

ACRES Training on Revolving Loan Fund (RLF) Program Income Reporting

September 16, 2024



Welcome!

The purpose of this webinar is to train RLF cooperative agreement recipients (CARs) and EPA project officers (POs) on reporting of program income in ACRES.



Meet the Training Team

Nicole Wireman	<i>EPA HQ, Office of Brownfields & Land Revitalization (OBLR)</i>
Dorrie Paar	<i>EPA Region 1</i>
Derek Street	<i>EPA Region 4</i>
Efe Jesuorobo	<i>NexTech LinTech (ACRES Support Contractor)</i>



Agenda

1. Open RLF Grants *(operating under a Cooperative Agreement)*

- How to enter program income (PI) data in ACRES quarterly

2. Questions

3. Post-Closeout RLF Grants *(operating under a Closeout Agreement after Cooperative Agreement project period has ended)*

- Sample Post-Closeout Report dated September 11, 2024
- How to enter post-closeout program income (PCPI) data in ACRES annually

4. Questions



Logistics for today's training

❖ Questions

- CARs should enter questions in the chat
- May hold some questions until end to complete training within an hour
- POs should hold their questions until after all CAR questions have been answered (or can submit questions to Nicole via email)

❖ Recording will be posted to our website within about one week

- <https://www.epa.gov/brownfields/acres-training-tips-and-tools> (under MARC and TBA Grant Recipients Training)



Future ACRES Changes

Separate training sessions will be offered for each of the following after they are available in ACRES:

1. **Property Profile Form Changes**
2. **Revamp of RLF Quarterly Report (QR) Template in ACRES**
3. **Creation of Annual Post-Closeout Report (APCR) in ACRES**

GREAT NEWS:

- When using the QR and APCR in the future, you will no longer need to enter PI and PCPI in ACRES via the method discussed in today's training!
- But until those are available in ACRES, you must report PI and PCPI as indicated today.



Open RLF Grants

QUESTION: How often does program income get reported in ACRES and by whom?

ANSWER: Program income must be reported QUARTERLY in accordance with the cooperative agreement terms and conditions (T&Cs):

- ***If RLF grant is operating under FY22 or later T&Cs:***
 - After submittal of each quarterly performance report, CAR must enter PI balance in ACRES using the Brownfields RLF Form.
- ***If RLF grant is operating under pre-FY22 T&Cs:***
 - PO must enter PI in ACRES using the Brownfields RLF Form based on PI balance provided in CAR's quarterly performance report.



Open RLF Grants

BOTTOM LINE:

- ❖ PI balances should be entered with an “as of” date for end of each Federal fiscal quarter.

- ❖ For example, for quarterly report due:
 - Jan 30 - provide PI balance as of Dec 31
 - Apr 30 - provide PI balance as of Mar 31
 - Jul 30 - provide PI balance as of Jun 30
 - Oct 30 - provide PI balance as of Sep 30



Open RLF Grants

ACRES DEMO:

How to use Brownfields RLF Form for Open grants






Open RLF Grants

Adding your Cooperative Agreement to ACRES

- ❖ To gain access to your Revolving Loan Fund Form, you will need to add your cooperative agreement number to your ACRES account.
- ❖ From your ACRES home page, click the Add a 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~~

WHERE DO I START?

- + [Add a new property](#)
- + [Add a CA to my list](#)
-  [Edit an existing property](#)
-  [Update RLF Form](#) 

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



Any Questions
on PI
Reporting for
Open RLF
Grants?



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Post-Closeout RLF Grants

QUESTION: How often does post-closeout program income get reported in ACRES and by whom?

ANSWER: PCPI must be reported **ANNUALLY** in accordance with the closeout agreement (COA) terms and conditions (T&Cs):

- ***If RLF grant is operating under FY22 or later COA:***
 - After submittal of each annual post-closeout report, CAR must enter PCPI information in ACRES using the Brownfields RLF Form.
- ***If RLF grant is operating under pre-FY22 COA:***
 - PO must enter PCPI in ACRES using the Brownfields RLF Form based on PCPI information provided in CAR's annual post-closeout report (or by reaching out to CAR or old reports).



Post-Closeout RLF Grants

BOTTOM LINE:

- ❖ PCPI information should be entered with an “as of” date for end of each Federal fiscal year.
- ❖ For example, for FY24 post-closeout reports that are due:
 - Oct 31 - provide PCPI balance as of Sep 30, 2024

RECOMMENDATION

- ❖ To make reporting in ACRES easier, use the Sample Post-Closeout Report dated September 11, 2024.
- ❖ MS Word file can be downloaded from our [website](#)



Post-Closeout RLF Grants

ACRES DEMO:

*How to use Brownfields RLF Form for
Post-Closeout grants*



Any Questions
on PCPI
Reporting for
Post-Closeout
RLF Grants?



If you need help:

**Please contact either
your EPA Project Officer
or
the ACRES Help Desk**

acres_help@epa.gov

703-284-8212

