

## **Southeast Tennessee Local Workforce Board PUBLIC NOTICE**

Pursuant to the Workforce Innovation & Opportunity Act, notice is hereby given that the Southeast Tennessee Local Workforce Development Board will release the East Region and the Southeast Local plans for public comment to the [Public Notices](#) section of our website on March 13, 2024. The plans will be open for public comment from March 13<sup>th</sup> – 31<sup>st</sup>, 2024.

Public comments may be submitted following any of the options below. Input will be presented to the Southeast Regional Planning Council and Southeast Local Workforce Board for consideration in alignment with the State of Tennessee's Workforce Services Vision.

**In-Person**

**Date and Time:** March 27, 2024, at 6:00 p.m. Eastern

**Location:** American Job Center Chattanooga  
5600 Brainerd Road, Suite A-5  
Chattanooga, TN 37411

**Virtual Option:** <https://us02web.zoom.us/j/88663049408>

Meeting ID: 886 6304 9408

Passcode: 918568

**Email:** [wf@sedev.org](mailto:wf@sedev.org)

Individuals, including individuals with disabilities, who wish to participate in these proceedings should contact the Southeast Tennessee Development District to discuss any auxiliary aids or services needed to facilitate such participation. Such contact may be in person, by writing, telephone, or other means and should be made by Friday, March 22, 2024, at 1:00 p.m. Eastern Time to allow time to provide such aid or service. Contact Maty Partin at the Southeast Tennessee Development District, 1000 Riverfront Parkway, P. O. Box 4757 Chattanooga, TN 37405 at (423) 424-4240. Hearing impaired callers may use TN Relay 711.

Marshall Graves, Workforce Board Chair  
Southeast Tennessee Local Workforce Development Board

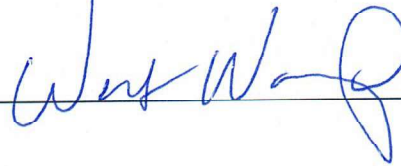
## Local Plan Signatures

This Local Plan represents our area's collective efforts to maximize and coordinate efforts and resources available under Workforce Innovation Opportunity Act. (WIOA)

By signing below, the Chief Local Elected Official request approval of Local Workforce Development Board's 2024-2027 Local Plan.

Chief Local Elected Official Name Hamilton County Mayor Weston Wamp

Chief Local Elected Official Signature \_\_\_\_\_



Date \_\_\_\_\_

4/8/24

# WIOA Strategic Workforce Development Plan

# Local Plan Template

Southeast Tennessee

PYs 2024-2027



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## Local Area Information

TN Local Area: Southeast Tennessee

Local Workforce Development Area(s) Contact Information:

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Regional Director Contact Information:

Regional Director Name	Email Address
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Chief Local Elected Official (CLEO) Contact Information:

CLEO Name	Email Address
Hamilton County Mayor Weston Wamp	countymayor@hamiltontn.gov

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Board Chair Contact Information:

Board Chair Name	Board Chair Email Address
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Date of Submission: 3/11/24

# Local Plan Tracker (Sample)

## Local Plan Tracker- PY 2024-2027

Click the link above to use the tracker.

Local Plan Guidance Tracker- SAMPLE									
LOCAL AREA:									
Priority Initiative	What State initiative or regional priority does this support?	Goal Description- what is success?	Targeted Success Date	Milestone		Milestone		Milestone	
				Action Items	Targeted Success Date	Action Items	Targeted Success Date	Action Items	Targeted Success Date

Local Plan Guidance Tracker

LOCAL AREA: Southeast

Priority Initiative	What State initiative or regional priority does this support?	Goal Description- what is success?	Milestone		Milestone		Milestone	
			Action Items	Targeted Success Date	Action Items	Targeted Success Date	Action Items	Targeted Success Date
Increase LFPR by 0.5% each program year 2024-2027	Increase/Sustain Competitive Labor Force Participation Rate							
Increase TN Youth Employment Program placements by 2% each program year 2024-2027.	Increase/Sustain Competitive Labor Force Participation Rate							
Prioritize employers as customers	Implement an Agency-Wide Business Engagement Plan							
Build a strategic and coordinated business services strategy	Implement an Agency-Wide Business Engagement Plan							
Organize the local workforce ecosystem led by a high performing board	Superior Service Delivery Across the Public Workforce System							
Expand public outreach and services to rural and underserved communities	A/C Operations Improvement							
Coordinate services with partners to increase co-enrollment of target populations	Superior Service Delivery Across the Public Workforce System							



## Regional and Local Analysis:

- a. Provide an analysis of regional economic conditions, including:
  - i. Existing and emerging in-demand sectors and occupations,
  - ii. The employment needs of businesses in those sectors and occupations; and
  - iii. How the LWDA compares to the region and any unique contributors to the regional economic conditions and business needs.

The sectors expected to employ the most people in 2030 in the Southeast LWDA are: Manufacturing (61,616 jobs), Healthcare and Social Assistance (50,643 jobs), Accommodation and Food Services (34,291), Transportation and Warehousing (29,844), and Retail Trade (27,704).

Of these sectors, Healthcare and Social Assistance will add the most jobs (10,182), followed by Accommodation and Food Services (8,501) and Manufacturing (7,606). The Accommodation and Food Services sector pays the lowest wages, and many of the occupations within the Retail Trade and Transportation and Warehousing sectors also pay below the self-sufficiency threshold.

Per TDLWD LMI and OEWS data, the top growing occupations in the Southeast LWDA are Heavy and Tractor-Trailer Truck Drivers, Customer Service Representatives, Fast Food and Counter Workers, Cashiers, and Retail Salespersons. Except for CDL certification, these occupations are entry-level, they do not have an education, skills, or experience requirement.

The WIRED Economic Analysis report shows 99 in-demand occupations in East region requiring less than a Bachelor's degree, of which 76% require a high school diploma or less, 7% require an Associate's degree, and 17% require some college or a non-credit certification. Jobs4TN data indicates that the most in-demand certifications in Southeast are nursing credentials and CDL, with many jobs advertising the need for CPR/First Aid. We will coordinate with TDLWD staff in the AJC and partners on the BST to fill the high volume of low-wage, low-skill jobs in our area but will focus our Title I funding on short-term certifications to move people into living-wage work.

Manufacturing, health care and social assistance, and hospitality and tourism are economic drivers in our LWDA and across the EAST region. Southeast is also uniquely positioned geographically that there are multiple, large employers in the transportation and logistics industry.



- b. Describe the knowledge, skills, and abilities needed to meet the employment needs of businesses, including those in in-demand sectors and employing individuals in demand occupations.

The occupations that comprise half of all 2023 advertised job openings in Southeast are healthcare practitioners and technical occupations (29%), management occupations (11%), and sales and related occupations (11%).

The occupations with unmet needs in in-demand sectors in East region, as outlined in the WIRED Workforce Analysis report:

Transportation: Heavy tractor-trailer truck drivers, Industrial truck and tractor operators, Mobile heavy equipment mechanics

Healthcare and Social Assistance: Respiratory therapists, MRI technicians, Medical laboratory personnel, Childcare workers, Social and behavioral health workers, School counselors, Medical records administrators, Medical informatics

Manufacturing: Mechatronics, robotics, and automation engineering; Chemical and industrial engineering technology

Professional, Scientific, and Technical Services: Accounting technicians, Business statisticians, Project management specialists, Public policy specialists, Computer engineering technology, Computer-aided design and drafting

The top specialized in-demand skills listed in job openings: nursing, merchandising, marketing, project management, auditing, warehousing, selling techniques, restaurant operations, housekeeping, and accounting.

In addition to the job-specific skills required by employers, other advertised transferable skills in the region include: communication, customer service, management, sales, operations, leadership, and planning. Top advertised job skills include MS Office, HTML, forklift, cash register, MS PowerPoint, and personal protective equipment.

- c. Provide an analysis of the regional and local workforce, including:
  - i. Current labor force employment and unemployment numbers;
  - ii. Information on any trends in the labor market; and
  - iii. Educational and skill levels of the workforce in the region, including individuals with barriers to employment.

Southeast Tennessee LWDB serves a population of 684,063 in our 10-county area, per 2023 Lightcast Labor Market Data. The area has a civilian labor force of 550,495 with a 56.49% labor force participation rate as of September 2023. McMinn and Bledsoe Counties currently have the lowest LFPR at 40.6 and 27.9 respectively (TDLWD website's Labor Force Participation Analysis). The area's population increased by 26,645 (4.1%) between 2017 and 2022 with an expected 2.7% growth, adding 18,253, through 2027. Jobs also increased by 13,592 (4.1%) in that timeframe and are projected to grow by 22,641 over the next five years. The area's overall unemployment rate is 3.7%, remaining flat since the 2021 COVID recovery. Both McMinn and Bledsoe County's unemployment rates exceed 4.8% as of November 2023. The unemployment rate has remained relatively flat since 2021. Unemployment disproportionately impacts African Americans in our area, who represent 11% of the total population but comprise 31.91% of total unemployed.

The number of households in the Southeast LWDA is 268,073. 16.3% of those households earned below the poverty level and 29.4% earned more than the federal poverty level but not enough to afford basics in their communities (asset-limited, income constrained, employed - ALICE). 45.7% of all households are below the self-sufficiency threshold. Financial hardship disparity is greater for African American households at 58% and multi-racial households at 50% earning below self-sufficiency (United for ALICE data).

Underemployment is highest for individuals with associate's degrees and graduate degrees - there are more jobs requiring that education level than there are for individuals with those degrees. Of all individuals in the Southeast LWDA, 27.9% have a bachelor's degree or higher, 9.0% have an associate's degree, 29.8% have a high school diploma, and 11.6% of age-appropriate residents have not completed high school.

Added based on Amy's feedback:

LFPR/Unemployment:

Develop access points and community-based programming in counties and opportunity zones with highest unemployment rates.

Associate-degree level jobs/unmet needs:

Partner with community colleges to conduct targeted outreach to promote high-need associate's degree programs. Provide AJC orientations on campuses to help provide students with supportive services and post-program job placement support.

ALICE populations:

Examine self-sufficiency threshold and local definition of 'underemployed' to expand access to Title I funding

- d. Provide an analysis of workforce development activities, including education and training, in the region.
  - i. Identify strengths and weaknesses of these workforce development activities, and;
  - ii. Discuss the LWDB's capacity to provide workforce development activities to address the education and skill needs of the local workforce, including individuals with barriers to employment, and the employment needs of businesses.

Typically, workforce development activities are centered around Southeast's two comprehensive centers in Chattanooga and Athens for Wagner Peysner, SNAP, DVOP/LVER, RESEA services, and adult, dislocated worker, youth, and RESEA services at 3 affiliate sites in Cleveland, Dayton, Marion, and an additional specialized center in Tracy City. All programs offer virtual services and some hybrid services for customers. Vocational Rehabilitation delivers services in comprehensive centers. There is a referral system in place to ensure customers receive diverse programming to meet their wraparound needs. System services focus on benefiting job seekers and employers alike. The Southeast LWDA's most used method for job seekers to access skills training is Individual Training Accounts (ITA). Customer choice combined with career coaching ensures that individuals enter training programs that focus on fast-growing industries and occupations. During the 2020-2024 plan cycle, 1716 individuals received a Title I ITA, totaling \$3,716,606.05 in training expenditures. The industries with the highest ITA expenditures are healthcare and social assistance, transportation/logistics, and manufacturing, which aligns with the in-demand industries in our ten-county area.

Strengths:

Work-based learning: Southeast LWDB supports pre-apprenticeship and apprenticeship programs, on-the-job training, incumbent worker training, youth paid work experience.

Performance: Southeast LWDB exceeds performance measures year over year.

Education and training providers: Southeast LWDA has strong relationships with secondary schools and higher education institutions, public and private, in the region with a robust ETPL, maximizing customer choice and preparing youth and adults for in-demand careers.

Challenges:

Funding levels: Title I formula funding is not sufficient to fully support all the jobseekers at the level needed to help them overcome financial barriers to success. Lack of funding negatively impacts system capacity as it limits our ability to hire and retain enough staff to provide adequate and timely customer support and bogs down administrative to expand services through alternate fund streams.

Business services: The Business Services Team (BST) should coordinate activities and services with workforce partners to provide comprehensive services and maximize the



## Support of State Initiatives:

- a. Labor Force Participation Rate (LFPR)
  - i. Describe how the LWDB will provide focused advocacy and engagement to special populations in effort to increase in the local LFPR.
  - ii. What regional or local initiatives will the LWDB support or implement to positively impact LFRP efforts?

Southeast LWDB's will prioritize increasing the local LFPR through targeted outreach, rapid reskilling that focuses on shared skills from low-wage/entry-level jobs to high-wage/high-skill jobs and providing wraparound support services to help individuals with barriers enter and maintain employment. Southeast LWDB will continue to partner with community-based organizations and others with the expertise to address the specific needs of different groups. Southeast's target populations:

### Youth:

During this plan period, Southeast has identified the expansion of services to vulnerable older youth as a key goal. We will build formal relationships with systems serving this population, including the justice system, foster care system, and children and youth services. Through TYEP and connections with K-12 system partners, Southeast will engage youth at risk of disconnection after completing high school and before they have developed the necessary skills to thrive in the workforce. Engaging and preparing youth and young adults for the workforce is essential as we prepare for a wave of job loss due to retirement anticipated in upcoming years in our area.

### Justice-Impacted Individuals:

Investing in individuals with barriers such as previous incarceration will increase the number of individuals who can enter the workforce. In addition to Southeast LWDB's 4th priority of service to serve people impacted by the criminal justice system, Southeast braids funds from QUEST NDWG and ARC's INSPIRE Grant to support the complex and varied needs of this population.

### Individuals with Disabilities:

Tennessee has the 8th lowest employment rate (35.7%) for individuals with disabilities and 12th lowest wages for workers with disabilities (2023 Tennessee Disability Scorecard, Tennessee Disability Coalition). Southeast will coordinate co-enrollment between Title I and Title IV programs, as well as community-based service providers working with individuals with disabilities and conduct targeted outreach that resonates with the specific needs of this population.

Southeast LWDB will continue to prioritize processes that allow employers to direct the education and training for their industry. Through coordinated outreach and convening efforts of the BST, workforce staff will maintain continuous communication with employers and understand the training needs of businesses and the critical skills needed for in-demand occupations. System orientations will be calendared at the comprehensive AJCs and available virtually to individuals, including access via computer workstations at affiliate and

## b. Business Engagement Plan

- i. How will the local area implement the TDLWD-WFS Business Engagement Plan to redefine “business engagement” pursuant to the state-wide framework and provide streamlined solutions to employer customers?
- ii. How will the local area apply the seven pillars of the TDLWD-WFS Business Engagement Plan to the work of the Business Services Team?

Southeast will implement the department's Business Engagement Plan (BEP) by aligning the efforts of the LVERs, the Business Service Team, AJC Staff, Board Staff and the Business & Workforce Director. The Business & Workforce Director will serve as the hub for directing inquiries via the CRM system and ensuring that all tickets are handled in a timely manner and all services delivered. Business outreach will be a targeted effort utilizing tools such as Econovue to reach out to local businesses in in-demand sectors.

1. Southeast will reorganize the Business Service Teams and facilitate the training of members on the use of the new CRM system.
2. Align Business Services Teams work by focusing on demand skills within each sector by concentrating more in Healthcare and Social Assistance (including Rural Healthcare), Manufacturing (including EV), Transportation/Logistics, Professional, Scientific and Technical Service, Construction & Information Technology sectors.
3. Capitalize on recent momentum of sector strategy development to further expand business contacts for solutions.
4. Establish consortia comprised of local businesses as determined by board membership or area presence.
5. Streamline the application process for all WBL opportunities to limit business time.

Further, Southeast will implement the vision for business engagement through the application of the seven pillars outlined in the Business Engagement Plan (BEP). This structure will seek to advance workforce development in Southeast by prioritizing employers as customers and offering a value proposition through customization of programs and benefits. The system will be better equipped to facilitate implementation and continuous improvement for scalability leading to increased employer penetration, labor force participation rates, employer satisfaction, and improved economic indicators.

### Pillar 1 – Adopting a Sector-Based Service Delivery Approach

Southeast will utilize labor market information to inform sectors. Through bi-annual analysis of data, the local area will evaluate and adjust accordingly. Southeast will support Regional Director in the development and convening of sector task forces.

Work with the CLEO and LEOs to appoint board members that represent the identified sectors. These members will be positioned to lead a larger task force for the region. Every effort will be made to align with any groups that are already being convened.

### Pillar 2 - Utilize Business Cycle Framework



- c. Summer Youth Employment Program (SYEP)
  - i. Describe how the LWDB will implement SYEP in the local area.
  - ii. How will the LWDB leverage partnerships and current connections with both in-school and out-of-school youth, as well as employers, to increase SYEP participation and job placement?
  - iii. Describe how the LWDB will conduct outreach to employers, as well as youth participants, to ensure Youth work experience is utilized year-round.

The Tennessee Youth Employment Program (TYEP) offers individuals between the ages of 14-24 a unique opportunity to develop their professional skills and explore career options. Our program is designed to provide youth with real-world work experience and life skills training to help them succeed in the workforce. Additionally, the program assists employers throughout the State of Tennessee with youth who offer a variety of experiences, at no cost to the employer, as the grant covers the cost of the wages/wage reimbursement for the employer. Southeast will utilize the marketing materials provided by TDLWD to promote this opportunity to our youth. This can include, but is not limited to video, digital, print, promotional, and social media assets that communicate a call to action to target a statewide audience geared toward employers and youth.

Southeast has plans underway to launch a governmental social services TYEP “pilot” to train participants on aspects of performing roles in the public workforce system and/or other social services agencies. In a tight labor market with limited funding, these positions are becoming increasingly more difficult to fill. By utilizing local leadership and TOSS training activities, we are in a position to upskill our youth to become employed in roles where they can not only gain transferable skills for a variety of career opportunities, they will also become ambassadors for our programs through the skills and knowledge they have gained. As a continuation of the work they are doing within the system, incentives for referrals leading to successful enrollments could provide additional support to those we aren’t able to employ and increase our marketing capabilities while developing a pipeline of community leaders with the foundational skills to gain employment across our larger network of non-profit and governmental agencies in the region.

In partnership with the East region, Southeast will utilize EconoVue to identify specific employers in each industry segment within each in-demand sector, and schedule employer meetings to educate and train them on the SYEP. Employers will be asked for job descriptions, starting wage, and a job analysis indicating the percentage of time that the youth would spend doing certain job tasks. Where feasible, employers will be encouraged to provide youth with various job assignments throughout the agency to give the youth a broader perspective of job tasks. In addition, employers will be asked to mentor youth for a specified time period to encourage their continuous learning and success.

Current funding expires in August 2024, but providers of youth services have been encouraged to submit requests to the board for consideration in applying for additional funding, especially CTE Program Directors who are seeking to expand work-based learning opportunities with limited resources. On a recent Youth Committee call a local CTE program in Bradley County expressed how this opportunity has been a life-changing experience for so many of their

- d. AJC Operations Improvement: AJC Assessment
  - i. Provide an analysis of the KPMG assessment study results specific to the local area.
  - ii. How does the LWDB plan to incorporate the recommendations and adjust the local service strategy if necessary?

The KPMG assessment uncovered notable differences in both service usage and employment outcomes among various demographic groups, particularly among individuals with disabilities and those with justice-involved backgrounds. The data highlighted a significant lack of utilization of Title I and Title II programs by these groups, signaling a pressing need for more inclusive outreach and service delivery approaches. Additionally, a considerable portion of homeless and unemployed individuals were not accessing services, indicating a need for increased outreach efforts to these specific subgroups. The study also revealed substantial variations in service accessibility between different counties and regions.

Rural residents faced notable hurdles in accessing services and is being exacerbated by the absence of American Job Centers (AJCs) or service access points in certain counties. These findings underscore the urgent requirement for targeted strategies to improve service delivery in less urbanized regions, including establishing additional access points, utilizing mobile service units, and enhancing virtual service delivery options. In contrast, the research noted that most of the Adult Education (AE) centers are situated in transitional or competitive counties, with only one in a distressed county.

The report noted variations across East TN LWDA. There are four counties in the Southeast LWDA that lack any AJC or access points, indicating capacity constraints in the region for additional services. All distressed counties in the State have at least one AJC or access point, except for Bledsoe County and all at-risk counties have at least one AJC or access point, except for Sequatchie and Meigs counties. These findings suggest that the Southeast LWDA, which has a high population residing in economically distressed communities, has comparatively lower access to AJCs and access points.

#### Immediate Needs:

- Analysis of infrastructure gaps within context of funding constraints;
- Increase staff training and development to improve efficiency and effectiveness of service delivery;
- Improve access and utilization of in-person and virtual services;
- Improve services to individuals with disabilities, justice-involved, homeless population, and underemployed;
- Provide external supports to high-need clients;
- Work with the OSO to measure the quality and intensity of services.

The final assessment was received after the planning process was well underway. Local board leadership and partners have reviewed the results and determined there has not been sufficient time to thoroughly evaluate or apply a realistic local analysis. Furthermore, the assessment only evaluated two title programs, which does not provide the board with enough information to make any informed decisions immediately.

e. Infrastructure

- i. Describe how the LWDB plans to implement an innovative and effective funding structure to incorporate the blending and braiding of resources.
- ii. What additional funding sources, beyond WIOA formula dollars, does the LWDB plan to seek?
- iii. How does the LWDB plan to staff and administer any programs funded through non-WIOA sources?

Funding for public workforce system programs has been decreasing for decades. Coupled with declining labor force participation rates, more investments will be needed to meet the needs of our employers. Non-labor force participants require far more intensive case management and supportive services to help them reach their full potential, further limiting system capacity. As a result, Southeast has applied for all additional funding made available by DOL, state, and non-WIOA funding when capacity permits. These investments have supported an expansion of services, but more is needed. In contrast, many of these grants are small and either don't have provisions for or have limited staffing costs included. In addition, they often create additional work by embedding another layer of reporting and tracking - to the point it negates or reduces any capacity gains.

In the fall of 2021, the Southeast Tennessee Development District was awarded a \$500,000 Appalachian Regional Commission INSPIRE planning grant to help support increasing recovery-to-work projects in the region. By supporting employers that are willing to hire and provide a second chance, the ten local elected officials viewed this grant as an opportunity to initiate efforts to combat the negative workforce impacts of the opioid crisis. As a continuation, Southeast is also participating in the TDLWD's CFG pilot in Bradley and Grundy County jails and has applied for and received the NDWG Quest grant to increase funding to enhance supportive services, particularly housing since this is often the number one factor in limiting the ability to secure and retain full-time employment. More details related to this grant can be located on page 29.

As outlined previously, the local area is working with core and community partners to seek opportunities to leverage resources while serving the most in need. Many organizations within the greater Chattanooga area have resources that could support the public workforce system, but systems are not coordinated or co-located making it very time-consuming and frustrating for staff and those in need to access them. Southeast will look for opportunities to work with these entities to organize and promote these services to shorten the time it takes to secure employment.

Likewise, better alignment and strategy is needed when applying for grants. To ensure sustainability over time, community organizations and partners should align efforts when applying for grants. Often, numerous organizations in the area submit grants without a thorough analysis and conversation within regions giving the appearance of a haphazard approach resulting in duplication and ultimately loss of awards. Some approaches could be:

1. Build relationships with community partners and employers to identify needs and opportunities.



## Strategic Planning Elements:

- a. Describe the LWDB's strategic vision and goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.
  - i. How do the local area's workforce development programs, including programs provided by partner agencies, support this strategic vision?
  - ii. How will the local area, working with the entities that carry out the core programs, align available resources to achieve the strategic vision and goals?

The Southeast LWDB's vision is to collaborate with partners to coordinate a defined and innovative path that positions Southeast Tennessee as the best local workforce region for equitable opportunity among residents and industry. Southeast's goals to connect individuals to employment opportunities, provide education and training options in high-growth, high-demand sectors, and provide business and industry in our ten-county area with a skilled and sustainable workforce will be met by prioritizing these action items during the 2024-2027 plan cycle:

- Strategic and coordinated business engagement
- Service coordination and co-enrollment of target populations
- Expansion of youth employment opportunities

These action items will help the LWDB, in coordination with the entities carrying out the core programs to prepare individuals with barriers to employment for the workforce by ensuring a customer-focused approach where all individuals have equitable access to opportunity, resources to overcome barriers through partnerships within the system, funded training programs that meet employer need, and a desire to serve more WIOA targeted populations, with system partners, during the next four years. Our strategic goals were developed within the context of both Tennessee statewide strategic priorities and the goals developed in the East Region. This ensures alignment within the workforce ecosystem to immediately advance the local area. Our one-stop system is an existing network of employment and training service providers that work with local businesses and industry, representing a partnership of organizations that strive for common outcomes that meet the needs of our community. We strive to provide access to physical centers and remote services for unemployed and underemployed workers, public assistance recipients, students and out-of-school youth, businesses, and industry partners. Southeast LWDB believes that our system is ready to move beyond compliance where co-located partners operate siloed programs into a system that provides integrated and quality services that address critical issues through a professional and demand-driven system of integrated service offerings to give our ten-county region a more competitive workforce.

- b. Describe the LWDB's goals relating to performance accountability measures. How do these measures support regional economic growth and self-sufficiency?

The federally negotiated performance metrics are negotiated with the Governor and CLEO consistent with WIOA and a more detailed description can be found on page 52.

In addition to the federally negotiated metrics Southeast coordinates with East and Northeast on TDLWDs Key Performance Indicators (KPIs) to establish targets and stretch goals for the local area and region. KPIs are included in service provider contracts, and the board staff have developed a monthly Objectives and Key Results (OKRs) tracking tool for the OSO to record progress and action steps to address any deficiencies. This report is submitted with the monthly invoice.

While these goals help drive enrollments, they lack the outcome indicators necessary to adequately measure return on investment for the programs. Recent pressure has been added to increase enrollments while balancing funding reductions. A more realistic approach is needed to minimize the risk of placing quantity over quality. The local area will work with the board staff and other community leaders to ensure realistic expectations are set and strive to meet those goals while measuring the return on investment to our economy through increasing access to good jobs, lowering poverty rates, and increasing household incomes that will lead to self-sufficiency and economic prosperity. All efforts in Southeast are focused on connecting job seekers and employers so that both improve their current economic status and long-term economic position. Southeast will continue to work toward training and developing a competent workforce in the industries that drive the region's economy to ensure growth for both industry and individuals. 45.7% of all households in Southeast are in poverty or earn below the ALICE threshold which means we need to evaluate and adopt standards that address the self-sufficiency threshold. We also recognize that actions must be taken to address a decline in labor force numbers due to job loss related to automation, relocation, and retirement, particularly in rural parts of our region.

Southeast will utilize the State's Local Plan Tracker to outline action steps to support area goals and monitor progress, evaluate what is working and what is getting in the way of success, and strategize with partners to overcome identified barriers.

- c. Provide a description of how the LWDB will support the strategy identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including those authorized under the Carl D. Perkins Career and Technical Education Act to support service alignment.


Southeast LWDB's strategy is to work collaboratively with key stakeholders, including core program partners and other workforce agencies, including those authorized under the Carl D. Perkins Career and Technical Education Act. Career and Technical Education (CTE) programs and Tennessee Colleges of Applied Technology (TCAT) operating under Perkins are strategic workforce development partners. We also work closely with other workforce agencies, including collaborations with our community colleges' Economic and Workforce Development programs to strategically close skills gaps and provide economic mobility for targeted populations with short-term credentialing programs.

The Southeast MOU describes the commitment of all parties to provide integrated services at AJCs. Adult Education providers and Perkins programs are signatories on the MOU, which reinforces the need to partner to address academic achievement of CTE students and strengthen connections between K-12 and post-secondary education. Southeast LWDB has created multiple platforms for collaboration to ensure resources are aligned with the state's strategic vision and goals to deliver core programs that are data-driven, integrated, and responsive to employers' needs.

Board staff regularly communicates with secondary school CTE Directors in the local area and collaborates on funding opportunities that align with the state's strategic priorities. Southeast LWDB participates in secondary schools' Comprehensive Local Needs Analysis, a required Perkins planning process, providing labor market data to ensure programs of study address area demands, and aligns WIOA programming with those funded through Carl Perkins.

The Board also supports alignment of state and local workforce strategies, including Governor's Investment in Vocational Education (GIVE) grants, Innovative High School Models, Youth Career Exploration projects, and expansion of work-based learning for students, including the Summer Youth Employment Program.

Southeast LWDB supports post-secondary training programs through strategic investments of workforce funding through the Eligible Training Provider List, ensuring that training programs are demand-driven, quality programs. This includes both degree programs and stackable credentials that address skills gaps. The board supports short-term training projects with college systems partners and other workforce agencies, including non-profits that address workforce needs of priority populations by collaborating with recovery courts and reentry programs.

Operational efforts, facilitated by the One Stop Operator, support strategic alignment. AJC partners work together to engage in integrated service strategies to better service job seekers and employers. Routine meetings assist with information sharing, resource development, and staff cross training. Partners are encouraged to participate on the Business Services Team 

## Local One-Stop System:

- a. Describe the LWDA's progressive service strategy, incorporating updates resulting from the AJC Assessment, and how the annual Partner's Memorandum of Understanding (MOU) will support the implementation of this strategy.

AJC Navigators, funded by the IFA and funneled into the One-Stop Operator contract, staff the resource rooms and follow a job seeker as they move through services to meet unique needs and address barriers, from resource room to assessment to enrollment in one or more programs, and follow-through. This model provides each job seeker with seamless access to a comprehensive set of services and will reduce attrition as job seekers move from one referral point to another.

LWDB and AJC Team Leads will work collaboratively with the One Stop Operator and other community service providers to identify and develop needed workshops and trainings published on an efficient and effective workshop calendar that utilizes staffing resources within the center to attract new and different customers, expand universal services so job seekers can receive support without enrollment, and leverage existing workshop providers in the community including adult education, banks, independent living programs, family resource centers, community-based organizations, and more.

The annual Partner's Memorandum of Understanding (MOU) outlines how partner programs collaborate to achieve a high-quality public workforce system operated under the common identifier of the American Job Centers (AJCs). All parties to the MOU have agreed to:

- Maintain the one-stop delivery system by funding the One-Stop infrastructure, providing career services, and working collaboratively
- Provide access to its programs through the AJC network Participate in the operation of the AJCs
- Participate in boards and board committees
- Ensure that the needs of individuals with barriers to employment, youth, and workers is met through physical and programmatic access to services.

The AJC Assessment report indicates a need to increase access points in distressed and at-risk counties. Southeast leaders desire more than technology connection to the one-stop system, so Southeast LWDB will evaluate and implement opportunities to deliver periodic in-person services as staffing and budget will allow.

- b. Identify programs that are part of the local area's one-stop system, and describe the role and resource contribution of each, including:
  - i. Core programs;
  - ii. Additional partner programs, including those that support alignment under the Carl D. Perkins Career and Technical Education Act of 2006; and
  - iii. Other workforce development programs, if applicable.

The partners in the Southeast one-stop system are outlined in the MOU, which also outlines the operating budget and financial contribution per partner based on full-time equivalent staffing. The programs listed below are parties to the MOU:

Title I Adult, Dislocated Worker, Youth: physical presence at all AJC locations  
 Title II Adult Education and Family Literacy: physical presence at comprehensive AJC centers  
 Title III Wagner Peyser: physical presence at comprehensive AJC centers  
 Title IV Rehabilitation Services: available through direct linkage and onsite at comprehensive AJC centers by appointment  
 Post-Secondary Career and Technical Education under Perkins: direct linkage  
 Unemployment Insurance: direct linkage  
 Job Counseling, Training and Placement Services for Veterans: physical presence at comprehensive AJC centers  
 Trade Adjustment Assistance: physical presence at comprehensive AJC centers  
 National Farmworker Jobs Program: physical presence at comprehensive AJC centers  
 Community Services Block Grant: direct linkage  
 Senior Community Services Employment Program: direct linkage  
 TANF: direct linkage  
 Housing and Urban Development Employment and Training Activities: direct linkage  
 Job Corps: direct linkage  
 Persevere: physical presence at Chattanooga AJC

Services provided by each partner are outlined in the MOU and can be found on Attachment C, page 74.

- c. Describe how the LWDB will support state plan strategies and work with the entities carrying out programs in the one-stop system to coordinate and support service alignment.

Southeast LWDB will support state plan strategies and work with entities carrying out programs in the one-stop system by integrating service delivery among core and strategic partners with emphasis on co-enrollment, streamlining intake processes, and continuous process improvement evaluation led by the One-Stop Operator. Southeast, aligned with Regional Plan strategies, will support the State's goals through these strategies:

State strategic goal 1: Increase/sustain competitive labor force participation rate

Southeast will increase the local area's LFPR by 0.5% each program year during this plan cycle.

Southeast will expand TYEP program placements by 2% each year, with an emphasis on vulnerable populations: in/aged out of foster care, disconnected out-of-school youth, youth with disabilities, and those engaged in ESL programming with Title II partners.

Increase co-enrollments through staff cross training and the execution of an area SOP focused on building internal consistency and equitable service delivery. This will help to ensure that the hardest to serve receive necessary supports to re-enter the workforce or onramp to work.

State strategic goal 2: Expand data research and analytics

Southeast will partner with industry professionals to determine pipeline needs, skills required for growth occupations, and implement a crosswalk of low-wage/entry-level jobs to high-wage/high-skill jobs for use by system partners and training providers.

Southeast will utilize labor market data on in-demand and emerging sectors to prioritize work-based learning funds

State strategic goal 3: Implement an agency-wide business engagement plan

Southeast will follow guidance on the implementation of the State's business engagement plan and ensure that all business-facing partners align messaging, outreach, and service delivery.

State strategic goal 4: Superior service delivery across the public workforce system

Southeast will incorporate mobile and virtual assets to expand public outreach

Southeast will increase the number and quality of referrals to raise co-enrollment rates

State strategic goal 5: Revisioning Unemployment Insurance (UI)

Southeast will take a proactive approach to serving new UI customers toward rapid re-employment or upskill opportunities through service coordination in functional teams

Southeast will support local businesses by promoting and disseminating UI information per

state directives, cross training outreach staff to communicate a shared message.

## Workforce Development and Career Pathways

- a. Describe how the LWDB will work with providers to facilitate the development of career pathways, including co-enrollment in core programs and academic training programs when appropriate.

Southeast LWDB and education and training providers take an industry-driven approach to identify regional needs, including skills and training gaps. Together with providers, Southeast will recruit employers to provide input into the development of career pathways, refer WIOA participants to career pathway opportunities, and provide supportive services through co-enrollment to career pathway users to facilitate their success. Southeast LWDB will align local efforts with the efforts of the Regional Planning Council.

Southeast will collaborate with partners in the workforce system to develop a career pathways strategy that can work for youth, adults, individuals with disabilities, and individuals with other employment barriers. The objectives for this strategy in the 2024-2027 plan cycle are:

- Develop skills crosswalks and career pathways for target sectors
- Expand career exploration in our area's schools and AJCs
- Connect basic skills training and education to career pathways for improved outcomes
- Support pre-apprenticeships and apprenticeships in target sectors
- Connect employers with training providers to meet incumbent worker training needs
- Expand co-enrollment between Title I and Title II to support the transition from adult education to their next step along a career pathway and credentials for low-skill individuals with minimal attachment to the workforce

- b. Describe how the LWDB will work with providers to improve access to activities leading to recognized postsecondary credentials.
- i. Explain how the LWDB will ensure these credentials are transferable to other occupations or industries (“portable”).
  - ii. Explain how the LWDB will ensure these credentials are part of a sequence of credentials that can be accumulated over time (“stackable”)? If yes, please explain.

Southeast facilitates career pathway development through targeted services for individuals with significant barriers to employment, by providing a clear path of education and training that results in self-sustaining wages. Alignment with in-demand industry sectors occurs with the local board approval of training programs on the Eligible Provider List, including degree programs and short-term certificate programs as well as other models like integrated education and training, apprenticeships, and pre-apprenticeships. Career pathways and co-enrollment are supported through integrated service delivery, where the lead partner agency provides the career counseling and participants are co-enrolled to braid funding and optimize supports needed to achieve career and educational goals.

The TDLWD is piloting a co-located position, Assistant Director, to serve as the primary contact between Chattanooga State Community College and the American Job Center Network. This position works in coordination with the One Stop Operator to connect job seekers with education/training opportunities at the college and students at the college to the services available at the American Job Center that are useful to aid in the completion of their education/training. The position also works with the identified point of contact, staff and college partners to implement strategic goals and objectives for service delivery on the campus; participate in short and long-range planning efforts; attend the college’s divisional meetings; and program advisory committees. This role also supports and assists in the development and review of curriculum and programs, as requested; responds to faculty and student concerns; represents the American Job Center and the college to the general public; and participates in community initiatives, as appropriate. The role also manages the development and execution of special projects as assigned; promotes collegial relationships; identifies, recommends, and implements initiatives for student recruitment and retention as appropriate; and advises the President on potential innovative pathways to greater institutional efficiency and effectiveness. The position is designed to provide basic career services to students including Labor Market Information, operation of the Jobs4tn job database, and assisting students with registration. A significant portion of the role is to assist in the understanding of federal, state, and local regulations, policies, and procedures to maximize the potential of the full student body to have access to the information and communication systems that will help them on their career journey.

Lastly, in support of the East Region Plan, the formation of sector task forces will position Southeast to convene business and industry leaders for a particular industry to put them in the driver’s seat to collectively focus on workforce issues that impact the overall success of the industry. Having these leaders inform representatives from educational institutions, organizations/associations, and other stakeholders on what stackable credentials are needed will be key in developing a workforce pipeline that leads to increased wages for



## Access to Employment and Services:

- a. Describe how the LWDB and its partners will expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.

Southeast LWDB actively works to expand access to employment, training, education, and supportive services for eligible individuals, particularly those with barriers to employment, by raising awareness of the system among Board members, building referral relationships with community-based organizations serving individuals with barriers to employment, and by expanding our reach through virtual services. Southeast works with a widespread network of providers, including adult education, local school districts and high schools, state and regional partners, and post-secondary programs, to provide eligible individuals access to employment, education, training, and supportive services. Local WIOA priority is in place to target and provide services to individuals with barriers to employment. A robust referral network enables staff to quickly and efficiently refer individuals with additional needs to partner programs that meet those needs to support participant success.

Southeast LWDB will continue to work with its One-Stop Operator to ensure quality customer service and strong case management services, career navigation and job placement, and an emphasis on training in high-growth and in-demand industries.

Southeast LWDB recognizes the need for seamless access to services and has implemented, through the One Stop Operator, a tracked and managed online referral process between core programs so individuals can readily access AJC services, including access to training funds. Referrals are discussed at bi-weekly welcome team meetings and regular cross-training is provided to staff on partner services to ensure appropriate referrals and follow-up. The referral mechanism put in place in Southeast last year has been replicated in other areas and identified as a best practice in the state. Partners in Southeast AJCs are actively engaged in regular team and lead meetings to solidify relationships and processes and address access and intake.

- b. Provide a description of how the LWDB will provide services to priority populations as outlined in the State Plan, including:
- i. Directions given to the One-Stop System Operator to ensure priority for adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.
  - ii. How the LWDB will determine priority populations and how to best serve them, along with any other state requirements.

Southeast LWDB has established a priority requirement for funds allocated to a local area for adult employment and training activities. Under this section, American Job Center staff must give priority to certain customers when using WIOA Adult funds to provide individualized career services, training services, or both. Priority is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. The priority is processed daily with WIOA staff utilizing an assessment tool to determine and document the provision of priority service. Priority of service begins when the individual registers for services at the point of entry to the system. Point of entry includes physical AJC locations, Jobs4TN, career and job fairs, recruitment events, rapid responses, and the online referral mechanism. Strategies to provide training services to this targeted population include assessments, career counseling, staff support, case management, pre-employment services, supportive services, and coordination and co-enrollment with partners to support the unique needs of the individual. For additional information, refer to the Adult Priority of Service Policy in Attachments.

Board oversight and the Adult Priority of Service Policy ensure that CSPs will focus efforts on priority populations to adhere to federal policy and meet negotiated federal performance measures and state KPIs.

Southeast's Priority of Service Policy includes a fourth category to include residents of rural, distressed counties, individuals with disabilities, returning talent, and underemployed individuals.

Through coordination with core partners in the one-stop system, the One Stop Operator will lead efforts to ensure the primary focus is to serve priority populations through regular meetings, cross-training, and service coordination. Partners will collaborate to minimize barriers to accessing services and maximize funding to avoid duplication of efforts.

- c. Describe how the local area will facilitate access to services through the One-Stop delivery system, including remote areas, through the use of technology.

Southeast LWDB partners use Jobs4TN as a tool for shared job search and data management for Title I, Title II, Title III, RESEA, SNAP E&T, Trade staff. Self-registration and referral through Jobs4TN and Virtual AJC are available anywhere in our area where there is internet access.

Partners in the public workforce system utilize an online referral mechanism, which is tracked and monitored by the One Stop Operator to ensure timely and meaningful engagement with job seekers and businesses.

All partners in the one-stop system deliver services virtually, from intake/enrollment through to employment retention. This larger virtual footprint for the system includes the implementation of access points at public high schools, many of which are in rural communities, post-secondary training providers, and community-based organizations serving target populations. These access points will serve to increase virtual service delivery but also increase the potential brand recognition of the local area's AJC system and services.

Additionally, the mobile American Job Centers (MAJC) units are available for deployment into remote areas. Mobile units are equipped with services like what you might find in a brick-and-mortar American Job Center. These vehicles will arrive on the scene to provide a mobile computer lab with internet access, create a venue for workshops including résumé assistance and interviewing skills, and serve as a recruitment center for companies within our area.

As we move forward in reimagining the service delivery model, Southeast will work with local leadership and core partners to design smaller technology-enabled mobile units that may serve similarly as the larger MAJCs, consisting of laptops with mobile hotspots, training materials, and other technical resources that would be more cost-effective and easier to maneuver through communities. These would allow numerous AJC staff to be rapidly deployed to communities in need, and to meet groups of people where they are.

To increase accessibility to services in the current plan cycle, Southeast LWDB, led by the One Stop Operator with contributions from all core partners, will expand its web-based approach to services by creating system orientation videos, making applications for services available online, and implementing an online scheduling tool for eligibility screenings. There will be regularly scheduled webinars available to anyone with computer and internet access, or transportation to an AJC location or access point, on work readiness and essential employability skills.

Southeast will convene partners to conduct a needs assessment and feasibility study to determine how to best decentralize services and embed the one-stop system in communities with the greatest need, including in rural communities with limited resources, with diminishing budgets and lack of infrastructure.



- d. Describe how AJCs are implementing and transitioning to an integrated technology enabled intake care management information system.

Southeast LWDB utilizes the Virtual One-Stop System (available online through Jobs4TN) to provide an integrated, technology-enabled intake and case management information system. This system is designed to support functions for job seekers and employers and supports the following partner programs: Title I, Title II, Title III, Trade, RESEA, Adult Education, SNAP E&T. The system also integrates labor market information and the ETPL, providing a single technology-based tool for integrated services.

The Southeast LWDB has not authorized the use of funds to purchase or lease management information systems to aid in the management of WIOA programs.

- e. Provide a description and assessment of the type and availability of programs and services provided to adults and dislocated workers in the local area.

The WIOA Adult program provides individuals eighteen (18) years or older at the time of application with career and training services. While this group is made up of primarily disadvantaged and low-income individuals with barriers to employment, under the WIOA priority the Adult program has been expanded to include those with basic job-skill deficiencies as well. The training and services available to the Adult participant include:

- Occupational skills training, including training for non-traditional employment,
- On-the-Job training,
- Incumbent Worker Training,
- Programs that combine workplace training with related instruction, which may include cooperative education programs,
- Training programs operated by the private sector,
- Skills upgrading and retraining,
- Entrepreneurial training,
- Transitional jobs,
- Job-readiness training provided in combination with services described above,
- Adult Education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described above, and
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Under the Title I WIOA, the basic requirements to qualify as a dislocated worker is that the worker be:

- Terminated or laid-off, or in receipt of a notice of termination or layoff
- Employed at a facility at which the employer has made a general announcement the facility will close within 180 days
- Normally self-employed (including employment as a farmer, a rancher, or a fisherman) but unemployed as a result of general economic conditions or natural disasters
- A displaced homemaker
- Unlikely to return to the previous industry or occupation
- The spouse of a member of the Armed Forces on active duty; or
- An individual who has demonstrated sufficient attachment to the workforce.

A dislocated worker is also eligible for the training services for the adult participant.

As for additional individuals who qualify, military service members are eligible to receive support as dislocated workers as long as they satisfy the eligibility requirements noted above, especially regarding termination or layoff. Military service members can also become eligible for services while on active duty as long as they have an imminent separation date and are unlikely to return to their previous industry or occupation.

Veterans are eligible if they have served at least one active day in the Army, Marines, Navy, 

- f. Describe how workforce activities will be coordinated with the provision of transportation, including public transportation, and appropriate supportive services in the local area.

A copy of the Southeast local Board's Supportive Services Policy is included in Attachments.

The Southeast local area has a supportive service policy that outlines provisions for eligible customers to receive assistance for child/dependent care; transportation; cash assistance for auto repair and other automobile-related costs that directly impact a customer's transportation abilities, uniforms, tools, or other items required for employment; and emergency services, such as utilities, food, and health/medical services, determined on a case-by-case basis. When possible, customers in need are referred to local community resources to address supportive service needs or to ensure those needs do not become a future barrier to training or work. For example, a customer in need of health, mental health, or medical services would be referred to the appropriate community resource or state agency to apply for ongoing assistance. Supportive services are determined and coordinated by WIOA partners based on the participant's unique needs while in training or job placement.

Participants who are co-enrolled in workforce programs benefit by having services coordinated between programs but may only receive non-duplicated services. Special grants may also provide some supports that are not included in WIOA services. Local partners' programs policies and procedures clearly outline the supportive services and amounts allowable in each workforce program. Southeast LWDB will utilize SNAP E&T and QUEST NDWG funds to expand participant access to supportive services as we continue to experience reductions in Title I formula dollars, including transportation assistance.

#### Transportation:

The Board and local area partners realize that transportation continues to be a challenging factor for sustainable employment particularly where public transportation does not exist. The local area and partners currently work with SETHRA to identify fixed routes for transportation to and from the job. Most of the urban areas in the region have public transportation systems that provide the general public with affordable transportation options. Some locations, including most rural areas, lack efficient, dependable transportation systems. There is more demand for transportation than supply of providers. Lack of transportation is a significant and often-identified barrier for participants in attending training or commuting to/from work, and transportation barriers limit customers' employment opportunities. The OSO coordinates with core partners to effectively use limited resources to help alleviate transportation barriers. Programs typically offer transportation assistance in the form of stipends, bus passes, or gas cards for participants attending training programs. Service providers are utilizing shared ride services, such as Uber and Lyft, in rural areas. Participants can connect with transportation via websites or mobile apps on smartphones and payment arrangements can be made through service providers. The local board and WIOA partners are committed to providing a comprehensive approach to transportation supportive services to give participants in the workforce system greater opportunity for success



- g. Provide a description of services available to veterans and eligible spouses, to include priority of service and the use of available Jobs for Veterans State Grants (JVSG) staff.

The local area identifies veterans for services including priority of service which is ensured through:

- Local priority of service policies which align with the state priority of service policy,
- Initial Assessment completion provided by Welcome Function,
- Partnership with VR and coordinated service provision,
- Strong service provision for youth to include both in-school and out-of-school youth, Veteran services.


The Welcome Function initial assessment determines veteran eligibility status including eligible spouses. Services are then provided by staff under the Veterans State Grants (JVSG). The Priority of Service Policy is included in the Attachments for additional detail regarding services.

h. What initiatives will the LWDB implement to best serve individuals who have been justice involved?

Southeast will work with local partners to coordinate services for Justice Involved Individuals through Adult Education partners who are well positioned to lead in these efforts. Adult Education has high school equivalency programming in all ten county jails, which includes the use of and expansion of the jail tablets program. As outlined in the state plan, Adult Education's focus on state partnering with the Office of Reentry, TN Board of Regents Correction Education Initiative, the TN Higher Education Initiative nonprofit, the TN Office of Criminal Justice, and the TN Department of Corrections, they plan to implement comprehensive education-workforce pathways for incarcerated individuals. This should allow for a direct and immediate opportunity for referral and co-enrollment into Title I programs for supportive services with minimal outreach efforts, thus lessening the need for additional staff time by other AJC partners. Better utilization of the skills development teams is needed to develop strategies for serving justice involved individuals through cross-partner case management methods. More staff training development is needed to increase success rates and better align service delivery across multiple partner agencies.

As mentioned previously the Southeast Tennessee Development District was awarded a \$500k ARC INSPIRE grant in the fall of 2021 to develop viable recovery to work programs across our region to aid in combating the substance use disorder crisis, as it devastates families in urban and rural communities. Correctional institutions are overflowing with nonviolent offenders and this epidemic is expensive for health care providers, treatment centers, law enforcement and local governments. When the network fails to support the individual in active recovery, the individual returns to opioid and/or substance abuse establishing a recurring cycle that ultimately leads to death and destruction. Employers are having difficulty finding drug-free employees and leaving many high-skilled, high-paying jobs across the region unfilled. Returning recovered citizens to the workforce will be major factor in solving this epidemic as well as ensuring long-term sustainability of a citizen's recovery and preventing repetitive substance use disorder behaviors. Long-term recovery cannot be sustained without productive work and purpose; and, as a region, if we are to successfully return recovering citizens to work, we must implement a coordinated approach to a wholistic continuum of care. This emphasizes the significant need to improve the recovery ecosystem in the region and support the long-term success in addressing SUDs while increasing labor force participation rates and helping employers find a ready workforce.

In addition to the ARC INSPIRE grant, Southeast also received a NDWG Quest grant from DOL to better meet the needs of individuals impacted by SUDs. Often times individuals require more supportive services than the standard WIOA formula allocation provides, particularly housing and childcare. As a part of this grant, the local area will be hiring a business services staff person to connect to the recovery to work efforts underway with the ARC funding. By taking a unified approach, service delivery will be aligned and braiding of funds can be coordinated much more efficiently.

Lastly, every effort to work with county jails across our region is needed. Many of the staff inside jails are trying to get incarcerated inmates on a better path to education and training 



- i. Describe any MOU agreements in place to enhance the quality and availability of services to people with disabilities, such as cross training to staff, technical assistance, or methods of sharing information.

Southeast LWDB has the following MOUs in place:

Volunteer Behavioral Health Systems: co-location of Supportive Services for Veterans Families staff at Chattanooga AJC

Chattanooga Housing Authority: co-enrollment of family self-sufficiency program participants and participation in the program coordinating committee

- j. Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of the Workforce Innovation and Opportunity Act (WIOA) (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding:
- i. The physical and programmatic accessibility of facilities, programs, and services;
  - ii. Technology and materials for individuals with disabilities; and
  - iii. Providing staff training and support for addressing the needs of individuals with disabilities.
  - iv. Describe the roles and resource contributions of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

The term “individual with a disability” is defined in the current Section 188 regulations as an individual with “a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.”

The comprehensive AJCs and Affiliates in the local area are required to provide reasonable accommodation for individuals with disabilities so as to ensure equal access and opportunity. The term “reasonable accommodation” is defined in the current Section 188 regulations as “modifications or adjustments to an application/registration process that enables a qualified applicant/registrant with a disability to be considered for the aid, benefits, services, training, or employment that the qualified applicant/registrant desires”; or “modifications or adjustments that enable a qualified individual with a disability to perform the essential functions of a job, or receive aid, benefits, services, or training equal to that provided to qualified individuals without disabilities”; or “modifications or adjustments that enable a qualified individual with a disability to enjoy the same benefits and privileges of the aid, benefits, services, training, or employment as are enjoyed by other similarly situated qualified individuals without disabilities.”

All AJCs, contractors, and administration staff are expected to meet the needs of customers by ensuring universal access to programs and activities for all eligible individuals. Universal access includes understanding local needs; marketing and outreach; involving community groups and schools; effecting collaboration, including partnerships and linkages; staff training; intake, registration, and orientation; assessments and screenings; and service delivery.

One of the goals of the Southeast local board to achieve its strategic vision is to improve services to individuals with disabilities and other protected groups in order to increase access to high-quality workforce services and to prepare them for competitive integrated employment. The Board plans to accomplish this goal by implementing the following service strategies and objectives:



## Business Engagement:

- a. Describe how the LWDB will utilize the Business Engagement Plan to provide consistent messaging and services to local area business and industry.

Southeast will focus on the seven pillars in the Business Engagement Plan to improve messaging and services to business and industry by improving internal and external efforts around communication and engagement. Key Objectives:

- Implement sector strategies with Business & Workforce Directors facilitating implementation.
- Use WIRED data to identify in-demand employment sectors.
- Ensure that decisions align with the needs of each particular industry are employer driven.
- Partner with sector groups to facilitate the development of industry-specific training programs, enhancing sector-specific talent pipelines.
- Advocate for the adaptation of Business Service Teams outreach efforts to align with BEP and sector strategies.
- Structure the LWDB's memberships around sector-strategies.
- Map the current workforce development landscape for the local area.
- Use RPCs as the convener and intermediary for industry partnerships.
- Seek non-WIOA funding opportunities to strengthen sector strategies and industry partnerships.
- Case manage businesses as customers utilizing the state's Zendesk CRM platform to manage business customer relationships.
- Identify a single point of contact to be the interface with business and industry to streamline services and reduce employer fatigue.
- Clearly define Business Service Team roles and responsibilities.
- Educate Business Service Teams on sector strategies, business cycles, building effective workshops and business acumen
- Better utilize mobile service units to expand outreach to the business community.
- Track employer penetrations rates, LFPR Rates, customer satisfaction surveys, and quantifiable economic impact data.

- b. What local area initiatives (such as registered apprenticeships, incumbent worker training programs, on-the-job training programs, and customized training solutions) will be used to facilitate engagement of businesses, including small businesses and businesses in in-demand sectors and occupations?

Southeast uses a variety of initiatives centered around as a suite of services promoted by the board staff and the Business Services Teams. By using Labor Market Information to inform the needs of high-demand, high-wage industries, subsidizing jobs in the public and private sector can provide a rapid talent pipeline method.

These programs provide direct placement and hands on training for those that aren't able to spend months or years in standardized educational training programs and should be viewed as one of the many methods by which maximized return on investment could occur. These programs can also be very helpful in providing rapid skill development in targeted sectors through the utilization of an earn and learn model. While these programs can be costly, the wages earned during the training period are paid directly to the participant and can be a boost to the economy. As such, Southeast recently increased on-the-job training reimbursement rate to 75%, the maximum allowable by WIOA in an effort to increase opportunities for targeted populations that are often hard-to-employ and require the most investment from employers and the broader community.

#### Talent Pipeline Development Resources

- \* Pre-Apprenticeship and Apprenticeship,
- \* Work Experience - Summer and Year Round
- \* On-the-Job Training (OJT) Grants, and
- \* Incumbent Worker Training Grants.

In support of these initiatives, talent pipeline tools such as reentry opportunities, hiring and recruitment events, job promotion on social media platforms, and rapid response activities should emphasize and promote these services as a way to better serve the employers and job seekers.

- c. Describe how the LWDB drives the partnerships necessary for effective business engagement, including the use of business intermediaries and economic development groups.

Southeast has plans underway to coordinate, convene and lead a series of industry partnerships that inform sector based training and intermediary services to businesses. The Southeast Board strives to cultivate business partnerships that align with the top seven industry sectors identified by WIRED: Healthcare and Social Assistance (including Rural Healthcare), Manufacturing (including EV), Transportation and Logistics, Professional, Scientific and Technical Service, Construction, Information Technology, and Hospitality and Tourism. Through the engagement of a regional task force for each sector, the board will focus efforts on the alignment and implementation of the state vision and regional and local activities by designing services to meet the employment and skill needs of workers and employers in the targeted industry.

Through a coordinated effort, the Southeast Board will strategize with the regional Business Service Team composed of core partners and other community stakeholders to work directly with businesses with the goal of streamlining the communication and thusly reducing employer fatigue. This service is a direct conduit between companies and the various workforce programs across WIOA Title that assist enterprises (such as on-the-job training, incumbent worker training, customized training, etc.). Through research, data, and labor market intelligence, Southeast will align strategies around key sectors in the region that are critical to driving economic growth for businesses and job seekers. To achieve a more substantial return on investment for the community Southeast plans to designate a significant portion of its resources around these sectors.

Additionally, the board collaborates with regional economic development partners to discuss current and future workforce needs. This also provides a community-based approach by enhancing outreach support for upcoming funding or new grants. This group holds a wealth of knowledge that can be used to inform workforce development partners on the current and future market needs, providing a better solution for business. At a minimum this group meets quarterly or more frequently when new projects are announced.

Internally, the Southeast Tennessee Development District (SETD) also houses the Southeast Industrial Development Association (SEIDA). SEIDA is a regional economic development association facilitating the creation of jobs, capital investment and additional power load throughout the SEIDA service area. SEIDA provides a coordinated approach to the delivery of a range of services to assist businesses with locations, expansions, and help with the identification of financing opportunities, infrastructure development, and marketing and demographic research. Board staff are invited to attend SEIDA Board meetings and the SEIDA Program Director likewise attends the workforce board meetings. This creates an opportunity for project coordination and the sharing of labor market opportunities for both the business and job seeker.

Southeast is committed to leveraging local resources to promote an integrated regional workforce system. To achieve this goal, it has developed strong partnerships with the region's economic development organizations, higher educational institutes, chambers



- d. Describe how the local area's workforce development programs and strategies will be coordinated with economic development activities.
  - i. Describe how these programs will promote entrepreneurial skills training and microenterprise services.

As mentioned previously, the board collaborates with regional economic development partners to discuss current and future workforce needs. This also provides a community-based approach by enhancing outreach support for upcoming funding or new grants. This group holds a wealth of knowledge that can be used to inform workforce development partners on the current and future market needs, providing a better solution for business. At a minimum this group meets quarterly or more frequently when new projects are announced.

Additionally, Hamilton County Government has an economic development member serving to inform on emerging economic development needs for workforce development initiatives. Board members and other regional and community economic development individuals or entities are invited to attend our quarterly board meetings. Some of these include local elected officials, state representatives, chambers, TNECD, and the SEIDA Board staff. This serves as a method to keep a larger representation of our economic development footprint informed and engaged on current workforce funding and trends.

Engagement with these groups establishes a connection for sharing funding availability for project-based incentives for new startups and expansion of existing businesses through work-based incentives like on the job training, incumbent worker training, work-based learning, pre apprenticeships and registered apprenticeships. When appropriate, referrals are made to the Small Business Development Centers and Regional Entrepreneurial Accelerators to connect promising entrepreneurs with the resources necessary to propel their companies along the spectrum of business growth and job creation. During the startup phase, the local area will support TNDOL by using materials to provide access to training and workshops for new entrepreneurs on business basics, market research, and planning. The local area will support in offering guidance on legal requirements, permits, and regulations for setting up and maintaining businesses, and in connecting startups with mentors, industry experts, and networks for advice and collaboration.

- e. Describe how the LWDB will coordinate its workforce investment activities with statewide rapid response activities.

Tennessee employers are required to send a written notice to the Dislocated Worker Unit 60 days in advance of a plant closure or mass layoff when 50 or more workers are affected (the WARN Technical Assistance Guide link:

[https://www.tn.gov/content/dam/tn/workforce/documents/employers/et\\_WARN\\_guide.pdf](https://www.tn.gov/content/dam/tn/workforce/documents/employers/et_WARN_guide.pdf)

The State will generate WARN Notification Letters which are required and distributed to the highest elected local official, the Local Workforce Development Director, the Governor's designated cabinet members, certain federally elected representatives, and others in need of this information. Area Dislocated Worker coordinators are notified of impending layoffs or closures. After the WARN Notices are generated, the Rapid Response Coordinator will contact the company and other members of the Rapid Response team within 48 hours to set up an initial meeting to plan transition services for employees. The Rapid Response Coordinator and transition team provides transition services to employees during a layoff. The team serves both workers and employers. Tennessee's Rapid Response Team assists dislocated workers who lose their jobs through no fault of their own. Workers who lose their jobs because of permanent business closures or mass layoffs, adverse economic or trade conditions, or as a result of natural or man-made disasters can be assisted. The Rapid Response team helps employees during layoffs by providing information about retraining, job opportunities, unemployment insurance benefits as well as local, state, and federal services. Services include presentations to employees on available services to employers and employees, reemployment prospects, Information on unemployment insurance benefits, American Job Center services, employment and training activities, and labor market information. Trade Adjustment Assistance (TAA) is a federal program that assists workers who have lost their jobs as a result of foreign trade. This program seeks to provide to eligible adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed. Trade program can provide to any member of a worker group certified by the US Department of Labor (USDOL) as a trade-affected to receive TAA program benefits and services through any comprehensive American Job Center (AJC), such as employment services and case management, training, job search allowances, relocation allowances, and income support in the form of Trade Readjustment Allowances (TRA) may be available.

## Training Services

- a. Describe how the local area will provide adult and dislocated worker employment and training activities. This may include incumbent worker, on-the-job, and customized training programs.

Southeast LWDB supports all initiatives to provide eligible individuals access to employment training and education and supportive services. The American Job Centers in Southeast are strategically located to provide physical access to job seekers and employers. The Board's priority of services policies are in place to target and provide services to individuals with unique barriers to employment including veterans, eligible spouses, recipients of public assistance, other low-income individuals, individuals with disabilities (not VR-eligible) and individuals who are basic skills deficient. Southeast supports training that focuses on Career Pathways as authorized under WIOA. Eligible WIOA participants can be funded for approved trainings that move them up their career path. For Individual Training Accounts (ITAs), the region will focus on funding credential/certification-based programs that are on the statewide or regional high skill/high wage list and in a regionally- or board-approved sector. Short-term on-line programs are also approved to better prepare job seekers with pre-vocational and/or work skills. Assessments, individualized career plans, and supportive services to enable participation and completion of training are in place and reviewed for needed enhancements. AJC staff are cross trained to refer individuals across programs to benefit the customer and ensure all customer needs are met. Individuals who are co-enrolled with core partners are provided unduplicated supports with unsubsidized employment as a common goal among partners.

The Southeast LWDB strives to be the top resource to provide qualified employees to employers. This is accomplished by responsiveness, customizing services, and target marketing. The BST meets with business and industry employers to better align training with employment needs and create a pipeline of qualified candidates. On-going needs and employment qualifications are communicated to AJC staff. Strengthening efforts with business partners is currently being promoted by an aggressive initiative to facilitate work-based trainings and generate a more efficient referral system. Work Experience, OJT, and IWT provide additional opportunities.

The local Board has focused on partnerships over the past several years. One major strength is the relationships with similar organizations, serving similar participants. The local Board leads efforts in information sharing, being able to utilize other services from other partners for a full "wrap around" service and the sharing of our available resources. The Board relies on the wisdom from partners and employers to meet the demands of occupational needs and guide customers for a successful career path.

There is no single job training approach that is right for all workers. Having access to accurate and up-to-date labor market data provided by Jobs4TN.gov, WIRED, and other sources, as well as information and guidance about career and training opportunities, helps customers customize a plan through more informed education and employment decisions.



b. Describe how contracts will be coordinated with the use of Individual Training Accounts (ITAs).

Southeast LWDB expends participant dollars through ITAs in line with local policy and federal guidance. A copy of the Individual Training Account Policy is included in the Attachments.

Southeast LWDB uses ITAs to purchase individual training services for the targeted populations in need. By this means, the ITA is established on behalf of a participant, based on services selected by participants and in consultation with the Title I staff. The staff member ensures that the choice for training institutions is solely up to the customer. Customer choice is paramount in customer service delivery and is emphasized frequently in staff trainings.

The services include WIOA-funded and non-WIOA-funded partner training services, such as the following: occupational skills training, including training for non-traditional employment; on-the-job training programs that combine workplace training with related instruction, which may include cooperative education programs; training programs operated by the private sector; skill upgrading and retraining; entrepreneurial training; job-readiness training; adult education and literacy activities in combination with other training; and customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of training.

Individuals who meet the eligibility criteria as defined by WIOA are eligible to pursue an Individual Training Account. Approved training services activities must directly prepare the participant for a specific high demand occupation. The East Region and the local area have specific lists of high demand occupations approved by the respective Board and Regional Planning Council.

The local board recognizes certain exceptions to the use of ITAs. Contracts for services may be used instead of an ITA only when one or more of these exceptions apply (WIOA Section 134(c)(3)(G)(ii)). The customer services are:

- OJT,
- Customized training,
- IWT
- Transitional jobs,
- Board determines that there are an insufficient number of Eligible Training Providers in the local area to accomplish the purpose of a system of ITAs,
- Board determines that in the area there is a training-services program of demonstrated effectiveness offered by a community-based organization or other private organization to serve individuals with barriers to employment,
- Board determines that the most appropriate training could be provided by an institution of higher education to train multiple individuals for jobs in sector-demanded occupations, provided this does not limit customer choice; or
- Board is considering entering into a pay-for-performance contract and the local area ensures that the contract is consistent with 20 CFR 683.510.

Please refer to the attached ITA policy for additional information.

- c. Describe how the LWDB will ensure informed customer choice in the selection of training programs regardless of how training services are provided.

Southeast LWDB provides multiple options for training services through one-stop system partners and providers. Currently, the following services are available to participants who meet all program-specific eligibility criteria, and in alignment with an individual employment plan or individual service strategy, documented need, and regional occupational demand:

- Occupational skills training, including training for nontraditional employment;
- OJT;
- IWT;
- Programs that combine workplace training with related instruction, including apprenticeships;
- Skills upgrading and retraining;
- Entrepreneurial training;
- Job readiness training; and
- Adult education and literacy activities.

Southeast LWDB prioritizes ensuring participants have sufficient information to make informed choice for employment and training. AJC Staff utilize WIRED and Jobs4TN labor market data and employment projections and counsel participants on trainings that move people along career pathways. Participants are required to research training providers and review ETPL performance data prior to selection. AJC Staff work with participants to complete and review an assessment of career interests, strengths, skills, and work values.

- d. Describe how the LWDB will ensure continuous improvement of eligible training providers of services and that the providers will meet the needs of local employers and jobseekers.

Southeast LWDB utilizes the state's policy for the process, eligibility, application procedures, dissemination of the list, and reporting requirements. The local Board has approved its own Educational Training Provider Appeals Process Policy, and it is available for review on our website.

The Board's standing committee, the Operations Committee reviews each application thoroughly when the institution's program is seeking initially eligible. Eligibility criteria, which is included in the policy, are:

All new programs must have prior authorization by the appropriate State authorizing agency (i.e., Tennessee Higher Education Commission, Tennessee Board of Regents, etc.) before the institution can be added to the ETPL:

A complete and accurate application;

Proposing in-demand occupational training in the local area:

Number of enrollments compared to number of completers with a credential;

A minimum of two (2) years of performance data;

Forty percent (40%) completion and employment rates for WIOA students;

Sixty percent (60%) completion and employment rates for all students.

Once the institutions program is approved, each year the program must meet the performance criteria noted above. This rigorous process results in thoughtful, data-driven decisions by the Operations Committee and ensures the providers will meet the needs of employers, employees, and job seekers.

Southeast LWDB will use the ETPL, local policy, and the target industry sectors outlined in WIRED data and the Business Engagement Plan to inform the use of Title I training dollars.

## Program Coordination:

- a. Describe how education and workforce investment activities will be coordinated in the local area. This must include:
  - ii. Coordination of relevant secondary and postsecondary education programs;
  - iii. Activities with education and workforce investment activities to coordinate strategies and enhance services; and
  - iv. A description of how the LWDB will avoid duplication of services.

Secondary and post-secondary education providers represent some of the strongest partnerships with the Southeast LWDB. We continue to focus on developing and providing pathways to living-wage work through education and training. Working relationships with Adult Education, TCATs, community colleges, and other ETPL providers ensure the alignment of services to training individuals for in-demand occupations. Strategies to coordinate and enhance training services include:

- Education providers participate in LWDB meetings and committees.
- Partner staff coordinate services and supports between partners to maximize training and supportive service assistance without duplication.
- Title I and training institutions work together for participant referrals and payments.
- Title I and Adult Education staff communicate regularly to engage out-of-school youth in occupational skills development.
- AJC Staff support Industry 4.0 Diploma of Distinction, providing youth career coaching, developing essential employability skills, exploring financial aid options, and participating in work-based learning opportunities.

Labor exchange and immediate job placement are critical roles for the workforce development system, but employers have emphasized the need for the Southeast LWDB and its partners to take a longer-range view and expand emphasis on ongoing worker skill development along career pathways, particularly for entry-level and lower-skilled workers. Southeast LWDB and its secondary and post-secondary education partners will work with regional sector strategies to map occupational progressions along career pathways and the education and credential requirements for advancement.

Employers have also emphasized the value of employer-driven, work-based training models. While not discounting the need for classroom-based training, companies need workers who are well-versed in both the culture and competency expectations of their worksites. Classroom training alone does not necessarily prepare students to be effective employees. Southeast will continue to enhance investments in employer-driven work-based learning or youth and adults, including work experience, on-the-job training, incumbent worker training, and Registered Apprenticeships. Southeast LWDB will continue to work with high schools, employers, and Apprenticeship TN to expand pre-apprenticeships in our area.

Southeast LWDB receives funding to support infrastructure costs within the AJCs from Adult Education. Southeast uses this funding in part to increase access to services through the tracked online referral mechanism. Adult Education leverages the resources of the public

- b. Describe plans, strategies, and assurances concerning the coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services.

Southeast LWDB works collaboratively with the One-Stop Operator and TDLWD Administrators, and other AJC partners including Wagner-Peyser staff to coordinate service delivery, maximize impact, and avoid duplication of services. AJC Leads develop work schedules to ensure proper staffing and identify mandatory and additional partners and services to complement the programs at the AJCs.

All Wagner-Peyser employment services are available to customers in the two comprehensive AJCs with services such as LMI and job search assistance. Title III staff are located in the two (2) AJCs and provide Wagner-Peyser Act funded labor exchange activities in accordance with DOL regulations. The Site Lead and OSO have oversight and manage the daily functions and delivery of Wagner Peyser functions and services in coordination with all other programs and services. Employment services are integrated in WIOA, TANF, SNAP, and business services through local procedures, daily operations, and delivery of programs.

Every AJC, including affiliates, has a resource room that is equipped with computers for customers to use. Any individual interested in filing a claim may connect to the state's [www.Jobs4TN.gov](http://www.Jobs4TN.gov) claims and benefits system to complete the online application and subsequent work registration steps. All AJC staff are available to assist customers with general computer and unemployment application questions. The AJCs are also equipped with telephones which customers may use to contact a representative for initial claims questions and assistance.

Southeast LWDB is working toward greater program partner integration with the online referral mechanism and quarterly meetings. Staff that work onsite participate in regular functional team meetings.

- c. How will the LWDB coordinate WIOA Title I workforce investment activities with adult education and literacy activities under WIOA Title II?
- i. Include information on expanding access to employment, training, education, and supportive services provided through the local one-stop system for Title II participants with barriers to employment.
  - ii. Include how the LWDB will carry out the review of local applications submitted under Title II consistent with WIOA Sec. 107(d)(11)(A) and (B)(i) and WIOA Sec. 232.

Southeast LWDB has strong partnerships with adult education providers offering Title II services: TCAT Athens, Cleveland State, and South Central Tennessee Workforce Alliance. A representative from Adult Education sits on the Local Workforce Board. Collaboratively, this partner network strives to combine resources and evaluate labor market and industry needs to develop strategies that address skills gaps, including basic skills.

Access to employment training is provided both in-person and virtually to all participants enrolled in Title II. Integration of Education and employment training (IET) includes virtual learning platforms for students with barriers, such as the Pharmacy Technician Certification course conducted virtually and available 24/7. Other learning platforms for the workplace that can be conducted virtually are WIN, Burlington English, and NorthStar Digital Literacy software. Services are available at all local jails with job training taught concurrently and/or separately to those with access to APDS tablets.

Integration of education and job training (IET) is offered on location of local businesses with customized curriculum specific to the needs of the workplace. ABE and ESL classes are taught on site of employment location. Pathways are designed for the goal of earning a high school equivalency diploma and/or transitioning to post-secondary education/training and retaining or receiving promotions in employment.

Title II participants with barriers that cannot be met with Title II programming or funding alone are referred to partners that offer the necessary assistance for overcoming barriers such as transportation, childcare, and workplace supply needs, via Title I ETPL-approved post-secondary education funds, TANF, VR, VA, and SNAP programs. Referral data is kept electronically via the One-Stop Operator and reported at LWDB meetings.

Providers compete for Title II funding via an RFA when the prior contracts are due to expire. LWDB staff review applications to ensure those plans align with local LWDB plans; the most recent procurement took place in 2023.

- d. Describe any executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop system.

N/A - the umbrella MOU is the primary cooperative agreement. The MOU is included in Attachments.

- e. How do the LWDA's programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs?

The Wagner-Peyser Unemployment Insurance (UI) program is a mandatory partner under WIOA and is a vital program within the public workforce system. Employment is a primary performance indicator for all core partners and connecting UI recipients to employers with job openings through the Wagner-Peyser labor exchange program is critical to achieving this goal.

Many first-time visitors and returning customers to the one-stop system are receiving or filing for unemployment insurance. AJC staff provide meaningful assistance to customers struggling to complete the application and certification for unemployment insurance benefits. In some cases, the UI program requires individuals to participate in a Re-Employment Services and Eligibility Assessment (RESEA) program, which informs UI customers of the programs and services available to them through AJC and connects them to staff-assisted services that include career planning, resume development, and other job search assistance determined by assessment to be a critical need. Title III Staff lead RESEA work and closely coordinate with all AJC partners to support job seekers who are eligible for services.

When a business experiences a closure or a mass layoff, Southeast LWDB Rapid Response team convenes local partners to deliver onsite workshops and orientations to impacted workers. Included in these events is an overview and discussion about unemployment insurance benefits, healthcare coverage, re-employment services, Veteran's benefits, and training resources. Staff help individuals understand the application process and eligibility criteria for UI benefits. This connection is vital to help workers access UI benefits and AJC resources during a stressful transition.



## Youth Activities

- a. Provide an assessment of the type and availability of youth workforce investment activities in the local area.

The WIOA Youth program is a comprehensive youth workforce development program for serving eligible youth, ages 14-24, who face barriers to education, training, and employment. Local programs provide youth services in partnership with American Job Centers and under the direction of the Southeast Tennessee Local Workforce Development Board (STLWDB).

The Youth elements include the following:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.
2. Alternative secondary school services, or dropout recovery services.
3. Paid and unpaid work experience that have as a component academic and occupational education that may include:
  - Summer employment and other employment opportunities available year round
  - Pre-apprenticeship programs
  - Internships and job shadowing
  - On-the-job training opportunities
4. Occupational skill training (with priority for training programs that lead to postsecondary credentials aligned with in-demand industry sectors)
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities that may include community service and peer centered activities encouraging responsibility and other positive civic and social behaviors.
7. Supportive services.
8. Adult mentoring for a total of not less than 12 months.
9. Follow-up services for not less than 12 months.
10. Comprehensive guidance and counseling.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market and employment information about in-demand industry sectors, career awareness, career counseling, and career exploration services.
14. Activities that help youth prepare for and transition to postsecondary education and training.

- b. Explain how providers and LWDB staff ensure the WIOA elements:
  - i. Connect back to the WIOA Youth Program Design Framework, particularly the Objective Assessments and ISS; and
  - ii. Are made available to youth with disabilities by describing specific program practices, tools, and services that are tailored to serve youth with disabilities.

The WIOA Youth program design emphasizes evidenced-based programming around the fourteen elements. The framework requires an objective assessment of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive services needs, and developmental needs. Assessments must also consider each youth participant's strengths to build on, rather than focusing on opportunities for improvement. This comprehensive assessment provides information to design the most appropriate services and strategies. An individual service strategy (ISS) is then developed to identify career pathways, objectives, and goals directly linked to federal performance indicators. Emphasis is placed on comprehensive, customer-centered case management and the delivery of all elements necessary to support the youth's achievement of goals.

Southeast LWDB integrates core WIOA services for youth, co-enrolling and collaborating with Vocational Rehabilitation to support youth with disabilities. Follow-up referral service is provided to youth who are assessed for learning disabilities. Vocational Rehabilitation also provides the Transition School to Work Program to serve high school students eligible high school students with disabilities who are interested in employment after leaving high school. Southeast encourages co-enrollment of out-of-school youth participants, if a youth meets partner programs' eligibility criteria and services are indicated in the youth's ISS. Title I Youth staff work with the youth participant to determine the best, quickest course of action to maximize available resources.

As outlined in this plan, Southeast LWDB has selected goals to address youth programming and increase work-based learning activities. As we implement strategies to achieve this goal, Southeast LWDB will utilize the Youth Committee, which meets quarterly and is comprised of Board members, representatives from local youth-serving agencies, and employers, to support and encourage connections and systems that benefit youth.

Crucial to the success of youth programming is the competitive process used in selecting providers with an established track record of serving youth with workforce barriers. All prospective bidders for youth programs must address all fourteen elements in their proposals and whether these elements are provided within the context of their design or through referrals, as appropriate. See Attachments for the current provider's, EDSI, strategy for the delivery of all Youth elements.

- c. Describe successful models for youth services from your local area, including but not limited to virtual work experiences, OSY recruitment, and engagement strategies.

Youth services are tailored to meet the unique needs of each youth, focusing on flexible and comprehensive programming around the fourteen elements to help youth improve education attainment and employment skills.

Youth Work Experience is a successful model offering work-based learning, education, and mentoring along a youth's chosen career pathway. Youth learn positive work habits and develop a better understanding of the world of work and how they fit into it. Southeast LWDB engages with local partners and businesses for the paid work experience program.

One of the most successful initiatives implemented for youth services has been career exploration with virtual reality headsets. The headsets were used in all 10 counties by all school districts. They were also utilized in career exploration fairs throughout the region. The headsets allowed us to engage other populations that we were not able to reach such as middle schools and youth that are not eligible for Title 1 funding.

Southeast has followed a successful pre-apprenticeship program across the region developed by Valmont Industries in Marion County which aligns the needs of CTE programs in the region with the needs of employers. Once they saw a high demand for work-based learning opportunities, Valmont Industries worked with Marion County School District and Chattanooga State Community College to align the career pathway of students, the curriculum of Chattanooga State apprenticeship program, and the need in their facility. They focused on high schools with the most need and schools with CTE programs offered to give students the best opportunity to succeed at Valmont. All students entering the program must be certified in OSHA-10 and complete 3 specialization classes before they can apply for the pre-apprenticeship. Once into the pre-apprenticeship, students must maintain academic success and meet all requirements in Valmont to finish their pre-apprenticeship program. After several years of positive experiences and success stories at Valmont, Komatsu America Corporation approached the LWDB, 3 school districts, and Chattanooga State Community College to follow the model developed by Valmont. This model has now been used by several other companies including Mueller Water Products and has attracted students in Sequatchie County, Marion County, and Hamilton County school districts and has proven to keep students engaged throughout their pre-apprenticeship.

Another promising practice in Southeast is a regular roundtable convening of youth service providers at various agencies in the region. This convening provides an opportunity to engage and develop partnerships that offer variations of the 14 elements that cannot be immediately offered in the American Job Centers. This can include housing, counseling services, and outreach to OSY youth.

- d. Explain how the LWDB has defined the criterion of “requires additional assistance to complete an educational program, or to secure and hold employment” for OSY and ISY, including:
- i. Evidence supporting the established criteria, to include current labor market information, statistical evidence and other data deemed supportive;
  - ii. A description of how the LWDB ensures regional alignment in this criteria; and
  - iii. List any documentation required from the participant to support established criteria and any additional case management parameters the LWDB has deemed necessary.

Youth unemployment rates, as referenced in WIRED workforce analysis report, are higher than rates for adults. Southeast sets the “additional assistance” definition broadly to include as many at-risk young people in services to help increase the youth LFPR.

Southeast LWDB defines an out-of-school youth (OSY) as one who "requires additional assistance" if they have one of the following barriers:

- a. Expelled or suspended from a secondary or post-secondary training program
- b. Has poor or sporadic work history, no work history, or has been fired from a job and has not gained employment as a result of being fired
- c. Has been placed in a group home, foster care, or kinship between the ages of 14-16
- d. Has parent(s) or guardian(s) who are currently incarcerated or have been incarcerated within the last five years
- e. Has neither the work experience nor credentials required for an in-demand occupation for which approved training will be provided
- f. Needs an Individual Training Account or supportive services to enter or complete an educational program or secure and hold employment
- g. At risk youth who have been involved in domestic violence, human trafficking, gang involvement or at risk for gang affiliation
- h. Would be a first-generation college student

Southeast LWDB defines an in-school youth (ISY) as one who "requires additional assistance" if they have one of the following barriers:

- a. Needs to repeat a post-secondary course(s) or needs credit recovery to complete secondary school
- b. Has been suspended or placed in alternative secondary school as a result of disciplinary action or involved in truancy
- c. Has been placed in group home, foster care, or kinship between the ages of 14-16
- d. Has parent(s) or guardian(s) who are currently incarcerated or have been incarcerated within the last five years
- e. Needs support in completing dual credit or dual enrollment courses in the course of completing secondary education
- f. At-risk youth who have been involved in domestic violence, human trafficking, gang involvement or at risk for gang affiliation



## Administration

- a. Identify the entity responsible for the disbursement of grant funds as determined by the Chief Local Elected Official (CLEO) or the Governor under WIOA sec. 107(d)(12)(B)(i).

The Southeast Tennessee Development District is the Fiscal Agent selected by the Chief Local Elected Official (CLEO), Mayor Weston Wamp, and has been delegated the responsibility of managing and dispersing WIOA funds.

b. Describe the competitive process to be used to award subgrants and contracts for WIOA Title I activities in the local area.

The Southeast Tennessee Workforce Development Board (STWDB) and its staff will follow the process outlined herein for provision of services under the Workforce Innovation and Opportunity Act (WIOA) requiring a competitive procurement process following the guidelines set forth in the Office of Management and Budget 2 CFR 200.319:

**Procurement Process**

**Draft RFP Review and Approval:** Prior to public release, the draft RFP will be submitted to the Executive Committee for review and approval prior to publication. If there are no comments or changes, the RFP will be released.

**Committee Appointment:** The Chair of the STWDB reserves the right to appoint a Request for Proposal Review Committee as needed. The committee should consist of at least three (3) members of the STWDB and may include other individuals selected by the Board Chair as long as the individual has the technical expertise in terms of the requirements of workforce development activities pursuant to WIOA.

**Confidentiality and Evaluator Training:** Prior to the release of the RFP, all members of the committee must review and sign the Confidentiality Attestation which includes confirmation that he/she received and understands the RFP Evaluator Training Guide. The Guide will be provided via email and will contain all necessary information related to the procurement process.

**Conflict of Interest:** Once all proposals have been received, Board staff will send a Conflict of Interest Statement containing a list of all entities submitting a proposal. Each member must sign and return the acknowledgement and declare whether he/she has a conflict. If no conflicts are declared, the proposals will be released for review to the committee members.

**Public Notification:** In order to foster competitive procurement in accordance with WIOA guidelines, the LWDB maintains a list of potential bidders who will receive the Request for Proposals either in hard copy or electronic format. That list is updated periodically as the LWDB becomes aware of new/different organizations that could have an interest in providing services. The notice of Request for Proposals will be maintained on the STWDB website. Additionally, the solicitation will be posted local and regional publications, as well as our website.

**Proposal Response Time:** When time permits, the notice of Request for Proposals is posted, and correspondence to potential bidders is sent at a minimum 30 days prior to the submission deadline. With the announcement of solicitation for proposals, we will provide potential bidders a brief background on the service delivery area; the projected amount of funds available for the WIOA program(s) we are soliciting proposals on; instructions for completing the proposal; attachments that must be included with the proposal; the application submission address and deadline; and instructions for questions regarding the Request for Proposals and/or process. LWDB may require a Pre-Bidder's Conference in order to provide needed clarification for any RFP requirements. This can occur in person or via teleconference with all questions and answers transcribed and posted on the LWDB website. +

- c. Provide the local levels of performance negotiated with the Governor and CLEO to be used to measure the performance of the local area and to be used by the LWDB for measuring the performance of the fiscal agent, eligible providers, and the One-Stop delivery system, in the local area.

Adult:

Percentage of participants in unsubsidized employment during second quarter after exit: 83.5  
 Percentage of participants in unsubsidized employment during fourth quarter after exit: 83.5  
 Median earnings of participants during second quarter after exit: \$7,025.00  
 Percentage of participants who obtain a postsecondary credential or secondary school diploma within one year after exit: 69.5  
 Achievement of measurable skill gains toward credential or employment: 63.5%

Dislocated Worker:

Percentage of participants in unsubsidized employment during second quarter after exit: 83.5  
 Percentage of participants in unsubsidized employment during fourth quarter after exit: 83.5  
 Median earnings of participants during second quarter after exit: \$7,944.00  
 Percentage of participants who obtain a postsecondary credential or secondary school diploma within one year after exit: 70.6  
 Achievement of measurable skill gains toward credential or employment: 61.2%

Youth:

Percentage of participants in unsubsidized employment during second quarter after exit: 78.0  
 Percentage of participants in unsubsidized employment during fourth quarter after exit: 77.5  
 Median earnings of participants during second quarter after exit: \$3,800.00  
 Percentage of participants who obtain a postsecondary credential or secondary school diploma within one year after exit: 70.6  
 Achievement of measurable skill gains toward credential or employment: 61.2%

Wagner Peyser (not locally negotiated):

Percentage of participants in unsubsidized employment during second quarter after exit: 59.8  
 Percentage of participants in unsubsidized employment during fourth quarter after exit: 64.3  
 Median earnings of participants during second quarter after exit: \$5,500.00

- d. Describe the actions taken toward becoming or remaining a high-performing LWDB, consistent with factors developed by the State Workforce Board (SWB).

The Draft 2024 Tennessee WIOA State Plan defines a high-performing board as one that facilitates effectiveness and innovation in meeting their obligations and leading into the future, certified in these elements:

- Board structure, roles, relationships
- Board and board member responsibilities
- Governance system
- Strategic insight
- Performance management
- Customer & partner engagement

Southeast LWDB aspires to remain high performing and apply for certification by demonstrating our level of competence in standards related to each of the above elements. In working with Board leadership over the next 12 months, Southeast will restructure the work of the Board to place more emphasis on strategic initiatives and Board member engagement in meetings and committees. This planned restructure will poise Southeast to achieve Board Excellence Certification that will shift the thinking from focusing on programs to bulding a talent pipeline with a focus on system agility, business engagement, and meaningful connections across partners.



**Public Comment:**

- a. Describe the process used by the LWDB to provide a period of no more than 30 days for public comment.

In compliance with WIOA Sec. 108(d), the local plan is being published for public comment between March 13, 2024 and April 7, 2024 in advance of submission to the State on April 8, 2024. Public notice is made at all American Job Center locations, on LWDB's website, through Chattanooga Times Free Press, and on AJC's facebook page. The draft plan is published on LWDB's website and is available in hard copy at any American Job Center location.

- b. Include any comments submitted during the public comment period that represent disagreement with the plan.

N/A. No public comments received.

## Stakeholder Involvement:

- a) Describe how stakeholder involvement requirements were met for the local plan, pursuant to the TDLWD Regional and Local Plan policy.

Southeast LWDB engaged in collaboration with many stakeholders to inform this local plan and sought input from Regional Planning Council, community partners serving targeted populations, business, education, labor organizations, and the job seeker community. Pursuant to the TDLWD Regional and Local Plan Policy. Stakeholder involvement requirements were met for the local plan as outlined below:

1/5/2024 - Email invitation to RPC Planning meeting sent to board members and stakeholders, which included the 2020-2024 East Regional Plan.

1/22/2024 - Email notification sent to RPC, including local stakeholders, which included WIRED workforce and economic analysis reports, Business Engagement Plan, Regional Plan Template in preparation for RPC Planning Meeting.

1/22/2024 - Stakeholder Surveys sent out via Jobs4TN and distributed by community partners.

1/24/2024 - East Region RPC Planning Meeting held from 10:00am to 1:00pm. Meeting was open to the public.

2/2/2024 - Email notification sent to core partners about upcoming core partners meeting.

2/7/2024 - Local core partners meeting held to discuss strategic goals.

2/12/2024 - Email notification sent to stakeholders, which included the draft 2024 Combined State Plan, in preparation for upcoming local planning session.

2/15/2024 - Local Planning Session held from 10:00am to 12:00pm. Meeting was open to the public.

2/23/2024 - Local core partners meeting held to discuss local plan.

3/13/2024 - Local plan posted for public comment. Email notification sent to local stakeholders, posted on LWDB website, at all American Job Centers, and posted in Chattanooga Times Free Press.

3/28/2024 - Public listening session for local plan held at 6:00pm.

## Attachments

### Attachment A- Required Policies

In the space below, please provide a link to the LWDB policy page, which must include the following required local policies:

- Property Management Policy
- Supportive Services Policy
- Youth Program Design Policy
- Priority of Service Policy
- Local Governance Policy
- Co-Enrollment Policy
- Electronic Case Files Policy
- Grievance and Complaint Resolution Policy
- Minimum Participant Cost Rate Policy
- Monitoring Policy
- Youth Eligibility Policy

<https://secareercenter.org/board-policies/>

### Attachment B- CLEO Signature page

Attachment B can be submitted one of two ways. If the LWDA has capacity for electronic signatures, it can be linked in the space below. In the alternative, the LWDA can provide via email. Please designate which option is selected.

Attachment B is linked in the space below:

Attachment B has been sent via email to [Workforce.Board@tn.gov](mailto:Workforce.Board@tn.gov)

### Attachment C- Partners MOU & IFA

Please affirm the LWDA has previously submitted a Partner's MOU and Infrastructure Funding Agreement pursuant to TDLWD-WFS Guidance-WIOA Memorandum of Understanding (MOU)/One-Stop Service Delivery and Infrastructure Funding Agreement (IFA). In the space below, provide the date on which these documents were most recently submitted:

7/27/2023

### Attachment D- Additional Cooperative Agreements

Please provide any executed cooperative agreements, other than the Partner’s MOU, to which the LWDA is a party. Any additional cooperative agreements can be provided as “Attachment D to Local Plan” via email to [Workforce.Board@tn.gov](mailto:Workforce.Board@tn.gov). In the space below, please list the name of any additional cooperative agreement that will be included. If none exist, please state “none.”

None

### Attachment E- Budget Information and Supporting Materials

Please provide the following fiscal materials via email to [Workforce.Board@tn.gov](mailto:Workforce.Board@tn.gov) using the subject line “Local Plan Attachment E.”

- Detailed budget listing the sources and uses of TDLWD pass-through funds and all non-Federal matching funds
- Supporting budget narrative explaining expenditures by line items listed on Standard Form 424A  
(Include purpose of travel and supply/equipment lists and describe expenses in the ‘other’ line item, if applicable. If the budget includes personnel or contractual expenses, cash or in-kind, estimate the number of hours/days and hourly rate, or portion of FTE and salary, for the time that is expected to be spent on the proposed project by key personnel, contractors, or consultants. If the budget includes land or buildings, provide an MAI appraisal or comparable appraisal. Include a description of all leveraged funds, including any fee based and/or revenue generated. Include description of any in-kind resources, including the methods used to determine their value).
- Letters of Commitment from each non-TDLWD funding source (federal state, local, or private) that specifies the amount and type of funds committed (grant, loan, cash, or in-kind)
- Any additional pertinent supporting materials, as applicable.

In the text box below, provide the date Attachment E was submitted and name of individual submitting:

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. WIOA Title I - Youth	17.259	\$ -	-	\$ 2,590,506.12	-	\$ 2,590,506.12
2.		-	-	-	-	-
3.		-	-	-	-	-
4.		-	-	-	-	-
5. Totals		\$ -	-	\$ 2,590,506.12	-	\$ 2,590,506.12

**SECTION B - BUDGET CATEGORIES**

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				
	(1)	(2)	(3)	(4)	(5)
a. Personnel	\$ 848,820.10	\$ -	\$ -	\$ -	\$ 848,820.10
b. Fringe Benefits	305,574.96	-	-	-	305,574.96
c. Travel	20,040.00	-	-	-	20,040.00
d. Equipment	-	-	-	-	-
e. Supplies	12,000.00	-	-	-	12,000.00
f. Contractual	1,085,074.21	-	-	-	1,085,074.21
g. Construction	-	-	-	-	-
h. Other	59,946.24	-	-	-	59,946.24
i. Total Direct Charges (sum of 6a - 6h)	\$ 2,331,455.50	\$ -	\$ -	\$ -	\$ 2,331,455.50
j. Indirect Charges	259,050.61	-	-	-	259,050.61
k. TOTALS (sum of 6i and 6j)	\$ 2,590,506.12	\$ -	\$ -	\$ -	\$ 2,590,506.12

7. Program Income	\$ -	\$ -	\$ -	\$ -	\$ -
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**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	0.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL (sum of lines 8 - 11)	\$	0.00 \$	0.00 \$	0.00

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter				2nd Quarter				3rd Quarter				4th Quarter			
13. Federal	\$ 955,906.32	\$	238,976.58	\$	238,976.58	\$	238,976.58	\$	238,976.58	\$	238,976.58	\$	238,976.58	\$	238,976.58		
14. NonFederal	-		-		-		-		-		-		-		-		
15. TOTAL (sum of lines 13 and 14)	\$ 955,906.32	\$	-	\$	238,976.58	\$	238,976.58	\$	238,976.58	\$	238,976.58	\$	238,976.58	\$	238,976.58		

**SECTION E - BUDGET ESTIMATES FOR FEDERAL FUNDS FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. WIOA Title I - Youth	\$ 215,078.92	\$ 215,078.92	\$ 215,078.92	\$ 215,078.92
17. Amount of Grant Funds Remaining after first year estimates are entered:	1,634,599.80			
18. Amount of Grant Funds Remaining after future funding periods are estimated:	989,363.04			
19.				
20. TOTAL (sum of lines 16 - 19)	\$ 215,078.92	\$ 215,078.92	\$ 215,078.92	\$ 215,078.92

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges	22. Indirect Charges
See Budget Narrative	See Budget Narrative
23. Remarks	
See Budget Narrative	



Name of Grantee Organization
Labor&Workforce Development
Amount Awarded

Funding Period	
7/1/2024	to 6/30/2028
# of Months:	48

Object Class Category (a.): PERSONNEL				
A Position	B % of Time	C Monthly Salary/Wage	D # of Months	E Cost
1. Workforce Development Specialist		\$ 4,400.00	48.00	\$ 0.00
2. Director of Workforce Development	37.00%	7,262.00	48.00	128,973.00
3. Workforce Development Specialist	90.00%	3,850.00	48.00	166,320.00
4. Asst Director of Workforce Development	29.00%	6,142.00	48.00	85,496.64
5. SEIDA Program Director/ED Director	4.00%	6,449.00	48.00	12,382.08
6. Executive Director	1.67%	10,938.00	48.00	8,767.90
7. WIOA Finance Manager	27.00%	6,004.00	48.00	77,811.84
8. Workforce Development Specialist	28.00%	4,583.00	48.00	61,595.52
9. Chief of Staff	11.00%	8,268.00	48.00	43,655.04
10. Accounting Specialist	6.00%	4,885.00	48.00	14,068.80
11. Workforce Development Specialist	33.00%	5,408.00	48.00	85,662.72
12. Workforce Development Specialist	33.00%	5,317.00	48.00	84,221.28
13. Workforce Development Specialist	33.00%	5,042.00	48.00	79,865.28
14.				0.00
15.				0.00
<b>TOTAL PERSONNEL</b>				\$ 848,820.10

**Budget Narrative - PERSONNEL** *(Responses exceeding 250 characters should use separate sheet)*

All are full-time staff positions for the district.

The Director, Assistant, and WIOA specialists will spend time on the grants by reviewing and helping with contracts being created. They will also do outreach to the 10 counties to help with companies that need help recruiting and keeping talent.

WIOA fiscal will spend time on the grant by reviewing invoices that come in and processing the invoices along with monthly reports due to the state.

SEIDA Program Director helps get business to come into the area and open up new places of work. In turn which increase the workforce availability.

Executive Director oversees all district staff and also help when needed with WIOA grants and activities.

Chief of Staff oversees all district staff and helps with the hiring process

Account specialist is the accounts payables fiscal staff that enters invoices and cuts checks weekly.

**Object Class Category (b.): FRINGE BENEFITS**

A	B	C	D	E
Position/s	Benefit/s	Rate	Base Amount	Cost
1. Workforce Development Specialist	Full Package	36.00%	\$ 0.00	\$ 0.00
2. Director of Workforce Development	Full Package	36.00%	128,973.00	46,430.00
3. Workforce Development Specialist	Full Package	36.00%	166,320.00	59,875.20
4. Asst Director of Workforce Development	Full Package	36.00%	85,496.64	30,778.79
5. SEIDA Program Director/ED Director	Full Package	36.00%	12,382.08	4,457.55
6. Executive Director	Full Package	36.00%	8,767.90	3,156.44
7. WIOA Finance Manager	Full Package	36.00%	77,811.84	28,012.26
8. Workforce Development Specialist	Full Package	36.00%	61,595.52	22,174.39
9. Chief of Staff	Full Package	36.00%	43,655.04	15,715.81
10. Accounting Specialist	Full Package	36.00%	14,068.80	5,064.77
11. Workforce Development Specialist	Full Package	36.00%	85,662.72	30,838.58
12. Workforce Development Specialist	Full Package	36.00%	84,221.28	30,319.66
13. Workforce Development Specialist	Full Package	36.00%	79,865.28	28,751.50
14.				0.00
14.				0.00
<b>TOTAL FRINGE BENEFITS</b>			\$	305,574.96

**Budget Narrative - FRINGE BENEFITS (Responses exceeding 250 characters should use separate sheet)**

All staff listed is full-time and eligible for benefits. The benefit cost per employee varies some due to health insurance selection and whether they are enrolled in "Legacy" or "Hybrid" TCRS. Benefits include health, dental and vision insurance (75% employer/25% employee). Short-term and long-term disability insurance premiums paid by employer, Life insurance paid by employer and participation in TCRS is paid by employer. Those employees in the "Hybrid" TCRS are also given a 2.5% match if they contribute to a 401(k).

**Object Class Category (c.): TRAVEL**

A Item	B # of Staff	C # of Units	D Unit Type	E Cost per Unit	F Cost
1. TOTAL TRAVEL	10.00	48.0	Month/s	\$ 41.75	\$ 20,040.00
2.	0.00	0.0	Miles	0.00	0.00
3.	0.00				0.00
4.	0.00				0.00
5.	0.00				0.00
6.	0.00				0.00
7.	0.00				0.00
8.	0.00				0.00
9.	0.00				0.00
10.	0.00				0.00
11.	0.00				0.00
12.	0.00				0.00
13.	0.00				0.00
14.	0.00				0.00
14.	0.00				0.00
16.	0.00				0.00
17.	0.00				0.00
18.	0.00				0.00
19.	0.00				0.00
20.	0.00				0.00
<b>TOTAL TRAVEL</b>					<b>\$ 20,040.00</b>

**Budget Narrative: TRAVEL (Responses exceeding 250 characters should use separate sheet)**

Travel relates to staff traveling for conferences, meeting employers, meetings with AJC staff, and other various reasons.

**Object Class Category (d.): EQUIPMENT**

(Includes equipment costing \$5,000 or more and a useful life of more than one year)

A Item	B # of Items	C Cost per Item	D Cost
1.		\$	\$0.00
2.			\$0.00
3.			\$0.00
4.			\$0.00
5.			\$0.00
6.			\$0.00
7.			\$0.00
8.			\$0.00
9.			\$0.00
10.			\$0.00
11.			\$0.00
12.			\$0.00
13.			\$0.00
14.			\$0.00
14.			\$0.00
16.			\$0.00
17.			\$0.00
18.			\$0.00
19.			\$0.00
20.			\$0.00
<b>TOTAL EQUIPMENT</b>			\$ 0.00

**Budget Narrative: EQUIPMENT** (Responses exceeding 250 characters should use separate sheet)

**Object Class Category (e.): SUPPLIES**

(Includes equipment costing less than \$5,000)

A Item	B # of Units	C Unit Type	D Cost per Unit	E Cost
1. TOTAL SUPPLIES	48	Month/s	\$ 250.00	\$ 12,000.00
2.				\$0.00
3.				\$0.00
4.				\$0.00
5.				\$0.00
6.				\$0.00
7.				\$0.00
8.				\$0.00
9.				\$0.00
10.				\$0.00
11.				\$0.00
12.				\$0.00
13.				\$0.00
14.				\$0.00
14.				\$0.00
16.				\$0.00
17.				\$0.00
18.				\$0.00
19.				\$0.00
20.				\$0.00
<b>TOTAL SUPPLIES</b>				\$ 12,000.00

**Budget Narrative: SUPPLIES** (Responses exceeding 250 characters should use separate sheet)

Supplies relate to the various supplies need for the office for staff to perform their job. It also includes a \$25,000 expense in case the comptuers and computer accessories are needed over the nex four years.

**Object Class Category (f.): CONTRACTUAL**

A Brief Description	B Cost
1. In-The-Door	\$ 61,329.63
2. Educational Data Systems Inc - OVH	588,001.14
3. Educational Data Systems Inc - PE	435,743.44
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
14.	
16.	
17.	
18.	
19.	
20.	#
<b>TOTAL CONTRACTUAL</b>	<b>\$ 1,085,074.21</b>

**Budget Narrative: CONTRACTUAL** (Responses exceeding 250 characters should use separate sheet)

The OSO is the provider that runs the AJC and makes sure everything is running as it should. Educational Data Systems is the CSP that is in the AJC's that server the participants that come in.

**Object Class Category (h.): OTHER COSTS**

(Including Training Expenses)

A Item	B # of Units	C Unit Type	D Cost per Unit	E Cost
1. AJC Expenses	48	Month/s	\$ \$1,248.88	\$ 59,946.24
2.				0.00
3.				0.00
4.				0.00
5.				0.00
6.				0.00
7.				0.00
8.				0.00
9.				0.00
10.				0.00
11.				0.00
12.				0.00
13.				0.00
14.				0.00
14.				0.00
16.				0.00
17.				0.00
18.				0.00
19.				0.00
20.				0.00
<b>TOTAL OTHER COSTS</b>				<b>\$ 59,946.24</b>

**Budget Narrative: OTHER COSTS** (Responses exceeding 250 characters should use separate

These costs are the monthly average of expenses that relate to the AJCs.

**Object Class Category (i.): INDIRECT CHARGES**

*Choose one of the following options to apply indirect charges to the grant:*

**OPTION A**

<b>For grantees that have an approved Indirect Cost Rate Agreement</b>	
Federal agency that issued the agreement	DOL
What is the approved rate (%)?	13.29%
What is the base against which rate is applied? (Note: enter description as specified in the agreement)	Total direct salaries and wages including all applicable fringe benefits.
What is the the base amount (\$)?	\$ 2,590,506.12
Enter the rate (%) that will be used for this grant	10.00%
Enter the amount (\$) that will be used for this grant	\$ 259,050.61

**OPTION B**

<b>For grantees that DO NOT have an approved Indirect Cost Rate Agreement</b>	
Enter fixed amount (\$) that will be used	

(Note: This will be only temporary until your Indirect Cost Rate Application is Submitted and Approved)

**TOTAL INDIRECT CHARGES** \$ 259,050.61

**Budget Narrative - INDIRECT CHARGES** (Responses exceeding 250 characters should use separate



## ADMINISTRATIVE COSTS

*Pursuant to 20 CFR 641.867 and 641.870 , grantees are advised that there is a 13.5% limitation on administrative costs on funds administered under this grant. The Grant Officer may, however, approve additional administrative costs up to a maximum of 15% of the total grant award amount, if adequate justification is provided by the grantee at the time of the award. In no event, may administrative costs exceed 15% of the total award amount. The cost of administration shall include those activities enumerated in 20 CFR 641.853-861 .*

## Budget Narrative - ADMINISTRATIVE COSTS

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. WIOA Title I - Dislocated	17.278	\$ -	-	\$ 3,236,744.14	-	\$ 3,236,744.14
2.		-	-	-	-	-
3.		-	-	-	-	-
4.		-	-	-	-	-
5. Totals		\$ -	-	\$ 3,236,744.14	-	\$ 3,236,744.14

**SECTION B - BUDGET CATEGORIES**

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				
	(1)	(2)	(3)	(4)	(5)
a. Personnel	\$ 740,532.20	\$ -	\$ -	\$ -	\$ 740,532.20
b. Fringe Benefits	266,591.75	-	-	-	266,591.75
c. Travel	20,040.00	-	-	-	20,040.00
d. Equipment	-	-	-	-	-
e. Supplies	12,000.00	-	-	-	12,000.00
f. Contractual	1,856,501.93	-	-	-	1,856,501.93
g. Construction	-	-	-	-	-
h. Other	17,403.84	-	-	-	17,403.84
i. Total Direct Charges (sum of 6a - 6h)	\$ 2,913,069.72	\$ -	\$ -	\$ -	\$ 2,913,069.72
j. Indirect Charges	323,674.41	-	-	-	323,674.41
k. TOTALS (sum of 6i and 6 j)	\$ 3,236,744.14	\$ -	\$ -	\$ -	\$ 3,236,744.14

7. Program Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	0.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL (sum of lines 8 - 11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
13. Federal	\$ 1,122,194.52	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	
14. NonFederal	-	-	-	-	-	-	-	-	-	-	-	-	
15. TOTAL (sum of lines 13 and 14)	\$ 1,122,194.52	\$ -	\$ -	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	\$ 280,548.63	

**SECTION E - BUDGET ESTIMATES FOR FEDERAL FUNDS FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. WIOA Title I - Dislocated	\$ 252,493.76	\$ 252,493.76	\$ 252,493.76	\$ 252,493.77
17. Amount of Grant Funds Remaining after first year estimates are entered:	2,114,549.62			
18. Amount of Grant Funds Remaining after future funding periods are estimated:	1,357,068.33			
19.				
20. TOTAL (sum of lines 16 - 19)	\$ 252,493.76	\$ 252,493.76	\$ 252,493.76	\$ 252,493.77

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges	22. Indirect Charges
See Budget Narrative	See Budget Narrative
23. Remarks	
See Budget Narrative	

Name of Grantee Organization
Labor&Workforce Development
Amount Awarded

Funding Period	
7/1/2024	to 6/30/2028
# of Months:	48

Object Class Category (a.): PERSONNEL				
A Position	B % of Time	C Monthly Salary/Wage	D # of Months	E Cost
1. Workforce Development Specialist	50.00%	\$ 4,400.00	48.00	\$ 105,600.00
2. Director of Workforce Development	32.00%	7,262.00	48.00	111,544.00
3. Workforce Development Specialist	5.00%	3,850.00	48.00	9,240.00
4. Asst Director of Workforce Development	22.00%	6,142.00	48.00	64,859.52
5. SEIDA Program Director/ED Director	6.00%	6,449.00	48.00	18,573.12
6. Executive Director	1.66%	10,938.00	48.00	8,715.40
7. WIOA Finance Manager	26.00%	6,004.00	48.00	74,929.92
8. Workforce Development Specialist	18.00%	4,583.00	48.00	39,597.12
9. Chief of Staff	11.00%	8,268.00	48.00	43,655.04
10. Accounting Specialist	6.00%	4,885.00	48.00	14,068.80
11. Workforce Development Specialist	33.00%	5,408.00	48.00	85,662.72
12. Workforce Development Specialist	33.00%	5,317.00	48.00	84,221.28
13. Workforce Development Specialist	33.00%	5,042.00	48.00	79,865.28
14.				0.00
15.				0.00
16.				0.00
17.				0.00
18.				0.00
19.				0.00
20.				0.00
<b>TOTAL PERSONNEL</b>				\$ 740,532.20

**Budget Narrative - PERSONNEL** *(Responses exceeding 250 characters should use separate sheet)*

All are full-time staff positions for the district.

The Director, Assistant, and WIOA specialists will spend time on the grants by reviewing and helping with contracts being created. They will also do outreach to the 10 counties to help with companies that need help recruiting and keeping talent.

WIOA fiscal will spend time on the grant by reviewing invoices that come in and processing the invoices along with monthly reports due to the state.

SEIDA Program Director helps get business to come into the area and open up new places of work. In turn which increase the workforce availability.

Executive Director oversees all district staff and also help when needed with WIOA grants and activities.

Chief of Staff oversees all district staff and helps with the hiring process

Account specialist is the accounts payables fiscal staff that enters invoices and cuts checks weekly.

**Object Class Category (b.): FRINGE BENEFITS**

A	B	C	D	E
Position/s	Benefit/s	Rate	Base Amount	Cost
1. Workforce Development Specialist	Full Package	36.00%	\$ 105,600.00	\$ 38,016.00
2. Director of Workforce Development	Full Package	36.00%	111,544.00	40,156.00
3. Workforce Development Specialist	Full Package	36.00%	9,240.00	3,326.40
4. Asst Director of Workforce Development	Full Package	36.00%	64,859.52	23,349.43
5. SEIDA Program Director/ED Director	Full Package	36.00%	18,573.12	6,686.32
6. Executive Director	Full Package	36.00%	8,715.40	3,137.54
7. WIOA Finance Manager	Full Package	36.00%	74,929.92	26,974.77
8. Workforce Development Specialist	Full Package	36.00%	39,597.12	14,254.96
9. Chief of Staff	Full Package	36.00%	43,655.04	15,715.81
10. Accounting Specialist	Full Package	36.00%	14,068.80	5,064.77
11. Workforce Development Specialist	Full Package	36.00%	85,662.72	30,838.58
12. Workforce Development Specialist	Full Package	36.00%	84,221.28	30,319.66
13. Workforce Development Specialist	Full Package	36.00%	79,865.28	28,751.50
14.				0.00
15.				0.00
			<b>TOTAL FRINGE BENEFITS</b>	\$ 266,591.75

**Budget Narrative - FRINGE BENEFITS (Responses exceeding 250 characters should use separate sheet)**

All staff listed is full-time and eligible for benefits. The benefit cost per employee varies some due to health insurance selection and whether they are enrolled in "Legacy" or "Hybrid" TCRS. Benefits include health, dental and vision insurance (75% employer/25% employee). Short-term and long-term disability insurance premiums paid by employer, Life insurance paid by employer and participation in TCRS is paid by employer. Those employees in the "Hybrid" TCRS are also given a 2.5% match if they contribute to a 401(k).

**Object Class Category (c.): TRAVEL**

A Item	B # of Staff	C # of Units	D Unit Type	E Cost per Unit	F Cost
1. TOTAL TRAVEL	10.00	48.0	Month/s	\$ 41.75	\$ 20,040.00
2.	0.00	0.0	Miles	0.00	0.00
3.	0.00				0.00
4.	0.00				0.00
5.	0.00				0.00
6.	0.00				0.00
7.	0.00				0.00
8.	0.00				0.00
9.	0.00				0.00
10.	0.00				0.00
11.	0.00				0.00
12.	0.00				0.00
13.	0.00				0.00
14.	0.00				0.00
14.	0.00				0.00
16.	0.00				0.00
17.	0.00				0.00
18.	0.00				0.00
19.	0.00				0.00
20.	0.00				0.00
<b>TOTAL TRAVEL</b>					<b>\$ 20,040.00</b>

**Budget Narrative: TRAVEL (Responses exceeding 250 characters should use separate sheet)**

Travel relates to staff traveling for conferences, meeting employers, meetings with AJC staff, and other various reasons.

**Object Class Category (d.): EQUIPMENT**

(Includes equipment costing \$5,000 or more and a useful life of more than one year)

A	B	C	D
Item	# of Items	Cost per Item	Cost
1.		\$	\$0.00
2.			\$0.00
3.			\$0.00
4.			\$0.00
5.			\$0.00
6.			\$0.00
7.			\$0.00
8.			\$0.00
9.			\$0.00
10.			\$0.00
11.			\$0.00
12.			\$0.00
13.			\$0.00
14.			\$0.00
14.			\$0.00
16.			\$0.00
17.			\$0.00
18.			\$0.00
19.			\$0.00
20.			\$0.00
<b>TOTAL EQUIPMENT</b>			\$ 0.00

**Budget Narrative: EQUIPMENT** (Responses exceeding 250 characters should use separate sheet)

**Object Class Category (e.): SUPPLIES**

(Includes equipment costing less than \$5,000)

A Item	B # of Units	C Unit Type	D Cost per Unit	E Cost
1. TOTAL SUPPLIES	48	Month/s	\$ 250.00	\$ 12,000.00
2.				\$0.00
3.				\$0.00
4.				\$0.00
5.				\$0.00
6.				\$0.00
7.				\$0.00
8.				\$0.00
9.				\$0.00
10.				\$0.00
11.				\$0.00
12.				\$0.00
13.				\$0.00
14.				\$0.00
14.				\$0.00
16.				\$0.00
17.				\$0.00
18.				\$0.00
19.				\$0.00
20.				\$0.00
<b>TOTAL SUPPLIES</b>				\$ 12,000.00

**Budget Narrative: SUPPLIES** (Responses exceeding 250 characters should use separate sheet)

Supplies relate to the various supplies need for the office for staff to perform their job. It also includes a \$25,000 expense in case the comptuers and computer accessories are needed over the nex four years.



<b>Object Class Category (f.): CONTRACTUAL</b>	
A Brief Description	B Cost
1. In-The-Door	\$ 17,805.38
2. Educational Data Systems Inc - OVH	686,547.90
3. Educational Data Systems Inc - PE	1,152,148.66
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
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17.	
18.	
19.	
20.	#
<b>TOTAL CONTRACTUAL</b>	<b>\$ 1,856,501.93</b>

**Budget Narrative: CONTRACTUAL** (Responses exceeding 250 characters should use separate sheet)

The OSO is the provider that runs the AJC and makes sure everything is running as it should. Educational Data Systems is the CSP that is in the AJC's that server the participants that come in.

**Object Class Category (h.): OTHER COSTS**

(Including Training Expenses)

A	B	C	D	E
Item	# of Units	Unit Type	Cost per Unit	Cost
1. AJC Expenses	48	Month/s	\$ 362.58	\$ 17,403.84
2.				0.00
3.				0.00
4.				0.00
5.				0.00
6.				0.00
7.				0.00
8.				0.00
9.				0.00
10.				0.00
11.				0.00
12.				0.00
13.				0.00
14.				0.00
14.				0.00
16.				0.00
17.				0.00
18.				0.00
19.				0.00
20.				0.00
<b>TOTAL OTHER COSTS</b>				<b>\$ 17,403.84</b>

**Budget Narrative: OTHER COSTS** (Responses exceeding 250 characters should use separate

These costs are the monthly average of expenses that relate to the AJCs.

**Object Class Category (i.): INDIRECT CHARGES**

*Choose one of the following options to apply indirect charges to the grant:*

**OPTION A**

<b>For grantees that have an approved Indirect Cost Rate Agreement</b>	
Federal agency that issued the agreement	DOL
What is the approved rate (%)?	13.29%
What is the base against which rate is applied? (Note: enter description as specified in the agreement)	Total direct salaries and wages including all applicable fringe benefits.
What is the the base amount (\$)?	\$ 3,236,744.14
Enter the rate (%) that will be used for this grant	10.00%
Enter the amount (\$) that will be used for this grant	\$ 323,674.41

**OPTION B**

<b>For grantees that DO NOT have an approved Indirect Cost Rate Agreement</b>	
Enter fixed amount (\$) that will be used	

(Note: This will be only temporary until your Indirect Cost Rate Application is Submitted and Approved)

**TOTAL INDIRECT CHARGES** \$ 323,674.41

**Budget Narrative - INDIRECT CHARGES** (Responses exceeding 250 characters should use separate

## ADMINISTRATIVE COSTS

*Pursuant to 20 CFR 641.867 and 641.870 , grantees are advised that there is a 13.5% limitation on administrative costs on funds administered under this grant. The Grant Officer may, however, approve additional administrative costs up to a maximum of 15% of the total grant award amount, if adequate justification is provided by the grantee at the time of the award. In no event, may administrative costs exceed 15% of the total award amount. The cost of administration shall include those activities enumerated in 20 CFR 641.853-861 .*

## Budget Narrative - ADMINISTRATIVE COSTS

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. WIOA Title I - Adult	17.258	\$ -	-	\$ 2,628,977.71	-	\$ 2,628,977.71
2.		-	-	-	-	-
3.		-	-	-	-	-
4.		-	-	-	-	-
5. Totals		\$ -	-	\$ 2,628,977.71	-	\$ 2,628,977.71

**SECTION B - BUDGET CATEGORIES**

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				
	(1)	(2)	(3)	(4)	(5)
a. Personnel	\$ 903,248.82	\$ -	\$ -	\$ -	\$ 903,248.82
b. Fringe Benefits	325,169.34	-	-	-	325,169.34
c. Travel	20,707.20	-	-	-	20,707.20
d. Equipment	-	-	-	-	-
e. Supplies	12,000.00	-	-	-	12,000.00
f. Contractual	988,929.46	-	-	-	988,929.46
g. Construction	-	-	-	-	-
h. Other	116,025.12	-	-	-	116,025.12
i. Total Direct Charges (sum of 6a - 6h)	\$ 2,366,079.94	\$ -	\$ -	\$ -	\$ 2,366,079.94
j. Indirect Charges	262,897.77	-	-	-	262,897.77
k. TOTALS (sum of 6i and 6j)	\$ 2,628,977.71	\$ -	\$ -	\$ -	\$ 2,628,977.71

7. Program Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	0.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL (sum of lines 8 - 11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 910,148.00	\$ 227,537.00	\$ 227,537.00	\$ 227,537.00
14. NonFederal	-	-	-	-
15. TOTAL (sum of lines 13 and 14)	\$ 910,148.00	\$ -	\$ 227,537.00	\$ 227,537.00

**SECTION E - BUDGET ESTIMATES FOR FEDERAL FUNDS FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. WIOA Title I - Adult	\$ 204,783.30	\$ 204,783.30	\$ 204,783.30	\$ 204,783.29
17. Amount of Grant Funds Remaining after first year estimates are entered:	1,718,829.71			
18. Amount of Grant Funds Remaining after future funding periods are estimated:	1,104,479.82			
19.				
20. TOTAL (sum of lines 16 - 19)	\$ 204,783.30	\$ 204,783.30	\$ 204,783.30	\$ 204,783.29

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges	22. Indirect Charges
See Budget Narrative	See Budget Narrative
23. Remarks	
See Budget Narrative	

<b>Name of Grantee Organization</b>
Labor&Workforce Development
<b>Amount Awarded</b>

<b>Funding Period</b>	
7/1/2024	to 6/30/2028
<b># of Months:</b>	48

<b>Object Class Category (a.): PERSONNEL</b>				
A Position	B % of Time	C Monthly Salary/Wage	D # of Months	E Cost
1. Workforce Development Specialist	50.00%	\$ 4,400.00	48.00	\$ 105,600.00
2. Director of Workforce Development	31.00%	7,262.00	48.00	108,059.00
3. Workforce Development Specialist	5.00%	3,850.00	48.00	9,240.00
4. Asst Director of Workforce Development	49.00%	6,142.00	48.00	144,459.84
5. SEIDA Program Director/ED Director	5.00%	6,449.00	48.00	15,477.60
6. Executive Director	1.67%	10,938.00	48.00	8,767.90
7. WIOA Finance Manager	27.00%	6,004.00	48.00	77,811.84
8. Workforce Development Specialist	54.00%	4,583.00	48.00	118,791.36
9. Chief of Staff	11.00%	8,268.00	48.00	43,655.04
10. Accounting Specialist	6.00%	4,885.00	48.00	14,068.80
11. Workforce Development Specialist	34.00%	5,408.00	48.00	88,258.56
12. Workforce Development Specialist	34.00%	5,317.00	48.00	86,773.44
13. Workforce Development Specialist	34.00%	5,042.00	48.00	82,285.44
14.				0.00
15.				0.00
16.				0.00
17.				0.00
18.				0.00
19.				0.00
20.				0.00
<b>TOTAL PERSONNEL</b>				\$ 903,248.82

**Budget Narrative - PERSONNEL** *(Responses exceeding 250 characters should use separate sheet)*

All are full-time staff positions for the district.

The Director, Assistant, and WIOA specialists will spend time on the grants by reviewing and helping with contracts being created. They will also do outreach to the 10 counties to help with companies that need help recruiting and keeping talent.

WIOA fiscal will spend time on the grant by reviewing invoices that come in and processing the invoices along with monthly reports due to the state.

SEIDA Program Director helps get business to come into the area and open up new places of work. In turn which increase the workforce availability.

Executive Director oversees all district staff and also help when needed with WIOA grants and activities.

Chief of Staff oversees all district staff and helps with the hiring process

Account specialist is the accounts payables fiscal staff that enters invoices and cuts checks weekly.

<b>Object Class Category (b.): FRINGE BENEFITS</b>				
A	B	C	D	E
Position/s	Benefit/s	Rate	Base Amount	Cost
1. Workforce Development Specialist	Full Package	36.00%	\$ 105,600.00	\$ 38,016.00
2. Director of Workforce Development	Full Package	36.00%	108,059.00	38,901.00
3. Workforce Development Specialist	Full Package	36.00%	9,240.00	3,326.40
4. Asst Director of Workforce Development	Full Package	36.00%	144,459.84	52,005.54
5. SEIDA Program Director/ED Director	Full Package	36.00%	15,477.60	5,571.94
6. Executive Director	Full Package	36.00%	8,767.90	3,156.44
7. WIOA Finance Manager	Full Package	36.00%	77,811.84	28,012.26
8. Workforce Development Specialist	Full Package	36.00%	118,791.36	42,764.89
9. Chief of Staff	Full Package	36.00%	43,655.04	15,715.81
10. Accounting Specialist	Full Package	36.00%	14,068.80	5,064.77
11. Workforce Development Specialist	Full Package	36.00%	88,258.56	31,773.08
12. Workforce Development Specialist	Full Package	36.00%	86,773.44	31,238.44
13. Workforce Development Specialist	Full Package	36.00%	82,285.44	29,622.76
14.				0.00
15.				0.00
			<b>TOTAL FRINGE BENEFITS</b>	\$ 325,169.34

**Budget Narrative - FRINGE BENEFITS** (Responses exceeding 250 characters should use separate sheet)

All staff listed is full-time and eligible for benefits. The benefit cost per employee varies some due to health insurance selection and whether they are enrolled in "Legacy" or "Hybrid" TCRS. Benefits include health, dental and vision insurance (75% employer/25% employee). Short-term and long-term disability insurance premiums paid by employer, Life insurance paid by employer and participation in TCRS is paid by employer. Those employees in the "Hybrid" TCRS are also given a 2.5% match if they contribute to a 401(k).



**Object Class Category (c.): TRAVEL**

A Item	B # of Staff	C # of Units	D Unit Type	E Cost per Unit	F Cost
1. TOTAL TRAVEL	10.00	48.0	Month/s	\$ 43.14	\$ 20,707.20
2.	0.00	0.0	Miles	0.00	0.00
3.	0.00				0.00
4.	0.00				0.00
5.	0.00				0.00
6.	0.00				0.00
7.	0.00				0.00
8.	0.00				0.00
9.	0.00				0.00
10.	0.00				0.00
11.	0.00				0.00
12.	0.00				0.00
13.	0.00				0.00
14.	0.00				0.00
14.	0.00				0.00
16.	0.00				0.00
17.	0.00				0.00
18.	0.00				0.00
19.	0.00				0.00
20.	0.00				0.00
<b>TOTAL TRAVEL</b>					<b>\$ 20,707.20</b>

**Budget Narrative: TRAVEL (Responses exceeding 250 characters should use separate sheet)**

Travel relates to staff traveling for conferences, meeting employers, meetings with AJC staff, and other various reasons.

**Object Class Category (d.): EQUIPMENT**

(Includes equipment costing \$5,000 or more and a useful life of more than one year)

A Item	B # of Items	C Cost per Item	D Cost
1.		\$	\$0.00
2.			\$0.00
3.			\$0.00
4.			\$0.00
5.			\$0.00
6.			\$0.00
7.			\$0.00
8.			\$0.00
9.			\$0.00
10.			\$0.00
11.			\$0.00
12.			\$0.00
13.			\$0.00
14.			\$0.00
14.			\$0.00
16.			\$0.00
17.			\$0.00
18.			\$0.00
19.			\$0.00
20.			\$0.00
<b>TOTAL EQUIPMENT</b>			\$ 0.00

**Budget Narrative: EQUIPMENT** (Responses exceeding 250 characters should use separate sheet)

**Object Class Category (e.): SUPPLIES**

(Includes equipment costing less than \$5,000)

A Item	B # of Units	C Unit Type	D Cost per Unit	E Cost
1. TOTAL SUPPLIES	48	Month/s	\$ 250.00	\$ 12,000.00
2.				\$0.00
3.				\$0.00
4.				\$0.00
5.				\$0.00
6.				\$0.00
7.				\$0.00
8.				\$0.00
9.				\$0.00
10.				\$0.00
11.				\$0.00
12.				\$0.00
13.				\$0.00
14.				\$0.00
14.				\$0.00
16.				\$0.00
17.				\$0.00
18.				\$0.00
19.				\$0.00
20.				\$0.00
<b>TOTAL SUPPLIES</b>				<b>\$ 12,000.00</b>

**Budget Narrative: SUPPLIES** (Responses exceeding 250 characters should use separate sheet)

<b>Object Class Category (f.): CONTRACTUAL</b>	
A	B
Brief Description	Cost
1. In-The-Door	\$ 118,702.50
2. Educational Data Systems Inc - OVH	461,573.29
3. Educational Data Systems Inc - PE	408,653.67
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
14.	
16.	
17.	
18.	
19.	
20.	#
<b>TOTAL CONTRACTUAL</b>	<b>\$ 988,929.46</b>

**Budget Narrative: CONTRACTUAL** (Responses exceeding 250 characters should use separate sheet)

The OSO is the provider that runs the AJC and makes sure everything is running as it should. Educational Data Systems is the CSP that is in the AJC's that server the participants that come in.

**Object Class Category (h.): OTHER COSTS**

(Including Training Expenses)

A	B	C	D	E
Item	# of Units	Unit Type	Cost per Unit	Cost
1. AJC Expenses	48	Month/s	\$ \$2,417.19	\$ 116,025.12
2.				0.00
3.				0.00
4.				0.00
5.				0.00
6.				0.00
7.				0.00
8.				0.00
9.				0.00
10.				0.00
11.				0.00
12.				0.00
13.				0.00
14.				0.00
14.				0.00
16.				0.00
17.				0.00
18.				0.00
19.				0.00
20.				0.00

**TOTAL OTHER COSTS** \$ 116,025.12

**Budget Narrative: OTHER COSTS** (Responses exceeding 250 characters should use separate

These costs are the monthly average of expenses that relate to the AJCs.

**Object Class Category (i.): INDIRECT CHARGES**

*Choose one of the following options to apply indirect charges to the grant:*

**OPTION A**

<b>For grantees that have an approved Indirect Cost Rate Agreement</b>	
Federal agency that issued the agreement	DOL
What is the approved rate (%)?	13.29%
What is the base against which rate is applied? (Note: enter description as specified in the agreement)	Total direct salaries and wages including all applicable fringe benefits.
What is the the base amount (\$)?	\$ 2,628,977.71
Enter the rate (%) that will be used for this grant	10.00%
Enter the amount (\$) that will be used for this grant	\$ 262,897.77

**OPTION B**

<b>For grantees that DO NOT have an approved Indirect Cost Rate Agreement</b>	
Enter fixed amount (\$) that will be used	

(Note: This will be only temporary until your Indirect Cost Rate Application is Submitted and Approved)

**TOTAL INDIRECT CHARGES** \$ 262,897.77

**Budget Narrative - INDIRECT CHARGES** (Responses exceeding 250 characters should use separate

## ADMINISTRATIVE COSTS

*Pursuant to 20 CFR 641.867 and 641.870 , grantees are advised that there is a 13.5% limitation on administrative costs on funds administered under this grant. The Grant Officer may, however, approve additional administrative costs up to a maximum of 15% of the total grant award amount, if adequate justification is provided by the grantee at the time of the award. In no event, may administrative costs exceed 15% of the total award amount. The cost of administration shall include those activities enumerated in 20 CFR 641.853-861 .*

## Budget Narrative - ADMINISTRATIVE COSTS

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