

**APPENDIX B:**  
**FY 2022 RLF Supplemental Funding Request**  
**(sample which can be completed and attached to brief cover letter)**

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SO THAT YOU DO NOT LOSE INFORMATION.\*\*\***

Note: If space provided below is insufficient for a response, the CAR can provide additional information with the cover letter (please specify to which section the additional information is applicable).

CAR Name:

EPA Region:

Grant Number(s) for all Brownfields RLF grants CAR has received:

Period of Performance for open RLF grant (Start Date – End Date):

-

Amount of Supplemental Funding Requested:

1. **A demonstration of CAR's eligibility for supplemental funding, to include the significant depletion of funds.**

Data and Calculations for Significant Depletion of Funds Determination

A. TOTAL RLF FUNDS (enter data in bullets below first) = (this value will auto-populate)

- Total EPA funds awarded to CAR under all open and closed RLF grants =
- Total monetary cost share under all open and closed RLF grants =
- Total program income generated under all open and closed RLF grants =

B. UNSPENT RLF FUNDS (enter data in bullets below first) = (this value will auto-populate)

- Total unspent EPA funds awarded to CAR for all open RLF grants =
- Total unspent (unmet) monetary cost share for all open RLF grants =
- Total unspent program income generated under all open and closed RLF grants =
- NOTE: Please consult with the appropriate Region for the amount of unspent EPA funds reported in the EPA's Financial Management System.

C. COMMITTED RLF FUNDS (enter data in bullets below first) = (this value will auto-populate)

- Total committed funds under all open and closed RLF grants for loans =
- Total committed funds under all open and closed RLF grants for subgrants =
- Total committed funds under all open and closed RLF grants for contracts =
- Total committed funds under all open and closed RLF grants for eligible program management costs (e.g., personnel, fringe, travel, supplies, indirect charges) =
- NOTES:
  - Do not include any expenses that you have already drawn down.
  - Do not include funds for potential loans or subgrants that have not been approved through the applicant's decision process (e.g., board or committee); those funds should be included in [B above](#).

- D. UNCOMMITTED FUNDS = UNSPENT RLF FUNDS ([B above](#)) – COMMITTED RLF FUNDS ([C above](#)) = (this value will auto-populate based on entries above)
- E. UNCOMMITTED BALANCE PERCENTAGE = UNCOMMITTED FUNDS ([D above](#)) ÷ TOTAL RLF FUNDS ([A above](#)) x 100 = (this value will auto-populate based on entries above)
- F. Significant depletion of funds determination:
- Has the CAR been awarded more than \$1,000,000?      Yes      No
    - If yes, does the uncommitted balance exceed 35% of total RLF funds awarded (i.e., is [E above](#) greater than 35%)?      Yes      No
    - If yes, does the uncommitted balance exceed \$750,000 (i.e., is [D above](#) greater than \$750,000)?      Yes      No
  - Has the CAR been awarded less than or equal to \$1,000,000?      Yes      No
    - If yes, does the uncommitted balance exceed \$400,000 (i.e., is [D above](#) greater than \$400,000)?      Yes      No

Additional Supporting Information

- G. Number of loans and/or subgrants under all open and closed RLF grants
- Number of executed loans =
  - Number of executed subgrants =
  - Number of pending loans =
  - Number of pending subgrants =
  - NOTE: Executed means the CAR has a fully-signed loan or subgrant agreement with an award date that precedes the supplemental funding request. Pending means a loan or subgrant has been approved through the applicant’s decision process (e.g., board or committee), but there is no fully signed loan or subgrant agreement as of the date of the request for supplemental funding. Do not include potential loans or subgrants that have not been approved through the applicant’s decision process (e.g., board or committee).
  - Click on the Excel file in the attachments titled “App B Tables 1, 2, and 3”. Fill in the information for Table 1 to justify the numbers provided in the bullets above. Note that Table 1 is the 1<sup>st</sup> tab in the attached Excel spreadsheet. **IMPORTANT: SAVE THE EXCEL FILE BEFORE YOU CLOSE IT SO THAT YOUR ADDED INFORMATION WILL BE SAVED IN THIS PDF.**
- H. A list of projects and associated costs that demonstrate the current funding commitments, associated leveraging, and anticipated outcomes:
- Click on the Excel file in the attachments titled “App B Tables 1, 2, and 3”. Fill in the information for Table 2. Note that Table 2 is the 2<sup>nd</sup> tab in the attached Excel spreadsheet. **IMPORTANT: SAVE THE EXCEL FILE BEFORE YOU CLOSE IT SO THAT YOUR ADDED INFORMATION WILL BE SAVED IN THIS PDF.**
  - See Part IV of instructions for additional details and a populated version of Table 2 with examples of the level of information required for this demonstration.
  - NOTE: Total Committed Funds in the last row of Table 2 should match [C above](#).

2. **A list of imminent and potential projects in your pipeline that are most likely to use the requested funding to demonstrate the likelihood that the supplemental funding will be used expeditiously, lead to preservation of the fund, promote reuse of sites, and provide community benefits.**

- Click on the Excel file in the attachments titled “App B Tables 1, 2, and 3”. Fill in the information for Table 3. Note that Table 3 is the 3<sup>rd</sup> tab in the attached Excel spreadsheet.  
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- See Part IV of instructions for additional details and a populated version of Table 3 with examples of the level of information required for this demonstration.

3. **A summary of major RLF accomplishments for projects where RLF funding has been expended to further demonstrate the CAR’s ability to award and manage loans/subgrants, preserve the fund, successfully promote reuse of sites, and provide community benefits.**

- The summary shall include, at a minimum, the following (NOTE: Your regional EPA project officer will confirm that appropriate accomplishments are reported in ACRES.):
  - Whether the CAR’s RLF program has **revolved** (i.e., has any amount of program income been used to execute a loan or subgrant), and if Yes, provide the revolved dollar amount =  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - The number of loans and number of subgrants executed = \_\_\_\_\_
  - The total amount of program income generated = \_\_\_\_\_
  - The number of ongoing cleanups (Provide names of sites as they appear in ACRES) = \_\_\_\_\_

○ The number of cleanups completed (Provide names of sites as they appear in ACRES) = \_\_\_\_\_

○ The number of sites in CAR’s RLF program (open and closed grants) that have positively impacted disadvantaged communities [Provide names of sites as they appear in ACRES and include/attach a description and/or supporting documentation (e.g., data from EPA’s EJSCREEN tool or other EJ-focused geospatial mapping tools) to help \_\_\_\_\_

characterize and describe the affected communities/populations and area(s). See Appendix A for more information on how to find and use EJSCREEN data in your request for RLF supplemental funding.] =

- The significant outcomes to date (including leveraged cleanup and redevelopment funding, cleanup and redevelopment jobs created, number of properties reused and other outcomes that have a direct benefit to the community).

4. **A discussion on the management of the RLF to demonstrate the CAR's competency in managing an RLF program.**

- This shall include, at a minimum:
  - Information regarding the timeliness of submission of required reports and work products (including Quarterly Performance Reports and ACRES data);
  - Completion of critical work plan tasks;
  - Compliance with terms and conditions of the grant, and, if applicable, closeout agreement requirements for closed grants;

- Compliance with established loan review/approval process, or discussion of updates/changes to this process;
- Ability to meet the 20% cost-share requirement, when required; and
- Other information that further supports this demonstration. If RLF grant management issues occurred, such as milestones weren't met or submittals delayed, please explain how these were identified and corrected, and how they will be prevented in the future.
- **Note: If the CAR is requesting more than \$1,000,000 in supplemental funding and does not have sufficient potential projects in Table 3 for that amount (i.e., the total amount in Table 3 is lower than the amount requested), the CAR should include information on their process to justify a supplemental funding award of the requested amount (e.g., how the CAR's past performance demonstrates their ability to execute the requested amount and what steps will be taken in marketing to ensure the funds are used and not sitting idle in the RLF account).**

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