

## **INSTRUCTIONS FOR COMPLETING BROWNFIELDS REVOLVING LOAN FUND (RLF) PROGRAM INCOME FORM**

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### **Overview:**

As specified in the cooperative agreement (CA) and/or closeout agreement (COA) terms and conditions, Revolving Loan Fund (RLF) cooperative agreement recipients (CARs) must report their site-specific accomplishments to EPA by filling out the electronic version of the Property Profile Form in the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) database. Additionally, RLF recipients must report program income details on the Brownfields RLF Form, which is part of all RLF CA homepages. When operating under a COA after the CA ends, RLF recipients must also use the Brownfields RLF Form to report information on the COA and post-closeout reporting. At a minimum, the Brownfields RLF Form should be updated whenever a progress report is submitted to EPA (i.e., quarterly for open CAs and annually for RLFs with accrued or expected post-closeout program income under a COA).

Note the following:

- COAs may be standalone documents or embedded COAs where the closeout provisions are embedded within the CA's terms and conditions. In the latter case, the COA is unsigned but becomes effective when the CA's period of performance ends.
- RLF grant status is based on the following definitions:
  - Open
    - Means the CA is open (i.e., period of performance has not ended).
  - Post-Closeout
    - Means the CA period of performance has ended and the RLF has accrued or expected program income that has not been expended or returned to EPA (i.e., a COA is active or still needs to be executed).
    - If the recipient no longer has reporting requirements under their COA, but has remaining program income or is expecting future program income (e.g., loan repayments), the COA would still be considered active (i.e., grant is in Post-Closeout).
  - Closed
    - Means the CA period of performance has ended and the RLF has no accrued or expected program income (e.g., loan repayments).
    - The program income balance should be \$0, with no expected change, for an RLF grant to be Closed.
    - This is possible for two scenarios: 1) CA is closed with no COA needed, or 2) both the CA and COA are closed.

**When to Submit:**

Program Income (PI) Balance Info: Information should be updated for all RLF CAs, regardless of status (Open, Post-Closeout, Closed), but the specific information requested is different for Post-Closeout grants. At a minimum, updates should be made on a quarterly basis for Open grants and an annual basis for Post-Closeout grants or in accordance with the Closeout Agreement.

Closeout Agreement Portion of the Brownfields RLF Forms: Information should be provided for RLF CAs that are in the Closed or Post-Closeout status.

**How to Submit:**

ACRES is available online. It is the only method for CARs to enter and electronically submit their Brownfields RLF Forms.

**To Whom to Submit:**

CARs must submit Brownfields RLF Forms to their EPA Project Officer (PO). When data is entered online via ACRES, it will automatically be delivered to the assigned EPA PO.

## **DETAILED INSTRUCTIONS FOR COMPLETING EACH ITEM ON THE RLF FORM**

### **1. Cooperative Agreement Recipient Name:**

Enter the Cooperative Agreement Recipient Name associated with this RLF information.

### **2. Cooperative Agreement Number:**

Enter the associated Cooperative Agreement Number.

## **PROGRAM INCOME (PI) BALANCE INFORMATION (for Open and Closed RLF grants)**

### **3. Program Income Balance:**

Enter the balance of program income in the RLF bank account for this CA as of the reporting date.

Program income includes:

- Principal repayments,
- Interest earned on outstanding loan principal,
- Interest earned on accounts holding RLF program income not needed for immediate lending,
- All loan fees and loan-related charges received from borrowers and other income generated from RLF operations including proceeds from the sale, collection, or liquidations of assets acquired through defaults of loans.

At a minimum, the program income balance should be updated whenever a progress report is submitted to EPA (i.e., quarterly for open CAs).

### **4. As of this Date:**

Provide the reporting date for this Program Income update.

### **5. Is additional Program Income expected?**

Is additional program income expected in the future (e.g., due to an executed loan which has not yet been repaid in full)? Indicate whether Yes or No.

**POST-CLOSEOUT PROGRAM INCOME BALANCE INFORMATION (for Post-Closeout RLF grants)**

**6. Total Post-Closeout Program Income (PCPI) Balance:**

If operating under a COA after the CA has ended, enter the balance of PCPI in the CAR's post-closeout RLF bank account as of the reporting date.

PCPI includes:

- Principal repayments,
- Interest earned on outstanding loan principal,
- Interest earned on account holding RLF PCPI not needed for immediate lending,
- All loan fees and loan-related charges received from borrowers and other income generated from RLF operations including proceeds from the sale, collection, or liquidations of assets acquired through defaults of loans.

At a minimum, the PCPI balance should be updated whenever a progress report is submitted to EPA (i.e., annually or as specified by the COA).

**6a. Committed PCPI Balance:**

Enter the amount of PCPI funds that are committed as of the reporting date. Committed funds refers to funding designated for:

- Pending loans and subgrants which are defined as loans/subgrants that have been approved through the applicant's decision process (e.g., board or committee) but have not been awarded with a fully-signed agreement as of the reporting date;
- Unreimbursed costs for a cleanup that is completed or underway through an executed loan or subgrant, which is defined as a loan/subgrant with a fully-signed agreement and award date that precedes the reporting date; and,
- Estimated costs for personnel, travel, contracts, or other programmatic costs necessary to maintain the RLF for the next five years.

NOTE: Do not include potential loans and subgrants that have not been approved through the applicant's decision process (e.g., board or committee). To count as committed PCPI funds, the loan or subgrant must be executed or pending, as defined above.

**6b. Uncommitted PCPI Balance:**

Enter the amount of PCPI funds that are uncommitted as of the reporting date. Note: Uncommitted PCPI Balance + Committed PCPI Balance must equal the Total PCPI Balance.

**7. As of this Date:**

Provide the reporting date for this PCPI update. This will always be September 30<sup>th</sup> if operating under a COA executed in FY22 or later.

**8. PCPI Earned in last 12 months:**

Enter the amount of PCPI earned in the last 12 months from repayment of loans, interest earned, etc. This will be PCPI earned from October 1<sup>st</sup> to September 30<sup>th</sup> if operating under a COA executed in FY22 or later.

**9. PCPI Expended in last 12 months:**

Enter the amount of PCPI expended in the last 12 months for payments to borrowers, subgrantees, contractors, etc. This will be PCPI expended from October 1<sup>st</sup> to September 30<sup>th</sup> if operating under a COA executed in FY22 or later.

**10. Is additional PCPI expected?**

Is additional PCPI expected in the future (e.g., due to an executed loan which has not yet been repaid in full)? Indicate whether Yes or No.

**CLOSEOUT AGREEMENT (for Closed or Post-Closeout RLF grants)**

**11. Does this Cooperative Agreement have a Closeout Agreement?**

If this CA has a COA which governs the use of post-closeout program income (i.e., post-closeout program income is tracked under this CA Number), indicate Yes and answer questions 12 through 16 which follow. Otherwise indicate No.

**12. Closeout Agreement Start Date:**

Enter the date the COA went into effect. If the CAR's original COA has been replaced with a new COA, enter the date of the new COA.

**13. Is this Closeout Agreement linked to any other RLF cooperative agreements?**

In FY22, EPA initiated an effort to replace and standardize all COAs with a single COA for each CAR based on the FY22 COA Template. A signed FY22 COA terminates the CAR's previous COAs and allows all post-closeout activities and program income to be tracked and reported under a single RLF CA number.

If the CAR has a COA executed in FY22 or later and there are multiple CA numbers listed in the Attachment of the COA, answer Yes. If there is only a single CA number listed in the Attachment of the COA or the CAR's COA was executed before FY22, answer No.

**14. If yes, indicate the RLF Cooperative Agreement number(s):**

Enter the associated CA number or numbers.

**15. Is this Closeout Agreement still active?**

A COA is considered active until the PCPI Balance is zero and no additional PCPI is expected in the future (e.g., from an executed loan which has not been repaid in full). Indicate whether the COA is still active by selecting Yes or No.

**16. If no, indicate Closeout Agreement End Date:**

If the COA is no longer active, enter COA end date as verified by the EPA PO.

**POST-CLOSEOUT REPORT (for Closed or Post-Closeout RLF grants)**

**17. Submission Date for most recent Post-Closeout Report:**

Provide the date the most recent Post-Closeout Report was submitted. This must be between September 30<sup>th</sup> and October 31<sup>st</sup> if operating under a COA executed in FY22 or later.

**18. Is a Post-Closeout Report still required?**

Does the CAR's COA still require submittal of Post-Closeout Reports? Indicate whether Yes or No.