

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIOA-NFJP
	CORRESPONDENCE SYMBOL OWI
	DATE June 3, 2025

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 13-24

TO: NATIONAL FARMWORKER JOBS PROGRAM GRANTEES

FROM: LORI FRAZIER BEARDEN
Acting Assistant Secretary 

SUBJECT: Workforce Innovation and Opportunity Act Title I Program
Year 2025 Funds for the National Farmworker Jobs Program

1. **Purpose.** To provide instructions to National Farmworker Jobs Program (NFJP) Career Services and Training grantees and Housing Services grantees for the submission of required documents for Program Year (PY) 2025 allotments and performance negotiations. Additionally, Attachment V of this guidance includes application instructions for grantees that wish to apply for additional PY 2025 NFJP Youth Services Grants.
2. **Action Requested.** Grantees must follow the requirements in this guidance to obtain the federal funds for their NFJP program activities.

To receive PY 2025 NFJP allotments, grantees must submit the required documents through [Grants.gov](https://www.dhs.gov/grants) within 30 days of the publication of this Training and Employment Guidance Letter (TEGL). Grantees that do not submit complete documentation by the deadline risk delaying the timely allotment of funds.

If a grantee wishes to amend their four-year program plan or negotiate their performance targets, grantees should email their assigned Federal Project Officer (FPO) and copy NFJP@dol.gov within 14 days of the publication of this TEGL.

Additionally, grantees who are eligible to apply for a PY 2025 NFJP Youth Services grant must submit the required documents through [Grants.gov](https://www.dhs.gov/grants) within 30 days of the publication of this TEGL to be considered for this funding. Please see application requirements in Attachment V of this guidance.

3. Summary and Background.

- a. Summary – The Employment and Training Administration (ETA) is issuing this guidance to explain the requirements and procedure to receive PY 2025 NFJP allotments and to apply for an optional PY 2025 NFJP Youth Services Grant. ETA will issue all NFJP awards close to the beginning of July.

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- b. Background – Through the Full-Year Continuing Appropriations and Extensions Act, 2025 (from this point forward, referred to as “the Act”), Congress provided \$90,134,000 for Career Services and Training grants (of which \$90,064,000 was allotted after \$70,000 was set aside for program integrity), \$6,591,000 for Housing Services grants (of which \$6,586,000 was allotted after \$5,000 was set aside for program integrity and of which not less than 70 percent shall be for permanent housing), and \$671,000 for discretionary purposes. In distributing funds for Career Services and Training grants, ETA will issue awards based on the results of the 2024 grant competition and ETA calculates allotments through an administrative formula. The formula’s original methodology is described in a notice published in the Federal Register, [64 FR 27390](#), May 19, 1999, subsequently updated in the [Federal Register notice, 86 FR 32063](#) on June 16, 2021. For the Career Services and Training grants, each state service area will receive an amount equal to the percentage of their PY 2024 total amount of federal funds, as applied to the PY 2025 funds available. For additional information, refer to the [Federal Register notice, 89 FR 106593](#). For the Housing Services grants, the Department will issue awards based on the results of the 2024 grant competition and each grantee will receive an amount equal to the percentage of their PY 2024 total amount of federal funds, as applied to the PY 2025 funds available.

For the PY 2025 NFJP Youth Services grants, 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 NFJP. The PY 2025 WIOA Youth appropriation was \$948,130,000. Using the calculation for the set-aside designated in WIOA, \$925,200 is available for PY 2025 NFJP Youth Services grants.

4. Application Requirements for PY 2025 NFJP Allotments

a. Submit Separate Applications for Career Services and Training Grants and Housing Grants

ETA encourages application submission as soon as possible; however, applications must be received by within 30 days of the publication of this TEGL. Grantees need to submit a separate application package for each grant type under the associated funding opportunity numbers in [Grants.gov](#), which are referenced in the table below. Grantees should also use the naming convention for each application submission according to the table below. Note that if you are submitting documents for a Career Services and Training grant identify the application type as *Career Services and Training*, and if you are submitting documents for a Housing Services grant identify the application type as *Migrant Housing*. The naming protocol identifies the application package type and includes the name of the applicant organization and the state service area. Grantees will receive a separate grant number for each NFJP award.

Application Type	Submit Under this Funding Opportunity Number in Grants.gov	Use this Application Naming Convention
Career Services and Training	TEGL-ETA-PY25-AC	ABC Applicant - State - Career Services and Training
Housing Services	TEGL-ETA-PY25-MH	ABC Applicant - State - Housing

b. Submit Required Documents for PY 2025 NFJP Allotments for Career Services and Training Grants and Housing Services Grants

To receive PY 2025 allotments, NFJP grantees must submit via [Grants.gov](https://www.grants.gov) the documents listed below in subsections i-iv. (See Attachment I for information on [Grants.gov](https://www.grants.gov).) Submittal of these document packages does not constitute automatic approval. Grantees may be asked, with the assistance of their assigned FPO, to immediately revise and resubmit documentation prior to the allotment award. Alternatively, the Grant Officer may approve the award allotment with Special Conditions of Award, requiring the grantee to submit revised documents within 30 calendar days of the award date. If a grantee fails to submit documents by the deadline, they risk delaying the timely allotment of funds.

In response to this guidance, the following documents are required for each Career Services and Training application and Housing Services application:

- i. 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](https://www.grants.gov) to ensure the correct completion of the SF-424. The total funding amount entered under the Estimated Funding section (item #18) must match the allotment amount in the allotment tables. The state and county(ies) service area must be noted under the Areas Affected by Project section (item #14).
- ii. SF-424A, Budget Information – Non-Construction Programs Form. Please review the SF-424A instructions document included on [Grants.gov](https://www.grants.gov) to ensure the correct completion of the SF-424A. The total funding amount entered must match the allotment amount. See Attachment III to see the Career Services and Training Grant allotment amounts and Attachment IV to see the Housing Grant allotment amounts.
- iii. Budget Narrative. The Budget Narrative must follow the detailed instructions provided in Attachment II. Each line item/category amount on the Budget

Narrative must also match the line item/category amount totals listed on the SF-424A.

- iv. Negotiated Indirect Cost Rate Agreement or Cost Allocation Plan. Grantees that use a Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP) must submit a current 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. Note: If a grantee includes indirect charges on line 6.j of the SF-424A, the grantee must submit a NICRA or CAP unless the grantee elects to charge a de minimis rate. If a grantee elects not to charge indirect costs, there is no need to include a NICRA or CAP.

5. **Inquiries.** All NFJP grantees should submit inquiries on these grant applications instructions to NFJP.OGM@dol.gov. Grantees can direct other questions to their Federal Project Officer and copy NFJP@dol.gov.

6. **References.**

- Full-Year Continuing Appropriations and Extensions Act, 2025, Public Law 119-4, enacted March 15, 2025
- 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
- Training and Employment Notice ([TEN](#)) [16-22](#): *The Employment and Training Administration is Implementing GrantSolutions for Grant Award Processing and the Payment Management System for Financial Reporting*, issued January 18, 2023
- Federal Register Notice – *Program Year 2024 Workforce Innovation and Opportunity Act Section 167, National Farmworker Jobs Program Final State Allotments*, [89 FR 106593](#), December 20, 2024
- Federal Register Notice - *Job Training Partnership Act: Migrant and Seasonal Farmworker Programs, Final Allocation Formula*, [64 FR 27390](#), May 19, 1999
- Federal Register Notice - *Employment and Training Administration (ETA) Program Year (PY) 2021; Workforce Innovation and Opportunity Act (WIOA) Section 167; National Farmworker Jobs Program (NFJP) Grantee Allotments*; [86 FR 32063](#), June 16, 2021

7. **Attachments.**

- Attachment I: Grants.gov Submission Instructions
- Attachment II: Applicable Funding Restrictions and Budget Narrative Instructions
- Attachment III: PY 2025 Career Services and Training Grant Allotment Amounts
- Attachment IV: PY 2025 Housing Services Grant Allotment Amounts
- Attachment V: PY 2025 Youth Services Grant Application Instructions
- Attachment VI: PY 2025 Performance Requirements
- Attachment VII: Risk Review Process
- Attachment VIII: Modification Process

U. S. Department of Labor
Employment and Training Administration
National Farmworker Jobs Program
Grants.Gov Submission Instructions

Applicants must submit the application package through [Grants.gov](https://www.grants.gov). Applicants who need to register with Grants.gov may do so through the [Applicant Registration webpage](#). Registration is a one-time process and applicants with a current 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, applicants enter the Funding Opportunity Number for the applicable grant type for which they are applying:
 - Career Services and Training Allotments: TEGL-ETA-PY25-AC
 - Housing Services Allotments: TEGL-ETA-PY25-MH
 - Youth Services Grants: TEGL-ETA-PY25-MY
- 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.

U. S. Department of Labor
Employment and Training Administration
National Farmworker Jobs Program
Applicable Funding Restrictions and Budget Narrative Instructions

Funding Restrictions.

Administrative Cost Limitation for NFJP Career Services and Training Grants, Housing Services Grants, and Youth Services Grants:

- **Administrative Cost Limitation:** The administrative costs under this award are not to exceed 15 percent of the amount of the grant award. Such costs include both personnel and non-personnel costs and both direct and indirect costs. Administrative costs as defined in 20 CFR Part 683.215 are for the performance of administrative functions in carrying out activities under Title I of WIOA that are not related to the direct provision of workforce investment services (including services to participants and employers). Administrative costs do not need to be identified separately from program costs on the SF-424A Budget Information Form and Budget Narrative. However, they must be tracked through the recipient's accounting system.

*For NFJP Career Services and Training Grant Recipients **only** (not Youth Services Grants or Housing Services Grants):*

- **Minimum 70 Percent Spending Requirement on Employment and Training Services:** Recipients must spend not less than 70 percent of their awarded funds on "employment and training services," as defined below. Accordingly, recipients may spend up to 30 percent of their awarded funds on a combination of administrative costs and other program costs, further subject to the administrative cost limitation of 15 percent specified at 20 CFR Part 683.215. The term "employment and training services" means all allowable career services, training services, housing services, and youth services as explained, respectively, in 20 CFR 685.340, 350, 360, and 370, including supportive services and related assistance services (as defined in 20 CFR 685.110 and further explained in 20 CFR 685.380). Employment and training services does not include administrative costs (as defined in 20 CFR 683.215). Employment and Training Services costs do not need to be identified separately on the SF-424A Budget Information Form and Budget Narrative. However, they must be tracked through the recipient's accounting system.

Budget Narrative Instructions.

Overarching Requirements:

- Each application package submitted by NFJP recipients must include a Budget Narrative that further explains and supports the projected costs reflected in each line item of the SF-424A Budget Information Form.
- 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. Applicants are encouraged to leverage resources to increase stakeholder investment in the project and broaden the impact of the project itself.

- The Budget Narrative must also explain the estimated cost-per-participant range based on the minimum number of enrolled participants, the type of services included in the project, costs for specific training, and the type of supportive services that participants need to successfully engage in the program and realize their career goals.
- For Career Services and Training Grant Recipients Requesting Program Year 2025 Allotments - The submitted Budget Narrative must adhere to the amount of money allocated for each state service area detailed in Attachment III.
- For Housing Services Recipients Requesting PY 2025 Allotments - The submitted Budget Narrative must adhere to the amount of permanent and temporary expenditures detailed in Attachment IV. Individual grants are awarded for Housing resultant of the grants competition and are further allocated according to language in the appropriations law requiring that of the total amount available, not less than 70 percent shall be allocated to permanent housing activities, leaving not more than 30 percent to temporary housing activities. In the budget narrative, housing grantees must clearly differentiate between the permanent and temporary housing expenditures, as applicable.
- For Youth Services Grant Applicants - The submitted Budget Narrative must reflect the Supplemental Funding amount requested.

Requirements for Explaining the SF-424A Line-Item Categories in the Budget Narrative (reflective of Uniform Guidance revisions effective October 1, 2024):

- **Personnel:** List of all staff positions by title (including individuals hired by an employment contract) 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 grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other estimated costs for each type of travel.
- **Equipment:** Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$10,000 or more per unit (or if your capitalization level is less than \$10,000, 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 \$10,000 are supplies, not “equipment.” In general, we do not permit the purchase of equipment during the last funded year of the grant.

- **Supplies:** Identify the cost of supplies (e.g., general office supplies, desk/chairs, laptops/printers, other specialty items) in the detailed budget per category. 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. This should include payments to a contractor for third-party evaluations that are not already accounted for elsewhere, if applicable. 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 (for Career Services and Training Grants and Youth Services Grants):** 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.
- **Construction (for Housing Services Grants):** Using grant funds for new construction is discouraged. For permanent housing services, renovations or rehabilitations of existing structures for grant activities may be allowable. We do not consider renovations or rehabilitations of existing structures as construction, and you must show the costs on other appropriate lines such as Contractual. Construction costs noted in the budget require a subsequent amendment seeking prior approval of the Grant Officer.
- **Other:** Provide clear and specific details, including costs, for each item so that we can 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:
 - a. 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

- b. If you intend to claim indirect costs using the 15 percent de minimis rate of modified total direct costs (MTDC), 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 Part 200, Appendix VII(D)(1)(b).

Applicants choosing to claim indirect costs using the de-minimis rate must use MTDC 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 MTDC. See the definition below to assist you in your calculation.

- **Modified Total Direct Cost (MTDC) Definition:** To avoid a serious inequity in the distribution of indirect costs, DOL defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts 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 or subcontract in excess of \$50,000.

Please note participant support costs are not included in modified total direct costs. As defined under 2 CFR 200.1, Participant Support Cost means direct costs that support participants and their involvement in a Federal award, such as stipends, subsistence allowances, travel allowances, registration fees, temporary dependent care, and per diem paid directly to or on behalf of participants.

Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL: <https://www.dol.gov/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division>.

Indirect-type costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are recovered as part of charging the de minimis or NICRA rate. Do not show leveraged resources on the SF-424 and SF-424A. You should describe leveraged resources in the Budget Narrative.

Applicants must list the same requested federal grant amount on the SF-424, SF-424A, and Budget Narrative.

U. S. Department of Labor
Employment and Training Administration
National Farmworker Jobs Program
PY 2025 Career Services and Training Grant Allotment Amounts

State	Allotment
Total	\$90,064,000
Alabama	819,400
Alaska	-
Arizona	2,695,554
Arkansas	1,335,907
California	24,453,463
Colorado	1,861,429
Connecticut	561,180
Delaware	173,071
Dist. Of Columbia	-
Florida	3,342,201
Georgia	1,854,573
Hawaii	-
Idaho	2,456,947
Illinois	2,047,942
Indiana	1,376,058
Iowa	1,966,764
Kansas	1,392,062
Kentucky	884,604
Louisiana	876,174
Maine	456,816
Maryland	583,343
Massachusetts	-
Michigan	2,321,425
Minnesota	1,760,995
Mississippi	975,803
Missouri	1,365,171
Montana	783,057
Nebraska	1,396,092
Nevada	250,691
New Hampshire	-
New Jersey	861,877
New Mexico	1,195,497
New York	2,428,451
North Carolina	2,229,675
North Dakota	824,125
Ohio	1,609,000
Oklahoma	-
Oregon	2,470,673
Pennsylvania	1,972,845
Puerto Rico	2,161,607
Rhode Island	-
South Carolina	735,342

South Dakota	745,280
Tennessee	702,728
Texas	4,898,734
Utah	732,148
Vermont	229,194
Virginia	830,096
Washington	5,049,516
West Virginia	122,057
Wisconsin	1,924,539
Wyoming	349,894
California Grant Recipients	Allotment
California Human Development Corporation	\$ 5,713,391.95
Center for Employment and Training	\$ 7,031,866.17
Central Valley Opportunity Center, Inc.	\$ 2,312,402.78
Proteus, Inc.	\$ 4,394,915.73
Santa Barbara County	\$ 2,000,354.35
San Joaquin County	\$ 1,500,266.51
Ventura County	\$ 1,500,265.51

U.S. Department of Labor
Employment and Training Administration
National Farmworker Jobs Program
PY 2025 Housing Grant Allotment Amounts

State	Grantee	Service Area(s)	Permanent Housing Services Total	Temporary Housing Services Total	Housing Services Total
Alabama	Alabama Non-Profit Housing	NC	\$ 529,270	\$ 132,317	\$ 661,587
Arizona	PPEP Microbusiness & Housing Development Corp.	AZ	\$ 859,817	\$ 143,470	\$1,003,287
California	La Cooperativa Campesina de California	CA	\$ 239,795	\$ 587,084	\$ 826,879
Florida	Florida Non-Profit Housing	FL	\$1,323,174	\$0	\$1,323,174
Michigan	Michigan Department of Labor & Economic Opportunity	MI	\$ 926,222	\$ 396,952	\$1,323,174
New York	PathStone Corp.	NY & PR	\$ 616,031	\$ 126,175	\$ 742,206
Texas	Motivation Education & Training, Inc.	TX	\$ 635,124	\$ 70,569	\$ 705,693
Total			\$5,129,433	\$1,456,567	\$6,586,000

U.S. Department of Labor
Employment and Training Administration
National Farmworker Jobs Program
PY 2025 Youth Services Grant Application Instructions

In addition to applying for annual awards for Career Services and Training and Housing Services Grants, this guidance also provides an opportunity for NFJP grantees to apply for additional funding to serve Migrant and Seasonal Farmworker youth, as explained below.

- a. Submission Requirements.** To be considered for a PY 2025 NFJP Youth Services grant, grantees must submit the required documents through [Grants.gov](https://www.grants.gov) within 30 days of publication of this TEGL. Grantees should name each application submission according to the table below. The naming protocol identifies the application package type and includes the name of the applicant organization and the state service area.

Migrant Youth	TEGL-ETA-PY25-MY	ABC Applicant - State - Youth
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- b. Eligibility.** Eligibility requirements for applicants and participants are as follows:

- i. **Applicant Eligibility.** To be eligible to apply for an NFJP PY 25 Youth Services grant, organizations must meet the following requirements:
 - a. Received an award under the Funding Opportunity announcement FOA-ETA-24-15, *National Farmworker Jobs Program (NFJP) Grants for Career Services and Training*, and was approved to serve youth under that award.
 - b. Did not receive a PY 2024 NFJP Youth Services Grant; and
 - c. Met 75 percent of their PY 2024 youth participant enrollment goal. To confirm if a grantee met 75 percent of their youth participant enrollment targets, ETA will use a grantee's Quarterly Performance Report (ETA-9173) for Quarter End Date for 3/31/2025; Program Year to Date).

Below are the grant recipients for the PY 2024 Youth Service Grants:

- County of San Joaquin (California)
- Motivation Education & Training, Inc. (Wyoming)
- Motivation Education & Training, Inc. (North Dakota)
- Motivation Education & Training, Inc. (Minnesota)
- Proteus, Inc. (Nebraska)
- Proteus, Inc. (Indiana)

- ii. **Participant Eligibility.** The services funded through these additional funds are for Eligible migrant and seasonal farmworker youth ages 14-24 as defined at the NFJP regulations at [20 CFR 685.110](https://www.ecfr.gov/current/title-20/chapter-I/subchapter-B/part-685/subpart-1/section-685.110). For information on NFJP program eligibility requirements, see [Training and Employment Guidance Letter \(TEGL\) 18-16, Change 2](#).

- c. Allowable Activities.** Youth Services grant funds can be used to enhance a grant recipient's ability to design and implement NFJP services, practices, and policies. For instance, activities can include:
- i. Youth Workforce Services as described under [20 CFR 685.370](#) and Youth workforce investment activities specified in [WIOA Section 129](#). See [WorkforceGPS - WIOA Youth Program Elements](#).
 - ii. Outreach, recruitment, and strategic partnerships activities can include:
 - Executing focused outreach and recruitment campaigns designed to reach potentially eligible youth participants to ensure they receive support to enroll in grant funded activities and increase their awareness of other available worker protections and services.
 - 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 youth participants.
 - Other activities that expand access to NFJP services for eligible youth participants.
- d. Funding Restrictions.** The administrative costs under this award are not to exceed 15 percent of the amount of the grant award. Such costs include both personnel and non-personnel costs and both direct and indirect costs. Administrative costs as defined in 20 CFR Part 683.215 are for the performance of administrative functions in carrying out activities under Title I of WIOA that are not related to the direct provision of workforce investment services (including services to participants and employers).
- e. Application Components.** ETA will only fund applications that are responsive to the requirements of this guidance. To be considered for this additional funding, eligible 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 c). 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 increased enrollment levels or improved service quality that would result from receiving the requested funding.
 - ii. **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).
- iii. **SF-424A Budget Information – Non-Construction Programs Form and Budget Narrative.** The SF-424A and Budget Narrative documents do not count against the page limit requirements for the Project Narrative. Applicants must submit the following budget documents:
- 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 Field #18 of the SF-424.
 - *Budget Narrative* - The Budget Narrative must follow the detailed instructions provided in Attachment II. Each line item/category amount on the Budget Narrative must 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).
- f. **Application Review and Award.** Applicants may apply for grants of up to \$300,000 each. To receive this additional funding, eligible applicants must meet all requirements described in this attachment, and submit a responsive application that addresses the grant application components.

If an eligible applicant omits any of the documents described within this attachment, or substantially fails to address the requirements of one or more of such documents, their application will be deemed non-responsive and will not be awarded. ETA encourages applicants to submit quality final applications before the deadline. While previous 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 awarded. ETA will consider the latest submitted application to be the official submission. ETA will only award PY 2025 NFJP Youth Services Grants to applicants who meet the eligibility requirements specified earlier in this TEG. ETA will award funds to eligible, 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 eligible applicants to submit their applications via Grants.gov as soon as possible. The deadline for this application package is 30 days from the publication of this TEG. ETA may stop accepting applications earlier than this date if available funds are depleted before the

official closing date. Applicants who do not submit a complete, comprehensive package with required documentation will not be considered.

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.

- g. Financial Reports.** All award recipients are required to report financial data on the ETA-9130 Financial Report through the U.S. Health and Human Services Payment Management System. Reporting quarter end dates and the associated due dates for those reports are as follows: quarter ending March 31 is due May 16; quarter ending June 30 is due August 15; quarter ending September 30 is due November 15; and quarter ending December 31 is due February 15. The final financial report must be submitted no later than 120 calendar days after the end of the quarter encompassing the period of performance end date. For additional guidance on ETA's financial reporting, see TEGL No. 16-22 and TEGL No. 16-22, Change 1.
- h. Quarterly Performance Reports.** Applicants awarded an NFJP Youth Services Grant must submit quarterly a Form ETA-9179 Quarterly Narrative Report to communicate progress of NFJP Youth Grant and outcomes for WIOA performance indicators and any additional performance indicators. Performance accountability requirements for all NFJP grant recipients are available at TEGL 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 NFJP Youth grants as additive to youth outcomes achieved in the grantee's main NFJP CST Grant in the relevant Program Year, applying the same definitions, calculations, and timing rules.

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PY 2025 Performance Requirements

- a. Performance Reports.** NFJP Grantees will submit performance data through the Workforce Integrated Performance System (WIPS) using the DOL-Only Participant Individual Record Layout (PIRL), Form ETA-9172 and the Joint Quarterly Narrative Performance Report, Form ETA-9179. See the Funding Opportunity Announcement (FOA-ETA-24-15) for information on performance indicators for Career Services and Training grants and FOA-ETA-24-18 for information on performance indicators for Housing Services grants.
- b. Financial Reports.** All ETA award recipients are required to report financial data on the ETA-9130 Financial Report through the U.S. Health and Human Services Payment Management System. Reporting quarter end dates and the associated due dates for those reports are as follows: quarter ending March 31 is due May 16; quarter ending June 30 is due August 15; quarter ending September 30 is due November 15; and quarter ending December 31 is due February 15. The final financial report must be submitted no later than 120 calendar days after the end of the quarter encompassing the period of performance end date. For additional guidance on ETA's financial reporting, reference TEGL No. 16-22 and TEGL No. 16-22, Change 1.
- c. Period of Performance.** Annual awards are based on Departmental application requirements and availability of funds. Each of these awards will be under a separate grant number having a fiscal 15-month period of performance, from July 1 to September 30 of the subsequent calendar year. The grantee's annual award must be expended within the awarded 15-month timeframe. While ETA measures performance on a 12-month Program Year, July 1 to June 30, the extra quarter in the period of performance allows grant recipients to have flexibility to absorb minor fluctuations in spending within the four-year cycle without the need to request extensions from year to year. Therefore, grantees have an extra quarter to expend grant funds. Grantees must continue to file a Federal Financial Report, Form ETA-9130, each quarter for PY 2025 funds until those funds are fully expended or until the end of the grant period of performance is reached.

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Risk Review Process

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 Subpart F – Audit Requirements of the Uniform Grant Guidance (2 CFR 200.500 –2 CFR 200.521) or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance, or questioned costs; and
- The applicant’s ability to effectively implement statutory, regulatory, or other requirements imposed on recipients.

Note: 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 guidance.

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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 PY 2025, they should email their assigned FPO and copy NFJP@dol.gov within 14 days of the publication of this TEGL. For the email subject line, please use “PY 2025 NFJP Modifications.” If a grantee does not submit a modification request by this deadline, ETA will use the PY 2024 four-year program plan and established performance targets for PY 2025.

- a. Four-year Program Plan.** If a grantee does not need to modify their 2024-2027 program plan, they are not required to submit a program plan for the PY 2025 award. 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 statute. 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. 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. In their request, grantees should include the name of the organization, state service area, and describe any change(s) and provide a justification for a change(s). Changes may include, but are not limited to, service area and program services. In coordination with the FPO, the Department will consider the cost principles, uniform administrative requirements, and terms and conditions of award when reviewing modifications.

- b. Performance Targets.** ETA will use the established PY 2024 performance targets for PY 2025. If a grantee wishes to negotiate their performance levels for PY 2025, they should email their assigned FPO and copy NFJP@dol.gov within 14 days of the publication of this TEGL. The email must include the name of the organization, state service area, new proposed targets for performance indicators, and supporting justification by the deadline.