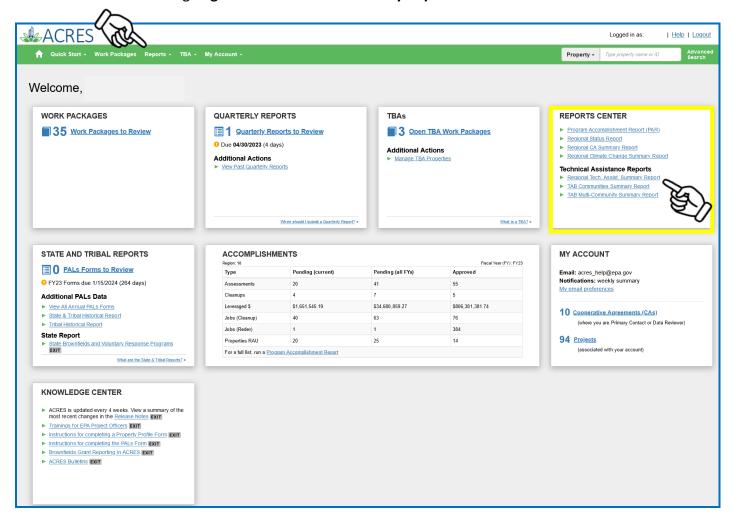


Regional Technical Assistance (TA) Summary Report

Regional Technical Assistance Summary Report gives EPA users a listing of summary data reported for each Technical Assistance project.

Accessing the Regional Technical Assistance Summary Report

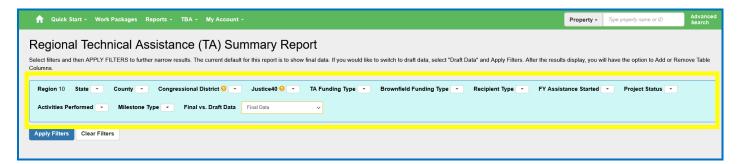
1. From the top of your ACRES Home page, start by clicking **Regional Tech. Assist. Summary Report** link on the **Reports Center** card. You can also access the tool by clicking the **Reports** drop down menu and selecting **Regional Tech. Assist. Summary Report.**





- **2.** You will be directed to the Regional Technical Assistance (TA) Summary Report. The report will default to your associated region. The primary filters on the report are:
 - State
 - Congressional Districts
 - TA Funding Type
 - Recipient Type
 - Project Status
 - Milestones Type

- County
- o Justice40
- Brownfields Funding Type
- FY Assistance Started
- o Activities Performed
- o Final vs. Draft Data

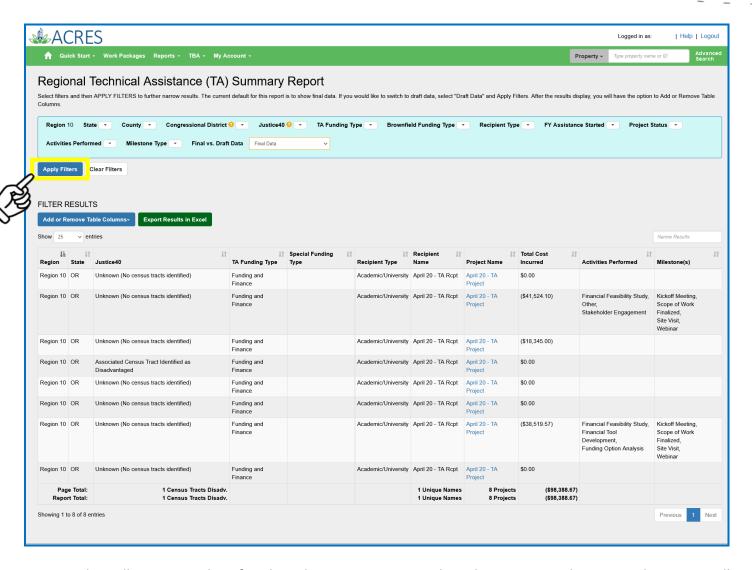


3. Select the filters you would like to search and click Apply Filters. If you do not select any filters, all Final Data for TA project will be shown. Final data is data that has been updated and passed through the approval process by both the Regional and Headquarters POC.

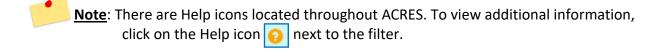


Note: To clear your search results, click the Clear Filters button.

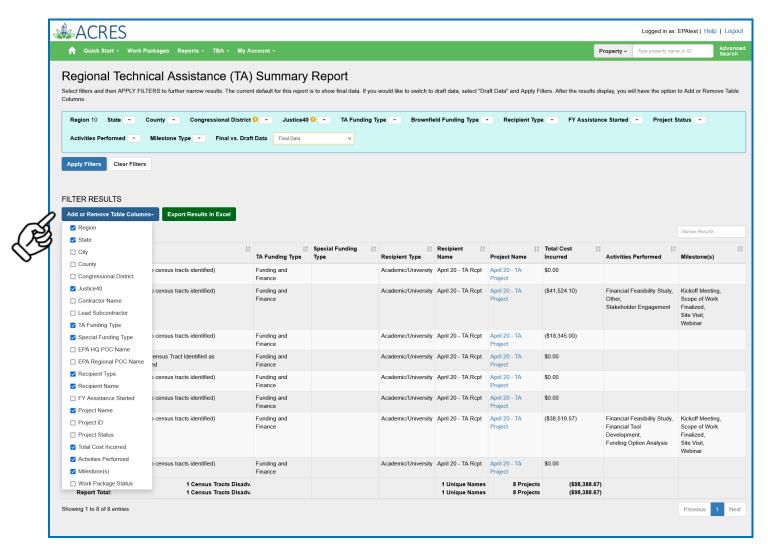




4. This will generate a list of Technical Assistance projects based on your search criteria. The report will display the most commonly used Technical Assistance fields. Additional report fields can be added (and you can hide fields you do not need) by using the Add or Remove Table Columns button in the Filter Results section.







The complete list of Table Column filters include:

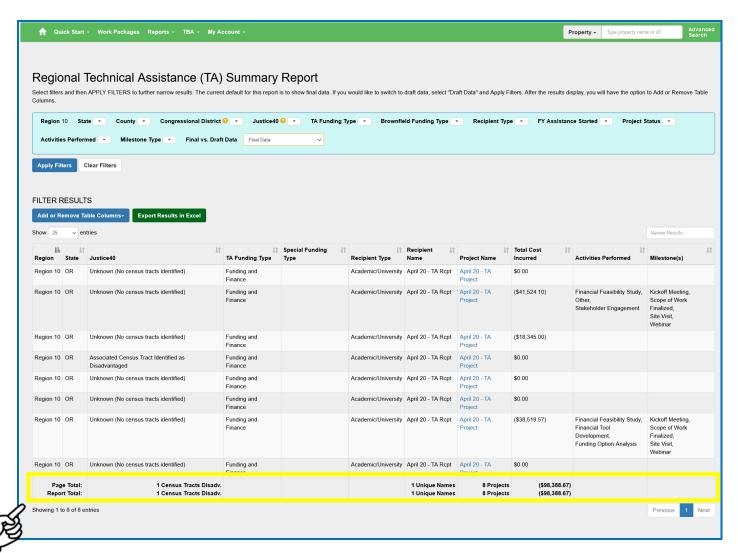
- ➤ Region
- > County
- Contractor Name
- Special Funding Type
- Recipient Type
- Project Name
- Total Cost Incurred
- Work Package Status

- State
- Congressional District
- Lead Subcontractor Name
- EPA HQ POC Name
- Recipient Name
- Project ID
- > Activities Performed

- City
- Justice40
- TA Funding Type
- EPA Regional POC Name
- FY Assistance Started
- Project Status
- Milestone(s)



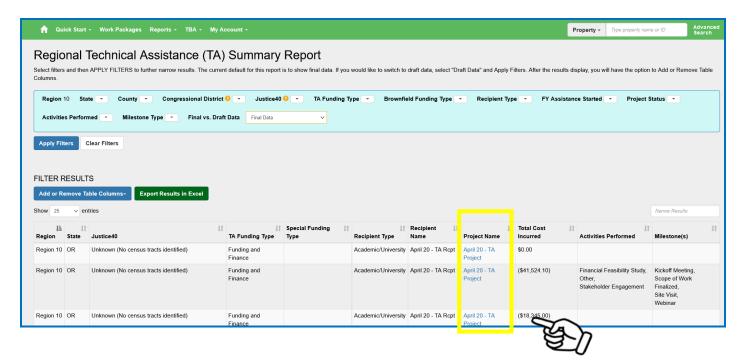
5. Scroll to the bottom the report to view **Page Totals** and **Report Totals**. The page and report totals will only be display for applicable columns.



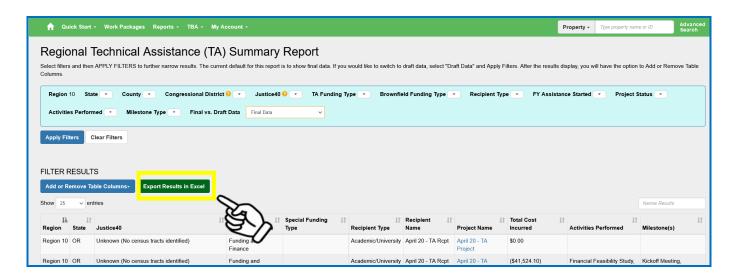


Additional Features of the Regional Technical Assistance Summary Report

Each TA project result will have a link to the Technical Assistance (TA) Project Details page. To navigate the the Technical Assistance (TA) Project Details page, click the **Project Name** link of the TA project you would like to view.

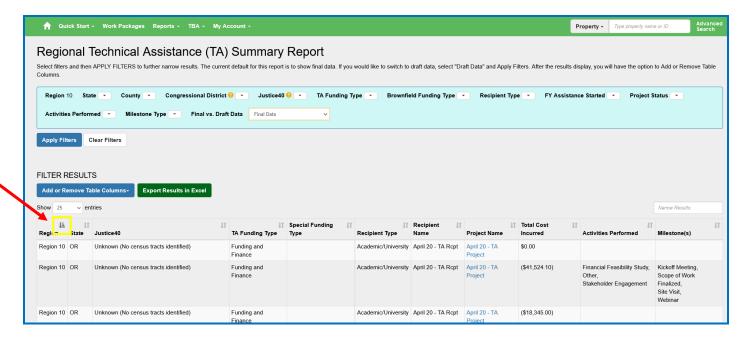


The Export Results to Excel Function allows users to export their search results in a Microsoft Excel document so it can be saved, shared, and printed. To export your search results to Excel, click the Export Results in Excel button.

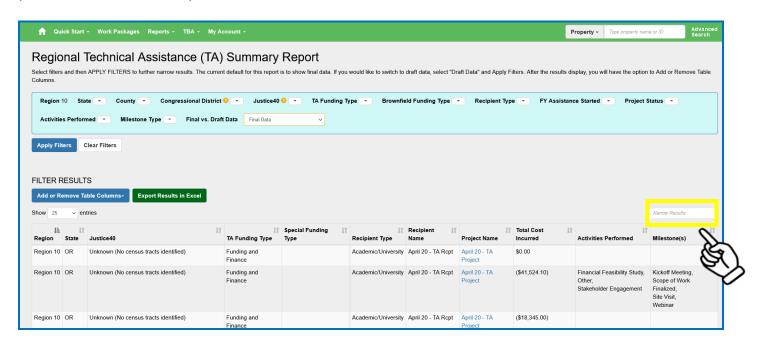




On every column of the report, there is an arrow icon on the top right of the column header that allows users to view the data in the column in ascending or descending order. To change your results in a column from ascending to descending (and vice versa), click the icon in the column header.



When your search results are displayed, you have the option to narrow your search even further. To narrow your search results, enter your additional search criteria in the **Narrow Results** box.





ACRES Help Desk	
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Day/Time	Mon – Thurs/ 9am -5pm EST