

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

**Modifications to Four-year Program Plan and Re-negotiation of Performance Targets for Career Services and Training Grants and Housing Services Grants**

If a grantee needs to modify their four-year program plan or performance targets for PY 2025, they should email their assigned FPO and copy [NFJP@dol.gov](mailto:NFJP@dol.gov) within 14 days of the publication of this TEGL. For the email subject line, please use “PY 2025 NFJP Modifications.” If a grantee does not submit a modification request by this deadline, ETA will use the PY 2024 four-year program plan and established performance targets for PY 2025.

- a. Four-year Program Plan.** If a grantee does not need to modify their 2024-2027 program plan, they are not required to submit a program plan for the PY 2025 award. Per 20 CFR 685.410, each grantee submitted a comprehensive program plan covering PY 2024-2027 to the Department. The four-year program plan describes a grantee’s plan to implement the grant project in accordance with the statute. For additional information on what type of information is included in the program plan, see 20 CFR 685.420.

In circumstances when there is a change in funding levels, per 20 CFR 685.430, a grantee’s program plan must be modified to reflect the funding level for each year of the grant. The grantee must submit a request to add, delete, expand, or reduce any part of the program plan by emailing their assigned FPO and copy [NFJP@dol.gov](mailto:NFJP@dol.gov). In their request, grantees should include the name of the organization, state service area, and describe any change(s) and provide a justification for a change(s). Changes may include, but are not limited to, service area and program services. In coordination with the FPO, the Department will consider the cost principles, uniform administrative requirements, and terms and conditions of award when reviewing modifications.

- b. Performance Targets.** ETA will use the established PY 2024 performance targets for PY 2025. If a grantee wishes to negotiate their performance levels for PY 2025, they should email their assigned FPO and copy [NFJP@dol.gov](mailto:NFJP@dol.gov) within 14 days of the publication of this TEGL. The email must include the name of the organization, state service area, new proposed targets for performance indicators, and supporting justification by the deadline.