



## Viewing and Printing Cooperative Agreement Information

All Cooperative Agreement (CA) information can be viewed in a read-only format and printed in a format that can be shared with others or used for your own reporting and tracking purposes.

1. Open your Internet browser to the following URL: <https://cfext.epa.gov/acres/index.cfm>. Enter the User Name and Password you set during the EPA registration process, and click the “Log In” button. The ACRES Home page will display.
2. Click the My Cooperative Agreements tab.
3. Click the name of a Cooperative Agreement (link) to open the CA Home page.

Welcome ACRES Test CAR  
Version 4.01.120 [Release Notes](#)  
02/19/2013 [Logout](#)

HOME FIND PROPERTY My Preferences Feedback Contact Us

**Quick Links**

- Update My Email Preferences
- Submitting Data for More Than Ten Properties?
- Download the Multi-Property Spreadsheet
- ACRES Online Training Information
- About ACRES

**News, Alerts & Notifications**

**ACRES Online Training**  
Online training classes are offered to ACRES users each month, for both beginners and for more experienced users. The winter schedule features:

- "Getting Started" - a class providing instruction to new users on submitting property data (approx. 60 minutes). Offered Tuesday, March 12th (2 pm Eastern).
- "The Next Level" - a class providing training to Assessment, RLF, Cleanup, and Section 128(a) Recipients that are familiar with using ACRES. It trains on how to make ACRES work for you and your property scenarios and also provides answers to some commonly asked questions (approx. 90 minutes). Offered Tuesday, February 12th (2 pm Eastern).

For the full training schedule go [here](#).

**What's New?**  
A new version of ACRES (v. 4.01.110) was released Tuesday, January 8, 2013. A summary of the changes that have been made to the system can be found in the [Release Notes](#).

**My Projects** **My Cooperative Agreements**

You are associated with the following Cooperative Agreements [2](#). Click a Cooperative Agreement name to start data entry for a project under that Cooperative Agreement.

**Boise DEP TST** [View 1 associated properties](#)  
State: ID Cooperative Agreement Type: Assessment Cooperative Agreement #: BF 00TST120 Announcement Year: FY09  
Funding Type(s): Hazardous - \$200,000.00

**Idaho Office of Economic Development TST** [View 2 associated properties](#)  
State: ID Cooperative Agreement Type: Cleanup Cooperative Agreement #: BF 00TST122 Announcement Year: FY09  
Funding Type(s): Hazardous - \$200,000.00

**Brownfields Coalition of Idaho TST** [View 3 associated properties](#)  
State: ID Cooperative Agreement Type: BCRLF Cooperative Agreement #: BF 00TST124 Announcement Year: FY03  
Funding Type(s): Hazardous - \$200,000.00

**North Boise Community Development Agency TST** [View 3 associated properties](#)  
State: ID Cooperative Agreement Type: Assessment Cooperative Agreement #: BF 00TST124 Announcement Year: FY04  
Funding Type(s): Hazardous - \$200,000.00

**Boise, City of TST** [View 1 associated properties](#)  
State: ID Cooperative Agreement Type: Cleanup Cooperative Agreement #: BF 00TST125 Announcement Year: FY08  
Funding Type(s): Hazardous - \$200,000.00

**Snake River Tribal Council TST** [View 1 associated properties](#)  
State: ID Cooperative Agreement Type: Section 128(a) State/Tribal Cooperative Agreement #: BF 00TST123 Announcement Year: FY08  
Funding Type(s): Hazardous - \$200,000.00

[Add a Cooperative Agreement to My List](#)

4. The Cooperative Agreement Home screen is a read-only view of all the information pertaining to the CA record in ACRES. The screen is divided into eight sections: Profile Information, Cooperative Agreement Contacts, Pre-POP Authorization, Properties Addressed by this Cooperative Agreement, Assessment Activities, Cleanup Activities, Institutional & Engineering Controls, and Redevelopment and Other Leveraged Accomplishments.



## Profile Information, Cooperative Agreement Contacts, and Pre-POP Authorization

The data in these sections are maintained by EPA. If you have any questions regarding these data, please contact your EPA Regional Representative.

The “[View Cooperative Agreement Fact Sheet](#)” link in the Profile Information section opens EPA’s Brownfields Grant Fact Sheet database where EPA maintains a fact sheet on each Brownfields Grant. This database is directly accessible at [http://cfpub.epa.gov/bf\\_factsheets](http://cfpub.epa.gov/bf_factsheets).

The screenshot shows the ACRES web application interface. At the top, there is a header with the ACRES logo and the text "ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM". On the right, it says "Welcome ACRES Test CAR", "Version 4.01.120", "Release Notes", "02/19/2013", and "Logout". Below the header is a navigation bar with "HOME" and "FIND PROPERTY". On the left is a sidebar with a "Previous Page" button and a list of links: "Profile Information", "Cooperative Agreement Contacts", "Pre-POP Authorization", "Properties Addressed By This Cooperative Agreement", "Assessment Activities", "Cleanup Activities", "Institutional & Engineering Controls", and "Redevelopment and Other Leveraged Accomplishments". The main content area is titled "COOPERATIVE AGREEMENT HOME" and contains several sections: "Profile Information" (with details for Boise DEP TST, including Cooperative Agreement #, State, Type, Announcement Year, Award Date, Initial Project Period, Current POP End Date, Status, Funding Source, Total Funded, and Funding Type), "Cooperative Agreement Contacts" (listing Primary Contact, Data Reviewer, and Primary Cooperative Agreement Contact), and "Pre-POP Authorization" (stating that the agreement does not have Pre-POP authorization). A red circle highlights the "View Cooperative Agreement Fact Sheet" link in the Profile Information section.

## Properties Addressed by this Cooperative Agreement

This section provides a list of all property records in ACRES that CA Recipients or EPA have associated with the Cooperative Agreement. There is no limitation on the number of properties that can be associated with a Cooperative Agreement.

For each property in the list, you can see if there is a property work package in progress, as well as the status and owner of the work package.

Properties Addressed By This Cooperative Agreement			
Property	Actions	Status	Current Owner
Joes Garage TST ( <a href="#">Property Home</a> ) No Archive Available	<a href="#">Enter Data</a>	Edits in Progress	ACRES Test CAR (Cooperative Agreement Recipient)
<a href="#">Add Property to this Cooperative Agreement</a>			

- To view the property record in read-only format for any property in the list, click “[Property Home](#)” underneath the property name.



- To start or continue a property work package from the list, click “[Enter Data](#)” in the Actions column.
- To create an association to an existing property record, or to start a new property record under the Cooperative Agreement, click “Add Property to this Cooperative Agreement” at the bottom of the list of properties and follow the prompts.

## ***Assessment Activities, Cleanup Activities, Institutional & Engineering Controls, and Redevelopment and Other Leveraged Accomplishments***

These sections are populated with data from the associated property records. The total accomplishments for the Cooperative Agreement are provided in the yellow fields at the bottom of each section. The property records containing data that contributed to the total for the CA are listed above the fields in yellow, along with the specific data from that property record.

The data displayed in these sections include both draft data (data in a work package that has not yet been through the entire approval process) and final data (data in the property record that has been through the complete approval process). If any data in these sections need to be revised, you may do so by completing a work package for the relevant property.

- To start or continue a property work package from the list, click “[Enter Data](#)” in the Actions column.

Assessment Activities <a href="#">?</a> <span>Collapse</span>					
Property	EPA Funding	Completion Date	Activity	Actions <a href="#">?</a>	Status <a href="#">?</a>
Joes Garage TST	\$75,000.00	07/15/2010	Phase I Environmental Assessment	<a href="#">Enter Data</a>	Edits in Progress
Joes Garage TST	\$5,000.00	06/15/2012	Supplemental Assessment	<a href="#">Enter Data</a>	Edits in Progress
Joes Garage TST	\$0.00	09/30/2011	Phase II Environmental Assessment	<a href="#">Enter Data</a>	Edits in Progress
EPA Assessment Funding: \$80,000.00 Leveraged Funding: \$20,000.00 Total Funding: \$100,000.00 NOTE: Funding marked for deletion not included in totals					

Cleanup Activities <a href="#">?</a> <span>Collapse</span>				
Property	Is Cleanup Required?	Completion Date	Actions <a href="#">?</a>	Status <a href="#">?</a>
Joes Garage TST	Yes	12/30/2012	<a href="#">Enter Data</a>	Edits in Progress
Cleanup Jobs Leveraged: 0 Leveraged Funding: \$150,000.00 NOTE: Funding marked for deletion not included in totals				

Institutional & Engineering Controls <span>Collapse</span>					
Property	Are ICs Required?	IC In Place	Are ECs Required?	EC In Place	Ready for Reuse?
Joes Garage TST	No				Yes, 0.87 acres
Properties Ready for Reuse: 1 Total Acres Ready for Reuse: 0.87 NOTE: Properties marked with an asterisk in the Ready for Reuse column are counted under another Cooperative Agreement. Their acre values are not included in the totals listed above.					

Redevelopment and Other Leveraged Accomplishments <span>Collapse</span>
There are no Redevelopments for this Cooperative Agreement.
<a href="#">Print</a>



# ACRES QUICK REFERENCE GUIDE

- To print the Cooperative Agreement information from ACRES, click the "Print" button at the bottom of the Cooperative Agreement Home screen and select the printer. A sample CA page is shown below:

2/19/13 Brownfields ACRES 4.0

COOPERATIVE AGREEMENT HOME

Profile Information

**Boise DEP TST**  
Cooperative Agreement #: BF0015T100  
State: ID  
Cooperative Agreement Type: Assessment  
Announcement Year: FY09

Award Date: 07/22/2009  
Initial Project Period: 10/01/2010 to 09/11/2013  
Current POP End Date:  
Status: ☒ Open Cooperative Agreement

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

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

Cooperative Agreement Contacts

Primary Contact: [\[?\]](#)  
ACRES Test EPA (EPA Regional Brownfields Team)  
[acres\\_help@epa.gov](mailto:acres_help@epa.gov) 703/2843200

Date Reviewer: [\[?\]](#)  
ACRES Test EPA (EPA Regional Brownfields Team)  
[acres\\_help@epa.gov](mailto:acres_help@epa.gov) 703/2843200

Primary Cooperative Agreement Contact: [\[?\]](#)  
ACRES Test CAR (Cooperative Agreement Recipient)  
[acres\\_help@epa.gov](mailto:acres_help@epa.gov) 703/2843200

Pre-POP Authorization

This Cooperative Agreement does not have Pre-POP authorization.

Properties Addressed By This Cooperative Agreement

Property	Actions <a href="#">[?]</a>	Status <a href="#">[?]</a>	Current Owner
Joe Garage TST ( <a href="#">Property Home</a> ) No Archive Available	<a href="#">Enter Data</a>	<a href="#">Edit In Progress</a>	ACRES Test CAR (Cooperative Agreement Recipient)

[Add Property to this Cooperative Agreement](#)

Assessment Activities

Property	EPA Funding	Completion Date	Activity	Actions <a href="#">[?]</a>	Status <a href="#">[?]</a>
Joe Garage TST	\$75,000.00	07/15/2010	Phase I Environmental Assessment	<a href="#">Enter Data</a>	<a href="#">Edit In Progress</a>
Joe Garage TST	\$5,000.00	06/15/2012	Supplemental Assessment	<a href="#">Enter Data</a>	<a href="#">Edit In Progress</a>
Joe Garage TST	\$0.00	09/30/2011	Phase II Environmental Assessment	<a href="#">Enter Data</a>	<a href="#">Edit In Progress</a>

EPA Assessment Funding: \$80,000.00  
Leveraged Funding: \$0.00  
Total Funding: \$100,000.00  
NOTE: Funding marked for deletion not included in totals

Cleanup Activities

Property	Is Cleanup Required?	Completion Date	Actions <a href="#">[?]</a>	Status <a href="#">[?]</a>
Joe Garage TST	Yes	12/30/2012	<a href="#">Enter Data</a>	<a href="#">Edit In Progress</a>

Cleanup Jobs Leveraged: 0  
Leveraged Funding: \$150,000.00  
NOTE: Funding marked for deletion not included in totals

Institutional & Engineering Controls

[acres.cecopcloud.net/acres/index.cfm?useaction=coopAgreement.home&grant\\_id=69601143](http://acres.cecopcloud.net/acres/index.cfm?useaction=coopAgreement.home&grant_id=69601143)

1/2

**ACRES HELP DESK**  
**acres\_help@epa.gov or 703-284-8212**  
**M-F, 9am-5pm EST**