

U.S. Department of Labor  
Employment and Training Administration  
National Farmworker Jobs Program  
**PY 2025 Youth Services Grant Application Instructions**

In addition to applying for annual awards for Career Services and Training and Housing Services Grants, this guidance also provides an opportunity for NFJP grantees to apply for additional funding to serve Migrant and Seasonal Farmworker youth, as explained below.

- a. Submission Requirements.** To be considered for a PY 2025 NFJP Youth Services grant, grantees must submit the required documents through [Grants.gov](https://www.grants.gov) within 30 days of publication of this TEGL. Grantees should name each application submission according to the table below. The naming protocol identifies the application package type and includes the name of the applicant organization and the state service area.

Migrant Youth	TEGL-ETA-PY25-MY	ABC Applicant - State - Youth
---------------	------------------	-------------------------------

- b. Eligibility.** Eligibility requirements for applicants and participants are as follows:

- i. **Applicant Eligibility.** To be eligible to apply for an NFJP PY 25 Youth Services grant, organizations must meet the following requirements:
  - a. Received an award under the Funding Opportunity announcement FOA-ETA-24-15, *National Farmworker Jobs Program (NFJP) Grants for Career Services and Training*, and was approved to serve youth under that award.
  - b. Did not receive a PY 2024 NFJP Youth Services Grant; and
  - c. Met 75 percent of their PY 2024 youth participant enrollment goal. To confirm if a grantee met 75 percent of their youth participant enrollment targets, ETA will use a grantee's Quarterly Performance Report (ETA-9173) for Quarter End Date for 3/31/2025; Program Year to Date).

Below are the grant recipients for the PY 2024 Youth Service Grants:

- County of San Joaquin (California)
- Motivation Education & Training, Inc. (Wyoming)
- Motivation Education & Training, Inc. (North Dakota)
- Motivation Education & Training, Inc. (Minnesota)
- Proteus, Inc. (Nebraska)
- Proteus, Inc. (Indiana)

- ii. **Participant Eligibility.** The services funded through these additional funds are for Eligible migrant and seasonal farmworker youth ages 14-24 as defined at the NFJP regulations at [20 CFR 685.110](https://www.ecfr.gov/current/title-20/chapter-I/subchapter-B/part-685/subpart-1/section-685.110). For information on NFJP program eligibility requirements, see [Training and Employment Guidance Letter \(TEGL\) 18-16, Change 2](#).

- c. Allowable Activities.** Youth Services grant funds can be used to enhance a grant recipient's ability to design and implement NFJP services, practices, and policies. For instance, activities can include:
- i. Youth Workforce Services as described under [20 CFR 685.370](#) and Youth workforce investment activities specified in [WIOA Section 129](#). See [WorkforceGPS - WIOA Youth Program Elements](#).
  - ii. Outreach, recruitment, and strategic partnerships activities can include:
    - Executing focused outreach and recruitment campaigns designed to reach potentially eligible youth participants to ensure they receive support to enroll in grant funded activities and increase their awareness of other available worker protections and services.
    - 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 youth participants.
    - Other activities that expand access to NFJP services for eligible youth participants.
- d. Funding Restrictions.** The administrative costs under this award are not to exceed 15 percent of the amount of the grant award. Such costs include both personnel and non-personnel costs and both direct and indirect costs. Administrative costs as defined in 20 CFR Part 683.215 are for the performance of administrative functions in carrying out activities under Title I of WIOA that are not related to the direct provision of workforce investment services (including services to participants and employers).
- e. Application Components.** ETA will only fund applications that are responsive to the requirements of this guidance. To be considered for this additional funding, eligible applicants must submit a complete, high-quality application package. The required components of the application package are as follows:
- i. **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 c). 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 increased enrollment levels or improved service quality that would result from receiving the requested funding.
  - ii. **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).
- iii. **SF-424A Budget Information – Non-Construction Programs Form and Budget Narrative.** The SF-424A and Budget Narrative documents do not count against the page limit requirements for the Project Narrative. Applicants must submit the following budget documents:
- 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 Field #18 of the SF-424.
  - *Budget Narrative* - The Budget Narrative must follow the detailed instructions provided in Attachment II. Each line item/category amount on the Budget Narrative must match the line item/category amount totals listed on the SF-424A. *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).
- f. **Application Review and Award.** Applicants may apply for grants of up to \$300,000 each. To receive this additional funding, eligible applicants must meet all requirements described in this attachment, and submit a responsive application that addresses the grant application components.

If an eligible applicant omits any of the documents described within this attachment, or substantially fails to address the requirements of one or more of such documents, their application will be deemed non-responsive and will not be awarded. ETA encourages applicants to submit quality final applications before the deadline. While previous 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 awarded. ETA will consider the latest submitted application to be the official submission. ETA will only award PY 2025 NFJP Youth Services Grants to applicants who meet the eligibility requirements specified earlier in this TEG. ETA will award funds to eligible, 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 eligible applicants to submit their applications via Grants.gov as soon as possible. The deadline for this application package is 30 days from the publication of this TEG. ETA may stop accepting applications earlier than this date if available funds are depleted before the

official closing date. Applicants who do not submit a complete, comprehensive package with required documentation will not be considered.

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.

- g. Financial Reports.** All award recipients are required to report financial data on the ETA-9130 Financial Report through the U.S. Health and Human Services Payment Management System. Reporting quarter end dates and the associated due dates for those reports are as follows: quarter ending March 31 is due May 16; quarter ending June 30 is due August 15; quarter ending September 30 is due November 15; and quarter ending December 31 is due February 15. The final financial report must be submitted no later than 120 calendar days after the end of the quarter encompassing the period of performance end date. For additional guidance on ETA's financial reporting, see TEGL No. 16-22 and TEGL No. 16-22, Change 1.
- h. Quarterly Performance Reports.** Applicants awarded an NFJP Youth Services Grant must submit quarterly a Form ETA-9179 Quarterly Narrative Report to communicate progress of NFJP Youth Grant and outcomes for WIOA performance indicators and any additional performance indicators. Performance accountability requirements for all NFJP grant recipients are available at TEGL 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 NFJP Youth grants as additive to youth outcomes achieved in the grantee's main NFJP CST Grant in the relevant Program Year, applying the same definitions, calculations, and timing rules.