


# How to add an existing property to a new CA

- ◆ Click the 'My Cooperative Agreements' tab on your ACRES home page
- ◆ Click the 'View associated properties' link. This will direct you to the CA home page, where you can view properties currently associated to the CA.

 **ACRES** ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

Welcome ACRES Test CA  
Version 5.00.230 [Release Notes](#)  
04/30/2015  
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**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/Spring 2015 schedule offers:

- "Getting Started" - a class providing instruction to new users on submitting property data (approx. 60 minutes). Offered Tuesday, March 10th and Tuesday, May 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 10th and Tuesday, April 14th (2 pm Eastern).

For the full training schedule go [here](#).  
**What's New?**  
A new version of ACRES (v. 5.00.240) was released Wednesday, January 14th. 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 <sup>2</sup>. Click a Cooperative Agreement name to start data entry for a project under that Cooperative Agreement.

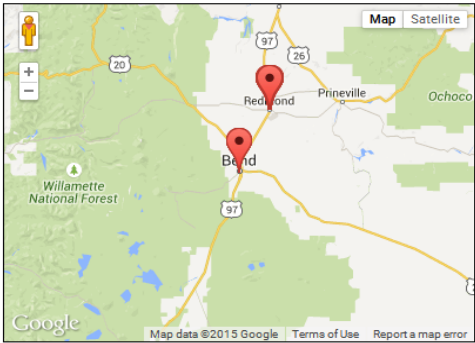
Cooperative Agreement (CA)	CA#	Announcement Year	State	CA Type	Funding Type(s)
<a href="#">Boise JT Grant TST</a>  <a href="#">View Job Training Performance Measures</a>	JT 12344321	FY15	ID	Job Training	Job Training - \$25,000.00
<a href="#">Housing Authority of the City of Tacoma</a>  There are 0 associated properties	BF 00J95501	FY14	WA	Cleanup	Hazardous - \$400,000.00
<a href="#">Coeur d'Alene Tribal Housing Authority</a>  <a href="#">View 3 associated properties</a>	BF 00J94101	FY14	ID	Cleanup	Hazardous - \$200,000.00
<a href="#">City of San Pablo</a>  <a href="#">View 1 associated properties</a>	BF 99T21701	FY14	CA	Cleanup	Hazardous - \$600,000.00
<a href="#">Franklin Regional Council of Governments</a>  <a href="#">View 3 associated properties</a>	BF 96191001	FY14	MA	Assessment	Hazardous - \$200,000.00 Petroleum - \$100,000.00
<a href="#">City of Kelso</a>  <a href="#">View 2 associated properties</a>	BF 00J80801	FY13	WA	Cleanup	Hazardous - \$156,275.00

 **ACRES**

# How to add an existing property to a new CA

- ◆ Click the gray 'Add Property to this Cooperative Agreement.' This will direct you to the Find Property page.

Properties Addressed By This Cooperative Agreement Collapse



City:  State:  Filter List [Clear Filter](#)

Property	Actions	Status	Current Owner
Redmond Property ( <a href="#">Property Home</a> ) ( <a href="#">Submission Archive</a> )	<a href="#">View Submission Archive</a>	Locked for Editing	ACRES Test CAR (Cooperative Agreement Recipient)
Mill Quarter Property ( <a href="#">Property Home</a> ) ( <a href="#">Submission Archive</a> )	<a href="#">Enter Data</a>	Approved	None
Vacant Lot ( <a href="#">Property Home</a> ) ( <a href="#">Submission Archive</a> )	<a href="#">Enter Data</a>	Approved	None
Redmond City Hall ( <a href="#">Property Home</a> ) ( <a href="#">Submission Archive</a> )	<a href="#">Enter Data</a>	Approved	None
Redmond High School Property ( <a href="#">Property Home</a> ) ( <a href="#">Submission Archive</a> )	<a href="#">Enter Data</a>	Approved	None

[Add Property to this Cooperative Agreement](#)

# How to add an existing property to a new CA

- ◆ Once directed back to the Find property screen, enter your ACRES Property ID in the property ID filter field; click Filter Now. If you don't have the Property ID number, you can use any of the search criteria in the left-hand column to find a specific property.
- ◆ Click the checkbox of the property you want to associate to your CA
- ◆ Click the green 'Add Selected Properties to {Recipient Name}' button

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Narrow Results By:  
[Filter Now](#) [Clear Filter](#)

Keyword

Recipient Name

Cooperative Agreement #

Cooperative Agreement Type  
☐ Area-Wide Planning  
☐ Assessment  
☐ BCRLF  
☐ Cleanup

ACRES Property ID  
11369

Property Name

Property City

Announcement Year  
☐ 2015 ☐ 2007  
☐ 2014 ☐ 2006  
☐ 2013 ☐ 2005  
☐ 2012 ☐ 2004  
☐ 2011 ☐ 2003  
☐ 2010 ☐ 2002  
☐ 2009 ☐ 2001  
☐ 2008 ☐ 2000  
☐ 2007 ☐ 1999  
☒ All ☐ 1998  
☐ 1997  
☐ 1996  
☐ 1995

FIND PROPERTY

Properties  
[View as List](#) [View as Map](#)

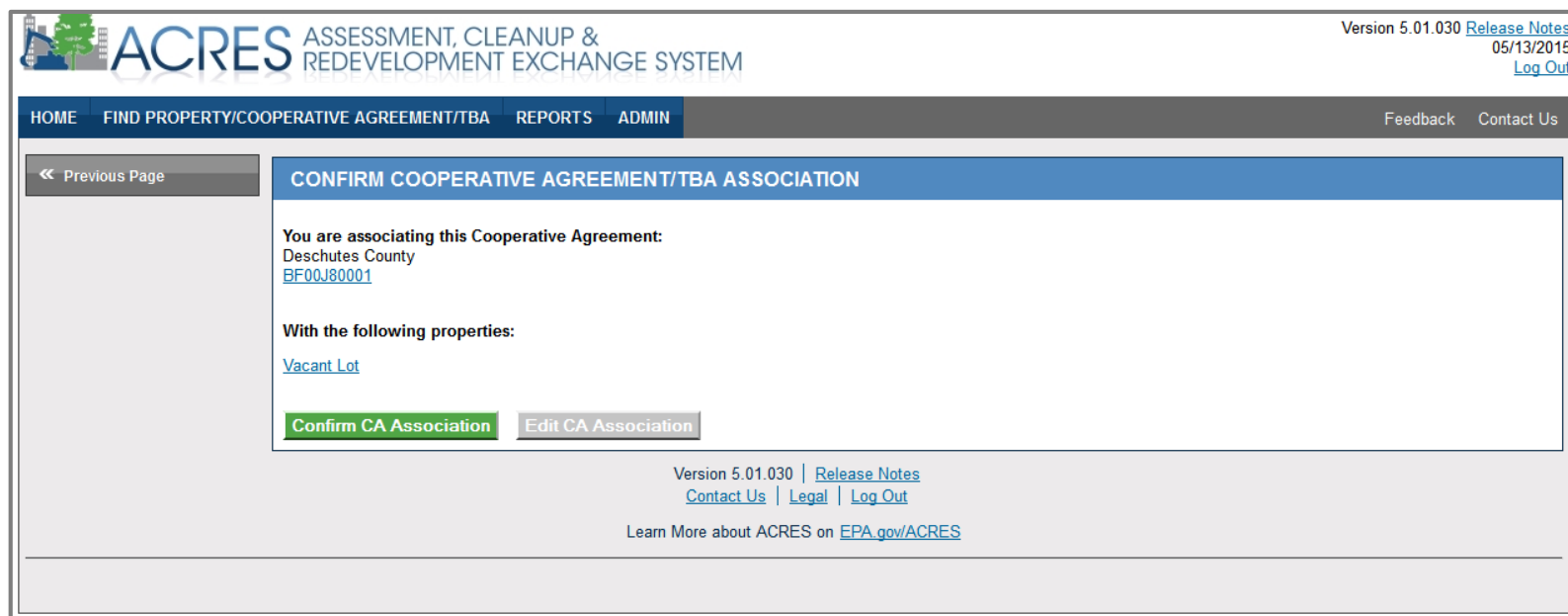
There are 1 Properties with the following search criteria: Region: 10 Property ID: 11369 Announcement Year: All

	Property Name	ACRES Property ID	Property City	State	Property Address	Associated CAs
<input type="checkbox"/>	<a href="#">Irish Foundry</a>	11369	Seattle	WA	45 Spokane St.	R10 Brownfields TBA previously Superfund TBA TBA FY 1998

[Add Selected Properties to Vancouver, City of](#) [Add a New Property](#) [Export to Excel](#)

# How to add an existing property to a new CA

- ◆ Once you have added the existing property to your grant, you will be given the option to confirm or edit the CA/property association.
- ◆ Once you confirm the association, the existing property will be associated to your cooperative agreement



The screenshot displays the ACRES (Assessment, Cleanup & Redevelopment Exchange System) web interface. The header includes the ACRES logo and the text 'ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM'. The top right corner shows the version '5.01.030', a 'Release Notes' link, the date '05/13/2015', and a 'Log Out' link. The navigation bar contains links for 'HOME', 'FIND PROPERTY/COOPERATIVE AGREEMENT/TBA', 'REPORTS', and 'ADMIN'. The main content area is titled 'CONFIRM COOPERATIVE AGREEMENT/TBA ASSOCIATION'. It displays the cooperative agreement being associated: 'Deschutes County' with ID 'BF00J80001'. It also lists the properties being associated: 'Vacant Lot'. At the bottom of the main content area, there are two buttons: 'Confirm CA Association' (highlighted in green) and 'Edit CA Association'. The footer of the page includes the version '5.01.030', links for 'Release Notes', 'Contact Us', 'Legal', and 'Log Out', and a link to 'Learn More about ACRES on EPA.gov/ACRES'.

ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

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**CONFIRM COOPERATIVE AGREEMENT/TBA ASSOCIATION**

You are associating this Cooperative Agreement:  
Deschutes County  
[BF00J80001](#)

With the following properties:  
[Vacant Lot](#)

[Confirm CA Association](#) [Edit CA Association](#)

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