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ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 29-16

TO: ALL NATIONAL FARMWORKER JOBS PROGRAM GRANTEES

FROM: BYRON ZUIDEMA
Deputy Assistant Secretary

SUBJECT: Program Year 2017 Planning Guidance for National Farmworker Jobs Program
Employment and Training Grantees and Housing Assistance Grantees

1. **Purpose.** To provide instructions for National Farmworker Jobs Program (NFJP) grantees for preparing and submitting program plans for Program Year (PY) 2017, establishing PY 2017 performance goals, and to convey the grant fund allocations for the program year.
2. **References.**
 - a. Section 167 of the Workforce Innovation and Opportunity Act (WIOA).
 - b. 20 CFR, Part 685, October 18, 2016, WIOA Final Rule.
 - c. Training and Employment Guidance Letter (TEGL) 18-16: Program Eligibility and Enrollment Guidance for the National Farmworker Jobs Program.
3. **Background.** New 4-year NFJP grants went into effect on July 1, 2016, in accordance with WIOA. Operational guidance regarding implementation of NFJP under WIOA has been released by the Department under TEGLs 12-14, Change 1: Update to Allowable Uses and Funding Limits of Workforce Investment Act (WIA) Program Year (PY) 2014 Funds for Workforce Innovation and Opportunity Act (WIOA) Transitional Activities; 35-14, Change 1: Operating Guidance for National Farmworker Jobs Program Employment and Training and Housing Grantees, with a Clarification on Housing Assistance Services; 38-14: Operational Guidance to Support the Orderly Transition of Workforce Investment Act Participants, Funds, and Sub-Recipient Contracts to the Workforce Innovation and Opportunity Act; 16-16: One-Stop Operations Guidance for the American Job Center Network; 17-16: Infrastructure Funding of the One-Stop Delivery System, and 18-16.

The Employment and Training Administration (ETA) is issuing the attached funding allotments for PY 2017 for NFJP grantee planning purposes to enable NFJP grantees to submit program plans for PY 2017. Grantees must submit the requested program plan and budget documents, and receive approval from ETA in order to receive PY 2017

RESCISSIONS	EXPIRATION DATE
None	Continuing

funding. This TEGL provides instructions to current NFJP grantees on preparing and submitting their program plan and budget documents for PY 2017.

For NFJP, the Consolidated Appropriations Act, 2017, Public Law 115-31, enacted May 5, 2017 (from this point forward, referred to as “the Act”) provides \$75,885,000 for formula grants and another \$5,517,000 for migrant and seasonal farmworker housing. The Act, Division H, Title I, sec. 106(b), allows the Secretary to set aside up to 0.5 percent of each discretionary appropriation for activities related to program integrity. For 2017, the Department set aside the full 0.5 percent of most discretionary appropriations, including migrant and seasonal farmworker program formula grants and housing. This reduced the amount available for NFJP Employment and Training grants to \$75,505,575 and Housing Assistance grants to \$5,489,415. The Department is still finalizing the plans for program integrity. Any funds that are not used for program integrity will be distributed to grantees by formula.

Grantees must expend PY 2017 funding no later than September 30, 2018.

4. **Required Documents for PY 2017 Funding.** Funding for Employment and Training and Housing Assistance grantees in 2017 depends upon the grantee’s submission of a program plan, along with budget documents, and ETA’s approval of that submission. Grantees must submit all requested documents through Grants.gov. Grantees must submit program documents requested in section 4(e) below through Grants.gov as part of the application and to the e-mail address listed in section 8 below. If grantees fail to submit documents by the submission deadline, individual grant awards may be delayed. Employment and Training and Housing grants require the following documentation:
 - a. SF-424, “Application for Federal Assistance.” The SF-424 must clearly identify the grantee organization and state, and must be signed by an individual with authority to enter into a grant agreement, and include the grantee’s Data Universal Numbering System (DUNS) Number.
 - b. SF-424A, Budget Information Form.
 - c. Budget Narrative. Instructions for completing the Budget Narrative are provided in Attachment I.
 - d. Negotiated Indirect Cost Rate Agreement (NICRA). Grantees that use a NICRA or Cost Allocation Plan (CAP) must submit a current or recent copy of the NICRA or CAP as part of this application. Note: If a grantee includes indirect charges on line 6.j of the SF-424A, the grantee must submit an NICRA or CAP unless the grantee elects to charge a de minimis rate.
 - e. Additionally, if there are any proposed changes for PY 2017 to the following components of the current, approved Employment and Training program plan, grantees must submit an updated plan for review at NFJP@dol.gov :

- Program Design
- Partnership Strategies
- Outcomes
- Organizational Chart

Grantees must submit proposed changes to the current approved Housing program plan at NFJP@dol.gov for the following:

- Housing Analysis
- Program Activities
- Partnership Strategies
- Outcomes
- Timelines
- Organizational Chart

Grantees do not need to submit any proposed changes to PY 2017 if the components of their current PY 2016 program plan will not change.

5. **Grantee Performance Goals.** On July 1, 2016, new performance indicators became effective under the WIOA. For PY 2016, ETA negotiated performance targets with each grantee. These targets will remain the same for PY 2017. Grantees may request to renegotiate PY 2017 goals by providing compelling data and adequate narrative justification, no later than June 30, 2017.
6. **Use of PY 2016 Funds.** Although the period of performance for current PY 2016 NFJP grants ends on September 30, 2017, ETA will continue to measure performance on a 12-month program year. The extra quarter in the period of performance will allow the grantees the flexibility to absorb minor fluctuations in spending within the four-year cycle without the need to request extensions from year to year. Grantees must continue to file a Federal Financial Report ETA Form 9130 each quarter for PY 2016 funds until those funds are fully expended or the end of the grant's period of performance is reached.
7. **Paperwork Reduction Act (PRA) Statement.** The Department notes that a Federal agency may not conduct or sponsor a collection of information, nor is the public required to respond to a collection of information, unless the Office of Management and Budget (OMB) under the PRA, approves it and it displays a currently valid OMB Control Number (44 U.S.C. 3507.) Also, notwithstanding any other provision of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB Control Number (44 U.S.C. 3512.) The currently valid OMB Control Numbers for this collection are:
 - OMB 4040-0004, which expires October 31, 2019;
 - OMB 4040-0006, which expires January 31, 2019;
 - OMB 1205-0425, which expires June 30, 2019.

8. **Action Requested.** Grantees must submit all of the requested documents detailed in section 4 to www.Grants.gov no later than **June 30, 2017**. Per section 4, please also submit program plans detailed in section 4(e) electronically to the NFJP program e-mail address NFJP@dol.gov with the subject line “Program Plan Submission – [Employment and Training or Housing] – [State]-[Organization]” and an electronic “cc:” to the appropriate regional Federal Project Officer.
9. **Inquiries.** Please address questions regarding this guidance to your regional Federal Project Officer.
10. **Attachments.**
 - a. Attachment I. Instructions for Completing the Budget Narrative
 - b. Attachment II. Instructions for Submitting the SF-424, SF424A and Indirect Cost Rate Agreement via Grants.gov
 - c. Attachment III. PY 2017 NFJP Employment and Training Grant Fund Allocations
 - d. Attachment IV. PY 2017 NFJP Housing Grant Fund Allocations

Attachment I. Instructions for Completing the Budget Narrative

For Housing grantees:

- The budget narrative must adhere to the amount of permanent and temporary expenditures detailed in Attachment IV.
- In the budget narrative, housing grantees must clearly differentiate between the amount of expenditures on permanent and temporary housing.

For all grantees, use the following guidance below when writing the budget narrative.

IMPORTANT: If a total amount for each item listed below is included in the narrative, please be sure the amount in the narrative matches the corresponding line items on the SF-424-A (line items 6.a through 6.j).

Personnel – List all staff positions by title (both current and proposed). Provide the annual salary of each position, the percentage of each position's time devoted to the project, the amount of each position's salary funded by the grant and the total personnel cost for the program year.

Fringe Benefits – Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

Travel – Specify the purpose, mileage, per diem, estimated number of in-state and out-of-state trips and other costs for each type of travel.

Equipment – Identify each item of equipment to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than 1 year (see 2 CFR 200.33 for the definition of Equipment). List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are considered supplies.

Supplies – Supplies include all tangible personal property other than "equipment" (see 2 CFR 200.94 for the definition of Supplies). The detailed budget should identify categories of supplies (e.g. office supplies). List the quantity and unit cost per item.

Contractual – Identify each proposed contract and specify its purpose and estimated cost. If applicable, identify any sub-recipient agreements, including purpose and estimated costs.

Construction – Construction costs are not allowed and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. We do not consider this as construction and the costs must be shown on other appropriate lines such as Contractual.

Other – List each item in sufficient detail for us to determine whether the costs are reasonable or allowable. List any item, such as stipends or incentives, not covered elsewhere here.

Indirect Charges – If indirect costs are included in the budget, then include the approved indirect cost rate with a copy of the negotiated Indirect Cost Rate Agreement (ICRA). If your organization uses an indirect cost rate then a negotiated ICRA must be in place no later than 90 days after the grant award for approval of indirect charges. The following link contains DOL specific information: <http://www.dol.gov/oasam/boc/dcd/index.htm>.

Attachment II. Instructions for Submitting the SF-424, SF-424A and Indirect Cost Rate Agreement via Grants.gov

All grantees must submit an electronically signed SF-424 (Application for Federal Assistance), SF-424A (Budget Information) and an Indirect Cost Rate Agreement or Cost Allocation Plan through [Grants.gov](http://www.Grants.gov).

An electronically submitted SF-424 through Grants.gov constitutes an official signed document and must reflect the grantee's award amount in Attachment II.

Each SF-424 must reflect the exact amount of the grantee's allotment provided in Attachment II on line item #18 of the SF-424. Any total amounts on the SF-424A and budget narrative should also reflect the grantee's allotment provided in Attachment II. Item #11 must include the Catalog of Federal Domestic Assistance (CFDA) number for the National Farmworker Jobs Program, which is 17.264.

Note: To find the grant application package in [Grants.gov](http://www.Grants.gov), click on the "Search Grants" tab and enter the CFDA number 17.264 in the CFDA search field.

This process can be complicated and time-consuming. Therefore, the Department strongly encourages grantees to initiate the process as soon as possible and to allow for time to resolve technical problems if necessary. For grantees that have not registered with Grants.gov, the Department strongly recommends that grantees read the instructions for registering located at: <http://www.Grants.gov/web/grants/register.html>.

Grantees should read the registration process carefully before registering. These steps may take as much as 4 weeks to complete, and this time should be factored into plans for electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site also contains registration checklists to help you walk through the process. The Department strongly recommends that grantees download the "Organization Registration Checklist" at <http://www.Grants.gov/web/grants/applicants/organization-registration.html> and prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time.

All applicants for Federal grant and funding opportunities are required to have a Data Universal Numbering System (D-U-N-S®) number, and must supply their D-U-N-S® number on the SF-424. Before submitting an application for funding, grantees must register with the System for Award Management (SAM), which has replaced the Central Contractor Registry (CCR). Instructions for registering with SAM can be found at <https://www.sam.gov>.

Grantees must maintain an active SAM registration with current information at all times during which they have an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, there is a requirement to review and update the registration at least every 12 months from the date of initial registration or subsequently update the information in the SAM database to ensure it is current, accurate, and complete. Failure to register with SAM and maintain an active account will result in Grants.gov rejecting your submission.

The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the D-U-N-S number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a user name and password on Grants.gov visit: <http://www.Grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.

After creating a user name and password on Grants.gov, a representative from your organization, who is the contact listed for SAM (referred to as the E-Biz POC), will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: <http://www.Grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>.

To track AOR status visit:

<http://www.Grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

Submitting through Grants.gov constitutes an electronically signed SF-424, Application for Federal Assistance. The registration and account creation with Grants.gov, with E-Biz POC approval, establishes an AOR. When you submit the SF-424 through Grants.gov, the name of your AOR on file will be inserted into the signature line. Grantees must register the individual who is able to make legally binding commitments as the AOR.

If grantees encounter a problem with Grants.gov and do not find an answer in any of the other resources, call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or email support@Grants.gov. The Contact Center is open 24 hours a day, 7 days a week. It is closed on federal holidays.

After troubleshooting with Grants.gov helpdesk, grantees should e-mail major issues preventing submission of required documents to Charese Moore, Grants Management Specialist, at moore.charese@dol.gov with a copy to your FPO. That e-mail should specifically reference the NFJP TEGL's Funding Opportunity Announcement number, and it should include a contact name, email address, and phone number.

Attachment III. PY 2017 NFJP Employment and Training Grant Fund Allocations

U. S. Department of Labor Employment and Training Administration
National Farmworker Jobs Program PY 2017 Allocations to States

State	Total
Total with Program Integrity	\$75,885,000
Total	\$75,505,575
Alabama	764,119
Alaska	-
Arizona	2,057,698
Arkansas	1,104,657
California	19,283,115
Colorado	964,874
Connecticut	340,039
Delaware	122,461
Dist of Columbia	-
Florida	4,000,446
Georgia	1,478,430
Hawaii	318,882
Idaho	1,037,089
Illinois	1,386,739
Indiana	891,099
Iowa	1,135,326
Kansas	1,037,193
Kentucky	1,168,337
Louisiana	878,803
Maine	282,793
Maryland	349,786
Massachusetts	310,726
Michigan	1,350,141
Minnesota	1,190,716
Mississippi	1,251,630
Missouri	951,239
Montana	576,293
Nebraska	1,049,996
Nevada	173,439
New Hampshire	98,352
New Jersey	671,802
New Mexico	913,490
New York	1,598,538
North Carolina	2,596,474
North Dakota	586,161
Ohio	1,215,667
Oklahoma	1,228,006
Oregon	1,902,686
Pennsylvania	1,490,645
Puerto Rico	2,950,975
Rhode Island	37,337
South Carolina	932,956
South Dakota	598,476
Tennessee	827,313
Texas	6,438,740
Utah	279,058
Vermont	184,099
Virginia	895,239
Washington	2,981,590
West Virginia	189,444
Wisconsin	1,206,739
Wyoming	225,722
Program Integrity set aside	379,425

National Farmworker Jobs Program
Program Year 2017 California Employment and Training Grants

Grantee	PY 17 Allocations
California Human Development Corporation	\$3,583,458.00
Proteus, Inc.	\$3,924,420.00
Center for Employment Training, Inc.	\$7,760,433.00
County of Kern, Employers Training Resource	\$2,192,193.00
Central Valley Opportunities Centers, Inc.	\$1,822,611.00
Total California Allocation	\$19,283,115.00

Attachment IV. PY 2017 NEJP Housing Grant Fund Allocations

U.S. Department of Labor Employment and Training Administration
National Farmworker Jobs Program PY 2017 Housing Assistance Allocations

Grantee	State	Areas Served	Permanent	Temporary	Total
Community Resources and Housing Development Corporation	CO	AZ, CO, ID, NM, TX	\$340,342	\$366,627	\$706,969
Florida Non-Profit Housing, Inc.	FL	DE, FL, MD MS, VA	\$567,714	\$140,588	\$708,302
La Cooperativa Campesina de California	CA	CA	\$135,500	\$661,561	\$797,061
Motivation, Education, and Training, Inc.	TX	TX, LA	\$483,624	\$104,473	\$588,097
Office of Rural and Farmworker Housing	WA	WA, OR	\$273,761	\$0	\$273,761
Self Help Enterprises	CA	CA	\$249,082	\$0	\$249,082
Pathstone Corporation	NY	NY, VT, NJ, ME, PA, OH, IN, PR	\$796,961	\$151,743	\$948,704
PPEP Microbusiness & Housing Development Corporation	AZ	AZ	\$304,349	\$139,336	\$443,685
Rural Community Assistance Corporation	CA	CA, HI	\$197,651	\$0	\$197,651
Tennessee Opportunity Programs, Inc.	TN	TN	\$104,614	\$0	\$104,614
United Migrant Opportunity Services/UMOS, Inc.	WI	IL, IA, KS, MN, MO, NE, OK, SD, WI	\$388,993	\$82,496	\$471,489
Grand Total:			\$3,842,591	\$1,646,824	\$5,489,415