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Brownfields Revolving Loan Fund Cooperative Agreement Quarterly Performance Report

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When should I submit a Quarterly Report?

Reports are due to EPA within 30 days of the close of each Federal fiscal quarter. Details are provided below.

Quarter	Reporting Period	Due Date
Quarter 1	Oct 1 - Dec 31	Jan 30
Quarter 2	Jan 1 - Mar 31	Apr 30
Quarter 3	Apr 1 - Jun 30	Jul 30
Quarter 4	Jul 1 - Sep 30	Oct 30

For Example , the "FY2025 Qtr1" Quarterly Report:

- Has a reporting period of October 1, 2024 through December 31, 2024;
- Is available in ACRES on October 1, 2024; and
- Is due on January 30, 2025.

Key

	Field auto-populated by ACRES
	To change this data, update the Property Profile Form

1. Cooperative Agreement Recipient Name _____

2. Cooperative Agreement Number _____

Project Progress

3. Project Progress Table

Provide quarterly progress for each task that is specified in your workplan. You may or may not use all tasks provided in the drop-down.

Approved Tasks	Funding Source(s) for Task (OPTIONAL)*	Funding Expended this Quarter (OPTIONAL)*	Funding Expended to Date	Task Status	Summary of Task Progress this Quarter
CA Oversight					
Community Involvement					
Cleanup Planning					
Site Cleanup Activities					
Health Monitoring					
Loans					
Subgrants					
[Add your own]					
EPA Funds TOTAL for All Tasks*		$_____	$_____		
Cost Share TOTAL for All Tasks*		$_____	$_____		
Program Income TOTAL for All Tasks*		$_____	$_____		
Other Leveraged Funding TOTAL for All Tasks*		$_____	$_____		

*Funding Per Task (*Optional Fields*)

Executed & Pending Loans/Subgrants

Under the Brownfields RLF program, an **Executed Loan or Subgrant** is defined as a loan/subgrant with a fully-signed agreement between the CAR and the borrower or subgrantee. **A Pending Loan or Subgrant** is defined as a loan/subgrant that has been approved through the CAR's decision process (e.g., board or committee) but has not been awarded with a fully-signed agreement as of the date of this quarterly report.

NOTE: Potential Loans and Subgrants that are in progress, but have not been approved through the CAR's decision process (e.g., board or committee), should not be included here and can be discussed on the Project Progress tab.

4. Executed and Pending Loans under this CA

Executed loans that are entered in the Property Profile Form (PPF) are shown below (i.e., they are automatically populated by ACRES). Please add the repayment status. If any information is missing, update the PPF.

Additionally, add any pending loans using the green button below the table and provide as much detail as is available. Note that once a Pending Loan becomes Executed, you would populate the information for the Executed Loan in the PPF and delete the Pending Loan below (i.e., the Executed Loan will be pulled in from the PPF).

Associated Property Name (ID)	Status of Loan	Loan Value on Agreement	Signed Date	Repayment Start/End Date	Repayment Status	Interest Rate	Source of Funding (for this CA only)	Funding Amount		Loan Discount?	Loan Discount Info	Discount Amount	Total Award Amount from this CA Used for Loan Costs	Notes on this Loan (optional)
								For Loan Value	For associated eligible programmatic costs					
	Executed						EPA Funds used for this Loan	_____	_____		Loan Discount Percentage	_____		
							Cost Share used for this Loan	_____	_____		Loan Discount Amount	_____		
							Program Income used for this Loan	_____	_____		Discounted Loan Value	_____		

Associated Property Name (ID)	Status of Loan	Loan Value on Agreement	Signed Date	Repayment Start/End Date	Repayment Status	Interest Rate	Source of Funding (for this CA only)	Funding Amount		Loan Discount?	Loan Discount Info	Discount Amount	Total Award Amount from this CA Used for Loan Costs	Notes on this Loan (optional)
								For Loan Value	For associated eligible programmatic costs					
	Pending		N/A	N/A	N/A		Anticipated EPA Funds used for this Loan	_____	_____	☐ Yes ☐ No	Loan Discount Percentage	_____		
							Anticipated Cost Share used for this Loan	_____	_____		Loan Discount Amount	_____		
							Anticipated Program Income used for this Loan	_____	_____		Discounted Loan Value	_____		

5. Executed and Pending Subgrants under this CA

Executed subgrants that are entered in the PPF are shown in the table (i.e., they are automatically populated by ACRES). If any information is missing, update the PPF.

Additionally, add any pending subgrants using the green button below the table. Note that once a Pending Subgrant becomes Executed, you would populate the information for the Executed Subgrant in the PPF and delete the Pending Subgrant below (i.e., the Executed Subgrant will be pulled in from the PPF.)

Associated Property Name (ID)	Status of Subgrant	Subgrant Value on Agreement	Signed Date	Source of Funding	For Subgrant Value	For associated eligible programmatic costs	Total Award Amount from this CA Used for Subgrant (Non-Loan Costs)	Notes on this Subgrant (optional)
	Executed			EPA Funds used for this Subgrant	____	____		
				Cost Share used for this Subgrant	____	____		
				Program Income used for this Subgrant	____	____		

Associated Property Name (ID)	Status of Subgrant	Subgrant Value on Agreement	Signed Date	Source of Funding	For Subgrant Value	For associated eligible programmatic costs	Total Award Amount from this CA Used for Subgrant (Non-Loan Costs)	Notes on this Subgrant (optional)
	Pending			EPA Funds used for this Subgrant	____	____		
				Cost Share used for this Subgrant	____	____		
				Program Income used for this Subgrant	____	____		

Funding Totals

NOTE: If you want to ensure accurate funding totals below for Executed Loans and Executed Subgrants, update the PPF for each historical loan/subgrant in this CA.

Totals for this CA	EPA Funds	Cost Share	Program Income	Total Funding	Loan Discount Amount	Total Award Amount Used for Loan and/or Non-Loan Costs
Total for Executed Loans						
Total for Pending Loans						
Total for Executed Subgrants						
Total for Pending Subgrants						

Budget Summary

6. Total Budget Table for Hazardous Substance Funding

Add all expense categories that apply to your CA. All selected categories will automatically load in future quarterly reports, although you can always add additional categories, as needed. Note that program income should not be included in this table and is reported separately in the "Program Income" Section.

Expense Category	Initial Approved Budget	Current Approved Budget	Costs Incurred this Quarter	Correction for Past QR(s)	Costs Incurred to Date	Total Remaining	Notes
Personnel							
Fringe Benefits							
Travel							
Equipment							
Supplies							
Contractual							
Construction							
Loans/Subgrants							
Indirect Costs							
[Add your own]							
FUNDING TOTAL	$_____	$_____	$_____	$_____	$_____	$_____	
Cost Share	$_____	$_____	$_____	$_____	$_____	$_____	
CA Total	$_____	$_____	$_____	$_____	$_____	$_____	

7. Breakdown of Administrative Costs for Hazardous Substance Funding (OPTIONAL)

Below is the optional table to list all administrative components as a subset of the overall budget table above. If Administrative costs were included in your EPA approved workplan budget, please use the following table to reflect the administrative costs expended this quarter for each budget category.

Expense Category	Admin Costs Incurred this Quarter	Admin Correction for Past QR(s)	Admin Costs Incurred to Date	Notes
Admin Personnel				
Admin Fringe Benefits				
Admin Travel				
Admin Equipment				
Admin Supplies				
Admin Contractual				
Admin Construction				
Admin Loan/Subgrants				
Admin Indirect Costs				
[Admin Add your own]				
Admin TOTAL	$_____	$_____	$_____	
Admin Cost Share			$_____	
Admin TOTAL + Cost Share	$_____	$_____	$_____	
Percent of CA TOTAL	_____%	_____%	_____%	

Loan Costs vs. Non-Loan Costs

Under the Brownfields RLF program, EPA refers to the **50/50** split rule, which is defined as the requirement under terms and conditions to use:

- At least 50% of each open CA's total award amount (EPA funds + the associated cost share, as applicable) on loans and eligible programmatic costs associated with those loans, and
- Up to 50% of each open CA's total award amount on all other eligible costs (aka non-loan costs).

Note that program income is NOT included in the 50/50 split calculation. Compliance with the 50/50 split is per CA, unless the CAR has an approved waiver from EPA. The following fields are intended to assist you in tracking this requirement.

8. Are you applying the 50/50 split to a single open RLF CA?

○ Yes ○ No

If you answered 'Yes' to Question 8 and are applying the 50/50 split to a single open RLF, complete Questions 9a-9c.

For the entry below, **Current Total Award Amount Committed to Loan Costs** is defined as the total award amount for this CA (EPA funds + associated cost share, as applicable) that has been committed so far to:

a. Pending and/or Executed Loans (see definitions on previous tab), and
b. Eligible programmatic costs that are associated with those loans
Note: The discounted portion of the discounted loan should not be included in the Total Current Award Amount Committed to Loan Costs (i.e., forgiven principle applies to the non-loan side of the loan to non-loan cost ratio).

9a. Current Total Award Amount Committed to Loan Costs $ _____

Current Percent of Total Award Amount that are Loan Costs %

Current Percent of Total Award Amount that are Non-Loan Costs %
(if rest of Total Award Amount was spent on non-loan costs)

9b. Do you expect to meet the 50/50 split by the end of the project period for this CA's current total award amount?

○ Yes ○ No

9c. If you answered 'No' to Question 9b. or you have any additional information you'd like to share on meeting the 50/50 split, provide below. Please note that EPA's acceptance of this quarterly report does not convey EPA's concurrence regarding whether the 50/50 split term & condition has been satisfied.

If you answered 'No' to Question 8 and are not applying the 50/50 split to a single open RLF, complete Question 10.

10. Do you have an approved waiver to spread the 50/50 split across more than one open RLF?

○ Yes ○ No

If 'No' to Question 10, please contact your EPA Project Officer. You cannot apply the 50/50 split across multiple open RLF CAs without an approved waiver. Until you have an approved waiver, you must answer 'Yes' to Question 8.

If you answered 'Yes' to Question 10, complete Questions 11a-11c.

11a. For the entries below, **Current Total Award Amount Committed to Loan Cost** is defined as the **Total Award Amount** for each CA (EPA funds + associated cost share, as applicable) that has been committed so far to:

a. Pending and/or Executed Loans (see definitions on previous tab), and
b. Eligible programmatic costs that are associated with those loans.
   Note: The discounted portion of the discounted loan should not be included in the total Current Total Award Amount Committed to the Loan Cost (i.e., forgiven principal applies to the non-loan side of the loan and the non-loan cost ratio.)

Enter the **Current Total Award Committed to Loan Cost** for each CA, as well as the **Total Award Amount** for each CA (EPA funds + associated cost share, as applicable). ACRES will calculate percentages to demonstrate your current Loan to Non-Loan cost ratio. See FAQ the number 11 in the RLF Program FAQ's for additional information on how the 50/50 split is calculated when spreading it across more than one open CA.

Waiver Approval Date _____

Current Total Award Amount Committed to the Loan Costs for first open CA _____

Total Award Amount for first open CA _____

Current Total Award Amount Committed to Loan Costs for second open CA _____

Total Award Amount for second open CA _____

Current Percent of Total Award Amount that are Loan Costs _____

Current Percent of Total Award Amount that are Non-Loan Costs _____
(if rest of Total Award Amount was spent on non-loan costs)

11b. Considering the CA will remain open longer, do you expect to meet the 50/50 split by the end of its project period for the current combined total award amount?

○ Yes ○ No

11c. If you answered 'No' to Question 11b or you have any additional information you'd like to share on meeting the 50/50 split, provide below. Please note that EPA's acceptance of this quarterly report does not convey EPA's concurrence regarding whether the 50/50 split term & condition has been satisfied.

Program Income

12. Summary of Program Income (PI) for this CA this quarter

Prior PI Balance:	_____
PI Generated this Quarter from Principal Repayment:	_____
PI Generated this Quarter from Interest/Fees:	_____
PI Generated this Quarter:	_____
PI Expended this Quarter:	_____
Current PI Balance:	_____
As of this Date:	_____
Is additional PI Expected?	○ Yes ○ No

13. Summary of Cumulative PI for this CA since the CA Start Date

Cumulative PI Generated from Principal Repayment	_____
Cumulative PI Generated from Interest/Fees	_____
Cumulative PI Generated	_____
Cumulative PI Expended	_____
Cumulative PI Revolved into Executed Loans/Subgrants	_____
Amount of Cumulative PI from Interest/Fees used for Cost Share for other Brownfield Grant(s)	_____
CA Numbers for these Brownfield Grant(s):	_____

Property Specific Information

14. Property Association

Information in the top 3 sections (Data Element, Cleanup, and Controls) is provided by ACRES. Provide dates for the last 2 sections (Quality Assurance & Analysis and Community Engagement & Planning) for each property being reported during the quarter.

DATA ELEMENT	PROPERTY 1	PROPERTY 2	PROPERTY 3
Property Name			
ACRES Property ID			
Site Eligibility Submission Date(s)			
Site Eligibility Concurrent Date(s)			
LOAN/SUBGRANT			
Loan or Subgrant			
Agreement Signed Date			
Total Loan/Subgrant Amount			
CLEANUP			
Cleanup Start Date			
Cleanup Completion Date			
Date of NFA Letter from State or Equivalent			
CONTROLS			
Date Engineering Controls in Place (If Required)			
Date Institutional Controls in Place (If Required)			
QUALITY ASSURANCE & ANALYSIS -- *Complete all fields that apply to your workplan.*			
Site-Specific QAPP Approval Date(s)			
SAP Approval Date(s)			
QAPP Addenda Approval Date(s)			
Other _____			
COMMUNITY ENGAGEMENT & PLANNING			
Community Relations Plan Finalized			
Information Repository Established			
Open Comment Period Begins			
Public Meeting Date			
Comment Period Ends			
ABCA Finalized			

Subaward Monitoring

Providing Subaward Information

A CAR may use subawards to partner with units of government or non-profit organizations provided the subaward complies with EPA's Subaward Policy for EPA Assistance Agreement Recipients. For RLF grants, subawards include loans and subgrants. In addition, the RLF CAR is the "pass-through entity," while the borrower or subgrantee organization is a "subrecipient."

15. Has the CAR executed any subaward(s) under this CA?

○ Yes ○ No

16. If 'Yes' to Question 15, provide progress for each subaward using fields 16a-16f.

SUBAWARD 1:

16a. Subrecipient Name: _____

16b. Financial and Programmatic Reports Review

Provide a summary of the results of reviews of Financial and Programmatic Reports.

16c. Site Visits and/or Desk Reviews

Provide a summary of the findings from site visits and/or desk reviews to ensure effective subrecipient performance.

16d. Environmental Results

Provide a summary of the environmental results the subrecipient achieved.

16e. Audit Findings and Related Management Decisions

Provide a summary of audit findings and related pass-through entity management decisions, if any.

16f. Correcting Deficiencies

Provide a summary of the actions the pass-through entity has taken to correct any deficiencies, such as those specified at 2 CFR § 200.332(e), 2 CFR § 200.208, Specific conditions, and 2 CFR § 200.339, Remedies for Noncompliance.

Overall CA Progress

17. Summary of Outputs/Outcomes and Accomplishments for this CA

Timeline	Cleanups	Dollars Leveraged	Jobs Leveraged	Properties Ready for Anticipated Use
Approved this Quarter				
Approved to Date				

18. Sufficient Progress for this CA

Record all activities, as stated in the CA Terms and Conditions, that have been completed to date to demonstrate significant progress in implementing this CA (include activity and date of completion). Please note that EPA's acceptance of this quarterly report does not convey EPA's concurrence regarding whether the sufficient progress terms and conditions have been satisfied.

19. Corrective Action Information for this CA

If sufficient progress has not been met, please indicate any corrective action taken and/or reasons for delay.

20. Changes to Project Schedule and Milestones for this CA

Please indicate any changes to the project schedule and milestones, including an explanation of any discrepancies from the EPA-approved workplan.

21. Challenges and Delays for this CA

Please describe any challenges or delays that were encountered this quarter, and the impact they will have on the final outputs and outcomes of the cooperative agreement.

22. Quarterly Summary for this CA

Please briefly provide a narrative summary of the work completed this quarter. Please highlight any work not captured in other areas of this quarterly report template.

23. Attachments

Include attachments that pertain to your quarterly report. Acceptable formats include .pdf, .xls or .xlsx. Please email site-specific reports, such as QAPPs, Phase I or II Reports, etc. to your EPA Project Officer.