

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 Program Year (PY) 2026, they should email their assigned FPO and copy NFJP@dol.gov within 10 days of the publication of this Training and Employment Guidance. For the email subject line, please use “PY 2026 NFJP Modifications.”

- a. Four-year Program Plan.** 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 Funding Opportunity Announcement. 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. If there are other circumstances that affect the program plan, a grantee may also request to modify their program plan. Changes may include, but are not limited to, service area and program services. The Department will review a modification’s compliance with programmatic requirements, as well as the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at [2 CFR 200](#).
 - 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 by the deadline.
 - In their request, grantees should include a letter with the name of the organization, state service area, and describe any change(s) and provide a justification for a change(s).
 - Additionally, we recommend highlighting any changes in the program plan.
- b. Performance Targets.** If a grantee does not wish to negotiate their performance levels for PY 2026 no further action is needed. If a grantee wishes to negotiate their performance levels for PY 2026, they should email their assigned FPO and copy NFJP@dol.gov by the deadline. The email must include a letter with the name of the organization, state service area, new proposed targets for performance indicators, and supporting justification. If a grantee does not submit a modification request with a letter, including the proposed targets by this deadline, ETA will use the established PY 2025 performance targets for PY 2026.