



United States
ENVIRONMENTAL PROTECTION AGENCY
 Washington, DC 20460

Form Approved.
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PROPERTY PROFILE FORM
Brownfields

Public reporting burden for this collection of information is estimated to average 1.25 hours per response, including the time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection of information, including suggestions for reducing this burden, to the Environmental Protection Agency, Office of Environmental Information, Code 2822T, Washington, DC 20460 and to the Paperwork Reduction Project, Office of Management and Budget, Washington, DC 20503. DO NOT RETURN your form to either of these addresses. Send your completed form to the address provided by the issuing office.

PART I – GRANT RECIPIENT INFORMATION

1. Grant Recipient Name

2. Grant Number

PART II – PROPERTY INFORMATION

3. Property Background Information

3a. Current Owner

3b. Property Name

3c. Street Address

3d. City

3e. State

3f. Zip Code

3g. Size (in acres)

4. Property Geographic Information

(EPA Headquarters, or its contractors, will provide lat/long information if grant recipients are unable.)

4a. Latitude

4b. Longitude

4c. Horizontal Collection Method

4d. Source Map Scale Number (only if a map/photo was used)

4e. Reference Point

4f. Parcel Number(s)

5. Property History Information (optional)

5a. Property Description / History / Past Ownership

5b. Current Use(s)

PART III – ENVIRONMENTAL ASSESSMENT INFORMATION (optional for cleanup and RLF grant recipients)

6. Environmental Assessment Activity Information (use mm/dd/yyyy format)

6a. Phase I (preliminary assessment / all appropriate inquiry) Report Completion Date(s)

6b. Phase II (supplemental assessment) Report Completion Date(s)

6c. Phase III (cleanup planning) Report Completion Date(s)

7. Environmental Assessment Findings

7a. Classes of Contaminants Found (check all that apply)

- Petroleum / Petroleum Products
- Controlled Substances
- Asbestos
- PCBs

- VOCs
- Lead
- Other Metals
- PAHs
- Other (describe)

7b. Media Affected (check all that apply) <input type="checkbox"/> Soil <input type="checkbox"/> Air <input type="checkbox"/> Surface Water	<input type="checkbox"/> Ground Water <input type="checkbox"/> Drinking Water <input type="checkbox"/> Sediments <input type="checkbox"/> Unknown	7c. Cleanup Required <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

8. Environmental Assessment Funding Information

Table A – Funds Used to Perform Assessment Activities

Source	Amount	Source	Amount
8a. US EPA – Brownfields Assessment Grant		8d. Local Funding	
8b. Other Federal Funding		8e. Private Funding	
8c. State / Tribal Funding		8f. Other Funding	

PART IV – ENVIRONMENTAL CLEANUP INFORMATION

(mandatory for cleanup and RLF grant recipients only; optional for assessment grant recipients)

9. Cleanup Activity Information

9a. Cleanup Completion Date (use mm/dd/yyyy format)	9b. Institutional Controls Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	9c. If "yes," indicate category (check all that apply) <input type="checkbox"/> Proprietary Controls <input type="checkbox"/> Governmental Controls <input type="checkbox"/> Enforcement / Permit Tools <input type="checkbox"/> Informational Devices
		Address of Data Source (URL if available): _____

10. Cleanup Results

10a. Classes of Contaminants Removed/Addressed (check all that apply) <input type="checkbox"/> Petroleum / Petroleum Products <input type="checkbox"/> Controlled Substances <input type="checkbox"/> Asbestos <input type="checkbox"/> PCBs <input type="checkbox"/> VOCs <input type="checkbox"/> Lead <input type="checkbox"/> Other Metals <input type="checkbox"/> PAHs <input type="checkbox"/> Other (describe) _____	10b. Media Addressed (check all that apply) <input type="checkbox"/> Soil <input type="checkbox"/> Air <input type="checkbox"/> Surface Water <input type="checkbox"/> Ground Water <input type="checkbox"/> Drinking Water <input type="checkbox"/> Sediments	10c. Acres Cleaned Up

11. Environmental Cleanup Funding Information

Table B – Funds Used to Perform Cleanup Activities

Source	Amount	Source	Amount
11a. US EPA – Brownfields Cleanup Grant		11e. State / Tribal Funding	
11b. US EPA – Brownfields RLF Loan (Borrower Name)		11f. Local Funding	
11c. US EPA –Brownfields RLF (Subgrantee Name)		11g. Private Funding	
11d. Other Federal Funding		11h. Other Funding	

PART V – REDEVELOPMENT AND OTHER LEVERAGED ACCOMPLISHMENTS**12. Redevelopment Information****12a. Redevelopment Underway**

- Yes (Start Date _____ use mm/dd/yyyy format)
 No

12b. Acres of Green Space Created**13. Jobs Information****13a. Number of Cleanup and Redevelopment Jobs Leveraged:****14. Redevelopment Funding Information****Table C – Funds Used to Perform Redevelopment Activities**

Source	Amount	Source	Amount
14a. Federal Funding		14d. Private Funding	
14b. State / Tribal Funding		14e. Other Funding	
14c. Local Funding			

PART VI – PROPERTY OWNERSHIP INFORMATION

(mandatory for cleanup and RLF grant recipients only; optional for assessment grant recipients)

15. During the life of the grant, did ownership change?

- Yes
 No

16. Did Superfund federal landowner liability protections factor into the ownership change?

- Yes
 No
 Unknown

PART VII – ANECDOTAL PROPERTY INFORMATION (optional for all grant recipients)**17. Property Highlights****18. Property Photograph Information****18a. Photographs Available**

- Yes
 No

18b. Video Available

- Yes
 No

PART VIII - APPROVALS**19. Grant Recipient Project Manager**

Name	Signature	Date
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20. US EPA Regional Representative

Name	Signature	Date
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INSTRUCTIONS FOR COMPLETING BROWNFIELDS PROPERTY PROFILE FORM GENERAL INSTRUCTIONS

Overview:

As specified in your grant terms and conditions, all assessment, cleanup, and Revolving Loan Fund (RLF) grant recipients must report to EPA on a regular basis. This OMB and EPA approved reporting form (OMB Form 2050-0192, EPA Form 9310-3), supplements your Quarterly Reports with specific property information. Please note that, in most instances, all reported information is accessible by 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 grant recipients must develop and regularly maintain a Brownfields Property Profile form (Property Profile) for **each property** targeted with EPA brownfields grant assistance. The Property Profile is divided into eight parts. Unless otherwise indicated, reporting in each section is mandatory for all grant recipients. Additional instructions and definitions for completing this form are provided below. Please contact your EPA Regional representative if you have any questions when completing this form.

Compared to the Quarterly Reports, each Property Profile contains information relating only to a specific property targeted by the grant recipient. Quarterly Reports should not contain property specific information except to identify area-wide/regional redevelopment projects and their relation to one or more targeted properties.

Leveraged Accomplishments Note: Several pieces of information in the Property Profile refer to "leveraged" activities or accomplishments. Typically, these leveraged activities and accomplishments are natural results/outcomes of the EPA funded activities (e.g., cleanup jobs/funding at a property assessed with EPA brownfields assessment grant funding; reuse jobs/funding at a property cleaned up with EPA brownfields cleanup or RLF grant funding). To be reportable, there must be a demonstrable link or connection between the EPA funded activity and the leveraged activity/funding/accomplishment. Usually, activities/funding/accomplishments that occur prior to award of the EPA grant should not be reported as leveraged since the activity predates the award. In addition, the leveraged activity/funding/accomplishment should be reported only when actually manifested (i.e., projected numbers and other data, including expected jobs or uncommitted funding, should not be reported).

When to Submit:

Original Property Profiles. Grant recipients must create a Property Profile when the grant recipient targets a property for EPA brownfields grant funded activities.

- For assessment grants, this will typically mean when assessment or planning activities are initiated at the property using the grant funds.
- For cleanup and RLF grants, this will typically mean when cleanup activities are initiated at the property using the grant funds.
- For RLF grants, this may also mean when a subgrant or loan package is completed for a specific property.

Updated Property Profiles. Property Profiles must be updated as activities (e.g., assessment, cleanup, redevelopment) and accomplishments (e.g., cleanup completed, redevelopment underway, significant leveraged funding committed) dictate and then submitted along with the next required Quarterly Report. For example, a Property Profile should be updated upon: completion of a Phase II assessment; receipt of a no cleanup action document or determination; completion of cleanup activity; and/or initiation/completion of the planned redevelopment project. In addition, a Property Profile should be updated as the property background information changes or if there are other anecdotal information and successes that the grant recipient wants to share with EPA. Grant recipients should also revise and submit updated Property Profiles for all targeted properties when the grant is being closed-out.

To Whom to Submit:

Grant recipients must submit the Property Profile forms to their EPA Regional Representative identified in the terms and conditions of the cooperative agreement and the EPA Headquarters Data Manager.

How to Submit:

EPA is undertaking a two-phased process to facilitate electronic reporting and information dissemination system to facilitate future grant recipient reporting. In the first phase, EPA will prepare electronic versions of this and other required reporting forms for the grant recipients to complete and submit via e-mail. In the second phase, EPA will develop a web-based database that will allow entry of the information directly by the grant recipient or the Region. As needed, EPA will continue to provide contractor data entry and quality assurance support. Electronic reporting is optional; hard copy reports always will be acceptable.

DETAILED INSTRUCTIONS FOR COMPLETING EACH ITEM ON FORM

PART I - GRANT RECIPIENT INFORMATION

(mandatory for all grant recipients)

- 1. Grant Recipient Name.** Enter the grant name. Use the official name of the grant recipient as provided in the cooperative agreement, unless otherwise directed by the EPA Regional Representative.
- 2. Grant Number.** Enter the grant number. Use the number of the grant as provided in the cooperative agreement.

PART II - PROPERTY INFORMATION

(mandatory for all grant recipients)

- 3. Property Background Information.** Provide basic background information about the targeted property. To a large extent, much of this information is historical (e.g., name, street address, lat/long, size, description/history) and should be provided in the original version of the Property Profile, with updates only as necessitated by changed circumstances.

For purposes of grant recipient reporting, a “property” is defined as a contiguous piece of land under unitary ownership, at the time it first benefits from EPA brownfields grant funded

activities. A property may contain several smaller components, parcels, or areas; all reporting, unless otherwise indicated, should be provided for the property as a whole.

3a. Current Owner. Enter the name of the owner of the targeted property. If the ownership changes during the term of the grant, provide the new owner's name.

3b. Property Name. Enter the name of the property. The property name should include the primary reference to the property, as well as any aliases. If multiple names are listed, indicate the primary name first followed by any aliases (separated by commas).

3c. Street Address. Enter the address of the property. The street address provided should reflect the primary entrance to the property. If no street address is available, please report the names of the streets for the intersection closest to the primary property entrance.

3d. City. Enter the name of the city in which the property is located.

3e. State. Enter the two-letter abbreviation for the name of the state in which the property is located.

3f. Zip Code. Enter the zip code (with plus four code, if available) for the property.

3g. Size. Enter the number of acres contained within the property's boundary. Acreage for the entire property, not just the potentially contaminated portions, should be provided.

4. Property Geographic Information. The grant recipient must provide latitude and longitude (lat/long) information for the property. The coordinates should be taken at the primary entrance to the property (i.e., at the street address listed in 3c). The five required lat/long data elements are described below (4a-4d). EPA Headquarters, or its contractors, will provide latitude/longitude and parcel number information if grant recipients are unable. Additional guidance regarding EPA's Data Standards for geographic information can be found at <http://www.epa.gov/edr> and is also available from your EPA Regional Representative.

4a. Latitude. Enter the latitude coordinate for the property's primary entrance. Please indicate, in degrees and decimal degrees (up to a maximum of six decimal positions), the measure of the angular distance on a meridian north or south of the equator. Where degrees latitude are less than 10, leading zeros should be given (e.g., 09 degrees latitude). Latitude measures should be preceded by a plus (+) symbol for points on or north of the equator and a minus (-) symbol for points south of the equator.

4b. Longitude. Enter the longitude coordinate for the property's primary entrance. Please indicate, in degrees and decimal degrees (up to a maximum of six decimal positions), the measure of the angular distance on the meridian east or west of the prime meridian. Where degrees longitude are less than 100, leading zero(s) should be given (e.g., 006 or 089 degrees longitude). Longitude should always be preceded by a minus (-) symbol for points west of the prime meridian and a plus (+) symbol for points on or east of the prime meridian.

4c. Horizontal Collection Method. Enter the method used to determine the latitude and longitude coordinates.

4d. Source Map Scale Number (only if a map/photo was used). Unless a Global Positioning System (GPS) was used to determine the coordinates, please indicate the scale of the map/photo used to determine the latitude and longitude coordinates (i.e., the number that represents the proportional distance on the ground for one unit of measure on the map or photo).

4e. Reference Point. Enter the reference point. If the latitude/longitude coordinates were not taken at the primary entrance to the property, please indicate the place for which the coordinates were established.

4f. Parcel Number(s). Enter the universal identification number for the property (i.e., parcel number). Please list all applicable parcel numbers for the property. If multiple parcel numbers are listed, indicate the primary parcel number first (i.e., that which encompasses the primary entrance for the property), followed by any other parcel numbers (separated by commas).

5. Property History Information (optional). Provide a brief narrative description about the property by providing information about the history of the property including past owners and past uses leading to any real or perceived environmental contamination.

5a. Property Description/History/Past Ownership. Provide a brief narrative description about the property by providing information about the history of the property including past owners and past uses leading to any real or perceived environmental contamination. Please indicate the specific past use(s) (e.g., textile mill, automotive manufacturing plant, shopping center) as well as the general category of the past use(s) (e.g., industrial, commercial, residential, recreational, public purpose use, mixed-use).

5b. Current Uses(s). Provide a brief narrative description about the current use(s), zoning, and/or ownership of the property. If the property is not currently in active use (e.g., abandoned, idled), please indicate. Please also indicate the specific current use(s) (e.g., textile mill, automotive manufacturing plant, shopping center) as well as the general category of the current use(s) (e.g., industrial, commercial, residential, recreational, public purpose use, mixed-use).

PART III - ENVIRONMENTAL ASSESSMENT INFORMATION

(mandatory for assessment grant recipients only; optional for cleanup and RLF grant recipients)

6. Environmental Assessment Activity Information. In this section, the grant recipient should provide information relating to: (A) assessment activities conducted or leveraged by the EPA grant; and (B) basic information (e.g., contamination, media impacted) discovered during the assessment activity. Any assessment information provided by cleanup and RLF grant recipients should be limited to "leveraged" assessment activities (i.e., where the designation of the EPA cleanup/RLF grant award facilitated the assessment assistance/funding for the property). Use the following format when entering the date: mm/dd/yyyy.

6a. Phase I Report Completion Date(s). Enter the date(s) on which any Phase I reports (e.g., preliminary assessment, all appropriate inquiry) were completed. A Phase I report is final when an environmental professional or state official has prepared an environmental assessment report in accordance with the all appropriate inquiry standard set forth in the Brownfields Law (CERCLA Section 101(35)), that has been accepted by the grant recipient. If multiple Phase I reports are completed for the property during the term of the grant, list them all (separate by commas).

6b. Phase II Report Completion date(s). Enter the date(s) on which any Phase II reports (e.g., supplement assessment, site investigation) were completed. A Phase II report is final when an environmental professional or state official has prepared an environmental assessment report that has been accepted by the grant recipient. If multiple Phase II reports are completed for the property during the term of the grant, list them all (separate by commas).

6c. Phase III Report Completion Date(s). Enter the date(s) on which any Phase III reports (e.g., cleanup planning) were completed. A Phase III report is final when an environmental professional or state official has prepared an environmental assessment report that has been accepted by the grant recipient. If multiple Phase III reports are completed for the property during the term of the grant, list them all (separate by commas).

7. Environmental Assessment Findings. Provide information relating to the results from the environmental assessment activities performed at the property, including information on the types of contaminants found, the media impacted, and whether cleanup activities will be required. Update this section as additional information becomes available.

7a. Classes of Contaminants Found. Indicate which categories of contaminants have been identified through the assessment activities. Mark the boxes for each and every class of contaminants that have been detected. The eight specific classes listed are defined below. To the extent available, the Chemical Abstract Services (CAS) numbers are also provided below. If contaminants are identified that do not fall into one or more of these classes, please indicate "other" and provide a brief description the contaminant(s) identified during the assessment activities. Please consult with your EPA Regional Representative if you need additional assistance in classifying the contaminants at your targeted properties.

• **Petroleum/Petroleum Products** (CAS Number: 8002-05-9)

Petroleum is defined under CERCLA as "crude oil or any fraction thereof which is not otherwise specifically listed or designated as a hazardous substance under subparagraphs (A) through (F) of this paragraph, and the term does not include natural gas, natural gas liquids, liquefied natural gas, or synthetic gas usable for fuel (or mixtures of natural gas and such synthetic gas)." (40 USC Section 9601).

Please note that the Brownfields Law restricts eligibility for EPA brownfields funding to petroleum contaminated properties that EPA or the state determines: (1) are of "relatively low risk" compared with other "petroleum-only" sites in the state; and (2) for which there is no viable responsible party and will be assessed, investigated, or cleaned up by a person that is not potentially liable for cleaning up the site. In addition, petroleum-contaminated properties must not be subject to a corrective action order under a Resource Conservation and Recovery Act (RCRA) Section 9003(h) order.

• **Controlled Substances** (CAS Number: None)

The Brownfields Law refers to Section 102 of the Controlled Substances Act (21 USC Section 802) to define a "controlled substance" as "a drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V of part B of this title (21 USC Section 812). The term does not include distilled spirits, wine, malt beverages, or tobacco as those terms are defined or used in subtitle E of the Internal Revenue Code of 1954 (26 USC Section 5001 et seq.)."

Please note that properties eligible for brownfields funding include real property, including residential property, that is contaminated by a controlled substance. For example, properties eligible for brownfields funding may include private residences, formerly used for the manufacture and/or distribution of methamphetamines or other illegal drugs where there is a presence or potential presence of controlled substances or pollutants, contaminants, or hazardous substances (e.g., red phosphorous, kerosene, acids).

- **Asbestos** (CAS Number: 1332-21-4)

EPA's Substance Registry System defines asbestos as "a grayish, noncombustible fibrous material. It consists primarily of impure magnesium silicate minerals." The Agency for Toxic Substances and Disease Registry further defines asbestos as "a group of six different fibrous minerals (amosite, chrysotile, crocidolite, and the fibrous varieties of tremolite, actinolite, and anthophyllite) that occur naturally in the environment."

- **PCBs** (CAS Number: 1336-36-3)

The regulations issued under the Toxic Substances Control Act (TSCA, 15 USC 2601 et seq.), 40 CFR Section 461.3, define polychlorinated biphenyls or PCB and PCBs as "any chemical substance that is limited to the biphenyl molecule that has been chlorinated to varying degrees or any combination of substances which contains such substance."

Please note that the Brownfields Law excludes from funding eligibility portions of facilities where there has been a release of PCBs that are subject to remediation under TSCA.

- **VOCs** (CAS Number: None)

Organic compounds are chemicals composed of carbon. Volatile organic compounds (VOCs) produce vapors readily. At room temperature and normal atmospheric pressure, vapors escape easily from volatile liquid chemicals. Volatile organic compounds include a variety of chemicals such as gasoline, benzene, toluene, xylene, formaldehyde, tetrachloroethylene, and perchloroethylene.

- **Lead** (CAS Number: 7439-92-1)

The Agency for Toxic Substances and Disease Registry defines lead as "a naturally occurring bluish-gray metal found in small amounts in the earth's crust."

- **Other Metals** (CAS Number: None)

A metal is an element characterized by a tendency to give up electrons and by good thermal and electrical conductivity. These chemical elements cannot be broken down by any chemical or biological process and includes elements such as arsenic, mercury, cadmium, and chromium.

- **PAHs** (CAS Number: 1340489-29-2)

The Agency for Toxic Substances and Disease Registry defines polycyclic aromatic hydrocarbons (PAHs) as "a group of over 100 different chemicals that are formed during the incomplete burning of coal, oil and gas, garbage, or other organic substances like tobacco or charbroiled meat. PAHs are usually found as a mixture containing two or more of these compounds, such as soot. Some PAHs are manufactured. These pure PAHs usually exist as colorless, white, or pale yellow-green solids. PAHs are found in coal tar, crude oil, creosote, and roofing tar, but a few are used in medicines or to make dyes, plastics, and pesticides."

7b. Media Affected. Indicate which types of media (i.e., soil, air, surface water, ground water, drinking water, sediments) are impacted by the identified contaminants. Mark the boxes for each and every media impacted at levels that are actionable under state, tribal, and/or federal standards. To the extent that the future reuse plans impact whether the contamination in the media is actionable, consider providing a brief description in Part VII. If the assessment activity is preliminary in nature and does not report potential affects by media, mark the “unknown” box. When the media affected become known, please update this section.

7c. Cleanup Required. Indicate whether cleanup is required as soon as sufficient assessment has been conducted to make a determination. An “environmental cleanup” is defined as any cleanup that is required at a property as a result of contamination by any hazardous substance, petroleum product, controlled substance, or solid waste at levels that pose a threat to human health and the environment. The “no cleanup required” determination is generally made by the grant recipient or property owner—typically made in conjunction with state voluntary response officials and/or certified environmental professionals following an environmental assessment of the property—to indicate that the property does not have any contaminants at levels that pose a threat to human health or the environment. A grant recipient may not know whether a cleanup is required if additional assessment work is required or where the cleanup level is dependent on the future use and the future use has not been determined. In these instances, indicate “unknown” and update this section when a determination is made. A no cleanup determination may include situations where a cleanup does not occur but use of either engineering controls (e.g., capping) or institutional controls (e.g., land use restrictions) assures any residual contamination left on the property does not pose a threat to human health or the environment.

8. Environmental Assessment Funding Information. In Table A, describe all funds used to perform assessment activities at the property during the term of the grant. Indicate the amount of funding provided by each listed source. Add additional rows to the table if needed. Assessment activities conducted and funded prior to the awarding of the grant typically should not be provided (i.e., pre-award activities are not considered leveraged and should not be reported). Supplemental narrative information about the funding may be further described in Part VII (e.g., describe use of innovative funding sources, use of loans and/or insurance mechanisms to facilitate assessment).

8a. U.S. EPA— Brownfields Assessment Grant. For assessment grant recipients, indicate the amount of grant funds used to perform assessments at the property. For cleanup and RLF grant recipients, provide the amount of any assessment activity funded by an EPA brownfields assessment grant (optional; if provided, also provide the assessment grant number).

8b. Other Federal Funding. Indicate the source(s) and amount(s) of other federal funds used to perform assessment activities at the property (e.g., HUD CBDG - \$100,000, HUD BEDI - \$25,000).

8c. State/Tribal Funding. Indicate the source(s) and amount(s) of any state or tribal funds used to perform assessment activities at the property (e.g., state brownfields assessment grant - \$100,000, state economic development grant - \$25,000).

8d. Local Funding. Indicate the source(s) and amount(s) of any local public funds used to perform assessment activities at the property (e.g., local bond/tax increment financing - \$100,000).

8e. Private Funding. Indicate the source(s) and amount(s) of any private funds used to perform assessment activities at the property (e.g., company XYZ - \$100,000, developer ABC - \$25,000).

8f. Other Funding. Indicate the source(s) and amount(s) of any other funds used to perform assessment activities at the property (e.g., non-profit MNO - \$100,000).

PART IV - ENVIRONMENTAL CLEANUP INFORMATION

(mandatory for cleanup and RLF grant recipients only; optional for assessment grant recipients)

9. Cleanup Activity Information. In this section, the grant recipient should provide information relating to: (A) cleanup activities conducted or leveraged by the EPA grant; and (B) basic information relating to the cleanup activity and results. This section is mandatory for cleanup and RLF grants. For assessment grant recipients, cleanup activities must be reported only if the cleanup activity is undertaken at a property that has been assessed under the assessment grant, directly or through leveraging, during the term of the assessment grant.

9a. Cleanup Completion Date. Enter the date that cleanup activities at the property were completed. Use the following format when entering the date: mm/dd/yyyy. Cleanup activities are considered complete when the property is made available for reuse. This typically occurs when one of the following conditions applies:

(1) a “clean” or “no further action” letter (or its equivalent) has been issued by the state or tribe under its voluntary response program (or its equivalent) for the cleanup activities at the property; or

(2) the grant recipient or property owner, upon the recommendation of an environmental professional, has determined and documented that on-property work is finished and any needed institutional or engineering controls are in place and functional. Ongoing operation and maintenance activities or monitoring may continue after a cleanup completion designation has been made.

9b. Institutional Controls Required. Indicate whether institutional controls are required as part of the cleanup or containment activity to help minimize the potential for exposure to contamination and/or restrict land or resource use.

9c. Category of Institutional Controls Required. Indicate which category(ies) of institutional controls are required. Mark the boxes for each and every category of institutional control that is required. Although the definitions of institutional controls vary across localities and states, there are four general categories: proprietary controls (e.g., easements, covenants); governmental controls (e.g., zoning, building codes, drilling permit requirements); enforcement/permit tools (e.g., orders, permits, consent decrees); and informational devices (e.g., state registries, deed notices, advisories). Provide the address where information about the institutional control (e.g., specific type of control) can be found; if the information is available on-line, provide the world wide web address or URL. For additional information on institutional controls, please refer to

EPA guidance [the current December 2002 draft guidance is entitled “Institutional Controls: A Guide to Implementing, Monitoring and Enforcing Institutional Controls at Superfund, Brownfields, Federal Facility, UST and RCRA Corrective Action Cleanups”] or contact your EPA Regional Representative.

10. Cleanup Results. Provide information relating to the results from the environmental cleanup activities performed at the property, including information on the types of contaminants addressed, the media addressed, and the acres cleaned up. Update this section as additional information becomes available.

10a. Classes of Contaminants Removed/Addressed. Indicate which categories of contaminants have been removed or otherwise addressed (e.g., treated on the property or treated/disposed at another location) in compliance with the applicable state, tribal, or federal standards. Mark the boxes for each and every class of contaminants that have been removed/addressed. Definitions for these contaminant classes are provided above in Part III (Environmental Assessment Findings).

10b. Media Addressed. Indicate which types of media (i.e., soil, air, surface water, ground water, drinking water, sediments) have been addressed as a result of the cleanup activities. Mark the boxes for each and every media addressed.

10c. Acres Cleaned Up. Enter the number of acres that have been cleaned up. Provide only the acreage for the portion of the property that has been addressed by environmental cleanup activities. Property is considered cleaned up when it is made available for reuse as a result of the environmental cleanup activity. A more detailed description of cleanup completion is provided previously in this Part IV (Cleanup Completion Date).

11. Environmental Cleanup Funding Information. In Table B, describe all funds used to perform environmental cleanup activities at the property during the term of the grant. Indicate the amount of funding provided by each listed source. Add additional rows to the table if needed. Cleanup activities conducted and funded prior to the awarding of the grant should typically not be provided (i.e., pre-award activities are not considered leveraged and should not be reported). Funding for activities used to prepare the property for redevelopment (e.g., demolition, site clearing) should be reported in Part V (Table C). Supplemental narrative information about the cleanup funding may be further described in Part VII (e.g., describe use of innovative funding sources, use of loans and/or insurance mechanisms to facilitate cleanup).

11a. U.S. EPA—Brownfields Cleanup Grant. For cleanup grant recipients, indicate the amount of grant funds used to perform environmental cleanup activities at the property.

11b. U.S. EPA—Brownfields RLF Loan. For RLF grant recipients, indicate the amount of the loan used to perform environmental cleanup activities at the property. Also indicate the name of the borrower. Loan amounts should be reported when the loan is issued to the borrower (i.e., when the loan document is signed and legally binding).

11c. U.S. EPA—Brownfields RLF Subgrant. For RLF grant recipients, indicate the amount of the subgrant used to perform environmental cleanup activities at the property. Also indicate the name of the subgrantee. Subgrant amounts should be reported when the subgrant is awarded (i.e., when the subgrant is signed and legally binding).

11d. Other Federal Funding. Indicate the source(s) and amount(s) of other federal funds used to perform environmental cleanup activities at the property (e.g., HUD CBDG - \$100,000, HUD BEDI - \$25,000).

11e. State/Tribal Funding. Indicate the source(s) and amount(s) of any state or tribal funds used to perform environmental cleanup activities at the property (e.g., state brownfields cleanup grant - \$100,000, state economic development grant - \$25,000).

11f. Local Funding. Indicate the source(s) and amount(s) of any local public funds used to perform environmental cleanup activities at the property (e.g., local bond/tax increment financing - \$100,000).

11g. Private Funding. Indicate the source(s) and amount(s) of any private funds used to perform environmental cleanup activities at the property (e.g., company XYZ - \$100,000, developer ABC - \$25,000).

11h. Other Funding. Indicate the source(s) and amount(s) of any other funds used to perform environmental cleanup activities at the property (e.g., non-profit MNO - \$100,000).

PART V - REDEVELOPMENT AND OTHER LEVERAGED ACCOMPLISHMENTS
(mandatory for all grant recipients)

In this section, provide information relating to redevelopment activities and other non-assessment/cleanup accomplishments leveraged by the EPA grant and basic information relating to the leveraged activities. The term "leveraged" refers to those non-EPA brownfields grant funds and activities that have some link or nexus to the efforts of an EPA grant-funded activity, or where the EPA grant-funded activity was a catalyst for the leveraged accomplishments. This section is mandatory for all grant recipients where targeted properties undergo subsequent redevelopment activities, but should only be updated when real accomplishments are realized (e.g., anticipated leveraged funding should not be reported until it is committed to the property). This Part should be updated by all grant recipients as redevelopment activities are undertaken or leveraged funds are committed for the property during the term of the grant.

12. Redevelopment Information. Provide information relating to redevelopment activities leveraged by the EPA grant.

12a. Redevelopment Underway. Indicate whether redevelopment activities have been initiated at the property. If redevelopment activities have begun, indicate the date on which the activities started. Use the following format when entering the date: mm/dd/yyyy. The start date can be triggered by a variety of events (e.g., infrastructure preparation, property preparation, groundbreaking ceremony). Conceivably, the redevelopment start date can precede the date of the completion of a cleanup when various portions of the property are undergoing simultaneous cleanup and redevelopment activities. However, environmental cleanup activities necessary to prepare the property for redevelopment should not be considered a trigger for the redevelopment start date.

12b. Acres of Green Space Created. Enter the number of acres that have been newly created or made available as green space (i.e., acres of green space created). Provide only the acreage for the portion of the property that constitutes green space. Green space typically refers to

vegetated or water-covered space that is in a natural or unbuilt condition, meaning not covered with buildings, roads, or other paved areas, thus providing environmental, recreational, and other benefits (e.g., parks, wildlife refuges, nature trails).

13. Jobs Information. Provide information relating to the jobs leveraged by the EPA grant at the targeted property.

13a. Number of Cleanup and Redevelopment Jobs Leveraged. Enter the total number of all jobs leveraged during the term of the grant at the property. The number listed should include jobs of a short-term nature (i.e., with a duration of less than one year) typically leveraged during the assessment, cleanup, and construction stage; and jobs of a long-term nature that typically occur as a result of the new or enhanced reuse at the property (i.e., with a duration of more than one year). Only actual jobs should be reported; planned or expected jobs should not be reported until they are realized.

14. Redevelopment Funding Information. In Table C, describe all funds linked and leveraged by the grant to support additional, related activities at the property. Indicate the amount of funding provided by each listed source. Add additional rows to the table if needed. Only funding committed to the property should be reported; anticipated funding should not be reported until it is committed. Supplemental narrative information about the leveraged redevelopment funding may be further described in Part VII (e.g., describe innovative funding sources/uses, additional details on what each funding source was used for).

Redevelopment may include non-commercial reuses (e.g., parks, wildlife refuges, nature trails, and green spaces, non-profit community health care facility) as well as commercial or industrial uses (e.g., the expansion or remodeling of an existing manufacturing facility, the construction of a new retail space) and residential and public purpose uses (e.g., courthouse, public health clinic). Redevelopment activities conducted and funded prior to the awarding of the grant should not be provided (i.e., pre-award activities are not considered leveraged and should not be reported). Leveraged funds may be used to support allowable activities (e.g., inventory, assessment, cleanup) as captured in the previous sections (Tables A and B, respectively) and activities that cannot be funded by the EPA grant (e.g., demolition, site preparation, redevelopment construction, transportation improvements) that should be reported in this section.

To the extent that funding for program/grant-level activities and/or redevelopment activities have been leveraged but cannot be discretely allocated to one or more targeted properties, the leveraged funding should only be described in the Quarterly Report (i.e., not in the Property Profile). In addition to describing the amount leveraged, use the Quarterly Report to identify the type of activity funded, funding source, and which specific properties or areas (if any) benefit from the funding.

14a. Federal Funding. Indicate the source(s) and amount(s) of federal funds used to perform redevelopment activities at the property (e.g., HUD CBDG - \$100,000, EDA Public Works grant - \$25,000).

14b. State/Tribal Funding. Indicate the source(s) and amount(s) of any state or tribal funds used to perform redevelopment activities at the property (e.g., state brownfields grant - \$100,000, state economic development grant - \$25,000).

14c. Local Funding. Indicate the source(s) and amount(s) of any local public funds used to perform redevelopment activities at the property (e.g., local bond/tax increment financing - \$100,000).

14d. Private Funding. Indicate the source(s) and amount(s) of any private funds used to perform redevelopment activities at the property (e.g., company XYZ - \$100,000, developer ABC - \$25,000).

14e. Other Funding. Indicate the source(s) and amount(s) of any other funds used to perform redevelopment activities at the property (e.g., non-profit MNO - \$100,000).

PART VI - PROPERTY OWNERSHIP INFORMATION

(mandatory for cleanup and RLF grant recipients only; optional for assessment grant recipients)

15. Ownership Change. Indicate whether, during the term of the grant, ownership for the property has changed. For reporting purposes, a property "ownership change" is defined as a property transaction that is recorded in a deed of sale or other equivalent sales contract that legally transfers the property from one entity to another. In addition, a transaction involving a long-term lease (e.g., 99 years) should be considered as a property ownership change (i.e., the landlord would be considered the seller and the tenant would be considered the buyer).

16. Superfund Federal Landowner Liability Protection Factor. For any ownership changes during the term of the grant, indicate whether the bona fide prospective purchaser (BFPP) liability protection, provided in the Brownfields Amendments to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund), was a factor in the property transfer. Check the "unknown" box, if you do not know whether the BFPP liability protection had an impact on the property transfer.

PART VII - ANECDOTAL PROPERTY INFORMATION

(optional reporting for all grant recipients)

17. Property Highlights. Briefly describe other, anecdotal information about the property. Information relating to the grant award criteria (e.g., community need, sustainable reuse/brownfields prevention, reduction of environmental threats, use of existing infrastructure, community involvement) should be highlighted as much as possible. The grant recipient may also want to highlight any innovative or unique issues, activities, technologies, or approaches; any disenfranchised or sensitive populations impacted; planned or actual reuse(s); and/or any other significant accomplishments or upcoming events, such as groundbreaking or ribbon cutting ceremonies, associated with the targeted property.

In addition, the grant recipient should provide information relating to any allowable, but non-assessment/cleanup activities (e.g., health monitoring studies, insurance) funded and/or leveraged through the grant at the targeted property. Any such activities that are not linked directly to a single property should be described in the Quarterly Report.

EPA will use this additional information for use in its evaluation of the success of the grant and for its use in developing communications materials to promote the brownfields program and grants.

18. Property Photography Information. Provide information on the availability of photographs or video footage depicting pre-grant property conditions, grant funded activities, redevelopment activities, and/or the property after redevelopment construction has been completed. As with the anecdotal narrative, EPA will use any photographs to illustrate the progress and successes of each grant recipient in regional and national communications materials.

18a. Photographs Available. Indicate whether still photographs depicting the property have been taken and are available.

18b. Video Available. Indicate whether video footage depicting the property has been taken and is available.

PART VIII - APPROVALS
(mandatory for all grant recipients)

19. Grant Recipient Project Manager. Type or print the name of the grant recipient project manager. The project manager must also sign and date the completed Property Profile form before submission.

20. U.S. EPA Regional Representative. Type or print the name of the EPA Regional Representative. The EPA representative should also sign and date the reviewed Property Profile form.