

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION OWI/DAS/
	CORRESPONDENCE SYMBOL NFJP
	DATE April 23, 2010

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 22-09

TO: NATIONAL FARMWORKER JOBS PROGRAM (NFJP)
GRANTEES

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Program Year 2010 NFJP Job Training Planning Guidance and Allocations

1. **Purpose.** To provide instructions for the preparation and submission of Program Year (PY) 2010 NFJP grant plans under Section 167 of the Workforce Investment Act (WIA).

2. **References.**

- Section 167 of the Workforce Investment Act (WIA) of 1998, as amended (P.L. 105-220).
- Federal Register, Vol. 72, No. 76, April 20, 2007, Announcement of a Program Year (PY) 2007 grant competition for operating the National Farmworker Jobs Program (NFJP), under Section 167 of the Workforce Investment Act of 1998 (WIA), 29 U.S.C. 9201.
- Federal Register, Vol. 74, No. 140, July 23, 2009, Solicitation for Grant Applications (SGA); National Farmworker Jobs Program for Program Year 2009.
- Training and Employment Guidance Letters (TEGL) 28-07 and 25-08.
- Consolidated Appropriations Act, 2010 (P.L. 111-117).

3. **Background.** Pursuant to the April 20, 2007 Federal Register announcement for the PY 2007 NFJP grant competition, organizations were selected to operate the program in PY 2007 and PY 2008. Subsequently, the Department exercised its option to waive the scheduled PY 2009 grants competition in all but four service areas identified as having low performance according to the Secretary of Labor's authority provided in WIA Section 167 (c)(4)(B). A limited grants competition was conducted to select grantees in a total of five state service areas: the four areas ineligible for waiver and

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one service area whose grantee ceased operations as of July 1, 2009. The Employment and Training Administration (ETA) required annual grant plans from grantees in the service delivery areas eligible for waiver of competition to administer program activities and services. The guidance provided herein is intended to instruct all NFJP grantees in the preparation and submission of their PY 2010 grant plan. The next grants competition is scheduled for PY 2011.

4. **Grant Plan Requirements.** For PY 2010, grantees are required to submit a grant package comprised of the following:
 - A. *Standard Form (SF) 424 (OMB No. 4040-004).* The “Application for Federal Assistance” Appendix A, (OMB Rev. 9-2003) must include the grantee’s Data Universal Numbering System (DUNS) number.
 - B. *SF 424-A Budget Information Form (OMB No. 4040-006).* In preparing the budget information form, the grantee must provide a concise narrative explanation to support the request. The narrative should break down the budget and discuss precisely how administrative costs support the project goals. Grantees who generate program income from NFJP funds must describe, in the budget narrative, the use of program income to serve more participants or improve program services. Program income must be included in the budget breakdown for approval by the Grant Officer.
 - C. *Grant Plan Narrative.* The grant plan narrative must include, at a minimum, the following elements.
 - i. The information required by 20 CFR § 669.520, as follows:
 - a. The employment and education needs of the farmworker population to be served;
 - b. The manner in which proposed services to farmworkers and their families will strengthen their ability to obtain or retain employment or stabilize their agricultural employment;
 - c. The related assistance and supportive services to be provided and the manner in which such assistance and services are to be coordinated with other available services;
 - d. The performance indicators and proposed levels of performance used to assess the performance of such entity, including the specific goals of the grantee’s program for the two Program years involved;
 - e. The method the grantee will use to target its services on specific segments of the eligible population, as appropriate;
 - f. The array of services which the grantee intends to make available, with costs specified on forms prescribed by the Department. These forms will indicate how many participants the grantee expects to serve, by activity, the results expected

under the grantee's plan, and the anticipated expenditures by cost category; and

- g. Its response to any other requirements set forth in the SGA issued under Section 669.210.
- ii. A description of the program strategies to be pursued in PY 2010 to continue progress in support of the continued integration of services to farmworkers and continuous improvement. This section must include:
 - a. A discussion of the barriers encountered in meeting the goals described in the previous grant plan narrative/application, and the strategies developed to overcome those barriers;
 - b. A description of the grantee's achievements under the plan of services provided for PY 2009, and a full description of the activities to be conducted towards the proposed plan of services in PY 2010;
 - c. The strategies developed for PY 2010, for outreach to and recruitment of new employers, that can provide expanded opportunities for farmworkers;
 - d. A description of how the economic analysis conducted as part of the response to the appropriate SGA has been or will be updated, and how the results were applied to the development of the PY 2010 grant plan; and
 - e. Progress made toward increasing the network of organizations with which the grantee has working relationships, such that the organizations direct their resources towards providing and/or increasing services to farmworkers, thereby optimizing the program's resources.
- iii. A timeline for the entirety of PY 2010 that clearly depicts by month and/or quarter, the start and end dates for the milestones inherent in the activities described above.

D. *Performance Goal Attainment.* Each grant plan must contain a description of the strategies to attain the performance goals established for the NFJP and currently being implemented through the Common Measures. The PY 2010 performance goals are as follows:

Entered Employment:	73%
Employment Retention:	71.6%
Average Earnings:	\$8,945

For more information on the Common Measures, visit the following Web site: http://www.doleta.gov/performance/guidance/tools_commonmeasures.cfm.

E. *Program Planning Summary (OMB No. 1205-0425).* Grantees must provide a Program Planning Summary (ETA Form 9094) which must be entered into the

Enterprise Business Support System (EBSS) within 10 working days following approval of the PY 2010 grant plan.

- F. *Budget Information Summary (OMB No. 1205-0425)*. Grantees must provide a Budget Information Summary (ETA Form 9093) which depicts the PY 2010 budget plan for quarterly expenditures for administrative and program costs, breaking out projected costs for Related Assistance from that of all other program services. Administrative costs are limited to 15 percent of the total grant amount. All BIS data must be entered into the EBSS within 10 working days following approval of the PY 2010 grant plan.
- G. *Carryover*. All grant funds must be expended by June 30, 2011. However, in some cases grantees will have registered participants whose Individual Employment Plans provide for training that extends beyond June 30, 2011. The ETA expects that funds dedicated to helping participants complete their training and other services - and other expenditures committed, but not yet liquidated - will have been obligated before June 30, 2011 but shown as carryover funds into PY 2011. Otherwise, no carry-over provision will be available to the grantees. Grantees must file a Federal Financial Report for each quarter, regardless of the program year in which the grant funds were obligated. Grantees must also formally notify the appropriate regional Federal Project Officer of their intent to show carry-over funds into PY 2011.
5. **Formula Allocations.** The PY 2010 formula allocations for the NFJP have been prepared in the same manner as the PY 2009 allocations (found at <http://www.doleta.gov/MSFW/html/docs/StateAllocations.cfm>). The total amount allocated for PY 2010 is \$78,410,000.
6. **Submission Requirements.** Grantees must prepare the PY 2010 grant plan in accordance with the guidance above and submit three copies, two with original signatures on the SF-424, to:

Alina M. Walker, Program Manager
Division of Adult Services
Office of Workforce Investment
Employment and Training Administration
Mail Stop C-4209
200 Constitution Avenue, N.W.
Washington, D.C. 20210

A copy of the grant plan submission should also be provided to the appropriate regional Federal Project Officer. All grant plans are due by 4:00 PM, Eastern Daylight Time, June 1, 2010. Applicants are advised that mail delivery in the Washington, D.C. area may be delayed due to mail decontamination procedures. Hand-delivered plans will be received at the above address. All overnight mail will

be considered to be hand delivered and must be received at the designated place by the specified closing date and time. While not mandatory, DOL encourages the submission of applications thru professional overnight delivery service. Grant plan packages may be submitted electronically to the following e-mail address: nfjp@dol.gov. The deadline above applies to both electronic and hard-copy submissions.

7. **Inquiries.** Questions regarding this TEGP may be addressed to Ms. Alina M. Walker, Program Manager, Division of Adult Services, Office of Workforce Investment, at 202-693-2706 or walker.alina@dol.gov.
8. **Attachments.** PY 2010 State Allocations and PY 2010 CA Sub-state Allocations.