EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION OWI
	CORRESPONDENCE SYMBOL NFJP
	DATE March 25, 2014

ADVISORY: **TRAINING AND EMPLOYMENT GUIDANCE LETTER NO.** 16-13

TO: NATIONAL FARMWORKER JOBS PROGRAM GRANTEES

FROM: ERIC M. SELEZNOW
Acting Assistant Secretary

SUBJECT: Program Year 2014 Planning Guidance for National Farmworker Jobs Program Employment and Training Grantees

1. **Purpose.** To provide instructions for National Farmworker Jobs Program (NFJP) employment and training grantees for preparing and submitting grant plans for Program Year (PY) 2014, and to convey the grant allocations for the program year.

2. **References.**
   - Federal Register, February 12, 2013, *Notice of Availability of Funds and Solicitation for Grant Applications for National Farmworker Jobs Program Grants*;
   - Section 167 of the Workforce Investment Act of 1998 (WIA), as amended (Pub. L. 105-220); and
   - 20 CFR Part 669.

3. **Background.** The Department of Labor's Employment and Training Administration (ETA) awards NFJP grants for a 2-year period. Funding for the second year of the grant period is dependent upon the submission of a grant plan and approval of that plan by ETA. This Training and Employment Guidance Letter (TEGL) provides instructions to NFJP grantees operating grants for the current 2-year grant period (PYs 2013 and 2014), to prepare and submit their grant plans for the second year of the grant period (PY 2014).

4. **Grant Plan Requirements.** To receive PY 2014 funds, NFJP employment and training 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. Grantees must use the current version of SF-424 available at: http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf.

RESCISSIONS None	EXPIRATION DATE June 30, 2015

B. *SF-424A Budget Information Form and Budget Narrative.* Grantees must include a SF-424A and a narrative explanation to support the funding. Grantees must use the current version of SF-424A available at: http://www.doleta.gov/MSFW/pdf/sf424a.pdf.

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. *Economic and Population Analysis.*

- Describe the socio-economic characteristics of the population, including the employment and education needs and the barriers to employment facing migrant and seasonal farmworkers (MSFWs) in the service area.
- Describe the economic conditions of the service area, including the characteristics of the agricultural industry.
- Describe the employment outlook of the service area, including the identification of the growth or in-demand industries or occupations targeted for employment opportunities for MSFWs.

ii. *Program Design.* Describe the program strategies for PY 2014 to provide services to MSFWs in the service area, including:

- The outreach approaches to find eligible participants effectively.
- Employer engagement, including strategies for outreach, job development, and job seeker placement.
- The strategies for providing core, intensive, and training services to participants, including delivery of those services in conjunction with the American Job Center network (also known as the One-Stop Career Center system).
- The types of training services, the occupation focus of that training, and any industry-recognized credentials that participants will receive through training.
- The related assistance services needed by MSFWs and the strategies for providing those services, including how related assistance will be coordinated with other available services in the service area.
- The method the grantee will use to target its services on specific segments of the eligible population, as appropriate.

iii. *Partnership Strategies.*

- Describe the partnerships in place, and the strategies for increasing the network of organizations with which the grantee collaborates, in order to enhance outreach and service delivery, improve outcomes for MSFWs, and optimize the program's resources.

iv. *Outcomes.*

- Describe the outcomes for the grant for PY 2014.
- Describe the manner in which the proposed services to MSFWs will strengthen

their ability to obtain and retain employment or stabilize their agricultural employment.

E. *Organizational Chart.* Grantees must attach an organizational chart that identifies all the positions 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.

F. *ETA Form 9094, Program Planning Summary.* Grantees must provide a Program Planning Summary (PPS), which depicts planned participant levels and outcomes. In addition to submitting as part of the grant plan, grantees must enter the PPS into the grantee on-line reporting system, the Enterprise Business Support System (EBSS), by July 31, 2014. Grantees must use the current PPS Form 9094, which is available at: http://www.doleta.gov/MSFW/html/govtform.cfm.

G. *ETA Form 9093, Budget Information Summary.* Grantees must provide a Budget Information Summary (BIS), which depicts the 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. In addition to submission as part of the grant plan, grantees must enter the BIS into the grantee on-line reporting system, EBSS, by July 31, 2014. Grantees must use the current BIS Form 9093, which is available at: http://www.doleta.gov/MSFW/html/govtform.cfm.

H. *Indirect Cost Rate.* If applicable, as discussed in Section 5 of this TEGL, the Indirect Cost Rate (ICR) agreement is to be included in the grant plan.

I. *Use of PY 2013 Funds.* If applicable, as discussed in Section 6 of this TEGL, grantees must identify their intent to use PY 2013 funds in PY 2014 for training or work experience. Grantees must indicate the amount of PY 2013 funds they will use in PY 2014, and the number of participants for which training/work experience will be paid through these funds.

5. **Indirect Cost Rate.** As specified in Office of Management and Budget Circular Cost Principles, indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. An ICR is required when an organization operates under more than one grant or other activity, whether Federally-assisted or not. Organizations must use the ICR supplied by a Federal Cognizant Agency. More information on ICRs and Federal Cognizant Agencies is available at: http://www.doleta.gov/grants/resources.cfm.

If the grantee notes indirect charges on the SF-424A, they must have a valid ICR agreement on file. If a NFJP grantee has an ICR agreement that expires before June 30, 2015, the grantee must include its most recent ICR agreement as part of the grant plan submitted to ETA. If an organization requires a new ICR or has a pending ICR, the Grant Officer will award a temporary billing rate for 90 days until a provisional rate can be issued. Within this

90-day period, the organization must submit an acceptable indirect cost proposal to its Federal Cognizant Agency to obtain a provisional ICR.

Note: Grantees that do not elect to charge indirect costs or that have a current ICR agreement that expires after June 30, 2015, do not need to include any ICR information in the grant plan.

6. **Use of PY 2013 Funds.** Grantees may have participants whose Individual Employment Plans provide for training or work experience that extends beyond June 30, 2014. In such instances, grantees may continue to use PY 2013 funds in PY 2014 for training/work experience for those participants. PY 2013 funds dedicated to helping participants complete their training/work experience in PY 2014 must be obligated by June 30, 2014. Otherwise, grantees will not be able to use PY 2013 funds in PY 2014.

   Grantees using PY 2013 funds in PY 2014 must continue to file each quarter a Federal Financial Report (ETA Form 9130) for PY 2013 funds until those funds are fully expended. Grantees should be aware that although limited use of first year funds (PY 2013) in the second year (PY 2014) of the 2-year grant period is permitted, grantees are expected to expend all grant funds by the end of the grant period, which is June 30, 2015. 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.

7. **Grantee Performance Goals.** Federal regulations for NFJP (20 CFR 669.500) indicate that the levels of performance for grantees will take into account the characteristics of the population to be served and the economic conditions in the service area. These regulations also indicate that the levels will be established in a negotiation between the Department of Labor and the grantee. Beginning with PY 2014, ETA will be implementing a new approach for establishing grantee performance goals for the three common performance measures – entered employment, retention in employment, and average earnings. ETA will establish grantee performance goals through a statistical regression model that accounts for economic conditions and participant characteristics, and through a negotiation process. ETA will provide detailed instructions on the process for performance goals to grantees separately. Once finalized, ETA will incorporate grantees' performance goals in the PY 2014 grant plan.

8. **Grant Allocations.** The total amount available for NFJP employment and training grants for PY 2014 is $75,885,000. The PY 2014 allocations are an attachment to this TEGL and are available at: http://www.doleta.gov/MSFW/html/docs/StateAllocations.cfm.

9. **Submission Requirements.** Grantees must submit their PY 2014 grant plan to ETA no later than May 2, 2014. Please submit grant plans electronically to the NFJP program e-mail address – NFJP@dol.gov – with an electronic "cc" to the appropriate regional Federal Project Officer.

10. **Inquiries.** Please address questions regarding this guidance to the appropriate regional Federal Project Officer.

11. Attachments.

- PY 2014 State Allocations
- PY 2014 California Sub-State Allocations

Attachment I

U. S. Department of Labor
Employment and Training Administration

National Farmworker Jobs Program
PY 2014 Allocations to States

State	Total
Total	$75,885,000
Alabama	767,959
Alaska	-
Arizona	2,068,038
Arkansas	1,110,208
California	19,380,015
Colorado	969,723
Connecticut	341,748
Delaware	123,076
Dist of Columbia	-
Florida	4,020,549
Georgia	1,485,859
Hawaii	320,484
Idaho	1,042,300
Illinois	1,393,708
Indiana	895,577
Iowa	1,141,031
Kansas	1,042,405
Kentucky	1,174,208
Louisiana	883,219
Maine	284,214
Maryland	351,544
Massachusetts	312,287
Michigan	1,356,926
Minnesota	1,196,700
Mississippi	1,257,920
Missouri	956,019
Montana	579,189
Nebraska	1,055,272
Nevada	174,311
New Hampshire	98,846
New Jersey	675,178
New Mexico	918,080
New York	1,606,571
North Carolina	2,609,522
North Dakota	589,107
Ohio	1,221,776
Oklahoma	1,234,177
Oregon	1,912,247
Pennsylvania	1,498,136
Puerto Rico	2,965,804
Rhode Island	37,525
South Carolina	937,644
South Dakota	601,483
Tennessee	831,470
Texas	6,471,095
Utah	280,460
Vermont	185,024
Virginia	899,738
Washington	2,996,573
West Virginia	190,396
Wisconsin	1,212,803
Wyoming	226,856

Attachment II

National Farmworker Jobs Program
PY 2014 California Sub-State Allocations

Grantee	Distribution	PY 2014 Allocation
Center for Employment Training, Inc.	41.0735%	$7,960,050
Central Valley Opportunity Centers, Inc.	9.6465%	$1,869,493
County of Kern, Employers Training Resource	10.5478%	$2,044,165
Proteus, Inc.	19.7661%	$3,830,673
California Human Development Corporation	18.9661%	$3,675,633
TOTAL CALIFORNIA ALLOCATION	**100.00%**	**$19,380,015**