



ACRES 6: Getting Started Training for New Grantees

Current and former
industrial sites along the
Detroit River in
Southwest Detroit



Agenda

- Define the purpose of ACRES
- Learn how EPA uses your ACRES data
- Learn how and when to submit data
- Learn useful ACRES terms
- Discover useful tools for viewing ACRES data
- ACRES Demonstration
- Learn what resources are available if you have questions



ACRES Highlights

- ▶ ACRES is comprised of over 1,500 Cooperative Agreement Recipients (CARs), EPA Project Officers (POs), and contractor users
- ▶ Since its inception, the Brownfields program has...
 - Assessed over 37,000 properties
 - Cleaned up over 2,500 properties
 - Leveraged over 266,000 jobs
 - Leveraged over \$39 B



**Former American Motor
Corporation Site –
Detroit, Michigan**

Do I Need to Register? Yes!

The screenshot shows the EPA Gateway 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 'Select a Login Method'. Three tabs are visible: 'Login.gov' (selected), 'WAA Username & Password', and 'PIV Card'. The main content area features the 'LOGIN.GOV' logo, a message stating 'EPA Gateway is using a credential provider to allow you to sign in to your account safely and securely.', and a sub-message: '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 below the text, with a red arrow pointing to it from the right. At the bottom of the content area are links for 'FAQ', 'Help', and 'Privacy & Security Notice'.

<https://acres6.epa.gov>

ACRES – What's the Purpose?



**Outdoor Adventure Center –
Detroit, Michigan**



**Detroit RiverWalk –
Detroit, Michigan**



**Riverside Park –
Detroit, Michigan**

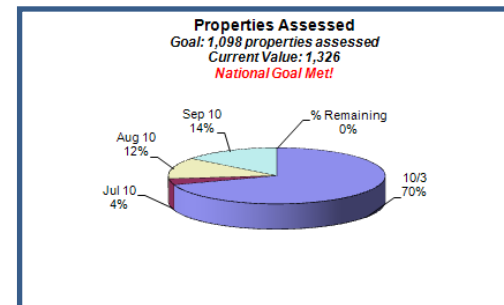
What Data Are Collected?

- ▶ ACRES is based on the hard-copy Property Profile Form (PPF)
 - ▶ Assessment, cleanup, and redevelopment activities and funding
 - ▶ Contaminants found and media affected
 - ▶ Property history and ownership information
 - ▶ Climate Adaptation & Mitigation

* Form and Instructions Available at: <http://www.epa.gov/brownfields>

How Does EPA Use the Data in ACRES?

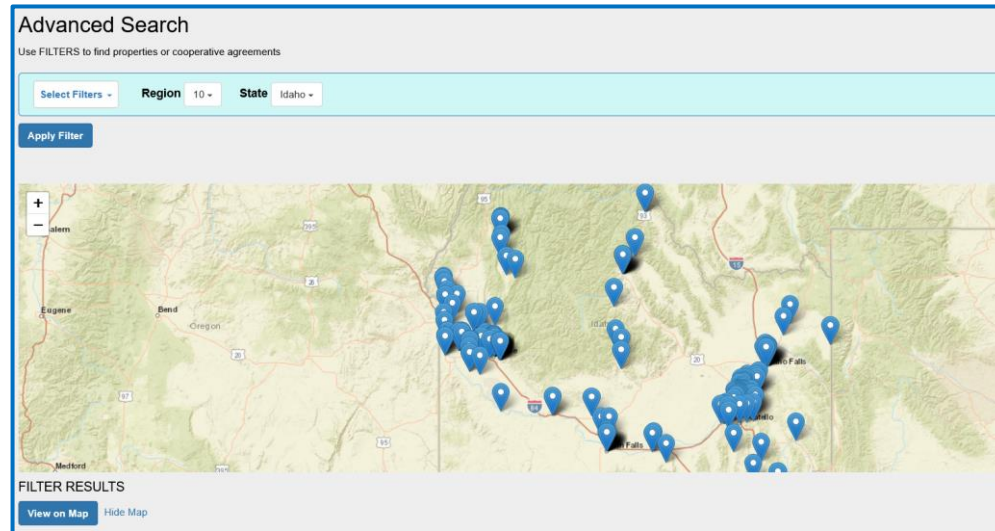
- ▶ ACRES is the Brownfields Program system of record
- ▶ Programmatic data are primarily used to:
 - ▶ Analyze data across CAs to demonstrate and improve the success of the Brownfields Program
 - ▶ Respond to Congressional inquiries, FOIA requests, ad hoc analysis requests, and budget-related queries
 - ▶ Track and report Program goals and accomplishments
 - ▶ Create communication and outreach materials



*Brownfields
Program Analysis*

How Can I Use the Data in ACRES?

- ▶ Manage information about your Brownfields projects
- ▶ Write subsequent proposals
 - Programmatic Capabilities, Outputs and Outcomes, Leveraging
 - All funders, including EPA, like to see measurable results
- ▶ Search for and identify other Brownfields projects in your area

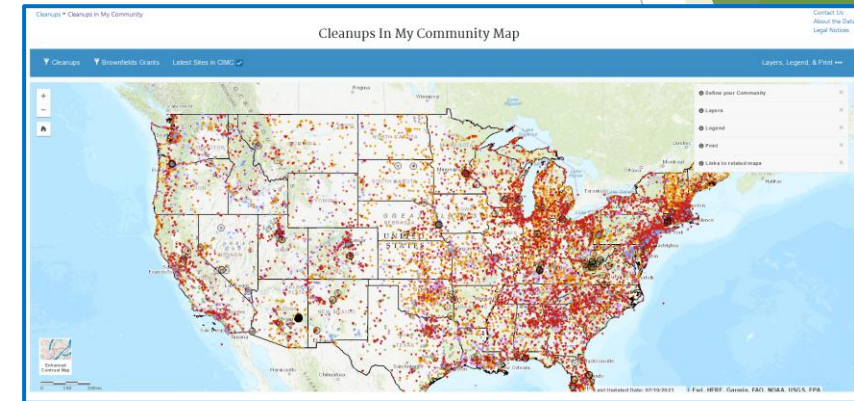


Are My Data Publicly Available? . . . Yes!

- ▶ **Cooperative Agreement Information**
Brownfields Grant Fact Sheet Search Tool
<https://java.epa.gov/acrespub/gfs/>

- ▶ **Property Data**
Cleanups in My Community (CIMC)
<http://www.epa.gov/cimc>

CIMC – July 2023



Brownfields Program data are highly visible – therefore data quality is very important

When Do I Submit Data in ACRES?

Data should be updated in ACRES as soon as there is new activity to report



Phase II Start



Phase II Complete



Redevelopment Start



Property History



Institutional Controls In Place

What is a Work Package?

- ▶ A work package is created when you click a link to "Enter 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.

United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Form Approved
0918-0104-9043-9043
Expiration 07-31-2012

PROPERTY PROFILE FORM—Brownfields

Public reporting burden for this collection of information is estimated to average 50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Environmental Protection Agency, Office of Environmental Information, Code 2022-0187, Washington, DC 20460-0187. Send your completed form to the address provided on this form.

PART I. PROPERTY INFORMATION

COOPERATIVE AGREEMENT RECIPIENT

1. Cooperative Agreement Recipient Name
(Should include State, Tribal, or Cooperative Agreement;
no account number for TEAs):

2. Cooperative Agreement ID Number (if applicable)

3. What type of cooperative agreement funding is being used at this property?
 Assessment Revolving Loan Fund Tribal Response
 Cleanup

4. For Assessment, Cleanup, and Revolving Loan Fund agreements, what type of funding is being used at this property?
 Hazardous Substance Both

5a. Indicate if this form is the
 Initial Form

5b. If "Updated Form," what is the ACRES Property ID Number (if applicable):

BACKGROUND INFORMATION

6. Property Name

7a. Street Address

7b. City

7c. County

7d. State

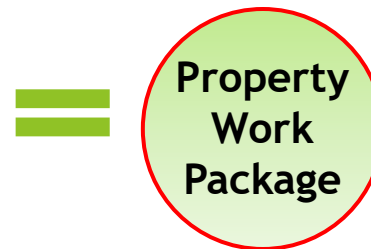
7e. Zip code

8. Site (in address)

9. Parcel Number

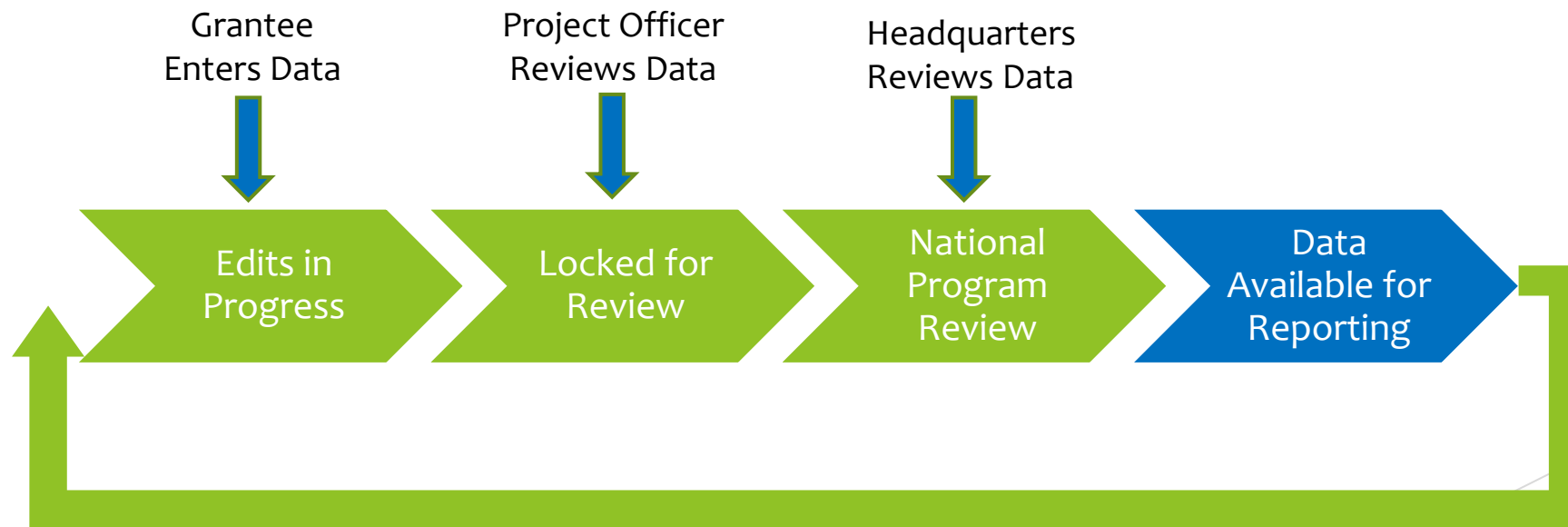
STATE & TRIBAL BROWNFIELDS VOLUNTARY RESPONSE PROGRAM INFORMATION

10. State & Tribal Program Enrollment (If the property is not enrolled in a program, check the Property Not Enrolled in a State or Tribal Program.)
Date of Enrollment: _____ ID Number (if applicable): _____ Property Not Enrolled in a State or Tribal Program



What is the ACRES Workflow?

- ▶ The 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



What Do These Terms Mean?

Property Record

- ▶ Permanent record in ACRES containing all property data in a format based on the hard-copy Property Profile Form
- ▶ Updated when a property work package is approved

Property Work Package

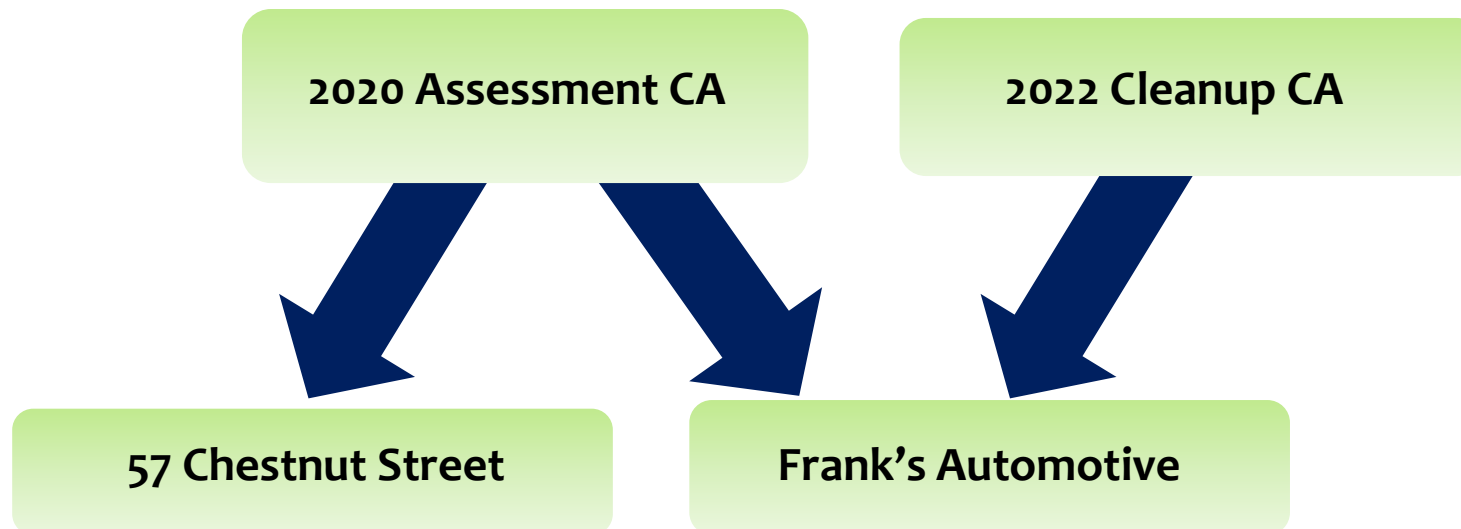
- ▶ Temporary file that no longer exists after being approved in the workflow
- ▶ The means to update a property record
- ▶ Electronic version of the hard-copy Property Profile Form

Property Profile Form

- ▶ Hard-copy form filled out manually and submitted to EPA
- ▶ Basis for ACRES property data entry screens

How Are Data Organized?

- ▶ Each signed Cooperative Agreement is one record in ACRES
- ▶ A single property record may be associated with more than one cooperative agreement.
- ▶ There is no limit to how many CAs a property can be associated to



Cooperative Agreement Details page

The Cooperative Agreement home page gives an overview of your CA. This page is a great way to view all data currently entered under your CA including properties associated, assessment, and cleanup activities.

The screenshot shows the ACRES web application interface. At the top, the ACRES logo is on the left, and the user is logged in as 'CARtest'. Navigation links include 'Quick Start', 'Work Packages', 'Reports', and 'My Account'. A search bar for 'Property' is on the right. The main heading is 'Cooperative Agreement (CA) Detail for Boise DEP TST'. Below this is a 'Print Page' button and a yellow 'PLEASE NOTE' banner. The data is organized into several sections: 'Basic Info' (CA Number: BF 00TST120, State: ID, Congressional Districts, CA Type: Assessment, Announcement Year: FY18), 'Dates & Statuses' (Award Date: 07/22/2018, Initial Project Period: 10/01/2019 to 07/30/2024, Current POP End Date, Status: Open), 'Funding' (Funding Source: Regionally Funded, Total Funded: \$0.00, Funding Type: Hazardous), 'Actions' (links to View CA Fact Sheet and View CA Submission Archive), 'CA Contact' (Primary Reviewer/Contact: Test EPA, ACRES, EPA Regional Brownfields Team, acres_help@epa.gov 7032843200), and 'Pre-POP Authorization' (This CA does not have Pre-POP authorization). A section titled 'Properties Addressed by this Cooperative Agreement' contains a table with two rows: 'AAA Assessment Test Property for Property Progress box' (Property ID: 258805, Status: Approved, Current Owner: None) and 'Joes Garage TST' (Property ID: 258781, Status: Approved, Current Owner: None). A map on the right shows the location of 'Joes Garage TST' at 102 W State Street, Boise, ME 83702. At the bottom, there is a button to 'Add a Property to this Cooperative Agreement' and a section for 'Assessment Activities'.

ACRES

Logged in as: CARtest | Help | Logout

Quick Start - Work Packages Reports - My Account - Property - Type property name or ID - Advanced Search

Cooperative Agreement (CA) Detail for Boise DEP TST

[Print Page](#)

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

Basic Info	CA Number: BF 00TST120 State: ID Congressional Districts: CA Type: Assessment Announcement Year: FY18	Dates & Statuses	Award Date: 07/22/2018 Initial Project Period: 10/01/2019 to 07/30/2024 Current POP End Date: Status: ● Open	Funding	Funding Source: Regionally Funded Total Funded: \$0.00 Funding Type: Hazardous
Actions	View CA Fact Sheet EXIT View CA Submission Archive	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	Property ID	Action	Status	Current Owner
AAA Assessment Test Property for Property Progress box	258805	Edit Data	Approved	None
Joes Garage TST	258781	Edit Data	Approved	None

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

Assessment Activities ?

Map: Joes Garage TST, 102 W State Street, Boise, ME 83702

Jump to top

Property Details page

The Property home page gives an overview of all your property data. You can view all data currently entered under your property including assessment activities, leveraged funding and redevelopment.

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

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

Property Details for 150 W State Street TST

[Print Page](#)

Property Alias: Government
Property Owner: 258782
Property ID: 150 W State Street
Property Address: 150 W State Street
Boise, ME 83702

Size: 5
Parcel Numbers: Map 7, Lot 47-A
Latitude/Longitude: 43.61482 / -116.19289
Congressional District: 2
County: ADA
Census Tract: 16001000102

Property Contact: Test EPA, ACRES
acres_help@epa.gov
7032843200

[Submission Archive](#)

Property Progress

- Assessment In Progress
- Clean Up Data Unavailable in ACRES
- Institutional Controls in Place N/A Not Applicable
- Engineering Controls in Place Not Started
- Ready for Anticipated Use Complete
- Redevelopment Underway Not Started

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	Edit Data

Assessment Activities at this Property

Is Cleanup Necessary? No	EPA Assessment Funding: \$4,000 Leveraged Funding: \$15,000 View Details
	Post-Closeout Program Income: \$0 Total Funding: \$19,000

Quarterly Reporting Utility

- ▶ Available to Cleanup, RLF, & Assessment Cooperative Agreement Recipients.
- ▶ Use ACRES data to help build quarterly reports that can be electronically filed. Much of your QR information will be automatically pulled from ACRES.
- ▶ Use the automated report and your financial information is saved each quarter/used to calculate total fields.
- ▶ Enter information on the first 4 tabs and use the final tab to send the report to your project manager electronically.
- ▶ ***Bonus – you can view and print the report any time you want.

Generating your ACRES Quarterly Reports

To access the report, click the Manage My Quarterly Reports' button on your Quarterly Reports card on your ACRES home page. On your Manage Quarterly Reports page, click the Add Quarterly Report button to generate your report.

ACRES

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

Quick Start - Work Packages Reports - My Account -

Property - Type property name or ID Advanced Search

Manage Quarterly Reports

Automated Quarterly Reports are available for Cooperative Agreements (CAs) that are:

- Associated to your account; AND
- One of the following CA types: Cleanup, Assessment, or Brownfields Cleanup Revolving Loan Fund (BCRLF) ⓘ


> When is my Quarterly Report Due? [+ Expand](#)

> What should I do if I miss a Quarterly Report? [+ Expand](#)

[Narrow Results](#)

CA Name	CA Status	CA #	Announcement Year	CA Type	State	Previous Quarterly Reports	Action ⓘ
Mineral County	Open	4B98T67601	2023	Cleanup	NV		Edit QR (FY2024 Qtr1)
Hoop Valley Tribal Council	Open	4B98T75101	2023	Cleanup	CA		Edit QR (FY2024 Qtr1)
Bisbee, City of	Open	4B98T69701	2023	Cleanup	AZ	1 Quarterly Report + View Details	
Tolowa Dee-ni Nation	Open	4B98T73301	2023	Cleanup	CA	1 Quarterly Report + View Details	
County of Harney	Open	4B02J52001	2023	Cleanup	OR	1 Quarterly Report + View Details	
Honolulu Authority for Rapid Transportation	Open	4B98T42701	2022	Assessment	HI		Edit QR (FY2024 Qtr1)
Gray, Town Of	Open	BF00A00916	2022	Assessment	ME	4 Quarterly Reports + View Details	Edit QR (FY2024 Qtr1)

ACRES Demonstration

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

Home Quick Start Work Packages Reports My AccountProperty Advanced Search


Welcome, ACRES Test CAR

WHERE DO I START?

- [+ Add a new property.](#)
- [+ Add a CA to my list](#)
- [✎ Edit an existing property.](#)
- [+ Add annual PALs data](#)
- [🔄 Update RLF Form [?]](#)

[What is a CA and a property? >](#)

WORK PACKAGES

 **15** [Open Work Packages](#)

Actions for Me


- [▶ 13 work packages in progress](#)
- [▶ 1 work package returned for clarification](#)


Actions for PO

- [▶ 1 work packages submitted](#)

[What is a work package? >](#)

QUARTERLY REPORTS

 **19** [Open Quarterly Reports](#)

 Due **04/30/2024** (61 days)

Actions for Me

- [▶ 19 reports in progress](#)


Actions for PO


- [▶ 4 reports submitted](#)
- [▶ 4 reports in review](#)

View all: [Manage my Quarterly Reports](#)

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

PROGRAM ACTIVITY LEVELS

 **1** [PALs Reports to Complete](#)


 FY24 Forms due **12/17/2024** (292 days)

Historical PALs Data

- [▶ State & Tribal Historical Report](#)
- [▶ Tribal Historical Report](#)

[What is the PALs Report? >](#)

MY ACCOUNT

ACRES Username:  CARtest

Email: acres_help@epa.gov

Notifications:

[My email preferences](#)

26 [Total Cooperative Agreements](#)

74 [Total Properties](#)

KNOWLEDGE CENTER

New Releases

- [▶ ACRES is updated every 4 weeks. View a summary of the most recent changes in the \[Release Notes\]\(#\) **EXIT**](#)

Quick Reference

- [▶ \[General Resources for All ACRES Users\]\(#\) **EXIT**](#)
- [▶ \[ACRES Resources for Grantees\]\(#\) **EXIT**](#)

UPCOMING TRAINING

- [▶ Online training classes are offered the second Tuesday of each month, and alternate between helping users new to ACRES and providing more details for those already familiar with the system.](#)
- [▶ Training for Job Training Recipients is offered quarterly.](#)
- [▶ \[Access Online Training\]\(#\) **EXIT**](#)

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?
