

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION NFJP
	CORRESPONDENCE SYMBOL OWI-DNPTTA
	DATE May 17, 2019

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 19-18

TO: NATIONAL FARMWORKER JOBS PROGRAM GRANTEEES

FROM: MOLLY E. CONWAY 
Acting Assistant Secretary

SUBJECT: Program Year 2019 Planning Guidance for National Farmworker Jobs Program
Career Services and Training Grantees and Housing Grantees

1. **Purpose.** To provide preparation and submission instructions and convey grant allotments for Program Year (PY) 2019.
2. **Action Requested.** All National Farmworker Jobs Program (NFJP) grantees will have to submit the required documents through Grants.gov by May 31, 2019. See Section 4 for additional information on required documents. Grantees that submit complete and proper documentation by May 31, 2019 will be funded. Grantees that do not submit complete and proper documentation by the deadline will not be funded until they do so.
3. **Summary and Background.**

Summary - In accordance with the Workforce Innovation and Opportunity Act (WIOA), new four-year NFJP grants went into effect on July 1, 2016. The Employment and Training Administration (ETA) is issuing the attached PY 2019 grant allocations for NFJP grantee planning purposes to submit program plans for PY 2019. Grantees must submit the requested program plan and budget documents and receive approval from ETA to receive PY 2019 funding. This Training and Employment Guidance Letter (TEGL) provides preparation and submission instructions to current NFJP grantees for PY 2019.

Background - For NFJP, the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019, and Continuing Appropriations Act, 2019, Public Law 115-245, enacted September 28, 2018, (from this point forward, referred to as "the Act"), provides \$82,447,000 for formula grants and another \$5,922,000 for migrant and seasonal farmworker housing (of which not less than 70 percent shall be for permanent housing). Also, \$527,000 will be set aside for discretionary purposes. In addition, the hold-harmless provision changed from 95 percent in PY 2018 to 90 percent in PY 2019, as described in the July 11, 2018 *Federal Register* notice. In PY 2019, state

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service areas will receive an amount equal to at least 90 percent of their PY 2018 allotment percentage share, as applied to the PY 2019 formula funds available.

4. Preparation and Submission Instructions

Required Documents for PY 2019 Funding. To receive PY 2019 funding, NFJP grantees must submit all requested documents (as applicable to their grant) detailed in subsections *a* through *e* below through Grants.gov. Once ETA approves the grantee's submission, the documents will be incorporated into the funded grant agreement. If corrections are necessary, specific conditions will be added to the grant agreement and/or the grantee's Federal Project Officer will notify the grantee and provide assistance with resubmitting documents as necessary. If grantees fail to submit documents by the submission deadline, those individual grant awards will not be funded until proper and complete documentation is submitted. In response to the TEGL, the following documents are required:

- a. SF-424, Application for Federal Assistance. The SF-424 must clearly identify the grantee organization and state served and must be signed by the individual with authority to enter into a grant agreement. **IMPORTANT:** To ensure that your grant is funded, please make sure that the full address, Data Universal Numbering System (DUNS) Number and Employer Identification Number (EIN) listed on the SF-424 mirrors the same information listed for your organization in Sam.gov. Please review the SF-424 instructions document included on Grants.gov to ensure correct completion of the SF-424. The total funding amount entered must match the allotment amount in the attached allotment table.
- b. SF-424A, Budget Information – Non Construction Programs Form. Please review the SF-424A instructions document included on Grants.gov to ensure correct completion of the SF-424A. The total funding amount entered must match the allotment amount in the attached allotment table.
- c. 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.
- d. Negotiated Indirect Cost Rate Agreement (NICRA). Grantees that use 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 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.
- e. Program Plan.

All Grantees

- All grantees must submit a revised program plan, which includes a planning service/enrollment breakdown chart for each grant, for PY 2019.

- If there are any programmatic changes from the PY 2018 approved plan and planning service/enrollment breakdown chart, grantees must highlight those changes within the PY 2019 document.
- If there are no substantive changes to the program plan from the previous year, grantees must still amend applicable dates and amounts to reflect PY 2019. For grantees stating no changes to their approved PY 2018 planning service/enrollment breakdown chart, grantees must still amend the chart with the applicable dates to reflect PY 2019.
- Although grantees' program results must be aligned with WIOA performance measures, NFJP grantees may develop additional performance indicators and include them in the program plan.
- Grantees must communicate proposed performance targets for PY 2019 in the Program Plan.

Housing Grantees

- In addition to the guidance listed above for all grantees, housing grantees must incorporate their performance targets for temporary housing and/or permanent housing activities in their program plan. The performance measures for permanent housing activities are: 1) eligible MSFWs served; 2) eligible MSFW families served; 3) individuals served; and 4) families served. The performance measures for temporary housing activities are: 1) eligible individuals served and 2) eligible families served.

Career Services and Training Grantees

- In addition to the guidance listed above for all grantees, career services and training grantees must incorporate their negotiated performance targets for PY 2019 adult and/or youth participants. The performance measures for adult participants are: 1) Employment Rate 2nd Quarter After Exit; 2) Employment Rate 4th Quarter After Exit; 3) Median Earnings 2nd Quarter After Exit; and 4) Credential Attainment Within 4 Quarters After Exit. The performance measures for youth participants are: 1) Employment or Placement in Education or Training Rate 2nd Quarter After Exit; 2) Employment or Placement in Education or Training Rate 4th Quarter After Exit; 3) Median Earnings 2nd Quarter After Exit; and 4) Credential Attainment Within 4 Quarters After Exit.

Career Services and Training Grantee Performance Goals. On July 1, 2016, new performance indicators became effective under the WIOA. For PY 2016, ETA negotiated performance targets with each grantee, and these targets remained the same for PY 2017 and 2018. For PY 2019, the Department will generate baseline data for performance measures based on results produced by a regression model for grantees providing career services and training. The Department will reach agreement with individual grantees on the levels of performance for each of the primary indicators of performance, taking into account economic conditions, characteristics of individuals served, and other appropriate factors, and using, to the extent practicable, the statistical adjustment model under WIOA section 116(b)(3)(A)(viii). See 20 CFR 685.400 for additional information on performance accountability, planning, and waiver provisions.

Career Services and Training grantees that wish to negotiate their levels of performance with ETA must provide compelling data and a justification statement to NFJP@dol.gov and Cc the Federal Project Officer, no later than 30 calendar days from the issue date of the new performance targets. The justification statement needs to include grantee's proposed performance targets and explain any circumstances or challenges that create a need for the organization to propose different performance levels. Grantees that do not want to negotiate do not need to e-mail ETA or take any other action.

Use of PY 2018 Funds. Although the period of performance for current PY 2018 NFJP grants ends on September 30, 2019, ETA will continue to measure performance on a 12-month program year. The extra quarter in the period of performance will allow the grantees the flexibility to absorb minor fluctuations in spending within the four-year cycle without the need to request extensions from year to year. Grantees must continue to file a Federal Financial Report, ETA Form 9130 each quarter for PY 2018 funds until those funds are fully expended or the end of the grant's period of performance is reached.

Use of PY 2019 Funds. Grantees must expend PY 2019 funding no later than September 30, 2020.

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, 2019; and
- OMB 4040-0006, SF-424A Budget Information for Non-Construction, which expires February 28, 2022.

Timing of Funds. ETA will distribute executed NFJP Notices of Award as close to the beginning of July as possible, so that funds are available to support continued operations of the program. However, ETA generally does not expect PY 2019 funds to be available to grantees until approximately mid-July. ETA recognizes that this delay can create operational challenges for some grantees. As noted in TEGL 1-18, ETA expects that the September 30, 2019 end date for PY 2018 funds will allow grantees to continue operations in July of 2019 without interruption while waiting for PY 2019 grant awards to be executed.

However, ETA also recognizes that some grantees may have expended all or most of their funds by July 1, 2019, and that these grantees may be impacted in early July before PY 2019 grants are executed. Grantees in this situation should submit their full applications

as soon as possible according to the instructions in this TEGL, and send an email to NFJP@dol.gov asking that their grant award be expedited.

5. **Inquiries.** Please address questions regarding this guidance to your regional Federal Project Officer.

6. **References.**

- Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019, and Continuing Appropriations Act, 2019, Public Law 115-245, enacted September 28, 2018.
- Section 167 of WIOA.
- 20 CFR, Part 685, WIOA Final Rule.
- TEGL 18-16: *Program Eligibility and Enrollment Guidance for NFJP*.
- Federal Register Notice - ETA PY 2018 WIOA 167, NFJP Proposed Modifications to Allotment Formula, 83 FR 23937 (May 23, 2018).

7. **Attachments.**

- Attachment I. Instructions for Completing the Budget Narrative
- Attachment II. Instructions for Submitting Budget Documents via Grants.gov
- Attachment III. PY 2019 NFJP Grant Allocations with StopLoss/StopGain
- Attachment IV. PY 2019 NFJP Career Services and Training Grant Allocations
- Attachment V. PY 2019 NFJP Housing Grant Allocations
- Attachment VI. Example Planning Service Breakdown for Housing Grantees
- Attachment VII. Example Planning Enrollment Breakdown for Career Services and Training Grantees

Attachment I. Instructions for Completing the Budget Narrative

For Housing grantees:

- The budget narrative must adhere to the amount of permanent and temporary expenditures detailed in Attachment IV. Please note that Public Law 115-245 requires that for the migrant and seasonal housing amount, "...of which not less than 70 percent shall be for permanent housing..."
- In the budget narrative, housing grantees must clearly differentiate between the amount of expenditures on permanent and temporary housing if applicable

For all grantees, use the following guidance below when writing the budget narrative.

IMPORTANT: If a total amount for each item listed below is included in the narrative, please be sure the amount in the narrative matches the corresponding line items on the SF-424A (line items 6.a through 6.j).

Personnel - List all staff positions by title (both current and proposed). Provide the annual salary of each position, the percentage of each position's time devoted to the project, the amount of each position's salary funded by the grant and the total personnel cost for the program year.

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

Travel - Specify the purpose, 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 to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than 1 year (see 2 CFR 200.33 for the definition of Equipment). List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are considered supplies.

Supplies - Supplies include all tangible personal property other than "equipment" (see 2 CFR 200.94 for the definition of Supplies). The detailed budget should identify categories of supplies (e.g. office supplies). List the quantity and unit cost per item.

Contractual - Identify each proposed contract and specify its purpose and estimated cost. If applicable, identify any sub-recipient agreements, including purpose and estimated costs.

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 the costs must be shown on other appropriate lines such as Contractual.

Other - List each item in sufficient detail for us to determine whether the costs are reasonable, allocable, and allowable. List any item, such as stipends or incentives, not covered elsewhere here.

Indirect Charges - If indirect costs are included in the budget, then include the approved indirect cost rate with a copy of the Negotiated Indirect Cost Rate Agreement (NICRA). If your organization uses an indirect cost rate, then a NICRA must be in place no later than 90 calendar days after the grant award for approval of indirect charges. The following link contains DOL specific information: <http://www.dol.gov/oasam/boc/dcd/index.htm>.

Attachment II. Instructions for Submitting Budget Documents via Grants.gov

An electronically submitted SF-424 through Grants.gov constitutes an official signed document and must reflect the grantee's award amount in Attachment III and IV.

Block #18 of the SF-424 must reflect the exact amount of the grantee's allotment provided in Attachment III. Any total amounts on the SF-424A and budget narrative must also reflect the grantee's allotment provided in Attachment III. Block #11 of the SF-424 must include the Catalog of Federal Domestic Assistance (CFDA) number for the National Farmworker Jobs Program, which is 17.264.

Note: To find the grant application package in Grants.gov, click on the "Search Grants" tab and enter the CFDA number 17.264 in the CFDA search field.

This process can be complicated and time-consuming. Therefore, the Department strongly encourages grantees to initiate the process as soon as possible and to allow for time to resolve technical problems if necessary. For grantees that have not registered with Grants.gov, the Department strongly recommends that grantees read the instructions for registering located at: <http://www.Grants.gov/web/grants/register.html>.

Grantees should read the registration process carefully before registering. These steps may take as much as 4 weeks to complete, and this time should be factored into plans for electronic submission to avoid unexpected delays that could result in the rejection of an application. The site also contains registration checklists to help you walk through the process. The Department strongly recommends that grantees download the "Organization Registration Checklist" at <http://www.Grants.gov/web/grants/applicants/organization-registration.html> and prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time.

All applicants for Federal grant and funding opportunities are required to have a Data Universal Numbering System (D-U-N-S®) number and must supply their D-U-N-S® number on the SF-424. Before applying for funding, grantees must register with the System for Award Management (SAM), which has replaced the Central Contractor Registry (CCR). Instructions for registering with SAM can be found at <https://www.sam.gov>.

Grantees must maintain an active SAM registration with current information at all times during which they have an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, there is a requirement to review and update the registration at least every 12 months from the date of initial registration or subsequently update the information in the SAM database to ensure it is current, accurate, and complete. Failure to register with SAM and maintain an active account will result in Grants.gov rejecting your submission.

The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the D-U-N-S number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a user name and password on Grants.gov visit: <http://www.Grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.

Submitting through Grants.gov constitutes an electronically signed SF-424, Application for Federal Assistance. The registration and account creation with Grants.gov, with E-Biz POC approval, establishes an AOR. When you submit the SF-424 through Grants.gov, the name of your AOR on file will be inserted into the signature line. Grantees must register the individual who is able to make legally binding commitments as the AOR.

If grantees encounter a problem with Grants.gov and do not find an answer in any of the other resources, call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or email support@Grants.gov. The Contact Center is open 24 hours a day, 7 days a week. It is closed on federal holidays.

After troubleshooting with Grants.gov helpdesk, grantees should e-mail major issues preventing submission of required documents to Charese Moore, Grants Management Specialist, at moore.charese@dol.gov with a copy to your FPO. That e-mail should specifically reference the NFJP TEGJ's Funding Opportunity Announcement number, and it should include a contact name, email address, and phone number.

Attachment III. PY 2019 NFJP Grant Allocations with StopLoss/StopGain
U.S. Department of Labor
Employment and Training Administration
National Farmworker Jobs Program
PY 2019 Allocations to State Service Area

State	PY 2018 95% StopLoss/ 150% StopGain	PY 2019 90% StopLoss/ 150% StopGain	\$ Difference	% Difference
Total	\$81,203,000	\$82,447,000	\$1,244,000	1.53%
Alabama	780,688	751,290	(29,398)	-3.77%
Alaska	-	-	-	0.00%
Arizona	2,208,505	2,378,836	170,331	7.71%
Arkansas	1,128,611	1,072,255	(56,356)	-4.99%
California	20,302,807	21,868,660	1,565,853	7.71%
Colorado	1,172,108	1,262,507	90,399	7.71%
Connecticut	350,127	377,130	27,003	7.71%
Delaware	135,621	146,081	10,460	7.71%
Dist of Columbia	-	-	-	0.00%
Florida	4,087,192	3,734,826	(352,366)	-8.62%
Georgia	1,510,489	1,566,766	56,277	3.73%
Hawaii	325,797	301,846	(23,951)	-7.35%
Idaho	1,546,823	1,666,122	119,299	7.71%
Illinois	1,520,015	1,637,247	117,232	7.71%
Indiana	996,927	1,073,815	76,888	7.71%
Iowa	1,381,814	1,488,387	106,573	7.71%
Kansas	1,061,734	1,143,620	81,886	7.71%
Kentucky	1,193,671	1,090,762	(102,909)	-8.62%
Louisiana	897,859	820,452	(77,407)	-8.62%
Maine	288,925	308,242	19,317	6.69%
Maryland	357,371	362,410	5,039	1.41%
Massachusetts	317,464	341,568	24,104	7.59%
Michigan	1,852,921	1,995,828	142,907	7.71%
Minnesota	1,418,215	1,527,595	109,380	7.71%
Mississippi	1,278,771	1,168,525	(110,246)	-8.62%
Missouri	971,866	923,513	(48,353)	-4.98%
Montana	588,789	589,076	287	0.05%
Nebraska	1,127,274	1,214,215	86,941	7.71%
Nevada	177,200	178,911	1,711	0.97%
New Hampshire	100,577	108,334	7,757	7.71%
New Jersey	686,369	627,196	(59,173)	-8.62%
New Mexico	933,298	983,177	49,879	5.34%
New York	1,633,201	1,492,399	(140,802)	-8.62%
North Carolina	2,652,776	2,472,721	(180,055)	-6.79%
North Dakota	720,475	776,042	55,567	7.71%
Ohio	1,242,028	1,328,722	86,694	6.98%
Oklahoma	1,254,634	1,146,469	(108,165)	-8.62%
Oregon	2,129,586	2,293,830	164,244	7.71%
Pennsylvania	1,522,968	1,392,650	(130,318)	-8.56%
Puerto Rico	3,014,964	2,755,037	(259,927)	-8.62%
Rhode Island	52,828	56,902	4,074	7.71%
South Carolina	953,186	871,010	(82,176)	-8.62%
South Dakota	611,453	572,272	(39,181)	-6.41%
Tennessee	845,253	838,575	(6,678)	-0.79%
Texas	6,578,359	6,011,223	(567,136)	-8.62%
Utah	406,255	437,588	31,333	7.71%
Vermont	188,091	174,107	(13,984)	-7.43%
Virginia	914,652	939,663	25,011	2.73%
Washington	3,931,488	4,234,704	303,216	7.71%
West Virginia	193,552	176,865	(16,687)	-8.62%
Wisconsin	1,426,806	1,536,848	110,042	7.71%
Wyoming	230,617	230,181	(436)	-0.19%

Attachment IV. PY 2019 NFJP Career Services and Training Grant Allocations
U.S. Department of Labor Employment and Training Administration
National Farmworker Jobs Program PY 2019
Allocations to State Service Area

State	Total
Total	\$82,447,000
Alabama	751,290
Alaska	-
Arizona	2,378,836
Arkansas	1,072,255
California	21,868,660
Colorado	1,262,507
Connecticut	377,130
Delaware	146,081
Dist of Columbia	-
Florida	3,734,826
Georgia	1,566,766
Hawaii	301,846
Idaho	1,666,122
Illinois	1,637,247
Indiana	1,073,815
Iowa	1,488,387
Kansas	1,143,620
Kentucky	1,090,762
Louisiana	820,452
Maine	308,242
Maryland	362,410
Massachusetts	341,568
Michigan	1,995,828
Minnesota	1,527,595
Mississippi	1,168,525
Missouri	923,513
Montana	589,076
Nebraska	1,214,215
Nevada	178,911
New Hampshire	108,334
New Jersey	627,196
New Mexico	983,177
New York	1,492,399
North Carolina	2,472,721
North Dakota	776,042
Ohio	1,328,722
Oklahoma	1,146,469
Oregon	2,293,830
Pennsylvania	1,392,650
Puerto Rico	2,755,037
Rhode Island	56,902
South Carolina	871,010
South Dakota	572,272
Tennessee	838,575
Texas	6,011,223
Utah	437,588
Vermont	174,107
Virginia	939,663
Washington	4,234,704
West Virginia	176,865
Wisconsin	1,536,848
Wyoming	230,181

California Career Services and Training Grants

Grantee	Total
California Human Development Corporation	4,067,571
Proteus, Inc.	4,439,338
Center for Employment Training, Inc.	8,791,201
County of Kern, Employers Training Resource	2,493,027
Central Valley Opportunities Centers, Inc.	2,077,523
Total	21,868,660

Attachment V. PY 2019 NFJP Housing Grant Allocations

Grantees	State	Areas Served	Permanent Housing Total	Temporary Housing Total	Total
Community Resources and Housing Development Corporation	CO	AZ, CO, ID, NM, TX	\$367,162	\$395,519	\$762,681
Florida Non-Profit Housing, Inc.	FL	DE, FL, MD, MS, VA	\$612,452	\$151,667	\$764,119
La Cooperativa Campesina de California	CA	CA	\$146,178	\$713,695	\$859,872
Motivation, Education, and Training, Inc.	TX	TX, LA	\$521,735	\$112,706	\$634,441
Office of Rural and Farmworker Housing	WA	WA, OR	\$295,334	\$0	\$295,334
Self-Help Enterprises	CA	CA	\$268,710	\$0	\$268,710
Pathstone Corporation	NY	NY, VT, NJ, ME, PA, OH, IN, PR	\$859,764	\$163,701	\$1,023,465
PPEP Microbusiness & Housing Development Corporation	AZ	AZ	\$328,333	\$150,316	\$478,649
Rural Community Assistance Corporation	CA	HI, CA	\$213,227	\$0	\$213,227
Tennessee Opportunity Programs, Inc.	TN	TN	\$112,858	\$0	\$112,858
United Migrant Opportunity Services/UMOS, Inc.	WI	IL, IA, KS, MN, MO, NE, OK, SD, WI	\$419,647	\$88,997	\$508,644
Total			\$4,145,400	\$1,776,600	\$5,922,000

Attachment VI. Example Planning Service Breakdown for Housing Grantees

Planning Service Breakdown for Housing Grantee

Grantee Name Name of the Grant Recipient	Grant Number:		Period of Performance	
	Grant Number for the Applicable Program Year to which this Chart Applies		From:	To:
			Start Date for the Applicable Program Year	End Date for the Applicable Program Year
Permanent Housing	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1. Total New Migrant and Seasonal Farmworkers (MSFW) (will receive permanent housing services each quarter)	15	36	27	24
2. Total New MSFWS Families (will receive permanent housing services each quarter)	27	12	9	6
3. Total New Individuals (will receive permanent housing services each quarter)	4	8	5	15
4. Total New Families (will receive permanent housing services each quarter)	7	2	1	5
Temporary Housing	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1. Total New MSFW (will receive temporary housing services each quarter)	15	20	27	18
2. Total New MSFW Families (will receive temporary housing services each quarter)	20	10	15	20

In this example, the totals for the program year are (add each quarter together for each data point):

Permanent Housing –

1. Total New MSFW:	$15 + 36 + 27 + 24 =$	102	total for the program year
2. Total new MSFW Families:	$27 + 12 + 9 + 6 =$	54	total for the program year
3. Total New Individuals:	$4 + 8 + 5 + 15 =$	32	total for the program year
4. Total New Families:	$7 + 2 + 1 + 5 =$	15	total for the program year

Temporary Housing –

1. Total New MSFW:	$15 + 20 + 27 + 18 =$	80	total for the program year
2. Total New MSFW Families:	$20 + 10 + 15 + 20 =$	65	total for the program year

Remember: Data entered in each column/row of the Planning Service Breakdown should represent the number of new individuals or families the grantee is planning to enroll in the applicable quarter. Grantees should not document cumulative totals.

Attachment VI. Example Planning Service Breakdown for Housing Grantees

Definitions	
Permanent Housing	Housing that is owner-occupied, or occupied on a permanent, year-round basis (notwithstanding ownership) as the eligible MSFW individual's primary residence to which he/she returns at the end of the work or training day. See <u>20 CFR 685.360 1(i)</u> for additional information on types of permanent housing.
Temporary Housing	Housing that is not owner-occupied and is used by an eligible MSFW individual whose employment requires occasional travel outside their normal commuting area. See <u>20 CFR 685.360 2(i)</u> .
Family	For the purpose of housing assistance, family means the eligible MSFW individual and all the individuals identified under the definition of dependent in this section who are living together in one physical residence (described in § 685.110). See <u>TEGL 18-16</u> section 6(D).
Total New Migrant and Seasonal Farmworker Individuals (MSFW) (will receive permanent housing services each quarter)	The total number of eligible MSFW individuals that benefit from permanent housing activities provided within the quarter. <u>Note:</u> Eligible MSFW individuals are either counted as a part of a family within the “total new MSFW families” or as an individual in “total new MSFWs,” not in both categories. Counting an eligible MSFW individual in both categories will lead to a misrepresentation of service levels or “double counting.”
Total New MSFW Families (will receive permanent housing services each quarter)	The total number of eligible MSFW families that benefit from permanent housing activities provided within the quarter. <u>Note:</u> Eligible MSFW individuals are either counted as a part of a family within the “total new MSFW families” or as an individual in “total new MSFWs,” not in both categories. Counting an eligible MSFW individual in both categories will lead to a misrepresentation of service levels or “double counting.”
Total New Individuals (will receive permanent housing services each quarter)	The total number of individuals that benefit from permanent housing activities provided within the quarter. This number does not include the eligible MSFW individuals reported in #1. It is strictly those served but not NFJP eligible. <u>Note:</u> Non-NFJP eligible persons are either counted as a part of a family within the “total new families” or as an individual in “total new individuals,” not in both categories. Counting non-NFJP eligible persons in both categories will lead to a misrepresentation of service levels or “double counting.”
Total New Families (will receive permanent housing services each quarter)	The total number of families that benefit from permanent housing activities provided within the quarter. This number does not include the eligible MSFW families reported in #2. It is strictly those served, but not NFJP eligible. <u>Note:</u> Non-NFJP eligible persons are either counted as a part of a family within the “total new families” or as an individual in “total new individuals,” not in both categories. Counting non-NFJP eligible persons in both categories will lead to a misrepresentation of service levels or “double counting.”
Total New MSFW Individuals (will receive temporary housing services each quarter)	The total number of eligible MSFW individuals that benefit from temporary housing activities provided within the quarter. <u>Note:</u> Eligible MSFW individuals are either counted as a part of a family within the “total new MSFW families” or as an individual in “total new MSFW,” not in both categories. Counting an eligible MSFW individual in both categories will lead to a misrepresentation of service levels or “double counting.”
Total New MSFW Families (will receive temporary housing services each quarter)	The total number of eligible MSFW families that benefit from the temporary housing activities provided within the quarter. <u>Note:</u> Eligible MSFW individuals are either counted as a part of a family within the “total new MSFW families” or as an individual in “total new MSFW.” Counting an eligible MSFW individual in both categories will lead to a misrepresentation of service levels or “double counting.”

Attachment VI. Example Planning Service Breakdown for Housing Grantees

Planning Service Breakdown for Housing Grantee				
Grantee Name:	Grantee Number:		Period of Performance	
			From:	To:
Permanent Housing	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1.Total New Migrant and Seasonal Farmworker (MSFW) (will receive permanent housing services each quarter)				
2.Total New MSFW Families (will receive permanent housing services each quarter)				
3.Total New Individuals (will receive permanent housing services each quarter)				
4.Total New Families (will receive permanent housing services each quarter)				
Temporary Housing	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1.Total New MSFW (will receive temporary housing services each quarter)				
2.Total New MSFW Families (will receive temporary housing services each quarter)				

Attachment VII. Example Planning Enrollment Breakdown for Career Services and Training Grantees

Planning Enrollment Breakdown for Career Services and Training Grantee

Grantee Name		Grant Number:		Period of Performance	
Grantee Name		AC-12345-00-A-00		From:	To:
				7/1/2019	6/30/2020
Total Adult Participants Carried Over from Previous Program Year 2018 (7/1/2018-6/30/2019)		41			
Total Youth Participants Carried Over from Previous Program Year 2018		0			
Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
1. Total New Adult Participants (plan to enroll each quarter)	21	22	21	22	
2. Total New Youth Participants (plan to enroll each quarter)	5	6	5	5	
3. Total Reportable Individuals (plan to enroll each quarter)	14	14	14	13	

Attachment VII. Example Planning Enrollment Breakdown for Career Services and Training Grantees

Total Participants for PY 2019 = 41 Total Adult Participants Carried Over + 0 Youth Participants Carried Over + 21 New Adult Participants in Quarter 1 + 22 New Adult Participants in Quarter 2 + 21 New Adult Participants in Quarter 3 + 22 New Adult Participants in Quarter 4 + 5 New Youth Participants in Quarter 1 + 6 New Youth Participants in Quarter 2 + 5 New Youth Participants in Quarter 3 + 5 New Youth Participants in Quarter 4

* In this example, total participants for PY 2019 = 148

Total Reportable Individuals for PY 2019 = 14 Total Reportable Individuals for Quarter 1 + 14 Total Reportable Individuals for Quarter 2 + 14 Total Reportable Individuals for Quarter 3 + 13 Total Reportable Individuals for Quarter 4

* In this example, total reportable individuals for PY 2019 = 55

NOTE: Grantees should report how many individuals will be new participants or reportable individuals in each quarter. The quarters are not cumulatively documented. Completing the fields as cumulative numbers could result in grantees being held to higher numbers than they intend.

Attachment VII. Example Planning Enrollment Breakdown for Career Services and Training Grantees

Grantee Name		Grant Number:		Period of Performance	
				From:	To:
Total Adult Participants Carried Over from Previous Program Year 2018{7/1/2018-6/30/2019)					
Total Youth Participants Carried Over from Previous Program Year 2018 (7/1/2018-6/30/2019)					
Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
1. Total New Adult Participants {plan to enroll each quarter)					
2. Total New Youth Participants {plan to enroll each quarter)					
3. Total Reportable Individuals {plan to enroll each quarter)					