

<b>EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> NFJP
	<b>CORRESPONDENCE SYMBOL</b> DNPTTA-OWI
	<b>DATE</b> May 29, 2013

**ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 32-12**

**TO:** NATIONAL FARMWORKER JOBS PROGRAM GRANTEES

**FROM:** JANE OATES /s/  
Assistant Secretary

**SUBJECT:** National Farmworker Jobs Program Reporting Forms and Requirements

1. **Purpose.** To transmit the updated National Farmworker Jobs Program (NFJP) reporting forms and requirements: the Budget Information Summary (BIS) Report (Employment and Training Administration (ETA) Form 9093), the Program Planning Summary (PPS) Report (ETA Form 9094), the Program Status Summary (PSS) Report (ETA Form 9095), the Housing Assistance Summary (HAS) Report (ETA Form 9164), the Workforce Investment Act Standardized Participant Record (WIASPR), and a grant plan narrative.
2. **References.**
  - Workforce Investment Act of 1998 (WIA) (Pub. L. 105-220) section 167(c)(1) and (2).
  - WIA Regulations Final Rule 20 CFR 669.510, 669.520, 669.530, and 669.540.
  - WIA section 185.
  - WIA Regulations Final Rule 20 CFR 667.300(a).
3. **Background.** The NFJP provides funding to community-based organizations and public agencies to assist migrant and seasonal farmworkers (MSFWs) and their families attain greater economic stability through employment services, training, and related assistance. Authorized under WIA section 167, the NFJP helps MSFWs acquire new job skills in occupations that offer higher wages and a more stable employment outlook.

ETA's statutory and regulatory authority to administer the NFJP includes provisions for a reporting requirement for NFJP funding recipients. The data and information NFJP grantees report allow ETA to fulfill its program oversight and management responsibilities, collect performance information and hold grantees appropriately accountable for the use of Federal funds, provide program and performance information to stakeholders, and inform program and technical assistance activities.

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> Continuing
----------------------------	--------------------------------------

ETA requires NFJP employment and training grantees to submit ETA Forms 9093 and 9094 annually, and to submit ETA Form 9095 and WIASPR quarterly, as further described in Section 4. ETA now will require NFJP housing grantees to submit ETA Form 9164 quarterly, as outlined in Section 4. All NFJP grantees submit a grant plan narrative. ETA provides general guidance to the grantees regarding the content of the grant plan narrative. There is no official form or template required for this narrative.

As required under the Paperwork Reduction Act, ETA sought and received approval from the Office of Management and Budget for a 3-year extension from December 31, 2012 to December 31, 2015 for the NFJP reporting forms and requirements.

#### **4. Changes to Reporting Forms and Requirements.**

ETA requires NFJP employment and training grantees to submit the following reports:

- An annual BIS report (ETA Form 9093) by which ETA collects information on how grant funds will be spent during the program year. ETA made minimal non-substantive changes on this form for clarity and conformity across the NFJP forms.
- An annual PPS report (ETA Form 9094) by which ETA collects planned participant numbers and services for the program year. ETA also made minimal non-substantive changes to this form for clarity and conformity across the NFJP forms.
- A quarterly PPS report (ETA Form 9095) by which ETA collects information on actual participant numbers and program services. ETA made two substantive changes to ETA Form 9095. First, we have added a new Part 2, Quarterly Narrative Progress Report, which requires NFJP employment and training grantees to provide narrative information on program activities and outcomes. Second, we have changed the columns for the reporting quarters in Part I of the form, which captures data on participant numbers and service levels; the form previously required grantees to submit data for the previous quarter, current period, and grant cumulative. ETA Form 9095 now will capture data cumulatively for quarters 1 - 4 of the program year. We made this change for consistency across NFJP forms and to facilitate analysis of planned versus actual participant numbers and service levels.
- A quarterly WIASPR submission, by which ETA collects individual records containing demographic, service, and outcome data on individuals who exit the program. This data is used to calculate the common performance measures for entered employment, retention in employment, and average earnings. Field number 73 was revised with the current definition of Registered Apprenticeship. ETA also made minimal non-substantive changes to WIASPR for clarity.

ETA requires NFJP housing assistance grantees to submit the following report:

- A quarterly HAS report (ETA Form 9164), by which ETA collects data and narrative information on NFJP temporary and permanent housing activities. There currently is no uniform reporting requirement for NFJP housing grantees, resulting in variation in the quantity and quality of information reported by grantees. ETA Form 9164 will improve the accuracy in data collected on individuals and families served and the consistency in information reported on grant activities.
5. **Action Required.** Grantees must start using the attached versions of ETA Forms 9093, 9094, 9095, 9164 and WIASPR in Program Year (PY) 2013. For the quarterly reports, ETA Forms 9095 and 9164 and WIASPR, grantees will report using these forms for the first quarter of PY 2013 (the quarter ending September 30, 2013).
  6. **Inquiries.** Please direct questions concerning this Training and Employment Notice to the appropriate regional Federal Project Officer.
  7. **Attachments.**
    - Attachment A - Budget Information Summary report (ETA Form 9093)
    - Attachment B - Program Planning Summary report (ETA Form 9094)
    - Attachment C - Program Status Summary report (ETA Form 9095)
    - Attachment D - Housing Assistance Summary report (ETA Form 9164)
    - Attachment E - Workforce Investment Act Standardized Participant Record