



120 Hawley Street, Suite 297 • Binghamton, New York 13901
Phone: (607) 777-2040 • Fax: (607) 777-2047 • www.tradeadjustment.org

Trade Adjustment Assistance Center (TAAC) General Questions

Q: What is Trade Adjustment Assistance for Firms?

A: Established by Congress in 1974, Trade Adjustment Assistance for Firms (TAA) is a program sponsored by the U.S. Department of Commerce, Economic Development Administration (EDA) created to assist American manufacturers who have been impacted by foreign competition. A group of eleven non-profit TAA centers throughout the U.S. work with eligible firms in Financial & Management (Strategic Planning, Recruitment, etc.), Marketing/Sales (Marketing & Sales Strategy, Website Development, etc.), Manufacturing & Engineering (ISO, Lean, Product Development/Prototype, etc.), Information Technology (ERP, E-Commerce, etc.) and many other areas.

Q: Is this the same program as Trade Adjustment Assistance for Workers?

A: No. However, for more information on that program, see the U.S. Department of Labor website at: <https://www.doleta.gov/tradeact/> or call 202-693-3560.

Q: What can Trade Adjustment Assistance do for my firm?

A: Firms receiving Trade Adjustment Assistance have experienced the following benefits: improved business performance, monetary assistance for certain projects, and ongoing support to improve business and profits.

Q: How can I find out if I am eligible?

A: New York, New Jersey and Puerto Rico manufacturers and service firms who have experienced a decline in sales and a decline, or impending decline, in employment or worker hours may be eligible for Trade Adjustment Assistance. For the most accurate and up to date information on whether or not your firm qualifies for TAA program funding, please [contact us](#) or call 607-777-2040.

Q: How do I get started?

A: [Contact us](#) today at 607-777-2040 and visit our website at <http://www.tradeadjustment.org/>

Cost to the Firm

Q: Do you charge my firm for completing the Certification Application?

A: No! The Certification Application is completed by the TAAC free of charge.

Q: How much is this really going to cost my firm?



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A: Trade Adjustment Assistance is provided on a cost share basis. All costs to the firm are discussed fully during the Certification phase, which is provided free of charge.

Q: How much funding is available?

A: The actual amount of funding to be requested is established by the firm and the TAAC as part of development of the Adjustment Proposal for the firm. The requested amount may be less than the maximum amount of funding available. There are two [options for funding](#), a 50/50 percent cost share option and a 25/75 percent cost share option.

25/75 Percent Cost Share Option - There is a maximum of \$30,000 of total project funding under this option on a 25/75 percent (client/TAAC) cost share basis. This means that a maximum of \$30,000 of projects could be funded with the firm paying 25% of the costs and the TAAC (EDA) paying 75% of the costs.

50/50 Percent Cost Share Option - There is a maximum of \$150,000 of total project funding under this option on a 50/50 percent (client/TAAC) cost share basis. This means a maximum of \$150,000 of projects could be funded with the firm paying 50% of the costs and the TAAC (EDA) paying 50% of the costs.

Q: Do you charge my firm for completing the Adjustment Proposal?

A: Yes. There is a small fee for development of the Adjustment Proposal. This fee is paid on a 25/75 percent cost share basis with the firm paying 25% and the TAAC (EDA) paying 75% of the cost. The actual cost for development of the Adjustment Proposal varies and is dependent on the scope of the project.

Q: When do I have access to funding?

A: Typically, eligibility certification takes from two to three months to complete. Once certification is approved, an Adjustment Proposal can take two to four months from preparation to approval depending on the complexity of the firm and the availability of needed information.

Use of Funds

Q: Can I use the funding for anything I want?

A: No. Specific projects are outlined in the Adjustment Proposal written by the TAAC who works directly with the principal contact at the firm (designated by the firm). Funds can only be used to pay for outside consultants to implement recovery strategies on a wide variety of projects. **Funds cannot be used to purchase capital equipment or to subsidize employee salaries.**

Q: Can I use the funds for more than one project?



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A: Yes. Projects are specified in the Adjustment Proposal and are implemented based on agreement of both the firm and the TAAC.

Q: Do I have to complete all designated projects?

A: No. Designated projects should be completed at any time within five years from the start of the implementation phase. However, projects are only started and completed based on the cash flow of the firm and the firm's comfort in moving forward.

Q: Can I use the funding for employee training?

A: Yes. Funds can be used for onsite or offsite employee training. However, funds cannot be used to subsidize any salaries.

Q: Can I use the funding for ISO certification? How much will you pay?

A: Yes. Funds can be used for ISO certification on a cost share basis. Funds will pay for training, document preparation, and the pre-assessment audit.

Q: Can I buy equipment?

A: No. Capital equipment cannot be bought with Trade Adjustment Assistance funding.

Q: Can I develop molds and tooling?

A: Yes. New molds and tools can be developed and used in the design stage. However, funds cannot be used for the actual end products.

Q: Can I buy ERP software to improve our efficiency?

A: Yes. Funds can be used to implement new software systems in full. Funds can also be used to test programs and adapt existing software to fit the needs of your firm.

Q: Can I use the funding to attend trade shows?

A: Funds can be used for development and design of new trade show displays but not to attend a trade show or the final trade show display.

Implementation

Q: Can our firm use the money to implement projects on our own?

A: No. Funds are not paid directly to the firm. Once an outside consultant is hired, the consultant is paid by both the firm and by the TAAC.



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Q: Who picks the consultants and what happens if we don't like them?

A: Consultant selection is by agreement between the client and the TAAC. A contract is signed with the consultant, the firm and the TAAC prior to commencement of the project. Any party may terminate the contract with written notice throughout the duration of the relationship. As the projects begins, the TAAC monitors the progress and satisfaction by the client.

Q: How do consultants get paid?

A: For 25/75 percent cost share projects, consultants bill 25% to the firm and 75% to the TAAC. For 50/50 percent cost share projects, consultant's bill 50% to the firm and 50% to the TAAC. The consultant is paid by the TAAC only after the TAAC has received notification that the consultant has been paid by the firm.

Information Sharing

Q: Will my competitors find out about my financial information or trade secrets?

A: No. The TAAC and the central TAA office are prohibited from releasing any information to outside sources.

Q: Will financial or other information be shared with the IRS or other Government Agencies?

A: No. None of the information you provide is disclosed to any other federal, state, or local agency. All proprietary and financial information is exempt from the Freedom of Information Act. When a firm is certified, the law requires that the firm's name be published in the Federal Register. It is the only information that is released to the public.

Q: How much detail will I be required to report and for how long?

A: The Cost Share Agreement you sign requires your firm to provide follow up information to the TAAC for three years after completing the program. A form will be provided to you to complete and sign. Only three items will need to be reported: (1) the current revenues, (2) the current employment level, and (3) the total profits for the current year. This information helps to track the success of the program and will again not be shared with any outside party.