

1 INSTRUCTIONS FOR COMPLETING JOB TRAINING REPORTING FORM

GENERAL INSTRUCTIONS

Overview:

As specified in your cooperative agreement terms and conditions, all Job Training cooperative agreement recipients must report to EPA on a regular basis. This OMB and EPA approved reporting form (OMB No. xxxx - xxxx, EPA Form xxxx-xx) supplements your Quarterly Reports with information about specific activities and accomplishments that EPA deems necessary to adequately monitor and evaluate progress toward goals defined in cooperative agreements. Please contact your EPA Regional representative if you have any questions when completing this form. *Please note that, in most instances, all reported information is accessible by the public under the Freedom of Information Act (FOIA) and may be distributed by EPA to the public unless an FOIA exclusion is applicable.*

Compared to the Quarterly Reports, the Job Training Reporting Form (JT Reporting Form or JT Form) contains quantitative information on four specific measures of recipient performance. Reporting on these specific activities and accomplishments must be provided in the attached JT Reporting Form rather than in the Quarterly Reports. Additional voluntary and/or narrative information may be provided in Part II of this form or in the Quarterly Report.

When to Submit:

Original JT Reporting Forms. Cooperative agreement recipients must develop the first JT Reporting Form when the first specified accomplishment has occurred (e.g., when the first class of trainees “graduates” from the training program provided under the cooperative agreement, or when leveraged funding is committed to supplement the cooperative agreement activities).

Updated JT Reporting Forms. JT Reporting Forms should be updated and delivered as additional accomplishments occur. In addition, an updated form should be provided when the cooperative agreement is being closed out. Cooperative agreement recipients should provide ample time to report job placement activities prior to the closeout of the project period. If you have data to report after the closeout of the cooperative agreement, please contact the ACRES Help desk at acres_help@epa.gov.

To Whom to Submit:

Cooperative agreement recipients must submit JT Reporting Forms to their EPA Regional Representative identified in the terms and conditions of the cooperative agreement. If data is entered online it will automatically be delivered to the EPA Regional Representative.

How to Submit:

The Assessment, Cleanup, and Redevelopment Exchange System (ACRES) is available online and is the preferred method for Job Training cooperative agreement recipients to enter and submit the JT Reporting Form. Electronic reporting is optional. The JT Reporting Form may also be submitted in hard copy with the next required Quarterly Report or via e-mail to the EPA Regional Representative.

DETAILED INSTRUCTIONS FOR COMPLETING EACH ITEM ON FORM

PART I – COOPERATIVE AGREEMENT RECIPIENT INFORMATION

1. Cooperative Agreement Recipient Name. Enter the cooperative agreement recipient name. Use the EPA Form xxxx-xx (x-xxxx)

official name provided in the cooperative agreement, unless otherwise directed by the EPA Regional Representative.

2. Cooperative Agreement Number. Enter the cooperative agreement number. Use the number as provided in the cooperative agreement.

PART II - PERFORMANCE MEASURES INFORMATION

This section contains two parts—one mandatory, for performance measures information; the other optional, for narrative information to supplement the quantitative information provided (Field 8).

Mandatory Performance Measures.

Provide all quantitative information relating to each of the mandatory performance measures. For each measure, enter amounts in column (a) — This Federal Fiscal Quarter — to reflect the incremental accomplishments attained during the current federal fiscal reporting quarter and column (b) — Cumulative — to reflect the total accomplishments attained to date during the term of the cooperative agreement. Note: quantitative information relating to these performance measures should only be provided in the JT Form (i.e., not in narrative reporting contained in the Quarterly Report).

3. Number of Participants Entering Training. Enter the number of participants who entered a cooperative agreement funded training program.

3a. Number of Veterans Entering Training. Enter the number of participants who entered a cooperative agreement funded training program that are Veterans.

4. Number of Participants Completing Training. Enter the number of participants taking the cooperative agreement funded training who have completed the training program.

5a. Number of Participants Obtaining Employment. Enter the number of graduates from the cooperative agreement funded training program who have obtained employment of any kind. Self-employed graduates should be included in this count. The cumulative total number inserted in column (b) should only increase during the term of the cooperative agreement; the recipients' reporting of the cumulative total should not reflect any decreases for graduates who had obtained employment but later reported losing their jobs. If desired, provide a brief narrative description in section 8 for any reported job losses.

5b. Number of Individuals that did not Obtain Employment but are Pursuing Education (e.g., GED, college courses, etc.). Enter the number of graduates from the cooperative agreement funded training program who have not obtained employment but are pursuing an education. Education can include GED classes, college courses, vocational training, etc.

6. Average Hourly Wage. Enter the average hourly wage of job training graduates in their initial post-training employment. Provide the hourly wage for the first job that each employed graduate secures after completing the job training program. Anecdotal information about subsequent jobs and wages may also be narratively provided.

7. Funds Leveraged. Enter the total amount of funding leveraged as a result of cooperative agreement activities. Capture the total number of non-cooperative agreement dollars linked and leveraged to support

additional, related activities of the recipient. To be reportable, there must be a demonstrable link or connection between the EPA funded activity and the leveraged funding. Funding can occur through direct financial assistance and/or through in-kind services or supplies. Usually, leveraged funding that was committed prior to the award of the EPA recipient should not be reported as leveraged. In addition, leveraged funding should not be reported in this section until the funding has been committed. These leveraged funds may be used to support activities that cannot be funded by the EPA cooperative agreement (e.g., transportation or child care for job training students).

In addition to the total leveraged funds, also describe the source(s) and amount of funding leveraged, and the types of activities it funded. For each funding source (7-1), also list the type of activity funded (7-2) and the amount of funding leveraged per source in columns (a) and (b). As necessary, add additional lines for 7-1 and 7-2.

7-1. Funding Source Name(s). For each funding source, enter the name of the organization providing the funds and/or in-kind services. Examples of sources of leveraged funding include other EPA programs; private organizations; state environmental, labor, or economic agencies; tribal governments; local governments (including community development corporations); and other federal agencies.

7-2. Activity Funded. For each funding source listed under 7-1, provide the type of activity that was supported. Examples of leveraged activities include additional curricula development/training (e.g., environmental and non-environmental), supplies/equipment, transportation for students, and child care for students.

8. Supplement Performance Measures Information (Optional). Provide a brief narrative description to supplement the required performance measures reporting, including, for example: demographic information (e.g., gender, age, ethnicity, education); description of the training curricula; information on the types of jobs obtained by the participants entering/completing the training; names of employers; names of brownfield sites graduates are placed at; availability of photographs/video footage of the training/graduation/post-training employment; and/or other milestones tracked by the recipient for its own management.

PART III - APPROVALS

9. Cooperative Agreement Recipient Project Manager. Type or print the name of the cooperative agreement recipient project manager. The project manager should also sign and date the completed JT Reporting Form before submission.

10. U.S. EPA Regional Representative. Type or print the name of the EPA Regional Representative. The EPA Representative should also sign and date the reviewed JT Reporting Form.