



# **ACRES 5.0 Training**

*for*

## **Job Training Cooperative Agreement Recipients**

September 2013

# Introduction & Agenda

## ➤ Presenters

- Rachel Lentz, US EPA
- Efe Jesuorobo, SRA International

## ➤ Agenda

- ACRES development and uses of the EPA Brownfields Program data
- How Job Training performance measure data are captured and managed in ACRES
- The entry and review process for Job Training Cooperative Agreement data
- ACRES Demonstration
- Where to go for help



# How Does ACRES Help Me?

## ➤ Convenient

- Access your project data anywhere/anytime you have Internet access
- Electronic filing cabinet for property data

## ➤ Increased Efficiency / Increased Accuracy

- Contains validations to assist in entering data appropriately
- Facilitates thorough QA process
- Central source for job training performance measures

## ➤ Easy Tracking

- Provides the current status of data entered; transparent review process
- All submissions are saved for historical reference in the Submission Archive

# How Does EPA Use the Data in ACRES?

- ACRES is the Brownfields Program system of record
- Programmatic data are primarily used to:
  - Analyze data across CAs to demonstrate and improve the success of the Brownfields Program
  - Respond to Congressional inquiries, FOIA requests, ad hoc requests, and budget-related queries
  - Track and report Program goals and accomplishments
  - Create communication and outreach materials that accurately convey Program achievements to a variety of internal and external audiences
- Brownfields Program data are highly visible – therefore data quality is very important
  - Data are shared with other online databases

# Where Can I Learn About Other Job Training Grants?

➤ Information about Job Training Grants are publicly available at:

- Brownfields Grant Fact Sheet Search Tool:

[http://cfpub.epa.gov/bf\\_factsheets/index.cfm](http://cfpub.epa.gov/bf_factsheets/index.cfm)

The screenshot shows the EPA's "Brownfields and Land Revitalization" search tool. The header includes the EPA logo and the text "U.S. ENVIRONMENTAL PROTECTION AGENCY". The main title is "Brownfields Grant Fact Sheet Search". Below the title, there are search filters on the left and a table of results on the right. The search criteria are: Grant Type(s): Assessment, Revolving Loan Fund, Cleanup; Award Year(s): 2013. The table lists 15 grant recipients with their respective EPA Regions, States/Territories, Grant Types, and Announce Years (FY).

**Brownfields and Land Revitalization**

U.S. ENVIRONMENTAL PROTECTION AGENCY

Recent Additions | Contact Us Search: All EPA This Area Go

You are here: EPA Home » Brownfields and Land Revitalization » Brownfields Grant Fact Sheet Search

**Brownfields Grant Fact Sheet Search**

Please use the filters on the left to sort/search for specific grant fact sheets.

[Clear Filters]

Refine Your Search By:

**Grant Recipient Name:**

**Keyword Search:**

**State/Territory:**

Hold down the "Ctrl" key to select more than one

Select One or Many

Alabama

Alaska

American Samoa

Arizona

**Grant Type:**

Assessment

Revolving Loan Fund

Cleanup

Job Training

Area-Wide Planning

Multi-Purpose

ALL

Export Results to Excel

Grant Recipient Name	EPA Region	State/Territory	Grant Type	Announce Year (FY)
Alamosa County Economic Development Corporation	8	CO	Cleanup	2013
Albion Brownfield Redevelopment Authority	5	MI	Assessment	2013
Annville Institute/Jackson County Ministries	4	KY	Cleanup	2013
Anson County	4	NC	Assessment	2013
Arlington, City of	6	TX	Assessment	2013
Atlanta, City of	4	GA	Assessment	2013
Atlantic City, City of	2	NJ	Cleanup	2013
Augusta Canal Authority	4	GA	Cleanup	2013
Baltimore Development Corporation	3	MD	Assessment	2013
Bartlett Place Land, Inc.	1	MA	Cleanup	2013
Battle Creek, City of	5	MI	Assessment	2013
Beaverton, City of	10	OR	Assessment	2013
Belfast, City of	1	ME	Assessment	2013

# ACRES Registration

- Registration is accessed through the ACRES Login page at <https://cfext.epa.gov/acres/>
- There is a Quick Reference Guide and an Informational Video for the registration process at <http://epa.gov/acres/>
- Once you have completed registration, you will receive a confirmation email which will provide you with your ACRES username.
- Separate accounts are not needed for each Cooperative Agreement
- If you already have an account, we will walk through the process of adding a new Cooperative Agreement during the demonstration.
- After the registration process is completed, ACRES is accessed through the same URL used to register: <https://cfext.epa.gov/acres/>

## New feature!!

ACRES no longer uses CDX and you've landed directly on the ACRES Log In page. Now ACRES is even easier to access.

If you reached this page through your old CDX log in address, you were rerouted to the new address automatically. Please begin using the updated address: <https://cfext.epa.gov/acres/index.cfm>.

Add this to your favorites by pressing <CTRL> + D on your keyboard.

## Please Log In

Username:

Password:

[Forgot your username or password?](#)

New to ACRES? [One Time Registration](#)



# ACRES Registration

ALL FIELDS ARE REQUIRED

First Name:

Last Name:

Email Address:  
format: emailid@domainname.com

Street Address:

City:

Country:  ▼

State/Province/Region:

Postal Code:

Daytime Phone Number:

EPA Contact Name:

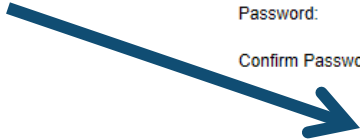
EPA Contact's Email Address:  
format: emailid@domainname.com

EPA Contact's Phone Number:  
format: (xxx) xxx-xxxx

Passwords must be at least 8 characters long and contain at least one lower case letter and one number and no spaces

Password:

Confirm Password:



Select the Community or Application for which you are requesting access

ACRES ▼

I accept the EPA Privacy & Security Notice. Click here to read [Click](#).

Submit

Cancel



# Submitting Your Job Training Data

- ACRES is the preferred method for submitting Job Training data
  - A copy of the current Job Training Reporting Form (JTRF) can be found at <http://www.epa.gov/brownfields/pubs/index.html>
- Data should be updated in ACRES as soon as there is new activity to report
- You can edit data that you entered previously

# Job Training Form Updates

- The Job training form is evaluated every three years for new data fields needed and modifications to improve the work flow.
- Recently added fields include:
  - Number of Participants Entering Training
  - Number of Veterans Entering Training
  - Number of Individuals that did not Obtain Employment but are Pursuing Education (e.g., GED, college courses, etc.)
- Verification has been added to ensure that the total number of participants completing training is not greater than the number of participants entering training.
- Average hourly pay is required for reporting quarters that have participants obtaining jobs.
- Help text has been added for several of the measurement fields, including the Weighted Average Hourly Wage.

## ➤ Work Package

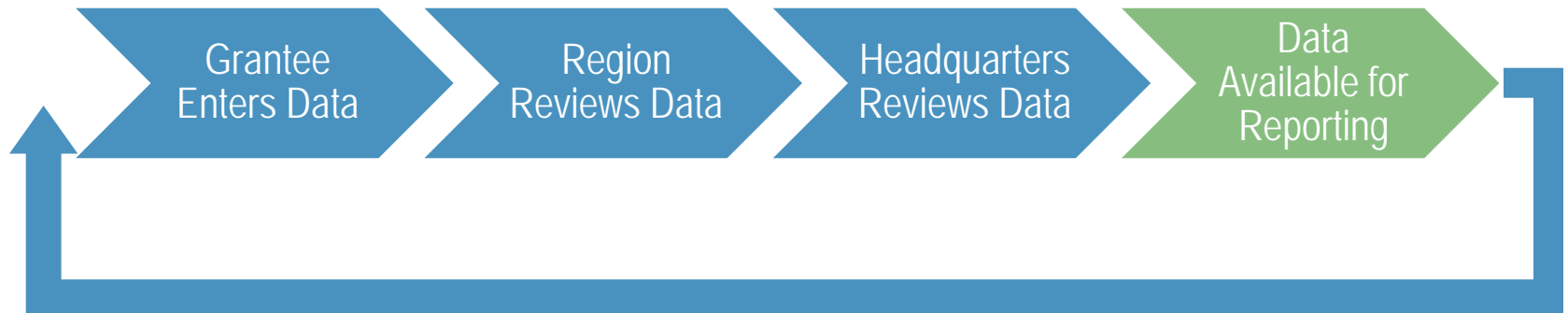
- Any set of related data that need to be entered, edited and/or approved together
- For example, all data from the Job Training Reporting Form constitute a single work package

## ➤ Workflow

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

# 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

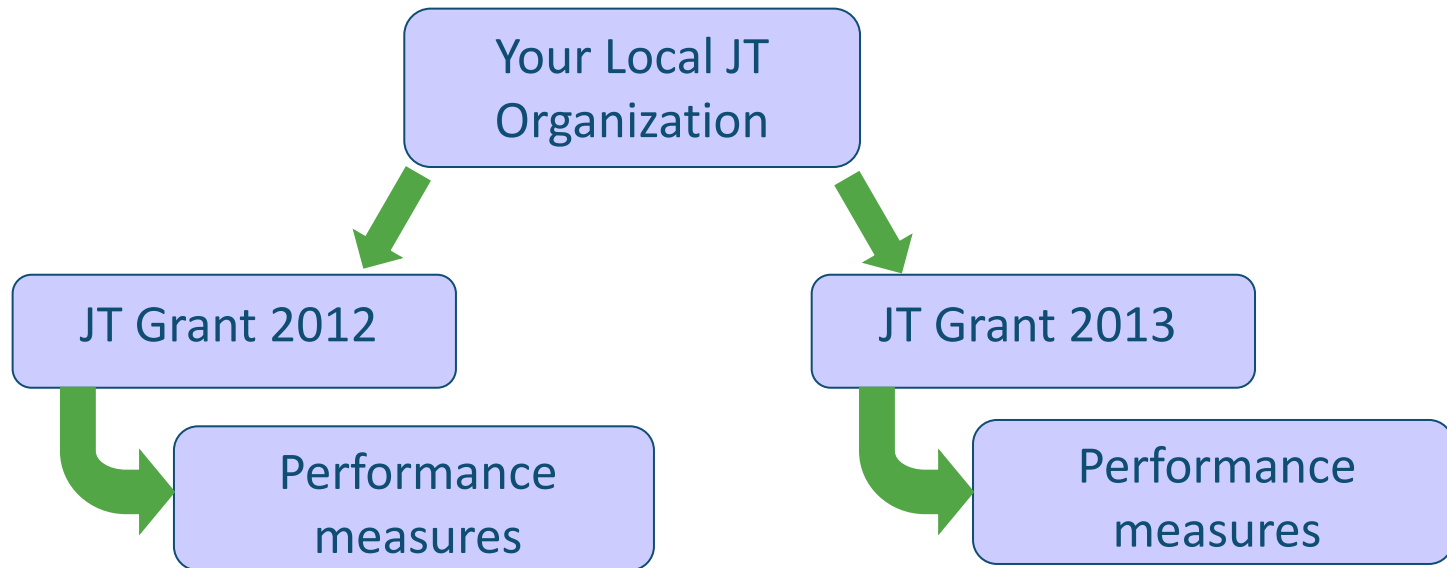


# Workflow Basics

- You may begin entering data one day and finish up later in the day, week, etc.
- You will want to have submitted all of your data prior to closing out your grant
- To submit data to your EPA project officer, you must click 'REVIEW & SUBMIT' on the Review & Submit screen and after verifying the data, click 'SUBMIT DATA NOW'
  - This action will move the work package to the next status in the workflow
  - You can retrieve your work package from EPA before it is Locked for Review

# Show me the Money!

- Each signed Cooperative Agreement is one grant record in ACRES that has separate activities
- Depending on where the funding for particular activities comes from, performance measure data will be entered as such:



# Your ACRES Home Screen



Welcome ACRES Test JT CAR  
Version 5.00.080 [Release Notes](#)  
09/04/2013  
[Log Out](#)

HOME FIND PROPERTY

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### Quick Links

- [Update My Email Preferences](#)
- [Submitting Data for More Than Ten Properties?](#)  
[Download the Multi-Property Spreadsheet](#)
- [ACRES Online Training Information](#)
- [About ACRES](#)

### News, Alerts & Notifications

#### ACRES Online Training

Online training classes are offered to ACRES users each month, for both beginners and for more experienced users. The 2013 fall schedule features:

- "JT Training" - 2 classes are being offered (Beginners and Advanced Users) at the Annual Environmental Brownfields Job Training & Development All-Grantee Meeting in Alexandria, Virginia (approx. 60 minutes). Offered Wednesday, September 18, 11:00 am – 12:00 pm (Eastern).
- "Getting Started" - a class providing instruction to new users on submitting property data (approx. 60 minutes). Offered Tuesday, September 12th and Thursday, October 10th (2 pm Eastern).
- "The Next Level" - a class providing training to Assessment, RLF, Cleanup, and Section 128(a) Recipients that are familiar with using ACRES. It trains on how to make ACRES work for you and your property scenarios and also provides answers to some commonly asked questions (approx. 90 minutes). Offered Tuesday, October 8th (2 pm Eastern).

For the full training schedule go [here](#).

My Projects My Cooperative Agreements

Open Work Packages All My Projects

To Start data entry on a project not listed, look in All My Projects.

Open Work Packages	ACRES Property ID	Shared ?	Cooperative Agreement	Action ?
Tacoma, City of ( <a href="#">JT Home</a> ) ( <a href="#">Submission Archive</a> )	N/A	N/A	Tacoma, City of ● 2J 00J03901 Job Training FY09	Edits in Progress <a href="#">Enter Data</a>



# Email Notification Preferences

## My Preferences

**Email:**  
John\_Doe@epa.gov [Change](#)

**You will receive an email when the following occurs:**  
If a work package I submitted has been returned for clarification  
If a work package I am editing has been in the same status for more than 30 days

**You may elect to receive an email when the following occurs:**

- If I am assigned a new cooperative agreement or work package
- If a work package I submitted has been in the same status for more than  days
- If a work package I submitted has been approved
- A quarterly email with statuses and last updated dates for my properties
- Release Notes

**Please send my email:**

- Whenever my selections above occur
- In a daily summary email
- In a weekly summary email
- In a monthly summary email



# Adding a New CA to Your Home Screen

- At the bottom of the My Cooperative Agreements tab display, click the 'Add a Cooperative Agreement to My List' button
- You will need the eight-digit CA number for the CA you are adding
  - You will be given the chance to confirm the CA or search again before it is added to your Home screen

**My Projects** **My Cooperative Agreements**

You are associated with the following Cooperative Agreements [?](#). Click a Cooperative Agreement name to start data entry for a project under that Cooperative Agreement.

**[Boise Workforce TST](#)**

[View Job Training Performance Measures](#)  
**State:** ID **Cooperative Agreement Type:** Job Training **Cooperative Agreement #:** BF 00TST121 **Announcement Year:** FY09  
**Funding Type(s):** Hazardous - \$200,000.00

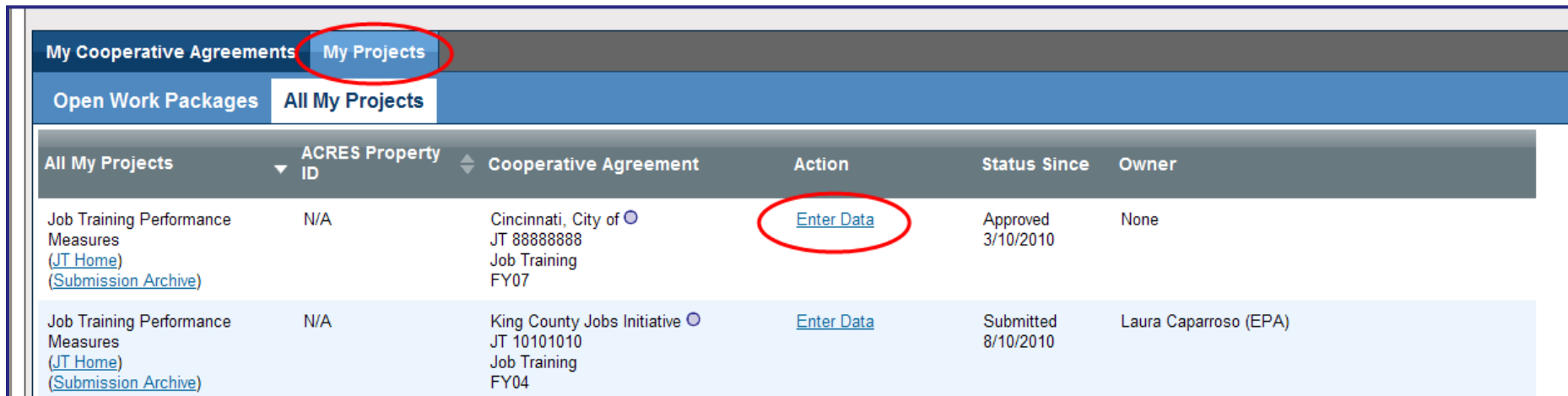
**[Southern Idaho Workforce Development Group TST](#)**

[View Job Training Performance Measures](#)  
**State:** ID **Cooperative Agreement Type:** Job Training **Cooperative Agreement #:** BF 00TST127 **Announcement Year:** FY00  
**Funding Type(s):** Hazardous - \$200,000.00

**Add a Cooperative Agreement to My List**

# Accessing Your Projects to Enter Data


- From the My Projects tab, you can access your projects



All My Projects	ACRES Property ID	Cooperative Agreement	Action	Status Since	Owner
Job Training Performance Measures ( <a href="#">JT Home</a> ) ( <a href="#">Submission Archive</a> )	N/A	Cincinnati, City of JT 88888888 Job Training FY07	<a href="#">Enter Data</a>	Approved 3/10/2010	None
Job Training Performance Measures ( <a href="#">JT Home</a> ) ( <a href="#">Submission Archive</a> )	N/A	King County Jobs Initiative JT 10101010 Job Training FY04	<a href="#">Enter Data</a>	Submitted 8/10/2010	Laura Caparoso (EPA)

- Open Work Packages – displays a list of all work packages you currently own for data entry
  - All My Projects – displays a list of all projects with which you are associated
- To begin or resume data entry for a property – click the ‘Enter Data’ link

# JT Performance Measures Home

**ACRES** ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

Welcome Efe Jesuorobo  
Version 5.00.080 [Release Notes](#)  
08/28/2013 [Log Out](#)

Feedback Contact Us

[HOME](#) [FIND PROPERTY/COOPERATIVE AGREEMENT/TBA](#) [REPORTS](#) [ADMIN](#)

**JOB TRAINING PERFORMANCE MEASURES HOME**

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- Profile Information
- Place of Performance
- Performance Measure Information
- Funds Leveraged
- Supplemental Performance Measure Information

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**Profile Information** Collapse All

**Long Beach, City of**  
Cooperative Agreement #: 2J00T31901  
State: CA [View Cooperative Agreement Fact Sheet](#)  
Cooperative Agreement Type: Job Training  
Announcement Year: FY09

Award Date: 09/17/2009  
Initial Project Period: 10/01/2009 to 10/31/2012  
Current POP End Date:  
Status: ● Open Cooperative Agreement

Project Officer Contact:  
Noemi Emeric-Ford  
[acres\\_test@sra.com](mailto:acres_test@sra.com)  
213-244-1821

Cooperative Agreement Contact:  
No Data

Work Package Status: Approved  
Enter Performance Measure Data

**Please Note:** Information shown is the most current in ACRES and may include draft and approved data.


**Place of Performance** Collapse

The Place of Performance has not yet been identified for this Job Training Grant. Please update this information through [Manage This Cooperative Agreement](#)

**Performance Measure Information** Collapse

Performance Measure	Cumulative Value
Number Participants Entering Training	90
Number Participants Completing Training	88
Number Participants Obtaining Employment	27
Average Hourly Wage of Participants Obtaining Employment	\$14.86

# JT Performance Measure Data Entry Screen



**ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM**

Version 5.00.060 [Release Notes](#)  
 08/21/2013  
[Log Out](#)

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Performance Measures

Leveraged Funding

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JOB TRAINING REPORTING FORM

**Cooperative Agreement Recipient Information** Collapse

**Civic Works**

Cooperative Agreement #: JT96311301 EPA Form # 6200-03 (9-2006) Form Approved  
OMB Number No. 2050-0192 Expires 05-31-2016  
 State: MD  
 Cooperative Agreement Type: Job Training  
 Announcement Year: FY12  
 Initial Project Period:  
 Current POP End Date:  
 Status: ● Open Cooperative Agreement




**Submission Notes**

Submission notes are a temporary note to your regional representative to ask questions or share comments about this work package. When the work package is approved, the submission notes are deleted. For permanent notes, please enter [Data Documentation](#).

**Performance Measure Information** Collapse

Measure	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative
<b>Number Participants Entering Training</b> <span style="font-size: x-small;">?</span>	Q1	Q2	Q3	Q4	
FY 2013	<input style="width: 40px; text-align: center;" type="text" value="0"/>	<input style="width: 40px; text-align: center;" type="text" value="0"/>	<input style="width: 40px; text-align: center;" type="text" value="0"/>	<input style="width: 40px; text-align: center;" type="text" value="0"/>	0
FY 2012	<input style="width: 40px; text-align: center;" type="text" value="0"/>	<input style="width: 40px; text-align: center;" type="text" value="0"/>	<input style="width: 40px; text-align: center;" type="text" value="0"/>	<input style="width: 40px; text-align: center;" type="text" value="0"/>	0
				<i>Cumulative</i>	0
<b>Number of Veterans Entering Training</b>	Q1	Q2	Q3	Q4	
FY 2013	<input style="width: 40px; text-align: center;" type="text" value="0"/>	<input style="width: 40px; text-align: center;" type="text" value="0"/>	<input style="width: 40px; text-align: center;" type="text" value="0"/>	<input style="width: 40px; text-align: center;" type="text" value="0"/>	0
FY 2012	<input style="width: 40px; text-align: center;" type="text" value="0"/>	<input style="width: 40px; text-align: center;" type="text" value="0"/>	<input style="width: 40px; text-align: center;" type="text" value="0"/>	<input style="width: 40px; text-align: center;" type="text" value="0"/>	0

# JT Performance Measure Data Entry Screen

Performance Measure Information <span style="float: right;">Collapse </span>					
Measure	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative
<b>Number Participants Entering Training</b> 	Q1	Q2	Q3	Q4	
FY 2013	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
FY 2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
				<i>Cumulative</i>	0
<b>Number of Veterans Entering Training</b>	Q1	Q2	Q3	Q4	
FY 2013	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
FY 2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
				<i>Cumulative</i>	0
<b>Number Participants Completing Training</b>	Q1	Q2	Q3	Q4	
FY 2013	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
FY 2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
				<i>Cumulative</i>	0
<b>Number Participants Obtaining Employment</b> 	Q1	Q2	Q3	Q4	
FY 2013	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
FY 2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
				<i>Cumulative</i>	0
<b>Number of Individuals that did not Obtain Employment but are Pursuing Education (e.g., GED, college courses, etc.)</b>	Q1	Q2	Q3	Q4	
FY 2013	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
FY 2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
				<i>Cumulative</i>	0

# Submit Your Work Package

...Further down the data entry page

### Leveraged Funding Details Collapse

Funding Source Name	Activity Funded	Amount
---------------------	-----------------	--------

**Add or Edit a Record**

Funding Source Name

Activity Funded

Amount

\$

### Supplemental Performance Measure Information (Optional) Collapse

### Data Documentation Collapse

If you want to provide documentation for data regarding this JT, please enter your notes below.

**Notes:**

[Cancel Changes](#)

# Data Entry: Review

Performance Measures <span style="float: right;">Collapse ☰</span>					
Measure	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative
<b>Number Participants Entering Training ?</b>	Q1	Q2	Q3	Q4	
FY 2013	20	10	0	0	30
FY 2012	0	0	0	0	0
FY 2011	0	0	0	0	0
FY 2010	0	0	0	0	0
FY 2009	0	0	0	0	0
				<i>Cumulative</i>	30
<b>Number of Veterans Entering Training</b>	Q1	Q2	Q3	Q4	
FY 2013	1	3	0	0	4
FY 2012	0	0	0	0	0
FY 2011	0	0	0	0	0
FY 2010	0	0	0	0	0
FY 2009	0	0	0	0	0
				<i>Cumulative</i>	4
<b>Number Participants Completing Training</b>	Q1	Q2	Q3	Q4	
FY 2013	10	5	0	0	15

# Data Entry: Submission

Leveraged Funding <span style="float: right;">Collapse ▾</span>		
Funding Source Name	Activity Funded	Amount
MDC, Workforce Investment Act-DOL	Case Management, Gas/Bus Vouchers, supplies, rent, outreach & recruitment	\$6,400.00
Clover park Tech College	Staff salaries, office supplies	\$4,971.00
DOL/WIA, WA State Com Jobs, CPTC	Staff salaries and Car Repair	\$7,603.00
MDC, DOL & WIA	Case Management, Outreach, Recruitment, Rent, Supplies, Bus & Gas Vouchers.	\$8,080.00
CTED, WIA, LEAP	Case Management, Outreach, Operations	\$8,875.00
MDC, WIA, CTED & City of Tacoma-LEAP	Wages, case management, office space, utilities, travel, transportation costs, computer/supplies	\$6,650.00
Workforce Investment Act, Comm. Trade & Econ. Deve	Salaries, Benefits, Overhead	\$518.00
MDC, WIA, CTED, City of Tacoma	Case Management, Operations, office, Travel, Gas Vouchers, Supplies	\$8,550.00
DOL-WIA	Staff Salaries	\$5,609.00
		<b>Total Funds Leveraged: \$57,256.00</b>

**Supplemental Info** Collapse ▾

**Notes:**  
In addition to the job placement numbers, 19 Graduates were/are enrolled in Continuing Education Programs and/or participated in an On-the-Job and Internship training program.

**Data Documentation** Collapse ▾

There is no Data Documentation for this grant.

**Approvals**

**Cooperative Agreement Recipient Project Manager**

Name:





# Data Entry: Submission

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News, Alerts & Notifications

**ACRES Online Training - classes offered the fall quarter**

Online training classes are offered to ACRES users each month, for both beginners and for more experienced users. The fall schedule features:

- "Getting Started" - a class providing instruction to new users on submitting property data (approx. 60 minutes). Offered Thursday, October 11th and Tuesday, November 13th (2 pm Eastern).
- "The Next Level" - a class providing training to Assessment, RLF, Cleanup, and Section 128(a) Recipients that are familiar with using ACRES. It trains on how to make ACRES work for you and your property scenarios and also provides answers to some commonly asked questions (approx. 90 minutes). Offered Tuesday, October 9th (2 pm Eastern).
- "Job Training" - a class specifically for Job Training Grantees providing instruction on the Job Training Reporting Form and how to get the most out of ACRES (approx. 60 minutes). Offered Tuesday, October 2nd (11:00 am Eastern) in person at the Hilton Alexandria Old Town, Alexandria, VA. The class will be followed by an open session with Help Desk staff.

My Projects **My Cooperative Agreements**

Open Work Packages

All My Projects

To Start data entry on a project not listed, look in All My Projects.

Open Work Packages	ACRES Property ID	Shared ?	Cooperative Agreement	Action ?
<a href="#">Blackfeet Community College (JT Home)</a> <a href="#">(Submission Archive)</a>	N/A	N/A	Blackfeet Community College ● JT 97813901 Job Training FY06	Edits in Progress <a href="#">Enter Data</a>
<a href="#">Boise Workforce TST (JT Home)</a> <a href="#">(Submission Archive)</a>	N/A	N/A	Boise Workforce TST ○ BF 00TST121 Job Training FY09	Submitted <a href="#">Enter Data</a>

# What Did You Learn

- Can I manage multiple grants under one account?
- When should job training data be submitted?
- What resources are available to me as a grantee?
- Who do you call if you have questions?

- ACRES Help Desk
  - [acres\\_help@epa.gov](mailto:acres_help@epa.gov) or 703-284-8212
- EPA's ACRES Web site: <http://www.epa.gov/acres>
  - Quick Reference Guides
  - Training videos
  - Training materials
  - Future training dates
  - Release notes