EPA Form: 560F24201
OMB Control No.: 2050-0192
Expiration Date: mm/dd/yyyy (pending approval)

Brownfields Revolving Loan Fund Annual Post-Closeout Report for Closeout Agreement (COA)

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When should I submit an Annual Post-Closeout Report?

For CARs operating under a COA based on the FY22 (or later) COA Template (i.e., signed after March 1, 2022): You must submit an Annual Post-Closeout Report (APCR) annually by October 31st, with data accurate as of September 30th. For example, for FY24 reporting, an APCR must be submitted by October 31, 2024 with a reporting period of October 1, 2023 – September 30, 2024. Therefore, in order to make sure information in the APCR covers the full reporting period, the FY24 APCR must be submitted anytime between October 1, 2024 – October 31, 2024.

For CARs operating under a COA signed prior to March 1, 2022: See the specific terms of the COA to determine when an APCR is required.

IMPORTANT:
1. The APCR template will be available in ACRES for CAR use throughout the year. This will allow CARs to periodically make updates to parts of the APCR at any time (e.g., adding project progress in Part 1 or populating the Site-Specific Reporting table in Part III below). Note that while CARs can create and make edits to the APCR in ACRES at any time throughout the year, the CAR should not submit the completed APCR until the reporting timeframe specified in their COA as explained above.

2. CARs who complete this APCR in ACRES are not required to also complete the Brownfields RLF Form in ACRES (OMB Form 2050-0192, EPA Form 560F22292) since all post-closeout program income (PCPI) information will have been entered via the APCR.

Key
Field auto-populated by ACRES

Profile Information

1. Cooperative Agreement Recipient Name: _____

2. COA Tracking Number: _____

Applicable Cooperative Agreement (CA) Number(s).

*If COA became effective before March 1, 2022: Enter the brownfields CA number for both items above (i.e., the COA Tracking Number and the Applicable CA Number).

*If COA is based on the FY22 (or later) COA Template (i.e., became effective after March 1, 2022): Enter the COA Tracking Number from the top of page 1 of the COA for the first item above and all CA numbers that are listed in the COA Attachment (last page of COA) for the second item above.

3. COA Start Date: _____

4. Reporting Period: _____

5. Submitted By: _____

6. Date Submitted: _____

Project Progress

Progress and plans reported in this section will clearly identify only those activities that were undertaken, or will be undertaken, with post-closeout program income.

7. Activities Performed During this Reporting Period for this COA

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, pending or signed loans or subgrant agreements, community involvement activities, marketing (workshops, presentations, flyers developed), and other milestones and/or outcomes achieved.

8. 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 post-closeout 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.

Post-Closeout Program Income Reporting

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.

9. As of this Date: mm/dd/yyyy

10. Beginning PCPI Balance: $

11. Total, Committed, and Uncommitted PCPI Balances under this COA

Total PCPI Balance: $

Committed PCPI Balance: $

Committed PCPI Task *(Optional UNLESS Total PCPI Balance is over $500,000.)*	**Committed PCPI Amount** *(Optional UNLESS Total PCPI Balance is over $500,000.)*
Pending loans and subgrants (i.e., loans/subgrants that have been approved through the applicant's decision process, but not yet executed)	$
Unreimbursed costs for a cleanup that is completed or underway through an executed loan or subgrant	$
Other eligible uses of funds as defined by the COA (must have been approved through the applicant's decision process)	$
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)	$

Uncommitted PCPI Balance:

12. PCPI Earned and Expended in the Last 12 Months under this COA

Total PCPI Earned in last 12 months: _____

Total PCPI Expended in last 12 months: _____

Expended PCPI Task	PCPI Expended for the Task in the last 12 months
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 PCPI generated from interest and fees, not principal repayments)	$ _____
Other (explain): _____	$ _____

Additional PCPI under this COA and Use of PCPI as Cost Share

13. Is additional PCPI expected? ☐ Yes ☐ No

14. Do you anticipate using PCPI from Interest/Fees for Cost Share for other Brownfield Grant(s)? ☐ Yes ☐ No

If yes to Question 14 [i.e., you anticipate using PCPI from Interest/Fees for Cost Share for other Brownfield Grant(s)], complete Questions 15a-15d.

15a. Cumulative PCPI Generated from Interest and Fees: $ _____

15b. Cumulative PCPI Generated from Principal Repayment: $ _____

15c. Amount of Cumulative PCPI from Interest/Fees used for Cost Share for other Brownfield Grant(s): $ _____

Note: "Amount of Cumulative PCPI from Interest/Fees used for Cost Share for other Brownfield Grant(s)" should not exceed "Cumulative PCPI Generated from Interest and Fees."

15d. CA Numbers for these Other Brownfield Grant(s): _____

Site-Specific Reporting

16. Site-Specific Reporting for Activities Underway or Completed during Post-Closeout

Include a listing of site-specific products that are completed or underway 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).

Unlike previous tabs in this report that are providing information for the reporting period only, this tab should be a cumulative compilation of activities underway or completed in post-closeout. Inclusion of ongoing activities below is required, while inclusion of completed activities is encouraged. Also include any loans from applicable CAs under this COA that are still in ongoing status because repayment is not complete (e.g., specify $0 PCPI used but include the property name and loan info to indicate a loan executed under a previously open CA is still being paid off during post-closeout).

Property Name	Amount of PCPI Used	Activity	Status	For Loans: Interest Rate	For Loans: Repayment Period (start & end date)	Property & Information in ACRES?	Notes on this Site