

**Trade Adjustment Assistance (TAA) Program
Reserve Funding Request Form**

INSTRUCTIONS FOR COMPLETING FORM ETA-9117

General Instructions

A separate funding template must be completed for each relevant fiscal year a State received program funds. For example, a State that received Trade Adjustment Assistance Program funding during the current fiscal year and two prior fiscal years, would be required to complete a template for each of the relevant fiscal years.

Trade Adjustment Assistance Program funds have a three-year life, the fiscal year in which they were allocated to the State, plus two subsequent fiscal years. For example, funds received during any given fiscal year are available for obligation and expenditure through September 30 of the succeeding two fiscal years, and all expenditures must be liquidated by December 31 of the third year. Grantees only have until the end of the life of the grant, September 30 of the third year, to fully expend the grant funds. Thereafter, they have 90 days to liquidate all accrued expenditures incurred prior to the end of the life of the grant. **Grantees can not continue to obligate or expend funds after the end of the life of the grant unless they receive a written grant modification from the Grant officer that extends the life of the grant.** Any remaining balances that are not liquidated by the end of the 3-year period will revert to the Treasury. States should not request additional funding if they have prior year funds available for obligation presuming the end of the life of grant has not occurred.

Specific Instructions

1. State - Self-explanatory.
2. Report Period Ending - Reflects the ending date of the month being reported.
3. Total Amount of Funds Requested - Self-explanatory.
4. Financial Data - This section reflects financial data on a fiscal year basis for TAA administration, job search and relocation allowances, and training as follows:
 - A. TAA Funds Received to Date - Enter the amount of Federally-obligated authority received by the State as of the end of the reporting period. Obligations can not exceed the amount of funds received by the State.
 - B. Cumulative Obligations - Represents the sum of accrued expenditures (Line D) plus the value of goods and services which have been ordered (purchase orders, contracts), but not received - also commonly referred to as undelivered orders or resources on order.
 - C. Unobligated Balance - Is equal to TAA Funds Received to Date minus Cumulative Obligations (Line A - Line B = Line C).
 - D. Cumulative Accrued Expenditures - Reflects cumulative accrued expenditures for each of the categories from the start of the fiscal year. Accrued expenditures represent the sum of cash disbursements made for goods and services received plus the value of goods and services received but not yet paid.

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5. Justification for NOA - The justification should include:

- (a) the number of existing enrollees that require additional funding under this request; the amount of funding needed to cover existing enrollees through the current fiscal year; and the amount of funding needed to cover remaining length of training beyond the current fiscal year for existing enrollees;
- (b) the number of individuals with an approved training plan who have yet to enroll that require funding under this request; the amount of funding needed to cover these individuals through the current fiscal year; and the amount of funding needed to cover remaining length of training beyond the current fiscal year for these individuals;
- (c) the number of individuals requesting job search and relocation allowances through the current fiscal year under this request;
- (d) a certification listing which provides petition number, company name and location for individuals identified in the above-referenced categories who have requested training, job search and relocation allowances under this request;
- (e) the projected number of individuals without an approved training plan that may require funding under this request; and the amount of funding needed to cover these individuals through the current fiscal year;
- (f) a brief discussion of the conditions which give rise to the request; and
- (g) the expected performance outcomes for individuals who have received a TAA program funded service (entered employment, retention and wage replacement).

Additional sheets may be attached for the justification, if necessary.