

ACRES Training for Revolving Loan Fund (RLF) Grants

A Review of ACRES Reporting Changes for RLF Grants

January 12, 2023



Welcome!



The purpose of this training webinar is to assist RLF project officers and RLF grant recipients with understanding upcoming reporting changes in ACRES for

❖ RLF Grants

The ACRES changes we are going to discuss today are not available yet in ACRES because EPA is waiting for some approvals.

For today's training, we will be using an internal test version of ACRES, but we expect this to be accessible in ACRES by September 2023.



Meet the Presenters & Training Team



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Today's Agenda

- RLF Closeout Agreements (COAs)
 - Historical Background
 - FY22 COA Template
 - EPA's New COA Monitoring Process
- Reporting
 - Sample Post-Closeout Report (Draft)
 - ACRES Overview & Demonstration
- Q&A opportunity for RLF Grant Recipients



Logistics for Today's Training

- ❖ Please keep your line muted during the presentations
- ❖ During the presentation, RLF grant recipients should write questions in the chat
 - Keep questions focused on material in this training
 - *Purpose of today's session is not to answer unrelated RLF questions*
 - *EPA project officers should reserve their questions for our next RLF Office Hours session on Jan 24, 1 pm Eastern*
- ❖ EPA training team will be monitoring the chat and will either respond to the question in the chat or reserve the question for designated Q&A at the end
- ❖ During Q&A at the end, RLF grant recipients will also have the opportunity to “raise” their hand to ask a question verbally



Materials for Today's Training



The following training materials have been posted to:

<https://www.epa.gov/brownfields/january-2023-rlf-acres-training>

A screenshot of the EPA Form 54072282, REVOLVING LOAN FUND (RLF) Form - Brownfields. The form is titled "United States ENVIRONMENTAL PROTECTION AGENCY Washington, DC 20460" and includes the EPA logo. It contains various sections for reporting program income, post-closeout program income, and PCPI. A large red "DRAFT" watermark is overlaid diagonally across the center of the form. The form includes fields for Cooperative Agreement Recipient Name, Cooperative Agreement Number, Program Income Balance, and Submission Date for the most recent Post-Closeout Report.

- ❖ Training version of FY22 RLF Closeout Agreement
- ❖ Draft Sample Post-Closeout Report
- ❖ Draft Brownfields RLF Form for ACRES with associated Instructions
- ❖ Presentation slides for this training



What is a CAR?

CAR = Cooperative Agreement Recipient

- *RLF CAR is a formal term for the RLF grantee*
 - *It includes “Former CARs”*



What is a COA?

A Closeout Agreement (COA) is a bilateral agreement between EPA and the CAR that governs the use of program income after the cooperative agreement project period ends.

Specifically, a COA governs the use of retained and post-closeout program income.



Different Types of Program Income

➤ Program Income (PI):

- Term used for program income earned while the cooperative agreement is open.
- Includes principal repayments, interest earned on outstanding loan principal, interest earned on accounts holding RLF program income not needed for immediate lending, all loan fees and loan-related charges received from borrowers and other income generated from RLF operations including proceeds from the sale, collection, or liquidations of assets acquired through defaults of loans.

➤ Retained Program Income:

- Term used for the amount of undisbursed program income that remains at the end of the performance period of the cooperative agreement.
 - *If the CAR chooses not to have a COA, it is returned to EPA and deposited to the US Treasury as miscellaneous receipts as required by 31 USC § 3302(b).*
 - *If the CAR chooses to proceed with a COA, retained program income is subject to the COA and combined with program income earned after the cooperative agreement performance period ends.*

➤ Post-Closeout Program Income (PCPI):

- Term used for program income earned after the cooperative agreement award period.
- Includes any retained program income available at the end of the cooperative agreement that EPA authorizes the recipient to keep under the terms of a COA.



RLF Grant Status Definitions

OPEN	POST-CLOSEOUT	CLOSED
The cooperative agreement is open (i.e., period of performance has not ended).	The cooperative agreement period of performance has ended and...	
	the RLF Grant has accrued or expected program income that has not been expended or returned to EPA (i.e., a COA is active or still needs to be executed).	the RLF Grant has no accrued or expected program income (e.g., loan repayments).

KEY POINT FOR POST-CLOSEOUT VERSUS CLOSED STATUS:
 The remaining program income balance must be \$0, with no expected change, for an RLF Grant to be Closed.



Historical Background on RLF COAs

- 2 CFR § 1500.8(c) allows RLF grant recipients to keep program income at the end of the cooperative agreement only if they use those funds for continued operation of the RLF or for other brownfields purposes, as outlined in their COAs; this is consistent with 2 CFR § 200.307(f)
- Content of RLF COAs varied significantly over the past 20+ years
- Two Office of Inspector General (OIG) audits cited issues with lack of post-closeout reporting and inconsistencies among COAs



Purpose of the FY22 COA Template

NEW

- To replace as many existing RLF COAs as possible so that all RLF programs with post-closeout program income can operate under the same terms & conditions (T&Cs), which will be a benefit to both cooperative agreement recipients (CARs) and EPA
- For the next 5 years, RLF COAs will be based on the FY22 COA Template (i.e., next COA Template change will be in FY27)



Benefits of FY22 COA Template

- **Makes administrative and financial tracking easier for both CARs and EPA by combining all COAs for a CAR into a single COA**
 - **Last page of the Template is an Attachment that lists all applicable assistance agreement numbers**
 - **The single COA terminates the CAR's previous COAs**
 - **All management and reporting of post-closeout program income is tracked under one grant number**
 - **Post-closeout program income from multiple grants will be combined and kept in a single bank account**



Benefits of FY22 COA Template (continued)

- **Standardizes requirements, which will allow all CARs to use post-closeout program income more expeditiously and EPA to track post-closeout program income more accurately.**
 - **Allows additional flexibility on how post-closeout program income can be used and where it can be used (see terms #6 and 13 in FY22 COA Template)**
 - **Includes annual progress reporting and ACRES reporting (see term # 15)**
 - **Provides parameters for eventual closure of the COA (see term #17)**



How can Post-Closeout Program Income be used under the FY22 COA?

- Phase I and II Environmental Site Assessments
- **Direct Cleanups**
- **Health monitoring** of vulnerable populations near sites
- **Institutional control and engineering control monitoring**
- **Area-wide planning** for the assessment, cleanup and/or re-use of brownfield sites
- Eligible work under the COA at brownfield sites **within 100 miles of the geographic boundary** described in the scope of work



How does the FY22 COA affect you?

- FY22 COA is an attachment to the FY22 (and later) Terms and Conditions, so adopting the FY22 COA is a condition of:
 - All new RLF grant awards AND
 - All amendments to Open RLF cooperative agreements
- Former CARs with only post-closeout program income are also highly encouraged to contact their EPA Project Officer to update to the FY22 COA
- For more details, contact your EPA Project Officer or see the Fact Sheet at <https://www.epa.gov/brownfields/brownfields-revolving-loan-fund-rlf-grants> (under RLF Closeout Resources).



EPA's New COA Monitoring Process

COA Monitoring =
A process for the annual evaluation of post-closeout grants by EPA to determine if CARs are complying with their COA.

- This will be done **every November**
- EPA will evaluate the post-closeout program income balance and how it is being used
 - All the additional flexibilities in the FY22 COA make it easier for CARs to use post-closeout program income
- ***This process will occur whether the CAR signs the FY22 COA or not***



Progress Check



- RLF Closeout Agreements (COAs)
 - Historical Background
 - FY22 COA Template
 - EPA's New COA Monitoring Process
- NEXT: Reporting**
 - Sample Post-Closeout Report (Draft)**
 - ACRES Overview & Demonstration**
- Q&A Opportunity for RLF Grant Recipients**

New Reporting Tasks

UNDER FY22 COA, BY OCTOBER 31st the CAR will:

- Submit an annual Post-Closeout Report with post-closeout program income (PCPI) information accurate as of September 30th
- Enter the PCPI information in ACRES under COA Tracking Number
 - If you have not signed the FY22 COA, POs are required to enter this information on the CAR's behalf so **POs will be contacting you to get the information**

REPORTING UNDER OPEN RLF GRANT:

If operating under an open cooperative agreement with FY22 or later terms and conditions, CARs will be required to report program income information in ACRES quarterly.

NEW



Breakdown of PCPI for Reporting

Remember: PCPI = Post-Closeout Program Income

- Among the information required for COA monitoring is the Total PCPI Balance, Committed PCPI Balance, and Uncommitted PCPI Balance
- **Total PCPI Balance:** This is the balance of PCPI in the CAR's post-closeout RLF bank account as of the reporting date.

Uncommitted PCPI Balance = Total PCPI Balance - Committed PCPI Balance



Committed vs Uncommitted PCPI

- **Committed PCPI Balance:** This the amount of PCPI funds that are committed as of the reporting date for:
- **Pending loans and subgrants** which are defined as loans/subgrants that have been approved through the applicant's decision process (e.g., board or committee) but have not been awarded with a fully-signed agreement as of the reporting date;
 - **Unreimbursed costs for a cleanup that is completed or underway** through an executed loan or subgrant, which is defined as a loan/subgrant with a fully-signed agreement and award date that precedes the reporting date;
 - Estimated costs for **personnel, travel, contracts, or other programmatic costs necessary to maintain the RLF for the next five years;** and,
 - **Other eligible uses of funds as defined by the COA** that have been approved through the applicant's decision process (e.g., board or committee), such as direct cleanups, assessments, etc.
- **Uncommitted PCPI Balance:** This is the amount of PCPI funds that are uncommitted as of the reporting date.

Uncommitted PCPI Balance = Total PCPI Balance - Committed PCPI Balance



Draft Sample Post-Closeout Report

- Optional format that CARs can use to report all the information EPA will need for annual COA monitoring process
- If you have comments on the Draft version which has been provided for this training, submit them to OBLRComments@epa.gov by **February 12, 2023** with “RLF Sample Post-Closeout Report” in the subject line of the email
- EPA will post the Final version to the Brownfields Program website (under RLF Closeout Resources) when it is available



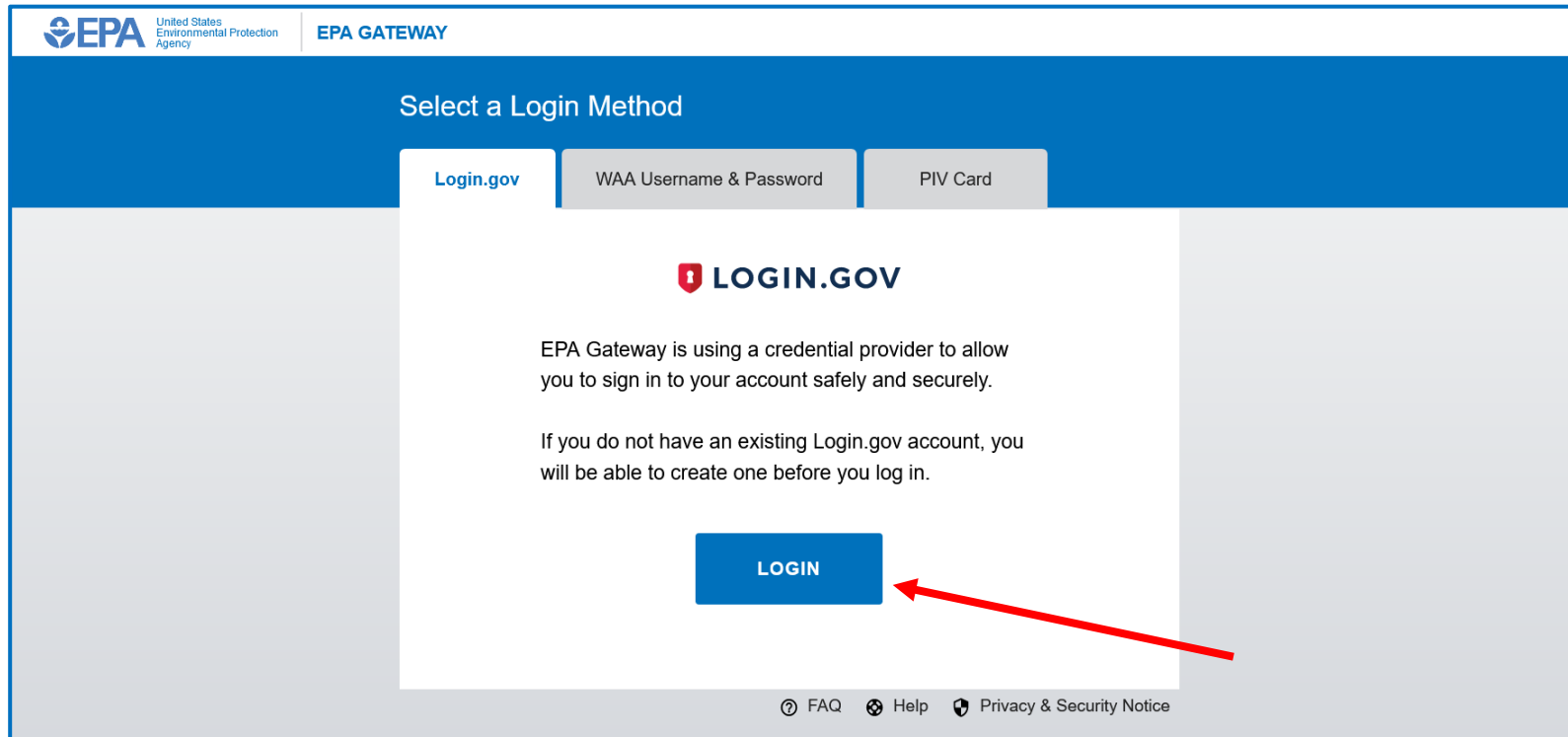
Progress Check



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ACRES

Assessment, Cleanup, and Redevelopment Exchange System



The screenshot shows the ACRES login interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. To the right is 'EPA GATEWAY'. Below this is a blue header with the text 'Select a Login Method'. Three buttons are visible: 'Login.gov' (highlighted in blue), 'WAA Username & Password', and 'PIV Card'. The 'Login.gov' button is active, displaying a white modal window with the 'LOGIN.GOV' logo and text: 'EPA Gateway is using a credential provider to allow you to sign in to your account safely and securely. If you do not have an existing Login.gov account, you will be able to create one before you log in.' A blue 'LOGIN' button is centered in the modal, with a red arrow pointing to it from the right. At the bottom of the modal are links for 'FAQ', 'Help', and 'Privacy & Security Notice'.

<https://acres6.epa.gov>

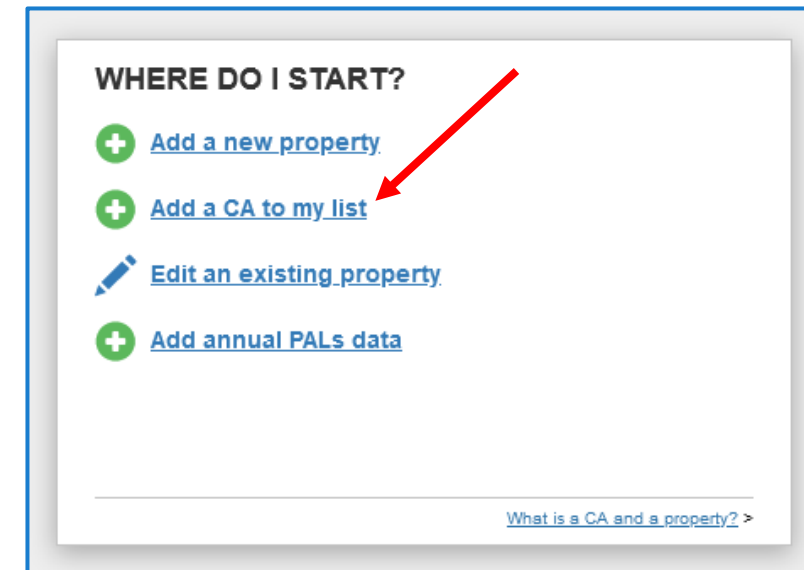
<https://www.epa.gov/brownfields>



Adding your Cooperative Agreement to ACRES

- To gain access to your Revolving Loan Fund forms, you will need to add your cooperative agreement number to your ACRES account.
- From your ACRES home page, click the [Add CA to my list](#) link on the WHERE DO I START? card.
 - For open grants, please enter your 8-digit cooperative agreement number. **Leave out** any prefixes (RP, BF) and suffixes (-0, -1)

BF 01J97405- 1
 - For post-closeout grants, use the COA Tracking Number at the top of page 1 if you have an FY22 COA, or the cooperative agreement number for each non-FY22 COA. Also leave out any prefixes and suffixes.



Brownfields RLF Form for Program Income

- RLF recipients must report program income details on the Brownfields RLF Form, which is part of your RLF CA Details page.
- When operating under a closeout agreement (COA) in post-closeout status, use the RLF Form to report information on the Post-Closeout Program Income (PCPI) and post-closeout reporting.
- Updates should be made on a quarterly basis for Open grants and an annual basis for Post-Closeout grants or in accordance with the Closeout Agreement.
- At a minimum, the RLF Form should be updated whenever a progress report is submitted to EPA.



Cooperative Agreement Details page

The Cooperative Agreement Details page gives an overview of your CA. This is where you access your RLF Program Income Balance form. This page is a great way to view all data currently entered under your CA, including all previously entered Program Income Balance information.

ACRES Logged in as: CARTest | [Help](#) | [Logout](#)

Quick Start | Work Packages | Reports | My Account | **Property** | | [Advanced Search](#)

Cooperative Agreement (CA) Detail for Brownfields Coalition of Idaho TST

[Print Page](#)

PLEASE NOTE: Information shown is the most current in ACRES and may include draft and approved data

Basic Info		Dates & Statuses		Funding	
CA Number:	BF 00TST124	Award Date:	09/24/2020	Funding Source:	Regionally Funded
State:	ID	Initial Project Period:	10/03/2020 to 05/30/2023	Total Funded:	\$0.00
Congressional Districts:		Current POP End Date:		Funding Type:	Hazardous
CA Type:	Revolving Loan Fund	Status:	Open		
Announcement Year:	FY20				

Actions		CA Contact		Pre-POP Authorization	
View CA Fact Sheet	EXIT	Primary Reviewer/Contact:	Test EPA, ACRES	This CA does not have Pre-POP authorization	
View CA Submission Archive			EPA Regional Brownfields Team acres_help@epa.gov 7032843200		

RLF-Specific Information

Program Income (PI) Balance Info:

PI Balance	\$5,000.00
As of:	11/07/2022
Additional PI expected?	Yes

[Update PI Balance Info](#)

Properties Addressed by this Cooperative Agreement

Property Name	Action	Status	Current Owner
Boise Welcome Center TST	Enter data	Edits in Progress	Test CAR, ACRES
Montesano Farm and Home TST	Enter data	Edits in Progress	Test CAR, ACRES
Union Pacific Depot TST	Enter data	Edits in Progress	Test CAR, ACRES

[Add a Property to this Cooperative Agreement](#)

[Jump to top](#)



Program Income Balance: Open & Closed RLFs

The Program Income Balance form for open and closed RLFs captures Program Income Balance, As of date, and whether Additional Program Income is expected.

There are help icons through this page to define & clarify the data fields. The help text comes directly from the RLF form instructions (linked in ACRES).

In ACRES, you can also add any Permanent documentation and/or temporary submission notes. (***Note:** These text fields are not visible outside of ACRES.)

The screenshot shows the ACRES web application interface for updating program income balance. The top navigation bar includes the ACRES logo, user information (Logged in as: CARtest), and navigation links (Home, Quick Start, Work Packages, Reports, My Account). A search bar is also present.

The main content area is titled "Update Program Income Balance" and is divided into several sections:

- Cooperative Agreement (CA) Recipient Information:** A table with the following data:


CA Name:	Brownfields Coalition of Idaho TST
CA Type:	BCRLF
CA ID:	BF 00TST124
CA Status:	Open
Announcement Year:	2020
- Program Income Balance Information:** Contains input fields for "Program Income Balance" (with a value of \$5,000.00), "As of this Date", and "Is additional Program Income expected?". A tooltip is displayed over the "Additional Program Income" field, providing instructions: "Is additional program income expected in the future (e.g., due to an executed loan which has not yet been repaid in full)? Note: For a Closed grant, this answer should always be No."
- Permanent Data Documentation (Documentation Added):** A section with a collapse button and a text area for permanent documentation.
- Temporary Submission Notes (No Notes Added):** A section with a collapse button and a text area for temporary notes.

At the bottom of the form, there are two buttons: "Save Changes" and "Save and Continue to Review & Submit".



Program Income Balance: Post-Closeout RLFs

In Post-Closeout, more detailed Post-Closeout Program Income (PCPI) information is collected.

Logged in as: CARtest | [Help](#) | [Logout](#)

[Home](#) [Quick Start](#) [Work Packages](#) [Reports](#) [My Account](#) [Property](#) [Advanced Search](#)

Update Program Income Balance

Cooperative Agreement (CA) Recipient Information

CA Name: Philadelphia Authority for Industrial Development
CA Type: BCRLF
CA ID: BF 96320801
CA Status: Post-Closeout
Announcement Year: 2012

Post-Closeout Program Income (PCPI) Balance Information

Total PCPI Balance	Type of PCPI	Amount
<input type="text" value="\$1,000.00"/>	Committed PCPI Balance	<input type="text" value="\$500.00"/>
	Uncommitted PCPI Balance	<input type="text" value="\$500.00"/>
	Total Must Match: \$1,000.00	Remaining: \$0.00

As of this Date:

PCPI Earned in last 12 months:

PCPI Expended in last 12 months:

Is additional Program Income expected?: Yes No

Post-Closeout Report

Submission date for most recent Post-Closeout Report:

Is a Post-Closeout Report still required?: Yes No

Permanent Data Documentation (Documentation Added)

Documentation entered below will remain permanently with the CA.

Additional Resources

- Detailed Instructions for Completing the RLF form (PDF)
- Sample Post-Closeout Report (PDF)

Temporary Submission Notes (No Notes Added)

These notes are a temporary note to your regional representative to ask a question or share comments about this work package. When the work package is approved, the temporary submission notes are deleted.



What if I have Questions?

- **Registration**

<https://acres6.epa.gov>

- **ACRES Help Desk**

acres_help@epa.gov or (703)-284-8212

- **ACRES Information web page:**

<https://www.epa.gov/brownfields>

- Training Materials
- Copies of Presentation
- Quick Reference Guides
- Release Notes
- A link to this page is available at the bottom of every ACRES page including the Log In page.



Progress Check



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- NEXT: Q&A Opportunity for RLF Grant Recipients**



Regional RLF Brownfield Leads

Headquarters Contact

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EPA Region 4 – Brian Gross Gross.Brian@epa.gov (404) 562-8604	AL, FL, GA, KY, MS, NC, SC, TN
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Upcoming RLF-Specific Technical Assistance Grant

- **NOW OPEN!** Check out EPA's new grant opportunities for brownfields technical assistance & research
- Applications due **February 14, 2023**

Nationwide Technical Assistance for Brownfields RLF Programs

Upcoming solicitation expected November 2022. Grant award expected Spring 2023.

EPA intends to award **one \$1 million grant** to provide technical assistance support to RLF Grantees. The period of performance will be **5 years**.

Nationwide Technical Assistance for Brownfields RLF Program Goals

1. Help communities that have not previously engaged in brownfields projects to gain an understanding of requirements for managing a successful RLF program, and
2. Provide support to enhance capacity under both open Revolving Loan Funds and those that have closed and are operating under a Closeout Agreement.

Activities

- Capacity building activities (including outreach, training and sharing relevant informational materials)
- Peer networking
- Direct technical assistance to prospective and existing Brownfields RLF grantees.



Example activities may include:

- Provide technical assistance when questions arise amongst prospective and existing grantees, particularly in the areas of **marketing strategies** and **financial management** (e.g., discounted loans, loan loss guarantee, proper collateral, types of loan strategies, etc.). Other areas:
 - How to begin building an RLF Program (e.g., short-term, mid-term, and long-term steps)
 - Site cleanup process overview and the grantee's role
 - How funds can be used under an open grant and under a Closeout Agreement
 - How to keep an RLF Program going after the Closeout Agreement is active
- Provide training to enhance RLF capacity
- Exchange ideas through peer-to-peer/ community of practice
- Facilitate meetings amongst RLF grantees and local meetings amongst brownfield stakeholders
- Prepare fact sheets, templates, and other documents, and develop a toolbox of resources

EPA intends to solicit applications for five new grant opportunities:

National Technical Assistance Opportunities:

1. Nationwide Technical Assistance for Brownfields RLF Programs (Focus of this flyer)



BROWNFIELDS 2023

SUSTAINABLE COMMUNITIES START HERE

DETROIT, MICHIGAN | AUGUST 7-11, 2023




<https://brownfields2023.org/>



- The **recording of this presentation** and a **copy of the Q&A** will be available in the coming weeks. Please check <https://www.epa.gov/brownfields/january-2023-rlf-acres-training>

Thanks for
Joining Us!!



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LAND REVITALIZATION**

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* Last Name

* Company

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Brownfields Program Listserv](#)

