

National Farmworker Jobs Program Grant Management Resources

No matter whether you are new to or have experience in administering a National Farmworker Jobs Program (NFJP) grant, these resources will help you manage your grant more effectively and achieve your program's goals. These resources are divided into the following categories: Grant Administration, Program Overview, Performance Management, Partnerships, and Miscellaneous Resources.

Category	Link to Resource	Explanation of Supportive Resource
Grant Administration	Core Monitoring Guide and NFJP Supplement	The Core Monitoring Guide is a tool that a reviewer uses to assess if a grant recipient is meeting requirements applicable to its grant. The NFJP Supplement complements the Core Monitoring Guide and identifies compliance requirements that are specific to NFJP. Additionally, the NFJP Supplement to CMG Revisions Crosswalk highlights updates for ETA guidance.
	2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	The Uniform Guidance (2CFR 200) covers government requirements for receiving and using federal awards.
	Uniform Guidance Training	This training provides a basic knowledge and overview of the different sections of the Uniform Guidance.
	SMART 4.0 Grant Management Training	The S trategies for administering grants around M onitoring, A ccountability, R isk mitigation and T ransparency (SMART) training sessions provide Federal award recipients with strategies in navigating their grants' administration and financial management.
	WorkforceGPS-Grants Application and Management	The WorkforceGPS - Grants Application and Management Community is your one-stop source for tools, training, and resources to ensure effective management of your grant award from the U.S. Department of Labor.
	Office of Grants Management Closeout Process Frequently Asked Questions	These Frequently Asked Questions provide answers related to the Closeout process.

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Grant Administration	TEGL 16-22: Revised ETA-9130 Financial Report Instructions and Additional Guidance	This guidance informs the workforce system of clarifications made to the instructions for the Training Expenditures line item on some of the Employment and Training Administration's (ETA) financial reports (ETA-9130) and shares information regarding the transition of ETA's quarterly financial reporting to the U.S. Health and Human Services Payment Management System (PMS).
	Section 167 of the Workforce Innovation and Opportunity Act (WIOA) WIOA, Department of Labor Only, Final Rule 20 CFR part 685	These resources pertain to the authorization and regulatory requirements of the NFJP under WIOA.
	NFJP Home Page Workforce GPS - Agricultural Connection NFJP Program Guide	NFJP is a nationally-directed, locally administered program of services for migrant and seasonal farmworkers and their dependents. These resources provide general program information.
Program Overview	TEGL 18-16, Change 1: Program Eligibility and Enrollment Guidance for the National Farmworker Jobs Program	This guidance clarifies NFJP program eligibility requirements, including examples of methods to calculate income.
	NFJP Grant Reporting Page	This page provides resources that will assist grantees with grant reporting requirements. Resources available include 9130 Financial Reporting, 9130-J NFJP Form, NFJP Quarterly Performance Report, Quarterly Narrative Report Instructions, and additional resources.

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Program Overview	NFJP Performance Reporting Reference Guide	This guidance is a tool for NFJP grant recipients to reference when reporting qualitative and quantitative performance data quarterly throughout the life of the grant.
Performance Management	TEGL 23-19, Change 2: Revisions to Training and Employment Guidance Letter (TEGL) 23-19, Change 1, Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs	This guidance provides information and guidelines for grant recipients to use in developing procedures to ensure the data submitted for performance reporting are valid and reliable.
	Reportable Individual Scenario Tool	This tool provides six scenarios for reporting on an individual whose status as a reportable individual changes across different reporting periods.
	TEGL 14-18: Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)	This guidance is on WIOA performance indicators and requirements across ETA programs.
	TEGL 10-16, Change 2: Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs	This guidance provides information on WIOA performance management.
	NFJP Performance Reporting Scenarios	This tool provides example scenarios of NFJP performance reporting.

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Performance Management	TEGL 16-16, Change 1: One-Stop Operations Guidance for the American Job Center Network	This guidance provides additional clarification on infrastructure funding and additional costs that are shared by one-stop partners in the one-stop local delivery system.
	Sample Memorandum of Understanding (MOU) Toolkit	This sample MOU serves as a reference guide or toolkit for developing an MOU that includes one-stop operating budgets, and infrastructure Funding Agreements.
Partnerships	TEGL 17-16: Infrastructure Funding of the One-Stop Delivery System	This TEGL provides guidance on the operating costs of the one-stop delivery system.
	Workforce Innovation Opportunity Act (WIOA) Infrastructure Costs Resources	These resources provide information on WIOA Infrastructure Cost and Funding, Administrative Cost Desk Aids, and One-Stop Operator Competition Quick Start Action Planner.
	TEGL 08-17: Guidance on the Requirement for a Memorandum of Understanding (MOU) Between State Monitor Advocates (SMA) and National Farmworker Jobs Program (NFJP) Grantees	This TEGL provides guidance on identifying the relationships, roles, and responsibilities of SMAs and NFJP grantees per the MOU requirement.
	Monitor Advocate System Homepage	The Monitor Advocate System is a federal/state monitoring system that ensures migrant and seasonal farmworkers have equitable access to career services, skill development, and workforce protections offered by American Job Centers, so they may improve their living and working conditions. Information about the Monitor Advocate System is available on the dol.gov site.
	Association of Farmworker Opportunity Programs	The Association of Farmworker Opportunity Programs' mission is to improve the quality of life for migrant and seasonal farmworkers and their families by promoting self-sufficiency through employment and training opportunities, education attainment, and health and safety.

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Partnerships	Department of Labor, Employment and Training Administration (ETA) Advisories	The Advisory system is used to disseminate ETA's interpretations of Federal laws, procedural, administrative, management, program, and other information to states, grant recipients, and other parties.
	National Agricultural Worker Survey	The National Agricultural Worker Survey collects demographic, employment, and health data from face-to-face interviews with U.S. crop workers.
Miscellaneous Resources	CareerOneStop's Find Local Help	The CareerOneStop's Find Local Help will help you find an American Job Center and other local help. This website serves the public with free resources on jobs, training, and other related employment information.
	O*NET	The O*NET is a free online database that provides Occupational information to students, job seekers, businesses, and workforce development professionals.
	Rural Communities Resource	This resource page highlights successful practices, programs, and services in rural areas.
	CareerOneStop's Toolkit	Visit this toolkit to view a collection of CareerOneStop's tools to research career information, training, or jobs.
	Bureau of Labor Statistics Applying Labor Market Information to Service Delivery Design	These resources provide labor market information (LMI), including trainings and podcasts.