

<b>EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> NFJP
	<b>CORRESPONDENCE SYMBOL</b> OWI-DNPTTA
	<b>DATE</b> May 31, 2019

**ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 01-18, Change 1**

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

**FROM: MOLLY E. CONWAY**   
Acting Assistant Secretary

**SUBJECT: Revised Program Year 2018 Allocations for National Farmworker Jobs Program Career Services and Training Grantees and Housing Grantees**

1. **Purpose.** This Training and Employment Guidance (TEGL) 01-18, Change 1 provides the National Farmworker Jobs Program (NFJP) grantees with revised program year (PY) 2018 allocations.
2. **Action Requested.** Grantees must submit all of the requested documents detailed in section 4 via Grants.gov no later than **seven days from the issuance of this guidance.**
3. **Summary and Background.**

a. **Summary.**

This document provides NFJP grantees with instructions for submitting updated grant documents reflecting revised allocations for PY 2018, describes the process for issuing Notices of Award (NOA), and specifies the financial reporting requirements for these funds.

b. **Background.**

TEGL No. 01-18, issued on July 3, 2018, announced PY 2018 allocations based on the Consolidated Appropriations Act, 2018, Public Law 115-141 (the Act), enacted March 23, 2018. The Act, Division H, Title I, sec. 106(b), allowed 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.

This Change 1 TEGL reflects the restoration of the amounts originally set aside for program integrity purposes. The total amount added to Career Services and Training is \$244,000 and for Housing \$18,000, which restores the totals to \$81,447,000 for Career Services and Training grantees and \$5,922,000 for housing grantees.

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> Continuing
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**Note, upon award, these funds would be placed in a separate sub account and require a separate ETA-9130 quarterly financial report to be submitted. Grantees must expend all PY 2018 funding no later than September 30, 2019.**

4. **Notice of Award and Required Documents for PY 2018 Revised Allocations.** The Department will issue notices of award (NOA) reflecting the restoration of funds to NFJP grantees. In order to receive the funding, the Career Services and Training grantees and Housing grantees must submit the following documents electronically through Grants.gov:
- a. A signed SF-424 (Application for Federal Assistance) that reflects the exact restoration amount;
  - b. A SF-424A (Budget Information for Non-Construction Programs);
  - c. An updated Budget Narrative Attachment Form; and,
  - d. Grantees that use a NICRA or Cost Allocation Plan (CAP) must submit a current, approved copy of the NICRA or CAP as part of this application if there is not a current NICRA or CAP already included in the grant agreement.

Grantees should upload these documents **no later than seven days from the issuance of this guidance**. If this is not feasible, grantees must submit as soon as possible but let their FPO know they intend to submit.

**Note, a non-response after seven days of the issuance of this guidance will be construed as a declination.**

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

6. **References.**

- Section 167 of the Workforce Innovation and Opportunity Act (WIOA);
- 20 CFR, Part 685, October 18, 2016, WIOA Final Rule;
- TEGL 01-18: Program Year 2018 Planning Guidance for National Farmworker Jobs Program Career Services and Training Grantees and Housing Grantees; and
- TEGL 18-16: Program Eligibility and Enrollment Guidance for the National Farmworker Jobs Program.

7. **Attachments.**

- Attachment I. PY 2018 Allocations to State Service Area Revised Allotments
- Attachment II. PY 2018 NFJP Housing Grant Revised Allocations
- Attachment III. Instructions for Submitting Budget Documents via Grants.gov

U. S. Department of Labor  
Employment and Training Administration  
**National Farmworker Jobs Program**  
**PY 2018 Allocations to State Service Area Revised Allotments**

State	Original Total	Total Restoration (Program Integrity)	Revised Total
<b>Total</b> .....	<b>\$81,203,000</b>	<b>\$244,000</b>	<b>\$81,447,000</b>
Alabama .....	780,688	2,346	783,034
Alaska .....	-	-	-
Arizona .....	2,208,505	6,636	2,215,141
Arkansas .....	1,128,611	3,391	1,132,002
California .....	20,302,807	61,004	20,363,811
Colorado .....	1,172,108	3,522	1,175,630
Connecticut .....	350,127	1,052	351,179
Delaware .....	135,621	407	136,028
Dist of Columbia .....	-	-	-
Florida .....	4,087,192	12,282	4,099,474
Georgia .....	1,510,489	4,538	1,515,027
Hawaii .....	325,797	979	326,776
Idaho .....	1,546,823	4,648	1,551,471
Illinois .....	1,520,015	4,568	1,524,583
Indiana .....	996,927	2,996	999,923
Iowa .....	1,381,814	4,152	1,385,966
Kansas .....	1,061,734	3,190	1,064,924
Kentucky .....	1,193,671	3,587	1,197,258
Louisiana .....	897,859	2,698	900,557
Maine .....	288,925	868	289,793
Maryland .....	357,371	1,074	358,445
Massachusetts .....	317,464	954	318,418
Michigan .....	1,852,921	5,568	1,858,489
Minnesota .....	1,418,215	4,262	1,422,477
Mississippi .....	1,278,771	3,842	1,282,613
Missouri .....	971,866	2,920	974,786
Montana .....	588,789	1,770	590,559
Nebraska .....	1,127,274	3,387	1,130,661
Nevada .....	177,200	532	177,732
New Hampshire .....	100,577	302	100,879
New Jersey .....	686,369	2,063	688,432
New Mexico .....	933,298	2,805	936,103
New York .....	1,633,201	4,907	1,638,108
North Carolina .....	2,652,776	7,971	2,660,747
North Dakota .....	720,475	2,165	722,640
Ohio .....	1,242,028	3,732	1,245,760
Oklahoma .....	1,254,634	3,770	1,258,404
Oregon .....	2,129,586	6,399	2,135,985
Pennsylvania .....	1,522,968	4,577	1,527,545
Puerto Rico .....	3,014,964	9,060	3,024,024
Rhode Island .....	52,828	158	52,986
South Carolina .....	953,186	2,865	956,051
South Dakota .....	611,453	1,838	613,291
Tennessee .....	845,253	2,539	847,792
Texas .....	6,578,359	19,767	6,598,126
Utah .....	406,255	1,221	407,476
Vermont .....	188,091	565	188,656
Virginia .....	914,652	2,748	917,400
Washington .....	3,931,488	11,813	3,943,301
West Virginia .....	193,532	582	194,134
Wisconsin .....	1,426,806	4,287	1,431,093
Wyoming .....	230,617	693	231,310

**PY 2018 Revised Allocations for California Career Services and Training Grants**

Grantee	Original Total	Program Integrity Restoration	Revised Total
California Human Development Corporation	\$3,776,322	\$11,347	\$3,787,669
Proteus, Inc	\$4,121,470	\$12,384	\$4,133,854
Center for Employment Training, Inc.	\$8,161,728	\$24,524	\$8,186,252
County of Kern, Employers Training Resource	\$2,314,320	\$6,954	\$2,321,474
Central Valley Opportunities Centers, Inc.	\$1,928,767	\$5,795	\$1,934,562
<b>Total California Allocation</b>	<b>\$20,302,807</b>	<b>\$61,004</b>	<b>\$20,363,811</b>

## Attachment II

## PY 2018 NFJP Housing Grant Revised Allocations

Grantees	State	Areas Served	Original Permanent Housing Total	Original Temporary Housing Total	Program Integrity Restoration for Permanent	Program Integrity Restoration for Temporary	Revised Total for Permanent Housing	Revised Total for Temporary Housing
Community Resources and Housing Development Corporation	CO	AZ, CO, ID, NM, TX	\$366,046	\$394,317	\$1,116	\$1,202	\$367,162	\$395,519
Florida Non-Profit Housing, Inc.	FL	DE, FL, MD, MS, VA	\$610,590	\$151,206	\$1,862	\$461	\$612,452	\$151,667
La Cooperativa Campesina de California	CA	CA	\$145,734	\$711,525	\$444	\$2,169	\$146,178	\$713,694
Motivation, Education, and Training, Inc.	TX	TX, LA	\$520,149	\$112,363	\$1,586	\$343	\$521,735	\$112,706
Office of Rural and Farmworker Housing	WA	WA, OR	\$294,437	\$0	\$897	\$0	\$295,334	\$0
Self-Help Enterprises	CA	CA	\$267,894	\$0	\$816	\$0	\$268,710	\$0
PathStone Corporation	NY	NY, VT, NJ, ME, PA, OH, IN, PR	\$857,151	\$163,203	\$2,613	\$498	\$859,764	\$163,701
PPEP Microbusiness & Housing Development Corporation	AZ	AZ	\$327,335	\$149,859	\$998	\$457	\$328,333	\$150,316
Rural Community Assistance Corporation	CA	HI, CA	\$212,578	\$0	\$649	\$0	\$213,227	\$0
Tennessee Opportunity Programs, Inc.	TN	TN	\$112,515	\$0	\$343	\$0	\$112,858	\$0
United Migrant Opportunity Services/UMOS, Inc.	WI	IL, IA, KS, MN, MO, NE, OK, SD, WI	\$418,371	\$88,727	\$1,276	\$270	\$419,647	\$88,997
<b>Total</b>			<b>\$4,132,800</b>	<b>\$1,771,200</b>	<b>\$12,600</b>	<b>\$5,400</b>	<b>\$4,145,400</b>	<b>\$1,776,600</b>

## 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 I or II.

Block #18 of the SF-424 must reflect the exact amount of the grantee's allotment provided in Attachment I or II. Any total amounts on the SF-424A and budget narrative must also reflect the grantee's allotment provided in Attachment I or II. 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, 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/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](mailto: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](mailto: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.