

ACRES: Changing a Cooperative Agreement Assignment


- How to change (reassign) the contact for a grant/cooperative agreement
- To be done due to Project Officer change or other reasons (historic data approval, etc.)



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ACRES Online Training

Online training classes are offered to ACRES users each month, for both beginners and for more experienced users. The Winter 2015 schedule offers:

• "Getting Started" - a class providing instruction to new users on submitting property data (approx. 60 minutes). Offered Tuesday January 13th (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, December 9th and Tuesday, February 10th (2 pm Eastern).

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Start by clicking on the "Admin" Tab at the top of your welcome screen

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Work Packages to Review	ACRES Property ID	Cooperative Agreement	Cooperative Agreement #	Action	Status Since	Submitted By	Accomplishment Pending ?	New Property	Region
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Select “User Administration”: this tool allows you to view and change grant assignments

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Task	Description
User Administration	Allows you to update contact information, ACRES system access, and cooperative agreement assignments.
Change Owner	Change the owner of work package without changing the cooperative agreement assignment.

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Click “See All Users”: this will show you users, their access levels, and grant assignments

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User Administration: User Search

To get the most complete results, please enter the fewest criteria.

Last Name:

First Name:

State:

Select a State

User Group:

Cooperative Agreement Recipient

OR

[See all users in my region](#)

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Find the user who is currently assigned to the grant you wish to change

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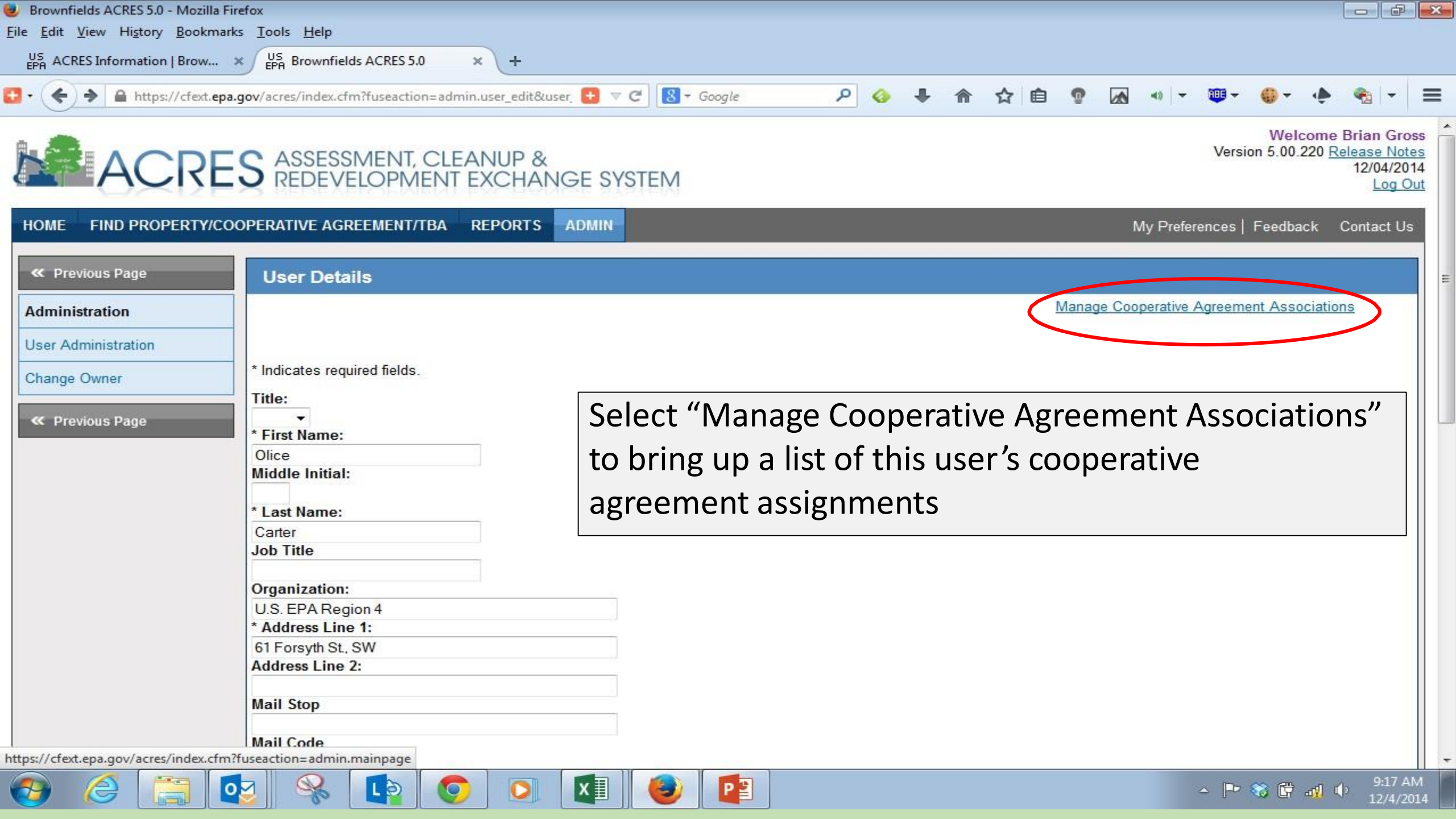
User Administration: Search Results

Your search for all users in Region(s) 04 produced 566 results.

[Modify Search](#) | [New Search](#) | [Add New User](#) Results 1 - 20 of 566 | [Next >](#)

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Name	Organization	User Group	User Role	State
Campblin, Karen ●	City of Eustis	Cooperative Agreement Recipient	Cooperative Agreement Recipient	FL
Cantner, Phil ●	City of St. Marks	Cooperative Agreement Recipient	Cooperative Agreement Recipient	FL
Caprita, Barbara ●	U.S. EPA Region 4	EPA	Regional QA Regional Data Entry EPA Regional Brownfields Team Regional TBA Data Entry	GA
Carballo, Isabel ●	South Florida Regional Planning Council			FL
Carter, Olice ●	U.S. EPA Region 4	EPA	Regional TBA Data Entry EPA Regional Brownfields Team Regional Data Entry Regional QA	GA
Case, Test ●	Test Case	Cooperative Agreement Recipient	Cooperative Agreement Recipient	AL
Cato, Martha ●	City of Valley	Cooperative Agreement Recipient	Cooperative Agreement Recipient	AL



Select (check) the Cooperative Agreement you wish to reassign, then press the “Edit Selected” button at the top of the column

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User Details: Associated Cooperative Agreement(s)

[Associate a Cooperative Agreement](#)

Edit Selected

	Recipient Name	State	Cooperative Agreement Type	Cooperative Agreement #	Announcement Year (FY)	Primary Contact	Data Reviewer
<input type="checkbox"/>	Anderson County	TN	Assessment	BP97463602	2002	N	N
<input type="checkbox"/>	AnnvilleInst - Annville Institute/Jackson Co. Ministries	KY	Assessment	BF00D11213	2013	N	N
<input type="checkbox"/>	Chattanooga, City of	TN	Cleanup	BF95408208	2008	Y	Y
<input checked="" type="checkbox"/>	Chattanooga, City of	TN	Cleanup	BF95440809	2009	Y	Y
<input type="checkbox"/>	Chattanooga, City of	TN	Cleanup	BF95462810	2010	N	N
<input type="checkbox"/>	City of Benham	KY	Cleanup	BF00D11313	2013	N	N
<input type="checkbox"/>	Crab Orchard, City of	KY	Cleanup	BF95461510	2010	N	N
<input type="checkbox"/>	Cumberland Valley Area Development District	KY	Assessment	BF00D00112	2012	N	N

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Change Primary Contact/Data Reviewer

Recipient Name	Cooperative Agreement #	Primary Contact	Data Reviewer
Chattanooga, City of	BF 95440809	Brian Gross	Olice Carter
<input type="button" value="Cancel Changes"/>		<input type="button" value="Save Changes"/>	

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- Olice Carter
- Barbara Alfano
- Nicole Bates
- Barbara Caprita
- Olice Carter
- David Champagne
- Bill Colley
- Margaret Crowe
- Kathleen Curry
- David Egetter
- Serdar Ertep
- Brian Gross**
- Brian Holtzclaw
- Wanda Jennings
- Aaryn Jones
- Cindy Nolan
- Michael Norman
- Margaret Olson
- Rosemary Patton
- Olga Perry
- Jason Poe

1. Use the pull-down menus to change the Primary Contact and Data Reviewer
 - These do not necessarily need to be the same person
2. Click the “Save Changes” button

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Confirm Change Primary Contact/Data Reviewer

Administration	Recipient Name	Cooperative Agreement #	New Primary Contact	New Data Reviewer
User Administration	Chattanooga, City of	BF 95440809	Brian Gross	Brian Gross
Change Owner	<input type="button" value="Edit"/>	<input type="button" value="Confirm"/>		

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Press “Confirm” and you’re done!!

For help, contact ACRES help:
acres_help@usepa.onmicrosoft.com

703-284-8212