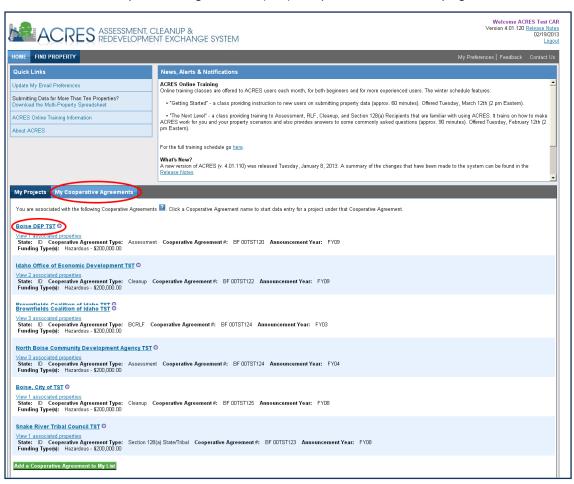# Viewing and Printing Cooperative Agreement Information

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.

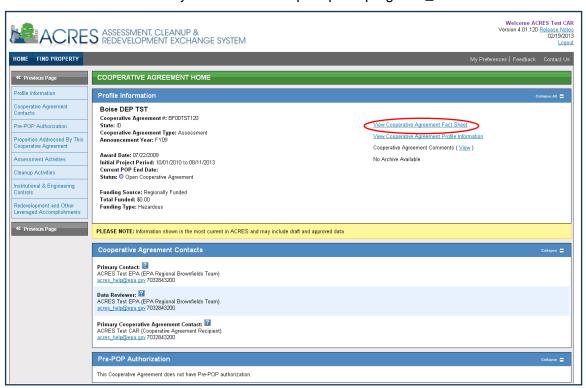3. Click the name of a Cooperative Agreement (link) to open the CA Home page.

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.

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.

- To view the property record in read-only format for any property in the list, click "Property Home" underneath the property name.
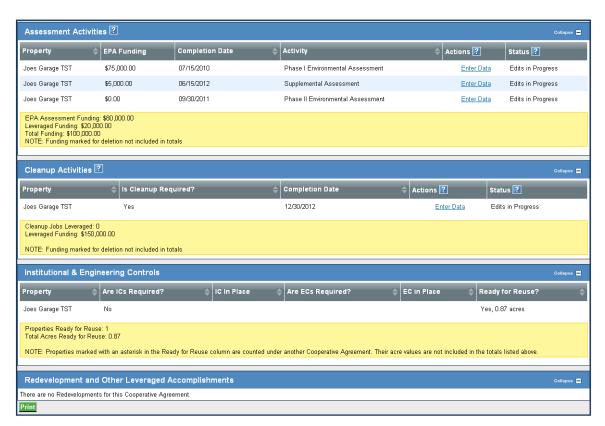
- To start or continue a property work package from the list, click "Enter Data" in the Actions column.
- To create an association to an existing property record, or to start a new property record under the Cooperative Agreement, click "Add Property to this Cooperative Agreement" at the bottom of the 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 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.
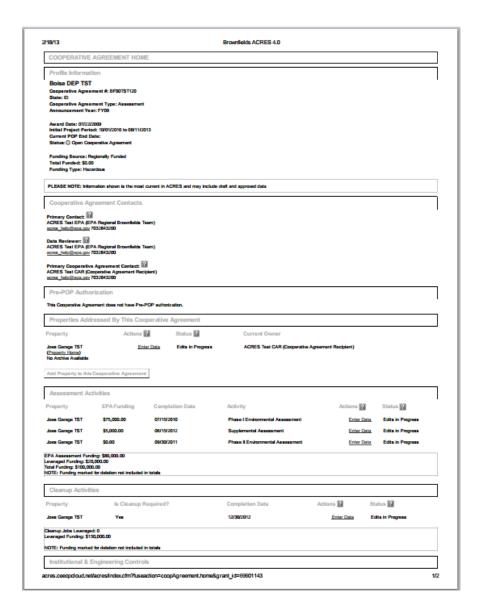
- To start or continue a property work package from the list, click "Enter Data" in the Actions column.

Assessment Activities [?] Collapse ⊟

Property	EPA Funding	Completion Date	Activity	Actions [?]	Status [?]
Joes Garage TST	$75,000.00	07/15/2010	Phase I Environmental Assessment	Enter Data	Edits in Progress
Joes Garage TST	$5,000.00	06/15/2012	Supplemental Assessment	Enter Data	Edits in Progress
Joes Garage TST	$0.00	09/30/2011	Phase II Environmental Assessment	Enter Data	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 [?] Collapse ⊟

Property	Is Cleanup Required?	Completion Date	Actions [?]	Status [?]
Joes Garage TST	Yes	12/30/2012	Enter Data	Edits in Progress

Cleanup Jobs Leveraged: 0
Leveraged Funding: $150,000.00

NOTE: Funding marked for deletion not included in totals

Institutional & Engineering Controls Collapse ⊟

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 Collapse ⊟

There are no Redevelopments for this Cooperative Agreement.

Print

5. 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:

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