ACRES 6.0 Training for
Job Training Cooperative Agreement Recipients

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Agenda

- How can I use the data in ACRES
- How EPA uses my data
- ACRES Registration
- The ACRES Workflow
- Entering & Submitting your Job Training data
- Updates to the Job Training Form
- ACRES Demonstration
- ACRES Resources

How Does ACRES Help Me?

o **Convenient**
- Access your project data anywhere/anytime you have Internet access
- Electronic filing cabinet for performance measures data

o **Increased Efficiency / Increased Accuracy**
- Contains validations to assist in entering data appropriately
- Facilitates thorough QA process
- Central source for job training performance measures

o **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- All submissions are saved for historical reference in the Submission Archive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**

○ **Brownfields Program data are highly visible – therefore data quality is very important**

○ **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 analysis requests, and budget-related queries**
- **Track and report Program goals and accomplishments**
- **Create communication and outreach materials**

Brownfields at a Glance
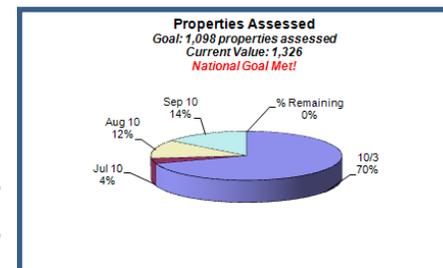
Brownfields Program Analysis

ACRES Registration

○ Registration is accessed through the ACRES Login page at https://acres6.epa.gov/ . You will need to create a Login.gov account.

○ A Registration Quick Reference Guide is available at https://www.epa.gov/brownfields (Under Resources)

○ Once you have completed registration, you will receive a confirmation email & another once you've been given access to ACRES.

○ Once you are logged into ACRES, you can add multiple cooperative agreements to your ACRES account.
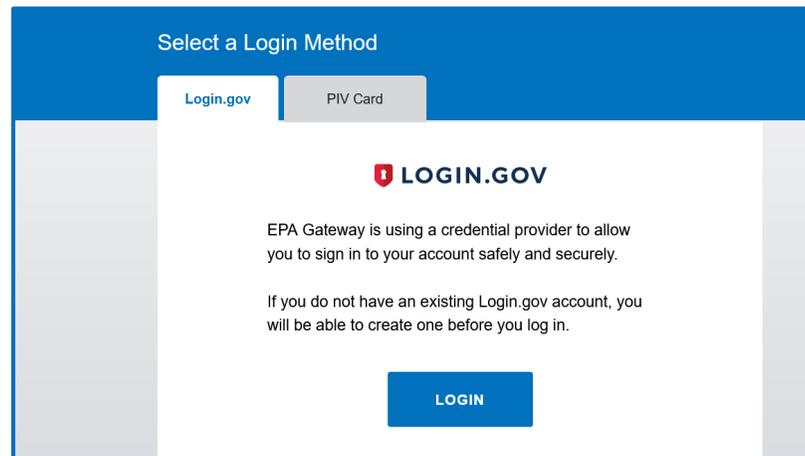
Key Terms/Concepts

Work Package

- A work package is created when you click the "Enter Performance Data" link to add/update job training information. This "package" moves through the data entry and approval processes.

- Only one work package can exist at a time for a CA, so if you are editing the work package, nobody else can update the job training data until it completes review. Once approved, a new work package can be created to record new data.

- You can create an unlimited number of work packages. It is important to enter data whenever if becomes available (at the beginning\end of each quarter) and submit it to your PO for review.

Workflow

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

The ACRES Workflow

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

The status of a work package indicates where it is in the workflow.

Grantee Enters Data

Project Officer Reviews Data

Headquarters Reviews Data

Edits in Progress → Locked for Regional Review → Locked for National Program Review → Data Available for Reporting
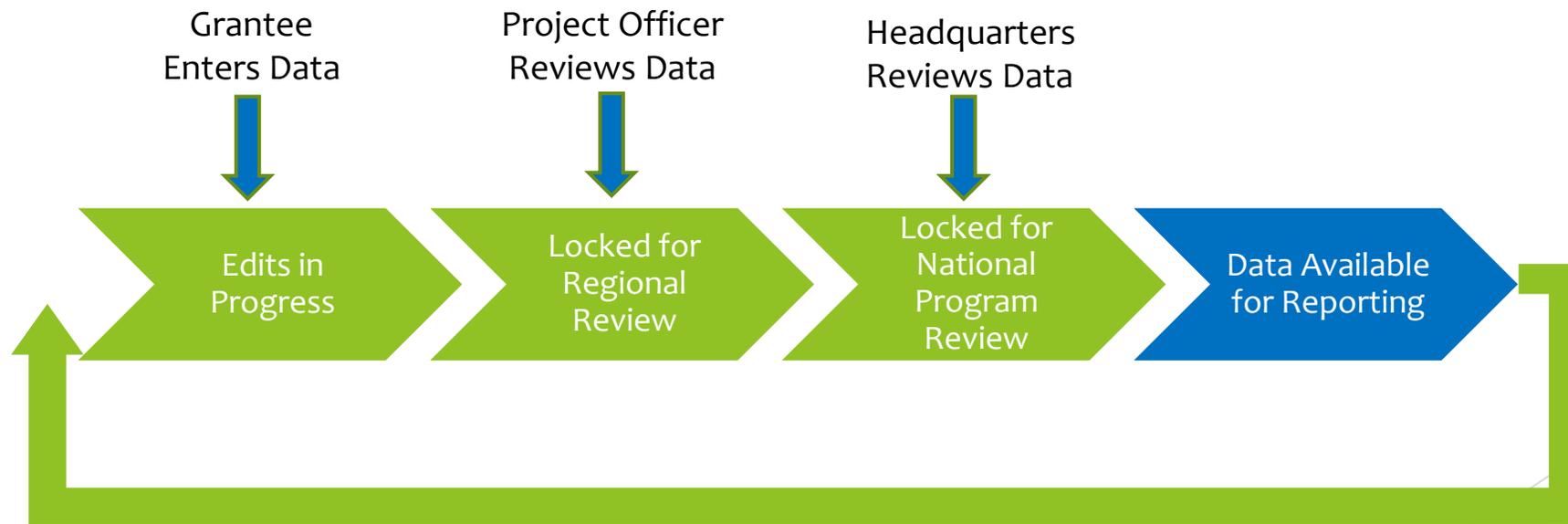
ACRES

How is Data Organized?

○ **Each signed Cooperative Agreement is one 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 Local JT     │
            │    Organization      │
            └──────────────────────┘
              ↓                  ↓
   ┌──────────────┐        ┌──────────────┐
   │  JT CA 2019  │        │  JT CA 2023  │
   └──────────────┘        └──────────────┘
          ↓                       ↓
   ┌──────────────┐        ┌──────────────┐
   │ Performance  │        │ Performance  │
   │  measures    │        │  measures    │
   └──────────────┘        └──────────────┘
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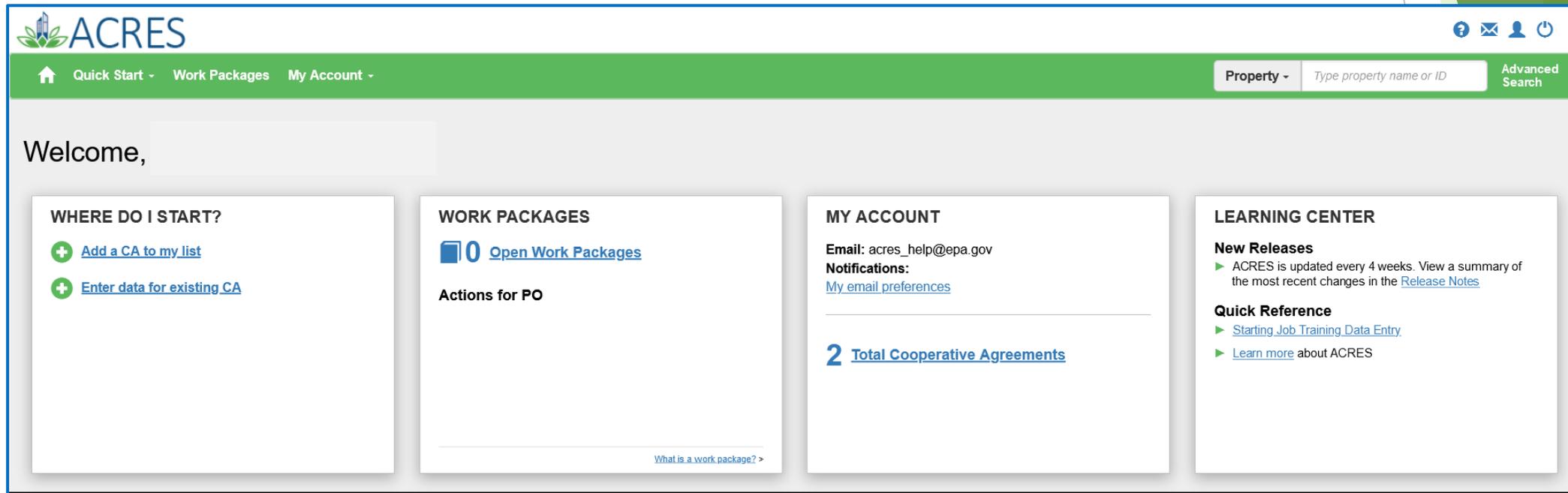
ACRES

Your ACRES Home Screen

Adding your CA# to your ACRES Account

○ To add a CA, click 'Add a Cooperative Agreement to My List.'

○ You will need the eight-digit CA number for the CA you are adding. Do not include the JT.

○ You will be given the chance to confirm the CA before it is added to your Home screen.

JT Performance Measures Home

Each Job Training CA has homepage. This a great way to see if your Job Training CA is up to date. This page displays all your cooperative agreement information and all reported data, including reported cumulative numbers for each question and leveraged funding.

Entering your Performance Measures Data

- ○ From your ACRES home page, click the 'Enter data for existing CA.'
- ○ Click the CA you would like to update.

Job Training Data Entry

Submitting Your Work Package

...Further down the data entry page

Leveraged Funding Details

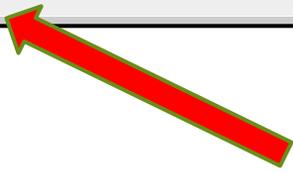| Funding Source Name	Activity Funded	Amount	
City of Boise	Recruitment, screening applicants	$147,800.00	
City of Boise	Program Management	$166,980.00	
City of Boise	Outreach	$7,400.00	
Environmental and Water Professionals	Instruction	$25,000.00	
Environmental and Water Professionals	Mentoring	$30,000.00	
City of Boise	Lead Abatement Worker Training Costs	$17,760.00	
		Total Funds Leveraged: $394,940.00	

➕ Add Funding

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

ACRES

Data Entry: Submission
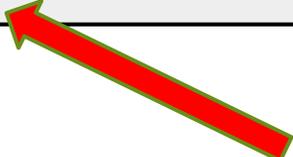
ACRES Performance Measures Submission

○ The 'Save changes' button allows you to save any changes and come back to your performance measures before submitting your work to your EPA Project officer.

○ To submit data to your EPA project officer, you must click 'Save and continue to REVIEW & SUBMIT' at the bottom the page. After verifying the data, click 'SUBMIT DATA NOW.'

- This action will move the work package to the next status in the workflow.

○ Your Job Training performance measures should be submitted for review each time you make an update.

○ ACRES does not limit the number of times you're able to update your performance measures.

○ ACRES even allows users to make updates to previous years' data!

ACRES

Job Training Form Updates

- **The Job training form has been updated this year (2023) to add new data fields.**

  NEW

  - Cohort start and end dates
  - Success stories

- **Verification was 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.**

ACRES

What if I have Questions?
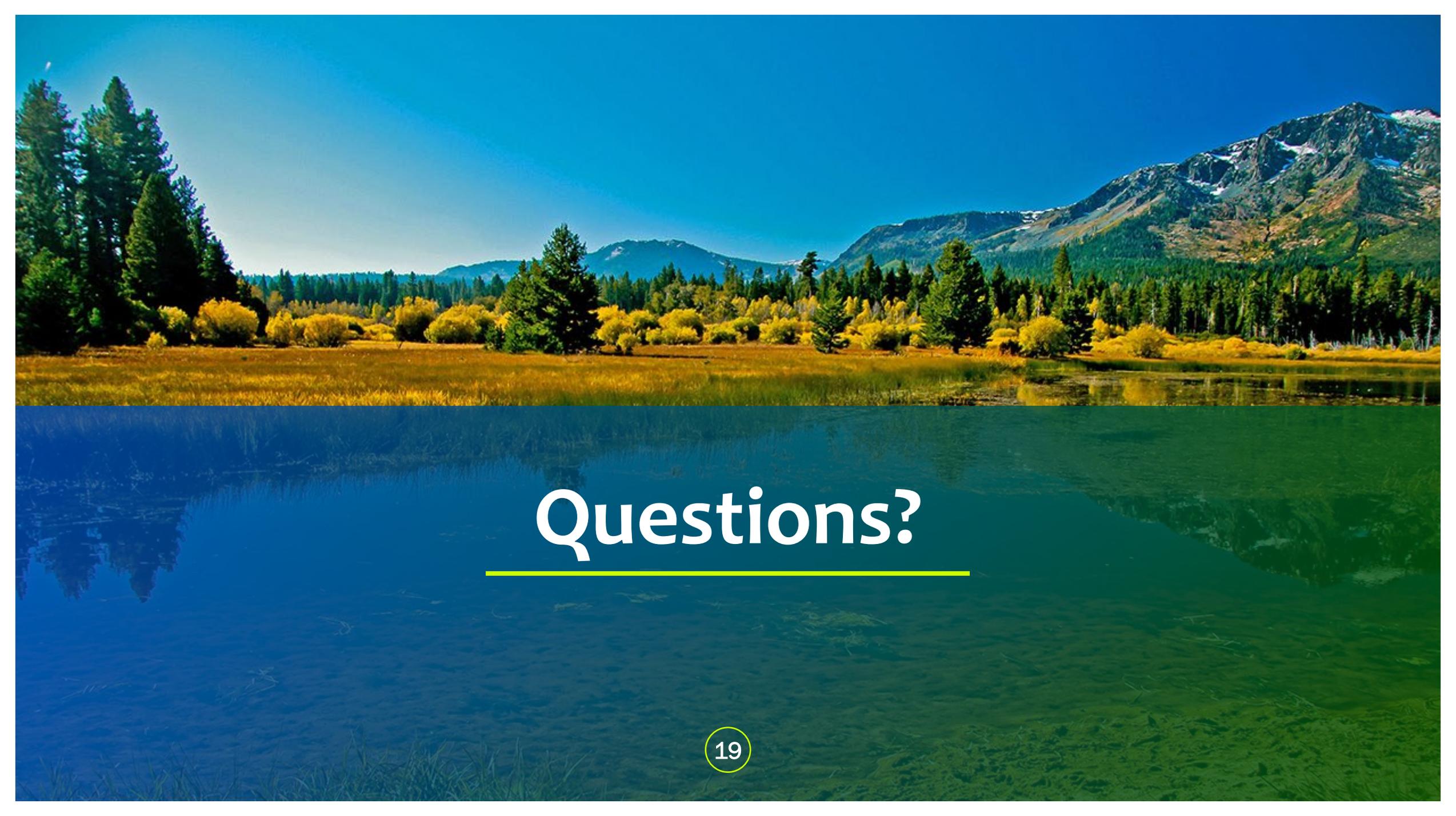
Registration
    https://acres6.epa.gov

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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