


US EPA ARCHIVE DOCUMENT



Tips on Filling out Property Profile Forms

All Grantee Meeting
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Diane Kelley

General Information

- Before filling out EPA Form 9310-3, Property Profile Form – Brownfields, review the General Instructions. If you do not have a copy of the General Instructions, you can obtain a copy from the EPA New England website at:
<http://www.epa.gov/region1/brownfields/funding/docs/Property-Profile-form.pdf>.
- If you are unsure of what information or source of information is necessary to complete the form, please contact your EPA project officer for help.
- For Cleanup Grants, fill out the form right after you receive funding.

General Information continued...

- For Assessment & RLF Grants, fill out the form when work using EPA grant funds is initiated on a specific property.
- The Property Profile Form must be updated quarterly as your property is assessed, cleaned up and/or redeveloped with EPA Brownfields funding until work is complete.
- Each property needs its own PPF. Even if you have done several assessments at different properties at the same time, report each one on a separate PPF.



Part I – Grant Recipient Information

- Use the same information on your Cooperative Agreement to complete this section.

Part II – Property Information

○ Property Background Information

- Use the Property Name most identified with site. If not known, use the name used by your State or EPA to track in their systems.
- The property address, blocks 3c – 3f, are very important and must be included. This information is needed if you are unable to complete blocks 4a – e. Use address from title or deed, city/town identification, or used by your State or EPA to track in their systems.
- If you do not know the size of the property, use the number from title or deed, city/town identification, used by your State or EPA in their tracking systems or estimate.

Part II – Property Information continued

○ **Property Geographic Information**

- If you do not know the Latitude & Longitude or have the information to fill in blocks 4c – 4e, EPA will enter this information (blocks 4a – e) for you. It is very important that you provide a correct address in blocks 3c – 3f for this purpose.
- Parcel numbers can be found on title or deed and from your city or town.

Part II – Property Information continued

○ **Property History Information**

- Blocks 5a & 5b are optional. This information is found on your Phase I report and can be summarized here.

Part III – Environmental Assessment Information

○ General Information

- This section is mandatory for Assessment Grants only. If you have a Cleanup Grant or RLF grant, **leave this section blank** and go to Part IV.

○ Environmental Assessment Activity Information

- Enter the dates from your assessment reports in blocks 6a – b. Your environmental consultant can help you provide the correct date. Do not use the draft date.

Part III – Environmental Assessment Information continued

○ Environmental Assessment Findings

- Information for 7a – c can be found in your Phase I & II reports. Ask your environmental consultant to help you check the appropriate boxes.

○ Environmental Assessment Funding Information

- Table A reflects the total amount spent (cumulative to date) on all assessments at the site by funding source. Ask your environmental consultant if you do not know the exact amount they spent on the assessments for your site.
- If you have started any level of assessment work, then at least block 8a should be filled in.

Part IV – Environmental Cleanup Information

○ General Information

- This section is mandatory for Cleanup & RLF Grants. If you have an Assessment grant, **leave this section blank** and go to Part V.
- Enter the information in this section after the cleanup is completed on your site. This applies to cleanups performed through an RLF Loan or Subgrant or Cleanup Grant.
- Do not report cleanup activity that predates the grant award date.

Part IV – Environmental Cleanup Information continued

○ Cleanup Activity Information

- Information for blocks 9a – c can be found in the site closure report. Ask your environmental consultant or borrower to help you provide the correct information.
- Block 9a, Cleanup Completion Date, is the date cleanup activities at the site are considered complete and the site is available for reuse. Please refer to the detailed instructions for more information.

Part IV – Environmental Cleanup

Information continued

○ **Cleanup Results**

- Information for blocks 10a – c can be found in the site closure report. Ask your environmental consultant or borrower to help you provide the correct information.

○ **Environmental Cleanup Funding Information**

- Table B reflects the total amount spent (cumulative to date) on the site cleanup by funding source. Ask your environmental consultant or borrower if you do not know the exact amount they spent on the cleanup of your site.
- If cleanup activities have started on your property, then at least block 11a should be filled in.

Part V – Redevelopment and Other Leveraged Accomplishments

○ **General Information**

- This section should be completed once redevelopment activities begin at your site.

○ **Redevelopment Information & Jobs Information**

- The information for blocks 12a – b & 13a should be available from the borrower or developer.

○ **Redevelopment Funding Information**

- Table C reflects the total amount spent on the site redevelopment by funding source. Ask the borrower or developer if you do not know the exact amount they spent on the redevelopment of your site.

Part IV – Property Ownership Information

○ General Information

- This section is mandatory for Cleanup & RLF Grants. If you have an Assessment Grant, you may fill this section out as it applies to your site.
- The information for blocks 15 & 16 may be provided by the owner.



Part VII – Anecdotal Property Information

○ General Information

- This section is optional for all types of grants.

Part VIII - Approvals

○ General Information

- Please sign block 19 when completed or if sending electronically, type in your name.
- Type in the name of your EPA Project Officer in block 20.
- You do not have to obtain the signature of your EPA project officer before submitting this form.