

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION OWI
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ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 15-13

TO: NATIONAL FARMWORKER JOBS PROGRAM GRANTEES

FROM: ERIC M. SELEZNOW /s/
Acting Assistant Secretary

SUBJECT: Program Year 2014 Planning Guidance for National Farmworker Jobs Program Housing Grantees

1. **Purpose.** To provide instructions for National Farmworker Jobs Program (NFJP) housing grantees for preparing and submitting grant plans for Program Year (PY) 2014, and to convey the grant allocations for the program year.
2. **References.**
 - Section 167 of the Workforce Investment Act of 1998 (WIA), as amended (Pub. L. 105-220); and
 - 20 CFR Part 669.
3. **Background.** The Department of Labor’s Employment and Training Administration awards NFJP grants for a 2-year period. Funding for the second year of the grant period is dependent upon the submission of a grant plan and approval of that plan by ETA. This Training and Employment Guidance Letter (TEGL) provides instructions to NFJP housing grantees operating grants for the current 2-year grant period (PYs 2013 and 2014), to prepare and submit their grant plans for the second year of the grant period (PY 2014).
4. **Grant Plan Requirements.** To receive PY 2014 funds, NFJP housing grantees must submit a grant plan and have that plan approved by ETA. The grant plan must contain the following:
 - A. *Standard Form (SF) 424, “Application for Federal Assistance.”* The SF-424 must clearly identify the grantee, be signed by an individual with authority to enter into a grant agreement, and include the grantee’s Data Universal Numbering System number. Grantees must use the current version of SF-424 available at: http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf.
 - B. *SF-424A Budget Information Form and Budget Narrative.* Grantees must include a SF-424A and a narrative explanation to support the funding. Grantees must use the current version of SF-424A available at: <http://www.doleta.gov/MSFW/pdf/sf424a.pdf>.

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Grantees that receive funds for both permanent and temporary housing assistance must submit: 1) three SF-424As – one for the total amount of grant funds, one for permanent housing funds, and one for temporary housing funds; and 2) separate budget narratives for permanent and temporary housing.

C. *Abstract.* Grantees must include a one-to-two page summary description of the grant plan, including the grantee name, identification of the service delivery area, the program strategies, and grant outcomes.

D. *Grant Plan Narrative.* The grant plan narrative must include the following elements:

i. *Housing Analysis.*

- Describe the housing market in the service delivery area.
- Explain the housing needs of the migrant and seasonal farmworker (MSFW) population in the service area, including the challenges faced by MSFWs in accessing the housing market.

ii. *Program Activities.*

- Provide a detailed description of the housing assistance activities for PY 2014. Grantees that receive funds for both permanent and temporary housing assistance must provide separate descriptions for each type of assistance.
- Describe the strategies for identifying and conducting outreach to eligible farmworkers with housing needs, including farmworkers eligible for NFJP.
- Describe how the program activities support MSFWs to obtain and retain employment or participate in training or other activities that lead to improved economic outcomes.

iii. *Partnership Strategies.*

- Outline the housing assistance resources available from state and local agencies, faith-based and community organizations, employers, and other entities in the service area.
- Describe how the grantee will work with partner organizations to integrate its housing services with those already available in the service area, in order to increase the quality and quantity of housing available to MSFWs and optimize the program's resources.

iv. *Outcomes.*

- Describe the outcomes for the grant for PY 2014.
- Provide projections of the number of individuals and families who will be served under the grant in PY 2014.

E. *Timeline.* Grantees must include a timeline for the entirety of PY 2014 that clearly depicts, by quarter, the milestones for the activities described in the grant plan narrative.

F. *Organizational Chart.* Grantees must attach an organizational chart that identifies all the positions funded, in full or in part, by the NFJP grant award, the salary levels of those positions, and the expected time commitment of each position to NFJP.

G. *Indirect Cost Rate.* If applicable, as discussed in Section 5 of this TEG, the Indirect Cost Rate (ICR) agreement is to be included in the grant plan.

5. **Indirect Cost Rate.** As specified in Office of Management and Budget Circular Cost Principles, indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. An ICR is required when an organization operates under more than one grant or other activity, whether Federally-assisted or not. Organizations must use the ICR supplied by a Federal Cognizant Agency. More information on ICRs and Federal Cognizant Agencies is available at: <http://www.doleta.gov/grants/resources.cfm>.

If the grantee notes indirect charges on the SF-424A, they must have a valid ICR agreement on file. If a NFJP grantee has an ICR agreement that expires before June 30, 2015, the grantee must include its most recent ICR agreement as part of the grant plan submitted to ETA. If an organization requires a new ICR or has a pending ICR, the Grant Officer will award a temporary billing rate for 90 days until a provisional rate can be issued. Within this 90-day period, the organization must submit an acceptable indirect cost proposal to its Federal Cognizant Agency to obtain a provisional ICR.

Note: Grantees that do not elect to charge indirect costs or that have a current ICR agreement that expires after June 30, 2015, do not need to include any ICR information in the grant plan.

6. **Grant Allocations.** The total amount available for NFJP housing grants for PY 2014 is \$5,517,000. The PY 2014 allocations are an attachment to this TEG and are available at: <http://www.doleta.gov/MSFW/html/housing.cfm>.
7. **Submission Requirements.** Grantees must submit their PY 2014 grant plan to ETA no later than May 2, 2014. Please submit grant plans electronically to the NFJP program e-mail address – NFJP@dol.gov – with an electronic “cc” to the appropriate regional Federal Project Officer.
8. **Inquiries.** Please address questions regarding this guidance to the appropriate regional Federal Project Officer.
9. **Attachment.** PY 2014 Housing Assistance Allocations.