ACRES 6: Technical Assistance (TA) Review

Agenda

- Introduction to ACRES
- Project Officer responsibilities
- The Technical Assistance Form
- ACRES Work Packages & Workflow
- Reviewing work packages
- Regional Technical Assistance Summary report
- ACRES Help

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ACRES – What's the Purpose?

Assessment, Cleanup and Redevelopment Exchange System (ACRES)

- Electronic version of Technical Assistance Form

- Continuously incorporates feedback received

- Team ACRES is working on making ACRES a beneficial tool for project management

Wholesome Valley Farms—Berino, New Mexico

The Steelyard—Oklahoma City, Oklahoma

Why is my role important in ACRES?

Whose job is it anyway?

Contractors: 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

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.

ACRES

What Data Are Collected?

Technical Assistance (TA) form captures:

- ▶ **Project Location Information**

- ▶ **Related Brownfields Projects**

- ▶ **Project Budget Information**

- ▶ **Project Background (including challenges of the community and any anticipated deliverables)**

- ▶ **Technical Assistance Provided (including activities, environmental impact, and milestones)**

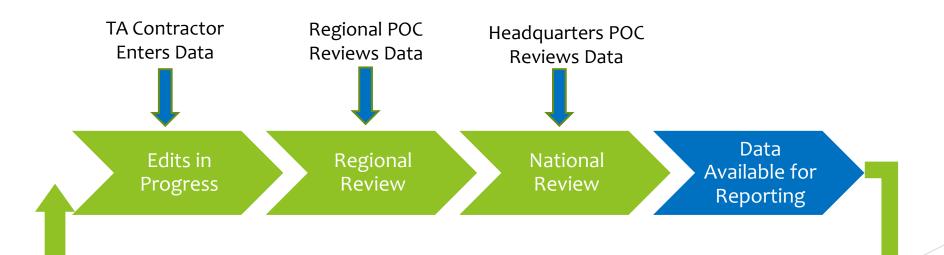- ▶ **Project Completion Information (after project ends)**

ACRES

What is a Work Package?

o Any set of related data that need to be entered, edited, and approved together

o A TA work package is created when you add a new TA project or edit an existing one to add/update information.

o Only one work package can exist at a time for a project. However, once approved, a new work package can be created to record new or updated data and there is no limit on the total number of work packages for a project.

ACRES

What is the ACRES Workflow?

▶ **The 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**
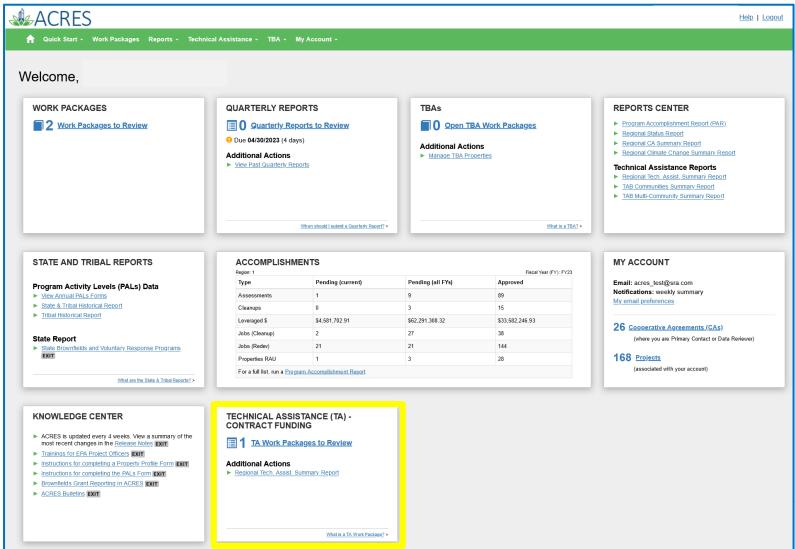
TA Contractor
Enters Data

Regional POC
Reviews Data

Headquarters POC
Reviews Data

Edits in Progress ➤ Regional Review ➤ National Review ➤ Data Available for Reporting

ACRES

When Should Contractors Submit Data in ACRES?

○ Technical Assistance Forms must be updated as activities (e.g., site visioning or market analysis) and community engagement (e.g., site visit or webinar) occur.

○ The TA Form must be submitted when the contractor starts using EPA funds for an eligible project. This typically means when the contractor has engaged the community for a kickoff meeting and begun drafting a scope of work document.

ACRES Home page
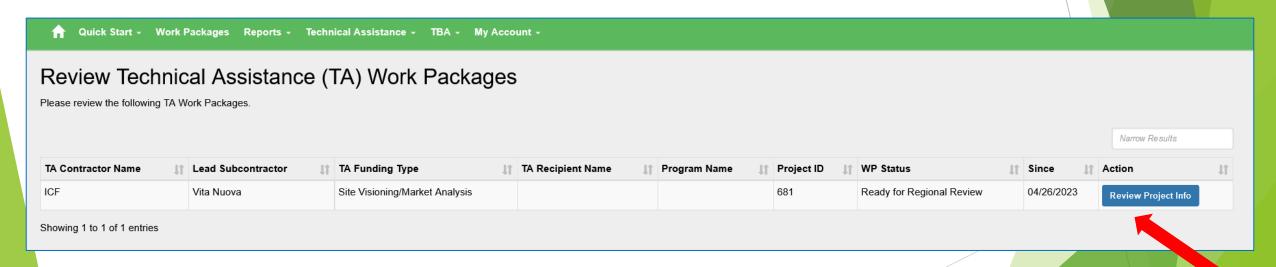
Work Packages to Review

Any work packages to review will appear under the Technical Assistance (TA) Contract Funding card on your ACRES Home Screen.

The TA contractor & Lead Subcontractor name of the recipient, TA Funding Type, Project ID, and other information will be listed. To review a work package, click the 'Review Project Info' button; You will be directed to the Technical Assistance (TA) Project
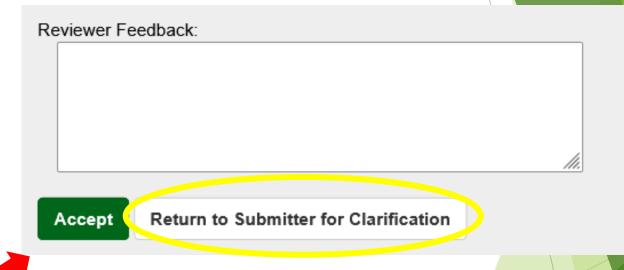
Approving Technical Assistance (TA) Project Work Packages

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

To send the work package back to the contractor for clarification, click the 'Return to Submitter for Clarification' button.
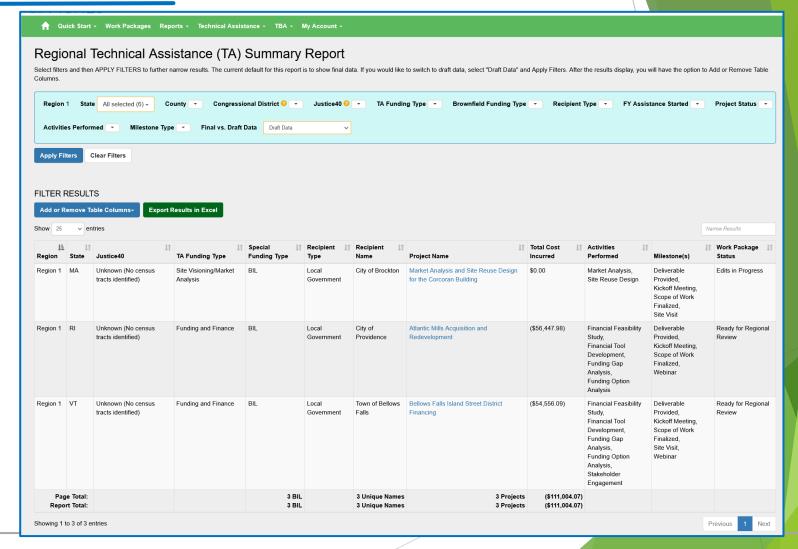
**Reviewer Feedback is required when a work package is sent back for clarification.

Reviewer Feedback:

Accept   Return to Submitter for Clarification

ACRES

Report Tools: Regional Technical Assistance (TA) Summary Report

- The Regional Technical Assistance Summary report lists TA project information. The report has extensive filtering options that allows users to select by several options.

- Users can personalize the fields displayed on the report by using the 'Add or Remove Table Columns' button.
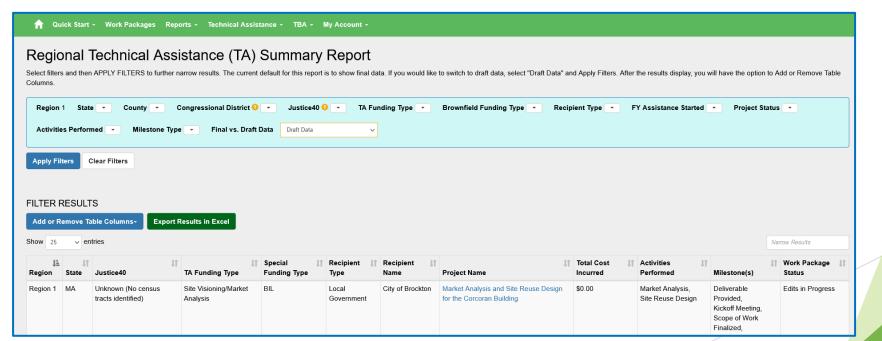
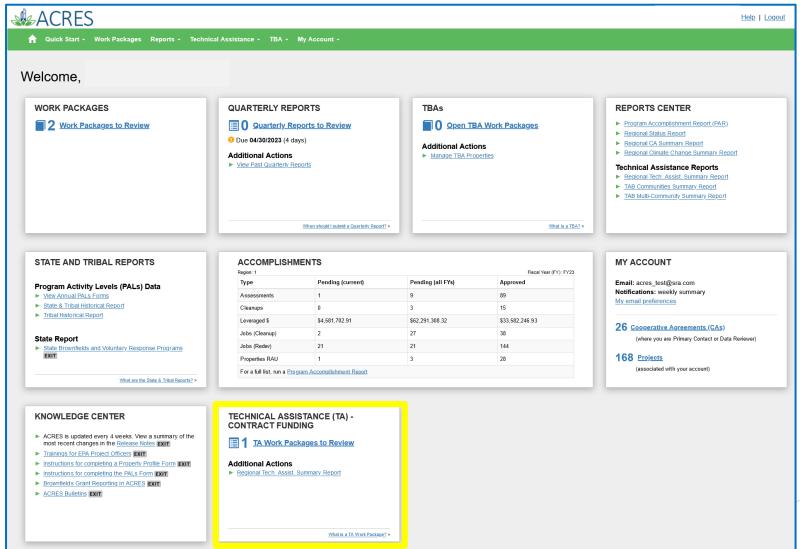# Report Tools: Regional Tech. Assist. Summary Report

Each project name listed on the report is a link that opens the associated Project Details page. The bottom of the report lists the number of BIL funded projects, the number of unique recipient names, the number of projects and the total cost incurred.

Bonus! The report can be exported in Excel so it can be saved, shared and printed.

ACRES Demonstration

What if I have Questions?

Registration
https://acres6.epa.gov

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 <u>every</u> ACRES page including the Log In page.**

Questions?

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