

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Trade Adjustment Assistance
	CORRESPONDENCE SYMBOL OTAA
	DATE June 15, 2018

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 18-17

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: ROSEMARY LAHASKY /s/
Deputy Assistant Secretary

SUBJECT: Fiscal Year (FY) 2018 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”) gain access to FY 2018 TAA Program TaOA funds by completing and submitting Standard Form (SF) 424, Application for Federal Assistance, through www.grants.gov.

2. **References.**

- Consolidated Appropriations Act, 2018 (Pub. L. 115-141);
- 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)*;
- TEGL No. 05-15, *Change 1 to the Trade Adjustment Assistance (TAA) Operating Instructions for Implementing the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA 2015)*;

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- TEGL No. 16-16, *One-Stop Operations Guidance for the American Job Center Network*; and
- TEGL No. 17-16, *Infrastructure Funding of the One-Stop Delivery System*.

3. **Background.** The Trade Act Title II, Chapter 2, established the Trade Adjustment Assistance for Workers (TAA), Alternative Trade Adjustment Assistance (ATAA), and Reemployment Trade Adjustment Assistance (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, the states, as agents of the United States, 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 incorporates by reference, the TAA Program Annual Funding Agreement (AFA), explains program requirements, limitations on the use of TaOA funds, assurances, and other important grant provisions 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 3 of this TEGL sets out the TAA Program Requirements.

Until FY 2018, AFAs were executed between the Department of Labor (“Department,” “DOL,” “Grantor,” or “We”) and each state at the beginning of each fiscal year by having each CSA return a signed SF-424, Application for Federal Assistance (Office of Management and Budget Approval No. 4040-0007), via email to the Department’s Office of Grants Management (OGM). **Effective with the current FY 2018 funding cycle, the Department is streamlining the TaOA grant funding process by requiring each state to submit the signed SF-424 through www.grants.gov.** The period of performance for the FY 2018 TAA Program grant awards continues until September 30, 2020.

4. **Scope.** This guidance provides instructions to states on the required process for accessing FY 2018 TaOA funds. States should continue to follow standard procedures, as they have previously, in order to access FY 2018 TRA and A/RTAA funds and contact their assigned Federal Project Officer (FPO) if they have questions regarding these funds. The funding is made available under CFDA Number 17.245 Trade Adjustment Assistance for TaOA, TRA, ATAA, and RTAA.
5. **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 2018 TAA Program TaOA grant application processes and timelines. DOL 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.

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

6. **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 up to four weeks for successful completion. States must have the Duns & Bradstreet (DUNS) Number of the organization responsible for managing the grant award, which must be registered with System for Award Management, otherwise known as www.SAM.gov (formerly CCR) before submitting the SF-424. In addition to other information requested on the SF-424, each state must: 1) enter the announcement number of this TEGL, ETA-TEGL No. 18-17, into the opportunity number field of the application, and 2) enter the applicable amount set out for the state in Attachment 1 of this TEGL as the estimated dollar amount of funds requested for FY 2018. Attachment 2 of this TEGL provides detailed instructions for submitting the SF-424 and includes links to resources, including a step-by-step guide and other information available at www.grants.gov.
7. **Grant Award Process.** Upon receiving the application submitted by a State through www.grants.gov, OGM, in conjunction with OTAA, will review the application materials and request revisions as necessary. Once approved, the application will be incorporated 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 submitted SF-424. 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.
8. **Inquiries.** For further information about this announcement, please contact Rahel Bizuayene, Grants Management Specialist, Office of Grants Management, at (202) 693-3438. Applicants should e-mail all technical questions to bizuayene.rahel@dol.gov and must specifically reference ETA-TEGL No. 18-17, 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>.
9. **Attachments.**
 - Attachment 1: Estimated FY2018 TaOA Funding Levels
 - Attachment 2: Additional Submission Instructions
 - Attachment 3: Program Requirements