any chemical substance that is limited to the biphenyl molecule that has been chlorinated to varying degrees or any combination of substances which contains such substance.”

Please note that the Brownfields Law excludes from funding eligibility portions of facilities where there has been a release of PCBs that are subject to remediation under the Toxic Substances Control Act (TSCA).

Volatile Organic Compounds (VOCs) – Organic compounds are chemicals composed of carbon. Volatile organic compounds (VOCs) produce vapors readily. At room temperature and normal atmospheric pressure, vapors escape easily from volatile liquid chemicals. Volatile organic compounds include a variety of chemicals such as gasoline, benzene, toluene, xylene, formaldehyde, tetrachloroethylene, and perchloroethylene.

Semi-volatile Organic Compounds (SVOCs) – Organic compounds are chemicals composed of carbon. The Environmental Protection Agency defines a semi-volatile organic compound (SVOC) as an organic compound which has a boiling point higher than water and which may vaporize when exposed to temperatures above room temperature. Semi-volatile organic compounds include phenols and polynuclear aromatic hydrocarbons (PAHs).

Lead – The Agency for Toxic Substances and Disease Registry defines lead as “a naturally occurring bluish-gray metal found in small amounts in the earth’s crust.”

Other Metals – A metal is an element characterized by a tendency to give up electrons and by good thermal and electrical conductivity. These chemical elements cannot be broken down by any chemical or biological process and include arsenic, mercury, cadmium, and chromium.

Polycyclic Aromatic Hydrocarbons (PAHs) – PAHs are product of incomplete combustion. The Agency for Toxic Substances and Disease Registry defines polycyclic aromatic hydrocarbons (PAHs) as “a group of over 100 different chemicals that are formed during the incomplete burning of coal, oil and gas, garbage, or other organic substances. PAHs are often found as a mixture of two or more of these compounds and found in coal tar, crude oil, creosote, and roofing tar, and manufactured for use in medicines or to make dyes, plastics, and pesticides.”

Pesticides – A family of chemical compounds, the Environmental Protection Agency defines a pesticide as a chemical used to prevent, destroy, or repel pests. Pests can be insects, mice and other animals, weeds, fungi, or microorganisms such as bacteria and viruses. Some examples of pests are termites causing damage to homes, dandelions in the lawn, and fleas. Pesticides also are used to kill organisms that can cause diseases.

Contaminant Found - Other (Describe)

Common other contaminants found may include, but are not limited to: mold, biohazards, dioxins and furans, household hazardous waste, contaminated fill, mine waste and drainage, and Asbestos Containing Materials (ACM)