ACRES 6: Training for EPA Job Training Project Officers
Agenda

- Introduction to ACRES
- Project Officer responsibilities
- The ACRES workflow
- Reviewing work packages
- Report Tools
- FAQs & ACRES Help
What is ACRES?

Assessment, Cleanup and Redevelopment Exchange System (ACRES)

- Electronic version of Job Training Form
- Continuously incorporates feedback received from each user group
- Team ACRES is working on making ACRES a beneficial tool for project management
What is my role in ACRES as a Project Officer?

- Review the data your grantee submits
- Ensure accuracy in reporting
  - Data is consistent with the workplan
  - Data is accurate
  - Data is consistent with the quarterly reports

Once a grantee enters their data into ACRES, the work package comes to the Project Officer (PO) for review. As the PO, you are responsible for checking that accuracy and consistency of the data being reported. The data entered by the grantee should match what is being reported in the workplan and quarterly report.

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Why is my role important in ACRES?

Whose job is it anyway?

**Grantees:** Responsible for entering the data
  - Enhances credibility of the data
  - Streamlines the data collection and management processes
  - Reduces lag time in data appearing in reports and performance measure calculations

**Project Officers (POs):** Responsibility and accountability for data quality are with the Regions. POs are responsible for ensuring that the data meets our data quality standards.

**Headquarters:** Responsible for overall data quality and system maintenance, enhancements, and improvements.

As a project officer, it is your job to meet the quality standards of the Brownfields’ program within your region. This can be done by overseeing grantees to ensure all data is timely and accurate.
Why is my role important in ACRES?

- Accurate & complete grantee data is very important
- Data is publicly available via Cleanups in My Community
- Data entered into ACRES is available to any requesting party through FOIA
- Results are frequently reported to Congress
- Senior management relies on the data to measure the success of the program
- Incomplete or inaccurate data negatively skews the data set
- Critical PO review will improve data quality
- Audit trail
ACRES Definitions

► Work Package
  o Any set of related data that need to be entered, edited and/or approved together. For example, all data from the PPF constitute a single work package

► Workflow
  o The series of actions and states that a work package must pass through before being completed/approved

► Status
  o The condition of the work package at a given point within the workflow
  o Indicates where the work package is in the process of being entered, reviewed, edited, and/or approved

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The ACRES Workflow

The ACRES workflow is a series of actions and states that a work package must pass through before being completed.

The status of a work package indicates where it is in the workflow.
Work packages To Review

Any work packages to review will appear under the ‘Work Packages to Review’ card on your Home Screen.

The name of the recipient, cooperative agreement number, who submitted the work package, and other information will be listed. To review a work package, click the ‘Review data’ link; You will be directed to the performance measures.
Updating JT data during Regional Review

Once the ‘Edit’ link is opened, the Job training form will appear to allow for any JT performance measure updates.
Approving Job Training Performance Measures

To approve the work package and send to National Program Review, click the Accept button.

To send the work package back to the grantee for clarification, click the ‘Return to Submitter for Clarification’ button.

**Reviewer Feedback is required when a work package is sent back for clarification.

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The Job training home page gives an overview of cooperative agreement including recipient name, CA#, award date, funding, and performance measure data associated to the CA. As a PO, helpful links on this page include the links to the Compass Financial data warehouse and the Grant Fact Sheet tool.
The PAR report allows users to create reports to view ACRES accomplishments. Users can sort by accomplishment type, grant type, cooperative agreement, etc.

This report is a very useful tool in tracking accomplishments for your region. This feature allows EPA users to export this data to Excel, sort the data, and view detailed accomplishment information.

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The Regional Status report shows EPA users the status of all open work packages in their region. Users can sort by status, owner, CA type, etc.

This report is a very useful tool to ensure information is moving through the ACRES workflow in a timely. ACRES will highlight all the data that has been in the same status for more than 90 days.
The Regional Cooperative Agreement (CA) Summary Report gives users an overview of the data reported under each Cooperative agreement. You can view congressional district(s), link back to the JT home page, view reporting totals, etc.
Frequently Asked Questions

Q: My grantee asks me how to submit a work package. What instructions do I give?
A: After the grantee has completed entering data, scroll to the bottom of the form and click the ‘Go to Review & Submit’ button. ACRES will display the work package information for review (they can correct data at this time) and prompt the grantee to confirm the information by clicking the ‘Submit Data Now’ button at the bottom of the page. The grantee will be able to reopen the work package and edit the package until their Project Officer reviews the work package, at which point it is Locked for Review.

Q: What resources are available to help my grantee?
A: There are online training courses monthly (2nd Tuesday of each month) and training materials available on the ACRES Information web page. https://www.epa.gov/brownfields

Q: Can I enter data on Closed grants?
A: Yes, ACRES allows data entry for closed grants.

Q: How do I make myself the primary contact/data reviewer for a cooperative agreement?
A: Contact your data coordinator or contact the Help Desk and you can be made the primary contact/reviewer.

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Frequently Asked Questions

Q: I have received a work package to review and I need the grantee to make additional edits. How do I inform the grantee of the requested changes?
A: At the bottom of the QA page, enter the note to the grantee in the Reviewer Feedback box and click the Return to Submitter for Clarification button. This sends the work package back to the CAR with your feedback.

Q: How can I see if a grantee is entering data on a grant/performance measures?
A: You can use the reports discussed in this presentation. You can also use the Advanced search to locate a specific performance measures or CA, click the link for the performance measures or CA, and review the information that has been entered for the JT cooperative agreement to date.

Q: I would like to update the information for a JT grant and I cannot contact the grantee, how do I update JT information?
A: POs do not have access to initiate data entry. To update JT information, contact the ACRES Help Desk to have the work package moved to regional review so the performance measures can be updated.
What if I have Questions?

ACRES Help Desk
acres_help@epa.gov or (703)-284-8212

ACRES Information web page:
https://www.epa.gov/brownfields

• Training Materials
• Copies of Presentation
• Quick Reference Guides
• Release Notes
• A link to this page is available at the bottom of every ACRES page including the Log In page.