

A wide landscape photograph showing a field of yellow wildflowers in the foreground, a dense forest of evergreen trees in the middle ground, and snow-capped mountains under a clear blue sky in the background.

ACRES 6: Training for the Experienced Grantee

Mt. Pleasant Indian School,
Saginaw Chippewa Indian Tribe of Michigan



Agenda

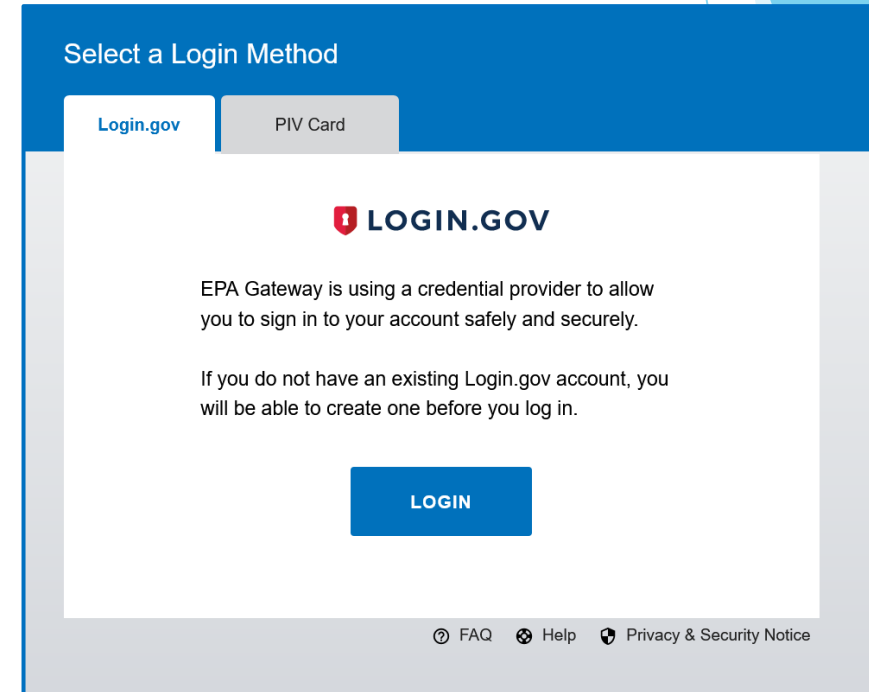
- Discuss ways that you can use the data in ACRES
- Review useful ACRES functions
- Clarify key data elements for each grant type
- Demonstrate ACRES tools and functions
- Learn what resources are available for your questions



What's New in ACRES?

- New Log In interface
- Enhanced 'Smart' Map
- Property deletion/disassociation
- Work package sharing
- Inline help
- Updated Property Profile Form (PPF) fields
 - Climate Adaptation and Mitigation
 - Census Tract
 - Contaminants and Media found below and above actionable levels

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



Can I Collaborate on Data Entry?

- Work package sharing allows user to collaborate on data entry with other users associated to your cooperative agreements.
- You can send messages to one another right in the ACRES database.

ACRES

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

Quick Start - Work Packages Reports - My Account -

Property - Type property name or ID Advanced Search

STEP 1 in Editing a Property to Boise DEP TST

- 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**

Cooperative Agreement (CA) Recipient Information

* CA Name & Number: Boise DEP TST BF00TST120

* For Assessment, Cleanup, Multipurpose and Revolving Loan Fund cooperative agreements, what type of funding is being used at this property?

Hazardous

Petroleum

Both

Property Background Information

Property ID: 258781

* Property Name:

Alias:

Property Owner: Government (Tribal, State, Local) Private

General Notes

- Required fields denoted with *
- EPA Form #6200-03, Form Approved, OMB No. 2050-0192, Expires 03-31-2026

Deletion or Disassociation (Not Marked) [+ Expand](#)

Work Package Sharing (Not Shared) [- Collapse](#)

You can share this property work package with the following ACRES users (collaborators) associated with the Boise DEP TST Cooperative Agreement:

ACRES Test JT CAR

Enter a message to send to collaborators...

[Share Work Package](#)

How to add an existing property to a new CA

- On the My Accounts card on your homepage, select the My CAs button.
- On the My Cooperative Agreement screen, locate the CA to which you will add the property.
- Select the **+View** link.
- Select the **+Add a Property** button.

The screenshot shows 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, and My Account. On the right, it shows the user is logged in as 'CARtest' with links for Help and Logout. Below the navigation bar, there is a search bar for 'Property' and an 'Advanced Search' button. The main content area is titled 'My Cooperative Agreements' and includes a sub-header 'You are associated with the following Cooperative Agreements (CAs)'. A green button 'Add a Cooperative Agreement to My List' is visible. A table lists the cooperative agreements with columns for CA Name (CA#), Associated Properties, CA Status, CA Type, Announce Year, State, Funding Type(s), Award Amount, Quarterly Reports, and Additional Actions. The table has two rows. The first row is for 'WV University Research Corporation (TR96390301)' with 'N/A' associated properties. The second row is for 'The Trust for Public Land (BF01J65701)' with '2 Properties' listed. A red arrow points to the '+ Add a Property' button located at the bottom of the second row's 'Associated Properties' column.

CA Name (CA#)	Associated Properties	CA Status	CA Type	Announce Year	State	Funding Type(s)	Award Amount	Quarterly Reports	Additional Actions						
WV University Research Corporation (TR96390301)	N/A	Open	Technical Assistance	FY21	WV		\$1,000,000.00		Remove CA from My List						
The Trust for Public Land (BF01J65701)	2 Properties Hide Details <table border="1"><thead><tr><th>Property Name</th><th>Action/Status</th></tr></thead><tbody><tr><td>Future 9th Street Park</td><td>Edit data</td></tr><tr><td>V Day test cleanup property</td><td>Edit data</td></tr></tbody></table> + Add a Property	Property Name	Action/Status	Future 9th Street Park	Edit data	V Day test cleanup property	Edit data	Open	Cleanup	FY19	WA	Hazardous	\$500,000.00	Edit QR (FY2024 Qtr1)	
Property Name	Action/Status														
Future 9th Street Park	Edit data														
V Day test cleanup property	Edit data														

How to add an existing property to a new CA

- On the Step 2 - Search for Existing Property (Avoid Duplication) screen, search for the existing property by city and state.
- Once you have searched and located the existing property, select the checkbox in front of the property record.
- Click the Add selected property button to add the property to the CA.

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

STEP 2 in Adding a Property to Boise DEP TST

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

Use one or more of the FILTERS below to check for an existing property (to avoid property duplication).

Property State: None selected - City or Keyword: boise Zip Code: Zip Code

Apply Filter/Display Properties Clear Filters

Review Existing Properties

View as List View on Map

IF YOUR PROPERTY IS LISTED BELOW, please click the box next to it and then "Add Selected Property" to add your information to the existing record. IF IT IS NOT LISTED BELOW, you can "Create New Property".

Add selected property + Create new property

Show 50 entries Narrow Results

Select Property	Property Name	Property ID	Property City	Property State	Property Address	Associated CA Name(s)	CA Number	CA Type	CA Announcement Year
<input type="checkbox"/>	1100 West Front Street	124927	Boise	ID	1100 West Front Street	Capital City Development Corporation (Idaho)	[Not Displayed]	Assessment	2006
<input type="checkbox"/>	1100 West Front Street	124927	Boise	ID	1100 West Front Street	Idaho Department of Environmental Quality	[Not Displayed]	Section 128(a) State/Tribal	2010
<input checked="" type="checkbox"/>	1401 W. Jefferson St.	242996	BOISE	ID	1401 W. Jefferson St.	Idaho Department of Environmental Quality	[Not Displayed]	Section 128(a) State/Tribal	2018



Property record deletion

- As the CAR, you now have the ability to delete a property record.
- The deletion feature is located on Part 1 of the Property Profile Form
- You will be required to specify a reason for deletion.
- Once you have marked the property for deletion, submit the work package to your EPA Project Officer for review.

ACRES

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Quick Start ▾ Work Packages Reports ▾ My Account ▾

Property ▾ Type property name or ID Advanced Search

STEP 1 in Editing a Property to City of Henderson

- 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

Cooperative Agreement (CA) Recipient Information

* CA Name & Number: City of Henderson BF99T45001

* For Assessment, Cleanup, Multipurpose and Revolving Loan Fund cooperative agreements, what type of funding is being used at this property?

Hazardous

Petroleum

Both

Property Background Information

Property ID: 242625

* Property Name:

Alias:

General Notes

- Required fields denoted with *
- EPA Form #6200-03, Form Approved, OMB No. 2050-0192, Expires 03-31-2026

Deletion or Disassociation (Not Marked) [- Collapse](#)

Mark this property for deletion ⓘ

* Select a Reason:

Duplicate Property

Cancelled (no work completed)

Not a Brownfield Property

Other

Mark this property to disassociate from the CA ⓘ

Property record disassociation

- When you mark a property for disassociation, you have the ability to assign the property to a new cooperative agreement, if applicable.
- The disassociation feature is located on Part 1 of the Property Profile Form
- Once you have marked the property for disassociation, submit the work package to your EPA Project Officer for review.

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

STEP 1 in Editing a Property to Snake River Tribal Council TST

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

Cooperative Agreement (CA) Recipient Information

* CA Name & Number: Snake River Tribal Council TST BF00TST123

Property Background Information

Property ID: 258782

* Property Name: 150 W State Street TST

Alias:

Property Owner: Government (Tribal, State, Local) Private

General Notes

- Required fields denoted with *
- EPA Form #6200-03, Form Approved, OMB No. 2050-0192, Expires 03-31-2026

Deletion or Disassociation (Not Marked) - Collapse

Mark this property for deletion

Mark this property to disassociate from the CA

* Select a Reason:

Associated to wrong CA

Select a different CA

Property record disassociation

- When a property is associated to multiple cooperative agreements, you can disassociate the property from one cooperative agreement at a time.
- The property and its data will be removed from the specified cooperative agreement.
- Once you have marked the property for disassociation, submit the work package to your EPA Project Officer for review.

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Quick Start - Work Packages Reports - My Account -

Property - Type property name or ID Advanced Search

STEP 1 in Editing a Property to Hoopa Valley Tribal Council

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

Cooperative Agreement (CA) Recipient Information

* CA Name & Number: Hoopa Valley Tribal Council 4B98T75101

Property Background Information

Property ID: 18861

* Property Name: 200 Broad Street

Alias:

Property Owner: Government (Tribal, State, Local) Private

* Address: 200 Broad Street

General Notes

- Required fields denoted with *
- EPA Form #6200-03, Form Approved, OMB No. 2050-0192, Expires 03-31-2026

Deletion or Disassociation (Not Marked) - Collapse

Mark this property to disassociate from the CA

* Select a Reason:

Associated to wrong CA

Select a different CA

Other

Property record deletion & disassociation

- If a property is associated to multiple CAs, the property will only be disassociated from the CA specified.
- On the Review and Submission page, ACRES will alert you if the property will be deleted or disassociated

ACRES

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Property - Type property name or ID Advanced Search

STEP 4 in Editing a Property to City of Henderson

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 SUBMIT DATA.

- 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.

(Property is not submitted until the "Submit Data Now" button is clicked. [Jump to Submit Button](#))

Possible Issues

- This property that is marked for deletion is involved in Accomplishment counts.
- 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.
- "Unknown" was selected for Are Institutional Controls Required? on the Institutional Controls screen. Before submission of this work package, please confirm that "Unknown" is the correct response for this field.

Deletion or Disassociation (Marked)

You have marked this property for disassociation from the current CA:

- **Reason:** Duplicate Property

Work Package Sharing (Not Shared)

Quarterly Reporting Utility

- **Available to Cleanup, Assessment, and BCRLF Cooperative Agreement Recipients.**
- **Use ACRES data to help build quarterly reports that can be electronically filed. Most 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..**

Quarterly Reporting Utility- Generating your QR

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.

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Quick Start - Work Packages - Reports - My Account -

Property - [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](#)

CA Name	CA Status	CA #	Announcement Year	CA Type	State	Funding Type(s)	Previous Quarterly Reports	Action ⓘ
Belfast, City of	Open	4B00A00905	2022	Assessment	ME		2 Quarterly Reports View Details	+ Add QR (FY2023 Qtr3)
Berkshire Regional Planning Commission	Open	4B00A00805	2022	BCRLF	MA		2 Quarterly Reports View Details	+ Add QR (FY2023 Qtr3)
Brownfields Coalition of Idaho TST	Open	BF00TST124	2020	BCRLF	ID	Hazardous		Edit QR (FY2023 Qtr3)
North Boise Community Development Agency TST	Open	BF00TST124	2019	Assessment	ID	Hazardous	1 Quarterly Report View Details	
Boise DEP TST	Open	BF00TST120	2018	Assessment	ID	Hazardous		+ Add QR (FY2023 Qtr3)
Idaho Office of Economic Development TST	Open	BF00TST122	2018	Cleanup	ID	Hazardous		Edit QR (FY2023 Qtr3)
Boise, City of TST	Open	BF00TST125	2017	Cleanup	ID	Hazardous		+ Add QR (FY2023 Qtr3)

How Can I QA My Records?



◆ ‘Advanced Search’ Function

- Use the Advanced Search function to search on City and state
- Prevent Duplicate property records

◆ Cooperative Agreement Home Page

- Tally of accomplishments / activities under grant
- Calculated totals of funding, leveraging, and other outputs/outcomes
- Makes quarterly reporting a snap!

◆ Geographic Location

- Check map for accuracy of site location
- Google maps function vs. lat/long input



**5716 Wellness –
Detroit, Michigan**

ACRES Demonstration



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

Property

[Advanced Search](#)

Welcome,

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

16 [Open Work Packages](#)

Actions for Me

- ▶ 14 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.





The UW-Health Sports Factory—
Rockford, Illinois

Questions?



The Record Box—
Battle Creek, Michigan