

Job Training Data Entry

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

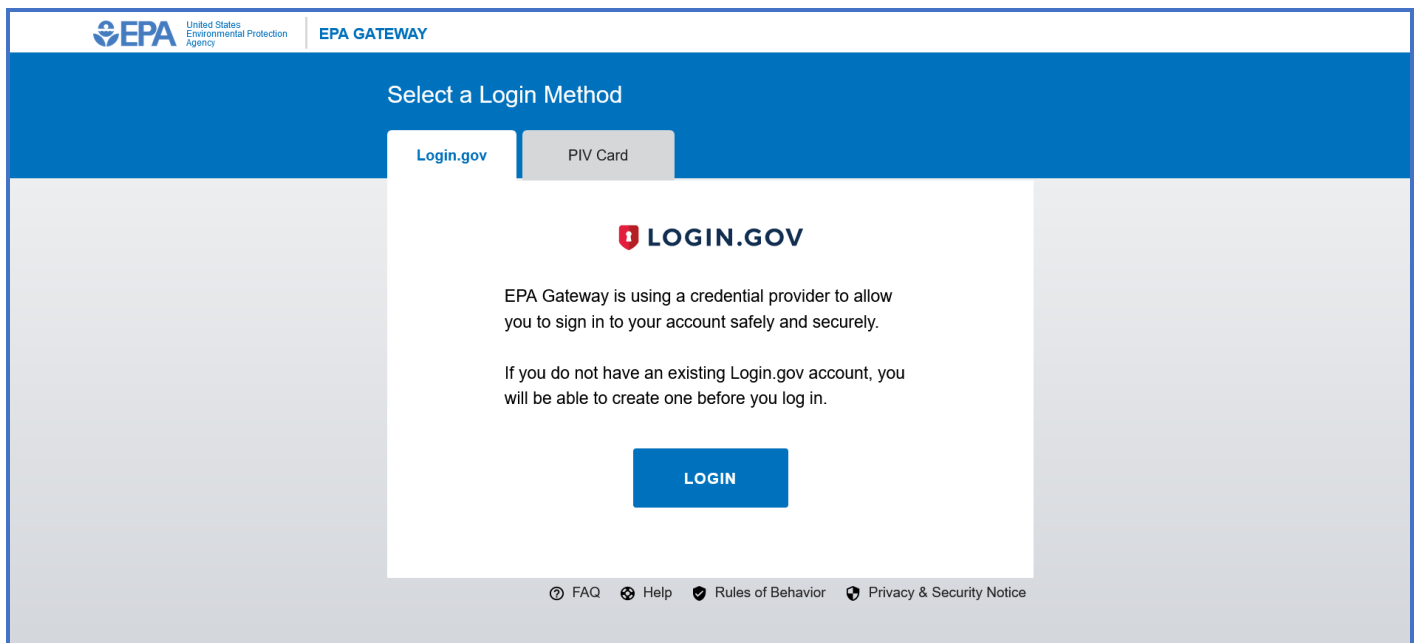
The first instructions provided below are for entering your Job Training Performance Measures data.

Logging into ACRES

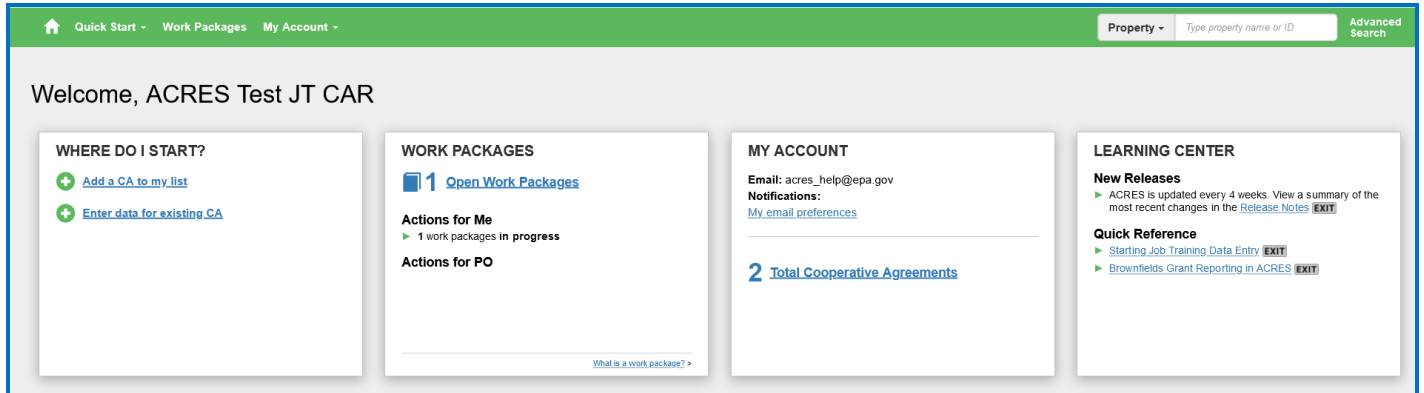
To log into ACRES, open your Internet Browser and enter the following URL:

<https://acres6.epa.gov>

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



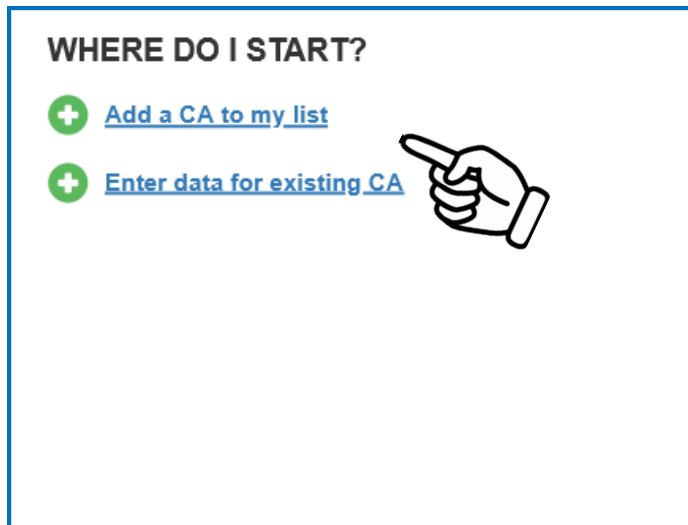
The ACRES Homepage displays.



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).

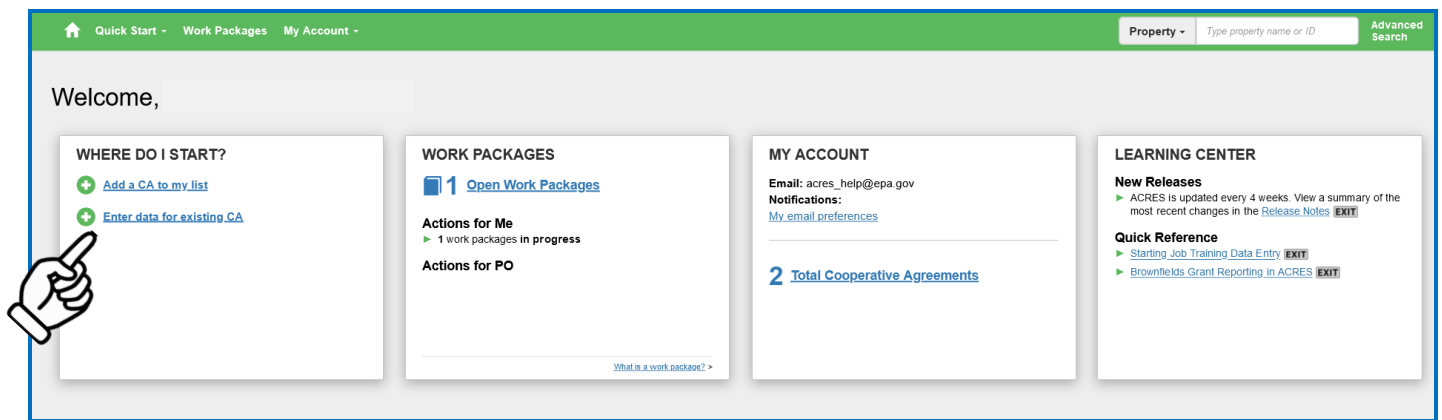


Entering Your Job Training Data

To enter your Job Training data, you need to access 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.



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](#)

CA Name (CA#)	Associated Properties	CA Status	CA Type	Announce Year	State	Funding Type(s)	Award Amount	Additional Actions
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 cumulative data previously reported for your Job Training CA.

Home Quick Start - Work Packages My Account - Property - Type property name or ID Advanced Search

Cooperative Agreement (CA) Detail for King County Department of Community & Human Services

Print Page

PLEASE NOTE: Information shown is the most current in ACRES and may include draft and approved data

Basic Info		Dates & Statuses		Funding	
CA Number:	JT 01J51701	Award Date:	09/13/2018	Funding Source:	Regionally Funded
State:	WA	Initial Project Period:	10/01/2018 to 09/30/2021	Total Funded:	\$200,000.00
Congressional Districts:	WA-1 WA-7 WA-8 WA-9	Current POP End Date:			
CA Type:	Job Training	Status:	Closed		
Announcement Year:	FY18				

Actions

- View CA Fact Sheet **EXIT**
- View CA Submission Archive
- Enter Performance Measure Data**

CA Contact

Primary Reviewer/Contact: Morales, Susan
 EPA Regional Brownfields Team
 acres_test1@sara.com 415-972-3970

Performance Measure Information

Performance Measure	Cumulative Value
Number of Training Cohorts Completed	0
Number of participants entering registered apprenticeships, labor management partnerships or other workforce training programs	0
Number of Participants Entering Training	18
Number of Veterans Entering Training	0
Number of Participants Completing Training	18
Number of Participants Obtaining Employment	10
Number of Individuals that did not Obtain Employment but are Pursuing Education (e.g., GED, college courses, etc.)	0
Average Hourly Wage of Participants Obtaining Employment	\$25.34

Funds Leveraged

Funding Source Name	Activity Funded	Amount
City of King	Recruitment, screening applicants	\$5,420.00
Dept. of Labor STEP	Worker training and job placement assistance	\$25,130.00
	Total Funds Leveraged	\$30,550.00

Success Stories

No Data



- From the CA Details page, click the **Enter Performance Measures Data** link, located in the **Actions** section.
- 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.



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

Quick Start - Work Packages My Account - Property - Type property name or ID Advanced Search

Job Training Reporting Form - City of East Point

1 Enter CA Information
2 Enter Performance Measure Data
3 Review & Submit

Cooperative Agreement (CA) Information

Cooperative Agreement (CA) Information

CA Name: City of East Point
 CA Number: JT 02D05621
 State: GA
 Announcement Year: 2021
 Initial Project Period: 07/01/2021 to 06/30/2024
 Current POP End Date:
 Status: Open Cooperative Agreement

General Notes

- Required fields denoted with *
- EPA Form #6200-04, Form Approved, OMB No. 2050-0192, Expires 03-31-2026

[How do Federal Fiscal \(FYs\) and Quarters work?](#) + Expand

Temporary Submission Notes (No Notes Added) - Collapse

These notes are a temporary note to your regional representative to ask a question or share comments about this work package. When the work package is approved, the temporary submission notes are deleted.

Performance Measure Information

Number of Training Cohorts Completed	Cohort End Dates (Select all that apply)	Number of participants entering registered apprenticeships, labor management partnerships or other workforce training programs				Cumulative
		Q1 (Oct- Dec)	Q2 (Jan- Mar)	Q3 (Apr- June)	Q4 (July- Sept)	
FY 2023	12/31/2022	1	0	0	0	1
FY 2022	04/04/2022, 07/25/	0	0	1	1	2
FY 2021		0	0	0	0	0
Cumulative						3

- 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 Continue to REVIEW & SUBMIT** button.

Supplemental Performance Measure Information (Optional)

Data Documentation

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

Notes:

Save Changes
Save and Continue to REVIEW & SUBMIT



- 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

Cooperative Agreement (CA) Information

Cooperative Agreement (CA) Information

CA Name: City of East Point

CA Number: JT 02D05621

State: GA

Announcement Year: 2021

Initial Project Period: 07/01/2021 to 06/30/2024

Current POP End Date:

Status: Open Cooperative Agreement

2
Enter Performance Measure Data

General Notes

- Required fields denoted with *
- EPA Form #6200-04, Form Approved, OMB No. 2050-0192, Expires 03-31-2026

How do Federal Fiscal (FYs) and Quarters work? [+ Expand](#)

Temporary Submission Notes (No Notes Added) [- Collapse](#)

These notes are a temporary note to your regional representative to ask a question or share comments about this work package. When the work package is approved, the temporary submission notes are deleted.

3
Review & Submit

Performance Measure Information

Number of Training Cohorts Completed	Cohort End Dates (Select all that apply)	Q1	Q2	Q3	Q4	Cumulative	Number of participants entering registered apprenticeships, labor management partnerships or other workforce training programs	Q1	Q2	Q3	Q4	Cumulative
		(Oct-Dec)	(Jan-Mar)	(Apr-June)	(July-Sept)			(Oct-Dec)	(Jan-Mar)	(Apr-June)	(July-Sept)	
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	FY 2022	0	0	8	5	13
FY 2021		0	0	0	0	0	FY 2021	0	0	0	0	0
Cumulative						3	Cumulative					33



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.

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 environmental 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**



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

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