

Frequently Asked Questions for the Trade Adjustment Assistance for Firms Program

What is Trade Adjustment Assistance for Firms?

The Trade Adjustment Assistance for Firms (TAAF) program was established by Congress under the Trade Expansion Act of 1962. The Trade Act of 1974 (Trade Act), as amended, included an more extensive Trade Adjustment Assistance program for firms that expanded eligibility to services firms, increased authorized funding levels, and provided greater flexibility for a firm to demonstrate eligibility for assistance.

The authority for the TAAF program is Chapters 3 and 5 of Title II of the Trade Act of 1974, as amended (Pub. L. 93-618, 19 U.S.C. §2341 et seq.), and as further amended by P.L. 97-35, 98-120, 98-369, 99-272, 99-514, 100-418, 103-66, 105-277, 107-210, 111-5, 111-344, 112-40, 113-203, and 114-27. The Trade Act of 1974 authorizes the Secretary of Commerce (the Secretary) to establish Trade Adjustment Assistance Centers (TAACs) to assist EDA in implementing TAAF. The Secretary has delegated this authority to EDA. Specific program requirements for TAAF are set forth at 13 C.F.R. part 315.

What is the mission of the Trade Adjustment Assistance for Firms program?

EDA's mission is to lead the Federal economic development agenda by promoting innovation and competitiveness, preparing American regions for economic growth and success in the worldwide economy. EDA fulfills this mission through strategic investments and partnerships that create the regional economic ecosystems required to foster globally competitive regions throughout the United States. The TAAF program is an important part of EDA's investment portfolio as it supports direct technical assistance to import-impacted businesses to help strengthen their global competitiveness.

What are Trade Adjustment Assistance Centers?

While TAAF does not provide funding to businesses directly, direct technical assistance is provided by TAACs, which are generally non-profit organizations or university-affiliated entities, and industry consultants and experts. TAAF funds the TAACs to coordinate direct technical assistance to eligible businesses. TAACs provide technical assistance to U.S. manufacturing, production, and service firms in all 50 States, the District of Columbia and the Commonwealth of Puerto Rico. EDA's partnership with the TAACs allows firms to receive customized assistance from industry experts knowledgeable about the unique needs, challenges and opportunities facing industries in their respective regions. Firms work with the TAACs to apply for certification of eligibility for TAAF assistance. TAACs work closely with company management to identify the firm's strengths and weaknesses, and develop a customized business recovery plan (Adjustment Proposal) designed to stimulate recovery and growth.

How does TAAF assist firms?

TAAF assists firms that have lost domestic sales and employment due to increased imports of similar or competitive goods as global competition intensifies. TAAF accomplishes this through a national network of TAACs, which assist import-impacted firms in:

1. Preparing and submitting petitions to EDA for certification of eligibility necessary to apply for assistance under TAAF (i.e. to become a “certified firm”);
2. Developing and submitting Adjustment Proposals for EDA approval; and,
3. Implementing the technical assistance tasks as set forth in approved Adjustment Proposals, primarily through private sector consultants.¹

What is the competition being offered through this program?

EDA is soliciting applications from organizations to operate as TAACs. A Federal Funding Opportunity (FFO) has been published on Grants.gov on September 25, 2015. Through this competition, EDA aims to improve the efficiency and effectiveness of the TAAF program through enhanced program performance measurement, decreased program administrative costs, closer alignment of geographic service areas of TAACs with the service areas of EDA’s six regional offices², and a more equitable distribution of services across all U.S. states and territories.

EDA anticipates selecting up to 11 TAACs through this FFO. EDA does not anticipate creating or funding any additional TAACs outside of this competitive solicitation, unless a TAAC cooperative agreement recipient withdraws from the program or does not perform to EDA’s satisfaction. In such cases, EDA may choose to hold an intervening competition.

What are the requirements for Trade Adjustment Assistance Centers?

Each TAAC is expected to provide technical assistance to import-impacted firms in preparing petitions for certification of eligibility under the program, and in developing and implementing Adjustment Proposals for such firms. EDA encourages the submission of applications that will significantly benefit import impacted manufacturing and production firms, as historical trends suggest that such firms make up the majority of import-impacted firms. EDA expects applications to demonstrate familiarity or an ability to quickly become familiar with all aspects of TAAF (e.g. statutory, regulatory, and other requirements) along with the activities and services in which TAACs engage to assist firms as outlined in Appendix B of the FFO.

¹ 13 C.F.R. §§ 315.8 and 315.16.

² EDA does not intend to administer the TAAF program through its Regional Offices, only to better align the geographic services areas of TAACs and its Regional Offices. A list of EDA Regional Offices can be found at <http://www.eda.gov/contacts.htm>

How are TAAC Centers different from the Manufacturing Extension Partnership and the Small Business Investment Company?

While the DOC's National Institute of Standards and Technology's Hollings Manufacturing Extension Partnership (MEP) works with small and mid-sized U.S. manufacturers, TAAF provides technical assistance exclusively to import-impacted firms as defined by the Trade Act. The Small Business Administration (SBA) Small Business Investment Company (SBIC) partners with private investors to capitalize professionally-managed investment funds (known as "SBICs") that finance small businesses. Funding awarded through the TAAF program cannot be used for such a purpose. Instead, applicants may request funding to support seed capital funding programs and direct supporting programs. Additional information about SBA's SBIC program can be found on their website: <https://www.sba.gov/category/lender-navigation/sba-loan-programs/sbic-program/general-information>.

Who is eligible to apply for funding?

Pursuant to the Trade Act of 1974, as amended, eligible applicants³ for and eligible recipients of EDA investment assistance under this FFO include:

1. Universities or affiliated organizations;
2. States or local governments; or
3. Non-profit organizations.

Under the Trade Act of 1974, EDA is not authorized to provide grants to individuals or for-profit entities, and such requests will not be considered for funding.

How much funding is available for the TAAF competition?

Under the Continuing Appropriations Resolution, 2015 (P.L. 113-203), funding in the amount of \$12.5 million was appropriated for the TAAF program in FY 2015. The TAAF program has not yet received appropriations for FY 2016. EDA expects investments in TAACs for the first year of the five year period of performance to range from \$1 million to \$1.5 million, depending on the total number of TAACs selected through this FFO, the service area of each TAAC that is selected, and the availability of appropriations. The funding periods and amounts referenced in the TAAF FFO are subject to the availability of funds, as well as to DOC and EDA priorities at the time of award. Neither DOC nor EDA will be held responsible for application preparation costs. Publication of this announcement does not obligate DOC or EDA to award any specific grant or cooperative agreement or to obligate all or any part of available funds.

What is the minimum match required?

There is no required match for the TAAF program. Applicants may submit proposals with matching shares to further leverage Federal funds and help ensure additional project impact.

³ See 13 C.F.R. § 315.4 for a description of entities eligible to serve as TAACs.

What is the anticipated duration for each project period?

The applicants selected to serve as a TAAC will work closely with both EDA and import impacted firms. EDA will work closely with the TAACs in administering both the administrative and substantive aspects of TAAF. As a result of this close working relationship, EDA may, subject to the availability of funds, award cooperative agreements to selected TAACs under this competitive solicitation. EDA anticipates providing a five-year period of performance for each applicant selected for funding, with an initial funding period of one year. The selected TAACs will not have to compete for subsequent years of funding during the five year period of performance. Funding beyond the initial year will be dependent upon the availability of funds and satisfactory TAAC performance (as determined by EDA and described in Appendix B, subsection D. - Program Performance Assessment) in achieving the scope of work of the cooperative agreement.

How do I obtain an application package?

An applicant may obtain the appropriate application package electronically at www.grants.gov (Grants.gov). Applicants may search for this funding opportunity on Grants.gov using Funding Opportunity Number: EDA-HDQ-TAAF-2016-2004559.

When is the deadline for submission and where do I submit the application package?

The closing date for receipt of applications for this program is November 24, 2015. Applications must be submitted electronically via www.grants.gov (Grants.gov) and must be received by 11:59 p.m. Eastern Time on Tuesday, November 24, 2014. EDA will not accept paper, facsimile or email transmissions of applications for this program. Applications received after the closing date and time will not be considered for funding.

What are the evaluation criteria for the TAAF competition?

For the TAAF FFO, the review panel will evaluate and rank applications using the following equally weighted criteria: Ability to develop a service delivery model and manage an organization; Demonstrated competence in administering business assistance programs; Background and experience of staff; Proposed scope of work; and Feasibility of the proposed project budget. Each factor will be weighted as indicated for a total possible score of 100 points.

Can projects contain construction activity?

There is no funding available for construction projects under this program, including projects related to the design or renovation of buildings.

Can previous TAAC recipients be eligible for this competition?

Previous TAAC recipients are eligible to apply for this competition.

Will there be an informational webinar?

EDA held an initial informational webinar for prospective applicants on October 19, 2015 at 2:00 p.m. ET. This webinar provided general program information and information regarding the preparation of applications for funding under this competitive solicitation. The webinar slides are available for all to view. Please visit <http://eda.gov/funding-opportunities/> for the link.

Where can I find additional information about the TAAF program?

TAAF Annual Reports may be viewed at <http://eda.gov/annual-reports/>

Who do I contact with questions?

Please submit your questions in writing and submit via e-mail to TAAF2015@eda.gov.

This will -

- Provide for transparency, ensuring that all answers are documented.
- Assures that questions and answers are handled consistently.
- Questions and answers will be posted regularly at <http://eda.gov/funding-opportunities/>

Questions Answered as of October 27, 2015

Timeframe Question - What are exact dates applicants should put on the application?

Q. I understand that we need to submit for 5 years, however, in the Announcement it mentions fiscal year, but also indicates awards would be given out April 1, however, typically we use our funding years June through July.

A. Per TAAF Federal Funding Opportunity (FFO) EDA-HDQ-TAAF-2016-2004559, Page 2. (Award Notification), the anticipated award will have an initial funding period of twelve months (as part of a five-year period of performance) with an estimated start date on or about 120 days after the closing date of this FFO. See section VI.A. of this FFO for award notification information. For the purpose of application, April 1, 2016 – March 31, 2017, would represent the first year of the five year period. The TAAF program has not yet received appropriations for FY 2016. The funding periods and amounts referenced in this notice are subject to the availability of funds, as well as to DOC and EDA priorities at the time of award.

Limitation on the number of applicants?

Q. Is there a limit to the number of applications you will accept to this program from a single institution? In other words, do we need to initiate an internal selection process to ensure that only one (or more) applications goes forward?

A. Per TAAF Federal Funding Opportunity (FFO) EDA-HDQ-TAAF-2016-2004559, Section IV.C.6. (Special Instructions if the Applicant is a Consortium – page 16), applicants may wish to apply as a consortium composed of, for example, multiple current TAACs, new organizations, or a current TAAC and new organizations. Please note that although there must be one lead member if the applicant is a consortium, each member institution of the consortium must follow the instructions as described in this section of the TAAF FFO.

Available Service Region(s)?

Q. According to the online listing of TAAC's found here: <http://taacenters.org/locations.html>, there is already a TAAC with a service area covering the State of Louisiana -- Southwest TAAC. Does that prevent our organization from applying or becoming a TAAC, as our primary service area would be Louisiana?

A. All eligible organizations may apply. EDA is competing the entire program nationwide. All current TAACs will have to compete for the program. Current TAACs designations/regions do not represent final TAAC designations/regions.

Non-Profit Organization Designations?

Q. Under Section III, A. Eligible Applicants it states that Non-Profit Organizations are eligible applicants. Is there any restriction on the type of Non-profit? Would we be eligible to apply under the 501(c)6 designation versus the 501(c)3?

A. There are no restrictions on the types of non-profit organizations that are eligible to apply as long as they are a valid non-profit under State law (the of the applicant's organization's State). As such, you are eligible to apply under the 501(c)6 designation.

Proposed States/Territories?

Q. The applicant sent EDA a list of proposed states and territories and asked if this would meet the requirement. *To protect the confidentiality of the applicant, the question has been rephrased.*

A. While we cannot advise applicants on, or provide confirmation on which states they wish include in their proposals, your proposed number of states/territories does meet the requirements of the FFO. Per the FFO - Applicants should propose the States and Territories they would serve if selected, noting that each proposed TAAC will be serving their immediate State or Territory and two to seven additional geographically proximate U.S. States, all of which fall within one EDA geographic region. You may view the states that fall under EDA regions, at - <http://eda.gov/contact/> scrolling to the bottom of the page. Please note that this guidance does not constitute approval/endorsement of your proposed coverage areas or applicants in general.

Competition Selection Process?

Q. Given that bids may not align to the ultimate territories that will be negotiated and we can therefore expect some degree of cross-over or gaps among bidders, how will EDA select winners?

1. A small set of potential winners for a non-territory specific offer within one EDA region?
2. A single specific winner for some territory (an EDA region or some segment thereof) accepting some degree of variation in bid territory.
3. Some other process.

May bidders make multiple bids or alternative offers within a single bid?

A. As we noted in the FFO, applicants are encouraged to propose a service area that they will cover. However, EDA will determine the final service area for each TAAC after winning applications are chosen and will make those determinations based the goals described in the FFO, including maximizing alignment with EDA Regional Offices and ensuring coverage of all 50

states, DC and Puerto Rico. In terms of multiple or alternate “bids” (assuming this refers to multiple/alternate sets of states/territories to serve), while applicants are free to propose any territories they wish to serve, they are required to demonstrate, in each case, an understanding of the trade patterns within those regions along with how those patterns are affecting the competitiveness of the firms in those regions. Also, those territories must comply with the FFO’s instructions that each proposed TAAC will be serving their immediate State or Territory and two to seven additional geographically proximate U.S. States, all of which fall within one EDA geographic region.

Various Questions on the Federal Funding Opportunity

EDA received inquiries from organizations that contained multiple questions covering several areas of the Federal Funding Opportunity. The following are the questions and EDA responses (in red).

Questions from Organization “A”

Project Narrative – 15 pages of double-spaced text, including attachments but not including the cover page

1. Double-space text – really? **Yes. It must be no more than 15 pages of double-spaced text (approximately 200 to 300 words per page), including any attachments but not including the cover page. The Project Narrative must provide for a five-year scope of work and for a timeline for implementation during the five-year period of performance.**
2. Is there a preferred or required font size? **No**
3. Is the table of contents included in the page count? **No**
4. Can budget numbers be listed within the Project Narrative or should they only be listed in the Budget, Budget Narrative, and Staffing Plan? **You may if you wish; however, per the FFO, applicants must submit a separate budget (Form SF-424A) and a budget narrative for each year of the five-year period of performance. The inclusion of budget numbers in your project narrative does not exempt an applicant from the requirement in Section IV.C.3. (Budget, Budget Narrative and Staffing Plan) of the FFO.**

Budget & Budget Narrative

1. Is there a page limit? **No**
2. Are we to submit a SF-424A for each of the 5 years (5 SF-424A’s) or just address the 5 years within the budget narrative? **Per Section IV.C.3. (Budget, Budget Narrative and Staffing Plan) of the FFO, applicants must submit a separate budget (Form SF-424A) and a budget narrative for each year of the five-year period of performance. The budget must include columns reflecting the Federal, non-Federal cash, non-Federal in-kind (if applicable) and total amounts allocated to each budget line-item for each project year. Please review this section for complete guidance on the submission of the budget, budget narrative and staffing plan.**
3. Does there have to be 5 separate budget breakdowns (1 for each of the 5 years) in the budget narrative or can there be one budget breakdown and a paragraph describing how the costs will either remain the same for all 5 years or what the budgetary changes would be? **Please see the previous answer.**
4. Indirect Rates of 20% or less are evaluated more favorably. Does the 20% pertain to the direct cost or to the total project cost?

Please refer to the Uniform Guidance in 2 C.F.R. Part 200 for explanation regarding indirect costs. Indirect costs are as defined in the Uniform Guidance at 2 C.F.R. §200.56 (Indirect (facilities & administrative (F&A)) costs.) Indirect cost rate are also described in Appendix III to 2 C.F.R Part 200—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs) through Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals of this part, and Appendix IX to Part 200—Hospital Cost Principles.

Organization Summary (2 page summary) & Resumes of Key Project Staff (limited to two pages each)

1. Are the organizational summary or resumes a part of the Project Narrative Page limit? **No**
2. Key Project Staff Resumes – does “key” mean full time employees dedicated to the TAAC program? **Yes**

Merit Review – 100 points equally weighted among Service delivery model, Competence in administering business assistance programs, Background and experience of staff, Proposed scope of work, and Proposed project budget.

1. Within the proposed project budget, what value in the evaluation process will extra applicant cash or in-kind match be? **Per Section III.B. of the FFO, while matching/cost sharing contributions by applicants (cash or in-kind) are not required, EDA will consider such contributions during the application review process. Please carefully review this section of the FFO for additional information regarding cost sharing or matching contributions.**

Award - Upon award, EDA may modify territories of any awarded TAAC.

1. If this happens, will EDA either modify or allow the awarded TAAC to modify their budget and milestones/goals? **Yes**

Question from Organization “B”

1. Section four, subsection 2, of the FFO Announcement states: “...that each TAAC serve no more than one EDA geographic region.” and “...noting that each TAAC will be serving their immediate State or Territory **and** two to seven additional geographically proximate U.S. States, all of which fall within one EDA geographic region.” While this section gives specific guidance regarding a TAAC’s territorial footprint, it fails to address any penalty if these guidelines are violated in a Bid Application. Therefore: Would there be a penalty for a bidding entity wishing to ignore any of these three provisions? If so, what would that penalty be? **The application would be deemed non-responsive, and excluded from consideration. Recipients under this announcement will be required to provide TAAF services to eligible entities both within their immediate U.S. State or Territory and two to seven additional geographically proximate U.S. States all of which fall within one EDA geographic region, and are not spread across multiple EDA Regions, to the greatest extent feasible.**
2. Would digital signatures be acceptable on the application? **Yes**
3. Is there any preference as to the specific entity that should transmit the application: i.e., the non-profit parent organization, a university, an individual TAAC, etc.? **Applicants**

must register as organizations, not as individuals. As part of the registration process, you will register at least one Authorized Organizational Representative (AOR) for your organization that will be the grantee of record, the recipient of Federal funding. AORs registered at Grants.gov are the only officials with the authority to submit applications at Grants.gov so please ensure that your organization's application is submitted by an AOR. Please review section IX of the FFO that addresses the AOR requirement.

4. Will the fiscal year change from June/July to April/March? **No.** The grant award period of performance does not change the Federal fiscal year. Per TAAF Federal Funding Opportunity (FFO) EDA-HDQ-TAAF-2016-2004559, Page 2. (Award Notification), the anticipated award will have an initial funding period of twelve months (as part of a five-year period of performance) with an estimated start date on or about 120 days after the closing date of this FFO. See section VI.A. of this FFO for award notification information. For the purpose of application, April 1, 2016 – March 31, 2017, would represent the first year of the five year period. The TAAF program has not yet received appropriations for FY 2016. The funding periods and amounts referenced in this notice are subject to the availability of funds, as well as to DOC and EDA priorities at the time of award.
5. Are 5 individual budgets required for each grant period? **Yes.** Per Section IV.C.3. (Budget, Budget Narrative and Staffing Plan) of the FFO, applicants must submit a separate budget (Form SF-424A) and a budget narrative for each year of the five-year period of performance. The budget must include columns reflecting the Federal, non-Federal cash, non-Federal in-kind (if applicable) and total amounts allocated to each budget line-item for each project year. Please review this section for complete guidance on the submission of the budget, budget narrative and staffing plan.
6. If the entity is currently registered through SAM, does that mean an authorized representative (an AOR) needs to be established to submit the application also? **An organization's designated AOR is registered at Grants.gov, is the only official with the authority to submit applications at Grants.gov. The entity is registered through the System for Awards Management (SAM).**
7. Can the POC (point of contact) that's registered through ASAP.gov be considered registered as an authorized representative for the purpose of application submittal? **An organization must select one person from their organization to service as the AOR. An agency may decide that this is the same person that serves as the contact for SAM and the Automated Standard Application for Payments (ASAP). AORs must be registered at Grants.gov.**
8. Section IV.C.2. Required Project Narrative states the Project Narrative must be no more than 15 pages, doubled-spaced, including any attachments but does not include the cover page as one of the 15 pages. Are Forms SF-424, SF-424A, SF-424B, CD-511, and SF-LLL considered part of the 15-page limit? **No, as they are not part of the Project Narrative.**
9. Section IV.C.2 .Required Project Narrative states the Project Narrative must provide both an overall five-year operational plan and scope of work for the entire fiscal years 2016 through 2021 period of performance and a detailed operational plan and scope of work for the initial year of the period performance. Does this mean we are submitting an overall five-year operational plan, scope of work outlining each fiscal period plus five additional project narratives and scopes of work for each year of the performance period for a total of

six project narratives and six scopes of work? **Per Section IV.C.2 of the FFO, applicants are asked for:**

- **One project narrative and one scope of work for the entire fiscal years 2016 through 2021 period of performance. If you chose to break this up, it is your organization's choice.**
- **A detailed operational plan and scope of work for the initial year of the period performance.**

10. Section IV.C.3. Budget, Budget Narrative, and Staffing Plan. Are we drafting five SF-424A forms, five budget narratives, and five staffing plans outlining all positions for each year of the five-year period of performance? **Yes. Per Section IV.C.3. (Budget, Budget Narrative and Staffing Plan) of the FFO, applicants must submit a separate budget (Form SF-424A) and a budget narrative for each year of the five-year period of performance. This section also states "In addition to the budget and budget narrative, applicants also must submit a staffing plan listing all positions that will be charged to the Federal and non Federal portion of the budget for each year of the five-year period of performance." Please review Section IV.C.3 (and the entire FFO) to ensure you are submitting all items requested per the FFO.**

Question from Organization "C"

1. I just went in and logged into grants.gov to download that application package. It looks like we fill out all the forms online. However, only one budget form is in the package (Form 424A). How are we supposed to submit 5 of these forms? After talking to grants.gov, they say they have no jurisdiction over what we submit. They said it was up to the granting source to dictate how the package is to be assembled. At this point, I am going to assume that I will fill out the initial forms in the downloaded package, attach to that the narrative, resumes, and five years of budgets and budget narratives. Will this be acceptable? **All the forms should be available for download on grants.gov. You can then complete them offline and upload your submission. Please contact the grants.gov helpdesk for official guidance and technical assistance in the application submission process. The grants.gov contact information is contained in the FFO. All applicants must ensure that they submit all required forms and documents as requested in the TAAF FFO. Please note that this guidance does not constitute approval/endorsement of your proposed package contents or application in general.**

Question from Organization "D"

1. There an active TAAF that covers the territory of Puerto Rico? Which and if any whom the contacts? How have services been provided? **Currently, TAAF services for Puerto Rico are provided by the Southeastern Trade Adjustment Assistance Center; however, the EDA region that covers Puerto Rico is the Philadelphia Regional Office. The contact for all current TAACs can be found at <http://www.taacenters.org>. In terms of service delivery, services to all firms under the TAAF program are delivered as prescribed by the legislative, regulatory and program requirements for the TAAF program. TAACs are expected to operate as outlined in Appendix B. (TAAF Eligibility and Program Requirements for TAACs) of the FFO and all legislative, regulatory and program requirements. Please see EDA's annual reports to Congress which are publicly available at <http://eda.gov/annual-reports/>.**

2. Regarding the alignment within the existing EDA regional office service area- what is the expectancy for Puerto Rico to meet the requirement of additional geographic areas? **Per the FFO – All applicants are expected to propose the States and Territories they would serve if selected, noting that each proposed TAAC will be serving their immediate State or Territory and two to seven additional geographically proximate U.S. States, all of which fall within one EDA geographic region. In addition, as pointed out in the FFO, one of the goals of the FFO is to ensure an equitable distribution of service across all the United States and territories.**
3. Are the US Virgin Islands (St, Thomas- St Croix) and PR islands of Vieques and Culebra considered as additional geographic areas for the purpose to comply with the additional geographic locations? **Our regulations in 13 C.F.R. §315.5 note that TAACs are available to assist firms in all 50 U.S. States, the District of Columbia, and the Commonwealth of Puerto Rico. While firms in the Commonwealth of Puerto Rico are approved to be eligible for TAAF services, the U.S. Virgin Islands are not. There is no separate territorial distinction for any municipality that is part of the Commonwealth of Puerto Rico.**
4. Following the assistance requirement: TAAF assists firms that have lost domestic sales and employment due to increased imports of similar goods (customers shifting away from applicant) as global competition intensifies. From the stand point of Puerto Rico territory:
 - Define the term applicant- is it the territory of the proposal submittal? Is it from the companies to be served? **The term territory is it the territory of the proposal submittal; not the firms that may be eligible for TAAF.**
 - Define the term domestic – example: companies within Puerto Rico? Local owned companies? Any company within Puerto Rico territory? **Potential applicants that are applying to operate as a Trade Adjustment Assistance Center are advised to carefully read all legislative, regulatory and program requirements for TAAF and Federal grantees contained in the FFO. The definitions, guidelines and specific program requirements for TAAF are found in the authorizing legislation and regulations and will provide you with further explanations. Please refer to Section 1.B. (Program Authority) of the FFO.**
 - Define the term imports- example: imports from US companies to Puerto Rico territory? companies? imports from other countries outside USA? Both? **Please see previous response.**
 - Define the term global competition - is it from all countries including USA companies? **Global competition does not include U.S. firms.**
5. The proposal requires a 5 year budget with an individual project narrative for the 5 years or a single project narrative with a budget narrative for each of the 5 years? **Per Section IV.C.2. (Required Project Narrative) of the FFO, the Project Narrative must provide for a five-year scope of work and for a timeline for implementation during the five-year period of performance. The timeline must include benchmarks to gauge program progress. The Project Narrative must provide both an overall five-year operational plan and scope of work for the entire fiscal years 2016 through 2021 period of performance, and a detailed operational plan and scope of work for the initial year of the period of performance.**

Per Section IV.C.3. (Budget, Budget Narrative and Staffing Plan) of the FFO, applicants must submit a separate budget (Form SF-424A) and a budget narrative for each year of the five-year period of performance. The budget must include columns reflecting the Federal, non-Federal cash, non-Federal in-kind (if applicable) and total amounts allocated to each budget line-item for each project year. Please review this section for complete guidance on the submission of the budget, budget narrative and staffing plan.

6. Do we assume that for the remaining 4 years the same budget will be available? Or budget will be reduced on a % basis? The funding periods and amounts referenced in this notice are subject to the availability of funds, as well as to DOC and EDA priorities at the time of award. Neither DOC nor EDA will be held responsible for application preparation costs. Funding beyond the initial year will be dependent upon the availability of funds and satisfactory TAAC performance. Publication of this announcement does not obligate DOC or EDA to award any specific grant or cooperative agreement or to obligate all or any part of available funds. Please refer to the TAAF FFO, Section II. Award Information.
7. In the event of a consortium- each applicant needs to demonstrate the understanding of the region or only the lead applicant? All applicants must demonstrate an understanding of all aspects of the TAAF program and the regions the consortium proposes to serve.