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ADVISORY: Farmworker Housing Program Bulletin No. 2004-01

TO: All Housing Grantees

FROM: Alina Walker, Chief *amwalker*
Division of Seasonal Farmworker Programs

SUBJECT: Preparation and Submission of Program Year (PY) 2004 Annual Plans for the Housing Assistance Program

1. PURPOSE. To provide instructions and procedures for preparation and submission of the Section 167 Housing Assistance project plans for Program Year (PY) 2004.

2. BACKGROUND. Housing Assistance grantees were selected for PY 2003 grants pursuant to the Solicitation for Grant Applications (SGA) published in the Federal Register on April 17, 2003. The grants were awarded in February 2004, with the understanding that the second year of funding, Program Year (PY) 2004, would begin on July 1, 2004, as customary.

In PY 2003, the Department determined that housing assistance grants should ensure that housing supportive services were provided, as a first priority, to eligible migrant and seasonal farmworkers with the greatest need for housing assistance to enable their employment or participation in job training. The SGA criteria, therefore, directed applicants to address this priority through a program of activities centered on temporary and emergency housing assistance services. For PY 2004, annual grant plans can propose to conduct permanent housing activities, temporary and/or emergency housing activities, or a mix of both types of activities. The definitions for permanent and temporary/emergency housing activities are listed below.

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| RESCISSIONS: None | EXPIRATION DATE: |
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3. DEFINITIONS.

The definitions in effect for the PY 2004 housing grant plan cycle are as follows:

- **Permanent Housing**

Permanent housing 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 or she typically returns at the end of the work or training day, and assists the farmworker to stay employed or to enter into or complete job training.

Permanent housing 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 serve these structures may also be considered part of managing permanent housing.

- **Temporary Housing**

Temporary housing 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 the 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.

4. GUIDING PRINCIPLES

Housing assistance grantees should use the following guiding principles in the preparation of the PY '04 housing grant plans:

- **Housing assistance should leverage improved economic outcomes for farmworkers.** Housing assistance should enable migrants and seasonal farmworkers to retain employment, enter into and/or complete job training activities, and improve their earnings. Housing is a service that supports the economic objectives of the WIA Section 167 National farmworkers Jobs program (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 rather change over time. Strategies used to meet the diverse and dynamic housing needs of farmworkers 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 Section 167 funding should be actively marketed and broadly accessible to Section 167 eligible farmworkers.** Occupancy of year-round and rental units is not restricted to WIA Section 167 eligible farmworkers; however, the strong link between housing assistance and the economic objectives of the NFJP should translate directly into broad access by Section 167 eligible farmworkers to housing assistance. Providing assistance to Section 167 eligible farmworkers should be a priority.

5. PY 2004 Plan Requirements

For PY 2004, grantees are required to submit a grant package that includes the following:

- a. SF 424: Submit an SF 424, "Application for Federal Assistance." The PY 2004 *Catalog of Federal Domestic Assistance (CFDA)* number for the WIA Section 167 Migrant and Seasonal Farmworkers is **17-264**. It is entered under item 10.
- b. Grant Narrative Statement: Provide a grant narrative statement that describes the housing assistance activities to be undertaken for PY 2004. The housing assistance activities proposed by the grantee should be developed in the context of the Definitions and Guiding Principles in this Bulletin, and clearly demonstrate how the planned housing assistance is linked to WIA Section 167's employment and training objectives. The plan should specifically indicate how this link will be made operational, including plans, if any, to receive referrals from NFJP grantees. Grantees should also indicate if their proposed activities will be permanent housing activities, temporary and/or emergency housing activities, or a mix.
- c. Budget Information Summary (BIS): Provide a PY 2004 Budget Information Summary, form ETA 9093.
- d. Submission Requirements: Please prepare the PY 2004 grant plan as instructed above, number all pages and properly label attachments and enclosures, provide four (4) copies, three of which must have original signatures on the SF 424, and transmit the package to:

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U.S. Department of Labor
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Your grant package should be received no later than May 21, 2004.