

THIS IS A DRAFT VERSION.

- EPA plans to finalize this and provide to CARs as an optional format for post-closeout reports submitted in 2023 and beyond.
- If you have comments on this Draft version, submit them to OBLRComments@epa.gov by February 12, 2023 with “RLF Sample Post-Closeout Report” in the subject line of the email.

**SAMPLE BROWNFIELDS
REVOLVING LOAN FUND
ANNUAL POST-CLOSEOUT REPORT**

This is an optional format for a post-closeout report without penalty to the recipient for declining to use this format. Italicized text in this sample report is used to provide instructions and examples. CARs who use this sample report should replace or delete all italicized text with the applicable response.

Closeout Agreement (COA) Tracking Number: *(e.g., BF9812340)*

Applicable Assistance Agreement Number(s): *(e.g., BF9812340)*

- *If COA became effective in FY21 or earlier, provide the brownfields cooperative agreement number for both items above (i.e., the COA Tracking Number and the Applicable Assistance Agreement Number).*
- *If COA is based on the FY22 COA Template (became effective FY22 or later), provide the COA Tracking Number from the top of page 1 of the COA for the first item and all assistance agreement numbers that are listed in the COA Attachment (last page of COA) for the second item.*

Reporting Period: *(Insert timeframe – e.g.: October 1, 2021 – September 30, 2022)*

Date Submitted: *(Reports are due to be submitted in accordance with COA requirements. If COA is based on the FY22 COA Template, reports are due by October 31st with information accurate as of September 30th.)*

Prepared by:

(Name, address, phone number and email of person or entity administering the program; this should be the CAR contact information, not a consultant)

Submitted by email to:

Your Project Officer

EPA Region (fill in #)

EPA Region’s Address (fill in)

[Your PO’s email](#)

1. PROJECT PROGRESS

Progress reported in this section will clearly identify only those activities performed during the reporting period that were undertaken with post-closeout program income.

1.1 Activities Performed During the Reporting Period

Describe the properties and work accomplished with post-closeout program income during the reporting period. Clearly identify the type of work performed: assessments completed, cleanups completed, signed loans or subgrant agreements, community involvement activities, marketing (workshops, presentations, flyers developed), and other milestones and/or outcomes achieved.

1.2 Plans for the Next Reporting Period

Describe the work proposed for the next reporting period (i.e., expected projects and RLF marketing strategies).

If none, please state so and why. Responses should consider the following:

- 1. If there is not enough available post-closeout program income to start a new project, provide the expected timing for receipt of additional program income from future loan repayments.*
- 2. If the CAR wishes to continue to operate the RLF under this COA but there are currently no projects in the pipeline, identify additional RLF marketing strategies that will be employed to expend available post-closeout program income during the next reporting period.*
- 3. If the CAR does not wish to continue to operate the RLF under this COA, include a request to terminate the COA.*

2. POST-CLOSEOUT PROGRAM INCOME REPORTING & ACRES

Include tables with details about how much post-closeout program income was generated, committed, expended, and type of work. Tables similar to the ones following may be used to summarize the use of post-closeout income during the reporting period. Notes:

- If operating under a COA based on the FY22 COA Template, the recipient must also provide some of the information below in ACRES and state in this report whether that data entry has been completed at the time of report submittal.*
- Retained program income is a term used for the amount of undisbursed program income that remains at the end of the performance period of the cooperative agreement. Post-closeout program income (PCPI) is a term used for program income earned after the cooperative agreement award period and includes any retained program income available at the end of the cooperative agreement that EPA authorizes the recipient to keep under the terms of a COA. Therefore, always include retained program income when reporting the information below for PCPI.*

Beginning Post-Closeout Program Income (PCPI) Balance:

Enter the PCPI balance as of the reporting period start date (should be either the retained program income amount if this is the first post-closeout report or the ending balance from the previous post-closeout report).

Table 1: Summary of Post-Closeout Program Income required for ACRES

This information should correlate directly with questions #6 – 10 in the Brownfields RLF Form (see the Brownfields RLF Form for ACRES with Instructions at this [link](#) for an explanation of the six items in this table). Note: If operating under a COA based on the FY22 COA Template, the as of dates in this table would always be September 30th.

	Amount	As of Date	Entered in ACRES under COA Tracking Number? Yes or No
1. Total PCPI Balance	\$		
2. Committed PCPI Balance <i>(if Total PCPI Balance is over \$500,000, provide breakdown in Table 2)</i>	\$		
3. Uncommitted PCPI Balance	\$		
4. PCPI Earned in last 12 months (i.e., this reporting period)	\$		
5. PCPI Expended in last 12 months (i.e., this reporting period) <i>(provide breakdown in Table 3)</i>	\$		
6. Is future PCPI expected?	Yes or No		

Table 2: Breakdown of Committed PCPI Balance (Optional UNLESS Total PCPI Balance is over \$500,000)

If not applicable, put \$0.

Task	Total Committed PCPI as of Reporting Date
Pending loans and subgrants (i.e., loans/subgrants that have been <u>approved</u> through the applicant’s decision process, but not yet executed) – include an itemized list	\$

Task	Total Committed PCPI as of Reporting Date
Unreimbursed costs for a cleanup that is completed or underway through an executed loan or subgrant – include an itemized list	\$
Other eligible uses of funds as defined by the COA (must have been approved through the applicant’s decision process) – include an itemized list	\$
Personnel costs – include costs for up to 5 years	\$
Travel costs – include costs for up to 5 years	\$
Contract costs – include costs for up to 5 years	\$
Other programmatic costs – include costs for up to 5 years	\$
Total (<i>this should equal #2 in Table 1</i>)	\$

Table 3: Breakdown of Post-Closeout Program Income Expended

If not applicable, put \$0.

Task	Total PCPI Expended this Reporting Period
Program Oversight (to include marketing)	\$
Site Assessments	\$
Area-wide Planning for Assessment/Cleanup/Reuse	\$
Loans	\$
Subgrants	\$
Direct Cleanups	\$
Health Monitoring	\$
Institutional Control/ Engineering Control Monitoring	\$
Cost share requirement of another EPA Brownfields grant (only if using program income generated from interest and fees, not principal repayments)	\$
Other (explain)	\$
Total (<i>this should equal #5 in Table 1</i>)	\$

Cumulative Program Income Generated from Interest and Fees:

Enter the cumulative amount of program income that was generated from interest and fees; this should include program income earned from the cooperative agreement start date to this reporting period end date.

Cumulative Program Income Generated from Principal Repayment:

Enter the cumulative amount of program income that was generated from principal repayment; this should include program income earned from the cooperative agreement start date to this reporting period end date.

3. SITE-SPECIFIC REPORTING & ACRES

Include a listing of site-specific products completed during post-closeout. Examples include site investigation/assessment reports, sampling and analysis plans, remediation plans and designs, community involvement plans, final cleanup documentation, etc. Reporting your activities and accomplishments in ACRES, including previous and current sites, is required for most COAs that require reporting and should be completed by the due date for submission of this report (ask your PO if you are uncertain if this is required). Note: Unlike Section 1.1 above which is for the reporting period only, this should be a cumulative compilation of activities completed in post-closeout.

Table 4: Site-specific Reporting for Activities Completed during Post-Closeout

	List ALL Properties	Amount of PCPI Used	Activity (Loan, Subgrant, Phase I, Phase II, etc.)	Status (Planned, Ongoing, Complete)	For Loans: Interest Rate	For Loans: Term (in months)	ACRES (Property & information in ACRES?) Yes or No
1	SAMPLE- Contaminate Station						
2	SAMPLE- ACME Mill						
3	SAMPLE- Brownfield Oil						
4	SAMPLE- PCB Warehouse						
5	SAMPLE- Dirty River						
6	SAMPLE- Respiratory Road						
7							
8							
9							
10							