

Native Employment Works Program Resource Guide

Introduction

The Administration for Children and Families (ACF) developed this Resource Guide as a reference for Native Employment Works (NEW) grantee leaders, administrators, managers, frontline workers, and other NEW staff or partners. It is intended to provide a summary of NEW program features, reporting requirements, and available resources for program staff.

The information provided in this Resource Guide is summary in nature and not inclusive of all ACF guidance and policy. The content is intended for training and informational purposes; it should not be relied upon as official policy issuances of ACF. Grantees that have questions about the content of these materials should contact their ACF Regional Office.

NEW Program Requirements

Purpose

The NEW program is designed to provide work-related activities to support job readiness, job placement, and job retention for designated Native American service populations and service areas. (45 CFR 287.5)

NEW replaces the Tribal JOBS program. Only federally recognized tribes and organizations that operated a JOBS program in FY1995 are eligible for NEW program funding.

Funding

The NEW Program is a fixed block grant program. NEW grant awards are set at FY 1994 Tribal JOBS funding levels. NEW programs are funded annually, from July 1 through June 30th of the next year. All funds are provided at once and not distributed on a quarterly basis.

NEW programs must have an approved plan to receive funding. Unspent NEW funds from previous years do not expire and can be carried over and spent in the current year or beyond, on any allowable NEW expenditure.

Program Flexibility

NEW grantees have much flexibility in program design, which provides Tribes with the opportunity to adapt and be responsive to changing needs in the community. NEW grantees can exercise this flexibility in several areas, such as:

- Service area
- Service population
- Equitable eligibility criteria
- Work activities
- Supportive services
- Program outcomes
- Whether to serve TANF clients

NEW Program Plan

NEW grantees must carry out their programs in accordance with their approved NEW plans and with applicable statutory and regulatory requirements. NEW Plans must be renewed every 3 years. The plan must be submitted to your Regional Office first and then uploaded into OLDC.

The NEW Plan includes information such as:

- **Service Area and Population** –The Tribe must define its geographic service area and the population the Tribe intends to serve in its NEW plan. A tribe may define its geographic service area differently from its Bureau of Indian Affairs service area. If it does so, an explanation must be included as to why. (45 CFR 287.110(a)).
- **Eligibility Requirements** – The Tribe must include eligibility criteria in its NEW plan, and have internal procedures to ensure that eligibility requirements are met and documented. The eligibility criteria must be equitable. Eligibility can be limited to a person’s participation in another program (such as TANF) or based on other factors; for example, single parents, unemployed individuals, teen parents, or veterans. Tribes may also implement a prioritization system, such as prioritizing service to under-employed single mothers or veterans. (45 CFR 287.110(b)).
- **Work Activities** – Tribes have the flexibility to design their work activities, as long as they directly relate to education, training, or job readiness. (45 CFR 287.120).
- **Supportive and Job Retention Services** – Tribes have the flexibility to design their supportive and job retention services. These services must be designed to help a client prepare for and/or retain employment. These services may include transportation, child-care, uniforms, tools, employment-related counseling, financial literacy, and educational supplies. (45 CFR 287.125).
- **Performance Measures** - Each grantee must develop their own performance standards and measures to ensure accountability for its program results. (45 CFR 287.145).

NEW Coordination with TANF

Coordinating with other programs is beneficial in creating seamless and comprehensive services to families. If a NEW program chooses to serve TANF clients, it should coordinate between NEW and TANF, as outlined in 45 CFR 287.115.

Fiscal Requirements

NEW programs can utilize carryover funds without fiscal year limitations. Tribes with carryover funds should develop plans to utilize this funding, consider the scope and sustainability of plans, and amend program plans, as required.

Always work with financial contacts in your tribe, as well as regional office staff, to determine if your program has carryover balances.

Reporting Requirements

There are two required annual reports for NEW programs:

- Annual Financial Report
- Annual Narrative and Statistical Report

For directly funded NEW programs (*not integrated into a 477 plan*): the financial report and the narrative and statistical report must be submitted by September 28th of each year, 90 days after the end of the NEW program year on June 30th, as specified at 45 CFR 287.155(d).

For NEW programs operating under P.L. 102-477: contact your Bureau of Indian Affairs office for reporting requirements.

Annual Financial Report

Use SF-425M to make an annual financial report of expenditures for program activities and services.

Annual financial reports will be due to the federal awarding agency each year for each NEW grant received until all funds are expended.

Any remaining reports for FY 2015 or earlier awards are submitted through OLDC. Reports for FY 2016 or later awards are submitted through the HHS Payment Management System (PMS).

Annual Narrative and Statistical Report

Use the OMB-approved NEW program report form to create the annual narrative and statistical report. Programs submit the report through the Online Data Collection (OLDC) system as an attachment to the SF-424M. Each annual report should cover a separate July 1 – June 30 program year. The report consists of two parts: (1) a narrative report; (2) a statistical report.

In the narrative report, grantees should summarize:

- their achievements during the report period for the performance standards, measures, and outcomes in their NEW plans
- their other noteworthy activities and achievements during the report period
- significant barriers to NEW program implementation and coordination during the report period, reasons for slippage if the program's planned outcomes were not achieved, actions taken to address these problems and barriers, and the level of success in resolving them.

In the statistical report, grantees should report:

- the number of NEW clients they served during the report period
- the number of NEW clients with selected characteristics at enrollment
- the number of clients participating in activities and/or receiving services from NEW during the report period
- the number of NEW clients with selected outcomes during the report period.

Resources

[45 CFR Part 287: NEW Regulation](#):¹ The basic rules and guidelines governing general aspects of NEW

[Native Employment Works \(NEW\) Plan Guidance](#):² The Approved NEW Plan

[45 CFR Part 75: Omni Circular \(Uniform Guidance\)](#):³ The rules and guidelines governing allowable costs and fiscal management

[More on Grant Terms and Agreements](#)⁴

[OFA's Website for Native Employment Works Resources](#)⁵

[OFA Peer TA Website](#)⁶

¹ <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-II/part-287>

² <https://www.acf.hhs.gov/ofa/resource/new-plan-guidance-non-477-2019>

³ <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>

⁴ www.acf.hhs.gov/grants/mandatory-formula-block-and-entitlement-grants

⁵ <https://www.acf.hhs.gov/ofa/programs/tribal/new>

⁶ <https://peerta.acf.hhs.gov/>