



# **ACRES 6.0 Training for Job Training Cooperative Agreement Recipients**

# 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**

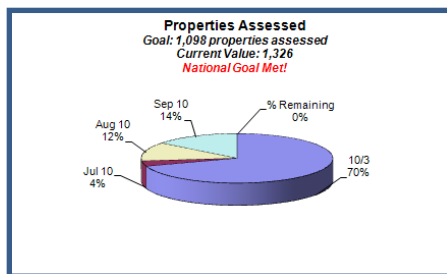
- Contains validations to assist in entering data appropriately
- Facilitates thorough QA process
- Central source for job training performance measures

## ➤ **Easy Tracking**

- Provides the current status of data entered; transparent review process
- All submissions are saved for historical reference in the Submission Archive

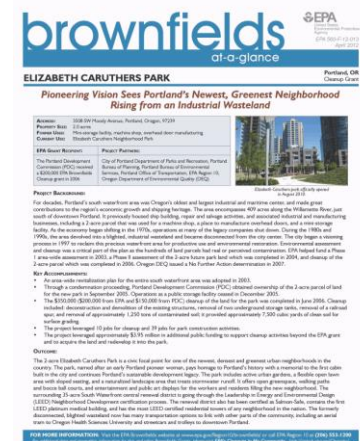
## How Does EPA Use the Data in ACRES?

- 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 at a Glance

## Brownfields Program Analysis




# 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/](http://cfpub.epa.gov/bf_factsheets/)



**Brownfields and Land Revitalization**

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Refine Your Search By:

**Grant Recipient Name:**

**Keyword Search:**

**State/Territory:**

Hold down the "Ctrl" key to select more than one

Select One or Many

Alabama

Alaska

American Samoa

Arizona

**Grant Type:**

☐ Assessment

☐ Revolving Loan Fund

☐ Cleanup

☒ Job Training

☐ Area-Wide Planning

☐ Multi-Purpose

☐ ALL

\* For Grants funded by the American Recovery and Reinvestment Act of 2009 (Recovery Act), please enter "Recovery" or "Stimulus" in the keyword search.

**Grant Announcement Year:**


**Brownfields Grant Fact Sheet Search**

Please use the filters on the left to sort/search for specific grant fact sheets.

Search Criteria:  
Grant Type(s): Job Training  
Award Year(s): 2014

To display additional columns (hazardous, petroleum, job training and pilot funding) in the table below, hover over a column heading and click the arrow to display the Columns selection menu.

Grant Recipient Name	EPA Reg...	State/Territ...	Grant Type	Announce Year (FY)
Alaska Forum, Inc.	10	AK	Job Training	2014
Camden, City of	6	AR	Job Training	2014
Civic Works, Inc.	3	MD	Job Training	2014
Corporation to Develop Communities of Tampa, Inc.	4	FL	Job Training	2014
Cypress Mandela Training Center, Inc.	9	CA	Job Training	2014
Detroit, City of	5	MI	Job Training	2014
Durham, City of	4	NC	Job Training	2014
Energy Coordinating Agency	3	PA	Job Training	2014
Lewis and Clark County	8	MT	Job Training	2014
Limitless Vistas, Inc.	6	LA	Job Training	2014
Los Angeles Conservation Corps	9	CA	Job Training	2014
Memphis Bioworks Foundation	4	TN	Job Training	2014
Milwaukee, City of	5	WI	Job Training	2014
Mo-Kan Regional Council	7	MO	Job Training	2014
North Star Center for Human Development	1	CT	Job Training	2014
St. Nicks Alliance	2	NY	Job Training	2014
The Hunters Point Family	9	CA	Job Training	2014
The Workplace Inc.	1	CT	Job Training	2014



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# Grant Fact Sheet



- Brownfields Home
- Basic Information
- Where You Live
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- Grants & Funding
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- Publications
- Partnerships
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## Brownfields and Land Revitalization

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You are here: [EPA Home](#) » [Brownfields](#) » [Fact Sheet Search](#) » Civic Works, Inc., Baltimore, MD

U.S. ENVIRONMENTAL PROTECTION AGENCY



U.S. ENVIRONMENTAL PROTECTION AGENCY

### Brownfields 2014 Job Training Grant Fact Sheet Civic Works, Inc., Baltimore, MD

[Printable PDF](#) (1-2pp, 25k)

#### EPA Brownfields Program

In 2010, the EPA's Office of Brownfields and Land Revitalization (OBLR) led an effort to more closely collaborate with other programs within the Agency on workforce development and job training. Program offices now participating in the expanded initiative include the Office of Resource Conservation and Recovery (ORCR), Office of Superfund Remediation and Technology Innovation (OSRTI), Center for Program Analysis (CPA), Innovation, Partnerships, and Communication Office (IPCO), Office of Wastewater Management (OWM), Office of Chemical Safety and Pollution Prevention (OCSP), and the Office of Emergency Management (OEM). This initiative was created to develop a job training cooperative agreement opportunity that includes expanded training in other environmental media outside the traditional scope of brownfields hazardous waste assessment and cleanup. As a result of this effort, the Environmental Workforce Development and Job Training program now allows applicants to deliver a broader array of training in the environmental field, in addition to the traditional brownfields hazardous waste and petroleum training historically provided. Through the expanded Environmental Workforce Development and Job Training program, graduates develop wider skill sets that improve their ability to secure full-time, sustainable employment in various aspects of hazardous and solid waste management and within the larger environmental field, including water quality improvement and chemical safety. This effort also gives communities more flexibility to provide different types of environmental training based on local employers' hiring needs.

Environmental Workforce Development and Job Training grant funds are provided to nonprofit organizations and other eligible entities to recruit, train, and place predominantly low-income and minority, unemployed and underemployed residents from solid and hazardous waste-impacted communities. To date, EPA has funded 237 job training grants totaling over \$48 million through the former Brownfields Job Training program and Environmental Workforce Development and Job Training program. As of April 2014, approximately 12,800 individuals have completed training, and of those, approximately 9,100 have obtained employment in the environmental field, with an average starting hourly wage of \$14.00. This equates to a cumulative placement rate of approximately 71% since the program was created in 1998.

#### Job Training Grant

\$200,000.00

EPA has selected Civic Works, Inc., for an Environmental Workforce Development and Job Training grant. Civic Works plans to train 72 students, place 61 graduates in environmental jobs, and track graduates for one year. The core training program includes 146 hours of instruction in 40-hour HAZWOPER, OSHA confined space entry, Maryland lead abatement worker, OSHA hazardous site worker protection and emergency response, EPA AHERA supervisor certification, OSHA bloodborne pathogens certification, and fall protection certification. Civic Works and its partners are leveraging an additional 40 hours of life skills and job readiness training. Participants who complete the core training will earn seven state or federal certifications. Civic Works is targeting unemployed and underemployed Baltimore City residents living in impacted communities, with a focus on ex-offenders, veterans, people suffering from mental illness, recovering drug abusers, homeless individuals, and minorities. Key partners include Our Daily Bread Employment Center, Baltimore Child Support Office, Maryland New Directions, Episcopal Community Services, Baltimore Development Corporation, and a number of community-based organizations and environmental employers.

#### Contacts

For further information, including specific grant contacts, additional grant information, brownfields news and events, and publications and links, visit the [EPA Brownfields Web site](#) (<http://www.epa.gov/brownfields>).

EPA Region 3 Brownfields Team  
215-814-3246  
[EPA Region 3 Brownfields Web site](#) (<http://www.epa.gov/reg3hwmdb/bf-lr/>)

Grant Recipient: Civic Works, Inc., MD  
410-929-6124

The information presented in this fact sheet comes from the grant proposal; EPA cannot attest to the accuracy of this information. The cooperative agreement for the grant has not yet been negotiated. Therefore, activities described in this fact sheet are subject to change.

United States Environmental Protection Agency Washington, D.C. 20460	Solid Waste and Emergency Response (5105T)	EPA 560-F-14-012 May 2014
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Quick Reference Fact Sheet


85%



# ACRES Registration

- Registration is accessed through the ACRES Login page at <https://acres6.epa.gov/>
- 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 which will provide you with your ACRES username.
- Once you are logged into ACRES, you can add multiple cooperative agreements to your ACRES account

# Do I Need to Register? Yes!

 **EPA** United States Environmental Protection Agency

EPA Web Application Access Login

**Welcome to the EPA Web Application Access**

A gateway for authorized users to find, request access and manage EPA tools, applications and communities. If you **have** an EPA LAN account, log in using LAN account user id and password. If you **do not** have an EPA LAN account, you will need to [Self Register](#) for an account.

User ID

Password

Login

[Forgot your user-id or password \(external users only\)?](#)

**Warning Notice**

1. This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official Government business.
2. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action.
3. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement.
4. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Clicking the Login button constitutes consent to these terms.

<https://acres6.epa.gov>



# ACRES Registration

Self Registration

Personalize

ALL FIELDS ARE REQUIRED

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address: format: emailld@domainname.com	<input type="text"/>
Street Address:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text"/>
State/Province/Region:	<input type="text"/>
Postal Code:	<input type="text"/>
Daytime Phone Number:	<input type="text"/>
EPA Contact Name:	<input type="text"/>
EPA Contact's Email Address: format: emailld@domainname.com	<input type="text"/>
EPA Contact's Phone Number: format: (xxx) xxx-xxxx	<input type="text"/>

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

Password:	<input type="password"/>
Confirm Password:	<input type="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



# Job Training Form Updates

- The Job training form is evaluated every three years for new data fields needed and modifications to improve the workflow. There were no proposed Job training for updates in 2019.
- 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.

# Key Terms/Concepts

## ➤ **Work Package**

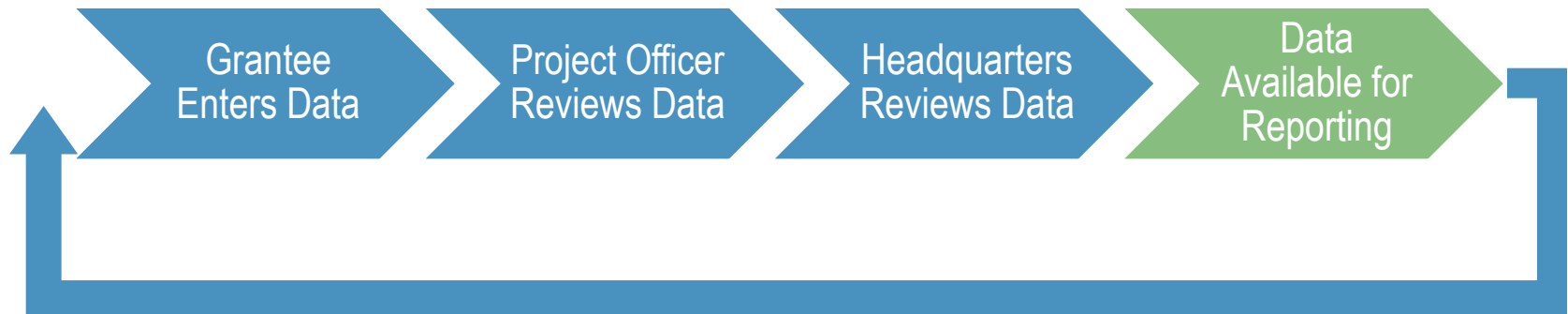
- Any set of related data that need to be entered, edited and/or approved together
- For example, all data from the Job Training Reporting Form constitute a single work package

## ➤ **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 and available for reporting.
- The status of a work package indicates where it is in the workflow.

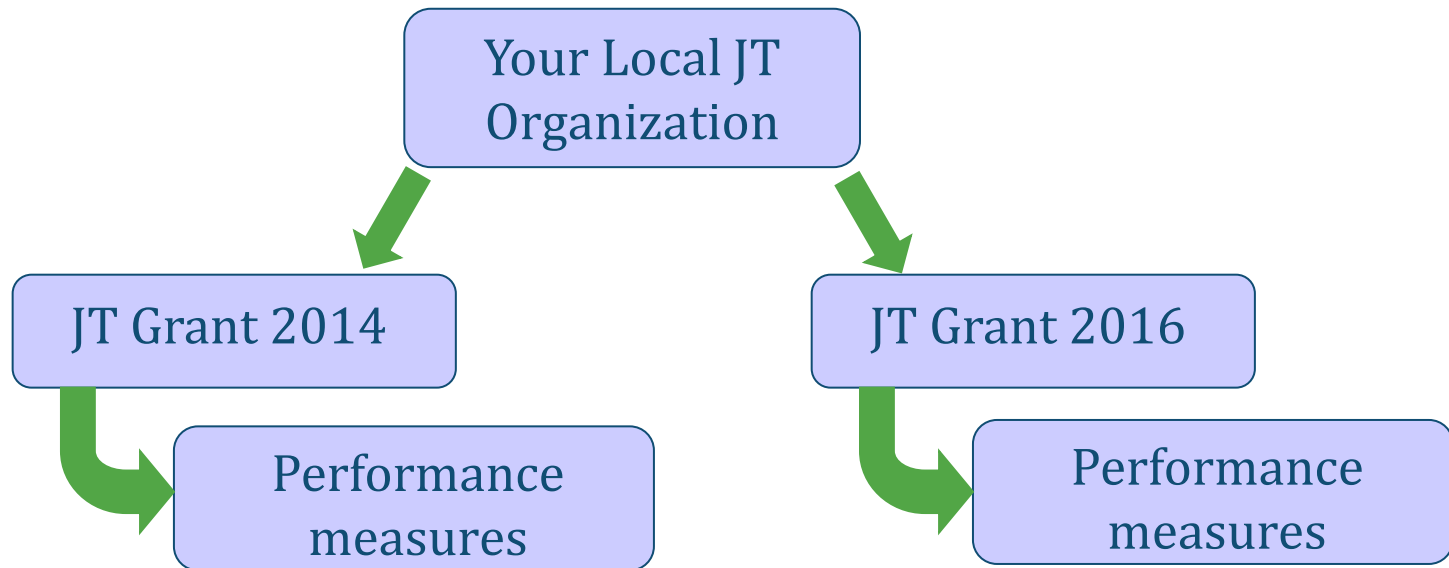


# ACRES Submission


- 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!





# How Are Data Organized?


- 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 ACRES Home Screen







 Quick Start ▾ Work Packages My Account ▾


Property ▾  **Advanced Search**

Welcome, ACRES Test JT CAR

**WHERE DO I START?**

-  [Add a CA to my list](#)
-  [Enter data for existing CA](#)

**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**

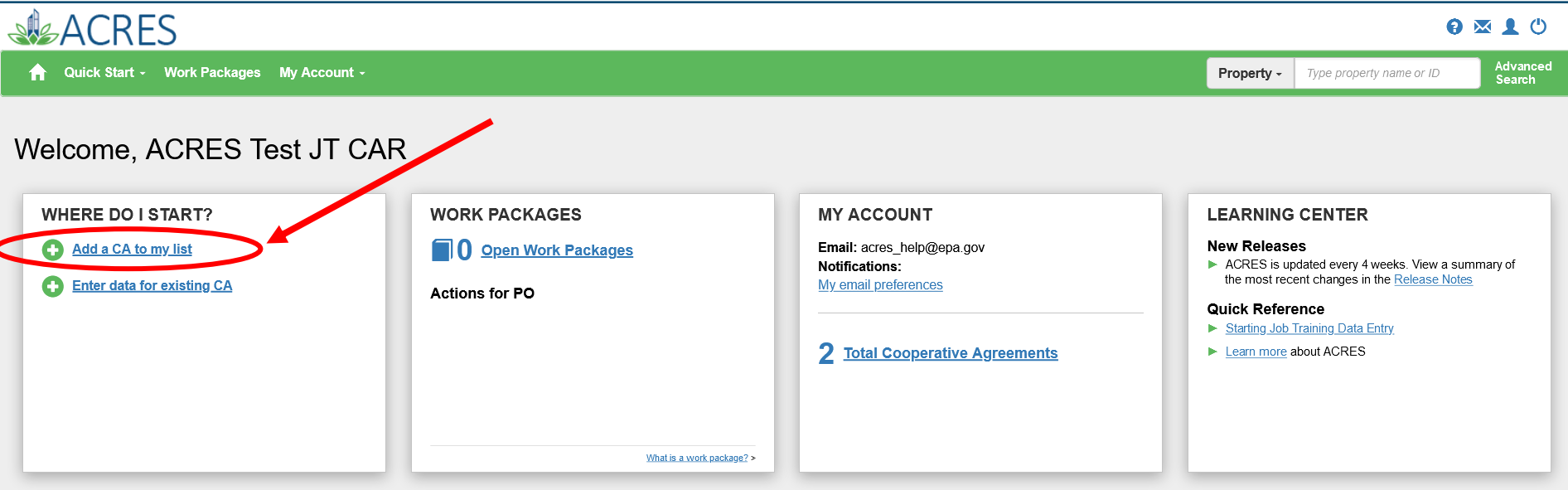
- ▶ ACRES is updated every 4 weeks. View a summary of the most recent changes in the [Release Notes](#)

**Quick Reference**

- ▶ [Starting Job Training Data Entry](#)
- ▶ [Learn more](#) about ACRES

# Adding a New CA to Your Home Screen

- 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 shows the ACRES home interface. At the top is a green navigation bar with the ACRES logo, a home icon, and links for 'Quick Start', 'Work Packages', and 'My Account'. On the right of the bar is a search box labeled 'Property' with a dropdown arrow, a text input field with placeholder text 'Type property name or ID', and an 'Advanced Search' button. Below the navigation bar, the main content area is titled 'Welcome, ACRES Test JT CAR'. It features four white panels with shadows. The first panel, 'WHERE DO I START?', contains two links: 'Add a CA to my list' (circled in red with a red arrow pointing to it) and 'Enter data for existing CA'. The second panel, 'WORK PACKAGES', shows '0 Open Work Packages' and a link 'What is a work package?'. The third panel, 'MY ACCOUNT', displays the email 'acres\_help@epa.gov', a 'Notifications' section with a link to 'My email preferences', and '2 Total Cooperative Agreements'. The fourth panel, 'LEARNING CENTER', includes 'New Releases' (stating updates every 4 weeks with a link to 'Release Notes') and a 'Quick Reference' section with links to 'Starting Job Training Data Entry' and 'Learn more about ACRES'.

# Accessing Your Job Training CA to Enter Performance Measures

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

The screenshot shows the ACRES home page. The header includes the ACRES logo, navigation links (Quick Start, Work Packages, My Account), a search bar, and user icons. The main content area is titled 'Welcome, ACRES Test JT CAR' and contains four panels: 'WHERE DO I START?', 'WORK PACKAGES', 'MY ACCOUNT', and 'LEARNING CENTER'. In the 'WHERE DO I START?' panel, the link 'Enter data for existing CA' is circled in red, and a red arrow points to it from the left.

**ACRES**

Quick Start - Work Packages My Account -

Property - Type property name or ID Advanced Search

Welcome, ACRES Test JT CAR

**WHERE DO I START?**

- + [Add a CA to my list](#)
- + [Enter data for existing CA](#)

**WORK PACKAGES**

[Open Work Packages](#)

Actions for PO

[What is a work package? >](#)

**MY ACCOUNT**

Email: [acres\\_help@epa.gov](mailto: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



# Accessing Your Job Training CA to Enter Performance Measures

- To make updates, click 'Enter Performance Measure Data'




Work PackagesQuarterly Reports

Find Property:

## 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

<b>Basic Info</b>	<b>Dates &amp; Statuses</b>	<b>Funding</b>
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: Status: <span>Open</span>	<b>CA Contact</b>
Announcement Year: FY09		Primary Reviewer/Contact:  Test EPA, ACRES EPA Regional Bro acres_help@epa

**Actions**

[View CA Fact Sheet](#)

[View CA Performance Data](#)

[Enter Performance Measure Data](#)

Work Package Status: Leads 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

# JT Performance Measure Data Entry Screen



Work Packages Quarterly Reports

Find Property: Search by Name, ID...



## Job Training Reporting Form - Boise Workforce TST

1

Enter CA Information

2

Enter Performance Measure Data

3

Review & Submit

### Cooperative Agreement (CA) Information

#### Cooperative Agreement (CA) Information

CA Name: Boise Workforce TST  
CA ID: BF 00TST121  
State: ID  
Announcement Year: 2009  
Initial Project Period: 10/01/2010 to 03/01/2020  
Current POP End Date:  
Status: ● Open Cooperative Agreement

#### Notes

\* Indicates a required field

EPA Form #6200-03 (9-2006), Form Approved, OMB No. 2050-0192, Expires 07-31-2019

#### Submission Notes

Submission 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 submission notes are deleted. For permanent notes, please enter [Data Documentation](#)

### Performance Measure Information













Number Participants Entering Training	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative
FY 2019	0	0	0	20	20
FY 2018	0	0	0	0	0
FY 2017	0	0	0	0	0
FY 2016	0	0	0	0	0
FY 2015	0	0	0	0	0


Number of Veterans Entering Training	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative
FY 2019	0	0	0	8	8
FY 2018	0	0	0	0	0
FY 2017	0	0	0	0	0
FY 2016	0	0	0	0	0
FY 2015	0	0	0	0	0



# Submit 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

# 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
FY 2019	0	0	0	4	4
FY 2018	0	0	0	0	0
FY 2017	0	0	0	0	0
FY 2016	0	0	0	0	0
FY 2015	0	0	0	0	0
FY 2014	0	0	0	0	0
FY 2013	0	0	0	0	0
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

Average Hourly Wage ⓘ	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative
FY 2019	\$0.00	\$0.00	\$0.00	\$15.00	\$15.00
FY 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FY 2009	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cumulative					\$15.00

## Leveraged Funding Details

Funding Source Name	Activity Funded	Amount
City of Boise	Recruitment, screening applicants	\$147,800.00
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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](#)

# Data Entry: Submission



[Quick Start](#) [Work Packages](#) [My Account](#)

Property  Type property name or ID [Advanced Search](#)

The Job Training Reporting Form was successfully submitted for review.

Welcome, ACRES Test JT CAR

## WHERE DO I START?

- [Add a CA to my list](#)
- [Enter data for existing CA](#)

## WORK PACKAGES

**1** [Open Work Packages](#)

### Actions for Me

#### Actions for BC

▶ 1 work packages submitted

[What is a work package?](#)

## MY ACCOUNT

Email: [acres\\_help@epa.gov](mailto:acres_help@epa.gov)

### Notifications:

[My email preferences](#)

**3** [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



# JT Performance Measures Home

Each Job Training CA has a Job Training CA page. 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.




Work PackagesQuarterly Reports

Find Property:

Q?✉👤🔌

## 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

<b>Basic Info</b>	<b>Dates &amp; Statuses</b>	<b>Funding</b>
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<b>Actions</b> <a href="#">View CA Fact Sheet</a> <a href="#">View CA Submission Archive</a> <a href="#">Enter Performance Measure Data</a> Work Package Status: Edits in Progress		<b>CA Contact</b> Primary Reviewer/Contact:  Test EPA, ACRES EPA Regional Brownfields Team <a href="mailto:acres_help@epa.gov">acres_help@epa.gov</a> 7032843200

**Performance Measure Information**

Performance Measure	Cumulative Value
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**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

# What if I Have Questions?

## ➤ ACRES Help Desk

- [acres\\_help@epa.gov](mailto:acres_help@epa.gov) or 703-284-8212

## ➤ ACRES Information Web Page

- <https://www.epa.gov/brownfields> (under Resources)
- Copies of this presentation
- Frequently Asked Questions
- ACRES Release Notes



# 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?