ACRES 5.0 Training

for

Job Training Cooperative Agreement Recipients

September 2013

Introduction & Agenda

➢ Presenters

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➢ Agenda

- ACRES development and uses of the EPA Brownfields Program data

- How Job Training performance measure data are captured and managed in ACRES

- The entry and review process for Job Training Cooperative Agreement data

- ACRES Demonstration

- Where to go for help

ACRES

How Does ACRES Help Me?

- ➢ Convenient
  - Access your project data anywhere/anytime you have Internet access
  - Electronic filing cabinet for property 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  - All submissions are saved for historical reference in the Submission Archive
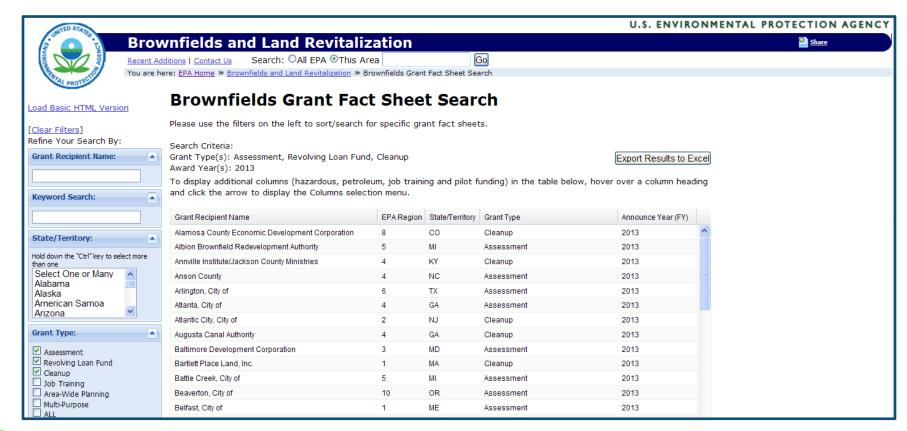
How Does EPA Use the Data in ACRES?

➢ ACRES is the Brownfields Program system of record

➢ 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 requests, and budget-related queries
- Track and report Program goals and accomplishments
- Create communication and outreach materials that accurately convey Program achievements to a variety of internal and external audiences

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

- Data are shared with other online databases

Where Can I Learn About Other Job Training Grants?

➢ Information about Job Training Grants are publicly available at:

- Brownfields Grant Fact Sheet Search Tool:
  http://cfpub.epa.gov/bf_factsheets/index.cfm

ACRES Registration

➢ Registration is accessed through the ACRES Login page at https://cfext.epa.gov/acres/

➢ There is a Quick Reference Guide and an Informational Video for the registration process at http://epa.gov/acres/

➢ Once you have completed registration, you will receive a confirmation email which will provide you with your ACRES username.

➢ Separate accounts are not needed for each Cooperative Agreement

➢ If you already have an account, we will walk through the process of adding a new Cooperative Agreement during the demonstration.

➢ After the registration process is completed, ACRES is accessed through the same URL used to register: https://cfext.epa.gov/acres/

ACRES Registration

New feature!!

ACRES no longer uses CDX and you've landed directly on the ACRES Log In page. Now ACRES is even easier to access.

If you reached this page through your old CDX log in address, you were rerouted to the new address automatically. Please begin using the updated address: https://cfext.epa.gov/acres/index.cfm.

Add this to your favorites by pressing <CTRL> + D on your keyboard.

Please Log In

Username:

Password:

Log In

Forgot your username or password?

New to ACRES? One Time Registration

ACRES

ACRES Registration

Personalize

ALL FIELDS ARE REQUIRED

First Name:

Last Name:

Email Address:
format: emailId@domainname.com

Street Address:

City:

Country:

State/Province/Region:

Postal Code:

Daytime Phone Number:

EPA Contact Name:

EPA Contact's Email Address:
format: emailId@domainname.com

EPA Contact's Phone Number:
format: (xxx) xxx-xxxx

Passwords must be at least 8 characters long and contain at least one lower case letter and one number and no spaces

Password:

Confirm Password:

Select the Community or Application for which you are requesting access

ACRES

☐ I accept the EPA Privacy & Security Notice. Click here to read Click.

Submit   Cancel

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Submitting Your Job Training Data

➢ ACRES is the preferred method for submitting Job Training data

- A copy of the current Job Training Reporting Form (JTRF) can be found at http://www.epa.gov/brownfields/pubs/index.html

➢ Data should be updated in ACRES as soon as there is new activity to report

➢ You can edit data that you entered previously

Job Training Form Updates

➢ The Job training form is evaluated every three years for new data fields needed and modifications to improve the work flow.

➢ Recently added fields include:

- Number of Participants Entering Training
- Number of Veterans Entering Training
- Number of Individuals that did not Obtain Employment but are Pursuing Education (e.g., GED, college courses, etc.)

➢ Verification has been 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.

Key Terms/Concepts

➢ Work Package

- Any set of related data that need to be entered, edited and/or approved together

- For example, all data from the Job Training Reporting Form constitute a single work package

➢ Workflow

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

What is the ACRES Workflow?

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

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

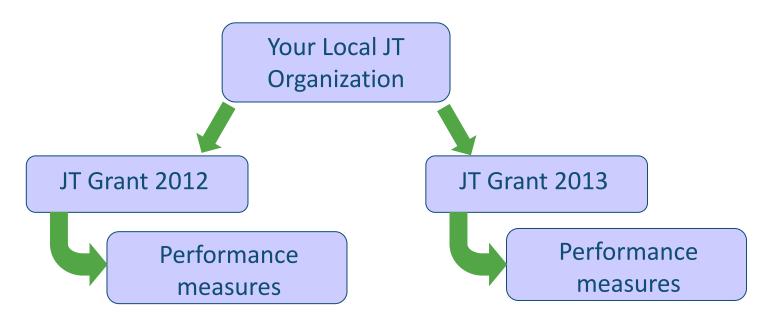| Grantee Enters Data	Region Reviews Data	Headquarters Reviews Data	Data Available for Reporting

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Workflow Basics

- You may begin entering data one day and finish up later in the day, week, etc.

- You will want to have submitted all of your data prior to closing out your grant

- To submit data to your EPA project officer, you must click 'REVIEW & SUBMIT' on the Review & Submit screen and after verifying the data, click 'SUBMIT DATA NOW '

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

    - You can retrieve your work package from EPA before it is Locked for Review
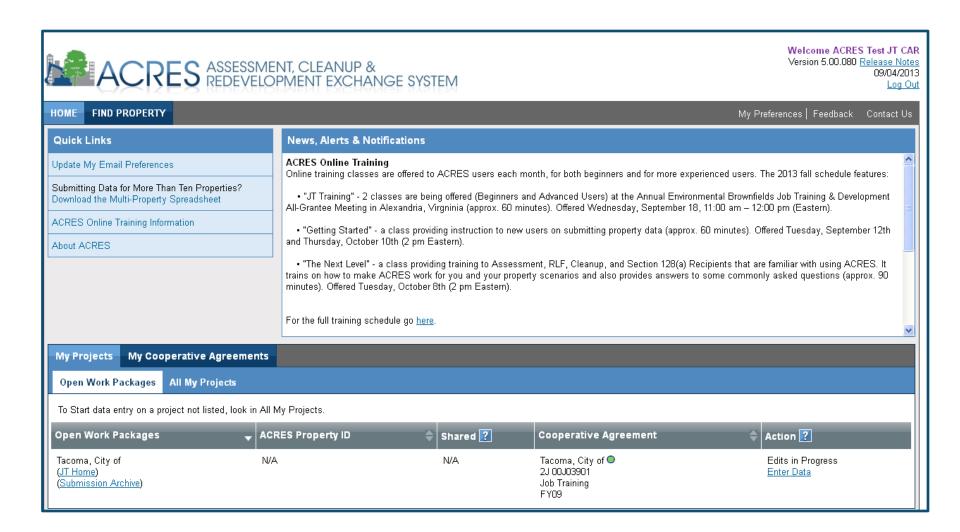
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Show me the Money!

➢ Each signed Cooperative Agreement is one grant 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:
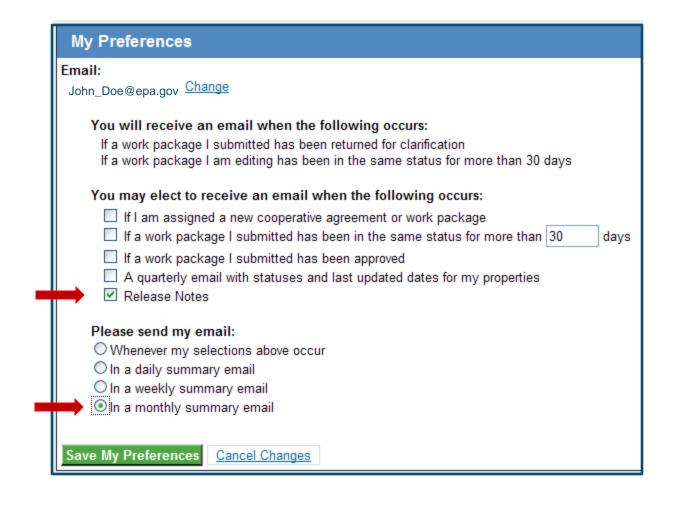
```
            Your Local JT
            Organization

JT Grant 2012              JT Grant 2013

    Performance               Performance
    measures                  measures
```

Your ACRES Home Screen

Email Notification Preferences

Adding a New CA to Your Home Screen

➢ At the bottom of the My Cooperative Agreements tab display, click the 'Add a Cooperative Agreement to My List' button

➢ You will need the eight-digit CA number for the CA you are adding

- You will be given the chance to confirm the CA or search again before it is added to your Home screen

Accessing Your Projects to Enter Data
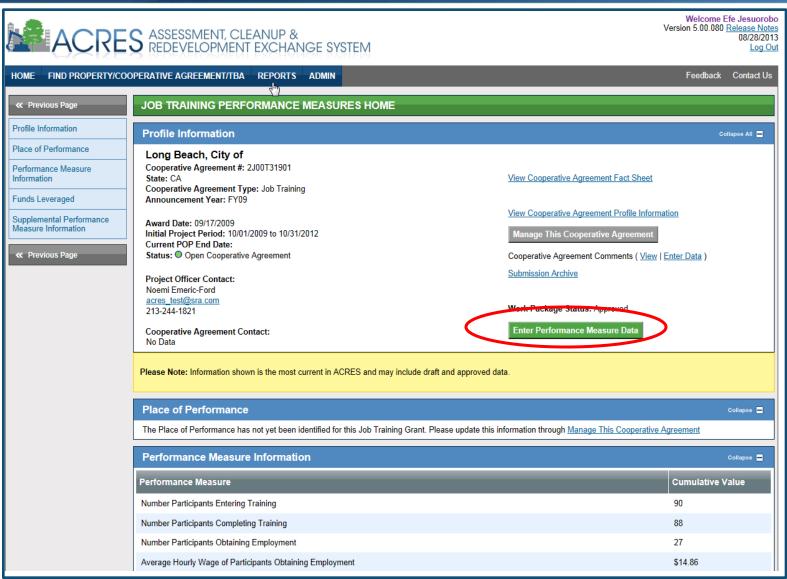
➢ From the My Projects tab, you can access your projects

- Open Work Packages – displays a list of all work packages you currently own for data entry
- All My Projects – displays a list of all projects with which you are associated

➢ To begin or resume data entry for a property – click the 'Enter Data' link

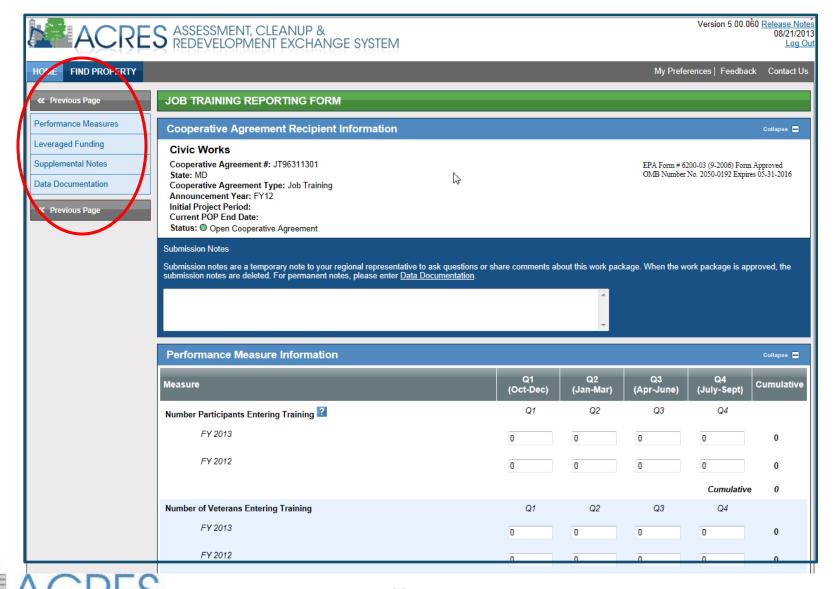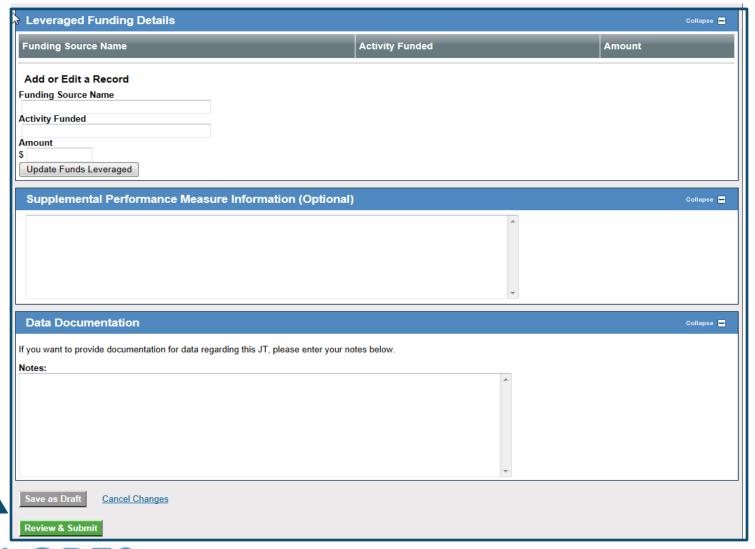# JT Performance Measures Home

JT Performance Measure Data Entry Screen

JT Performance Measure Data Entry Screen

Performance Measure Information   Collapse ▬

Measure	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative
Number Participants Entering Training ?	Q1	Q2	Q3	Q4	
FY 2013	0	0	0	0	0
FY 2012	0	0	0	0	0
				Cumulative	0
Number of Veterans Entering Training	Q1	Q2	Q3	Q4	
FY 2013	0	0	0	0	0
FY 2012	0	0	0	0	0
				Cumulative	0
Number Participants Completing Training	Q1	Q2	Q3	Q4	
FY 2013	0	0	0	0	0
FY 2012	0	0	0	0	0
				Cumulative	0
Number Participants Obtaining Employment ?	Q1	Q2	Q3	Q4	
FY 2013	0	0	0	0	0
FY 2012	0	0	0	0	0
				Cumulative	0
Number of Individuals that did not Obtain Employment but are Pursuing Education (e.g., GED, college courses, etc.)	Q1	Q2	Q3	Q4	
FY 2013	0	0	0	0	0
FY 2012	0	0	0	0	0
				Cumulative	0

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Submit Your Work Package

…Further down the data entry page

Leveraged Funding Details   Collapse ▬

Funding Source Name	Activity Funded	Amount

Add or Edit a Record

Funding Source Name

Activity Funded

Amount

$ _____

[Update Funds Leveraged]

Supplemental Performance Measure Information (Optional)   Collapse ▬

Data Documentation   Collapse ▬

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

Notes:

[Save as Draft]   Cancel Changes

[Review & Submit]

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Data Entry: Review

Performance Measures

Collapse ▄

Measure	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative
Number Participants Entering Training ❓	Q1	Q2	Q3	Q4	
FY 2013	20	10	0	0	30
FY 2012	0	0	0	0	0
FY 2011	0	0	0	0	0
FY 2010	0	0	0	0	0
FY 2009	0	0	0	0	0
				Cumulative	30
Number of Veterans Entering Training	Q1	Q2	Q3	Q4	
FY 2013	1	3	0	0	4
FY 2012	0	0	0	0	0
FY 2011	0	0	0	0	0
FY 2010	0	0	0	0	0
FY 2009	0	0	0	0	0
				Cumulative	4
Number Participants Completing Training	Q1	Q2	Q3	Q4	
FY 2013	10	5	0	0	15

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Data Entry: Submission

Leveraged Funding   Collapse ▬

Funding Source Name	Activity Funded	Amount
MDC, Workforce Investment Act-DOL	Case Management, Gas/Bus Vouchers, supplies, rent, outreach & recruitment	$6,400.00
Clover park Tech College	Staff salaries, office supplies	$4,971.00
DOL/WIA, WA State Com Jobs, CPTC	Staff salaries and Car Repair	$7,603.00
MDC, DOL & WIA	Case Management, Outreach, Recruitment, Rent, Supplies, Bus & Gas Vouchers.	$8,080.00
CTED, WIA, LEAP	Case Management, Outreach, Operations	$8,875.00
MDC, WIA, CTED & City of Tacoma-LEAP	Wages, case management, office space, utilities, travel, transportation costs, computer/supplies	$6,650.00
Workforce Investment Act, Comm. Trade & Econ. Deve	Salaries, Benefits, Overhead	$518.00
MDC, WIA, CTED, City of Tacoma	Case Management, Operations, office, Travel, Gas Vouchers, Supplies	$8,550.00
DOL-WIA	Staff Salaries	$5,609.00
	Total Funds Leveraged:	**$57,256.00**

Supplemental Info   Collapse ▬

Notes:
In addition to the job placement numbers, 19 Graduates were/are enrolled in Continuing Education Programs and/or particpated in an On-the-Job and Internship training program.

Data Documentation   Collapse ▬
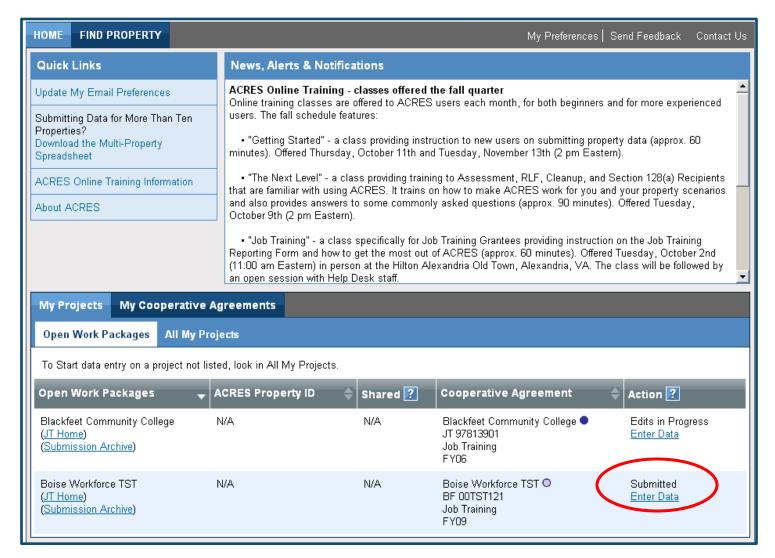
There is no Data Documentation for this grant.

Approvals

Cooperative Agreement Recipient Project Manager
Name: Test JT CAR, ACRES/Boise Brownfields ▾   **SUBMIT DATA NOW**
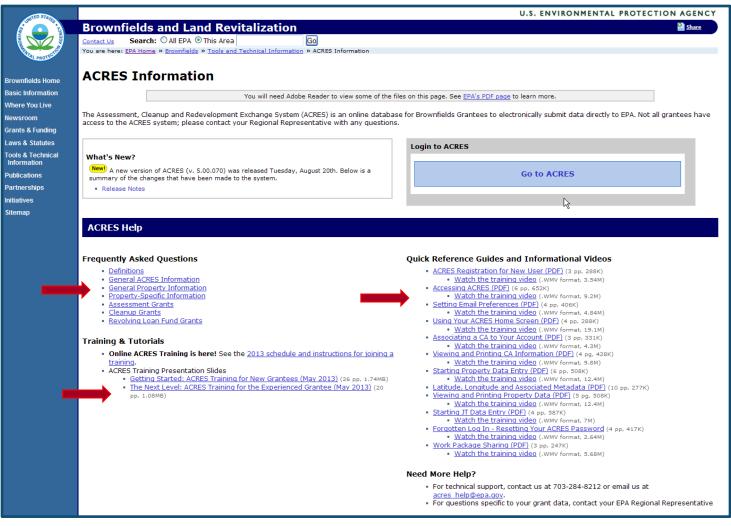
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Data Entry: Submission

What Did You Learn

➢ Can I manage multiple grants under one account?

➢ When should job training data be submitted?

➢ What resources are available to me as a grantee?

➢ Who do you call if you have questions?

ACRES

ACRES Resources

➢ http://www.epa.gov/acres

Resources

➢ ACRES Help Desk

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

➢ EPA's ACRES Web site: http://www.epa.gov/acres

- Quick Reference Guides
- Training videos
- Training materials
- Future training dates
- Release notes