INSTRUCTIONS FOR BROWNFIELDS REVOLVING LOAN FUND COOPERATIVE AGREEMENT QUARTERLY PERFORMANCE INSTRUCTIONS

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Overview:

As specified in the cooperative agreement terms and conditions, Revolving Loan Fund (RLF) cooperative agreement recipients (CARs) must report their cooperative agreement (CA) performance to EPA at least quarterly. This can be done by filling out the electronic version of the RLF Quarterly Report (QR) in the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) database. This Office of Management and Budget (OMB) and Environmental Protection Agency (EPA) approved reporting form (OMB Form 2050-0192, EPA Form 560F24202), serves as the CAR's Quarterly Performance Report.

ACRES Reporting is a term and condition and a requirement of a brownfield grant award and funding from EPA.

IMPORTANT NOTE: CARs who complete this QR within ACRES are not required to also complete the Brownfields RLF Form in ACRES (OMB Form 2050-0192, EPA Form 560F22292) since all program income information will have been entered via the QR.

The RLF QR is divided into seven (7) parts. Reporting in the RLF QR in ACRES is optional for RLF CARs, unless otherwise indicated by their terms and conditions. Additional instructions and definitions for completing this report are provided below. Please contact your EPA Project Officer if you have any questions when completing this report.

When to Submit:

Revolving Loan Fund Quarterly Report: A Quarterly Report must be submitted no more than 30 days after the end of the quarter.

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

How to Submit:
ACRES is available online. Unless required by the recipient's CA terms and conditions, ACRES is an optional method for all RLF CARs to enter and electronically submit their Revolving Loan Fund QR. Any CAR who does not plan to utilize the ACRES system for RLF QR submittal should contact their regional EPA Project Officer about submitting the RLF QR in hard copy or via e-mail.

To Whom to Submit:
CARs must submit their RLF QR to their EPA Project Officer identified in the terms and conditions of the CA. When the data is entered online via ACRES, it will automatically be delivered to the EPA Project Officer.

DETAILED INSTRUCTIONS FOR COMPLETING EACH ITEM ON THE REVOLVING LOAN FUND QUARTERLY REPORT

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

The next two items will be pre-populated in ACRES.

1. **Cooperative Agreement Recipient Name**. Enter the CAR Name associated with this QR.

2. **Cooperative Agreement Number**. Enter the associated CA Number.

PART I – 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 the tasks provided in the table.

   The Funding fields in this section are optional, unless required by the EPA region. Please confirm requirements with your Project Officer. Optional fields include Funding Source(s) for Task and Funding Expended this Quarter.

   - **Approved Tasks.** Select each task specified in your workplan. By choosing "[Add your own]", you can add as many additional tasks as you'd like, with the ability to provide a specific name for each task. You can also use this feature to create subtasks. Note that all tasks you've selected/added will re-load the next quarter when you prepare your QR.

- **Funding Source(s)for Task (OPTIONAL).** Select EPA funds, cost share, program income or other leveraged funding for each approved task.

- **Funding Expended this Quarter (OPTIONAL).** Enter funding expended this quarter for each funding source and approved task. Note that it will not auto-load from previous QRs.

- **Funding Expended to Date.** This information is populated by ACRES. The funding is calculated by adding all previous 'Funding Expended this Quarter' fields for each task.

- **Task Status.** Indicate whether the task has not started, is in progress, or completed.

- **Summary of Task Progress this Quarter.** This field allows you to enter as much information as you'd like about progress achieved this quarter for each task. Note that it will not auto-load from previous QRs.

PART II- 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 in the table (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).**
  - Executed Loan: This information is populated by ACRES from the PPF.
  - Pending Loan: Enter the property name.

- **Status of Loan.** ACRES will populate either Executed or Pending.

- **Loan Value on Agreement.**
  - Executed Loan: This information is populated by ACRES from the PPF and should be the loan value shown on the loan agreement.
  - Pending Loan: Enter the loan value anticipated to be on the loan agreement.

- **Signed Date.**
  - Executed Loan: This information is populated by ACRES from the PPF.
  - Pending Loan: ACRES will populate "N/A".

- **Repayment Start/End Date.**
  - Executed Loan: This information is populated by ACRES from the PPF.
  - Pending Loan: ACRES will populate "N/A".

- **Repayment Status.**
  - Executed Loan: Select 'Not Started' if loan repayments have not started, 'In Progress' if loan repayments have started but are not complete, and 'Complete' if the loan has been fully paid off. Note: If the CAR believes the borrower has defaulted or will be defaulting on the loan, report the loan as 'In Progress' and discuss the default situation with your EPA Project Officer, to include whether collateral has been sought/collected (provide details as appropriate in the Notes).
  - Pending Loan: ACRES will populate "N/A".

- **Interest Rate**
  - Executed Loan: This information is populated by ACRES from the PPF.
  - Pending Loan: Enter the anticipated interest rate if known.

- **Source of Funding (for this CA only).**
  - Executed Loan: This information is populated by ACRES from the PPF.
  - Pending Loan: Enter the funding amount breakdown for the loan value anticipated to be on the loan agreement and for eligible programmatic costs associated with the loan.

- **For Loan Value.** Specify the EPA funds, cost share, and program income that will be used to fund the Loan Value on the Agreement.
  - If another open RLF grant or post-closeout grant was used to fund this loan, a separate loan entry should be made in the PPF under that CA or COA Tracking Number (e.g., a loan funded by two open RLF grants and a post-closeout grant would have 3 loan entries for the property with specific funding for each grant).

- For both the loan value and associated eligible programmatic costs, program income should be entered for open RLF grants and post-closeout program income (PCPI) should be entered for post-closeout grants. Note: Based on the previous bullet, you would not enter program income and PCPI in the same loan entry.

- **For associated eligible programmatic costs.** Specify the EPA funds, cost share, and program income that will be used to fund eligible programmatic costs associated with the loan.
  - Eligible programmatic costs associated with the loan could include personnel, fringe, supplies, or contractual costs, as well as underwriting costs, costs for complying with federal cross-cutters, costs for cleanup that the borrower paid and the CAR intends to count as cost share, etc. See FAQ #12 in the RLF Program FAQs for differences between cost share, program income, and leveraged funding.

- **Loan Discount?** A loan discount is the portion of a loan where the principal is forgiven.

  Important Note: The amount that can be discounted depends on the CA's T&Cs. For example, FY22 and later T&Cs allow for up to 50% of the loan to be discounted, provided that the total amount of principal forgiven does not exceed $500,000 of the CAR's total award amount (see FAQ # 6 in the RLF Program FAQs for an explanation of CAR's total award amount).

  - Executed Loan: This information is populated by ACRES from the PPF.
  - Pending Loan: Select Yes or No to indicate if the loan will be discounted. If Yes was selected, enter the **Loan Discount Info** such as:

    - **Loan Discount Percentage.** Enter the percent value without including the percent sign. Examples: for two percent enter: 2; for six and a half percent enter: 6.5.
    - **Loan Discount Amount.** ACRES will calculate this value based on the "Loan Discount Percentage" times the "Total Loan Amount". The amount that can be discounted depends on the CA.
    - **Discounted Loan Value.** ACRES will calculate this value based on the "Total Loan Amount" minus the "Loan Discount Amount".

- **Total Award Amount from this CA Used for Loan Costs.**
  - Both Executed Loans and Pending Loans: ACRES will calculate the following for this field: "EPA Funds used for this Loan" + "Cost Share used for this Loan" for both the Loan Value and associated eligible programmatic costs (i.e., total of EPA Funds and Cost Share in the two Funding Amount columns).

Note for a discounted loan: If the "Loan Discount Amount" exceeds the "Program Income Used For Loan Value" (i.e., first column under Funding Amount), the difference will be subtracted from the "Total Award Amount from this CA Used for Loan Costs" because that difference would be non-loan costs.

- **Notes on this Loan (optional).** Add any information you want to add regarding the Executed or Pending Loan. For Executed Loans, this could include updates regarding recent payments (or lack thereof), etc. For Pending Loans, this could include potential timeframe for when you expect the loan to be executed, etc.

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).**
     - Executed Subgrant: This information is populated by ACRES from the PPF.
     - Pending Subgrant: Enter the property name.

   - **Status of Subgrant.** ACRES will populate either Executed or Pending.

   - **Subgrant Value on Agreement.** This is the subgrant value shown on the subgrant agreement.
     - Executed Subgrant: This information is populated by ACRES from the PPF and should be the subgrant value shown on the subgrant agreement.
     - Pending Subgrant: Enter the subgrant value anticipated to be on the subgrant agreement.

   - **Signed Date.**
     - Executed Subgrant: This information is populated by ACRES from the PPF.
     - Pending Subgrant: ACRES will populate N/A.

   - **Source of Funding.**
     - Executed Subgrant: This information is populated by ACRES from the PPF.
     - Pending Subgrant: Enter the funding amount breakdown for the subgrant value anticipated to be on the subgrant agreement and for eligible programmatic costs associated with the subgrant.

For Subgrant Value. Specify the EPA funds, cost share, and program income that will be used to fund the Subgrant Value on the Agreement. Include CAR- or subgrantee-provided cost share. See RLF Program FAQs for various scenarios that may be applicable for including cost share in this column (e.g., impact on the need for a subgrant cap waiver and the calculation of the 50/50 split).

- If another open RLF grant or post-closeout grant was used to fund this subgrant, a separate subgrant entry should be made in the PPF under that CA or COA Tracking Number (e.g., a subgrant funded by two open RLF grants and a post-closeout grant would have 3 subgrant entries for the property with specific funding for each grant).
- For both the subgrant value and associated eligible programmatic costs, program income should be entered for open RLF grants and PCPI should be entered for post-closeout grants. Note: Based on the previous bullet, you would not enter program income and PCPI in the same subgrant entry.

For associated eligible programmatic costs. Specify the EPA funds, cost share, and program income that will be used to fund eligible programmatic costs associated with the subgrant.

- Eligible programmatic costs associated with the subgrant could include personnel, fringe, supplies, or contractual costs, as well as costs for complying with federal cross-cutters, etc.

- **Total Award Amount from this CA Used for Subgrant (Non-Loan Costs).**
  - Both Executed Subgrants and Pending Subgrants: ACRES will calculate the following for this field: "EPA Funds used for this Subgrant" + "Cost Share used for this Subgrant" for both the Subgrant Value and associated eligible programmatic costs (i.e., total of EPA Funds and Cost Share in the two Funding Amount columns).

- **Notes on this Subgrant (optional).** Add any information you want to add regarding the Executed or Pending Subgrant. For Pending Subgrants, this could include potential timeframe for when you expect the subgrant to be executed, etc.

Funding Totals Under this CA. This information is populated by ACRES.

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

PART III- TOTAL BUDGET TABLE FOR HAZARDOUS SUBSTANCE FUNDING

NOTE: If a CA has both Hazardous Substance Funding and Petroleum Funding, there will be a

second set of Petroleum budget tables directly after those for Hazardous Substance. The same instructions provided below apply to the Petroleum budget tables.

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 Part VI.

    - **Expense Category.** From the dropdown, choose all the expense categories in your budget table from your approved workplan. By choosing "[Add your own]", you can add as many additional expense categories as you'd like, with the ability to provide a specific name for each one. Note that all expense categories you've selected/added will re-load the next quarter when you prepare your QR.

    - **Initial Approved Budget.** For each expense category, enter the initial approved budget from your first approved workplan.

    - **Current Approved Budget.** The Current Approved Budget should reflect any changes this quarter that were made with and approved by the EPA Project Officer.

    - **Costs Incurred this Quarter.** Enter all costs incurred during the quarter, including Cooperative Agreement (CA) draw-down and any other expenses, for work completed during the quarter.

      If you previously submitted Quarterly Reports (QRs) for this CA outside of ACRES and this is your first QR in ACRES, add all costs incurred from previous quarters, including the current one. Enter that number in the 'Costs Incurred this Quarter' with an explanation of the breakdown in the 'Notes' column (i.e., cost for this quarter versus cost for previous quarters). This will populate the 'Costs Incurred to Date' with the total value spent to date for the CA. For follow-on QRs, you will enter just the number for that quarter in 'Costs Incurred this Quarter' and ACRES will add that to the total 'Costs Incurred to Date'.

    - **Correction for Past QR(s).** As needed, enter either a positive or negative number in this field to correct a past QR(s) and then ACRES will automatically update the Costs Incurred to Date, Total Remaining, and Funding/CA Totals. If a number is entered in this column, provide a detailed explanation in the Notes column. Once you make a correction for a past QR, the cumulative totals will be correct going forward, and ACRES will auto-populate $0 for this column the next quarter (i.e., do not re-enter previous corrections that were already addressed in a past QR).

    - **Costs Incurred to Date.** This information is populated by ACRES. The funding

is calculated by adding all previous 'Costs Incurred this Quarter' for each expense.

- **Total Remaining.** This information is populated by ACRES. Total Remaining is Current Approved budget minus Costs Incurred to Date.

- **Notes.** Enter any notes pertaining to a particular row.

7. **Breakdown of Administrative Costs for Hazardous Substance Funding (OPTIONAL).** This is an 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 table to reflect the administrative costs expended this quarter for each budget category. Based on your entries, ACRES will calculate the Percent of CA Total that has been expended on Administrative costs so that you can confirm it meets your cooperative agreement terms and conditions.

    - **Expense Category.** From the dropdown, choose all the Admin expense categories in your budget table from your approved workplan. Again, note that all Admin expense categories you've selected/added will re-load the next quarter when you prepare your QR.

    - **Admin Costs Incurred this Quarter.** Enter all Administrative costs incurred during the quarter.

    - **Admin Correction for Past QR(s).** As needed, enter either a positive or negative number in this field to correct a past QR(s) and then ACRES will automatically update the Admin Costs Incurred to Date, Admin Total, and Percent of CA Total. If a number is entered in this column, provide a detailed explanation in the Notes column. Once you make a correction for a past QR, the cumulative totals will be correct going forward, and ACRES will auto-populate $0 for this column the next quarter (i.e., do not re-enter previous corrections that were already addressed in a past QR).

    - **Admin Costs Incurred to Date.** This information is populated by ACRES. The funding is calculated by adding all previous 'Admin Costs Incurred this Quarter' fields for each Admin expense.

    - **Notes.** Enter any notes pertaining to a particular row.

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 + associated cost share, as applicable) on loans and the 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 the program income is NOT required in the 50/50 split calculation. Compliance with the 50/50 split rule 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?** Indicate Yes or No. In the majority of cases, you will answer "Yes" to this question, unless you have an approved waiver to apply the 50/50 split rule to more than one open RLF CA.

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

9a. 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).

- **Current Total Award Amount Committed to Loan Costs.** Enter the amount of EPA funds and cost share committed to Pending and/or Executed Loans and the eligible programmatic costs associated with those loans.

- **Current Percent of Total Award Amount that are Loan Costs.** ACRES will calculate the percentage based on the "Current Total Award Committed to Loan Costs" divided by the "CA Total" for "Current Approved Budget" in the budget table.

- **Current Percent of Total Award Amount that are Non-Loan Costs (if rest of Total Award Amount was spent on non-loan costs).** ACRES will calculate the percentage based on 100 minus the "Current Percent of Total Award Amount that are Loan Costs".

9b. **Do you expect to meet the 50/50 split by the end of the project for the CA's current total award amount?** Indicate Yes or 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? Indicate Yes or No. This waiver must be approved by your EPA Project Officer, per OBLR's FY23 RLF Policy Memorandum.

If you answered '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 #11 in the RLF Program FAQs for additional information on how the 50/50 split is calculated when spreading it across more than one open CA.

- **Waiver Approval Date.** Enter the month/day/year when EPA approved the waiver.
- **Current Total Award Amount Committed to the Loan Costs for first open CA.** Enter the amount of EPA funds and cost share committed to Pending and/or Executed Loans and the eligible programmatic costs associated with those loans for the first open CA.
- **Total Award Amount for first open CA.** Enter the amount of EPA funds and cost share for the first open CA.
- **Current Total Award Amount Committed to Loan Costs for second open CA.** Enter the amount of EPA funds and cost share committed to Pending and/or Executed Loans and the eligible programmatic costs associated with those loans for

the second open CA.

- **Total Award Amount for second open CA.** Enter the amount of EPA funds and cost share for the second open CA.

- **Current Percent of Total Award Amount that are Loan Costs.** ACRES will calculate the percentage based on the following: ("Current Total Award Committed to Loan Costs for the first open CA" + "Current Total Award Committed to Loan Costs for the second open CA") divided by the ("Total Award Amount for the first open CA" + "Total Award Amount for the second open CA").

- **Current Percent of Total Award Amount that are Non-Loan Costs (if rest of Total Award Amount was spent on non-loan costs).** ACRES will calculate the percentage based on 100 minus the "Current Percent of Total Award Amount that are Loan Costs".

11b. **Considering the CA that 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?** Indicate Yes or 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.

PART VI- PROGRAM INCOME

Note that it is acceptable to enter a $0 PI Balance if no PI has been earned under this CA.

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

- **Prior PI Balance.** This will be populated by ACRES based on the "Current PI Balance" in the last quarterly report in ACRES. However, if this is the first quarterly report for this CA in ACRES, you should enter the Prior PI Balance from last quarter.

- **PI Generated this Quarter from Principal Repayment.** Enter the amount of PI earned this quarter from loan repayment of principal.

- **PI Generated this Quarter from Interest/Fees.** Enter the amount of PI earned this quarter from interest and fees.

- **PI Generated this Quarter.** This will be populated by ACRES by adding "PI

Generated this Quarter from Principal Repayment" plus "PI Generated this Quarter from Interest/Fees".

- **PI Expended this Quarter.** Enter the amount of PI expended this quarter.

- **Current PI Balance.** This will be populated by ACRES by adding "Prior PI Balance" plus "PI Generated this Quarter" minus "PI Expended this Quarter".

- **As of this Date.** Provide the reporting date for this Program Income update.

  Notes for Closed grants (Scenarios 1 and 2 apply for the date when an Open grant goes to Closed status, and Scenario 3 applies for the date when a Post-Closeout grant goes to Closed status):
  SCENARIO 1 – Open grant goes directly to Closed status because CA closes with no existing or expected program income: Enter the date of the final quarterly report submitted to EPA which shows there is a $0 balance for existing and expected program income.
  SCENARIO 2 – Open grant goes directly to Closed status because existing or expected program income has been transferred to a Post-Closeout grant: For an Open grant listed on the last page of a COA based on the FY22 COA Template, the grant goes directly to Closed status as soon as EPA closes out that CA and the retained program income funds are transferred to the Post-Closeout bank account. Enter the date when this fund transfer occurred.
  SCENARIO 3 – Post-Closeout grant goes to Closed status after COA is terminated: Enter the date when the COA was terminated.

- **Is Additional PI Expected?** Is additional program income expected in the future (e.g., due to an executed loan which has not yet been repaid in full)?

  Note: For a Closed grant, this answer should always be No.

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

- **Cumulative PI Generated from Principal Repayment.** This will be populated by ACRES based on the "Cumulative PI Generated from Principal Repayment" in the last quarterly report in ACRES plus the "PI Generated this Quarter from Principal Repayment". However, if the "Cumulative PI Generated from Principal Repayment" was not previously in ACRES, you should enter it here.

- **Cumulative PI Generated from Interest/Fees.** This will be populated by ACRES based on the "Cumulative PI Generated from Interest/Fees" in the last quarterly report in ACRES plus the "PI Generated this Quarter from Interest/Fees". However, if the "Cumulative PI Generated from Interest/Fees" was not previously in ACRES, you should enter it here.

- **Cumulative PI Generated.** This will be populated by ACRES by adding "Cumulative PI Generated from Principal Repayment" plus "Cumulative PI Generated from Interest/Fees".

- **Cumulative PI Expended.** This will be populated by ACRES based on the "Cumulative PI Expended" in the last quarterly report in ACRES plus the "PI Expended this Quarter". However, if the "Cumulative PI Expended" was not previously in ACRES, you should enter it here.

- **Cumulative PI Revolved into Executed Loans/Subgrants.** Revolved PI is defined as the amount of PI generated from this CA that has been used all or in part to execute a loan or subgrant. This will be populated with the last entry for this, but you can revise it if needed.

- **Amount of Cumulative PI from Interest/Fees used for Cost Share for other Brownfield Grant(s).** Based on the terms and conditions, repayments of principal for loans made all or in part with cooperative agreement funds shall not be used for cost share for this Brownfields Grant or any other Brownfield Grants (i.e., only program income from interest/fees can be used for that purpose). This will be populated with the last entry for this, but you can revise it if needed.

- **CA Numbers for these Brownfield Grant(s).** If the answer to the previous entry is anything but $0, ACRES will prompt you to enter the Brownfields CA numbers where this PI from interest/fees was used to pay for cost share.

PART V- PROPERTY SPECIFIC INFORMATION

14. Property Association. Information in the top 3 sections (Data Element, Cleanup, and Controls) is provided by ACRES from the PPF. Provide dates for the last 2 sections (Quality Assurance & Analysis and Community Engagement & Planning) for each property being reported during the quarter. Note that if a cooperative agreement is associated with more than one property, multiple properties can be selected to display per cooperative agreement. In addition, multiple dates can be entered for each item, as needed (e.g., multiple public meeting dates).

PART VI- SUBAWARD MONITORING

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?** Indicate Yes or No.

16. **If yes, provide progress for each subaward using fields 16a-16f.** Note that you can add as many subawards as needed after you enter and save the Subrecipient Name.

SUBAWARD

16a. Subrecipient Name. Enter the 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.

PART VII OVERALL CA PROGRESS

17. **Summary of Outputs/Outcomes and Accomplishments.** This information is automatically populated by ACRES. The data comes from the information reported for each property associated to the cooperative agreement using the Property Profile Form.

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 in accordance with the CA's terms and conditions (e.g., within the specified time period), 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.** Upload attachments that pertain to your quarterly report. Acceptable formats include .pdf, .xls or .xlsx. Attachments will be viewable in the Previous Quarterly Reports (QRs) column of the Manage QRs page. Please do not upload Quality Assurance documents or site-specific reports, such as Phase I or II Environmental Site Assessment Reports, Cleanup Reports, etc. If an item is too large to upload and submittal is required by the EPA Region, please email it to your Project Officer.

If using ACRES to submit the QR, the final tab is titled “Review & Submit.” This tab provides a summary of all the entries on the previous tabs as well as an area at the bottom to provide Notes to Reviewer. The Notes to Reviewer will stay in that version of the QR, but will not auto-load in the next quarter’s QR. If you need to change other information in this tab, you’ll need to make the changes in the previous tab(s) and then the change will automatically show up in the “Review & Submit” tab. When finished, don’t forget to click on “Submit for Review.”