

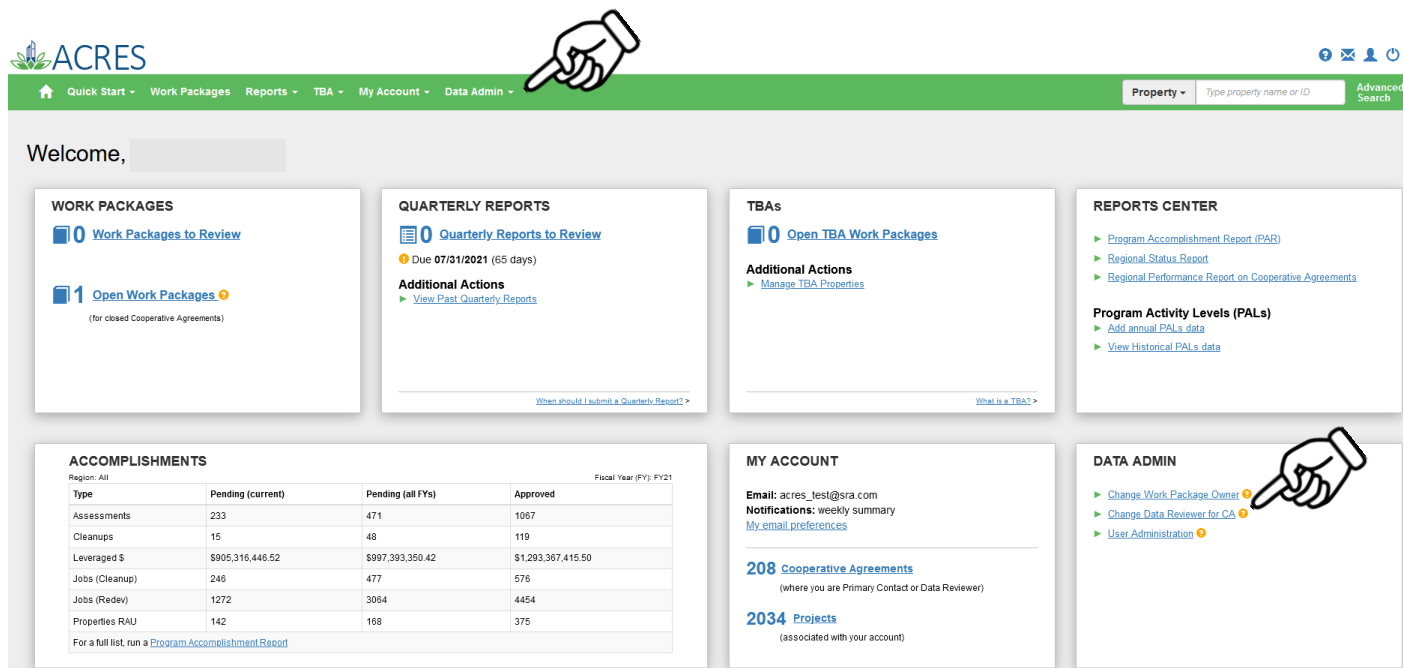
How to Reassign a Project Officer

Regional Data coordinators have the ability to change the Project Officer/Data Reviewer for Cooperative Agreements (CAs) in their region. This option is for use when the assigned project officer no longer works on the project, for historic data approval or other valid reasons.



Note: Any work packages already in progress for the CA will be reassigned to the new reviewer.

1. From the top of your ACRES Home page, start by clicking **Change Data Reviewer for CA** on the **Data Admin** card. You can also access the tool by clicking the **Data Admin** drop down menu and selecting **Change Data Reviewer for CA**. This tool allows you to view and change CA assignments.



The screenshot shows the ACRES Home page interface. At the top, there is a navigation bar with a home icon, 'Quick Start', 'Work Packages', 'Reports', 'TBA', 'My Account', and 'Data Admin'. On the right side of the navigation bar, there is a 'Property' dropdown menu, a search box for 'Type property name or ID', and an 'Advanced Search' button. Below the navigation bar, the page displays a 'Welcome, [User Name]' message. The main content area is divided into several cards: 'WORK PACKAGES' (0 Work Packages to Review, 1 Open Work Packages), 'QUARTERLY REPORTS' (Quarterly Reports to Review, Due 07/31/2021), 'TBAs' (Open TBA Work Packages, Additional Actions), 'REPORTS CENTER' (Program Accomplishment Report, Regional Status Report, Regional Performance Report, Program Activity Levels), 'ACCOMPLISHMENTS' (table with columns: Type, Pending (current), Pending (all FYs), Approved), 'MY ACCOUNT' (Email, Notifications, 208 Cooperative Agreements, 2034 Projects), and 'DATA ADMIN' (Change Work Package Owner, Change Data Reviewer for CA, User Administration). A hand icon points to the 'Change Data Reviewer for CA' link in the Data Admin card.

Type	Pending (current)	Pending (all FYs)	Approved
Assessments	233	471	1067
Cleanups	15	48	119
Leveraged \$	\$905,316,446.52	\$997,393,350.42	\$1,293,367,415.50
Jobs (Cleanup)	246	477	576
Jobs (Redev)	1272	3084	4454
Properties RAU	142	168	375

- Find the CA you would like to reassign by entering the CA# or the Recipient name in the **Narrow Results** box, located at the top right of the page.

ACRES Data Admin - Change Data Reviewer

Change Data Reviewer(s)

Show 50 entries

Select New Reviewer	Current Data Reviewer	CA Number	CA Name	CA Type	Annc (FY)	Region	CA Status
No Change	Torres, Ramon	BF 01000111	Municipality of Luquillo	Assessment	2007	2	Open
No Change	Tsolisos, Jenny	BF 96240019	Wayne County	Assessment	2020	2	Open
No Change	Struble, John	BF 96243120	City of Ithaca	Assessment	2020	2	Open
No Change	Luna-Diaz, Zolymar	BF 96243320	Municipio De Toa Alta	Assessment	2020	2	Open
No Change		BF 96249601	New Jersey Economic Development Authority	BCRLF	2020	2	Open
No Change	Struble, John	BF 96249720	City of Jersey City	Cleanup	2020	2	Open
No Change	Dejesus, Yocasta	BF 96249820	Broome County Industrial Development Agency	Assessment	2020	2	Open
No Change	Tsolisos, Jenny	BF 96249919	Town of North Hempstead	Assessment	2018	2	Open
No Change	Tsolisos, Jenny	BF 96250019	Town of Southampton	Assessment	2018	2	Open
No Change	Mitchell, Schenine	BF 96250820	Sullivan County Land Bank Corporation	Cleanup	2020	2	Open
No Change		BF 96250920	City of Camden	Cleanup	2020	2	Open

- Once you have located the CA, select the new Project Officer from the dropdown menu on the **Select New Reviewer** column.
- After the new Project Officer has been selected from the dropdown, click the **Change Data Reviewer(s)** button.

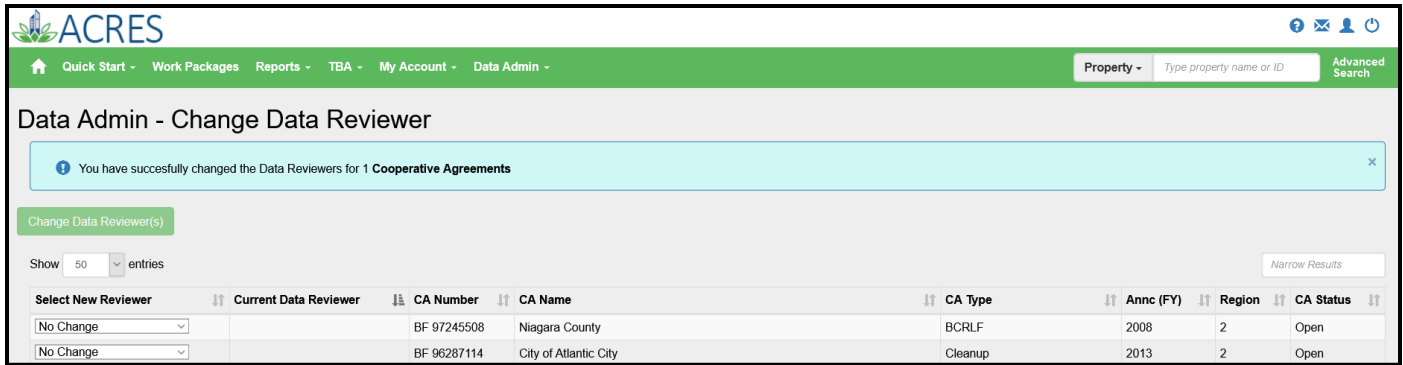
ACRES Data Admin - Change Data Reviewer

Change Data Reviewer(s)

Show 50 entries

Select New Reviewer	Current Data Reviewer	CA Number	CA Name	CA Type	Annc (FY)	Region	CA Status
Dejesus, Yocasta	Torres, Ramon	BF 01000111	Municipality of Luquillo	Assessment	2007	2	Open
Donovan, Betsy	Tsolisos, Jenny	BF 96240019	Wayne County	Assessment	2020	2	Open
Gardner, Frank	Struble, John	BF 96243120	City of Ithaca	Assessment	2020	2	Open
Struble, John	Luna-Diaz, Zolymar	BF 96243320	Municipio De Toa Alta	Assessment	2020	2	Open

- After the Data Reviewer has been updated, you will receive a confirmation message at the top of the Data Admin - Change Data Reviewer page.



Data Admin - Change Data Reviewer

You have successfully changed the Data Reviewers for 1 Cooperative Agreements

Change Data Reviewer(s)

Show 50 entries

Select New Reviewer	Current Data Reviewer	CA Number	CA Name	CA Type	Annc (FY)	Region	CA Status
No Change		BF 97245508	Niagara County	BCRLF	2008	2	Open
No Change		BF 96287114	City of Atlantic City	Cleanup	2013	2	Open

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