

## **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.



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#### **Logging into ACRES**

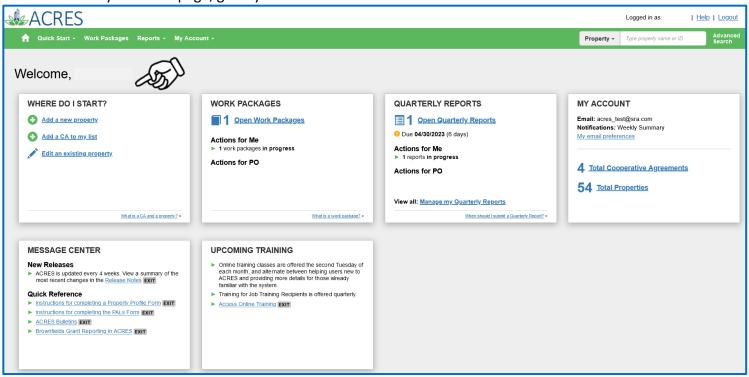
To log into ACRES, open your Internet Browser and enter the following URL: https://acres6.epa.gov

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

#### 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.

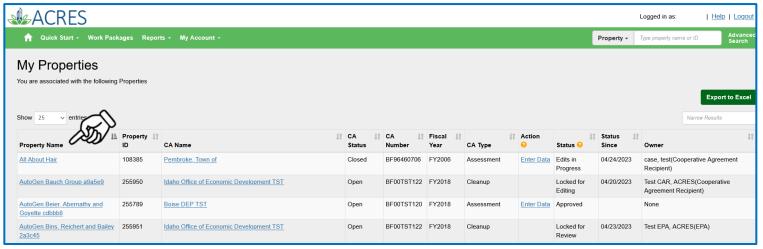
1. On your Homepage, go to your Where Do I start? card.



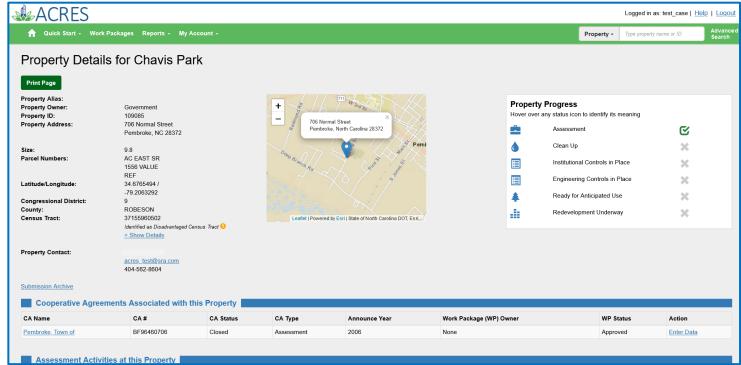
2. Select the Edit an existing Property link to access your My Properties screen.



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



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

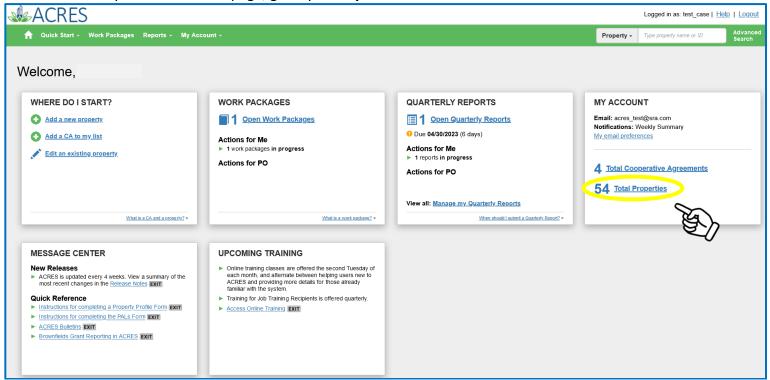




## Viewing Property Information via My Properties (on My Account card)

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

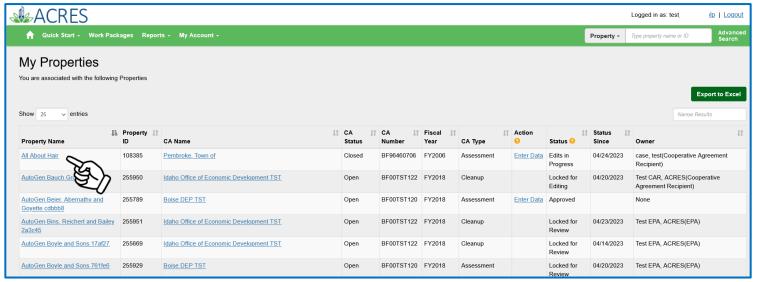
1. On your ACRES Homepage, go to your My Account card.



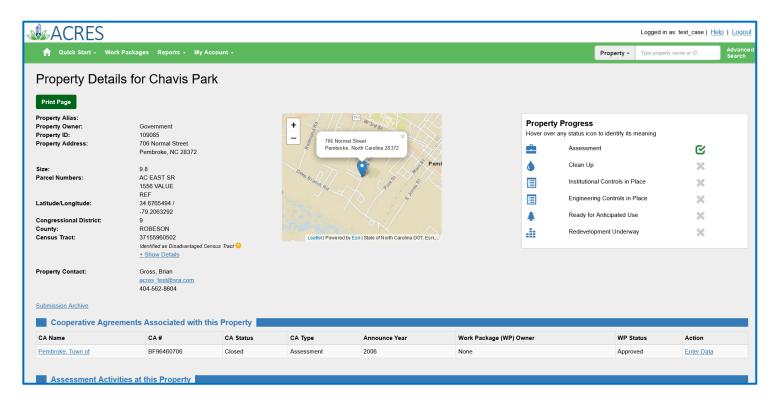
2. On your **My Account** card, select the **Total Properties** link, which will navigate you to your **My Properties** screen.



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



**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.





#### **Eleven sections of Property Details screen**

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

- o Property Details
- Assessment Activities at this Property
- Climate Adaptation and Mitigation- Planning or Assessment
- Contaminants and Media
- o Cleanup Activities
- Institutional and Engineering Controls
- Ready for Anticipated Use
- o Climate Adaptation and Mitigation- Demolition or Cleanup
- Redevelopment and other Leveraged Accomplishments
- Climate Adaptation and Mitigation- Redevelopment
- Additional Property Attributes

#### **Property Details**

The **Property Details** section displays general information about the property, such as; the property's address, property size, congressional district, and census tract, and the property contact information.



Additional information is available when you click the following links:

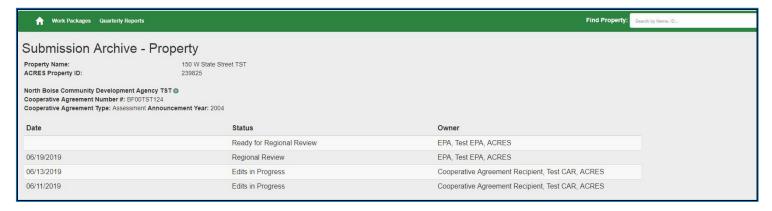
- Disadvantaged Census Tract Details: If the property census tract is identified as disadvantaged, the
  +Show Details link will display Threshold Burden Main category and additional details, including
  Burden Threshold Description, Burden Data Captured, and Associated Socioeconomic Threshold.
- o Submission 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

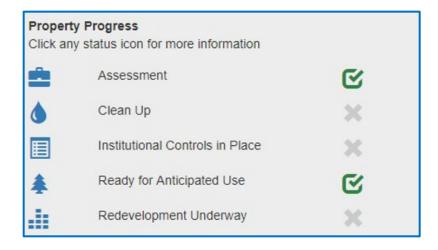
The **Submission Archive – Property** screen indicates each time a work package is opened, along with the following information:

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



### **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.





Icon	Indication
<b>Green</b> 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 Name
- o CA #
- o CA Status
- o CA Type
- o Announce Year
- o Work Package (WP) Owner
- o WP Status
- **o** Action

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



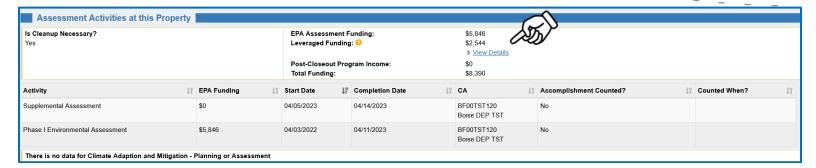
#### **Assessment Activities at this Property**

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.



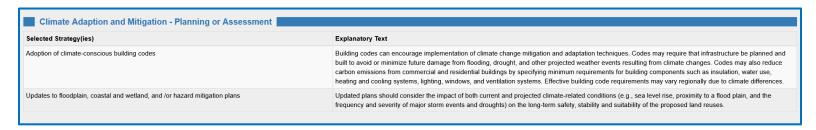
**NOTE**: Click the **View Funding Details** link to open detailed information regarding the leveraged funding, the funding source, and the amount already expended.





#### Climate Adaptation and Mitigation- Planning or Assessment

This section displays any planning or assessment activities that incorporate strategies to address climate change impact. Each selected strategy(ies) will be listed, along with explanatory text.



#### **Contaminants and Media**

This section displays any contaminants found below and above actionable levels, 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.

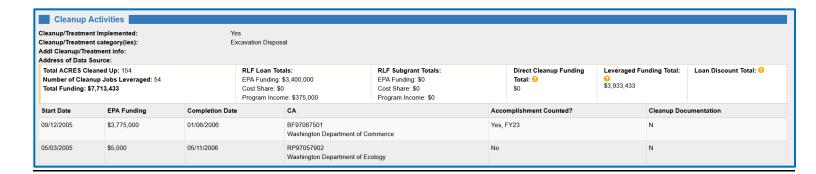


#### **Cleanup Activities**

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.





#### **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.



#### 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.

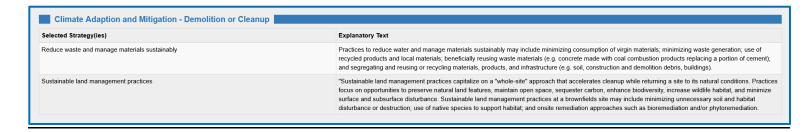
**NOTE**: The **Ready for Anticipated Use** designation is automatically calculated by ACRES based on a combination of data in the Property record, including the status of assessment activities, whether cleanup is required and complete, and whether institutional or engineering controls are required,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





#### Climate Adaptation and Mitigation- Demolition or Cleanup

This section displays any demolition or cleanup activities that incorporate strategies to address climate change impact. Each selected strategy(ies) will be listed, along with explanatory text.



#### 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.

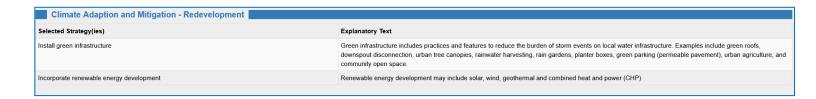




**NOTE**: Click the **View Funding Details** link to open detailed information regarding the leveraged funding, the funding source, and the amount already expended.

#### Climate Adaptation and Mitigation- Redevelopment

This section displays any redevelopment activities that incorporate strategies to address climate change impact. Each selected strategy(ies) will be listed, along with explanatory text.





#### <u>Additional Property Attributes</u>

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.

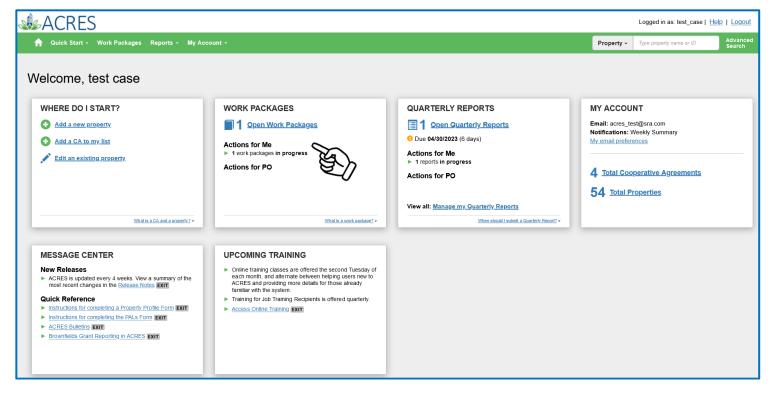


#### Viewing Open or Active Property Information via Open Work Packages (on Work Packages card)

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.

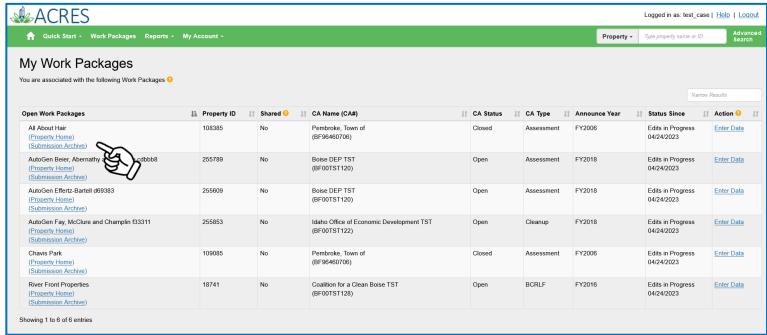
1. On your ACRES Homepage, go to your Work Packages card.



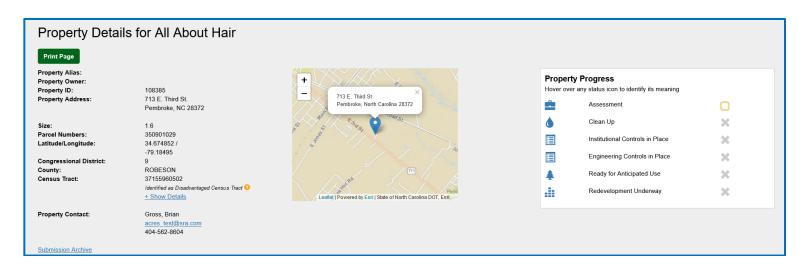
2. Click the Open Work Packages link.



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

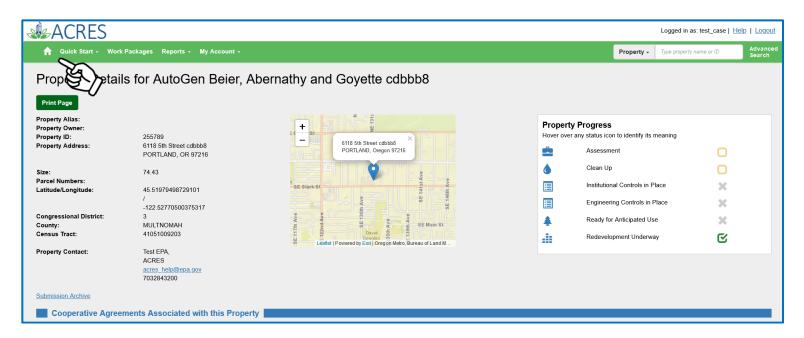


**4.** You will navigate to the **Property Details** screen (below) of the selected property.





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



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