ACRES Training
Office of Brownfields and Land Revitalization

Tribal Lands Forum
Coos Bay, OR
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Presenters
- Rachel Lentz

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](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
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”
Data should be updated in ACRES as soon as there is new activity to report.
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

**Property WP #2**
- You enter data
- Your Project Officer reviews your data
- EPA Headquarters reviews the data
- You edit your data
- Your Project Officer approves your data
- EPA Headquarters approves the data
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