

<b>EMPLOYMENT AND TRAINING ADMINISTRATION</b> <b>ADVISORY SYSTEM</b> <b>U.S. DEPARTMENT OF LABOR</b> <b>Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> WIOA-NFJP
	<b>CORRESPONDENCE SYMBOL</b> OWI-DNPTTA
	<b>DATE</b> June 23, 2017

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

**TO:** ALL NATIONAL FARMWORKER JOBS PROGRAM GRANTEES

**FROM:** BYRON ZUIDEMA /s/  
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

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> Continuing
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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](mailto: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](mailto: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](http://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](mailto: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