

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION OWI/DNPTTA
	CORRESPONDENCE SYMBOL NFJP
	DATE April 2, 2012

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 22-11

TO: NATIONAL FARMWORKER JOBS PROGRAM (NFJP) GRANTEES

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Planning Guidance for Program Year (PY) 2012 NFJP Training Grants

1. **Purpose.** To provide instructions to NFJP training grantees on preparing and submitting PY 2012 grant plans under Section 167 of the Workforce Investment Act of 1998 (WIA).

2. **References.**

- **Federal Register**, 76 Fed. Reg. 14694 (March 17, 2011), *Notice of Funding Opportunity and Solicitation for Grant Applications (SGA) for National Farmworker Jobs Program (NFJP), Training Grants*;
- Section 167 of WIA, as amended (P.L. 105-220); and
- Department of Labor Appropriation Act, 2012, Division F of the Consolidated Appropriations Act, 2012 (P.L. 112-74).

3. **Background.** NFJP grants are biannually funded grants, which provide funding for the second year based on the availability of funds. This guidance provides instructions to NFJP training grantees, selected to operate grants in PY 2011 and PY 2012 under the March 17, 2011 SGA, to prepare and submit their PY 2012 grant plans and provides the PY 2012 grant allocations.

4. **Grant Plan Requirements.** For PY 2012, grantees are required to submit a grant package containing 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.
- B. *SF-424A Budget Information.* In preparing the budget information form, the grantee must provide a concise narrative explanation to support the funding

RESCISSIONS None	EXPIRATION DATE: June 30, 2013
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request. The narrative should include a breakdown of the budget and explain how administrative costs support the project goals. Grantees who generate program income from NFJP funds must describe, in the budget narrative, the activities generating the program income and the use of program income to serve more participants or improve program services. Program income must be included in the budget outline for approval by the Grant Officer.

- C. *Grant Plan Narrative.* The grant plan narrative must include the following elements:
- i. *Economic and Population Analysis.*
 - a. Describe the employment and education needs of the farmworker population to be served.
 - b. Explain how the economic analysis, performed as part of the response to the 2011 SGA, has been or will be updated; and, if already updated, how the results were applied to the development of the PY 2012 grant plan.
 - ii. *PY 2011 Results.*
 - a. Discuss the grantee's achievements under the plan of services provided for PY 2011.
 - b. Explain the barriers encountered in meeting the goals described in the previous grant plan narrative/application, and the strategies developed to overcome those barriers in PY 2012.
 - iii. *Program Strategies.* Describe the training program strategies and activities to be undertaken in PY 2012 to further integrate services to farmworkers and provide continuous improvement, including:
 - a. The activities to be conducted and services to be provided in PY 2012.
 - b. The strategies to attain the performance goals established for the NFJP for PY 2012:
 - Entered Employment - 80.5%
 - Employment Retention - 76.5%
 - Average Earnings - \$10,049
 - c. The method the grantee will use to target its services on specific segments of the eligible population, as appropriate.
 - d. 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.

- e. 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.
 - f. Strategies for increasing the network of organizations with which the grantee has partnerships in order to enhance outreach to farmworkers and employers, increase services and improve outcomes for farmworkers, and optimize the program's resources.
 - g. Information on the utilization of PY 2011 funds in PY 2012 to provide continued training to participants as outlined in Section 5 of this guidance, if applicable.
- iv. *Timeframes.* Include a timeline for the entirety of PY 2012 that clearly depicts, by month and/or quarter, the start and end dates for the milestones inherent in the activities described in the grant plan narrative.
- D. *Employment and Training Administration (ETA) Form 9094, Program Planning Summary (OMB No. 1205-0425).* Grantees must provide a Program Planning Summary (PPS), which depicts planned participant levels and outcomes. The PPS must be entered into the Enterprise Business Support System (EBSS) within 10 working days following approval of the PY 2012 grant plan.
- E. *ETA Form 9093, Budget Information Summary (OMB No. 1205-0425).* Grantees must provide a Budget Information Summary (BIS), which depicts the PY 2012 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 2012 grant plan.
5. **Utilization of PY 2011 Funds.** Occasionally, grantees will have registered participants whose Individual Employment Plans provide for training that extends beyond June 30, 2012. In such instances, grantees may continue to use PY 2011 funds in PY 2012 for the purpose of training for those participants. ETA expects that PY 2011 funds dedicated to helping participants complete their training in PY 2012 will have been obligated before June 30, 2012. Otherwise, no utilization of PY 2011 funds will be available to grantees in PY 2012.

Grantees utilizing PY 2011 funds in PY 2012 must:

- File a Federal Financial Report for each quarter, regardless of the program year in which the grant funds were obligated.

- Formally notify the appropriate regional Federal Project Officer of their intent to utilize PY 2011 funds in PY 2012. This notification can take the form of a cover letter submitted with the PY 2012 grant plan.
- Include information in the grant plan narrative that explains why PY 2011 funds for training are needed, identify the amount of PY 2011 funds to be used in PY 2012 for training, and indicate the exact number of participants for which training will be paid through these funds.

Grantees should be aware that although limited utilization of first year funds (i.e. PY 2011) in the second year (i.e. PY 2012) of the two-year grant period is permitted, grantees must expend all grant funds by the end of the grant period, which is June 30, 2013. Otherwise, unobligated, unexpended or uncommitted funds remaining by the end of the grant period in which they were awarded must be returned to the Department of Labor.

6. **Formula Allocations.** The PY 2012 formula allocations for the NFJP have been prepared in the same manner as the PY 2011 allocations and are provided as an attachment to this Training and Employment Guidance Letter. (Allocations can also be found at: <http://www.doleta.gov/MSFW/html/docs/StateAllocations.cfm>). The total amount allocated for PY 2012 is \$78,105,102.
7. **Submission Requirements.** Grantees must prepare the PY 2012 grant plan in accordance with the guidance above and submit to ETA no later than May 18, 2012. Grant plan packages must be submitted electronically to the following e-mail address, NFJP@dol.gov, with an electronic "cc" to the appropriate regional Federal Project Officer.
8. **Inquiries.** Questions regarding this planning guidance should be addressed to the appropriate regional Federal Project Officer.
9. **Attachments.**
 - I. PY 2012 State Allocations
 - II. PY 2012 California Sub-State Allocations