

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION NFJP
	CORRESPONDENCE SYMBOL OWI-DNPTTA
	DATE July 3, 2018

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 1-18

TO: ALL NATIONAL FARMWORKER JOBS PROGRAM GRANTEES

FROM: ROSEMARY LAHASKY
Deputy Assistant Secretary

SUBJECT: Program Year 2018 Planning Guidance for National Farmworker Jobs Program Career Services and Training Grantees and Housing Grantees

1. **Purpose.** To provide Program Year (PY) 2018 preparation and submission instructions, establish PY 2018 performance goals, and convey PY 2018 grant allotments.
2. **References.**
 - a. Consolidated Appropriations Act, 2018 Public Law 115-141, enacted March 23, 2018.
 - b. Section 167 of the Workforce Innovation and Opportunity Act (WIOA).
 - c. 20 CFR, Part 685, WIOA Final Rule.
 - d. Training and Employment Guidance Letter (TEGL) 18-16: Program Eligibility and Enrollment Guidance for the National Farmworker Jobs Program (NFJP).
 - e. Federal Register Notice - Employment and Training Administration (ETA) PY 2018 WIOA 167, NFJP Proposed Modifications To Allotment Formula, 83 FR 23937 (May 23, 2018).
3. **Background.** In accordance with WIOA, new four-year NFJP grants went into effect on July 1, 2016. ETA is issuing the attached PY 2018 grant allocations for NFJP grantee planning purposes to submit program plans for PY 2018. Grantees must submit the requested program plan and budget documents and receive approval from ETA to receive PY 2018 funding. This TEGL provides preparation and submission instructions to current NFJP grantees for PY 2018.

For NFJP, the Consolidated Appropriations Act, 2018, Public Law 115-141, enacted March 23, 2018 (from this point forward, referred to as "the Act"), provides \$81,447,000 for formula grants and another \$5,922,000 for migrant and seasonal farmworker housing. The Act, Division H, Title I, sec. 106(b), allows the Secretary to set aside a percentage of each discretionary appropriation for activities related to program integrity. This reduced the amount available for career services and training grants to \$81,203,000 and housing grants to \$5,904,000.

Grantees must expend PY 2018 funding no later than September 30, 2019.

RESCISSIONS None	EXPIRATION DATE Continuing
----------------------------	--------------------------------------

4. **NFJP Formula Development.** The PY 2018 allotment formula incorporates the most recent data available, as described in the May 23, 2018 *Federal Register* Notice. Additionally, ETA applied two modifications to the allotment formula for PY 2018 to provide more accurate estimates of each State service area's relative share of persons eligible for the program. The two modifications are "back-out" adjustments to the Census of Agriculture hired labor expenditures to remove the amounts spent on Unemployment Insurance payroll tax payments made on behalf of farm workers and to remove expenditures on H-2A workers. ETA proposed to apply a third modification to align the allotment formula with the definition of "dependent" under WIOA sec. 167(i)(2)(B) and (3)(B), to account for dependents of migrant and seasonal farmworkers in each State's share of the total population. However, after consideration of the comments received on this proposed modification, ETA has decided not to implement this modification. ETA will respond to the public comments received and publish the final allotments and allocations in a second *Federal Register* Notice.
5. **Required Documents for PY 2018 Funding.** To receive PY 2018 funding, NFJP grantees must submit all requested documents (as applicable to their grant) detailed in subsections *a* through *e* below through Grants.gov. Once ETA approves the grantee's submission, the documents will be incorporated into the grant agreement. If corrections are necessary, the grantee's Federal Project Officer will notify the grantee and provide assistance with resubmitting documents as necessary. If grantees fail to submit documents by the submission deadline, individual grant awards will be delayed. As noted directly above, NFJP grantees 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 a NICRA or CAP unless the grantee elects to charge a de minimis rate. If a grantee elects not to charge indirect costs, they do not need to include a NICRA or CAP.
 - e. Program Plan. If there are any changes from the grantees' PY 2017 approved plan, grantees must submit a revised program plan that notes any changes. If there are no changes for the program plan, grantees must resubmit the previously approved plan for PY 2018.
6. **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, and these targets remained the same in PY 2017. These negotiated performance targets will continue in PY 2018. Grantees may request to renegotiate PY 2018 goals by

providing compelling data and adequate narrative justification to NFJP@dol.gov, no later than 30 calendar days from the issue date of this TEGL.

7. **Use of PY 2017 Funds.** Although the period of performance for current PY 2017 NFJP grants ends on September 30, 2018, 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 2017 funds until those funds are fully expended or the end of the grant's period of performance is reached.
8. **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; and
 - OMB 4040-0006, which expires January 31, 2019.
9. **Timing of Funds.** ETA will distribute executed NFJP Notices of Award as close to the beginning of July as possible, so that funds are available to support continued operations of the program. However, ETA generally does not expect PY 2018 funds to be available to grantees until approximately mid-July. ETA recognizes that this delay can create operational challenges for some grantees.

To partially alleviate this issue, ETA specified last year in TEGL 29-16 that, moving forward, NFJP grantees' periods of performance would be 15 months, allowing for one quarter of overlapping funds to allow for the flexibility to absorb minor fluctuations in spending during a four-year grant cycle. Accordingly, NFJP grantees' periods of performance for PY 2017 funds end on September 30, 2018.

In general, ETA expects that the September 30, 2018 end date for PY 2017 funds, as well as additional restored funds awarded through TEGL 29-16, Change 1, will allow grantees to continue operations in July of 2018 without interruption while waiting for PY 2018 grant awards to be executed. However, ETA also recognizes that some grantees may have expended all or most of their funds by July 1, 2018, and that these grantees may be impacted in early July before PY 2018 grants are executed.

To minimize the impact on grantees with little to no remaining PY 2017 funds, ETA will allow for expedited processing of grant awards in these exceptional circumstances, as described in the "Action Requested" section below.

10. Action Requested. For grantees with funds estimated to be sufficient to continue operations approximately through the end of July, please submit all requested documents (as applicable to the grant) detailed in Section 5 to Grants.gov as soon as possible but no later than 30 calendar days from the publication date of this TEGE.

For grantees with funds estimated to be insufficient to continue operations through approximately the end of July, ETA recommends submitting the completed and signed SF-424 to Grants.gov immediately to enable expedited processing of the award and then submitting the remaining documents to Grants.gov as soon as possible but no later than 30 calendar days from the publication date of this TEGE. The additional documents will be incorporated into the grant agreement via modification.

11. Inquiries. Please address questions regarding this guidance to your regional Federal Project Officer.

12. Attachment(s).

- a. Attachment I. Instructions for Completing the Budget Narrative
- b. Attachment II. Instructions for Submitting Budget Documents via Grants.gov
- c. Attachment III. PY 2018 NFJP Career Services and Training Grant Allocations
- d. Attachment IV. PY 2018 NFJP Housing Grant 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. Please note that Public Law 115-141 requires that for the migrant and seasonal housing amount, "...not less than 70 percent shall be for permanent housing...".
- 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-424A (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 which equals or exceeds the lesser of the capitalization level established for financial statement purposes or \$5,000 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. Tangible personal property other than equipment is 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 (NICRA). If your organization uses an indirect cost rate, then a NICRA must be in place no later than 90 calendar 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 Budget Documents via 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 III and IV.

Block #18 of the SF-424 must reflect the exact amount of the grantee's allotment provided in Attachment III. Any total amounts on the SF-424A and budget narrative must also reflect the grantee's allotment provided in Attachment III. Block #11 of the SF-424 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 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 applying 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: <https://www.grants.gov/web/grants/applicants/registration.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 2018 NFJP Career Services and Training Grant Allocations

U. S. Department of Labor
Employment and Training Administration
National Farmworker Jobs Program

State	Total
	\$81,203,000
Alabama	780,688
Alaska	-
Arizona	2,208,505
Arkansas	1,128,611
California	20,302,807
Colorado	1,172,108
Connecticut	350,127
Delaware	135,621
Dist of Columbia	-
Florida	4,087,192
Georgia	1,510,489
Hawaii	325,797
Idaho	1,546,823
Illinois	1,520,015
Indiana	996,927
Iowa	1,381,814
Kansas	1,061,734
Kentucky	1,193,671
Louisiana	897,859
Maine	288,925
Maryland	357,371
Massachusetts	317,464
Michigan	1,852,921
Minnesota	1,418,215
Mississippi	1,278,771
Missouri	971,866
Montana	588,789
Nebraska	1,127,274
Nevada	177,200
New Hampshire	100,577
New Jersey	686,369
New Mexico	933,298
New York	1,633,201
North Carolina	2,652,776
North Dakota	720,475
Ohio	1,242,028
Oklahoma	1,254,634
Oregon	2,129,586
Pennsylvania	1,522,968
Puerto Rico	3,014,964
Rhode Island	52,828
South Carolina	953,186
South Dakota	611,453
Tennessee	845,253
Texas	6,578,359
Utah	406,255
Vermont	188,091
Virginia	914,652
Washington	3,931,488
West Virginia	193,552
Wisconsin	1,426,806
Wyoming	230,617

National Farmworker Jobs Program
PY 2018 Allocations for California Career Services and Training Grants

Grantee	Total
California Human Development Corporation	\$3,776,322
Proteus, Inc.	\$4,121,470
Center for Employment Training, Inc.	\$8,161,728
County of Kern, Employers Training Resource	\$2,314,520
Central Valley Opportunities Centers, Inc.	\$1,928,767
	\$20,302,807

Attachment IV. PY 2018 NFJP Housing Grant Allocations

Grantees	State	Areas Served	Permanent Housing Total	Temporary Housing Total	Total
Community Resources and Housing Development Corporation	CO	AZ, CO, ID, NM, TX	\$366,046	\$394,317	\$760,363
Florida Non-Profit Housing, Inc.	FL	DE, FL, MD, MS, VA	\$610,590	\$151,206	\$761,796
La Cooperativa Campesina de California	CA	CA	\$145,734	\$711,525	\$857,259
Motivation, Education, and Training, Inc.	TX	TX, LA	\$520,149	\$112,363	\$632,512
Office of Rural and Farmworker Housing	WA	WA, OR	\$294,437	\$0	\$294,437
Self-Help Enterprises	CA	CA	\$267,894	\$0	\$267,894
Pathstone Corporation	NY	NY, VT, NJ, ME, PA, OH, IN, PR	\$857,151	\$163,203	\$1,020,354
PPEP Microbusiness & Housing Development Corporation	AZ	AZ	\$327,335	\$149,859	\$477,194
Rural Community Assistance Corporation	CA	HI, CA	\$212,578	\$0	\$212,578
Tennessee Opportunity Programs, Inc.	TN	TN	\$112,515	\$0	\$112,515
United Migrant Opportunity Services/UMOS, Inc.	WI	IL, IA, KS, MN, MO, NE, OK, SD, WI	\$418,371	\$88,727	\$507,098
Total			\$4,132,800	\$1,771,200	\$5,904,000