

Deleting or Disassociating a Property Record

You now have the ability to delete a property record or disassociate a property from a cooperative agreement in ACRES. Deleting a property record in ACRES removes all of the property, property information, and activities from the ACRES database. Disassociating a property from a cooperative will delete the property only from the cooperative agreement you specify.

This reference guide will show you how to delete or disassociate a property from ACRES.

Accessing the Property Profile Form – Part 1: Property Information to delete or disassociate a property

To delete or disassociate a property record, you need to access **Part 1: Property Information** of the **Property Profile Form (PPF)** for the selected property. You can access the PPF – Part 1, by selecting the:

- **Edit an existing property** link on your **Where do I start?** card
- **My Properties** button on your **My Account** card

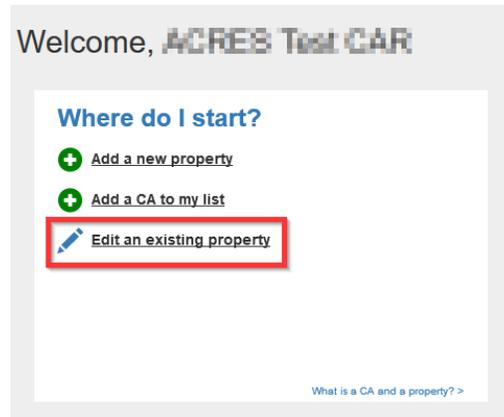
Deleting or disassociating a property via Edit an existing property

1. On your ACRES Homepage, go to your **Where do I start?** card.

The screenshot shows the ACRES homepage dashboard. At the top, there is a navigation bar with 'Work Packages' and 'Quarterly Reports' tabs, a search bar, and user icons. The main content area is titled 'Welcome, ACRES' and features several cards:

- Where do I start?**: Contains links for 'Add a new property', 'Add a CA to my list', and 'Edit an existing property'.
- Work Packages**: Shows '16 Open Work Packages' and lists actions for 'Me' (8 in progress, 3 returned) and 'PO' (4 submitted, 5 in review).
- Quarterly Reports**: Shows '2 Open Quarterly Reports' due on 04/30/2019, with actions for 'Me' (2 in progress) and 'PO' (2 submitted, 2 in review).
- My Account**: Displays user email, notification preferences, and statistics: '16 Total Cooperative Agreements' and '68 Total Properties'.
- Message Center**: Lists 'New Releases' including version 6.01 and 'Learn the Lingo' regarding 'Grant' changes.
- Upcoming Training**: Lists courses with dates, times, and durations.
- Quick Reference**: Lists links for multi-property forms, completion instructions, and bulletins.
- Highlighted Tips**: Provides information on automated notifications and email preferences.

2. Select the **Edit an existing property** button to access the properties with which you are associated.



3. You will navigate to the **My Properties** screen, which displays a list of your properties. Select the **Enter Data** link in the Action column for the property you are marking for deletion or disassociation.

Work Packages Quarterly Reports Find Property: Search by Name, ID...

My Properties

You are associated with the following Cooperative Agreements (CAs)

Legend: ● Open, ● Cancelled, ● Closed

Property Name	Property ID	CA / TBA	CA Number	Fiscal Year	Grant Type	Action	Status	Status Since	Owner
150 W State Street TST	240665	North Boise Community Development Agency TST ●	BF00TST124	FY04	Assessment		Locked for Review	09/13/2019	ACRES Test CAR (HQ Contractor)
200 Broad Street	18861	Capital City Development Corporation ●	[Not Displayed]	FY04	Assessment		Approved		None
		Boise, City of TST ●	BF00TST125	FY08	Cleanup	Enter Data			None
Alaska Forum Inc. (16)	0	Alaska Forum Inc. ●	JT01J23201	FY16	Job Training		Approved		None
American Tower Bunker	40461	Lower Elwha Klallam Tribe ●	[Not Displayed]	FY06	Section 128(a) State/Tribal		Approved		None
		Snake River Tribal Council AT ●	[Not Displayed]	FY08	Section 128(a) State/Tribal	Add to My Cooperative Agreements			None
		Snake River Tribal Council TST ●	BF00TST123	FY08	Section 128(a) State/Tribal	Enter Data			None
Boise Exxon Gas Express Testina Station	240709	North Boise Community Development Agency TST ●	BF00TST124	FY04	Assessment	Enter Data	Edits in Progress	09/13/2019	ACRES Test CAR (Cooperative Agreement Recipient)



Note: If the property you would like to delete is associated to multiple cooperative agreements, you are performing property disassociation. When clicking the Enter Data link, double check to make sure you are selecting the correct cooperative agreement to remove the property from.

- The PPF Page, Step 3 Editing a Property, displays. Check the Mark Property for Deletion or Disassociation box to mark the property for deletion.

- Once you have clicked the Mark this Property for deletion or mark from the CA, you will be required to specify a reason for deletion. If you are disassociating a property from a cooperative agreement, please mark Associated to Wrong CA.

Mark Property for Deletion or Disassociation ?

Mark this property for Deletion or mark to Disassociate from the CA

Select a Reason:

- Duplicate Property
- Cancelled (no work completed)
- Not a Brownfield Property
- Associated to Wrong CA
- Other



IMPORTANT: Once you have marked the property for deletion/disassociation, you will need to submit the work package. The deletion will need to be approved in ACRES by your EPA Project Officer before the property is removed from the database.



Note: When you submit the property to your EPA Project Officer, ACRES will notify you of any possible issues that may arise once the property is deleted. If the property you are deleting is associated to more than one cooperative agreement, ACRES will notify you.



IMPORTANT: If the property you have marked for deletion is associated to multiple cooperative agreements, it will be only be deleted from the grant specified. If you would like to delete the property from every cooperative agreement associated, you will need to repeat these steps from each cooperative agreement.

<u>ACRES Help Desk</u>	
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