

Viewing Property Detail Information

The detailed Property Information is displayed as read-only, and can be printed in a format that can be shared with others, or used for your own reporting and tracking purposes. The ACRES Homepage design displays “Cards” that include specific links that navigate you directly to a list of your associated properties and CAs. From your list, you are able to directly access the details and information for a property.

There are two ways to easily access your detailed Property information: using the “Edit an existing property” link on the “Where do I start?” card or using the “My Properties” link on the “My Account” card.

This reference guide will show you how to access and view your Property information in ACRES.



Table of Contents

Logging into ACRES 3

Viewing Property Information via the Edit an existing Property Link (on the Where Do I start? Card) 3

Viewing Property Information via My Properties (on My Account card)..... 5

Eight sections of Property Details screen 7

Property Details 7

Submission Archive – Property screen 8

Property Progress section 8

Assessment Activities..... 9

Contaminants and Media..... 10

Cleanup Activities..... 10

Institutional and Engineering Controls 11

Ready for Anticipated Use 11

Redevelopment and Other Leveraged Accomplishments 11

Additional Property Attributes 12

Viewing Open or Active Property Information via My Open Work Packages (on Work Packages card) 12

ACRES Help Desk 14

Logging into ACRES

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

<https://acres6.epa.gov>

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

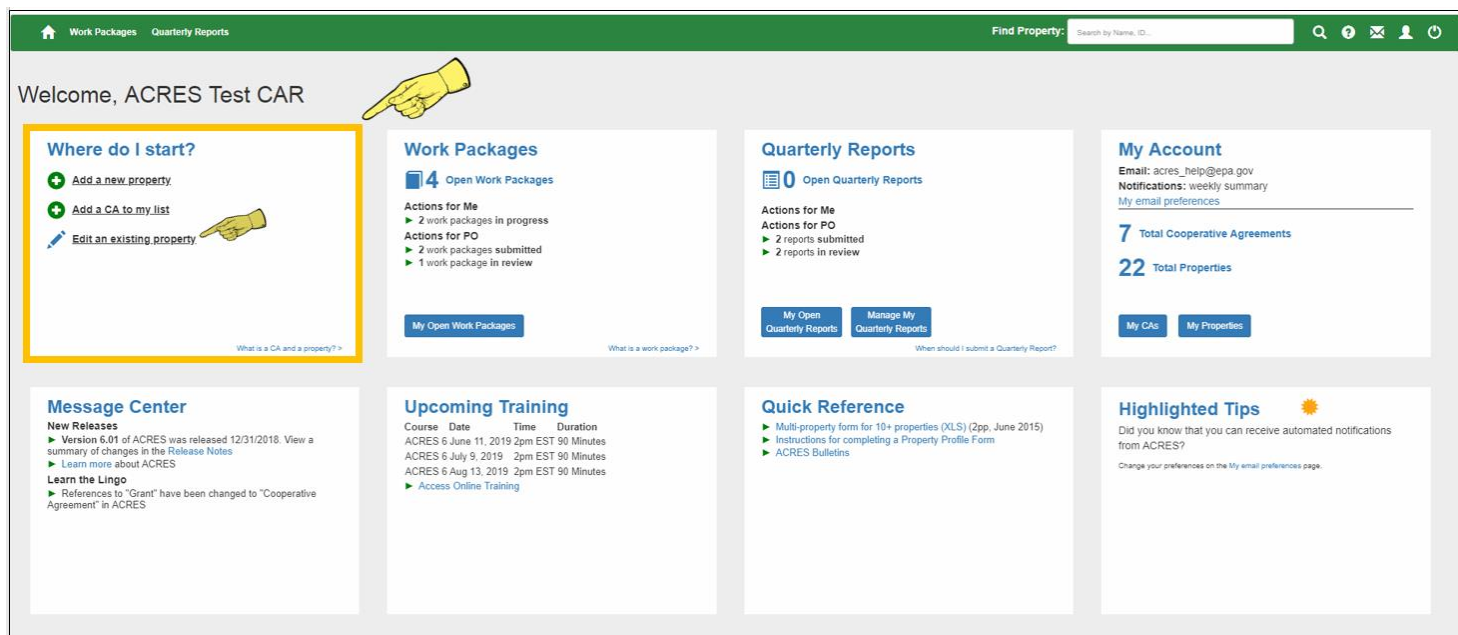


NOTE: Your ACRES **User ID** and **Password** are what you set during the EPA registration process.

Viewing Property Information via the Edit an existing Property Link (on the Where Do I start? Card)

The **Where Do I start?** card provides easy access to add a new property, enter or update data or information for an existing property, and also to associate a CA to your list.

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



The screenshot shows the ACRES user interface. At the top, there is a navigation bar with 'Work Packages' and 'Quarterly Reports' tabs, and a search bar labeled 'Find Property: Search by Name, ID...'. Below the navigation bar, the user is greeted with 'Welcome, ACRES Test CAR'. A yellow hand icon points to the 'Where do I start?' card, which is highlighted with a yellow border. This card contains three links: 'Add a new property', 'Add a CA to my list', and 'Edit an existing property'. The 'Edit an existing property' link is also highlighted with a yellow hand icon. Other cards visible include 'Work Packages' (4 Open Work Packages), 'Quarterly Reports' (0 Open Quarterly Reports), 'My Account' (7 Total Cooperative Agreements, 22 Total Properties), 'Message Center' (New Releases, Learn the Lingo), 'Upcoming Training' (Course, Date, Time, Duration), 'Quick Reference' (Multi-property form, Instructions for completing a Property Profile Form, ACRES Bulletins), and 'Highlighted Tips' (Did you know that you can receive automated notifications from ACRES?).

2. Select the **Edit an existing Property** link to access your **My Properties** screen.

3. On your **My Properties** screen (below), click the hyperlink of a specific Property in the **Property Name** column.

Property Name	Property ID	CA / TBA	CA Number	Fiscal Year	Grant Type	Action	Status	Status Since	Owner
150 W State Street TST	239825	North Boise Community Development Agency TST	BF00TST124	FY04	Assessment		Locked for Review	06/19/2019	ACRES Test EPA(EPA)
4805 Repair	238649	South Central Oregon Economic Development District	BF01J53301	FY18	Assessment	Enter Data	Approved		None
6th and Jackson	142961	Moscow, City of	BF00J24101	FY10	Assessment	Enter Data	Approved		None
		Moscow Urban Renewal Agency	[Not Displayed]	FY13	Cleanup				None
Alger Theater	238650	South Central Oregon Economic Development District	BF01J53301	FY18	Assessment	Enter Data	Approved		None
American Tower Bunker	40461	Lower Elwha Klallam Tribe	[Not Displayed]	FY05	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 Golf and Country Club TST	239836	Idaho Office of Economic Development TST	BF00TST122	FY09	Cleanup	Enter Data			None
Boise Reclaim Storage Facility	239870	Boise DEP TST	BF00TST120	FY09	Assessment	Enter Data	Submitted	06/25/2019	ACRES Test EPA(EPA)
Boise Welcome Center TST	239835	Brownfields Coalition of Idaho TST	BF00TST124	FY03	BCRLF	Enter Data			None
		North Boise Community Development Agency TST	BF00TST124	FY04	Assessment		Locked for Review	06/18/2019	ACRES Test EPA(EPA)
Carlson Mill	238651	South Central Oregon Economic Development District	BF01J53301	FY18	Assessment	Enter Data	Approved		None
Dumas Spur	220286	Moscow, City of	BF00J24101	FY10	Assessment		Locked for Review	04/03/2019	Terri Griffith(EPA)
Former Lakeview Lumber Mill	239580	South Central Oregon Economic Development District	BF01J53301	FY18	Assessment		Locked for Editing	04/24/2019	Carolyn Weaver(Cooperative Agreement Recipient)

4. You will navigate to the **Property Details** screen (below), which provides all of the general information and specific details of the property and the location of the site.

Property Details for 150 W State Street

Property Alias: 240065
 ACRES Property ID: 150 W State Street
 Property Address: Boise, ID 83702
 Size: 5
 Parcel Numbers: Map 7, Lot 47-A
 Latitude/Longitude: 43.61482 / -116.19289
 Property Contact: Test EPA, ACRES
 PO_contacts_name@epa.gov
 7032843200

Submission Archive

Assessment Activities at this Property

Is Cleanup Necessary? No
 EPA Assessment Funding: \$4,000
 Leveraged Funding: \$15,000 (View Details)
 Total Funding: \$19,000

Activity	EPA Funding	Start Date	Completion Date	CA	Accomplishment Counted?	Counted When?
Phase I Environmental Assessment	\$4,000	04/01/2010	06/15/2010	BF00TST124 North Boise Community Development Agency TST	Yes	FY19

Contaminants and Media

Contaminant Found	Remediating Action for Contaminants
PCBs	NOT Cleaned Up

Property Progress
 Click any status icon for more information

- Assessment:
- Clean Up:
- Institutional Controls in Place:
- Ready for Anticipated Use:
- Redevelopment Underway:

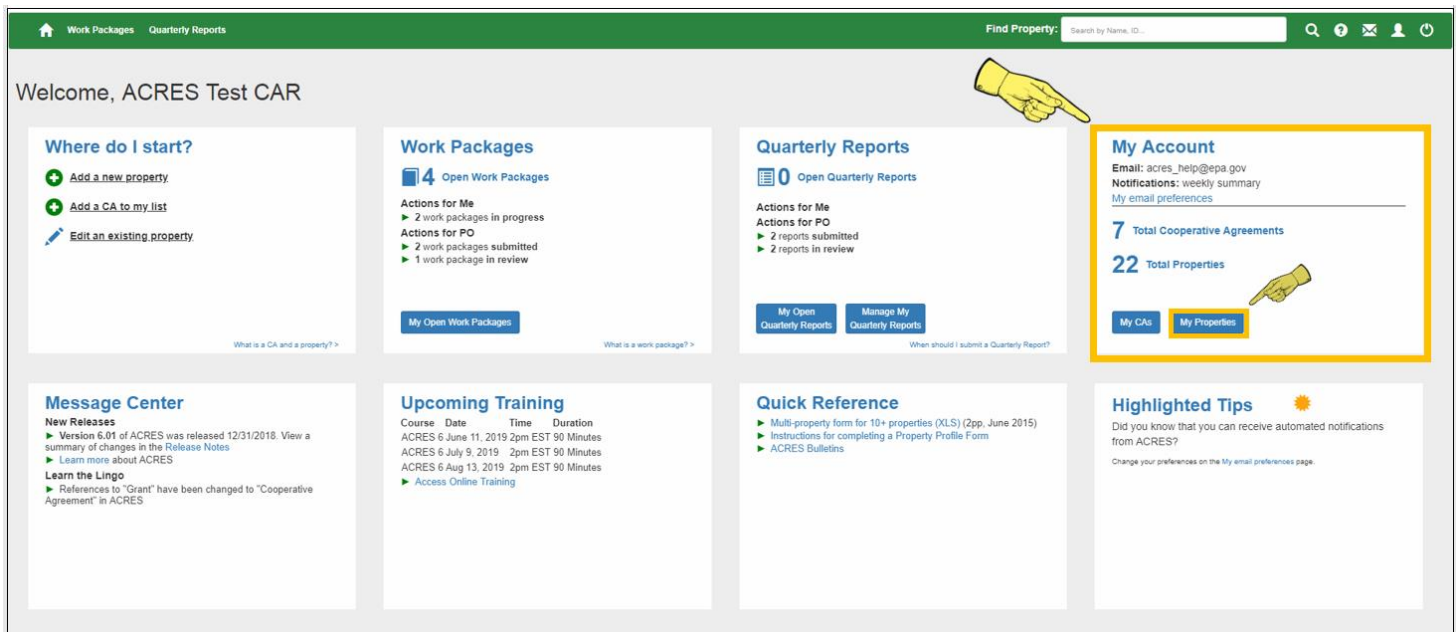
CAs Associated with this Property

Cooperative Agreement	CA #
North Boise Community Development Agency TST State: ID Type: Assessment Announcement Year: 2004 Owner: None Status: Approved	BF00TST124 Enter Data

Viewing Property Information via My Properties (on My Account card)

You can select the **My Properties** button on your **My Account** card to access and view a list of your associated properties. From the list, you are able to select a property and access the **Property Details** screen and all related property information.

1. On your ACRES Homepage, go to your **My Account** card.



2. On your **My Account** card, select the **My Properties** button, which will navigate you to your **My Properties** screen.

3. On your **My Properties** screen (below), click the hyperlink of a specific property in the **Property Name** column.

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

My Properties

You are associated with the following Cooperative Agreements (CAs)

Legend: ● Open, ● Cancelled


Property Name	Property ID	CA / TBA	CA Number	Fiscal Year	Grant Type	Action	Status	Status Since	Owner
150 W State Street TST	239825	North Boise Community Development Agency TST ●	BF00TST124	FY04	Assessment		Locked for Review	06/19/2019	ACRES Test EPA(EPA)
4805 Repair	238649	South Central Oregon Economic Development District ●	BF01J53301	FY18	Assessment	Enter Data	Approved		None
6th and Jackson	142961	Moscow, City of ●	BF00J24101	FY10	Assessment	Enter Data	Approved		None
		Moscow Urban Renewal Agency ●	[Not Displayed]	FY13	Cleanup				None
Alger Theater	238650	South Central Oregon Economic Development District ●	BF01J53301	FY18	Assessment	Enter Data	Approved		None
American Tower Bunker	40461	Lower Elwha Klallam Tribe ●	[Not Displayed]	FY05	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 Golf and Country Club TST	239836	Idaho Office of Economic Development TST ●	BF00TST122	FY09	Cleanup	Enter Data			None
Boise Reclaim Storage Facility	239870	Boise DEP TST ●	BF00TST120	FY09	Assessment	Enter Data	Submitted	06/25/2019	ACRES Test EPA(EPA)
Boise Welcome Center TST	239835	Brownfields Coalition of Idaho TST ●	BF00TST124	FY03	BCRLF	Enter Data			None
		North Boise Community Development Agency TST ●	BF00TST124	FY04	Assessment		Locked for Review	06/18/2019	ACRES Test EPA(EPA)
Carlson Mill	238651	South Central Oregon Economic Development District ●	BF01J53301	FY18	Assessment	Enter Data	Approved		None
Dumas Spur	220286	Moscow, City of ●	BF00J24101	FY10	Assessment		Locked for Review	04/03/2019	Terri Griffith(EPA)
Former Lakeview Lumber Mill	239580	South Central Oregon Economic Development District ●	BF01J53301	FY18	Assessment		Locked for Editing	04/24/2019	Carolyn Weaver(Cooperative Agreement Recipient)

4. You will navigate to the **Property Details** screen (below), which provides all of the general information and specific details of the property and the location of the site.

Property Details for 150 W State Street

Property Alias: 240065
 ACRES Property ID: 150 W State Street
 Property Address: Boise, ID 83702
 Size: 5
 Parcel Numbers: Map 7, Lot 47-A
 Latitude/Longitude: 43.61482 / -116.19289
 Property Contact: Test EPA, ACRES
 PO_contacts_name@epa.gov
 7032843200

Submission Archive



Assessment Activities at this Property

Is Cleanup Necessary?	No	EPA Assessment Funding:	\$4,000
		Leveraged Funding:	\$15,000 (View Details)
		Total Funding:	\$19,000

Activity	EPA Funding	Start Date	Completion Date	CA	Accomplishment Counted?	Counted When?
Phase I Environmental Assessment	\$4,000	04/01/2010	06/15/2010	BF00TST124 North Boise Community Development Agency TST	Yes	FY19

Property Progress

Click any status icon for more information

- Assessment ✔
- Clean Up ✘
- Institutional Controls in Place ✘
- Ready for Anticipated Use ✔
- Redevelopment Underway ✘

CAs Associated with this Property

Cooperative Agreement	CA #
North Boise Community Development Agency TST State ID Type: Assessment Announcement Year: 2004 Owner: None Status: Approved	BF00TST124 Enter Data

Contaminants and Media

Contaminant Found	Remediating Action for Contaminants
PCBs	NOT Cleaned Up

Eight sections of Property Details screen

The **Property Details** screen is divided into eight sections, generally based on the Property Profile Form (PPF). Each section provides specific details of the property, and any related activities.

- **Property Details**
- **Assessment Activities at this Property**
- **Contaminants and Media**
- **Cleanup Activities**
- **Institutional and Engineering Controls**
- **Ready for Anticipated Use**
- **Redevelopment and other Leveraged Accomplishments**
- **Additional Property Attributes**

Property Details

The **Property Details** section displays general information about the property, such as; the property’s address, property size, and the property contact information.

Property Details for 150 W State Street	
Property Alias:	
ACRES Property ID:	240065
Property Address:	150 W State Street Boise, ID 83702
Size:	5
Parcel Numbers:	Map 7, Lot 47-A
Latitude/Longitude:	43.61482 / -116.19289
Property Contact:	Test EPA, ACRES PO_contacts_name@epa.gov 7032843200
Submission Archive	

Additional information is available when you click the following links:

- **Submission Archive**: To navigate to the **Submission Archive – Property** screen.
- **Property Contact Email**: To reach or contact the Property Officer (PO) associated with the grant, and also with the property.

Submission Archive – Property screen

The **Submission Archive – Property** screen indicates each time a work package is opened, along with the following information:

- o **Date** - the date the package was moved to the next stage
- o **Status** - the current status of the package
- o **Owner** - the name of every user who opened or updated the package.




Work Packages		Quarterly Reports		Find Property: <input style="width: 100px;" type="text" value="Search by Name, ID..."/>
Submission Archive - Property				
Property Name:	150 W State Street TST			
ACRES Property ID:	239825			
North Boise Community Development Agency TST				
Cooperative Agreement Number #: BF00TST124				
Cooperative Agreement Type: Assessment Announcement Year: 2004				
Date	Status	Owner		
	Ready for Regional Review	EPA, Test EPA, ACRES		
06/19/2019	Regional Review	EPA, Test EPA, ACRES		
06/13/2019	Edits in Progress	Cooperative Agreement Recipient, Test CAR, ACRES		
06/11/2019	Edits in Progress	Cooperative Agreement Recipient, Test CAR, ACRES		

Property Progress section

On the right-hand side of the Property Details screen, you will see the **Property Progress** section displays. This section, and the icons, indicate the status of each activity related to the property.

Property Progress
Click any status icon for more information

	Assessment	
	Clean Up	
	Institutional Controls in Place	
	Ready for Anticipated Use	
	Redevelopment Underway	

Icon	Indication
 Green checkmark	Indicates the activity is complete.
 Gray 'X'	Indicates the activity has not been started.
 Yellow square	Indicates the activity is in progress.

The **CAs Associated with this Property** section, displays the following:

- o CA(s) name
- o CA(s) number
- o State
- o Announcement Year
- o Owner
- o Status

For more information on the associated CA(s), click the CA name link to navigate to the **Cooperative Agreement Details** screen.

CAs Associated with this Property

Cooperative Agreement	CA #
North Boise Community Development Agency TST State: ID Type: Assessment Announcement Year: 2004 Owner: Efe Jesuorobo Status: Locked for Review	BF00TST124



Assessment Activities

The **Assessment Activities at this Property** section includes the EPA funding expended, leveraged funding information, activity Start and Completion date(s), and whether an assessment accomplishment has been counted for the property. It also highlights whether cleanup is necessary, and assessment activities at a property may be conducted under different CA's.



NOTE: Click the (Leveraged Funding) **View Details** link to open detailed information regarding the leveraged funding, the funding source, and the amount already expended.



Assessment Activities at this Property						
Is Cleanup Necessary? No		EPA Assessment Funding: \$4,000 Leveraged Funding:		\$15,000 (View Details)		
				Cooperative Agreement	Source of Funding	Name of Entity Providing Funds
				BF00TST124 North Boise Community Development Agency TST	Local Funding	City of Boise
					Activity Funded	Amount of Funding Expended
						\$15,000
Total Funding:				\$19,000		
Activity	EPA Funding	Start Date	Completion Date	CA	Accomplishment Counted?	Counted When?
Phase I Environmental Assessment	\$4,000	04/01/2010	06/15/2010	BF00TST124 North Boise Community Development Agency TST	Yes	FY10

Contaminants and Media

This section displays any contaminants, if found, and also the action(s) taken to remediate.

Contaminants and Media provides a list of the contaminants tracked, the media impacted, and the cleanup status of each.

Contaminants and Media	
Contaminant Found	Remediating Action for Contaminants
PCBs	NOT Cleaned Up
Media Affected	Remediating Action for Media
Unknown	NOT Cleaned Up

Cleanup Activities

The **Cleanup Activities** section displays information regarding the Cleanup effort and the progress for a property.

This information includes EPA funding for the cleanup effort (with RLF grant funds loaned/sub-granted and RLF program income loaned/sub-granted, if applicable), leveraged funding, cost share funding, total acres cleaned up, number of cleanup jobs leveraged, and the Start and Completion date. It also displays whether a cleanup accomplishment has been counted for the property.

Cleanup Activities						
Total ACRES Cleaned Up: 0		EPA Cleanup Funding:		\$0		
Number of Cleanup Jobs Leveraged: 0		Leveraged Funding:		\$0		
		Cost Share Funding:		\$0		
		Total Funding:		\$0		
Start Date	EPA Funding	Completion Date	CA	Accomplishment Counted?	Cleanup Documentation	
	\$0		BF00TST124 North Boise Community Development Agency TST		N	

Institutional and Engineering Controls

The **Institutional and Engineering Controls** section displays information indicating *if* any controls are required and/or in place for the property.

Institutional and Engineering Controls
 Engineering Controls have not been determined

Ready for Anticipated Use

This section indicates if the property’s assessment, cleanup, and control(s) activities are complete enough to designate the property “**ready for anticipated use**”. This is a very important measurement for EPA.



NOTE: The **Ready for Anticipated Use** designation is automatically calculated by ACRES based on a combination of data in the Property record, including the status of assessment activities, whether cleanup is required and complete, and whether institutional controls are required and in place at the property.

Ready for Anticipated Use
 This property is not ready for anticipated use

Assessment Completion Date	Is Cleanup Necessary?	Cleanup Completion Date	Are ICs Required?	IC In Place?
06/30/2004	Yes		No	

Redevelopment and Other Leveraged Accomplishments

This section displays information regarding any redevelopment leveraged funding, post-cleanup jobs, and the redevelopment Start and Completion date(s) for the property.

Redevelopment and Other Leveraged Accomplishments

Number of Redevelopment Jobs Leveraged:0		Leveraged Funding: 0		\$0
Actual Acreage of Greenspace Created:				
Start Date	Leveraged Funding	CA	Completion Date	
	\$0	BF00TST124 North Boise Community Development Agency TST		

Additional Property Attributes

The last section (**Additional Property Attributes**) displays information that was not captured in any other fields on Property Details screen, but is important information for reporting to the EPA.

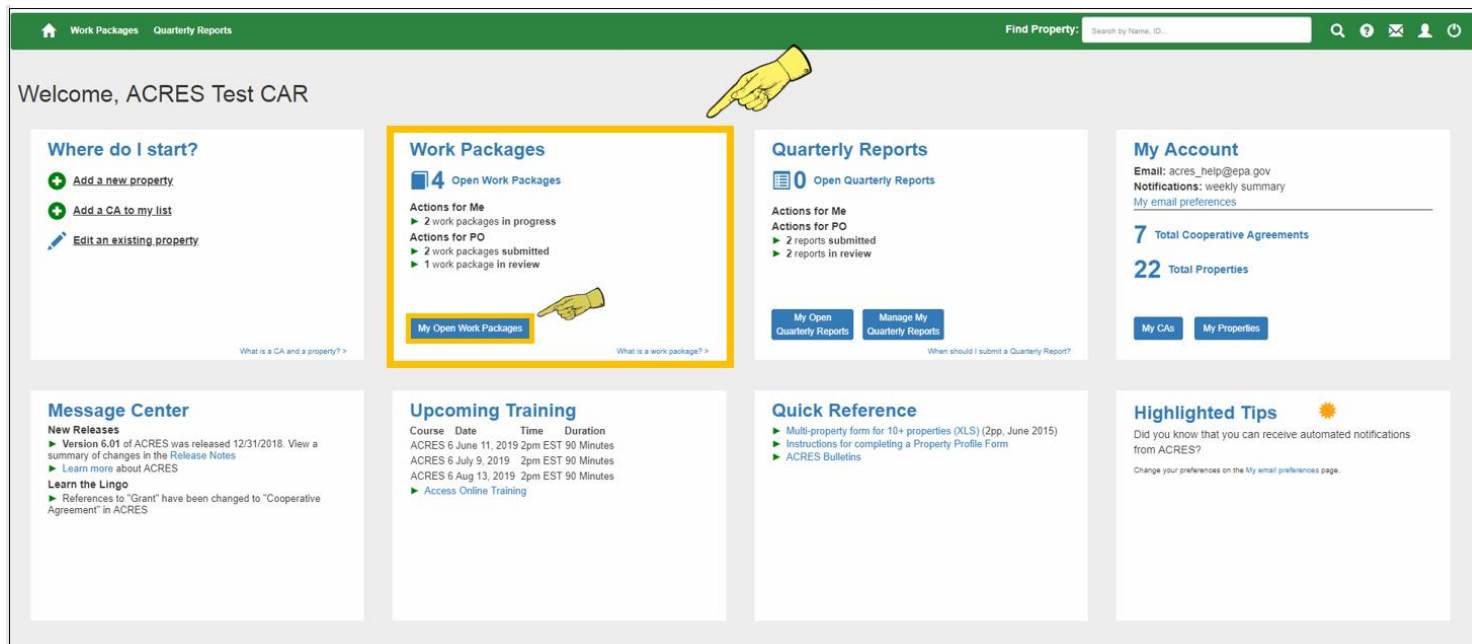
Additional Property Attributes			
Property Description	Former canning facility	During the life of the CA, did ownership change?	No
Are there multi-story buildings on this property?	Yes	State and Tribal Program Information:	No Data
Predominant Past Usage:		Date NFA or cleanup completion document issued:	No Data
What types of funding are being used on this property?	Hazardous & Petroleum	Are property photographs available?	Yes
Ownership Entity	Government	Is property video available?	No
Current Owner	City of Boise		

Viewing Open or Active Property Information via My Open Work Packages (on Work Packages card)

Your **Work Packages** card **only** gives you access to a list of your “open and/or active” work packages. An “open” work package is any package that has not yet been approved by Headquarters.

From the list, you are able to select a property and access the **Property Details** screen.

1. On your ACRES Homepage, go to your **Work Packages** card.



2. Select the **My Open Work Packages** button.



3. On the **My Work Packages** screen (below), select the **Property Home** link in the **Open Work Packages** column.

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

My Work Packages

You are associated with the following Work Packages

Legend: ● Open, ○ Cancelled, ● Closed

Open Work Packages	ACRES Property ID	Shared	Cooperative Agreement	Action
Boise Reclaim Storage Facility (Property Home) (Submission Archive)	239870	No	Boise DEP TST BF00TST120 Assessment FY2009	Submitted Enter Data
Joes Garage TST (Property Home) (Submission Archive)	239824	No	Boise DEP TST BF00TST120 Assessment FY2009	Edits in Progress Enter Data
Old Dumas Seed Site (Property Home) (Submission Archive)	143221	No	Moscow, City of BF00J24101 Assessment FY2010	Submitted Enter Data
Test 1 (Property Home) (Submission Archive)	239889	No	Boise, City of TST BF00TST125 Cleanup FY2008	Needs Clarification Enter Data
TWIN FALLS IDENTICAL TST (Property Home) (Submission Archive)	239849	Owner: ACRES Test EPA Collaborator(s): Sherry Callaway	Boise DEP TST BF00TST120 Assessment FY2009	Submitted Enter Data

Showing 1 to 5 of 5 entries

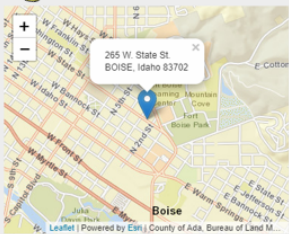
4. You will navigate to the **Property Details** screen (below) of the selected property.

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

Property Details for Boise Reclaim Storage Facility

Property Alias: test for June 10th pm
ACRES Property ID: 239870
Property Address: 265 W. State St.
BOISE, ID 83702
Size: 2.25
Parcel Numbers:
Latitude/Longitude: 43.61546935091441 / -116.19401868794583
Property Contact: Test EPA, ACRES
acres_help@epa.gov
7032843200

Submission Archive



Property Progress

Click any status icon for more information

- Assessment
- Clean Up
- Institutional Controls in Place
- Ready for Anticipated Use
- Redevelopment Underway

CAs Associated with this Property

Cooperative Agreement	CA #
Boise DEP TST State: ID Type: Assessment Announcement Year: 2009 Owner: ACRES Test EPA Status: Submitted	BF00TST120 Enter Data

Assessment Activities at this Property

Activity	EPA Funding	Start Date	Completion Date	CA	Accomplishment Counted?	Counted When?
Phase I Environmental Assessment	\$10,000	06/03/2019		BF00TST120 Boise DEP TST		
Phase II Environmental Assessment	\$175	06/24/2019		BF00TST120 Boise DEP TST		

Is Cleanup Necessary? No
EPA Assessment Funding: \$10,175
Leveraged Funding: \$1,150 (View Details)
Total Funding: \$11,335

Contaminants and Media

Contaminant Found	Remediating Action for Contaminants
Asbestos (REC)	NOT Cleaned Up
Lead	NOT Cleaned Up
Pesticides (REC)	NOT Cleaned Up

Media Affected: Remediating Action for Media

At any time, you can select the **Home** icon in the top left-hand corner to navigate back to your ACRES Homepage.

The screenshot shows the ACRES web application interface. At the top, there is a green navigation bar with a home icon, 'Work Packages', and 'Quarterly Reports'. Below this, the page title is 'Property Details for Boise Reclaim Storage Facility'. A yellow hand icon points to the home icon in the navigation bar. The main content area is divided into two columns. The left column lists property details: Property Alias (test for June 10th pm), ACRES Property ID (239870), Property Address (265 W. State St. BOISE, ID 83702), Size (2.25), Parcel Numbers, Latitude/Longitude (43.61546935091441 / -116.19401868794583), and Property Contact (Test EPA, ACRES; acres_help@epa.gov; 7032843200). A 'Submission Archive' link is at the bottom left. The right column features a map of Boise, Idaho, with a blue location pin and a callout box showing the address '265 W. State St. BOISE, Idaho 83702'. The map includes street names like W. State St., W. Franklin St., W. Myrtle St., and E. State St.

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