

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. 23-11

TO: NATIONAL FARMWORKER JOBS PROGRAM (NFJP) GRANTEEES

FROM: JANE OATES /s/
Assistant Secretary

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

1. **Purpose.** To provide instructions to NFJP housing 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. 14695 (March 17, 2011), *Notice of Funding Opportunity and Solicitation for Grant Applications (SGA) for National Farmworker Jobs Program (NFJP), Housing Assistance*;
 - 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 housing 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 applicant's Data Universal Numbering System number.

RESCISSIONS None	EXPIRATION DATE: June 30, 2013
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B. *SF- 424A Budget Information.* In preparing the budget information form, the grantee must provide a concise narrative explanation to support the funding 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. *Housing Analysis.*
 - a. Describe the housing needs of the farmworker population to be served.
 - b. Explain how the analysis of the housing market, 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.*
 - a. Describe the housing assistance activities to be undertaken and the strategies to be pursued for PY 2012.
 - b. Provide separate explanation for both the permanent and temporary housing service activities offered by the grantees.
- iv. *Timeframes.*
 - a. 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.

5. **Formula Allocations.** The PY 2012 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 NFJP Housing grants in PY 2012 is \$5,678,248.

6. **Submission Requirements.** Grantees must prepare the PY 2012 grant plan in accordance with the guidance above and submit to the Employment and Training Administration 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.
7. **Inquiries.** Questions regarding this planning guidance should be addressed to the appropriate regional Federal Project Officer.
8. **Attachment.** PY 2012 Housing Assistance Allocations.