

INSTRUCTIONS FOR COMPLETING GRANTEE REPORTED TECHNICAL ASSISTANCE TO BROWNFIELDS PROFILE FORM

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Overview:

As directed by OBLR reporting policy, Technical Assistance to Brownfields (TAB) providers must report their project-specific activities, training activities, and tool development activities to EPA at least quarterly. This should be done by filling out the electronic version of the Technical Assistance Brownfields Profile Form in the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) database. 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 technical assistance contractors must develop and regularly maintain a TAB Profile Form in the ACRES database for **each project** benefiting from EPA Brownfields technical assistance.

The TAB Profile Form is divided into two parts. Reporting in each section is mandatory for all technical assistance recipients and trainings, 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.

When to Submit:

Original TAB Profile Forms: A TAB Profile Form must be submitted for each project receiving TAB assistance at the end of the government fiscal quarter.

Updated TAB Profile Forms: TAB Profile Forms must be updated at the end of each quarter that the project is still receiving technical assistance. Updates should include new activities (e.g., grant reviewal, site identification). Once the project has been completed, the TAB provider should indicate this by adding a "Project Completion Date."

How to Submit:

ACRES is available online. It is the only method for all TAB providers to enter and electronically submit their TAB Profile Forms.

To Whom to Submit:

TAB contractors must submit TAB Profile Forms to their EPA regional point of contact and to the EPA HQ point of contact. Data entered online via ACRES will be automatically delivered to the EPA regional and HQ POCs.

DETAILED INSTRUCTIONS FOR COMPLETING EACH ITEM ON THE TECHNICAL ASSISTANCE TO BROWNFIELDS PROFILE FORM

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

TAB PROVIDER INFORMATION

(mandatory for all TABs)

1. **TAB Cooperative Agreement Number.** Select the cooperative agreement number related to the funding used for this project.
2. **TAB Provider Name.** This field will automatically populate based on the TAB cooperative agreement number.
3. **Is this funding from the Bipartisan Infrastructure Law (BIL) allocation?** This field will automatically populate based on the TAB cooperative agreement number.

PART I - COMMUNITY SPECIFIC INFORMATION

(mandatory for all Community Specific TABs)

Use ACRES to report information for a TAB Community when work is done to benefit one community. For reporting purposes, a community can be defined as a particular geographic area, usually a town or city. The communities are commonly represented by local governments, local redevelopment authorities, and local non-profits.

COMMUNITY INFORMATION

Community Information. Provide information about the entity receiving this technical assistance. Much of this information is historical (e.g., name, entity type) and should be provided on the original TAB Profile Form. Updates are only necessary when circumstances change.

4. **Community Name.** Enter the name of the community. This should be the primary entity working with TAB provider.
5. **Community Type.** Enter the type of entity receiving technical assistance using the drop-down list below. Enter the recipient type under "other" if no other options apply.

- **State.** Any office under the state government.
- **Tribe.** Any tribal group.
- **County.** Any office under the county government.
- **Local Government.** Including any city or county offices.
- **Regional Council.** A government body made up of several cities or counties.
- **Redevelopment Authority.** A public administrative unit responsible for redevelopment.
- **Non-Profit.** Any registered non-profit.
- **University.** Any registered college, school, or university.
- **Other** _____

6. Has the community received Brownfields funding in the past 9 years? Answer Yes or No.

This includes any of the following funding sources: Brownfields Technical Assistance, State 128a funding, TBA funding, or Brownfields grant funding.

GENERAL COMMUNITY LOCATION INFORMATION

Provide the main location of the community served, such as City Hall or an Organization Headquarters. Please note that you will have the opportunity to provide specific locations for each technical assistance task in the next section.

7a. Street Address (if applicable). Enter the street address of the project.

7b. ZIP Code. Enter the ZIP code where this technical assistance will be performed.

7c. City. This field will be auto-populated using the ZIP code.

7d. State. This field will be auto-populated using the ZIP code.

7e. County. This field will be auto-populated using the ZIP code.

8. Census Tract(s). A census tract is a geographic subdivision of a county. To find the associated number(s):

- Navigate to the [Climate and Economic Justice Screening Tool](#)
- Find your site on the map and click on it to highlight the county subdivision.
- The associated Census Tract Number is listed to the right of the map.
- Highlight the numbers and right-click to copy them to your clipboard.
- Then right-click in the corresponding ACRES field and paste the numbers.
- You can add as many Census Tract Numbers in ACRES as needed.

TECHNICAL ASSISTANCE PROVIDED

9. What activity was performed in the community? Use this drop-down list to identify the assistance performed by the contractor during this technical assistance project. If the type of assistance performed is not available in the drop-down list, enter the activity under Other.

10a. What is the relevant location of this assistance? Select the applicable option from the list. Selecting “Community-Wide” allows you to also enter Census Tract(s) to further specify the area or can be used alone to indicate the entire area/city/community specified in the General Community Address.

10b. If different than General Community Location, enter the information below. Enter the location of the Brownfield sites where this technical assistance is taking place.

11a. 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.

11b. 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.

12. Census Tract(s). A census tract is a geographic subdivision of a county. To find the associated number(s):

- Navigate to the [Climate and Economic Justice Screening Tool](#)
- Find your site on the map and click on it to highlight the county subdivision.
- The associated Census Tract Number is listed to the right of the map.
- Highlight the numbers and right-click to copy them to your clipboard.
- Then right-click in the corresponding ACRES field and paste the numbers.
- You can add as many Census Tract Numbers in ACRES as needed.

13. What is the relevant date(s) of this activity? Enter any relevant dates of the activities performed.

14. How does this project address changing climate conditions? Identify all that apply.

- **N/A: This project does not address changing climate conditions.** Select this option if the project does not address changing climate conditions.
- **Climate Risk Identification.** The project identifies potential climate risk factors and vulnerabilities within a community or at a specific site. Possible methods may include evaluation and possible updates to floodplain, coastal and wetland, and/or hazard mitigation plans. Risks identification should be incorporated in reuse options that are climate conscious.
- **Green Infrastructure and/or Green Building Techniques.** Planning and reuse options promote use of green infrastructure and/or green building techniques during site assessment, cleanup and/or redevelopment. This may include plans to reduce energy use and emissions; reduce water use and impacts to water sources; or reduce waste and manage materials sustainably. Examples include green roofs, downspout disconnection, urban tree canopies, rainwater harvesting, rain gardens, planter boxes, green parking (permeable pavement), urban agriculture, community open space, use of renewable or efficient energy sources, and use of sustainable or recycled building materials.
- **Sustainable Land Management Practices.** Practices focus on opportunities to preserve natural land features, maintain open space, sequester carbon, enhance biodiversity, increase wildlife habitat, and minimize surface and subsurface disturbance. Site and/or community plans may include minimizing unnecessary soil and habitat disturbance or destruction; use of native species to support habitat; and onsite remediation approaches such as bioremediation and/or phytoremediation. Depending on the site or community's geographic location, specific

practices can be incorporated to reduce urban heat island impacts and mitigate drought and/or wildfire risks.

- **Use of Renewable Energy.** The site or community plans to develop renewable energy sources. This may include solar, wind, geothermal and combined heat and power (CHP).
- **Incorporate and encourage multi-modal transit opportunities in redevelopment activities.** Planning, designing and building streets that enable access for all users, including pedestrians, bicyclists, motorists and transit riders. Brownfield redevelopment projects can incorporate sidewalks in their plans to allow for pedestrian traffic, outdoor public spaces to encourage community gatherings, and bicycle parking, bike share rentals, and bike trails to encourage biking throughout the community.
- **Other.** Enter additional changing climate conditions.

PART II – MULTI-COMMUNITY TECHNICAL ASSISTANCE FORM

Use ACRES to report information for a TAB Multi-Community project when broader work is done to benefit more than one community. This will commonly be a workshop, webinar, or event meant to train many communities in core brownfields concepts instead of specifics.

TRAINING/WORKSHOP/EVENT INFORMATION

(mandatory for all Multi-Community TABs)

15. Training/Workshop/Event Name. Provide the name of the training, workshop, or event.

16. Description of the Training/Workshop/Event. Use this open text field to include more information on the training. What is its intended purpose and who is its intended audience?

TRAINING/WORKSHOP LOGISTICS

17. Role of the TAB provider in this Training/Workshop/Event. Indicate whether the TAB provider was host/organizer and/or presenter/trainer.

18. How was this Training/Workshop/Event conducted? Indicate whether the workshop was virtual, in-person, or hybrid.

19a. City. If In-Person or Hybrid were selected in question 18, enter the city where the training/workshop/event occurred.

19b. State. If In-Person or Hybrid were selected in question 18, enter the state where the training/workshop/event occurred.

20a. Start Date. Enter the first day of the training/workshop/event.

20b. End Date. If this was a multi-day event, enter the final day of the training/workshop/event.

TRAINING/WORKSHOP/EVENT ATTENDEES

- 21. Number of Training/Workshop/Event Attendees.** Use this textbox to enter the number of unique attendees that were present for at least part of this training/workshop.
- 22. Number of Training/Workshop/Event Attendees that gained capacity in at least one Brownfields related subject.** Use this textbox to enter the number of unique attendees that gained capacity in at least one Brownfields related subject. This number should be generated using surveying before and after the training/workshop. For example, the TAB provider could ask all attendees: “On a scale of one to 10, how familiar are you with identifying brownfields sites”. If any participant said 2 prior to the training and 7 after the training, this participant would count as gaining capacity.

BROWNFIELDS PUBLICATION INFORMATION

(mandatory for all Multi-Community TABs)

Users can access this form in ACRES and should use the brownfields publication form when reporting on a Brownfield publication that is intended to be publicly available.

- 23. Publication Name.** Provide the name of the publication.
- 24. Description of Brownfields Publication.** Provide any additional narrative describing the Brownfields publication.
- 25. Publicly Available URL (if applicable).** Provide the publicly available website of the publication, if available and applicable.
- 26. Publication Date.** Enter the date of publication.

BROWNFIELDS TOOL DEVELOPMENT INFORMATION

(mandatory for all Multi-community TABs)

Users can access this form in ACRES and should use the development form when reporting on a tool (i.e., web application, how to guide) that is intended to be used broadly by many communities.

- 27. Brownfields Tool Name.** Provide the name of the Brownfields Tool.
- 28. Description of Brownfields Tool:** Use this open text field to include more information on the tool. What is its intended purpose and who is its intended audience?
- 29. Publicly Available URL (if applicable):** Provide the publicly available website of the tool.
- 30a. Development Start Date.** Enter the day the TAB provider began development of the Brownfields tool.
- 30b. Development End Date.** Enter the day the TAB provider released the Brownfields tool for use.