

# ACRES 6.0: Training for the Experienced Grantee



*September 27, 2019*

# Objectives

- ◆ **Briefly discuss the process of data entry**
- ◆ **Clarify key data elements for each grant type**
- ◆ **Discuss ways that you can use the data in ACRES**
- ◆ **Review changes to the log in page**
- ◆ **Demonstrate ACRES tools and functions**
- ◆ **Learn what resources are available for your questions**

# How Can I Use the Data in ACRES?

## ◆ **Manage information about your Brownfields projects**

- Quarterly Reporting
- Contract Management

## ◆ **Build your case locally**

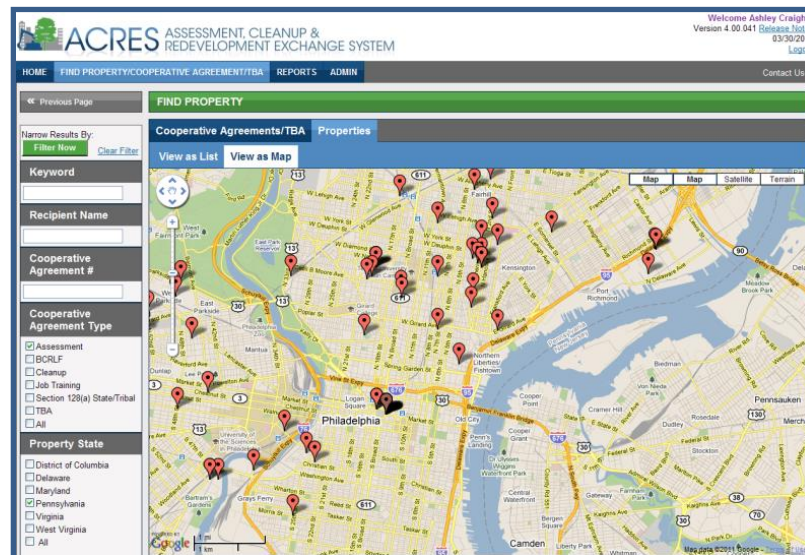
- Show revenue-generating activity – leveraged funds - increased tax base - Build a case for maintaining and increasing public investment in Brownfields
- JOBS, JOBS, JOBS!
- Project tax revenue expected from public investment
- Associate gains with other municipal goals
- Outreach / property access

# How Can I Use the Data in ACRES?

## ◆ Writing your next EPA Brownfields grant proposal

- Programmatic Capability, Outputs and Outcomes, Leveraging
- All funders, including EPA, like to see measurable results
- Could also be included in transportation, housing, and other grant programs

## ◆ Search for and identify other Brownfields projects in your area



# How Does EPA use the Data in ACRES?

## ◆ Documenting program success

- Environmental metrics
- Leveraging metrics

## ◆ Responding to:

- Congressional inquiry
- Administration
- Press
- Public

*Brownfields At A Glance – July 2010*

**brownfields at-a-glance** EPA 10/15/10 July 2010  
West Monroe, Louisiana Assessment Grant

**CMA PROPERTIES**  
*Former Brownfield Brings Opportunity for Physical Fitness*

**Address:** 2712-18 N. 7th Street, West Monroe, LA 71291  
**Priority Date:** 0/13 acres  
**Former Use:** Dry cleaner, cabinet, electronics store, interior design store, and radio station  
**Current Use:** Fitness Center

**EPA Grant Received:** Project Partners: The City of West Monroe, Louisiana received a \$200,000 EPA Brownfields Assessment grant in 2009. 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's former site as a dry cleaner blocked the block registration. 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 1998. 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 2008. The assessment indicated that concentrations of petroleum hydrocarbons and other contaminants in surface soil and ground water exceeded Risk Evaluation/Corrective Action Program (RECAP) limits. The proposed remedial design for the site included implementation of ground water site restrictions and installation of soil vapour pathway 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 2009, and developed a Remedial Design and Project Plan to address risks at the site and undertake its cleanup.

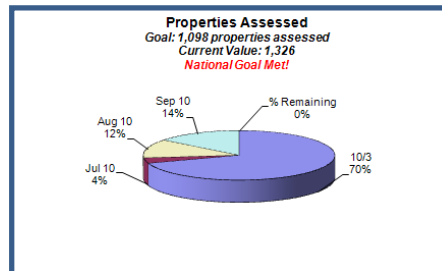
**KEY ACCOMPLISHMENTS:**

- Parking lot 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.
- \$5,000 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 for cars as well as a sign near the impacted soils and a way to cross parking to the brick retail 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 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](http://www.epa.gov/brownfields) or call EPA Region 6 at (214) 665-4786

*Brownfields Program Analysis – Sept 2010*



# Are My Data Publicly Available? Yes!

## ◆ Brownfields Grant Fact Sheet Search Tool

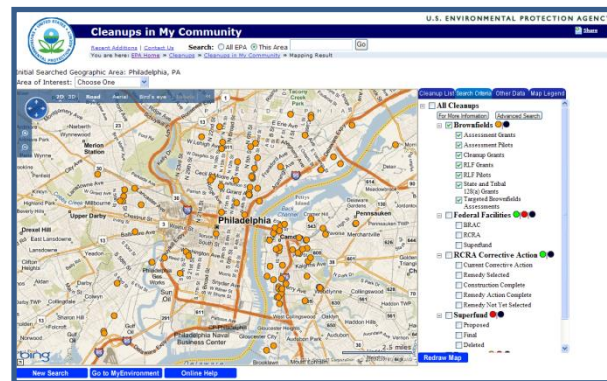
- [http://cfpub.epa.gov/bf\\_factsheets/index.cfm](http://cfpub.epa.gov/bf_factsheets/index.cfm)

## ◆ Cleanups in My Community (CIMC)

- <http://www.epa.gov/cimc>
- Powerful tool with robust mapping capabilities
- Includes data from several EPA Programs: Brownfields, Superfund, RCRA Corrective Action, and Federal Facilities
- Contains data on tens of thousands of sites tracked by EPA



CIMC – April 2011



# 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

# What's New in ACRES?

- ◆ New Log In interface
- ◆ Enhanced 'Smart' Map
- ◆ Property deletion/disassociation
- ◆ Work package sharing
- ◆ Inline help
- ◆ Updated PPF fields

A screenshot of the ACRES Admin Mode login interface. The page has a light gray background. At the top, it says "Admin Mode". Below this is a white box containing the login form. The form has two input fields: "User ID:" with a placeholder "Enter user id" and "Password:" with a placeholder "Enter password". Below the password field is a "login" button. Underneath the login button are links for "Register | Forgot Username/Password?" and "Reset your EPA WAM Password". At the bottom of the page, there is a small disclaimer: "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." Below the disclaimer are links for "ACRES Version 6.0", "Release Notes | Contact Us | Legal", and "Learn more at EPA.gov/ACRES".

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



# How Can I QA My Records?

## ◆ ‘Find Property’ Function

- Use “Find Property” function to search on City and state only
- Prevent Duplicate property records

## ◆ Grant 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



# 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.



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

STEP 3 in Editing a Property to Boise DEP TST

1 Select CA 2 Search for Existing Property (Avoid Duplication) 3 Property Profile Form Part I: Property Information 4 Property Profile Form Part II: Environmental Activities 5 Property Profile Form Part III: Additional Property Information 6 Review & Submit

### Cooperative Agreement (CA) Information

\* CA Name & ID: Boise DEP TST BF00TST120

\* CA Recipient Information  
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: 240664

\* Property Name: Joes Garage TST

Alias:

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

\* Address: 102 W State Street

\* Zip Code: 83702

\* City: Boise

\* State: Idaho

### Notes

\* Indicates a required field  
EPA Form #6200-03 (9-2006), Form Approved, OMB No. 2050-0192, Expires 07-31-2022

### Mark Property for Deletion or Disassociation

Mark this property for Deletion or mark to Disassociate from the CA

### This Work Package is Not Shared - Hide

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

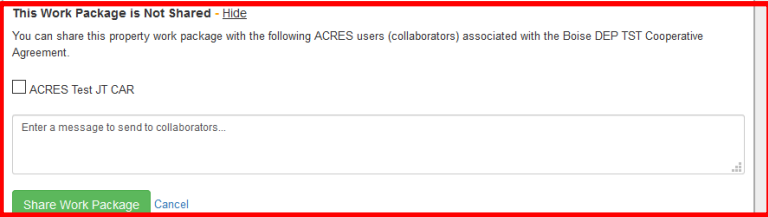
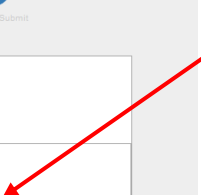
ACRES Test JT CAR

Enter a message to send to collaborators...

Share Work Package Cancel

### Submission Notes

Submission notes are a temporary note to your regional representative to ask a question or share comments about this work package. When the work package is approved, the submission notes are deleted. For permanent notes, please enter [Data Documentation](#)



# 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.

**ACRES**  
Work Packages Quarterly Reports

## My Cooperative Agreements

You are associated with the following Cooperative Agreements (CAs) ⓘ  
**Legend:** ● Open, ● Cancelled, ● Closed

[+ Add a Cooperative Agreement to My List](#)

CA Name	Associated Properties	CA #	CA Type	Ann
Washington State Department of Commerce ●	2 Properties   - Hide BRLF07 Former Palouse Producers Site   Enter data Rainier Court IV   Enter data <a href="#">+ Add a Property</a>	BF00J96301	BCRLF	FY1
Chattanooga, City of ●	1 Property   <a href="#">+ View</a>	BF95408208	Cleanup	FY0
Oregon Business Development Department ●	5 Properties   <a href="#">+ View</a>	BF00J96001	BCRLF	FY14
Oregon Tradeswomen Inc. ●	N/A	JT01J08101	Job Training	FY15
Oregon Tradeswomen Inc. ●	N/A	JT01J39901	Job Training	FY1
South Central Oregon Economic Development District ●	6 Properties   <a href="#">+ View</a>	BF01J53301	Assessment	FY1

# 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.

The screenshot displays the ACRES web application interface for Step 2: Search for Existing Property (Avoid Duplication). At the top, there is a navigation bar with the ACRES logo and a search bar. Below the navigation bar, a progress bar indicates the current step (2) among six steps: 1. Select CA, 2. Search for Existing Property (Avoid Duplication), 3. Property Profile Form Part 1: Property Information, 4. Property Profile Form Part 2: Environmental Activities, 5. Property Profile Form Part 3: Additional Property Information, and 6. Review & Submit.

Below the progress bar, there is a section for filters to check for an existing property. The filters include: Property State (None selected), City or Keyword (Name, Address, City, ACRES ID), and Zip Code (092153). There is an "Apply Filter/Display Properties" button and a "Clear Filter" link. A message states: "The highlighted criteria narrowed your results to 0 properties".

Below the filters, there are two buttons: "Add selected property" and "Create new property". There is also a "Show 50 entries" dropdown and "Showing 0 to 0 of 0 entries" text.

At the bottom, there is a table with the following columns: Property, ACRES Property ID, Property City, Property State, Property Address, Associated CA Name(s), CA Number, CA Type, and CA Announcement Year. The table content shows "No Results Found". There are also "Show 50 entries" and "Showing 0 to 0 of 0 entries" text, and "Previous" and "Next" buttons.

# Property record deletion/disassociation

- ◆ As the CAR, you now have the ability to delete a property record or disassociate a property from a CA
- ◆ The deletion feature is located on Part 1 of the property profile form
- ◆ You will be required to specify a reason for deletion/disassociation
- ◆ Once you have marked the property for deletion/disassociation, submit the work package to your EPA Project Officer for review.

The screenshot displays the ACRES web interface for editing a property record. The top navigation bar includes 'Work Packages' and 'Quarterly Reports', along with a search bar for 'Find Property: Search by Name, ID...'. The main content area is titled 'STEP 3 in Editing a Property to City of Astoria - OR' and features a progress bar with six steps: 1. Select CA, 2. Search for Existing Property (Avoid Duplication), 3. Property Profile Form Part I: Property Information (current step), 4. Property Profile Form Part II: Environmental Activities, 5. Property Profile Form Part III: Additional Property Information, and 6. Review & Submit.

The 'Cooperative Agreement (CA) Information' section shows the CA Name & ID as 'City of Astoria - OR BF00J67901' and the CA Recipient Information as 'City of Astoria - OR BF00J67901'. The 'Property Background Information' section includes fields for Property ID (240730), Property Name (Astoria Former Downtown Gas Station), Alias (test new multi-purpose property), Property Owner (Government/Tribal, State, Local/Private), Address (1792 Marine Dr), Zip Code (97103), City (ASTORIA), and State (Oregon).

The 'Notes' section contains a red arrow pointing to the text: '\* Indicates a required field' and 'EPA Form #6200-03 (9-2006), Form Approved, OMB No. 2050-0192, Expires 07-31-2022'. Below this, the 'Mark Property for Deletion or Disassociation' section is highlighted with a red box. It includes a checked checkbox 'Mark this property for Deletion or mark to Disassociate from the CA' and a 'Select a Reason' dropdown menu with options: Duplicate Property, Cancelled (no work completed), Not a Brownfield Property, Associated to Wrong CA, and Other. Below the dropdown is an empty text input field.

The 'Submission Notes' section is at the bottom, with a note stating: 'Submission notes are a temporary note to your regional representative to ask a question or share comments about this work package. When the work package is approved, the submission notes are deleted. For permanent notes, please enter Data Documentation'. A 'This Work Package is Not Shared + View' link is also present.

# What's New in ACRES- Property 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

The screenshot displays the 'Review & Submit' step of the ACRES process. A progress bar at the top shows six steps: 1. Select CA, 2. Search for Existing Property (Avoid Duplication), 3. Property Profile Form Part I: Property Information, 4. Property Profile Form Part II: Environmental Activities, 5. Property Profile Form Part III: Additional Property Information, and 6. Review & Submit. A yellow callout box on the left contains instructions to review changes highlighted in yellow and to click the 'Submit Data Now' button. A red-bordered box on the right highlights the 'POSSIBLE ISSUES' section, which lists three issues: a property marked for deletion in GPRA counts, a property associated with more than one grant, and an 'Unknown' response for Institutional Controls. Below this are sections for 'Submission Notes' (no notes submitted) and 'Marked for Deletion/Disassociation' with a list of reasons: Duplicate Property (checked), Cancelled (no work completed), Not a Brownfield Property, Associated to Wrong CA, and Other.

**1** Select CA

**2** Search for Existing Property (Avoid Duplication)

**3** Property Profile Form Part I: Property Information

**4** Property Profile Form Part II: Environmental Activities

**5** Property Profile Form Part III: Additional Property Information

**6** Review & Submit

**Please review the changes highlighted in yellow and then SUBMIT.**

Data listed under "DATA IN ACRES" column is the current information that is stored in ACRES. 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.  
(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 GPRA counts.
- This property is associated to more than the current grant. The property will be disassociated from only this one grant.
- 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.

**Submission Notes**

No submission notes submitted

**Marked for Deletion/Disassociation**

Reason for deletion/disassociation:

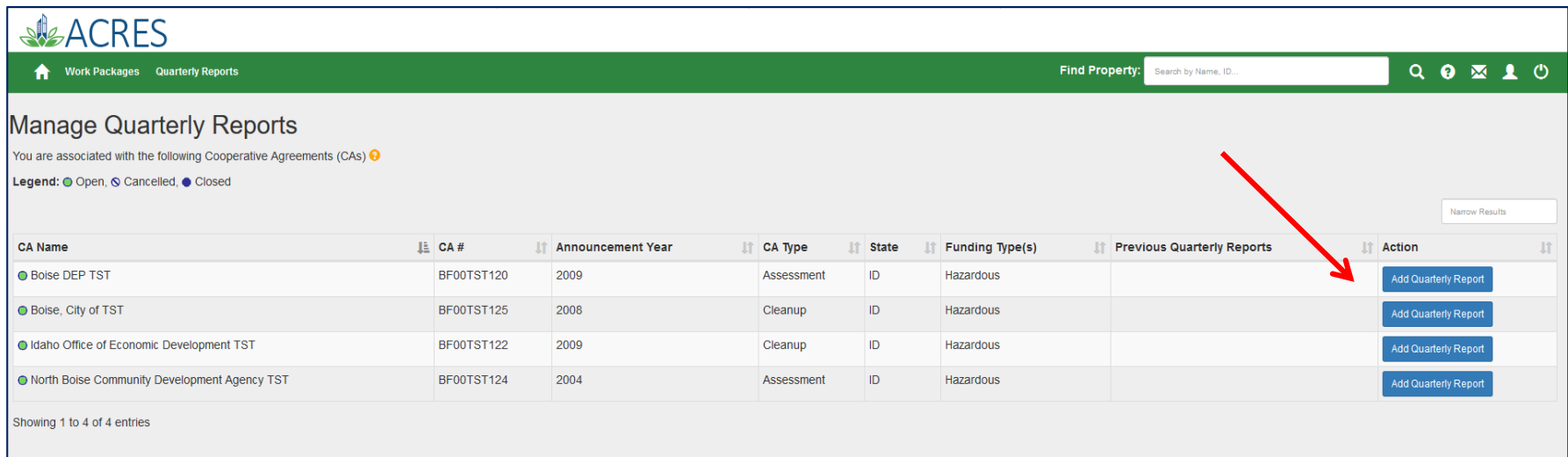
- Duplicate Property
- Cancelled (no work completed)
- Not a Brownfield Property
- Associated to Wrong CA
- Other:

# What's New in ACRES? – 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		<a href="#">Add Quarterly Report</a>
Boise, City of TST	BF00TST125	2008	Cleanup	ID	Hazardous		<a href="#">Add Quarterly Report</a>
Idaho Office of Economic Development TST	BF00TST122	2009	Cleanup	ID	Hazardous		<a href="#">Add Quarterly Report</a>
North Boise Community Development Agency TST	BF00TST124	2004	Assessment	ID	Hazardous		<a href="#">Add Quarterly Report</a>

Showing 1 to 4 of 4 entries



# New ACRES Enhancements

## ◆ Quarterly Reporting utility for all grant types






- 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

\*\* This feature is currently available for cleanup and assessment grants only\*\*

## ◆ 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

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](#)

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**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”



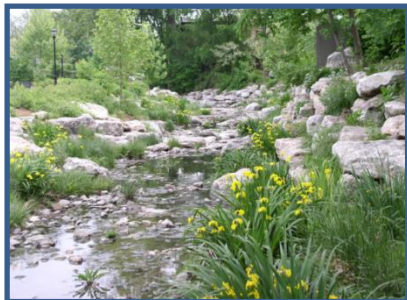
## ◆ ACRES Help Desk

- Email: [Acres\\_Help@usepa.onmicrosoft.com](mailto: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!!)
- 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*