DEPARTMENT OF LABOR

Employment and Training Administration

Workforce Investment Act—Migrants and Seasonal Farmworker Programs Solicitation for Grant Applications—National Farmworker Jobs Program, Housing Assistance for Program Year 2005

AGENCY: Employment and Training Administration, Labor.

ACTION: New. Initial announcement of a grant competition for operating the Housing Assistance portion of the National Farmworkers Jobs Program (NFJP), under Section 167 of the Workforce Investment Act of 1998 (WIA), 29 U.S.C. 9201.

Funding Opportunity Number: SGA/DFA PY 04–07.
Catalog of Federal Domestic Assistance (CFDA) Number: 17.264.

SUMMARY: The U.S. Department of Labor (the Department or DOL), Employment and Training Administration (ETA), Office of National Programs (ONP), Division of Seasonal Farmworker Programs (DSFP), announces a grant competition for operating the housing assistance portion of the National Farmworker Jobs Program (NFJP), under Section 167 of the Workforce Investment Act of 1998 (WIA), 29 U.S.C. 9201. All applicants for grant funds should read this notice in its entirety.

Section 167, paragraph (a) of WIA requires the Secretary to award grants or contracts on a competitive basis to eligible entities for the purposes of carrying out the activities authorized under Section 167. Although housing assistance is identified in WIA as one of the allowable activities under the NFJP, Congressional appropriations language directs the Department to make available a specific amount of the funds appropriated for the NFJP for migrant and seasonal farmworkers housing assistance grants, and that no less than 70 percent of the specified amount must be used for permanent housing activities. Therefore, under this solicitation, of the $4,544,682 appropriated for NFJP housing assistance, approximately $3,131,217 will be available for permanent housing assistance and approximately $1,413,465 for temporary and/or emergency housing assistance.

Key Dates: The closing date for receipt of applications under this announcement is May 27, 2005. Applications must be received at the address below no later than 5 p.m. eastern time.

ADDRESSES: Applications must be directed to the U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Attention: James Stockton, Room N–4438, 200 Constitution Avenue, NW., Washington, DC 20210.

I. Supplementary Information

Funding Opportunity Description

The U.S. Department of Labor, Employment and Training Administration, Office of National Programs, Division of Seasonal Farmworker Programs is requesting applications for grants to operate the housing assistance portion of the National Farmworker Jobs Program (NFJP) in accordance with section 167 of WIA, 29 U.S.C. 9201. The NFJP serves economically disadvantaged persons who primarily depend on employment in agricultural labor performed within the United States, including Puerto Rico, and who experience chronic unemployment or underemployment. Housing assistance is a supportive service offered to assist migrant and seasonal farmworkers to retain employment or enter into or complete training. Funds for housing assistance activities are made available through the NFJP appropriation included in the Consolidated Appropriations Act, 2005 (Pub. L. 108–447).

Housing assistance under the NFJP became available three decades ago as a tool to improve economic outcomes for farmworkers and was included as one of a number of supportive services to assist farmworkers to retain employment or enter into and/or remain in training. The NFJP regulations consider housing assistance as one of a number of related assistance and/or supportive services available to eligible farmworkers through the NFJP (20 CFR 669.430). Over time, however, a strong link between the provision of housing assistance and achievement of employment, training, and earnings gains has eroded.

To once again establish a strong link between housing assistance activities and improved economic outcomes for farmworkers, the Department engaged in a dialogue process with current and former housing assistance grantees to develop a set of principles and definitions of housing assistance that renewed the focus on employment and training objectives in future solicitations/competitions. The results of the dialogue are the Guiding Principles and Definitions that follow:

Guiding Principles

Housing assistance should leverage improved economic outcomes for farmworkers—Housing assistance should enable migrant and seasonal farmworkers to retain employment, enter into, or complete job training activities, and improve their earnings. Housing is a service that supports the economic objectives of the NFJP.

Housing assistance services, and the strategies used to deliver them, should meet the needs of all farmworkers—Farmworkers seeking to improve their economic future have diverse housing needs. Moreover, these needs are not static but change over time. Strategies used to meet these diverse and dynamic housing assistance needs must be flexible and based on a mix of permanent and temporary housing and emergency assistance solutions tailored to regional and local needs.

Housing developed with WIA 167 (NFJP) funding should be actively marketed, and broadly accessible, to NFJP-eligible farmworkers—While occupancy of year-round and migrant rental units is not restricted to NFJP-eligible farmworkers, the strong link between housing assistance and the economic objectives of the NFJP should translate directly into broad access by NFJP farmworkers to housing assistance. Providing housing assistance to NFJP-eligible farmworkers should be a priority.

Definitions

Permanent Housing (and its corresponding housing assistance services) is defined as housing intended to be owner-occupied, or occupied on a permanent, year-round basis (notwithstanding ownership) as the farmworker's primary residence to which he/she typically returns at the end of the work or training day, and assists the farmworker to stay employed or enter into or complete job training.

Permanent housing (services) includes: rental units, single family, duplexes, and other multi-family structures, dormitory, group home and other housing types that provide short-term, seasonal, or year-round housing opportunities in permanent structures. Modular structures, manufactured housing or mobile units placed on permanent foundations and supplied with appropriate utilities and other infrastructure are also considered permanent housing.

Managing permanent housing assistance activities may require investments in development services, project management, resource development to secure acquisition,

construction/renovation and operating funds, property management services and program management. New construction, purchase of existing structures, and rehabilitation of existing structures, as well as the infrastructure, utilities and other improvements necessary to complete or maintain those structures may also be considered part of managing permanent housing.

Temporary housing (and its corresponding housing services, including emergency housing assistance) is defined as housing intended to meet the farmworker's need to temporarily occupy a unit of housing for reasons related to seeking or retaining employment, or engaging in training. It is not owner-occupied housing, and those farmworkers most likely to utilize it are those engaged in migratory employment or seasonal workers whose employment requires occasional travel outside their normal commuting area.

Temporary housing includes housing units intended for temporary occupancy located in permanent structures, such as rental units in an apartment complex. Yurts, mobile structures, and tents that provide short-term, seasonal housing opportunities are also included. They may be moved from site to site, dismantled and re-erected when needed for farmworker occupancy, closed during the off-season, or other similar arrangements.

Temporary housing may also be off-farm housing operated independent of employer interest in or control of the housing, or on-farm housing operated by a non-profit but located on property owned by an agricultural employer.

Managing temporary housing assistance may involve property management of temporary housing facilities, case management and referral services, and emergency housing payments, including vouchers and cash payments for rent/lease and utilities.

Applicants must design their programs around the aforementioned Guiding Principles and Definitions. Separate applications (and separate budgets) will be required depending on the services proposed: permanent housing assistance only; temporary and/or emergency housing assistance; or a mix of both permanent and temporary services.

Applicants may propose to provide permanent housing assistance services only or temporary/emergency housing assistance services only. The proposal must describe the proposed housing services to be provided and discuss the reasons why the proposed service mix is best suited to meet the employment and training and program performance objectives of the NFJP. Awards made in cases where housing assistance services are proposed in a single category only (permanent or temporary/emergency) will reflect ETA's compliance with the Congressional mandate that seventy (70) percent of housing assistance funds be used to provide permanent housing assistance services.

Applicants proposing to offer a mix of housing assistance services must clearly describe the permanent and temporary/emergency housing assistance services proposed to be provided, and discuss the reasons why the proposed service mix is best suited to meet the employment and training and program performance objectives of the NFJP. Separate budgets must be submitted for permanent and temporary/emergency housing assistance, respectively. These separate budget requests must conform to the Congressional mandate that seventy (70) percent of housing assistance funds be used to provide permanent housing assistance services.

Housing assistance under the NFJP is subject to the requirements of WIA Section 167 and the Department's regulations at 20 CFR part 669. This program is also subject to the requirements of 29 CFR parts 93 (New Restrictions on Lobbying), 96 (Audit Requirements), and 98 (Debarment, Suspension, and Drug-Free Workplace Requirements); as well as the Department's non-discrimination regulations at 29 CFR part 34 and the non-discrimination regulations implementing WIA Section 188 at 29 CFR part 37. Applicants should be familiar with and consult the WIA regulations at 20 CFR parts 660 through 671 in developing their grant proposals. Should the regulations at part 669 of WIA conflict with regulations elsewhere in 20 CFR, the regulations at part 669 will control.

In addition, this program is subject to the provisions of the ''Jobs for Veterans Act,'' Public Law 107–288, which provides priority of service to veterans and certain of their spouses in all Department of Labor-funded job training programs. Please note that, to obtain priority of service, a veteran must first meet the NFJP's eligibility requirements.

During PY 2005, DSFP will work with grantees to develop a reporting and performance management and accountability system that allows for improved tracking of activities and performance results. Until such system is established, applicants awarded grants will be expected to report in narrative form on a quarterly basis. Instructions will be provided to organizations once grants are awarded.

II. Award Information

The type of assistance instrument to be used for the NFJP Housing Assistance program is a grant. Grants awarded through this solicitation will be for a two-year period, as prescribed in WIA Section 167. Please be advised that the Consolidated Appropriations Act, 2005 (P.L. 108–447) provided funding for the NFJP for PY 2005 only (July 1, 2005, through June 30, 2006). Therefore, second year funding will be dependent on the availability of funding through the FY 2006 appropriations process.

The amount available nationally for the NFJP Housing Assistance program is $4,544,682. The FY 2005 appropriation for this program provides that no less than 70 percent of this amount shall be used for permanent housing activities. Therefore, approximately $3,131,217 will be available for permanent housing activities, and $1,413,465 will be available for temporary and emergency housing activities. Applicants are reminded that separate budgets and descriptions of activities are required for permanent and temporary and/or emergency housing assistance, in cases where the applicant organization intends to provide both types of services.

In the past, housing grantees have typically provided housing assistance services in more than one State or area of a State. Therefore, for applications covering more than one area, applicants will be required to submit detailed information about the services to be provided in each of the areas covered by the proposal, including information regarding sub-grantees, if any. The application will also have to provide a detailed budget for each of the sub-grantees and describe the housing assistance services to be conducted by each sub-grantee. Applications that propose to use sub-grantees but contain one budget for the entire project, without the breakdown for the sub-grantees, will be considered non-responsive and will not be reviewed.

The number and funding amount of a grant will vary depending on the number of applications received and found to be fundable. In the past, awards have ranged from approximately $150,000 to approximately $1,000,000.

Note: Selection of an organization as a grantee does not constitute approval of the grant application as submitted. Before the actual grant is awarded, the Department may enter into negotiations about such items as program components, the budget proposal, 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 negotiation and decline to fund the application.

III. Eligibility Information

Eligible Applicants: Applicants need not be a current or prior housing assistance grantee to establish eligibility to be awarded a grant under this solicitation. State agencies and State Boards, LWIBs, and faith-based and community organizations are examples of the entities eligible to apply for a grant award.

To provide housing assistance services to eligible migrant and seasonal farmworkers under WIA Section 167, whether permanent, temporary/emergency, or a mix of both, the Department will select those proposals that are deemed most responsive to the requirements of this solicitation, as reviewed and scored during the review panel process. To that end, proposals must show that the applicant:

—Has an understanding of the housing market in the area(s) they propose to serve, as well as an understanding of the housing needs of migrant and seasonal farmworkers;

—Has a familiarity with the housing conditions in the proposed service area, the housing assistance available from other agencies in the service area, and the impact of both those elements on the housing needs of farmworkers; and

—Has the capacity to effectively administer a housing assistance program with the proper administrative and fiscal oversight and integrity.

Additionally, to be responsive to the requirements of this solicitation, applicants must demonstrate how the proposed service plan will support the Guiding Principles described in Section I of this solicitation.

Applicants must describe their collaboration and working relationships with other agencies in the proposed service area that may provide housing or employment assistance, such as the One-Stop system and the wider community of social service agencies, including faith-based and community organizations. The proposal should describe the expected results of those relationships on the development of and enhanced housing assistance services for farmworkers under this grant, if an award is made.

Cost Sharing or Matching—The WIA Section 167 program does not require grantees to share costs or provide matching funds.

Other Eligibility Criteria—In accordance with 29 CFR part 98, entities that are debarred or suspended are excluded from Federal financial assistance and are ineligible to receive a WIA Section 167 housing assistance grant.

Prior to awarding a grant, the Department will conduct a responsibility review of each potential grantee through available records. The responsibility review relies on testing available records to determine if an applicant has a satisfactory history of accounting for Federal funds and property. The responsibility review is independent of the competitive process. Applicants failing to meet the requirements of this section may be disqualified for selection as grantees, irrespective of their standing in the competition. Any applicant not selected as a result of the responsibility review will be advised of their appeal rights. The responsibility tests that will be applied are those present in the WIA regulations (20 CFR 667.170).

Legal Rules Pertaining to Inherently Religious Activities by Organizations That Receive Federal Financial Assistance—The government is generally prohibited from providing direct financial assistance for inherently religious activities. Please note that, in this context, the term direct financial assistance means financial assistance that is provided directly by a government entity or an intermediate organization, as opposed to financial assistance that an organization receives as the result of the genuine and independent private choice of a beneficiary. These grants may not be used for religious instruction, worship, prayer, proselytizing, or other inherently religious activities. Neutral, non-religious criteria that neither favor nor disfavor religion must be utilized in the selection of grant recipients and sub-recipients.

IV. Application and Submission Information

Address To Request Application Package—This SGA includes all information and forms needed to apply for this funding opportunity. If additional copies of forms are needed, they can be found at *http://www.doleta.gov/msfw.*

Content and Form of Application Submission—An application must include two (2) separate and distinct parts: Part I—a cost proposal, and Part II—a technical proposal. Applications that fail to adhere to the instructions in this section will be considered non-responsive and will not be considered. Part I of the proposal is the Cost Proposal and must include the following items:

- A cover letter, an original plus two (2) copies of the proposal, and an ink-signed original SF 424, ''Application for Federal Assistance,'' (Appendix A) must be submitted. Beginning October 12, 2003, all applicants for federal grant and funding opportunities are required to have a Dun and Bradstreet (DUNS) number (see OMB Notice of Final Policy Issuance, 68 FR 38402, dated June 27, 2003). Applicants must supply their DUNS number in item #5 of the new SF 424 issued by OMB (Rev. 9–2003). The DUNS number is a nine-digit identification number that uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access this Web site: *http://www.dunandbradstreet.com* or call 1–866–705–5711.
- The Standard Form (SF) 424–A (Appendix B). In preparing the budget form, the applicant must provide a concise narrative explanation to support the request. The budget narrative should break down the budget and discuss precisely how the administrative costs support the project goals.
- Part II of the application is the Technical Proposal, which demonstrates the applicant's capabilities to plan and implement the grant project in accordance with the provisions of this solicitation. The Technical Proposal should be limited to 20 numbered pages, double-spaced and single-sided, in 12-point text font and one-inch margins. Letters of support and any required attachments will not be subject to the page limitations; letters of support will not be included in the materials provided to the panel for review of the proposal.
- No cost data or reference to prices should be included in the Technical Proposal. Instead, applicants should include a two-page abstract summarizing the proposed project and applicant profile information including the applicant's name, the project title, and the funding level requested. The two-page abstract is not included in the 20-page limitation.

Applications that do not meet these requirements will not be considered.

Submission Dates and Times

The closing date for receipt of applications under this announcement is May 27, 2005. Applications must be received at the address below no later than 5 p.m. eastern time. Applications sent by e-mail, telegram, or facsimile (fax) will not be accepted. Applications that do not meet the conditions set forth in this notice will not be honored. No exceptions to the mailing and delivery

requirements set forth in this notice will be granted.

Mailed applications must be addressed to the U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Attention: James Stockton, Reference SGA/DFA PY 04–07, 200 Constitution Avenue, NW., Room N–4438, Washington, DC 20210. Applicants are advised that mail delivery in the Washington, DC area may be delayed due to mail decontamination procedures. Hand-delivered proposals will be received at the above address.

Applicants may apply online at *http://www.grants.gov.* For applicants submitting electronic applications via grants.Gov, it is strongly recommended that you immediately initiate and complete the ''Get Started'' steps to register with grants.gov, at *http://www.grants.gov/GetStarted.* Registration will probably take multiple days to complete which should be factored into plans for electronic application submission in order to avoid facing unexpected delay that could result in the rejection of your application. It is recommended that applicants experiencing problems with electronic submission submit their application by overnight mail until the electronic issues are resolved.

Late Applications

Any application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made and it (a) was sent by the U.S. Postal Service registered or certified mail no later than the fifth calendar day before the date specified for receipt of applications (*e.g.*; an application required to be received by the 20th of the month must be postmarked by the 15th of that month); or (b) was sent by the U.S. Postal Service Express Mail or Online to addressee no later than 5 p.m. at the place of mailing or electronic submission one (1) day prior to the date specified for receipt of applications. It is highly recommended that online submissions be completed one working day prior to the date specified for receipt of applications to ensure that the applicant still has the option to submit by U.S. Postal Service Express Mail in the event of any electronic submission problems. ''Post marked'' means a printed, stamped, or otherwise place impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service. Therefore, applicants should request the postal clerk to place a legible hand cancellation ''bull's eye'' postmark on both the receipt and the package. Failure to adhere to the above instructions will be basis for a determination of nonresponsiveness.

Intergovernmental Review—Executive Order (E.O.) No. 12372, ''Intergovernmental Review of Federal Programs,'' and the implementing regulations at 29 CFR part 17 are applicable to this program. Under these requirements, an applicant must provide a copy of the funding proposal for comment to the States that have established a consultation process under the E.O. Applications must be submitted to the State's Single Point of Contact (SPOC), no later than the deadline for submission of the application to the Department. For States that have not established a consultative process under E.O. 12372, but have a State Workforce Investment Board (State Board), the State Board will be the SPOC. For WIA implementation purposes, this consultative process fulfills the requirement of WIA Section 167(e) concerning consultation with Governors and Local Workforce Investment Boards (LWIB). To strengthen the implementation of the E.O., the Department establishes a timeframe for the treatment of comments from the State's SPOC on WIA Section 167 applications (including housing assistance). The SPOC must submit comments, if any, to the Department and the applicant no later than 30 days after the deadline for submission of the application. The applicant's response to the SPOC comments, if any, must be submitted to the Department no later than 15 days after the postmarked date of the comments from the SPOC. The Department will notify the SPOC of its decision regarding the SPOC comments and the applicant's response, and implement that decision within 10 days after notification to the SPOC.

The names and addresses of the SPOCs are listed in the Office of Management and Budget's (OMB) home page at *http://www.whitehouse.gov/omb/grants/spoc.html.*

Funding Restrictions—As mentioned earlier in this document, appropriations language requires that no less than 70 percent of the funds available through this solicitation must be spent on permanent housing activities. Given this requirement, applicants should clearly identify the types of housing assistance services that will be provided to farmworkers, particularly in cases where an applicant is proposing to provide both permanent and temporary housing assistance.

Applicants are advised that the requirement to spend 70 percent of the funds available through this solicitation on permanent housing may affect the number of applications funded and/or the amount of funding per grant.

Administrative costs are limited to fifteen (15) percent of the grant (see definition of administrative costs at 20 CFR part 667.220). Administrative costs higher than fifteen (15) percent will not be approved.

Other Submission Requirements—All other submission materials are identified in the various sections of this solicitation.

V. Application Review Information

Criteria—The following full review criteria, totaling a maximum of 100 points, applies to all applications:

Understanding the Housing Assistance Needs of the Eligible Migrant and Seasonal Farmworkers in the Proposed Service Area(s)—20 Points

Understanding the housing market in the proposed service area(s) and the problems faced by migrant and seasonal farmworkers in accessing that market is critical to the formulation of an effective housing assistance strategy. In addition, an effective strategy of outreach to migrant and seasonal farmworkers is essential to meeting their housing assistance needs.

Applicants must describe the housing market in the proposed service area(s), including a description of employer-provided housing, if any; publicly-subsidized housing, if any; and the problems encountered by migrant and seasonal farmworkers in accessing affordable housing. Include a discussion of the problems faced by migrant and seasonal farmworkers in getting and keeping a job, or in participating in training activities that lead to improved economic outcomes, as a result of housing needs going unmet. Applicants must also describe their strategy for identifying and conducting outreach to eligible farmworkers with housing needs. In cases where a number of different organizations are jointly applying, this section must include the requested information for each of the areas covered by the potential sub-grantee organizations.

Scoring on this factor will be based on the quality of the applicant's analysis of the housing market in the area(s) of proposed services, including any studies and analyses conducted to determine farmworker housing assistance needs. Scoring will also take into account the quality of the

applicant's analysis of housing assistance available through other housing assistance organizations, including faith-based and community organizations, and the applicants' plans to integrate their housing assistance services with those already present in the proposed area(s). The applicant's analysis must demonstrate a depth of knowledge about the housing market in the service area(s) and how housing availability impacts a farmworker's ability to obtain and retain employment, or participate in training or other activities that lead to improved economic outcomes.

Familiarity With the Proposed Service Area(s)—20 Points

Familiarity with the housing conditions in the proposed service area(s) and the housing assistance available from other sources in that area(s) is essential to providing housing assistance services that are appropriate for the migrant and seasonal farmworkers in need of services and to assure non-duplicative use of WIA Section 167 housing assistance funds.

Applicants must provide an analysis of the housing assistance resources available from all sources in the proposed service area(s), including employer-sponsored housing, State and local agencies, the One-Stop system, and housing assistance organizations, including faith-based and community organizations. Applicants must describe their efforts to engage these resources on behalf of farmworkers, including any successful efforts in the past, and the results of those efforts. Applicants must also describe the strategies they propose for eligible migrant and seasonal farmworkers, emphasizing the different strategies for each farmworker population. In cases where a number of different organizations are jointly applying, this section must include the requested information for each of the areas covered by the potential sub-grantees.

Scoring on this factor will be based on the comprehensiveness and quality of the mapping of housing assistance resources available from sources other than WIA Section 167 funds, and the effectiveness of the applicant's strategy for using other housing assistance funds to maximize the housing assistance services available to migrant and seasonal farmworkers.

Administrative Capacity—20 Points

The capacity to effectively administer a housing assistance program is contingent on effective and efficient systems to assure program and fiscal oversight and integrity.

Applicants must describe the management information and performance management systems to be used for reporting, and its performance accountability and management, fiscal management, and case management systems. The applicant must include a clear description of its experience with performance management systems and how the results achieved were applied to improved customer service. The discussion should include a description of how eligibility to receive housing assistance services will be determined, including how that ties to improved employment outcomes, as well a discussion of whether the criteria used to determine eligibility differs among migrant and seasonal farmworker groups, and, if so, what the differences are, and the rationale for them.

Applicants must also describe their recordkeeping system in sufficient detail to demonstrate that it is sufficient to prepare financial reports and to trace funds to adequate levels of expenditures to ensure lawful spending.

Please note that in cases where a number of different organizations are applying together, the lead agency will be expected to prepare a ''roll-up'' or aggregated report that clearly identifies the expenditures of each sub-grantee individually, as well as the combined total.

The WIA Section 167 housing assistance program is required to use electronic reporting via the Internet. The applicant must describe its capacity to provide the equipment (including PCs, software for word processing and spreadsheets, individual e-mail accounts), access (including Internet access), and staff qualified to perform on-line reporting.

Scoring on this factor will be based on the quality and comprehensiveness of evidence presented to demonstrate that the applicant has effective management, program and fiscal accounting and reporting systems.

Proposed Activities and Services—40 Points

The applicant's discussion of the proposed approach to providing specific housing assistance services (permanent, temporary/emergency, or both) is the most important single element of the application. With regard to the requirements below, this section should clearly indicate whether different housing services strategies will be employed to meet the housing and related employment and training needs of seasonal farmworkers versus migrant farmworkers.

Permanent Housing Assistance

Applicants proposing to carry out permanent housing activities only must describe their system for identifying farmworkers in need of permanent housing assistance, including the process for eligibility determination and coordination with the NFJP grantee and the overall One-Stop system in the state to ensure that the housing assistance supports an employment outcome or training objective for farmworkers eligible for NFJP services.

The plan must describe all the phases of the permanent housing project, including pre-development activities, housing development, construction, lease-up, and post-leasing activities (or the activities leading to successful rehabilitation of existing permanent housing), and include a timeline that estimates the length of time required for each project to be undertaken. It must include a description of the housing counseling activities to be provided to farmworkers (including information on first-time home ownership); technical assistance to other housing organizations, if appropriate; and a description of the system that will be used to capture the number of referrals made from the NFJP grantee or other One-Stop system partners to permanent housing facilities or units established through a permanent housing program. The plan should include an estimate of the number of farmworkers to be assisted through the permanent housing program, and an estimate of how many of those farmworkers are also NFJP-eligible farmworkers.

Temporary and/or Emergency Housing Assistance

Applicants proposing to carry out temporary and/or emergency housing assistance only must describe their system for identifying farmworkers in need of temporary and/or emergency housing assistance, including the process for eligibility determination and coordination with the NFJP grantee in the State to ensure that the housing assistance supports an employment outcome or training objective for those farmworkers who are NFJP-eligible, as well as other One-Stop partner programs that might make referrals. The plan must include a description of the case management approach to be used and the way the organization proposes to manage the delivery of temporary and/or emergency housing assistance services. It must also describe the specific housing assistance services to be offered and the estimated number of migrant and seasonal farmworkers to be served through each proposed service

(*i.e.*, temporary and emergency housing, respectively). Separate information should be provided for temporary housing and for emergency housing. The plan must also describe how eligible farmworkers' housing assistance will be coordinated with training and related assistance services provided through the NFJP grantee if the applicant did not apply for or is not awarded an NFJP grant, as well as the Local Workforce Investment Board(s), which oversees strategic planning for all One-Stop partner programs.

Permanent and Temporary/Emergency Housing Assistance—Applicants proposing to conduct a plan of service that encompasses both permanent and temporary and emergency housing activities must provide all of the information requested above.

All applicants are responsible for clearly identifying the organization that will be responsible for delivering the services, whether permanent or temporary and/or emergency, in each proposed service area, *i.e.,* the descriptions requested above must be included for each organization that will deliver housing services in cases where a number of different organizations are jointly applying.

Scoring on this factor will be based on evidence that the applicant has effectively used its knowledge and experience as presented in the sections listed above, as applicable, to develop a housing assistance strategy and plan of service that successfully meets the objectives of the Guiding Principles described in Section I of this solicitation and is appropriately tailored to meet the needs of migrant and seasonal farmworkers in the service area(s).

Review and Selection Process

The Grant Officer will select potential grantees utilizing all information available to him/her. A review panel will rate each proposal according to the criteria specified in this solicitation. Panel reviews are critical to the selection of grantees but are advisory in nature, and their recommendations are not binding on the Grant Officer. The Grant Officer may, at his/her discretion, request an applicant to submit additional or clarifying information if needed to make a selection. Please note that selections may be made without further contact with the applicants. In such situations, an award will be based on the SF 424, which constitutes a binding offer.

VI. Award Administration Information

Award Notices

The Grant Officer will notify applicants, in writing, if they are selected as potential grantees. The notification will invite each potential grantee to negotiate the final terms and conditions of the grant as applicable, will establish a reasonable time and place for negotiations, and will indicate the specific service delivery area and amount of funds to be allocated under the grant. FY 2005 funds will be awarded for the period July 1, 2005, through June 30, 2006, and will be available for expenditure for two years.

An applicant that is not selected as a potential grantee or whose application has been denied in whole or in part by the Department will be notified in writing by the Grant Officer and advised of all appeal rights.

Administrative and National Policy Requirements

There are no additional administrative or national policy requirements besides those discussed elsewhere in this solicitation.

Reporting

Reporting for the WIA Section 167 housing assistance program is under development; applicants awarded grants will be apprised of the progress of the development and the implications for grantees. Grantees will be required to submit reports on financial expenditures on a quarterly basis. In addition, until the reporting system is operational, grantees will be required to submit narrative reports on program participation and participant outcomes.

VII. Agency Contacts

Questions related to this solicitation may be directed to Ms. Mamie Williams, Grants Management Specialist, phone (202) 693–3341; fax: (202) 693–2879 (this is not a toll-free number). Please include a contact name, fax and telephone number.

This announcement is also being made available on the ETA Web site at *http://doleta.gov/sga/sga.cfm* and *http://www.grants.gov.*

Signed at Washington, DC, this 21st day of April, 2005.

James W. Stockton,

Grant Officer.

Attachments:

Appendix A: SF–424—Application for Federal Assistance

Appendix B: SF–424 (A)—Budget Information Form

Appendix C: OMB Survey N. 1890–0014: Survey on Ensuring Opportunity for Applications

BILLING CODE 4510–30–P

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

2. DATE SUBMITTED	Applicant Identifier	
3. DATE RECEIVED BY STATE	State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier	

1. TYPE OF SUBMISSION:

Application	Pre-application
☐ **Construction**	☐ **Construction**
☐ **Non-Construction**	☐ **Non-Construction**

5. APPLICANT INFORMATION

Legal Name:	**Organizational Unit:**
	Department:
Organizational DUNS:	Division:
Address:	**Name and telephone number of person to be contacted on matters involving this application (give area code)**
Street:	Prefix: First Name:
City:	Middle Name
County:	Last Name
State: Zip Code	Suffix:
Country:	Email:
6. EMPLOYER IDENTIFICATION NUMBER *(EIN):* ☐☐-☐☐☐☐☐☐☐	Phone Number (give area code) Fax Number (give area code)

8. TYPE OF APPLICATION:

☐ **New** ☐ **Continuation** ☐ **Revision**

If Revision, enter appropriate letter(s) in box(es)
(See back of form for description of letters.) ☐ ☐

Other (specify)

7. TYPE OF APPLICANT: (See back of form for Application Types)

Other (specify)

9. NAME OF FEDERAL AGENCY:

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: ☐☐-☐☐☐

TITLE (Name of Program):

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.):*

13. PROPOSED PROJECT		**14. CONGRESSIONAL DISTRICTS OF:**	
Start Date:	Ending Date:	a. Applicant	b. Project

15. ESTIMATED FUNDING:		
a. Federal	$	.00
b. Applicant	$	.00
c. State	$	.00
d. Local	$	.00
e. Other	$	.00
f. Program Income	$	.00
g. TOTAL	$	.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON

DATE:

b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372

☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes" attach an explanation. ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix	First Name	Middle Name
Last Name		Suffix
b. Title		c. Telephone Number (give area code)
d. Signature of Authorized Representative		e. Date Signed

Previous Edition Usable
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Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes 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 regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$ 0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	$	$	$	$	$ 0.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment					0.00
e. Supplies					0.00
f. Contractual					0.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges *(sum of 6a-6h)*	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges					0.00
k. TOTALS *(sum of 6i and 6j)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
7. Program Income	$	$	$	$	$ 0.00

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

Previous Edition Usable

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes 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 regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

OMB No. 1890-0014 Exp. 1/31/2006

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name: _____

Applicant's DUNS Number: _____

Grant Name: _____ **CFDA Number:** _____

1. Does the applicant have 501(c)(3) status?

   ☐ Yes ☐ No

2. How many full-time equivalent employees does the applicant have? *(Check only one box).*

   ☐ 3 or Fewer ☐ 15-50
   ☐ 4-5 ☐ 51-100
   ☐ 6-14 ☐ over 100

3. What is the size of the applicant's annual budget? *(Check only one box.)*

   ☐ Less Than $150,000
   ☐ $150,000 - $299,999
   ☐ $300,000 - $499,999
   ☐ $500,000 - $999,999
   ☐ $1,000,000 - $4,999,999
   ☐ $5,000,000 or more

4. Is the applicant a faith-based/religious organization?

   ☐ Yes ☐ No

5. Is the applicant a non-religious community-based organization?

   ☐ Yes ☐ No

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

   ☐ Yes ☐ No

7. Has the applicant ever received a government grant or contract (Federal, State, or local)?

   ☐ Yes ☐ No

8. Is the applicant a local affiliate of a national organization?

   ☐ Yes ☐ No

Survey Instructions on Ensuring Equal Opportunity for Applicants

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.

2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.

3. Annual budget means the amount of money your organization spends each year on all of its activities.

4. Self-identify.

5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.

6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.

7. Self-explanatory.

8. Self-explanatory.

Paperwork Burden Statement

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. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 2202-4651.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, 7th and D Streets, SW, ROB-3, Room 3671, Washington, D.C. 20202-4725

OMB No. 1890-0014 Exp. 1/31/2006

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