



Starting Property Data Entry

Property data entry can be initiated several different ways in ACRES. The instructions provided below are divided by accessing property records through the My Cooperative Agreements tab or the My Projects tab on your ACRES Home screen.

First, open your Internet browser to the following URL: <https://cfext.epa.gov/acres/index.cfm>. Enter the User Name and Password you set during the EPA registration process, and click the “Log In” button. The ACRES Home page will display.

My Projects Tab

Under the My Projects tab on your Home screen, there are two subtabs: Open Work Packages and All My Projects. The Open Work Packages tab displays any work packages that you currently own for editing. The All My Projects tab displays any project that is associated with your user account (for example, properties for which you have previously submitted work packages).

1. To start a new work package for a property that is already associated with your user account:
 - a. Click the All My Projects tab,
 - b. Locate the property in the list and
 - c. Click the “[Enter Data](#)” link under the Action column to the right. This will open the data entry screens (Property Profile Form) for the Property Work Package.

Note that the work package will now also appear under the Open Work Packages tab until the work package is completed, submitted for review, and approved.

The screenshot shows the ACRES web application interface. At the top, there is a navigation bar with 'HOME' and 'FIND PROPERTY' tabs. Below this, there are sections for 'Quick Links' and 'News, Alerts & Notifications'. The 'My Projects' tab is selected, and the 'All My Projects' subtab is highlighted with a red box. Below the subtabs, there is a table with columns: 'Open Work Packages', 'ACRES Property ID', 'Shared', 'Cooperative Agreement', and 'Action'. The 'Action' column for the first row contains a dropdown menu with 'Edits in Progress' and 'Enter Data' options. The 'Enter Data' option is highlighted with a red box, and a red arrow points to it.

Open Work Packages	ACRES Property ID	Shared	Cooperative Agreement	Action
Anchor Class 45th Street (Property Home) (Submission Archive)	141661	No	Chattanooga, City of BF 95440803 Cleanup FY09	Edits in Progress Enter Data



- To resume data entry on an existing Property Work Package, locate the property in the list on the Open Work Packages tab and click the [“Enter Data”](#) link under the Action column to the right. This will open the data entry screens for the Property Work Package.

The screenshot shows the ACRES web application interface. At the top, there is a navigation bar with 'HOME' and 'FIND PROPERTY' tabs. Below this, there are sections for 'Quick Links', 'News, Alerts & Notifications', and 'My Projects'. The 'My Projects' section is active, showing a sub-tab for 'Open Work Packages'. Below this, there is a table with the following columns: 'Open Work Packages', 'ACRES Property ID', 'Shared', 'Cooperative Agreement', and 'Action'. The first row of the table contains the following data: 'Anchor Glass 45th Street (Property Home) (Submission Archive)', '141661', 'No', 'Chattanooga, City of BF 95443909 Cleanup FY09', and 'Edits in Progress Enter Data'. A red circle highlights the 'Enter Data' link in the 'Action' column, and a red arrow points to it.

Open Work Packages	ACRES Property ID	Shared	Cooperative Agreement	Action
Anchor Glass 45th Street (Property Home) (Submission Archive)	141661	No	Chattanooga, City of BF 95443909 Cleanup FY09	Edits in Progress Enter Data

My Cooperative Agreements Tab

The My Cooperative Agreements tab on your Home screen provides the list of all Cooperative Agreements (CAs) that are associated with your user account.

- Click the name of the CA to bring up the Cooperative Agreement Home screen, or click the [View \[#\] associated properties](#) link under the name of the CA to go directly to the list of properties associated with the CA.



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Quick Links

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News, Alerts & Notifications

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

ACRES Online Training

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

- "Getting Started" - a class providing instruction to new users on submitting property data (approx. 60 minutes). Offered Tuesday, March 12th (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, February 12th (2 pm Eastern).

For the full training schedule go [here](#).

What's New?

A new version of ACRES (v. 4.01.110) was released Tuesday, January 8, 2013. A summary of the changes that have been made to the system can be found in the [Release Notes](#)
[Learn how to use the ACRES system](#)

My Projects My Cooperative Agreements

You are associated with the following Cooperative Agreements. [Click](#) a Cooperative Agreement name to start data entry for a project under that Cooperative Agreement.

[Southeast Local Development Corporation](#) ●

[View 1 associated properties](#)
State: TN Cooperative Agreement Type: Cleanup Cooperative Agreement # BF 96490107 Announcement Year: FY07
Funding Type(s): Hazardous - \$200,000.00

[Chattanooga, City of](#) ●

[View 1 associated properties](#)
State: TN Cooperative Agreement Type: Cleanup Cooperative Agreement # BF 95408208 Announcement Year: FY08
Funding Type(s): Hazardous - \$200,000.00

[Chattanooga, City of](#) ●

[View 1 associated properties](#)
State: TN Cooperative Agreement Type: Cleanup Cooperative Agreement # BF 95440809 Announcement Year: FY09
Funding Type(s): Hazardous - \$200,000.00

[Chattanooga, City of](#) ●

There are 0 associated properties
State: TN Cooperative Agreement Type: Cleanup Cooperative Agreement # BF 95462810 Announcement Year: FY10
Funding Type(s): Hazardous - \$400,000.00 & - \$400,000.00

[Chattanooga, City of](#) ●

[View 2 associated properties](#)
State: TN Cooperative Agreement Type: BCRLF Cooperative Agreement # BF 95441209 Announcement Year: FY09
Funding Type(s): No Funding Information Available

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

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2. If the CA you are looking for is not listed in the My Cooperative Agreements section of your Home screen:
 - a. Click the “Add a Cooperative Agreement to My List” button at the bottom of your Home screen.

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



- b. Enter the eight-digit CA number, excluding prefixes and amendments, and choose the appropriate state from the drop down menu. Click the “Next” button.

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Add Cooperative Agreement

Enter the Cooperative Agreement Number and state below.

* indicates a required field.

* **Cooperative Agreement Number:**

(8 digit cooperative agreement #, excluding prefix and amendment)

* **State:**

Next >>

Please Note:
 Cooperative Agreement Recipients can only add grants to their 'My Cooperative Agreements' display that were awarded on or after 10/1/2002. Please contact your regional representative for information regarding Cooperative Agreements awarded prior to this date.

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- c. A confirmation screen is displayed. Verify that the correct Cooperative Agreement record was identified and click the “Confirm Cooperative Agreement” button. If the CA displayed is not correct, click the “Change Cooperative Agreement” link and return to Step a.

[Confirm Cooperative Agreement](#)

[Change Cooperative Agreement](#)

- 3. From the CA Home page, locate the property name in the list under the Properties Addressed by This Cooperative Agreement section and click the “[Enter Data](#)” link in the Actions column. This will open the screens for entering property data.

Properties Addressed By This Cooperative Agreement			
Property	Actions	Status	Current Owner
Montesano Farm and Home (Property Home) No Archive Available	Enter Data	Edits in Progress	ACRES Training CAR (Cooperative Agreement Recipient)
Add Property to this Cooperative Agreement			

- a. If the property is not already listed, click the “Add property to this Cooperative Agreement” button below the list of properties.

Properties Addressed By This Cooperative Agreement			
Property	Actions	Status	Current Owner
Montesano Farm and Home (Property Home) No Archive Available	Enter Data	Edits in Progress	ACRES Training CAR (Cooperative Agreement Recipient)
Add Property to this Cooperative Agreement			



ACRES QUICK REFERENCE GUIDE

- b. Use the Find Property function to see if a property already exists in ACRES. Enter the search criteria for the property and click the “Filter Now” button. The search criteria are entered along the left side of the screen. You can also view your results as a map by clicking the “View as Map” tab at the top of the list.

Important: *It is best to search as broadly as possible at first—such as entering only the Region, Grant State, and Property City—to make sure that the property does not already have a record in the system before creating a new property record.*

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FIND PROPERTY

Properties

View as List View as Map

There are 19 Properties with the following search criteria: Region: 4 State: AL Property City: Mobile Announcement Year: All

Property Name	ACRES Property ID	Property City	State	Property Address	Associated CAs
Hickory Street Landfill	10344	MOBILE	AL	JCT HICKORY & CHINQUAPIN ST	R4 Brownfields TBA previously Superfund TBA TBA FY 1998 R4 TBA STAG Funded TBA FY 2004 R4 TBA ARRA TBA FY 2010
Mobile Gas Works	10427	MOBILE	AL	804 MARTIN LUTHER KING BLVD	R4 Brownfields TBA previously Superfund TBA TBA FY 1998
Albert P. Brewer Developmental Center	47491	Mobile	AL	1001 Hitt Road	Alabama Dept of Environmental Management [Not Displayed] Section 128(a) State/Tribal FY 2005
City of Mobile Former Police Firing Range	65961	Mobile	AL	1818 Myland Avenue	Alabama Dept of Environmental Management [Not Displayed] Section 128(a) State/Tribal FY 2005
Keep Mobile Beautiful Recycling Center	69981	Mobile	AL	1451 Government Street	Alabama Dept of Environmental Management [Not Displayed] Section 128(a) State/Tribal FY 2005
Brookley Field (Formerly)	102721	Mobile	AL	Perimeter Road	Alabama Dept of Environmental Management [Not Displayed] Section 128(a) State/Tribal FY 2005
Yarborough Machine & Iron Works	148341	Mobile	AL	1566 East Dublin Street	Mobile, City of [Not Displayed] Assessment FY 2009
653 St. Louis Property	148363	Mobile	AL	653 St. Louis Street	Mobile, City of [Not Displayed] Assessment FY 2009
Old City Hall North	148364	Mobile	AL	350 St. Joseph Street	Mobile, City of [Not Displayed] Assessment FY 2009
Former Softshine Auto Wash	148365	Mobile	AL	2712 Springhill Avenue	Mobile, City of [Not Displayed]

Add to My Projects Add a New Property Export to Excel

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- c. If you identify an existing record for the property, select it by checking the box to the left of the property name and click the “Add Selected Properties to [CA Name]” button at the bottom of the screen to associate the property record with your CA. You may associate multiple property records to a CA at a time by selecting them in the search results.
- d. If you do not identify an existing property record, click the “Add a New Property” button at the bottom of the screen. This will open the Add New Property screen where you can enter the information about the property required to start a new property record.
 - i. To enter additional property data, click the “Save & Continue Entering Data” button at the bottom of the screen.
 - ii. To save the property record with only the required fields, click the “Save & Return to Home” button of the screen.
 - iii. To cancel the new property record, click the “Cancel” button at the bottom of the screen.

ACRES HELP DESK
acres_help@epa.gov or 703-284-8212
M-F, 9am-5pm EST