INSTRUCTIONS FOR COMPLETING JOB TRAINING REPORTING FORM

GENERAL INSTRUCTIONS

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2050-0192). Responses to this collection of information are mandatory (2 CFR 200.328, 2 CFR 200.333, 2 CFR 200.335, 40 CFR 30-31). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 2.41 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Overview:
As specified in your (Fiscal Year 2023 and prior) cooperative agreement terms and conditions, all Brownfields Job Training cooperative agreement recipients must report to EPA on a regular basis. This OMB and EPA approved reporting form (OMB No. 2050-0192, EPA Form 6200-04) 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. All Fiscal Year 2024 and later Brownfields Job Training cooperative agreement recipients shall refer to and utilize the Job Training Quarterly Report Template (OMB No. 2050-0192, EPA Form xxxx-xx) resident within the Assessment, Cleanup and Redevelopment Exchange System (ACRES) to submit quarterly reports. When the term "*Quarterly Report*" is used in these instruction, it refers to the Quarterly Reports as described in your terms and conditions, not the JT Quarterly Report Template within ACRES. If using the JT Quarterly Report Template within ACRES, this JT Form is not required.

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 a 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:
Initial 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:
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 (CA) Recipient Name. Enter the CA recipient name. Use the official name provided in the CA, unless otherwise directed by the EPA Regional Representative. If entering in ACRES, this will be automatically generated based on the CA you select.

2. Cooperative Agreement Number. Enter the CA number as provided in the CA. If entering in ACRES, this will be automatically generated based on the CA you select.

PART II – PERFORMANCE MEASURES INFORMATION (MANDATORY)

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. Note that reporting can also be entered for previous quarters. ACRES will automatically provide the amounts entered in previously reported quarters and calculate the cumulative total. 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).

3a. **Number of Training Cohorts Completed**: Enter the number of training cohorts completed. 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.

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

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

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

6a. 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 "Supplemental Performance Measures Information (Optional)." 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.

6b. 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.)".

6c. 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.

7. 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.

PART III – PROJECT FUNDING (OPTIONAL)

In addition to the total leveraged funds, describe the source(s) and amount of funding leveraged, and the types of activities it funded in the chart provided.

8. Leveraged Funding Source. 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.

NOTE: Each entry below should be a running total per task that you can update as needed.

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

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 the quarterly performance report completed for this cooperative agreement and document the quarter and year here to make it easily accessible.

PART IV – SUCCESS STORIES (OPTIONAL)

9. Success Stories (Optional). Provide narrative to describe any achievements and successes as a result of cooperative agreement activities.

PART V – SUPPLEMENTAL PERFORMANCE MEASURES INFORMATION (OPTIONAL)

10. Supplemental 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 where graduates are placed; 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 VI – DATA DOCUMENTATION (OPTIONAL)

11. Data Documentation (Optional). If you want to provide documentation for data regarding this JT, please enter your notes below