

US EPA ARCHIVE DOCUMENT

# EPA REGION 1 – NEW ENGLAND

UPDATED JUNE 2015

## EPA Brownfields Grant Programs EPA New England Contacts

### BROWNFIELDS

(Broun' fields) n.

Real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

### GRANT PROGRAMS:

- Assessment
- Cleanup
- Revolving Loan Fund
- Job Training (JT)
- Area-Wide Planning (AWP)



Photo: Waterbury, CT ~ Cherry Street Industrial Park

### EPA New England Brownfields Section

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5 Post Office Square, Suite 100, Mail Code: OSRR07-3  
Boston, MA 02109-3912  
[www.epa.gov/region1/brownfields](http://www.epa.gov/region1/brownfields)



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## Grant Administration Specialists

**Mail Code: OARM16-2**

<b>Chief</b>	Cheryl Scott	(617) 918-1174
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<b>ME</b>	Diane Culhane	(617) 918-1975
<b>MA</b>	<b>State Agencies</b> Monique Lloyd	(617) 918-1976
<b>MA</b>	<b>Non-profits, Locals &amp; Universities</b> Jean Crocker	(617) 918-1498
<b>NH</b>	Brian Tocci	(617) 918-1979
<b>RI</b>	Monique Lloyd	(617) 918-1976
<b>VT</b>	Katonya Parker	(617) 918-1967

## Quality Assurance Project Plan (QAPP) Review

**Send QAPPs to:**

Your Brownfield Project Officer, **and** cc Dr. Conlon.

**Dr. Nora Conlon**

U.S. EPA Office of Environmental Measurement and Evaluation  
11 Technology Drive  
North Chelmsford, MA 01863  
(617) 918-8335  
[conlon.nora@epa.gov](mailto:conlon.nora@epa.gov)

## Websites

**EPA New England Brownfields New Grantee**

**Training:**

<http://www.epa.gov/region1/brownfields/newgrantees/>

**EPA New England Brownfields:**

[www.epa.gov/region1/brownfields](http://www.epa.gov/region1/brownfields)

**EPA Headquarters Brownfields:**

[www.epa.gov/brownfields](http://www.epa.gov/brownfields)

**Smart Growth:**

[www.epa.gov/newengland/topics/communities/smartgrowth.html](http://www.epa.gov/newengland/topics/communities/smartgrowth.html)

**Cleanups In My Community:**

[www.epa.gov/cimc](http://www.epa.gov/cimc)

## What's New

To sign up for EPA New England's "What's New" e-mail update feature that always has the latest information, go to:

[www.epa.gov/newengland/brownfields/whatsnew.htm](http://www.epa.gov/newengland/brownfields/whatsnew.htm)  
and click on "Add Me".



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Photo: South Berwick, ME ~ Public Library

### State Brownfields Coordinators

#### Connecticut

##### **Mark R. Lewis**

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CT Dept. of Energy & Environmental Protection  
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#### New Hampshire

##### **Rebecca Williams**

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Waste Management Division  
Hazardous Waste Remediation Bureau  
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#### Massachusetts

##### **Kerry Bowie**

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Bureau of Waste Site Cleanup  
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#### Rhode Island

##### **Kelly Owens**

RI Dept. of Environmental Management  
Office of Waste Management  
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## Maine

### **Nick Hodgkins**

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## Vermont

### **Patricia Coppolino**

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[patricia.coppolino@state.vt.us](mailto:patricia.coppolino@state.vt.us)

## Working With Your State

**Assessment:** As you begin to plan activities to initiate your assessment grant, keep in mind that it is very important to involve your state brownfields project manager. With the exception of Massachusetts, every state will assign a State Project Manager to your grant. This ensures that the assessment will be done according to state regulations. Give the state contact person a call to initiate a kick-off meeting. Also, as a reminder, the state will approve your petroleum sites.

**Cleanup:** All of the New England states have different approaches to cleanup and you will need to know the particulars of your state. It is a *term and condition* of your grant that your site enter the state's voluntary cleanup program.

It is imperative that you coordinate with the state on your cleanup plan. Every state (with the exception of Massachusetts) will assign a State Project Manager to your cleanup grant.

The *first step* in your cleanup planning under this grant should be a kick-off meeting that involves both your EPA Project Officer and your State Project Manager. It is your responsibility to arrange this meeting.

Review the **Brownfields Cleanup Grants Major Tasks** checklist posted on the New Grantee Training website. It outlines activities that must be performed under the grant.

Keep your Project Officer and State Project Manager involved at every stage of your cleanup to ensure that all activities are eligible and will be reimbursed.

## State Brownfields Websites

### **Connecticut:**

[http://www.ct.gov/deep/cwp/view.asp?a=2715&q=324930&depNav\\_GID=1626](http://www.ct.gov/deep/cwp/view.asp?a=2715&q=324930&depNav_GID=1626)

### **Maine:**

<http://www.maine.gov/dep/spills/brownfields/>

### **Massachusetts:**

<http://www.mass.gov/dep/cleanup/brownfie.htm>

### **New Hampshire:**

<http://des.nh.gov/organization/divisions/waste/hwrp/sss/brownfields/index.htm>

### **Rhode Island:**

<http://www.dem.ri.gov/brownfields/default.htm>

### **Vermont:**

<http://www.anr.state.vt.us/dec/wastediv/SMS/brownfields-home.htm>



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# EPA Brownfields Grant Programs

## Assessment Grants

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Photo: Boston, MA ~ Mattapan Community Health Center

### Eligible Sites

Once you have identified a site you want to assess, your EPA Project Officer must make an eligibility determination. For a site to be eligible, it must meet the definition of a Brownfields provided in the Brownfields law (see above). However, not all sites that meet this definition are eligible and several factors need to be considered in this determination. For example:

Properties are ineligible if they are listed on the National Priorities List, or if a facility on the property is subject to an administrative order, court order, consent decree, or is subject to the jurisdiction, custody or control of the U.S. government.

Some properties may require a “property-specific determination” (or “add back”) due to other EPA programs being involved on the property. For these properties, you will need to provide additional information to EPA so that it may approve site work.

Other properties, such as a municipally-owned landfill or DPW site, may not be eligible if the municipality is the grantee, and caused any of the contamination.

Also, properties that a grantee purchased or took through donation may not be eligible depending on the date and nature of acquisition.

**Petroleum sites** have other issues to consider. The site must be relatively low risk as compared with other petroleum sites in the state. Also, there must not be a viable responsible party associated with the site. This means past owners will need to be identified to determine if they are not financially able to assess and cleanup the property.

Your EPA Project Officer and your state petroleum contact will assist you in identifying the information that needs to be provided to make final site eligibility determinations. EPA approves the eligibility of hazardous substances sites, and your state approves the eligibility of petroleum sites (with copies to EPA).

Your EPA Project Officer will discuss with you the information that is needed to make this eligibility determination.

# Environmental Site Assessment (ESA)

## Phase I Assessments

A Phase I environmental site assessment (ESA) is an investigation into a property's environmental condition. This includes an analysis of a property's paper trail, a site visit and other activities. During a Phase I assessment, information on historic property use is compiled including which hazardous substances may have been used, stored or disposed of at the site and what structures existed on site. Information on underground uses such as storage tanks is also collected. Property boundaries are defined through maps, and possible sources of contamination outside of the brownfields site are identified.

Phase I assessments must be conducted utilizing the most recent "All Appropriate Inquiries" standard. EPA recognizes two ASTM International Standards as compliant with the AAI requirements: ASTM E1527-13 "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process" and E2247-08 "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process for Forestland or Rural Property."

For all Phase I site assessments conducted using EPA Brownfields Assessment Grant funds, the grantee program manager must sign and submit **Form EPA 560-R-11-030** before the Phase I report can be finalized. This form affirms that the All Appropriate Inquiry requirements were met for Phase I assessment on the property.

EPA Form 560-R-11-030 is available at:  
<http://www.epa.gov/brownfields/aai/AAI-Reporting-fact-sheet-and-checklist-062111-Final.pdf>

## Cleanup and Reuse Planning

Once the extent of contamination has been sufficiently delineated, assessment grant funds may be used to analyze cleanup alternatives and reuse options for the property. From this analysis, draft cleanup alternatives and site remediation plans may then be developed.

## Phase II Assessments

Pending the findings of the Phase I ESA, a Phase II ESA may be conducted.

Prior to conducting any sampling, a Quality Assurance Project Plan (QAPP) is required: A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan.

During Phase II environmental site assessments, your contractor will determine the type and extent of environmental contamination at a site. Samples are taken of soil and groundwater, concentrating on areas and contaminants of concern that were identified during the Phase I assessment. Any structures, storage tanks, or waste disposal areas are also analyzed. A geophysical investigation may be conducted, along with any other tests needed to determine the nature and extent of contamination at the site.

Based on the test results, recommendations for either further testing or for remediation of the property will be provided.

## Remember:

Your EPA Project Officer must approve each phase of work, at each site where you intend to spend EPA funding, prior to initiating those activities.



# EPA Brownfields Grant Programs

## Quality Assurance Project Plans (QAPPs)

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Photo: Bristol, NH ~ Mica Building

## Quality Assurance Project Plans

A Quality Assurance Project Plan (QAPP) is a planning document, made up of many sections, that addresses the quality of the analytical data being generated for your project. These sections can essentially be separated into two areas of the work being performed. One area focuses on the sampling and analysis plan for the specific site you are working on, and the other area focuses on all the routine quality assurance practices and standard operating procedures used in the collection and analysis of the environmental samples.

Each town, city, regional planning agency, state or tribe, utilizing EPA funds to conduct sampling and analysis activities must submit a QAPP to EPA for review and approval *prior* to the commencement of any field work.

The QAPP is developed and prepared by the consulting firm you hire to perform the work. We recommend that you include QAPP language in your Request for Proposals (RFP) to ensure that responding firms are aware of this requirement (see below for reference to include).

In order to help streamline the QAPP development process, EPA New England has developed a Brownfields QAPP Program. This program takes advantage of the two areas of focus in the QAPP, and separates them into two distinct documents, a “generic” QAPP capturing all the routine practices and procedures, and a site-specific QAPP addendum capturing the sampling and analysis plan for the individual site.

Since the generic QAPP is routine to all Brownfields projects, it only needs to be generated once and can then be maintained over time to remain current. Once a consultant’s generic QAPP is in place and approved by EPA, that consultant can immediately begin planning site work on any Brownfields grant. EPA New England actively encourages consultants to take advantage of the Brownfields QAPP Program. It effectively places more emphasis on the planning of data collection projects, and ultimately saves time, money and paper along the way.

Your consultant will provide you with a CD copy of their approved generic QAPP at the beginning of the grant. Note, if your consultant does not already have an approved generic QAPP, they can work directly with EPA on its preparation and approval.

Your consultant will provide copies of each site-specific QAPP addendum to you, your EPA Project Officer, the EPA QA Coordinator (Dr. Nora Conlon), and the state Project Manager. Nora and her staff (along with the

state if they are involved) will review the document, suggest changes or additions, and provide approval. Once the site-specific QAPP addendum is finalized, your EPA Project Officer will send you an approval memo through the email. **Field work cannot begin until you receive this approval.** Please let your EPA Project Officer know as soon as you can when a site-specific QAPP addendum will be submitted so that this review can be scheduled.

## Quality Assurance Project Plan Contact and References

For questions on the Brownfield QAPP Program or other QAPP-related questions and information, please contact:

**Dr. Nora Conlon**

U.S. EPA Office of Environmental Measurements and Evaluation

11 Technology Drive (Mail Code EQA)

North Chelmsford, MA 01863

(617) 918-8335

[conlon.nora@epa.gov](mailto:conlon.nora@epa.gov)

**Reference to include in your RFPs:**

1. *EPA-New England, Region 1 Guidance for Planning and Documenting Brownfields Projects; Generic Quality Assurance Project Plans and Site-Specific QAPP Addenda.*

[www.epa.gov/region1/lab/qa/qualsys.html](http://www.epa.gov/region1/lab/qa/qualsys.html)

# EPA Brownfields Grant Programs

## Cleanup and Revolving Loan Fund Grants

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Photo: **Richmond, RI** ~ Knowles Mill

## Cleanup Grants

During the competitive process, your site was approved for cleanup funds so that additional site eligibility approvals are not necessary.

All of the New England states have different approaches to cleanup, and you will need to know the particulars of your state. It is a *term and condition* of your grant that your site enter the appropriate state's voluntary cleanup program. It is imperative that you coordinate with the state on your cleanup plan. Every state (with the exception of Massachusetts) will assign a State Project Manager to your cleanup grant.

The *first step* in your cleanup planning under this grant should be a kick-off meeting that involves both your EPA Project Officer and your State Project Manager. It is your responsibility to arrange this meeting.

Review the **Brownfields Cleanup Grants Major Tasks** checklist that is available on the New Grantee Training website.

It outlines activities that must be performed under the grant. During your initial kick-off meeting, utilize the checklist to ensure that all parties understand the roles that each of them must perform. Many of the tasks on this list can be done concurrently.

Keep your EPA Project Officer and State Project Manager involved at every stage of your cleanup to ensure that all activities are eligible for reimbursement. One of the best ways to do this is to cc everyone when you send out an email.

Remember that EPA looks to the successful completion of your cleanup to make our annual cleanup complete goals. In order to do this, you (or your contractor) must enter the appropriate data in ACRES in a timely fashion. **Refer to the ACRES Quick Reference Guide in your green folder to help get you started.**

## Revolving Loan Fund Grants

Since you applied for your Revolving Loan Fund grant on a community-wide basis, none of your potential sites were reviewed for eligibility. A site and borrower or subgrantee eligibility determination must be completed for each loan or subgrant. Remember that sites which are contaminated by petroleum must be reviewed and approved by the state.

The first step to be taken in managing your grant is to hold a kick-off meeting. You will need to invite all the parties involved in managing both the technical and financial aspects of your revolving loan fund. During that meeting various marketing strategies will be discussed to assist you in making your first loan or subgrant as quickly as possible.

As in a cleanup grant, the state will play an important role in your RLF grant. Review the information above regarding the assignment of a State Project Manager.

Review the **Brownfields Revolving Loan Fund Major Tasks** checklist for all the activities that must be performed for each site cleanup. Many of these tasks may be done concurrently. This checklist is also available on the New Grantee Training website.

# EPA Brownfields Grant Programs

## Award Process and Developing a Workplan

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Photo: **Brattleboro, VT** ~ Commonwealth Dairy

## Award Process

Before you can receive your funding, you must submit a pre-award package consisting of forms, a workplan and a budget. You will also need to have an active registration in [www.SAM.gov](http://www.SAM.gov).

When your work plan and forms are complete, submit it as part of your pre-award package to Cheryl Scott. Her address is in the green folder and on the CONTACTS list. Send a copy of the entire pre-award package to your Brownfields Project Officer as well. For your convenience, pre-award package forms can be found at <http://www.epa.gov/region1/brownfields/newgrantees>.

After review, your grants specialist may ask you to make changes or resubmit one or more of the forms. Once everything is completed, a grants specialist will prepare and mail to you the award documents for signature. These documents will include the terms and conditions for your award. Read these carefully and if you have any questions, give your project officer a call.

You are no longer required to counter sign your award document and return to EPA in order to finalize the agreement. However, you must demonstrate your commitment to carry out the award by either:

- 1) Drawing down funds within 21 days after the EPA award mailing date; or
- 2) Not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award mailing date.

<b>Developing a Workplan</b>	<b>Supplemental Budget Information</b>
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As part of the pre-award package, you need to prepare a work plan describing the tasks and activities you will be performing. The work plan is the narrative portion of your application package that includes a task-by-task description of how you will spend your EPA funds. It is not a resubmission of the proposal that you submitted.

Download the template that is available on the New Grantee Training website:  
<http://www.epa.gov/region1/brownfields/newgrantees>.

If you are including personnel, supplies or travel costs in your budget, you must provide additional information. **Budget Attachment 1** must be filled out for every task.

Use the budget template that is available on the New Grantee Training website.

<b>Pre-Award Costs</b>	<b>Intergovernmental Review</b>
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It is possible to incur costs prior to award and then be reimbursed for them after the award has been made. Include a statement in your workplan that you would like to incur pre-award costs and explain what activities you will be doing. These costs must be approved in *writing* by your project officer PRIOR to incurrence.

Applicants from **New Hampshire** must submit their workplans to the appropriate state office for review and approval. EPA must receive the approval letter from the state before we can award the grant. Send your draft workplan to the state office as soon as you prepare it. The list of state contacts are listed at  
[http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc)

<b>Environmental Results</b>
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EPA measures the results of your brownfields work in terms of “outputs” and “outcomes”. Your work plan, and project reporting under the grant, will both need to address these measures, so EPA can in turn report on the accomplishments of the entire program.

The term “**output**” means an environmental activity, effort, and/or associated work products related to an environmental goal or objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

The term “**outcome**” means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes must be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and not necessarily be achievable within an assistance agreement funding period.



# EPA Brownfields Grant Programs

## Reporting Requirements

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Photo: Boston, MA ~ Modern Electroplating

### Quarterly Reports

Quarterly Reports are required to document progress toward achieving your project goals and milestones. Reports are due Quarterly (30 days after the end of each reporting period). The reporting periods are:

- October 1 – December 31
- January 1 – March 31
- April 1 – June 30
- July 1 – September 30

Templates are available at:

<http://www.epa.gov/region1/brownfields/funding/postaward.htm#qr> Cleanup grantees can generate their QRs electronically using the quarterly reporting function in ACRES.

Reports are submitted by email to:

- Your Brownfields Project Officer  
(See EPA New England Contacts handout for individual email addresses.)

### MBE/WBE Reports

MBE/WBE Reports (EPA Form 5700-52A) document progress toward reaching the Minority Business Enterprise (MBE)/Womens' Business Enterprise (WBE) "fair share" goals/objectives contained in your cooperative agreement.

Please refer to your Administrative Terms and Conditions for your grant's reporting periods.

The form is available at:

<http://www.epa.gov/region1/brownfields/funding/postaward.htm#mbewbe>

Reports are submitted by email to:

- MBE/WBE Coordinator – Larry Wells  
([mbewbereport.r1@epa.gov](mailto:mbewbereport.r1@epa.gov))
- Your Brownfields Project Officer

## Federal Financial Report

Federal Financial Reports (SF-425) is due within 90 days after the end of the grant budget period per the Terms & Conditions.

The form is available at:

<http://www.epa.gov/region1/brownfields/funding/postaward.htm#fctr>

Reports are submitted by email to:

- Las Vegas Finance Center (Sharen Rheinhardt) – [lvfc-grants@epa.gov](mailto:lvfc-grants@epa.gov)
- Your Brownfields Project Officer

## ACRES

The Assessment, Cleanup and Redevelopment Exchange System (ACRES) is the official database of record for EPA's Brownfields program. In other words, ACRES is the means by which EPA tracks the accomplishments of the Brownfields program and demonstrates where and how grant funding is spent. **Your job is to enter your accomplishments into this database for each property that benefits from your grant.**

Updates to the database are required when:

- Assessments are started and/or completed
- Cleanups are started and/or completed
- When new information is available (funding sources, redevelopment stages, etc.)
- Any other major milestones

Minimum reporting includes:

- Property name, address, acreage, zip code, and parcel number(s)
- State/Tribal program enrollment information
- Assessment start date, completion date, funding amounts, and findings
- Cleanup start date, completion date, funding amounts, and institutional controls/engineering controls
- Redevelopment information as it applies to the properties assessed or cleaned up
- Jobs and other funding leveraged by grant activities

Access the ACRES database from the ACRES log-in page at <https://cfext.epa.gov/acres/index.cfm>.

- **Current Users** – Login to ACRES using your current username and password.
- **New Users** – If you are new to ACRES, click on the “New to ACRES” link to set-up your account. Follow the steps in the ACRES Quick Reference Guide in your green folder.

The data you enter into ACRES are automatically forwarded to your Project Officer for review and then on to the ACRES Database Manager for uploading into the ACRES database.

Need Help with ACRES?

- ACRES Help & Information on ACRES training and webinars [www.epa.gov/acres](http://www.epa.gov/acres)
- ACRES Help Desk  
703-284-8212, [acres\\_help@epa.gov](mailto:acres_help@epa.gov)
- Frank Gardner, Regional ACRES Lead  
617-918-1278, [gardner.fank@epa.gov](mailto:gardner.fank@epa.gov)