



How to Navigate ACRES with Ease

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MEET THE WVU TAB/EPA TEAM!



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What... is ACRES?

What does ACRES stand for?

- a) Assessment, Cleanup and Redevelopment Extra-work System
- b) Assessing, Cleaning and Redeveloping Every Site
- c) Assessment, Cleanup and Redevelopment Exchange System
- d) Apples, Cucumber and Radishes Exchange System

ACRES is an online database for Brownfields Grant recipients to electronically submit data directly to EPA.



Assessment,
Cleanup and
Redevelopment
Exchange System



ACRES

What... am I recording in ACRES?

- Property information
- Environmental Site Reuse Planning and Assessment Info
- Contamination and Affected Media
- Climate Adaption and Mitigation Measures (NEW!!)
- Clean up Info
- Redevelopment and Other Leveraged Accomplishments
- Quarterly Reports

Wait... ALL this information needs to be collected?



Why... do we use ACRES?

- ACRES is EPA's way of tracking and storing EPA Brownfield Data
- The data is used to:
 - Analyze data across grantees
 - Respond to Congressional inquiries
 - Track and report Program goals and accomplishments
 - Create communication and outreach materials for the public through [Cleanups in My Community](#)

\$ This is how we get more funding in the future!

What...is all this ACREs lingo?

Work Package: Data that is entered, edited, and approved together

- Updated Regularly

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

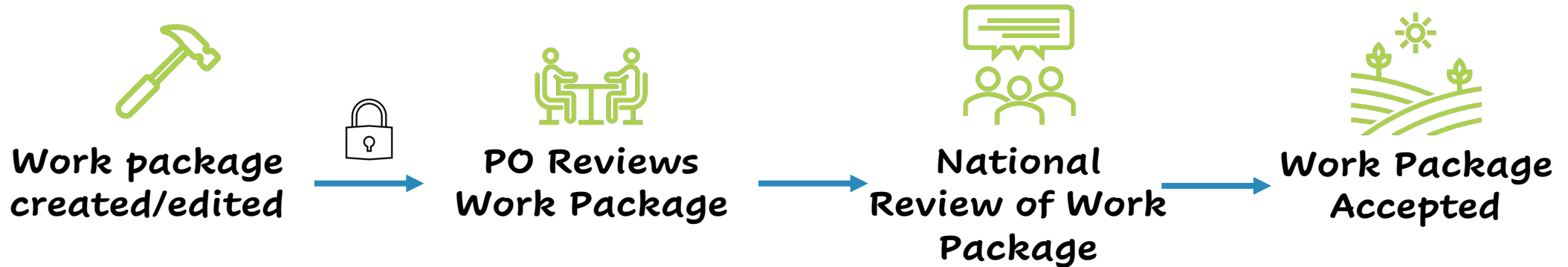
- The means to update a property record
- Electronic version of the hard-copy Property Profile Form

Property Profile Form: Hard-copy form filled out manually and submitted to EPA

- Basis for ACREs property data entry screens



Why... is your data accuracy/detail important?



A work package is any new entered data to your property profile.

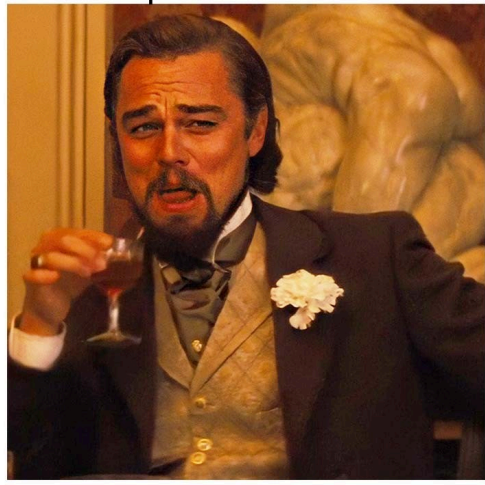
- Obtain/provide the most accurate data possible (do not make estimates)
- Obtain/provide as much information as possible



Why... is your data accuracy/detail important?

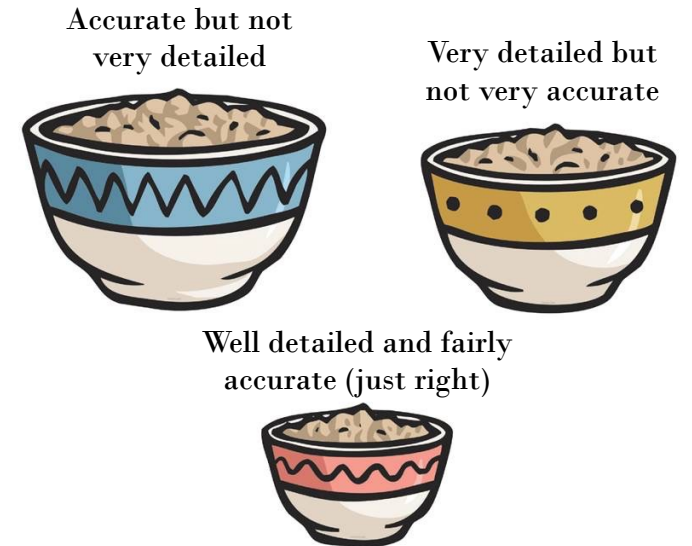
We want to provide the best possible information to the you, the public, and congress to better our program. How you ask?

you should invest more in our program
look at all of our accomplishments!



How... do I ensure I am providing accurate and detailed data?

1. Record/Track data outside of ACRES before you input into the system
2. Use temporary submission notes
3. Keep a good personal record of site properties and activities
4. Input your data incrementally and not all at once



How... do I initially access ACRES?

You can follow [these instructions](#) on how to initially access your ACRES profile (After you get your CA).



You register for ACRES and request addition of your grant



Alert will be sent to your assigned PO



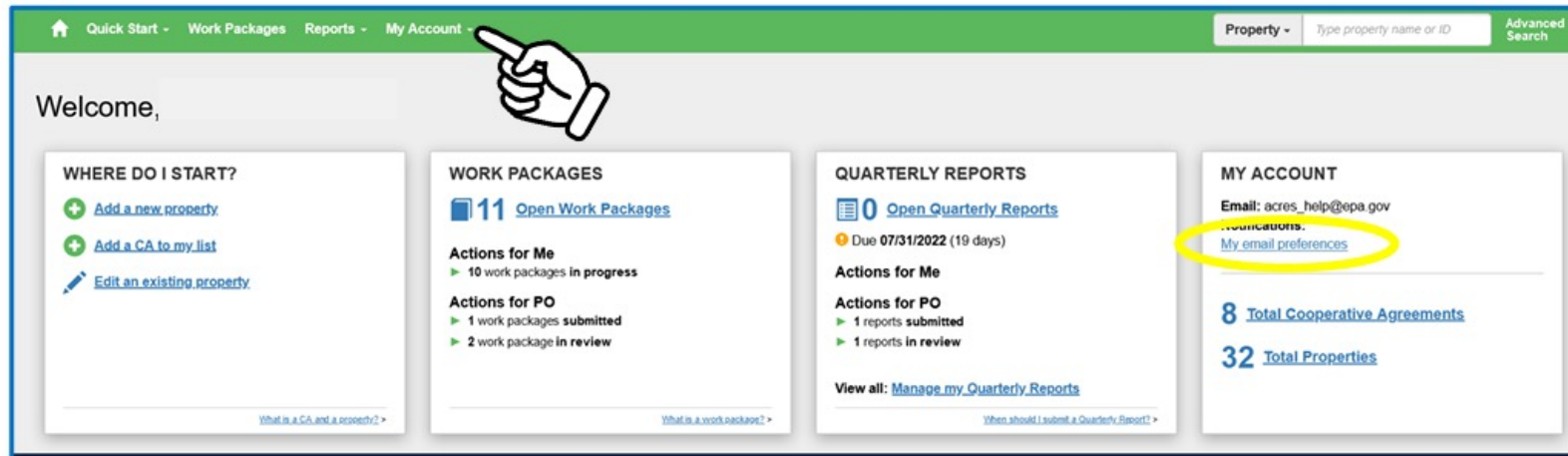
PO will approve access (if not already assigned)



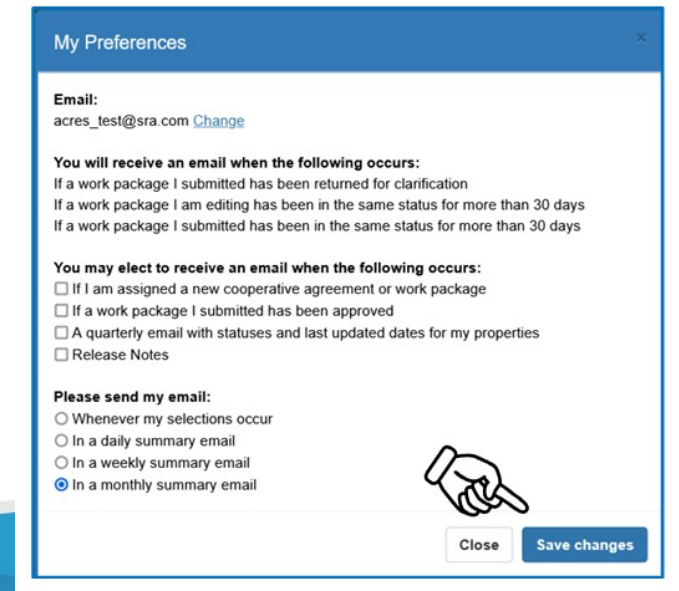
ACRES profile access complete. Begin site input.

How... do I set my email alert preferences?

- ACRES has the ability to automatically generate email reminders and notifications, depending on how you set your email preferences on your ACRES user account.
 - Learn how to change them by following [these directions](#).



The screenshot shows the ACRES user dashboard. The navigation bar includes 'Quick Start', 'Work Packages', 'Reports', and 'My Account'. A hand icon points to the 'My Account' tab. The dashboard is divided into four main sections: 'WHERE DO I START?' with links to 'Add a new property', 'Add a CA to my list', and 'Edit an existing property'; 'WORK PACKAGES' showing '11 Open Work Packages' and actions for 'Me' and 'PO'; 'QUARTERLY REPORTS' showing '0 Open Quarterly Reports' and a due date of '07/31/2022 (19 days)'; and 'MY ACCOUNT' showing the email 'acres_help@epa.gov' and a link to 'My email preferences' which is circled in yellow.



The 'My Preferences' dialog box shows the following settings:

- Email:** acres_test@sra.com [Change](#)
- You will receive an email when the following occurs:**
 - If a work package I submitted has been returned for clarification
 - If a work package I am editing has been in the same status for more than 30 days
 - If a work package I submitted has been in the same status for more than 30 days
- You may elect to receive an email when the following occurs:**
 - If I am assigned a new cooperative agreement or work package
 - If a work package I submitted has been approved
 - A quarterly email with statuses and last updated dates for my properties
 - Release Notes
- Please send my email:**
 - Whenever my selections occur
 - In a daily summary email
 - In a weekly summary email
 - In a monthly summary email

Buttons: [Close](#) [Save changes](#)

When/How... do I submit quarterly reports?

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.

Quick Start ▾ Work Packages Reports ▾ My Account ▾ Property ▾ Type property name or ID Advanced Search

Manage Quarterly Reports

Automated Quarterly Reports are available for Cooperative Agreements (CAs) that are:

- Associated to your account; AND
- One of the following CA types: Cleanup, Assessment, or Brownfields Cleanup Revolving Loan Fund (BCRLF)

> When is my Quarterly Report Due? [+ Expand](#)

> What should I do if I miss a Quarterly Report? [+ Expand](#)

Narrow Results

CA Name	CA Status	CA #	Announcement Year	CA Type	State	Funding Type(s)	Previous Quarterly Reports	Action
Brownfields Coalition of Idaho TST	Open	BF00TST124	2020	BCRLF	ID	Hazardous		Edit QR (FY2022 Qtr3)
North Boise Community Development Agency TST	Open	BF00TST124	2019	Assessment	ID	Hazardous		Edit QR (FY2022 Qtr3)
Boise DEP TST	Open	BF00TST120	2018	Assessment	ID	Hazardous	1 Quarterly Report View Details	
Idaho Office of Economic Development TST	Open	BF00TST122	2018	Cleanup	ID	Hazardous		Edit QR (FY2022 Qtr3)
Portland, City of	Open	BF00J45201	2011	BCRLF	OR	Hazardous, Petroleum		+ Add QR (FY2022 Qtr3)

When/How... do I submit quarterly reports?

Brownfields Cooperative Agreement Quarterly Performance Report

The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amended the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. The Brownfields Utilization, Investment, and Local Development (BUILD) Act of March 2018 reauthorized and amended the Brownfields provisions of CERCLA. Pursuant to these provisions, EPA conducts annual Brownfields grant competitions. Recipients are selected from proposals prepared in accordance with the "Proposal Guidelines for Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Grants" and submitted in a national competition. The Bluefield West Virginia Economic Development Authority was selected for Cleanup funding in the FY FY2021 competition. This quarterly report provides an update on this project and progress toward achieving the anticipated outputs and outcomes.

CA Name: Sydney's Site Savers

CA Number: BF12345678

CA Type: Cleanup

State: PA

POP Start date: 09/01/2021 **POP End date:** 08/31/2024

Properties Associated:

- PFAS Palace Dry Cleaners (123 Main Street)
- PCB Corp. Transformer Services (135 South Street)
- Naphthalene-R-Us Gas Station (246 Second Street)
-

Reporting Period: 04/01/2023 - 06/30/2023

Submitted By: Sydney Adams **Date Submitted:** 09/13/2023

Approved By: Brett Gilmartin **Date Approved:** 09/21/2023

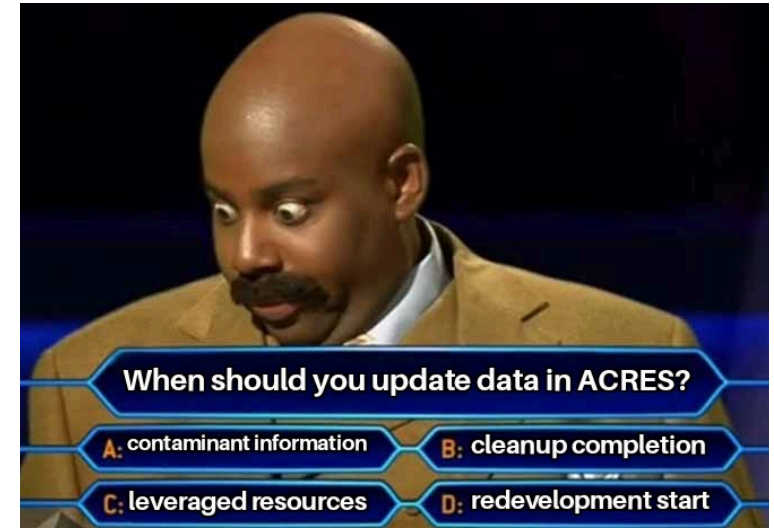
When/How... do I submit quarterly reports?

Project Progress

Task	Summary of the Progress this Quarter	Status
CA Oversight	Met with Board of Directors to confirm direction for clean up plan for PFAS Palace and finalize contract with PFAS Punchers (LLC) for remediation costs. Met with the district utility providers to discuss disconnecting services from the building, road closures and detours during site work, and other safety precautions needed during project activities. Quarterly report completed, ACRES profiles updated.	In Progress
Community Involvement	Participation at town hall meeting on 8/5/2023 covering the state of capping at Naphthalene-R-U's site.	In Progress
Cleanup Planning	Alternative selected and clean up plan finalized for PFAS Palace.	In Progress
Site Cleanup Activities	PCB Corps. Transformer Services contaminated soils removed and soil vapor barrier installed. FSP prepared for continued monitoring.	In Progress

When... should I input data for sites?

- Data should be updated in ACRES as soon as there is new activity to report
(Not waiting to input everything all at once is probably less frustrating)



Phase I/II ESA Start



Property History



Phase I/II Completion



IC/EC in Place?



Redevelopment Start?

Where... can the public see this information?

Cleanups in My Community



An official website of the United States government.

We've made some changes to EPA.gov. If the information you are looking for is not here, you may be able to find it on the EPA Web Archive or the January 19, 2017 Web Snapshot. Close X

EPA United States Environmental Protection Agency

Environmental Topics Laws & Regulations About EPA Search EPA.gov

Related Topics: Cleanups CONTACT US SHARE

Cleanups in My Community

Cleanups in My Community (CIMC) enables you to map and list hazardous waste cleanup locations and grant areas, and drill down to details about those cleanups and grants and other, related information. This page provides several ways to get started.

Maps:

- Map the cleanups in:
 - your state or territory,
 - the whole country, or
 - just a specific geographic area.
- See:
 - all types of cleanups, or
 - just those for a particular cleanup program.

All of the "map" options go to different "views" of the same interactive CIMC map, and there you can zoom and pan to areas of interest, and add additional information.

Get started with Map Cleanups options below or click on this USA state map.

Lists or Tables:

- List cleanups or grants, in table format, for a ZIP Code area or city.
- Create your own table for:
 - a selected geography:
 - ZIP, city, county, state, tribal area, congressional district
 - watershed, EPA region, the whole USA
 - radius around a location, address, cleanup
 - specific cleanup programs and categories
 - specific cleanup characteristics for land use controls and risk

Working through CIMC's list results, you can also access detailed Brownfields data which can be downloaded to a spreadsheet.

When... am I done reporting in ACRES?

- When your grant closes!
- Until then add as much information on leveraged funding, jobs, etc. until then.

waiting until your grant closes so you don't have to report in ACRES anymore



Where... can I find resources to guide me through ACRES?

- The EPA Website
 - Printed resources
 - General
 - Job Training
 - 128(a)
 - Live Trainings

The screenshot shows the EPA website's navigation bar with the EPA logo and search bar. Below the navigation bar, the page is titled "Brownfields" and "ACRES Resources for Grantees". The page is organized into several sections: "Resources for Multipurpose, Assessment (including TBAs), Revolving Loan Fund, Section 128(s) State & Tribal, and Cleanup Grantees", "Training Slides", "Quick Reference Guides", "Resources for Job Training Grantees", "Training Slides", "Quick Reference Guides", "Reference Documents", "Resources for 128a State and Tribal Recipients", "Quick Reference Guides", "Reference Documents", and "Recorded Training Sessions".

Brownfields CONTACT US

- Brownfields Home
- About
- Brownfields Near You
- Grants and Funding
- Grant Recipient Reporting
- Supporting Communities
- Success Stories

ACRES Resources for Grantees

Resources for Multipurpose, Assessment (including TBAs), Revolving Loan Fund, Section 128(s) State & Tribal, and Cleanup Grantees

Training Slides

- [Getting Started in ACRES: Training Slides for New Grantees \(pdf\)](#) (1.8 MB, 04-2023)
- [Next Level Training: Slides for Experienced ACRES Grantees \(pdf\)](#) (2.5 MB, 04-2023)

Quick Reference Guides

- [Adding a Targeted Brownfield Assessment \(TBA\) Property to ACRI](#)
- [Adding an Existing Property to a Cooperative Agreement \(pdf\)](#) (63)
- [How To Delete or Disassociate a Property Record \(pdf\)](#) (717.8 KB, 04-2023)
- [How to Enter and Edit Property or Cooperative Agreement Data \(pdf\)](#) (1.8 MB, 04-2023)
- [Viewing Property Detail Information \(pdf\)](#) (1.8 MB, 04-2023)
- [Work Package Sharing \(pdf\)](#) (1.1 MB, 04-2023)
- [Revolving Loan Fund Form Quick Reference \(pdf\)](#) (774.3 KB, 04-2023)

Reference Documents

- [Property Profile Form \(pdf\)](#) (301.6 KB, 04-2023, 6200-03)
- [Property Profile Form Instructions \(pdf\)](#) (354 KB, 04-2023, 6200-03)
- [Revolving Loan Fund Form and Instructions \(pdf\)](#) (339 KB, 04-2023, 6200-04)

Resources for Job Training Grantees

Training Slides

- [ACRES Job Training Data Slides \(pdf\)](#) (1.5 MB, 04-2023)

Quick Reference Guides

- [Job Training Data Entry Guide \(pdf\)](#) (794.9 KB, 04-2023)

Reference Documents

- [Job Training Reporting Form \(pdf\)](#) (147.1 KB, 04-2023, 6200-04)
- [Job Training Reporting Form Instructions \(pdf\)](#) (216.7 KB, 04-2023, 6200-04)

Resources for 128a State and Tribal Recipients

Quick Reference Guides

- [How the Enter and View Program Activity Level Data \(pdf\)](#) (843.9 KB, 05-2023)
- [How to Update a State Report \(pdf\)](#) (3.5 MB, 04-2023)

Reference Documents

- [Program Activity Levels Form \(pdf\)](#) (115.7 KB, 6200-18)
- [Program Activity Levels Form Instructions \(pdf\)](#) (193.9 KB, 04-2023, 6200-18)

Recorded Training Sessions:

- [Program Activity Levels ACRES Training for Grantees and EPA Staff \(mp3\)](#)

Where... can I find SPECIFIC help for MY ACRES account?

- Your PO or the ACRES Help Desk (Acres_Help@epa.gov)
 - The ACRES Help Desk is incredibly responsive and SUPER friendly and helpful!

How do I know which one to go with?

Start with your PO and see if they can help! If you are having issues with access, go directly to the ACRES Help Desk.

Helpful Tricks from previous grantees

1. Work outside ACRES before inputting into ACRES
2. Lean on your environmental professional for ACRES input (put in your RFP)
3. Try to not push off inputting data
4. Use the many resources available for you to learn ACRES
- 5. Remember there is a purpose for your data! And we appreciate everything you do!**

Who is supposed to be inputting data into ACRES?



The not-so-deep-dive in ACRES

A quick demo by Efe.



STAY CONNECTED!

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Sign up for our newsletter!

Schedule a one-on-one consultation



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