EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIOA-NFJP
	CORRESPONDENCE SYMBOL OWI
	DATE November 8, 2022

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 05-22

TO: NATIONAL FARMWORKER JOBS PROGRAM GRANTEES

FROM: BRENT PARTON
Acting Assistant Secretary

SUBJECT: National Farmworker Jobs Program Youth Grants

1. **Purpose.** To announce the availability of up to $325,200 in additional funding for National Farmworker Jobs Program youth funding.

2. **Action Requested.** National Farmworker Jobs Program grant recipients who are interested in applying for this grant opportunity must submit a complete application by 11:59 PM EST on December 22, 2022, according to the instructions in section 4.d below.

3. **Summary and Background.**

   a. Summary - Workforce Innovation and Opportunity Act (WIOA) sets aside some funding for additional youth activities within the National Farmworker Jobs Program (NFJP) when appropriations reach a certain amount. For Program Year (PY) 2022, $325,200 is available for additional youth activities under NFJP. This guidance explains how current NFJP grantees can apply for such funds, and how those funds can be used.

   b. Background - Workforce Innovation and Opportunity Act (WIOA) section 127 requires that when the amount appropriated for WIOA Youth exceeds $925,000,000, the Secretary shall reserve four percent of the excess amount to provide youth workforce investment activities under the National Farmworker Jobs Program (NFJP). The PY 2022 appropriation was $933 million. Using the calculation for the set-aside designated in WIOA, $325,200 is available for youth activities under NFJP. ETA is using a streamlined application process for these funds, and limiting the competition to existing NFJP grantees.

   NFJP grantees can and may already serve eligible youth. These additional funds will enable successful applicants to deliver more of the youth workforce investment activities described in the NFJP regulations at 20 CFR 685.310 to eligible MSFW youth, which include the activities described for the WIOA Youth program in WIOA Section 129 and 20 CFR 681.460. This funding provides additional resources so that selected NFJP grant recipients can increase access to education and providing career services and training that result in high-quality, stable employment.

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4. NFJP Youth Grant Funding Opportunity.

a. Eligibility.

i. Applicant Eligibility.

Under this grant opportunity, current NFJP grant recipients who are serving MSFW youth are eligible to apply for these additional funds.

ii. Participant Eligibility.

The services funded through these additional funds are for eligible MSFW youth as defined at the NFJP regulations at 20 CFR 685.110. Eligible MSFW Youth means an eligible MSFW Youth aged 14-24 who is either individually eligible or is a dependent of an eligible MSFW. For information on NFJP program eligibility requirements, see Training and Employment Guidance Letter (TEGL) 18-16, Change 1.

b. Allowable Activities.

Designing and Providing Comprehensive, Customer-Centered Workforce Services.

Grant funds can be used to enhance a grant recipient's ability to design and implement customer-centered services, practices, and policies that incorporate trauma-informed care or youth voice engagement, or that create welcoming, safe, non-judgmental, and accessible environments for MSFW youth, including those with disabilities. For instance, activities can include:

i. Career services (defined at 20 CFR 678.430).

ii. Training services (defined at 20 CFR 680.200) and described further for NFJP at 20 CFR 685.350.

iii. Youth Workforce Services as described under 20 CFR 681.460

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:

i. Summer employment opportunities and other employment opportunities available throughout the school year;
ii. Pre-apprenticeship programs;
iii. Internships and job shadowing; and
iv. On-the-job training opportunities;

4. Occupational skill training
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. Supportive services, including the services listed in 20 CFR 681.570;
8. Adult mentoring, that may occur both during and after program participation;
9. Follow-up services after the completion of participation, as provided in 20 CFR 681.580;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; or
14. Activities that help youth prepare for and transition to postsecondary education and training.

Outreach, Recruitment, and Strategic Partnerships

Additionally, grant funds can be used to enhance a grant recipient's ability to create focused outreach, recruitment, and strategic partnerships for MSFW youth. For instance, activities can include:

i. Executing focused outreach and recruitment campaigns designed to reach potentially eligible participants to ensure they receive support to enroll in grant-funded activities and increase their awareness of other available worker protections and services.

ii. Assisting individuals who are determined not eligible for NFJP services with connecting to other services offered by community partners necessary to overcome any barriers to employment.

iii. Leveraging existing partnerships with the local workforce development board, state monitor advocate, and state workforce agency and enhance strategic partnerships with community organizations or other entities to identify and enroll eligible participants.

iv. Other activities that expand access to NFJP services for MSFW youth.

c. Application Components.

ETA will only fund applications that are responsive to the requirements of this TEGL. To be considered for this additional funding, applicants must submit a complete, high-quality application package. The required components of the application package are as follows:

i. Project Narrative.

The applicant must submit a Project Narrative for an application to be considered responsive. The project narrative should be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project. The Project Narrative is limited to five pages and must include information about the project design.

Applicants must describe the activities the grant funding will support. Allowable activities are described above in section 4b. Additionally, please describe current staff capacity and, if appropriate, explain any changes for staffing that would result from receiving the funding requested. Applicants must explain any changes in enrollment levels or service quality that would result from receiving funding requested.

Applicants who are awarded additional funding will use the same WIOA performance targets for youth that were established for program year 2022. Performance accountability requirements for all NFJP grant recipients are available at Training and Employment Guidance Letter No. 14-18. For the purpose of assessing NFJP performance overall, ETA will consider performance outcomes achieved via activities fully or partially funded through these MSFW Youth funds as additive to Youth outcomes achieved in the grantee's main NFJP grant in the relevant Program Year, applying the same definitions, calculations, and timing rules.

Additionally, *all applicants must commit to submitting performance data through the Workforce Integrated Performance System (WIPS) as a condition of award and must affirm this commitment in the submission of the Project Narrative*.

ii. Budget and Budget Narrative.

The Budget and Budget Narrative documents do not count against the page limit requirements for the Project Narrative. Applicants must submit the following budget documents:

- SF-424, Application for Federal Assistance. An electronically submitted SF-424 through Grants.gov constitutes an official signed document. The SF-424

must identify the legal name of the grantee organization, along with the organization's address, its Unique Entity Identification number (UEI) and its Employer Identification Number (EIN), all of which must match the same information listed in the organization's current registration with the System for Award Management (SAM), found at https://www.sam.gov. Please review the SF-424 instructions document included on Grants.gov to ensure the correct completion of the SF-424. The state service area must be noted under the *Areas Affected by Project* section (item #14).

- SF-424A, Budget Information – Non-Construction Programs Form. Please review the SF-424A instructions document included on Grants.gov to ensure the correct completion of the SF-424A. The total funding amount entered must match the funding requested in item #18 of the SF-424.

- Budget Narrative. The Budget Narrative must follow the detailed instructions provided in Attachment I. Each line item/category amount on the Budget Narrative must also exactly match the line item/category amount totals listed on the SF-424A.

- Negotiated Indirect Cost Rate Agreement (NICRA). Grantees including indirect charges on line 6.j of the SF-424A that are supported by a NICRA or Cost Allocation Plan (CAP) must submit a current or recent copy of the NICRA or CAP as part of this application. If a new NICRA has been requested but not finalized, the grantee must include a copy of the request. Please include the letter showing the date it was submitted. Grantees may elect to use a de minimis rate if the organization meets the requirements as described in 2 CFR 200.414(f). If a grantee elects not to charge indirect costs, there is no need to include a NICRA or CAP.

d. Grants.gov Submission Process.

Applicants must submit the application package through Grants.gov. Applicants who need to register with Grants.gov may do so at the following hyperlink: https://www.grants.gov/web/grants/applicants/organization-registration.html. Registration is a one-time process; applicants with a Grants.gov account do not need to register again.

To submit the required application package, applicants must:

- Select the SEARCH GRANTS tab on the Grants.gov homepage.
- Under the section, BASIC SEARCH CRITERIA, enter the Funding Opportunity Number: ETA-TEGL-05-22.
- Select the link to the applicable Opportunity Number provided in the search results.

- Select the PACKAGE tab.
- Under the ACTIONS column, select APPLY.

This submission process may, at times be complicated and time-consuming. As such, the Department strongly encourages applicants to initiate the process as soon as possible to allow time to resolve unanticipated technical problems.

Applicants are required to supply a Unique Entity Identifier (UEI) on the SF-424. If your entity is registered with the System for Award Management (SAM) SAM.gov, your UEI has already been assigned and is viewable under your entity record. Organizations not registered with SAM.gov can obtain more information about a UEI at www.sam.gov. Before submitting, applicants must also ensure their registration with SAM.gov. Applicants may find instructions for registering with SAM at https://www.sam.gov. An awardee must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, entities must review and update the registration at least every 12 months from the date of initial registration. Failure to register with SAM and maintain an active account will result in Grants.gov rejecting the application submission.

For technical issues encountered during application submission, applicants may call 800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or emailsupport@grants.gov. The Contact Center is open 24 hours a day, seven days a week, but closes on federal holidays.

An electronically submitted SF-424 through Grants.gov constitutes the official signed document and must reflect the total amount requested in item #18, *Estimated Funding*. Item #11 must include the *Catalog of Federal Domestic Assistance Number*, 17.264. ETA encourages application submission as soon as possible; however, **applications must be received by 11:59 PM EST on December 22, 2022.** ETA plans to award MSFW Youth grant awards in January of 2023.

e. Application Review and Award.

Applicants may apply for grants of up to $162,600 each. To receive this additional funding, applicants must meet all requirements described in this TEGL, and submit a responsive application that addresses the grant application components outlined in this document.

If an applicant omits any of the documents described in sections 4.c, or substantially fails to address the requirements of one or more of such documents, their application will be deemed non-responsive and not funded. ETA encourages applicants to submit quality final applications before the deadline. While applicants may submit subsequent versions of their application if they realize that edits are needed, doing so will delay the submission and may cause an application not to be funded. ETA will consider the latest submitted application to be the official submission.

ETA will award funds to responsive applications on a first come, first serve basis. If there are more responsive applications than available funds, ETA will fund applications based on the order of receipt until it depletes available funds. For these reasons, ETA encourages applicants to submit their applications via Grants.gov as soon as possible. The deadline for all application packages is 11:59 PM EST on December 22, 2022. ETA may stop accepting applications earlier than this date if available funds are depleted before the official closing date.

Final award amounts will be determined subject to available funds. If the total requests are less than the available funding, or if additional funds become available, grant awards may be increased proportionately. If ETA does not receive responsive applications, it may request applicants, whose applications were deemed non-responsive, to resubmit a revised application for reconsideration, depending on the availability of funding. ETA will negotiate the final funding amount. ETA may require grant recipients to revise budget documents prior to award execution to account for discrepancies between funding requests and actual award amounts.

The period of performance for these additional NFJP Youth funds will be one year from the date of the Notice of Award. However, ETA reserves the right to provide period of performance extensions beyond this date, as it deems appropriate and necessary, to achieve the purposes of these awards.

f. Use of Funds.

i. Administrative costs under this award follow the definition at 20 CFR 683.215.

ii. NFJP grant recipients are subject to the Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200 and OMB's approved exceptions for the Department at 2 CFR Part 2900.

iii. Given that this additional funding is separate from the Career Services and Training base funds, proposed expenditures for this grant are not required to meet the 70 percent minimum threshold for employment and training services as described in funding opportunity announcement, NFJP-FOA-ETA-20-08 section IV.E.6.

iv. See 20 CFR 685.440 for additional information about costs classification and 20 CFR 685.450 for the administrative cost limit for NFJP.

g. Other Award Considerations.

NOTE: The Department will determine if the applicant had any restriction on spending for any ETA grant due to adverse monitoring findings within the past three years.

Depending on the severity of the findings, the Grant Officer may elect to not provide the applicant a grant award or to impose conditions on the award.

All applications deemed to be complete and responsive by the Grant Officer will go through a risk review process. Before making an award, ETA will review information available through any OMB-designated repository of government-wide eligibility qualification or federal integrity information, such as the Federal Awardee Performance and Integrity Information System (FAPIIS), and "Do Not Pay."

Additionally, ETA will comply with the requirements of 2 CFR Part 180 (Government-wide Debarment and Suspension (Non-Procurement)). This risk evaluation may incorporate results of the evaluation of the applicant's eligibility (application screening), or the quality of its application (technical review). If ETA determines that an entity is responsible and an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Risk-related criteria evaluated include:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance;
- History of performance. The Applicant's record in managing awards, cooperative agreements, or procurement awards, if it is a prior recipient of such Federal awards, including timeliness of compliance with applicable reporting requirements, and if available, the extent to which any previously awarded amounts will be expended prior to future awards;
- Reports and findings from audits performed under Sub-part F – Audit Requirements of the Uniform Grant Guidance (2 CFR 200.500 –2 CFR 200.520) or the reports and findings of any other available audits and monitoring reports containing finds, issues of non-compliance, or questioned costs; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on recipients.

Selection of an organization as a recipient does not constitute approval of the grant application as submitted. Before the actual grant is awarded, the Department may negotiate with an applicant regarding such items as program components, staffing and funding levels, and administrative systems in place to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiations and decline to fund the application. The Department reserves the right to not fund any application related to this TEGL.

h. Grantee Performance Reporting Requirements.

Financial Reporting: Grant recipients must file a Federal Financial Report, ETA Form 9130, each quarter for PY 2022 funds until those funds are fully expended or the end of the grant's period of performance is reached. ETA guidance and instructions are available on the U.S. Department of Labor's (DOL) website under Financial Reporting.

Performance Reporting: Grant recipients must submit performance data through Workforce Integrated Performance System (WIPS) using the DOL-Only Participant Individual Record Layout (PIRL), Form ETA 9172 and the Joint Quarterly Narrative Performance Report (QNR), Form ETA 9179. In general, grantees use the indicators of performance that are described at 20 CFR 685.400 depending on their type of grant award. Per 20 CFR 685.400(e) grantees may develop additional performance indicators and include them in the program plan or in periodic performance reports. Additional information on performance indicators is available in TEGL 14-18, Appendix III-Table C, and Attachment 7: National Farmworker Jobs Program.

i. Paperwork Reduction Act (PRA) Statement.

The Department notes that a Federal agency may not conduct or sponsor a collection of information, nor is the public required to respond to a collection of information, unless the Office of Management and Budget (OMB), under the PRA, approves it, and it displays a currently valid OMB Control Number (44 U.S.C. 3507). Also, notwithstanding any other provision of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB Control Number (44 U.S.C. 3512). The currently valid OMB Control Numbers for this collection are:

- OMB 4040-0004, SF-424 Application for Federal Assistance, which expires December 31, 2022; and
- OMB 4040-0006, SF-424A Budget Information for Non-Construction, which expires February 28, 2025.

OMB Information Collection No 1225-0086, Expires July 31, 2025.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 hours per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information.

Send comments about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, to the attention of the Departmental Clearance Officer, 200 Constitution Avenue, NW, Room N-1301, Washington, D.C. 20210. Comments may also be emailed to: DOL_PRA_PUBLIC@dol.gov.

Please do not return your grant application to this address. Send only comments about the burden caused by the collection of information to this address. Send your grant application to the sponsoring agency as specified earlier in this announcement.

The information being collected through this Training and Employment Guidance Letter is for the purpose of awarding a grant. This information is required to be considered for this grant.

5. **Inquiries.**
   Questions regarding this guidance should be directed to Grant Specialist, Sharon Porter, at Porter.Sharon.D@dol.gov.

6. **References.**
   - Departments of Labor, Health and Human Services, and Education, and Related Agencies, Consolidated Appropriations Act, 2022, Public Law 117-103, enacted March 15, 2022;
   - Section 167 of WIOA (Pub. L. 113-128), Title I, enacted July 22, 2014;
   - 20 CFR, Part 685, WIOA Final Rule, effective October 18, 2016;
   - 20 CFR, Part 681, WIOA Final Rule, effective October 18, 2016;
   - TEGL NO. 14-18, *Aligning Performance Accountability Reporting, Definition, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL), March 25. 2019;*
   - TEGL NO. 10-21, *Program Year 2022 Planning Guidance for National Farmworker Jobs Program Career Services and Training Grantees and Housing Grantees; and*
   - TEGL 18-16, Change 1, *Change 1 to Training and Employment Guidance Letter 18-16. Program Eligibility and Enrollment Guidance for the National Farmworker Jobs Program.*

7. **Attachment(s).**
   - Attachment I: Instructions for Completing Budget Narrative

Instructions for Completing the Budget Narrative

Grantees must use the following guidance below when writing the budget narrative.

1. Project Budget

You must complete the SF-424A Budget Information Form (available at https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1). In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.

a) Budget Narrative

The Budget Narrative must provide a description of costs associated with each line item on the SF-424A**.** The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities. Leveraged resources are all resources, both cash and in-kind, in excess of this award. Valuation of leveraged resources follows the same requirements as match. Grantees are encouraged to leverage resources to increase stakeholder investment in the project and broaden the impact of the project itself.

Each category should include the total cost for the period of performance. Use the following guidance for preparing the Budget Narrative.

Personnel: List all staff positions by title (both current and proposed) including the roles and responsibilities. For each position give the annual salary, the percentage of time devoted to the project, and the amount of each position's salary funded by the grant.

Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

Travel: For grant staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other costs for each type of travel.

Equipment: Identify each item of equipment you expect to purchase that has an estimated acquisition cost of $5,000 or more per unit (or if your capitalization level is less than $5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.1 for the definition of Equipment). List the item, quantity, and the unit cost per item.

Items with a unit cost of less than $5,000 are supplies, not "equipment." In general, we do not permit the purchase of equipment during the last funded year of the grant.

Supplies: Identify in the detailed budget the projected cost of supplies, per category (e.g., general office supplies, desks/chairs, laptops/printers, other specialty items). Except for general office supplies, list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than "equipment." (See 2 CFR 200.1 for the definition of Supplies.)

Contractual: Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR 200.1 means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program.

For each proposed contract and subaward, specify the purpose and activities to be provided, and the estimated cost.

Construction: Construction costs are not allowed, and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. We do not consider this as construction, and you must show the costs on other appropriate lines such as Contractual.

Other: Provide clear and specific detail, including costs, for each item so that we are able to determine whether the costs are necessary, reasonable, and allocable. List items, such as stipends or incentives, not covered elsewhere.

Indirect Costs: If you include an amount for indirect costs (through a Negotiated Indirect Cost Rate Agreement or De Minimis) on the SF-424A budget form, then include one of the following:

i. If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

or

ii. If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization does not have a current negotiated (including provisional) rate, and is not one described in 2 CFR 200, Appendix VII.D.1.b.

Grantees choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.1 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See the definitions below to assist you in your calculation.

- **2 CFR 200.1 Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up

to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may be excluded only when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

The definition of MTDC in 2 CFR 200.1 no longer allows any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.

- **2 CFR 200.1 Participant Support Cost** means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

The following link contains information regarding the negotiation of Indirect Cost Rates at DOL: https://www.dol.gov/agencies/oasam/centers-offices/business-operations-center/cost-determination.

Note that the SF-424, SF-424A, and Budget Narrative must include the federal grant amount requested.

Do not show leveraged resources on the SF-424 and SF-424A. You should describe leveraged resources in the Budget Narrative.

Grantees should list the same requested federal grant amount on the SF-424, SF-424A, and Budget Narrative. If minor inconsistencies are found between the budget amounts specified on the SF-424, SF-424A, and the Budget Narrative, ETA will consider the SF-424 the official funding amount requested.