

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION TAA
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TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 6-09

TO: STATE WORKFORCE AGENCIES
 STATE WORKFORCE LIAISONS
 ALL ONE-STOP CENTER SYSTEM LEADS

FROM: JANE OATES /s/
 Assistant Secretary

SUBJECT: Instructions for Implementing the Revised 2010 Trade Adjustment Assistance Trade Activity Participant Report (TAPR).

1. **Purpose.** To transmit instructions for implementing the revised TAPR.
2. **References.**
 - The Trade and Globalization Adjustment Assistance Act of 2009 (TGAAA), Division B, Title I, Subtitle I of the American Recovery and Reinvestment Act of 2009 (Public Law (P. L.) No. 111-5, February 17, 2009);
 - The Trade Act of 1974, as amended (P. L. No. 93-618, as amended) (the Trade Act);
 - 20 CFR Part 617; 29 CFR Part 90;
 - Paperwork Reduction Act of 1995 (P. L. No. 104-13);
 - Training and Employment Guidance Letter (TEGL) No. 22-08;
 - TEGL No. 17-05;
 - TEGL No. 23-06, Information Collection Form ETA-563, Office of Management and Budget (OMB) Control No. 1205-0016;
 - TEGL No. 01-06, Information Collection Form ATAAAR, OMB Control No. 1205-0459;
 - Information Collection Form TAPR, OMB Control No. 1205-0392; 73 Fed. Reg. 45077 (August 1, 2008).
3. **Background.** The Department of Labor (Department) uses information from the TAPR Form completed by the states to establish state funding needs and evaluate the effectiveness of state administration of the Trade Adjustment Assistance program under the Trade Act. The Department's revision of this Form is designed to provide a single integrated collection format that will meet all of the new

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reporting requirements in Sections 239 and 249B of the Trade Act, as amended by the TGAAA.

In order to provide a meaningful data collection on participant activities and outcomes, it was essential to significantly revise the manner in which TAA data is reported. The current reporting system requires states to submit separate participation and performance reports using different formats, definitions, instructions, and submission procedures. In some instances, the differences resulted in confusion regarding the time periods used for calculating program performance, the type of data that was to be reported, and how the data should be prepared for submission on a timely basis. However, the new reporting system improves the reliability of reported data, enhances the Department's ability to make the most effective use of participant data for establishing state level funding needs, and allows more accurate reporting on the progress of programs to the Administration and Congress. Further, it reduces unnecessary administrative burdens on Cooperating State Agencies that seek to coordinate service delivery and performance measurement in a local One-Stop environment.

As a result of new statutory provisions, and in the interest of providing data on the administration and performance of the TAA program that is reliable, usable and consistent, this guidance provides for the consolidation of information previously collected under three separate data collections into a single streamlined reporting system. As a result of this consolidation, OMB will discontinue forms contained in OMB 1205-0016 and OMB 1205-0459.

4. **Action.** State Administrators are required to provide the above information to appropriate staff. State Trade Act Coordinators (or the individuals assigned responsibility for submitting reports) are required to prepare and submit quarterly reports according to the instructions attached to this advisory.

States will submit a single report within 45 days after the end of the quarter, as provided in the attached instructions. The first report will be due February 14, 2010, for the quarter that covers the reporting period from October 1 through December 31, 2009.

5. **Paperwork Reduction Act (PRA) Statement.** The annualized public reporting burden for the collection of information described in this TEGL is estimated to average approximately 45 hours per state.

According to the PRA, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The OMB Control Number is OMB 1205-0392. The Department notes that a Federal agency may not conduct or sponsor a collection of information unless it is approved by OMB under the PRA, and displays a currently valid OMB control number, and the public is not required to respond to a collection of information

unless it displays a currently valid OMB control number (44 U.S.C. 3507). Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number (44 U.S.C. 3512).

6. **Inquiries.** Inquiries related to the implementation of the revised reporting system should be directed to the appropriate regional office or TAA.reports@dol.gov.

7. **Attachment.**

Attachment A: Data Preparation and Reporting Handbook,
 including Appendix: Trade Act Participant Report