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| EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210 | CLASSIFICATION OWI |
| | CORRESPONDENCE SYMBOL NFJP |
| | DATE March 25, 2013 |

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 19-12

TO: NATIONAL FARMWORKER JOBS PROGRAM GRANTEES

FROM: JANE OATES
Assistant Secretary

SUBJECT: Program Year 2013 Planning Guidance and Grants Competition Waiver for National Farmworker Jobs Program Housing Grantees

1. **Purpose.** To inform National Farmworker Jobs Program (NFJP) housing grantees of the waiver of the biennial grants competition and to convey planning guidance for Program Year (PY) 2013.
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.** WIA generally requires the Department of Labor (Department) to conduct a grants competition every 2 years to select entities to operate the NFJP. However, WIA section 167(c)(4)(B) provides authority for the Secretary of Labor to waive the grant competition once during a 4-year period if a recipient of a grant has performed satisfactorily under the terms of the grant agreement. Pursuant to this authority, based on quarterly grantee reports, the Department has determined that all NFJP housing grantees are performing satisfactorily, and we are exercising the option to waive the biennial grants competition for NFJP housing assistance for PY 2013. All NFJP housing grantees must submit a grant plan in accordance with this guidance in order to receive grant funds for PY 2013.
4. **Grant Plan Requirements.** To receive PY 2013 funds, 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.
 - B. *SF-424A Budget Information Form and Budget Narrative.* Grantees must include a SF-424A and a concise narrative explanation to support the funding.

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| RESCISSIONS None | EXPIRATION DATE June 30, 2014 |
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- 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 to be undertaken and the strategies to be pursued in PY 2013. Grantees that provide 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 the 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, and to increase the quality and quantity of housing available to MSFWs and optimize the program's resources.
 - iv. *Outcomes*.
 - Describe the outcomes to be achieved through the grant in PY 2013.
 - Provide an estimate of the number of farmworkers to be assisted during the year.
- E. *Timeline*. Grantees must include a timeline for the entirety of PY 2013 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.
- F. *Organizational Chart*. Grantees must attach an organizational chart that identifies all the positions that would be 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.

5. **Formula Allocations.** Once Congress passes the Fiscal Year 2013 Department of Labor Appropriations Act, the Department will notify the NFJP grantees of the PY 2013 formula allocation for their service delivery area, and provide additional instructions if needed. In the interim, grantees should use their PY 2012 formula allocation as a guide in developing their grant plans.
6. **Submission Requirements.** Grantees must prepare the PY 2013 grant plan in accordance with the guidance above and submit the plan to ETA no later than May 3, 2013. Grant plans must be submitted electronically to the NFJP program 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.