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: <u>https://acres6.epa.gov</u>

- **1.** Select the LOGIN 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.
- Enter your 8-digit cooperative agreement number. Leave out any prefixes (RP, BF) and suffixes (-0, -1).

<u>Note</u>: 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.



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.**

A Quick Start - Work Packages Reports - My Account - Type property name or II								ne or ID Advanced Search
STEP 1	STEP 1 in Updating the RLF Form							
	2 Select CA Update RLF Form Re						Review & Submit	
FOR OPEN OR C the CA number if	FOR OPEN OR CLOSED GRANTS, select the corresponding RLF Cooperative Agreement (GA) to report program income. FOR POST-CLOSEOUT GRANTS, select the Closeout Agreement (COA) Tracking Number if you have a COA based on the FY22 COA Template, or the CA number if the post-closeout grant is operating under a pre-FY22 COA. For grants in post-closeout status, you will report post-closeout program income (PCPI) and post-closeout report information.							
>> Save and Con	tinue to NEXT STEP							Narrow Results
Select CA	CA Name (CA#)	+ Associated Properties	CA Status	CA Type	Announce Year	State 🍦	Funding Type(s)	Award Amount
0	Brownfields Coalition of Idaho TST (BF00TST124)	3 Properties View Details	Open	BCRLF	FY20	ID	Hazardous	
Showing 1 to 1 of 1 entries								
Not seeing what you are looking for? Add a CA to My List								
>> Save and Continue to NEXT STEP								

EPA ACRES 6.0 March 2024

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).

ACRES			Logged in as <u>Help</u> <u>Logout</u>
🔒 Quick Start - Work Packages	Reports - My Account -		Property Type property name or ID Advanced Search
Updating the RLF For	m		
(1 2		(3)
Se	elect CA Update R	LE Form	Review & Submit
Cooperative Agreement (CA) R	ecipient Information	🌱 General Notes	
CA Name:	Brownfields Coalition of Idaho TST	EPA Form #560F22292, Form Approved, OMB No. 2050-0192, Expires 03-31-20	26
CA Type:	BCRLF	Permanent Data Documentation (Documentation Added)	- Collapse
CA ID:	BF 00TST124	Documentation entered below will remain permanently with the CA,	
Announcement Year:	0pen 2020		
			1.
Program Income Balance Inform			
Program Income Balance: 🥹	Additional Program Income	V Additional Resources	- <u>Collapse</u>
As of this Date: 😯	Is additional program income expected in the future (e.g.,	RLF Form and Instructions EXIT Sample Post-Closeout Report (PDE) EXIT	
Is additional Program Income expected?: 🥹	fully?		2.1
	Note: For a Closed grant, this answer should always be	 Temporary Submission Notes (No Notes Added) 	- <u>Conapse</u>
ρ		These notes are a temporary note to your regional representative to ask a question of When the work package is approved, the temporary submission notes are deleted.	r share comments about this work package.
<u>(</u> 3)			
Save Changes Save and Continue	to Review & Submit		

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.



	Select CA			Update RLF Form	Review & Submit
Cooperative Agreement (C	A) Recipient Informatio	1		V General Notes	
A Name:				 EPA Form #560F22292, Form Approved, OMB No. 2050-0192, Expires 03-31 	-2026
A Type:	BCRLF			Permanent Data Documentation (Documentation Added)	- Collapse
A ID:	Dest Observed			Documentation entered below will remain permanently with the CA.	
nnouncement Year:	Post-Closeout 2011				
Deet Olean sut Deservers las					li.
Post-Closeout Program Ind	time (PCPI) Balance Inf	ormation	Amount 0		
Iotal PCPI Balance 🦁	Type of PCPT		Amount	Additional Resources	- <u>Collapse</u>
\$12,500.00	Committed PCPI Balance	0	\$12,000.00	RLF Form and Instructions [EXIT Sample Post-Closeout Report (PDE) [EXIT	
	Uncommitted PCPI Balan	ce 😯	\$500.00		
	Total Must Match: \$12,500.00		Remaining: \$0.00	Temporary Submission Notes (No Notes Added) These notes are a temporary note to your regional representative to ask a questio When the work package is approved, the temporary submission notes are deleted	- <u>Collapse</u> on or share comments about this work package.
As of this Date: 📀		12/31/2023			
CPI Earned in last 12 months: 9		\$250.00			1.
CPI Expended in last 12 months: 📀		\$250.00			
additional PCPI expected?: 😣		es ○ No			
Post-Closeout Report	oseout Report: 9				

<u>Note</u>: 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.

ACRES						Lo	gged in as: CARtest He	<u>elp Logout</u>
🚖 Quick Start - Work Packages	Reports + My Accour	nt -				Property -	Type property name or ID	Advanced Search
STEP 3 in Updating	the RLF Form	1						
Successfully updated RLF Program	Income Information.							×
	1					3		
	Select CA			Update RLF For	<u>m</u>	Review & Subm	it	
Cooperative Agreement (CA)	Recipient Informatio	n			 Permanent Data Documentation (Documentation Added) 		- Collapse	
CA Name:	Portland, City of				Documentation entered below will remain permanently with the CA.			
CA Type:	BCRLF							
CA ID:	BF 00J45201						1	
CA Status:	Post-Closeout							
Announcement Year:	2011				✓ Additional Resources		- Collapse	
Post-Closeout Program Inco	me (PCPI) Balance Inf	formation			<u>RLF Form and Instructions</u> <u>EXIT</u> <u>Sample Post-Closeout Report (PDF)</u> EXIT			
Total PCPI Balance 😣		\$12,500.00						
Committed PCPI Balance 😣		\$12,000.00			 Temporary Submission Notes (No Notes Added) 		- Collapse	
Uncommitted PCPI Balance 🥹		\$500.00			These notes are a temporary note to your regional representative to ask a questi When the work package is approved, the temporary submission notes are delete	on or share comments a d.	bout this work package.	
As of this Date: 😣		12/31/2023						
PCPI Earned in last 12 months: 0		\$250.00						
PCPI Expended in last 12 months: V	D	Yes					11.	
is additional regram meane expected in	• •							
Post-Closeout Report								
Submission date for most recent Post-Close	eout Report: 😣		10/31/2023					
ls a Post-Closeout Report still required?: 😣			Yes					
Edit Info Submit for Approval								
(2)								

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

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