# U.S. DEPARTMENT OF LABOR
# Employment and Training Administration

**NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY ANNOUNCEMENT FOR:** National Farmworker Jobs Program (NFJP) Grants for Career Services and Training

**ANNOUNCEMENT TYPE:** Initial

**FUNDING OPPORTUNITY NUMBER**: FOA-ETA-24-15

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER:** 17.264

**KEY DATES:** *The closing date for receipt of applications under this Announcement is 05/03/2024. We must receive applications no later than* ***11:59 pm Eastern Time.***

*Submit all applications in response to this solicitation through https://www.grants.gov. For complete application and submission information, including online application instructions, please refer to Section IV.*

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# EXECUTIVE SUMMARY

The Employment and Training Administration (ETA), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately $90,000,000 in grant funds authorized by the Workforce Innovation and Opportunity Act (WIOA) Section 167 for the National Farmworker Jobs Program (NFJP), Career Services and Training.

The period of performance is 51 months and starts July 1, 2024 and ends September 30, 2028. Under this Funding Opportunity Announcement (FOA), DOL will competitively award approximately 50-75 Career Services and Training grants to organizations that will provide workforce related activities to support migrant and seasonal farmworkers and their dependents in developing skills to pursue a career of their choice in the agriculture sector and non-agriculture sectors.

The NFJP model seeks to prepare adult and youth participants for good quality jobs in a variety of careers, in several sectors. Accordingly, NFJP Career Services and Training applicants must select at least two of the Department's eight Good Jobs Principles, which are principles that comprise a good quality job, and describe in their application how they will help participants attain jobs with these qualities. Additionally, applicants must identify one to three sector(s) (industry or cluster of occupations) and incorporate worker-centered, sector-based training as a part of their proposed project design. Given that the agricultural industry faces complex workforce challenges, which include adapting to environmental changes, under this FOA, DOL encourages applicants to submit a proposed project design that either focuses only on the agriculture sector or includes the agriculture sector as a part of the one to three sectors for their proposed project design. A sector strategy is a partnership of employers within a critical industry that brings together education, economic development, workforce systems, unions, and community organizations to identify and collaboratively meet the workforce needs of that industry within a state and local labor market. Sector-based training is where people are trained for careers in high-demand sectors that provide opportunities for positive training and employment outcomes for workers without four-year college degrees, including credential attainment, employment placement/retention, career advancement, and family-sustaining wages. Further, many successful sector-based training programs provide wrap-around services such as career coaching, job search assistance, and other supportive services. Applicants must describe how they will work with their partners to facilitate the delivery of workforce solutions that are responsive to the needs of workers and employers of one to three sector(s) (industry or cluster of occupations), prepare workers for good jobs targeted by a sector strategy in the regional economy, and take a worker-centered approach that incorporates diverse workers' voices from underserved communities to ensure that training and other activities are relevant to the experiences and perspectives of participants.

Due to DOL's interest in focusing on sector-based training that results in good quality jobs in the agriculture sector and non-agriculture sectors, this FOA focuses on supporting the sustainability of successful programs while encouraging new applicants to propose innovative program models. Therefore, the Department anticipates it will award up to 50 percent of grant funds to new eligible applicants that did not receive an NFJP award in the most recent competition cycle (program years 2020-2023), referred to as Category B applicants. Conversely, the Department intends to award at least 50 percent of the total available grant competition funding to returning applicants that received an NFJP award in the most recent competition cycle (program years 2020-2023), referred to as Category A applicants. With this mix of grant recipients, DOL intends to give organizations with experience delivering employment and training services but with little or no experience with a DOL NFJP grant an opportunity to implement such a program, while also allowing opportunities for previously funded NFJP grantees with a record of success to continue to deliver services. Per 20 CFR 685.200, to be eligible to receive an NFJP grant, an entity must have: 1) an understanding of the problems of migrant and seasonal farmworkers; 2) a familiarity with the agricultural industries and the labor market needs of the proposed service area; and 3) the ability to demonstrate a capacity to administer and deliver effectively a diversified program of workforce investment activities, and related assistance for eligible migrant and seasonal farmworkers and their dependents.

Workforce investment activities for adult participants include but are not limited to career services such as outreach, job search, and workplace readiness; training services such as occupational skills and job training, workplace training with related instruction, reskilling and skills upgrading; related assistance services such as short-term direct assistance that helps retain agricultural employment; supportive services such as transportation, child care, dependent care, and needs-related payments that are necessary to enable an individual to participate in career services and training; and housing services such as housing rehabilitation and emergency housing payments, including vouchers and cash payments, case management, and referrals services. Workforce investment activities for youth participants include but are not limited to youth services such as tutoring, solutions to increase graduation rates, work experiences, training, leadership development, mentoring, and financial literacy.

Applicants' proposed project designs for the agricultural sector must commit to helping agricultural employers in the U.S. recruit, hire, and train agricultural workers who are available in the local area for good jobs and, when necessary, leverage the Agricultural Recruitment System. The Agricultural Recruitment System is a part of the Wagner-Peyser Employment Services. Through the Agricultural Recruitment System, State Workforce Agencies can recruit and refer qualified workers from within a state and from other states when they anticipate that there are less agricultural workers available than needed in the local area. Note: H-2A workers are not eligible to receive most NFJP services. See TEGL No. 18-16, Change 1 or in successive guidance.

ETA is requesting applications in order to make new NFJP awards for program year 2024. The actual level of funding for the program depends on final congressional action on the fiscal year 2024 appropriation. However, we are inviting applications now to allow enough time to complete the grant process if and when Congress appropriates funds for this program. In distributing funds, ETA calculates allotments for Career Services and Training grantees through an administrative formula. The formula's original methodology is described in a notice published in the Federal Register at 64 FR 27390, May 19, 1999, and subsequently updated in the Federal Register notice, 86 FR 32063 on June 16, 2021. The formula was developed for the purpose of distributing funds geographically by state on the basis of each state's relative share of persons eligible for the program. The grant(s) awarded in a given state will depend both on the administrative formula and on the competitiveness of applications received from applicants in that state. See additional information under the Merit Review and Selection Process section of this FOA.

This FOA is only for Career Services and Training grants. DOL will publish a separate FOA for Housing grants. Grants.gov and DOL.gov| Employment and Training Administration Grants provides information about grant funding opportunities.

# I. FUNDING OPPORTUNITY DESCRIPTION

## A. PROGRAM PURPOSE

This Funding Opportunity Announcement (FOA) solicits applications for Career Services and Training grants authorized under the Workforce Innovation and Opportunity Act (WIOA) section 167, National Farmworker Jobs Program (NFJP).

The purpose of this program is to strengthen the ability of migrant and seasonal farmworkers and their dependents to acquire necessary skills to either stabilize or advance in their agricultural jobs or obtain employment in new industries. Through this grant, NFJP grant recipients will facilitate the delivery of workforce solutions that are responsive to the needs of workers and employers of one to three targeted sector(s) (industry or cluster of occupations). Migrant and seasonal farmworkers and their dependents, including youth and adults, will receive quality career services and training opportunities that lead to industry-recognized credentials and good jobs in agriculture and non-agriculture sectors. This may include development of pre-apprenticeship programs linked to a Registered Apprenticeship program or an initial development of Registered Apprenticeship programs. Ultimately, an applicant's proposed project design must result in increased access to good jobs, livable wages, and an improved quality of life for migrant and seasonal farmworkers and their dependents.

The Findings from the National Agricultural Workers Survey (NAWS) 2019-2020: A Demographic and Employment Profile of United States Farmworkers reports data on demographic and employment characteristics of farmworkers. Under the NFJP model, grant recipients are required to leverage their familiarity with the agricultural industries and the labor market needs of the proposed service area and their understanding of the challenges that migrant and seasonal farmworkers experience, such as wage theft, heat-related illness, exposure to pesticide, inferior housing, transportation barriers, limited access to health care, discrimination, and abuses such as human trafficking and sexual assault, to be better positioned to design, administer, and deliver effectively a diversified program of workforce investment activities. Responsive applications will fully integrate the five core elements, which are: 1) Good Jobs Principles; 2) Sector-based Training and Employer Partnerships; 3) Other Strategic Partnerships; 4) Outreach, Enrollment, and Referral; and 5) Case Management.

For the purposes of this FOA, applicants must select and focus on at least two of the eight Good Jobs Principles. These principles are a shared federal vision of job quality published by the Department and the Department of Commerce that has been incorporated throughout the generational investments in communities made through the Biden-Harris Administration's Invest in America agenda. Good jobs (or quality jobs) are the foundation of an equitable economy that lifts workers and families and makes businesses more competitive. Good jobs are at the center of the Biden-Harris Administration's workforce priorities – and at the heart of this FOA. Equitable economies place attention on the needs of workers who have faced and continue to face exclusion, marginalization, and discrimination. As many employers recognize, providing good jobs creates a clear competitive advantage when it comes to employee recruitment, retention, and execution of a company's mission. A good job helps workers achieve economic stability and mobility, while prioritizing diversity and worker voice. To this end, the Departments of Labor and Commerce jointly identified in 2022 eight key Good Jobs Principles. Three related resources for workforce system partners, policymakers, and practitioners are the Department of Labor's Good Jobs Initiative site, Training and Employment Guidance Letter No. 07-22, and the Department's High Road to the Middle Class map tool.

Under this FOA, DOL encourages applicants to submit a project design that either focuses only on the agriculture sector or include the agriculture sector as one of the one to three sectors for their proposed project design, especially given the agriculture sector's workforce challenges as well as its pivotal role in the nation's food security and economy.

The WIOA Final Rule for NFJP, 20 CFR 685.100-20 685.550, describes the regulatory requirements that NFJP grant recipients must use to administer their programs. The DOL.gov| National Farmworker Jobs Program provides information on the law and regulations, program guidance, grant recipients, and performance reporting. Additionally, the WorkforceGPS – Agricultural Connection Community provides a collection of workforce information and technical assistance resources that support career services and training for migrant and seasonal farmworkers.

This FOA is only for Career Services and Training grants. DOL will publish a separate FOA for Housing grants. Grants.gov, DOL.gov| Employment and Training Administration Grants, and https://www.dol.gov/grants provides information about grant funding opportunities.

## B. PROGRAM AUTHORITY

Section 167 of the Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128) authorizes this program. This FOA is soliciting applications in order to make new NFJP awards for program year 2024. The actual level of funding for the program depends on final congressional action on the fiscal year 2024 appropriation. We are inviting applications now to allow enough time to complete the grant process if and when Congress appropriates funds for this program.

# II. AWARD INFORMATION

## A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a grant.

We expect availability of approximately $90,000,000 to fund approximately 50-75 Career Services and Training grants. Awards made under this FOA are subject to the availability of federal funds. If additional funds become available, we reserve the right to use such funds to select additional grantees from applications submitted in response to this FOA.

Recipients that receive an award as a result of this competition in program year 2024 will also receive one grant award annually for three subsequent program years, based on annual Departmental application requirements and subject to appropriated funding. However, applications submitted under this FOA must request amounts commensurate with one-year worth of grant funding only.

DOL intends to award at least 50 percent of the total available grant competition funding to applicants that received an NFJP award in the most recent competition cycle (program years 2020-2023), referred to as Category A applicants. DOL intends to award the remainder of grant funds to other eligible applicants that did not receive an NFJP award in the most recent competition cycle (program years 2020-2023), referred to as Category B applicants. The intended proportion of Category A and Category B awards is contingent upon the receipt of responsive competitive applications under those categories.

In distributing funds, ETA calculates allotments for Career Services and Training grantees through an administrative formula. The formula's original methodology is described in a notice published in the Federal Register at 64 FR 27390, May 19, 1999, and subsequently updated in the Federal Register notice, 86 FR 32063 on June 16, 2021.

**Estimated Number of Available Grants per State**

This FOA focuses on supporting successful programs and sector-based training while encouraging new applicants to propose innovative program models, especially those focusing on the agricultural sector. In support of these goals, DOL intends to award the number of grants in each state as described below that allow for greater competition within states with relatively large migrant and seasonal farmworker populations and NFJP funding allotments.

The Department plans to award at least one Career Services and Training grant in each state and Puerto Rico, but excluding Alaska and the District of Columbia. The Department will not award an NFJP grant to Alaska or the District of Columbia in this competition based on the estimated low number of eligible migrant and seasonal farmworkers. The estimated funding level would be insufficient for administering a program.

DOL's intended funding levels and number of grants by state under this competition are as follows:

- CA Allotment: DOL intends to award up to seven grants for CA. Each grant will be approximately $1 million to $8 million.
- AZ, FL, ID, IL, MI, NY, NC, OR, PR, TX, and WA Allotments: DOL intends to award a grant in each of these states, and may award up to two grants in any of these states. Each grant will be approximately $1 million to $4.9 million.
- AL, AR, CO, CT, DE, GA, HI, IA, IN, KS, KY, LA, MA, ME, MD, MN, MO, MS, MT, ND, NE, NH, NJ, NM, NV, OH, OK, PA, RI, SC, SD, TN, UT, VA, WV, VT, WI, and WY Allotments: DOL intends to award one grant for each state. Each grant will be approximately $70,000 to $1.9 million.

Note: This list is based on the program year 2023 allotments for Career Services and Training Grants, which are available in [Training and Employment Guidance Letter (TEGL) No. 17-22](), Attachment III. The total funding awarded to each state will be determined by applying the funding formula to the final fiscal year 2024 appropriation.

## B. PERIOD OF PERFORMANCE

The period of performance is 51 months with an anticipated start date of 07/01/2024. This performance period includes all necessary implementation and start-up activities.

Within this 51-month period, the recipient will receive an initial award in response to this FOA, commensurate with the funding request made for operations in year one. 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 allotment 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. Please see section VI.B.4 of this FOA regarding performance reporting requirements. Therefore, the program year is July 1 to June 30 and the period of performance is July 1 to September 30.

# III. ELIGIBILITY INFORMATION

## A. ELIGIBLE APPLICANTS

The following organizations are eligible to apply:

Per section 167(b) of WIOA and 20 CFR 685.200, to be eligible to receive an NFJP grant, an entity must have: 1) an understanding of the problems of eligible migrant and seasonal farmworkers, including their dependents; 2) a familiarity with the agricultural industries and the labor market needs of the proposed service area; and 3) the ability to demonstrate a capacity to administer and deliver effectively a diversified program of workforce investment activities, including youth workforce investment activities, and related assistance for eligible migrant and seasonal farmworkers. The Project Narrative section of this FOA is designed to elicit information from the applicants to demonstrate these three qualities.

The Department encourages education and training providers, advocacy organizations, labor or worker organizations, industry representatives, and organizations that provide services to farmworkers and other populations facing multiple barriers to employment to consider applying for this Announcement.

In this grant competition, DOL has established two distinct categories to apply for NFJP awards:

- Category A Applicant: DOL intends to award at least 50 percent of the total available grant competition funding to applicants that received an NFJP award in the most recent competition cycle (program years 2020-2023).

- Category B Applicant: DOL intends to award the remainder of the grant funds to other eligible applicants that did not receive an NFJP award in the most recent competition cycle (program years 2020-2023).

Note: ETA will use an applicant's Unique Entity Identifier (UEI), the name of an applicant's organization, and the service area for NFJP award from the most recent competition cycle (program years 2020 -2023) to determine if they are a Category A applicant.

**Service Area Requirements for Eligible Applicants**

With the exception of Alaska and District of Columbia, the Department is soliciting Career Services and Training grant applications for all states and Puerto Rico, to serve the eligible migrant and seasonal farmworker population. A service area is the geographical jurisdiction in which an applicant is proposing to provide grant services and must include a state and specific county(ies) within that state. The smallest units of service for this program is a county. For example, an applicant must propose to serve a county or counties within a state, but not specific cities or townships. Grantees will be required to provide NFJP services to eligible migrant and seasonal farmworkers and their dependents in the identified county or counties within a state.

Unlike previous competition years, applicants may not submit applications for combined states (for example, VA and WV, DE and MD, and CT and RI). Applicants must submit a distinct application for each proposed state (see section III.D.2).

## B. COST SHARING OR MATCHING

This program does not require cost sharing or matching funds. Including such funds is not one of the application screening criteria and applications that include any form of cost sharing or match will not receive additional consideration during the review process. Instead, the agency considers any resources contributed to the project beyond the funds provided by the agency as leveraged resources. Section IV.B.2 provides more information on leveraged resources.

## C. OTHER INFORMATION

**1. Application Screening Criteria**

You should use the checklist below as a guide when preparing your application package to ensure that the application has met all of the screening criteria. Note that this checklist is only an aid for applicants and should not be included in the application package. We urge you to use this checklist to ensure that your application contains all required items. If your application does not meet all of the screening criteria, it will not move forward through the merit review process.

| Application Requirement | Instructions | Complete? |
|---|---|---|
| **The deadline submission requirements are met** | **Section IV.C** | |
| **The components of the application are saved in any of the specified formats and are not corrupt. (*We will attempt to open the document, but will not take any additional measures in the event of problems with opening*.)** | **Section IV.C.2** | |
| **SAM Registration** | **Section IV.B.1** | |
| **SF-424, *Application for Federal Assistance*** | **Section IV.B.1** | |
| **SF-424 includes a Unique Entity Identifier (UEI)** | **Section IV.B.1** | |
| **SF-424, Field 14, *Areas Affected by Project:* Includes the names of the counties in the proposed project service area within one state. (If there is a discrepancy in the service areas listed on the applicant's SF-424 and what is discussed in the rest of the application, the Department will use the areas listed on the SF-424.)** | **Section IV.B.1** | |
| **SF-424A, Budget Information Form** | **Section IV.B.2** | |
| **Budget Narrative** | **Section IV.B.2** | |
| **Project Narrative** | **Section IV.B.3** | |

**2. Number of Applications Applicants May Submit**

Applicants are required to submit a distinct application for each proposed state, including Puerto Rico. For example, if an organization seeks to apply for Career Services and Training grants in four states, such as California, New York, Minnesota, and Michigan, they must submit a separate application for each state, totaling four applications in this instance. Applicants must note in field 14 of the SF-424 the proposed service area, including state and county(ies), for the associated application.

ETA will not accept multiple grant applications for the same state by the same applicant. If ETA receives multiple applications from the same applicant for the same state, ETA will consider only the most recently received application that meets the deadline. If the most recent application is deemed non-responsive for any reason, ETA will not replace it with an earlier application.

## 3. Eligible Participants

The intent of this FOA is to fund projects that provide career services, training services, housing services, youth services, or related assistance services to eligible migrant and seasonal farmworkers and their dependents who are:

a. Eligible seasonal farmworker adults, eligible migrant farmworker adults, eligible migrant and seasonal farmworker youth, dependent adult of eligible migrant and seasonal farmworker, or a dependent youth of an eligible migrant and seasonal farmworker, as defined in 20 CFR 685.110, including the following requirements:
    i. Eligible Adults are ages 18 and older and youth are ages 14-24; and
    ii. Low-income and employed in farmwork, as determined via the procedures described in TEGL No. 18-16 Change 1 or in successive guidance.

b. Other Key Requirements
    i. Selective Service: Male participants aged 18 or older must register for the U.S. Selective Service System (www.sss.gov) before being enrolled as a participant. If they turn 18 while participating, they must register at that time.
    ii. Additionally, individuals who have been granted relief under the Deferred Action for Childhood Arrivals (DACA) Initiative and meet NFJP eligibility requirements qualify for NFJP if they have employment authorization. Additional information is available in TEGL No. 2-14.

Specific details about NFJP program eligibility requirements and other key requirements are described in TEGL No. 18-16 Change 1 or in successive guidance. Additionally, under this FOA:

- In line with the January 2021, *Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, DOL aims to incorporate strategies that advance equity and build a strong, fair, and inclusive workforce and economy into the NFJP model. Accordingly, applicants must seek to serve the sub-populations within the farmworker community that are underserved by incorporating equity into their projects. The Executive Order defines equity as "the consistent and systematic treatment of all individuals in a fair, just, and impartial manner, including individuals who belong to underserved communities that often have been denied such treatment, such as Black, Latino, Indigenous and Native American, Asian American, Native Hawaiian, and Pacific Islander persons and other persons of color; members of religious minorities; women and girls; LGBTQI+ persons; persons with disabilities; persons who live in rural areas; persons who live in United States Territories; persons otherwise adversely affected by persistent poverty or inequality; and individuals who belong to multiple such communities." Applicants must also describe their efforts to reach farmworkers and their dependents who belong to underserved communities, which are defined in the Executive Order as the communities noted above.

**Veterans' Priority for Participants**

38 U.S.C. 4215 requires grantees to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations

implementing this priority of service are at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans' priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-10-09. This guidance applies to programs funded under WIOA. TEGL No. 19-16 provides additional information on veteran's priority of service and WIOA.

**4. Grant Funding Requests and Minimum Number of Enrolled Participants**

a. Applicants must request grant funding that is commensurate with the scope and scale of the project proposed. To ensure requested grant funds are providing the greatest benefit and leading to quality services for all participants, applicants must propose minimum number of enrolled participants for program year 2024, July 1, 2024 – June 30, 2025, which are based on the amount of funds requested by the applicant.
b. The Department developed the Guidelines for Minimum Number of Participants to be Enrolled based on an analysis of previous participant enrollment levels and spending trends, as described in Figure 1 below. The Department is encouraging applicants to consider these guidelines as well as other factors such as the proposed design of their program and services, including migrant and seasonal farmworkers' and their dependents' needs, essential supportive services that help participants successfully complete program, geographic location, industry demands, costs of career services and training, when determining the minimum number of enrolled participants. If the proposed minimum number of participants to be enrolled is higher or lower than the guidelines, applicants must explain the difference and use available data to support their explanation (for example, when determining the minimum number of participants to be enrolled consider your estimated cost-per-participant range, the type of services that will be included in your proposed project design, costs for sector specific training, and the type of supportive services that participants need to successfully engage in the program and realize their career goals).
c. Applicants must describe if the proposed project design will serve eligible adult participants (ages 18 and over), youth participants (ages 14-24), or both adult and youth participants, and provide a justification for the selected population. All applicants must clearly propose a minimum number of participants, including adult participants, youth participants, or both adult and youth participants, who will be enrolled during program year 2024, based on the minimums identified in the Figure 1, for which the applicants are seeking funding. For participants who are ages 18-24, grantees will need to either enroll them as an adult or youth, but not both. Note, the minimum number of participants does not include reportable individuals who receive services that do not trigger inclusion as participants. Applicants do not need to establish a goal for the number of reportable individuals who will receive these non-participation services as listed in TEGL No. 14-18, Appendix III – Table C.

d. The proposed minimum number of participants to be enrolled is the total number of participants that a grantee could provide services to during the program year 2024 with the requested funding amount. For example, for an applicant requesting funding in the amount of $800,000 that plans to provide career services and training to both adult and youth participants, the applicant must specify that it is requesting $800,000 and planning to serve, e.g., 30 youth participants and 50 adult participants during program year 2024. Applicants should refer to section IV.B.3.a. Statement of Need for information on how they will be scored on the proposed minimum number of participants to be enrolled goal.
    1. Category A applicants proposed minimum number of participant to be enrolled must include new participants enrolled during the program year and, if applicable, include participants carried over from the previous program year. For example, if an applicant plans to carry over 20 adult participants from the previous program year 2023 and they plan to enroll 60 adult participants in program year 2024, the total number of adult participants enrolled in program year 2024 is 80.
    2. Category B applicants who did not previously have an NFJP grant, the proposed minimum number of participants to be enrolled must include only new participants. For example, if an applicant plans to enroll 60 adult participants in program year 2024, the total number of adult participants enrolled in program year 2024 is 60 adult participants.

e. The applicant's proposed minimum number of participants to be enrolled for program year 2024 will be used to negotiate and establish goals for the three subsequent years of this four-year NFJP competition cycle. The Department plans to establish the final participant enrollment levels for program years 2024 – 2027 within the first three months after award. In general, however, NFJP grant recipients must amend program plans to reflect the funding level for each year of the grant, as described in [20 CFR 685.430](), including proportionally revising participant enrollment goals commensurate with a given year's funding levels.

Figure 1 below identifies guidelines to consider when proposing a minimum number of participants the project must enroll during the program year 2024, July 1, 2024 – June 30, 2025, based on an applicant's requested funding amount. Applicants must consider these guidelines below and other factors as mentioned above.

| Figure 1. Guidelines for Minimum Number of Participants to be Enrolled Based on Funding Request (Program Year 2024 - July 1, 2024-June 30, 2025) | |
|---|---|
| Funding Request | Guideline for Minimum Number of Participants Enrolled During Program Year 2024 |
| $99,999 or less | 10 |
| $100,000 - $199,000 | 20 |
| $200,000 - $299,000 | 25 |
| $ 300,000 or 399,999 | 30 |
| $400,000 - $499,999 | 40 |
| $ 500,000 - 500,499 | 50 |
| $500,500 - $999,999 | 80 |

| | |
|---|---|
| $1,000,000 – 1,499,999 | 100 |
| $1,500,000 – 1,999,999 | 150 |
| $2,000,000 – 2,499,999 | 200 |
| $2,500,000 – 2,999,999 | 250 |
| $3,000,000 – 3,499,999 | 300 |
| $3,500,000 – 3,999,999 | 350 |
| $4,000,000 – 4,499,999 | 400 |
| $4,500,000 - 4,999,999 | 450 |
| $5,000,000 – 5,499,999 | 500 |
| $5,500,000- 5,999,999 | 550 |
| $6,000,000 – 6,499,999 | 600 |
| $6,500,000 – 6,999,999 | 650 |
| $7,000,000 -7,499,999 | 700 |
| $7,500,000 – 7,999,999 | 750 |
| $8,000,000 – 8,499,999 | 800 |
| $8,500,000 – 8,999,999 | 850 |
| $9,000,000 – 9,499,999 | 900 |
| $9,500,000 – 9,999,999 | 950 |
| $10,000,000 – 10,499,999 | 1000 |

Note: During the period of performance, ETA will assess a grantee's program's cost-per-participant as an indicator of how well a grantee is recruiting participants and providing quality career services and training. However, it is important to note that there is not a cost-per-individual limit under NFJP and, if necessary, grantees may spend more than their estimated average cost-per-participant for an individual if it is necessary to help a participant successfully complete career services and training. In these circumstances, grantees will be required to explain any differences in their Joint Quarterly Narrative Performance Report Template (ETA Form 9179).

# IV. APPLICATION AND SUBMISSION INFORMATION

## A. HOW TO OBTAIN AN APPLICATION PACKAGE

This FOA, found at www.Grants.gov and https://www.dol.gov/agencies/eta/grants/apply/find-opportunities contains all of the information and links to forms needed to apply for grant funding.

## B. CONTENT AND FORM OF APPLICATION SUBMISSION

Applications submitted in response to this FOA must consist of four separate and distinct parts:

1. SF-424, "Application for Federal Assistance";

2. Project Budget, composed of the SF-424A and Budget Narrative;

3. Project Narrative; and

4. Attachments to the Project Narrative.

You must ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

**1. SF-424, "Application for Federal Assistance"**

You must complete the SF-424, "Application for Federal Assistance" (available at https://www.grants.gov/forms/forms-repository/sf-424-family).

- In the address field, fill out the nine-digit (plus hyphen) zip code. Nine-digit zip codes can be looked up on the USPS website at https://tools.usps.com/go/ZipLookupAction!input.action.
- The organization's legal name on the SF-424 should match its name registered in the System for Award Management at www.sam.gov. If unsure of the legal name of your organization, visit www.sam.gov to confirm.
- The organization's Employer Identification Number (EIN) and Unique Entity Identification (UEI) Number should match its information in www.sam.gov. If unsure of the EIN or UEI of your organization, visit www.sam.gov to confirm.
- The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at https://www.grants.gov/forms/forms-repository/sf-424-family). You do not need to submit the SF-424B with the application.

In addition, the applicant's Authorized Representative's signature in block 21 of the SF-424 form constitutes assurance by the applicant of compliance with the WIOA 188 rules issued by the Department at 29 CFR 38.25, which includes the following language:

As a condition to the award of financial assistance from the Department of Labor under Title I WIOA, the grant applicant assures that it has the ability to comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIOA and its implementing regulations at 29 CFR Part 38, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship or status as a lawfully admitted immigrant authorized to work in the United States, or participation in any WIOA Title I—financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin; Section 504 of the

Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures, that as a recipient of WIOA Title I financial assistance [as defined at 29 CFR 38.4(zz)], it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

**a. Requirement for Unique Entity Identifier**

All applicants for federal grant funding must have a Unique Entity Identifier (UEI) and must supply their UEI on the SF-424. The UEI is a 12-character (alpha-numeric) code that uniquely identifies all entities. Any entity registering to do business with the government is required to have one. UEIs are issued by SAM.gov and are a part of an entity's record in the Entity Information section of SAM.gov. If you do not have a UEI, you can get one for free at https://sam.gov.

Grant recipients authorized to make subawards must meet these requirements related to UEI:

- Grant recipients must notify potential subawardees that no entity may receive a subaward unless the entity has provided its UEI.
- Grant recipients may not make a subaward to an entity unless the entity has provided its UEI.

(See Appendix A to 2 CFR Part 25.)

**b. Requirement for Registration with SAM**

Applicants must register with the System for Award Management (SAM) before submitting an application. Find instructions for registering with SAM at https://www.sam.gov.

A recipient 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, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete. For purposes of this paragraph, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to make a federal award, the Grant Officer may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

## 2. Project Budget

You must complete the SF-424A Budget Information Form (available at grants.gov/forms/forms-repository/sf-424-family). In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.

**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. 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 their estimated cost-per-participant range based on the minimum number of participants enrolled, type of services that will be included in your proposed project design, costs for sector specific training, and the type of supportive services that participants need to successfully engage in the program and realize their career goals.

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

**Personnel:** List 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 $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 Part 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 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 Part 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 Part 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 Part 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:

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 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR Part 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 Modified Total Direct Costs (defined by DOL below) 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.

- **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 $25,000 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 $25,000.
- You will also note that participant support costs are not included in modified total direct costs. Participant support costs are defined below.
- 2 CFR Part 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.

See Section IV.B.4. and Section IV.E.1 for more information. 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 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. However, if the amount specified on the SF-424 would render the application nonresponsive, the Grant Officer will use his or her discretion to determine whether the intended funding request (and match if applicable) is within the responsive range.

### 3. Project Narrative

The Project Narrative must demonstrate your capability to implement the grant project in accordance with the provisions of this Announcement. It provides a comprehensive framework and description of all aspects of the proposed project. It must be succinct, self-explanatory, and well-organized so that reviewers can understand the proposed project.

The Project Narrative is limited to 25 double-spaced single-sided 8.5 x 11 inch pages with Times New Roman 12-point text font and 1-inch margins. You must number the Project Narrative beginning with page number 1.

We will not read or consider any materials beyond the specified page limit in the application review process.

The following instructions provide all of the information needed to complete the Project Narrative. Carefully read and consider each section, and include all required information in your Project Narrative. The agency will evaluate the Project Narrative using the evaluation criteria identified in Section V.A. You must use the same section headers identified below for each section of the Project Narrative.

A chart summarizing points by section and sub-section is in Section V.A. Criteria.

**NOTE:**

- **Full points will not be given for simply repeating the requirements stated below or elsewhere in the Announcement.** For example, if the applicant is asked, "Describe in detail how the applicant will use a data-driven decision-making process to communicate expectations," they will not receive full points (and may receive zero points) for simply saying, "We will use a data-driven decision-making process to communicate expectations." To receive full points, the applicant must describe, in their own words, *how* they will meet the stated requirement, and convincingly demonstrate that they are using a sound approach.

- DOL encourages using a table format where useful. Tables must be legible but are not required to be 12-point font.

Responsive proposals will fully integrate the five core elements, which are: 1) Good Jobs Principles; 2) Sector-based Training and Employer Partnerships; 3) Strategic Partnerships; 4) Outreach, Enrollment, and Referral; and 5) Case Management.

**a. Statement of Need (Up to 10 Points)**

Scoring for this criterion hinges on the clarity, logical flow, robust support, and accurate analysis of the data presented in the subsequent factors. To receive a full 10 points on this rating factor, applicants must address the specifications below:

i. **Target Service Area (up to 2 points)**:

- Applicants must clearly identify the proposed service area in the Project Narrative and in Field 14 (Areas Affected by Project of the SF-424, Application for Federal Assistance. For the purpose of this FOA, a service area must include a state and specific county(ies) within a state. The smallest units of service area for this program is a county or counties. Therefore, an applicant must identify state and specific county(ies) within a state, but not specific cities or townships. Grantees will be responsible to provide NFJP services to eligible migrant and seasonal farmworkers and their dependents in the approved service area. Data sources are provided in this FOA under Appendix A.

ii. **Target Population (up to 8 points)**:

- Applicants must describe if the proposed project design will serve eligible adult participants (ages 18 and over), youth participants (ages 14-24), or both adult and youth participants, and provide a justification for the selected population. All applicants must clearly propose a minimum number of participants, including adult participants, youth participants, or both adult and youth participants, who will be enrolled during program year 2024, based on the minimums identified in the Figure 1, for which they are seeking funding. Note: If the proposed minimum number of participants to be enrolled is higher or lower than the guidelines in Figure 1, applicants must explain the difference and use available data to support their explanation (for example, when determining the minimum number of participants to be enrolled, consider your estimated cost-per-participant range, the type of services that will be included in your proposed project design, costs for sector specific training, and the type of supportive services that participants need to successfully engage in the program and realize their career goals). Applications that propose to serve a higher number of participants will not be scored more highly than applications that propose to serve fewer. For this rating factor, applications will be scored based on whether they propose to enroll a minimum number of participants consistent with the guidance and provide a convincing explanation for the number proposed.

- Applicants must demonstrate, with a thorough description, a comprehensive understanding of education and employment needs that migrant and seasonal farmworkers and their dependents have in their proposed service area, including state and specific county(ies) within a state.
- Applicants must describe any unique needs that workers in one to three proposed sector(s) (industry or cluster of occupations) have and that must be addressed to help workers deliver their best work in specified sector(s).

**b. Project Design (Up to 40 Points)**

Applicants must propose approaches and methods for effectively serving participants and outline a plan of action that describes the scope and detail of how the project will achieve the proposed project outputs and outcomes and include timelines for completion of key milestones.

To receive full points on this rating factor, your narrative must fully and convincingly satisfy the specifications below:

i. **Good Jobs Principles (up to 6 points)**

Good jobs (or quality jobs) are the foundation of an equitable economy that lifts workers and families and makes businesses more competitive. For the purposes of this FOA, applicants must select and implement at least two of the Department's Good Jobs Principles. These principles include: 1) recruitment and hiring; 2) benefits; 3) diversity, equity, inclusion, and accessibility; 4) empowerment and representation; 5) job security and working conditions; 6) organizational culture; 7) pay; or 8) skills and career advancement. Applicants should read these principles at Appendix B ensure that their application reflects the full breadth of each principle.

To receive full points for this rating factor:

- Applicants must identify which Good Jobs Principles (a minimum of two) they will focus on through their sector-based training and partnerships and explain why they have chosen the selected principles.
- Applicants must provide a comprehensive narrative description of how the grant project will integrate and align with a minimum of two of the Department's eight principles of job quality. The description must address: a) the current state in each targeted sector(s) with respect to the two selected Good Jobs Principles specifically; b) specific actions that may be taken by the applicant or employer partners with support of the applicant to address the two selected Good Jobs Principles; c) how improved job quality will positively impact employment outcomes for both participants and employers; and d) identify a subset of performance indicators to measure progress towards achieving goals for a minimum of two good job principles. See Appendix B Examples of Good Jobs Principles for Program Design.

ii. **Worker-Centered Sector-based Training and Employer Partnerships (up to 10 points)**

Sector strategies result in good job opportunities for job seekers and address the talent needs of employers. A sector strategy is a partnership of employers within a critical industry that brings together education, economic development, workforce systems, and community organizations to identify and collaboratively meet the workforce needs of that industry within a state and local labor market. For the purposes of this FOA, applicants must select one to three sector(s) on which to focus. While DOL does not generally expect that all NFJP applicants will lead or be part of a full-scale regional sector strategy, this FOA requires applicants to demonstrate that they will incorporate and embed key elements of worker-centered, sector-based training into their project design. See additional information about the sector strategies implementation framework, including sector-based service delivery.

To receive full points for this rating factor:

- Applicants must identify one to three proposed sector(s) (industry or cluster of occupations) of focus for their proposed service area, including state and county or counties. Applicants must clearly show that the proposed sector(s) is an in-demand sector(s) in the state and local labor market. Note, if an applicant is providing services in multiple counties within a state, they must identify one to three proposed sector(s) for each county. The selected sector(s) may be the same one to three sector(s) across each county or may vary. Additionally, applications that identify a higher number of sectors will not be scored more highly than applications that propose to focus on fewer sectors. For this rating factor, applications will be scored based on whether they identify one to three proposed sector(s) and provide a convincing explanation for the selected sector(s).

  Note: Under this FOA, DOL encourages applicants to either focus only on the agriculture sector or include the agriculture sector as one of the one to three sectors for their proposed project design, especially given the agriculture sector's workforce challenges as well as its pivotal role in the nation's food security and economy. However, applicants are not required to include the agricultural sector. Additionally, an applicant's proposed project design that includes the agricultural sector must commit to helping agricultural employers in the U.S. recruit, hire, and train agricultural workers that are available in the local area for good jobs and, when necessary, leverage the Agricultural Recruitment System.

- Applicants must describe their plans to establish within six months of the award new partnerships with at least three employers or maintain existing partnerships. The explanation must clearly demonstrate how they will work with the employer partners to provide input to inform the development and implementation of sector-focused career services and training that are responsive to the skill needs of employers in the proposed sector(s). Explain how those partnerships will lead to win-win outcomes for both participants and employers such as participant placement in quality jobs, livable wages for participants, meet industry demands, and address the business needs and skill needs of the employers of the local communities. This encompasses embedding a worker-centered approach that includes worker experiences and perspectives, ensuring participants are equipped with the essential training and resources tailored for their selected sector(s), and incorporating employers' insight leads to more meaningful and sustainable employment outcomes.
- Applicants must describe their efforts to reach farmworkers and their dependents who belong to underserved communities, which are defined in the Executive Order. Applicants must explain how they will include diverse workers' voices from underserved communities, throughout all phases of the proposed project design, including developing

policies and procedures, establishing and maintaining partnerships, and designing programs and services that incorporate essential supportive services and sector-based training that result in good quality jobs for workers.

- Applicants must describe their plans to facilitate the delivery of workforce solutions that are responsive to the needs of workers from the targeted sector(s) (industry or cluster of occupations). The plan must include sector strategy goals, resources, activities, desired results of activities, and outcomes that address the industry's near-term needs and the longer-term pipeline needs across a range of skill levels.
- Applicants must explain their plan to incorporate input and feedback from employer partners and workers to their customer-centered career services strategy, including career assessment and planning, supportive services, and work-based learning, including apprenticeships in the agriculture industry or other industries. Describe how their approach will result in strengthening the ability of eligible migrant and seasonal farmworkers and their dependents to obtain, retain, and stabilize unsubsidized employment, including career advancement and upskilling, within targeted one to three sector(s). Additionally, describe an effective plan to provide related assistance services to assist eligible migrant and seasonal farmworkers to retain or stabilize their agricultural employment.

Note: The NFJP performance measures and associated reporting requirements are specified in the Performance Goals section under the Special Program Requirements included later in this FOA. Within the three months after award, the Department will establish goals for WIOA performance indicators, outreach contacts, participant enrollment levels, and other performance indicators, if applicable, for each selected grantee and incorporate them into every new NFJP grant agreement.

iii. **Other Strategic Partnerships (up to 8 points)**

DOL acknowledges the value of strong strategic partnerships, including required and optional partners, in crafting an effective sector strategy for migrant and seasonal farmworkers and their dependents. Such collaborations not only ensure alignment with evolving industry needs but also set the stage for relevant training and job opportunities tailored for participants. Applicants have the flexibility of leveraging grant funds to either initiate new partnerships or secure existing ones. A pivotal aspect of their application should detail how these partnerships, whether emerging or mature, will be instrumental in sculpting their project design.

To receive full points on this rating factor, applicants must fully and convincingly satisfy the specifications below:

a. Mandatory Partnerships (up to 4 points):

- Applicants must describe a plan to establish within six months of the award (or maintain if already established), a memorandum of understanding (MOU) with the State Workforce Agency's State Monitor Advocate (SMA). The State Monitor Advocate is responsible to conduct an ongoing review of the delivery of services and protections afforded by the Wagner-Peyser Employment Services regulations to migrant and seasonal farmworkers. To better deliver services to migrant and seasonal farmworkers, WIOA regulations call for collaboration between SMAs and NFJP grantees, including that

SMAs establish MOUs with NFJP grantees. Applicants must describe what they have done already to develop this partnership with the SMA. Explain how applicants will use this partnership to benefit its delivery of NFJP services and respond to the needs of migrant and seasonal farmworkers and their dependents. Information about the MOU between State Monitor Advocates and NFJP grant recipients is available in TEGL No. 08-17.

- Applicants must describe a plan to establish within six months of the award (or maintain if already established), a memorandum of understanding (MOU) with the local Workforce Development Boards (WDB). Applicants must describe what they have done already to develop this partnership(s) with the local WDBs. Applicant must describe how they will coordinate with the American Job Centers to provide effective service delivery, including with efforts related to recruitment and enrollment for NFJP, and referral of eligible and non-eligible program applicants to other available services. Additional information about the MOU with the local Workforce Development Board and Infrastructure Funding is available in the TEGL No. 17-16.
- Submit as an attachment to the application package: 1) signed MOU between the applicant and the State Workforce Agency's State Monitor Advocate and 2) a signed MOU between the applicant and all local WDB(s) in the proposed service area. If an applicant does not have these MOUs established at the time they submit their grant application, an applicant should include a letter from their organization, in which they confirm that they intend to establish both MOUs (SMA and WDBs) within six months of the award and will send the MOUs to their Federal Project Officer to meet grant requirements. MOUs and Letters of Intent do not count against the page limit requirements of the Project Narrative. These attachments will impact scoring as specified in the evaluation criteria.

b. Coordination with Other Partners (up to 4 points):

- Applicants must describe a plan to establish or maintain partners in a strategic and coordinated manner to identify the policies and actions that can be implemented to grow good job opportunities or adopt good jobs practices into existing jobs for the target population.
- Applicants must demonstrate that they plan to pursue partnerships with organizations that serve historically marginalized populations and communities. These partners may include, but are not limited to: Civil Rights Organizations, Community-based Organizations, and Worker Centers; Educational Institutions; Industry Associations and Private Sector Business; Farmworker Associations and Local Farmer's Cooperatives; Farmworker Serving Organizations; and Other partners including federally funded programs for farmworkers that work with specific underserved populations, to promote movement into career pathways leading to good jobs for farmworkers, including those from underserved sub-populations.
- Applicants must describe the role that each optional partner will hold within the sector partnership, including commitments to share data on workforce pay, benefits, organizational culture, and worker safety, among others, and to undertake a gap analysis

to identify key equity and job quality gaps within occupations in the identified sector(s), including agriculture or non-agriculture, within the service area.

- Submit any Letters of Commitment and MOUs between the applicant and partner organizations that propose to provide services to support the program model and lead to the identified outcomes. Letters of Commitment and MOUs do not count against the page limit requirements of the Project Narrative. These attachments will impact scoring as specified in the evaluation criteria.

iv. **Outreach, Enrollment and Referral (up to 8 points)**

Continuous outreach is a key part to establishing trust with farmworker communities and is essential to effectively administer NFJP in your proposed service area. NFJP grant recipients play a critical role in reaching farmworker communities, who experience multiple barriers to accessing community resources. NFJP grant recipients are responsible to conduct outreach to farmworkers and their dependents in the approved service area to recruit potential applicants, as well as help farmworkers who are not eligible and eligible for the program, connect to other workforce development services and community resources.

To receive full points on this rating factor, your narrative must fully and convincingly satisfy the specifications below:

- Applicants must identify the number of full-time equivalent outreach staff positions and provide justification for the number of full-time equivalent outreach staff.
- Applicants must provide an effective and feasible participant outreach plan for the proposed service area, including state and county(ies) within a state, including the frequency of outreach efforts and quarterly and annual goals for the number of contacts for program year 2024 (July 1-June 30). The outreach plan must include the number of outreach contacts that will be made with migrant and seasonal farmworkers in the proposed service area, including locations within the state and service area that migrant and seasonal farmworkers work, live, and gather, during a program year. Note: This goal is separate from the State Workforce Agencies' outreach contact goal under Wagner-Peyser Act. This program year 2024 outreach contact goal will be used as a starting point to establish goals over the 51-month period of performance.
- Applicants must describe how they will use a seamless enrollment process for eligible participants.
- Applicants must describe how they will efficiently refer individuals who are deemed ineligible to other one-stop partners or other partners.

v. **Case Management (up to 8 points)**

Case management is a collaborative, customer-driven process whereby a range of services are provided to assist participants in realizing their career goals and improve access to needed supportive services and other essential services. Case managers, also known as career coaches and case workers, routinely assess the needs of participants and arrange, coordinate, monitor, evaluate, and advocate for comprehensive packages of services to meet the specific needs of NFJP participants. Case management must begin at the time of and continue throughout the participants' participation in the program, including through the follow-up period.

To receive full points on this rating factor, your narrative must fully and convincingly satisfy the specifications below:

- Identify an effective strategy for tracking participants from enrollment to placement in a job or further education.
- Identify the number of full-time equivalent case manager positions and provide justification for the ratio of case manager positions to participants, including the frequency of their interactions.
- Identify, justify, and describe the evidence-informed types of case management services and activities that will be provided.

Note: Although applicants are required to incorporate and embed key elements of worker-centered, sector-based training into their project design, the Department acknowledges that there may be circumstances where a participant's career goals do not align with the grant recipient's selected sector(s). While a grant recipient's primary focus must be on its sector-based training, grant recipients must continue to provide customer-centered workforce investment activities that support a participant in achieving their career goals.

**c. Organizational, Administrative, and Fiscal Capacity (up to 24 points)**

**Scoring under this section will be based upon how well applicants address the following rating factors:**

i. **Organizational Capacity (up to 10 points)**

To receive full points on this rating factor, your narrative must fully and convincingly satisfy the specifications below:

- Provide information on your organization's current mission and its relevant experience serving the targeted population for employment services.
- Identify the proposed office locations and goals for individual office locations and include an explanation on how you will reach the targeted population in the fields and in their communities.
- Describe a plan to meet these preliminary steps within six months of receiving award: staffing strategy, including secure key staff, staff onboarding, staff retention, and succession planning; finalize sub-grant agreements; engage employers from selected sector(s) and embed diverse workers' voices; and establish formal MOUs with mandatory partners and other agreements with recommended partners identified in the application.
- Describe each key staff's background, experience, and performance expectations, including staff's time commitment for the project. Provide a staffing chart and description of the staff managing, executing, and overseeing primary grant management functions below:
    - Continuous quality assurance improvements to ensure program policies and procedures are aligned with applicable statutory and regulatory requirements and ETA guidance.
    - Customer-centered design thinking approach or other methodologies to incorporate Good Jobs Principles and sector strategies, address complex

    challenges, improve customer experiences, and amplify impact for participants and employers from selected sector(s).
  - Fiscal and administrative compliance measures to meet grant requirements.
  - Support, update, and maintain a performance management information system to track progress of participants and overall program outcomes.
  - Meaningful partnerships with employers, required and recommended partnerships, and other community partners that could facilitate the process to incorporate Good Jobs principles and sector strategies as a part of NFJP services.
  - Case management strategy to coordinate comprehensive package of services for participants from enrollment to placement in a good quality job or further education.
  - Outreach plan to establish trust and connect migrant and seasonal farmworkers and other sub-populations within farmworker communities to NFJP services and other essential services.

- As Title I partners, provide a comprehensive plan to enhance your entry-level, middle-level, and senior- and executive- level staff skills by providing appropriate professional development and training opportunities that enhance your ability to provide seamless customer support, make informed decisions about project design and delivery of quality services, and connect key staff to tools and resources that drive performance.
  - Applicants must identify a minimum of two Good Jobs Principles they will focus on and adopt within their organization. This will ensure that NFJP grant staff, who oversee the primary grant management functions, also experience the impact of embedding the Department's Good Jobs Principles. These identified Good Job Principles may be a different set than those selected in section IV.B.3 for the grant project.
  - Describe what type of training grant staff will receive to effectively work with migrant and seasonal farmworkers who experience barriers to employment and explain how participation in the professional development and training will result in helping your organization realize the program purpose and achieve positive outcomes for participants. The plan should include clear strategies they will adopt and implement to provide evidence-informed career services, training, related assistance, and housing assistance services to participants. Training topics may include but are not limited to labor market information, customer-centered design, effective outreach strategies, engaging with employers and other workforce development partners, and trauma-informed approaches, and may be delivered by in-house experts, partner programs, associations, or third-party training organizations.

ii. **Administrative and Fiscal Capacity (up to 14 points)**

To receive full points on this rating factor, your narrative must fully and convincingly satisfy the specifications below:

- Describe how you will effectively collect and submit participant information to meet ETA's reporting requirements, reduce unnecessary burden on participant, and conduct analysis of that data to lead to improved outcomes throughout the life of the grant.

- Describe the financial reporting system that you will use to operate NFJP, how you will ensure fiscal and program integrity, and how you will generate reliable reports and data. In describing these systems, you must specify which staff positions will manage those systems, what the staff' responsibilities will be, and what training will be available to enhance staff skills in the operation of the systems described.
- Describe a fiscal management reporting system that is sufficient to prepare financial reports and to trace funds to adequate levels of expenditures to ensure lawful spending. Demonstrate that the system has the capacity to track spending by program, and to ensure that, for those organizations with funding from more than one Federal program, expenditures are allocated to the appropriate program. In addition, describe the system's capability to effectively track program income generated through activities funded by NFJP grants and to show the link between program income and those additional participants and services funded through program income. Describe your capacity to effectively manage related assistance services and to account for expenditures related to those services.

**d. Past Performance – Programmatic Capability (Up to 18 Points)**

Organizations will receive points based on past performance data related to participant enrollment, career services and training related WIOA performance indicators, and spending rate analysis. There are different instructions for Category A applicants and Category B applicants. Applicants must use the below information to determine which instructions are applicable to their organization.

i. ***Category A Applicant: Career Services and Training Grantees' Past Performance (Up to 18 points):***

Category A applicants do not need to submit past performance data. Some NFJP grantees established enrollment goals and targets for WIOA performance indicators for both adult and youth participants, while some grantees only established enrollment goals and targets for WIOA performance indicators for adult participants. In scoring past performance for Category A applicants proposing to serve both adults and youth under this FOA (as specified in the application's Abstract), ETA will use relevant program year 2022 outcome data for adult and youth participants, if available. In scoring past performance for applicants proposing to serve only adults under this FOA (as specified in the application's abstract), ETA will use relevant program year 2022 outcome data for adult participants. In scoring past performance for applicants proposing to serve only youth under this FOA (as specified in the application's abstract), ETA will use the relevant program year 2022 outcome data for youth participants, if available. In circumstances when relevant program year 2022 outcome data for youth participants is not available, ETA will use the relevant program year 2022 outcome data for adult participants.

Additionally, if a Category A applicant submits an application for a service area that they served in program years 2020-2023, the Department will use relevant program year 2022 outcome data for that same service area. However, if an applicant submits an application for a new service area that they did not serve in program years 2020-2023, then the Department will aggregate relevant program year 2022 outcome data for all the service areas that the applicant served in program years 2020-2023 to score their application for the new service area.

a. ***Participant Enrollment (up to 6 points):*** Category A applicants do not need to submit past performance data. DOL will use a Career Services and Training grantee's established goals and actual outcomes for participant enrollment levels based on the rolling four quarters of performance data reflected in the program year 2022 Quarterly Performance Report for the quarter ending June 30, 2023.

For Category A applicants, the Department will score past performance on participant enrollment:

- Adult Participant Enrollment Rate
- Youth Participant Enrollment Rate

Applicants will receive points for their participant enrollment rate, as demonstrated in the chart they provide, as follows:

- Applicants that met at least 100 percent of the participant enrollment goal for their most recently completed grant will receive 6 points.
- Applicants that met at least 90 percent of the participant enrollment goal but not less than 80 percent will receive 4 points.
- Applicants that met at least 80 percent of the participant enrollment goal but not less than 70 percent will receive 2 points.
- Applicants that met less than 70 percent of the participant enrollment goal will receive 0 points.

b. ***WIOA Performance Indicators (up to 6 points)***: Category A applicants do not need to submit past performance data. DOL will use a Career Services and Training grantee's established goals and actual outcomes for WIOA performance measures based on the rolling four quarters of performance data reflected in the program year 2022 Quarterly Performance Report for the quarter ending June 30, 2023.

For Category A applicants, DOL will score past performance on the following WIOA performance measures:

- Education/Employment Rate - 4th Quarter After Exit:
  - For adults, the percentage of participants in unsubsidized employment during the fourth quarter after exit.
  - For youth (if applicable), the percentage of participants in education or training activities, or in unsubsidized employment during the fourth quarter after exit.

- Median Earnings - 2nd Quarter After Exit:
- Median earnings of participants who are in unsubsidized employment during the second quarter after exit.
- Credential Attainment:

  The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

Applicants will receive points based on past performance demonstrated in the performance chart as follows:

- Applicants that met all three performance goals will receive 6 points for this subsection.
- Applicants that met two performance goals but did not meet the other performance goal will receive 4 points for this subsection.
- Applicants that met one performance goal but did not meet the other two performance goals will receive 2 points for this subsection.
- Applicants that did not meet either performance goals for their most recently completed grant will receive 0 points for this subsection.

c. ***Spending Rate Analysis (up to 6 points):*** Category A applicants do not need to submit spending rate data. For Category A applicants, DOL will use data from the Quarterly Financial Report (ETA-9130 J) for the quarter ending June 30, 2023 or September 30, 2023 to determine an applicant's score for past performance on the spending rate analysis using the total grant amount and the percentage of grant funds spent during the original period of performance for their grant specified above, as described in the Figure 2 below.

| **Figure 2: Spending Rate Analysis** | | | |
|---|---|---|---|
| **Grant Funds Received:** | **Grant Funds Spent by end of the Original Period of Performance:** | **Total Spent / Total Grant Funds** | **Percentage Rate of Spending:** |
| *Example: $1,000,000* | *$800,000* | *$800,000/ $1,000,000* | *80%* |

Applicants will receive points for their spending rate, as demonstrated in the chart they provide, as follows:

- Applicants that expended at least 100 percent of the grant funds for their most recently completed grant will receive 6 points.
- Applicants that expended at least 90 percent but not less than 80 percent of the grant funds for their most recently completed grant will receive 4 points.
- Applicants that expended at least 80 percent but not less than 70 percent of the grant funds for their most recently completed grant will receive 2 points.

- Applicants that expended less than 70 percent of the grant funds for their most recently completed grant will receive 0 points.

ii. **Category B Applicant: Other Qualifying Organizations’ *Past Performance (up to 18 points)***

Category B applicants must provide past performance data from the same completed project. Past performance data includes information for participant enrollment per year, career services and training related performance measures, and size and scope for a federally- and/or non-federally-funded assistance agreement that is similar in size and relevance to the proposed project and was completed within the last five years of the closing date of this FOA. The information must be provided in a Past Performance Chart as an attachment to the Project Narrative. The chart must be signed by the grantor or a letter must be provided from the grantor verifying the past performance data. This letter must be on grantor letterhead and contain contact information for the grantor. The Past Performance Chart must include the following information: Grantor name and contact information; project information/grant objectives; and performance goals and size and scope.

a. ***Participant Enrollment (up to 6 points):*** Category B applicants must submit past performance data for participant enrollment.

For Category B applicants, the Department will score past performance on participant enrollment:

- Planned participant enrollment goal and actual outcomes for participant enrollment of target population

  Applicants will receive points for their participant enrollment rate for adult participants, youth participants, or both adult and youth participants, as demonstrated in the chart they provide, as follows:

  - Applicants that met at least 100 percent of the participant enrollment goal for their most recently completed grant will receive 6 points.
  - Applicants that met at least at least 90 percent of the participant enrollment goal but not less than 80 percent will receive 4 points.
  - Applicants that met at least 80 percent of the participant enrollment goal but not less than 70 percent will receive 2 points.
  - Applicants that met less than 70 percent of the participant enrollment goal will receive 0 points.

b. ***Workforce Investment Activities Performance (up to 6 points)***: Category B applicants must submit a Past Performance Chart from the same completed project that includes the overall objectives of the grant, population served, funding amount and grantor contact information. The performance data must be for a completed grant within the past five years. The chart must detail three significant performance goals, the outcomes of those goals, and rate of goal in order to demonstrate if and how the applicant successfully completed and managed the agreement.

Applicants should use three performance indicators most similar to:

- education/employment placement

- recognized postsecondary credential or a secondary school diploma, or its recognized equivalent attainment
- median earnings

ETA views the above indicators as the most critical to demonstrating that the applicant's past success in a similar program has prepared its organization to succeed in operating a workforce investment project. Applicants may substitute a different indicator if the substituted indicator is applicable to the outcomes required in this FOA. DOL reserves the right to disqualify indicators that are determined not to be sufficiently similar to the indicators above and award zero points for non-qualifying indicators.

In the Past Performance Chart, applicants must identify three performance indicators, the goals, the outcomes, and rates of goal of achievement, as described in Figure 3 below.

| **Figure 3: Workforce Investment Activities Performance** | | | | |
|---|---|---|---|---|
| **Name of Previous Grantor Organization:** | | | | |
| **Grantor Contact - Name, Title, Signature (if non-ETA grant), E-mail Address, and Telephone Number:** | | | | |
| **Project Title and Grant Number:** | | | | |
| **Project Period of Performance:** | | | | |
| **Number of Participants Enrolled:** | | | | |
| **Population Served:** | | | | |
| **Performance Goals** | | | | |
| **Performance Indicator** | **Goal** | **Outcome** | **Outcome /Goal (Fraction)** | **Rate of Goal Achievement (Percentage)** |
| *Employment/education placement* | *60* | *58* | *58/60* | *97%* |
| *Credential/degree attainment* | *100* | *105* | *105/100* | *105%* |

Applicants will receive points based on past performance demonstrated in the performance chart as follows:

- Applicants that met all three performance goals for their most recently completed grant will receive 6 points for this subsection.
- Applicants that met two performance goals but did not meet the other performance goal for their most recently completed grant will receive 4 points for this subsection.

- Applicants that met one performance goal but did not meet the other two performance goals for their most recently completed grant will receive 2 points for this subsection.
- Applicants that did not meet either performance goals for their most recently completed grant will receive 0 points for this subsection.

c. ***Size and Scope (up to 6 points)*****:**

Category B applicants must submit past performance data related to size and scope data from the same completed project. Category B Applicants must have completed a grant similar to their proposed project's size and scope to the National Farmworker Jobs Program within the last five years.

- The funding amount of the same completed project must have been funded at $100,000 or more and the funding amount for their proposed project must be similar to the project size of a completed grant.
- The completed project must have enrolled at least 20 participants during the grant period of performance and the enrollment level for their proposed project must be similar to the enrollment level of the completed grant.
- The completed project must have provided workforce investment services, including career services, training, or education, to migrant and seasonal farmworkers or other individuals with barrier(s) to employment, as described in Figure 4 below.

| **Figure 4: Size and Scope** | | | |
|---|---|---|---|
| **Project Period of Performance** | **Type of Services and Target Population** | **Total Grant Funds** | **Number of Participants Enrolled** |
| *2020-2022* | *Workforce Development Services for Farmworkers* | *$100,000* | *20 participants* |

**e. Budget and Narrative (Up to 8 Points)**

The Budget and Budget Narrative will be used to evaluate this section. Please see Section IV.B.2 for information on the requirements. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative.

i. The extent the proposed expenditures will address all project requirements, including costs associated with the key staff who are managing, executing, and overseeing the primary grant functions described above in the Organizational Capacity section in this FOA.

ii. The extent to which the budget narrative provides a description of costs associated with each line item on the SF-424A.

iii. Whether or not the totals on the SF-424A and the Budget Narrative align.

**4. Attachments to the Project Narrative**

In addition to the Project Narrative, you must submit attachments. You must clearly label all attachments. We will exclude all attachments listed below from the page limit.

You must not include additional materials such as resumés or general letters of support. You must submit your application in one package because documents received separately will be tracked separately and will not be attached to the application for review.

Save all files with descriptive file names of 50 characters or fewer and use only standard characters in file names: A-Z, a-z, 0-9, and underscore (_). File names may not include special characters (e.g. &,–,*,%,/,#), periods (.), blank spaces, or accent marks, and must be unique (e.g., no other attachment may have the same file name). You may use an underscore (example: My_Attached_File.pdf) to separate a file name.

**a. Required Attachments**

**(1) Abstract**

You must submit an up to three-page abstract summarizing the proposed project including, but not limited to, the scope of the project and proposed outcomes. Omission of the abstract will not result in your application being disqualified; the lack of the required information in the abstract, however, may impact scoring. See III.C.1 for a list of items that will result in the disqualification of your application. Should you be selected for an award, the information provided in your abstract may be published to a public facing website as a summary of your project. The abstract must include the following:

- Unique Entity Identifier (UEI)
- Name of applicant’s organization
- Project title
- Total funding level requested for PY 2024-2027
- Proposed service area (must list state and the county or counties within the state to be served)
- 1-3 selected sector(s) (industry or clusters of occupations) (for example, 1-3 selected sectors may include agriculture, manufacturing, hospitality or 1 selected sector may include agriculture only) Note: if an applicant is providing services in multiple counties within a state, they must identify one to three proposed sector(s) for each county. The selected sector(s) may be the same one to three sector(s) across each county or may vary.
- Minimum of two Good Jobs Principles that applicants plan to incorporate in the project design for participants enrolled in career services and training
    - Include subset of performance indicators to measure progress towards achieving goals for good job principles
- Project purpose
- Population being served/intended beneficiaries, including 1. target population such as adult participants, youth participants, or adult and youth participants, and 2. eligible migrant and seasonal farmworkers and their dependents who belong to underserved communities:
- If applicable, the minimum number of adult participants to be enrolled in program year 2024, including new participants and participants carried over from previous year
- If applicable, the minimum number of youth participants to be enrolled in program year 2024, including new participants and participants carried over from previous year
- Number of outreach contacts for program year 2024

- Total cost-per-participant range
- Activities to be performed
- Subrecipient activities, if applicable

**See Appendix C for a suggested Abstract Format.**

**b. Requested Attachments**

We request the following attachments, but their omission will not cause us to disqualify the application. The omission of the attachment will, however, impact scoring unless otherwise noted.

**(1) Past Performance Documentation**

This attachment must include both the Chart of Past Performance and the Grantor Verification Letter (if the chart is not signed by the Grantor).

See Section IV.B.3 for which applicants are to submit this documentation and additional instructions. Omission of this document will impact scoring.

These documents must be uploaded as an attachment to the application package and labeled "Past Performance."

**(2) Letters of Commitment or MOUs**

Submit signed and dated Letters of Commitment or Memoranda of Understanding (MOU) for Other Strategic Partnerships between the applicant and mandatory partners, other partner(s), and subrecipient(s) that propose to provide services to support the program model and lead to the identified outcomes. (See section IV.B.3.) Omission of this documentation will impact scoring.

These letters must be uploaded as an attachment to the application package and labeled "Letters of Commitment."

**(3) Indirect Cost Rate Agreement**

If you are requesting indirect costs based on a Negotiated Indirect Cost Rate Agreement approved by your federal Cognizant Agency, then attach the most recently approved Agreement. (For more information, see Section IV.B.2. and Section IV.E.1.) This attachment does not impact scoring of the application.

This document must be uploaded as an attachment to the application package and labeled "NICRA."

**(4) Financial System Risk Assessment Information**

All applicants are requested to submit Funding Opportunity Announcement Financial System Risk Assessment Information. See Section V.B.2 for a sample template and additional instructions. This attachment does not impact the scoring of the application.

**(5) Staffing Chart**

Describe each key staff's background, experience, and performance expectations, including staff's time commitment for the project. Provide a staffing chart and description of the staff managing, executing, and overseeing primary grant management functions below:

- Continuous quality assurance improvements to ensure program policies and procedures are aligned with applicable statutory and regulatory requirements and ETA guidance.
- Customer-centered design thinking approach or other methodologies to incorporate Good Jobs principles and sector strategies, address complex challenges, improve customer experiences, and amplify impact for participants and employers from selected sector(s).
- Fiscal and administrative compliance measures to meet grant requirements.
- Support and maintain a performance management information system to track progress of participants and overall program outcomes.
- Meaningful partnerships with employers, required and recommended partnerships, and other community partners that could facilitate the process to incorporate Good Jobs Principles and sector strategies as a part of NFJP services.
- Case management strategy to coordinate comprehensive package of services for participants from enrollment to placement in a good quality job or further education.
- Outreach plan to establish trust and connect migrant and seasonal farmworkers and other sub-populations within farmworker communities to NFJP services and other essential services.

Omission of this documentation will impact scoring.

## C. SUBMISSION DATE, TIME, PROCESS AND ADDRESS

**Due Date for Applications:**
May 03, 2024
You must submit your application electronically on https://www.grants.gov **no later than 11:59 p.m. Eastern Time on the closing date.**

Applicants are encouraged to submit their application before the closing date to minimize the risk of late receipt. We will not review applications received after 11:59 p.m. Eastern Time on the closing date. We will not accept applications sent by hard-copy, e-mail, telegram, or facsimile (FAX).

**1. Hardcopy Submission**
No applications submitted in hardcopy by mail or hand delivery (including overnight delivery) will be accepted for this funding opportunity.

**2. Electronic Submission through Grants.gov**

Applicants submitting applications must ensure successful submission **no later than 11:59 p.m. Eastern Time on the closing date**. Grants.gov will subsequently validate the application.

The process can be complicated and time-consuming. We strongly advise you to initiate the process as soon as possible and to plan for time to resolve technical problems. Note that validation does not mean that your application has been accepted as complete or has been accepted for review by the agency. Rather, grants.gov verifies only the submission of certain parts of an application.

**a. How to Register to Apply through Grants.gov**

Read through the registration process carefully before registering. These steps may take as long as four weeks to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application.

Applicants must follow the online instructions for registration at https://www.grants.gov/web/grants/applicants/organization-registration. We recommend that you 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.

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz Point of Contact (POC) approval, establishes an Agency Organizational Representative (AOR). When an application is submitted through Grants.gov, the name of the AOR who submitted the application is inserted into the signature line of the application, serving as the electronic signature. The E-Biz POC must authorize the individual who is able to make legally binding commitments on behalf of your organization as the AOR; this step is often missed and it is crucial for valid submissions.

**b. How to Submit an Application to DOL via Grants.gov**

Grants.gov applicants can apply online using Workspace. Workspace is a shared online environment where members of a grant team may simultaneously access and edit different webforms within an application. For a complete workspace overview, refer to https://www.grants.gov/web/grants/applicants/workspace-overview. For access to complete instructions on how to apply for opportunities, refer to https://www.grants.gov/web/grants/applicants/apply-for-grants.

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Grants.gov will send the applicant AOR an email acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) with the successful transmission of the application, serving as proof of timely submission. The applicant will receive two email messages to provide the status of the application's progress through the system.

- The first email will contain a tracking number and will confirm receipt of the application by Grants.gov.
- The second email will indicate the application has either been successfully validated or has been rejected due to errors.

Grants.gov will **reject applications if the applicant's registration in SAM is expired. Only applications that have been successfully submitted by the deadline and later successfully validated will be considered**. It is your responsibility to ensure a timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, enough time should be allotted for submission (24-48 hours) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if enough time is not allotted and a rejection notice is received after the due date and time, DOL will not consider the application.

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent DOL from considering the application. We will attempt to open the document, but will not take any additional measures in the event of problems with opening.

We strongly advise applicants to use the various tools and documents, including FAQs, which are available on the "Applicant Resources" page at https://www.grants.gov/web/grants/applicants/applicant-faqs.

We encourage new prospective applicants to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through WorkforceGPS at https://grantsapplicationandmanagement.workforcegps.org/resources/2022/05/10/15/23/How-to-Apply-for-a-Grant.

To receive updated information about critical issues, new tips for users, and other time-sensitive updates as information is available, you may subscribe to "Grants.gov Updates" at https://www.grants.gov/web/grants/manage-subscriptions.

If you encounter a problem with Grants.gov and do not find an answer in any of the other resources, contact one of the following:

- call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or
- email support@grants.gov.

The Grants.gov Contact Center is open 24 hours a day, 7 days a week but closed on federal holidays. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number.

**Late Applications**
We will consider only applications successfully submitted through Grants.gov no later than 11:59 p.m. Eastern Time on the closing date and then successfully validated. **You take a significant risk by waiting to the last day to submit through Grants.gov.**

# D. INTERGOVERNMENTAL REVIEW

This funding opportunity is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

# E. FUNDING RESTRICTIONS

All proposed project costs must be necessary and reasonable and in accordance with federal guidelines. Determinations of allowable costs will be made in accordance with the Cost Principles, now found in the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 CFR Part 200 and at 2 CFR Part 2900 (Uniform Guidance-DOL specific). Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the Cost Principles or other conditions contained in the grant. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

**Indirect Costs**

As specified in the Uniform Guidance Cost Principles, indirect costs are those that are incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. An indirect cost rate is required when an organization operates under more than one grant or other activity, whether federally-assisted or not. You have two options to claim reimbursement of indirect costs.

**Option 1:** You may use a NICRA or Cost Allocation Plan (CAP) supplied by the federal Cognizant Agency. If you do not have a NICRA/CAP or have a pending NICRA/CAP, and in either case choose to include estimated indirect costs in your budget, at the time of award the Grant Officer will release funds in the amount of 10 percent of Modified Total Direct Costs (see DOL's definition below) to support indirect costs. Within 90 days of award, you are required to submit an acceptable indirect cost proposal or CAP to your federal Cognizant Agency to obtain a provisional indirect cost rate. (See Section IV.B.4. for more information on NICRA submission requirements.)

**Option 2:** Any organization that does not have a current negotiated (including provisional) rate, with the exceptions noted at 2 CFR Part 200.414(f) in the Cost Principles, may elect to charge a de minimis rate of 10 percent of modified total direct costs (see DOL's definition below), which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time. (See 2 CFR Part 200.414(f) for more information on use of the de minimis rate.)

**Modified Total Direct Cost 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 $25,000 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 $25,000.

**Administrative Cost Limitation**

Under this FOA, an entity that receives a grant to carry out a project or program is limited to 15 percent of the amount of the grant to pay administrative costs associated with the program or project. 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. However, they must be tracked through the recipient’s accounting system. To claim any administrative costs that are also indirect costs, the applicant must obtain an Indirect Cost Rate Agreement from its federal Cognizant Agency or be eligible to use the 10 percent de minimis rate, as specified above. For WIOA grants, all costs charged as a result of the de minimis rate will be counted towards the administrative cost limitation specified above.

**Salary and Bonus Limitations**

None of the funds appropriated under the heading "Employment and Training" in the appropriation statute(s) may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation does not apply to contractors providing goods and services as defined in the Audit Requirements of the OMB Uniform Guidance (see 2 CFR Part 200 Subpart F). Where states are recipients of such funds, states may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost of living in the state, the compensation levels for comparable state or local government employees, and the size of the organizations that administer federal programs involved including ETA programs. See Public Law 113-235, Division G, Title I, section 105, and TEGL number 05-06 for further clarification: https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-05-06.

**Intellectual Property Rights**

Pursuant to 2 CFR Part 2900.13, to ensure that the federal investment of DOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials, the grantee will be required to license to the public all work created with the support of the grant under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with the grant funds and modifications made to pre-existing, grantee-owned content using grant funds.

This license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the grantee. Notice of the license shall be affixed to the work. For general information on CC BY, please visit https://creativecommons.org/licenses/by/4.0.

Instructions for marking your work with CC BY can be found at https://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

Questions about CC BY as it applies to this specific funding opportunity should be submitted to the ETA Grants Management Specialist specified in Section VII.

Only work that is developed by the recipient in whole or in part with grant funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to or purchased by the grantee from third parties, including modifications of such materials, remain subject to the intellectual property rights the grantee receives under the terms of the particular license or purchase. In addition, works created by the grantee without grant funds do not fall under the CC BY licensing requirement.

The purpose of the CC BY licensing requirement is to ensure that materials developed with funds provided by these grants result in work that can be freely reused and improved by others. When purchasing or licensing consumable or reusable materials, the grantee is expected to respect all applicable federal laws and regulations, including those pertaining to the copyright and accessibility provisions of the Federal Rehabilitation Act.

Separate from the CC BY license to the public, the Federal Government reserves a paid-up, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for federal purposes (i) the copyright in all products developed under the grant, including a subaward or contract under the grant or subaward; and (ii) any rights of copyright to which the recipient, subrecipient, or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. The grantee may not use federal funds to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work. If revenues are generated through selling products developed with grant funds, including intellectual property, DOL treats such revenues as program income. Such program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following standard ETA disclaimer needs to be on all products developed in whole or in part with grant funds.

**"This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."**

**Credential Transparency**

The Department wishes to ensure that individuals, employers, educators and training providers have access to the most complete, current and beneficial information about providers, programs credentials, and competencies supported with these public, federal funds. To this end, the Department requires that information about all credentials (including but not limited to diplomas, badges, certificates, certifications, apprenticeships, licenses, and degrees of all levels and types) and competencies (knowledge, skills and abilities) developed or delivered through the use of these public federal funds be made publicly accessible through the use of linked open data formats that support full transparency and interoperability, such as through the use of credential transparency description language specifications. ETA will provide specific guidance and technical assistance on data elements to include in the published open data, such as information about the credential provider, the credential and its associated competencies, delivery mode, geographic coverage, the industry sector(s) and occupation(s) for which the credential was developed, related assessments, related accreditations or other quality assurances where appropriate, costs, and available outcomes.

**WIOA Infrastructure**

All one-stop partner programs including all programs funded under title I of WIOA are required to contribute to the infrastructure costs and certain additional costs of the one-stop delivery system in proportion to their use and relative benefits received as required in 20 CFR Part 678.700 and 678.760. The sharing and allocation of infrastructure costs between one-stop partners is governed by WIOA sec. 121(h), WIOA's implementing regulations, and the federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200 (Uniform Guidance). The federal Cost Principles state that a partner's contribution is an allowable, reasonable, necessary, and allocable cost to the program and is consistent with other legal requirements. A list of the required one- stop partner programs is available at 20 CFR Part 678.400.

**Minimum spending of 70 percent on Employment and Training Services (Career Services and Training grants)**

Language in the NFJP appropriation since 2008 (most recently in the Consolidated Appropriations Act, 2023, P.L. 117-328) specifies that, of the funds provided for Career Services and Training Grants, "not less than 70 percent shall be for employment and training services." To ensure compliance with this provision, each successful applicant under this FOA must spend not less than 70 percent of their awarded funds on "employment and training services," as defined below. This requirement is intended to ensure that the NFJP primarily addresses the employment and training needs of the target population while also allowing grantees to provide related services that are often critical to the stabilization and availability of the farm labor workforce. Accordingly, grantees 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 in section IV.E.2 of this FOA.

For the purposes of this FOA, 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). This FOA includes related assistance services in the term "employment and training services" because the Department identifies related assistance services as falling under basic career services in TEGL No. 14-18, Appendix III – Table C. By including related assistance services in the term "employment and training services," NFJP grant recipients can provide related assistance services, including emergency assistance, to eligible migrant and seasonal farmworkers that need short-term forms of direct assistance to retain or stabilize their agricultural employment without limiting the number or proportion of eligible participants receiving related assistance services.

## F. OTHER SUBMISSION REQUIREMENTS

Withdrawal of Applications: You may withdraw an application by written notice to the Grant Officer at any time before an award is made.

# V. APPLICATION REVIEW INFORMATION

## A. CRITERIA

We have instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist you in understanding the standards against which your application will be judged. The evaluation criteria are based on the information required in the application as described in Sections IV.B.2. (Project Budget) and IV.B.3. (Project Narrative). Reviewers will award points based on the evaluation criteria described below.

Section IV.B.3 (Project Narrative) of this FOA has several "section headers" (e.g. IV.B.3.a), Statement of Need). Each of these "section headers" of the Project Narrative may include one or more "criterion," and each "criterion" includes one or more "rating factors," which provide detailed specifications for the content and quality of the response to that criterion. Each of the rating factors have specific point values assigned. These point values are the number of points possible for the application to earn for the rating factor.

| **Criterion** | **Points Maximum** |
|---|---|
| 1. Statement of Need<br>(See Section IV.B.3.a. Statement of Need) | 10 Points Total |
| 2. Project Design<br>(See Section IV.B.3.c. Project Design) | 40 Points Total |
| 3. Organizational, Administrative, and Fiscal Capacity<br>(See Section IV.B.3.e. Organizational, Administrative, and Fiscal Capacity) | 24 Points Total |
| 4A. Past Performance - Category A ONLY<br>a. Participant Enrollment<br>b. WIOA Performance Indicators<br>c. Spending Rate Analysis<br>(See Section IV.B.3.f. Past Performance – Programmatic Capability) | 18 Points Total |
| 4B. Past Performance - Category B ONLY<br>a. Participant Enrollment<br>b. Workforce Investment Activities Performance<br>c. Size and Scope | 18 Points Total |
| 5. Budget and Budget Justification<br>(See Section IV.B.2. Project Budget) | 8 Points Total |
| **TOTAL** | **100** |

Section IV.B.3, Project Narrative, provides a detailed explanation of the information an application must include (e.g., a comprehensive work plan for the whole period of performance with feasible and realistic dates). Reviewers will rate each "rating factor" based on how fully and convincingly the applicant responds.  For each “rating factor” under each “criterion,” panelists will determine whether the applicant thoroughly meets, partially meets, or fails to meet the “rating factor,” unless otherwise noted in Section IV.B.3, based on the definitions below:

| Standard Rating | Definition | Standard for Calculating Points |
|---|---|---|
| Thoroughly Meets | The application thoroughly responds to the rating factor and fully and convincingly satisfies all of the stated specifications. | Full Points |
| Partially Meets | The application responds incompletely to the rating factor or the application convincingly satisfies some, but not all, of the stated specifications. | Half Points |
| Fails to Meet | The application does not respond to the rating factor or the application does respond to the rating factor but does not convincingly satisfy any of the stated specifications. | Zero Points |

In order to receive the maximum points for each rating factor, applicants must provide a response to the requirement that fully describes the proposed program design and demonstrates the quality of approach, rather than simply re-stating a commitment to perform prescribed activities.  In other words, applicants must describe why their proposal is the best strategy and how they will implement it, rather than that the strategy contains elements that conform to the requirements of this FOA.

## B. REVIEW AND SELECTION PROCESS

**1. Merit Review and Selection Process**

A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications.  These criteria are based on the policy goals, priorities, and emphases set forth in this FOA.  Up to 100 points may be awarded to an applicant, depending on the quality of the responses provided.  The final scores (which may include the mathematical normalization of review panels) will serve as the primary basis for selection of applications for funding.  The panel results are advisory in nature and not binding on the Grant Officer.  The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable.  Such factors may include the geographic distribution of funds, the category of applicant; target population such as adult participants, youth participants, or both adult and youth participants; available funding; proposed service area; coverage for Significant Migrant and Seasonal Farmworker States; selected sector(s); and other relevant factors.  The Grant Officer may consider any information that comes to their attention.

The government may elect to award the grant(s) with or without discussion with the applicant.  Should a grant be awarded without discussion, the award will be based on the applicant’s signature on the SF-424, including electronic signature via E-Authentication on https://www.grants.gov, which constitutes a binding offer by the applicant.

Under this FOA, in instances where the Department does not receive any competitive applications from eligible applicants in a given state, the Department will not reopen this competition to seek prospective applicants to provide services in that state. Instead, the Department will proceed as outlined below:

- If the state in question was designated as one of the Significant Migrant and Seasonal Farmworker States in one or more of the year(s) in the range of program years 2020-2023, the Grant Officer will use their discretion to determine a reasonable and viable approach for DOL to award NFJP funds to provide NFJP services in that state. Such approaches may include but are not limited to awarding funds to alternative entities that are well-positioned to provide services in that state, such as successful applicant(s) proposing to serve neighboring state(s) in the region, and/or awarding funds to the state workforce agency itself to administer NFJP in that state. See Appendix A of this FOA to view the program years 2020-2023 Significant Migrant and Seasonal Farmworker List.
- If the state in question was not designated Significant Migrant and Seasonal Farmworker State in any of the program years 2020-2023, DOL will not award an NFJP grant for those states, but will instead redistribute remaining funds among the grants awarded to other state service areas, distributing funds proportionally based on the NFJP allotment formula.

**2. Risk Review Process**

Prior to making an award, ETA will review information available through various sources, including its own records and any OMB-designated repository of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), and Sam.gov. Additionally, ETA will comply with the requirements of 2 CFR Part 180 codified at 2 CFR Part 2998 (Non-procurement Debarment and Suspension). This risk evaluation may incorporate results of the evaluation of the applicant's eligibility (application screening) or the quality of its application (merit review). If ETA determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated include the following:

i. Financial stability;
ii. Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance;
iii. 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 applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
iv. Reports and findings from audits performed under Subpart F–Audit Requirements of the Uniform Grant Guidance or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance, or questioned costs;
v. The applicant's ability to effectively implement statutory, regulatory, and other requirements imposed on recipients.

NOTE:  As part of ETA's Risk Review process, the Grant Officer will determine the following:

- If the applicant had any restriction on spending for any ETA grant due to adverse monitoring findings; or
- If the applicant received a High Risk determination in accordance with TEGL 23-15.

Depending on the severity of the findings and whether the findings were resolved, the Grant Officer may, at their discretion, elect not to fund the applicant for a grant award regardless of the applicant's score in the competition.

All applicants are requested to submit the following information as an attachment to their application (suggested template below) for ETA to assess the applicant's Financial System.  This information will be taken into account as one component of ETA's Risk Review Process. Applicants may use the suggested template or answer the questions in a separate attachment.  It is unlikely that an organization will be able to manage a federal grant without the following system/processes in place.  Applicants are expected to have these in place before applying for a grant with ETA.

<table>
<tr><td colspan="3">U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA)<br>FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT</td></tr>
<tr><td></td><td>SECTION A: PURPOSE</td><td></td></tr>
<tr><td colspan="3">The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate administrative and financial systems including the accounting systems should meet the following criteria as contained in 2 CFR 200 and 2 CFR 2900.<br>(1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.<br>(2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.<br>(3) The accounting system should provide accurate and current financial reporting information.<br>(4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.</td></tr>
<tr><td></td><td>SECTION B: GENERAL</td><td></td></tr>
<tr><td colspan="3">1. Applicant Legal Name (as it appears in SAM.gov):</td></tr>
</table>

<table>
<tr><td colspan="4">U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA)<br>FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT</td></tr>
<tr><td>a. When was the organization founded/incorporated (month, day, year):</td><td colspan="3" rowspan="3">b. Principal Officers Names, Title, Email Address<br>President/Chair Board of Directors:<br>Chief Executive Officer:<br>Chief Financial Officer:<br>Accounting/Budget Officer:</td></tr>
<tr><td>c. Employer Identification Number:</td></tr>
<tr><td>d. Number of Employees<br>Full Time: Part Time:</td></tr>
<tr><td colspan="3">2. Is the organization or institution affiliated with any other organization: Yes No<br>If yes, please provide details as to the nature of the company (for profit, nonprofit, LLC, etc) and if it provides services or products to the organization in relation to this grant.</td><td>3. Total Sales/Revenues in most recent accounting period. (12 months)<br>$</td></tr>
<tr><td></td><td colspan="2">SECTION C: ACCOUNTING SYSTEM</td><td></td></tr>
<tr><td colspan="4">NOTE: Provide a detailed response (on a separate page on your organization’s letterhead and signed/dated by a Principal Officer) for any items 2-9 of Section C that have “No” or “Not Sure” answer(s), providing enough information to clearly reflect the expertise of the organization in these areas.</td></tr>
<tr><td colspan="4">1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? Yes No</td></tr>
<tr><td colspan="2">a. If yes, provide name, and address of Agency performing review:</td><td colspan="2">b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.</td></tr>
<tr><td>2. Which of the following best describes the accounting system:</td><td>State administered</td><td>Internally Developed</td><td>Web-based</td></tr>
<tr><td colspan="3">3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant?</td><td>Yes No Not Sure</td></tr>
<tr><td colspan="3">4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget?</td><td>Yes No Not Sure</td></tr>
<tr><td colspan="3">5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective?</td><td>Yes No Not Sure</td></tr>
</table>

| | |
|---|---|
| 6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses? | Yes No Not Sure |
| 7. Does the organization have an approved indirect cost rate or cost allocation plan?<br>If so, who approved it (Federal Cognizant Agency or a Pass-through Entity)? What are the effective dates? | Yes No Not Sure |
| 8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:<br>a. Total funds available for a grant?<br>b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)? | Yes No Not Sure<br>Yes No Not Sure |
| 9. Does the organization or institution have an internal control structure that would provide reasonable assurance that the grant funds, assets, and systems are safeguarded? | Yes No Not Sure |

**SECTION D: FINANCIAL STABILITY**

1. Is there any legal matter or an ongoing financial concern that may impact the organization's ability to manage and administer the grant? Yes No
If yes, please explain briefly.

**SECTION E: FINANCIAL STATEMENTS**

1. Did an independent certified public accountant (CPA) ever examine the financial statements? Yes No

2. If an independent CPA review was performed please attach a copy of their latest report and any management letters issued. Enclosed N / A

3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:

**SECTION F: PAYMENT MANAGEMENT SYSTEM ACCOUNT**

| U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA)<br>**FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT** | | |
|---|---|---|
| 1. ETA uses the Department of Health and Human Services Payment Management System (PMS). If your organization has an ETA PMS account, provide the PMS EIN and the PMS account (e.g., 89X7X) where grant funding should be placed if selected for award. | | |
| | **SECTION G: ADDITIONAL INFORMATION** | |
| 1. Use this space for any additional information *(indicate section and item numbers if a continuation)* | | |

# VI. AWARD ADMINISTRATION INFORMATION

## A. AWARD NOTICES

All award notifications will be posted on the ETA Homepage at https://www.dol.gov/agencies/eta/. Applicants selected for award will be contacted directly before the grant's execution. Non-selected applicants will be notified by mail or email and may request a written debriefing on the significant weaknesses of their application.

Selection of an organization as a recipient does not constitute approval of the grant application as submitted. Before the actual grant is awarded, we may enter into negotiations about 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. We reserve the right not to fund any application related to this FOA.

## B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

**1. Administrative Program Requirements**

All grantees will be subject to all applicable federal laws and regulations, including the OMB Uniform Guidance, and the terms and conditions of the award. The grant(s) awarded under this FOA will be subject to the following administrative standards and provisions.

i. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments–2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL's Supplement to 2 CFR Part 200).
ii. All recipients must comply with the applicable provisions of the Workforce Innovation and Opportunity Act (WIOA), Public Law No. 113-328, 128 Stat. 1425 (codified as amended at 29 U.S.C. 3101 et. seq.) and the applicable provisions of the regulations at 20 CFR Part 675 et. seq. Note that 20 CFR Part 683 (Administrative Provisions) allows unsuccessful applicants to file administrative appeals.
iii. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).
iv. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
v. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
vi. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
vii. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
viii. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
ix. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
x. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
xi. The Department of Labor will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for your application, the procedures in DOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.
xii. Standard Grant Terms and Conditions of Award—see the following link: https://www.dol.gov/agencies/eta/grants/resources.

## 2. Other Legal Requirements

### a. Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, applies to all federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive federal financial assistance under this grant solicitation and maintain that hiring practice. As stated in 29 CFR 2.32(a), religious organizations are eligible on the same basis as any other organization, to seek DOL support or participate in DOL programs for which they are otherwise eligible. Guidance from DOL is found at https://www.dol.gov/agencies/oasam/grants/religious-freedom-restoration-act/guidance.

**b. Lobbying or Fundraising the U.S. Government with Federal Funds**

In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. § 1611), non-profit entities incorporated under Internal Revenue Service Code section 501(c)(4) that engage in lobbying activities are not eligible to receive federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. federal, state, or local governments (see 2 CFR Part 200.450 for more information).

**c. Transparency Act Requirements**

You must ensure that you have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202), as follows.

- Except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should you receive funding.
- Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at https://www.govinfo.gov/content/pkg/CFR-2021-title2-vol1/pdf/CFR-2021-title2-vol1-part170-appA.pdf.

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act.

1. Federal awards to individuals who apply for or receive federal awards as natural persons (e.g., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
2. Federal awards to entities that had a gross income, from all sources, of less than $300,000 in the entities' previous tax year; and
3. Federal awards, if the required reporting would disclose classified information.

**d. Safeguarding Data Including Personally Identifiable Information (PII)**

Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and TEGL

39-11 (issued June 28, 2012). All such activity conducted by ETA and/or recipient(s) will be performed in a manner consistent with applicable state and federal laws.

By submitting a grant application, you agree to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing the handling of confidential information: You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.

i. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.
ii. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the ETA standards for information security described in TEGL NO. 39-11 and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.
iii. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.
iv. You further acknowledge that all PII data obtained through your ETA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient managed IT services, (e.g., Yahoo mail), is strictly prohibited unless approved by ETA.
v. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state laws.
vi. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data, as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
vii. You must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
viii. Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.

ix. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may be accessed only from secure locations.

x. PII data obtained by the recipient through a request from ETA must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.

xi. You must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.

xii. You must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

**e. Record Retention**

You must follow federal guidelines on record retention, which require that you maintain all records pertaining to grant activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR Part 200.333-.337 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

**f. Use of Contracts and Subawards**

You must abide by the following definitions of contract, contractor, subaward, and subrecipient.

**Contract:** Contract means a legal instrument by which a non-federal entity (defined as a state or local government, Indian tribe, institution of higher education (IHE), non-profit organization, for-profit entity, foreign public entity, or a foreign organization that carries out a federal award as a recipient or subrecipient) purchases property or services needed to carry out the project or program under a federal award. The term as used in this FOA does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward (see definition of Subaward below).

**Contractor:** Contractor means an entity that receives a contract as defined above in Contract.

**Subaward:** Subaward means an award provided by a pass-through entity (defined as a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program) 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. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**Subrecipient:** Subrecipient means a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program, but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

You must follow the provisions at 2 CFR 200.330-.332 regarding subrecipient monitoring and management. Also see 2 CFR Part 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on government-wide suspension and debarment found at 2 CFR Part 180 and codified at 2 Part CFR Part 2998.

#### g. Closeout of Grant Award

Any entity that receives an award under this Announcement must close its grant with ETA at the end of the final year of the grant. Information about this process may be found in ETA's Grant Closeout FAQ located at https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/GCFAQ.pdf.

### 3. Other Administrative Standards and Provisions

Except as specifically provided in this FOA, our acceptance of an application and an award of federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Uniform Guidance requires that an entity's procurement procedures ensure that all procurement transactions are conducted, as much as practical, to provide full and open competition. If an application identifies a specific entity to provide goods or services, the award does not provide the justification or basis to sole-source the procurement (i.e., avoid competition).

### 4. Special Program Requirements

#### a. ETA Evaluation

As a condition of grant award, grantees are required to participate in an evaluation, if undertaken by DOL. The evaluation may include an implementation assessment across grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). We may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grantees must agree to: (1) make records available to the evaluation contractor on participants, employers, and funding; (2) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits; and (3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants; and

(4) follow evaluation procedures as specified by the evaluation contractor under the direction of DOL.

**b. Performance Goals**

Please note that applicants will be held to outcomes provided, and failure to meet those outcomes may result in technical assistance or other intervention by ETA, and may also have a significant impact on decisions about future grants with ETA.

c. **Grant Performance Management System Development**

The Department anticipates that it will begin development soon on the Grant Performance Management System (GPMS) for NFJP. Once launched, DOL anticipates that GPMS will serve as the primary mechanism for grantees to enter, track, and submit the participant data that feeds into generating grantees Quarterly Performance Reports (QPR) through the Workforce Integrated Performance System (WIPS). DOL will provide subsequent guidance regarding requirements for using GPMS. This new GPMS system will help grantees to more effectively manage participant cases, business processes, and performance data. As appropriate, the Department will provide opportunities for grantees to provide input to the development process. Participation may include providing input to the program business requirements and user acceptance testing process.

d. **WIOA Performance Indicators**

Applicants are not required to propose targets for WIOA performance indicators in their application for this FOA because the Department plans to use the Employment and Training Administration's statistical adjustment model results as departure points to negotiate and establish targets for WIOA performance indicators. See Appendix D to view proposed goals for WIOA performance indicators. The statistical adjustment model factors demographic information for participants served by grantees, economic factors in states, and contextual variables from Local Area Unemployment Statistics, the Quarterly, Census of Employment and Wages, and the American Community Survey. Within the three months after award, the Department will establish final goals for WIOA performance indicators for each selected grantee and incorporate them into every NFJP grant agreement. Please note that applicants will be held to performance goals provided, and failure to meet those targets may result in technical assistance or other intervention by ETA, and may also have a significant impact on decisions about future grants with ETA.

**Career Services and Training Grants Performance Indicators**

WIOA Section 116(b)(2)(A) and 20 CFR 685.400 establish six primary indicators of performance used to determine the effectiveness of NFJP grantees providing career services and training. Additional information on these performance indicators is described in the TEGL No. 14-18, including Appendix III – Table C and Attachment 7. See Appendix X of this FOA to see proposed targets for WIOA performance indicators.

If a grantee plans to enroll adult participants, the Department will establish goals for the following adult performance indicators:

**NFJP Adult Measures:**

- Employment Rate - 2nd Quarter After Exit: Percentage of participants in unsubsidized employment during the second quarter after exit;
- Employment Rate - 4th Quarter After Exit: Percentage of participants who are in unsubsidized employment during the fourth quarter after exit;
- Median Earnings - 2nd Quarter After Exit: Median earnings of participants who are in unsubsidized employment during the second quarter after exit;
- Credential Attainment: Percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent during participation in or within one year after exit. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program;
- Measurable Skill Gains: Percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment; and
- Effectiveness in Serving Employers: Percentage of participants who exit and are employed with the same employer in the second and fourth quarters after exit.

If a grantee plans to enroll youth participants, the Department will establish goals for the following youth performance indicators:

**NFJP Youth Measures:**

- Education and Employment Rate - 2nd Quarter After Exit: Percentage of participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit;
- Education and Employment Rate - 4th Quarter After Exit: Percentage of participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program;
- Median Earnings - 2nd Quarter After Exit: Median earnings of participants who are in unsubsidized employment during the second quarter after exit;
- Credential Attainment: The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program;
- Measurable Skill Gains: Percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary

credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, toward such a credential or employment; and

- Effectiveness in Serving Employers: Percentage of participants who exit and are employed with the same employer in the second and fourth quarters after exit.

In general, in NFJP, grantees provide services to individuals as a reportable individual or a participant. Reportable individuals are not counted towards performance calculations and participants are counted towards performance calculations. As stated in TEGL No. 18-16 Change 1, a “reportable individual” for NFJP is an individual who receives only related assistance services that (1) does not require significant involvement or grantee staff time; and (2) does not require a career assessment by grantee staff of an individual’s skills, education, or career objectives. Further, an NFJP participant must complete the following requirements: eligibility determination, career assessment, and receipt of at least one of the five program elements (e.g. career services, training services, housing services, youth services, and/or certain related assistance services).

Career Services and Training grantees will track and report the number of individuals receiving only related assistance services through WIPS.

- Individuals receiving only related assistance services do not count in the performance calculations and are allowable under the statute; and
- While the Department does not limit the numbers of participants receiving related assistance services only, Career Services and Training grant applicants must describe in detail how they will maximize the number of eligible participants receiving career services, training services, and youth services to realize the program’s purpose.

e. **Additional Performance Indicators**

Under this FOA, applicants are required to propose goals for additional performance indicators for program year 2024. These additional performance indicators include outreach contacts, participant enrollment levels, which is also referred to as the minimum number of participants enrolled in this FOA, and subset of performance indicators to measure progress towards achieving goals for a minimum of two good job principles. The Department will establish final goals for these additional performance indicators within three months after the award and will incorporate them into every NFJP grant agreement. The goals for these additional performance indicators for program year 2024 will be used to negotiate and establish goals for the three subsequent years of this four-year NFJP competition cycle.

# C. REPORTING

You must meet DOL reporting requirements. Specifically, you must submit the reports and documents listed below to DOL electronically.

**1. Quarterly 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 (PMS). 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.

**2. Quarterly Performance Reports**

An award recipient must submit a quarterly performance report by the 15th day of the second month after each calendar-year quarter. The report must include quarterly information on interim indicators and performance goals. The last quarterly progress report will serve as the grant's Final Performance Report. This report must provide both quarterly and cumulative information on the grant performance.

ETA Form 9172 (DOL-Only PIRL) is the data layout that provides a standardized set of data elements, definitions, and reporting instructions used to describe the characteristics, activities, and outcomes of WIOA participants. The PIRL provides a framework to help the public workforce development system meet federal reporting requirements while ensuring consistency and comparability across grant recipients and programs. NFJP grant recipients submit the DOL-Only PIRL, ETA Form 9172, quarterly for performance accountability. PIRL data elements required explicitly for the NFJP are noted in the column labeled "National Farmworker Jobs Program." NFJP grant recipients must submit performance reports through the Workforce Integrated Performance System (WIPS). The Quarterly Performance Reports (QPR) ETA Form 9173 is a report auto generated by WIPS from the PIRL data file for CST grant recipients. The QPR ETA Form 9173 provides a snapshot of the CST grant's progress to date.

Submission requirements will be provided upon award. We will also provide you with guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

**3. Quarterly Narrative Performance Reports**

In addition to the Quarterly Performance Report, award recipients are required to submit quarterly and final narrative reports on grant activities funded under this award. All reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31.

a. The last quarterly progress report that award recipients submit will serve as the grant's Final Performance Report. This report should provide both ***quarterly and cumulative*** information on the award's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.
b. The award recipient shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.
c. The award recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

# VII. AGENCY CONTACTS

For further information about this FOA, please contact NFJP.OGM@dol.gov, Grants Management Specialist, Office of Grants Management, at 000-000-0000. Applicants should email all technical questions to NFJP.OGM@dol.gov and must specifically reference FOA-ETA-24-15, and along with question(s), include a contact name, and phone number. This Announcement is available on the ETA website at https://www.dol.gov/agencies/eta/grants and at https://www.grants.gov.

# VIII. OTHER INFORMATION

## A. WEB-BASED RESOURCES

DOL maintains a number of web-based resources that may be of assistance to applicants. These include the CareerOneStop portal (https://www.careeronestop.org), which provides national and state career information on occupations; the Service Locator function within the CareerOneStop webpage which provides a directory of the nation's American Job Centers, also known as one-stop centers, (https://www.careeronestop.org/LocalHelp/service-locator.aspx); and the Occupational Information Network (O*NET) Online (https://online.onetcenter.org), which provides occupational competency profiles.

## B. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS

ETA supports an Industry Competency Model Initiative to promote an understanding of the skill sets and competencies that are essential to an educated and skilled workforce. A competency model is a collection of competencies that, taken together, define successful performance in a particular work setting. Competency models serve as a starting point for the design and implementation of workforce and talent development programs. To learn about the industry-validated models, visit the Competency Model Clearinghouse (CMC) at https://www.careeronestop.org/CompetencyModel. The CMC site also provides tools to build or customize industry models, as well as tools to build career ladders and career lattices for specific regional economies.

## C. WORKFORCEGPS RESOURCES

We encourage you to view the information on workforce resources gathered through consultations with federal agency partners, industry stakeholders, educators, and local practitioners, and made available on WorkforceGPS at https://www.workforcegps.org.

We encourage you to view the online tutorials, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants,” and “Grants Application 101: Budgetary Forms - SF-424, 424A, 424B, and Budget Narrative” available through WorkforceGPS at https://grantsapplicationandmanagement.workforcegps.org/resources/2022/05/10/15/23/How-to-Apply-for-a-Grant.

We created Workforce System Strategies to make it easier for the public workforce system and its partners to identify effective strategies and support improved customer outcomes. The collection highlights strategies informed by a wide range of evidence, such as experimental studies and implementation evaluations, as well as supporting resources, such as toolkits. We encourage you to review these resources by visiting https://strategies.workforcegps.org.

We created a technical assistance portal at https://grantsapplicationandmanagement.workforcegps.org/ that contains online training and resources for fiscal and administrative issues. Online trainings available include, but are not limited to, Introduction to Grant Applications and Forms, Indirect Costs, Cost Principles, and Accrual Accounting.

Additionally, we encourage you to view the NFJP resources available on WorkforceGPS-Agricultural Connection community of practice site. For example, the Core Monitoring Guide (CMG) and the Supplement to the CMG, which is a tool that Federal staff use to assess the compliance of a grant recipient in meeting the requirements outlined in the grant agreement.

## D. SKILLSCOMMONS RESOURCES

SkillsCommons (https://www.skillscommons.org) offers an online library of curriculum and related training resources to obtain industry-recognized credentials in manufacturing, IT, healthcare, energy, and other industries. The website contains thousands of Open Educational Resources (OER) for job-driven workforce development, which were produced by grantees funded through DOL's Trade Adjustment Assistance Community College and Career Training (TAACCCT) program. Community colleges and other training providers across the nation can reuse, revise, redistribute, and reorganize the OER on SkillsCommons for institutional, industry, and individual use.

# IX. OMB INFORMATION COLLECTION

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 50 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 N1301, 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.

This information is being collected for the purpose of awarding a grant. DOL will use the information collected through this "Funding Opportunity Announcement" to ensure that grants are awarded to the applicants best suited to perform the functions of the grant. This information is required to be considered for this grant.

Signed 03/05/2024 in Washington, D.C. by:
Carla Wills
Grant Officer, Employment and Training Administration

# APPENDIX A: Program Years 2020-2023 Significant Migrant and Seasonal Farmworker States

- Florida
- Texas
- California
- Oregon
- Washington
- Puerto Rico
- Colorado
- Arizona
- New Mexico
- Michigan
- South Carolina
- North Carolina
- Idaho
- Georgia
- Iowa
- Virginia
- Kentucky
- Ohio
- Minnesota
- Missouri
- Arkansas
- New York
- Wisconsin

The Significant Migrant and Seasonal Farmworker lists are also available on the Performance and Reporting | U.S. Department of Labor (dol.gov) site.

# APPENDIX B: Examples of Good Jobs Principles for Program Design

In 2022, the Departments of Labor and Commerce published The Good Jobs Principles to foster a shared federal vision of job quality. Applicants for this grant must embed job quality into their program design to ensure meaningful impact on, and benefit to, the identified sector(s)workforce. To support participant's increased access to good jobs, applicants are required to incorporate a minimum of two Good Jobs Principles, described below. Additionally, the Department provides examples below each principle for how each may be considered and addressed. Applicants are required to provide details. For example, if an applicant selects benefits as one of the principles, applicants must describe the benefits that an employer provides to workers.

1. *Recruitment and Hiring:* Qualified job applicants are actively recruited – especially those from underserved communities. Applicants are free from discrimination, including unequal treatment or application of selection criteria that are unrelated to job performance. This includes minimizing the use of screening and evaluation criteria that could disadvantage the candidacy of persons with disabilities and other barriers that disproportionately affect historically marginalized populations, such as requiring a driver's license absent a showing that the requirements are job-related and consistent with business necessity. Applicants are evaluated with relevant skills-based requirements. Unnecessary educational, credentials, or experience requirements also are minimized. **Examples of approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers who implement hiring strategies meant to counter conscious and unconscious biases and screening practices that do not eliminate individuals based on degrees.
- Applicant partners with employers who recruit from communities underrepresented in the workforce that take into account cultural competencies that are relevant to these populations' history attaining and retaining jobs.
- Applicant partners with employers to recruit and hire workers with agriculture work experience.

2. *Benefits:* Provide family-sustaining benefits that promote economic security and mobility. These include health insurance, a retirement plan, workers' compensation benefits, work-family benefits such as paid leave and caregiving supports, and others that may arise from engagement with workers. Workers are empowered and encouraged to use these benefits. **Examples of approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers who provide benefits to full-time and part-time workers.
- Applicant partners with advocacy organizations and worker organizations to raise awareness and develop participants to be leaders in job quality movements that promote economic security and mobility for workers in identified sector(s).

3. *Diversity, Equity, Inclusion, and Accessibility:* All workers have equal opportunity. Workers are respected, empowered, and treated fairly. DEIA is a core value and practiced norm in the workplace. Individuals from underserved communities do not face systemic barriers in the workplace. Underserved communities are those that include persons adversely affected by persistent poverty, discrimination, or inequality, including Black, Indigenous, people of color; LGBTQ+ individuals; women; immigrants; veterans; individuals with disabilities; individuals in rural communities; individuals without a college degree; individuals with or recovering from substance use disorder; and justice-impacted individuals. **Examples of approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers with anti-harassment policies and trainings.
- Applicant develops materials indicating how partner employers have addressed barriers to the employment and career progression of individuals from underrepresented communities.
- Applicant partners with community organizations and other entities to inform participants about their rights under employment protection laws.
- Applicant creates or identifies an active community for participants to connect and share their experiences and perspectives on DEIA in the workplace and identify resources.

4. *Empowerment and Representation:* Workers can form and join unions. Workers can engage in protected, concerted activity without fear of retaliation. Workers contribute to decisions about their work, how it is performed, and organizational direction. **Examples of approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers that have a collective bargaining agreement entered by partner employers.
- Applicant partners with employers with commitments to labor peace.
- Applicant partners with employers that respond to and incorporate employee feedback.
- Applicant partners with employers with established project labor agreements, community workforce agreements, or other agreements covering work in the targeted occupation(s) in the planned service area.
- Applicant develops or identifies worker-centered groups where workers come together to amplify voices of workers and mobilize into collective action.

5. *Job Security and Working Conditions:* Workers have a safe, healthy, and accessible workplace, built on input from workers and their representatives. Workers have job security without arbitrary or discriminatory discipline or dismissal. They have adequate hours and predictable schedules. The use of electronic monitoring, data, and algorithms is transparent, equitable, and carefully deployed with input from workers. Workers are free from harassment, discrimination, and retaliation at work. Workers are properly classified under applicable laws. Temporary or contractor labor solutions are minimized. **Examples of approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers that have developed employee handbooks and other human resource practices.
- Applicant partners with employers that have created established policies on electronic surveillance or typical policies for the target occupation(s) and how the applicant will engage those policies.
- Applicant increases participants’ awareness of employment protections and procedures to submit complaints regarding employment violations.

6. *Organizational Culture:* All workers belong, are valued, contribute meaningfully to the organization, and are engaged and respected especially by leadership. **Examples of**

**approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers that review and put into practice media reports on widely adopted practices that foster healthy workplace cultures in the target occupation(s).
- Applicant partners with employers with commitments and policies promoting healthy workplace cultures.

7. *Pay:* All workers are paid a stable and predictable living wage before overtime, tips, and commissions. Workers' pay is fair, transparent, and equitable. Workers' wages increase with increased skills and experience. **Examples of approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers that have fair and equal pay schedules and career ladders.
- Applicant partners with employers that have average salaries for new hires in the target occupation(s).
- Applicant partners with employers that provide information about the cost of living in the service areas to employees.

8. *Skills and Career Advancement:* Workers have equitable opportunities and tools to progress to future good jobs within their organizations or outside them. Workers have transparent promotion or advancement opportunities. Workers have access to quality employer- or labor-management-provided training and education. **Examples of approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers that have established career ladders or schedules and criteria for regular opportunities for promotion for their employees.
- Applicant partners with employers that have skills and training opportunities for their employees.

# APPENDIX C: Suggested Abstract Format

Applicant may tailor this template as needed to fit the proposed application.

| |
|---|
| Unique Entity Identifier (UEI): |
| Name of applicant's organization: |

| |
|---|
| Project Title: |
| Total Funding Level Requested for PY 2024-2027: |
| Proposed Service Area (State and County or Count(ies) within a state to be served): |
| 1-3 selected sector(s) (industry or clusters of occupations) (for example, 1-3 selected sectors may include agriculture, manufacturing, hospitality or 1 selected sector may include agriculture only). Note, if an applicant is providing services in multiple counties within a state, they must identify one to three proposed sector(s) for each county. The selected sector(s) may be the same one to three sector(s) across each county or may vary: |
| Minimum of two Good Jobs Principles that applicants plan to incorporate in the project design for participants enrolled in career services and training (include subset of performance indicators to measure progress towards achieving goals for good job principles include): |
| Project Purpose (short paragraph): |
| Population being served/intended beneficiaries, including 1. target population such as adult participants, youth participants, or adult and youth participants, and 2. eligible migrant and seasonal farmworkers and their dependents who belong to underserved communities: |
| If applicable, the minimum number of adult participants to be enrolled in program year 2024, including new participants and participants carried over from previous year: |
| If applicable, the minimum number of youth participants to be enrolled in program year 2024, including new participants and participants carried over from previous year: |
| The number of outreach contacts for program year 2024: |
| The total cost-per-participant range: |

| Activities to be performed: |
|---|
| Subrecipient activities, if applicable: |

# APPENDIX D: Proposed Goals for Workforce Innovation and Opportunity Act Performance Indicators

Program Year 2024 Adult Program Goals

| State | Employer Effectiveness | 2nd Qtr. Employment | 4th Qtr. Employment | Median Earnings | Credential Rate | Measurable Skills Gains |
|---|---|---|---|---|---|---|
| AL | 60.54 | 64.64 | 60.39 | $5,032 | 53.06 | 58.65 |
| AR | 60.87 | 64.69 | 60.31 | $5,495 | 52.74 | 59.08 |
| AZ | 60.48 | 64.62 | 60.75 | $4,289 | 53.17 | 58.93 |
| CA | 60.65 | 64.74 | 60.56 | $4,949 | 53.33 | 59.03 |
| CO | 61.12 | 64.90 | 61.40 | $5,455 | 52.83 | 59.07 |
| CT | 61.55 | 64.48 | 60.78 | $5,682 | 53.31 | 59.30 |
| DE | 60.83 | 64.41 | 60.18 | $4,197 | 52.44 | 58.98 |
| FL | 60.57 | 64.90 | 60.79 | $4,781 | 52.82 | 58.97 |
| GA | 60.54 | 65.10 | 61.09 | $4,983 | 53.18 | 58.74 |
| HI | 62.27 | 64.10 | 60.93 | $4,748 | 52.68 | 59.14 |
| IA | 61.42 | 65.23 | 61.62 | $5,752 | 53.99 | 59.26 |
| ID | 61.01 | 65.10 | 61.18 | $5,614 | 53.53 | 59.11 |
| IL | 61.87 | 65.19 | 61.83 | $5,292 | 53.31 | 59.22 |
| IN | 61.15 | 64.92 | 61.41 | $5,333 | 53.48 | 59.06 |
| KS | 61.83 | 65.75 | 61.97 | $6,270 | 53.73 | 59.41 |
| KY | 61.71 | 65.12 | 61.24 | $6,270 | 54.00 | 59.21 |
| LA | 60.80 | 64.59 | 60.53 | $5,551 | 52.81 | 59.07 |
| MA | 61.18 | 64.74 | 60.62 | $5,041 | 52.50 | 59.09 |
| MD | 60.83 | 64.41 | 60.18 | $4,197 | 52.44 | 58.98 |
| ME | 60.79 | 64.25 | 60.43 | $5,233 | 52.81 | 58.13 |
| MI | 60.69 | 64.76 | 60.93 | $5,270 | 53.67 | 59.02 |
| MN | 60.34 | 64.82 | 60.87 | $5,142 | 52.20 | 59.07 |
| MO | 61.94 | 65.11 | 61.37 | $5,340 | 52.86 | 59.06 |
| MS | 60.72 | 64.57 | 60.19 | $4,534 | 52.74 | 58.46 |

| State | Employer Effectiveness | 2nd Qtr. Employment | 4th Qtr. Employment | Median Earnings | Credential Rate | Measurable Skills Gains |
|---|---|---|---|---|---|---|
| MT | 61.88 | 64.66 | 61.21 | $4,912 | 53.52 | 59.03 |
| NC | 60.53 | 65.03 | 61.02 | $4,865 | 53.45 | 58.75 |
| ND | 60.73 | 64.96 | 61.21 | $5,462 | 52.82 | 59.07 |
| NE | 61.57 | 65.51 | 61.83 | $6,050 | 53.63 | 59.43 |
| NH | 61.64 | 64.89 | 61.66 | $5,612 | 54.44 | 59.33 |
| NJ | 61.02 | 64.72 | 60.42 | $4,973 | 53.05 | 59.11 |
| NM | 60.96 | 64.92 | 61.20 | $5,388 | 52.71 | 58.96 |
| NV | 61.08 | 64.46 | 60.98 | $4,715 | 53.37 | 58.98 |
| NY | 61.19 | 64.79 | 60.67 | $4,789 | 52.70 | 59.08 |
| OH | 60.95 | 64.84 | 60.69 | $5,365 | 53.36 | 59.05 |
| OK | 62.20 | 64.93 | 61.33 | $6,270 | 54.03 | 59.18 |
| OR | 61.21 | 64.59 | 61.11 | $4,197 | 52.90 | 59.04 |
| PA | 60.89 | 64.67 | 60.62 | $5,175 | 53.48 | 59.21 |
| PR | 61.02 | 65.30 | 60.95 | $5,108 | 53.13 | 59.15 |
| RI | 61.55 | 64.48 | 60.78 | $5,682 | 53.31 | 59.30 |
| SC | 60.32 | 64.81 | 60.49 | $4,197 | 52.69 | 58.85 |
| SD | 62.40 | 65.28 | 61.87 | $6,207 | 53.99 | 59.40 |
| TN | 61.73 | 65.07 | 61.57 | $5,890 | 54.31 | 59.18 |
| TX | 60.74 | 65.20 | 61.32 | $5,376 | 52.59 | 59.01 |
| UT | 61.87 | 65.43 | 61.85 | $5,505 | 54.16 | 59.26 |
| VA | 60.89 | 64.84 | 60.94 | $5,455 | 54.39 | 58.88 |
| VT | 62.25 | 64.85 | 61.08 | $6,270 | 54.08 | 59.43 |
| WA | 60.97 | 65.24 | 61.45 | $5,859 | 53.29 | 59.25 |
| WI | 61.33 | 64.61 | 61.31 | $5,380 | 53.36 | 59.17 |
| WV | 60.89 | 64.84 | 60.94 | $5,455 | 54.39 | 58.88 |
| WY | 60.64 | 64.87 | 61.15 | $5,209 | 52.48 | 59.22 |

Program Year 2024 Youth Program Goals

| State | Employer Effectiveness | 2nd Qtr. Employment | 4th Qtr. Employment | Median Earnings | Credential Rate | Measurable Skills Gains |
|---|---|---|---|---|---|---|
| AL | 61.17 | 64.76 | 61.14 | $5,130 | 53.78 | 59.10 |
| AR | 62.74 | 65.00 | 61.44 | $5,150 | 53.64 | 59.14 |
| AZ | 60.38 | 65.01 | 61.17 | $5,045 | 53.09 | 59.07 |
| CA | 60.85 | 64.80 | 60.91 | $5,254 | 53.25 | 59.11 |

| | | | | | | |
|---|---|---|---|---|---|---|
| CO | 61.68 | 64.44 | 60.73 | $5,146 | 53.24 | 59.07 |
| CT | 61.90 | 63.55 | 59.65 | $4,489 | 52.71 | 59.13 |
| DE | 59.77 | 65.43 | 60.69 | $4,353 | 53.02 | 59.17 |
| FL | 58.91 | 65.05 | 61.24 | $4,566 | 53.63 | 58.96 |
| GA | 59.75 | 65.05 | 61.34 | $5,130 | 53.28 | 59.15 |
| HI | 62.90 | 63.67 | 59.26 | $5,698 | 53.21 | 58.89 |
| IA | 62.18 | 64.46 | 60.47 | $5,760 | 53.53 | 59.10 |
| ID | 60.47 | 64.22 | 60.60 | $4,197 | 53.18 | 59.11 |
| IL | 63.27 | 64.21 | 61.21 | $6,270 | 54.00 | 59.17 |
| IN | 61.86 | 64.53 | 60.40 | $5,279 | 53.38 | 59.06 |
| KS | 61.00 | 64.90 | 61.00 | $5,180 | 53.20 | 59.10 |
| KY | 61.00 | 64.90 | 61.00 | $5,180 | 53.20 | 59.10 |
| LA | 60.74 | 65.71 | 61.22 | $5,130 | 53.95 | 59.17 |
| MA | 60.35 | 64.98 | 60.70 | $4,197 | 52.68 | 58.96 |
| MD | 59.77 | 65.43 | 60.69 | $4,353 | 53.02 | 59.17 |
| ME | 60.15 | 65.32 | 61.32 | $5,326 | 53.98 | 59.09 |
| MI | 59.90 | 64.45 | 59.93 | $4,454 | 52.69 | 59.06 |
| MN | 60.43 | 65.41 | 60.29 | $4,696 | 52.55 | 59.16 |
| MO | 62.90 | 64.68 | 61.42 | $6,156 | 53.87 | 59.14 |
| MS | 60.52 | 64.49 | 61.65 | $4,503 | 53.60 | 58.66 |
| MT | 62.31 | 64.63 | 60.85 | $5,982 | 54.21 | 59.17 |
| NC | 59.59 | 64.69 | 60.94 | $4,481 | 53.09 | 59.02 |
| ND | 60.56 | 65.33 | 60.77 | $4,944 | 52.85 | 59.16 |
| NE | 62.09 | 64.63 | 60.62 | $5,673 | 53.25 | 59.14 |
| NH | 62.34 | 63.97 | 59.98 | $4,858 | 53.67 | 59.17 |
| NJ | 60.14 | 64.85 | 60.46 | $4,918 | 52.99 | 59.14 |
| NM | 60.89 | 65.47 | 61.67 | $5,652 | 53.32 | 59.16 |
| NV | 61.18 | 63.25 | 60.01 | $4,610 | 53.32 | 59.03 |
| NY | 59.97 | 64.36 | 60.10 | $4,197 | 52.74 | 59.16 |
| OH | 60.17 | 64.65 | 60.65 | $4,197 | 53.09 | 59.17 |
| OK | 62.35 | 64.51 | 60.70 | $6,270 | 53.92 | 59.17 |
| OR | 62.17 | 63.60 | 60.15 | $4,303 | 52.82 | 59.07 |
| PA | 59.66 | 64.27 | 59.54 | $4,851 | 52.59 | 59.16 |
| PR | 60.44 | 65.67 | 62.01 | $5,134 | 52.26 | 58.99 |
| RI | 61.90 | 63.55 | 59.65 | $4,489 | 52.71 | 59.13 |
| SC | 59.43 | 65.66 | 61.11 | $4,197 | 53.47 | 59.05 |
| SD | 61.00 | 64.90 | 61.00 | $5,180 | 53.20 | 59.10 |
| TN | 62.47 | 64.28 | 60.97 | $5,698 | 53.84 | 59.14 |

| State | Employer Effectiveness | 2nd Qtr. Employment | 4th Qtr. Employment | Median Earnings | Credential Rate | Measurable Skills Gains |
|---|---|---|---|---|---|---|
| TX | 61.04 | 65.86 | 62.39 | $5,695 | 53.12 | 59.13 |
| UT | 61.28 | 64.35 | 60.83 | $5,563 | 54.23 | 59.07 |
| VA | 60.27 | 65.08 | 60.29 | $5,107 | 52.82 | 59.07 |
| VT | 61.77 | 63.83 | 59.56 | $5,676 | 52.97 | 59.17 |
| WA | 60.82 | 64.64 | 60.37 | $4,668 | 52.87 | 59.10 |
| WI | 62.48 | 64.03 | 60.35 | $6,270 | 53.55 | 59.11 |
| WV | 60.27 | 65.08 | 60.29 | $5,107 | 52.82 | 59.07 |
| WY | 60.25 | 65.44 | 60.17 | $4,884 | 52.47 | 59.17 |