

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Trade Adjustment Assistance
	CORRESPONDENCE SYMBOL OTAA
	DATE July 26, 2024

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 01-24

TO: STATE WORKFORCE AGENCIES
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: JOSÉ JAVIER RODRIGUEZ /s/
Assistant Secretary

SUBJECT: Fiscal Year (FY) 2024 Trade Adjustment Assistance (TAA) Program Training and Other Activities (TaOA) Funds Distribution, SF-424 Instructions, and Grants Management Requirements for Accessing TaOA Funds

1. **Purpose.** To advise State Workforce Agencies, or agencies designated by Governors as “Cooperating State Agencies” (CSAs) (also jointly referred to as “states”) of the state distribution amounts of FY 2024 TAA Program TaOA funds.
2. **Action Requested.** States are required to implement the guidance set forth herein and must continue to administer the TAA Program in accordance with applicable regulations and administrative guidance. States must inform all appropriate staff of the contents of this guidance. States must complete their SF-424 and submit these forms via www.grants.gov no later than thirty days from the publication date of this guidance.
3. **Summary and Background.**
 - a. Summary – [Training and Employment Guidance Letter \(TEGL\) No. 24-20](#), *Operating Instructions for Implementing the Reversion Provisions of the Amendments to the Trade Act of 1974 Enacted by the Trade Adjustment Assistance Reauthorization Act of 2015*, reminds states that although the termination provision of the Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA 2015) prohibits the Department from certifying petitions for TAA group eligibility as of July 1, 2022, workers certified as eligible to apply for assistance under a petition approved prior to July 1, 2022, and who were separated on or before June 30, 2022, continue to be entitled to TAA Program benefits and services. States are required to continue to operate their TAA Programs in

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accordance with the termination provisions and requirements provided in Attachment III. For FY 2024, each state will receive a minimum allocation of \$100,000 of FY 2024 TaOA funds. States with new participants enrolled in the last four quarters will receive additional funds based on the percentage of participants they enrolled. No FY 2024 TaOA funds will be held in reserve. To access FY 2024 TaOA funds, states must complete their SF-424 and submit these forms via www.grants.gov no later than thirty (30) days from the publication date of this guidance. Each state's allocation amount is set out in Attachment I.

- b. Background – [TEGL No. 14-22](#), *Trade Adjustment Assistance (TAA) for Workers Program Phase-out Termination Frequently Asked Questions (FAQs)*, is companion guidance to TEGL No. 24-20 and its Change 1, *Operating Instructions for Implementing the Reversion Provisions of the Amendments to the Trade Act of 1974 Enacted by the Trade Adjustment Assistance Reauthorization Act of 2015*. In these three TEGLs, the Department instructs states on how to operate the TAA Program under section 285(a) of the Trade Act of 1974, as amended, first under reversion and then under the current program, referred to as phase-out termination. Under phase-out termination, states must continue to provide outreach to identify affected workers and must serve any workers covered by a certified petition who were separated from trade-affected employment on or before June 30, 2022. This outreach should be commensurate with available TaOA funding and partner program resources. States must continue to determine the best mix of benefits and services available to eligible workers based on the version of the TAA Program in effect when the petition covering the worker was filed. The TAA Program continues to operate under Section 285(a) of the Trade Act, as amended, and states are still obligated to operate the program as further explained in Attachment III of this TEGL. The Department will continue to make funding available to the states as annual appropriations remain in effect while the program operates under phase-out termination.

4. FY 2024 TaOA Funds.

- a. Use of Funds – States may use TaOA funds to provide benefits and services to members of worker groups covered by a certification under the 2002 Program, the 2009 Program, the 2011 Program, the 2015 Program, and the Reversion 2021 program in accordance with the requirements in the TAA law in effect at the time of filing of such petition for certification. FY 2024 TaOA funds are available for expenditure for three fiscal years (FY 2024, FY 2025, and FY 2026). The 10 percent limitation on the use of TaOA funds for state administration will not apply to FY 2024 funds to accommodate states' need for administrative activities funds. In compliance with the Uniform Guidance at [2 CFR § 200.403\(a\)](#), the use of such funds must be necessary and reasonable for the performance of the TAA Program. The provision of benefits and services during phase-out, including outreach activities, and to enroll members of worker groups certified on or before June 30, 2022, should be charged as employment and case management expenses or to appropriate partner programs. This includes providing employment and case management services to any remaining ATAA and RTAA recipients. These costs may not be charged as administrative costs. Section [20 CFR § 618.860\(b\)](#) lays out the specific activities for which TAA Program TaOA administrative funds may be used. State administrative activities include recommending and reviewing the waiver of the training

requirement; issuing, approving, continuing, or revoking training waivers; approving or denying training programs and plans; participating as needed in adjudication or appellate activity associated with any TAA benefit or service; and other administrative activities relating to the TAA Program.

- b. Process for Requesting Additional Funds – In the event a state needs an amount greater than the amount indicated in Attachment I of this guidance for the provision of benefits and services to eligible workers prior to the end of FY2024, the state should contact the appropriate Regional Office.
- c. Grants Management – States must submit an FY 2024 SF-424 for the amount of funding set out for their state in Attachment I of this guidance. States must: 1) enter the announcement number of this TEGL, ETA-TEGL-NO-01-24, 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 dollar amount of funds requested for FY 2024. Attachment IV 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.
 - i. States must submit their applications via www.grants.gov. The Department's Office of Grants Management (OGM), in conjunction with the Office of Trade Adjustment Assistance, will review the submitted application materials and request any updates or corrections, if necessary. Once approved, OGM will incorporate the application with the Annual Financial Agreement (AFA), which will be executed by the Department's Grant Officer and transmitted to the Authorized Organizational Representative and the Point of Contact identified on the SF-424 for the state. Any subsequent changes to the information submitted on the SF-424 (individuals identified, address, etc.) must be submitted to the Department as a request to modify the AFA via the assigned Federal Project Officer. Links to reporting databases, as well as general guidance on how to administer a grant award, may be found at: <https://www.dol.gov/agencies/eta/grants/management>, TAA Community page at <https://taa.workforcegps.org>, our Office of Grants Management Grants Application and Management community page at: <https://grantsapplicationandmanagement.workforcegps.org/resources/2016/12/14/10/45/Grant-Management-Training>, and in the Uniform Guidance at 2 CFR 200 et. seq. at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>.
 - ii. States must also provide indirect cost information as a sentence in Line Item #15, Descriptive Title of Applicant's Project, on the SF-424 Form. *Example: "Indirect Costs for this award are estimated at \$19,000."* State grantees may use a federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP) rate to calculate indirect costs against their full FY 2024 TaOA allotments to estimate this total. States will not need to provide supporting documentation (i.e., Indirect Cost Rate Agreement or Cost

Allocation Plan) in their application to substantiate the amount of Indirect Costs estimated in Item #15. The amount a state enters for Indirect Costs will not impact the total amount entered in Item #18, Estimated Funding (\$) of the SF-424, i.e., states should enter the amount provided in Attachment I of this TEGL on Item 18.

- iii. The period of performance for these funds will be 10/01/2023 to 09/30/2026. States must enter this on Line 17 on the SF-424.

5. Inquiries. Please direct inquiries to the appropriate Regional Office.

6. References.

- Pub. L. 118-47, Further Consolidated Appropriations Act, 2024, enacted on March 23, 2024;
- 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.);
- Pub. L. 114-27, Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA 2015);
- TAA Final Rule, 20 CFR Part 618, 85 FR 51896 (August 21, 2020);
- Agreement Between the Governor and Secretary of Labor, United States Department of Labor, to carry Out the Provisions of Subchapters A, B, and C of Chapter 2 of Title II of the Trade Act of 1974, as amended by the Trade Adjustment Assistance Reauthorization Act of 2015;
- Joint WIOA Final Rule, as applicable, published in the *Federal Register* at: <https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15977.pdf>;
- Department-Only WIOA Final Rule, as applicable, published in the *Federal Register* at: <https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf>;
- Further Consolidated Appropriations Act, 2024, Division D, (Pub. L. 118-47), Enacted March 23, 2024;
- [2 CFR part 200](#) (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR part 2900 (Department's Supplement to 2 CFR part 200);
- Balanced Budget and Emergency Deficit Control Act of 1985 (BBEDCA), as amended by the Budget Control Act of 2011 (BCA);
- [TEGL No. 14-22](#), *Trade Adjustment Assistance (TAA) for Workers Program Phase-out Termination Frequently Asked Questions (FAQs)*, issued April 14, 2023;
- [TEGL No. 24-20](#), *Operating Instructions for Implementing the Reversion Provisions of the Amendments to the Trade Act of 1974 Enacted by the Trade Adjustment Assistance Reauthorization Act of 2015*, issued June 4, 2021;
- [TEGL No. 24-20, Change 1](#), Change 1 to Operating Instructions for Implementing the Reversion Provisions of the Amendments to the Trade Act of 1974 Enacted by the

Trade Adjustment Assistance Reauthorization Act of 2015, issued November 25, 2022;

- [TEGL No. 17-16](#), *Infrastructure Funding of the One-Stop Delivery System*, issued January 18, 2027; and
- [TEGL No. 03-19](#), *Real Property Under Employment and Training Administration-Funded Grants*, issued July 15, 2019.

7. Attachment(s).

- Attachment I – Fiscal Year (FY) 2024 Trade Adjustment Assistance (TAA) Program Training and Other Activities (TaOA) Allocations, by State
- Attachment II – Award Description for Trade Adjustment Assistance (TAA) Program Training and Other Activities (TaOA) Grants
- Attachment III – TAA Program Requirements
- Attachment IV – Submission Instructions for (TaOA) Funding via SF-424 and Grants.gov