

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION OWI/DAS/
	CORRESPONDENCE SYMBOL NFJP
	DATE May 1, 2008

**TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 28-07**

**TO:** NATIONAL FARMWORKER JOBS PROGRAM (NFJP)  
GRANTEES

**FROM:** BRENT R. ORRELL /s/  
Acting Assistant Secretary

**SUBJECT:** Preparation and Submission of Program year (PY) 2008 Grant Plans for the National Farmworker Jobs Program (NFJP)

1. **Purpose.** To provide instructions for the preparation and submission of the National Farmworker Jobs Program (NFJP) grant plans under the Workforce Investment Act (WIA), Section 167 for PY 2008.
2. **References.** Federal Register, Vol. 72, No. 76, April 20, 2007, Announcement of a Program Year (PY) 2007 grant competition for operating the National Farm worker Jobs Program (NFJP), under Section 167 of the Workforce Investment Act of 1998 (WIA), 29 U.S.C. 9201.
3. **Background.** Pursuant to the announcement of the PY 2007 grant competition for operating the NFJP, published in the Federal Register on April 20, 2007, grantees were selected for operating the NFJP in PY 2007. NFJP grants are biannual grants, with funding for the second year of the grant dependent on the availability of funds. The guidance provided herein is intended to instruct grantees in the preparation and submission of their PY 2008 grant plan.
4. **PY 2008 Grant Plan Requirements.** For PY 2008, grantees are required to submit a grant package comprised of the following:

RESCISSIONS None	EXPIRATION DATE: June 30, 2009
---------------------	-----------------------------------

- A. The new Standard Form (SF) 424, “Application for Federal Assistance” Appendix A, (OMB Rev. 9-2003).** This must include the grantee’s DUNS number.
- B. The SF 424-A, Appendix B.** In preparing the budget form, the grantee must provide a concise narrative explanation to support the request. The narrative should break down the budget and discuss precisely how administrative costs support the project goals.

It is important to note that **grantees** who generate program income from NFJP funds must describe, in the budget narrative, the use of program income to serve more participants or improve program services. Program income must be included in the budget form for approval by the Grant Officer.

- C. The Grant Plan Narrative.** This should include:

- 1) A description of the progress made in PY 2007 in support of the priorities described in the Solicitation for Grant Applications (SGA), e.g., expansion of employment opportunities for farmworkers through specific targeting of employers and occupations in high-growth industries; and a balanced program of activities – continued progress toward enhanced integration through the One-Stop system with improved service delivery and increased efficiencies.
- 2) A description of the program strategies to be pursued in PY 2008 to continue progress in support of the priorities identified above. This section should include a discussion of the barriers encountered in meeting those priorities, and the strategies developed to overcome those barriers.

The annual grant plan should include a description of the strategies that were developed for PY 2007 for outreach to and recruitment of new employers that can provide expanded job opportunities for farmworkers; how the economic analysis conducted as part of the response to the SGA has been or will be updated, and how the results are to be applied to the development of the PY 2008 grant plan. It should include progress made towards increasing the network of organizations with which the grantee has working relationships, such that these organizations direct their resources towards providing and/or increasing services to farmworkers, thereby optimizing the NFJP’s resources.

In addition, the plan should include information that describes achievements against the plan of services provided for PY 2007, and a full description of the activities to be conducted towards this proposed plan of services in PY 2008.

3. A timeline for the entire PY that clearly depicts, by month and/or quarter, the start and end dates for the milestones inherent in the activities described above.

**D. A description of the strategies to attain the performance goals established for the NFJP that are currently being implemented through the Common Measures:** The national goals for the NFJP's Common Measures were recently lowered to better reflect the impact of implementing the common measures, and to better align the NFJP with other WIA adult programs.

Therefore, in PY 2008, the performance goals are as follows:

**Entered Employment: 78%**  
**Employment Retention: 76%**  
**Average Earnings: \$8,000**

For more information on the Common Measures, please visit ETA's Web site at: [www.doleta.gov/performance](http://www.doleta.gov/performance), and click on "TEGLs and TENSs."

- E. Program Planning Summary (PPS):** Grantees must provide a PPS (ETA 9094); they are reminded that these figures must be entered into the EBSS within 10 days following approval of the PY 2008 plan.
- F. Budget Information Summary (BIS):** Provide a BIS (ETA Form 9093) that depicts the PY 2008 budget plan for quarterly expenditures for administrative costs and program costs, breaking out projected costs for Related Assistance from that for all other program services. Grantees are reminded that administrative costs are limited to 15 percent of the grant. It is a requirement to enter the BIS data into the EBSS within 10 days following approval of the grant plan.
- G. Carryover:** Grantees are reminded that their PY 2007 SGA proposal and subsequent grant plan provided for the expenditure of all PY 2007 by June 30, 2008. In some instances, grantees will have participants on board whose Individual Employment Plans (IEPs) provide for training that extends beyond June 30. We expect that the funds dedicated to helping participants complete their training and other services, and other expenditures committed but not yet unliquidated, will have been

obligated before June 30, and will be shown as carryover funds into PY 2008. Otherwise, there is no carryover provision.

5. **PY 2008 Formula Allocations.** The PY 2008 formula allocations for the NFJP have been prepared in the same manner as the PY 2007 allocations (found at [www.doleta.gov/msfw](http://www.doleta.gov/msfw)). A copy of the Allocations Table is included. The total amount allocated for PY 2008 is \$74,289,000 (post-rescission).
6. **Submission Requirements.** Prepare the PY 2008 Grant Plan according to the guidance above and submit four copies, three of them with original signatures on the SF-424, to:

Alina M. Walker, Program Manager  
Division of Adult Services  
Office of Workforce Investment  
Employment and Training Administration  
200 Constitution Avenue, Room C-4311  
Washington, D.C. 20210

A copy of your grant plan submission should also be provided to your Federal Project Officer. Your grant package is due by June 2, 2008.

7. **Attachments.** PY 2008 State Allocations and PY 2008 CA Sub-state Allocations.