
ACRES 6.0 Training for Job Training Cooperative Agreement Recipients

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

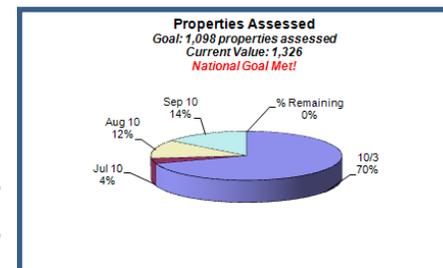


How Does ACRES Help Me?

- **Convenient**
 - Access your project data anywhere/anytime you have Internet access
 - Electronic filing cabinet for performance measures 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 - All submissions are saved for historical reference in the Submission Archive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
- 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



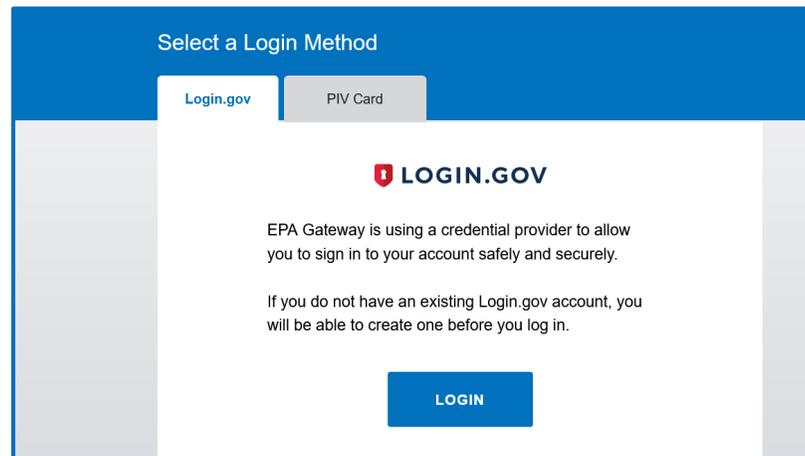
Brownfields Program Analysis

Brownfields at a Glance



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 it becomes available (at the beginning/end of each quarter) and submit it to your PO for review.

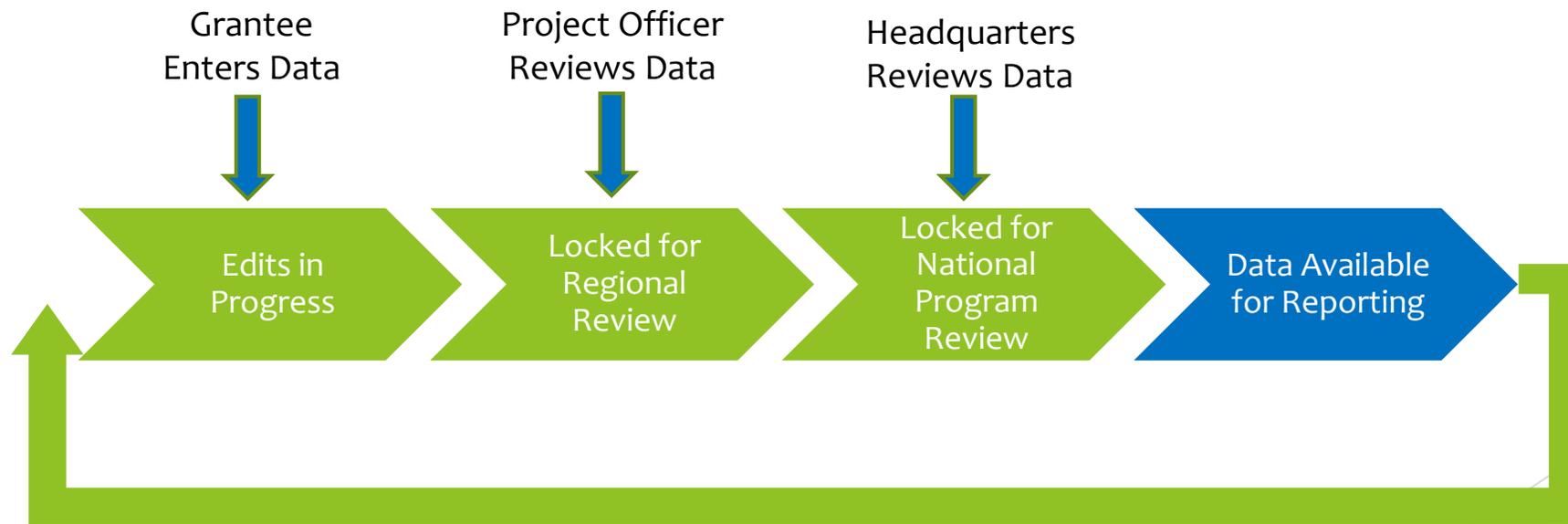
Workflow

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

The ACRES Workflow

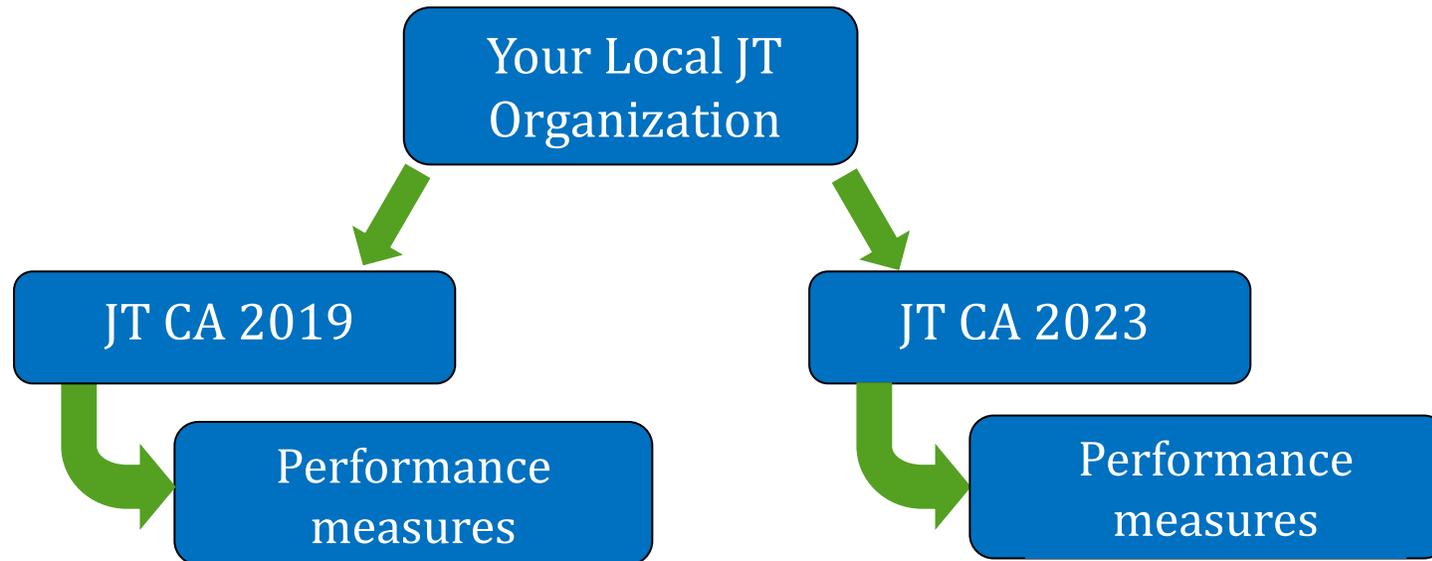
The series of actions and states that a work package must pass through before being completed/approved.

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

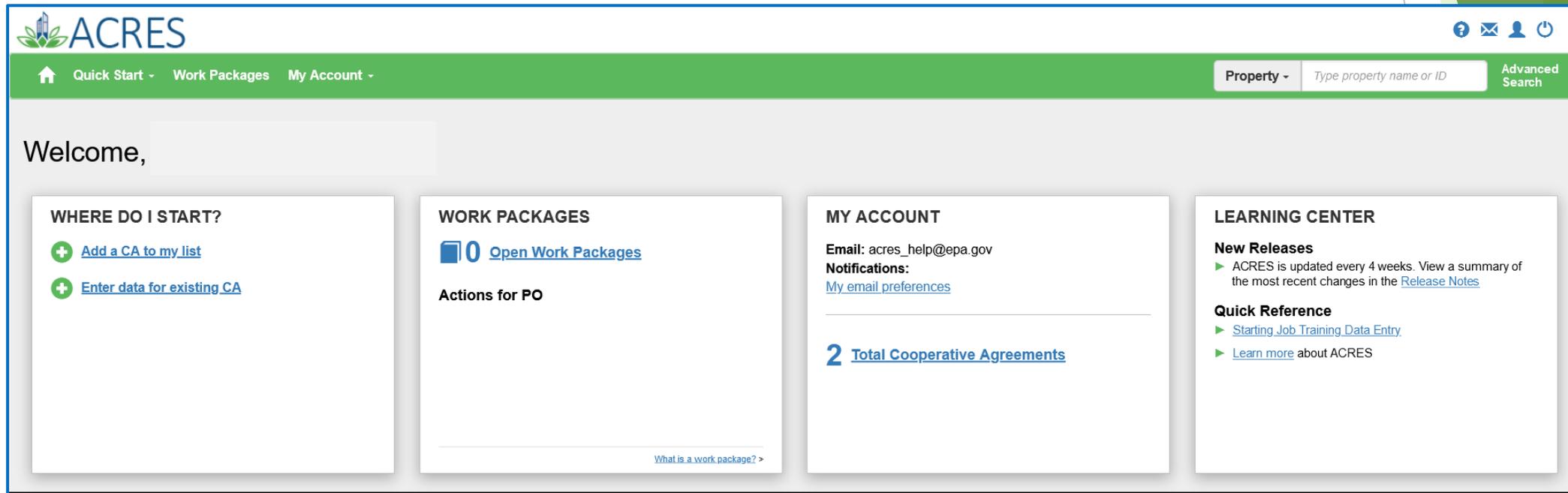


How is Data Organized?

- 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:



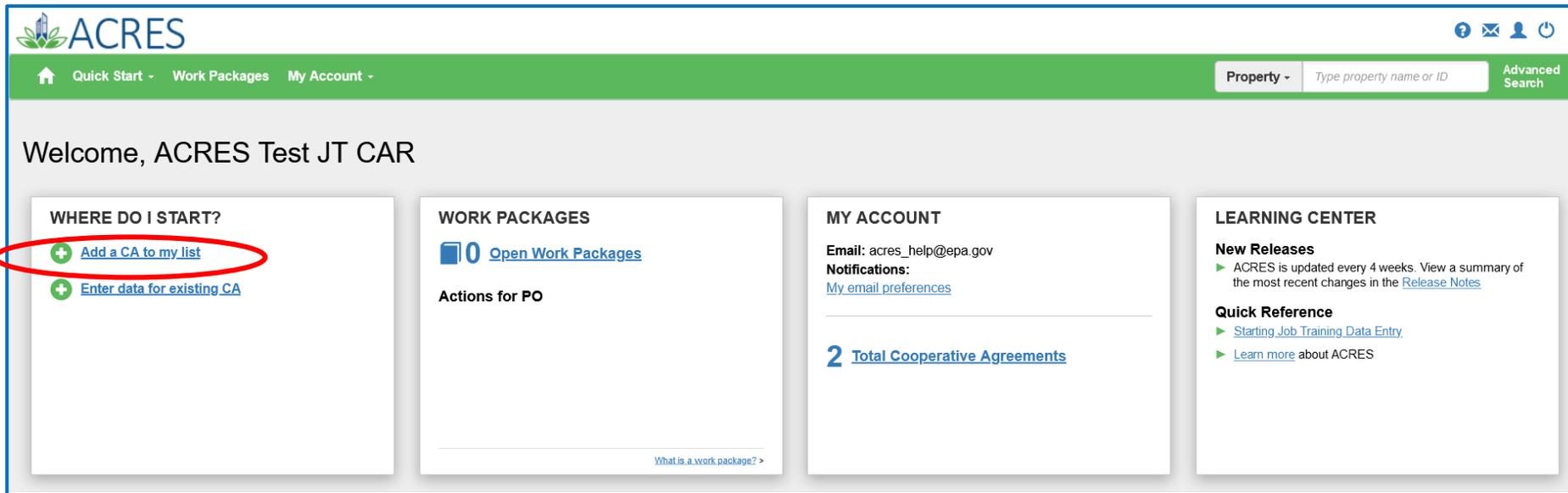
Your ACRES Home Screen



The screenshot shows the ACRES Home Screen. At the top left is the ACRES logo. To its right is a navigation bar with links for 'Quick Start', 'Work Packages', and 'My Account'. On the far right of the navigation bar are icons for help, email, user profile, and power. Below the navigation bar is a search box labeled 'Property' with a dropdown arrow and a text input field containing 'Type property name or ID'. To the right of the search box is an 'Advanced Search' button. Below the navigation bar, the main content area starts with a 'Welcome,' message. There are four main content blocks: 1. 'WHERE DO I START?' with two links: 'Add a CA to my list' and 'Enter data for existing CA'. 2. 'WORK PACKAGES' with a link 'Open Work Packages' and a sub-section 'Actions for PO'. 3. 'MY ACCOUNT' with email 'acres_help@epa.gov', a 'Notifications' section with a link 'My email preferences', and a large blue number '2' followed by the link 'Total Cooperative Agreements'. 4. 'LEARNING CENTER' with a 'New Releases' section containing a link to 'Release Notes' and a 'Quick Reference' section with links to 'Starting Job Training Data Entry' and 'Learn more about ACRES'. A small link 'What is a work package?' is located at the bottom of the 'WORK PACKAGES' block.

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.



The screenshot displays the ACRES web application interface. At the top, the ACRES logo is on the left, and navigation links for 'Quick Start', 'Work Packages', and 'My Account' are in the center. On the right, there is a search bar labeled 'Property' and an 'Advanced Search' button. Below the navigation, a welcome message reads 'Welcome, ACRES Test JT CAR'. The main content area is divided into four columns: 'WHERE DO I START?' with two links, 'WORK PACKAGES' with a count of 0 and a link to 'Open Work Packages', 'MY ACCOUNT' with email and notification settings and a count of 2 for 'Total Cooperative Agreements', and 'LEARNING CENTER' with 'New Releases' and 'Quick Reference' sections. The link 'Add a CA to my list' in the 'WHERE DO I START?' section is circled in red.

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.

ACRES
Work Packages Quarterly Reports Find Property: Search by Name, ID...

Cooperative Agreement (CA) Detail for Boise Workforce TST

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

Basic Info		Dates & Statuses		Funding	
ACRES CA ID:	BF 00TST121	Award Date:	07/22/2009	Funding Source:	Regionally Funded
State:	ID	Initial Project Period:	10/01/2010 to 03/01/2020	Total Funded:	\$0.00
CA Type:	Job Training	Current POP End Date:		CA Contact	
Announcement Year:	FY09	Status:	Open	Primary Reviewer/Contact:	Test EPA, ACRES EPA Regional Brownfields Team acres_help@epa.gov 7032843200

Actions

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

Work Package Status: Edits in Progress

Performance Measure Information

Performance Measure	Cumulative Value
Number of Participants Entered in Training	70
Number Participants Completing Training	6
Number Participants Obtaining Employment	4
Average Hourly Wage of Participants Obtaining Employment	\$15.00
Number of Veterans Entering Training	58
Number of Individuals that did not Obtain Employment but are Pursuing Education (e.g., GED, college courses, etc.)	4

Funds Leveraged

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	Lead Abatement Worker Training Costs	\$17,760.00
City of Boise	Outreach	\$7,400.00

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.

The screenshot displays the ACRES web application interface. At the top left is the ACRES logo. Below it is a navigation bar with links for 'Quick Start', 'Work Packages', and 'My Account'. On the right side of the navigation bar is a search box labeled 'Property' with a placeholder 'Type property name or ID' and an 'Advanced Search' button. The main content area is titled 'Welcome, ACRES Test JT CAR' and is divided into four columns:

- WHERE DO I START?**
 - + [Add a CA to my list](#)
 - + [Enter data for existing CA](#) (This link is circled in red, and a red arrow points to it from the right.)
- WORK PACKAGES**
 - 0 [Open Work Packages](#)
 - Actions for PO
 - [What is a work package? >](#)
- MY ACCOUNT**
 - Email: acres_help@epa.gov
 - Notifications:
[My email preferences](#)
 - 2 [Total Cooperative Agreements](#)
- LEARNING CENTER**
 - New Releases**
 - ▶ ACRES is updated every 4 weeks. View a summary of the most recent changes in the [Release Notes](#)
 - Quick Reference**
 - ▶ [Starting Job Training Data Entry](#)
 - ▶ [Learn more](#) about ACRES

Job Training Data Entry

🏠 Quick Start ▾ Work Packages Reports ▾ My Account ▾
Property ▾ [Advanced Search](#)

Job Training Reporting Form - Southern Idaho Workforce Development Group TST

1
 Enter CA Information

2
 Enter Performance Measure Data

3
 Review & Submit

Cooperative Agreement (CA) Information

Cooperative Agreement (CA) Information

CA Name:	Southern Idaho Workforce Development Group TST
CA Number:	BF 00TST127
State:	ID
Announcement Year:	2016
Initial Project Period:	10/01/2016 to 08/28/2023
Current POP End Date:	
Status:	Open Cooperative Agreement

General Notes

- Required fields denoted with *
- EPA Form #6200-03 (9-2006), Form Approved, OMB No. 2050-0192, Expires 01-31-2021

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)	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	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	FY 2023	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
FY 2022	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	FY 2022	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0

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	

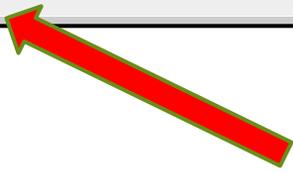
[Add Funding](#)

Supplemental Performance Measure Information (Optional)

Data Documentation

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

Notes:



Data Entry: Submission

Number of Individuals that did not Obtain Employment but are Pursuing Education (e.g., GED, college courses, etc.)	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative	Average Hourly Wage ⓘ	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative
FY 2019	0	0	0	4	4	FY 2019	\$0.00	\$0.00	\$0.00	\$15.00	\$15.00
FY 2018	0	0	0	0	0	FY 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2017	0	0	0	0	0	FY 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2016	0	0	0	0	0	FY 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2015	0	0	0	0	0	FY 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2014	0	0	0	0	0	FY 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2013	0	0	0	0	0	FY 2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2012	0	0	0	0	0	FY 2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2011	0	0	0	0	0	FY 2011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2010	0	0	0	0	0	FY 2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2009	0	0	0	0	0	FY 2009	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cumulative					4	Cumulative					\$15.00

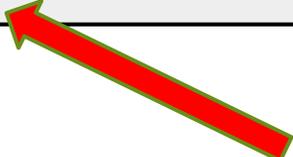
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City of Boise	Lead Abatement Worker Training Costs	\$17,760.00
		Total Funds Leveraged: \$394,940.00

Supplemental Performance Measure Information (Optional)

Data Documentation
There is no Data Documentation for this grant.

Approvals
-> Submit Data Now

[-> Submit Data Now](#)



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!

Job Training Form Updates

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

What if I have Questions?

Registration

<https://acres6.epa.gov>

ACRES Help Desk

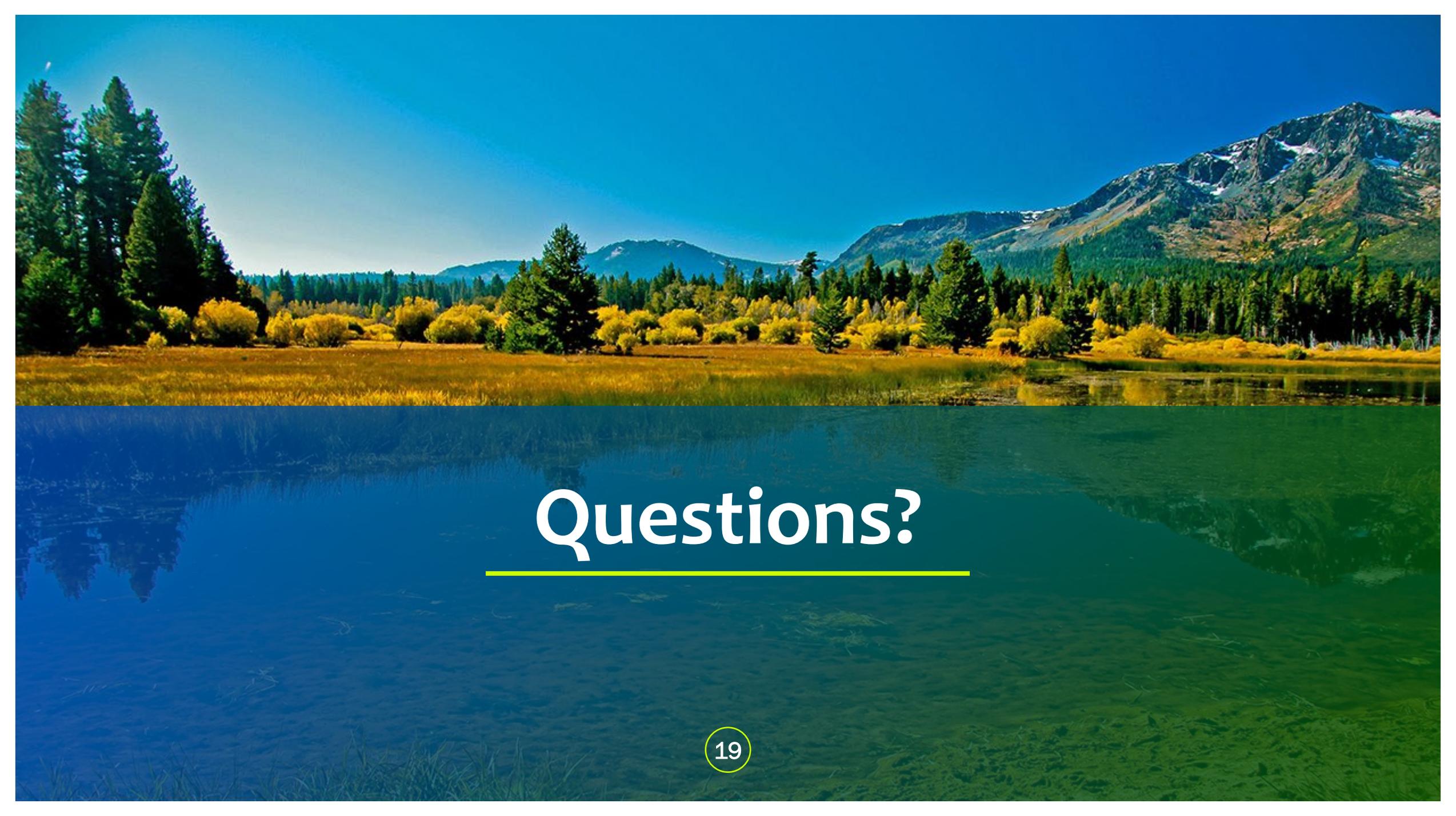
acres_help@epa.gov or (703)-284-8212

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 every ACRES page including the Log In page.





Questions?
