

# ACRES Training for Revolving Loan Fund (RLF) Grantees

(Repeat of training offered at 2023 Brownfields National Conference)

September 21, 2023



# Welcome!

The purpose of this training webinar is to assist RLF cooperative agreement recipients (CARs) with understanding recent reporting changes in ACRES for RLF Grants.



# Meet the Presenters & Training Team



**Nicole Wireman**

*EPA HQ, Office of Brownfields  
& Land Revitalization (OBLR)*



**Efe Jesuorobo**

*LinTech*



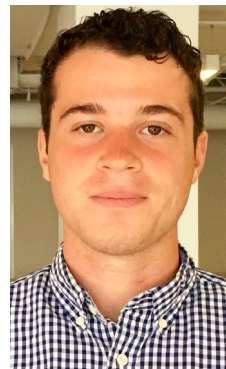
**Sarah Gregoria**

*LinTech*



**Kelly Gorini**

*EPA HQ, OBLR*



**Sam Sigal**

*EPA HQ, OBLR*



**Dorrie Paar**

*EPA Region 1*



# Logistics for Today's Training

- Please keep your line muted during the presentation
- RLF CARs can write questions in the chat or “raise” your hand to ask questions verbally
- EPA training team will be monitoring the chat and raised hands, and will pause the presentation to answer as many questions as we can
- We also plan to have designated Q&A time at the end, as time allows



# Materials for Today's Training



A recording of today's training and the slides will be posted to our Brownfields Program website.

All other materials are already available on the RLF Grant page of our website (<https://www.epa.gov/brownfields/brownfields-revolving-loan-fund-rlf-grants>):

- ❖ Sample Post-Closeout Report (under RLF Closeout Resources)
- ❖ Materials and Recording from [FY23 RLF Policy Webinar](#) (Aug 28, 2023)



# Today's Agenda

- Background Slides from August 28<sup>th</sup> FY23 RLF Policy Webinar
- ACRES Overview & Demonstration
- Q&A opportunity for RLF CARs



# BACKGROUND SLIDES FROM AUGUST 28TH FY23 RLF POLICY WEBINAR





# RLF Grant Status Definitions

OPEN	POST-CLOSEOUT	CLOSED
The RLF Grant's <u>cooperative agreement</u> is <u>open</u> (i.e., period of performance has not ended).	<u>The cooperative agreement</u> period of performance <u>has ended</u> and...	
	the <u>RLF Grant</u> has accrued or expected program income that has not been expended or returned to EPA (i.e., a COA is active or still needs to be executed).	the <u>RLF Grant</u> has no accrued or expected program income (e.g., loan repayments).



# What is a COA?

A Closeout Agreement (COA) is a bilateral agreement between EPA and the CAR that governs the use of program income after the cooperative agreement project period ends.

Specifically, a COA governs the use of retained and post-closeout program income.

# Three Types of Program Income

## 1. Program Income (PI):

- Term used for program income earned while the cooperative agreement is open.
- Includes:
  - Principal repayments
  - Interest earned on outstanding loan principal
  - Interest earned on accounts holding RLF program income not needed for immediate lending
  - All loan fees and loan-related charges received from borrowers
  - Other income generated from RLF operations including proceeds from the sale, collection, or liquidations of assets acquired through defaults of loans.

# Three Types of Program Income

## 2. Retained Program Income:

- Term used for the amount of undisbursed program income that remains at the end of the performance period of the cooperative agreement.
  - ***If the CAR chooses not to have a COA***, it is returned to EPA and deposited to the US Treasury as miscellaneous receipts as required by 31 USC § 3302(b).
  - ***If the CAR chooses to proceed with a COA***, retained program income is subject to the COA and combined with program income earned after the cooperative agreement performance period ends.

## 3. Post-Closeout Program Income (PCPI):

- Term used for program income earned after the cooperative agreement award period.
- Includes any retained program income available at the end of the cooperative agreement that EPA authorizes the recipient to keep under the terms of a COA.

# A few more key takeaway terms...

<b>BIL grant</b>	<ul style="list-style-type: none"><li>• A grant funded with Infrastructure Investment and Jobs Act (IIJA; aka Bipartisan Infrastructure Law or BIL) funds</li><li>• No cost share requirement</li></ul>
<b>Non-BIL grant</b>	<ul style="list-style-type: none"><li>• A grant funded with annual appropriations</li><li>• Typically requires 20% cost share from the RLF recipient</li></ul>
<b>CA</b>	<ul style="list-style-type: none"><li>• Cooperative Agreement</li><li>• Governs the use of EPA funds, cost share, and program income while the grant is in open status</li><li>• BIL and Non-BIL grants require separate CAs with different <b>terms &amp; conditions (T&amp;Cs)</b></li></ul>
<b>FY22 COA</b>	<ul style="list-style-type: none"><li>• Closeout Agreement based on the <a href="#">FY22 COA Template</a></li><li>• Governs the use of retained and post-closeout program income while the grant is in post-closeout status</li></ul>
<b>CAR</b>	<ul style="list-style-type: none"><li>• Cooperative Agreement Recipient (formal term for grantee)</li><li>• Also used for recipient of a COA even though they may be a Former CAR</li></ul>

# Two New Post-Closeout Reporting Tasks

UNDER FY22 COA, by October 31<sup>st</sup> the CAR will:

1. **Submit an annual Post-Closeout Report with post-closeout program income (PCPI) information accurate as of September 30<sup>th</sup>**
  - With CAR input, EPA created a Sample Post-Closeout Report that you can choose to use (see [RLF Closeout Resources](#) for optional template):
    - Describe activities performed during reporting period and plans for next reporting period
    - Show that you are **using** your PCPI **every year!**
      - This is especially important if you have >\$500K of PCPI
    - See January 2023 training materials for details and definitions

# Two New Post-Closeout Reporting Tasks

UNDER FY22 COA, by October 31<sup>st</sup> the CAR will:

## 2. Enter the PCPI information in ACRES under the COA Tracking Number

- This is a subset of info that you gathered in Sample Post-Closeout Report

If you have not signed the FY22 COA, EPA Project Officers (POs) are required to enter PCPI information as of September 30<sup>th</sup> on the CAR's behalf so **POs will be contacting you to get the information**

For ACRES questions, attend RLF session on Aug 10<sup>th</sup> at 10:30 am in Room 141.

For Post-Closeout reporting questions, come to the RLF Table on Aug 10<sup>th</sup> at 3:15 pm in Room 252A/B.

# BREAKDOWN OF PCPI FOR REPORTING

*Remember: PCPI = Post-Closeout Program Income*

- Among the information required for COA monitoring is the Total PCPI Balance, Committed PCPI Balance, and Uncommitted PCPI Balance
- **Total PCPI Balance:** This is the balance of PCPI in the CAR's post-closeout RLF account as of the reporting date.

**Uncommitted PCPI Balance = Total PCPI Balance - Committed PCPI Balance**

# COMMITTED VS UNCOMMITTED PCPI

- **Committed PCPI Balance:** This is the amount of PCPI funds that are committed as of the reporting date for:
  - **Pending loans and subgrants** which are defined as loans/subgrants that have been approved through the applicant's decision process (e.g., board or committee) but have not been awarded with a fully-signed agreement as of the reporting date;
  - **Unreimbursed costs for a cleanup that is completed or underway** through an executed loan or subgrant, which is defined as a loan/subgrant with a fully-signed agreement and award date that precedes the reporting date;
  - Estimated costs for personnel, travel, contracts, or other **programmatic costs necessary to maintain the RLF for the next five years**; and,
  - **Other eligible uses of funds as defined by the COA** that have been approved through the applicant's decision process (e.g., board or committee), such as direct cleanups, assessments, etc.
- **Uncommitted PCPI Balance:** This is the amount of PCPI funds that are uncommitted as of the reporting date.

**Uncommitted PCPI Balance = Total PCPI Balance - Committed PCPI Balance**

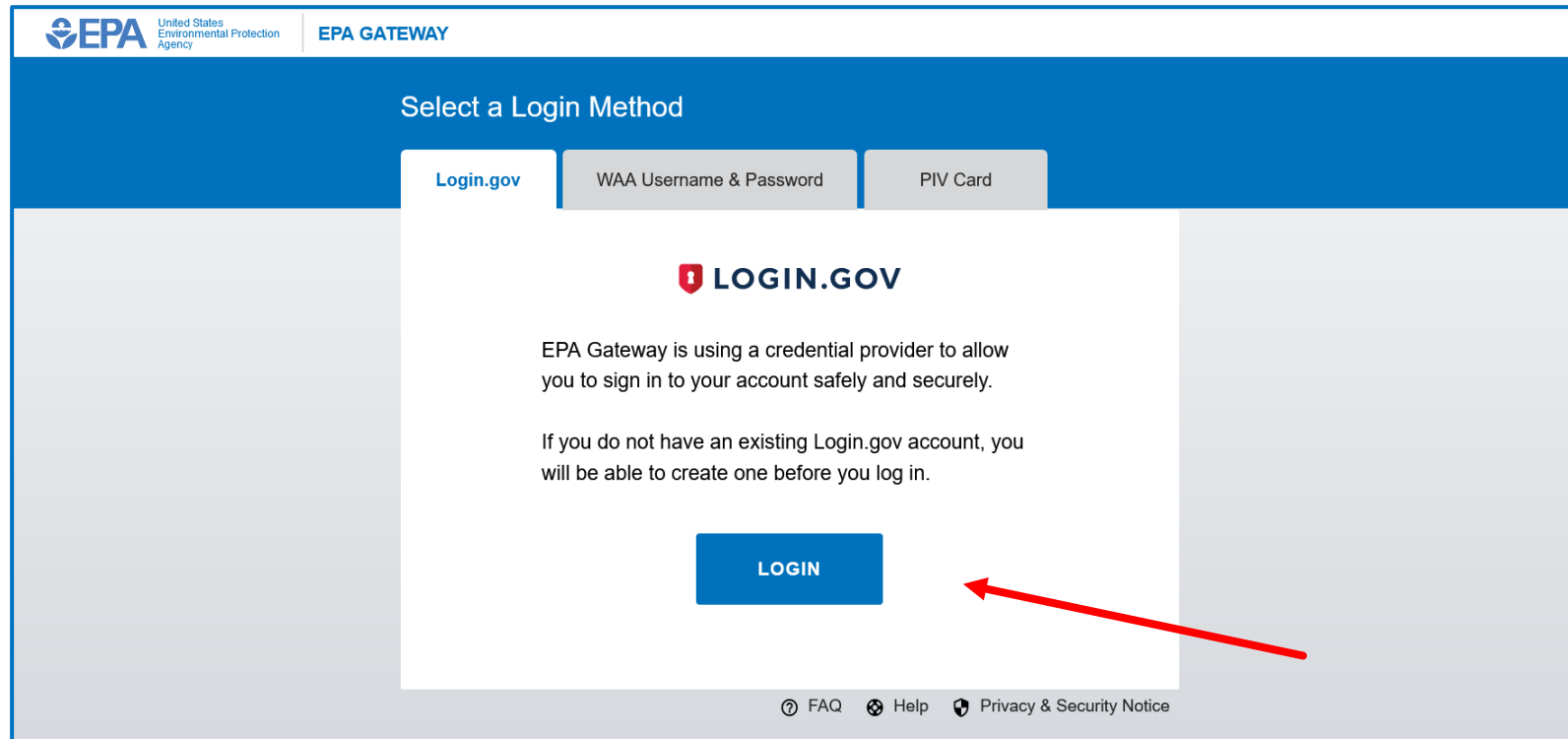


# ACRES OVERVIEW AND DEMONSTRATION



# ACRES

## Assessment, Cleanup, and Redevelopment Exchange System



The screenshot shows the EPA Gateway login page. At the top left is the EPA logo and the text "United States Environmental Protection Agency". To the right is "EPA GATEWAY". Below this is a blue header with the text "Select a Login Method". There are three tabs: "Login.gov" (selected), "WAA Username & Password", and "PIV Card". The "Login.gov" tab is active, displaying the "LOGIN.GOV" logo and the text: "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." Below this text is a blue "LOGIN" button, which is pointed to by a red arrow. At the bottom of the page are links for "FAQ", "Help", and "Privacy & Security Notice".

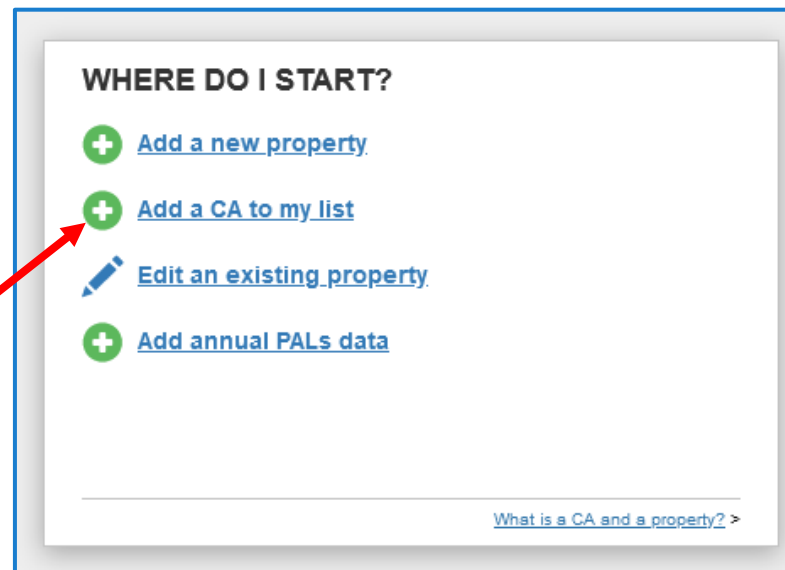
<https://acres6.epa.gov>

<https://www.epa.gov/brownfields>

# Adding your Cooperative Agreement to ACRES

- To gain access to your Revolving Loan Fund forms, you will need to add your cooperative agreement number to your ACRES account.
- From your ACRES home page, click the Add CA to my list link on the WHERE DO I START? card.
  - Please enter your 8-digit cooperative agreement number. Leave out any prefixes (RP, BF) and suffixes (-0, -1)

~~BF 01J97405-1~~



# RLF Program Income & Property Profile form Submission

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- RLF recipients must report program income details on the Brownfields RLF Form, which is part of your RLF CA Details page.
- Updates to the Program Income Balance form should be made on a quarterly basis for Open grants and an annual basis for Post-Closeout grants or in accordance with the Closeout Agreement.
- At a minimum, the RLF Form should be updated whenever a progress report is submitted to EPA.
- The Property form information should be kept up-to-date. Updates should be made anytime a new activity has taken place.



*Vandalia Glassworks –  
South St. Paul, Minnesota*

# Cooperative Agreement Details page

The Cooperative Agreement Details page gives an overview of your CA. This is where you access your RLF Program Income Balance form. This page is a great way to view all data currently entered under your CA, including all previously entered Program Income Balance information.

ACRES

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

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

## Cooperative Agreement (CA) Detail for Brownfields Coalition of Idaho TST

[Print Page](#)

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

<b>Basic Info</b>	<b>Dates &amp; Statuses</b>	<b>Funding</b>
CA Number: BF 00TST124	Award Date: 09/24/2020	Funding Source: Regionally Funded
State: ID	Initial Project Period: 10/03/2020 to 05/30/2023	Total Funded: \$0.00
Congressional Districts:	Current POP End Date:	Funding Type: Hazardous
CA Type: Revolving Loan Fund	Status: <span style="color: green;">●</span> Open	
Announcement Year: FY20		
<b>Actions</b>	<b>CA Contact</b>	<b>Pre-POP Authorization</b>
<a href="#">View CA Fact Sheet</a> <a href="#">EXIT</a>	Primary Reviewer/Contact: <span style="color: orange;">●</span>	This CA does not have Pre-POP authorization
<a href="#">View CA Submission Archive</a>	Test EPA ACRES EPA Regional Brownfields Team <a href="mailto:acres_help@epa.gov">acres_help@epa.gov</a> 7032843200	

### RLF-Specific Information

**Program Income (PI) Balance Info:**

PI Balance <span style="color: orange;">●</span>	\$5,000.00
As of: <span style="color: orange;">●</span>	11/07/2022
Additional PI expected? <span style="color: orange;">●</span>	Yes

[Update PI Balance Info](#)

### Properties Addressed by this Cooperative Agreement

Property Name	Action <span style="color: orange;">●</span>	Status <span style="color: orange;">●</span>	Current Owner
<a href="#">Boise Welcome Center TST</a>	<a href="#">Enter data</a>	Edits in Progress	Test CAR, ACRES
<a href="#">Montesano Farm and Home TST</a>	<a href="#">Enter data</a>	Edits in Progress	Test CAR, ACRES
<a href="#">Union Pacific Depot TST</a>	<a href="#">Enter data</a>	Edits in Progress	Test CAR, ACRES

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

Jump to top

# Property Profile Form: Open, Closed & Post-Closeout RLFs

The Property Profile Form allows users to enter information based on the status of the cooperative agreement. Here's what you can enter for each status:

## Open

- Loans
- Subgrants
- Leveraged Cleanup Funding

## Closed

- Leveraged Cleanup funding

## Post-Closeout

- Loans
- Subgrants
- Direct Cleanup
- Leveraged Cleanup Funding
- Assessments funding with Post-Closeout Program Income



*Orleans Landing –  
Detroit, Michigan*

# What if I have Questions?

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## 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>

- 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.



# ACRES Demonstration

The screenshot displays the ACRES web application interface. At the top left is the ACRES logo. The top right shows the user is logged in as 'CARtest' with links for 'Help' and 'Logout'. A green navigation bar contains a home icon, 'Quick Start', 'Work Packages', 'Reports', and 'My Account'. On the right of this bar is a 'Property' dropdown menu, a search input field with the placeholder 'Type property name or ID', and an 'Advanced Search' button. The main content area is titled 'Welcome, ACRES Test CAR' and is divided into several white panels with blue borders. The 'WHERE DO I START?' panel lists actions like 'Add a new property' and 'Add annual PALs data'. The 'WORK PACKAGES' panel shows '23 Open Work Packages' and lists actions for the user and the Program Officer (PO). The 'QUARTERLY REPORTS' panel indicates '2 Open Quarterly Reports' and lists actions for the user and PO. The 'PROGRAM ACTIVITY LEVELS' panel shows '1 PALs Forms to Complete' and provides links for historical data. The 'MY ACCOUNT' panel displays the user's username, email, and notification preferences. The 'KNOWLEDGE CENTER' panel features 'New Releases' and 'Quick Reference' links. The 'UPCOMING TRAINING' panel lists training classes and online training options. At the bottom left of the dashboard, there are two summary statistics: '14 Total Cooperative Agreements' and '101 Total Properties'.

ACRES

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

Quick Start - Work Packages Reports - My Account -

Property - Type property name or ID Advanced Search

### Welcome, ACRES Test CAR

#### WHERE DO I START?

- + [Add a new property](#)
- + [Add a CA to my list](#)
- [Edit an existing property](#)
- + [Add annual PALs data](#)

[What is a CA and a property? >](#)

#### WORK PACKAGES

**23** [Open Work Packages](#)

**Actions for Me**

- ▶ 16 work packages in progress

**Actions for PO**

- ▶ 7 work packages submitted
- ▶ 3 work package in review

[What is a work package? >](#)

#### QUARTERLY REPORTS

**2** [Open Quarterly Reports](#)

🕒 Due 07/31/2023 (6 days)

**Actions for Me**

- ▶ 2 reports in progress

**Actions for PO**

- ▶ 1 reports submitted
- ▶ 1 reports in review

View all: [Manage my Quarterly Reports](#)

[When should I submit a Quarterly Report? >](#)

#### PROGRAM ACTIVITY LEVELS

**1** [PALs Forms to Complete](#)

🕒 FY23 Forms due 12/17/2023 (145 days)

**Historical PALs Data**

- ▶ [State & Tribal Historical Report](#)
- ▶ [Tribal Historical Report](#)

[What is the PALs Report? >](#)

#### MY ACCOUNT

**ACRES Username:** 🟡 CARtest  
**Email:** acres\_help@epa.gov  
**Notifications:**  
[My email preferences](#)

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**14** [Total Cooperative Agreements](#)

**101** [Total Properties](#)

#### KNOWLEDGE CENTER

**New Releases**

- ▶ ACRES is updated every 4 weeks. View a summary of the most recent changes in the [Release Notes](#) **EXIT**

**Quick Reference**

- ▶ [General Resources for All ACRES Users](#) **EXIT**
- ▶ [ACRES Resources for Grantees](#) **EXIT**

#### UPCOMING TRAINING

- ▶ Online training classes are offered the second Tuesday of each month, and alternate between helping users new to ACRES and providing more details for those already familiar with the system.
- ▶ Training for Job Training Recipients is offered quarterly.
- ▶ [Access Online Training](#) **EXIT**



# QUESTIONS?



# Thanks for Joining Us!!

- For those who have signed the FY22 COA, **don't forget:**
  - Annual post-closeout reports are due to your EPA project officer and ACRES reporting must be completed by **October 31, 2023**.
  - All reported information in the post-closeout report and in ACRES must be **as of September 30, 2023**.
- The **recording of this presentation** should be posted within a week. Please check <https://www.epa.gov/brownfields/brownfields-revolving-loan-fund-rlf-grants>



If you have  
additional  
RLF  
questions:

Please contact your assigned  
EPA Project Officer  
or  
Regional Brownfields RLF Lead

Region	RLF Lead	Email Address
1	Paar, Dorrie	<a href="mailto:paar.dorrie@epa.gov">paar.dorrie@epa.gov</a>
2	Peck, Patrick	<a href="mailto:peck.patrick@epa.gov">peck.patrick@epa.gov</a>
3	Gilmartin, Brett	<a href="mailto:gilmartin.brett@epa.gov">gilmartin.brett@epa.gov</a>
4	Gross, Brian	<a href="mailto:gross.brian@epa.gov">gross.brian@epa.gov</a>
5	Cragan, Keary	<a href="mailto:cragan.keary@epa.gov">cragan.keary@epa.gov</a>
6	Scott, Camisha	<a href="mailto:scott.camisha@epa.gov">scott.camisha@epa.gov</a>
7	Klein, Susan	<a href="mailto:klein.susan@epa.gov">klein.susan@epa.gov</a>
8	Jeffries, Curt	<a href="mailto:jeffries.curtis@epa.gov">jeffries.curtis@epa.gov</a>
9	Stollman, Scott	<a href="mailto:stollman.scott@epa.gov">stollman.scott@epa.gov</a>
10	Olson, Margaret	<a href="mailto:olson.margaret@epa.gov">olson.margaret@epa.gov</a>

For ACRES questions, contact the  
ACRES Help Desk.

