

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.

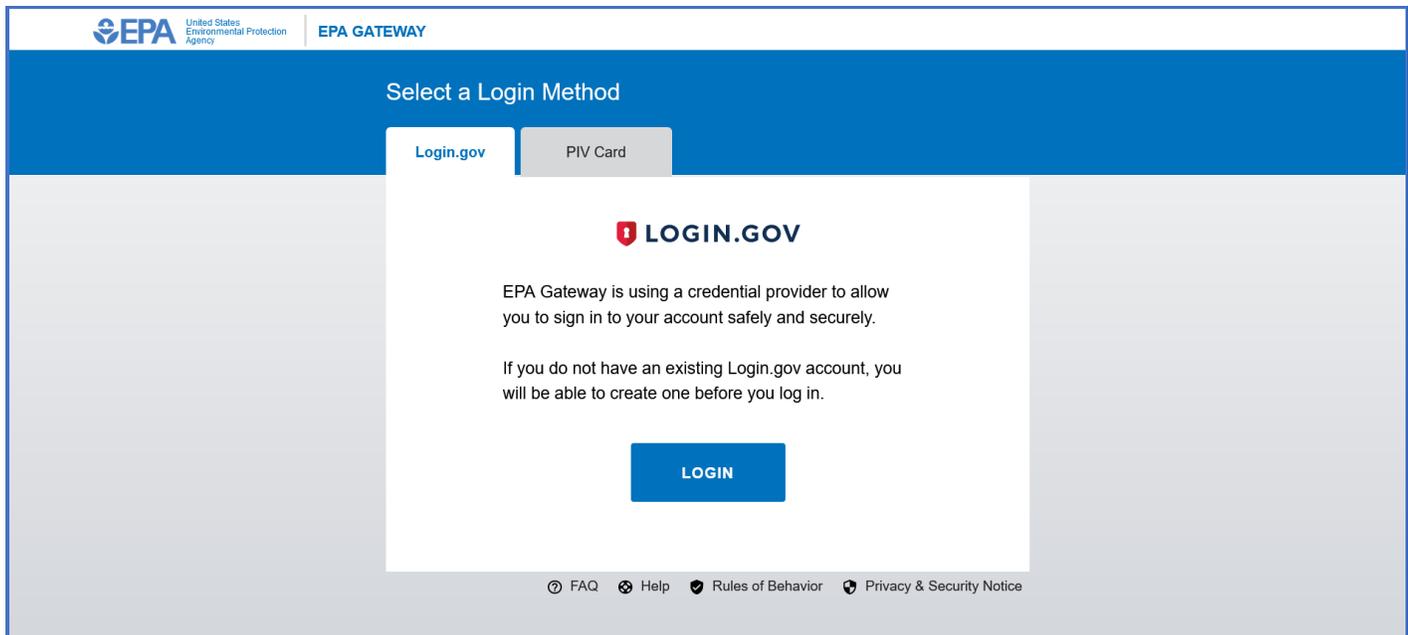
The instructions and steps below show how to enter Property and/or Cooperative Agreement (CA) data in ACRES.

Logging into ACRES

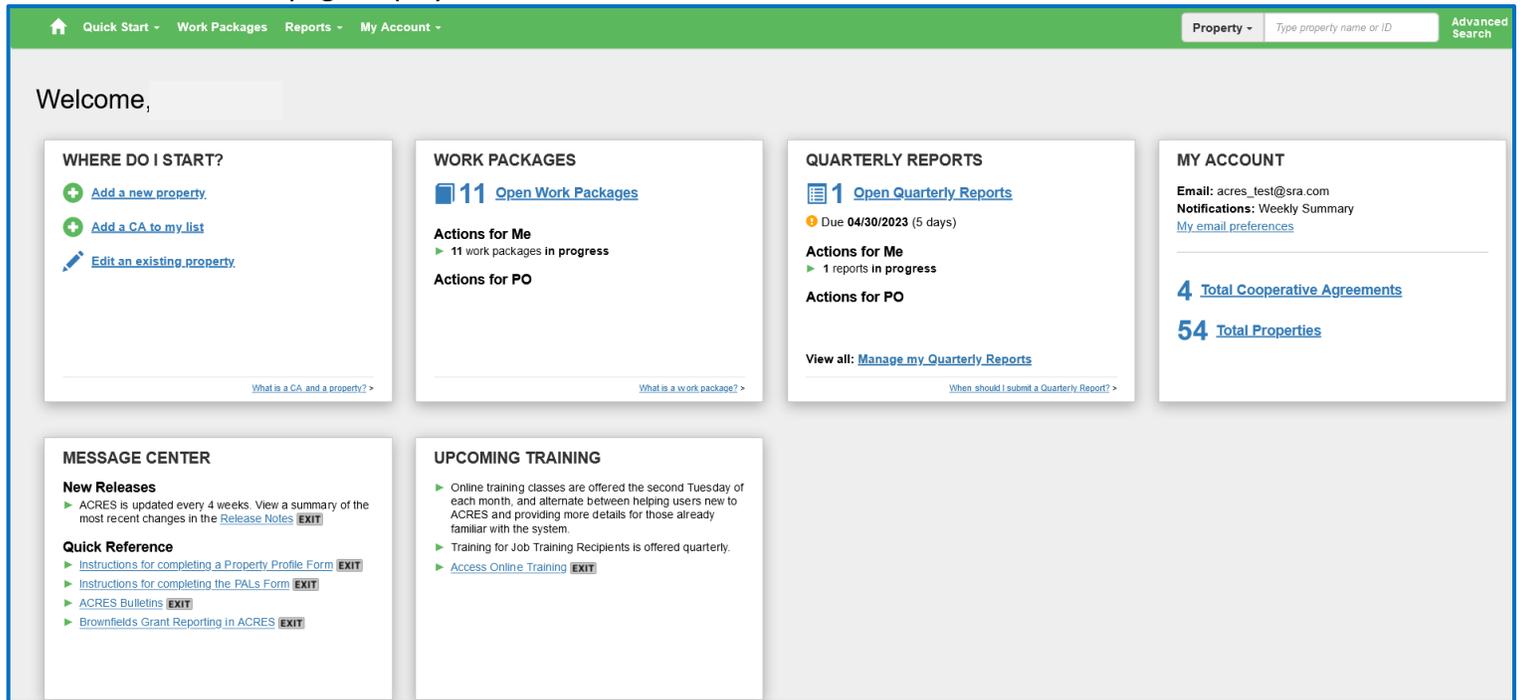
To log into ACRES, open your Internet Browser and enter the following URL:

<https://acres6.epa.gov>

1. Select the  button.
2. Enter your Login.gov **Email address** and **Password**.
3. Enter your security codes.



The ACRES Homepage displays.



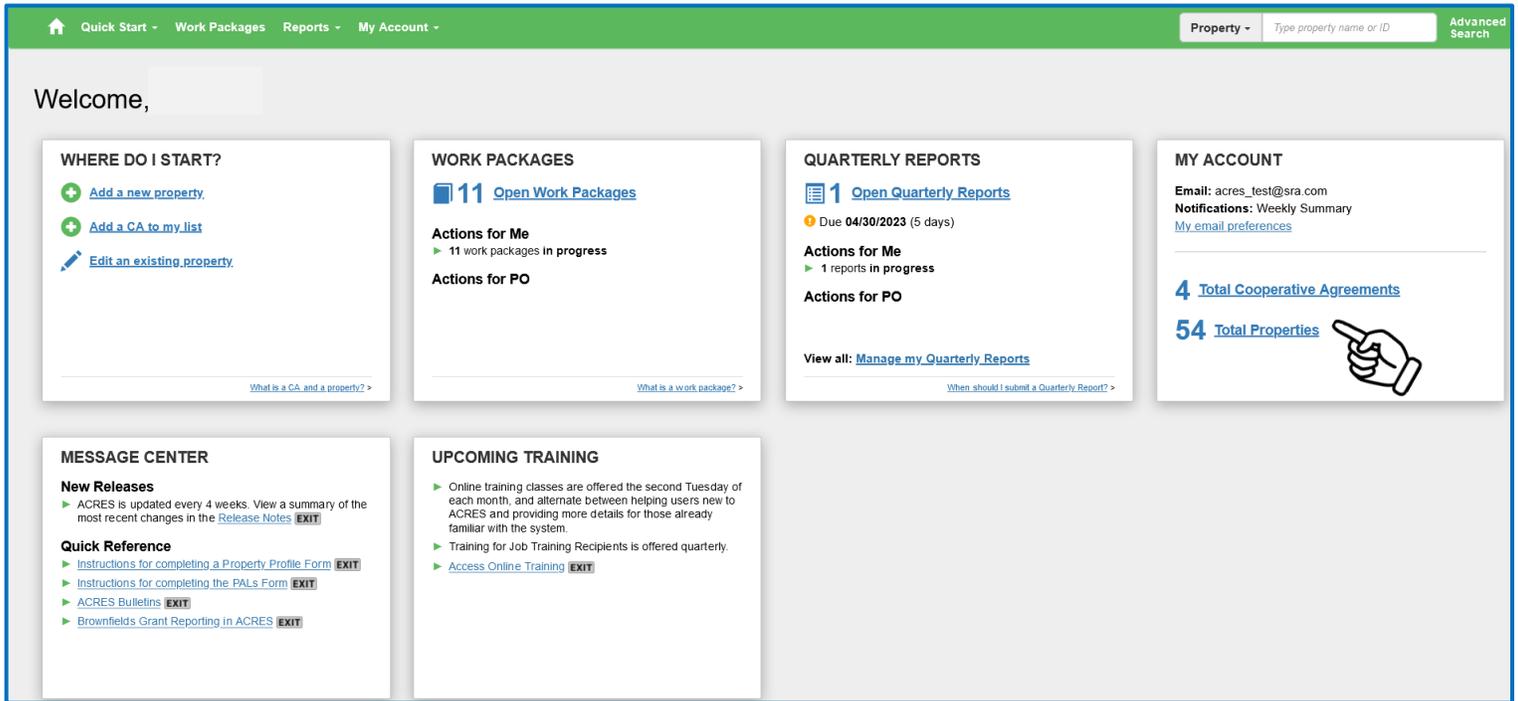
The screenshot shows the ACRES homepage dashboard with a green navigation bar at the top. The navigation bar includes links for 'Quick Start', 'Work Packages', 'Reports', and 'My Account', along with a search box for 'Property' and an 'Advanced Search' button. The main content area is titled 'Welcome,' 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 '11 Open Work Packages' and 'Actions for Me' (11 work packages in progress) and 'Actions for PO'.
- QUARTERLY REPORTS**: Shows '1 Open Quarterly Reports' due on 04/30/2023 (5 days), 'Actions for Me' (1 report in progress), and 'Actions for PO'. A link 'View all: Manage my Quarterly Reports' is provided.
- MY ACCOUNT**: Displays user information: 'Email: acres_test@sra.com', 'Notifications: Weekly Summary', and 'My email preferences'. It also shows '4 Total Cooperative Agreements' and '54 Total Properties' with corresponding links.
- MESSAGE CENTER**: Includes 'New Releases' (ACRES updated every 4 weeks) and 'Quick Reference' (links for Property Profile Form, PALs Form, ACRES Bulletins, and Brownfields Grant Reporting).
- UPCOMING TRAINING**: Lists training classes offered the second Tuesday of each month and quarterly training for Job Training Recipients.

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.

- Select the **Total Cooperative Agreements** link to access your Cooperative Agreements.
- Select the **Total Properties** link to access your Properties.



The screenshot shows the ACRES user dashboard. At the top, there is a navigation bar with 'Quick Start', 'Work Packages', 'Reports', and 'My Account'. A search bar for 'Property' is on the right. The main content area is divided into 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 '11 Open Work Packages' and 'Actions for Me' (11 work packages in progress) and 'Actions for PO'.
- QUARTERLY REPORTS**: Shows '1 Open Quarterly Reports' due on 04/30/2023 (5 days). 'Actions for Me' (1 report in progress) and 'Actions for PO'. A link to 'Manage my Quarterly Reports' is provided.
- MY ACCOUNT**: Shows email 'acres_test@sra.com', notifications 'Weekly Summary', and 'My email preferences'. It highlights '4 Total Cooperative Agreements' and '54 Total Properties' with a hand icon pointing to the latter.
- MESSAGE CENTER**: Includes 'New Releases' and 'Quick Reference' with links to various forms and bulletins.
- UPCOMING TRAINING**: Lists online training classes and job training recipient training.

[Accessing My CAs \(Cooperative Agreements\)](#)

1. To access a list of the CAs you are associated with, click the **Total Cooperative Agreements** link 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 **+View Details** link in the **Associated Properties** column to display the list of properties linked to the selected CA.



NOTE: Once you select the **+View Details** 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.

[Home](#) [Quick Start](#) [Work Packages](#) [Reports](#) [My Account](#) [Property](#) [Advanced Search](#)

My Cooperative Agreements

You are associated with the following Cooperative Agreements (CAs)

[+ Add a Cooperative Agreement to My List](#) [Narrow Results](#)

CA Name (CA#)	Associated Properties	CA Status	CA Type	Announce Year	State	Funding Type(s)	Award Amount	Quarterly Reports	Additional Actions								
Pembroke, Town of (BF96460706)	10 Properties View Details	Closed	Assessment	FY06	NC	Petroleum	\$200,000.00										
Boise DEP TST (BF00TST120)	18 Properties View Details	Open	Assessment	FY18	ID	Hazardous		+ Add QR (FY2023 Qtr2)									
Coalition for a Clean Boise TST (BF00TST128)	2 Properties Hide Details <table border="0"> <tr> <td>Property Name</td> <td>Action/Status</td> </tr> <tr> <td>Former Saw Mill</td> <td>Enter data</td> </tr> <tr> <td>River Front Properties</td> <td>Enter data</td> </tr> <tr> <td colspan="2">+ Add a Property</td> </tr> </table>	Property Name	Action/Status	Former Saw Mill	Enter data	River Front Properties	Enter data	+ Add a Property		Open	BCRLF	FY16	ID	Hazardous		+ Add QR (FY2023 Qtr2)	
Property Name	Action/Status																
Former Saw Mill	Enter data																
River Front Properties	Enter data																
+ Add a Property																	
Idaho Office of Economic Development TST (BF00TST122)	24 Properties View Details	Open	Cleanup	FY18	ID	Hazardous		Edit QR (FY2023 Qtr2)									

Showing 1 to 4 of 4 entries

[+ Add a Cooperative Agreement to My List](#)

Adding a CA to your List

1. Select the **+Add a Cooperative Agreement to My List** 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 **Next** button.

[Home](#) [Quick Start](#) [Work Packages](#) [Reports](#) [My Account](#) [Property](#) [Advanced Search](#)

Add Cooperative Agreement (CA) to My Account

Enter the eight-digit CA number, **excluding prefixes and/or amendments.**

CA #

[Next](#)

- 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 the properties associated to the CA.

🏠 Quick Start ▾
Work Packages
Reports ▾
My Account ▾

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.

CA Name:
Central Mississippi Planning & Development District

Cooperative Agreement #:
12345678

State:
Mississippi

Cooperative Agreement Type:
Assessment

Announcement Date:
06/01/2022

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.

- On the **My Account** card on your homepage, select the **Total Cooperative Agreements** link.

MY ACCOUNT

Email: acres_test@sra.com
Notifications: Weekly Summary
[My email preferences](#)

4 [Total Cooperative Agreements](#)

54 [Total Properties](#)

- On the **My Cooperative Agreement** screen, locate the CA to which you will add the property.
- Select the **+View Details** link.
- Select the **+Add a Property** button.

CA Name (CA#)	Associated Properties	CA Status	CA Type	Announce Year	State	Funding Type(s)	Award Amount	Quarterly Reports	Additional Actions
Pembroke Town of (BF96460706)	10 Properties View Details	Closed	Assessment	FY06	NC	Petroleum	\$200,000.00		
Boise DEP TST (BF00TST120)	18 Properties View Details	Open	Assessment	FY18	ID	Hazardous		+ Add QR (FY2023 Qtr2)	
Coalition for a Clean Boise TST (BF00TST128)	2 Properties Hide Details	Open	BCRLF	FY16	ID	Hazardous		+ Add QR (FY2023 Qtr2)	
Property Name Action/Status Former Saw Mill Enter data River Front Properties Enter data + Add a Property									
Idaho Office of Economic Development TST (BF00TST122)	24 Properties View Details	Open	Cleanup	FY18	ID	Hazardous		Edit QR (FY2023 Qtr2)	

- 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.

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

STEP 2 in Adding a Property to Boise DEP TST

1 Select CA 2 Search for Existing Property (Avoid Duplication) 3 Property Profile Form Part I: Property Information 4 Property Profile Form Part II: Environmental Activities 5 Property Profile Form Part III: Additional Property Information 6 Review & Submit

Use one or more of the FILTERS below to check for an existing property (to avoid property duplication).

Property State: City or Keyword: Zip Code:

[Apply Filter/Display Properties](#) [Clear Filters](#)

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.

STEP 2 in Adding a Property to Boise DEP TST

Use one or more of the FILTERS below to check for an existing property (to avoid property duplication).

Property State: None selected - City or Keyword: boise Zip Code: Zip Code

Apply Filter/Display Properties Clear Filters

Review Existing Properties

View as List View on Map

IF YOUR PROPERTY IS LISTED BELOW, please click the box next to it and then "Add Selected Property" to add your information to the existing record. IF IT IS NOT LISTED BELOW, you can "Create New Property".

Add selected property + Create new property

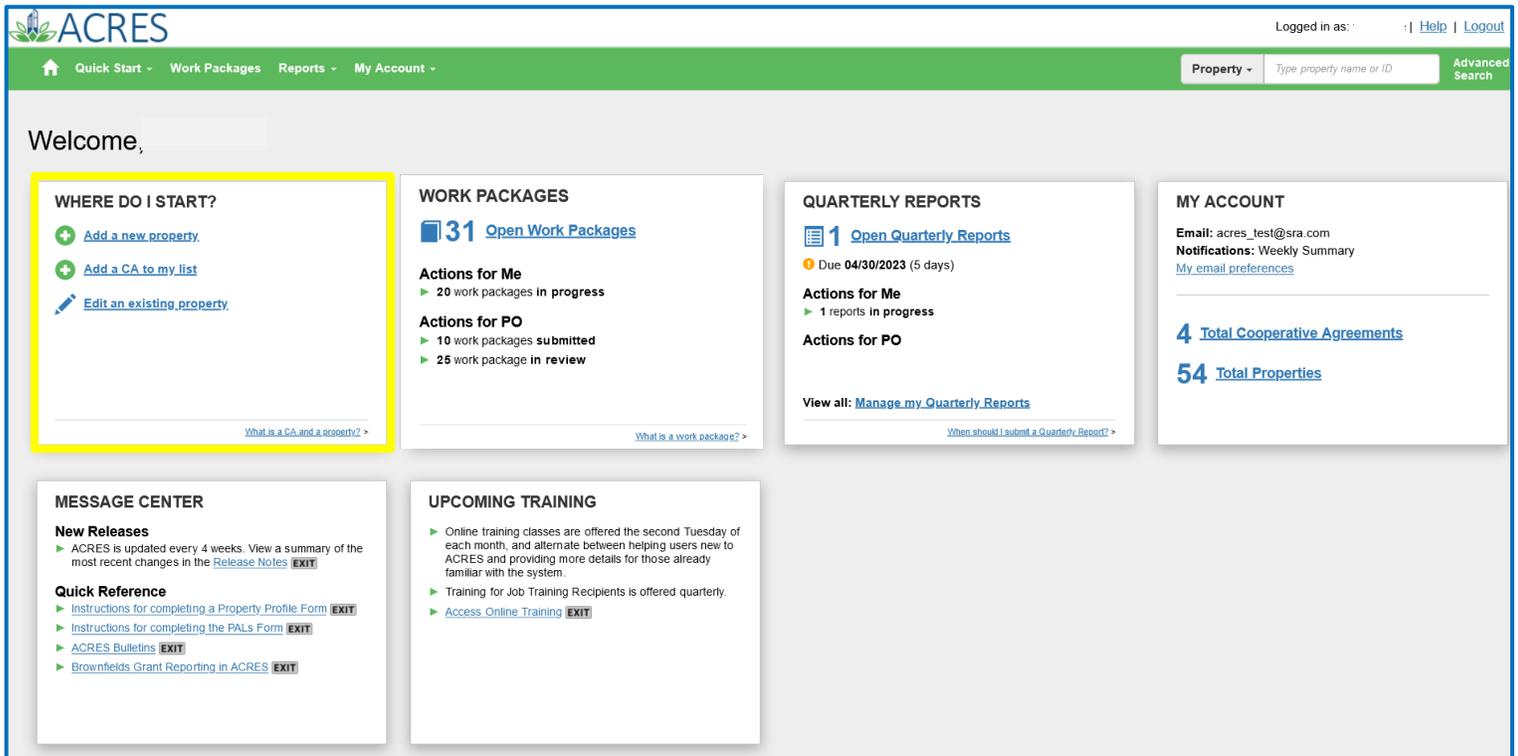
Show 50 entries Narrow Results

Select Property	Property Name	Property ID	Property City	Property State	Property Address	Associated CA Name(s)	CA Number	CA Type	CA Announcement Year
<input type="checkbox"/>	1100 West Front Street	124927	Boise	ID	1100 West Front Street	Capital City Development Corporation (Idaho)	[Not Displayed]	Assessment	2006
<input checked="" type="checkbox"/>	1100 West Front Street	124927	Boise	ID	1100 West Front Street	Idaho Department of Environmental Quality	[Not Displayed]	Section 128(a) State/Tribal	2010
<input type="checkbox"/>	1401 W. Jefferson St.	242996	BOISE	ID	1401 W. Jefferson St.	Idaho Department of Environmental Quality	[Not Displayed]	Section 128(a) State/Tribal	2018

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:

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

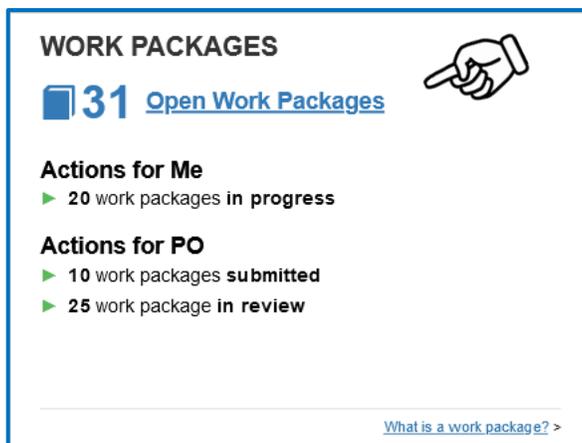


The screenshot shows the ACRES user dashboard. At the top, there is a navigation bar with 'Quick Start', 'Work Packages', 'Reports', and 'My Account'. A search bar is on the right. The main content area is divided into several cards:

- WHERE DO I START?** (highlighted with a yellow border): Contains links for 'Add a new property', 'Add a CA to my list', and 'Edit an existing property'.
- WORK PACKAGES**: Shows '31 Open Work Packages', 'Actions for Me' (20 work packages in progress), and 'Actions for PO' (10 submitted, 25 in review).
- QUARTERLY REPORTS**: Shows '1 Open Quarterly Reports', a due date of '04/30/2023 (5 days)', and 'Actions for Me' (1 report in progress).
- MY ACCOUNT**: Shows email 'acres_test@sra.com', notification settings, and summary statistics: '4 Total Cooperative Agreements' and '54 Total Properties'.
- MESSAGE CENTER**: Lists 'New Releases' and 'Quick Reference' links.
- UPCOMING TRAINING**: Lists training classes and online training links.

Entering Data for an Open Work Package

1. On the **Work Packages** card, select the **Open Work Packages** link at the top of the card, to access your list of open packages.



This block shows a close-up of the 'WORK PACKAGES' card. A hand icon points to the '31 Open Work Packages' link. Below the link, the 'Actions for Me' and 'Actions for PO' statistics are visible.

- On the **My Work Packages** screen, locate the work package in the list.
- 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.

Quick Start - Work Packages Reports - My Account - Property - Type property name or ID Advanced Search

My Work Packages

You are associated with the following Work Packages

Narrow Results

Open Work Packages	Property ID	Shared	CA Name (CA#)	CA Status	CA Type	Announce Year	Status Since	Action
All About Hair (Property Home) (Submission Archive)	108385	No	Pembroke, Town of (BF96460706)	Closed	Assessment	FY2006	Edits in Progress 04/24/2023	Enter Data
AutoGen Beier, Abernathy and Goyette cdbbb8 (Property Home) (Submission Archive)	255789	No	Boise DEP TST (BF00TST120)	Open	Assessment	FY2018	Edits in Progress 04/24/2023	Enter Data
AutoGen Effertz-Bartell d69383 (Property Home) (Submission Archive)	255609	No	Boise DEP TST (BF00TST120)	Open	Assessment	FY2018	Edits in Progress 04/24/2023	Enter Data
AutoGen Fay, McClure and Champlin f33311 (Property Home) (Submission Archive)	255853	No	Idaho Office of Economic Development TST (BF00TST122)	Open	Cleanup	FY2018	Edits in Progress 04/24/2023	Enter Data
AutoGen Hamill and Sons 423143 (Property Home) (Submission Archive)	255590	No	Idaho Office of Economic Development TST (BF00TST122)	Open	Cleanup	FY2018	Edits in Progress 04/24/2023	Enter Data
AutoGen Sliedemann LLC e94dc1 (Property Home) (Submission Archive)	255751	Owner: test case Collaborator(s): ACRES Test CAR	Idaho Office of Economic Development TST (BF00TST122)	Open	Cleanup	FY2018	Edits in Progress 04/25/2023	Enter Data

Quick Start - Work Packages Reports - My Account - Property - Type property name or ID Advanced Search

STEP 1 in Editing a Property to Pembroke, Town of

1 Property Profile Form Part I: Property Information 2 Property Profile Form Part II: Environmental Activities 3 Property Profile Form Part III: Additional Property Information 4 Review & Submit

Cooperative Agreement (CA) Recipient Information

* CA Name & Number: Pembroke, Town of BF96460706

* For Assessment, Cleanup, Multipurpose and Revolving Loan Fund cooperative agreements, what type of funding is being used at this property?

Hazardous
 Petroleum
 Both

Property Background Information

Property ID: 108385

* Property Name:

Alias:

Property Owner: Government (Tribal, State, Local) Private

* Address:

General Notes

- Required fields denoted with *
- EPA Form #6200-03, Form Approved, OMB No. 2050-0192, Expires 03-31-2026

+ Expand

> Deletion or Disassociation (Not Marked) + Expand

> Work Package Sharing (Not Shared) + Expand

> Permanent Data Documentation (No Documentation Added) + Expand

> Temporary Submission Notes (No Notes Added) - Collapse

These notes are a temporary note to your regional representative to ask a question or share comments about this work package. When the work package is approved, the temporary submission notes are deleted.

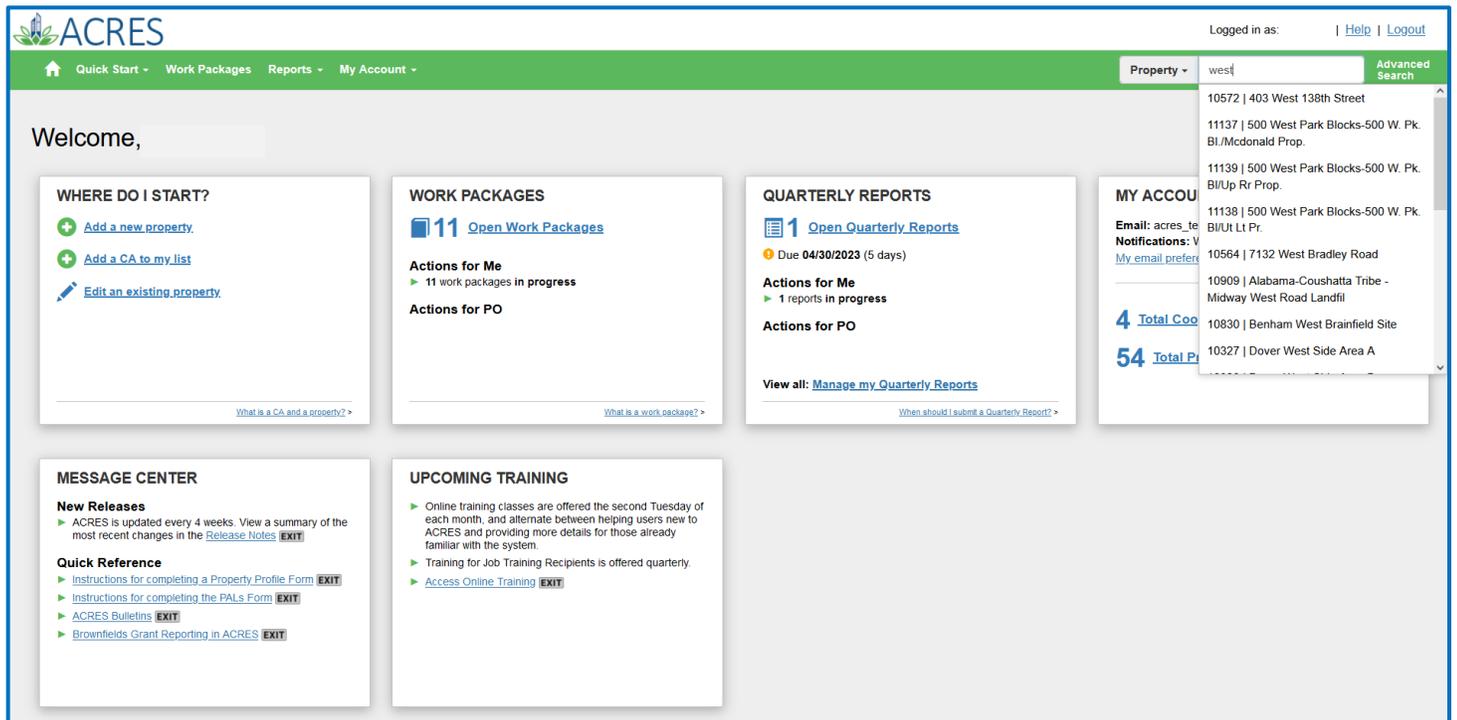
Search or Find a Property or CA

The **Search for Property or 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. To the right of the Search field, on the dropdown box, select if you would like to search for a Property or CA.
2. Enter the initial characters of a Property or a CA to search and/or find a specific property or agreement.



The screenshot shows the ACRES dashboard. The search box in the banner has 'Property' selected in the dropdown menu, and the text 'wes' is entered in the search field. The dropdown menu is open, showing a list of property addresses. The dashboard content includes sections for 'WHERE DO I START?', 'WORK PACKAGES', 'QUARTERLY REPORTS', 'MY ACCOUNT', 'MESSAGE CENTER', and 'UPCOMING TRAINING'.

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

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