

Training on Entering Leveraged Dollars and Jobs in ACRES

July 10, 2025



Welcome!

The purpose of this webinar is to train Brownfields cooperative agreement recipients (CARs) and contractors on requirements and methods for entering leveraged dollars and jobs in the Property Profile Form (PPF) in ACRES.



Meet the Training Team

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Logistics for today's training

❖ Questions

- Please enter questions in the chat
- May hold some questions until end to complete presentation within the allotted time

❖ Recording will be posted to our website

- <https://www.epa.gov/brownfields/acres-training-tips-and-tools>

❖ Use of Artificial Intelligence (AI)

- EPA does not supply and/or review an AI-generated summary of this training
- An AI-generated summary may not correctly capture the training topics
- Any AI-generated summary you might receive via email is not from EPA



Guide for Entering Leveraged Dollars/Jobs in ACRES

- ❖ In 2025, EPA conducted a validation study of leveraged dollars and jobs data in ACRES for 44 properties with the highest values.
- ❖ As a result of this study:
 - ▶ It was determined that additional guidance was needed to instruct CARs and POs on what can be included for leveraged dollars and jobs.
 - ▶ Additional features were added to ACRES to require explanations and supporting information for entered leveraged dollars and jobs.



Guide for Entering Leveraged Dollars/Jobs in ACRES

DEMO:

**Where to find the new Quick Reference Guide
in ACRES**



Guide for Entering Leveraged Dollars/Jobs in ACRES

Why is entering accurate leveraged data in ACRES important?

EPA uses reported data from ACRES to demonstrate the success of the Brownfields program on a regular basis, so that Congress and the public are aware of the value and economic impact of Brownfields funding. Two key measures reported are dollars and jobs leveraged, whereby EPA uses data entered by cooperative agreement recipients (CARs) to calculate dollars and jobs leveraged per Brownfield grant dollar awarded.

For data in ACRES to demonstrate the true value of the Brownfields program, CARs need to enter and, when appropriate, update leveraged data as required in the terms and conditions of their cooperative agreements. After the cooperative agreement project period ends, the EPA requests that CARs either enter the new leveraged data in ACRES themselves or contact the EPA project officer (PO) or the ACRES Help Desk to request that they enter the data on the CAR's behalf. For EPA to report accurate leveraged data, CARs and POs must adhere to consistent reporting requirements as explained in this Quick Reference Guide.



Guide for Entering Leveraged Dollars/Jobs in ACRES

What is meant by “leveraged” in ACRES?

The term "leveraged" refers to those non-EPA Brownfields funds and activities that have some link or nexus to the efforts of an EPA cooperative agreement-funded activity. Leveraged activities and accomplishments are results/outcomes where the EPA-funded activity was a catalyst for the leveraged activity or accomplishment.

Some examples are:

- Cleanup jobs/funding at a property assessed with EPA Brownfields Assessment grant funding
- Redevelopment jobs/funding at a property cleaned up with EPA Brownfields Cleanup or RLF grant funding
- Redevelopment jobs/funding at a property assessed with EPA grant funding where cleanup was not required

The purchase price from the sale of a property **should not** be considered leveraged funding as these transactions do not directly fund cleanup or redevelopment activities.



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What is required for leveraged dollars or jobs to be reported in ACRES?

To be reportable in the Property Profile Form (PPF), the following must be true:

1. There must be a demonstrable link or connection between the EPA-funded activity and the leveraged activity/jobs/funding, and the EPA-funded activity must occur first.
2. The leveraged activity/jobs/funding should be reported only when it has occurred (i.e., projected dates, acreage, and other data, including expected jobs or uncommitted funding, should not be reported).
3. The leveraged activity must occur within the property boundary. For example, for redevelopment, only count the leveraged dollars/jobs if the redevelopment physically overlaps some part of the site that was cleaned up or assessed. Do not count leveraged dollars or jobs for sites nearby or adjacent to the actual cleanup that don't intersect the property boundary at any location.

NOTE: In some circumstances, it may be appropriate to report leveraged funding/jobs in ACRES for redevelopment within approximately 100 feet of the property boundary (or a reasonable distance based on project circumstances). Please discuss with your PO who will consult with the ACRES Database Manager. Example: a rails-to-trails site that enabled new construction that was previously not possible without the assessment/cleanup of the railway and where the ACRES property boundary is too narrow to intersect with the adjacent redevelopment.



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If a redevelopment is not entirely within the property boundary, can it be counted?

Yes, as long as some part of the redevelopment crosses the footprint of the property boundary. For example, if a hotel built after a Brownfields cleanup lies part within the property boundary and part outside the property boundary, all dollars and jobs leveraged for the hotel can be counted in ACRES.



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Are short-term jobs counted differently in ACRES than long-term jobs?

As of April 2025, no. However, before then the ACRES instructions for entering short-term jobs required a calculation based on the timeframe for each job (e.g., ten construction workers who spent 6 months onsite were counted as 5 leveraged jobs). This requirement has been removed so that short-term jobs and long-term jobs are now reported the same in ACRES (e.g., ten construction workers who worked 6 months can count as 10 leveraged jobs).



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Once entered in ACRES, do leveraged jobs or funds ever decrease?

No, unless EPA determines that an error was made in the original entry such as planned/expected jobs/funding being reported rather than actual jobs/funding.

Note that the CAR's reporting of redevelopment jobs leveraged is a cumulative summary and should not reflect decreases for counted jobs that are later eliminated. For example, if a redevelopment leveraged 892 office jobs in a new building within or crossing the Brownfields property boundary, but then 200 of those jobs were later eliminated due to a change in building occupant or downturn in the economy, ACRES can still correctly show 892 jobs leveraged. Furthermore, if that same building later leased the space to another tenant that had 950 employees in the building, jobs leveraged in ACRES could be increased to 950.



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What else has changed in ACRES with regard to reporting of leveraged dollars and jobs?

To ensure data entered for leveraged dollars and jobs is valid and accurate, as of June 2025 ACRES includes a text box where the CAR must add information to support any entry made for leveraged dollars and jobs for cleanup and redevelopment. In addition, EPA requests that the CAR upload PDF(s) of the source that supports the text using the Upload Attachment feature. The following is an example for redevelopment jobs leveraged:

Redevelopment Jobs Leveraged
Before entering Jobs Leveraged, make sure they adhere to the requirements. ?

Number of Redevelopment Jobs Leveraged: ?


1,318

Explanation/Justification for Total Redevelopment Jobs Leveraged: ?

After the Brownfields cleanup, a mixed-use commercial building was constructed which includes retail, office space, a hotel, and a 330 space parking structure. It was built within/ intersecting the property boundary, and created 749 permanent jobs to support its operation and 569 construction jobs. Source (see attached PDF): fact sheet from Commonwealth Cornerstone Group titled "Gardens at Market Square" and dated 8/30/2015.

Attachment(s) for Redevelopment Jobs Leveraged: ?

Upload Attachment

 Gardens at Market Square Fact Sheet_30Aug2015.pdf

Remove



Guide for Entering Leveraged Dollars/Jobs in ACRES

(continued) What else has changed in ACRES with regard to reporting of leveraged dollars and jobs?

Bonus tip: In the uploaded attachment, it is helpful to highlight the applicable information as shown here:



Total Project Costs: \$104 million
NMTC Allocation: \$12 million
CCG Allocation: \$5 million
Developer: Milcraft Investments
Closing Date: December 19, 2013
NMTC Investor: US Bancorp CDC
Status: Complete

The Gardens at Market Square ("Gardens") redevelopment project is a \$104 million environmentally-friendly, mixed-use commercial building located in the Fifth & Forbes Revitalization Area of downtown Pittsburgh, PA. The project remediated this blighted area through the demolition of several buildings and construction of a LEED Silver Certified building. The building includes ground floor retail (14,000 SF), Class A office space (128,000 SF), and a 198 room limited service hotel; all supported by a 330 space parking structure.

The developer, Milcraft Investments, planned this complex project for more than 7 years. Milcraft secured a New Markets Tax Credit ("NMTC") allocation in 2012 from Pittsburgh Urban Initiatives ("PUI"). In order to meet PUI's desire to close the transaction, the developer began the closing process with the intent on closing in June 2013. However, due to a lawsuit with a neighbor, the project required design changes. These design changes and subsequent material cost increases due to hurricane Sandy

Project Details

- 14,000 SF retail space
- 128,000 SF Class A office space
- 198 room limited-service hotel
- 330 space above-ground parking garage

Distress Criteria

- Census Tract: 42003020100
- Poverty rate: 31%
- Unemployment rate is 4.7% (1.8 times the national average)
- TIF District

Community Impacts

- 569 FTE construction jobs and 749 FTE permanent jobs
- Utilizes women and minority owned



Guide for Entering Leveraged Dollars/Jobs in ACRES

(continued) What else has changed in ACRES with regard to reporting of leveraged dollars and jobs?

The purpose of this textbox and Upload Attachment feature is to provide supporting information that backs up the entered number.

- Ideally, this would include a news article that discusses the dollars and/or jobs leveraged after the Brownfields activity at the property is complete (e.g., the cost of a new building onsite and the number of office/retail employees working in the new building). The source should be cited and summarized in the text box, in addition to providing a PDF of the article as an attachment.
- If a news article is not available, the CAR should describe how the reported number was derived and its source. For example, the CAR may reference an email from the developer or a fact sheet about the cleanup and redevelopment that specifies dollars and/or jobs leveraged. Any supporting source information should be uploaded as an attachment.
- For large sums of funding or jobs, it is important to show a breakdown of how that number was derived in the text box.



Guide for Entering Leveraged Dollars/Jobs in ACRES

How should leveraged dollars or jobs be entered for a project that is funded by multiple EPA Brownfields funding sources?

When multiple EPA Brownfields funding sources are used on the same project, it is important to ensure there is no double-counting of reported leveraged dollars or jobs in ACRES. In general, each CAR should enter the leveraged data for their own cooperative agreement, but only after reviewing the Property Details page to confirm that those leveraged dollars and jobs have not already been entered by another CAR (e.g., the Property Details page displays overall leveraged entries for cleanup jobs/dollars and redevelopment jobs/ dollars, along with the Explanation/Justification entered by grant number). POs should review the Property Details page to confirm there is no duplication of the leveraged entries prior to approval of the work package.



Guide for Entering Leveraged Dollars/Jobs in ACRES

DEMO:

- ❖ How to see the Property Details page in ACRES
- ❖ What these entry fields look like in ACRES



Guide for Entering Leveraged Dollars/Jobs in ACRES

If leveraged dollars/jobs were entered many years ago prior to the requirement for an Explanation/Justification and supporting attachments, what do I do if ACRES prompts me to fill that in now?

If it's possible to add the Explanation/Justification and attachments supporting the historical entry, please do so. However, EPA understands that may be difficult given that the information may no longer be easily accessible. In that case, the CAR should enter something like the following: "Leveraged data for this property was entered prior to 2025, and supporting information is no longer available. However, the entered leveraged data is still considered to be accurate." Please note that this statement is acceptable for historical entries, but going forward, all leveraged dollars and jobs reported must be supported with an Explanation/Justification and if possible, supporting attachment(s).



Guide for Entering Leveraged Dollars/Jobs in ACRES

Why were these changes made in ACRES?

In 2025, EPA conducted a validation study of the top properties contributing to the calculation of dollars and jobs leveraged per Brownfield grant dollars awarded. In most cases, EPA and the CAR could provide supporting documentation to either support all/most of the existing numbers in ACRES or show that the numbers were actually underreported.

However, in some instances (about 20% of properties investigated), EPA found that dollars and/or jobs leveraged were overreported. **Some common errors found were:**

- Reported data was for a **larger geographic area rather than tied directly to the project**
 - e.g., leveraged dollars/jobs were counted for redevelopment that was outside the property boundary and did not overlap or intersect the property boundary at any location
- Dollars leveraged were related to **ineligible activities**
 - e.g., property acquisition costs were included as leveraged funds
- Dollars leveraged were from an **ineligible source**
 - e.g., leveraged dollars included dollars from an EPA Brownfields RLF or Cleanup grant
- **Duplicate leveraged activities** were counted for the same property
 - e.g., the same leveraged funding was counted under cleanup and redevelopment or was listed twice under redevelopment
- **Duplicate properties existed with double counted data**
 - e.g., two properties were in ACRES for the same address and both had leveraged data
- Reported data was **estimated or projected figures instead of actual dollars/jobs**
 - e.g., leveraged jobs were projected based on the dollar value of the project



Guide for Entering Leveraged Dollars/Jobs in ACRES

(continued) Why were these changes made in ACRES?

In the future, EPA intends to complete annual QA/QC validation of a subset of properties at the end of each fiscal year, prior to completing the dollars/jobs leveraged calculation. By having CARs provide supporting information in the new text boxes related to leveraged dollars/jobs, EPA will hopefully have all that is needed to confirm that accurate dollars/jobs leveraged were reported for each property. If not, EPA will contact the CAR to get further supporting information that backs up the entered dollars/jobs leveraged.



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How can CARs be proactive about receiving information on leveraged redevelopment dollars and jobs for reporting in ACRES?

Because redevelopment often doesn't occur until well after the EPA-funded assessment/cleanup is complete, EPA recommends that CARs make property owners and developers associated with a project aware of the need for this information in advance. For example, a Revolving Loan Fund (RLF) CAR could specify in loan or subgrant documents that the borrower or subgrantee must report leveraged dollars and jobs from the redevelopment when it is complete. If the CAR's cooperative agreement has ended by then, the EPA requests that CARs either enter the new leveraged data in ACRES themselves or contact the EPA PO or the ACRES Help Desk to request that they enter the data on the CAR's behalf.

Remember: Reporting leveraged cleanup and redevelopment dollars and jobs in ACRES is crucial to demonstrating the true economic impact of the Brownfields Program across the country!



Guide for Entering Leveraged Dollars/Jobs in ACRES

What's the bottom line?

- ❖ Project Officers will be reviewing the Explanation/Justification and Attachments when approving Work Packages that include entry of leveraged dollars/jobs, and will request revisions from CARs if:
 - ▶ The numbers entered do not follow the rules for leveraged dollars and jobs as outlined in the Quick Guide.
 - ▶ Supporting information is not sufficient to justify entered numbers for leveraged dollars and jobs.
- ❖ ACRES will allow the CAR to submit without Attachments but uploading PDFs of the source document(s) is highly recommended to fully back up the text in the Explanation/Justification and avoid questions from EPA during annual QA/QC!
- ❖ REMINDER: Even after the CA ends, please enter the leveraged redevelopment dollars and jobs leveraged in ACRES or coordinate with your PO or the ACRES Help Desk to get it entered!



Questions?



If you need help:

**Please contact either
your EPA Project Officer
or
the ACRES Help Desk**

acres_help@epa.gov

703-284-8212

