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| <b>EMPLOYMENT AND TRAINING ADMINISTRATION</b><br><b>ADVISORY SYSTEM</b><br><b>U.S. DEPARTMENT OF LABOR</b><br><b>Washington, D.C. 20210</b> | <b>CLASSIFICATION</b><br>OWI/DAS/DSFP |
|   | <b>CORRESPONDENCE SYMBOL</b><br>34-05 |
|   | <b>DATE</b><br>June 09, 2006          |

**TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 34-05**

**TO:** NATIONAL FARMWORKER JOBS PROGRAM HOUSING GRANTEES

**FROM:** EMILY STOVER DeROCCO  
Assistant Secretary 

**SUBJECT:** Planning Guidance for Program Year (PY) 2006 Annual Plans for Housing Assistance

1. **Purpose.** To provide instructions and procedures for the preparation and submission of the Section 167 Housing Assistance annual grant plans for PY 2006.
2. **References.** Federal Register, Vol. 70, No. 79, April 26, 2005, Notice of Initial Announcement of Program Year (PY) 2005 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.
3. **Background.** Pursuant to the above-referenced Notice, Housing Assistance grants were awarded in June 2005. These grants, competed on a biannual basis, were funded for PY 2005. Funds for Housing Assistance activities in PY 2006 are available through the NFJP appropriation included in the Fiscal Year (FY) 2006 Department of Labor (DOL) appropriation. The total amount available is \$4,950,000 (**post-rescission**); per the language in the Appropriations statute, 70 percent, or \$3,465,000, will be available for permanent housing assistance, and 30 percent, or \$1,485,000, will be available for temporary/emergency housing assistance. A table with the PY 2006 allocations is attached. Housing assistance is a supportive service offered to assist migrant and seasonal farmworkers with retaining employment or entering into or completing training. For more details on Definitions and Guiding Principles, please refer to the Federal Register Notice listed above.

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| <b>RESCISSIONS</b><br>None | <b>EXPIRATION DATE:</b><br>June 30, 2007 |
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4. **PY 2006 Annual Plan Requirements.** For PY 2006, Housing Assistance grantees are required to submit a grant package that includes the following:

A. **Standard Form (SF) 424:** Grantees must submit a new SF 424, "Application for Federal Assistance," (Appendix A), with the required DUNS number (OMB Rev. 9-2003), as well as the SF 424-A (Appendix B). In preparing the budget form, grantees are reminded that they must provide a narrative to support the request; the narrative must also include a breakdown of any sub-grants that are part of the grant.

B. **Grant Annual Plan Narrative:** Grantees must provide a grant annual plan narrative that describes the housing assistance activities to be undertaken for PY 2006. Grantees are reminded that separate plans are required for permanent housing activities and for temporary/emergency housing activities if both types of housing are being provided by a grantee. The annual grant plan should include a discussion of progress accomplished from the PY 2005 grant, a detailed discussion of the strategies to be pursued in PY 2006 to continue that progress, and a detailed timeline for the entire PY that depicts, by month and/or quarter, the start and end dates for milestones inherent in the strategies described in the plan narrative.

Housing assistance grantees are reminded that these grants are guided by the Definitions and Guiding Principles published in the SGA for PY 2005 (Federal Register Vol. 70, No. 79, April 26, 2005). For a copy of the SGA, please visit our Web site at [www.doleta.gov/msfw](http://www.doleta.gov/msfw).

5. **Submission Requirements.** Please prepare the PY 2006 annual grant plan as instructed and submit four (4) copies, three (3) of which must have original signatures on the SF 424, and transmit the package to:

Alina M. Walker, Program Manager  
U.S. Department of Labor, ETA  
Office of Workforce Investment  
Division of Adult Services  
200 Constitution Avenue, N.W., Room S-4206  
Washington, D.C. 20210

Your grant package should be received no later than June 28, 2006.

6. **Attachments.** PY 2006 Housing Allotments