### How to Enter and Edit Property and Cooperative Agreement Data

Property information and Cooperative Agreement data, also referred to as **CA** data, can be entered several different ways in ACRES.

The instructions and steps below show how to enter Property and/or Cooperative Agreement (CA) data in ACRES.

#### Logging into ACRES

To log into ACRES, open your Internet Browser and enter the following URL: <u>https://acres6.epa.gov</u>

- 1. Enter your ACRES User ID.
- 2. Enter your ACRES Password.
- 3. Select Login.

**NOTE:** Your ACRES **User ID** and **Password** are what you set during the EPA registration process.

| ACRES Assessme                          | ent, Cleanup and<br>pment Exchange System |  |
|---|---|--|
| Admin Mode                              |   |  |
| User D                                  | The set                                   |  |
| > Passavel                              | The second                                |  |
|   | kgn                                       |  |
| Regester ( Prorph C<br>Reset your EPA W | hername Panisemt*<br>AM Panisemt          |  |

#### The ACRES Homepage displays.



#### My Accounts card

The **My Account** card displays the total number of your CA and Properties. You can access your CAs and Properties by selecting the corresponding button.

O Select the My CAs button to access your Cooperative Agreements.

ACRES QUICK REFERENCE GUIDE

O Select the My Properties button to access your Properties.



#### Accessing My CAs (Cooperative Agreements)

- 1. To access a list of the CAs you are associated with, click the My CAs button at the bottom of the My Account card. You will navigate to the My Cooperative Agreements screen.
- 2. On the My Cooperative Agreements screen (below), click the CA link in the CA Name column to access the agreement's basic information, associated properties, and related activities.
- **3.** Select the <u>+View</u> link in the **Associated Properties** column to display the list of properties linked to the selected CA.



**NOTE**: Once you select the <u>+View</u> link, you can access the Property details by clicking the link of the property name. You can also **Enter data** for the property, and/or **Add a Property** to the CA.

| A Work Packages Quarterly Reports  |   |            |                             |                   |          | Search for Property, CA |                | Q @ 🛛 🗕 🛛                                     |
|--|---|------------|-----------------------------|-------------------|----------|-------------------------|----------------|---|
| My Cooperative Agreements<br>vou are associated with the following Cooperative Agreement<br>Legend: © Open. © Cancelled. © Closed.<br>© Add a Cooperative Agreement to My List | s (CAs) 😔   |            |                             |                   |          |                         |                | Narrow Results                                |
| CA Name  | Associated Properties   | 11 CA# 1   | CA Type                     | Announcement Year | State 17 | Funding Type(s)         | Award Amount   | Quarterly Reports 😣                           |
| Washington State Department of Commerce  | 2 Properties   - <u>Hide</u><br>BRLF07 Former Palouse Producers Site   Enter data<br>Rainier Court IV   Enter data     O Add a Property | BF00J96301 | BCRLF                       | FY14              | WA       | Hazardous, Petroleum    | \$1,640,000.00 |   |
| Chattanooga, City of ●   | 1 Property   + View   | BF95408208 | Cleanup                     | FY08              | TN       | Hazardous               | \$200,000.00   | Generate Quarterly Report                     |
| Oregon Business Development Department 🕥   | 5 Properties   + <u>View</u>  | BF00J96001 | BCRLF                       | FY14              | OR       | Hazardous               | \$1,770,399.00 |   |
| Oregon Tradeswomen Inc. O  | N/A   | JT01J08101 | Job Training                | FY15              | OR       | Job Training            | \$192,300.00   |   |
| Oregon Tradeswomen Inc. O  | N/A   | JT01J39901 | Job Training                | FY17              | OR       | Job Training            | \$200,000.00   |   |
| South Central Oregon Economic Development District (   | 6 Properties   + <u>View</u>  | BF01J53301 | Assessment                  | FY18              | OR       | Hazardous, Petroleum    | \$600,000.00   | Generate Quarterly Report + View Previous QRs |
| Bolse DEP TST O  | 9 Properties   + <u>View</u>  | BF00TST120 | Assessment                  | FY09              | ID       | Hazardous               |                | Generate Quarterly Report                     |
| Boise Workforce TST O  | N/A   | BF00TST121 | Job Training                | FY09              | ID       | Job Training            |                |   |
| Boise, City of TST O   | 3 Properties   + View   | BF00TST125 | Cleanup                     | FY08              | ID       | Hazardous               |                | View Quarterly Report                         |
| Brownfields Coalition of Idaho TST O   | 4 Properties   + View   | BF00TST124 | BCRLF                       | FY03              | ID       | Hazardous               |                |   |
| Idaho Office of Economic Development TST O   | 4 Properties   + <u>View</u>  | BF00TST122 | Cleanup                     | FY09              | ID       | Hazardous               |                | Generate Quarterly Report                     |
| North Boise Community Development Agency TST O   | 8 Properties   + <u>View</u>  | BF00TST124 | Assessment                  | FY04              | ID       | Hazardous               |                | Generate Quarterly Report                     |
| Shoshone-Bannock Tribes of the Fort Hall Reservation ●   | 14 Properties   + <u>View</u>   | RP96022412 | Section 128(a) State/Tribal | FY16              | ID       |                         | \$378,957.00   |   |
| Shoshone-Bannock Tribes of the Fort Hall Reservation O   | 12 Properties   + View  | RP96022413 | Section 128(a) State/Tribal | FY17              | ID       |                         | \$365,693.00   |   |
| Snake River Tribal Council TST 🕒   | 4 Properties   + <u>View</u>  | BF00TST123 | Section 128(a) State/Tribal | FY08              | ID       | Hazardous               |                |   |
|  | 2 Properties   + View   | RP01J06204 | Section 128(a) State/Tribal | FY18              | AK       |                         | \$74,000.00    |   |

#### Adding a CA to your List

- 1. Select the +Add a Cooperative Agreement to My List button, at the top or bottom of the screen, to add a CA to your list.
- 2. On the Add Cooperative Agreement screen (below), enter the eight-digit CA number, excluding prefixes and/or amendments.
- 3. Select the State of the CA, from the dropdown menu.
- 4. Select the Next>> button.

| ACRES                             |                               |                         |           |
|-----------------------------------|-------------------------------|-------------------------|-----------|
| A Work Packages Quarterly Reports |                               | Search for Property, CA | Q 0 🕸 L O |
| Add Cooperative Agreement         |                               |                         |           |
|                                   | Cooperative Agreement Number: |                         |           |
| _                                 |                               |                         |           |
|                                   | State:                        |                         |           |
|                                   | -Select One-                  |                         |           |
|                                   | Next>>                        |                         |           |
|                                   |                               |                         |           |
|                                   |                               |                         |           |

5. On the **Confirm Add Cooperative Agreement** screen (below), select the **Confirm Cooperative Agreement** button to save and associate the CA to your account. The CA will be added to your Cooperative Agreement list. You will have access to the CA and to all of the properties associated to the CA.

| ACRES  |
|--|
| In Work Packages Quarterly Reports   |
| Confirm Add Cooperative Agreement  |
| Please review the information below and confirm that it is your Cooperative Agreement. If not, you can Change your Cooperative Agreement or contact ACRES Help if you need assistance. |
| Recipient Name:<br>Chattanooga, City of  |
| Cooperative Agreement #:<br>95462810   |
| State:<br>Tennessee  |
| Cooperative Agreement Type:<br>Cleanup   |
| Announcement Date:<br>2010-05-01   |
| Confirm Cooperative Agreement Change CA  |

#### Adding a Property to one of My CA

You can add a property (or multiple properties) to one of your existing CA.

1. On the My Accounts card on your homepage, select the My CAs button.





- 3. Select the <u>+View</u> link.
- **4.** Select the **+Add a Property** button.

| Work Packages Quarterly Reports   |  |            | 0            |      |
|---|--|------------|--------------|------|
| You are associated with the following Cooperative Agreements<br>Legend: ● Open, ⊗ Cancelled, ● Closed<br>◆ Add a Cooperative Agreement to My List | (CAs) 9  |            |              |      |
| CA Name   | Associated Properties  | CA # ↓↑    | CA Type      | Annc |
| Washington State Department of Commerce   | 2 Properties   • <u>Hide</u><br>BRLF07 Former Palouse Producers Site   Enter data<br>Rainier Court IV   Enter data | BF00J96301 | BCRLF        | FY1  |
| Chattanooga, City of ●  | 1 Property   + View  | BF95408208 | Cleanup      | FYO  |
| Oregon Business Development Department  | 5 Properties   + <u>View</u>   | BF00J96001 | BCRLF        | FY14 |
| Oregon Tradeswomen Inc. O   | N/A  | JT01J08101 | Job Training | FY15 |
| Oregon Tradeswomen Inc.   | N/A  | JT01J39901 | Job Training | FY17 |
| South Central Oregon Economic Development District @  | 6 Properties   + View  | BF01J53301 | Assessment   | FY1  |

5. For adding a property, on the Step 2 - Search for Existing Property (Avoid Duplication) screen (below), you can add filters to search the system and ensure that you are not adding a duplicate property to the CA.



**IMPORTANT:** The best practice is to first conduct a broad search, such as selecting the **Property State** or **City**, to ensure that the property does not already have a record in the system before creating a new record.

6. Once the filters are entered, select the Apply Filter/Display Properties button.

| ACRES                             |  |              |  |                            |             |     |    |
|-----------------------------------|--|--------------|--|----------------------------|-------------|-----|----|
| H Work Packages Quarterly Reports |  |              | Sear   | ch for Property, CA        | <u></u> ୦ ଡ | ⊠ . | 10 |
| STEP 2 in Adding a Pro            | perty to Washington State Depa<br>2<br>Search for Existing Property (Avoid<br>Duplication) | 3            | 4 5<br>11 Essey-manic Adductes Property From Farm Face Dr. Additional Pro- | nen akonste                |             |     |    |
| 1                                 | or an existing property (to avoid property duplication).                                   | 2004-001-001 |  |                            |             |     |    |
| Property State None selected -    | City or Keyword Name, Address, City, ACRES (D  | Zip Code     | T Apply Fitter/Displa  | ry Properties Clear Filter |             |     |    |

- **7.** If there is no record of the property in ACRES, select the **+Create new property** button.
- 8. If the property already exists in ACRES, select the checkbox in front of the property record.
- **9.** Select the **Add selected property** button to add the property to the CA.

| ACRES   |                                   |                            |   |                        |
|---|-----------------------------------|----------------------------|---|------------------------|
| H Work Packages Quarterly Reports   |                                   |                            | Search for Property, CA   | Q 9 🛛 🗜 O              |
| STEP 2 in Adding a Property to Wa   | shington State Depart             | ment of Commerce           |   |                        |
| Seen CA Search for Existing Duplical  | ion)                              | 1 August India Jone Per La | ngeneres locales. Preserve Profile Flore Parcel Additional Preserve information ( | Concert Lines          |
| Property State  | City or Keyword                   | Zip Code                   |   |                        |
| None selected -   | Name, Address, Dity, ACRES ID     | 092153                     | T Apply Filter/Display Properties Clear Effect                                    |                        |
| The highlighted criteria narrowed your results to 0 properties                  |                                   |                            |   |                        |
| Add selected property Add selected property Create new property Show 50 entries |                                   |                            |   |                        |
| Showing 0 to 0 of 0 entries   |                                   |                            |   |                        |
|   |                                   |                            |   | Narrow Results         |
| Property 1 ACRES Property ID 1 Property City                                    | Property State     Property Addre | No Results Found           | II CA Number II CA Type   | 1 CA Announcement Year |
| Show 50 v entries   |                                   | NU RESULS FOUND            |   |                        |
| Showing 0 to 0 of 0 entries   |                                   |                            |   |                        |
| showing o to o of o entries   |                                   |                            |   | Previous Next          |
| Add selected property   |                                   |                            |   |                        |

#### Work Packages card

The **Work Packages** card displays statistics for work package(s) that are under your ownership, and are open for editing. The following information displays on this card:

- O Total number of Open work packages
- O Total number of work packages in progress
- **O** Total number of work packages returned for further clarification
- O Total number of work packages submitted
- O Total number of work packages in review

| ACRES  |  |   |   |
|--|--|---|---|
| The Work Packages Quarterty Reports  |  |   | Search for Property, CA Q 😧 🗶 🖞   |
| Welcome, ACRES   | 5  |   |   |
| Where do I start?  | Work Packages  | Quarterly Reports   | My Account  |
| Add a new property   | 16 Open Work Packages  | 2 Open Quarterly Reports  | Email:<br>Notifications: weekly summary   |
| Add a CA to my list  | Actions for Me  8 work packages in progress  3 work package returned for clarification   | Oue 04/30/2019 (-30 days) Actions for Me  | My email preferences 16 Total Cooperative Agreements  |
| Edit an existing property.   | Actions for PO  4 work packages submitted  5 work packages in review   | 2 reports in progress     Actions for PO     2 reports submitted  | 68 Total Properties   |
| What is a GA and a property? >   | Sinch package in review  | E 2 reports in review  My Open Quarterly Reports  When should I submit a Quarterly Report?  | My CAs My Properties  |
| Message Center<br>New Relasse<br>• Version 6.01 # ACRES was released 12/31/2018. View a<br>summary of changes in the Relases Notes<br>• Learn the Lingo<br>• References to "Grant have been changed to "Cooperative<br>Agreement" in ACRES | Upcoming Training<br>Course Date Time Duration<br>ACRES 6 June 11, 2019 2pm EST 90 Minutes<br>ACRES 6 July 9, 2019 2pm EST 90 Minutes<br>ACRES 6 Aug 12, 2019 2pm EST 90 Minutes<br>► Access Online Training | Quick Reference<br>• Mail-property form for 10+ properties (XLS) (2pp, June 2015)<br>• Instructions for completing a Property Profile Form<br>• ACRES Bulletins | Highlighted Tips 🔅<br>Did you know that you can receive automated notifications<br>from ACRES?<br>Charge your preferences on the My email preferences page. |

#### Entering Data for an Open Work Package

1. On the Work Packages card, select the My Open Work Packages button at the bottom of the card, to access your list of open packages.



- 2. On the My Work Packages screen, locate the work package in the list.
- **3.** Select the **Enter Data** link in the **Action** column of a work package (below) to access the Property Profile Form (PPF) of the selected property. The PPF is where you will enter property assessment, cleanup and redevelopment data.

| Work Packages Quarterly Reports   |                     |   | Search for Property, CA  | Q 🛛 🗷 🗜 C                         |
|---|---------------------|---|--|-----------------------------------|
| Ay Work Packages<br>fou are associated with the following Work Pack<br>egend: © Open, © Cancelled, ● Closed | kages \varTheta     |   | $\langle$  | Harrow Results                    |
| Open Work Packages  | L ACRES Property ID | 11 Shared 😣   | 11 Cooperative Agreement   | Action 😔                          |
| Alger Theater<br>(Property Home)<br>(Submission Archive)  | 238650              | Owner: Carolyn Weaver<br>Collaborator(s):Carolyn Weaver<br>ACRES Test CAR | South Central Oregon Economic Development District  BF01/35301 Assessment FY2018 | Locked for Editing<br>Enter Data  |
| Anthony TEST<br>(Property Home)<br>(Submission Archive)   | 239809              | No  | Idaho Office of Economic Development TST  BF00TST122 Cleanup FY2009              | Edits in Progress<br>Enter Data   |
| Boise Former Cement Plant<br>(Property Home)<br>(Submission Archive)  | 239832              | No  | Bolse DEP TST<br>BF00TST120<br>Assessment<br>FY2009                              | Edits in Progress<br>Enter Data   |
| Boise Reclaim Storage Facility<br>(Property Home)<br>(Submission Archive)                                   | 239791              | No  | Bolse DEP TST  BF00TST120 Assessment FY2009                                      | Needs Clarification<br>Enter Data |
| Boise Welcome Center TST<br>(Property Home)<br>(Submission Archive)   | 239675              | No  | Brownfields Coalition of Idaho TST<br>BF007ST124<br>BCRLF<br>FY2003              | Edits in Progress<br>Enter Data   |
| Boise Welcome Center TST<br>(Property Home)<br>(Submission Archive)   | 239675              | No  | North Boise Community Development Agency TST  BF00TST124 Assessment FY2004       | Needs Clarification<br>Enter Data |
| Former Boise Creosote Plant<br>(Property Home)<br>(Submission Archive)                                      | 239831              | No  | Boise DEP TST  BF00TST120 Assessment Ev20rg                                      | Edits in Progress<br>Enter Data   |

| ACRES   |   |                    |  |  | Î  |
|---|---|--------------------|--|--|----|
| H Work Packages Quarterly   | Reports   |                    |  | Search for Property, CA Q 🕢 🔀 👤 🕐  |    |
| STEP 3 in Editing   | a Property to Idaho Office of   | Economic Developme | ent TST<br>4<br>Pages Pate for 1925 Sourcesed Adults<br>Pages Pate for 1925 Sourcesed Adults   |  |    |
| Cooperative Agreement   | (CA) Information  |                    | Notes  |  |    |
| * CA Name & ID:   | Idaho Office of Economic Development TST BF00TST122                                     |                    | * Indicates a required field<br>EPA Form #020-03 (9-2009), Form Approved, OMB No. 2050-0102, Express 07-31-2019  |  |    |
| * CA Recipient Information<br>For Assessment, Cleanup, Revolving Loan Fund, and | nd Multi-Purpose cooperative agreements, what type(s) of funding is being used at the p | property?          | Mark Property for Deletion or Disassociation 0   |  |    |
| Hazardous Petroleum   |   |                    | Mark this property for Deletion or mark to Disassociate from the CA  |  |    |
| ·   |   |                    | This Work Package is Not Shared + <u>View</u>  |  |    |
| Property Background In  | formation 239809  |                    | Submission Notes   |  |    |
| Property ID:     Property Name:   | Anthony TEST  |                    | Submission notes are a temporary note to your regional representative<br>work package is approved, the submission notes are deleted. For perm  | to ask a question or share comments about this work package. When the<br>nanent notes, please enter Data Documentation |    |
| Alias:  | Pattony 1231  |                    |  |  |    |
| * Address:  | 1301 Van Buren St   |                    |  | Latitude:  |    |
| * Zip Code  | 98388   |                    | + Fort Stelacor  | 47.1766500000005   | e. |
| * City:   | STEILACOOM  |                    | 1301 Van Buren St<br>STEILACOOM, Washington 98388  | Longitude:   |    |
| * State   | Washington  |                    |  | -122.58112999999997  |    |
| County  | PIERCE  |                    |  | Cur couldon riends   |    |
| • Size (in acres):  | 6<br>6  |                    | to the contract of the contrac |  |    |

#### Search or Find a Property or CA

The Search for Property, CA search box displays on the ACRES banner at the top of every screen.



**NOTE**: The **Search** field will display all the results that match your search criteria.

**1.** Enter the initial characters of a Property or a CA to search and/or find a specific property or agreement.

| ACRES   |   |  | 8   |                        |
|---|---|--|---|------------------------|
| Work Packages Quarterly Reports   |   |  | WASH  | Q 0 🛛 🗶 O              |
| Welcome, ACRES Test CAR<br>Where do I start?<br>Add a new property<br>Add a CA to my liss<br>Edit an existing property.   | Work Packages<br>D 18 Open Work Packages<br>D 18 Open Work Packages<br>A work packages in progress<br>A work packages submitted<br>A work packages submitted<br>A work packages submitted<br>B work packages in review              | Quarterly Reports         2       Open Quarterly Reports         • Due 04/30/2019 (-31 days)         Actions for Me         > 2 reports in progress         Actions for PO         > 2 reports submitted         > 2 reports in review         Wange My<br>Cuarterly Reports | City Of Washington Brownfields<br>Rogers 'S Truck Wash<br>Washington Avenue Raliroad Property<br>Washington Firehouse-317 3rd Street & C<br>Street<br>Washoe County Rtc, Citicenter-Washoe<br>Citict-Apn 011-380-03<br>Washoe County Rtc, Citicenter-Washoe<br>Citictr-Apn 011-380-04<br>Washoe County Rtc, Citicenter-Washoe<br>Citictr-Apn 011-380-05<br>Washoe County Rtc, Citicenter-Washoe<br>Citictr-Apn 07-311-01<br>Washoe County Rtc, Citicenter-Washoe<br>Citictr-Apn 07-311-03 | 115                    |
| What is a CA and a property? >  | What is a work package? >   | When should I submit a Quarterly Report?   | Washoe County Rtc, Citicenter-Washoe<br>Citictr-Apn 07-311-04   |                        |
| Message Center<br>New Release<br>• Version 6.01 of ACRES was released 12/31/2018. View a<br>summary of changes in the Release Motes<br>• Learn more about ACRES<br>Learn the Ling<br>• References to Criant' have been changed to "Cooperative<br>Agreement" in ACRES | Upcoming Training       Course Date     Time     Duration       ACRES 6 June 11, 2019 2pm EST 90 Minutes       ACRES 6 July 2, 2019 2pm EST 90 Minutes       ACRES 6 Aug 13, 2019 2pm EST 90 Minutes       ► Access Online Training | Quick Reference<br>• Mult-property form for 10+ properties (XLS) (2pp, June 2015)<br>• Instructions for completing a Property Profile Form<br>• ACRES Buildens   | Washoe County Rtc, Citicenter-Washoe<br>Citictr-Apn 07-311-05<br>Washoe County Rtc, Citicenter-Washoe<br>Citictr-Apn 07-311-07<br>Washoe County Rtc, Citicenter-Washoe<br>Citictr-Apn 07-311-07<br>Washoe County Rtc, Citistation-Washoe-<br>Bandstand Park<br>Washoe County Rtc, Citistation-Washoe-<br>Emerald Motel  | .tomated notifications |
|   |   |  | Washoe County Rtc, Citistation-Washoe-<br>Nugget Parking Lot<br>Washoe County Rtc, Citistation-Washoe-The<br>Quilt Stop   |                        |

- 2. Select the appropriate property or CA from the list.
- 3. The selected **Property** Detail or **Cooperative Agreement Detail** page will display.

| ACRES Help Desk                    |                    |  |
|------------------------------------|--------------------|--|
| Email                              | Acres_help@epa.gov |  |
| Phone 703-284-8212                 |                    |  |
| Day/Time Mon – Thurs/ 9am -5pm EST |                    |  |