INSTRUCTIONS FOR COMPLETING THE CONTRACTOR TECHNICAL ASSISTANCE (CTA) PROFILE FORM

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2050-0192). Responses to this collection of information are mandatory (2 CFR 200.328, 2 CFR 200.333, 2 CFR 200.335, 40 CFR 30-31). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 0.66-1.33 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Overview:

As directed by OBLR reporting policy, contractors under the Land Revitalization, Site Visioning/Market Analysis, and Funding and Financing Contractor Technical Assistance task orders (EP-W-12-020, 021, and 022) must report their project-specific activities to EPA at least quarterly. This should be done by filling out the electronic version of the Contractor Technical Assistance (CTA) 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 Brownfields CTA Profile Form in the ACRES database for **each project** benefiting from EPA Brownfields contractor technical assistance.

The CTA Profile Form is divided into two parts. Reporting in each section is mandatory for all contractors, unless otherwise indicated. Additional instructions and definitions for completing this form are provided below. Please contact your EPA TOCOR if you have any questions when completing this form.

When to Submit:

Original CTA Form: A CTA Profile Form must be submitted when the contractor starts using EPA funds for an eligible project. For CTA projects, this typically means when the contractor has engaged the community for a kickoff meeting and begun drafting a scope of work document.

Updated CTA Profile Forms: CTA Profile Forms must be updated as activities (e.g., site visioning or market analysis) and community engagement (e.g., site visit or webinar) occur. For example, a CTA Profile Form should be updated upon completion of a Site Reuse Design or a webinar with the community demonstrating a developed financial tool. In addition, a CTA Profile Form should be updated as the project background information changes or if there are other anecdotal information and successes that the contractor wants to share with EPA. Technical assistance contractors should also revise and submit updated CTA Profile Forms for all targeted projects when the CTA work is being closed out.

How to Submit:
ACRES is available online. It is the only method for all technical assistance contractors to enter and electronically submit their CTA Profile Forms.

To Whom to Submit:
Technical assistance contractors must submit CTA Profile Forms to their EPA regional point of contact and to the EPA Headquarters point of contact. If data is entered online via ACRES, it will automatically be delivered to the EPA regional and Headquarters POCs.

DETAILED INSTRUCTIONS FOR COMPLETING EACH ITEM ON THE CTA PROFILE FORM

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

CONTRACTOR TECHNICAL ASSISTANCE INFORMATION
(mandatory for all CTA activities)

1. CTA Contractor Name. Select the CTA contractor name from the drop-down list. Use the official name of the primary contractor as written in the task order proposal documentation.

2. CTA Lead Subcontractor Name. Select the lead CTA lead subcontractor name from the drop-down list. Use the official name of the subcontractor as written in the task order proposal documentation.

3. What type of CTA funding is being offered to this community? The type of EPA Brownfields CTA funding will be auto-populated based on the CTA Contractor Name.

4. Is this funding from the Bipartisan Infrastructure Law (BIL) allocation? Indicate whether BIL Funding is being used by the contractor for this project by selecting the Yes or No radio button.

EPA POINT OF CONTACT (POC) INFORMATION
(mandatory for all CTA activities)

5a. EPA Headquarters POC Name. The name of the EPA Headquarters POC for this project will be auto-populated based on the CTA Contractor Name. This will be the primary TOCOR (Task Order Contracting Officer's Representative) unless otherwise indicated.

5b. EPA Headquarters POC Email. The corresponding email address for the EPA Headquarters POC will be auto-populated.

6a. EPA Regional POC Name. Select the name of the EPA Regional POC for this project from the drop-down list. This name will be indicated on the CTA request form.

6b. EPA Regional POC Email. The corresponding email address for the EPA Regional POC will be auto-populated for the Regional POC selected.

CONTRACTOR TECHNICAL ASSISTANCE RECIPIENT INFORMATION

(mandatory for all CTA activities)

Contractor Technical Assistance (CTA) Recipient Information. Provide information about the entity receiving this contractor technical assistance. Much of this information is historical (e.g., name, entity type, project start date) and should be provided on the original CTA Profile Form. Updates are only necessary when circumstances change.

7. **Contractor Technical Assistance Recipient Name.** Enter the name of the CTA recipient. This should be the primary entity working with contractors.

8. **Project Name.** Enter the name of the project. The contractor can determine this name.

9. **Contractor Technical Assistance Recipient Type.** Select the type of entity receiving CTA using the drop-downlist below. Enter the recipient type under "other" if no other options apply.

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

10a. Project Start Date. Enter the date the contractor received the CTA request form or were otherwise authorized to begin work on this project.

10b. Project End Date. Enter the date the contractor finalized all deliverables and project fact sheets proposed in this project's Scope of Work.

PROJECT LOCATION INFORMATION

(mandatory for all CTA activities)

Project Location Information. Provide information about the geographic locations of the brownfield sites where this CTA is taking place.

11a. Street Address. Enter the street address of the primary brownfield site addressed under this CTA (if applicable).

11b. ZIP Code. Enter the ZIP code where this CTA will be performed.

11c. City. This field will be auto-populated using the ZIP code.

11d. State. This field will be auto-populated using the ZIP code.

11e. County. This field will be auto-populated using the ZIP code.

11f. Congressional District. This field will be auto-populated using the ZIP code.

12. Size (in acres). Enter the approximate size of the brownfield sites addressed under this CTA.

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

- Navigate to data.census.gov
- Click the geography pin icon in the single search bar on the landing page of data.census.gov
- Enter the street address in the pop-up window, as well as the city/state or ZIP code
- Click the "Search" button
- 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.

RELATED BROWNFIELD PROJECTS
(mandatory for all CTA activities)

Related Site-Specific Brownfields Funding. This section will be used to link any existing MARC, TBA, or 128a funding and any existing brownfields property(ies) tied to this project.

14. List any existing Brownfields Multi-purpose, Assessment, Cleanup, RLF or 128(a) cooperative agreements, or TBAs, and the Brownfields properties tied to this project:

For Multi-purpose, Assessment, Cleanup, RLF or 128(a):

- Click the Add Related Project button.
- Select a Funding Type of **MARC or 128(a)**.
- Enter the 8-digit Cooperative Agreement number(s) associated to the funding. This auto-populates the list of available properties that are associated to the CA. The contractor should be able to find the Cooperative Agreement number(s) on the CTA request form or through discussion with the regional / Headquarters POCs.
- Click the checkbox to select each property tied to this project.

For TBAs:

- Click the Add Related Project button.
- Select a Funding Type of **TBA Funding**.
- Select a specific TBA using state name and associated TBA type (STAG is used most often). This auto-populates the list of available properties that are associated to the TBA.
- Click the checkbox to select each property tied to this project**.**

PROJECT BUDGET INFORMATION

(mandatory for all CTA activities)

Project Budget. The contractor will provide details on the approved budget, any budget increases, or expenditures at a minimum on a quarterly basis. Each entry will have a corresponding date. The CTA profile page will then calculate the remaining budget available.

15. Approved Budget. The region, EPA headquarters, and the contractor should determine this number. Any changes to the budget should be shown as additions. (e.g., an initial approved budget of $50,000, updated to $57,000 will be shown as two entries. The first entry in Approved Budget will be $50,000 and the second will be a budget increase for $7,000 with the corresponding date of approval.)

16a. Cost Incurred. Enter the cost incurred for this CTA project. This cost includes all contractor costs related to this CTA project, including lagging cost. It should be entered at a minimum on a quarterly basis with a date range for the time period covered.

16b. Cost Incurred From Date. Enter the start date for the cost incurred for this CTA project.

16c. Cost Incurred To Date. Enter the end date for the cost incurred for this CTA project.

17. Balance Remaining. This number will be automatically calculated through the ACRES web platform using the information entered in 15 and 16.

18a. Budget Increase. Enter any additional funding allocated to this project by the EPA HQ TOCOR.

18b. Budget Increase Date. Enter the date for the budget increase for this project.

PROJECT BACKGROUND INFORMATION

Project Background Information. Here, the contractor will provide background information on the community receiving the CTA.

For Land Revitalization Project only (*mandatory for Land Revitalization CTA activities*)

19. Has the community received brownfields funding in the past 9 years? Answer Yes or No for this section. This includes any of the following funding sources: Brownfields Contractor Technical Assistance, State 128a funding, TBA funding, or Brownfields grant funding. (For LR CTA only)

20. Challenge(s) of the Community. Use this open text box to describe why this community needs CTA. This information can be drawn from the CTA request form and supplemented with additional information from working with the community.

21. Anticipated Deliverables. Use this open text box to list out deliverables proposed in the scope of work.

CONTRACTOR TECHNICAL ASSISTANCE ACTIVITIES
(mandatory for Land Revitalization CTA activities (22a), Site Visioning CTA activities (22b), Funding and Financing CTA activities (22c))

Contractor Technical Assistance Provided. In this section, the contractor will provide more details about the activities performed under this CTA and how the contractor engaged with the community.

22a-c. Activities Performed. Use this section to select the activities performed by the contractor during this CTA project. Include a start and end date for each activity. If an activity performed is not available on the drop-down list, enter the activity under Other.

ADDITIONAL CONTRACTOR TECHNICAL ASSISTANCE PROVIDED
(mandatory for all CTA activities)

23. How does this project incorporate resiliency strategies to address impacts from extreme weather events and natural disasters? Identify all that apply. If there are none, select: 'N/A: This project does not incorporate resiliency strategies to address impacts from extreme weather events and natural disasters.'

- **Risk Identification**. The project identifies potential risk factors and vulnerabilities associated with extreme weather events and natural disasters 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. Risk identification should be incorporated in reuse options that consider impacts from extreme weather events and natural disasters.

- **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; 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 activities that incorporate resiliency strategies to address impacts from extreme weather events and natural disasters.

24. Contractor Engagement with Community Benefiting from Contractor Technical Assistance. Use this table to document each significant milestone with the community. Select each milestone that applies and include a date for each. Key milestones include:

- Kickoff Meeting
- Scope of Work Finalized
- Site Visit
- Webinar
- Deliverable Provided
- Fact Sheet Provided

25. Final Project Deliverables Submitted. Use this open text box to list out all final project deliverables provided to the community.

26. Summary of Contractor Technical Assistance and Planned Next Steps. Use this text box to provide a more detailed description of the CTA provided. This can include any project success or challenges, any community specific details, how the community plans to utilize the deliverables and any other relevant details.

27. Updates since Completion of Contractor Technical Assistance. This field should be filled out every six to twelve months after CTA completion through check-ins with the form's CTA recipients. Key information includes funding leveraged and progress in redevelopment.