



ACRES 5.0: Getting Started



Thursday, May 16, 2013

ACRES Highlights

- ◆ **ACRES is comprised of over 1,500 Cooperative Agreement Recipients, EPA Project Officers, and contractor users**
- ◆ **Since its inception, the Brownfields program has...**
 - Assessed over 20,000 properties
 - Leveraged over 85,000 jobs
 - Leveraged over \$20 B
- ◆ **Over 150 new grants for coming year were announced just last week**

Objectives

- ◆ **Define the purpose of ACRES**
- ◆ **Learn how and when to submit data**
- ◆ **Review changes to the log in page**
- ◆ **Preview changes to the Property Profile Form**
- ◆ **Demonstrate using ACRES**
- ◆ **Learn what resources are available if you have questions**

Do I Need to Register? Yes!



New feature!!

ACRES no longer uses CDX and you've landed directly on the ACRES Log In page. Now ACRES is even easier to access.

If you reached this page through your old CDX log in address, you were rerouted to the new address automatically. Please begin using the updated address: <https://cfext.epa.gov/acres/index.cfm>.

Add this to your favorites by pressing <CTRL> + D on your keyboard.

Please Log In

Username:

Password:

[Forgot your username or password?](#)

New to ACRES? [One Time Registration](#)

Log In

<https://cfext.epa.gov/acres>

ACRES – What's the Purpose?



Atlanta Youth Soccer Association; Cleanup; 2004



Southern Maine RPC; RLF; 2007

What Data Are Collected?

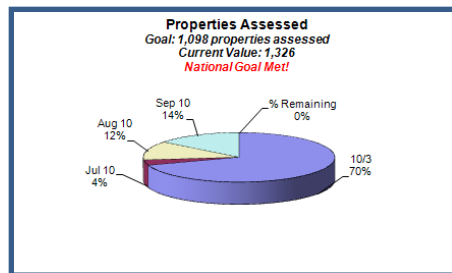
- ◆ **ACRES is based on the hard-copy Property Profile Form (PPF) and Job Training Reporting Form (JTR)**
 - Assessment, cleanup, and redevelopment activities and funding
 - Contaminants found and media affected
 - Property history and ownership information
- ◆ **The Multiple Property Spreadsheet facilitates reporting on ten or more properties at one time**
 - Useful for reporting community-wide assessment activities
- ◆ **Available at: <http://www.epa.gov/acres>**

How Can I Use the Data in ACRES?

- ◆ **Manage information about your brownfields projects**
- ◆ **Build your case locally**
 - Show revenue-generating activity – leveraged funds and increased tax base
 - Build a case for maintaining and increasing public investment in brownfields
- ◆ **Write subsequent proposals**
 - Programmatic Capabilities, Outputs and Outcomes, Leveraging
 - All funders, including EPA, like to see measurable results
- ◆ **Search for and identify other Brownfields projects in your area**

How Does EPA Use the Data in ACRES?

- ◆ **ACRES is the Brownfields Program system of record**
- ◆ **Programmatic data are primarily used to:**
 - Analyze data across CAs to demonstrate and improve the success of the Brownfields Program
 - Respond to Congressional inquiries, FOIA requests, ad hoc analysis requests, and budget-related queries
 - Track and report Program goals and accomplishments
 - Create communication and outreach materials



*Brownfields Program
Analysis – Sept 2010*

brownfields EPA 800-105-1177 July 2010

at-a-glance
West Monroe, Louisiana
Assessment Card

CMA PROPERTIES
Former Brownfield Brings Opportunity for Physical Fitness

Address: 2712-58 N. 1 st Street, West Monroe, LA 71091 Property Size: 0.23 acres Former Use: Dry cleaner, substation, electronics store, exterior design store, and radio station Current Use: Fitness Center EPA Grant Reimbursement: Louisiana received a \$200,000 EPA Brownfields Assessment grant in 2005. Project Partners: Louisiana Department of Environmental Quality, City of West Monroe Brownfields Program.	
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Project Description:
A prime commercial location and highway improvements made the partially abandoned parcel with two buildings attractive for redevelopment. However, one building's former use as a dry cleaner showed the site's reputation. Various environmental assessments were conducted at the site since the dry cleaner closed in 1990, and potential ground water contamination was located in connection with the dry cleaning business. The owner of the property, before he ever operated the dry cleaner, inherited both buildings from his father in 1989. In July 2007, the property owner agreed to participate in the City of West Monroe's Brownfields Assessment Pilot. An EPA Brownfields Assessment grant to the City of West Monroe, along with leveraged funding from the property owner, paid the \$50,000 cost of site assessment in 2003. The assessment indicated that concentrations of semi-volatile organic and other contaminants in soil and groundwater exceeded the Louisiana Department of Environmental Quality's (LDEQ) limits. The proposed remedial design for the site included implementation of ground water use restrictions and elimination of all exposure pathways via an impervious cap. Based on these findings, the property owner entered into a Voluntary Remedial Action Cooperative Agreement with the Louisiana Department of Environmental Quality in November 2003, and developed a Remedial Design and Project Plan to address risks at the site and undertake its cleanup.

Key Accomplishments:

- Removing the barrier and institutional controls level exposure to contaminants at the site.
- Rebuilding abandoned dry cleaner building and provided additional parking for viable commercial building.
- \$6,000 in private funding was leveraged for site assessment and remediation.

Outcomes:
Cleanup was completed on February 8, 2007. Remediation included institutional controls prohibiting the use of ground water at the site, and the installation of a barrier to prevent exposure to impacted soils. Originally, the 23 acre property included two buildings, the dry cleaner and one that had a variety of uses over the years. The property owner, a redevelopment plan was enacted, renovated the vacant dry cleaning building while saving the other intact and built a parking lot for cars as well as for the proposed bike and e-bike use. The City of West Monroe's Brownfields Program provided financial and technical support to both areas and remediate the site, to improve the appearance and business environment in the area, and to encourage economic growth. The property was recently sold, and its new owner now operates a successful fitness center in the site's remaining building.

FOR MORE INFORMATION, Visit the EPA Brownfields Web site at www.epa.gov/brownfields or call 1-800-456-6016.

*Brownfields At A
Glance – July 2010*

Are My Data Publicly Available? Yes!

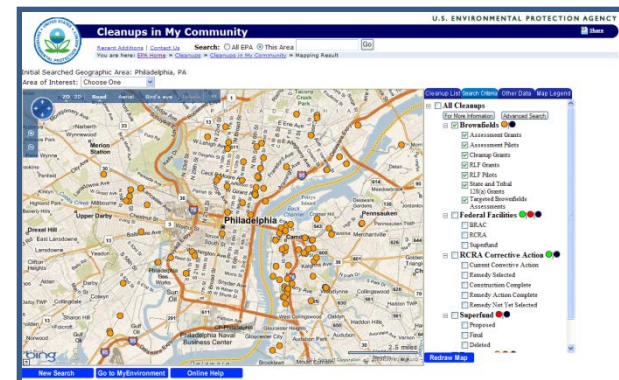
◆ Cooperative Agreement Information

- Brownfields Grant Fact Sheet Search Tool
 - http://cfpub.epa.gov/bf_factsheets/index.cfm

◆ Property Data

- Cleanups in My Community (CIMC)
 - <http://www.epa.gov/cimc>

◆ Brownfields Program data are highly visible – therefore data quality is very important



CIMC – April 2011

When Do I Submit Data in ACRES?

- ◆ Data should be updated in ACRES as soon as there is new activity to report



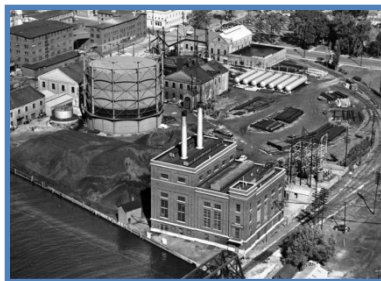
Phase II Start



Phase II Complete



Redevelopment Start



Property History



*Institutional Controls
In Place*


What is a Work Package?

- ◆ Any set of related data that need to be entered, edited, and approved together
- ◆ For example, all the data otherwise written on the hard-copy PPF or JTR constitute a single work package

	<p align="center">United States ENVIRONMENTAL PROTECTION AGENCY Washington, DC 20460</p>	<p>Form Approved 0708-018-0104 (10/04) (EPA-600/3-92-002)</p>
<p align="center">PROPERTY PROFILE FORM—Brownfields</p>		
<p><small>Purpose: This form is to be used by the owner of a property to provide information on the property's history and current use. It is to be used in conjunction with the Environmental Assessment and Remediation Action Plan (EAP) and the Environmental Impact Statement (EIS) for the property. The information provided on this form will be used by the Agency to determine if the property is a brownfield and to develop a remediation action plan for the property. The information provided on this form will also be used by the Agency to determine if the property is eligible for the Brownfields Redevelopment Program.</small></p>		
<p align="center">PART I. PROPERTY INFORMATION</p>		
<p align="center">COOPERATIVE AGREEMENT PRESENT</p>		
<p>1. Cooperative Agreement Recipient Name</p>		
<p><small>(If the property is owned by a partnership, please provide the name of the partnership.)</small></p>		
<p><small>(If the property is owned by a trust, please provide the name of the trust.)</small></p>		
<p>2. Cooperative Agreement Recipient Address</p>		
<p><small>(If the property is owned by a partnership, please provide the address of the partnership.)</small></p>		
<p><small>(If the property is owned by a trust, please provide the address of the trust.)</small></p>		
<p>3. What type of cooperative agreement funding is being used?</p>		
<p><input type="checkbox"/> Accounting <input type="checkbox"/> Tax and Tribal Response</p>		
<p><input type="checkbox"/> Revolving Loan Fund <input type="checkbox"/> Other</p>		
<p><input type="checkbox"/> Cleanup <input type="checkbox"/> Other</p>		
<p>4. For Accounting, Cleanup, or Other funding, what type of funding is being used on this property?</p>		
<p><input type="checkbox"/> Hazardous Substance <input type="checkbox"/> Other</p>		
<p><input type="checkbox"/> Other <input type="checkbox"/> Other</p>		
<p>5a. Who is the owner of the property?</p>		
<p><input type="checkbox"/> Individual <input type="checkbox"/> Other</p>		
<p><input type="checkbox"/> Other <input type="checkbox"/> Other</p>		
<p>5b. If "Updated Form," what is the ACRES Property Number?</p>		
<p><input type="checkbox"/> Other <input type="checkbox"/> Other</p>		
<p align="center">PART II. BACKGROUND AND INFORMATION</p>		
<p>6. Property Name</p>		
<p>7a. Street Address</p>		
<p>7b. City</p>		
<p>7c. County</p>		
<p>7d. State</p>		
<p>7e. Zip code</p>		
<p>8. Size (in acres)</p>		
<p>9. Parcel Number</p>		
<p align="center">STATE & TRIBAL BROWNFIELD/COOPERATIVE RESPONSE PROGRAM INFORMATION</p>		
<p>10. Date of State Program Enrollment (the property is not enrolled in a state program, check the appropriate box below)</p>		
<p><input type="checkbox"/> Date of Enrollment <input type="checkbox"/> Number of Enrollments <input type="checkbox"/> Property Not Enrolled in a State or Tribal Program</p>		

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Property Work Package



EPA ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Form 8550-101
OMB No. 2020-0043
Expires 07-01-2023

JOB TRAINING REPORTING FORM
Brownfields

PART 1 - GRANT RECIPIENT INFORMATION

1. Grant Recipient Name _____

2. Grant Number _____

PART 2 - PERFORMANCE MEASURE INFORMATION
Table A - Mandatory Performance Measures

Measure	(b) Cumulative
3. Number of Participants Completing Training	
4. Number of Participants Obtaining Employment	
5. Average Hourly Wage of Participants Obtaining Employment	
6. Funds Leveraged (note: 6-1. Funding Source Name _____ 6-2. Activity Funded _____	
6-1. Funding Source Name _____	
6-2. Activity Funded _____	
6-3. Funding Source Name _____	
6-4. Activity Funded _____	
7. Supplemental Performance Measure Information (optional)	

PART 3 - SIGNATURES

8. Signature of Grant Recipient _____ Date _____

9. US EPA Regional Representative Signature _____ Date _____

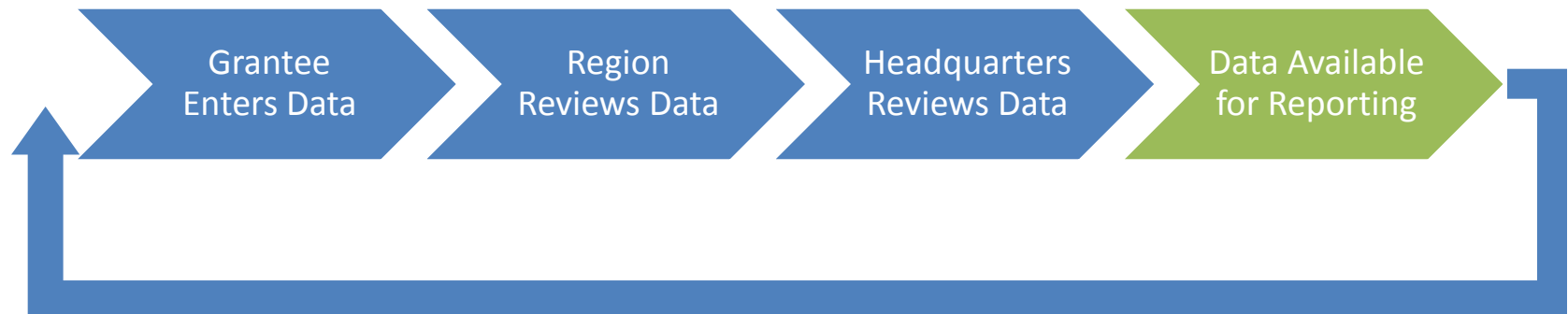
Job Training Reporting Form

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JT Work Package

What is the ACRES Workflow?

- ◆ The series of actions and states that a work package must pass through before being completed
- ◆ The status of a work package indicates where it is in the workflow



What Do These Terms Mean?

◆ **Property Record**

- Permanent record in ACRES containing all property data in a format based on the hard-copy Property Profile Form
- Updated when a property work package is approved

◆ **Property Work Package**

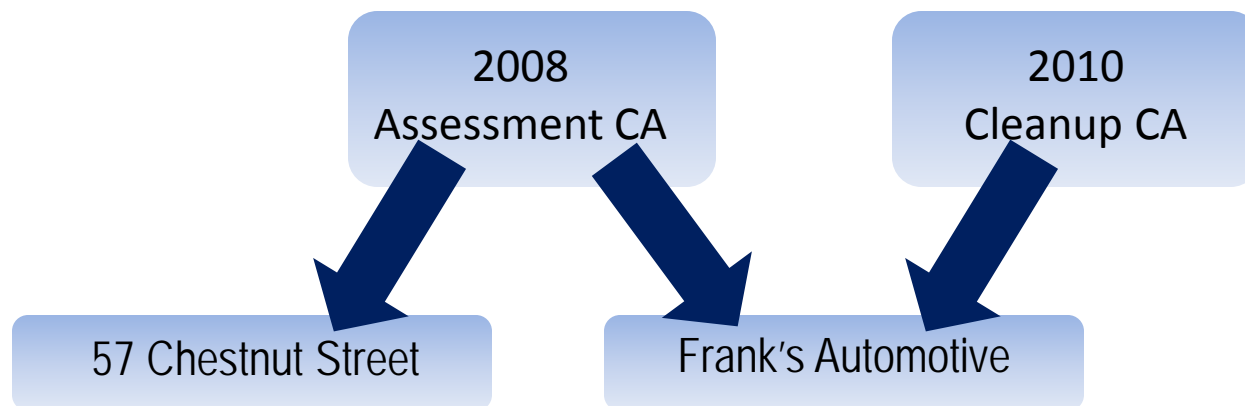
- Temporary file that no longer exists after being approved in the workflow
- The means to update a property record
- Electronic version of the hard-copy Property Profile Form

◆ **Property Profile Form**

- Hard-copy form filled out manually and submitted to EPA
- Basis for ACRES property data entry screens

How Are Data Organized?

- ◆ Each signed Cooperative Agreement is one record in ACRES
- ◆ A single property record may be associated with more than one grant



Why WAM?

- ◆ **Result of user feedback and expressed frustration with the previous system**
- ◆ **Streamlined registration process for Cooperative Agreement Recipients and EPA users**
- ◆ **Gives the ACRES system owners more control over user accounts**
- ◆ **More flexible interface as we develop new services for ACRES**

New Login Page



Welcome
Version 5.00.010 [Release Notes](#)
03/11/2013

Please Log In

Username:

Password:

[Forgot your username or password?](#)

New to ACRES? [One Time Registration](#)

This application supports IE version 5.5 and above.
JavaScript must be enabled to use this application.
Popups must be enabled to use this application.

Get general information on the [Brownfields program](#)

This is a United States Government computer system, which may be accessed and used for authorized use only. Unauthorized access and use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Version 5.00.010 | [Release Notes](#)
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Learn More about ACRES on [EPA.gov/ACRES](#)

<https://cfext.epa.gov/acres>



WAM FAQ's

◆ **Why can't I just share my account with the folks in my office?**

- Each person is required to have their own account. It helps your project officer identify the point of contact if they have questions about data submittals

◆ **My organization manages a large number of grants and registering a new user with all of the grants can take some time. Is there an easier way to do this?**

- Yes, have the user register and then give the ACRES Help Desk a call. They will add the cooperative agreements to the new users account.

◆ **Can a contractor perform data entry for my cooperative agreement?**

- Yes, just send them your Cooperative Agreement number along with the registration link

The 2013 Property Profile Form

- ◆ **Every three years the Brownfields program re-evaluates the Property Profile Form and makes changes according to the needs of the program**
- ◆ **Changes this year include:**
 - New explanation field if cleanup status is unknown
 - Expanded list of contaminants
 - Expanded list of media affected
 - More space to describe activities funded
 - Included Cost Share as a funding type for Cleanups and RLFs
 - Updated explanation of Jobs Leveraged
 - Combined the estimated and actual tables in the Redevelopment section
 - Included a sub grant issuance date (as well as the grant issue date) for RLF grants only
 - Ability to capture the cleanup completion documentation type (No Further Action Letter or Environmental Professional Certified)

Future Enhancements

◆ Quarterly Reporting utility

- Use ACRES data to help build quarterly reports that can be electronically filed. Will contain space to add paragraphs of text as well as attachments that will be compiled into a PDF

◆ ACRES Web Services

- Allow for interaction with external systems such as BIT, state, and community databases. Provide the ability to programmatically submit and receive data from ACRES

ACRES Demonstration



Welcome ACRES Training CAR

Version 5.00.040 [Release Notes](#)

05/10/2013

[Log Out](#)

HOME FIND PROPERTY

[My Preferences](#) | [Feedback](#) | [Contact Us](#)

Quick Links

[Update My Email Preferences](#)

[Submitting Data for More Than Ten Properties?](#)
[Download the Multi-Property Spreadsheet](#)

[ACRES Online Training Information](#)

[About ACRES](#)

News, Alerts & Notifications

ACRES Online Training

Online training classes are offered to ACRES users each month, for both beginners and for more experienced users. The winter schedule features:

- "Getting Started" - a class providing instruction to new users on submitting property data (approx. 60 minutes). Offered Tuesday, May 7th (2 pm Eastern).
- "The Next Level" - a class providing training to Assessment, RLF, Cleanup, and Section 128(a) Recipients that are familiar with using ACRES. It trains on how to make ACRES work for you and your property scenarios and also provides answers to some commonly asked questions (approx. 90 minutes). Offered Tuesday, April 9th and June 11th (2 pm Eastern).

For the full training schedule go [here](#).

What's New?

A new version of ACRES (v. 4.01.120) was released Tuesday, February 5, 2013. A summary of the changes that have been made to the system can

My Projects My Cooperative Agreements

Open Work Packages All My Projects

To Start data entry on a project not listed, look in All My Projects.

Open Work Packages	ACRES Property ID	Shared ?	Cooperative Agreement	Action ?
150 W State Street AT (Property Home) (No Archive Available)	159882	No	North Boise Community Development Agency AT ● BF 00TRN124 Assessment FY04	Edits in Progress Enter Data
American Tower Bunker (Property Home) (No Archive Available)	40461	No	Snake River Tribal Council AT ● BF 00TRN123 Section 128(a) State/Tribal FY08	Edits in Progress Enter Data

Version 5.00.040 | [Release Notes](#)

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Learn More about ACRES on [EPA.gov/ACRES](#)



What if I Have Questions?

◆ ACRES Help Desk

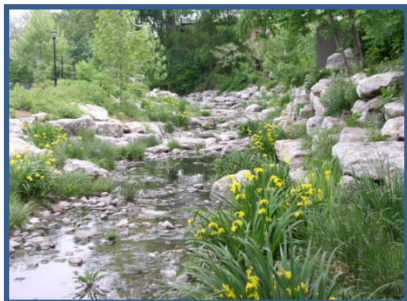
- acres_help@epa.gov or 703-284-8212

◆ ACRES Information Web Page

- <http://www.epa.gov/acres>
- Copies of this presentation
- Training Videos
- Frequently Asked Questions
- Release Notes



Questions?



Columbia, MO - Cleanup



Providence, RI – Job Training



Anaheim, CA – RLF



South Bend, IN – RLF



Brewer, ME - Assessment

Registering (Coop. Agreement Recipients Only)



Self Registration

To obtain an account, you must be a business partner or affiliate who has business with the Environmental Protection Agency. Please fill out the following information and click submit to request access.

USE THIS FORM ONLY if you do not have an EPA LAN account. If you are an EPA employee or an on-site contractor and you already have an EPA LAN account you DO NOT need to complete this form. (User Name = your LAN id and Password = your LAN password)

ALL FIELDS ARE REQUIRED

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address: format: emailid@domainname.com	<input type="text"/>
Street Address:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text"/>
State/Province/Region:	<input type="text"/>
Postal Code:	<input type="text"/>
Daytime Phone Number:	<input type="text"/>
EPA Contact Name:	<input type="text"/>
EPA Contact's Email Address: format: emailid@domainname.com	<input type="text"/>
EPA Contact's Phone Number: format: (xxx) xxx-xxxx	<input type="text"/>

Passwords must be at least 8 characters long and contain at least one lower case letter and one number and no spaces

Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

Select the Community or Application for which you are requesting access

☐ I accept the EPA Privacy & Security Notice. Click here to read [Click](#).

Logging in to ACRES



Welcome
Version 5.00.040 [Release Notes](#)
05/10/2013

New feature!!

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Add this to your favorites by pressing <CTRL> + D on your keyboard.

Please Log In

Username:

Password:

Log In

[Forgot your username or password?](#)

New to ACRES? [One Time Registration](#)

This application supports IE version 5.5 and above.
JavaScript must be enabled to use this application.
Popups must be enabled to use this application.

Get general information on the [Brownfields program](#)

This is a United States Government computer system, which may be accessed and used for authorized use only. Unauthorized access and use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

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Learn More about ACRES on [EPA.gov/ACRES](https://epa.gov/acres)



Forgot Username/ Reset Password



United States Environmental Protection Agency



Login Reset

**** USE THIS FORM ONLY IF YOU DO NOT HAVE AN epa.gov EMAIL ADDRESS ****

For the user who has an EPA email account: Your user name and password are the same as your network user name and password. If you forget your user name or password, please contact your administrator. You can not use this screen to reset your user name and/or password.

If you forgot your password, put in your user name to reset the password and have it email to you.

User Name

If you forgot your user name, put in your first and last name to look up your user name and have it email to you.

First Name

Last Name

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Updating your User Profile



<http://portal.epa.gov>