

ACRES 5

Training for the EPA Project Officer



November 11, 2014

Agenda

- ◆ **Introduction to ACRES**
- ◆ **Quality Assurance Process**
- ◆ **Getting into ACRES**
- ◆ **CA Home Screen**
- ◆ **Property Home Screen – Reviewing work packages**
- ◆ **Report Tools**

What is ACRES?

◆ **Assessment, Cleanup and Redevelopment Exchange System (ACRES)**

- The system of record for calculating GPRA measures
- Electronic version of Property Profile Form
- Continuously incorporates feedback received from each user group
- Team ACRES is working on making ACRES a beneficial tool for project management

What is my role in ACRES as a Project Officer?

Project Officers:

- ◆ **Review the data your grantee submits**
- ◆ **Ensure accuracy in reporting**
 - Data is consistent with the workplan
 - Data is accurate
 - Data is consistent with the quarterly reports

- ◆ **DISCUSSION:**
 - What do you see as your role in ACRES?
 - What are the challenges you encounter that keep you from having a successful PO review?

Once a grantee enters their data into ACRES, the work package comes to the Project Officer (PO) for review. As the PO, you are responsible for checking that accuracy and consistency of the data being reported. The data entered by the grantee should match what is being reported in the workplan and quarterly report.

Why is my role important to ACRES?

Whose job is it anyway?

- ◆ **Grantees: Responsible for entering the data**
 - Enhances credibility of the data
 - Streamlines the data collection and management processes
 - Reduces lag time in data appearing in reports and performance measure calculations
- ◆ **Project Officers (POs):** Responsibility and accountability for data quality are with the Regions. POs are responsible for ensuring that the data meets our data quality standards.
- ◆ **Headquarters:** Responsible for overall data quality and system maintenance, enhancements, and improvements.

Grantee entered data can be entered by the grantee themselves or contractors. Data entry done directly by the grantee (or grantee contractor) ensure the credibility of the data being entered, allows for better management of data, and the simplifies the review process.

As a project officer, it is your job to meet the quality standards of the Brownfields' program within your region. This can be done by overseeing grantees to ensure all data is timely and accurate.

Why is my role so important for ACRES?

- ◆ Accurate & complete grantee data is very important
- ◆ Data is publically available via Cleanups in My Community
- ◆ Data entered into ACRES is available to any requesting party through FOIA
- ◆ Results are frequently reported to Congress
- ◆ Senior management relies on the data to measure the success of the program
- ◆ Incomplete or inaccurate data negatively skews the data set
- ◆ Critical PO review will improve data quality
- ◆ Audit trail

Your role as an EPA Project Officer is important because ACRES is the official system of record for the Brownfields' data. Any requested information or statistics for the Brownfields' comes directly from ACRES. This includes congressional inquiries, FOIA requests, and Data quality metrics. ACRES data is also available publically on Cleanups in My Community at www.epa.gov/CIMC.

Definitions

◆ **Work Package**

- Any set of related data that need to be entered, edited and/or approved together. For example, all data from the PPF constitute a single work package

◆ **Workflow**

- The series of actions and states that a work package must pass through before being completed/approved

◆ **Status**

- The condition of the work package at a given point within the workflow
- Indicates where the work package is in the process of being entered, reviewed, edited, and/or approved

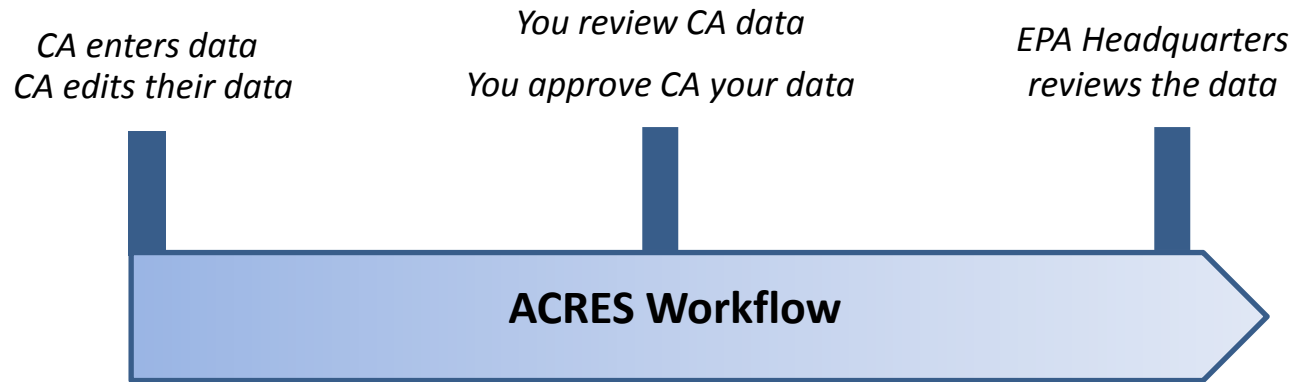
◆ **Property Record**

- 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

These are definition that will be useful to you when using the ACRES system. An easier way to look at this is like a letter being delivered through the post office. The letter represents the property record and the envelop represents the work package. The work package moves from one location to another, in what we call the workflow. The status represents where the envelop is as it travels to its final destination. The letter itself is permanent as the envelop it's being housed is temporary. Just like the property record and work package, respectively.

What is the Q/A process?

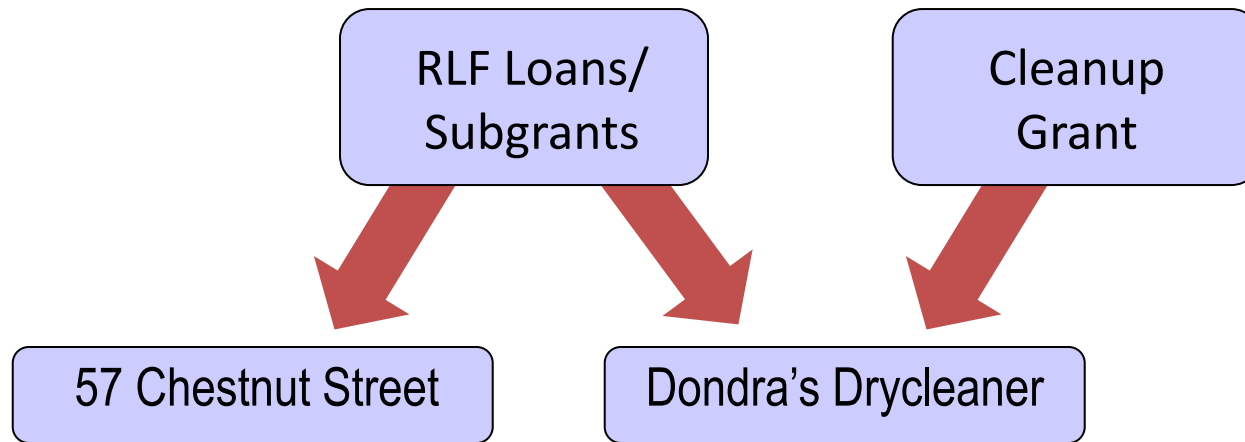
- ◆ The ACRES workflow is a series of actions and states that a work package must pass through before being completed
- ◆ The status of a work package indicates where it is in the workflow



The ACRES workflow is the term for linear process of entering, reviewing, and approving data in a work package. The CAR starts a work package for a property. The work package comes to you as the Project Officer for review. The PO approves the work package and it goes to EPA Headquarters for review. When a work package is approved by Headquarters, the property record in ACRES is updated and the work package is discarded.

Data Organization in ACRES

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



ACRES allows a property to be associated to multiple cooperative agreements. This is done so that duplicate properties are not created in ACRES when a property has been addressed by more than one cooperative agreement. There is no limit to how many cooperative agreements can be associated to a property.

What is the PO role in the Q/A process?

- ◆ The PO reviews CAR data for accuracy and completeness.
- ◆ Any data that is inadequate or incorrect should be updated.
- ◆ Once all data is verified as correct, accept the work package & send it to HQ for final review.

ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

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- 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 early 2014 schedule offers:

- "Getting Started" - a class providing instruction to new users on submitting property data (approx. 60 minutes). Offered Tuesday, March 11th and Tuesday, May 13th (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 8th and Tuesday, June 10th (2 pm Eastern).

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

National Accomplishments for FY 14

(see [Program Accomplishment Report](#) for complete accomplishment list)

	Pending	Approved
Assessments:	270	944
Cleanups:	19	78
Leveraged \$:	\$0.00	\$424,039,802.00
Jobs (Cleanup):	1195	2872
Jobs (Redevelopment):	5807	4391
Acres RIR:	2459.6	4408.7

My Projects Regional Status My Regional Cooperative Agreements

Work Packages To Review Open Work Packages All My Projects

Work Packages to Review	ACRES Property ID	CA/TBA	Cooperative Agreement #	Action	Status Since	Submitted By	Accomplishment Pending ?	New Property	Region
151 South Champlain Street (Property Home) (Submission Archive)	34021	Vermont Agency of Commerce and Community Development BCRLF FY06	BF 97156901	Review Data	Needs Review 1/31/2014	[Redacted] (Cooperative Agreement Recipient)		No	1
Aerofab - Parcel 17D (Property Home) (Submission Archive)	125444	Maine Department of Economic and Community Development BCRLF FY10	BF 96135501	Review Data	Needs Review 12/13/2013	[Redacted] (Cooperative Agreement Recipient)		No	1
Brindis Tannery (Property Home) (Submission Archive)	121662	Canton, Town of Cleanup FY04	BF 96152601	Review Data	Needs Review 7/10/2013	[Redacted] (EPA)		No	1

When a work package comes to your queue for review, Project Officers should be looking for accurate and complete property data. If you review data that needs to be updated, a PO has two options. The first option is to send the work package back to the CAR for updates. The second option is for you is to update the information yourself. Once the work package is accepted in Regional Review, it is sent to Headquarters for National Program Review.

What happens after the data is approved by the PO?

- ◆ Final data is reported via Cleanups in My Community (CIMC). This is available to the public.
- ◆ Note that CIMC is updated with ACRES information once a month.

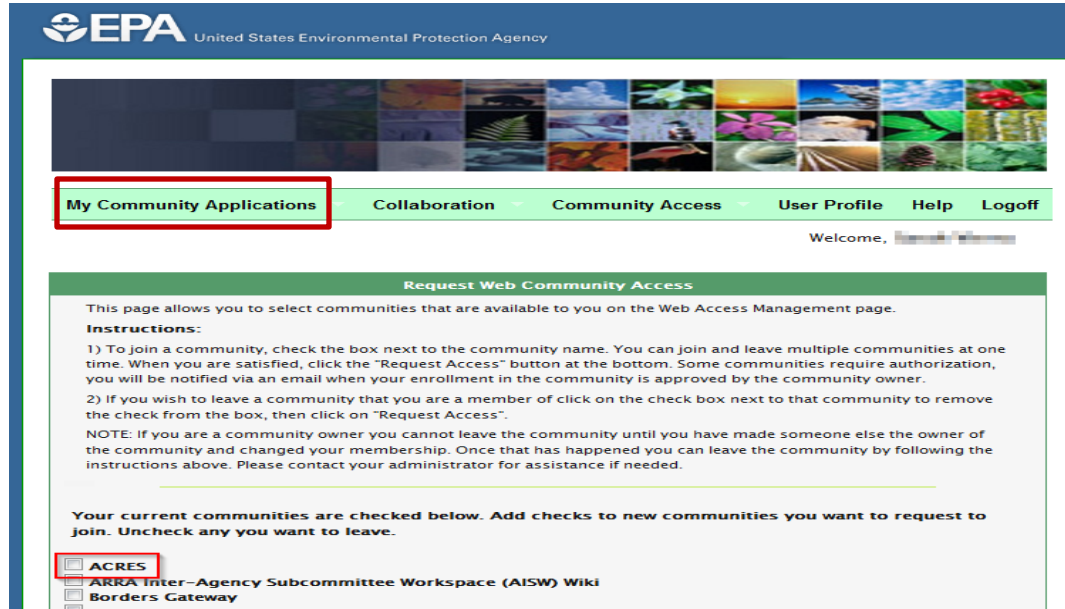


The screenshot shows the EPA website's 'Cleanups in My Community' page. The header includes the EPA logo and navigation links. The main content area is titled 'Cleanups in My Community' and provides instructions on how to use the tool to map and list areas where pollution has been cleaned up. It lists categories of cleanups, such as sites under EPA's Superfund, RCRA, and Brownfields programs. A 'Find your community' section offers search options by street address or geographic unit (state or territory), with a map of the United States for selection. The page also includes a sidebar with various navigation options and a footer with accessibility and contact information.

ACRES information is publically available through Cleanups in my Community at www.epa.gov/cimc. As a Project Officer, when information is approved in ACRES it is made available through CIMC. Updated ACRES information is passed to CIMC once a month. The new data is available on CIMC around the 18th of the month.

Getting into ACRES

- ◆ EPA users request ACRES access by adding ACRES to 'My Communities' via the EPA Portal.
- ◆ Each EPA user should login into ACRES using their EPA LAN credentials (<https://cfext.epa.gov/acres/index.cfm>).



The screenshot shows the EPA Portal interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. Below the logo is a grid of images. A navigation bar contains several tabs: 'My Community Applications' (highlighted with a red box), 'Collaboration', 'Community Access', 'User Profile', 'Help', and 'Logoff'. Below the navigation bar, a 'Request Web Community Access' section is shown. It includes instructions for joining and leaving communities, a note for community owners, and a list of communities to join. The 'ACRES' checkbox is highlighted with a red box.

Request Web Community Access

This page allows you to select communities that are available to you on the Web Access Management page.

Instructions:

- 1) To join a community, check the box next to the community name. You can join and leave multiple communities at one time. When you are satisfied, click the "Request Access" button at the bottom. Some communities require authorization, you will be notified via an email when your enrollment in the community is approved by the community owner.
- 2) If you wish to leave a community that you are a member of click on the check box next to that community to remove the check from the box, then click on "Request Access".

NOTE: If you are a community owner you cannot leave the community until you have made someone else the owner of the community and changed your membership. Once that has happened you can leave the community by following the instructions above. Please contact your administrator for assistance if needed.

Your current communities are checked below. Add checks to new communities you want to request to join. Uncheck any you want to leave.

- ACRES
- ARRA Inter-Agency Subcommittee Workspace (AISW) Wiki
- Borders Gateway

To register for ACRES, go to portal.epa.gov and login with your EPA LAN credentials. Once you are logged into the EPA Portal, click the My Community Applications tab and click the ACRES checkbox. Once you have added ACRES to your community, the ACRES Help Desk will receive your request. You will receive an email once your request has been accepted. To login to ACRES, go to <https://cfext.epa.gov/acres/> and enter your EPA LAN credentials.

ACRES Home Screen – My Projects Tab

Quick Links

- Update User Information
- See Users in My Region
- Update My Email Preferences
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- Submitting Data for More Than Ten Properties?
[Download the Multi-Property Spreadsheet](#)
- ACRES Online Training Information
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News, Alerts & Notifications

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Online training classes are offered to ACRES users each month, for both beginners and for more experienced users. The Fall 2014 schedule offers:

- "Getting Started" - a class providing instruction to new users on submitting property data (approx. 60 minutes). Offered Tuesday November 11th (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, October 14th and Tuesday, December 9th (2 pm Eastern).

R 2 Accomplishments for FY 15

(see [Program Accomplishment Report](#) for complete accomplishment list)

	Pending (Current FY)	Pending (All FYs)	Approved
Assessments:	11	130	2
Cleanups:	0	12	2
Leveraged \$:	\$0.00	\$15,827,973.00	\$0.00
Jobs (Cleanup):	0	510	0
Jobs (Redevelopment):	0	494	0
Acres RfR:	597.5	686.12	

My Projects Regional Status My Regional Cooperative Agreements

Work Packages To Review Open Work Packages All My Projects

Work Packages to Review	ACRES Property ID	Cooperative Agreement	Cooperative Agreement #	Action	Status Since	Submitted By	Accomplishment Pending ?	New Property	Region
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Once logged into ACRES, your ACRES home screen will have an overview of all your important ACRES data including work packages needing your review, a list of all your Cooperative Agreements, Regional accomplishments, and News, Alerts, and Notifications. Quick links includes links for ACRES training and updating your email preferences. News, Alerts & Notifications is where you can learn about the latest things we are enhancing in ACRES for you. The Accomplishments Summary gives you a summary of pending and approved accomplishments for you region.

ACRES Home Screen – Regional Status Tab

[HOME](#) [FIND PROPERTY/COOPERATIVE AGREEMENT/TBA](#) [REPORTS](#) [ADMIN](#)

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Quick Links

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

National Accomplishments for FY 14

(see [Program Accomplishment Report](#) for complete accomplishment list)

	Pending	Approved
Assessments:	270	944
Cleanups:	19	78
Leveraged \$:	\$0.00	\$424,039,802.00
Jobs (Cleanup):	1195	2872
Jobs (Redevelopment):	5807	4391
Acres RFR:	2459.6	4408.7

[My Projects](#) [Regional Status](#) [My Regional Cooperative Agreements](#)

Filter by:

Owner:

Status:

[Filter List](#) [Clear Filter](#)







Accomplishment Pending: All Yes No

New Property: All Yes No

Region: 1 2 3 4 5 6 7 8 9 10

[Export to Excel](#)

* A red "Status Since" value indicates the work package has remained in the same status for more than 90 days.

Open Work Packages	CA/TBA	Cooperative Agreement #	Status Since	Owner	Project Officer	Accomplishment Pending ?	New Property	Region
Dunn and McCarthy (Property Home) (Submission Archive)	Auburn, City of  Assessment FY10	BF 97214910	Ready for Regional Review 5/24/2012	 (EPA)	Schenine Mitchell		Yes	2
Schine Theater (Property Home) (Submission Archive)	Auburn, City of  Assessment FY10	BF 97214910	Ready for Regional Review 5/24/2012	 (EPA)	Schenine Mitchell		Yes	2
35R Canoga Street (Property Home) (Submission Archive)	Auburn, City of  Assessment FY10	BF 97214910	Ready for Regional Review 5/24/2012	 (EPA)	Schenine Mitchell		Yes	2

The Regional Status Tab allows you to filter for pending accomplishments, work packages needing review, work packages that need attention including ones that have been in their current status more than 90 days. My Regional Cooperative Agreements Tab lists all of the CAs you are associated with

How to search for a Cooperative Agreement/Property



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News, Alerts & Notifications

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

R 10 Accomplishments for FY 14

(see [Program Accomplishment Report](#) for complete accomplishment list)

	Pending	Approved
Assessments:	4	18
Cleanups:	0	0
Leveraged \$:	\$0.00	\$13,194,533.00
Jobs (Cleanup):	0	8
Jobs (Redevelopment):	0	425
Acres RfR:	10.32	193.64

My Projects | **Regional Status** | **My Regional Cooperative Agreements**

Work Packages To Review | Open Work Packages | All My Projects

Work Packages to Review	ACRES Property ID	Cooperative Agreement	Cooperative Agreement #	Action	Status Since	Submitted By	Accomplishment Pending	New Property	Region
							?		

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 Learn More about ACRES on EPA.gov/ACRES

ACRES allows you to search for properties, cooperative agreements and TBA properties on the Find Property/Cooperative Agreement/TBA tab.



How to search by CA type

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Version 4.01.030 [Release Notes](#)
/2012
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ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

Find Cooperative Agreement/TBA Properties

There are 55 Cooperative Agreements/TBAs with the following search criteria: Region: 8 Cooperative Agreement Type: Assessment Announcement Year: All

Recipient Name	CA #	Associated Properties	State	Announcement Year (FY)	CA Type
Lakewood, City of	BP99898401	Properties (3) View	CO	1998	Assessment
Aurora, City of	BP98811001	Properties (4) View	CO	1999	Assessment
Kemmerer, City of	BP99887001	Properties (1) View	WY	1998	Assessment
Missoula, City of	BP99892601	Properties (2) View	MT	1998	Assessment
Denver, City and County of & Stapleton Development Corporation	BP99877001	Properties (4) View	CO	1997	Assessment
Yankton, City of	BP98870101	Properties (9) View	SD	2002	Assessment
Summit County	BP98855401	Properties (3) View	CO	2001	Assessment
Fort Belknap Indian Community	BP98853001	Properties (2) View	MT	2001	Assessment
Turtle Mountain Band of Chippewa	BP99899701	Properties (1) View	ND	1998	Assessment
Evanston Urban Renewal Agency, City of	BP99896501	Properties (3) View	WY	1998	Assessment
Colorado Department of Public Health and Environment	V99850601	Properties (4) View	CO	1995	Assessment
Sioux Falls, City of	V99860501	Properties (2) View	SD	1997	Assessment
Murray City	V99860701	Properties (1) View	UT	1997	Assessment
Provo City	BP99860401	Properties (1) View	UT	1996	Assessment

Cooperative Agreement Type

- Area-Wide Planning
- Assessment
- BCRLF
- Cleanup
- Job Training
- Section 128(a) State/Tribal
- TBA
- All

Cooperative Agreement State

- Colorado
- Montana
- North Dakota
- South Dakota
- Utah
- Wyoming
- All

This search tool allows you to search based on certain criteria including CA#, CA type, state, ACRES property ID # and property name. Using the filters, can reduce the search for a number of criteria. As a PO, this is helpful because you can see who has reported properties for their cooperative agreements. Older, closed out CAs should have at least one property associated with it. This function can help with tracking whether sufficient progress is being made or making sure CAs have reported accomplishment data when they are near close out.

Viewing the Property Home Page

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PROPERTY HOME

Profile Information Collapse All

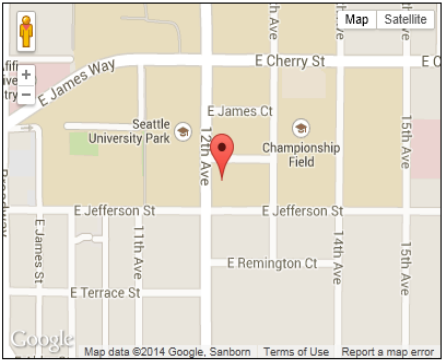
12th and Jefferson
ACRES Property ID: 97781

[Property Progress Profile](#) (epa.gov)
[Submission Archive](#)

Property Address
1200 - 1206 East Jefferson Street
Seattle WA 98122
Size: 0.22

Parcel Number(s): 7948300165
Property Contact
 (EPA)
acres_test@sra.com
206-553-6378

Property Geographic Information
Lat/Long:
47.606577-122.31647

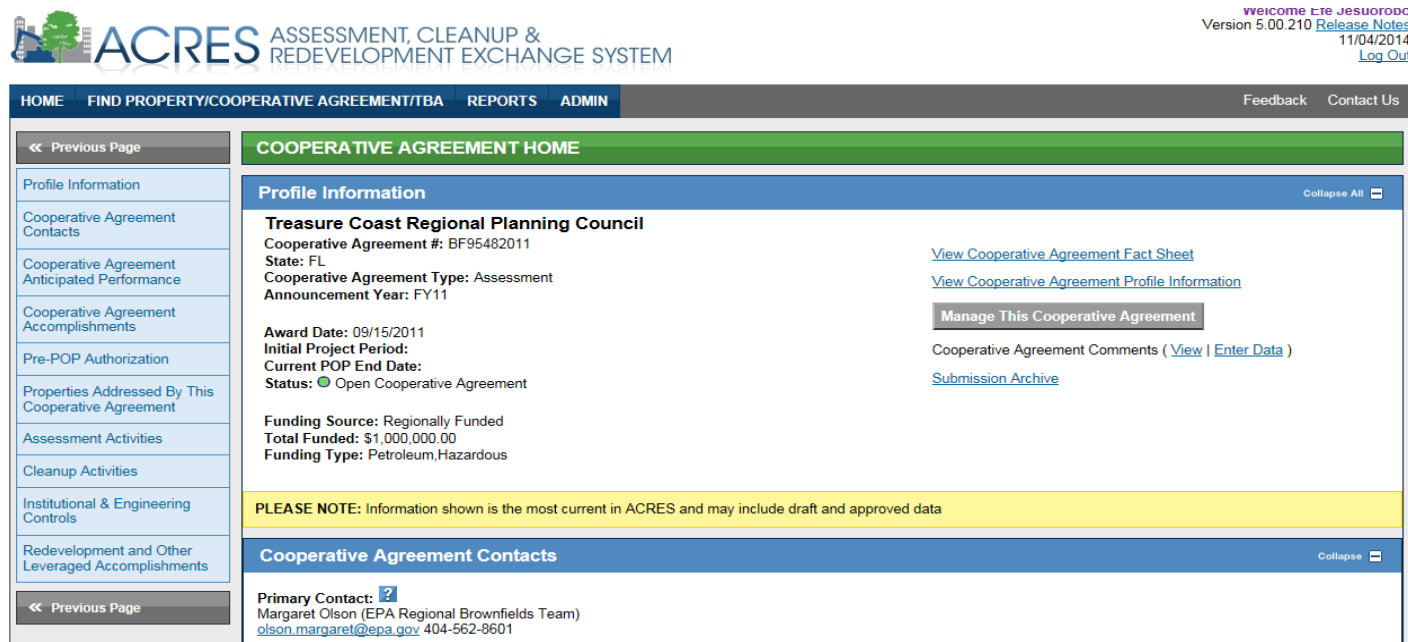


PLEASE NOTE: Information shown is the most current in ACRES and may include draft and approved data.

From any of the previous views, you click on the Property Home hyperlink to go to the Property Home page. There you will see all the data submitted by your recipient via ACRES. The property home screen gives an overview of all the data entered for the property including assessment information, any cleanup data entered, and contaminants and media affected. On the property home page you can also view all cooperative agreements the property is associated to.

Cooperative Agreement Home Screen

- ◆ Link to Compass Financial Data warehouse
- ◆ Link to the grant factsheet
- ◆ List of accomplishments/properties associated with the cooperative agreement



The screenshot displays the ACRES (Assessment, Cleanup & Redevelopment Exchange System) interface. At the top, the ACRES logo is on the left, and the text 'ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM' is on the right. A navigation bar includes 'HOME', 'FIND PROPERTY/COOPERATIVE AGREEMENT/TBA', 'REPORTS', and 'ADMIN'. A sidebar on the left lists various menu items such as 'Profile Information', 'Cooperative Agreement Contacts', and 'Assessment Activities'. The main content area is titled 'COOPERATIVE AGREEMENT HOME' and features a 'Profile Information' section for the 'Treasure Coast Regional Planning Council'. This section includes details like 'Cooperative Agreement #: BF95482011', 'State: FL', 'Award Date: 09/15/2011', and 'Funding Source: Regionally Funded'. A 'PLEASE NOTE' banner is present below the profile information. At the bottom, the 'Cooperative Agreement Contacts' section lists the primary contact as Margaret Olson.

ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

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COOPERATIVE AGREEMENT HOME

Profile Information Collapse All

Treasure Coast Regional Planning Council

Cooperative Agreement #: BF95482011
State: FL
Cooperative Agreement Type: Assessment
Announcement Year: FY11

[View Cooperative Agreement Fact Sheet](#)
[View Cooperative Agreement Profile Information](#)

Manage This Cooperative Agreement

Award Date: 09/15/2011
Initial Project Period:
Current POP End Date:
Status: Open Cooperative Agreement

Funding Source: Regionally Funded
Total Funded: \$1,000,000.00
Funding Type: Petroleum,Hazardous

Cooperative Agreement Comments ([View](#) | [Enter Data](#))
[Submission Archive](#)

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

Cooperative Agreement Contacts Collapse

Primary Contact: [?](#)
Margaret Olson (EPA Regional Brownfields Team)
olson.margaret@epa.gov 404-562-8601

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The cooperative agreement home screen gives an overview of cooperative agreement including recipient name, CA#, award date, funding, and properties/accomplishments that are associated to the CA. As a PO, helpful links on this page include the links to the Compass Financial data warehouse and the Grant Fact Sheet tool.

Cooperative Agreement Home Screen

The Manage this Cooperative Agreement function allows POs to:

- ◆ View current Cooperative Agreement information
- ◆ Enter Anticipated Performance measures
- ◆ Enter Sustainability information
- ◆ Enter Closeout Information (including Closeout Date, whether closeout report was received and Lessons Learned)

ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

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COOPERATIVE AGREEMENT HOME

Profile Information Collapse All

Vermont Agency of Commerce and Community Development

Cooperative Agreement #: BF97156901
State: VT
Cooperative Agreement Type: BCRLF
Announcement Year: FY06

[View financial information in the EPA Financial Data Warehouse](#)
[View Cooperative Agreement Fact Sheet](#)
[View Cooperative Agreement Profile Information](#)
Manage This Cooperative Agreement
Cooperative Agreement Comments ([View](#) | [Enter Data](#))
[Submission Archive](#)

Award Date: 09/20/2006
Initial Project Period: 10/01/2006 to 09/30/2015
Current POP End Date: 09/30/2013
Status: Open Cooperative Agreement

Funding Source: Regionally Funded
Total Funded: \$2,450,000.00
Funding Type: Hazardous,Petroleum,

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

Cooperative Agreement Contacts Collapse

Primary Contact: [Frank Gardner \(EPA Regional Brownfields Team\)](#)
Gardner.Frank@epa.gov 617-918-1278

Data Reviewer: [Frank Gardner \(EPA Regional Brownfields Team\)](#)
Gardner.Frank@epa.gov 617-918-1278

Cooperative Agreement Anticipated Performance Collapse

Activity	Date Anticipated	Anticipated Amount	Actual Amount ?	Difference
Cleanup Dollars Leveraged		\$0.00	\$0.00	\$0.00
Cleanup Jobs Leveraged		0	9	9

A newly added feature for Project Officers is the PO Module. The PO module allows you to easily update cooperative agreement information including any anticipated cleanup leveraged dollars, redevelopment jobs leveraged, and other important performance measures. When your cooperative agreement closes, you can enter closeout date, enter any lessons learned and dates the closeout reports were received.

Managing your Cooperative Agreement

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MANAGE THIS COOPERATIVE AGREEMENT

Cooperative Agreement Collapse All ☰

Boise DEP TST

Cooperative Agreement #: BF00TST120 Announcement Year: FY09
 State: ID Initial Project Period: 10/01/2010 to 02/04/2015
 Cooperative Agreement Type: Assessment Award Date: 07/22/2009
 Status: ● Open Cooperative Agreement Current POP End Date:

« Previous Page

Anticipated Performance Measures Collapse ☰

Activity	Anticipated Amount	Date Anticipated	Actual Amount ?
Assessments	<input type="text" value="0"/>	<input type="text"/>	2
Cleanup Dollars Leveraged	\$ <input type="text" value="0.00"/>	<input type="text"/>	\$ 0.00
Cleanup Jobs Leveraged	<input type="text" value="0"/>	<input type="text"/>	0
Redevelopment Dollars Leveraged	\$ <input type="text" value="0.00"/>	<input type="text"/>	\$ 0.00
Redevelopment Jobs Leveraged	<input type="text" value="0"/>	<input type="text"/>	0

Sustainability Information Collapse ☰

What to look for when reviewing work packages

Property Activity Information

- ◆ **Assessment or Cleanup activity**
- ◆ **Is there correct funding level for each activity? Does it match the quarterly reports?**
- ◆ **Assessment activity**
 - Was any contamination found requiring further investigation/cleanup?
 - Are the assessment completion dates entered ?
 - Is cleanup required (or necessary)?
- ◆ **Cleanup activity**
 - Start date, completion date, Cleanup Completion Documentation, ICs/ECS required/in place?
- ◆ **Redevelopment activity**
 - Start date, funding levels/jobs recorded, basis to support data submitted?

Work packages To Review- Regional Review

- ◆ Any work packages to review will appear under the 'Work Packages to Review' tab on you Home Screen.

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Quick Links

- [Update My Email Preferences](#)
- [Run Program Accomplishment Report](#)
- [Submitting Data for More Than Ten Properties? Download the Multi-Property Spreadsheet](#)
- [ACRES Online Training Information](#)
- [About ACRES](#)

News, Alerts & Notifications

ACRES Online Training - classes offered the spring quarter
An online training class is offered to ACRES users on the first Tuesday of each month. The spring schedule features:

- "Getting Started" - a class providing instruction to new users on submitting property data (approx. 90 minutes). Offered Tuesday, April 10th (2 pm Eastern).
- "Next Level" - a class for users familiar with ACRES, providing instruction on how to make ACRES work for the user and their property scenarios (approx. 90 minutes). Offered Tuesday, May 8th (2 pm Eastern).

What's New?
A new version of ACRES (v. 4.01.020) was released Friday, March 9, 2012. A summary of the changes that have been made to the system

R 10 Accomplishments for FY 12
(see [Program Accomplishment Report](#) for complete accomplishment list)

	Pending	Approved
Assessments:	8	55
Cleanups:	0	5
Leveraged \$:	\$0.00	\$23,016,260.00
Jobs (Cleanup):	2	76
Jobs (Redevelopment):	83	177
Acres RIR:	30.92	285.54

My Projects | **Regional Status** | **My Regional Cooperative Agreements**

Work Packages To Review | [Open Work Packages](#) | [All My Projects](#)

Work Packages to Review	ACRES Property ID	Cooperative Agreement	Cooperative Agreement #	Action	Status Since	Submitted By	Accomplishment Pending	New Property	Region
Joos Garage TST (Property Home) (Submission Archive)	144477	Boise DEP TST Assessment FY09	BF 00TST120	Review Data	Needs Review 5/10/2012	ACRES Test CAR (Cooperative Agreement Recipient)	Supplemental Assessment Redevelopment Activity Redevelopment Jobs Leveraged Cleanup Jobs Leveraged	Yes	10

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When on the ACRES home screen, any work packages you need to review will be under your 'Open Work Packages' tab. The name of the property, ACRES Property ID, link to the property home page, cooperative agreement number, who submitted the work package, and other property information will be listed. To review a work package, click the 'Review data' link; You will be directed to the property profile form. 22

Work packages To Review

- ◆ Once the work package is opened for review, modified data requiring review and advisory notes will be listed.
- ◆ Any data entered by the grantee can also be updated during your review by clicking the 'Edit' link.

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QA: PROPERTY INFORMATION

Profile Information

Property Name: Joes Garage TST
ACRES Property ID #: 144477
Recipient Name: Boise DEP TST
State: ME
Cooperative Agreement Type: Assessment
Cooperative Agreement Number: BF 00TST120
Announcement Year: FY 2009

PLEASE NOTE: This workpackage has a Redevelopment Activity, Supplemental Assessment, Redevelopment Jobs Leveraged, Cleanup Jobs Leveraged accomplishment pending.

Modified Data Requiring Review:
[Property Photograph Information](#)
[Cooperative Agreement Recipient Information](#)
[Ownership & Superfund Liability](#)
[Property History Information](#)
[Property Geographic Information](#)
[Institutional & Engineering Controls Information](#)
[Property Background Information](#)
[Environmental Cleanup Information](#)
[Environmental Assessment Information](#)
[Contaminants & Media Affected Information](#)

⚠ If cleanup has been entered or commended, and it is the end of Phase I or II, don't forget to enter the P&C and Four's information in the Contaminants & Media Affected Information section.

⚠ ACRES Cleanup: No data were entered for ACRES Cleaned Up on the Environmental Cleanup Information screen. Before submission of this work package, please confirm that no acres have been cleaned up is the correct response for this field.

Submission Notes [?](#)

Data listed under the "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.

Part I: Property Information

Cooperative Agreement Recipient Information

Description	Data in ACRES	Data for Review

[Edit](#)

When you are reviewing a work package, the top section will identify the data the CAR entered requiring review. Also, ACRES will remind you when you need to watch out for additional fields based on what the CAR reported to EPA. If there is any data that needs to be updated, you can use the Edit function at the top of each section in ACRES. Any Submission notes entered by the CAR will be shown at the top of the screen above Part I of the Property Profile Form.

Updating property data during Regional Review

- ◆ Once the 'Edit' link is opened, the Property Profile Form will appear to allow for any property updates.

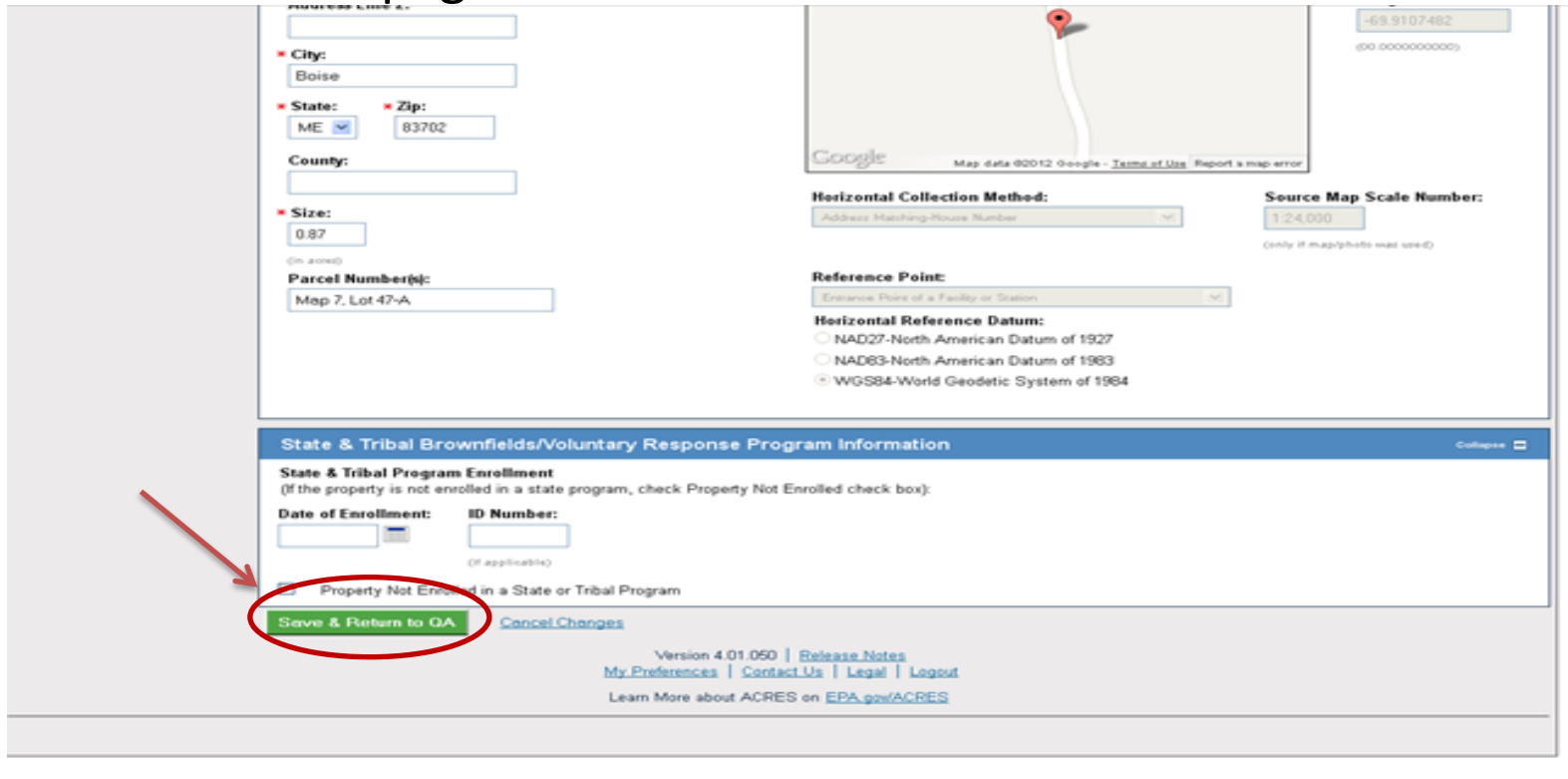
The screenshot displays the 'PROPERTY PROFILE FORM' interface. On the left is a navigation sidebar with links for 'Previous Page', 'Part I: Property Information', 'Cooperative Agreement Recipient Information', 'Property Background Information', 'State & Tribal Brownfields/Voluntary Response Program Information', 'Property Geographic Information', 'Part II: Environmental Activities', 'Part III: Additional Property Information', 'Data Documentation', 'Submission History', and 'Submission Archive'. The main content area is titled 'PROPERTY PROFILE FORM' and contains several sections:

- Part I: Property Information** (Collapse All):
 - Recipient Name:** Boise DEP TST
 - Property Name:** French Cleaners
 - Property Id:** 156941
 - State:** ID
 - Cooperative Agreement Type:** Assessment
 - Cooperative Agreement Number:** BF00TST120
 - Announcement Year:** FY09
 - EPA Form # 6200-03 (9-2006) Form Approved**
 - OMB Number No. 2050-0192 Expires 05-31-2016**
 - Submission Notes:** Submission notes are a temporary note to your regional representative to ask questions 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](#).
- Cooperative Agreement Recipient Information** (Collapse):
 - Date of Form:** 08/12/2014
 - For Assessment, Cleanup, Revolving Loan Fund and Multi-Purpose cooperative agreements, what type(s) of funding is being used at the property?**
 - Hazardous
 - Petroleum
- Property Background Information** (Collapse):
 - Property Name/Address:**
 - Property Name:** French Cleaners
 - Address Line 1:** 220 E. 4th Ave.
 - Address Line 2:**
 - City:** Post Falls
 - State:** ID **ZIP Code:** 83854
 - Property Geographic Information:**
 - Map:** A map showing the property location at the intersection of E 4th Ave and N William St in Post Falls, ID. The map includes street names like N Spokane St, N Frederick St, N Henry St, N Post St, Railroad Ave, and Railroad.
 - Edit Fields:**
 - Latitude:** 47.710734
 - Longitude:** -116.945204

As a PO, you can update any property information in the Property Profile Form while the property is in regional review.

Approving work package after review/updates

- ◆ Once any property updates have been made, click the 'Save & Return to QA/' button at the bottom of the page. You will be directed back to the QA Review page.



The screenshot displays a web form for property information. The form includes fields for City (Boise), State (ME), Zip (83702), County, Size (0.87), and Parcel Number(s) (Map 7, Lot 47-A). A map of the location is shown on the right. Below the map, there are sections for Horizontal Collection Method (Address Matching-House Number), Source Map Scale Number (1:24,000), Reference Point (Entrance Point of a Facility or Station), and Horizontal Reference Datum (WGS84-World Geodetic System of 1984). A section titled 'State & Tribal Brownfields/Voluntary Response Program Information' contains a 'State & Tribal Program Enrollment' section with a 'Property Not Enrolled in a State or Tribal Program' checkbox. At the bottom of this section, the 'Save & Return to QA' button is highlighted with a red circle and a red arrow. Other buttons include 'Cancel Changes'. The footer contains version information (4.01.050) and links for Release Notes, My Preferences, Contact Us, Legal, Logout, and EPA.gov/ACRES.

After you completed your changes, remember to hit the save button which will return you back to the QA screen.

Property Home screen – Data to review

- ◆ To approve the work package and send to National Program Review, click the Accept button.
- ◆ To send the work package back to the grantee for clarification, click the 'Return to Submitter for Clarification' button.

****Reviewer Feedback is required when a work package is sent back for clarification.**

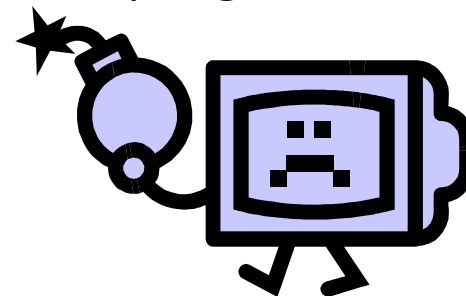
The screenshot displays the 'Property Home screen' with the following elements:

- Data Documentation Information** (header) with an [Edit](#) link.
- Data in ACRES** (table header) with **Data for Review** (table header).
- [No Data]** (table content).
- Approval** (header) with a **Reviewer Feedback** text area.
- Accept** (button) and **Return to Submitter for Clarification** (button).
- Footer: Version 5.00.200 | [Release Notes](#) | [My Preferences](#) | [Contact Us](#) | [Legal](#) | [Log Out](#) | Learn More about ACRES on [EPA.gov/ACRES](#)

If you have any questions for the CAR before you submit the data as final, enter the questions under 'Reviewer Feedback' and click the 'Return to Submitter for Clarification' button to return the property to the CAR to revise. If you have updated any information, it is VERY important that the data is accurate. You are the only one reviewing it! It is ok to seek clarification from the CAR if you are unsure about any information entered. If all the data is accurate and complete, accept the information and this work package is complete! 26

Common Data Quality Issues

- ✓ Duplicate property records
- ✓ Importance of dollars and jobs leveraged
- ✓ Using consistent dates when a property is funded under multiple CAs
- ✓ Cleanup completion date definition
- ✓ Reporting the same leveraging information under multiple grants can result in double-reporting of funding information



Here is a list of common data quality issues you will come across as a Project Officer. When reviewing work packages, please check for these issues. One of the most common issues in ACRES is duplicate property records. ACRES allows properties to be associated to multiple cooperative agreements without creating duplicates. If leveraged funding is entered under properties multiple cooperatives, it is possible for leveraged funding to be double-counted. As a PO, it is your responsibility to ensure leveraged funding is not double-counted.

Report Tools (Regional Performance Report on CAs)

Regional Performance Report on CAs:

- ◆ Provides visual overview of all CAs in your region
- ◆ Filters available to screen by status (opened/closed) and project officer
- ◆ Displays accomplishment numbers, jobs leveraged and dollars leveraged, acres RfR, etc. for each CA
- ◆ Provides a link to the CA Home page
- ◆ Can be exported to Excel for printing

ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

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Regional Performance Report on Cooperative Agreements

Select Region: Region 01 Status: Open Project Officer: All

Filter Clear Filters Export to Excel

PO	State	Recipient	Grant Number	Grant Type	Year Announced	Award Date	Project Period Start Date	Project Period End Date	Total Grant Amount	Grant Amount (Hazardous)	Grant Amount (Petroleum)	Amount Paid per FOW	Amount Paid per ACRES	Actual Phase1	Actual Phase2	Supplemental	Cleanup Plans
MA	MA	Town of Lee	TR 96175701	Area-Wide Planning	FY13	09/10/2013	09/30/2015	09/30/2015	\$175,000.00	\$0.00	\$0.00	Compass	\$0.00	0	0	0	0
VT	VT	Burlington, City of	TR 96180501	Area-Wide Planning	FY13	09/25/2013	09/30/2015	09/30/2015	\$400,000.00	\$0.00	\$0.00	Compass	\$0.00	0	0	0	0
VT	VT	Rutland Regional Planning Commission	BP 97159901	Assessment	FY06	09/27/2006	09/30/2011	09/30/2011	\$200,000.00	\$0.00	\$200,000.00	Compass	\$150,770.00	4	3	0	1
MA	MA	Worcester, City of	BP 97178901	Assessment	FY07	09/07/2007	10/01/2012	10/01/2012	\$200,000.00	\$200,000.00	\$0.00	Compass	\$200,000.00	0	4	0	0
VT	VT	Northwestern Vermont Development Association	BP 97171001	Assessment	FY07	07/20/2007	12/31/2012	12/31/2012	\$200,000.00	\$200,000.00	\$0.00	Compass	\$173,107.00	22	5	1	1
CT	CT	West Haven, City of	BP 97173001	Assessment	FY07	08/22/2007	12/31/2012	12/31/2012	\$400,000.00	\$0.00	\$200,000.00	Compass	\$95,190.00	2	2	1	1
VT	VT	Rutland Regional Planning Commission	BP 97180101	Assessment	FY07	08/07/2007	12/31/2012	12/31/2012	\$400,000.00	\$200,000.00	\$200,000.00	Compass	\$349,558.00	1	5	1	4
MA	MA	New Bedford, City of	BP 97193001	Assessment	FY08	09/09/2008	09/30/2013	09/30/2013	\$400,000.00	\$200,000.00	\$200,000.00	Compass	\$279,091.00	1	1	1	4
VT	VT	Champlain County Regional Planning Commission	BP 97195901	Assessment	FY08	08/20/2008	09/30/2013	09/30/2013	\$200,000.00	\$200,000.00	\$0.00	Compass	\$159,381.00	0	1	2	1
MA	MA	Haverhill, City of	BP 97114101	Assessment	FY07	02/19/2008	03/31/2013	03/31/2013	\$400,000.00	\$200,000.00	\$200,000.00	Compass	\$302,740.00	4	2	1	0

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The Regional performance report on CAs is a tool for Project Officers to review all of cooperative agreements in your region. The feature allows you to view information leveraged information and data for your all cooperative agreements in your region. Regional Performance Report on CAs provides visual overview of all CAs in your region, allows you to filter available to screen by status (opened/closed) and project officer, displays accomplishment numbers, jobs leveraged and dollars leveraged, acres ready for reuse, etc. for each CA, provides a link to the CA Home page, and can be exported to Excel for printing

Report Tools (Regional Status)

The Regional Status tab displays properties assigned to both you and to your CARs. Properties that need attention have their status displayed in red.

* A red "Status Since" value indicates the work package has remained in the same status for more than 90 days.

Open Work Packages	CA/TBA	Cooperative Agreement #	Status Since	Owner	Project Officer	Accomplishment Pending	New Property
109 Penny Lane (COSSA) (Property Home)	ID Dept. of Environmental Quality Section 128(a) State/Tribal FY12	RP 97056209	Edits in Progress 7/29/2013	Tina Elayer (Cooperative Agreement Recipient)	Susan Morales	Phase I Environmental Assessment	Yes
12th and Jefferson (Property Home) (Submission Archive)	King County Assessment FY07	BF 96015302	Ready for Regional Review 11/18/2013			Acres Cleaned Up Redevelopment Jobs Leveraged	No
142 E. Main, old DeLeon Propert (Property Home)	Idaho Department of Environmental Quality Section 128(a) State/Tribal FY10	RP 97056207	Edits in Progress 7/2/2013	Eric Traynor (Cooperative Agreement Recipient)	Susan Morales	Phase I Environmental Assessment Redevelopment Activity Redevelopment Jobs Leveraged	Yes
419 North 9th (Property Home)	Idaho Office of Economic Development AT Cleanup FY09	BF 00TRN122	Edits in Progress 3/11/2014	ACRES Training CAR (Cooperative Agreement Recipient)	ACRES Training EPA		No
6th and Jackson (Property Home) (Submission Archive)	Moscow, City of Assessment FY10	BF 00J24101	Ready for Regional Review 4/13/2012	Terri Griffith (EPA)	Terri Griffith		Yes
7th and Jackson (Property Home) (Submission Archive)	King County Solid Waste Division Assessment FY10	BF 00J26801	Ready for Regional Review 8/27/2012	Terri Griffith (EPA)	Terri Griffith	Cleanup Jobs Leveraged Acres Cleaned Up Redevelopment Activity	No
9233 N. Calvert Avenue (Property Home)	Portland Office of Transportation, City of Assessment	BP 98029501	Regional Review 2/19/2014	Imma Manulat-Englis (EPA)	Imma Manulat-Englis		No

The regional status tab on the home screen allows you to sort by work package owner or project officer to find your region/CARs quickly. You can also filter by an individual CAR's name, etc. This also highlights work packages that need attention because they have been in a work package status for an extending period of time. Work packages that have in the same status for more than 90 days will be displayed in red. For more detail on the property a question, click the property home link. This will take you to the property home page.

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 display auto-calculated financial data including costs incurred to date and total remaining funding.

◆ ACRES Web Services

- Allow for interaction with external systems such as Brownfields Inventory Tool, state, and community databases. Web services will provide the ability to programmatically submit and receive data from ACRES

Along with all the new features, the ACRES team is constantly working on new enhancements. Some of the future enhancements include the quarterly reporting utility that would allow CARs to build their quarterly reports based on data entered into ACRES. Web services will ACRES to interact with external systems so that CARs do have to enter their information into multiple systems. The first system will be the Brownfields Inventory Tool.

Common Acronyms

- ◆ **ACRES** – Assessment, Cleanup, Redevelopment Exchange System
- ◆ **AWP**- Area-wide planning
- ◆ **BF** – Brownfields
- ◆ **CA** – Cooperative Agreement
- ◆ **CIMC** – Cleanups in my Community
- ◆ **CAR** – Cooperative Agreement Recipient
- ◆ **IGMS**- Integrated Grant Management System
- ◆ **JT** – Job Training
- ◆ **OBLR** – Office of Brownfields Land Revitalization
- ◆ **OSWER**- Office of Solid Waste and Emergency Response
- ◆ **PAR** – Program Accomplishment Report
- ◆ **PAT** – Program Accomplishment Tool
- ◆ **PO**- Project Officer
- ◆ **POP** – Period of Performance
- ◆ **RFR** – Ready for Reuse
- ◆ **RLF** – Revolving Loan Fund
- ◆ **TBA** – Targeted Brownfields Assessment
- ◆ **WAM** – Web Application Management

Frequently Asked Questions

Answers to some frequently asked questions:

Q: My grantee asks me how to submit a work package. What instructions do I give?

A: After the grantee has completed entering data, scroll to the bottom of the form and click the 'Go to Review & Submit' button. ACRES will display the work package information for review (they can correct data at this time) and prompt the grantee to confirm the information by clicking the 'Submit Data Now' button at the bottom of the page. The grantee will be able to reopen the work package and edit the package until their Project Officer reviews the work package, at which point it is Locked for Review.

Q: What resources are available to help my grantee?

A: There are online training courses monthly (2nd Tuesday of each month) and training materials available on the ACRES Information web page. <http://www.epa.gov/acres/>

Q: How can I see if a grantee is entering data on a grant/property?

A: You can use the reports discussed in this presentation. You can also use the Find Property/CA tab to locate a specific property or CA, click the link for the property or CA, and review the information that has been entered for the property to date.

Q: Can I enter data on Closed grants?

A: Yes, but there are reporting limitations for pre-2003 grants. Some information you want to report such as jobs leveraged may not become available until after the grant is closed.

Frequently Asked Questions

Answers to some frequently asked questions:

Q: How do I make myself the primary contact/data reviewer for a cooperative agreement?

A: Contact your data coordinator or contact the Help Desk and you can be made the primary contact/reviewer.

Q: I have received a work package to review and I need the grantee to make additional edits. How do I inform the grantee of the requested changes?

A: At the bottom of the QA page, enter the note to the grantee in the Reviewer Feedback box and click the Return to Submitter for Clarification button. This sends the work package back to the CAR with your feedback.

Q: I would like to update the information for a property and I cannot contact the grantee, how do I update property information?

A: POs do not have access to initiate data entry. To update property information, contact the ACRES Help Desk to have the work package moved to regional review so the property can be updated.

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>

- Training Materials
- Copies of Presentation
- Quick Reference Guides
- Release Notes
- A link to this page is available at the bottom of every ACRES page including the Log In page.



Questions?



Columbia, MO - Cleanup



Providence, RI – Job Training



Anaheim, CA – RLF



South Bend, IN – RLF



Brewer, ME - Assessment