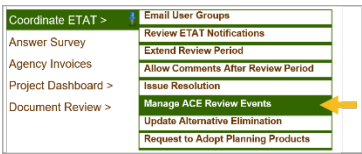


OVERVIEW

The *Manage ACE Review Events* page on the Environmental Screening Tool (EST) allows the District to create, manage, and respond to agency review events for the Alternative Corridor Evaluation Methodology Memorandum (ACE MM) as well as the Alternative Corridor Evaluation Report (ACER).

1. ACCESS THE MANAGE ACE REVIEW EVENTS PAGE

Left-Hand Menu, Select, and Load Project



Within the left-hand menu of the current EST click *Tools*, then *Coordinate ETAT*, and *Manage ACE Review Events*. A new tab will open in your browser displaying the tool in the updated EST.

At the top of the *Manage ACE Review Events* page, use the *Project Search* in the yellow box to search and load a project if an active project is not already selected.

Select Project

Click on the tabs to navigate between creating an event, or managing one that is in progress.

Create

Progress

2. USE THE CREATE TAB TO SCHEDULE A REVIEW

Schedule Event and Specify Event Type



Set the Review Start Date using the date field – you can either type in a specific date (MM/DD/YYYY) or use the date picker that displays when you click on the field.

The *Duration* defaults to the minimum number of days for the corresponding review event type. It can be extended by entering the number of days in the text field or by clicking the calendar icon and selecting the date on which the review event will end.

Specify the *Event Type* using the dropdown (∨) and the corresponding events for MM or ACER document reviews will be displayed.

MM	<ul style="list-style-type: none">MM OEM Draft (14 days): Send MM to OEM for review prior to ETAT reviewMM ETAT (30 days): Send MM to ETAT for ReviewMM Lead Agency Approval (30 days): Send MM for final approval
ACER	<ul style="list-style-type: none">ACER OEM Draft (14 days): Send ACER to OEM for review prior to ETAT reviewACER ETAT (30 days): Send ACER to ETAT for ReviewACER Lead Agency Approval (30 days): Send ACER for final approval

Draft Notification Email

Email Subject and Email Body (Top – Not Editable)

The first two sub-sections of the *Draft Notification Email* section are not editable and contain standard information about the project.

Email Body (Bottom - Editable)

In the *Email Body* text area, type your contact information in the areas where [**Insert...**] is shown. You are required to enter your *Contact Name*, *Phone* and *Email Address*.

2) [Insert Contact Name] at [Insert Contact Phone] or [Insert Contact E-mail Address]

Preview Email

Preview Email Preview the notification email by clicking the *Preview Email* button. A dialog will appear displaying the completed email as it will appear to the recipient(s).

Attach File(s)

Browse Browse and upload files corresponding to the review event type such as the MM or ACER.

Save and Submit

Submit Click the *Submit* button to save the review event.

If the event is set to start on the current date (today), a *Review Event Confirmation* dialog will display. Click the *OK* button to start the event immediately. Notifications will be sent and you cannot make further changes to the event details. Clicking the *Cancel* button will not start the event – the dialog will close and you'll return to the main page where you can continue editing the event details.



If the event has a future start date, the event will be saved when the *Submit* button is clicked and can be edited prior to the scheduled start date. On the scheduled date, the event will begin and notifications are sent automatically.

3. USE THE PROGRESS TAB TO TRACK, UPDATE, AND RESPOND TO REVIEWS

Review Event, Documents, and Review Period

Use the dropdown to select a *Review Event* and click the *Select* button. The page will refresh with the corresponding review event information.

Select

To open and view a document(s), click the file name. The file size and description of the document(s) are indicated next to each document.

Document (PDF)	Size (MB)	Description
Test_Draft_ACER.pdf	0.07	Test Draft ACER

Extend Review Period The start and end dates for the selected review event are displayed in the *Review Period* section. If the review event is currently in progress, the *Extend Review Period* (allows the District to extend the review event period) and *Cancel Review* (allows the District to cancel the current review event) buttons are displayed.

Reviews, Grant Extensions, and Respond to Comments

Reviews for the selected event are provided in this section and are listed by agency. The buttons in this section allow the user to perform various actions:

Grant Extension	Extend the review period for the selected agency.
Show Comments Hide Comments	Displays or hides agency comments.
Export to MS Excel Export to PDF	Exports the information provided in the report page to an Excel spreadsheet or PDF.
Respond to Comments Update Response	Available when the Show Comments button has been selected and allows the District to enter or update responses to agency comments.

TIP: See the *ACE Document Reviews* page for a read-only view of information about the event and comments received. You can learn more in the *ACE Document Reviews Simple Steps* guide.

OEM TRAINING PROGRAM WEBPAGE FOR ACE

For more details about the ACE process, please visit the [ETDM Alternative Corridor Evaluation \(ACE\) Process](#) page provided by the Office of Environmental Management (OEM) Training Program. Recordings and materials from a two-part webinar series are included on this page.