

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION OWI/DAS
	CORRESPONDENCE SYMBOL NFJP
	DATE April 30, 2008

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 27-07

TO: NATIONAL FARMWORKER JOBS PROGRAM HOUSING GRANTEEES

FROM: BRENT R. ORRELL /s/
Acting Assistant Secretary

SUBJECT: Planning Guidance for Program Year (PY) 2008 for
Housing Assistance Grantees

- 1. Purpose.** To provide instructions and procedures for the preparation and submission of The Section 167 Housing Assistance annual grant plans for PY 2008.
- 2. References.** Federal Register, Vol. 72, No. 76, April 20, 2007, Notice of Initial Announcement of Program Year (PY) 2007 grant competition for operating the Housing Assistance portion of the National Farmworker Jobs Program (NFJP), under Section 167 of the Workforce Investment Act of 1998 (WIA), 29 U.S.C.9201.
- 3. Background.** Pursuant to the above-referenced Notice, Housing Assistance grants were awarded in July 2007. These grants, competed in a biannual basis, were funded for PY 2007, pending availability of funds in PY 2008. Funds for Housing Assistance activities in PY 2008 are available through the NFJP appropriation included in the Fiscal Year (FY) 2008 Omnibus Appropriation bill. The total amount available is \$4,888,000 (**post-rescission**); per the language in the Appropriations statute, 70 percent, or \$3,421,600 will be available for permanent housing assistance, and 30 percent, or \$1,466,400 will be available for temporary/emergency housing assistance. A table with the PY 2008 allocations is attached.

RESCISSIONS None	EXPIRATION DATE: June 30, 2009
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Housing assistance is a supportive service offered to assist migrant and seasonal farmworkers to retain employment or enter into or complete training. For more details on Definitions and Guiding Principles, please refer to the Federal Register Notice listed above.

4. **PY 2008 Annual Plan Requirements.** For PY 2008, housing assistance grantees are required to submit a grant package that includes the following:
 - A. **Standard Form (SF) 424:** Grantees must submit a new SF 424, "Application for Federal Assistance," (Appendix A), with the required DUNS number (OMB Rev. 9-2003); as well as the SF 424-A (Appendix B). In preparing the budget form, grantees are reminded they must provide a narrative to support the request; said narrative must also include a breakdown of any subgrants that are part of the grant.
 - B. **Grant Annual Plan Narrative:** Grantees must provide a grant annual plan narrative that describes the housing assistance activities to be undertaken for PY 2008. Separate annual grant plans are required for permanent housing activities and for temporary/emergency housing activities, for those grantees providing both kinds of services. The annual grant plan should include a discussion of progress accomplished from the PY 2007 grant, a detailed discussion of the strategies to be pursued in PY 2008 to continue that progress, and a detailed timeline for the entire PY that depicts, by month and/or quarter, the start and end dates for milestones inherent in the strategies described in the plan narrative.

Housing assistance grantees are reminded that housing assistance grants are guided by the Definitions and Guiding Principles published in the SGA for PY 2007 (Federal Register Vol. 72, No. 76, April 20, 2007). For a copy of the SGA, please visit our Web site at www.doleta.gov/msfw.

5. **Submission Requirements.** Please prepare the PY 2008 annual grant plan as instructed, above, and submit four (4) copies, three (3) of which must have original signatures on the SF 424, to:

Alina M. Walker, Program Manager
U.S. Department of Labor, ETA
Office of Workforce Investment
Division of Adult Services,
200 Constitution Avenue, N.W., Room C-4311
Washington, D.C. 20210

Your grant package should be received no later than May 15, 2008.

6. **Attachments.** PY 2008 Housing Allotments.