US EPA ARCHIVE DOCUMENT

ACRES Training

Office of Brownfields and Land Revitalization

Region 9 All Grantee Meeting

Oakland, CA

November 7-8, 2012

Introductions

- **Presenters**
  - Rachel Lentz, EPA HQ
  - Frank Gardner, Region 1
- **Agenda**
  - What is ACRES?
  - Why is ACRES so important?
  - How do I use ACRES?
  - Where to go for help

? **Please ask questions as they pop into your head!** ?

Why ACRES?

- **We use ACRES to:**
  - Collect data for Congressional requests
  - Calculate GPRA measures
  - Provide success stories to the public
  - Justify the existence of the Brownfields program to appropriation committees.

Remember:

If you don't report it, it never happened!

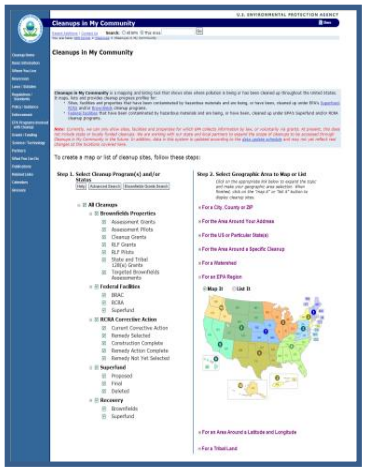
Did you hear anything?

Data Entry Roles

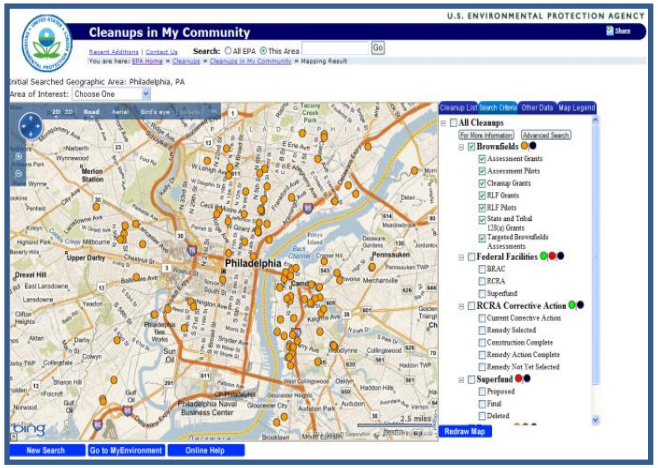
- **Grantees**
  - Section 128(a) Property Profile Forms for any site specific data
- **Regions/ Project Officers**
  - Grant Profile data
  - Data entry for closed grants
- **Headquarters Contractor**
  - Some grant-specific data will be completed by an upload from IGMS
  - Uploading multi-property profile forms
  - Limited entry of data extracted from hardcopies.

Are My Data Publicly Available? Yes!

- **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



How Can I Use the Data in ACRES?

- **Manage information about your brownfields projects**
  - Quarterly Reporting
  - Budget Tracking
  - Contractor Performance
- **Build your case locally**
  - Show economic benefits and leveraging
  - JOBS, JOBS, JOBS!
  - Project tax revenue expected from public investment
  - Outreach / property access

Quality Assurance Reviews

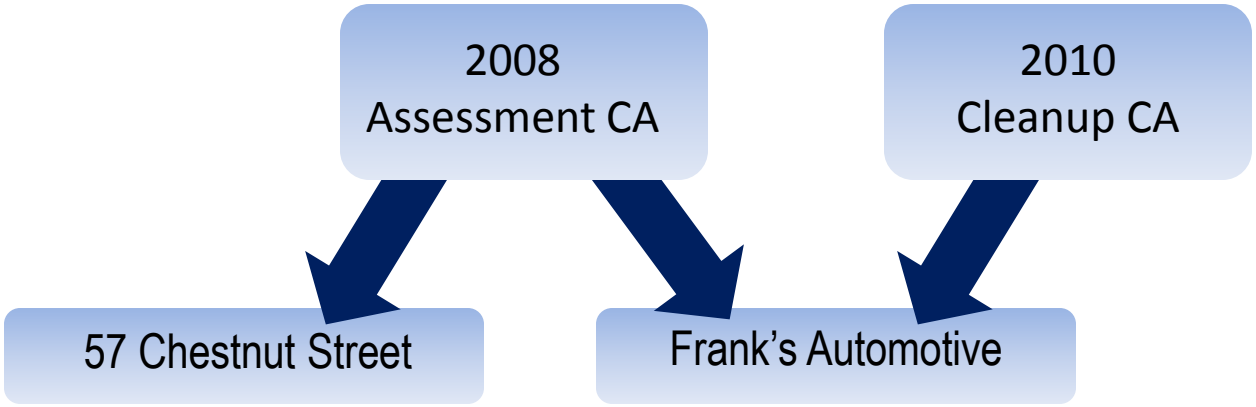
- **Regional Review**
  - Performed by Regions
  - Technical review of data entered or edited in the system by Grantees or the Headquarters contractor
  - Does not include Grant Profile or TBA data entered by the Region
- **National Program Review**
  - Performed by the Headquarters contractor
  - High level review of all data to ensure consistency
  - Particularly focuses on any changes to performance measure or accomplishment data
- **Both review processes include communication between those responsible for data entry and the reviewer**

What Do These Terms Mean?

- **Property Record**
  - Permanent record in ACRES containing all property data in a format based on the hard-copy Property Profile Form
  - Updated when a property work package is approved
- **Property Work Package**
  - Temporary file that no longer exists after being approved in the workflow
  - The means to update a property record
  - Electronic version of the hard-copy Property Profile Form
- **Property Profile Form**
  - Hard-copy form filled out manually and submitted to EPA
  - Basis for ACRES property data entry screens

How Are Data Organized?

- **Each signed Cooperative Agreement is one record in ACRES**
- **A single property record may be associated with more than one grant**
- **"Follow the Money"**

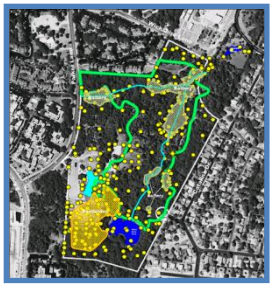


When Do I Submit Data in ACRES?

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

Phase 1/2 Start

Property History



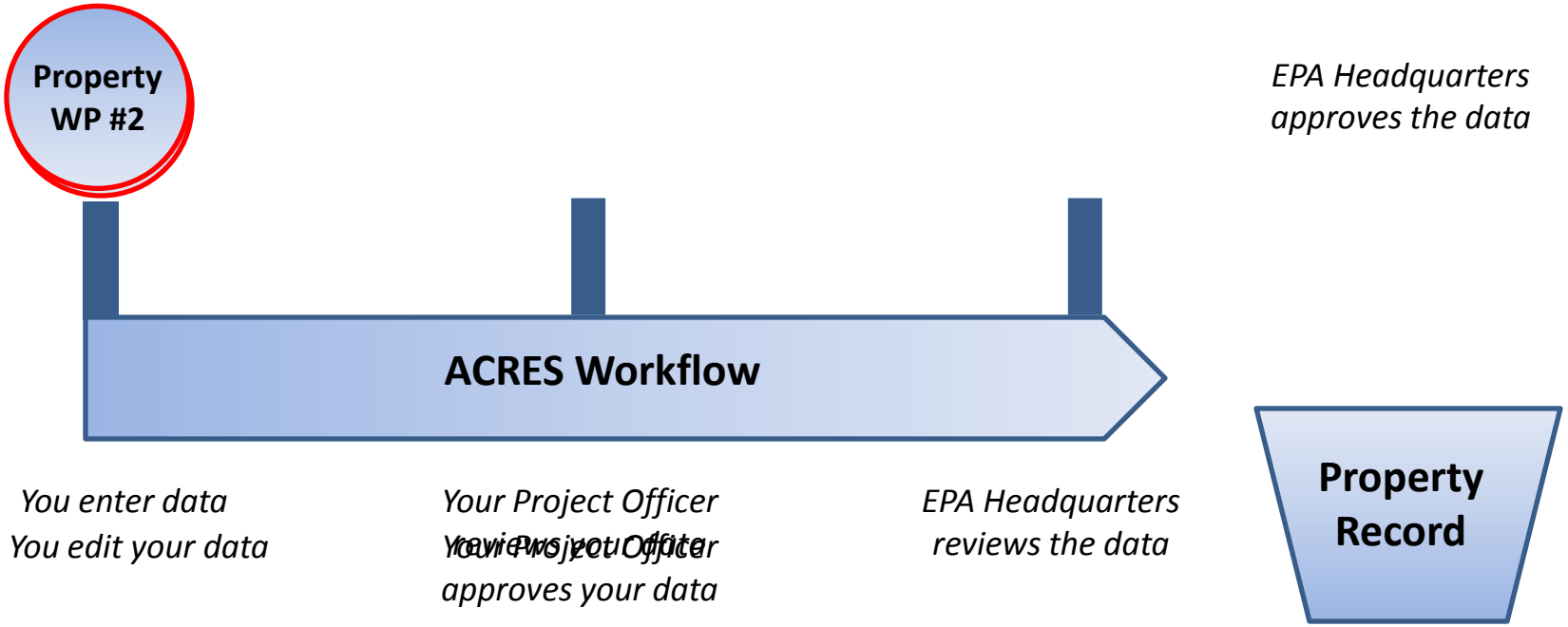
Phase 1/2 Complete

Cleanup Start/Complete, nstitutional Controls

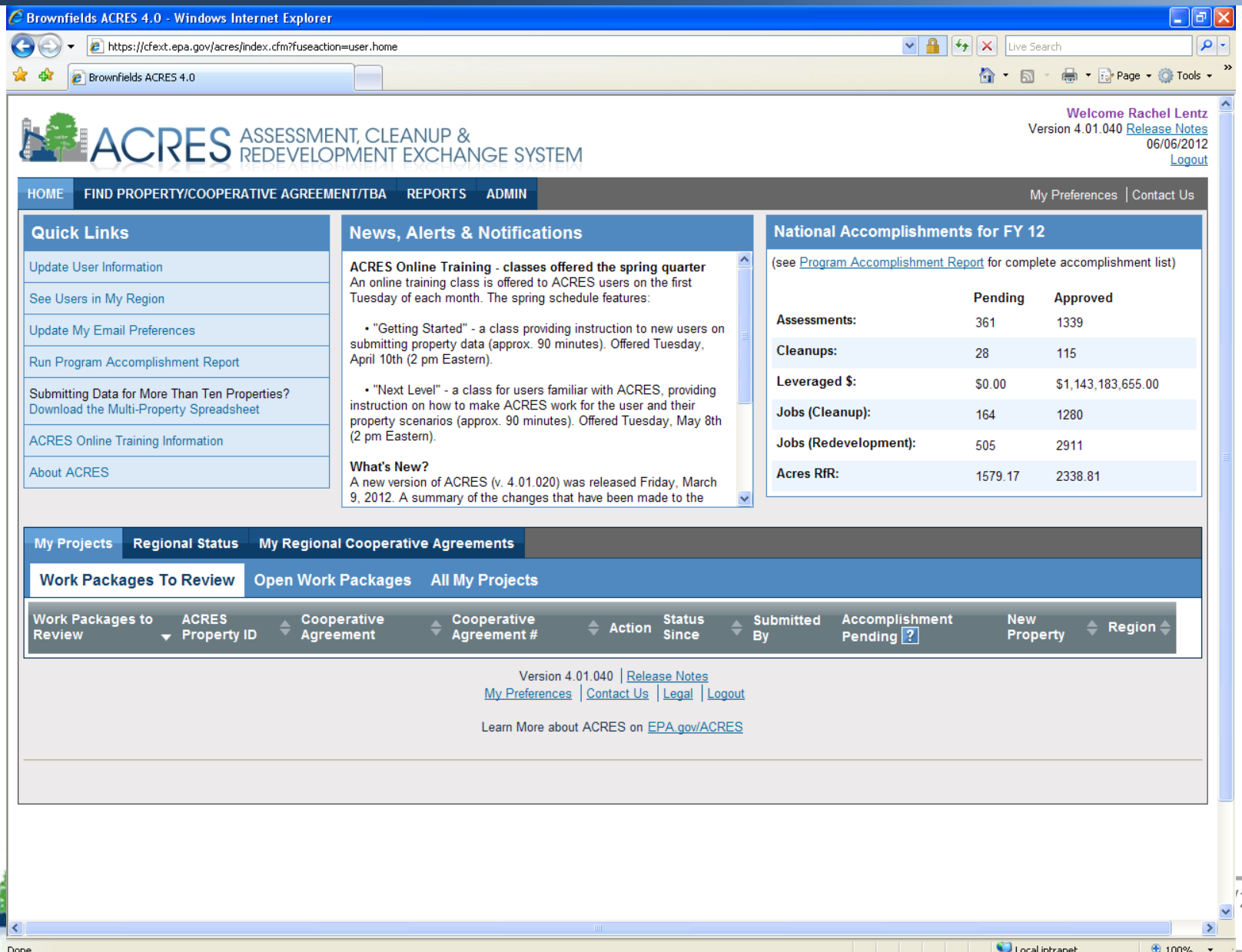
Redevelopment Start, Complete, Leveraginng Info

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**



ACRES Demonstration



What if I Have Questions?

- **ACRES Help Desk**
  - acres_help@epa.gov or 703-284-8212
- **Central Data Exchange (CDX) Help Desk**
  - helpdesk@epacdx.net or 888-890-1995

- **ACRES Information Web page:** http://www.epa.gov/acres
  - Quick Reference Guides and videos(updated and new!!)
  - Frequently Asked Questions
  - Training Materials
  - Release Notes
- **Regional Staff**
  - Your Project officer