Job Training Data Entry

Job Training (JT) data entry can be initiated several different ways in ACRES.

The first instructions provided below are for entering your Job Training Performance Measures data.

Logging into ACRES

To log into ACRES, open your Internet Browser and enter the following URL: <u>https://acres6.epa.gov</u>

- **1.** Select the LOGIN button.
- 2. Enter your Login.gov Email address and Password.
- **3.** Enter your security codes.

SEPA United States Emvironmental Protection Agency EPA GAT	EWAY
	Select a Login Method
	LOGIN.GOV EPA Gateway is using a credential provider to allow
	you to sign in to your account safely and securely. If you do not have an existing Login.gov account, you will be able to create one before you log in.
	LOGIN
	⑦ FAQ 🔇 Help 🥏 Rules of Behavior 😯 Privacy & Security Notice

The ACRES Homepage displays.

🏫 Quick Start - Work Packages My Account -				Property -	Type property name or ID	Advanced Search
WHERE DO I START? Add a CA to my list	R WORK PACKAGES 1 Open Work Packages Actions for Me 1 work packages in progress Actions for PO	MY ACCOUNT Email: acres_help@epa.gov Notifications: My email preferences 2 Total Cooperative Agreements	_	LEARNING New Release ► ACRES is up most recent c Quick Refere ► Starting Job T ► Brownfields G	CENTER S ated every 4 weeks. View a summanges in the Release Notes EXT nce ranning Data Entry EXT rant Reporting in ACRES EXT	search
	What is a work package?		J			

Adding your Cooperative Agreement to ACRES

To gain access to your Job Training Performance Measures, you will need to add your cooperative agreement number to your ACRES account.

- 1. From your ACRES home page, click the Add CA to my list link on the Where Do I Start Card? card.
- 2. Enter your 8-digit cooperative agreement number. Leave out any prefixes (JT) and suffixes (-0, -1).



Entering Your Job Training Data

To enter your Job Training data, you need to acess the Job Training Performance Measures form. You can access the Performance Measures, by selecting:

- > the Enter data for existing CA link on the Where do I start? card, or
- > the **Total Cooperative Agreements** link on the **My Account** card on your ACRES Home screen.
- 1. On the Where Do I start? card on your homepage, select the Enter Data for existing CA link.

A Quick Start - Work Packages My Account -			Property - Type property name or ID Advanced Search
Welcome,			
WHERE DO I START?	WORK PACKAGES	MY ACCOUNT	LEARNING CENTER
Add a CA to my list Add a CA to my list Inter data for existing CA	Actions for Me • 1 work packages in progress Actions for PO	Email: acres_help@epa.gov Notifications: My email preferences 2 Total Cooperative Agreements	New Releases ACRES is updated every 4 weeks. View a summary of the most recent changes in the Release Notes EXT Quick Reference Starting Job Training Data Entry EXT Brownfields Grant Reporting in ACRES EXT

2. On the My Cooperative Agreement screen, locate the CA to which you will enter Performance Measures data and click the CA Name.

My Cooperative Agreements You are associated with the following Cooperative Agreements (CAs) Add a Cooperative Agreement to My List								Narrow Results	
CA Name (CA#)	Associated Properties	CA Status	CA Type 🛛 🕸	Announce Year	State 1	Funding Type(s)	Award Amount	Additional Actions 😯	J1
King County Department of Community & Human Services (JT01J51701)	N/A	Closed	Job Training	FY18	WA	Job Training	\$200,000.00	Remove CA from My List	;
Southern Idaho Workforce Development Group TST (BF00TST127)	N/A	Open	Job Training	FY16	ID	Job Training		Remove CA from My List	
Showing 1 to 2 of 2 entries Add a Cooperative Agreement to My List									

3. You will navigate to the **Cooperative Agreement (CA) Detail** page, which displays Basic Info, Actions, and any cumuluative data previously reported for your Job Training CA.

Cooperative Agre	ement (CA) Detail fo	or King County Departm	ent of Community & Hu	uman Services	
Print Page					
PLEASE NOTE: Information shown	is the most current in ACRES and may in	clude draft and approved data			
asic Info		Dates & Statuses		Funding	
Number: ate: ingressional Districts: Type: incurse ment Year:	JT 01J51701 WA WA-1 WA-7 WA-8 WA-9 Job Training FY18	Award Date: Initial Project Period: Current POP End Date: Status:	09/13/2018 10/01/2018 to 09/30/2021 Closed	Funding Source: Total Funded:	Regionally Funded \$200,000.00
ctions	1110			CA Contact	
View CA Fact Sheet EXIT View CA Submission Archive Enter Performance Measure Data				Primary Reviewer/Contact: 😣	Morales, Susan EPA Regional Brownfields Team acres_test@sra.com 415-972-3970
Performance Measure I	nformation				
erformance Measure			Cumulative Value		
lumber of Training Cohorts Complet	ed		0		
umber of participants entering regis	tered apprenticeships, labor management	partnerships or other workforce training programs	0		
umber of Participants Entering Train	ning		18		
umber of Veterans Entering Trainin	g		0		
umber of Participants Completing T	raining		18		
umber of Participants Obtaining Em	ployment		10		
umber of Individuals that did not Ot	otain Employment but are Pursuing Educat	ion (e.g., GED, college courses, etc.)	0		
verage Hourly Wage of Participants	Obtaining Employment		\$25.34		
Funds Leveraged					
unding Source Name	Activity Funded		Amount		
ty of King	Recruitment, screening a	oplicants	\$5,420.00		
ept. of Labor STEP	Worker training and job pl	acement assistance	\$25,130.00		
	Total Funds Leveraged		\$30,550.00		

- 4. From the CA Details page, click the Enter Performance Measures Data link, located in the Actions section.
- 5. The Job Training form displays. Complete the Job Training Performance Measures by entering data in the Performance Measure Information, Leveaged Funding, Success Stories (Optional), and Supplemental Performance Measure Information (Optional) sections.

<u>Note</u>: When entering your Performance Measures data, you are able to add and/or update previous year's data.

n Quick	Start - Work Packa	ges My Acco	unt +								Property -	Type property name or ID	Advanced Search
Job Tra	Job Training Reporting Form - City of East Point												
(1)						(2-				(3	3)	
	Ente	er CA Information				Enter Performa	nce Me	asure Data			Review 8	& Submit	
Coopera	ative Agreement (CA) Informat	tion					❤ General Notes					
Cooperative A	greement (CA) Inform	ation						Required fields denoted with *					
CA Name:		City of East	Point					 EPA Form #6200-04, Form Approx 	oved, OMB No. 2	050-0192, Expires	03-31-2026		
CA Number:		JT 02D0562	1										
State:	State: GA							How do Federal Fiscal (FYs) and Quarters work?					+ Expand
Announcement Year: 2021						 Temporary Submission Notes (No Notes Added) Collap 				- Collapse			
Initial Project Per	iod:	07/01/2021	to 06/30/2024					These notes are a temporary note to	vour regional rer	presentative to as	ca question or	share comments about thi	s work package
Current POP End	Date:							When the work package is approved	, the temporary si	ubmission notes a	re deleted.		, non paenage.
Status:		Open Coop	erative Agreement										
													11
							_						
Perform	ance Measure Inf	ormation											
Number of							N	umber of participants entering					
Cohorts	Cohort End Dates						m	anagement partnerships or other	Q1	Q2	Q3	Q4	
Completed	(Select all that apply)	Q1 (Oct- Dec)	Q2 (Jan- Mar)	Q3 (Apr- June)	Q4 (July- Sept)	Cumulative	w	orkforce training programs 😣	(Oct- Dec)	(Jan- Mar)	(Apr- June	e) (July- Sept)	Cumulative
FY 2023	12/21/2022	1	0	0	0	1	F	Y 2023	0	10	10	0	20
514 0000	12/31/2022						F	Y 2022	0	0	8	5	13
FY 2022	04/04/2022,07/25/	0	0	1	1	2	F	Y 2021	0	0	0	0	0
FY 2021		0	0	0	0	0	С	umulative					33
Cumulative						3							

6. After you have updated the Job Training performance measures, you will need to submit to your Project Officer for review. To submit the report, scroll to the bottom of the page and click the Save and Contiue to REVIEW & SUBMIT button.

Supplemental Performance Measure Information (Optional)	
	li.
Data Dasumantation	
In you want to provide documentation for data regariting tins of, prease enter your notes below Notes:	
Save changes	

7. You will be directed to the Review and Submit screen. Review the data on this page before submission to your EPA Project Officer.

Job Training Reporting Form - City of East Point										
1 Enter CA information						Enter Performance	asure Data Review & Submit			
Cooperative Agreement (CA) Information							✓ General Notes			
Cooperative Agreement (CA) Information CA Name: City of East Point							Required fields denoted with * EPA Form M6200-04, Form Approved, OMB No. 2050-0192, Expires 03-31-2026			
CA Number: State:	JT 02005621 GA						> How do Federal Fiscal (FYs) and Quarters work?	+ Expand		
Announcement Year: Initial Project Period:	anouncement Year: 2021 iital Project Period: 07/01/2021 to 06/30/2024						Temporary Submission Notes (No Notes Added) Collaps			
Current POP End Date: Status:	Current POP End Date: Status: Open Cooperative Agreement						These holes are a temporary note to your regulator expresentative to ask a question or share. Comments about this we When the work package is approved, the temporary submission notes are deteted.	n package.		
								11.		
Performance Measure Inform	ation									
Number of Training Cohorts Completed	Cohort End Dates (Select all that apply)	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative	4 Q1 Q2 Q3 Q4 4 Q4 Q5 Q4 Q4 Q4 ananagement partnerships or other workforce training programs Dec) Mari June) Sept	Cumulative		
FY 2023	12/31/2022	1	0	0	0	1	FY 2023 0 10 10 0	20		
FY 2022	04/04/2022,07 /25/2022	0	0	1	1	2	Y 2022 0 0 8 5	13		
FY 2021		0	0	0	0	0		33		
Cumulative						3				

Note: On the Review & Submit page, any newly added data will be highlighted in yellow.

8. Once the review is complete, scroll to the bottom of the page and click the Submit Data Now button.

Loverand Funding Details					
Leveraged Funding Details					
Funding Source Name	Activity Funded	Amount			
City of East Point	Recruitment	\$4,215.30			
Dept of Labor	Worker training	\$56,213.00			
			Total Funds Leveraged: \$60,428.30		
Success Stories (Optional)					
Multiple program participants after completing the program have secured employment in the enviro	nmental sector.				
Supplemental Performance Measure Information (Optional)					
Data Documentation					
Over the course of the III Cohorts held to date, we've noticed that younger program participants start the program but tend not to see it through with dropping the program before its completion. On the other hand, our middle aged and older program participants are more inclined to complete the program and seek employment in the environmental industry after graduation. With this trend, the 2 additional cohorts will be geared toward middle aged, and older East Point residents.					
<< Go Back to Edit Submit Data Now					
Å					

When your Job Training form has been submitted, your EPA Project Officer will electronically receive the form for Regional Review.



ACRES Help Desk					
Email	Acres_help@epa.gov				
Phone	703-284-8212				
Day/Time	Mon – Thurs/ 9am -5pm EST				