

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION OWI /DAS
	CORRESPONDENCE SYMBOL NFJP-HOUSING
	DATE May 27, 2009

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 27-08

TO: NATIONAL FARMWORKER JOBS PROGRAM (NFJP) HOUSING GRANTEES

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

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

1. Purpose. To inform NFJP Housing Assistance 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)
- Department of Labor Appropriations Act, 2009 (P.L. 111-08)

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 Housing Assistance program. 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 for the NFJP Housing Assistance program 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. The competition for the current funding period was held in 2007. The next competitive NFJP Housing Assistance grantee selection process would take place in 2011.

Housing assistance is a supportive service offered to assist migrant and seasonal farmworkers retain employment or enter and/or complete job training. The total NFJP housing program allocation for PY 2009 is \$5,400,000. Pursuant to the language in the Department of Labor Appropriations Act, 2009 (P.L. 111-08) 70%, or \$3,780,000 is available for permanent housing assistance; and 30%, or \$1,620,000 is available for temporary and/or emergency housing assistance.

All grantees must submit a PY 2009 grant plan package as described in section 4 of this

RESCISSIONS None	EXPIRATION DATE None
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guidance to receive PY 2009 funding.

4. PY 2009 Grant Plan Requirements. To receive PY 2009 funds, housing assistance grantees 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.* In preparing the budget form, the grantee must provide a concise narrative explanation to support the request. The narrative should explain the budget line items and include an explanation and description of any sub grant agreements in which grantees plan to engage.
- C. *Grant Plan Narrative.* The grant plan narrative should include, at a minimum, the following elements.
 - 1. Each Grantee must provide an annual grant plan narrative that describes the housing assistance activities to be undertaken for PY 2009. Separate annual plans are required for permanent housing activities and for temporary and/or emergency housing activities, for those grantees planning to provide both services.
 - 2. Each grant plan must include a discussion of accomplishments based on information provided by the grantee in their PY 2008 plan, and a detailed discussion of the strategies to be pursued in PY 2009 to achieve further accomplishments.
 - 3. Each grant plan must include a detailed timeline for the entire program year which depicts by month and/or quarter the start and end dates for milestones inherent in the strategies described in the plan narrative.

5. PY 2009 Formula Allocations. Program Year 2009 formula allocations for NFJP Housing Assistance have been prepared in the same manner as the PY 2008 allocations. The allocation table is attached. The total amount appropriated for NFJP Housing Assistance by the Department of Labor Appropriations Act, 2009 (P.L. 111-08) is \$5,400,000.

6. 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 the corresponding ETA regional office. All grant packages are due no later than 5:00 PM EDT,

June 15, 2009.

7. **Attachment(s)**. PY 2009 Housing grantee allocations.