

ACRES 6: Training for the EPA Project Officer

EPA Project Officer
Monday, May 1, 2023

Agenda

- Introduction to ACRES
- Project Officer responsibilities
- The ACRES workflow
- Reviewing work packages
- Report Tools
- FAQs & ACRES Help



What is ACRES?

Assessment, Cleanup and Redevelopment Exchange System (ACRES)

- Electronic version of Property Profile Form
- Continuously incorporates feedback received from each user group
- Team ACRES is working on making ACRES a beneficial tool for project management



Before

Devon Energy Plaza-
Oklahoma City, Oklahoma



After

What is my role in ACRES as a Project Officer?

- **Review the data your grantee submits**
- **Ensure accuracy in reporting**
 - **Data is consistent with the workplan**
 - **Data is accurate**
 - **Data is consistent with the quarterly reports**

Once a grantee enters their data into ACRES, the work package comes to the Project Officer (PO) for review. As the PO, you are responsible for checking that accuracy and consistency of the data being reported. The data entered by the grantee should match what is being reported in the workplan and quarterly report.

Why is my role important in ACRES?

Whose job is it anyway?

Grantees: Responsible for entering the data

- Enhances credibility of the data
- Streamlines the data collection and management processes
- Reduces lag time in data appearing in reports and performance measure calculations

Project Officers (POs): Responsibility and accountability for data quality are with the Regions. POs are responsible for ensuring that the data meets our data quality standards.

Headquarters: Responsible for overall data quality and system maintenance, enhancements, and improvements.

As a project officer, it is your job to meet the quality standards of the Brownfields' program within your region. This can be done by overseeing grantees to ensure all data is timely and accurate.

Why is my role important in ACRES?

- Accurate & complete grantee data is very important
- Data is publicly available via Cleanups in My Community
- Data entered into ACRES is available to any requesting party through FOIA
- Results are frequently reported to Congress
- Senior management relies on the data to measure the success of the program
- Incomplete or inaccurate data negatively skews the data set
- Critical PO review will improve data quality
- Audit trail

RIVERSPORT RAPIDS-
Oklahoma City, Oklahoma



ACRES Definitions

○ Work Package

- A work package is created when a user clicks the link to "Edit data" to add/update information. This "package" moves through the data entry and approval process. Only one work package can exist at a time for a CA and associated property. Once approved, a new work package can be created to record new data.
- An open work package is any package that you are currently working on that has not yet completed the review process. A closed work package is any package that has completed the data entry and subsequent approval

○ Workflow

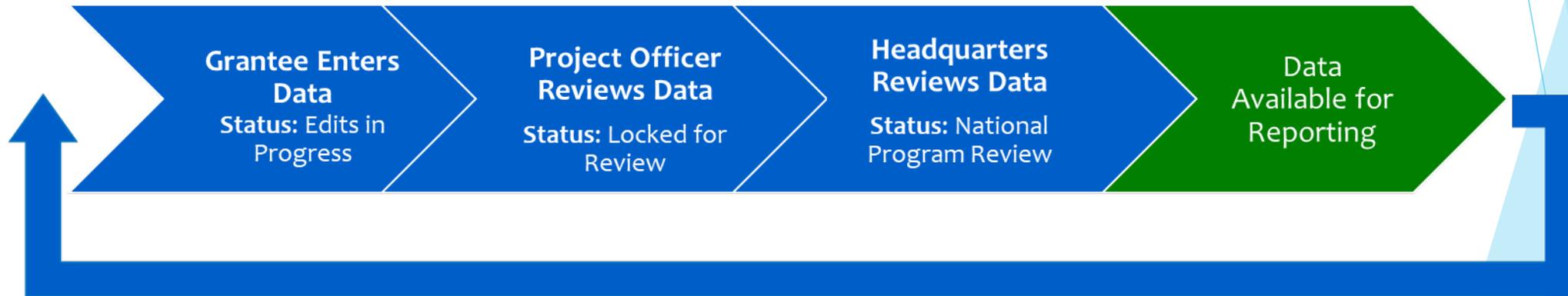
- The series of actions and states that a work package must pass through before being completed/approved

○ Status

- The condition of the work package at a given point within the workflow
- Indicates where the work package is in the process of being entered, reviewed, edited, and/or approved

The ACRES Workflow

- The ACRES workflow is a series of actions and states that a work package must pass through before being completed
- The status of a work package indicates where it is in the workflow



My ACRES Home Screen

🏠 Quick Start ▾ Work Packages Reports ▾ TBA ▾ My Account ▾
Property ▾
Advanced Search

Welcome, ACRES Test EPA

WORK PACKAGES

2 [Work Packages to Review](#)

QUARTERLY REPORTS

1 [Quarterly Reports to Review](#)

🕒 Due **07/31/2022** (19 days)

Additional Actions

▶ [View Past Quarterly Reports](#)

[When should I submit a Quarterly Report? >](#)

TBAs

0 [Open TBA Work Packages](#)

Additional Actions

▶ [Manage TBA Properties](#)

[What is a TBA? >](#)

REPORTS CENTER

- ▶ [Program Accomplishment Report \(PAR\)](#)
- ▶ [Regional Status Report](#)
- ▶ [Regional CA Summary Report](#)

STATE AND TRIBAL REPORTS

0 [PALs Forms to Review](#)

🕒 FY22 Forms due 1/15/2023 (187 days)

Additional PALs Data

- ▶ [View All Annual PALs Forms](#)
- ▶ [State & Tribal Historical Report](#)
- ▶ [Tribal Historical Report](#)

State Report

- ▶ [State Brownfields and Voluntary Response Programs](#) **EXIT**

[What are the State & Tribal Reports? >](#)

ACCOMPLISHMENTS

Region: 10 Fiscal Year (FY): FY22

Type	Pending (current)	Pending (all FYs)	Approved
Assessments	35	49	68
Cleanups	2	5	7
Leveraged \$	\$790,507,034.36	\$823,348,430.03	\$72,232,313.71
Jobs (Cleanup)	56	65	32
Jobs (Redev)	384	384	249
Properties RAU	13	16	31

For a full list, run a [Program Accomplishment Report](#)

MY ACCOUNT

Email: acres_help@epa.gov

Notifications: weekly summary

[My email preferences](#)

10 [Cooperative Agreements \(CAs\)](#)

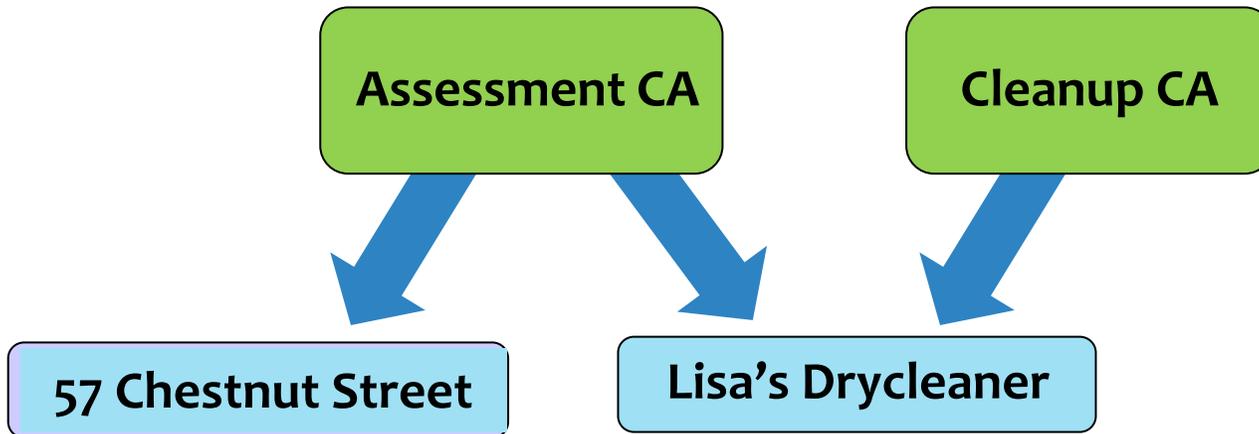
(where you are Primary Contact or Data Reviewer)

36 [Projects](#)

(associated with your account)

Data Organization in ACRES

- Each Cooperative Agreement is one record in ACRES
- A single property may be associated with more than one grant



ACRES allows a property to be associated to multiple cooperative agreements. This is done so that duplicate properties are not created in ACRES when a property has been addressed by more than one cooperative agreement. There is no limit to how many cooperative agreements can be associated to a property.

How to search for a Cooperative Agreement/Property

ACRES

Home Quick Start Work Packages Reports TBA My Account

Property Type property name or ID Advanced Search

Help | Logout

Welcome, ACRES Test EPA

WORK PACKAGES

5 Work Packages to Review

QUARTERLY REPORTS

1 Quarterly Reports to Review

Due 10/31/2022 (83 days)

Additional Actions

- View Past Quarterly Reports

[When should I submit a Quarterly Report? >](#)

TBA

0 Open TBA Work Packages

Additional Actions

- Manage TBA Properties

[What is a TBA? >](#)

REPORTS CENTER

- Program Accomplishment Report (PAR)
- Regional Status Report
- Regional CA Summary Report

STATE AND TRIBAL REPORTS

0 PALs Forms to Review

FY22 Forms due 1/15/2023 (159 days)

Additional PALs Data

- View All Annual PALs Forms
- State & Tribal Historical Report
- Tribal Historical Report

State Report

- State Brownfields and Voluntary Response Programs **EXIT**

[What are the State & Tribal Reports? >](#)

ACCOMPLISHMENTS

Region: 10 Fiscal Year (FY): FY22

Type	Pending (current)	Pending (all FYs)	Approved
Assessments	41	54	83
Cleanups	3	6	8
Leveraged \$	\$790,107,249.54	\$822,948,645.21	\$73,086,189.14
Jobs (Cleanup)	61	71	47
Jobs (Redev)	384	384	552
Properties RAU	13	16	43

For a full list, run a [Program Accomplishment Report](#)

MY ACCOUNT

Email: acres_help@epa.gov

Notifications: weekly summary

[My email preferences](#)

12 Cooperative Agreements (CAs)

(where you are Primary Contact or Data Reviewer)

68 Projects

(associated with your account)

ACRES allows you to search for properties, cooperative agreements and TBA properties on the Find Property/Cooperative Agreement/TBA tab.

Property Details Page

The screenshot shows the ACRES web application interface. At the top, there is a navigation bar with 'Quick Start', 'Work Packages', 'Reports', 'TBA', and 'My Account'. A search bar is labeled 'Property' and contains the text 'Type property name or ID'. The main heading is 'Property Details for American Tower Bunker TST'. Below this, there is a 'Print Page' button and a map showing the location at 257 W. State St, Boise, Idaho 83702. To the right of the map is a 'Property Progress' section with a legend: Assessment (yellow square), Clean Up (blue water drop), Institutional Controls in Place (blue document), Engineering Controls in Place (blue document), Ready for Anticipated Use (green checkmark), and Redevelopment Underway (blue grid). Below the map and progress section, there is a table for 'Cooperative Agreements Associated with this Property' with columns for CA Name, CA #, CA Status, CA Type, Announce Year, Work Package (WP) Owner, WP Status, and Action. The table contains one entry: 'Snake River Tribal Council TST' with CA # BF00TST123, Status Open, Type Section 128(a) State/Tribal, Announce Year 2017, WP Owner None, and Status Approved. Below this is a section for 'Assessment Activities at this Property' which includes a table for funding: EPA Assessment Funding (\$3,883), Leveraged Funding (\$0), Post-Closeout Program Income (\$0), and Total Funding (\$3,883). At the bottom is a table for assessment activities with columns for Activity, EPA Funding, Start Date, Completion Date, CA, Accomplishment Counted?, and Counted When?. The table shows one activity: 'Phase I Environmental Assessment' with EPA Funding of \$3,883, Start Date 01/31/2017, Completion Date 03/31/2017, CA BF00TST123 Snake River Tribal Council TST, and Accomplishment Counted? No.

Property Details for American Tower Bunker TST

Property Alias: Government
Property Owner: 253296
Property ID: 257 W. State St.
Property Address: Boise, ID 83702
Size: 87
Parcel Numbers:
Latitude/Longitude: 43.81559 / -116.19446
Congressional District:
County:
Property Contact: Test EPA, ACRES, acres_help@epa.gov, 7032843200

(no archive available)

Cooperative Agreements Associated with this Property

CA Name	CA #	CA Status	CA Type	Announce Year	Work Package (WP) Owner	WP Status	Action
Snake River Tribal Council TST	BF00TST123	Open	Section 128(a) State/Tribal	2017	None	Approved	Enter Data

Assessment Activities at this Property

Is Cleanup Necessary?
Yes

EPA Assessment Funding: \$3,883
Leveraged Funding: \$0
Post-Closeout Program Income: \$0
Total Funding: \$3,883

Activity	EPA Funding	Start Date	Completion Date	CA	Accomplishment Counted?	Counted When?
Phase I Environmental Assessment	\$3,883	01/31/2017	03/31/2017	BF00TST123 Snake River Tribal Council TST	No	

Click on the Property name hyperlink to go to the Property Details page. There you will see all the data submitted by your recipient via ACRES. The property page gives an overview of all the data entered for the property including assessment information, any cleanup data entered, and contaminants and media affected. You can also view all cooperative agreements the property is associated to.

Cooperative Agreement Details Page

The screenshot shows the ACRES web application interface. At the top, there is a navigation bar with 'Quick Start', 'Work Packages', 'Reports', 'TBA', and 'My Account'. A search bar is labeled 'Property' and contains the text 'Type property name or ID'. The main heading is 'Cooperative Agreement (CA) Detail for Snake River Tribal Council TST'. Below this is a 'Print Page' button and a yellow warning box: 'PLEASE NOTE: Information shown is the most current in ACRES and may include draft and approved data'. The page is divided into several sections: 'Basic Info' (CA Number: BF 00TST123, State: ID, Congressional Districts, CA Type: Section 128(a), Announcement Year: FY17), 'Dates & Statuses' (Award Date: 09/21/2017, Initial Project Period: 10/03/2017 to 01/28/2023, Current POP End Date, Status: Open), 'Funding' (Funding Source: Regionally Funded, Total Funded: \$0.00, Funding Type: Hazardous), and 'CA Contact' (Primary Reviewer/Contact: Test EPA, ACRES, EPA Regional Brownfields Team, acres_help@epa.gov 7032843200). There is also a 'Pre-POP Authorization' section stating 'This CA does not have Pre-POP authorization'. A section titled 'Properties Addressed by this Cooperative Agreement' contains a table with columns for Property Name, Action, Status, and Current Owner. The table lists 'American Tower Bunker TST' and 'Snake River Test Property', both with 'Approved' status and 'None' as the current owner. A map of Boise, ID, shows the location of the Snake River Test Property at 10 W State St, POSE, ID 83702. The page also includes a 'Jump to top' link and an 'Assessment Activities' section at the bottom.

Basic Info

CA Number: BF 00TST123
State: ID
Congressional Districts:
CA Type: Section 128(a)
Announcement Year: FY17

Dates & Statuses

Award Date: 09/21/2017
Initial Project Period: 10/03/2017 to 01/28/2023
Current POP End Date:
Status: ● Open

Funding

Funding Source: Regionally Funded
Total Funded: \$0.00
Funding Type: Hazardous

CA Contact

Primary Reviewer/Contact: ? Test EPA, ACRES
EPA Regional Brownfields Team
acres_help@epa.gov 7032843200

Pre-POP Authorization

This CA does not have Pre-POP authorization

Properties Addressed by this Cooperative Agreement

Property Name	Action ?	Status ?	Current Owner
American Tower Bunker TST	Enter data	Approved	None
Snake River Test Property	Enter data	Approved	None

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

Assessment Activities ?

The cooperative agreement details screen gives an overview of cooperative agreement including recipient name, CA#, award date, funding, and properties/accomplishments that are associated to the CA.

Reviewing Work Packages

Property Activity Information

- **Assessment or Cleanup activity**
- **Is there correct funding level for each activity? Does it match the quarterly reports?**
- **Assessment activity**
 - **Was any contamination found requiring further investigation/cleanup?**
 - **Are the assessment completion dates entered ?**
 - **Is cleanup required (or necessary)?**
- **Cleanup activity**
 - **Start date, completion date, Cleanup Completion Documentation, ICs/ECS required/in place?**
- **Redevelopment activity**
 - **Start date, funding levels/jobs recorded, basis to support data submitted?**

Work packages To Review- Regional Review

Welcome, ACRES Test EPA

WORK PACKAGES
2 Work Packages to Review

QUARTERLY REPORTS
1 Quarterly Reports to Review
Due 07/31/2022 (19 days)
Additional Actions
View Past Quarterly Reports

TBAs
0 Open TBA Work Packages
Additional Actions
Manage TBA Properties

REPORTS CENTER
Program Accomplishment Report (PAR)
Regional Status Report
Regional CA Summary Report

STATE AND TRIBAL REPORTS
0 PALs Forms to Review
FY22 Forms due 1/15/2023 (187 days)
Additional PALs Data
View All Annual PALs Forms
Slate & Tribal Historical Report
Tribal Historical Report
State Report
State Brownfields and Voluntary Response Programs **EXIT**

ACCOMPLISHMENTS
Region: 10 Fiscal Year (FY): FY22

Type	Pending (current)	Pending (all FYs)	Approved
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Jobs (Redev)	384	384	249
Properties RAU	13	16	31

For a full list, run a Program Accomplishment Report

MY ACCOUNT
Email: acres_help@epa.gov
Notifications: weekly summary
My email preferences
10 Cooperative Agreements (CAs)
(where you are Primary Contact or Data Reviewer)
36 Projects
(associated with your account)

When on the ACRES home screen, any work packages you need to review will be under your 'Open Work Packages' tab. The name of the property, ACRES Property ID, link to the property home page, cooperative agreement number, who submitted the work package, and other property information will be listed. To review a work package, click the 'Review data' link; You will be directed to the property profile form.

Work packages To Review

Once the work package is opened for review, modified data requiring review and advisory notes will be listed. You will also see any pending accomplishments.

ACRES

Help | Logout

Quick Start ▾ Work Packages Reports ▾ TBA ▾ My Account ▾

Property ▾ Type property name or ID Advanced Search

STEP 4: Review & Submit Summary

1 Property Profile Form Part I: Property Information

2 Property Profile Form Part II: Environmental Activities

3 Property Profile Form Part III: Additional Property Information

4 Review & Submit

Please review the changes highlighted in yellow and then ACCEPT.

- Data listed under the **"DATA FOR REVIEW"** column is only that data that has been modified and is to be examined by a Quality Assurance reviewer.
- Data listed under **"APPROVED DATA IN ACRES"** column is the current information that is stored in ACRES.

▼ **Possible Issues**

- If cleanup is requested or recommended, and it is the end of Phase I or II, don't forget to enter the REC and Found information in the Contaminants & Media Affected Information section.

▼ **Pending Accomplishments in This Work Package**

1. Redevelopment Activity

When you are reviewing a work package, the top section will identify the data the CAR entered requiring review. Also, ACRES will remind you when you need to watch out for additional fields based on what the CAR reported to EPA. If there is any data that needs to be updated, you can use the Edit function at the top of each section in ACRES. Any Submission notes entered by the CAR will be shown at the top of the screen above Part I of the Property Profile Form.

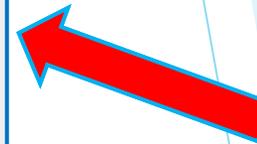
Updating property data during Regional Review

- Any data entered by the grantee can also be updated during your review by clicking the 'Edit' button.

PPF PART II: ENVIRONMENTAL ACTIVITIES
Environmental Assessment Information

[Edit](#)

DESCRIPTION	DATA FOR REVIEW	APPROVED DATA IN ACRES
Activity:	Phase I Environmental Assessment	[No Approved Data]
Activity Marked for Deletion:	No	[No Approved Data]
Start Date:	08/02/2022	[No Approved Data]
Completion Date:	08/08/2022	[No Approved Data]
Source of Funding:	Local Funding	[No Approved Data]
Name of Entity Providing Funds:	AutoGen Local Funding	[No Approved Data]
Activity Funded:	AutoGen Phase I Environmental /	[No Approved Data]
Amount of Funding Expended:	\$665.06	[No Approved Data]
Funding Marked for Deletion:	No	[No Approved Data]
Total for Activity:	\$665.06	[No Approved Data]
EPA Assessment Funding:	\$0.00	[No Approved Data]
Leveraged Funding:	\$665.06	[No Approved Data]
Total Funding: <small>NOTE: Funding marked for deletion not included in totals</small>	\$665.06	[No Approved Data]
Is Cleanup Necessary?	Yes	[No Approved Data]

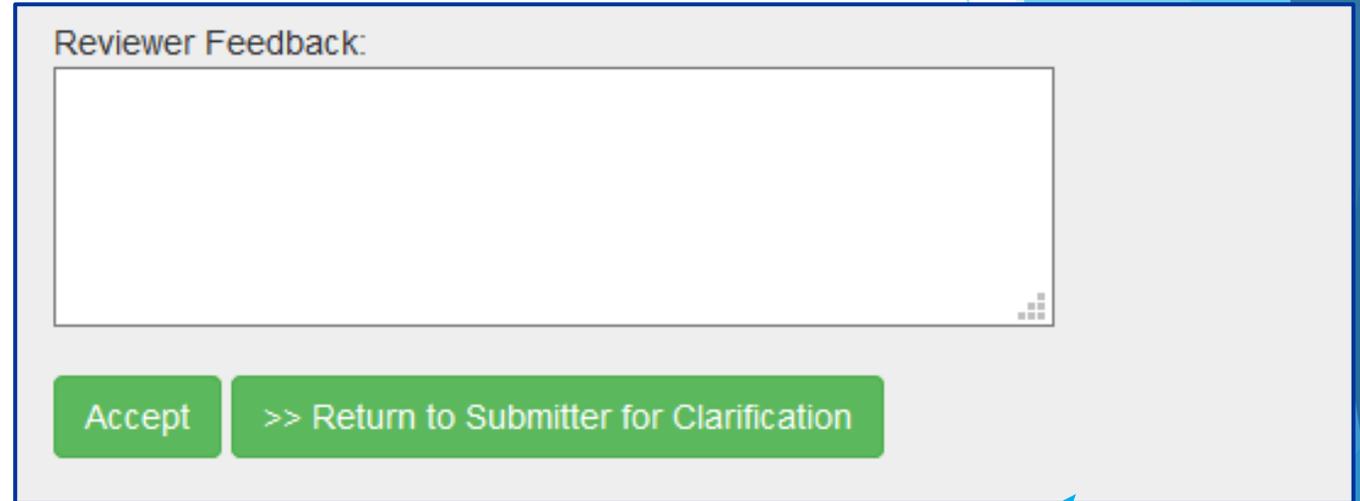


Approving Property Data

To approve the work package and send to National Program Review, click the **Accept** button.

To send the work package back to the grantee for clarification, click the **'Return to Submitter for Clarification'** button.

****Reviewer Feedback is required when a work package is sent back for clarification.**



Reviewer Feedback:

Accept >> Return to Submitter for Clarification

If you have any questions for the CAR before you submit the data as final, enter the questions under 'Reviewer Feedback' and click the 'Return to Submitter for Clarification' button to return the property to the CAR to revise. If you have updated any information, it is VERY important that the data is accurate. You are the only one reviewing it! It is ok to seek clarification from the CAR if you are unsure about any information entered. If all the data is accurate and complete, accept the information and this work package is complete!

New Property Profile Form Changes



○ **Part I: Property Information**

- **Census Tract for Justice40 initiative to identify underserved communities**

○ **Part II: Environmental Activities**

- **Contaminants found BELOW actionable levels**
- **Contaminants found ABOVE actionable levels**
- **Planning or assessment activities that incorporate climate adaptation & mitigation strategies**
- **Demolition or cleanup activities that incorporate strategies to address climate change impacts**

New Property Profile Form Changes

- **Part II: Environmental Activities (Revolving Loan Fund only)**
 - Assessment Post-Closeout Program Income
 - Anticipated Repayment Start & End Date
 - Loan Discount Info
- **Part III: Additional Property Information**
 - Redevelopment activities that incorporate strategies to address climate change impacts



Wholesome Valley Farms—
Berino, New Mexico



Common Data Quality Issues

- Duplicate property records
- Cleanup completion date definition
- Reporting the same leveraging information under multiple grants, which results in double-reporting of funding information
- Reporting activities under the incorrect CA type
- \$ 1 funding placeholders

Here is a list of common data quality issues you will come across as a Project Officer. When reviewing work packages, please check for these issues. One of the most common issues in ACRES is duplicate property records. ACRES allows properties to be associated to multiple cooperative agreements without creating duplicates. If leveraged funding is entered under properties multiple cooperatives, it is possible for leveraged funding to be double-counted. As a PO, it is your responsibility to ensure leveraged funding is not double-counted.

Managing Your Cooperative Agreement

- EPA Project Officers can update cooperative agreement information from the CA home page.
 - Jurisdiction Information
 - Closeout information (including CA status)
 - List any Quarterly/Other Reports and Forms not Received
 - Lessons Learned

After the CA information is updated, submit the data for National Review.

The screenshot displays the ACRES web application interface. At the top, there is a navigation bar with the ACRES logo, a home icon, and menu items: Quick Start, Work Packages, Reports, TBA, and My Account. On the right side of the navigation bar, it shows the user is logged in as 'EPAtest' with links for Help and Logout. Below the navigation bar is a search bar with a 'Property' dropdown, a text input field for 'Type property name or ID', and an 'Advanced Search' button.

The main content area is divided into several sections:

- Identifying Information**: A section with a blue header containing 'Cooperative Agreement (CA) Information'. It lists the following details:
 - CA Name: North Boise Community Development Agency TST
 - CA Type: Assessment
 - CA #: BF00TST124
 - Announcement Year: 2019
 - Status: Open
 - Initial Project Period: 10/03/2019 to 04/30/2023
 - Current POP End Date:
- Submission Notes**: A section with a light blue header and a text area for notes. Below the header, it states: 'Submission 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 submission notes are deleted.'
- Jurisdiction Information**: A section with a blue header. It includes a search prompt: 'Please search for the Jurisdiction you would like to associate.' Below this are three dropdown menus: 'State/Territory: [Select a State]', 'Jurisdiction Type: [Select Jurisdiction Type]', and 'Jurisdiction Name: []'. A 'Search Jurisdictions' button is located to the right. Below the search fields is a table with columns: Primary, State, Jurisdiction Type, Jurisdiction Name, and Disassociate Jurisdiction.
- CloseOut**: A section with a blue header containing 'CA Status'. It has four radio button options:
 - Open Cooperative Agreement
 - Closed Cooperative Agreement
 - Cancelled Cooperative Agreement
 - Post Closeout Cooperative Agreement

Report Tools: Regional Cooperative Agreement (CA) Summary Report

The Regional Cooperative Agreement (CA) Summary Report gives users an overview of the data reported under each Cooperative agreement. You can view congressional district(s), link back to the CA home page, view reporting totals, etc.

The screenshot displays the ACRES web application interface for the Regional Cooperative Agreement (CA) Summary Report. The page title is "Regional Cooperative Agreement (CA) Summary Report". Below the title, there are filter controls for Region 10, State, Congressional District, CA Type, CA Status, Project Officer, and Year Awarded (4 selected). There are buttons for "Apply Filters" and "Cancel Filters".

Under "FILTER RESULTS", there are buttons for "Add or Remove Table Columns" and "Export Results in Excel". A filter bar shows "All CA Types (except JT, AWP & Showcase)" selected, with other options like Assessment, Cleanup, RLF, Multipurpose, State & Tribal, TBA, Job Training, AWP, and Showcase Community.

The table below shows the filtered results with 10 entries per page. The columns are: State/Territory, Congressional District, CA Name, CA Number, CA Type, CA Status, CA Year Awarded, Total Award Amount, Properties with EPA Funding, Number of Assessment Accomplishments, Individual Sites Cleaned Up, Jobs Leveraged (Cleanup & Redevelopment), Dollars Leveraged, and Properties RAU.

State/Territory	Congressional District	CA Name	CA Number	CA Type	CA Status	CA Year Awarded	Total Award Amount	Properties with EPA Funding	Number of Assessment Accomplishments	Individual Sites Cleaned Up	Jobs Leveraged (Cleanup & Redevelopment)	Dollars Leveraged	Properties RAU
AK	AK-1	AK Dept of Environ Conserv	RP00J26109	Section 128(a) State/Tribal	Open	FY21	\$1,196,017.00	0	0	0	0	\$0.00	0
AK	AK-1	Alaska Department of Environmental Conservation	RP00J26108	Section 128(a) State/Tribal	Open	FY19	\$1,849,274.00	7	3	3	1	\$0.00	2
AK	AK-1	Alaska Native Tribal Health Consortium	RP00J26509	Section 128(a) State/Tribal	Open	FY20	\$400,000.00	0	0	0	0	\$0.00	0
OR	OR-2	Baker TI - Baker Technical Institute	BF01J87701	Assessment	Open	FY21	\$500,000.00	0	0	0	0	\$0.00	0
WA	WA-4,WA-5	Benton-Franklin Council of Governments	BF01J99801	Assessment	Open	FY21	\$600,000.00	0	0	0	0	\$0.00	0

Report Tools: Regional Status report

The Regional Status report shows EPA users the status of all open work packages in their region. Users can sort by status, owner, CA type, etc.

This report is a very useful tool to ensure information is moving through the ACRES workflow in a timely. ACRES will highlight all the data that has been in the same status for more than 90 days.

WP Name	Property ID	CA Name	CA Status	CA Number	CA Type	Fiscal Year	Status	Status Since	Owner	Project Officer	Accomp. Pending	New Property	Region
101 and 107 S. Chehalis Street	250601	Grays Harbor Council of Governments	Open	BF01J85901	Assessment	2020	Edits in Progress	10/15/2021	Wisher, Aaron (Cooperative Agreement Recipient)	Sanders-Curry, Madison	Phase I Environmental Assessment , Property Ready for Anticipated Use	Yes	10
11380 SW BHH	252244	City of Beaverton	Open	BF01J66301	Assessment	2019	Ready for Regional Review	06/01/2022	Olson, Margaret (EPA)	Olson, Margaret		No	10
1301 1/2 B Street	239652	Grays Harbor Council of Governments	Open	BF01J85901	Assessment	2020	Edits in Progress	09/09/2021	Wisher, Aaron (Cooperative Agreement Recipient)	Sanders-Curry, Madison	Property Ready for Anticipated Use	No	10
1312 First Street	250285	Grays Harbor Council of Governments	Open	BF01J85901	Assessment	2020	Edits in Progress	09/09/2021	Wisher, Aaron (Cooperative Agreement Recipient)	Sanders-Curry, Madison		Yes	10

Report Tools: Program Accomplishment Report (PAR)

The PAR report allows users to create reports to view ACRES accomplishments. Users can sort by accomplishment type, grant type, cooperative agreement, etc.

This report is a very useful tool in tracking accomplishments for your region. This feature allows EPA users to export this data to Excel, sort the data, and view detailed accomplishment information.

Program Accomplishment Report (PAR)

NOTE: selecting 'ALL' options in all 3 columns will result in a high volume of database retrieval and a slower response time.

1 Select Accomplishment and CA Type

Select Accomplishment Type
All

Select Cooperative Agreement (CA) Type
All

OR Select an Alternate Cooperative Agreement Type
Note: these CA types are not included in annual GPRA targets

Select

OR Enter a Cooperative Agreement Number
(No prefix - 8 digits only)

2 Select Year(s) the Accomplishment is Counted
FY22

3 Select Location
(Not needed for TBAs)
Select

4 Optional Selections

Include Pilot Accomplishments
OR
 Draft Data Only (awaiting approval)
(not included on PAT report/GPRA totals)

Tribal Data
 Tribal Data Only

ARRA Cooperative Agreements (awarded in FY09 only)
Note: this CA type is not included in annual GPRA targets

ARRA CAs ONLY
 Include ARRA CAs with other Accomplishment CA Types selected

Instructions for PAR filters [+ Expand](#)

Run Report Clear Filters

ACRES Demonstration

The screenshot displays the ACRES web application interface. At the top, there is a navigation bar with the ACRES logo, a home icon, and menu items for Quick Start, Work Packages, Reports, TBA, and My Account. On the right side of the navigation bar, there are links for Help and Logout, a search box for Property (with a placeholder 'Type property name or ID'), and an Advanced Search button.

The main content area is titled 'Welcome, ACRES Test EPA' and contains several dashboard widgets:

- WORK PACKAGES:** Shows 4 Work Packages to Review.
- QUARTERLY REPORTS:** Shows 0 Quarterly Reports to Review, with a due date of 10/31/2022 (84 days). It includes an 'Additional Actions' section with a link to 'View Past Quarterly Reports' and a link to 'When should I submit a Quarterly Report?'.
- TBA:** Shows 0 Open TBA Work Packages. It includes an 'Additional Actions' section with a link to 'Manage TBA Properties' and a link to 'What is a TBA?'.
- REPORTS CENTER:** Lists links for Program Accomplishment Report (PAR), Regional Status Report, and Regional CA Summary Report.
- STATE AND TRIBAL REPORTS:** Shows 0 PALs Forms to Review, with FY22 Forms due 1/15/2023 (160 days). It includes 'Additional PALs Data' with links to 'View All Annual PALs Forms', 'State & Tribal Historical Report', and 'Tribal Historical Report'. It also features a 'State Report' section with a link to 'State Brownfields and Voluntary Response Programs' and an 'EXIT' button. A link to 'What are the State & Tribal Reports?' is at the bottom.
- ACCOMPLISHMENTS:** A table showing accomplishments for Region: 10 and Fiscal Year (FY): FY22. The table has columns for Type, Pending (current), Pending (all FYs), and Approved.
- MY ACCOUNT:** Shows contact information (Email: acres_help@epa.gov), notification preferences (weekly summary, link to 'My email preferences'), 12 Cooperative Agreements (CAs) (where you are Primary Contact or Data Reviewer), and 65 Projects (associated with your account).

Common Acronyms

- **ACRES** – Assessment, Cleanup, Redevelopment Exchange System
- **AWP**- Area-wide planning
- **BF** – Brownfields
- **CA** – Cooperative Agreement
- **CIMC** – Cleanups in my Community
- **CAR** – Cooperative Agreement Recipient
- **WP**- Work Package
- **JT** – Job Training
- **OBLR** – Office of Brownfields Land Revitalization
- **OSWER**- Office of Solid Waste and Emergency Response
- **PAR** – Program Accomplishment Report
- **PAT** – Program Accomplishment Tool
- **PO**- Project Officer
- **POP** – Period of Performance
- **RFR** – Ready for Reuse
- **RLF** – Revolving Loan Fund
- **TBA** – Targeted Brownfields Assessment
- **WAM** – Web Application Management



Lillard Pipe and Supply Cleanup
Absentee Shawnee Tribe
Tecumseh, Oklahoma

Frequently Asked Questions

Q: My grantee asks me how to submit a work package. What instructions do I give?

A: After the grantee has completed entering data, scroll to the bottom of the form and click the ‘Go to Review & Submit’ button. ACRES will display the work package information for review (they can correct data at this time) and prompt the grantee to confirm the information by clicking the ‘Submit Data Now’ button at the bottom of the page. The grantee will be able to reopen the work package and edit the package until their Project Officer reviews the work package, at which point it is Locked for Review.

Q: What resources are available to help my grantee?

A: There are online training courses monthly (2nd Tuesday of each month) and training materials available on the ACRES Information web page. <https://www.epa.gov/brownfields>

Q: Can I enter data on Closed grants?

A: Yes, ACRES allows data entry for closed grants.

Q: How do I make myself the primary contact/data reviewer for a cooperative agreement?

A: Contact your data coordinator or contact the Help Desk and you can be made the primary contact/reviewer.

Frequently Asked Questions

Q: I have received a work package to review and I need the grantee to make additional edits. How do I inform the grantee of the requested changes?

A: At the bottom of the QA page, enter the note to the grantee in the Reviewer Feedback box and click the Return to Submitter for Clarification button. This sends the work package back to the CAR with your feedback.

Q: How can I see if a grantee is entering data on a grant?

A: You can use the reports discussed in this presentation. You can also use the Advanced search to locate a specific cooperative agreement, click the link for the CA, and review the information that has been entered for the cooperative agreement to date.

Q: I would like to update the information for a cooperative agreement, and I cannot contact the grantee, how do I update their property information?

A: POs do not have access to initiate data entry on open cooperative agreement. To update property information, contact the ACRES Help Desk to have the work package moved to regional review so the property can be updated.

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.





Questions?
