

ACRES Training for *NEW* Revolving Loan Fund (RLF) Annual Post-Closeout Report Template

September 18, 2025



Welcome!

The purpose of this webinar is to train RLF cooperative agreement recipients (CARs) and EPA project officers (POs) on using the new RLF Annual Post-Closeout Report (APCR) Template which is now available in ACRES.



Meet the Training Team

Nicole Wireman

*EPA HQ, Office of Brownfields & Land Revitalization (OBLR)
ACRES Database Manager*

Charlie Musick

EPA HQ, OBLR RLF Program Manager

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EPA Region 1, RLF Project Officer

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Logistics for today's training

❖ Questions

- CARs should enter questions in the chat
- May hold some questions until end to complete demo within the allotted time
- POs should hold their questions until after all CAR questions have been answered (or can submit questions to Nicole via email)

❖ 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



Who can use APCR in ACRES?

- ❖ **An RLF grant in post-closeout status means:**
 - The cooperative agreement project period has ended, and
 - The post-closeout program income (PCPI) in that grant's account is governed by the terms and conditions of a Closeout Agreement (COA).

- ❖ **Remember - a CAR operating under a COA based on the FY22 COA Template (*hereafter referred to as the FY22 COA*):**
 - May have multiple grant numbers listed on the last page of the COA,
 - But PCPI is tracked all together under the COA tracking number (i.e, the post-closeout grant number).
 - Reporting is required by October 31st each year.

- ❖ **Only CARs operating under the FY22 COA can use APCR in ACRES.
(Exception: pre-FY22 COAs that report in October)**



Entry of PCPI information in ACRES

❖ For all post-closeout grants:

- Must be done ANNUALLY in October with data as of September 30th.

❖ If CAR is operating under FY22 COA:

- Required to enter PCPI info in ACRES and submit an annual report. Can do that by either:
 - Using APCR → *no longer have to use the RLF Form to enter the PCPI data!*
 - Submitting a post-closeout report to your PO via email AND using RLF Form to enter the data in ACRES (see [Sep 2024 training](#)).

❖ If CAR is operating under pre-FY22 COA:

- Reporting is due in accordance with terms of COA.
- PO will need to enter the PCPI info in the RLF Form in ACRES (unless the CAR does it voluntarily) - see [Sep 2024 training](#).

PRO TIP: It is recommended that CARs who do not use APCR in ACRES, use the “[Final Sample Post-Closeout Report](#)” that is available for download on our website.



How will POs evaluate post-closeout info?

❖ POs will be reviewing each report to confirm that the:

- CAR's post-closeout activities and expenses meet the terms of their COA.
- CAR has an active post-closeout program that deploys PCPI in a timely manner.

❖ Focus will be placed on post-closeout reports that show the CAR:

- Has not spent any PCPI in the past fiscal year, and/or
- Has more than \$500K in Total PCPI in their account.

PRO TIP: Spend and/or commit PCPI every year to show you have an active post-closeout program!

- If you did not, provide a detailed explanation of why and a specific plan for how you will spend PCPI in the next fiscal year.





DEMO: RLF APCR Template



Questions?



If you need help:

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

acres_help@epa.gov

703-284-8212

