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| EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210 | CLASSIFICATION OWI/DAS/DSFP |
| | CORRESPONDENCE SYMBOL 33-05 |
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TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 33-05

TO: NATIONAL FARMWORKER JOBS PROGRAM (NFJP)
GRANTEES

FROM: EMILY STOVER DeROCCO
Assistant Secretary 

SUBJECT: Preparation and Submission of Program year (PY) 2006 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 2006.
2. **References.** Federal Register, Vol. 70, No. 79, April 26, 2005, Announcement of a Program Year (PY) 2005 grant competition for operating the National Farmworker 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 2005 grant competition for operating the NFJP, published in the Federal Register on April 26, 2005, grantees were selected for operating the NFJP in PY 2005. 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 2006 grant plan.

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| RESCISSIONS None | EXPIRATION DATE: June 30, 2007 |
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4. PY 2006 Grant Plan Requirements. For PY 2006, grantees are required to submit a grant package comprised of the following:

- A. The new Standard Form (SF) 424, "Application for Federal Assistance"** Appendix A, (OMB Rev. 9-2003), which 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.

NOTE: 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. The Grant Plan Narrative, which should include:

1. A description of the progress made in PY 2005 in support of the priorities described in the Solicitation for Grant Applications (SGA), i.e., expanding the network of employers using the system of integrated services; targeting occupations in high growth industries; implementing a program of services that balances training and employment services with other program interventions; and operationalizing integration of services for farmworkers through the One-Stop Career Center system.
2. A description of the program strategies to be pursued in PY 2006 to continue progress in support of those priorities. This section should include a discussion of the barriers encountered in meeting those priorities, and the strategies developed to overcome those barriers. Include the numbers of new employers to be brought into the NFJP employer network; the occupations to be pursued and the reasons why these industries are considered high growth; the expected increase in participants receiving employment and training services; the co-enrollment targets established to increase service opportunities for farmworkers through the One-Stop system; and other program strategies/ activities in support of the four priorities.

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 strategies described above.

NOTE: The PY 2005 SGA contained a provision limiting the number of participants served through Related Assistance services only to 40 percent. Language contained in the Department of Labor's FY 2006 appropriations law rescinds this limitation. Grantees should include a description of the Related Assistance services to be provided to migrant and seasonal farmworkers; separate descriptions should be provided for those farmworkers receiving Related Assistance **and also** intensive and/or training services, and for those for whom Related Assistance services will be the only services provided.

Although the limitation on the number of participants receiving Related Assistance services has been lifted, grantees are reminded that the NFJP is primarily a job training program whose purpose is to assist eligible migrant and seasonal farmworkers, and their families, prepare for jobs that provide stable, year-round employment both within and outside agriculture. Therefore, the Grant Plan narrative should include a description of the strategies to be implemented to increase the number of participants receiving, and exiting from, employment and training services.

- D. A description of the strategies to attain the performance goals established for the NFJP and currently being implemented through the Common Measures.** The NFJP began implementing the Common Measures in PY 2005, the baseline year for data collection. In PY 2006, the performance goals for Entered Employment and for Employment Retention remains the same as in PY 2005, as follows:

Entered Employment: 85%
Employment Retention: 80%

There is a change in measuring adult earnings for PY 2006. Effective July 1, 2006, ETA is implementing a new methodology for calculating the Earnings measure as outlined in TEGL 17-05. The earlier definition (Earnings Gain for the NFJP) focused on a comparison of pre-program to post-program earnings. ETA believes this revised earnings measure (average earnings) is more straightforward and appropriate than the previous approach, and the results will be easier to understand and explain to the public than a measure that looks at earnings increase or decrease.

Thus, the revised adult earnings measure **looks at wages over six months of those exiters who are working in the 1st, 2nd, and 3rd quarters after exit.**

The methodology for calculating the Average Earnings measure is:

Of those adult participants who are employed in the first, second, and third quarters after the exit quarter, total earnings in the second quarter plus total earnings in the third quarter divided by the number of adult participants who exit during the quarter.

The operational parameters of this measure call for the use of wage records as the only data source for calculating results. Mechanisms are not currently in place to provide access to wage records for all grantees operating ETA national or discretionary grant programs, including the NFJP. Therefore, for NFJP grantees, supplemental sources of data will be permitted as an interim means of reporting on the earnings measure until all NFJP grantees have access to wage records.

To calculate the Average Earnings for the NFJP, the data used was average post-program earnings data from PY 2003 and PY 2004 for program exiters. These averages were drawn from earnings data collected in the six months immediately following placement; the Average Earnings measure for PY 2006 relies on earnings in the second and third quarters after exit. While the specific six-month period is different between the calculations for PY 2003 and PY 2004 and the Average Earnings measure for PY 2006, they do represent the best available information. Therefore, the performance goal for PY 2006 is as follows:

Average Earnings: \$7,500

For more information on the Common Measures, please visit ETA's Web site at www.doleta.gov/performance, and click on "TEGLs and TENs."

- 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 2006 plan.
- F. **Budget Information Summary (BIS):** Provide a BIS (ETA Form 9093) that depicts the PY 2006 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 2005 SGA proposal and subsequent grant plan provided for the expenditure of all PY 2005 by June 30, 2006. 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 2006. Otherwise, there is no carryover provision.

5. **PY 2006 Formula Allocations.** The PY 2006 formula allocations for the NFJP have been prepared in the same manner as the PY 2005 allocations (found at www.doleta.gov/msfw), with one exception. The Department's FY 2006 appropriations law provided an additional \$3,840,000 (**pre-rescission**) to be allocated to those states whose allocation was reduced as a result of the updated data used for the allocation factors. Therefore, **\$3,801,600 (post-rescission)** has been distributed only among those states previously reduced. A copy of the Allocations Table is included. The total amount allocated for PY 2006 is \$74,302,470.
6. **Submission Requirements.** Prepare the PY 2006 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
Employment and Training Administration
Office of Workforce Investment
Division of Adult Services
200 Constitution Avenue, Room S-4206
Washington, D.C. 20210

Your grant package should be received no later than June 28, 2006.

7. **Attachments.** PY 2006 State Allocations and PY 2006 CA Sub-state Allocations.