

U. S. Department of Labor
 Employment and Training Administration
 National Farmworker Jobs Program
PY 2023 Youth Grant Funding Application Instructions

a. Eligibility.

Eligibility requirements for applicants and participants are as follows:

- i. Applicant Eligibility. Under this grant opportunity, NFJP grantees who were approved to serve youth in PY 2022 and who met their youth enrollment goals are eligible to apply for these additional funds.
- ii. Participant Eligibility. The services funded through these additional funds are for eligible MSFW youth as defined at the NFJP regulations at 20 CFR 685.110. Eligible MSFW Youth means an eligible MSFW Youth aged 14-24 who is either individually eligible or is a dependent of an eligible MSFW. For information on NFJP program eligibility requirements, see Training and Employment Guidance Letter (TEGL) 18-16, Change 1.

b. Allowable Activities.

Designing and Providing Comprehensive, Customer-Centered Workforce Services. Grant funds can be used to enhance a grant recipient's ability to design and implement customer-centered services, practices, and policies that incorporate trauma-informed care or youth voice engagement, or that create welcoming, safe, non-judgmental, and accessible environments for MSFW youth, including those with disabilities. For instance, activities can include:

- i. Career services (defined at 20 CFR 678.430).
- ii. Training services (defined at 20 CFR 680.200) and described further for NFJP at 20 CFR 685.350.
- iii. Youth Workforce Services as described under 20 CFR 681.460.
 1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
 2. Alternative secondary school services, or dropout recovery services, as appropriate;
 3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - Summer employment opportunities and other employment opportunities available throughout the school year;
 - Pre-apprenticeship programs;
 - Internships and job shadowing; and
 - On-the-job training opportunities;

4. Occupational skill training;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. Supportive services, including the services listed in 20 CFR 681.570;
8. Adult mentoring, that may occur both during and after program participation;
9. Follow-up services after the completion of participation, as provided in 20 CFR 681.580;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; or
14. Activities that help youth prepare for and transition to postsecondary education and training.

Outreach, Recruitment, and Strategic Partnerships. Additionally, grant funds can be used to enhance a grant recipient's ability to create focused outreach, recruitment, and strategic partnerships for MSFW youth. For instance, activities can include:

- i. Executing focused outreach and recruitment campaigns designed to reach potentially eligible participants to ensure they receive support to enroll in grant funded activities and increase their awareness of other available worker protections and services.
- ii. Assisting individuals who are determined not eligible for NFJP services with connecting to other services offered by community partners necessary to overcome any barriers to employment.
- iii. Leveraging existing partnerships with the local workforce development board, state monitor advocate, and state workforce agency and enhance strategic partnerships with community organizations or other entities to identify and enroll eligible participants.
- iv. Other activities that expand access to NFJP services for MSFW youth.

c. Application Components.

ETA will only fund applications that are responsive to the requirements of this TEG. To be considered for this additional funding, applicants must submit a complete, high-quality application package. The required components of the application package are as follows:

- i. **SF-424 - Application for Federal Assistance.** An electronically submitted SF-424 through Grants.gov constitutes an official signed document. The SF-424 must identify the legal name of the grantee organization, along with the organization's

- address, its Unique Entity Identification number (UEI) and its Employer Identification Number (EIN), all of which must match the same information listed in the organization's current registration with the System for Award Management (SAM), found at <https://www.sam.gov>. Please review the SF-424 instructions document included on Grants.gov to ensure the correct completion of the SF-424. The state service area must be noted under the Areas Affected by Project section (item #14).
- ii. **Budget and Budget Narrative.** The Budget and Budget Narrative documents do not count against the page limit requirements for the Project Narrative. Applicants must submit the following budget documents:
1. *SF-424A, Budget Information – Non-Construction Programs Form.* Please review the SF-424A instructions document included on Grants.gov to ensure the correct completion of the SF-424A. The total funding amount entered must match the funding requested in item #18 of the SF-424.
 2. *Budget Narrative -* The Budget Narrative must follow the detailed instructions provided in Attachment II. Each line item/category amount on the Budget Narrative must also exactly match the line item/category amount totals listed on the SF-424A.
 3. *Negotiated Indirect Cost Rate Agreement (NICRA) -* Grantees including indirect charges on line 6.j of the SF-424A that are supported by a NICRA or Cost Allocation Plan (CAP) must submit a current or recent copy of the NICRA or CAP as part of this application. If a new NICRA has been requested but not finalized, the grantee must include a copy of the request. Please include the letter showing the date it was submitted. Grantees may elect to use a de minimis rate if the organization meets the requirements as described in 2 CFR 200.414(f). If a grantee elects not to charge indirect costs, there is no need to include a NICRA or CAP.
- iii. **Project Narrative.** The applicant must submit a Project Narrative for an application to be considered responsive. The project narrative should be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project. The Project Narrative is limited to five pages and must include information about the project design.

Applicants must describe the activities the grant funding will support (allowable activities are described above in section b. Additionally, please describe current staff capacity and, if appropriate, explain any changes for staffing that would result from receiving the funding requested. Applicants must explain any changes in enrollment levels or service quality that would result from receiving funding requested.

Applicants who are awarded additional funding will use the same WIOA performance targets for youth that were established for program year 2023. Performance accountability requirements for all NFJP grant recipients are available at Training and Employment Guidance Letter No. 14-18. For the purpose of assessing NFJP performance overall, ETA will consider performance outcomes achieved via activities fully or partially funded through these MSFW Youth funds as additive to Youth outcomes achieved in the grantee's main NFJP grant in the relevant Program Year, applying the same definitions, calculations, and timing rules.

Additionally, all applicants must commit to submitting performance data through the Workforce Integrated Performance System (WIPS) as a condition of award and must affirm this commitment in the submission of the Project Narrative.

d. Application Review and Award.

Applicants may apply for grants of up to \$300,000 each. To receive this additional funding, applicants must meet all requirements described in this TEG, and submit a responsive application that addresses the grant application components outlined in this document.

If an applicant omits any of the documents described in section c, or substantially fails to address the requirements of one or more of such documents, their application will be deemed non-responsive and not funded. ETA encourages applicants to submit quality final applications before the deadline. While applicants may submit subsequent versions of their application if they realize that edits are needed, doing so will delay the submission and may cause an application not to be funded. ETA will consider the latest submitted application to be the official submission.

ETA will award funds to responsive applications on a first come, first serve basis. If there are more responsive applications than available funds, ETA will fund applications based on the order of receipt until it depletes available funds. For these reasons, ETA encourages applicants to submit their applications via Grants.gov as soon as possible. The deadline for all application packages is 11:59 PM EST on June 16, 2023. ETA may stop accepting applications earlier than this date if available funds are depleted before the official closing date.

Final award amounts will be determined subject to available funds. If the total requests are less than the available funding, or if additional funds become available, grant awards may be increased proportionately. If ETA does not receive responsive applications, it may request applicants, whose applications were deemed non-responsive, to resubmit a revised application for reconsideration, depending on the availability of funding. ETA will negotiate the final funding amount. ETA may require grant recipients to revise budget documents prior to award execution to account for discrepancies between funding requests and actual award amounts.

The period of performance for these additional NFJP Youth funds will be the same as the Career Services and Training Allotment Grant. Selected awardees will receive Youth funding on a separate grant as the Career Services and Training Allotment grant for PY 2023.

e. Use of Funds.

- i. Administrative costs under this award follow the definition at 20 CFR 683.215.
- ii. NFJP grant recipients are subject to the Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200 and OMB's approved exceptions for the Department at 2 CFR Part 2900.
- iii. Given that this additional funding is separate from the Career Services and Training base funds, proposed expenditures for this grant are not required to meet the 70 percent minimum threshold for employment and training services as described in funding opportunity announcement, NFJP-FOA-ETA-20-08 section IV.E.6.
- iv. See 20 CFR 685.440 for additional information about costs classification and 20 CFR 685.450 for the administrative cost limit for NFJP.