

ACRES 5.0 Training for Job Training Cooperative Agreement Recipients

August 2016

Introduction & Agenda

> Presenters

- Efe Jesuorobo, LinTech Global
- Sarah Daly, LinTech Global
- Kelly Gorini, EPA

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





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

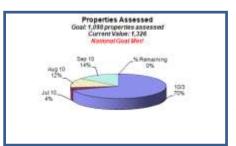
Easy Tracking

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- All submissions are saved for historical reference in the Submission Archive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

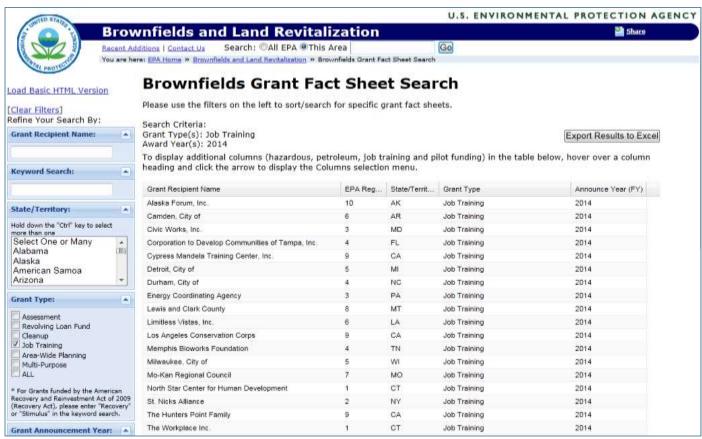
brownfields

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/index.cfm





Grant Fact Sheet



Laws & Statutes
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U.S. ENVIRONMENTAL PROTECTION AGENCY

Brownfields and Land Revitalization

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U.S. ENVIRONMENTAL PROTECTION AGENCY

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

EPA Brownfields Program

Printable PDF (1-2pp, 25k)

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 Mestewater Management (OWM), Office of Chaetical Safety and Pollution Prevention (OCSPP), 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 fleid, in addition to the traditional brownfields hazardous waste and peculeum 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/reg3hwmd/bf-lr/)

Grant Recipient: Civic Works, Inc., MD

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

Quick Reference Fact Sheet

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ACRES Registration

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



НОМЕ	FIND PROPERTY/COOPERATIVE AGREEMENT/TBA			
Please Log In				
	Username: Password:			
	Forgot your username or password? New to ACRES? One Time Registration			
	This application supports IE version 5.5 and above. JavaScript must be enabled to use this application. Popups must be enabled to use this application. Get general information on the Brownfields program			

https://cfext.epa.gov/acres



ACRES Registration

lf 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 lo	ong and contain at least one lower case letter and one number and	no spaces
	Password:		
	Confirm Password:		
	Select the Commun	nity or Application for which you are requesting access	
	ACRES	▼	
	□ I accept the EP	PA 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 work flow. There were no proposed Job training for updates in 2016.
- 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

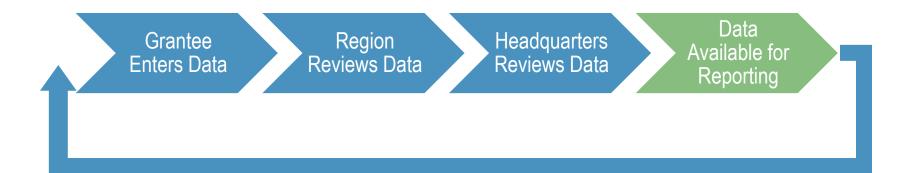
> Workflow

 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.





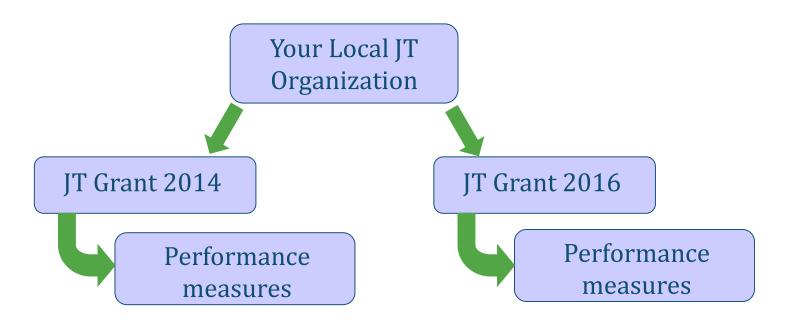
Workflow Basics

- > 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 '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



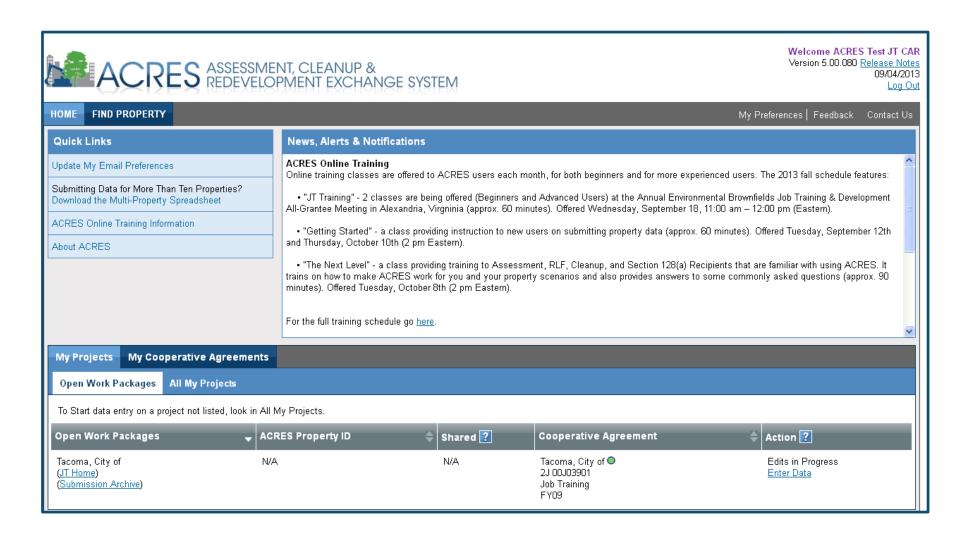
How Are Data Organized?

- 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:





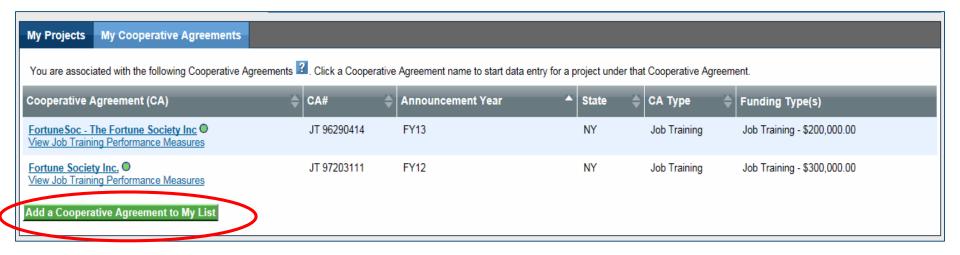
Your ACRES Home Screen





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

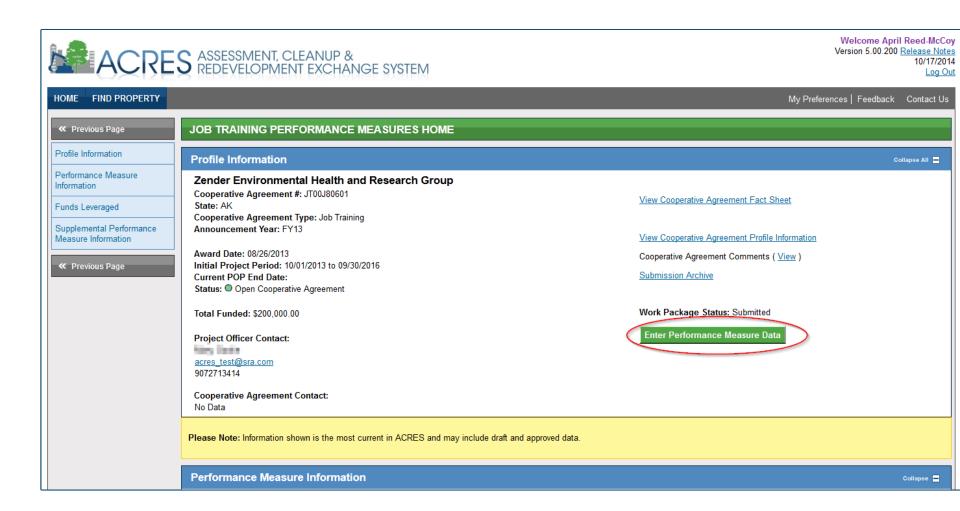
From the My Projects tab, you can access your projects



- 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

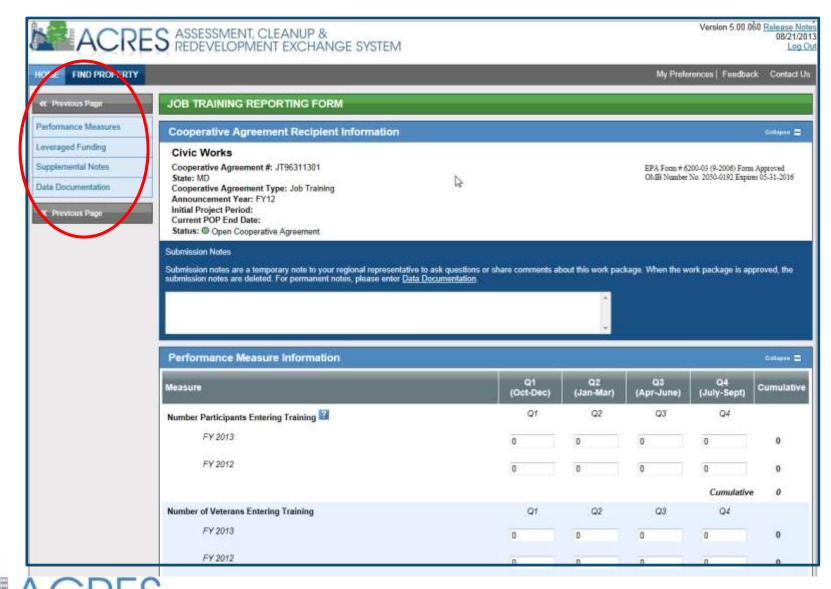


JT Performance Measures Home





JT Performance Measure Data Entry Screen

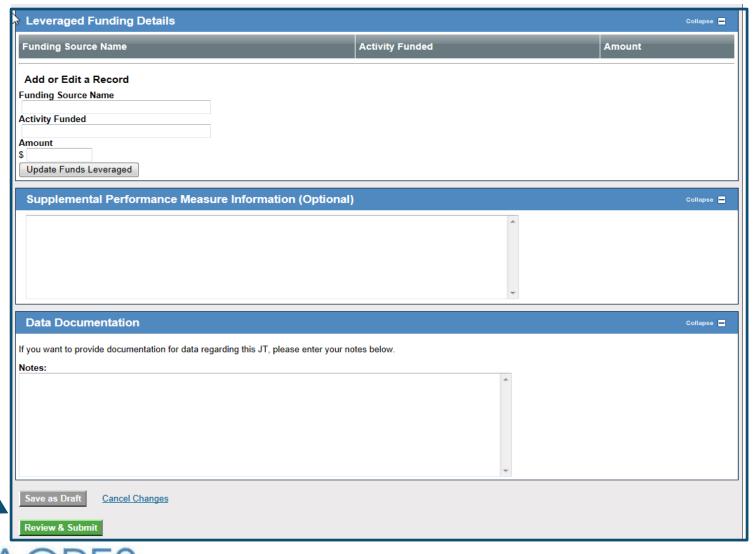


JT Performance Measure Data Entry Screen

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	e 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	e 0
Number Participants Completing Training	Q1	Q2	Q3	Q4	
FY 2013	0	0	0	0	0
FY 2012	0	0	0	0	0
				Cumulative	e 0
Number Participants Obtaining Employment	Q1	Q2	Q3	Q4	
FY 2013	0	0	0	0	0
FY 2012	0	0	0	0	0
				Cumulative	e 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	e 0

Submit Your Work Package

...Further down the data entry page



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Data Entry: Review

Performance Measures					Collapse 💻
Measure	Q1 (Oct Dec		Q3 (Apr- June)	Q4 (July- Sept)	Cumulative
Number Participants Entering Training	01	Q2	Q3	Q4	
FY 2013	20	10	0	0	30
FY 2012		2	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



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 participated in an On-the-Job and Internship training program.

Data Documentation

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There is no Data Documentation for this grant.

Approvals

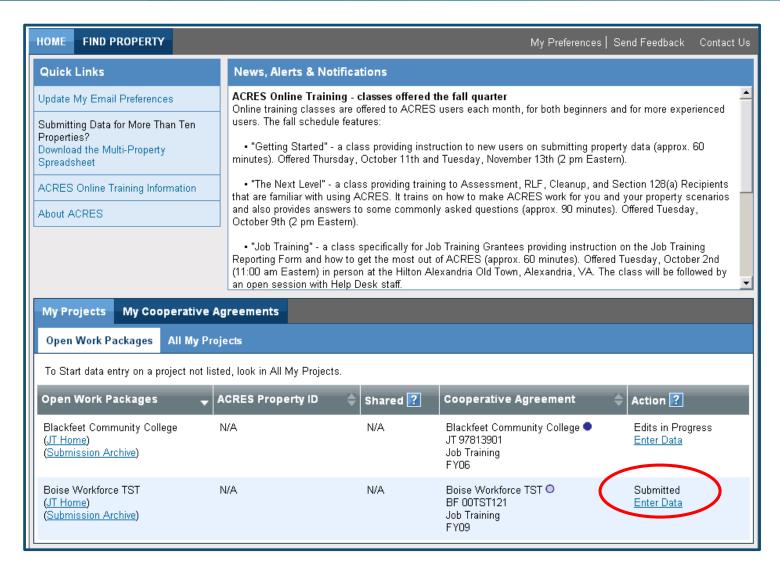
Cooperative Agreement Recipient Project Manager

Name: Test JT CAR, ACRES/Boise Brownfields

SUBMIT DATA NOW



Data Entry: Submission





What if I Have Questions?

> ACRES Help Desk

• <u>acres_help@usepa.onmicrosoft.com</u> 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?

