

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION OWI/DAS
	CORRESPONDENCE SYMBOL NFJP
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TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 25-08

TO: NATIONAL FARMWORKER JOBS PROGRAM (NFJP) TRAINING GRANTEES

FROM: DOUGLAS F. SMALL /s/
Deputy Assistant Secretary

SUBJECT: National Farmworker Jobs Program (NFJP) Planning Guidance and Grants Competition Waiver for Program Year 2009

1. **Purpose.** To inform NFJP grantees of the Employment and Training Administration's (ETA) waiver of the biannual grants competition scheduled for Program Year (PY) 2009 and to convey planning guidance for the same period.
2. **References.**
 - Section 167 of the Workforce Investment Act (WIA) of 1998, as amended (P.L. 105-220)
 - 20 CFR § 669.520
3. **Background.** The WIA generally requires the Department of Labor (DOL) to conduct a grants competition every two years to select entities to operate the NFJP. Pursuant to the Secretary of Labor's (Secretary) authority provided in WIA section 167 (c)(4)(B), the Department is exercising its option to waive competition, in all but the four service areas identified in sec. 4., for the NFJP biannual grants competition scheduled for PY 2009. The statute provides authority for the Secretary to waive the grant competition once during a four-year period, "if a recipient of such a grant has performed satisfactorily under the terms of the grant agreement." Waiving the PY 2009 grant competition will allow the Secretary to establish program and policy direction without undue disruption to program services.

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The competition for the current funding period was held in 2007. The next competitive NFJP grantee selection process, encompassing all service areas for PY 2011, would take place in 2011.

All grantees, except those serving the four service areas identified in sec. 4, must submit a PY 2009 grant plan package, as described in Sec. 5 of this guidance. Those grantees serving the four service areas identified in sec. 4 can obtain information on the requirements to compete for selection in PY 2009 in a forthcoming Solicitation for Grant Applications (SGA) to be published in the Federal Register.

4. **Waiver Eligibility.** To establish a reasonable standard upon which to determine satisfactory performance for purposes of waiving the competition, we have determined that the most fair and objective approach is to apply a baseline for acceptable performance at 80% of an adjusted national goal for entered employment. The Entered Employment Rate is being used as the seminal metric because, of the NFJP performance measures, it is the most reliable statistical tool in appraising performance. ETA has revised the Entered Employment Rate minimum performance criteria to better align it with the national economic climate: first, we adjusted the national goal from 78% to 76% to reflect the national economic downturn; and second, we determined that it is most equitable to establish a baseline for acceptable performance against the adjusted national goal that is modeled on the system used to measure the performance of states in the WIA formula-funded programs, which uses a threshold of 80% of the grantee's performance goal to establish poor performance.

Accordingly, we determined that the standard for satisfactory performance for purposes of waiving competition is achieving an Entered Employment Rate of 60.8%. Based on this standard, grantees in all service delivery areas have demonstrated satisfactory performance, except for grantees operating in the Arkansas, Hawaii, Indiana, and Nebraska service delivery areas. Therefore, a competition will be held to select PY 2009 grantees for Arkansas, Hawaii, Indiana, and Nebraska service delivery areas in accordance with the terms announced in a forthcoming SGA. To allow for publication of a limited SGA, the grant agreements with these four service delivery areas will be extended to September 30, 2009.

5. **PY 2009 Grant Plan Requirements.** To receive PY 2009 funds, those grantees meeting waiver eligibility requirements must submit an annual grant plan comprised of the following required components:
 - A. *Standard Form (SF) 424, "Application for Federal Assistance" Appendix A (OMB Rev. 9-2003).* The completed form must include the grantee's Data Universal Numbering System (DUNS) number.

B. *SF-424-A Budget Information Form.* 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 in order to obtain approval by the Grant Officer.

C. *Grant Plan Narrative.* The grant plan narrative must include, at a minimum, the following elements:

1. A description of the progress made in PY 2008 in support of the priorities described in the PY 2007 Solicitation for Grant Applications (SGA), e.g., a balanced program of activities - continued progress toward enhanced integration through the One-Stop Career Center system with improved service delivery and increased efficiencies.
2. The plan must contain the following information as required by 20 CFR § 669.520:

The employment and education needs of the farmworker population to be served;

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; 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;

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;

The method the grantee will use to target its services on specific segments of the eligible population, as appropriate; and

The array of services which the grantee intends to make available.

3. A description of the program strategies to be employed in PY 2009 to continue progress in support of the priorities identified above. This section must include:

Discussion of the barriers encountered in meeting priorities described in the previous grant plan narrative and the strategies developed to overcome those barriers; and

Description of the grantee's achievements under the plan of services provided for PY 2008, and a full description of the activities to be conducted towards the proposed plan of services in PY 2009.

The annual grant plan must also describe:

The strategies that were developed for PY 2009 for outreach to, and recruitment of new employers that can provide expanded opportunities for farmworkers;

How the economic analysis conducted as part of the response to the SGA has been or will be updated;

How the results are to be applied to the development of the PY 2009 grant plan; and

Progress made toward increasing the network of organizations with which the grantee has working relationships, such that these organizations direct their resources towards providing and/or increasing services to farmworkers, thereby optimizing the NFJP's resources.

4. A timeline for the entirety of PY 2009 that clearly depicts by month and/or quarter, the start and end dates for the milestones inherent in the activities described above.

D. *Performance Goals.* A description of the strategies to attain the performance goals established for the NFJP currently being implemented through the Common Measures. The PY 2009 performance goals are as follows:

Entered Employment: 72.2%
Employment Retention: 71.8%
Average Earnings: \$8,844

More information on the Common Measures may be found at the following ETA Web site: www.doleta.gov/performance, "TEGLs and TENS."

- E. *Program Planning Summary (PPS)*. Grantees must provide a PPS (ETA Form 9094) which must be entered into the EBSS within 10 working days following approval of the PY 2009 grant plan.
 - F. *Budget Information Summary (BIS)*. Grantees must provide a BIS (ETA Form 9093) which depicts the PY 2009 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 2009 grant plan.
 - G. *Carryover*. All grant funds must be expended by June 30, 2009. However, in some cases grantees will have registered participants whose Individual Employment Plans provide for training that extends beyond June 30, 2009. 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, 2009, but shown as carryover funds into PY 2010. 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 2010.
6. **PY 2009 Formula Allocations**. The PY 2009 formula allocations for the NFJP have been prepared in the same manner as the PY 2008 allocations. The allocation tables are attached. The total amount appropriated for NFJP by the Department of Labor Appropriations Act, 2009 (P.L. 111-08, Division G), is \$76,710,000. The total allocation for the four service delivery areas not eligible for waiver is \$3,418,302.
7. **Submission Requirements**. Prepare the PY 2009 Grant Plan according to the guidance above and submit four copies, three with original signatures on the SF-424 to the address below. All inquiries should be made to the same.

Juan M. Regalado, Acting Program Manager
National Farmworker Jobs Program
Division of Adult Services
Employment and Training Administration
Mail Stop S-4209
200 Constitution Ave, N.W.
Washington, D.C. 20210

A copy of your grant plan should also be provided to the Federal Project Officer in your region. All grant packages are due no later than 5:00 PM EDT, June 15, 2009. Applicants are advised that mail delivery in the Washington area may be delayed

due to mail decontamination procedures. Hand-delivered proposals 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.

8. **Attachments.** PY 2009 State Allocations and PY 2009 California sub-state allocations.