

## Revolving Loan Fund (RLF) Guide for the Brownfields RLF Form


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**Logging into ACRES**

To log into ACRES, open your Internet Browser and enter the following URL:

<https://acres6.epa.gov>

1. Select the  button.
2. Enter your Login.gov **Email address** and **Password**.
3. Enter your security codes.

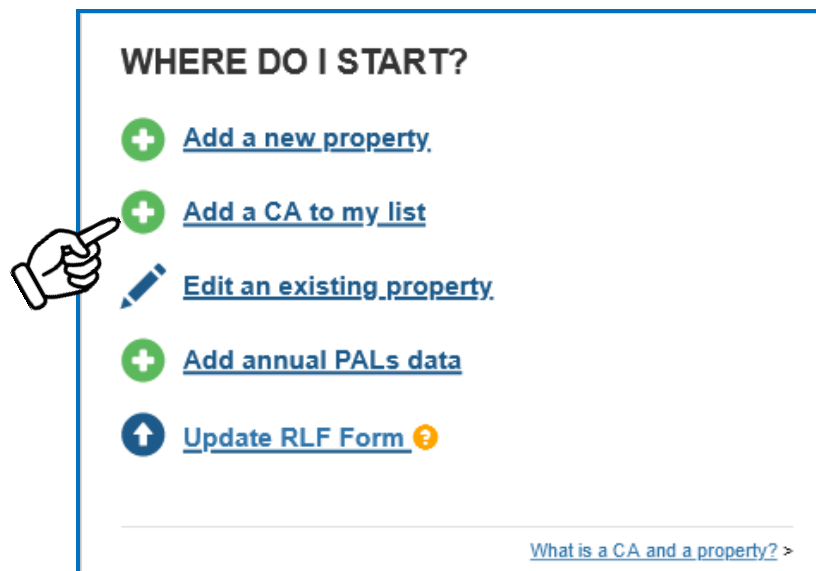
**Adding your Cooperative Agreement to ACRES**

To gain access to your Brownfields RLF Forms, you will need to add your cooperative agreement number to your ACRES account.







1. From your ACRES home page, click the **Add CA to my list** link on the **Where Do I Start Card?** card.
2. Enter your 8-digit cooperative agreement number. Leave out any prefixes (RP, BF) and suffixes (-0, -1).



**Note:** For post-closeout grants, use the Closeout Agreement (COA) Tracking Number if you have an FY22 COA, or the cooperative agreement number for each non-FY22 COA. Also, leave out any prefixes and suffixes.



**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](#) 

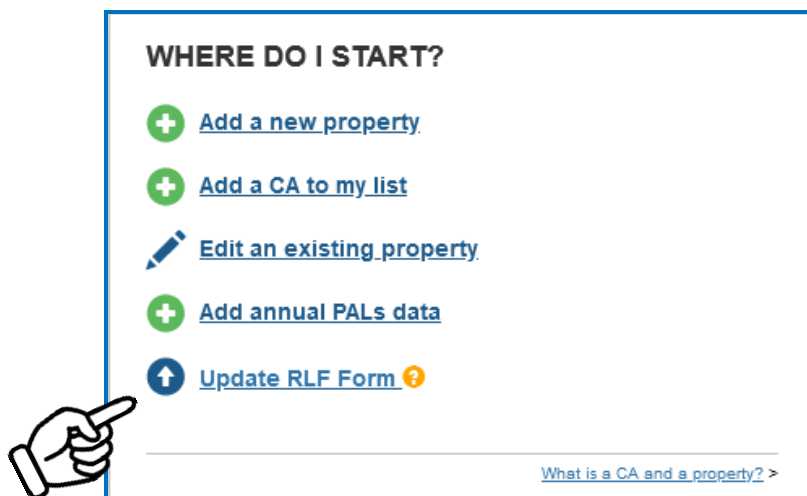
[What is a CA and a property? >](#)

### Accessing your Brownfields RLF Form

Program income details must be reported on the Brownfields RLF Form with a separate form completed for each RLF grant.

When operating under a COA in post-closeout status, use the Brownfields RLF Form to report information on the Post-Closeout Program Income (PCPI) and post-closeout reporting.

1. From your ACRES home page, click the **Update RLF Form** link on your **Where do I Start?** Card. This will direct you to **STEP 1 in Updating the RLF Form: Select CA.**



2. Click the radio button next to the applicable RLF CA Name and click **Save and Continue to NEXT STEP**. This will direct you to STEP 2 in **Updating the RLF Form: Update RLF Form**.

The screenshot shows the "STEP 1 in Updating the RLF Form" page. At the top, there is a navigation bar with "Quick Start", "Work Packages", "Reports", and "My Account". On the right, there is a search bar for "Property" and an "Advanced Search" button. Below the navigation is a progress indicator with three steps: 1. Select CA (active), 2. Update RLF Form, and 3. Review & Submit. A detailed instruction paragraph follows, explaining the selection process for open or closed grants versus post-closeout grants. Below this is a green button: ">> Save and Continue to NEXT STEP". A table lists the available Cooperative Agreements (CA). The table has columns for Select CA, CA Name (CA#), Associated Properties, CA Status, CA Type, Announce Year, State, Funding Type(s), and Award Amount. One entry is visible: "Brownfields Coalition of Idaho TST (BF00TST124)" with 3 properties, Open status, BCRLF type, FY20 year, ID state, and Hazardous funding type. A "Narrow Results" search bar is on the right. At the bottom, there is another green button: ">> Save and Continue to NEXT STEP".

Select CA	CA Name (CA#)	Associated Properties	CA Status	CA Type	Announce Year	State	Funding Type(s)	Award Amount
<input type="radio"/>	Brownfields Coalition of Idaho TST (BF00TST124)	3 Properties   <a href="#">View Details</a>	Open	BCRLF	FY20	ID	Hazardous	

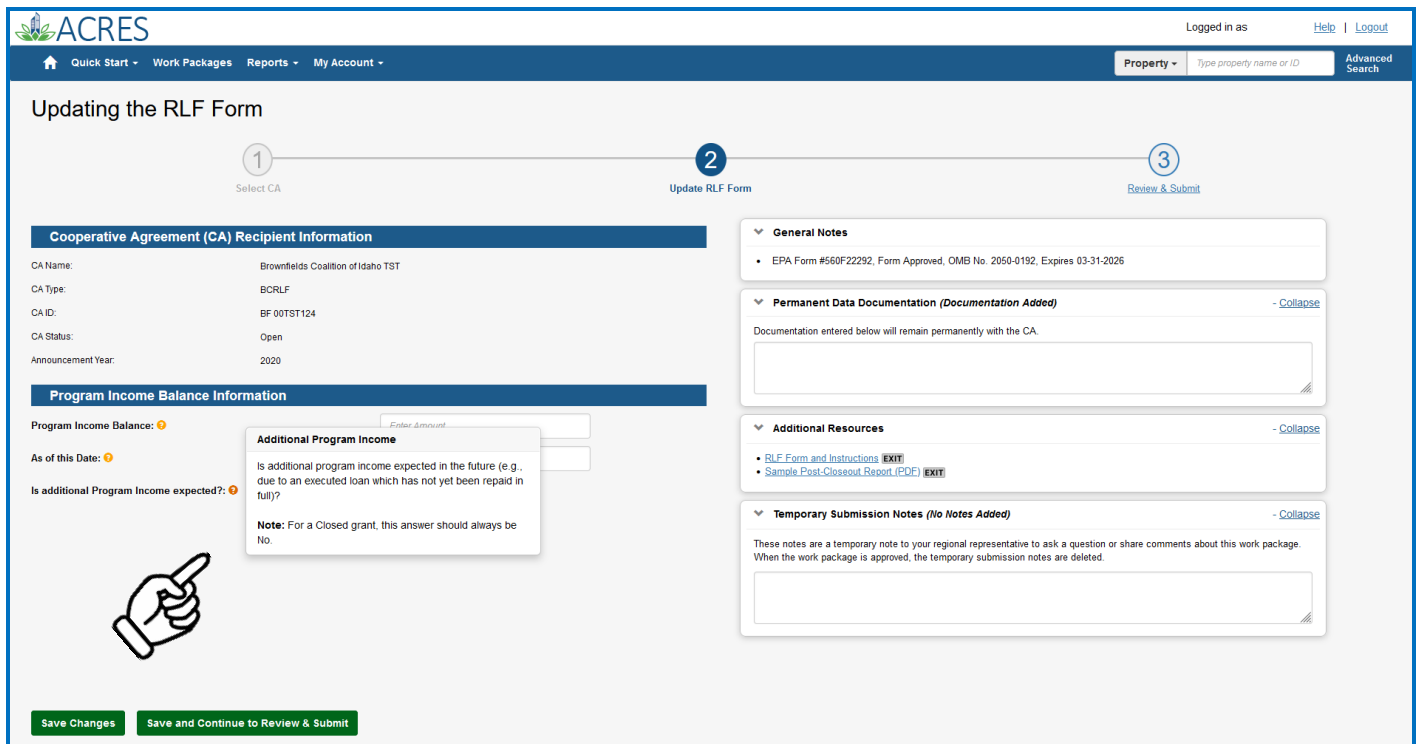
## Entering Program Income Balance for Open & Closed RLFs

For open and closed RLFs, the Brownfields RLF Form is the same. However, note that EPA HQ must concur with changing an RLF grant status to closed.

1. Enter Program Income balance, As of date, and Whether Additional Program Income is expected.
2. After all data fields have been entered, click the **Save and Continue to Review & Submit** button.



**Note:** There are help icons throughout this page to define & clarify the data fields. The help text comes directly from the Brownfields RLF Form instructions (linked in ACRES).




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

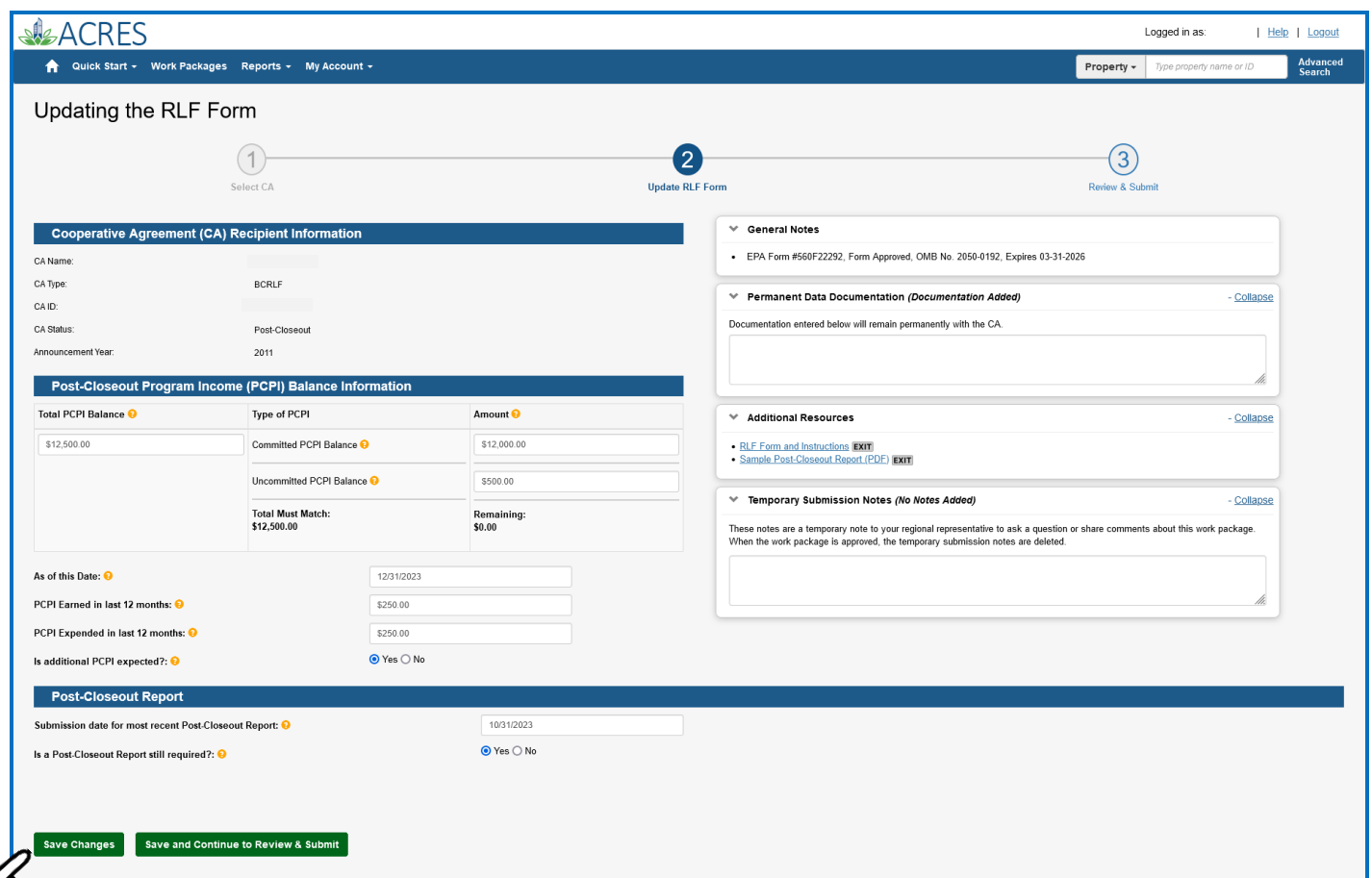
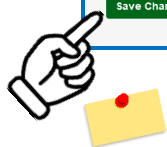
For **Open** and **Closed** RLFs, skip to page 6 for Instructions on [Submitting Brownfields RLF Form](#).

## Entering Program Income Balance for Post-Closeout RLFs

For RLFs in Post-Closeout, more detailed Post-Closeout Program Income (PCPI) information is collected.

1. Enter PCPI information, including total PCPI and the amount for each type of PCPI. If the entire balance is all one type of PCPI, enter the corresponding amount in that field and "\$0" for the other type.
2. Enter Post-Closeout Report information, including submission date for most recent Post-Closeout Report and Whether the Post-Closeout Report is still required by the COA.
3. After all data fields have been completed, click the **Save and Continue to Review & Submit** button.

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

**Note:** On each Brownfields RLF Form, you can save changes by clicking the **Save Changes** button.

## Submitting Brownfields RLF Form

1. From the Review & Submit page, review your information.
2. To make additional updates before submission, click the **Edit Info** button.
3. To submit your form to your EPA Project Officer for review, click the **Submit for Approval** button.



When your RLF form has been submitted, your EPA Project Officer will electronically receive the form for regional review.

<b><u>ACRES Help Desk</u></b>	
<b>Email</b>	<b>Acres_help@epa.gov</b>
<b>Phone</b>	<b>703-284-8212</b>
<b>Day/Time</b>	<b>Mon – Thurs/ 9am -5pm EST</b>