

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION ONP\DSFP
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ADVISORY : Farmworker Program Bulletin No. 2004-01
TO : All National Farmworker Jobs Program Grantees
FROM : Alina M. Walker *amwalker*
Chief,
Division of Migrant and Seasonal Farmworker Programs
SUBJECT : Preparation and Submission of Program Year (PY) 2004 Grant Plans for the National Farmworker Jobs Program (NFJP)

1. **PURPOSE.** To provide instructions and procedures for preparation and submission of the National Farmworker Jobs Program (NFJP) grant plans under the Workforce Investment Act (WIA) Section 167 for Program Year (PY) 2004.
2. **REFERENCES.** Federal Register/Vol.68, No. 74, April 17, 2003, Notice of Solicitation for Grant Applications (SGA); National Farmworker Jobs Program; Housing Assistance for Migrant and Seasonal Farmworkers.
3. **BACKGROUND.** Pursuant to the Notice of Solicitation for Grant Applications published in the Federal Register, April 17, 2003, NFJP grantees were selected for PY 2003.
4. **POLICY ITEMS.**
 - a) General Requirement: NFJP Grantees are required to submit a grant modification for funding their PY 2004 NFJP in accordance with the instructions provided herein.
 - b) NFJP Formula Allocations for PY 2004: Funds are allocated to the state service delivery areas using the Census of Agriculture based allocation formula as published in the Federal Register. For PY 2004, no grantee receives less than 85% of its PY 1998 allocation. The total amount allocated under the formula is \$71,786,943. A copy of the PY 2004 allocation table is included with this Bulletin. Please refer to the Federal Register Notice announcing the PY 2004 allocations for an explanation of the allocations provided in the table.

RESCISSIONS None	EXPIRATION DATE
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c) Administrative Costs Limitation: ETA policy expressed in Farmworker Program Bulletin No. 2002-02 limits the administrative costs of the NFJP under WIA Section 167. The Bulletin provides:

- The base for computing the administrative cost limitation under WIA is the allotment for the program year. (The base excludes prior-year carryover funds.)
- The baseline administrative cost limitation is 15 percent of the PY 2004 allocation.
- Grantees may request approval of a higher rate by submitting justification for any increase requested in excess of the 15 percent baseline. The maximum allowable administrative cost is 20 percent of the PY 2004 allocation.

d) Grantee Reporting Requirements

Participant Termination Reporting Requirement under the Workforce Investment Act Standardized Program Reporting (WIASPR): Maintenance of standardized records for all participants is a requirement of WIA Section 185 (a) (3). The WIASPR was developed as the standardized participant records system for the WIA Section 167 programs, and it is the system for collection of data used to determine performance.

NFJP grantees are now required to provide individual participant termination data for those participants terminating during PY 2004 on a quarterly basis and to collect and report the follow-up results for retention and wage gain for a 5th and 6th quarters.

Program Activity Reporting Requirements: Participant activity is reported quarterly on the "NFJP Participant Status Summary" and financial activity is reported on the "NFJP Financial Status Summary". These reports must be submitted electronically using the Department's "Enterprise Information Management System" (EIMS). The report information must be entered electronically for all quarter periods and cumulatively for the entire Program Year. For assistance, please contact Amanda Denogean at (202) 693-3771 or at denogean.amanda@dol.gov

Copies and instructions for the four quarterly planning and reporting forms may be downloaded from our Web site at <http://wdsc.doleta.gov/msfw/html/resource.asp>. Next, open the section "NFJP Grantee Planning and Reporting Forms".

Grantees are required to maintain their staff technology capacity at or better than the level described in the approved PY 2003 plan. Grantees are also required to provide the appropriate technological capacity required for the appropriate staff to submit quarterly reports under the EIMS.

d) **Goals and Performance Indicators:** The mission of the NFJP is to assist migrant and seasonal farmworkers and their families achieve economic self-sufficiency through job training and through other services that address their employment-related needs. To help us advance our program's mission effectively and efficiently, the Government Performance and Results Act requires us to develop goals and measurable indicators of performance. The WIA regulations at 20 CFR 669.500, which adopt the core indicators of performance described in 20 CFR 666, require NFJP grantees to establish a goal for job retention in unsubsidized employment at 6-months.

The national indicators of performance and goals established for the NFJP in PY 2004 are stated below:

1. **Entered Employment Rate** - The number of MSFWs who enter unsubsidized employment divided by the sum of the number of MSFWs who receive intensive or training services, and, have exited the program (during the program year.)
2. **Retention in Unsubsidized Employment Rate** - The number who are employed at any time within the last 90 days of the six-month follow-up date divided by the number of Migrant and Seasonal Farmworkers (MSFWs) placed in unsubsidized employment.
3. **Earnings Gain** - (Pre and post employment comparison of earnings). To compute the 6-month Earnings Gain, the income from employment prior to program participation (for a 12-month period divided by 2), is subtracted from the employment income earned during the six-month period following placement into unsubsidized employment.
4. **Educational/Occupational Credential Achievement Rate** - The number of MSFWs receiving an educational or occupational credential/certificate divided by the number of MSFWs exiting after participating in an educational/occupational credentialing activity.

A model-adjusted performance standard that accounts for the local demographic and economic variances by state is not available at this time. The PY 2002 national performance exceeded 80% for the Entered Employment, Employment Retention and Credential rates. Performance through the second quarter of PY 2003 exceeded 80% for each rate. The 6-month wage gain exceeded \$4,400. For PY 2004, the National Grantee Performance measures will remain in place. We are amending the goals for PY 2004 to levels that are more closely in line with recent performance. Therefore, the national goals for the Entered Employment and Employment Retention rates are 75%. The Educational/Occupational Credential Rate goal is 70%. The goal for the Average Earnings Gain is increased to \$3,200.

5. **PY 2004 PLAN REQUIREMENTS.** For PY 2004, grantees are required to submit a PY 2004 NFJP Grant Package comprised of the following:

- a. SF 424: Prepare your "Application for Federal Assistance", SF 424. The PY 2004 *Catalog of Federal Domestic Assistance (CFDA)* number for the WIA Section 167 Migrant and Seasonal Farmworker Programs is "17-264". It is entered under item 10.
- b. Propose performance goals for each measure and a description of your strategies during the year for their attainment.
- c. Grant Plan Narrative:
 - 1) Describe any amendments to your plan for PY 2004 that differ from the approved PY 2003 plan. Include any new initiatives or modifications intended for PY 2004, consistent with the requirements of the April 17, 2003, Notice of Solicitation for Grant Applications (SGA) for the National Farmworker Jobs Program.
 - 2) Provide a description of your progress at increasing farmworkers' access to workforce investment services by contributing to the continued movement of the One Stop Career Center system towards universality and integrated service delivery. The description should include a statement on the progress made for the activities implemented during PY 2003 to remove barriers and disincentives to serving farmworkers and to increase the access migrant and seasonal farmworkers have to services provided by other One Stop partner agencies.
 - 3) Achieving better integration of employment and training services funded under the NFJP with adult and dislocated worker formula-funded job training and related services is a major policy goal for the workforce development system. This policy goal was set out in the SGA for the NFJP in PY 2003 and has been pursued more recently through a series of "dialogues" that brought together NFJP grantees, representatives of Workforce Investment Boards as well as other stakeholders for strategic discussions about how to make stronger system integration a reality. Better integration of services within the One-Stop Career Center system can significantly increase the number of farm workers who receive high quality workforce development services that lead to improved employment and earnings. Grantees should describe the strategic planning and operational steps they will take to strengthen the integration of employment and training services in their service areas. Examples of strategic planning and operational steps likely to have a significant impact on services integration are:

Strategic planning

- Participation in local and/or state activities to develop the WIA five-year plan of services. All states will submit a new WIA five-year plan within the next year. NFJP grantees should participate in, or provide comments on, this strategic planning process to help focus workforce system planning on the employment and training needs of farmworkers.

- Assist Workforce Investment Boards to get more agricultural employers involved in strategic planning efforts and efforts to strengthen the local service delivery system to meet employer needs.
- Participate in, or initiate, activities to connect workforce development and education with economic development planning. Work to assure that the scope of economic development planning anticipates making new job opportunities accessible to farmworkers and provides for the education and training needed to make these job opportunities broadly accessible.

Operational objectives

- Set co-enrollment goals that represent a significant increase in service opportunities available to farm workers and work with Workforce Investment Boards and One-Stop operators to achieve these goals.
 - Develop an agreement with Workforce Investment Boards and One-Stop Career Center operators to significantly increase the number (set a target number) of NFJP and One-Stop Career Center staff who are cross-trained in NFJP/adult and dislocated workers services and requirements.
 - Develop an agreement with Workforce Investment Boards and One-Stop Career Center operators to significantly increase (set target number) outreach to farm workers.
- d. Program Planning Summary (PPS): Provide a PY 2004 Program Planning Summary, ETA 9094. Grantees are also required to enter the PPS plan figures into the EIMS within 10 days following approval of your PY 2004 plans or by July 1, 2004.
- e. Budget Information Summary (BIS): Using the Budget Information Summary form ETA 9093, provide a PY 2004 budget plan for quarterly expenditures for administrative costs and program costs, breaking out projected costs for Related Assistance from that for all other program services.

Administrative Costs Limitation: Grantees requesting administrative costs in excess of 15 percent of their PY 2004 allotment are required to complete part 5d of the narrative outline. Grantees are also required to submit the BIS in the EIMS no later than July 1, 2004.

Carryover Limitation: It is the policy of the Division of Migrant and Seasonal Farmworker Programs to limit carryover funds to 20% of the prior year allocation. Except for termination and closeout costs, all PY 2003 funds carried into PY 2004 must be budgeted and expended on services to participants. None of these PY 2003 carryover funds may be budgeted for program administration. The cost of program administration associated with the PY 2003 funds that are expended during the PY 2004 period shall be paid by the PY 2004 administrative funds. In accordance with the requirements of WIA, all funds must be identified and accounted for by the year of appropriation. Grantees should expend the 2003 funds before expending PY 2004 funds. All PY 2003 funds unexpended as of September 30, 2004, will be returned to the Employment and Training Administration.

Your estimated carryover funds shall be entered on line item (II, A) of the BIS. You must make a simple analysis of the present status of your PY 2003 carryover funds by presenting in the "Remarks" section of the BIS, the following details:

(A) PY 04 Total Available Funds:	\$ _____
(B) Calculate 20 percent of line A:	\$ _____
(C) PY 03 Estimated Carryover from line IIA:	\$ _____
(D) Line B minus line C:	\$ _____

The amount of a negative figure on line D is the excess carryover amount that will be deducted from your PY 2004 allotment.

- f. **Submission Requirements:** Please prepare the PY 2004 Grant Plan as instructed above and submit your plan (no 3-ring binders) as follows:
1. Number all narrative pages and properly label attachments or enclosures.
 2. Provide four copies, three of which must have original signatures on the SF-424.
 3. Transmit the complete grant package to:

Alina M. Walker, Chief
 Division of Seasonal Farmworker Programs
 Employment and Training Administration
 200 Constitution Ave., NW, Room S-4206
 Washington, D.C. 20210

- g. Your grant package should be received no later than May 1, 2004.

ENCLOSURES: PY 2004 national allocations
 PY 2004 CA sub-state allocations
 PY 2002 Performance Summary table

U. S. Department of Labor
Employment and Training Administration
National Farmworker Jobs Program
PY 2004 Allocations to States

State	Allocation
Total	\$71,786,943
Alabama	673,060
Alaska	0
Arizona	1,648,433
Arkansas	992,298
California	19,240,521
Colorado	951,549
Connecticut	291,174
Delaware	120,711
Dist of Columbia	0
Florida	3,936,703
Georgia	1,454,873
Hawaii	213,866
Idaho	1,034,710
Illinois	1,366,190
Indiana	888,991
Iowa	1,117,235
Kansas	1,034,325
Kentucky	1,149,721
Louisiana	676,627
Maine	278,287
Maryland	348,797
Massachusetts	298,373
Michigan	905,509
Minnesota	1,083,559
Mississippi	1,231,687
Missouri	936,141
Montana	567,111
Nebraska	1,047,378
Nevada	170,676
New Hampshire	96,797
New Jersey	669,757
New Mexico	896,446
New York	1,573,067
North Carolina	2,555,103
North Dakota	584,378
Ohio	1,212,381
Oklahoma	1,224,269
Oregon	1,392,460
Pennsylvania	1,486,108
Puerto Rico	2,696,308
Rhode Island	37,232
South Carolina	918,090
South Dakota	588,939
Tennessee	814,129
Texas	6,421,730
Utah	276,233
Vermont	181,164
Virginia	880,975
Washington	2,168,988
West Virginia	186,426
Wisconsin	1,044,821
Wyoming	222,637

California Grantee Allocations Program Year 2004

<u>Grantee</u>	<u>distribution</u>	<u>PY 2004 Allocation</u>
CALIFORNIA--formula allocation--TOTAL	100.00%	\$ 19,240,521
Center for Emplyment and Training, Inc.	41.0735%	\$ 7,902,755
Central Valley Opportunity Centers, Inc.	9.6465%	\$ 1,856,037
Kern County--Employers Traininig Resources	10.5478%	\$ 2,029,452
Proteus, Inc.	19.7661%	\$ 3,803,101
California Human Development Corporation	18.9661%	\$ 3,649,176
SUM Total for PY 2004		\$ 19,240,521

PY 2002 Preliminary Grantee Performance for the NFJP

PY 2002 Performance Results (as of March 22, 2004)

State	Grantee	Average Earnings Gain	Educ/Occup Credential Rate	Entered Employment Rate	Employment Retention Rate
	National Total	\$4,486	82.2%	84.3%	82.7%
	(National Goal)	\$2,728	n/a	63.0%	75.0%
AL*	Alabama	n/a	n/a	2.8%	n/a
AR	AR Human Development Corp.	\$4,696	100.0%	100.0%	94.0%
AZ	Portable Practical Educ. Preparat	\$3,987	51.5%	100.0%	74.6%
CA	Employers Training Resource Co	\$6,049	83.9%	82.9%	62.1%
CA	Center for Employment Training	\$4,285	100.0%	100.0%	73.9%
CA	Proteus, Inc.	\$3,854	82.4%	85.7%	88.0%
CA	Central Valley Opportunity Center	\$3,287	79.4%	60.8%	71.3%
CA	California Human Development C	\$5,217	76.0%	88.2%	88.3%
CO	Rocky Mtn SER/Jobs for Progres	\$2,907	61.3%	89.6%	80.4%
CT	CT - NE Farmworkers	\$4,434	33.3%	66.7%	86.4%
DE	DE-Telamon Corp.	\$80	n/a	100.0%	100.0%
FL	FL Department of Education	\$4,260	61.8%	70.7%	79.9%
GA	GA - Telamon Corp.	\$4,727	100.0%	81.7%	90.6%
HI	Maui Economic Opportunity, Inc.	\$7,027	48.4%	99.2%	99.1%
IA	Proteus, Inc.	\$7,315	88.5%	77.4%	95.8%
ID	ID Migrant Council	\$4,748	71.8%	78.0%	88.1%
IL	IL Migrant Council	\$3,094	n/a	74.2%	78.3%
IN	IN - Telamon Corp.	\$10,504	100.0%	68.2%	60.0%
KS	SER Corp of KS/SER Rural Initiat	\$6,916	83.9%	100.0%	95.9%
KY	KY Farmworker Programs, Inc.	\$5,235	80.8%	100.0%	73.1%
LA	LA - Motivation, Education and Tr	\$4,016	83.3%	83.1%	93.9%
MA	MA - NE Farmworkers	\$2,967	52.2%	39.5%	66.7%
MD	MD - Telamon Corp.	\$3,286	n/a	100.0%	98.3%
ME	Training & Development Corp.	\$4,224	82.9%	91.9%	100.0%
MI	MI - Telamon Corp.	\$6,564	100.0%	80.0%	94.6%
MN	MN - Motivation, Education and T	\$2,829	42.9%	89.3%	59.6%
MO	Rural Missouri, Inc.	\$6,389	57.1%	71.3%	84.8%
MS	MS Delta Council for Farm Worke	n/a	n/a	100.0%	47.3%
MT	Rural Employment Opportunities,	\$4,667	78.8%	69.9%	80.4%
NC	NC - Telamon Corp.	\$4,445	100.0%	73.3%	93.6%
ND	ND - Motivation, Education and Ti	\$4,343	70.0%	87.8%	88.9%
NE	NAF Multicultural Human Develop	\$3,364	0.0%	57.7%	66.7%
NH	NH - NE Farmworkers	\$10,863	66.7%	83.3%	20.0%
NJ	NJ - Rural Opportunities, Inc.	\$6,519	100.0%	100.0%	85.7%
NM	Home Education Livelihood Progr	\$3,274	80.5%	77.4%	87.4%
NV	Center for Employment Training	\$6,670	100.0%	100.0%	75.0%
NY	NY - Rural Opportunities, Inc.	\$4,372	91.4%	100.0%	84.2%
OH	OH - Rural Opportunities, Inc.	\$3,925	n/a	100.0%	75.3%
OK	ORO Development Corp.	\$4,679	n/a	97.5%	100.0%
OR	OR Human Development Corp. II	\$2,766	41.4%	90.1%	89.8%
PA	PA - Rural Opportunities, Inc.	\$5,611	100.0%	100.0%	92.3%
PR**	Puerto Rico	n/a	n/a	n/a	n/a
SC	SC - Telamon Corp.	\$6,798	100.0%	78.2%	97.5%
SD*	Black Hills Special Services	\$2,489	n/a	89.2%	24.7%

PY 2002 Preliminary Grantee Performance for the NFJP

TN	TN Opportunity Program for Seas	\$4,984	96.3%	100.0%	93.4%
TX	TX - Motivation, Education and Tr	\$3,840	92.3%	77.9%	88.3%
UT	Private Industry Council Inc.	\$4,718	69.2%	100.0%	96.8%
VA	VA - Telamon Corp.	\$5,109	100.0%	74.2%	94.4%
VT	Central VT Community Action Co	\$4,780	85.7%	100.0%	100.0%
WA	Yakima Valley OIC	\$4,777	46.0%	79.6%	76.4%
WV	WV - Telamon Corp.	\$5,880	100.0%	88.9%	79.2%
WI	United Migrant Opportunity Servic	\$2,696	85.7%	78.6%	77.3%
WY	Northwestern Comm. Action Prog	\$5,010	n/a	100.0%	0.0%

* Data through third quarter only

** No data submitted