EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Trade Adjustment Assistance
	CORRESPONDENCE SYMBOL OTAA
	DATE June 11, 2026

ADVISORY: **TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 01-25, Change 1**

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: HENRY MACK, ED.D.
Assistant Secretary

SUBJECT: Change 1 to Training and Employment Guidance Letter No. 01-25: Process for Requesting Fiscal Year 2026 Trade Adjustment Assistance Program Funds

1. **Purpose.** This Change 1 updates TEGL No. 01-25 to provide instructions for states to request Fiscal Year (FY) 2026 Trade Adjustment Assistance (TAA) Program funds. Except for the revisions described in this Change 1, all processes, requirements, and criteria outlined in TEGL No. 01-25 remain unchanged and apply to FY 2026 funding. This guidance does not rescind or cancel TEGL No. 01-25.

2. **Action Requested.** States must share this guidance with the appropriate state TAA representatives and submit requests for funding, if needed, **no later than 30 calendar days from the publication date** of this guidance. States must request FY 2026 TAA Program funds in accordance with TEGL No. 01-25, as revised by TEGL No. 01-25 Change 1.

   a. This Change 1 guidance updates TEGL 01-25 as follows:
      i. Training and Other Activities (TaOA) Funding: States **are no longer required to submit Form ETA-9117**. Instead, states must submit a complete Form SF-424 following the requirements and instructions provided in Paragraph 4. below. States may attach additional pages, as needed to Form SF-424, and must submit all pages (including the justification) via www.grants.gov and simultaneously email the SF 424 and justification to otaa.administrator@dol.gov. See 4.c. below.
      ii. Trade Readjustment Allowances (TRA) and Alternative/ Reemployment Trade Adjustment Assistance (A/RTAA) Funding: The Department will no longer apply

RESCISSIONS	EXPIRATION DATE
None	Continuing

the prior year allocation formula to determine TRA and A/RTAA funding. Instead, we ask states to use the methodology set out in 4.f. below if they need TRA and A/RTAA funds. States should request these funds **no later than 30 calendar days from the publication date of this guidance** by emailing a justification for such funds, to otaa.administrator@dol.gov. *Note, there is no need to submit an SF-424 for TRA and A/RTAA funds; however, as stated in 2(a)(i) above, an SF 424 is required for TaOA funds requests.*

iii. Opportunity Number: States must use the exact syntax, **ETA-TEGL-NO-01-25-C1,** in the opportunity number field on their SF 424 when completing the form and the same syntax when searching www.grants.gov for this funding opportunity.

b. FY 2026 TAA Program funds are limited and will be awarded based on demonstrated need. The Department will analyze each request and approve or suggest revisions to each state's request on a case-by-case basis as described in section 4.b. below.

3. Summary and Background.

a. Summary – TEGL No. 01-25 describes the process for requesting FY 2025 TaOA funds. For FY 2026, the Department will use the same process, criteria, and requirements outlined in TEGL No. 01-25, with the changes provided herein, to evaluate, approve, and award FY 2026 TaOA funds. FY 2026 TaOA funds are available only by request and will be awarded based on demonstrated need. The evaluation criteria established in TEGL No. 01-25 are also included in this guidance. See paragraph 4.b. below. Modifications to the FY 2025 process include the replacement of the ETA-9117 requirement with a written justification for TaOA funds provided in Line 15 of the SF-424. Additionally, the Department is requiring states to request TRA and A/RTAA funds using the instructions provided in 4.f. below.

b. Background – The Consolidated Appropriations Act, of 2026 (Pub. L. 119-75) allocates $47.433 million for Federal Unemployment Benefits and Allowances (FUBA). This funding covers ongoing benefits, services, and administrative expenses for the TAA program. The FY 2026 FUBA appropriation includes $34.933 million for TaOA, -$500,000 for A/RTAA, and $12 million for TRA. Of this appropriation, the Department distributed an initial $5,193,132 ($5,065,132 for TaOA and $128,000 for TRA) to the following eight states demonstrating immediate need: Illinois, Indiana, Maine, Maryland, Michigan, Oregon, Virginia, and Wisconsin. The Department will approve further allocations of FY 2026 TaOA funds according to the instructions in this guidance.

4. Process and Requirements for Requesting FY 2026 TaOA Funds.

a. General Requirements – All application requirements described in TEGL No. 01-25 remain applicable for FY 2026, including allowable cost categories, limitations, administrative requirements, and programmatic expectations. However, the method for requesting funding has changed. To request FY 2026 TaOA funds, states must: 1) Submit their SF-424 via www.grants.gov **and simultaneously** email their SF-424 and supporting attachments to otaa.administrator@dol.gov.

b. Demonstrated Need –For the purpose of allocating FY 2026 TaOA funds, the Department is adopting the same criteria used to request FY 2025 funds as provided in TEGL 01-25 as follows:

i. A State requesting FY 2025 TaOA funds must demonstrate that:
    - At least 50 percent of the total of the State's FY 2024 and FY 2023 TaOA funds have been expended; or
    - The State needs additional TaOA funds to meet demands for services due to unusual and unexpected events, which includes an unexpected increase in the number of trade-affected workers eligible for TaOA.

ii. A State requesting FY 2025 funds must provide a documented estimate of funding needs through the end of the fiscal year. That estimate must be based on an analysis that includes, at a minimum, the following:
    - The average cost of training in the State;
    - The expected number of participants in training through the end of the fiscal year; and
    - The remaining TaOA funds the State has available.

c. Submission Instructions – States must submit the FY 2026 SF-424 application package **no later than 30 calendar days from the publication date** of this guidance. To avoid common errors on the SF-424, states should direct special attention to the following areas of the form:
    - Line Item # 12: For the Funding Opportunity Number, enter this exact syntax: **ETA-TEGL-NO-01-25-C1**.
    - Line Item # 15: In addition to the indirect cost sentence that TEGL No. 01-25 instructs states to provide in Line Item # 15, States must also provide written justification for FY 2026 TaOA funds requested in Line item #15. The narrative must include the items listed in 4.b. above and the state may attach additional pages, as needed. *This requirement replaces the requirement to submit an ETA-9117*.
    - Line Item #17: Enter the period of performance as explained in Section 4.e. below.
    - Line Item #18: Enter the total amount of FY 2026 TaOA funding requested.
    - Completed Package: Submit the form and attachments (application package) via www.grants.gov. Simultaneously email it to otaa.administrator@dol.gov.

d. Grants Management – All grants management requirements remain unchanged from TEGL No. 01-25, including the review processes, award procedures, revision requests, and post-award requirements.

e. Period of Performance – In compliance with the Uniform Guidance at 2 CFR § 200.403(a), the use of TaOA funds must be necessary and reasonable for the performance of the TAA program. The period FY 2026 TAA Program funds are available for expenditure is as follows:
    - TaOA Funds: Three fiscal years, i.e., October 1, 2025, through September 30, 2028.
    - TRA and A/RTAA Funds: One fiscal year, October 1, 2025 – September 30, 2026.

f. Requests for FY 2026 TRA and A/RTAA Funds – States may request FY 2026 TRA and A/RTAA funds by emailing the OTAA Administrator at otaa.administrator@dol.gov and providing the information below:

- FY 2026 TRA Fund Requests: Specify the amount of TRA funding requested and provide supporting information that includes:
    1. Number of workers who will receive TRA benefits
    2. Weekly Benefit Amount (WBA) per worker
    3. Number of weeks the funding request is anticipated to cover
- To request FY 2026 A/RTAA funds: Specify the amount of A/RTAA funding requested by providing
    1. The amount requested
    2. The number of workers expected to receive A/RTAA benefits
    3. The benefit amount per worker

5. **Inquiries.** For further information, states must direct inquiries to the appropriate Regional Office.

6. **References.** The references listed in TEGL No. 01-25 are pertinent to this guidance with these additions.

    a. The Consolidated Appropriations Act, 2026 (H.R. 7148), enacted as Public Law No. 119-75; and
    b. TEGL No. 01-25 - *Process for Requesting Fiscal Year (FY) 2025 Trade Adjustment Assistance (TAA) Program Training and Other Activities (TaOA) Funds, SF-424 Instructions, and Grants Management Requirements Relating to TAA TaOA Funds.* ***FY 2025 TaOA Funds are Available by Request Only***, TEGL 01-25 | U.S. Department of Labor.

7. **Attachment(s).** TEGL No. 01-25 Attachments remain applicable except for the changes mentioned above in this Change 1.

- Attachment I – Award Description.
- Attachment II – TAA Program Requirements.
- Attachment III – FY 2026 SF-424 Submission Instructions for TaOA Funding via www.grants.gov

Award Description for Trade Adjustment Assistance (TAA) Program Training and Other Activities (TaOA) Grants

Award Description. States receiving an award must comply with the Trade Act of 1974 as amended, the TAA Program Regulations, the Notice of Award which the Department provides at the time of the award, applicable program guidance, applicable agreements governing the TAA Program such as Governor-Secretary Agreement, and the TAA Annual Funding Agreement.

1. **Purpose:** States may use TAA Program TaOA funds provided under this grant to cover the cost of related state administration and the provision of training, employment and case management services including outreach, job search allowances, and relocation allowances to trade affected workers.

2. **Activities to be Performed:** Required activities are covered in the TAA Final Rule, 20 CFR part 618, published in the Federal Register on August 21, 2020, applicable statutes, and guidance governing the TAA Program and describe program requirements and states' responsibilities regarding the use of TAA program TaOA funds. Additional guidance is provided in Attachment II of this TEGL.

3. **Expected Outcomes:** States must use TAA Program funds provided under this grant to operate the TAA Program in support of the goals, objectives, and outcomes provided in the Trade Act of 1974, as amended, the program regulations at 20 CFR part 618, and applicable administrative guidance.

4. **Intended Beneficiaries:** TaOA grant funds are intended to serve workers who are adversely affected by trade. Adversely affected workers are individuals who, because of lack of work in adversely affected employment, have been totally or partially separated from such employment; and, adversely affected incumbent workers (individuals who (A) are members of a group of workers who have been certified as eligible to apply for adjustment assistance; (B) have not been totally or partially separated from adversely affected employment; and (C) workers for whom the Secretary determines, on an individual basis, are threatened with total or partial separation).

5. **Subrecipient Activities:** Subrecipient means a non-Federal entity or Federal agency that receives a subaward from the grant award recipient under the TaOA funds award. Subrecipients are accountable to the grantee for the use of the Federal funds provided by the subaward. Specifications of subrecipient activities and the requirements subrecipients must comply with, are set out in the TAA Annual Funding Agreement, which DOL sends to each grantee upon grant award.

TAA Program Requirements

A. Overview. The TAA Program provides training, employment and case management services, job search allowances, relocation allowances, Trade Readjustment Allowances (TRA), Alternative Trade Adjustment Assistance (ATAA), and Reemployment Trade Adjustment Assistance (RTAA). TAA Program Training and Other Activities (TaOA) funds provided under this grant award may be used for: the cost of training (and training related costs), employment and case management services including outreach activities, job search allowances, relocation allowances, and related state administration. Funds for TRA, ATAA, and RTAA are governed by the Federal requirements, guidance, and the terms and conditions of the Unemployment Insurance Annual Funding Agreement (AFA).

B. States' Responsibilities. The Trade Act of 1974, as amended, 20 CFR part 618, and Agreements Between Governors and the Secretary of Labor, provide guidance on states' responsibilities for ensuring that Workforce Innovation and Opportunity Act (WIOA) partner programs are integrated into the American Job Center (AJC) network, also known as the one-stop system. The TAA Program is a required one-stop partner under the WIOA statute and regulations at WIOA sec. 121(b)(1)(B), 20 CFR § 678.400, 34 CFR § 361.400, and 34 CFR § 463.400, respectively. As a WIOA required partner, the TAA Program is responsible for providing access to TAA benefits and services to adversely affected workers through the AJC network. States must also use their state's AJCs as the main point of contact for participant intake and the delivery of TAA benefits and services.

1) Program Access

If the TAA Program is carried out in a local area, the state must provide access to the TAA Program services in the local area's comprehensive one-stop centers in accordance with 20 CFR 678.305(d) and with WIOA sec. 121(b)(1)(A)(i). Access to the TAA Program occurs in one of three ways:

a) Option 1: Having a TAA Program staff member, whether fully or partially funded by TAA, physically present at the one-stop center and responsible for TAA;
b) Option 2: Having a staff member from a different partner program physically present at the one-stop center appropriately trained to provide information to customers about the TAA Program, services, and activities available through all partner programs; or
c) Option 3: Making available a direct linkage through technology to a TAA Program staff member who can provide meaningful information or services.

The options above offer a wide range of possibilities to partners. Option 2 could require a state to have varying levels of assistance depending on the trade-affected worker's needs. For example, this could be as simple as having an adequately trained one-stop center staff member providing basic program information to a one-stop customer regarding eligibility requirements of the TAA Program. In this example, the partner staff member has been trained on TAA Program eligibility requirements, as well as how to search for and file a TAA petition. This option allows the customer to receive high-quality service through the one-stop center in a timely manner.

Option 3, a direct linkage, can take many forms as well. As described in 20 CFR 678.305(d)(3), a "direct linkage" means providing a direct connection at the one-stop center within a reasonable time, by phone or through a real-time web-based communication, to a program staff member who can provide program information or services, including career services, to the customer. Solely providing a phone number, website, information, pamphlets, or materials does not constitute a "direct linkage."

2) Compliance with Regulations and Guidance

In performing its responsibilities under the Governor-Secretary Agreement, as a condition for receipt of funds, the state agrees to comply with program regulations and administrative directives, including, but not limited to:

a) Trade Adjustment Assistance Final Rule, published in the Federal Register at: https://www.federalregister.gov/documents/2020/08/21/2020-13802/trade-adjustment-assistance-for-workers, effective on September 21, 2020;`
b) 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;
c) 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;
d) Full-Year Continuing Appropriations and Extensions Act, 2025 (Pub. L. 119-4);
e) 2 CFR part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR part 2900 (The Department's Supplement to 2 CFR part 200);
f) 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.);
g) Balanced Budget and Emergency Deficit Control Act of 1985 (BBEDCA), as amended by the Budget Control Act of 2011 (BCA);
h) TEGL No. 17-16, *Infrastructure Funding of the One-Stop Delivery System*;
i) TEGL No. 03-19, *Real Property Under Employment and Training Administration-Funded Grants*;
j) TEGL No. 24-20 and 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*;
k) TEGL No. 13-21, *Trade Adjustment Assistance (TAA) for Workers and Alternative Trade Adjustment Assistance (ATAA) and Reemployment Trade Adjustment Assistance (RTAA) Program Operations after June 30, 2022*;
l) TEGL No. 14-22, *Trade Adjustment Assistance (TAA) for Workers Program Phase-out Termination Frequently Asked Questions (FAQs).*

TAA Program Requirements

3) Compliance with Requirements

In performing its responsibilities under this award, the state hereby certifies and assures that it will fully comply with the following requirements:

a) Real Property. The requirements and restrictions related to real property in 2 CFR § 200.439(b)(3), provide that capital expenditures for improvements to land or buildings, which materially increase their value or useful life, are unallowable as a direct cost, except in cases where the Grant Officer has granted prior written approval. All requests for construction related expenses must come to the Secretary of Labor for prior approval.

The requirements relating to Real Property, above and explained in TEGL No. 03-19, *Real Property Under Employment and Training Administration-Funded Grants*, apply. This guidance provides information on using ETA grant funds for capital expenditures and other real property costs, depreciation, maintaining insurance, handling idle facilities and idle facility capacity, retaining records, disposing of real property acquired with ETA grant funds; renting real property, and using and disposing of SWA real property that has DOL equity or Reed Act equity.

b) Equipment. Equipment purchases under the TAA Program are subject to the provisions at 2 CFR § 200.313. Consistent with 20 CFR § 618.860(c)(1), the Department delegates the authority of prior approval to the Governor for equipment purchases made using TaOA funds.

c) Oversight Roles and Responsibilities [See 20 CFR 618.860(d)(2)(i)]. Each recipient and subrecipient of funds under the Trade Act, as amended, must conduct regular oversight and monitoring of its program and those of any subrecipients and contractors as required under Trade Act sec. 239(i), and 2 CFR part 200, including 2 CFR § 200.331 through 2 CFR § 200.333, and the Department's exceptions at 2 CFR part 2900, in order to:

i. determine that expenditures have been made against the proper cost categories and within the cost limitations specified in the Act, the regulations, and administrative guidance;
ii. determine whether there is compliance with other provisions of the Act, the regulations, and administrative guidance applicable to the program at issue;
iii. assure compliance with 2 CFR part 200 and the Department's exceptions at 2 CFR part 2900;
iv. assure compliance with 20 CFR part 618, if applicable; and,
v. determine compliance with the nondiscrimination, disability, and equal opportunity requirements of sec. 188 of WIOA, including the Assistive Technology Act of 1998 (29 U.S.C. 3003).

d) Procedures and Resolution of Findings. [See 20 CFR § 618.860(d)(2)(ii)]

TAA Program Requirements

i. Resolution of subrecipient-level findings.

(1) The Governor is responsible for resolving findings that arise from state and Federal monitoring reviews, investigations, and audits (including under 2 CFR part 200) of subrecipients awarded funds through the Trade Act, as amended.

(a) A state must use the written monitoring and audit resolution, debt collection and appeal procedures that it uses for other Federal grant programs.

(b) If a state does not have such written procedures, it must prescribe standards and procedures to be used for this grant program.

(2) For subrecipients awarded funds through a recipient of grant funds, the direct recipient of the grant funds must have written monitoring and resolution procedures in place that are consistent with 2 CFR part 200.

ii. Resolution of state findings. [See 20 CFR 618.860(d)(2)(iii)]

(1) The Secretary is responsible for resolving findings that arise from Federal audits, monitoring reviews, investigations, incident reports, and audits under 2 CFR part 200 for direct recipients of Federal awards under the Trade Act, as amended.

(2) The Secretary will use the Department's audit resolution process, consistent with 2 CFR part 200, Subpart F.

(3) A final determination issued by a Grant Officer under this process may be appealed to the Department's Office of Administrative Law Judges under the procedures in 2 CFR § 2900.22.

e) Nondiscrimination. States must follow the requirements provided in 29 CFR part 38, Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA.

C. Use of Funds. States may use TaOA funds to provide training, job search allowances, relocation allowances, and employment and case management services to members of worker groups covered by a certification including outreach to workers under all versions of the TAA Program, in accordance with the requirements of the TAA law in effect at the time of filing of such petition for certification. This outreach should be commensurate with available TaOA funding and partner program resources. States may use TaOA funds for TAA Program related state administration, pay for the TAA Program's share of AJC infrastructure costs, and for systems development and maintenance. Please also see Section H of this Attachment for additional information.

Due to the termination status of the TAA Program, the expenditures for related state administration under the FY 2026 awards are not limited to 10 percent of the total amount of TaOA funds awarded to the state in FY 2026. State expenditures for employment and case management services costs, including limited outreach activities, must not be less than 5 percent of TaOA funds awarded under the FY 2026 allocation. ETA strongly recommends that recipients spend funds with the shortest period of availability first.

D. **Deobligation of Funds.** The Recipient agrees to accept a deobligation of the TaOA funds, as set forth in the Notice of Award, in the event of underutilization of those funds. The Grantor will consider underutilization of TaOA funds to exist when the Recipient will be unable to use some or all of the unexpended and/or unobligated balance of such funds provided to the recipient, as provided in 20 CFR § 618.950. Underutilized funds will be recaptured only after notification to and consultation with the Recipient.

E. **Remedies.** All TAA Program funds must be expended in accordance with the provisions of the AFA and any special terms and conditions of approved funding requests. Any expenditure of funds that does not comply with these provisions will be subject to the enforcement remedies at 2 CFR § 200.339, and the procedures located at 2 CFR § 2900.20 through 2900.22, and, if applicable, 20 CFR § 618.804, and any succeeding regulations. The state will take such action as is reasonably necessary to recover for the account of the United States all amounts paid out as program benefits or services that were erroneously paid to ineligible claimants or others, and to restore any losses or misapplication of funds allocated to the state for TAA Program.

F. **Merit Staff.** The state agrees that staff employed to carry out state administration of the TAA Program and funded by the TAA Program, will comply with 20 CFR § 618.890.

G. **Administrative and Program Costs.** The administrative cost limit of the FY 2026 TaOA funding allocation is explained above in paragraph C of this Attachment II, with which states must comply. For purposes of the TAA Program, the costs of administration are established at 20 CFR § 618.860(b). For FY 2026 funds, the 10 percent limit on administrative expenditures does not apply.

H. **Ongoing Program Activities.** The Department is not rescinding TEGL No. 24-20; however, states should make every effort to prioritize funding for those activities supporting winddown/phaseout of TAA as there is no pending legislation to reauthorize the program.

1) Outreach

The TAA program has been in phaseout termination status for four years. TAA Program funding is limited, and the Department is encouraging states to minimize funding for outreach and prioritize serving existing participants. For example, states could limit outreach to TAA-eligible workers who visit American Job Centers (AJCs) or to workers located through rapid response activities. Outreach activities should be charged to employment and case management services.

2) Employment and Case Management

TAA Program Requirements

States must provide workers access to employment and case management services. These services have no deadlines and there is no individual application process to receive these services. Importantly, these services may be provided by any partner program or provider – whether or not TaOA funds are used. WIOA Title I and Title III funding can also be used to provide these services.

3) Training

A trade-affected worker has a lifetime entitlement to apply for training. If the training meets the approval criteria in 20 CFR § 618.635, the state must provide the worker access to the training. The Department must make funding available to provide training to eligible workers under all versions of the TAA Program. WIOA funding under the dislocated worker or national dislocated worker grant programs is also available if the applicable criteria are met. If WIOA funds are used for training, the eligible training provider provisions apply. Should a state need additional funding, they should contact their Regional Office.

4) Trade Readjustment Allowances (TRA)

If a worker meets the eligibility criteria, TRA must be provided. To be eligible, the worker must meet all applicable deadlines and eligibility requirements. Only TRA funds may be used to pay for these benefits.

5) Alternative / Reemployment TAA (A/RTAA)

For a worker to receive A/RTAA in termination, they must have received at least one payment for their qualifying reemployment on or before June 30, 2022. Given the two-year limit on receipt of A/RTAA benefits, nearly all A/RTAA activity should have ceased. Only A/RTAA funds may be used to pay these benefits.

6) Job Search and Relocation Allowances

There are two different deadlines[1] for receipt of the job search and relocation allowances. One of these deadlines is based on completion of training. This means that there is no statutory end date to this benefit. States must continue to make participants aware of

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[1]*Note:* ***Application Deadline for Job Search Allowances****: Workers must apply for job search allowances within 365 days after the date of their certification under the TAA program or within 365 days after the date of their last total separation from employment, whichever is later.* ***Completion Deadline for Job Search Allowances****: The job search must be completed within 30 days after the application for job search allowances is filed.* ***Application Deadline for Relocation Allowances****: Workers must apply for relocation allowances within 425 days after the date of their certification under the TAA program or within 425 days after the date of their last total separation from employment, whichever is later.* ***Relocation Completion Deadline****: The relocation must be completed within 182 days after the application for relocation allowances is filed.*

these benefits, process any applications received, and make appropriate payment of these benefits.

7) Reporting and Other Administrative Responsibilities

There are no changes to the reporting requirements under the TAA Program at this time. States must still submit the Participant Individual Record Layout (PIRL), ETA-9130 Financial Reports, UI-3 Trade Reports, although the Department has paused Trade Adjustment Assistance Data Integrity (TAADI). The Department is reviewing reporting requirements and may implement a pause on the following: Efforts to Improve Outcomes, and Trade Adjustment Assistance Administrative Collection of States (TAAACS) submissions. Additional information will be forthcoming. States must continue to report information on every participant through 10 quarters after the exit quarter. ETA anticipates some states will be reporting on TAA participants into FY 2030.

8) Role as a One-Stop Partner

The TAA Program remains a required partner under WIOA and must meet its obligations under WIOA, and any memorandums of understanding implemented by the states. It is appropriate for states to review those MOUs due to decreased levels of program participation and lower funding levels. This includes determining what financial support remains appropriate for TAA with respect to American Job Center Network infrastructure and operating costs.

Submission Instructions for (TaOA) Funding via SF-424 and Grants.gov

Document submission for TAA Program TaOA funds for FY 2026 through www.grants.gov is the same procedure the Department instructed grantees to follow to apply for FY 2024 and FY 2025 TaOA funds. On Line 18 of the SF-424, states will **enter the amount of funding requested**. The information below is provided to augment the instructions available on the www.grants.gov website and pertains to the SF-424. States must enter the exact amount of funds requested for their state on Line 18 of the SF-424 along with additional pages as needed and submit this form and attached pages via www.grants.gov and simultaneously email to otaa.administrator@dol.gov.

In the event you encounter a problem with your submission via the www.grants.gov website and do not find a resolution in any of the other resources, call the www.grants.gov support center for assistance at 1-800-518-4726 or 1-606-545-5035, to speak to a customer support representative or email support@grants.gov. The www.grants.gov phone and live chat is open Monday-Friday, 7:00 AM-9:00 PM Eastern Tims and closed on Federal holidays. *Note, the links in the sections below require Internet Explorer version IE11 or higher, Chrome, or Firefox. Please use one of these browsers to access the information available on the link.*

1. **Timely SF-424 Submissions.** To allow time to process FY 2026 TaOA grants and allocate requested funds to states, the Department strongly encourages states to submit their SF-424 TaOA via www.grants.gov as soon as possible, and no later than **thirty calendar days after the publication date of this guidance**. States are strongly advised to initiate the application submission and validation process via www.grants.gov as soon as possible and to plan for time to resolve any technical problems. Since it is the state's responsibility to ensure a timely submission of their SF-424, states are encouraged to allot time for submission (two business days) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). Only applications that have been successfully submitted in www.grants.gov by the deadline, which is 30 calendar days from the issue date of this guidance, and subsequently successfully validated by www.grants.gov, will be considered timely. Please note, validation in www.grants.gov does not mean the state's application has been accepted as complete or has been accepted for review. Rather, www.grants.gov only verifies the submission of certain parts of the application.

2. **How to Submit an Application.** Applicants can apply on www.grants.gov using Workspace, https://www.grants.gov/applicants/workspace-overview.html. Workspace is a shared online environment that allows organizations or individuals to apply for federal grants by enabling multiple simultaneous form access and editing within a single application. To access complete instructions, see: https://www.grants.gov/applicants/grant-applications/how-to-apply-for-grants. To apply for FY 2026 TaOA grant funds once you have logged into Workspace, select Search Grants at: https://www.grants.gov/search-grants, and enter ETA-**TEGL-NO-01-25-C1** in the Opportunity Number field of the Basic Search Criteria box. Be careful to use the specific syntax: **ETA-TEGL-NO-01-25-C1**.

Submission Instructions for (TaOA) Funding via SF-424 and Grants.gov

3. Important Information.

- Completing a grant application requires the state to enter the organization's Authorized Representative (AR) Username and Password. If the state does not have the AR's Username and Password, please register as a new user here: https://apply07.grants.gov/apply/register.faces. *Note, if the state already has a www.grants.gov account and knows or can retrieve the AR's logon information using the Forgot Username or Password function, there is no need to register another account to apply for FY 2026 TaOA grant funds.*

- When a state submits its application via www.grants.gov, an electronic time stamp is generated within the system when the application is successfully received by www.grants.gov. Grants.gov will send the applicant AOR an email acknowledgment of receipt and a tracking number, e.g., (GRANTXXXXXXXX), with the successful transmission of the application, serving as proof of their timely submission. During this process, the applicant will receive two email messages to provide the status of the application's progress through the system.
    - The first email, sent almost immediately, will contain a tracking number and will confirm receipt of the application by www.grants.gov.
      The second email will indicate that the application has either been successfully validated or has been rejected due to errors.

- Effective April 4, 2022, the Data Universal Numbering System (DUNS) Number was replaced by a new, non-proprietary identifier requested in and assigned by the System for Award Management (SAM) www.SAM.gov (access requires Internet Explorer version of IE11 or higher, Chrome, or Firefox). This identifier is called the Unique Entity Identifier (UEI), or the Entity ID. Each applicant must have a UEI number and must be registered with www.SAM.gov before submitting an SF-424 Form in www.grants.gov. SAM.gov is an official government website that allows applicants to: 1) register to do business with the U.S. government; 2) update or renew entity registration; 3) check the status of an entity registration; or 4) search for entity registration and exclusion records. Applicants must have an active registration in SAM to complete the SF-424. If the applicant's registration in SAM is expired, www.grants.gov will reject the application.

- The official, electronically signed SF-424 Form must reflect the state amount requested for the estimated funding total in item #18, the Catalog of Federal Domestic Assistance Number "17.245" for item #11, and the grantee's 12-character UEI listed for item #8c on the SF-424 Form.

  ***IMPORTANT:** Failure to correctly complete Item #15 of the SF-424 will delay the award processing. Item #15 of the SF-424 must indicate the amount of Indirect Costs claimed by the recipient, if any. 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

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Allocation Plan (CAP) rate to calculate indirect costs against their full FY 2026 TaOA allotments, to estimate this total. States will not need to provide supporting documentation (i.e., Indirect Cost Rate Agreement or Cost Allocation Plan) 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. In addition to the indirect cost sentence that TEGL No. 01-25 instructs states to provide in Line Item # 15, states must also provide written justification for FY 2026 TaOA funds requested in Line Item #15. The narrative must include the items listed in Paragraph 4.b. of this guidance and the state may attach additional pages, as needed. This requirement replaces the requirement to submit an ETA-9117.

- To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf, or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues may prevent a state's application from being considered. The Department will attempt to open the document but will not take any additional measures in the event of problems with opening it (i.e., conversions of any kind).

- The Department strongly advises applicants to use the various tools and documents, including Frequently Asked Questions that are available on the "Applicant Resources" page at: https://www.grants.gov/applicants/applicant-faqs.

- To receive updated information about critical issues, new tips for users, and other time sensitive updates as information becomes available, subscribe to www.grants.gov updates at: https://www.grants.gov/connect/manage-subscriptions/.