

INSTRUCTIONS FOR COMPLETING THE TECHNICAL ASSISTANCE TO BROWNFIELDS PROFILE FORM

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Overview:

As directed by OBLR reporting policy, contractors under the Land Revitalization, Site Visioning/ Market Analysis, and Funding and Financing 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 Technical Assistance 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 Technical Assistance Profile Form in the ACRES database for **each project** benefiting from EPA Brownfields technical assistance.

The Technical Assistance Profile Form is divided into two parts. Reporting in each section is mandatory for all cooperative agreement recipients, 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 Technical Assistance Form: A Technical Assistance Profile Form must be submitted when the contractor starts using EPA funds for an eligible project. For Technical Assistance projects, this typically means when the contractor has engaged the community for a kickoff meeting and begun drafting a scope of work document.

Updated Technical Assistance Profile Forms: Technical Assistance 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 Technical Assistance 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 Technical Assistance Profile Form should be updated as the project background information changes or if there are other anecdotal information and successes that the cooperative agreement recipient wants to share with EPA. Technical Assistance contractors should also revise and submit updated Technical Assistance Profile Forms for all targeted projects when the TA 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 Technical Assistance Profile Forms.

To Whom to Submit:

Technical Assistance contractors must submit Technical Assistance 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 TECHNICAL ASSISTANCE PROFILE FORM

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

TECHNICAL ASSISTANCE TYPE INFORMATION

(mandatory for all TAs)

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

2. Lead Subcontractor Name. Select the lead technical assistance 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 Brownfields Technical Assistance funding is being offered to this community? The type of EPA Brownfields Technical Assistance funding will be auto-populated based on the TA 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 TAs)

5a. EPA Headquarters POC Name. The name of the EPA Headquarters POC for this project will be auto-populated based on the TA 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 TA 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.

TECHNICAL ASSISTANCE RECIPIENT INFORMATION

(mandatory for all TAs)

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

7. **Technical Assistance Recipient Name.** Enter the name of the Technical Assistance recipient. This should be the primary entity working with contractors.
8. **Project Name.** Enter the name of the project. The contractors can determine this name.
9. **Technical Assistance Recipient Type.** Select the type of entity receiving technical assistance 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 contractors received the TA request form or were otherwise authorized to begin work on this project.

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

PROJECT LOCATION INFORMATION

(mandatory for all TAs)

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

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

11b. ZIP Code. Enter the ZIP code where this technical assistance 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 technical assistance.

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

- Navigate to the [Climate and Economic Justice Screening Tool](#)
- Find your site on the map and click on it to highlight the county subdivision.
- The associated Census Tract Number is listed to the right of the map.
- 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 SITE-SPECIFIC BROWNFIELD FUNDING INFORMATION

(mandatory for all TAs)

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 TA 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 TAs)

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 Technical Assistance 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 Technical Assistance project. This cost includes all contractor costs related to this Technical Assistance 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 Technical Assistance project.

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

18. Balance Remaining. This number will be automatically calculated through the ACRES web platform using the information entered in 14 and 15.

PROJECT BACKGROUND INFORMATION

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

For Land Revitalization Project only *(mandatory for Land Revitalization TAs)*

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 Technical Assistance, State 128a funding, TBA funding, or Brownfields grant funding. (For LR TA only)

20. Challenge(s) of the Community. Use this open text box to describe why this community needs technical assistance. This information can be drawn from the TA 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.

TECHNICAL ASSISTANCE PROVIDED

(mandatory for Land Revitalization TAs (20a), Site Visioning TAs (20b), Funding and Financing TAs (20c))

Technical Assistance Provided. In this section, the contractor will provide more details about the activities performed under this technical assistance 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 technical assistance 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.

Environmental Impacts and Climate Change

(mandatory for all TAs)

23. How does this project address changing climate conditions? Identify all that apply. If there are none, select: 'N/A: This project does not address changing climate conditions.'

- **Climate Risk Identification.** The project identifies potential climate risk factors and vulnerabilities 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. Risks identification should be incorporated in reuse options that are climate conscious.
- **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 and emissions; 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 climate change measures.

24. Contractor Milestones with Community Benefiting from 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

PROJECT COMPLETION INFORMATION AND UPDATES

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

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

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