

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Trade Adjustment Assistance
	CORRESPONDENCE SYMBOL OTAA
	DATE February 27, 2019

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 13-18

TO: STATE WORKFORCE AGENCY ADMINISTRATORS
STATE WORKFORCE LIAISONS
AFFILIATE AMERICAN JOB CENTER MANAGERS
COMPREHENSIVE AMERICAN JOB CENTER MANAGERS
STATE WORKFORCE ADMINISTRATORS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
STATE LABOR COMMISSIONERS
RAPID RESPONSE COORDINATORS
TRADE ADJUSTMENT ASSISTANCE LEADS

FROM: MOLLY E. CONWAY /s/
Acting Assistant Secretary

SUBJECT: Fiscal Year (FY) 2019 Trade Adjustment Assistance (TAA) Training and Other Activities (TaOA) Grant Management Guidance

1. **Purpose.** To assist State Workforce Agencies (SWAs) or agencies designated by Governors as “Cooperating State Agencies” (CSAs) (also jointly referred to as “States,” “Recipients,” “Grantees,” “Applicant,” or “You”) in gaining access to FY 2019 TAA Program TaOA funds by completing and submitting Standard Form (SF) 424, Application for Federal Assistance, through www.grants.gov.
2. **Action Requested.** SWA Administrators are requested to immediately provide copies of this guidance to all staff involved in the preparation and submission of the SF-424s for TAA Program grant awards. SWA Administrators are asked to ensure that the staff person or persons responsible for performing these activities are fully aware of the required FY 2019 TAA Program TaOA grant application processes and timelines. The Department is requesting that each SWA Administrator ensure that the SF-424 for TaOA grant funding for their state is submitted to ETA via www.grants.gov within 30 calendar days from the issue date on this TEGL.
3. **Summary and Background.**
 - a. **Summary** - This guidance provides instructions to states on the required process for accessing FY 2019 TaOA funds. To access FY 2019 funds for Trade Readjustment Allowances (TRA) and Alternative Trade Adjustment Assistance/Reemployment Trade Adjustment Assistance (ATAA/RTAA), states should continue to follow

RESCISSIONS None	EXPIRATION DATE Continuing
----------------------------	--------------------------------------

standard procedures, as they have previously, and contact their assigned Federal Project Officer (FPO) if they have questions regarding these funds.

- b. **Background** - The Trade Act Title II, Chapter 2, established the Trade Adjustment Assistance for Workers (TAA), ATAA, and RTAA programs. These programs, collectively referred to as the Trade Adjustment Assistance Program (TAA Program), provide assistance to workers who have been adversely affected by foreign trade. Under Section 239 of the Trade Act, as amended, the states, as agents of the Department of Labor (“Department,” or “Grantor”), provide benefits and services to eligible workers certified to receive TAA Program benefits. Each state provides these services through one or more state agencies, one of which is designated as the CSA in an agreement between the state’s Governor and the Secretary of Labor (Secretary); this agreement is known as the Governor-Secretary Agreement¹. The Governor-Secretary Agreement explains program requirements, limitations on the use of TaOA funds, and other important grant provisions, including the TAA Program Annual Funding Agreement (AFA), that states must comply with in order to access TAA Program funding. The Standard Terms and Conditions template that governs the TAA Program grant award is available at: <https://doleta.gov/grants/resources.cfm>. Attachment III of this TEGL sets out the TAA Program Requirements.

The Department and each state execute an AFA at the beginning of each fiscal year, requiring each state to submit a signed Application for Federal Assistance Standard Form-424 (SF-424) (Office of Management and Budget Approval No. 4040-0004) through www.grants.gov.

4. Application and Grant Award Process.

- a. **Application Process** - The Department strongly encourages states to begin the submission process through www.grants.gov promptly, as it is often time consuming and could take several weeks for successful completion. In addition to other information requested on the SF-424, each state must: 1) enter the announcement number of this TEGL, ETA-TEGL-NO-13-18, into the opportunity number field of the application, and 2) enter the applicable amount set out for the state in Attachment I of this TEGL as the estimated dollar amount of funds requested for FY 2019.² Attachment II of this TEGL provides detailed instructions for submitting the SF-424 and includes links to resources, including customer service contacts and other information, available at www.grants.gov.
- b. **Grant Award Process** - Upon receiving the application submitted by a state through www.grants.gov, the Office of Grants Management (OGM), in conjunction with the Office of Trade Adjustment Assistance (OTAA), will review the application materials and request revisions as necessary. Once approved, OGM will incorporate the

¹ In FY 2016, after the enactment of the TAARA 2015, the Governor-Secretary Agreements were revised and re-executed.

² The state amounts provided in Attachment I are derived using the formula factors set out in 20 CFR 618.910(f) as applied to the \$450 million TaOA funding cap.

application with the AFA, which will be executed by the Department's Grant Officer and transmitted to the Authorized Representative and Point of Contact identified on the SF-424 submitted for your state. Any subsequent changes to the information submitted on the SF-424 (people identified, address, etc.) must be submitted to the Department as a request to modify the AFA via the assigned FPO. Links to reporting databases, as well as general guidance on how to administer a grant award, may be found in the Grantee Handbook available at: https://doleta.gov/grants/award_management.cfm.

5. **Inquiries.** For further information about this announcement, please contact Rahel Bizuayene, Grants Management Specialist, OGM, at (202) 693-3438. Applicants should e-mail all technical questions to bizuayene.rahel@dol.gov and must specifically reference **ETA-TEGL-NO-13-18**, along with their question(s), and include a contact name, fax, and phone number with the inquiry. This TEGL is available at <https://www.grants.gov>.

6. **References.**

- The Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019 (Department of Labor Appropriations Act, 2019), Division B, Title I (Pub. L. 115-245), enacted on September 28, 2018;
- Chapter 2 of Title II of the Trade Act of 1974, as amended (Pub. L. 93-618) (Trade Act) (codified at 19 U.S.C. §§ 2271 et seq.);
- 20 CFR part 618, Trade Adjustment Assistance, Subpart I;
- Training and Employment Guidance Letter (TEGL) No. 15-12, *Delivery of Benefits and Services to Trade Adjustment Assistance (TAA) Program Recipients through the American Job Center Network Delivery System*;
- TEGL No. 05-15, *Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA 2015), and its Change 1*;
- TEGL No. 16-16, *One-Stop Operations Guidance for the American Job Center Network, and its Change 1*;
- TEGL No. 17-16, *Infrastructure Funding of the One-Stop Delivery System*; and
- TEGL No. 18-17, *Fiscal Year (FY) 2018 Trade Adjustment Assistance (TAA) Training and Other Activities (TaOA) Grant Management Guidance*.

7. **Attachments.**

- Attachment I: Estimated FY 2019 TaOA Funding Levels
- Attachment II: Additional Submission Instructions
- Attachment III: Program Requirements