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.)

ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

Brownfields ACRES 5.0 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

US EPA ACRES Information | Brow... | US EPA Brownfields ACRES 5.0

https://cfext.epa.gov/acres/index.cfm?fuseaction=user.home

ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

Welcome Brian Gross
Version 5.00.220 Release Notes
12/04/2014
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Start by clicking on the "Admin" Tab at the top of your welcome screen

HOME | FIND PROPERTY/COOPERATIVE AGREEMENT/TBA | REPORTS | ADMIN | Contact Us

Quick Links

- Update User Information
- See Users in My Region
- Update My Email Preferences
- Run Program Accomplishment Report
- 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 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).

(see Program Accomplishment Report for complete accomplishment list)

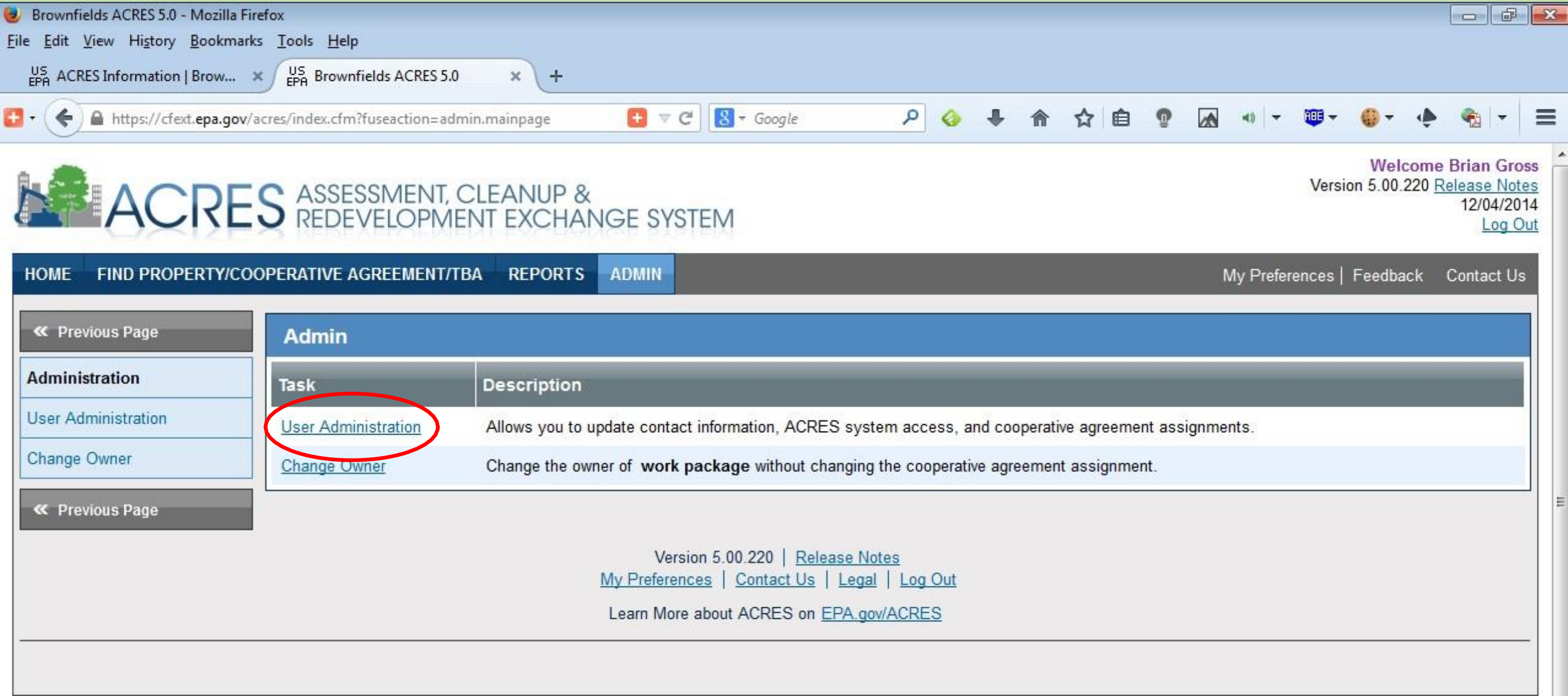
	Pending (Current FY)	Pending (All FYs)	Approved
Assessments:	144	149	94
Cleanups:	20	21	0
Leveraged $:	$0.00	$124,651,222.00	$13,428,120.00
Jobs (Cleanup):	1314	1314	46
Jobs (Redevelopment):	61	107	0
Acres RfR:	161.18	3096.04	608.15

My Projects | Regional Status | My Regional Cooperative Agreements

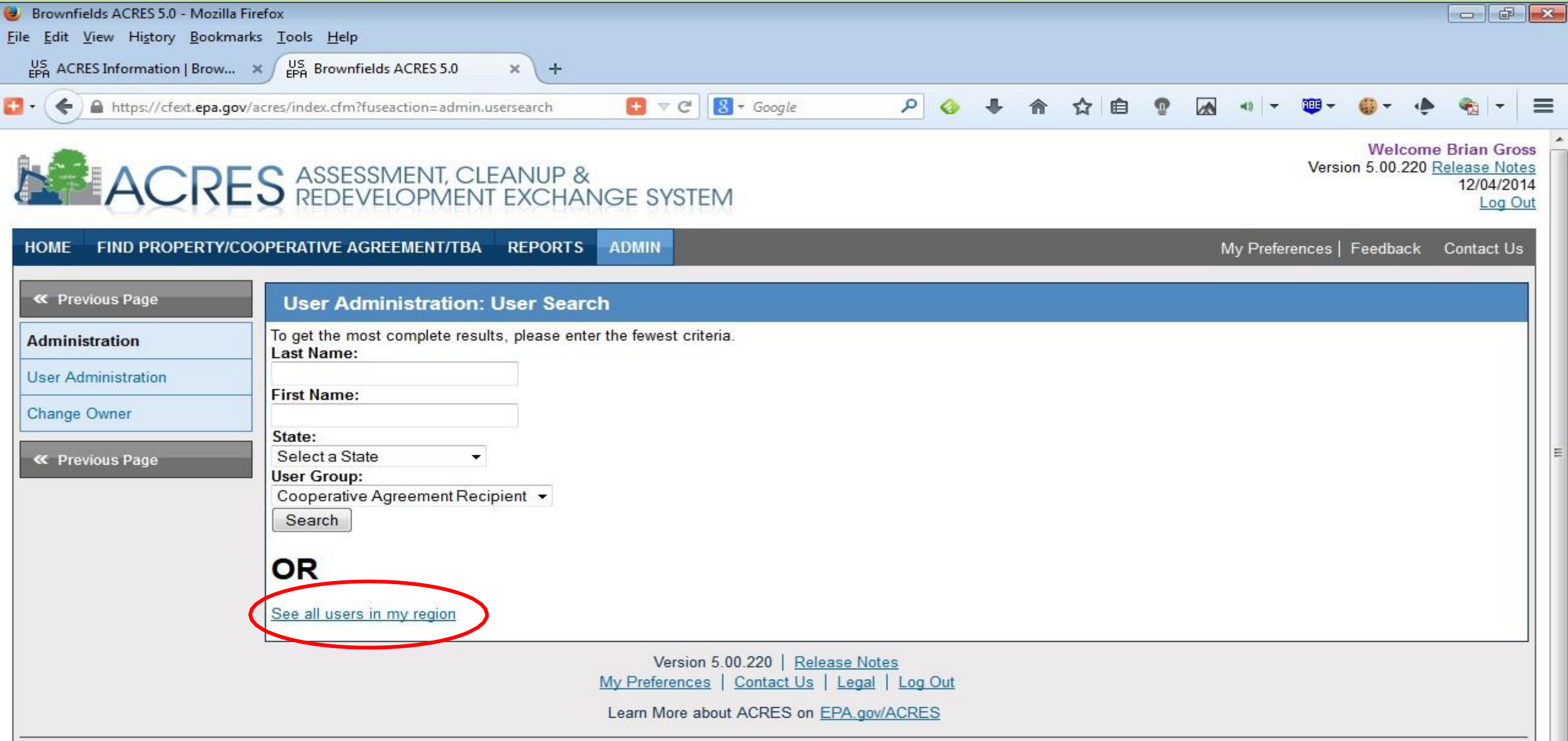
Work Packages To Review | Open Work Packages | All My Projects

Work Packages to Review	ACRES Property ID	Cooperative Agreement	Cooperative Agreement #	Action	Status Since	Submitted By	Accomplishment Pending	New Property	Region

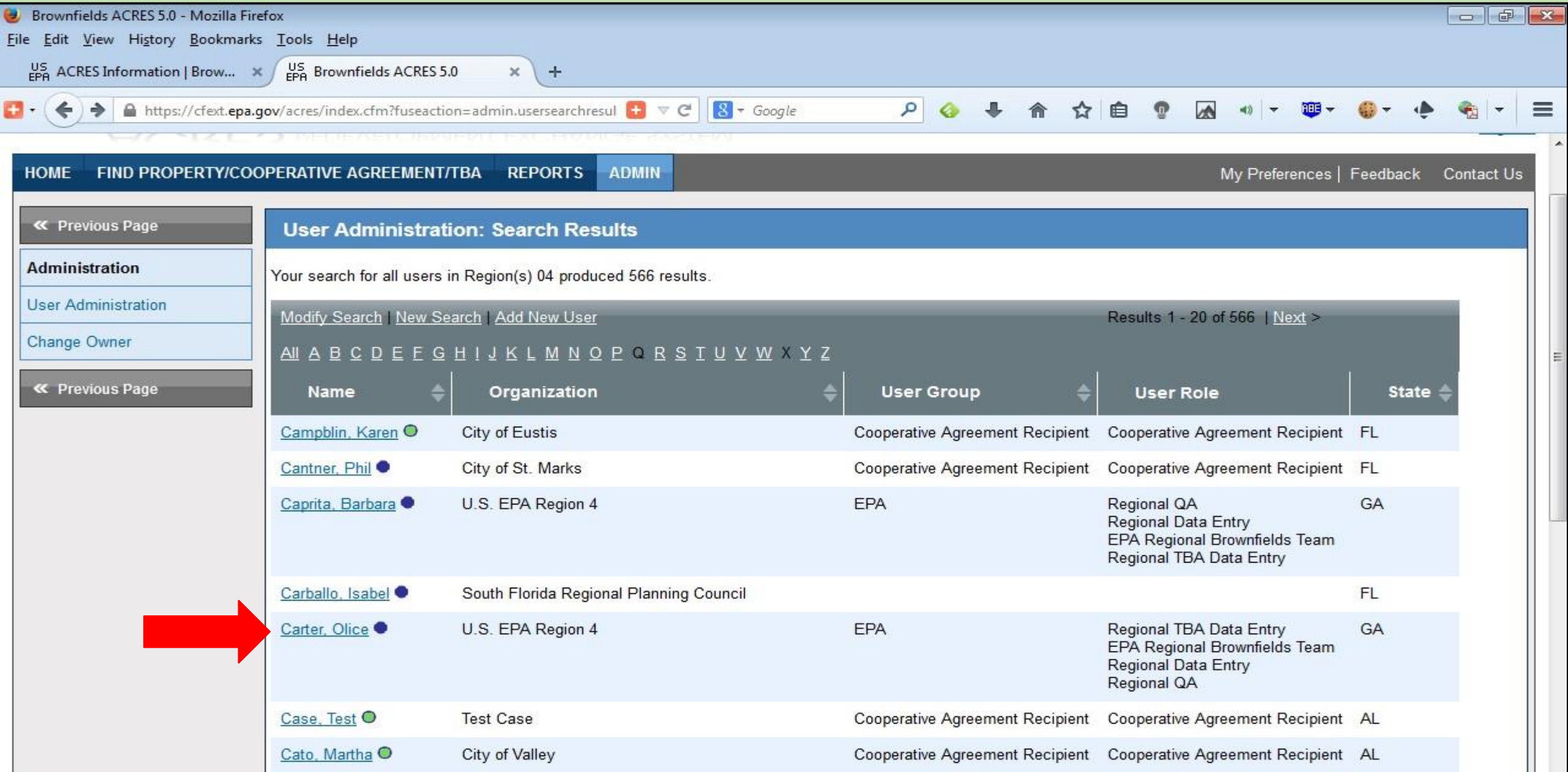
Select “User Administration”:
this tool allows you to view and change grant assignments



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



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



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https://cfext.epa.gov/acres/index.cfm?fuseaction=admin.user_edit&user

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« Previous Page

Administration

User Administration

Change Owner

« Previous Page

User Details

Manage Cooperative Agreement Associations

* Indicates required fields.

Title:

*** First Name:** Olice

Middle Initial:

*** Last Name:** Carter

Job Title

Organization: U.S. EPA Region 4

*** Address Line 1:** 61 Forsyth St., SW

Address Line 2:

Mail Stop

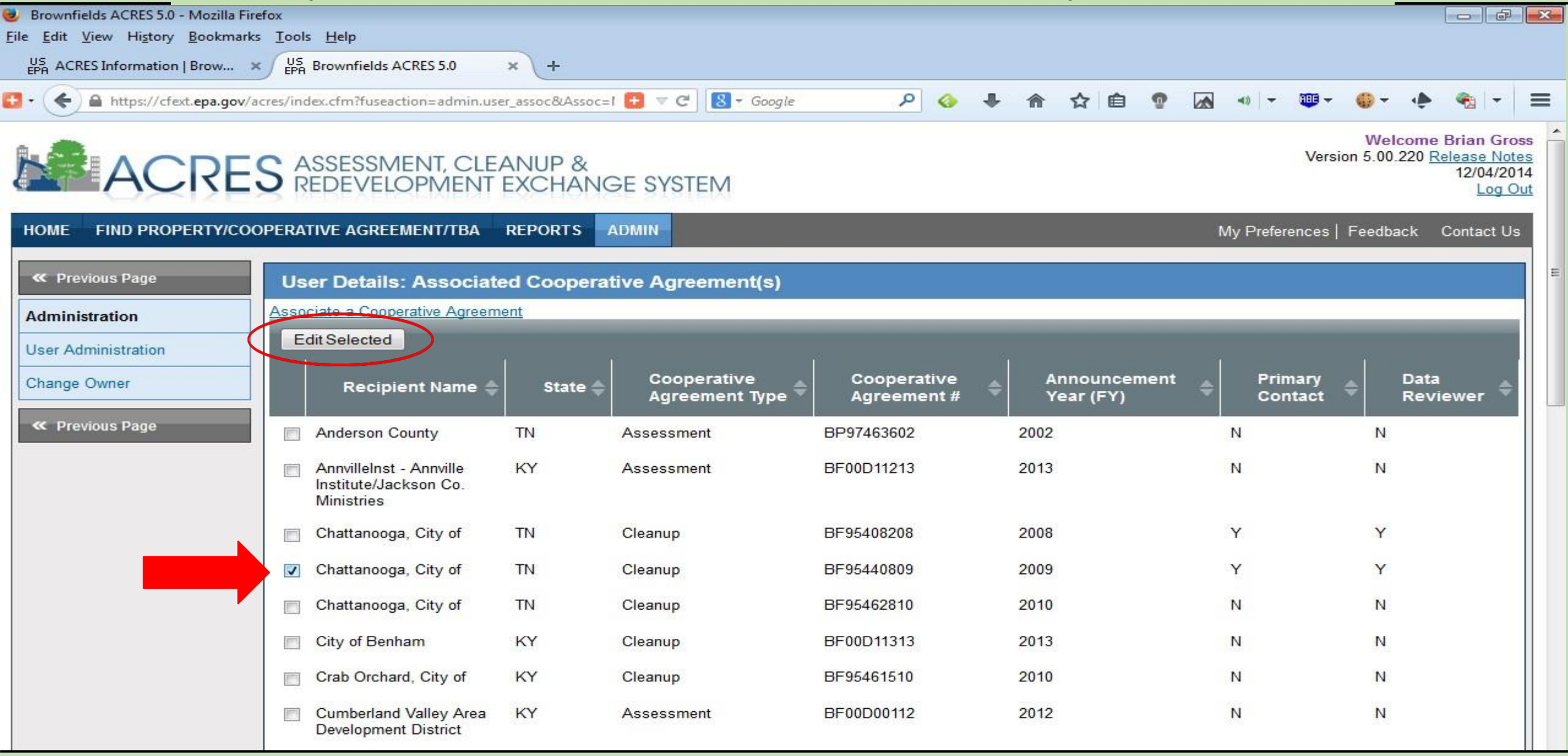
Mail Code

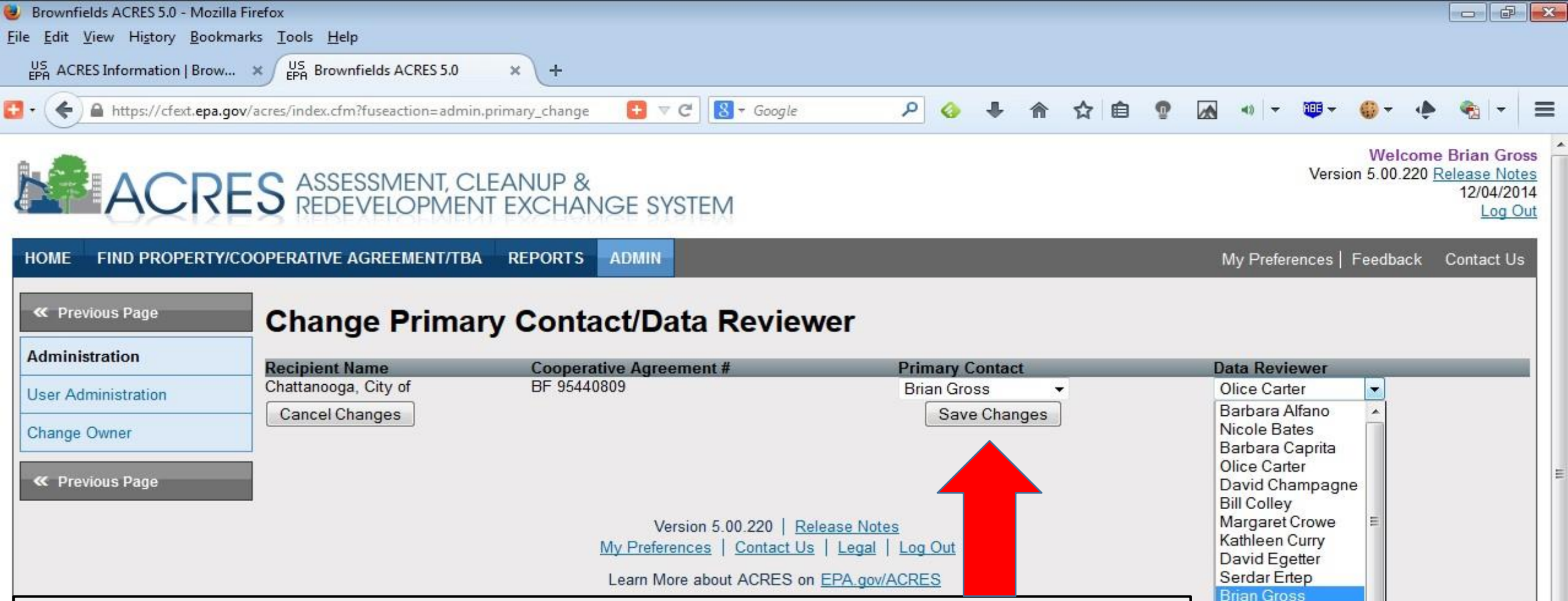
Select “Manage Cooperative Agreement Associations” to bring up a list of this user’s cooperative agreement assignments

https://cfext.epa.gov/acres/index.cfm?fuseaction=admin.mainpage

9:17 AM
12/4/2014

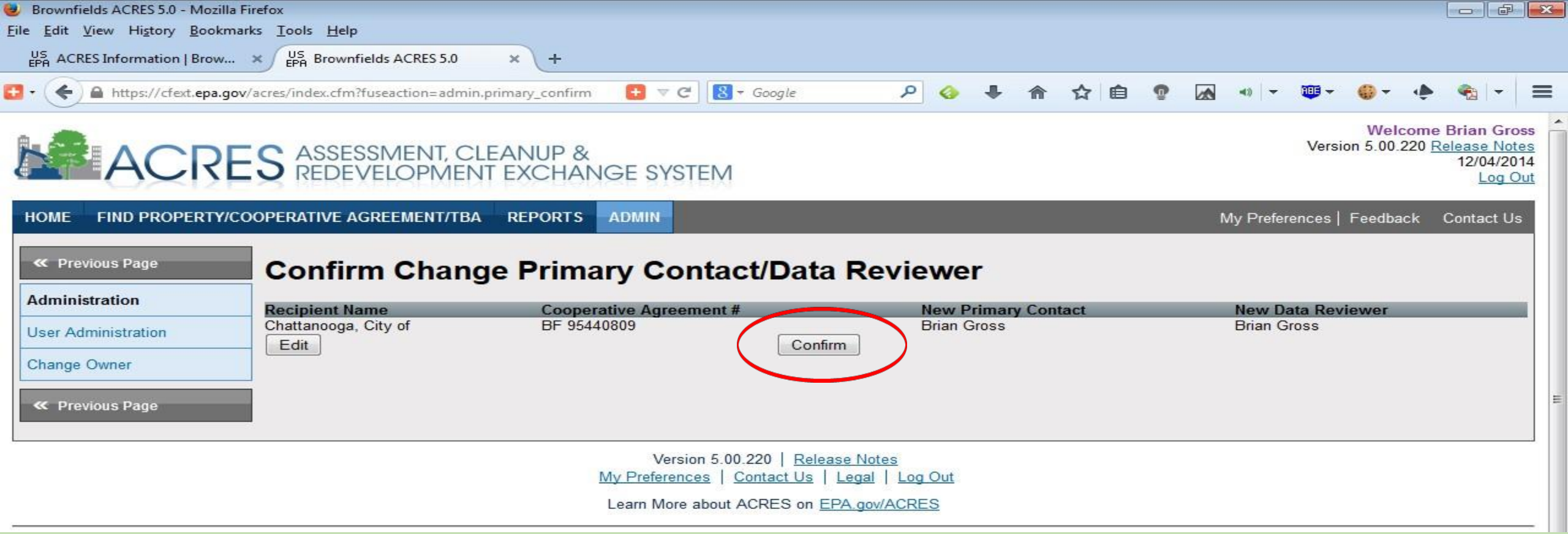
Select (check) the Cooperative Agreement you wish to reassign, then press the “Edit Selected” button at the top of the column





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



Press “Confirm” and you’re done!!

For help, contact ACRES help:

acres_help@usepa.onmicrosoft.com

703-284-8212