



ACRES 6: Region 7 & 8 Tribal Training



Brownfields property in North Dakota that was cleaned up by Turtle Mountain Band of Chippewa



Meet the Training Team

Nicole Wireman	<i>EPA HQ, Office of Brownfields & Land Revitalization (OBLR) ACRES Database Manager</i>
Sam Sigal	<i>EPA HQ, OBLR ACRES Technical Lead</i>
Efe Jesuorobo	<i>NexTech LinTech, ACRES Support Contractor</i>



ACRES Help Desk

- **Reach out to the ACRES Help desk when you have questions:**
 - `acres_help@epa.gov`
 - (703)-284-8212
- **No question is a dumb question!!!**
- **Don't hesitate to contact Efe the next time you need help or have feedback on ACRES!**

ACRES Reporting for 128(a) Grants

- **Most ACRES data is reported in the Property Profile Form (PPF).**
- **Annual Program Activity Levels (PALs) Reporting (due in December):**
 - ACRES Training will be on October 22nd at 12 pm Mountain/1 pm Central
- **No Quarterly Report template yet for 128(a) Grants - it's coming!**

ACRES Training, Tips & Tools Webpage

- Recordings for past trainings and other helpful information are kept on our website:

<https://www.epa.gov/brownfields/acres-training-tips-and-tools>



The screenshot shows the EPA website header with the logo and navigation links: Environmental Topics, Laws & Regulations, Report a Violation, and About EPA. Below the header is a breadcrumb trail: Home / Brownfields / Grant Recipient Reporting. The main content area is titled 'ACRES Training, Tips and Tools' and includes a sub-header 'Brownfields'. Under 'Brownfields', there is a list of links: About, Grants and Funding, Technical Assistance, Brownfields Newsroom, Land Revitalization, Brownfields Near You, Supporting Communities, Success Stories, Grant Recipient Reporting (highlighted), Key Terms, ACRES Frequently Asked Questions, and ACRES Training, Tips and Tools (highlighted). To the right of the 'Brownfields' list, there is a section titled 'ACRES Training, Tips and Tools' with a sub-header 'Find resources to help you navigate ACRES and submit your grant recipient reports.' This section includes three bullet points: 'Learn How to Register for and Access ACRES', 'Attend Online ACRES Training', and 'View Recorded ACRES Training & Materials'. Below this, there is a note: 'For additional assistance, email the ACRES Help Desk or call 703-284-8212.' The next section is titled 'Learn How to Register for and Access ACRES' and includes two bullet points: 'ACRES Registration for New Users (pdf) (716.52 KB)' and 'Accessing ACRES After Registration (pdf) (637.01 KB, April 2023)'. The final section is titled 'Attend Online ACRES Training' and includes one bullet point: 'Online ACRES trainings are offered on the 2nd Tuesday of every month, alternating between an Introduction to ACRES and Next Level training.'

ACRES Training, Tips and Tools

Find resources to help you navigate ACRES and submit your grant recipient reports.

- [Learn How to Register for and Access ACRES](#)
- [Attend Online ACRES Training](#)
- [View Recorded ACRES Training & Materials](#)

For additional assistance, [email the ACRES Help Desk](#) or call 703-284-8212.

Learn How to Register for and Access ACRES

- [ACRES Registration for New Users \(pdf\)](#) (716.52 KB)
- [Accessing ACRES After Registration \(pdf\)](#) (637.01 KB, April 2023)

Attend Online ACRES Training

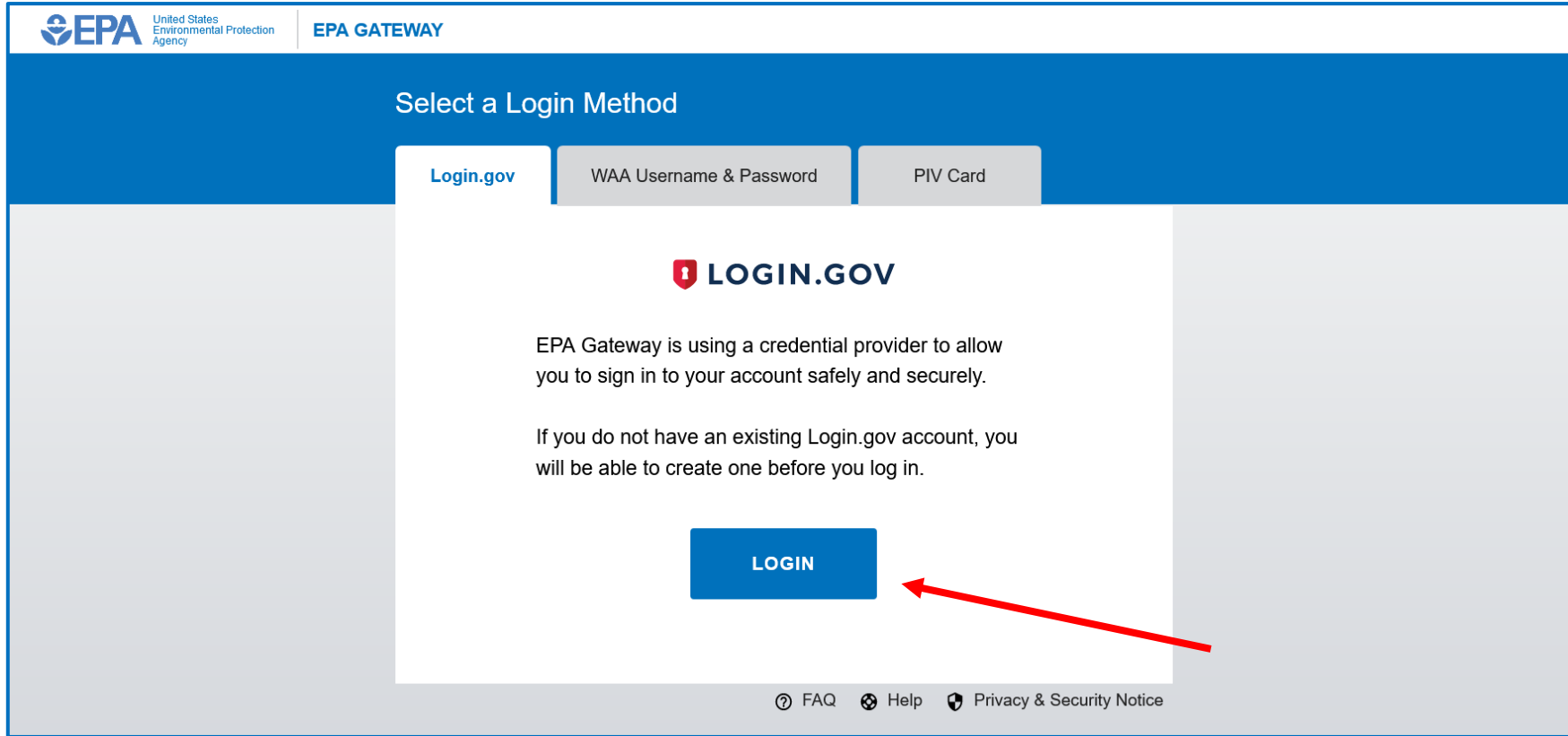
- Online ACRES trainings are offered on the 2nd Tuesday of every month, alternating between an Introduction to ACRES and Next Level training.

Agenda

- ACRES Registration
- How and when to submit data
- Useful ACRES terms
- The ACRES workflow
- How data is organized in ACRES
- Adding an existing property to your CA
- Discover useful tools for viewing ACRES data
- ACRES Demonstration
- Learn what resources are available if you have questions



Do I Need to Register? Yes!



The screenshot shows the EPA Gateway login interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and 'EPA GATEWAY' is on the right. Below this is a blue header with the text 'Select a Login Method'. Underneath the header are three tabs: 'Login.gov' (which is active), 'WAA Username & Password', and 'PIV Card'. The main content area is a white box with the 'LOGIN.GOV' logo at the top. Below the logo, it says 'EPA Gateway is using a credential provider to allow you to sign in to your account safely and securely.' and 'If you do not have an existing Login.gov account, you will be able to create one before you log in.' At the bottom of this box is a blue 'LOGIN' button, which is pointed to by a red arrow. At the very bottom of the page, there are links for 'FAQ', 'Help', and 'Privacy & Security Notice'.

EPA United States Environmental Protection Agency EPA GATEWAY

Select a Login Method

Login.gov WAA Username & Password PIV Card

LOGIN.GOV

EPA Gateway is using a credential provider to allow you to sign in to your account safely and securely.

If you do not have an existing Login.gov account, you will be able to create one before you log in.

LOGIN

FAQ Help Privacy & Security Notice

<https://acres6.epa.gov>

What Data Are Collected?

- **ACRES collects property-specific data in the online Property Profile Form (PPF)**
- **Property Profile Form Part I: Property Information**
 - Property Name
 - Property Address
 - Property Size
- **Property Profile Form Part II: Environmental Activities**
 - Assessment & cleanup activities and funding
 - Contaminants found and media affected
 - Engineering and Institutional Controls
- **Property Profile Form Part III: Additional Property Information**
 - Redevelopment activities and funding
 - Property history and future uses

When Do I Submit Data in ACRES?

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



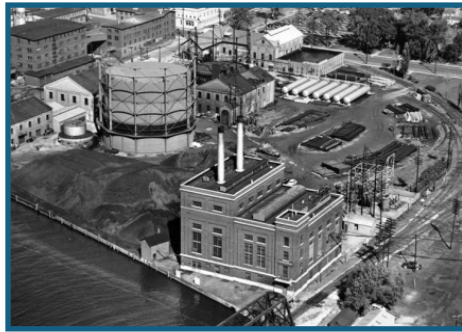
Phase II Start



Phase II Complete



Redevelopment Start



Property History



Institutional Controls In Place

What is a Work Package?

- A work package is created when you click a link to "Enter data" to add/update information. This "package" moves through the data entry and approval process. Only one work package can exist at a time for a CA and associated property. Once approved, a new work package can be created to record new data.
- An open work package is any package that you are currently working on that has not yet completed the review process.

United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

EPA

Form Approved
0988-0001-001-001
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 reviewing existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Service, Office of Management and Budget, Paperwork Project Director (0988-0001-001-001), Washington, DC 20503-2048.

Send your completed form to the address provided on the form.

PART I: PROPERTY INFORMATION

COOPERATIVE AGREEMENT RECIPIENT

1. Cooperative Agreement Recipient Name
(Print or type the name of the recipient of the cooperative agreement; do not include the name of the EPA Regional Office.)

2. Cooperative Agreement Recipient Address
(Print or type the address of the recipient of the cooperative agreement; do not include the name of the EPA Regional Office.)

3. What type of cooperative agreement funding is being used at this property?
☐ Assessment ☐ Assessment and Cleanup ☐ Cleanup ☐ Other (specify):

4. For Assessment, Cleanup, and Remediation agreements, what type of funding is being used at this property?
☐ Hazardous Substance ☐ Superfund ☐ Both

5a. Indicate if this form is the:
☐ Initial Form

5b. If "Updated Form," what's the ACRS Property ID Number?

BACKGROUND INFORMATION

6. Property Name

7a. Street

7b. City

7c. County

7d. State

7e. Zip code

8. Size (in acres)

9. Parcel Number

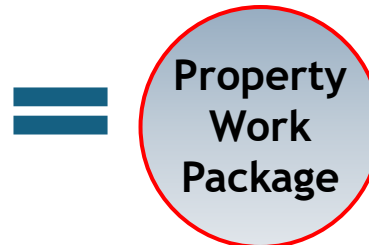
STATE & TRIBAL BROWNFIELD/VOLUNTARY RESPONSE PROGRAM INFORMATION

10. State & Tribal Program Enrollment (If the property is not enrolled in a state program, check if Property Not Enrolled in a State or Tribal Program.)

Date of Enrollment

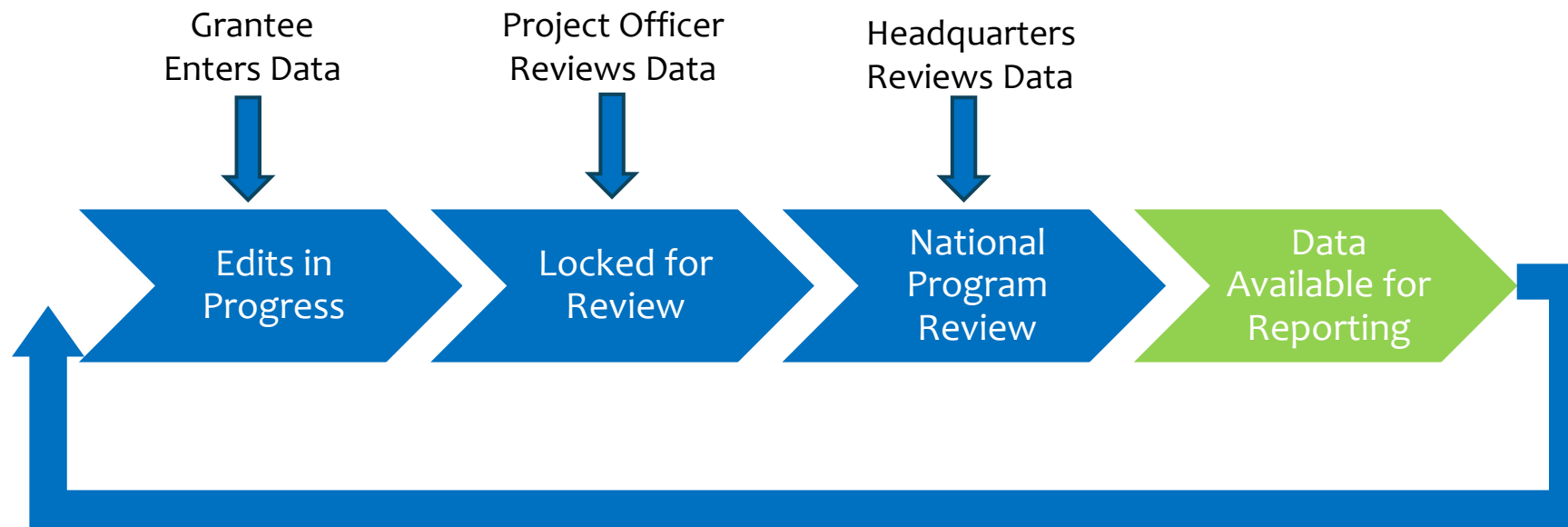
ID Number (if applicable)

☐ Property Not Enrolled in a State or Tribal Program



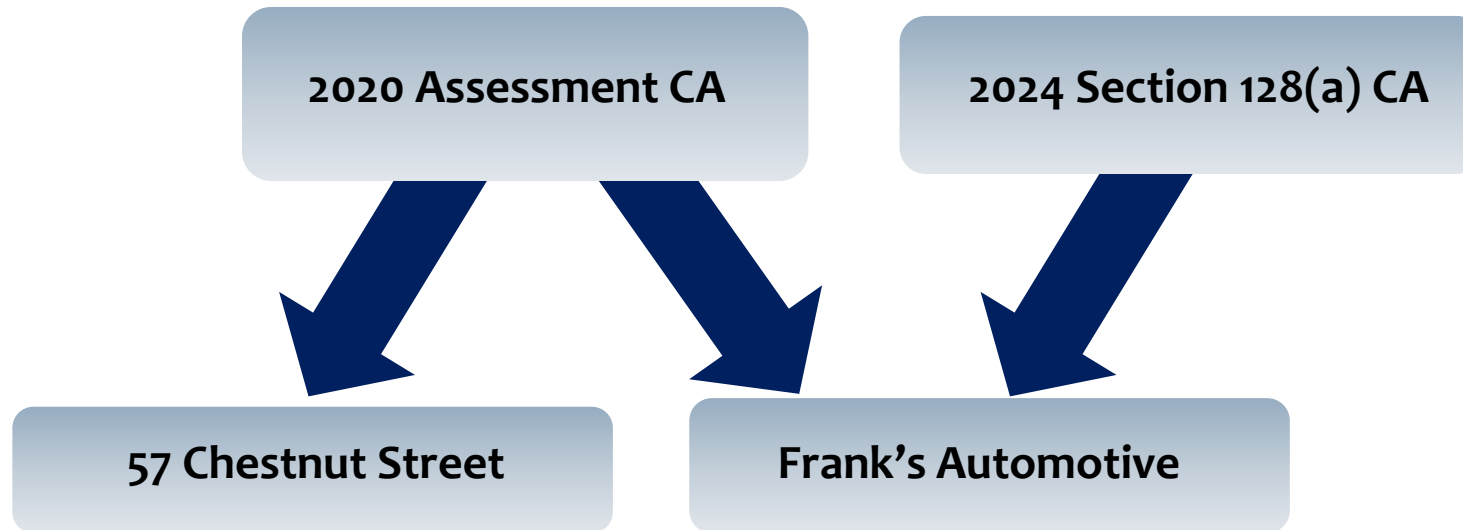
What is the ACRES Workflow?

- 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.




How Are Data Organized?

- Each signed Cooperative Agreement is one record in ACRES.
- A single property record may be associated with more than one cooperative agreement.
- There is no limit to how many CAs a property can be associated to.



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.

 Logged in as: CARtest | [Help](#) | [Logout](#)

[Home](#) [Quick Start](#) [Work Packages](#) [Reports](#) [Technical Assistance](#) [My Account](#) [Property](#) [Advanced Search](#)

STEP 1 in Adding a Property

1

2

3

4

5

6

Select CA

Search for Existing Property (Avoid Duplication)

Property Profile Form Part I: Property Information

Property Profile Form Part II: Environmental Activities

Property Profile Form Part III: Additional Property Information

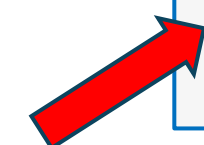
Review & Submit

SELECT the corresponding CA for your property ?

>> Save and Continue to NEXT STEP

[Narrow Results](#)

Select CA	CA Name (CA#)	Associated Properties	CA Status	CA Type	Announce Year	State	Funding Type(s)	Award Amount
<input checked="" type="radio"/>	Snake River Tribal Council TST (BF00TST123)	1 Property View Details	Open	Section 128(a) State/ Tribal	FY17	ID	Hazardous	
<input type="radio"/>	City of Canon City (BF96883019)	12 Properties View Details	Open	Multipurpose	FY21	CO		\$800,000.00



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.

ACRES

Logged in as: CARtest | Help | Logout

Quick Start - Work Packages - Reports - Technical Assistance - My Account -

Property - Type property name or ID - Advanced Search

STEP 2 in Adding a Property to Coeur D'Alene Tribe

- 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

Use one or more of the FILTERS below to check for an existing property (to avoid property duplication).

Property State: None selected - City or Keyword: boise Zip Code: Zip Code

Apply Filter/Display Properties Clear Filters

Review Existing Properties

View as List View on Map

IF YOUR PROPERTY IS LISTED BELOW, please click the box next to it and then "Add Selected Property" to associate the property to your cooperative agreement. IF IT IS NOT LISTED BELOW, you can "Create New Property".


Add selected property + Create new property

Show 50 entries Narrow Results

Select Property	Property Name	Property ID	Property City	Property State	Property Address	Associated CA Name(s)	CA Number	CA Type	CA Announcement Year
<input type="checkbox"/>	1100 West Front Street	124927	Boise	ID	1100 West Front Street	Capital City Development Corporation (Idaho)	[Not Displayed]	Assessment	2006
<input type="checkbox"/>	1100 West Front Street	124927	Boise	ID	1100 West Front Street	Idaho Department of Environmental Quality	[Not Displayed]	Section 128(a) State/Tribal	2010
<input checked="" type="checkbox"/>	1401 W. Jefferson St.	242996	BOISE	ID	1401 W. Jefferson St.	Idaho Department of Environmental Quality	[Not Displayed]	Section 128(a) State/Tribal	2018
<input type="checkbox"/>	150 W State Street AT	263146	Boise	ME	150 W State Street	North Boise Community Development Agency AT	[Not Displayed]	Assessment	2004

Cooperative Agreement Details page

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



Logged in as: CARtest | [Help](#) | [Logout](#)

[Home](#) [Quick Start](#) [Work Packages](#) [Reports](#) [Technical Assistance](#) [My Account](#)

Property [Advanced Search](#)

Cooperative Agreement (CA) Detail for Snake River Tribal Council TST

[Print Page](#)

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

Basic Info

CA Number: BF 00TST123
State: ID
Congressional Districts:
CA Type: Section 128(a) State/Tribal
Announcement Year: FY17

Dates & Statuses

Award Date: 09/21/2017
Initial Project Period: 10/03/2017 to 01/28/2026
Current POP End Date:
Status: Open

Funding

Funding Source: Regionally Funded
Total Awarded: \$0.00
Funding Type: Hazardous

Actions

[View CA Fact Sheet](#) [EXIT](#)
[View CA Submission Archive](#)

CA Contact

Primary Reviewer/Contact: Test EPA, ACRES
EPA Regional Brownfields Team
[acres_help@epa.gov](#) 7032843200


Pre-POP Authorization

This CA does not have Pre-POP authorization

Properties Addressed by this Cooperative Agreement


Property Name	Property ID	Action	Status	Current Owner
American Tower Bunker TST	266734	Edit Data	Approved	None

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



Property Details page

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

Logged in as: test_case | [Help](#) | [Logout](#)

[Home](#) [Quick Start](#) [Work Packages](#) [Reports](#) [My Account](#) [Property](#) [Advanced Search](#)

Property Details for American Tower Bunker TST

[Print Page](#)

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

Property Alias:

Property Owner: Government

Property ID: 267154

Property Address: 257 W. State St.
Boise, ID 83702

Size: 87

Parcel Numbers:

Latitude/Longitude: 43.61559 / -116.19446

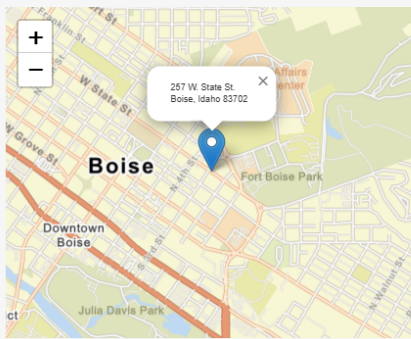
Congressional District:

County:













Census Tract:

Property Contact: Test EPA,
ACRES
acres_help@epa.gov
7032843200

(no archive available)



Property Progress

	Assessment	 In Progress
	Clean Up	 Complete
	Institutional Controls in Place	 N/A Not Applicable
	Engineering Controls in Place	 Not Started
	Ready for Anticipated Use	 Complete
	Redevelopment Underway	 Not Started

Cooperative Agreements Associated with this Property

CA Name	CA #	CA Status	CA Type	Announce Year	Work Package (WP) Owner	WP Status	Action
Snake River Tribal Council TST	BF00TST123	Open	Section 128(a) State/Tribal	2017	None	Approved	Edit Data



ACRES Demonstration

What if I have Questions?

Registration

<https://acres6.epa.gov>

ACRES Help Desk

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

ACRES Information web page:

<https://www.epa.gov/brownfields/grant-recipient-reporting>

- Training Materials
- Recorded ACRES Training
- A link to this page is available at the bottom of every ACRES page including the Log In page.

