

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION OWI /DAS
	CORRESPONDENCE SYMBOL NFJP-HOUSING
	DATE March 23, 2010

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 18-09

TO: NATIONAL FARMWORKER JOBS PROGRAM (NFJP) HOUSING ASSISTANCE GRANTEES

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Program Year 2010 NFJP Housing Assistance Planning Guidance

1. **Purpose.** To provide instructions for the preparation and submission of Program Year (PY) 2010 NFJP Housing Assistance grant plans under Section 167 of the Workforce Investment Act.

2. **References.**

- Section 167 of the Workforce Investment Act (WIA) of 1998, as amended (P.L. 105-220) 29 U.S.C. 9201.
- Federal Register, Vol. 72, No. 76, April 20, 2007, Employment and Training Administration Workforce Investment Act – Migrants and Seasonal Farmworkers Program – Solicitation for Grant Applications – National Farmworker Jobs Program, Housing Assistance for Program Year 2007.
- Training and Employment Guidance Letters (TEGL) 28-07 and 27-08.
- Consolidated Appropriations Act, 2010 (P.L. 111-117).

3. **Background.** Part of the NFJP, Housing Assistance is a supportive service offered to assist migrant and seasonal farmworkers retain employment or enter and/or complete job training. Pursuant to the April 20, 2007 Federal Register announcement for the PY 2007 NFJP Housing Assistance grant competition, organizations were selected to operate the program in PY 2007 and PY 2008 (NFJP grants are biennial, with second year funding dependent on funds availability). Subsequently, the Department exercised its option to waive the scheduled PY 2009 Housing Assistance program grants competition pursuant to the Secretary of Labor's authority provided in WIA Section 167 (c)(4)(B). The Employment and Training Administration (ETA) required annual grant plans from incumbent

RESCISSIONS None	EXPIRATION DATE None
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grantees to administer program activities and services in PY 2009. The guidance provided herein is intended to instruct all NFJP Housing Assistance grantees in the preparation and submission of their PY 2010 grant plan.

4. **Grant Plan Requirements.** To receive funding for PY 2010, Housing Assistance grantees must submit an annual grant plan comprised of the following:
 - A. *Standard Form (SF) 424.* The “Application for Federal Assistance” Appendix A, (OMB Rev. 9-2003) must include the grantee’s Data Universal Numbering System (DUNS) number.
 - B. *SF 424-A Budget Information Form.* In preparing the budget information 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. 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 breakdown for approval by the Grant Officer.
 - C. *Grant Plan Narrative.* The grant plan narrative must include, at a minimum, the following elements:
 - i. A grant plan narrative that describes the Housing Assistance activities to be undertaken for PY 2010. Separate annual plans are required for permanent housing activities and for temporary and/or emergency housing activities, for those grantees planning to provide both services.
 - ii. A discussion of accomplishments based on information provided by the grantee in their PY 2009 plan, and a detailed discussion of the strategies to be pursued in PY 2010 to achieve future accomplishments.
 - iii. A detailed timeline for the entirety of PY 2010 which depicts by month and/or quarter the start and end dates for milestones inherent in the strategies described in the plan narrative.
5. **Formula Allocations.** The NFJP Housing Assistance PY 2010 allocations have been prepared in the same manner as the PY 2009 allocations. The total amount appropriated for NFJP Housing Assistance by the Consolidated Appropriations Act, 2010 (P.L. 111-117) is \$5,700,000. Pursuant to the language in the Consolidated Appropriations Act, 2010 (P.L. 111-117) 70%, or \$3,990,000 is available for permanent housing assistance; and 30%, or \$1,710,000 is available for temporary and/or emergency housing assistance.

6. **Submission Requirements.** Prepare the PY 2010 grant plan according to the guidance above and submit three copies, two with original signatures on the SF-424 to the address below. All inquiries should be made to the same.

Alina M. Walker, Program Manager
Division of Adult Services
Office of Workforce Investment
Employment and Training Administration
Mail Stop S-4209
200 Constitution Ave, N.W.
Washington, D.C. 20210

A copy of the grant plan submission should also be provided to the appropriate regional Federal Project Officer. All grant plans are due by 4:00 PM, Eastern Daylight Time, June 1, 2010. Applicants are advised that mail delivery in the Washington, D.C. area may be delayed due to mail decontamination procedures. Hand-delivered proposals will be received at the above address. All overnight mail will be considered to be hand delivered and must be received at the designated place by the specified closing date and time. While not mandatory, DOL encourages the submission of applications thru professional overnight delivery service. Grant plan packages may be submitted electronically to the following e-mail address: nfjp@dol.gov. The deadline above applies to both electronic and hard-copy submissions.

7. **Attachment.** PY 2010 Housing Assistance service delivery area allocations.