INSTRUCTIONS FOR COMPLETING GRANTEE REPORTED K7 TECHNICAL ASSISTANCE (K7 TA) PROFILE FORM

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Overview:
As directed by OBLR reporting policy, K7 Technical Assistance (K7 TA) providers must report their project-specific activities, training activities, and tool development activities to EPA at least quarterly. This should be done by filling out the electronic version of the K7 Technical Assistance (K7 TA) 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 K7 technical assistance providers must develop and regularly maintain a K7 TA Profile Form in the ACRES database for **each project** benefiting from EPA Brownfields K7 technical assistance.

The K7 TA Profile Form is divided into two parts. Reporting in each section is mandatory for all K7 technical assistance recipients and trainings, unless otherwise indicated. Additional instructions and definitions for completing this form are provided below. Please contact your EPA Project Officer if you have any questions when completing this form.

When to Submit:
Original K7 TA Profile Forms: A K7 TA Profile Form must be submitted for each project receiving K7 TA assistance at the end of the government fiscal quarter.

Updated K7 TA Profile Forms: K7 TA Profile Forms must be updated at the end of each quarter that the project is still receiving K7 technical assistance. Updates should include new activities (e.g., grant reviewal, site identification).

How to Submit:
ACRES is available online. It is the only method for all K7 TA providers to enter and electronically submit their K7 TA Profile Forms.

To Whom to Submit:

K7 TA providers must submit K7 TA Profile Forms to their EPA regional point of contact and to the EPA HQ point of contact. Data entered online via ACRES will be automatically delivered to the EPA regional POC, who submits the data to the HQ POCs.

DETAILED INSTRUCTIONS FOR COMPLETING EACH ITEM ON THE K7 TA PROFILE FORM

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

COOPERATIVE AGREEMENT AND K7 TA PROVIDER INFORMATION
(mandatory for all K7 TA activities)

1. K7 TA Cooperative Agreement Number. Select the cooperative agreement number related to the funding used for this project.

2. K7 TA Provider Name. This field will automatically populate based on the K7 TA cooperative agreement number.

3. Is this funding from the Bipartisan Infrastructure Law (BIL) allocation? This field will automatically populate based on the K7 TA cooperative agreement number.

PART I - COMMUNITY SPECIFIC INFORMATION
(mandatory for all Community Specific K7 TA activities)

Use ACRES to report information for a K7 TA Community when work is done to benefit one community. For reporting purposes, a community can be defined as a particular geographic area, usually a town or city. The communities are commonly represented by local governments, local redevelopment authorities, and local non-profits.

COMMUNITY INFORMATION

Community Information. Provide information about the entity receiving this K7 TA. Much of this information is historical (e.g., name, entity type) and should be provided on the original K7 TA Profile Form. Updates are only necessary when circumstances change.

4. Community Name. Enter the name of the community. This should be the primary entity working with the K7 TA provider.

5. Community Type. Enter the type of entity receiving K7 technical assistance using the drop-down list below. Enter the recipient type under "other" if no other options apply.

- **Academic/University.** Any registered college, school, or university.
- **City.** Any city.
- **County.** Any office under the county government.
- **Local Government.** Including any city or county offices.
- **Non-Profit.** Any registered non-profit.
- **Redevelopment Authority.** A public administrative unit responsible forredevelopment.
- **Regional Council.** A government body made up of several cities or counties.
- **State.** Any office under the state government.
- **Tribe.** Any tribal group.
- **Other**_____

6. Has this community received any type of funding from the brownfields program in the past 9 years? Answer Yes or No. This includes any of the following funding sources: Brownfields K7 Technical Assistance, State 128a funding, TBA funding, or Brownfields grant funding.

GENERAL COMMUNITY LOCATION INFORMATION

Provide the main location of the community served, such as City Hall or an Organization Headquarters. Please note that you will have the opportunity to provide specific locations for each K7 technical assistance task in the next section.

7a. Street Address (if applicable). Enter the street address of the project.

7b. ZIP Code. Enter the ZIP code where this K7 technical assistance will be performed.

7c. City. This field will be auto-populated using the ZIP code.

7d. State. This field will be auto-populated using the ZIP code.

7e. County. This field will be auto-populated using the ZIP code.

7f. Congressional District. This field will be auto-populated using the ZIP code.

OVERALL PROJECT SUMMARY

8. **Overall Project Summary.** Provide an overall summary of your project below, including any information not easily captured by specific technical assistance provided in the following section.

K7 TECHNICAL ASSISTANCE PROVIDED

9. What activity was performed in the community? Use this drop-down list to identify the assistance performed by the K7 TA provider during this K7 technical assistance project. If the type of assistance performed is not available in the drop-down list, enter the activity under Other.

10. What is the Internal Identifier? (Optional). Use this optional field to record an internal organization identifier or any other information useful to your workflow.

11a. What is the relevant location of this activity? Select the applicable option from the list. Selecting "Community-Wide" allows you to also enter Census Tract(s) to further specify the area or can be used alone to indicate the entire area/city/community specified in the General Community Address.

11b. **If different than General Community Location, enter the information below.** Enter the location of the Brownfield sites where this K7 technical assistance is taking place.

12a. Street Address. Enter the street address for this activity.

12b. ZIP Code. Enter the ZIP code where this K7 technical assistance will be performed.

12c. City. This field will be auto-populated using the ZIP code.

12d. State. This field will be auto-populated using the ZIP code.

12e. County. This field will be auto-populated using the ZIP code.

13. How to find Latitude/Longitude.

- Navigate to Google maps
- Find your site and then right-click on it.
- A drop-down list will appear with latitude and longitude listed first, among other options.
- Click on the lat/long coordinates (it will show as actual numbers) in the drop-down list to copy them to your clipboard.
- Then right-click in the corresponding ACRES field and paste them. Numbers should be separated by a comma.
- An example is: 38.88629956448665, -77.10701736620165

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

- Navigate to data.census.gov
- Click the geography pin icon in the single search bar on the landing page of data.census.gov
- Enter the street address in the pop-up window, as well as the city/state or ZIP code
- Click the "Search" button
- 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.

15. What is the applicable date(s) of this activity? Enter all applicable dates of the activities performed. You can enter as many dates as needed.

16. How does this project incorporate resiliency strategies to address impacts from extreme weather events and natural disasters? Identify all that apply.

- **N/A:** Select this option if the project does not incorporate resiliency strategies to address impacts from extreme weather events and natural disasters.
- **Risk Identification**. The project identifies potential risk factors and vulnerabilities associated with extreme weather events and natural disasters 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. Risk identification should be incorporated in reuse options that consider impacts from extreme weather events and natural disasters.
- **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; 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 activities that incorporate resiliency strategies to address impacts from extreme weather events and natural disasters.

PART II – MULTI-COMMUNITY K7 TECHNICAL ASSISTANCE FORM

Use ACRES to report information for a K7 TA Multi-Community project when broader work is done to benefit more than one community. This will commonly be a workshop, webinar, or event meant to train many communities in core brownfields concepts instead of specifics.

TRAINING/WORKSHOP/EVENT INFORMATION
(mandatory for all Multi-Community KT TA activities)

17. Training/Workshop/Event Name. Provide the name of the training, workshop, or event.

18. Description of the Training/Workshop/Event. Use this open text field to include more information on the training or event. What is its intended purpose and who is its intended audience?

TRAINING/WORKSHOP/EVENT LOGISTICS

19. Role of the K7 provider in this Training/Workshop/Event. Indicate whether the K7 provider was host/organizer and/or presenter/trainer.

20. How was this Training/Workshop/Event conducted? Indicate whether the workshop was virtual, hybrid, or in-person.

21a. Street Address. If In-person or Hybrid were selected in question 20, enter the street address where the training/workshop/event occurred.

21b. ZIP Code. If In-person or Hybrid was selected in question 20, enter the ZIP code where the training/workshop/event occurred. The city, state and county will be auto-populated based on the ZIP code.

22. What is the applicable date(s) of this Training/Workshop/Event? Select all dates that apply. For multi-day events, select all the days of the event.

23. What is the applicable region(s) for this Training/Workshop/Event? Select all that apply.

TRAINING/WORKSHOP/EVENT ATTENDEES

24. Number of Training/Workshop/Event Attendees. Use this textbox to enter the number of unique attendees that were present for at least part of this training/workshop.

BROWNFIELDS PUBLICATION INFORMATION

(mandatory for all Multi-Community K7 TA activities)

Users can access this form in ACRES and should use the brownfields publication form when reporting on a Brownfield publication that is intended to be publicly available.

25. Publication Name. Provide the name of the publication.

26. Description of Brownfields Publication. Use this open text field to include more information on the publication. What is its intended purpose and who is its intended audience?

27. Publicly Available URL (if applicable). Provide the publicly available website of the publication, if available and applicable.

28. Publication Date. Enter the date of publication.

29. What is the applicable Region(s) for this Publication? Select all that apply.

BROWNFIELDS TOOL DEVELOPMENT INFORMATION

(mandatory for all Multi-community K7 TA activities)

Users can access this form in ACRES and should use the development form when reporting on a tool (i.e., web application, how to guide) that is intended to be used broadly by many communities.

30. Brownfields Tool Name. Provide the name of the Brownfields Tool.

31. Description of Brownfields Tool: Use this open text field to include more information on the tool. What is its intended purpose and who is its intended audience?

32. Publicly Available URL (if applicable): Provide the publicly available website of the tool.

33a. Development Start Date. Enter the day the K7 TA provider began development of the Brownfields tool.

33b. Development End Date. Enter the day the K7 TA provider released the Brownfields tool for use.

34. What is the applicable Region(s) for this tool? Select all that apply.