

## RLF Supplemental Funding Request Form Template

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(This sample form can be completed and attached to a brief cover letter.

EPA does not require the use of this form and applicants who provide information in a different format will not be penalized when EPA makes supplemental funding decisions)

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Notes:

- If space provided below is insufficient for a response, the CAR can provide additional information with the cover letter (please specify to which section the additional information is applicable).
- The preference is for CARs to submit Tables 1, 2, and 3 as an Excel file so EPA can easily see if the math is correct. However, the Excel file does not need to be saved within this PDF and can be submitted separately.

CAR Name:

EPA Region:

Grant Number(s) for all Brownfields RLF Grants CAR has received:

Period of Performance for open RLF Grant(s) (Start Date – End Date): \_\_\_\_\_ to \_\_\_\_\_

Amount of Supplemental Funding Requested:

1. **A demonstration of CAR's eligibility for supplemental funding, to include the significant depletion of funds.**

Data and Calculations for Significant Depletion of Funds Determination

Enter values in A, B, and C. After you do so, values in D and E will populate automatically.

A. TOTAL RLF FUNDS (enter data in first three bullets below; value in fourth bullet will auto-populate)

- Total EPA funds awarded to CAR under all open, post-closeout, and closed RLF Grants =
- Total monetary cost share under all open, post-closeout, and closed RLF Grants =
- Total program income generated under all open, post-closeout, and closed RLF Grants =
- TOTAL RLF FUNDS =

B. UNSPENT RLF FUNDS (enter data in first three bullets below; value in fourth bullet will auto-populate)

- Total unspent EPA funds awarded to CAR for all open RLF Grants =
- Total unspent (unmet) monetary cost share for all open RLF Grants =
- Total unspent program income generated under all open and post-closeout RLF Grants =
- UNSPENT RLF FUNDS =
- NOTE: Please consult with the appropriate Region for the amount of unspent EPA funds reported in the EPA's Financial Management System.

C. COMMITTED RLF FUNDS (enter data in first four bullets below; value in fifth bullet will auto-populate)

- Total committed funds under all open and post-closeout RLF Grants for loans =
- Total committed funds under all open and post-closeout RLF Grants for subgrants =
- Total committed funds under all open and post-closeout RLF Grants for contracts =
- Total committed funds under all open and post-closeout RLF Grants for eligible program management costs (e.g., personnel, fringe, travel, supplies, indirect charges) for the next 5 years =
- COMMITTED RLF FUNDS =
- NOTES:
  - Do not include any expenses that you have already drawn down.
  - Do not include funds for potential loans or subgrants that have not been approved through the applicant's decision process (e.g., board or committee); those funds should be included in [B above](#).

D. UNCOMMITTED FUNDS = UNSPENT RLF FUNDS ([B above](#)) – COMMITTED RLF FUNDS ([C above](#)) = (this value will auto-populate based on entries above)

E. UNCOMMITTED BALANCE PERCENTAGE = UNCOMMITTED FUNDS ([D above](#)) ÷ TOTAL RLF FUNDS ([A above](#)) x 100 = (this value will auto-populate based on entries above)

F. Significant depletion of funds determination:

- Has the CAR been awarded more than \$1,000,000?      Yes    No
- If yes, does the uncommitted balance exceed 35% of total RLF funds (i.e., is [E above](#) greater than 35%)?      Yes    No
- Has the CAR been awarded less than or equal to \$1,000,000?      Yes    No
- If yes, does the uncommitted balance exceed 50% of total RLF funds (i.e., is [E above](#) greater than 50%)?      Yes    No
- Note on potential for a waiver: If a large loan repayment is made after January 1, 2024, which causes the CAR not to meet these supplemental funding criteria (e.g., those funds are designated for a particular site but cannot be committed/expended by the date supplemental funding requests are due),

the CAR may request a waiver to the criteria by providing a justification with its supplemental funding request.

- Has the CAR included a waiver request with justification in the supplemental funding request?

Yes No

#### Additional Supporting Information

#### G. Number of loans and/or subgrants under all open, post-closeout, and closed RLF Grants

- Number of executed loans =
- Number of executed subgrants =
- Number of pending loans =
- Number of pending subgrants =
- NOTE: Executed means the CAR has a fully signed loan or subgrant agreement with an award date that precedes the supplemental funding request. Pending means a loan or subgrant has been approved through the applicant's decision process (e.g., board or committee), but there is no fully signed loan or subgrant agreement as of the date of the request for supplemental funding. Do not include potential loans or subgrants that have not been approved through the applicant's decision process (e.g., board or committee).
- Click on the Excel file in the attachments titled "B Tables 1, 2, and 3". Fill in the information for Table 1 to justify the numbers provided in the bullets above. Note that Table 1 is the 1st tab in the attached Excel spreadsheet. **IMPORTANT: SAVE THE EXCEL FILE BEFORE YOU CLOSE IT SO THAT YOUR ADDED INFORMATION WILL BE SAVED IN THIS PDF.**

#### H. A list of projects and associated costs that demonstrate the current funding commitments, associated leveraging, and anticipated outcomes:

- Click on the Excel file in the attachments titled "Tables 1, 2, and 3". Fill in the information for Table 2. Note that Table 2 is the 2<sup>nd</sup> tab in the attached Excel spreadsheet. **IMPORTANT: SAVE THE EXCEL FILE BEFORE YOU CLOSE IT SO THAT YOUR ADDED INFORMATION WILL BE SAVED IN THIS PDF.**
- See Part IV of instructions for additional details and a populated version of Table 2 with examples of the level of information required for this demonstration.
- NOTE: Total Committed Funds in the last row of Table 2 should match [C above](#).

#### 2. **A list of imminent and potential projects in your pipeline that are most likely to use the requested funding to demonstrate the likelihood that the supplemental funding will be used expeditiously, lead to preservation of the fund, promote reuse of sites, and provide community benefits.**

- Click on the Excel file in the attachments titled "Tables 1, 2, and 3". Fill in the information for Table 3. Note that Table 3 is the 3<sup>rd</sup> tab in the attached Excel spreadsheet. **IMPORTANT: SAVE THE EXCEL FILE BEFORE YOU CLOSE IT SO THAT YOUR ADDED INFORMATION WILL BE SAVED IN THIS PDF.**

- See Part IV of instructions for additional details and a populated version of Table 3 with examples of the level of information required for this demonstration.
- Note: Potential projects must maintain a 50/50 split between loan and non-loan costs. That is, at least 50% of the total award amount (EPA funds + cost share) must be spent on loans and associated eligible programmatic costs. Program income should not be included when calculating the 50/50 split.
- Will the 50/50 split still be met with the potential loans and subgrants shown in Table 3?

Yes    No

3. **A summary of major RLF accomplishments for projects where RLF funding has been expended to further demonstrate the CAR's ability to award and manage loans/subgrants, preserve the fund, successfully promote reuse of sites, and provide community benefits.**

- The summary may include, at a minimum, the following (NOTE: Your regional EPA project officer will confirm that appropriate accomplishments are reported in ACRES.):
  - The geographic boundary where the RLF operates:
  
  - The number of loans executed (open, post-closeout, and closed RLF Grants) =
  - Cumulative dollar amount of executed loans =
  - The number of subgrants executed (open, post-closeout, and closed RLF Grants) =
  - Cumulative dollar amount of executed subgrants =
  - The total amount of program income generated from CAR's open, post-closeout, and/or closed RLF Grant(s) =
  - The total amount of program income generated from CAR's open, post-closeout, and/or closed RLF Grant(s) that has been **revolved** into executed loans and/or subgrants =

- The number of ongoing cleanups (open and post-closeout RLF Grants) =
  - Provide names of sites as they appear in ACRES

- The number of cleanups completed (open, post-closeout, and closed RLF Grants) =
  - Provide names of sites as they appear in ACRES

- The number of sites in CAR's RLF program (open, post-closeout, and closed grants) that have positively impacted underserved communities =
  - Provide names of sites as they appear in ACRES and include/attach a description and/or supporting documentation (e.g., report from EPA's EJScreen tool or data from other EJ-focused geospatial mapping tools) to help characterize and describe the affected communities/populations and area(s). (See RLF Supplemental Funding Instructions for more information on options for identifying sites in/near underserved communities in your request for RLF supplemental funding. **If using EJScreen, provide EJScreen Community Report that shows the answer for "Selected location contains an EPA IRA disadvantaged community" is Yes.**)
  
- The significant outcomes to date (including leveraged cleanup and redevelopment funding, cleanup and redevelopment jobs created, number of properties reused and other outcomes that have a direct benefit to the community).

4. **A discussion on the management of the RLF to demonstrate the CAR's competency in managing an RLF program.**

- This shall include, at a minimum:
  - Information regarding the timeliness of submission of required reports and work products (including Quarterly Performance Reports and ACRES data);
  - Completion of critical work plan tasks;
  - Compliance with terms and conditions of the grant, and, if applicable, closeout agreement requirements for post-closeout and closed grants;
  - Compliance with established loan review/approval process, or discussion of updates/changes to this process;
  - Ability to meet the 20% cost-share requirement, when required; and
  - Other information that further supports this demonstration. If RLF grant management issues occurred, such as milestones weren't met or submittals were delayed, please explain how these were identified and corrected, and how they will be prevented in the future.
  - **Note: If the CAR is requesting more than \$1,000,000 in supplemental funding and does not have sufficient potential projects in Table 3 for that amount (i.e., the total amount in Table 3 is lower than the amount requested), the CAR should include information on their process to justify a supplemental funding award of the requested amount (e.g., how the CAR's past performance demonstrates its ability to execute the requested amount and what steps will be taken in marketing to ensure the funds are used and not sitting idle in the RLF account).**

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