

ACRES 6.0: Getting Started



Friday, September 27, 2019

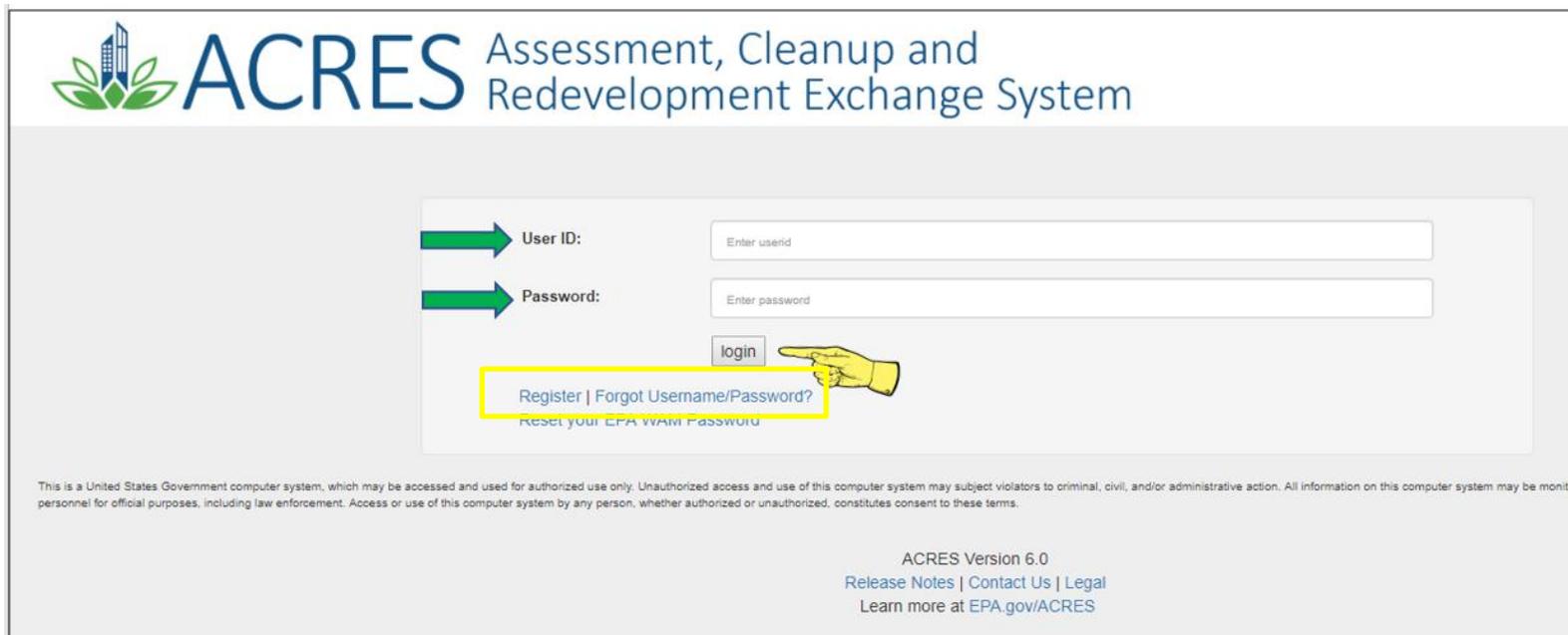
ACRES Highlights

- ◆ **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

Objectives

- ◆ **Define the purpose of ACRES**
- ◆ **How your EPA uses your ACRES data**
- ◆ **Learn how and when to submit data**
- ◆ **Learn useful ACRES terms**
- ◆ **Useful tools for viewing ACRES data**
- ◆ **Demonstrate using ACRES**
- ◆ **Learn what resources are available if you have questions**

Do I Need to Register? Yes!



The screenshot shows the ACRES login interface. At the top left is the ACRES logo, which includes a stylized building and leaves. To the right of the logo is the text "ACRES Assessment, Cleanup and Redevelopment Exchange System". Below this is a login form with two input fields: "User ID:" and "Password:". The "User ID:" field contains the placeholder text "Enter userid". The "Password:" field contains the placeholder text "Enter password". Below the password field is a "login" button. A yellow hand icon is pointing to the "login" button. Below the "login" button is a yellow box containing the text "Register | Forgot Username/Password?" and "Reset your EPA WAIM Password".

ACRES Assessment, Cleanup and Redevelopment Exchange System

User ID:

Password:

login

Register | Forgot Username/Password?
Reset your EPA WAIM Password

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 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.

ACRES Version 6.0
Release Notes | Contact Us | Legal
Learn more at EPA.gov/ACRES

<https://acres6.epa.gov>

ACRES – What's the Purpose?



Atlanta Youth Soccer Association; Cleanup; 2004



Southern Maine RPC; RLF; 2007

What Data Are Collected?

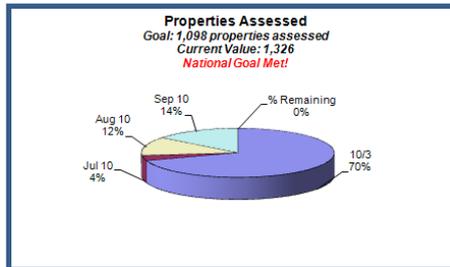
- ◆ **ACRES is based on the hard-copy Property Profile Form (PPF) and Job Training Reporting Form (JTR)**
 - Assessment, cleanup, and redevelopment activities and funding
 - Contaminants found and media affected
 - Property history and ownership information
- ◆ **Available at: <http://www.epa.gov/brownfields>**

How Can I Use the Data in ACRES?

- ◆ **Manage information about your brownfields projects**
- ◆ **Build your case locally**
 - 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 **at-a-glance**
 EPA 800.424.6347
 July 2010

West Monroe, Louisiana
 Assessment Count

CMA PROPERTIES
Former Brownfield Brings Opportunity for Physical Fitness

Address: 2712-18 N. 7th Street, West Monroe, LA 71291
Property Size: 0.33 acres
Current Use: Dry cleaner, auto-parts, electronics store, interior design store, and radio station
Facies Center

EPA Grant Recipient: The City of West Monroe, Louisiana received a \$200,000 EPA Brownfields Assessment Grant in 2009.
Partner Partners: Louisiana Department of Environmental Quality, City of West Monroe Brownfields Program

Project Background:
 A prime commercial location and highway improvements made this partially abandoned parcel with two buildings attractive for redevelopment; however, one building former use as a dry cleaner obscured 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 found in connection with the dry cleaning business. The owner of the property (who had never operated the dry cleaner) inherited both buildings from his late father in 1999. 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 \$55,000 cost of site assessment in 2007. The assessment indicated that concentrations of soil hydrocarbons and other contaminants in subsurface soil and ground water exceeded Site Evaluation/Corrective Action Program (SE/CAP) limits. The proposed remedial design for the site included implementation of ground water use restrictions and elimination of soil 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 2007, and developed a Remedial Design and Project Plan to address risks at the site and undertake its cleanup.

Key Accomplishments:

- Installing barrier and institutional controls limit exposure to contaminants at the site.
- Remediation demolished 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 9, 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 2.3 acre property included two buildings, the dry cleaner and one that had a variety of uses over the years. The property owner's redevelopment plan was simple: demolish the vacant dry cleaning building while leaving the other intact and build a parking lot to meet the site's need for the required soils and a way to increase parking for the viable existing building. The City of West Monroe's Brownfields Redevelopment Program provided financial and technical support to both assess and remediate the site, to improve the appearance and business environment in the area, and to reinvigorate 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 <http://www.epa.gov/brownfields/> or call EPA Region 6 at (214) 665-6766

Brownfields At A Glance – July 2010

Are My Data Publicly Available? Yes!

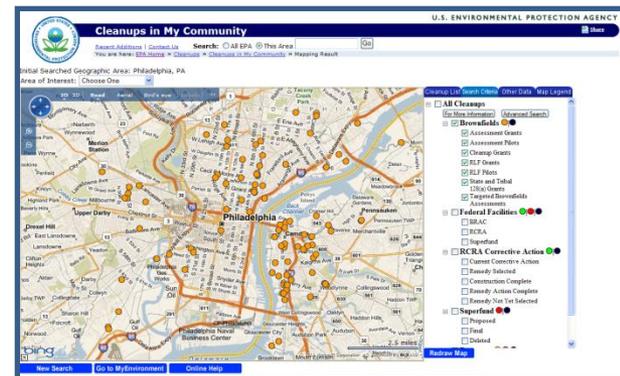
◆ Cooperative Agreement Information

- 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



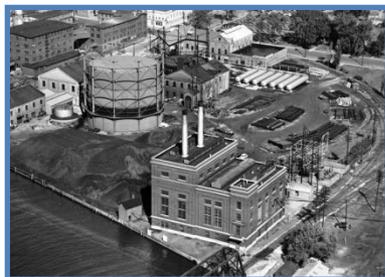
Phase II Start



Phase II Complete



Redevelopment Start



Property History



*Institutional Controls
In Place*

What is 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 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

United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Form Approved
OMB Number: 2051-0102
Expires 07-31-2012

PROPERTY PROFILE FORM—Brownfields

Public reporting burden for this collection of information is estimated to average 150 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and reviewing the data, reviewing existing materials, collecting the data, reviewing and revising the data, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to Washington, DC 20503, Office of Management and Budget, Paperwork Project (0704-0188). Do not send information to EPA unless it is requested by EPA. EPA is not responsible for the collection of information if it does not originate from EPA. Send your comments to EPA at the address provided.

PART I - PROPERTY INFO

COOPERATIVE AGREEMENT RECIPENT

1. Cooperative Agreement Recipient Name (Should be the Section 101(a) Designated Recipient, or a court-appointed trustee for TBA's): _____

2. Grant Number (same as on award): _____

3. What type of cooperative agreement funding is being used at this property?
 Assessment
 Revolving Loan Fund
 Cleanup

4. For Assessment, Cleanup, or other cooperative agreements, what type of funding is being used at this property?
 Hazardous Substance
 Petroleum
 Other

5a. Indicate if this is an Initial Form Initial Form Updated Form

5b. If "Updated Form," what's the ACRS Property ID Number (same as on award): _____

PART II - PROPERTY BACKGROUND INFORMATION

6. Property Name: _____

7a. Street Address: _____ 7b. City: _____

7c. County: _____ 7d. State: _____ 7e. Zip code: _____

8. Size (in acres): _____ 9. Parcel Number: _____

STATE & TRIBAL BROWNFIELDS/VOLUNTARY RESPONSE PROGRAM INFORMATION

10. State & Tribal Program Enrollment (Does this property or site qualify for the program, due to Property Not Enrolled check box):
Date of Enrollment: _____ ID Number (if available): _____ Property Not Enrolled in a State or Tribal Program



Property
Work
Package



JT Work
Package

United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Form Approved
OMB No. 2051-0102
Expires 07-31-2012

JOB TRAINING REPORTING FORM
Brownfields

Public reporting burden for this collection of information is estimated to average 150 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and reviewing the data, reviewing existing materials, collecting the data, reviewing and revising the data, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to Washington, DC 20503, Office of Management and Budget, Paperwork Project (0704-0188). Do not send information to EPA unless it is requested by EPA. EPA is not responsible for the collection of information if it does not originate from EPA. Send your comments to EPA at the address provided.

PART I - GRANT RECIPIENT INFORMATION

1. Grant Recipient Name: _____

2. Grant Number: _____

PART II - PERFORMANCE MEASURES INFORMATION

Table A - Mandatory Performance Measures

| Measure | (A) | (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 (total) | | |
| 6-1. Funding Source Name | | |
| 6-2. Activity Funded | | |
| 6-3. Funding Source Name | | |
| 6-4. Activity Funded | | |
| 6-5. Funding Source Name | | |
| 6-6. Activity Funded | | |

7. Supplemental Performance Measures Information (optional): _____

PART III - US EPA REGIONAL REPRESENTATIVE INFORMATION

8. US EPA Regional Representative Name: _____ Signature: _____ Date: _____

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**

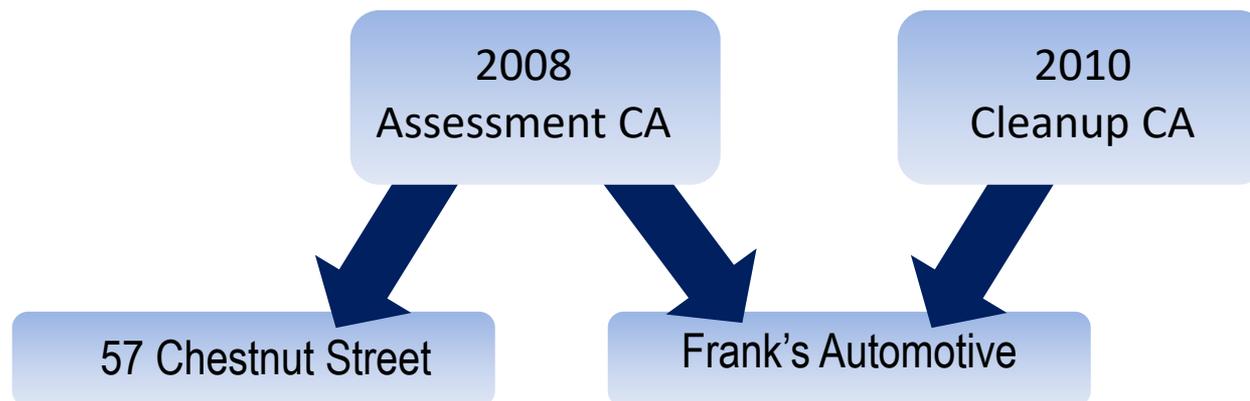
- Temporary file that no longer exists after being approved in the workflow
- The means to update a property record
- Electronic version of the hard-copy Property Profile Form

◆ **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
- ◆ There is no limit to how many CAs a property can be associated to



Cooperative Agreement Home page

- ◆ The Cooperative Agreement home page gives an overview of your CA. This page is a great way to view all of the data currently entered under your CA including properties associated, assessment, and cleanup activities.

ACRES

Work Packages Quarterly Reports Find Property/Cooperative Agreement/TBA: Search by Name, ID. [Search Icon] [Help Icon] [Email Icon] [User Icon] [Refresh Icon]

Cooperative Agreement (CA) Detail for Coalition for a Clean Boise TST

PLEASE NOTE: Information shown is the most current in ACRES and may include draft and approved data

| Basic Info | | Dates & Statuses | | Funding | |
|---|---------------------|--|--------------------------|---|-------------------|
| ACRES CA ID: | BF 00TST128 | Award Date: | 09/15/2000 | Funding Source: | Regionally Funded |
| State: | ID | Initial Project Period: | 10/01/2000 to 03/01/2020 | Total Funded: | \$0.00 |
| CA Type: | Revolving Loan Fund | Current POP End Date: | | Funding Type: | Hazardous |
| Announcement Year: | FY00 | Status: | Open | Pre-POP Authorization | |
| Actions | | CA Contact | | This CA does not have Pre-POP authorization | |
| <ul style="list-style-type: none"> View CA Fact Sheet View CA Submission Archive Manage This Cooperative Agreement - Coming Soon | | Primary Reviewer/Contact: acres_help@epa.gov | | Test EPA, ACRES EPA Regional Brownfields Team acres_help@epa.gov 7032843200 | |

Properties Addressed by this Cooperative Agreement

| Property Name | Action | Status | Current Owner |
|------------------------|----------------------------|--------------------|----------------|
| Former Saw Mill | | Locked for Editing | ACRES Test CAR |
| River Front Properties | Enter data | | None |

[Add a Property to this Cooperative Agreement](#)

[Jump to top](#)

Assessment Activities

| Property Name | Actions | EPA Funding | Completion Date | Activity | Status |
|---------------|---|-------------|-----------------|-----------------------------------|--------|
| | View Submission Archive | \$0 | 01/24/1996 | Phase I Environmental Assessment | |
| | View Submission Archive | \$0 | 12/19/2003 | Phase II Environmental Assessment | |
| | View Submission Archive | \$0 | 10/09/2003 | Supplemental Assessment | |

[Jump to top](#)

Property Home page

- The Property home page gives an overview of all your property data. You can view all of the data currently entered under your property including assessment activities, leveraged funding and redevelopment.

Work Packages Quarterly Reports

Find Property/Cooperative Agreement/TBA:

Property Details for 200 Broad Street

Property Alias: 18861
ACRES Property ID: 18861
Property Address: 200 Broad Street
 Boise, ID 83702
Size: 0.45
Parcel Numbers: R1343000036
Latitude/Longitude: 43.610277 / -116.19886
Property Contact: Fitzpatrick, John
 acres_test@sra.com
 2065531095

 Test EPA, ACRES
 acres_help@epa.gov
 7032843200

Property Progress
 Click any status icon for more information

- Assessment
- Clean Up
- Institutional Controls in Place
- Ready for Anticipated Use
- Redevelopment Underway

CAs Associated with this Property

| Cooperative Agreement | CA # |
|--|-----------------|
| Capital City Development Corporation State: ID Type: Assessment Announcement Year: 2004 Owner: None Status: Approved | [Not Displayed] |
| Boise, City of TST State: ID Type: Cleanup Announcement Year: 2008 Owner: None Status: Approved | BF00TST125 |

[Submission Archive](#)

Assessment Activities at this Property

| | | | |
|------------------------------|----|--------------------------------|---------|
| Is Cleanup Necessary? | No | EPA Assessment Funding: | \$2,972 |
| | | Leveraged Funding: | \$0 |
| | | Total Funding: | \$2,972 |

| Activity | EPA Funding | Start Date | Completion Date | CA | Accomplishment Counted? | Counted When? |
|----------------------------------|-------------|------------|-----------------|--|-------------------------|---------------|
| Phase I Environmental Assessment | \$0 | 03/16/2006 | 03/16/2006 | BF97093201 Capital City Development Corporation | Yes | FY06 |

There are no contaminants & media

Cleanup Activities

There are no current cleanup activities

Institutional and Engineering Controls

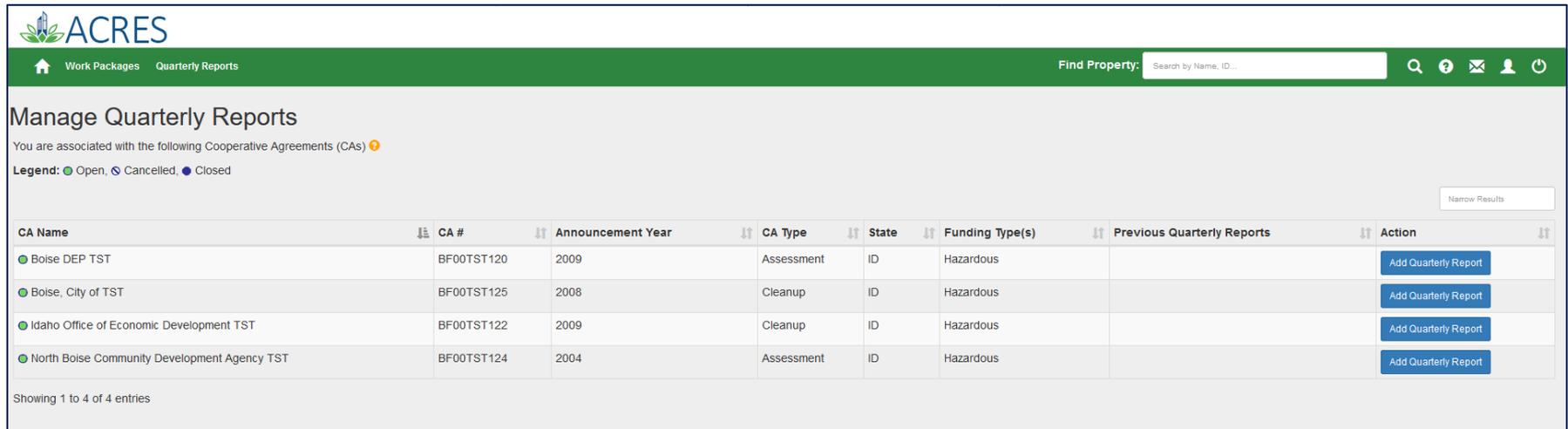
Engineering Controls have not been determined

Quarterly Reporting Utility

- ◆ Available to Cleanup & Assessment 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.



ACRES

Work Packages Quarterly Reports

Find Property: Search by Name, ID...

Manage Quarterly Reports

You are associated with the following Cooperative Agreements (CAs)

Legend: ● Open, ● Cancelled, ● Closed

| CA Name | CA # | Announcement Year | CA Type | State | Funding Type(s) | Previous Quarterly Reports | Action |
|--|------------|-------------------|------------|-------|-----------------|----------------------------|--------------------------------------|
| Boise DEP TST | BF00TST120 | 2009 | Assessment | ID | Hazardous | | Add Quarterly Report |
| Boise, City of TST | BF00TST125 | 2008 | Cleanup | ID | Hazardous | | Add Quarterly Report |
| Idaho Office of Economic Development TST | BF00TST122 | 2009 | Cleanup | ID | Hazardous | | Add Quarterly Report |
| North Boise Community Development Agency TST | BF00TST124 | 2004 | Assessment | ID | Hazardous | | Add Quarterly Report |

Showing 1 to 4 of 4 entries

ACRES Demonstration

Work Packages Quarterly Reports Find Property: Search by Name, ID...     

Welcome, ACRES Test CAR

Where do I start?

-  [Add a new property](#)
-  [Add a CA to my list](#)
-  [Edit an existing property](#)

[What is a CA and a property? >](#)

Work Packages

 **3** Open Work Packages

Actions for Me

-  3 work packages in progress

Actions for PO

-  1 work package in review

[My Open Work Packages](#)

[What is a work package? >](#)

Quarterly Reports

 **2** Open Quarterly Reports

 Due 07/30/2019 (20 days)

Actions for Me

-  2 reports in progress

Actions for PO

[My Open Quarterly Reports](#) [Manage My Quarterly Reports](#)

[When should I submit a Quarterly Report?](#)

My Account

Email: acres_help@epa.gov
Notifications: weekly summary
[My email preferences](#)

7 Total Cooperative Agreements

21 Total Properties

[My CAS](#) [My Properties](#)

Message Center

New Releases

-  Version 6.01 of ACRES was released 12/31/2018. View a summary of changes in the [Release Notes](#)
-  [Learn more about ACRES](#)

Learn the Lingo

-  References to "Grant" have been changed to "Cooperative Agreement" in ACRES

Upcoming Training

| Course | Date | Time | Duration |
|---------|---------------|---------|------------|
| ACRES 6 | June 11, 2019 | 2pm EST | 90 Minutes |
| ACRES 6 | July 9, 2019 | 2pm EST | 90 Minutes |
| ACRES 6 | Aug 13, 2019 | 2pm EST | 90 Minutes |

-  [Access Online Training](#)

Quick Reference

-  [Multi-property form for 10+ properties \(XLS\)](#) (2pp, June 2015)
-  [Instructions for completing a Property Profile Form](#)
-  [ACRES Bulletins](#)

Highlighted Tips

Did you know that you can receive automated notifications from ACRES?

[Change your preferences on the My email preferences page.](#)

What if I Have Questions?

◆ Registration

- Go to <https://cfext.epa.gov/acres>
- Click “One Time Registration”

◆ ACRES Help Desk

- Email: Acres_Help@usepa.onmicrosoft.com
- Telephone: 703-284-8212
- Monday-Friday 9-5pm, excluding Federal holidays

◆ ACRES Information Web page: <https://www.epa.gov/brownfields>

- Quick Reference Guides (updated and new!!)
- Copies of this presentation
- Frequently Asked Questions
- Training Materials
- Release Notes



Questions?



Columbia, MO - Cleanup



Providence, RI – Job Training



Anaheim, CA – RLF



South Bend, IN – RLF



Brewer, ME - Assessment