



Starting Job Training Data Entry

Job Training (JT) data entry can be initiated several different ways in ACRES. The instructions provided below are divided by accessing JT records through the My Projects tab or the My Cooperative Agreements tab on your ACRES Home screen.

First, open your Internet browser to the following URL: <https://cfext.epa.gov/acres/index.cfm>. Enter the User Name and Password you set during the EPA registration process, and click the “Log In” button. The ACRES Home page will display.

My Projects Tab

Under the My Projects tab on your Home screen, there are two subtabs: Open Work Packages and All My Projects. The Open Work Packages tab displays any work packages that you currently own for editing. The All My Projects tab displays any project that is associated with your user account (for example, JT records for which you have previously submitted work packages).

1. To start a new work package for a JT record that is already associated with your user account, locate the property in the list on the All My Projects tab and click “[Enter Data](#)” under the Action column to the right. This will open the data entry screens for the JT Work Package.

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

- “Getting Started” - a class providing instruction to new users on submitting property data (approx. 60 minutes). Offered Tuesday, March 12th (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, February 12th (2 pm Eastern).

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

What's New?
A new version of ACRES (v. 4.01.110) was released Tuesday, January 8, 2013. A summary of the changes that have been made to the system can be found in the [Release Notes](#).

My Projects **My Cooperative Agreements**

Open Work Packages **All My Projects**

All My Projects	ACRES Property ID	CA/TBA	Action	Status Since	Owner
150 W State Street TST (Property Home) No Archive Available	150898	North Boise Community Development Agency TST BP 00TST124 Assessment FY04	Enter Data		None
American Tower Bunker (Property Home) (Submission Archive)	40461	Lower Elwha Klallam Tribe RP 96012601 Section 128(a) State/Tribal FY06	View Submission Archive	Approved 10/2/2008	None
Job Training Performance Measures (JT Home) (Submission Archive)	N/A	Boise Workforce TST BP 00TST121 Job Training FY09	Needs Clarification Enter Data	3/13/2013	ACRES Test CAR (Cooperative Agreement Recipient)



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- To resume data entry on an existing JT Work Package, locate the record in the list on the Open Work Packages tab and click [“Enter Data”](#) under the Action column to the right. This will open the data entry screens for the JT Work Package.

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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
American Tower Bunker (Property Home) (No Archive Available)	40461	No	Snake River Tribal Council TST BF 00TST123 Section 128(a) State/Tribal FY08	Edits in Progress Enter Data
Boise Golf and Country Club AT (Property Home) (No Archive Available)	159894	No	Snake River Tribal Council TST BF 00TST123 Section 128(a) State/Tribal FY08	Edits in Progress Enter Data
Boise Golf and Country Club TST (Property Home) (No Archive Available)	159910	Owner: ACRES Test CAR Collab: Robert Downey	Idaho Office of Economic Development TST BF 00TST122 Cleanup FY09	Edits in Progress Enter Data
Boise Workforce TST (JT Home) (Submitter Archive)	N/A	N/A	Boise Workforce TST BF 00TST121 Job Training FY09	Needs Clarification Enter Data

My Cooperative Agreements Tab

The My Cooperative Agreements tab on your Home screen provides the list of all Cooperative Agreements (CAs) that are associated with your user account.

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My Projects **My Cooperative Agreements**

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

[Zander Environmental Health and Research Group](#)

[View Job Training Performance Measures](#)
State: AK Cooperative Agreement Type: Job Training Cooperative Agreement #: JT 00J46401 Announcement Year: FY11
Funding Type(s): Job Training - \$300,000.00

[Boise DEP TST](#)

[View 3 associated properties](#)
State: ID Cooperative Agreement Type: Assessment Cooperative Agreement #: BF 00TST120 Announcement Year: FY09
Funding Type(s): Hazardous - \$200,000.00

[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

[Idaho Office of Economic Development TST](#)

[View 2 associated properties](#)
State: ID Cooperative Agreement Type: Cleanup Cooperative Agreement #: BF 00TST122 Announcement Year: FY09
Funding Type(s): Hazardous - \$200,000.00

[Snake River Tribal Council TST](#)



1. Click the name of the CA to bring up the Cooperative Agreement Home screen.

If the CA you are looking for is not listed in the My Cooperative Agreements section of your Home screen:

- a. Click the “Add a Cooperative Agreement to My List” button at the bottom of your Home screen.

Add a Cooperative Agreement to My List

- b. Enter the eight-digit CA number, excluding prefixes and amendments, and choose the appropriate state from the drop down menu. Click the “Next” button.

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Add Cooperative Agreement

Enter the Cooperative Agreement Number and state below.

* indicates a required field.

* Cooperative Agreement Number:
98765432

(8 digit cooperative agreement #, excluding prefix and amendment)

* State:
Alaska

Next >>

Please Note:
Cooperative Agreement Recipients can only add grants to their 'My Cooperative Agreements' display that were awarded on or after 10/1/2002. Please contact your regional representative for information regarding Cooperative Agreements awarded prior to this date.

- c. On the following screen, make sure that the correct Cooperative Agreement record was identified and click “Confirm Cooperative Agreement.” If the CA displayed is not correct, click the “Change Cooperative Agreement” button and return to Step a.

Confirm Cooperative Agreement

[Change Cooperative Agreement](#)

2. Click the “[Enter Performance Measure Data](#)” in the Profile Information section at the top of the page. This will open the screens for entering job training performance measures data.

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Profile Information Collapse All

Boise Workforce AT

Cooperative Agreement #: BF00TRN1235 [View Cooperative Agreement Fact Sheet](#)

State: ID

Cooperative Agreement Type: Job Training

Announcement Year: FY09

Award Date: 07/22/2009

Initial Project Period: 10/01/2010 to 09/18/2011

Current POP End Date:

Status: ☒ Open Cooperative Agreement

Cooperative Agreement Contact:
ACRES Training JT CAR
acres_help@epa.gov
7032943290

Cooperative Agreement Profile Information ([View](#))

Cooperative Agreement Comments ([View](#))

No Archive Available

Enter Performance Measure Data



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Sample JT Performance Measures page for data entry.

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Job Training Performance Measures

EPA Form # 6200-03 (9-2006) Form Approved
OMB Number No. 2050-0192 Expires 07-31-2012
[See Complete JT Reporting Form](#)

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](#).

PART I - COOPERATIVE AGREEMENT RECIPIENT INFORMATION

Cooperative Agreement Recipient Name:
Boise Workforce TST
Cooperative Agreement #:
BF 00TST121

PART II - PERFORMANCE MEASURES INFORMATION

Performance Measure

	FY2012 Qtr 2	FY2012 Qtr 3	FY2012 Qtr 4	FY2013 Qtr 1	FY2013 Qtr 2	Cumulative
Number of Participants Completing Training	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	68
Number of Participants Obtaining Employment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	42
Average Hourly Wage of Participants Obtaining Employment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$17.57

FY2012
Qtr 2

FY2012
Qtr 3

FY2012
Qtr 4

FY2013
Qtr 1

FY2013
Qtr 2

Cumulative

Funds Leveraged

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

Add or Edit a Record

Funding Source Name

Activity Funded

Amount

\$

[Update Funds Leveraged](#)

Supplemental Performance Measures Information

[Save as Draft](#) [Cancel Changes](#)

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ACRES HELP DESK
acres_help@epa.gov or 703-284-8212
M-F, 9am-5pm EST

Updated March 2013

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For Recipients