INSTRUCTIONS FOR BROWNFIELDS JOB TRAINING AGREEMENT QUARTERLY PERFORMANCE REPORT

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Overview:

As specified in the cooperative agreement terms and conditions, Job Training (JT) cooperative agreement recipients (CARs) must report their cooperative agreement (CA) performance to EPA at least quarterly. This can be done by filling out the electronic version of this form for the JT Quarterly Report (QR) within the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) database. This Office of Management and Budget (OMB) and Environmental Protection Agency (EPA) approved reporting form (OMB Form 2050-0192), EPA Form 560F24199), serves as the cooperative agreement recipients' Quarterly Performance Report (i.e., Quarterly Report).

ACRES Reporting is a term and condition and a requirement of a brownfield grant award and funding from EPA.

The JT QR is divided into five parts. Reporting in the JT QR in ACRES is optional for JT cooperative agreement recipients, unless otherwise indicated by their terms and conditions. Additional instructions and definitions for completing this report are provided below. Please contact your EPA Project Officer if you have any questions when completing this report.

When to Submit:

The Quarterly Report must be submitted no more than 30 days after the end of the quarter.

Quarter	Reporting Period	Due Date
Quarter 1	Oct 1 - Dec 31	Jan 30
Quarter 2	Jan 1 - Mar 31	Apr 30
Quarter 3	Apr 1 - Jun 30	Jul 30
Quarter 4	Jul 1 - Sep 30	Oct 30

How to Submit:
ACRES is available online. Unless required by the recipient's cooperative agreement terms and conditions, ACRES is an optional method for all JT cooperative agreement recipients to enter and electronically submit their JT QR. Any cooperative agreement recipient who does not plan to utilize the ACRES system for JT QR submittal should contact their regional EPA Project Officer about submitting the JT QR in hard copy or via e-mail.

To access the JT QR in ACRES, go to your ACRES home page and look for the work card labeled Quarterly Reports. During the reporting period, ACRES will populate the QR that is ready for you to edit and you can access it by clicking on "Manage My Quarterly Reports" on that work card or "Open Quarterly Reports" once you have already edited the QR and saved it.

To Whom to Submit:
Cooperative agreement recipients must submit their JT QR to their EPA Project Officer identified in the terms and conditions of the cooperative agreement. When the data is entered online via ACRES, it will automatically be delivered to the EPA Project Officer.

DETAILED INSTRUCTIONS FOR COMPLETING EACH ITEM ON THE JT QR

Reporting Dates: Use the following format when asked to enter a date: mm/dd/yyyy.

1. Cooperative Agreement Recipient Name. Enter the Cooperative Agreement Recipient Name associated with this QR. When entering data for the QR in ACRES, this field will automatically populate based on the CA selected.

2. Cooperative Agreement Number. Enter the associated Cooperative Agreement Number. When entering data for the QR in ACRES, this field will automatically populate based on the CA selected.

PART I – PROJECT PROGRESS

3. Project Progress Table. Describe quarterly progress achieved for each task that is specified in your workplan. You may or may not use all the tasks provided in the table's dropdown menu.

- **Approved Tasks.** Select each task specified in your workplan. By choosing "[Add your own]", you can add as many additional tasks as you'd like, with the ability to provide a specific name for each task. You can also use this feature to create subtasks. Note that all task names and their associated task status which you've selected/added will auto-load the next quarter when you prepare your QR.

- **Task Status.** Indicate whether the task has not started, is in progress, or is completed.

- **Summary of Task Progress this Quarter.** This field allows you to enter as much information as you'd like about progress achieved this quarter for each task. Note that previous entries for this field will not auto-load from previous QRs.

- **Delete Task (if applicable).** When reporting in ACRES, select "Delete Task" if a corresponding task has been selected and saved in error and is not specified in your workplan. Do not delete tasks for which no progress is being reported in a particular quarter.

PART II- BUDGET SUMMARY

4. Total Budget Table. Add all expense categories that apply to your CA, as specified in your workplan. All selected categories will automatically load in future quarterly reports, although you can always add additional categories, as needed.

- **Expense Category.** From the dropdown, choose all the expense categories in your budget table from your approved workplan. By choosing "[Add your own]", you can add as many additional expense categories as you'd like, with the ability to provide a specific name for each one. Note that all expense categories you've selected/added will auto-load the next quarter when you prepare your QR.

- **Initial Approved Budget.** For each expense category, enter the initial approved budget from your first approved workplan. Note that all initial approved budget amounts you've added will auto-load the next quarter when you prepare your QR.

- **Current Approved Budget.** For each expense category, enter the current approved budget from your latest approved workplan. If you only have one approved workplan, these numbers would be the same as the Initial Approved Budget. Note that all current approved budget amounts you've added will auto-load the next quarter when you prepare your QR, unless/until updated again.

- **Costs Incurred this Quarter.** Enter all costs incurred during the quarter, including Cooperative Agreement (CA) draw-down and any other expenses, for work completed during the quarter.

  If you previously submitted Quarterly Reports (QRs) for this CA outside of ACRES and this is your first QR in ACRES, add all costs incurred from previous quarters, including the current one. Enter that number in the 'Costs Incurred this Quarter' with an explanation of the breakdown in the 'Notes' column (i.e., cost for this quarter versus cost for previous quarters). This will populate the 'Costs Incurred to Date' with the total value spent to date for the CA. For follow-on QRs, you will enter just the number for that quarter in 'Costs Incurred this Quarter' and ACRES will add that to the total 'Costs Incurred to Date'.

- **Correction for Past QR(s).** As needed, enter either a positive or negative number in this field to correct a past QR(s) and then ACRES will automatically update the Costs Incurred to Date, Total Remaining, and Funding/CA Totals. If a number is entered in this column, provide a detailed explanation in the Notes column. Once you make a correction for a past QR, the cumulative totals will be correct going forward, and ACRES will auto-populate $0 for this column the next quarter (i.e., do not re-enter previous corrections that were already addressed in a past QR).

- **Costs Incurred to Date.** This information is populated by ACRES. The funding is calculated by adding all previous 'Costs Incurred this Quarter' for each expense category.

- **Total Remaining.** This information is populated by ACRES. Total Remaining is Current Approved budget minus Costs Incurred to Date.

- A**ction.** This column explains what action you can take on that row (e.g., Edit Row).

- **Notes.** Enter any notes pertaining to a particular row.

- **Participant Support Cost Total.** When completing this form in ACRES, this row will automatically calculate total amounts, as well as the corresponding percentage of the Total CA. Participant Support Costs must not exceed 40% of the CA Total.

- **CA Total.** When completing this form in ACRES, this row will automatically calculate totals.

5. Leveraged Funding (OPTIONAL). The term "leveraged" refers to those non-EPA brownfields cooperative agreement funds and activities that have some link or nexus to the efforts of an EPA cooperative agreement-funded activity. Leveraged activities and accomplishments are results/outcomes where the EPA-funded activity was a catalyst for the leveraged activity or accomplishment. For each Leveraged Funding Source, enter the name of the organization providing the leveraged funding. As necessary, add lines for additional leveraged funding sources. 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.

Enter the total amount of funding leveraged for this Fiscal Quarter as a result of grant activities by Project Tasks (Outreach, Recruitment & Retention, Instruction/Training, Program Management, and Placement & Tracking). Capture the total number of non-grant dollars linked and leveraged to support additional, related activities of the grant 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. Leveraged funding that was committed prior to the award of the EPA grant should not be reported as leveraged since the activity predates the award. In addition, leveraged

funding should not be reported in this section until the funding has been committed.

ACRES will calculate quarter totals and cumulative totals per funding source, as well as Total Non-EPA Funds Leveraged for all Leveraged Project Funding Sources.

Users have the option of providing additional notes for each Leveraged Funding Source.

5a. Explanation/Justification for Total Leveraged Funding. Provide an explanation of how the amount of funding was derived and, if available, any supporting documentation. For example, if there is a newspaper article, provide the link to the article. If the funding amount is supported by a document that can't be linked (e.g., direct communication with a partner or a factsheet about the project), attach those items to this quarterly performance report.

6. Breakdown of Administrative Costs (OPTIONAL). This is an optional table to list all administrative components as a subset of the overall budget table above. If Administrative costs were included in your EPA approved workplan budget, please use the table to reflect the administrative costs expended this quarter for each budget category. Based on your entries, ACRES will calculate the Percent of both the CA Total Budget and the Quarterly Budget that has been expended on Administrative costs so that you can confirm it meets your cooperative agreement terms and conditions.

- **Expense Category.** From the dropdown, choose all the Admin expense categories in your budget table from your approved workplan. Again, note that all Admin expense categories you've selected/added will auto-load the next quarter when you prepare your QR.

- **Admin Costs Incurred this Quarter.** Enter all Administrative costs incurred during the quarter.

- **Admin Correction for Past QR(s).** As needed, enter either a positive or negative number in this field to correct a past QR(s) and then ACRES will automatically update the Admin Costs Incurred to Date, Admin Total, and Percent of CA Total. If a number is entered in this column, provide a detailed explanation in the Notes column. Once you make a correction for a past QR, the cumulative totals will be correct going forward, and ACRES will auto-populate $0 for this column the next quarter (i.e., do not re-enter previous corrections that were already addressed in a past QR).

- **Admin Costs Incurred to Date.** This information is populated by ACRES. The funding is calculated by adding all previous 'Admin Costs Incurred this Quarter' fields for each Admin expense.

PART III - TRAINING SUMMARY

Provide all quantitative information relating to each of the mandatory performance measures. For each measure, enter amounts in the "Current Quarter" column to reflect the incremental accomplishments attained during the current federal fiscal reporting quarter. ACRES will automatically provide the amounts entered in previous quarters and calculate the cumulative total.

7. Training Facility Location(s). Enter as many locations as needed.

- **Training Type.** Select the Training Type (Mobile or Fixed Location).

- **Relevant Location.** Then select the Relevant Location, where ACRES will automatically enable additional fields, depending on what is selected. Relevant Location options include:
  - **Street Address, Zip Code, City, and State.** ACRES will automatically provide the latitude/longitude and census tract when address fields are completed.
  - **Latitude/Longitude.**
  - **Census Tract(s) of Target Areas.** A census tract is a geographic subdivision of a county. To find the associated number(s):
    - Navigate to data.census.gov
    - Click the geography pin icon in the single search bar on the landing page of data.census.gov
    - Enter the street address in the pop-up window, as well as the city/state or ZIP code
    - Click the "Search" button
    - Highlight the numbers and right-click to copy them to your clipboard.
    - Then right-click in the corresponding ACRES field and paste the numbers.
    - You can add as many Census Tract Numbers in ACRES as needed.

8. Summary Results of the Training Program

- **Number of Training Cohorts Completed**: Enter the number of training cohorts completed in the past fiscal quarter. A cohort is a group of students starting and entering a complete cycle of training courses. If a cohort starts and finishes in different quarters, count the cohort in the quarter it is completed.

- **Name of Cohort(s) Trained (Optional):** Enter the name of the cohort(s) trained in the past fiscal quarter.

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

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

- **Number of Participants Completing Training.** Enter the number of participants taking

the cooperative agreement funded training who have completed the training program.

- **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 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 for any reported job losses in "Training, Recruitment, Retention, and Placement Summary" in the last section "Overall CA Progress." Do not include individuals entering apprenticeships or other programs listed in "Number of Individuals Entering Apprenticeships, Partnerships, or other Training Programs) or "Number of Individuals that did not Obtain Employment but are Pursuing Education (e.g., GED, college courses, etc.)" in the total for number of participants obtaining employment.

- **Number of Individuals Entering Apprenticeships, Partnerships, or other Training Programs.** Enter the number of graduates from the cooperative agreement funded training program who have entered apprenticeships, partnerships, or other training programs. Do not include the number of participants obtaining employment or the individuals that did not obtain employment but are pursuing education (GED, college courses, etc.) listed in "Number of Participants Obtaining Employment" and "Number of Individuals that did not Obtain Employment but are Pursuing Education (e.g., GED, college courses, etc.)".

- **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.

- **Average Hourly Wage of Participants Obtaining Employment.** 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.

- **Total Funds Leveraged.** ACRES will automatically pull in the Leveraged Funding quarterly total from the Leveraged Funding table on the Budget Summary tab if this information was entered.

9. Training Courses. List the Training courses that have been conducted and the number of individuals trained in each course. Additionally, it is optional to include a list of the cohort name(s) for each course.

PART IV- SUBAWARD MONITORING

A CAR may use subawards to partner with units of government or non-profit organizations provided the subaward complies with EPA's Subaward Policy for EPA Assistance Agreement Recipients. The JT CAR is the "pass-through entity."

10. Does your workplan and budget include a subaward(s)? Indicate Yes or No.

11. If workplan and budget include subaward, provide progress for each subaward, by using fields 18-21. Note that you can add as many subawards as needed after you enter and save the Subrecipient Name.

PROVIDING SUBAWARD INFORMATION

12. Subrecipient Name. Enter the Subrecipient Name.

13. Financial and Programmatic Reports Review. Provide a summary of results of reviews of Financial and Programmatic Reports.

14. Audit Findings and Related Management Decisions. Provide a summary of audit findings and related pass-through entity management decisions, if any.

15. Correcting Deficiencies. Provide a summary of the actions the pass-through entity has taken to correct any deficiencies, such as those specified at 2 CFR § 200.332(e), 2 CFR § 200.208, Specific conditions, and 2 CFR § 200.339, Remedies for Noncompliance.

PART V- OVERALL CA PROGRESS

16. Sufficient Progress. Record all activities, as stated in the CA Terms and Conditions, that have been completed to date to demonstrate significant progress in implementing this CA (include activity and date of completion). Please note that EPA's acceptance of this quarterly report does not convey EPA's concurrence regarding whether the sufficient progress terms and conditions have been satisfied.

17. Corrective Action Information. If sufficient progress has not been met in accordance with the CA's terms and conditions (e.g., within the specified time period), please indicate any corrective action taken and/or reasons for delay.

18. Changes to Project Schedule and Milestones. Please indicate any changes to the project schedule and milestones, including an explanation of any discrepancies from the EPA-approved workplan.

19. Challenges and Delays. Please explain in this section any delays or other problems (if any) encountered (e.g., recruitment delays, staff retention, participant attrition, recruitment and instructor hires, tracking difficulties) during this reporting period for each activity, and describe the corrective measures that are planned.

20. Recruitment, Retention, and Placement Summary. Specify the location from where trainees were recruited, drop out numbers of the training program, and information regarding placement of graduates (i.e., job titles, starting salaries, and names of organizations where graduates were placed).

21. Quarterly Summary. Please briefly provide a narrative summary of the work completed this quarter. Please highlight any work not captured in other areas of this quarterly report template.

22. Activities Anticipated in Next Reporting Period. Describe activities that are being planned for the next reporting period (i.e., recruitment, job placement, special guest speakers, field trips, graduations, etc.).

23. Attachments. Upload attachments that pertain to your quarterly report. Acceptable formats include .pdf, .xls or .xlsx. Attachments will be viewable in the Previous Quarterly Reports (QRs) column of the Manage QRs page. If an item is too large to upload, please email it to your Project Officer.

If using ACRES to submit the QR, the final tab is titled "Review & Submit." This tab provides a summary of all the entries on the previous tabs as well as an area at the bottom to provide Notes to Reviewer. The Notes to Reviewer will stay in that version of the QR, but will not auto-load in the next quarter's QR. If you need to change other information in this tab, you'll need to make the changes in the previous tab(s) and then the change will automatically show up in the "Review & Submit" tab. When finished, don't forget to click on "Submit for Review."