

MATCHING FUNDS PROCEDURES

BREAKDOWN OF COST-SHARE:

TIER ONE

\$1 to \$30,000

Client: 25% SWTAAC: 75%

OR

TIER TWO

\$1 to \$150,000

Client: 50% SWTAAC: 50%

Projects program will not pay for (but not limited to):

- Wage (W-2)
- Hardware
- Equipment
- Chattel Property (*i.e., Office Equipment*)
- Raw Materials
- Fixed Assets (*Building Expansion*)
- Trade Show Travel Expenses
- Training Travel Expenses

Projects program could pay for (but not limited to):

- Website Development (Advertisement or Interactive Site)
- MIS Updates
- Quality Systems (ISO 9000, ISO 14000, API, Six Sigma)
– *Pre-audit and Initial Audits Only*
- Safety Consulting and Training
- Other Training (Software, Trade Specific, Office Skills, etc.)
- Lean Manufacturing
- Supply Chain Solutions
- Industrial Marketing & Market Research
- Marketing Materials Design (Brochures, Catalogs, etc.)
– *No Printing Costs*
- Trade Show Booth and Materials
- Sales/Communications Training
- Product Engineering
- Finite Element Analysis/Design
- Research & Development
- Company Policies/Manuals
- Strategic Planning
- Patent Searches
- Prototypes (*Initial Only*)
- Other non-specified items

Clarification on Allowable Work on Software.

SWTAAC will not pay for off-the-shelf software. Some individualized software modifications are allowable. Allowable expenses will include code changes and software modification and installation to help integrate a company's systems.

PHASE 1: Certification

Criteria: Over the most current 26-month period, there must be a

- Decline in net sales ($\geq 5\%$) from year-to-year or on an interim basis
- Decline in employment ($\geq 5\%$)
- Increase in imports of like or similar products made by your company ($\geq 5\%$)

Step 1: Fax or email the *Pre Qualification* form (Image 1.0) with 26-months of net sales and employment information.

SWTAAC will contact you to let you know if your company pre-qualifies for the program.

Contact Info:

Fax: (210) 458-2491

Email: swtaac@utsa.edu

The image shows a 'PRE-QUALIFICATION' form. At the top, it has the SWTAAC logo and the title 'PRE-QUALIFICATION'. Below the title are fields for 'Company Name', 'Contact Name', 'Address', 'Telephone', and 'Fax'. There is a section for 'For an exact assessment of your company's condition to be listed your sales growth & declining sales...'. Below this is a table with three columns: 'Month/Year', 'Gross Sales', and 'Number of Employees'. The table has 26 rows, numbered 1 through 26. At the bottom of the form, there is a footer with 'USA' and 'swtaac.org'.

(Image 1.0)
Pre-Qualification Form

Step 2: Complete “TAAC Petition Information” application and provide the items listed on the “Checklist” by mail or in PDF format via email.

*NOTE: Documents submitted by mail should be done via certified mail, preferably overnight mail.
All documents are available to download from swtaac.org*

Step 3: Provide the names of four (4) customers that have reduced purchases from your company and will verify that they are due to imports. The SWTAAC staff will contact two of them as part of the program requirements.

PHASE 2: Diagnostic Evaluation / Assessment

Criteria: The Diagnostic Evaluation and the Adjustment Plan, required by federal mandate, is submitted to the U.S. Department of Commerce for approval.

Cost to Company: Estimated \$900 to \$1,900, depending on the size and gross sales of the company. This payment will be required at the time of assessment.

Deliverables: An assistance plan that documents the company's strengths and weaknesses. The plan/recovery strategy also identifies specific actions the company will take while utilizing the matching funds.

PHASE 3: Project Implementation

Project Implementation begins after the Adjustment Plan is approved by the U.S. Department of Commerce.

Criteria:

- 6 months to start 1st project after the Adjustment Plan has been approved
- 60 months to complete all projects

NOTE: *Project extensions may be allowed in some circumstances.*

Projects: Contracts are drawn up between SWTAAC, your company, and the consultant providing the project services. Consultants must have a history of performing their specified service and have no personal relations to officers or owners of the company. A consultant cannot be a current or ex-employee within the past 2 years.

Payment: The company signs off on the project requested and pays the percentage agreed upon (25% or 50%) to the consultant. SWTAAC pays the consultant directly their percentage (75% or 50%) after proof of payment from the company is submitted by the consultant.

U.S. Department of Commerce makes the final determination regarding the eligibility of all Petitions and Adjustment Proposals. All company proprietary and financial information is confidential and exempt from the Freedom of Information Act.