

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIOA-NFJP
	CORRESPONDENCE SYMBOL OWI
	DATE June 3, 2025

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 13-24

TO: NATIONAL FARMWORKER JOBS PROGRAM GRANTEES

FROM: LORI FRAZIER BEARDEN /s/
Acting Assistant Secretary

SUBJECT: Workforce Innovation and Opportunity Act Title I Program
Year 2025 Funds for the National Farmworker Jobs Program

1. **Purpose.** To provide instructions to National Farmworker Jobs Program (NFJP) Career Services and Training grantees and Housing Services grantees for the submission of required documents for Program Year (PY) 2025 allotments and performance negotiations. Additionally, Attachment V of this guidance includes application instructions for grantees that wish to apply for additional PY 2025 NFJP Youth Services Grants.
2. **Action Requested.** Grantees must follow the requirements in this guidance to obtain the federal funds for their NFJP program activities.

To receive PY 2025 NFJP allotments, grantees must submit the required documents through [Grants.gov](https://www.grants.gov) within 30 days of the publication of this Training and Employment Guidance Letter (TEGL). Grantees that do not submit complete documentation by the deadline risk delaying the timely allotment of funds.

If a grantee wishes to amend their four-year program plan or negotiate their performance targets, grantees should email their assigned Federal Project Officer (FPO) and copy NFJP@dol.gov within 14 days of the publication of this TEGL.

Additionally, grantees who are eligible to apply for a PY 2025 NFJP Youth Services grant must submit the required documents through [Grants.gov](https://www.grants.gov) within 30 days of the publication of this TEGL to be considered for this funding. Please see application requirements in Attachment V of this guidance.

3. Summary and Background.

- a. Summary – The Employment and Training Administration (ETA) is issuing this guidance to explain the requirements and procedure to receive PY 2025 NFJP allotments and to apply for an optional PY 2025 NFJP Youth Services Grant. ETA will issue all NFJP awards close to the beginning of July.

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- b. Background – Through the Full-Year Continuing Appropriations and Extensions Act, 2025 (from this point forward, referred to as “the Act”), Congress provided \$90,134,000 for Career Services and Training grants (of which \$90,064,000 was allotted after \$70,000 was set aside for program integrity), \$6,591,000 for Housing Services grants (of which \$6,586,000 was allotted after \$5,000 was set aside for program integrity and of which not less than 70 percent shall be for permanent housing), and \$671,000 for discretionary purposes. In distributing funds for Career Services and Training grants, ETA will issue awards based on the results of the 2024 grant competition and ETA calculates allotments through an administrative formula. The formula’s original methodology is described in a notice published in the Federal Register, [64 FR 27390](#), May 19, 1999, subsequently updated in the [Federal Register notice, 86 FR 32063](#) on June 16, 2021. For the Career Services and Training grants, each state service area will receive an amount equal to the percentage of their PY 2024 total amount of federal funds, as applied to the PY 2025 funds available. For additional information, refer to the [Federal Register notice, 89 FR 106593](#). For the Housing Services grants, the Department will issue awards based on the results of the 2024 grant competition and each grantee will receive an amount equal to the percentage of their PY 2024 total amount of federal funds, as applied to the PY 2025 funds available.

For the PY 2025 NFJP Youth Services grants, Workforce Innovation and Opportunity Act (WIOA) section 127 requires that when the amount appropriated for WIOA Youth exceeds \$925,000,000, the Secretary shall reserve four percent of the excess amount to provide youth workforce investment activities under the NFJP. The PY 2025 WIOA Youth appropriation was \$948,130,000. Using the calculation for the set-aside designated in WIOA, \$925,200 is available for PY 2025 NFJP Youth Services grants.

4. Application Requirements for PY 2025 NFJP Allotments

a. Submit Separate Applications for Career Services and Training Grants and Housing Grants

ETA encourages application submission as soon as possible; however, applications must be received by within 30 days of the publication of this TEGL. Grantees need to submit a separate application package for each grant type under the associated funding opportunity numbers in [Grants.gov](#), which are referenced in the table below. Grantees should also use the naming convention for each application submission according to the table below. Note that if you are submitting documents for a Career Services and Training grant identify the application type as *Career Services and Training*, and if you are submitting documents for a Housing Services grant identify the application type as *Migrant Housing*. The naming protocol identifies the application package type and includes the name of the applicant organization and the state service area. Grantees will receive a separate grant number for each NFJP award.

Application Type	Submit Under this Funding Opportunity Number in Grants.gov	Use this Application Naming Convention
Career Services and Training	TEGL-ETA-PY25-AC	ABC Applicant - State - Career Services and Training
Housing Services	TEGL-ETA-PY25-MH	ABC Applicant - State - Housing

b. Submit Required Documents for PY 2025 NFJP Allotments for Career Services and Training Grants and Housing Services Grants

To receive PY 2025 allotments, NFJP grantees must submit via [Grants.gov](https://www.grants.gov) the documents listed below in subsections i-iv. (See Attachment I for information on [Grants.gov](https://www.grants.gov).) Submittal of these document packages does not constitute automatic approval. Grantees may be asked, with the assistance of their assigned FPO, to immediately revise and resubmit documentation prior to the allotment award. Alternatively, the Grant Officer may approve the award allotment with Special Conditions of Award, requiring the grantee to submit revised documents within 30 calendar days of the award date. If a grantee fails to submit documents by the deadline, they risk delaying the timely allotment of funds.

In response to this guidance, the following documents are required for each Career Services and Training application and Housing Services application:

- 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](https://www.grants.gov) to ensure the correct completion of the SF-424. The total funding amount entered under the Estimated Funding section (item #18) must match the allotment amount in the allotment tables. The state and county(ies) service area must be noted under the Areas Affected by Project section (item #14).
- ii. SF-424A, Budget Information – Non-Construction Programs Form. Please review the SF-424A instructions document included on [Grants.gov](https://www.grants.gov) to ensure the correct completion of the SF-424A. The total funding amount entered must match the allotment amount. See Attachment III to see the Career Services and Training Grant allotment amounts and Attachment IV to see the Housing Grant allotment amounts.
- iii. 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 match the line item/category amount totals listed on the SF-424A.

- iv. Negotiated Indirect Cost Rate Agreement or Cost Allocation Plan. Grantees that use a Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP) must submit a current 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. 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, there is no need to include a NICRA or CAP.

5. **Inquiries.** All NFJP grantees should submit inquiries on these grant applications instructions to NFJP.OGM@dol.gov. Grantees can direct other questions to their Federal Project Officer and copy NFJP@dol.gov.

6. **References.**

- Full-Year Continuing Appropriations and Extensions Act, 2025, Public Law 119-4, enacted March 15, 2025
- Section 167 of WIOA ([Pub. L. 113-128](#)), Title I, enacted July 22, 2014
- 20 CFR [Part 685](#), WIOA Final Rule, effective October 18, 2016
- Training and Employment Notice ([TEN](#)) [16-22](#): *The Employment and Training Administration is Implementing GrantSolutions for Grant Award Processing and the Payment Management System for Financial Reporting*, issued January 18, 2023
- Federal Register Notice – *Program Year 2024 Workforce Innovation and Opportunity Act Section 167, National Farmworker Jobs Program Final State Allotments*, [89 FR 106593](#), December 20, 2024
- Federal Register Notice - *Job Training Partnership Act: Migrant and Seasonal Farmworker Programs, Final Allocation Formula*, [64 FR 27390](#), May 19, 1999
- Federal Register Notice - *Employment and Training Administration (ETA) Program Year (PY) 2021; Workforce Innovation and Opportunity Act (WIOA) Section 167; National Farmworker Jobs Program (NFJP) Grantee Allotments*; [86 FR 32063](#), June 16, 2021

7. **Attachments.**

- Attachment I: Grants.gov Submission Instructions
- Attachment II: Applicable Funding Restrictions and Budget Narrative Instructions
- Attachment III: PY 2025 Career Services and Training Grant Allotment Amounts
- Attachment IV: PY 2025 Housing Services Grant Allotment Amounts
- Attachment V: PY 2025 Youth Services Grant Application Instructions
- Attachment VI: PY 2025 Performance Requirements
- Attachment VII: Risk Review Process
- Attachment VIII: Modification Process