



ECONOMIC DEVELOPMENT ADMINISTRATION
Community Trade Adjustment Assistance Program
Frequently Asked Questions

1.	What is the Community Trade Adjustment Assistance Program?.....	3
2.	What can Community TAA grants be used to support?	3
3.	Who is eligible to apply for Community TAA funding?	3
4.	How do I know if my community has a Cognizable Certification?	5
5.	How do I know if my community is an Impacted Community with one or more Cognizable Certifications?	5
6.	What is the deadline to apply under the Community TAA Program?	6
7.	Can I apply if my community is larger and has a population over 100,000?	7
8.	What is the TAA for Workers Significantly Impacted County List and how did EDA create it?	7
9.	Will EDA develop a list of individual (sub-county) communities that are considered eligible for Community TAA grant based on worker certifications?	8
10.	What if a Cognizable Certification occurs with respect to a firm, group of workers, or agricultural commodity that is outside my community?	8
11.	When is an Economic Development District (EDD) eligible to apply for funding?.....	8
12.	If a consortium of political subdivisions applies, do all the political subdivisions need to have Cognizable Certifications and be Impacted Communities?	8
13.	If a community has a Cognizable Certification that was made before January 1, 2007, can the community use it to show trade impact?	8
14.	How do I apply for Community TAA funding?	9
15.	Will I be notified if EDA determines my community is an Impacted Community?	9
16.	What are the Community TAA cost sharing or matching share requirements?	9
17.	How will Community TAA funding applications be evaluated?	9
18.	How long are the Community TAA funds available?	9
19.	What is the anticipated number and amount of awards?	10

20.	What is the type of funding instrument?	10
21.	What are the estimated project periods of the Community TAA grants?	10
22.	Where are the EDA Regional Offices located?	10
23.	Does the fact that a community has a TAA for Workers certification listed on the Department of Labor's website qualify the community for EDA assistance?	11
24.	Will the Community TAA Program fund the development of Strategic Plans and implementation projects (including construction) identified in Strategic Plans?	11
25.	Are the deadlines for Group A Standard Date Communities rolling deadlines based on the 180 days from the community's most recent certification?.....	11
26.	Since communities are being certified on an ongoing basis, when is the cut-off for a certification?	11
27.	How many certifications are needed to apply?	12
28.	How did EDA determine county eligibility?.....	12
29.	How will EDA prioritize projects?	13
30.	What if more than one community wants to collaborate on an application as a consortium? Do all communities need to qualify under the same deadline (or be in the same category type)?.....	13
31.	Can a not-for-profit organization (including 501(c)(4) corporations and University-affiliated non-profit entities with an economic development mission) be eligible to apply for Community TAA grant funds as a "political subdivision of a State" if the entity carries out the economic development functions of a city, county, or other local government? .	13

1. Q: What is the Community Trade Adjustment Assistance Program?

A: The Community Trade Adjustment Assistance (Community TAA) Program was established under the Trade and Globalization Adjustment Assistance Act of 2009, which was included as subtitle I (letter “I”) of title I of Division B of the American Recovery and Reinvestment Act of 2009 and funded under the Supplemental Appropriations Act, 2009. The Program’s aim is to help create and retain jobs by providing project grants to communities that have experienced, or are threatened by, job loss resulting from international trade impacts.

2. Q: What can Community TAA grants be used to support?

A: Grants under the Community TAA Program can be used to support a wide range of technical, planning, and infrastructure projects to help communities adapt to pressing trade impact issues and diversify their economies.

See also the [Funding Opportunity Description in the Executive Summary at page 1 of the FFO](#).

3. Q: Who is eligible to apply for Community TAA funding?

A: There are three things you need to know to determine eligibility.

First, is the applicant a “community”? Section 271 of the Trade Act defines “community” as a city, county, or other political subdivision of a State or a consortium of political subdivisions of a State.” District Organizations that coordinate and implement the economic development activities of EDA’s designated Economic Development Districts (EDDs) also are eligible to apply under this announcement.

See question 10 below for more information on EDD eligibility.

Second, does the community have a “Cognizable Certification” made with respect to it under one of the following three Trade Adjustment Assistance (TAA) Programs: TAA for Workers, TAA for Firms, or TAA for Farmers? Please note that different submission deadlines apply based on the date of a community’s *most recent* Cognizable Certification.

Please see question 4 below sections III.B.2. – III.B.4. of the FFO for more information.

Third, has EDA made an Affirmative Determination that the community is an Impacted Community? The Trade Act requires EDA to determine that a community is “significantly affected by the threat to, or the loss of, jobs associated with” a Cognizable Certification.

If the answer to all three questions is yes, your community is eligible to apply for assistance. [EDA regional offices](#) also are available to help your community

determine eligibility. The following paragraphs provide more information on Affirmative Determinations.

EDA will accomplish Affirmative Determinations in three ways:

a. **The TAA for Workers Significantly Impacted County List.**

EDA has made a significance finding on the front end in connection with its analysis of TAA for Workers data and published a list of counties that EDA deems to be Impacted Communities on EDA's website as the "TAA for Workers Significantly Impacted County List." See *question 8 below for more information on the list.*

The TAA for Workers Significantly Impacted County List represents EDA's best effort to assist communities in assessing whether they are likely to be eligible to apply under the Community TAA Program by reviewing the Department of Labor's TAA for Workers program data. However, because of data limitations and the challenge of converting TAA for Workers State-level data to the county level, EDA has learned that there are some intractable problems with the analysis and the list is not as reliable as EDA had hoped.

Therefore, aside from counties on the current list, EDA will not be providing any additional Affirmative Determinations by way of this list. You should contact the appropriate EDA Regional Office for assistance in determining eligibility for an Affirmative Determination.

Note: *Inclusion on the TAA for Workers Significantly Impacted County List is not a guarantee of EDA funding, nor is it a substitute in your application for demonstrating the specific trade impact in your community via the inclusion of relevant TAA certifications. As required by section IV.C.2. of the Community TAA FFO, each applicant must include a project narrative that demonstrates the significance of the trade impact.*

b. **Preapplications to preserve eligibility.** Certain communities may submit a preapplication that contains information for EDA's Affirmative Determination to preserve their funding eligibility under the program.

See *question 6 below and [sections III.B.2. and III.B.3. starting at page 12 of the FFO](#) for more information.*

c. **Full applications.** EDA will make an Affirmative Determination in connection with its decision to fund an application.

See *[sections III.C. and IV. starting at page 20 of the FFO](#) for more information.*

If the answer to all three questions is yes, your community is eligible to apply for assistance. [EDA regional offices](#) also are available to help your community determine eligibility.

See [section III.A. starting at page 8 of the FFO](#) for more details.

4. Q: How do I know if my community has a Cognizable Certification?

A: There are a number of straightforward ways to determine whether your community has one or more Cognizable Certifications under the TAA for Workers, Firms, or Farmers Programs.

For the TAA for Workers Program – simply search the Department of Labor’s online petition database at http://www.doleta.gov/tradeact/taa/taa_search_form.cfm to determine if your community has had a TAA for Workers certification. Note that you can search the database in a number of ways, including by city, State, and date range. You should enter a date range of January 1, 2007 through the date of the search since certifications made before January 1, 2007 do not establish eligibility. Also, you should select the “Certifications” radial button next to “Show” to make sure you only retrieve approved certifications.

In addition, you can search EDA’s “TAA for Workers Significantly Impacted County List” online at

http://www.eda.gov/PDF/TAAF%20Certs010107_123109.pdf. **Please see questions 3 and 8 of these FAQs for important information about the Worker’s List.**

For the TAA for Firms Program – EDA has posted the TAA for Firms Certifications List, which is list of all firms that have been certified under the TAA for Firms program, at

http://www.eda.gov/PDF/TAAF%20Certs010107_123109.pdf. The list will be updated at least monthly. See [section III.B.1.c. at page 12 of the FFO](#) for more information.

For the TAA for Farmers Program – Please note that currently there are no certifications under the TAA for Farmers Program. The Department of Agriculture will publish all certifications in the *Federal Register* and will post TAA for Farmers Program updates at <http://www.fas.usda.gov/ITP/TAA/taa.asp>.

Please see [section III.B. starting at page 10 of the FFO](#) for further information on *Cognizable Certifications and how EDA will accomplish Affirmative Determinations.*

5. Q: How do I know if my community is an Impacted Community that has been significantly affected by the threat to, or loss of, jobs associated with one or more Cognizable Certifications?

A: The community first must know how many jobs have been impacted by each Cognizable Certification and then determine how many jobs out of its Civilian Labor Force (CLF) this impact represents.

Please see [section III.B.4. starting at page 17 of the FFO](#), which provides detailed guidance on what to include for EDA's Affirmative Determination and how to perform this calculation.

6. Q: What is the deadline to apply under the Community TAA Program?

A: EDA has set up a single competition for the Community TAA Program and the deadline to submit a full grant application is April 20, 2010. The closing time is 5:00 p.m. local time in each of [EDA's six regional offices](#).

However, please note that this is not the end of the analysis for many communities and more research is needed to know if your community is affected by an earlier submission deadline.

The Trade Act designates two categories of applicants and requires that communities submit information for EDA's Affirmative Determination by specific deadlines as detailed below:

- a. Grandfathered Communities are those with their most recent Cognizable Certification made on or after January 1, 2007 and before August 1, 2009. A Grandfathered Community must submit information for EDA's Affirmative Determination (either in a preapplication or a full application) by **February 1, 2010**.
- b. Standard Date Communities are those with their most recent Cognizable Certification made on or after August 1, 2009. A Standard Date Community must submit information for EDA's Affirmative Determination **within 180 days of the most recent Cognizable Certification**. Because of the April 20, 2010 single competition deadline, EDA has divided this category into two groups as follows:
 - (i) Group A Standard Date Communities are those with their most recent Cognizable Certification made on or after August 1, 2009 through October 21, 2009. It is extremely important that these communities research the date of their most recent Cognizable Certification so that they can submit information for EDA's Affirmative Determination (either in a preapplication or a full application) within 180 days of that date.

For example, say the date of a Group A Standard Date Community's most recent Cognizable Certification is September 14, 2009. That community must submit a preapplication or full application with information for EDA's Affirmative Determination by March 14, 2010 to be eligible under the Trade Act's deadlines. Inasmuch as March 14 is a Sunday, the deadline would be the next business day, Monday, March 15, 2010.

Any community that submits a preapplication to preserve its eligibility, it still must submit a full grant application by the April 20, 2010 competition deadline to be considered for funding.

- (ii) Group B Standard Date Communities are those with their most recent Cognizable Certification made on or after October 22, 2009. Group B Standard Date Communities must submit within 180 days of their most recent Cognizable Certification, but do not need to worry about preserving their eligibility before the competition deadline, because April 20, 2010 falls within the 180-day window to submit information for EDA's Affirmative Determination for these communities.

Communities can locate their Cognizable Certifications, including their most recent one, in accordance with the information provided in question 4 and in [section III.B.1. starting at page 10 of the FFO](#). Please read [section III.B.2. and III.B.3. of the FFO](#) for complete information on program deadlines.

7. Q: Can I apply if my community is larger and has a population over 100,000?

A: Absolutely. Section 275(e) (19 U.S.C. § 2371d) of the Trade Act does require that EDA give priority to grant applications of small and medium-sized communities, which EDA has defined as those with a population 100,000 or less consistent with standards used by the U.S. Department of Housing and Urban Development. However, this is only one criterion EDA will use to evaluate applications, and larger communities that have a Cognizable Certification and provide information for EDA's Affirmative Determinations are still eligible to apply for funding.

8. Q: What is the TAA for Workers Significantly Impacted County List and how did EDA create it?

A: The TAA for Workers Significantly Impacted County List represents EDA's best effort to assist communities in assessing whether they are likely to be eligible to apply under the Community TAA Program by reviewing the Department of Labor's TAA for Workers program data. However, because of data limitations and the challenge of converting TAA for Workers State-level data to the county level, EDA has learned that there are some intractable problems with the analysis and the list is not as reliable as EDA had hoped.

Therefore, aside from counties on the current list, EDA will not be providing any additional Affirmative Determinations by way of this list. You should contact the appropriate EDA Regional Office for assistance in determining eligibility for an Affirmative Determination.

Note: *Inclusion on the TAA for Workers Significantly Impacted County List is not a guarantee of EDA funding, nor is it a substitute in your application for demonstrating the specific trade impact in your community via the inclusion of relevant TAA certifications. As required by section IV.C.2. of the Community TAA FFO, each applicant must include a project narrative that demonstrates the significance of the trade impact.*

9. **Q:** Will EDA develop a list of individual (sub-county) communities that are considered eligible for Community TAA grant based on worker certifications? Will it be based on the TAA Decisions list found at www.doleta.gov/tradeact website?
- A:** No, EDA does not have the resources to obtain data to list all sub-county communities that may be eligible. The only two lists that EDA is producing are the TAA for Workers Significantly Impacted County List and the TAA for Firms Certifications List.
10. **Q:** What if a Cognizable Certification occurs with respect to a firm, group of workers, or agricultural commodity that is outside my community? For example, say a firm located 10 miles outside of the jurisdictional boundary of City A is certified under the TAA for Firms Program. Would City A be eligible to apply?
- A:** The goal of the Community TAA Program is to help communities respond to trade impacts by coordinating with and building upon the TAA for Workers, Firms, and Farmers Programs and addressing community-wide trade impacts related to certifications under those programs. Trade impacts are not bound by jurisdictional boundaries, and therefore, if Cognizable Certifications occur within or in the vicinity of a community *and* the community can show it has been significantly impacted by those certifications, it is eligible to apply for funding.
11. **Q:** When is an Economic Development District (EDD) eligible to apply for funding?
- A:** An EDD may apply if it is working with and applying on behalf of a community that would normally be eligible to apply under the program (i.e., that has a Cognizable Certification and a significant trade impact.)
12. **Q:** If a consortium of political subdivisions applies, do all the political subdivisions need to have Cognizable Certifications and be Impacted Communities? For example, if a consortium of counties applies, does each county need to be an Impacted Community?
- A:** No; however at least one county in the consortium must be an eligible Impacted Community and the application must be focused on addressing the trade impact in that county. All communities are encouraged to focus on regional, innovative solutions.
13. **Q:** If a community has a Cognizable Certification that was made before January 1, 2007, can the community use it to show trade impact?
- A:** The Trade Act bases applicant categories on Cognizable Certifications made on or after January 1, 2007. The community may use an older Cognizable Certification to demonstrate a pattern of continued trade impact and provide important context for a determination of significance. A Cognizable Certification

made before January 1, 2007 does not establish eligibility and cannot be the sole basis of trade impact significance.

14. Q: How do I apply for Community TAA funding?

A: Eligible communities may obtain pre-application and full application packages electronically at www.grants.gov or may request paper (hardcopy) pre-application and application packages by contacting the applicable [EDA regional office](#).

See [section IV. starting at page 22 of the FFO](#) for more details on how to apply and [section VIII. at pages 33—39](#) for the applicable regional office.

15. Q: Will I be notified if EDA determines my community is an Impacted Community?

A: Yes. EDA will make Affirmative Determinations in connection with communities' applications for funding. EDA will notify communities whether or not they are selected for funding and whether EDA made an Affirmative Determination with respect to them.

16. Q: What are the Community TAA cost sharing or matching share requirements?

A: For Strategic Plan grants, the federal share of eligible costs may not exceed 75%. For implementation grants, the federal share of eligible costs may not exceed 95%. See sections 275(d) and 276(c)(1) of the Trade Act and 13 C.F.R. §§ 313.6(d) and 313.7(d)(2).

See also [section III.D. at page 21 of the FFO](#).

17. Q: How will Community TAA funding applications be evaluated?

A: Applications received from eligible communities will be competitively evaluated based on the extent to which applications address the following six criteria:

1. Support small and medium-sized communities
2. Assist the most severely impacted communities
3. Deliver a high return on investment
4. Support regionalism, innovation and entrepreneurship
5. Support global trade and competitiveness
6. Grow the "green economy"

See [section V. starting at page 29 of the FFO](#) for more information.

18. Q: How long are the Community TAA funds available?

A: \$36,768,000 is available for the Community TAA Program and shall remain available until September 30, 2010, which means that EDA must obligate all funds to particular projects by that date. Please note the submission deadlines mentioned above.

See also [section II.A. at page 7 of the FFO](#).

19. Q: What is the anticipated number and amount of awards?

A: EDA estimates that the size of a Community TAA award for a Strategic Plan will range from \$75,000 to \$200,000. EDA estimates that awards to implement projects or programs in Strategic Plans may range from \$700,000 to \$3.5 million. Based on the amount of funding and the allocations to the regional offices, EDA anticipates that some regions may award only one grant, and no region is likely to award more than 10 grants.

See also [section II.C. at page 8 of the FFO](#).

20. Q: What is the type of funding instrument?

A: Subject to the availability of funds, EDA may enter into either grants or cooperative agreements with an eligible applicant in order to provide funding assistance for eligible activities.

See also [section II.D. at page 8 of the FFO](#).

21. Q: What are the estimated project periods of the Community TAA grants?

A: EDA anticipates that grants to update and leverage an existing planning document, such as a Comprehensive Economic Development Strategy (CEDS), to range between one and three months. Grants to develop a new Strategic Plan will not exceed 12 months. Strategic Plan implementation grants are expected to range from 12 to 36 months.

See [section II.E. at page 8 of the FFO](#) for more information.

22. Q: Where are the EDA Regional Offices located?

A: [EDA's Regional Offices](#) are located in Atlanta, Austin, Chicago, Denver, Philadelphia and Seattle.

See [section VIII. at page 33—39 of the FFO](#) for a list of contacts.

23. **Q: Does the fact that a community has a TAA for Workers certification listed on the Department of Labor's website qualify the community for EDA assistance?**
- A:** No, not necessarily. First, the Trade Act bases applicant categories on Cognizable Certifications made on or after January 1, 2007. Second, even with a TAA for Workers Cognizable Certification on or after January 1, 2007, communities that are not on the TAA for Workers Significantly Impacted County List must submit an application (or preapplication if they can't submit a full application by their deadline) that demonstrates the significance of trade impact to EDA for an Affirmative Determination.
24. **Q: Will the Community TAA Program fund the development of Strategic Plans and implementation projects (including construction) identified in Strategic Plans?**
- A:** Grants can be used for both developing Strategic Plans and implementing them through both non-construction and construction projects. Note that a grant can be made to update and leverage an existing planning document, such as a Comprehensive Economic Development Strategy (CEDS), to meet the Strategic Plan requirements of 13 C.F.R. § 313.6.
25. **Q: Are the deadlines that apply to Group A Standard Date Communities rolling deadlines based on the 180 days from the community's most recent certification, so a deadline for this category would range from February 2 to April 20, 2010?**
- A:** Yes, they can be considered rolling deadlines in that submissions from a Group A Standard Date Communities (preapplication or application) for an Affirmative Determination are due 180 days from the date of the community's most recent Cognizable Certification, but only up until the point that communities become Group B Standard Date Communities. Communities begin to fall into the Group B Standard Date Community category when their most recent Cognizable Certification was made on or after October 22, 2009. If a community's most recent Cognizable Certification is made on or after October 22, 2009, they fall into Group B and do not need to worry about preserving their eligibility because April 20, 2010, the final full application deadline, falls within the 180-day window to submit information for EDA's Affirmative Determination.
26. **Q: Since communities are being certified on an ongoing basis, when is the cut-off for a certification?**
- A:** There is no "cutoff for a certification," other than the fact that Cognizable Certifications made before January 1, 2007 do not establish eligibility. The deadline for a full **application** is April 20, 2010. Standard Date Communities, which are those with their most recent certification made on or after August 1, 2009, must submit information for EDA's Affirmative Determination within 180 days of the most recent certification. There are two categories of Standard Date Communities:

- Group A, whose most recent certifications were made on or after August 1, 2009 through October 21, 2009 and must submit information to EDA for an Affirmative Determination within 180 days of the most recent certification, and
- Group B, whose most recent certifications are made on or after October 22, 2009, and do not need to submit to EDA for an Affirmative Determination because April 20, 2010 (the final full application deadline) falls within the 180-day window to submit information for EDA's Affirmative Determination.

So even if a community had a certification made on April 19, 2010, if they were ready to submit an application, they could get it in on April 20, 2010.

27. Q: How many certifications are needed to apply?

A: Communities need to have received at least one Cognizable Certification on or after January 1, 2007.

28. Q: How did EDA determine county eligibility?

A: EDA created the TAA for Workers Significantly Impacted County List to help reduce the burden of demonstrating significance for an Affirmative Determination. EDA analyzed job loss data in connection with TAA for Workers certifications and ranked counties based on the relative impact. The decision to use 8.25 workers per 1,000 as significantly impacted and 28 workers per 1,000 workers as severely impacted because these were statistical breaks that EDA's analysis of the data revealed.

The TAA for Workers Significantly Impacted County List represents EDA's best effort to assist communities in assessing whether they are likely to be eligible to apply under the Community TAA Program by reviewing the Department of Labor's TAA for Workers program data. However, because of data limitations and the challenge of converting TAA for Workers State-level data to the county level, EDA has learned that there are some intractable problems with the analysis and the list is not as reliable as EDA had hoped.

Therefore, aside from counties on the current list, EDA will not be providing any additional Affirmative Determinations by way of this list. You should contact the appropriate EDA Regional Office for assistance in determining eligibility for an Affirmative Determination.

Note: *Inclusion on the TAA for Workers Significantly Impacted County List is not a guarantee of EDA funding, nor is it a substitute in your application for demonstrating the specific trade impact in your community via the inclusion of relevant TAA certifications. As required by section IV.C.2. of the Community TAA FFO, each applicant must include a project narrative that demonstrates the significance of the trade impact.*

Please see [section III.B.1. starting at page 10 of the FFO](#) for more information on the list and its implications for interested communities.

29. Q: How will EDA prioritize projects? For example, all things being equal, will the number of certifications within a community carry more weight/increase funding chances, or will EDA go strictly by the evaluation criteria spelled out in the grant?

A: Having a lot of Cognizable Certifications may, but does not necessarily indicate greater trade impact, and “assisting the most severely impacted communities” is one of the six evaluation criteria. The applicant is responsible for demonstrating how its project responds to the criteria that will be used to evaluate Community TAA applications. Each criterion will be weighted as follows:

1. Support small and medium-sized communities (20%)
2. Assist the most severely impacted communities (20%)
3. Deliver a high return on investment (20%)
4. Support regionalism, innovation and entrepreneurship (20%)
5. Support global trade and competitiveness (15%)
6. Grow the “green economy” (5%)

See [section V. starting at page 29 of the FFO](#) for more information.

30. Q: What if more than one community wants to collaborate on an application as a consortium? Do all communities need to qualify under the same deadline (or be in the same category type)?

A: At least one community in the consortium must be an eligible Impacted Community and the application must be focused on addressing the trade impact in that community. The applicant should consider the deadlines for the type of community that the project will address based on the date of the community’s most recent Cognizable Certification, which dictates what applicant category the consortium falls into. All communities are encouraged to focus on regional, innovative economic development approaches.

31. Q: Can a not-for-profit organization (including 501(c)(4) corporations and University-affiliated non-profit entities with an economic development mission) be eligible to apply for Community TAA grant funds as a “political subdivision of a State” if the entity carries out the economic development functions of a city, county, or other local government?

A: Under the Trade Act to be eligible to apply for the Community TAA Program an applicant must be “a city, county, or other political subdivision of a State or a consortium of political subdivisions of a State.” See Section 19 U.S.C. § 2371(2). For economic development non-profits, EDA will make case-by-case determinations on eligibility and will consider a number of factors when determining whether an entity constitutes a “political subdivision of a State” based in large part on the extent to which the entity is both fulfilling a governmental function and acting in the capacity of a government actor.

More specifically, EDA will consider the following factors in determining whether an entity is a political subdivision for purposes of the Community TAA Program:

- the statutory authorization that creates the entity and how that authorization categorizes the entity, for example, whether it refers to it as a “municipality,”
- whether it was created in a public manner and for a public purpose,
- the nature of its powers, for example, the power of eminent domain,
- the nature of the entity’s responsibilities to the public, such as the duty to provide due process rights, and whether the entity’s records are public,
- how accountable the entity’s officers are to the public,
- whether the entity’s employees are considered public employees and/or paid with public funds, and
- the treatment of the entity by other federal agencies, for example whether the IRS permits its bonds to be treated as tax-exempt.

For 501(c)(4) organizations, 501(c)(4) status is not determinative of whether the entity can be characterized as a political subdivision, but rather EDA must consider all circumstances surrounding the entity’s purpose and function. Please note that EDA does not have a rule that would automatically preclude all not-for-profit corporations from being categorized as a “political subdivision.