

**MEMORANDUM OF UNDERSTANDING  
BETWEEN**

**AND**

**Individual designated by the Local Workforce Board Chair to lead MOU negotiations**

**Email address**

**Impartial individual designated by the Local Workforce Board Chair to lead annual budget negotiations**

**Email address**

**1. CONVENING OF THE PARTIES TO MOU (WIOA SEC. 121(C)(1)) (Tennessee MOU/IFA Instructions Page 4)**

- *List the required partner providing services in the local area*
- *List the partner agency providing services of each required partner*

REQUIRED PARTNERS AS PARTIES TO MOU	ENTITY ADMINISTERING PROGRAM TYPED NAME
Title I: Adult, Dislocated Worker, Youth	
Title II: Adult Education and Family Literacy	
Title III: Employment Programs under Wagner-Peyser	
Unemployment Insurance	
Trade Readjustment Assistance (TRA)	
Trade Adjustment Assistance (TAA)	
Job Counseling, Training, Placement Services for Veterans	
Migrant and Seasonal Farmworkers	
Community Services Block Grant (CSBG)	
Senior Community Services Employment Program (SCSEP)	
Second Chance (Reentry)	
Title IV: Rehabilitation Services	
TANF	
Parties to the MOU	NAME
LWDB Chair	
LWDA Chief Local Elected Official	

TDLWD Regional Director		
<b>OTHER PROGRAMS OFFERED IN THIS LOCAL AREA AS PARTIES TO MOU</b>		<b>IF MARKED YES, ENTITY ADMINISTERING PROGRAM</b>
Department of Human Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	
TCAT/Tennessee Reconnect	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Corps	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Youth Build	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Housing and Urban Development	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Employment and Training Activities	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Perkins/Post-Secondary Career & Technical Education	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>ADDITIONAL PARTNERS AS PARTIES TO MOU</b>		<b>ENTITY ADMINISTERING PROGRAM</b>

**2. PURPOSE AND SCOPE OF MOU (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.**

- *Describe the general purpose and scope of the “umbrella” MOU*

**3. VISION FOR THE SYSTEM (Tennessee Combined State Plan Section II(b)) (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.**

- *Describe the shared vision and commitment of the local board and required partners to a high-quality local workforce delivery system (vision must be consistent with Federal, State, regional, and local planning priorities, as well as the Governor’s Guidelines)*
- *Describe which aspects of the vision are currently in place*
- *Outline the steps to be taken and the general timeline for how required partners will implement any aspects of the vision that are not yet in place*

**4. MOU DEVELOPMENT (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.**

- *Fully describe the process and efforts of the Local Workforce Development Board and required partners to negotiate the MOU*
- *Confirm whether all required partners participated in negotiations*
- *Explain the process to be used if consensus on the MOU is not reached by partners*
- *Please provide dates of partner meetings that specifically discussed the MOU*

**5. NAME AND LOCATION OF COMPREHENSIVE ONE-STOP CENTER(S) (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.**

- *Provide the name and address of the comprehensive one-stop center(s) in the local service delivery system*
- *Where applicable list the designated affiliated sites or specialized centers*
- *Define any other operating titles that the local area assigns to each center*
- *Describe how outreach will be conducted in towns in the local area without an AJC*
- *Describe the local area's plans for the Mobile American Job Center*

*Note: The information provided in this section must match the Tennessee Development of Labor and Workforce Development listings*

**6. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (WIOA Sec. 121(c)(2)(A)(i)) (Final Rules § 678.500(b)(1)) (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.**

- *Complete a local service matrix (Attachment II) illustrating local methods of service delivery which includes:*
  - *Career services to be provided by each required partner in each comprehensive one-stop center*
  - *Other programs and activities to be provided by each required partner*
  - *Method of delivery for each service provided by each required partner (e.g., staff physically present, cross-trained staff, direct linkage technology)*
- *In the spaces provided below:*
  - *In the introductory paragraph of this section, describe the required partners' combined commitment to integration and "manner in which the services will be coordinated and delivered through the system" (§ 678.500(b)(1))*
  - *In the spaces below designated for each required partner, describe each partner's commitment to coordinated service delivery and explain how the local service matrices illustrate that commitment*
  - *For each required partner below, describe the location(s) at which services of each required partner will be accessible*

See Attachment 1 Section 1.6

**Title I (Adult, Dislocated Worker and Youth) –**

**Title II (Adult Education and Family Literacy) –**

**Title III (Employment Services under Wager-Peyser) –**

**Unemployment Insurance (UI) –**

**Job Counseling, Training and Placement Services for Veterans –**

**Trade Readjustment Assistance –**

**Trade Adjustment Assistance (TAA) –**

**Migrant & Seasonal Farmworkers –**

**National Farmworker Jobs Program (NFJP) –**

**Community Service Block Grant (CSBG) –**

**Senior Community Services Employment Program (SCSEP) –**

**Title IV (Rehabilitation Services) –**

**DHS/TANF –**

**Second Chance (Reentry) –**

**HUD Employment and Training Activities –**

**Job Corps –**

**YouthBuild –**



**Perkins/Post-Secondary Career & Technical Education–**

**TCAT/Tennessee Reconnect–**

**7. PROCUREMENT OF ONE-STOP OPERATOR (Tennessee Memorandum Guidelines for One- Stop Operator Procurement) (Tennessee MOU/IFA Instructions Page 6) If additional space is needed, please include an attachment referencing this section.**

- *Name the procured one-stop operator – (this information will be amended once the One-Stop Operators have been procured). The following bullet points should be explained in this section*
- *Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal or as planned for the competitive procurement process*
- *Assure that the one-stop operator will not perform any of the proscribed functions (§ 678.620(b)) to avoid a conflict of interest*

*Note: One-stop operator designation takes effect July 1, 2017 (§ 678.635)*

**8. REFERRAL PROCESS (WIOA Sec. 121 (c)(2)(A)(iii)) (Tennessee MOU/IFA Instructions Page 6). If additional space is needed, please include an attachment referencing this section.**

- *In the spaces provided below, address all of the following:*
  - *In the introductory paragraph of this section, describe local one-stop operator's role and responsibilities for coordinating referrals among required partners (§678.500(b)(3))*
  - *In the spaces below designated for each required partner, each partner must list the other programs to which it will make referrals and the method(s) of referral to each partner; for example, in the Title I box, Title I will list all other programs to which it will refer clients and the method(s) of referral for each*
  - *Identify the method of tracking referrals*

*Note: Local areas must be as specific as possible when describing the differences in referral methods between partner programs. DOL has expressed concern about this area in the past.*

**Title I (Adult, Dislocated Worker and Youth) –**

**Title II (Adult Education and Family Literacy) –**

**Title III (Employment Services under Wager-Peyser) –**

**Title IV (Rehabilitation Services) –**

**Unemployment Insurance (UI) –**

**Job Counseling, Training and Placement Services for Veterans –**

**Trade Readjustment Assistance –**

**Trade Adjustment Assistance (TAA) –**

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**DHS/TANF –**

**Second Chance (Reentry)–**

**HUD Employment and Training Activities –**

**Perkins/Post-Secondary Career & Technical Education–**

**Job Corps –**

**YouthBuild –**

**TCAT/Tennessee Reconnect–**

**9. PHYSICAL ACCESSIBILITY (WIOA Sec. 121 (c)(2)(A)(iv)) (WIOA Final Rules §678.500(b) (4)) (Tennessee MOU/IFA Instructions Page 6) If additional space is needed, please include an attachment referencing this section.**

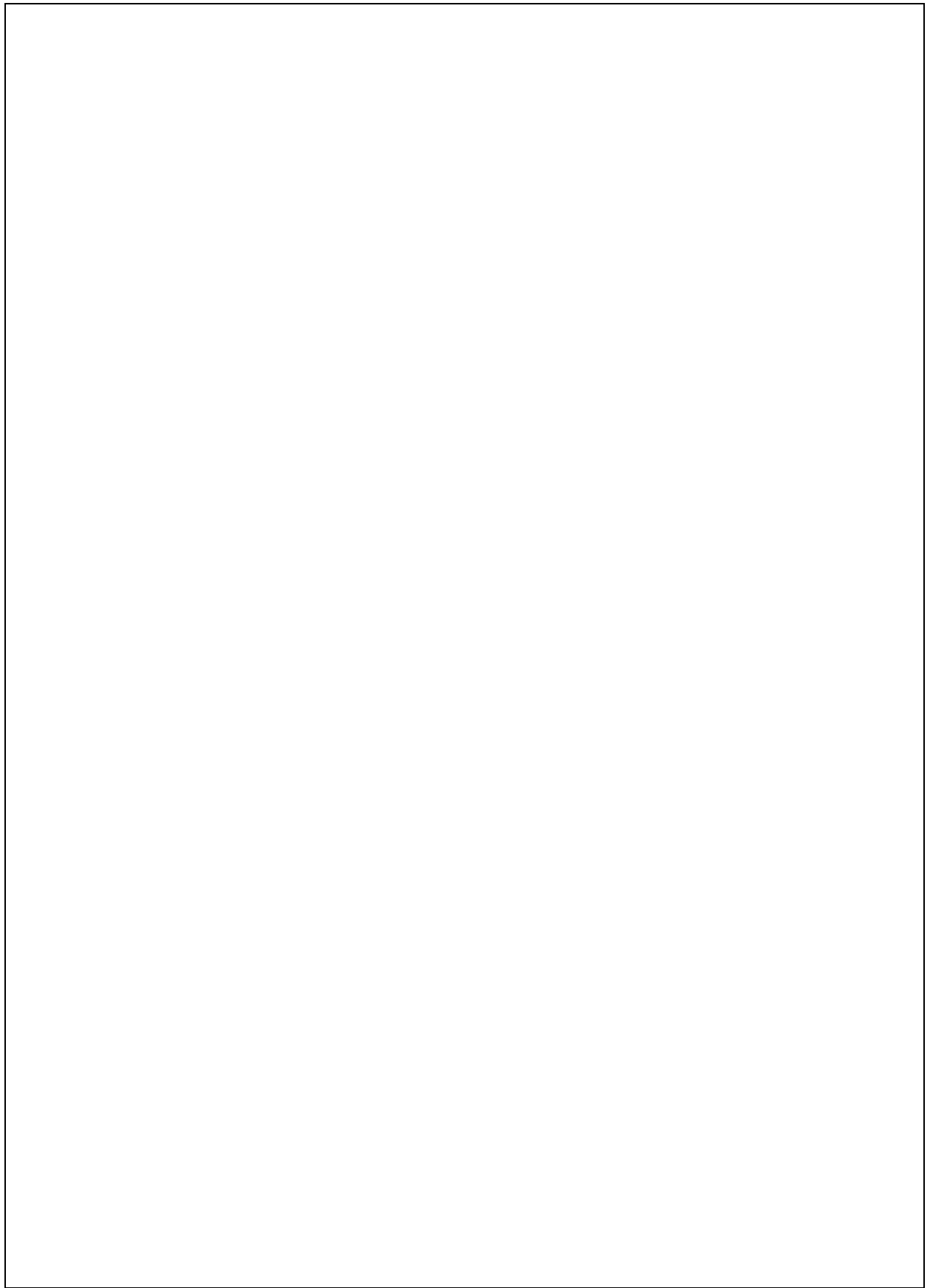
*Describe how—through specific examples and commitments—required partners will assure the physical accessibility of the comprehensive one-stop center(s), including the following:*

- *The comprehensive one-stop center’s layout supports a culture of inclusiveness*
- *Access to public transportation is available within reasonable walking distance*
- *The location of a dedicated parking lot, with parking lot spaces closest to the door designated for individuals with disabilities*

**10. PROGRAMMATIC ACCESSIBILITY (WIOA Sec. 121 (c)(2)(A)(iv)) (WIOA Final Rules §678.500(b)(4)) (Tennessee MOU/IFA Instructions Page 7) If additional space is needed, please include an attachment referencing this section.**

- *Describe how the comprehensive one-stop center provides access to all required career services in the most inclusive and appropriate settings for each individual participant*
- *Describe specific arrangements and resources available to assure that individuals with barriers to employment, including individuals with disabilities, can access available services and how outreach will be conducted to these groups (§678.500(b)(4). Include Mobile American Job Center information.*
- *Explain how services will be provided using technology that is actually available and in accordance with the “direct linkage” requirement under WIOA*

*Note: Provide as much specificity as possible for each partner program*



**11. DATA SHARING AND COLLECTION (Tennessee MOU/IFA Instructions Page 7) If additional space is needed, please include an attachment referencing this section.**

- *Describe how core program partners will share data and information and will collaborate to assure that all common primary indicators of performance for the core program partners in the local area will be collectively achieved*
- *Provide assurances that participants' Personally Identifiable Information (PII) will be kept confidential*
- *In each description, cite specific examples of required partners demonstrating a commitment to integration in the local area*
- *Describe the collection of data across programs*
- *Describe how Jobs4TN will be utilized and incorporated*

*NOTE: Partners are encouraged to seek clarification from their respective core partner state agency and/or data staff*



**12. COST SHARING OF SERVICES (WIOA Sec. 121 (c)(2)(A)(ii)) (WIOA Final Rules §678.755 and §678.760) (Tennessee MOU/IFA Instructions Page 7) If additional space is needed, please include an attachment referencing this section.**

- *To complete this section, see the Individual AJC Budget Template instruction sheet – Attachment II and the Infrastructure Funding Agreement – Attachment III.*
- *For the purposes of this section (12), only provide a narrative explanation of cost sharing services*
- *In the event that an agreement cannot be reached among partners, 20 CFR 678.750 will apply:*
  - (a) The Governor must establish a process, described under sec. 121(h)(2)(E) of WIOA, for a one-stop partner administering a program described in §§ 678.400 through 678.410 to appeal the Governor's determination regarding the one-stop partner's portion of funds to be provided for one-stop infrastructure costs. This appeal process must be described in the Unified State Plan.*
  - (b) The appeal may be made on the ground that the Governor's determination is inconsistent with proportionate share requirements in § 678.735(a), the cost contribution limitations in § 678.735(b), the cost contribution caps in § 678.738, consistent with the process described in the State Plan.*
  - (c) The process must ensure prompt resolution of the appeal in order to ensure the funds are distributed in a timely manner, consistent with the requirements of § 683.630 of this chapter.*
  - (d) The one-stop partner must submit an appeal in accordance with State's deadlines for appeals specified in the guidance issued under § 678.705(b)(3), or if the State has not set a deadline, within 21 days from the Governor's determination.*

**13. DURATION/AMENDMENT/APPEAL PROCEDURES (WIOA Sec. 121 (c)(2)(A)(v)) (WIOA Final Rules §678.500(b) (5)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.**

*Describe the duration of the MOU*

*Describe amendment procedures, including annual negotiation of infrastructure and shared system costs to address the following:*

- *The amount of notice a partner agency must provide the other partners to make amendments*
- *The procedures for informing other partners of the pending amendment*
- *The circumstances under which the local partners agree the MOU must be amended*
- *The procedures for amending the MOU to incorporate the final approved budget on an annual basis*
- *The procedures for terminating the MOU or a specific partner's participation in the MOU*
- *The process for resolving any disputes that evolve after the agreement is reached*
- *The appeals process for any disputes that evolve after the agreement is reached*
- *Process must follow the directives in WIOA678.500(b)(5)*

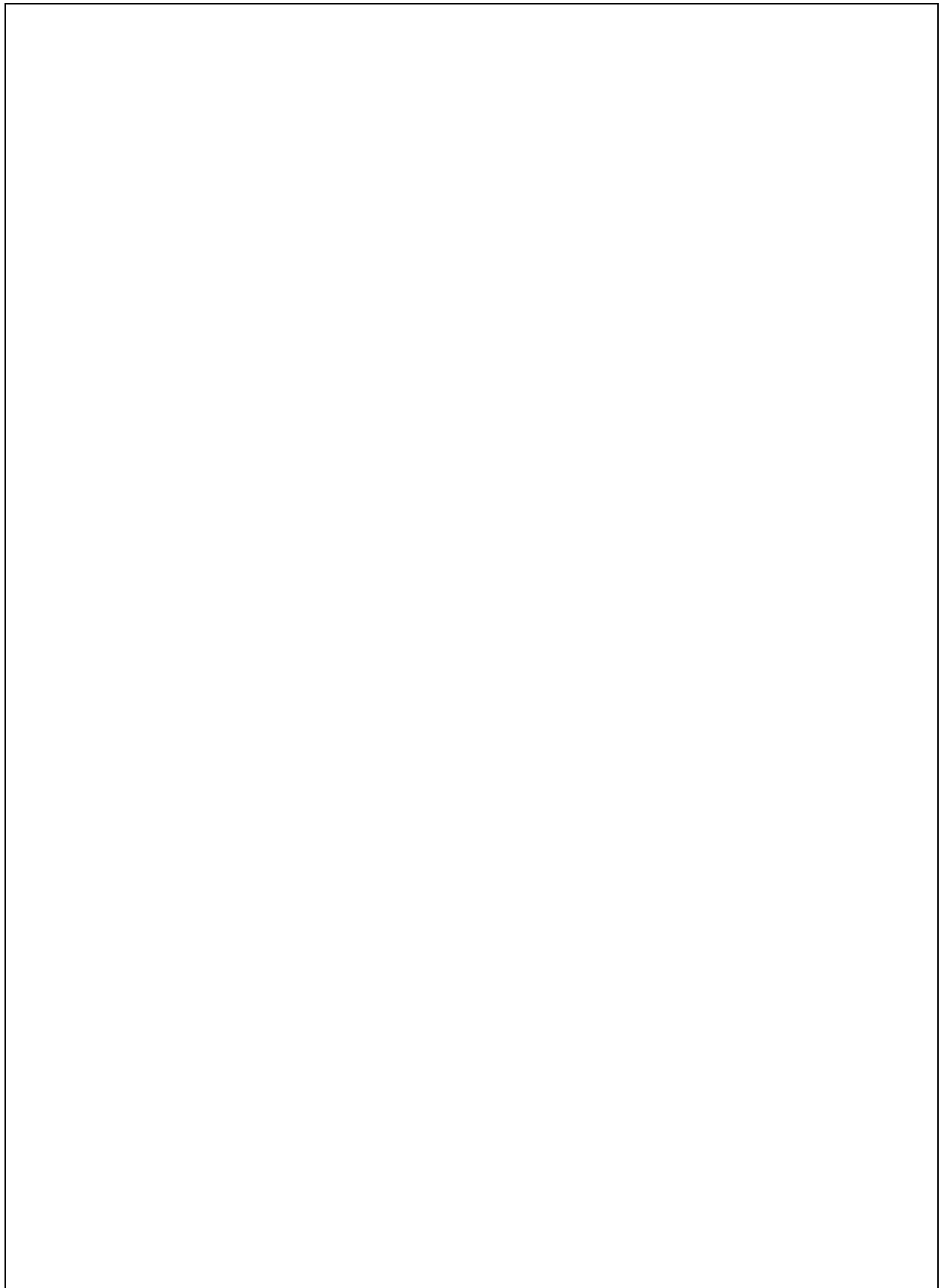
*NOTE: Ensure the MOU reflects the most recent date as amendments are approved*

**14. RENEWAL PROVISIONS (WIOA Sec. 121(c)(2)(A)(v)) (WIOA Final Rules §678.500(b)(6)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.**

*Provide the process and timeline in which MOU will be reviewed, including:*

- *Explain the renewal process, which must occur at a minimum of every three years*
- *Describe the required renewal process if substantial changes occur before the MOU's three-year expiration date*

*NOTE: Ensure the MOU reflects the most recent date as renewals are approved*



**15. ADDITIONAL LOCAL PROVISIONS (OPTIONAL) (WIOA Sec. 121(c)(2)(B)) (WIOA Final Rules §678.500(c)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.**

**16. ADDITIONAL PARTNERS (WIOA Sec. 121 (b)(2)) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.**

**17. OTHER CONTRIBUTIONS (TEGL 16-16) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.**

- *Describe contributions made to the one-stop system through other avenues, such as donations made by a non-partner entity*
- *Document third party in kind contributions made to supplement the operation of the American Job Center*

**18. NON-DISCRIMINATION & EQUAL OPPORTUNITY (WIOA Section 188) (Tennessee MOU/IFA Instructions Page 9) If additional space is needed, please include an attachment referencing this section**

- *Describe how all partner staff will comply fully with all non-discrimination requirements*

**19. PRIORITY of SERVICE (TDLWD Veteran Priority of Service Policy) (WIOA Section 134 (c)(3)(E) (Tennessee MOU/IFA Instructions Page 9) If additional space is needed, please include an attachment referencing this section**

- *Describe how each partner staff will comply with the priority of service requirements set forth in the Veteran Priority of Service Policy as well as priority of service outlined in WIOA section (c)(3)(E)*

**20. AUTHORITY AND SIGNATURES (WIOA Final Rules §678.500(d)) (Tennessee MOU/IFA Instructions Page 10) If additional space is needed, please include an attachment referencing this section.**

- *Include a statement that the individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA*

**21. ATTACHMENTS (Tennessee MOU/IFA Instructions Page 11)**

- **Narrative - Attachment I**
- **Individual AJC Budget Template – Attachment II**



## ATTACHMENT 1.2: PURPOSE AND SCOPE

Comments: WIOA Section 121(c) requires that each Local Workforce Development Board (LWDB), with the agreement of the Chief Elected Local Official (CLEO), develop and enter into a memorandum of understanding (between the local board and the one-stop partners), with all the entities that serve as partners in the local workforce development service delivery area. For purpose of this MOU, the East Tennessee Local Workforce Development Area (ETLWDA) is designated as the local service delivery area. ETLWDA is comprised of sixteen Tennessee counties including Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, and Union.

WIOA Section 121(b) (1) (A) (iii) mandates all entities that are required partners in a local area to enter into a memorandum of understanding with the LWDB in the respective area pursuant to WIOA Section 121(c).

WIOA Section 121(b) (I) identifies the federal programs and requires that the services and activities under each of those programs must be made available through the LWDA. The entities that receive the federal funds for each of these programs and/or have the responsibility to administer the respective programs in the LWDA are required partners under WIOA Section 121(b)(I).

WIOA Section 121(b)(2) prescribes how entities that provide programs other than those required under WIOA Section 121(b)(1)(8) may participate in the LWDA as "additional partners" and provide the services available under their programs through the American Job Center delivery system.

WIOA Section 121(b)(1)(A)(iv) indicates that the requirements of each partner's authorizing legislation continue to apply under the LWDA workforce development delivery system and that participation in the American Job Center is in addition to other requirements applicable to each partner's program under each authorizing law.

WIOA Section 121 (b) (2)(A) states core, required, and any and all additional partners are included as parties to the MOU. Therefore, all entities that participate in the ETLWDA service delivery system as American Job Center partners, whether core, required, or additional, must be parties to this MOU and must abide by the terms prescribed herein and by all applicable federal, state, and local rules, plans, and policies as applicable and authorized under the partner's program and in keeping with federal guidelines.

WIOA Section 121(b) lists the minimum responsibilities of all required partners under WIOA. For consistency, all partners will assume the responsibilities identified below, unless inconsistent with the federal law and regulations that authorize the partner program or as otherwise specified.

- Make career services provided under the partner's program available to individuals through the American Job Center service delivery system.
- Participate in infrastructure cost-sharing activities contained in this MOU and use a portion of funds made available to each partner's program to the extent not inconsistent with the federal law that authorizes each partner program to:
  - create and maintain the American Job Center delivery system; and
  - provide career services per WIOA Section 134(c)(2).
- Remain as a party to this MOU throughout the Agreement period in order to participate as an American Job Center partner per WIOA Section 121(c).
- Participate in the operation of the American Job Center system in accordance with the terms of this MOU and with the requirements of authorizing laws per WIOA Section 121(b)(1)(8).

- Provide representation (core partners WIOA Titles I-TV only) on the Local Workforce Development Board for the East Tennessee Local Workforce Development Area per WIOA Section 121 (b) (1). Additional partners may participate on the LWDB with the agreement of the Chief Local Elected Official in consultation with the Local Elected Officials
- Provide priority of service to veterans and covered spouses for any qualified job training program pursuant to the Jobs for Veterans Act as prescribed in 38 USC4215.
- Comply with WIOA and all federal, state, and local laws, regulations, rules, policies and plans applicable to partners in their respective roles under this MOU and as consistent with the rules that govern each partner's respective program. Each partner expressly agrees to notify LWDB of any changes to the rules governing its respective program that influences the partner's performance under this MOU. The LWDB will communicate the changes to the American Job Center One-Stop operator and to other partners.
- Ensure compliance by its staff members who work in the American Job Center of standard operating policies and procedures that govern the operations of the American Job Center. Should a conflict exist between the American Job Center's personnel policies and a partner's personnel policies, the partner's policies will prevail.
- Use, when it is considered in the best interest of customers and in congruence with partner's policies, common practices, and procedures; forms and documents; software systems or applications; and other forms of media as agreed to by all parties in the performance of American Job Center services and activities and functions that support the workforce development service delivery system.

The East Tennessee Local Workforce Development Board is required to establish and to operate a local workforce development service delivery system in accordance with WIOA Section 121, with the WIOA State Plan, and with the WIOA Local Plan.

WIOA Section 134(c) lists the services and activities that must be provided through the American Job Center service delivery system. WIOA Section 107(d) gives the LWDB the responsibility for oversight of the American Job Center service delivery system and requires it to not only describe the activities and functions of the local workforce development service delivery system but also prescribe the guidelines for executing these responsibilities through the development of a Local Plan.

### **Attachment 1.3: VISION FOR THE SYSTEM**

**Comments:** The Local Workforce Development Board for the East Tennessee Local Workforce Development Area serves the workforce development needs of sixteen counties listed in §T.2 above, which together make up a significant portion of the workforce development delivery system for the East Tennessee Region workforce development service delivery system. The current Board is comprised of twenty-two members: twelve (12) are business leaders representing key local and regional industries, three (3) represent community development and government, two (2) represent Education, and four (4) represent organized labor.

The vision of the Board identifies sustainable employment through strategic human capital investments that produce positive economic returns for business/industry and the community. Its mission is to

1. Increase access to education, training, and employment,
2. Create a high-quality workforce development system,
3. Improve the labor market relevance of workforce investment,
4. Promote improvements in the delivery of services, and
5. Increase economic self-sufficiency and enhance the competitiveness of Tennessee.

To fulfill its mission, the Board has established four guiding principles by which it conducts business:

#### **Engagement**

- Engaging Business Customers-Determining business needs and identifying skills gaps in the local workforce
- Engaging Job Seeking Customers-Providing quality services, linking with resources, maintaining engagement
- Engaging targeted population
- Engaging community stakeholders

#### **Awareness**

- Promoting awareness of workforce development resources and services
- Establishing effective branding and implementing integrated marketing of services and resources
- Promoting awareness of labor market and economic development issues

#### **Alignment**

- Aligning education and the workforce development service delivery system
- Aligning major employer needs and job seeker skill development and training

#### **Impact**

- Demonstrating positive outcomes for individual job seeking customers and business customers
- Demonstrating community impact of WIOA-funded programs and services
- Generating a positive return on investment for funders and community

Pursuant to WIOA Section 108(b)(16), the Local Plan for the ETLWDA details the competitive process used to award sub-grants and contracts in the local area for activities carried out under WIOA. The local workforce development board for the East Tennessee region adheres to established procurement and purchasing guidelines, including competitive procurement processes, for selecting vendors and service providers. This process is aimed at securing goods and services at competitive costs allowing the ETLWDA to allocate the maximum amount of funding to programmatic functions.

### **Goal: Improving skills and credential attainment by expanding vocational education and workforce development systems.**

Skills gaps arise in the economy because of insufficient education levels compared to projected education levels needed, shortages of skilled workers in traditional occupations in rural and lower-income areas, lack of soft skills and emotional intelligence on the part of workers in critical skills areas, lack of trained workers in areas of employer expansion or where the workforce is aging and retiring, and lower level skills attainment by those incarcerated who are now entering the workforce.

The LWDB, working with East Tennessee regional and local workforce development partners, stakeholders, and area service delivery providers, recognizes that information, planning, and thoughtful initiatives hold the key to building on the area's success and addressing remaining challenges to ensure that job seeking customers and business customers together achieve the prosperity the local area and region seeks. The LWDB, its AJC partners, and area workforce development stakeholders, have identified opportunities and challenges that the ETLWDA and the East Tennessee region will face over the coming decade. The result has been the development of a detailed assessment and comprehensive plan of action meeting the state's goal of making the region and the local workforce development area the #1 location for jobs in the Southeast. The Board's comprehensive plan of action follows these six strategic initiatives:

- understanding the levels that, when combined, operate and maintain the balance of workforce supply and demand by quantity, type, and location.
- highlighting those aspects of the local area's and the region's infrastructure and programming that are foundations for attention and investment to ensure workforce needs are met.
- focusing deeply on the critical middle skill components of major industries.
- examining issues relating to key population groups that offer unique potential for engagement in workforce needs-veterans, youth, underemployed, language-hindered, the disabled, and others.
- considering the unique aspects of the area that differentiate it from many others, such as industry clusters, levels of entrepreneurship, business environment, and geography; and
- assessing workforce issues from the local vantage point in light of programmatic activity and organizations serving workforce development, education, economic development, and public policy.

Working in tandem with local and regional partners, stakeholders, and workforce development professionals, the LWDB has successfully implemented plans of action to address all items listed above. Further, the Board, through its ongoing plans of action addressing **engagement, awareness, alignment, and impact** continues to define and refine its mission to ensure the ETLWDA and the East Tennessee region maintain economic vitality and build on the widespread appreciation for the high quality of life, affordability, and heritage of industry success that gives the ETLWDA-and the East Tennessee Region-solid reasons to anticipate continued influx of investment and population.

### **Goal: Supporting regional and rural economic development**

ETLWDA, in conjunction with local and regional partners and stakeholders, has identified eight key strategies for promoting economic development in the area. They include:

- determining employers' needs, including the needs of emerging businesses, entrepreneurs, and businesses facing layoffs and closures. Disseminate the results to workforce agencies, training providers, secondary and postsecondary education enterprises, and community leaders to refine and to develop programs to meet employers' workforce development needs.
- developing regional approaches for defining, funding, and implementing work-based and experiential learning opportunities, including youth-focused programs, as well as pre-apprenticeships and Registered Apprenticeships for youth and adults.
- developing a regional strategy to work with employers and training providers to develop/upgrade essential training and equipment, especially short-term training, pre-apprenticeships, and Registered Apprenticeships in targeted clusters.
- extending the reach of the AJC by utilizing access points and specialized AJCs, community volunteers, technology, and the mobile coaches to connect with individuals throughout the sixteen-county Area.
- marketing workforce development services and resources, including the mobile coaches and labor market information to job seeking and business customers.
- working with secondary and post-secondary partners and training providers to provide labor market information and career pathways guidance.
- identifying solutions to regional transportation barriers by working with transportation planning agencies; and
- developing regional staff development activities and cross training among functional teams within the AJC in order to provide high quality workforce development services to employers and job seekers.

ETLWDA has more distressed and at-risk counties than any other local workforce development area in Tennessee. The Board identifies the three following priorities for building the workforce development service delivery network in these counties: transportation, provision of workforce development service for justice involved citizens, and support for career and technical education programs in local education agencies. During Program Year 2023-2024 the Board will continue to support Job Access Reverse Commute activities providing free transportation across the Area for eligible individuals, certified training in the Morgan County Correction Complex and the sixteen county jails, and career exploration and career skill building activities for local education agency career and technical education programs of instruction.

**Goal: Enhancing services and opportunities for justice-involved citizens**

ETLWDA is a state leader in provision of workforce development activities and services to justice-involved individuals. Begun in 2019 and continuing today are instructional activities for inmates in the Morgan County Correction Facility (MCCX), a 2300-bed maximum security prison operated by the Tennessee Department of Corrections (TDOC). Collaborating with the Tennessee College of Applied Technology in Huntsville, the Board underwrites training in welding, Information Technology, and mechatronics.

In addition to its work with TDOC, the Board underwrites workforce development services and activities in county jails in the ETLWDA; the Community Day Center, operated by TDOC; and the Knox County Detention Center. The Knox County Detention Center boasts the State's first American Job Center within a local jail.

**Goal: Increase work-integrated learning**

The ETLWDA, its AJC partners, and the East Tennessee Workforce Development Region have identified thirty-four strategies for connecting the un- and underemployed to work-based learning opportunities. These strategies, which will be further refined in subsequent local and regional partner meetings include but are not limited to:

- encouraging RESEA and SNAP E & T participants to participate in work-based learning opportunities.
- cultivating more work-based opportunities with employers, including pre- and registered apprenticeships.
- assessing applicants to determine if work-based learning would be more beneficial than classroom training.
- expanding relationships with law enforcement agencies to enhance work-based learning placements for ex-offenders.
- agreeing on a regional definition of work-based learning and using common procedures in the East Tennessee region.
- marketing work-based learning opportunities to business customers and job-seekers-- including the un- and underemployed--and using media to ensure job seekers without computers know about work-based learning.
- developing short-term work experience opportunities.
- working with training providers on referrals to the AJCs for students who are unable to obtain employment, even after they have completed their degrees.
- using VOS as a tool to identify the unemployed.
- increasing funding to work-based learning through the AJCs; and
- introducing work-based learning region-wide in professional development activities.

The Board focuses attention on braiding its fiscal and programmatic resources with educators that have existing pre and Registered Apprenticeships programs as a strategy for connecting a

pipeline of talent to formal apprenticeships programs and immediate job opportunities. In addition, it makes a concerted effort to ensure this approach to apprenticeship is sound and informed by all parties critical to successful outcomes. Continuing education and on-the-job training opportunities will be addressed with business customers as possible solutions for overcoming specific basic skills deficiencies, e.g., math or language barriers, that often limit an individual's access to well-paying jobs. The Board, with assistance and guidance from local and regional partners, stakeholders, and business and industry,

1. continues to lay the foundation for this critical work,
2. has models established, and
3. reports tangible outcomes.

## **ATTACHMENT 1.4: MOU DEVELOPMENT**

**Comments:** Joint infrastructure funding is critical to establishing the foundation needed for integrated service delivery. Therefore, a number of required partners must contribute a portion of their funds or in-kind services toward maintaining the American Job Center system under WIOA. However, in order to ensure movement toward a customer-focused approach across all programs, the shared resources and cost portion of each MOU does not have to be negotiated until after the ETLWDB and AJC partners have first addressed shared customers and services.

The MOU development process will take place in two phases. Phase I of the MOU will address service coordination and collaboration amongst AJC partners. Phase II of the MOU will address how to functionally and fiscally sustain the unified system through the use of resource sharing and joint infrastructure costs.

### **Phase I: Service Coordination**

For Phase I, the ETLWDB will work with all required and additional partners in the East Tennessee Local Workforce Development Area to develop an agreement regarding the operations of the local one-stop system as it relates to shared services and customers.

### **Phase II: Shared Resources and Costs**

For Phase II, the ETLWDB will build upon agreements established in Phase I and determine how to best support established service delivery models through the sharing of resources and costs. Phase II of the MOU is an ongoing activity.

Local representatives of AJC core, required, and additional partners participating in meetings for purposes of developing and negotiating the MOU are listed below.

**TABLE 5: REPRESENTATIVES OF ETLWDA PARTNERS PARTICIPATING IN MOU NEGOTIATIONS**

Partner	Name Of Representative(s)	Title
WIOA Title I	E. L. Morton	Executive Director, ETLWDB
	Victor Oakley	Chief Performance Officer, ETLWDB
	Janice Cole	Chief Program Officer, ETLWDB
	Tonya Randolph	Business Services Team Manager, ETLWDB
WIOA Title II	Unfilled Position(s)	Regional director, WIOA Title II/Adult Education
WIOA Title III	Shavonne Smith	Regional director, WIOA Title III TDLWD
	Ginger Armstrong	AJC Team Lead, TDLWD
WIOA Title IV	Angie Respass	Regional Director, WIOA Title IV Vocational Rehabilitation
UI	TBD	TBD
TRA	Shavonne Smith	Regional director, TDLWD
TAA	Shavonne Smith	Regional director, TDLWD
Veteran's Services	Shavonne Smith	Regional director, TDLWD

DHS	Jimmy Cool	Director, Tennessee Department Human Services
DHS	Lisa Cool	TN Department of Human Services
Goodwill	Meaghan Johnson	Vice President Workforce Development Knoxville Goodwill
TDOC		TDOC
Empower Cocke Co.	Annette Burke	
UT-CIS	Tim Waldo	
Chamber of Commerce	Lauren Longmire	
TBOR	Danny Satterfield	CTE
TDOC	Michael Bone	
CSBG	Ray Abbas	Career Services Manager
DCS	Carren Broadnax	
Public Library	Alan May	
ECO	Gary Human	Regional Director TNECD
Clinch-Powell	Elizabeth Grisham	
Public Schools	Brian Shoffner	CTE Director, Union County Schools
FBO	Andrew Church	YouthBuild/Knoxville Leadership Foundation

Partner agency representatives are requested to develop and submit responses to all sections contained in ATTACHMENT I AND ATTACHMENT II-TENNESSEE WIOA MOU TEMPLATE. Participants' verbal and written responses are collected, combined, and flowed into the template by LWDB staff. A final MOU is submitted for approval to an authorized signatory for each AJC partner, the LWDB Chair, and the LWDB Chief Local Elected Official.

**Dispute Resolution:** For purposes of this MOU, each partner expressly agrees to participate in good faith negotiations to reach a consensus. However, should a dispute arise among any partner to this MOU in negotiations to approve, amend, or renew this MOU, all parties agree to utilize the process cited below.

**The Commissioners or designee of applicable state agencies will designate an individual to negotiate and resolve any impasses involving state-level partners. All partners agree to enlist the following process for**



**the resolution of disputes:**

In the event that all reasonable attempts to resolve the impasse at the local level are unsuccessful, the LWDB will report the impasse to Tennessee Department of Labor and Workforce Development (TDLWD) as the MOU oversight agency, which will intervene with the partners to help resolve the disputed issue(s).

The Partners intend for this MOU to be binding. If reasonable attempts by the TDLWD to help resolve any impasse are unsuccessful, any Partner may seek any remedy available to it at law. The Partners recognize that only the Attorney General may agree to a legally binding resolution or settlement on behalf of the State of Tennessee or any of its agencies or institutions.

**ATTACHMENT 1.5: NAME AND LOCATION OF COMPREHENSIVE AND AFFILIATE ONE-STOP CENTERS IN ETLWDA**

**Comments:** Addresses for ETLWDA American Job Centers are seen in **TABLE 5** below.

**TABLE 5: LOCATION OF ETLWDA AMERICAN JOB CENTERS BY COUNTY**

<b>AJC's</b>	<b>TYPE</b>	<b>Address</b>
Anderson	Affiliate	101 S. Illinois Ave, Oak Ridge, TN
Blount	Comprehensive	537 W Lamar Alexander Parkway, Maryville, TN
Campbell	Affiliate	1016 Main Street, Jacksboro, TN
Claiborne	Affiliate	1325 Claiborne Street, Tazewell, TN
Hamblen	Comprehensive	1633 E Andrew Johnson Hwy, Morristown, TN
Knox	Comprehensive	2700 Middlebrook Pike, Knoxville, TN
Morgan	Affiliate	1111 Knoxville Highway, Wartburg, TN
Roane	Affiliate	2319 S. Roane Street, Harriman, TN
Scott	Affiliate	180 Eli Lane, Oneida, TN
Sevier	Comprehensive	1216 Graduate Drive, Sevierville, TN

There exists four comprehensive, six affiliate, fourteen access points, and one mobile American Job Centers in the ETLWDA.

## **ATTACHMENT 1.6: DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES**

### **Comments:**

#### **Title I**

Title I staff facilitates the delivery of workforce development services to job seeking customers to include self-help job search; eligibility determination; outreach, intake, and orientation; initial, comprehensive, and specialized assessment; job search, job placement, and career counseling; individual service strategy development; placement in and financial support for education and/or training activities; individual and group case management; employment statistics/labor market information; eligible provider performance and program cost information; local performance information, support services, short-term prevocational services, work-based learning opportunities, and follow up services.

Title I staff facilitates the delivery of workforce development services to business customers to include employer needs assessment, job posting, applicant pre-screening, recruitment assistance, training assistance, labor market information, employer information and referral, and Rapid Response and Layoff Aversion.

#### **Title II:**

The Tennessee Department of Labor and Workforce Development Adult Education program serves to empower adult learners to become self-sufficient by applying instructions in basic academics, life coping, and employability skills. Adult education is an open-entry/open-exit institution offering year-round service. Adults 16 years of age and older who have not completed high school are eligible for services. Every AJC in the Area, as well as every location where Title II instructional services are provided, will feature dedicated computers for use by individuals participating in Title II instruction activities. Currently, in excess of thirty locations in the sixteen county ETLWDA are identified as Title II Virtual Access points.

#### **Title III:**

Job Services, which includes labor exchange information continues to be ongoing, daily service provided by staff located at the ETLWDA Comprehensive American Job Centers. Registration for new customers-individual job seekers or employers in VOS and updates for existing customers will be provided. Assessments and referrals will be provided as appropriate. Outreach activities for individuals and employers are also performed by WIOA Title III staff. Services are available at four comprehensive centers, six affiliate centers, one mobile coaches, and through direct linkage utilizing VOS. Outreach materials are available to and disseminated by staff. Business Services team coordination among all partners to assist customers with registration, job orders, and job search.

#### **Title IV**

The Vocational Rehabilitation (VR) Program provides assessment, training, employment, and specialty services and supports to eligible individuals with disabilities based on the rehabilitation needs of the individual in accordance with the individual's aptitudes, abilities, capabilities, interests, and informed choice, and as identified in an Individualized Plan for Employment with a goal to secure, retain, advance in, or regain competitive integrated employment. VR collaborates with AJC and community partners to meet an individual's rehabilitation needs. VR services may be accessible through co-location of VR professionals at AJCs and through local VR offices.

#### **UI**

All services provided by the Tennessee Department of Labor and Workforce Development staff located Comprehensive AJCs will be conducted in compliance with functional alignment. Cross training will be ongoing to ensure exceptional service delivery to customers of the AJC. Service delivery will be coordinated by the One-Stop-Operator. The TDLWD Team Lead(s) for ETLWDA will serve as the primary interface with the One-Stop operator.

#### **Job Counseling, Training, and Placement Services for Veterans**

State veterans' staff along with career specialists continue to provide ongoing priority of service to eligible veterans and their spouses. These services could include individual assessment, labor market information, consideration of training opportunities, and assisting veterans and their spouses with job search activities.

Veterans and "covered persons" are provided Priority of Service. East has four (4) comprehensive AJC's, and each has a Disabled Veterans Outreach Program Specialist (DVOP) and a Local Veterans Employment Representative (LVER). The DVOPs are charged with providing case management services to specific veterans identified as having significant barriers to employment and helping them to overcome their barriers and become job ready. The DVOPs conduct outreach and job developments for veterans in their case load. The LVERs work with local businesses to help them identify and address their workforce needs. The combined position of Disabled Veterans' Outreach Program (DVOP) specialist and Local Veteran Employment Representative (LVER) assists with the development of the service delivery strategies for veterans and educating partner staff with current employment initiatives and programs for veterans. Additionally, the Representative will provide outreach and facilitate placements to meet the employment needs of eligible veterans and eligible spouses entitled to benefits, in accordance with priorities as determined by the Federal Department of Labor.

### **TRA**

AJC career specialists serve as the link between individuals determined to be eligible for TRA payments and the central staff in the Nashville TDLWD office that handles such payments. AJC TAA Representatives provide assistance to the participant ensuring accurate weekly certification forms are submitted.

### **TAA:**

AJC career specialists provide job search assistance to individuals whose employers have either relocated operations overseas or been impacted by foreign trade. Individuals may be reimbursed for job search mileage. Another aspect of TAA involves individuals applying for and being accepted into training. TAA representatives assist with the completion and accuracy of training request forms including the submission of training packets.

### **Migrant & Seasonal Workers**

The following services will be provided by the Tennessee Opportunity Programs, Lnc. to eligible migrant and seasonal farmworkers through the ETLWDA AJC: assessment, comprehensive assessment, and diagnostic testing and counseling; training (classroom, work experience, OJT, and training assistance) job development, job placement, and follow-up services.

### **CSGB**

CSBG services are offered at three neighborhood centers in Knox County and are supported in part with CSBG funding flowing to the Knoxville-Knox County Community Action Committee (CAC). Through the neighborhood centers, CAC provides a wide range of emergency assistance, case management, support services, and self-sufficiency development activities to customers. CAC and the AJC agree to establish electronic computer-based links at the neighborhood centers so that customers receiving services at those locations may also access information and services available through the AJC. CSBG staff may be assigned to the AJC on an itinerant basis to recruit customers for CSBG services.

### **TICKET TO WORK**

Ticket to Work programming provides assistance to individuals receiving Social Security Disability, but who are interested in entering employment. Including Ticket to Work staff in the American Job Center enables the AJC to function as an "Employment Network" for individuals with disabilities. A Disability Resource Coordinator is located in the American Job Center Monday-Friday to assist individuals in learning more about the Ticket to Work Program, registering for the program (as appropriate), and receiving or linking with a variety of services including training, job referrals, and other employment supports. Individuals with disabilities not eligible for Ticket to Work may also be referred to other community services. Ticket to Work staff coordinate referrals with other AJC partner staff, particularly Vocational Rehabilitation, WIOA Title I, and Veterans services.

### **TCSEPP**

TCSEPP supports non-custodial parents who live in Knox, Cocke, Grainger, Jefferson or Sevier County and are interested in finding and maintaining employment and developing strong relationships with their children. Coordinators provide intensive assistance in finding and maintaining employment as well as individual and intensive case management to non-custodial parents. The program works with local agencies to help individuals overcome barriers in their lives. TCSEPP coordinators assess participants and refer them to appropriate services in the community, connecting them to needed resources.

## **Knoxville Area Urban League**

The Knoxville Area Urban League agrees to coordinate service delivery with the AJC and to engage in an agreement with the AJC to provide workforce services to eligible customers through a system of mutual referral. The Knoxville Area Urban League features an AJC access point.

## **SCSEP**

ETLWDA AJCs routinely conduct workshops in conjunction with SCSEP partners to assist their older adult participants in re-engaging in the labor force. Services are provided at the Comprehensive AJCs to assist older adult customers, and referrals are made for these customers served in Affiliate AJCs.

## **DHS/TANF**

Families First, the state's Temporary Assistance for Need Families (TANF) program is a workforce development and employment program. The Families First/TANF Program emphasizes work, training, and personal responsibility. It is temporary and has a primary focus on gaining self-sufficiency through employment. The Families First/TANF program helps participants reach this goal by providing temporary cash assistance, transportation, child care assistance, educational supports, job training, employment activities, and other supportive services. The TANF Case Managers are not onsite at the AJCs, however, individuals may initiate an application for Families First/TANF services through the following link: [Consumer Service Portal - Customer Service \(tn.gov\)](#)

## **HUD Employment and Training**

Knoxville's Community Development Corporation (KCDC) agrees to coordinate service delivery with the AJC and to engage in an arrangement with the AJC to provide services to eligible customers through a system of mutual referral. Services will be provided by KCDC through its Career Investment Academy.

## **Job Corps**

Job Corp contractors are no longer within the ETLWDA service area. Job Corp services are still available through direct linkage.

## **YouthBuild:**

Knoxville Leadership Foundation actively works with career service providers in the Knox County American Job Center through referral of YouthBuild clients to the American Job Center for basic career services.

## **Perkins/Post-Secondary CTE**

Pellissippi State Technical and Community College, Walters State Community College, and Roane State Community College will refer participants to appropriate services and activities provided by partner agencies at AJCs in the ETLWDA service delivery area. These post-secondary education institutions will also receive referrals from the AJC partners for customer desiring any of the range of post-secondary vocational and academic services offered.

## **TCAT TN Reconnect**

TCAT campuses in Harriman, Jacksboro, Knoxville, Morristown, and Oneida will refer participants to appropriate services and activities provided by partner agencies at ETLWDA AJCs. TCAT campuses will also receive referrals from the AJC partners for customers desiring any of the range of post-secondary vocational and academic services offered by TCAT. TCAT Oneida will provide space for an affiliate AJC site in Scott County.

## **ATTACHMENT 1.7: PROCUREMENT OF ONE-STOP OPERATOR**

**Comments:** The One-Stop operator for the ETLWDA is University of Tennessee-CIS

The role of the One-Stop Operator in the American Job Centers is defined through guidance provided in WIOA Workforce Services Regional and Local Planning Policy as follows in **bold print**. In accordance with TDLWD guidance, the LWDB for ETLWDA has provided additional information to "clearly articulate the role of the One-Stop Operator" for the ETLWDA.

### **A. Oversee management of One-Stop Centers and service delivery**

The One-Stop Operator, under contract with the LWDB and in coordination with the AJC Partner Leadership, will oversee the day-to-day management and delivery of service in the comprehensive centers within the ETLWDA. Responsibilities include:

- overseeing One-Stop property, including building(s) and equipment, and reporting any maintenance or other issues to the owner/lessor, as appropriate.
- facilitating appropriate changes and/or maintenance to assure the One-Stop property presents a professional atmosphere for job seeker, employer and partner customers and is conducive to AJC activities.
- observing and addressing any concerns to assure the staff present as professional, including, but not limited to appearance, conduct and service to customers.
- working with team leads to provide "functional" direction/supervision of AJC partner staff located in the center, including:
  - working with direct supervisors/team leaders to schedule staff to assure appropriate coverage of customer service needs during regular, holiday and/or extended hours, as needed,
  - implementing work schedules for "shared" responsibilities (customer flow, general workshops, etc.) that are fair and equitable to all AJC partner staff,
  - providing leadership and guidance to encourage AJC partner staff to function as a team,
  - ensuring that all required services as mandated by state and federal laws are being provided at or through the Center.
- coordinating with Partner Leadership to ensure good standing of AJC Certification status as directed by the LWDB Director.
- coordinating services with the LWDB's affiliate centers and/or identified access points to assure that partners are apprised of comprehensive center services for referral of customers.
- ensuring that all services are being provided in a manner consistent with local, regional, or state plans created and/or certified by the LWDB; and
- ensuring meaningful access to all customers by incorporating the principles of universal and human-centered design, for example: flexible space usage; the use of pictorial written, verbal, and tactile modes to present information for customers with disabilities and English language learners; and providing recommendations to the LWDB for necessary accommodations and adequate space for the use of assistive devices and adaptive technologies.

### **B. Evaluate performance (as indicated in the Incentives and Sanctions Policy) and implement required actions to meet performance standards - This does not include performance negotiations, as this is specifically a local board requirement.**

The One-Stop Operator will evaluate performance of comprehensive center(s) by:

- a. maintaining a working knowledge of WIOA Performance Measures for all AJC partners, including how they correlate for overall performance of local and regional goals.
- b. exhibiting a working knowledge of the state data tracking system, Virtual One Stop (VOS), to record data and extract reports as needed.
- c. preparing and analyzing reports related to One-Stop services for the LWDB, including but not limited to
  1. overall Traffic counts via VOS Greeter
  11. customer sign-in to specific partners via VOS Greeter
  111. registrations of Job Seekers via VOS; and
- d. tracking and reporting on One-Stop performance standards that may be established by the LWDB.

**C. Evaluate various customer experiences (including but not limited to employer, job seekers, and partner staff)**

The One-Stop Operator will develop and initiate LWDB-approved evaluation processes to determine customer experiences in the comprehensive center. Evaluation methods may include on-site as well as on-line designs, must maintain confidentiality, and be timely to the customer experience. The LWDB Director will utilize results of on-going evaluations to assess services of the One-Stop Operator. The One-Stop Operator will share results with the AJC partners to celebrate successes and address opportunities for improvement.

**D. Ensure coordination of partner programs**

The One-Stop Operator will be responsible for the coordination of core and required partners, both on-site and off-site, for the comprehensive center, including, but not limited to the following activities:

1. maintaining and updating a digital and hard copy listing of all partner programs, including a brief description of service and contact information to assure that all staff in the AJC have up-to-date information for referral of customers.
2. reporting changes in Memorandum of Understanding and Infrastructure Funding Agreement to the LWDB Director to assure Agreements remain up to date.
3. scheduling and reporting on monthly meetings of on-site partner consortium.
4. scheduling and reporting on meetings and events involving off-site partners; and
5. establishing a system to maintain and update information, such as AJC policies, procedures, updates, schedules, etc. for access by all partners.

**E. Act as liaison with the LWDB and One-Stop Center**

The One-Stop Operator will serve as liaison between the LWDB Chair and AJC partners of the comprehensive center, including assisting with regular partner meetings, resolving customer service complaints, proposing promising practices and disseminating general communication of policy and procedures.

**F. Define and provide means to meet common operational needs (e.g., training, technical assistance, additional resources, etc.)**

The One-Stop Operator will meet common operational needs of the comprehensive center by:

- developing and implementing training manuals and instructional activities to promote excellence in customer service and other AJC related topics such as safety, evacuation planning, emergency procedures, etc.

- providing technical assistance to staff and partner agencies to understand the vision, mission, goals and objectives of the AJC; and
- coordinating with the AJC Partner Leadership to provide cross training of AJC staff, as appropriate, to increase staff capacity, expertise, and efficiency.

**G. Oversee full implementation and usage of all State systems by all local areas.**

The One-Stop Operator will provide oversight of full implementation and usage of State systems in the comprehensive center(s) by:

- working with all AJC partner staff (new & existing) to determine system access and skill levels,
- expediting requests for access and/or training with the State to assure a seamless system of reporting for the AJC, and
- providing technical assistance to AJC partner staff in usage of State systems.

**H. Design the integration of systems and coordination of services for the site and partners.**

The One-Stop Operator will coordinate with AJC Partner Leadership in the comprehensive center to design an integrated system that provides seamless coordination of services by:

- establishing local workgroups to gather front-line experience and coordinate with AJC Partner Leadership to develop integrated customer flow and coordination of services.
- developing plan to be submitted to LWDB Director to assure all AJC partners are contributing to the center, both financially as well as through resources and staff time; and
- coordinating with AJC Partner Leadership to ensure service integration focuses on serving all customers seamlessly, including any targeted populations as deemed by the LWDB, by providing a full range of services staffed by relevant functional teams, consistent with the purpose, scope and requirements of each partner program.

**I. Manage fiscal responsibility for the system or site.**

The One-Stop Operator will maintain fiscal responsibility and accountability for applicable LWDB approved contract/budget for management of the comprehensive center. This will include assisting the LWDB Fiscal Agent in administering the Resource Sharing/Infrastructure Funding Agreement between partners for the comprehensive centers. Responsibilities will include gathering and updating data (square footage, full-time equivalents, traffic counts, etc.) to allocate expenses on a fair and equitable basis to all partners.

The One-Stop Operator may also recommend purchases/services to the LWDB Director and AJC Partners for necessary increases in the Resource Sharing/Infrastructure Funding Agreement. Examples of the types of purchases/services would be replacement equipment, furniture for additional staff, and other shared expenses such as advertising, supplies, etc. that will impact the RSA/IFA.

**J. Plan and report responsibilities.**

The One-Stop Operator will develop adequate staffing plans for the comprehensive center and report responsibilities to LWDB Executive Director and AJC partner staff leadership for approval. Staffing plans will assure that customer service needs are met and include the flexibility to shift staff when necessary to meet demand. Staffing plans may include shared responsibilities including workshops, welcome function, assessments, etc. and should be equitable based on program benefit. Staffing plans should include contingency plans for when staff must be out due to sickness, vacation, scheduled training, etc.

**K. Write and maintain business plan.**

The One-Stop Operator will write and maintain an annual Business Plan for the management of the comprehensive center that supports the local LWDB Plan and Regional Plan. The Business Plan may include an Executive Summary, Business Description, Products and Services, Marketing and Outreach, Operations, Management Team, Development, and Financial components.



**L. Market One-Stop Career Center services**

The One-Stop Operator will market the AJC comprehensive center(s) services by:

- coordinating with the LWDB Director and all partners to assure appropriate logos and messaging are included on any marketing materials or presentations; and
- evaluate branding throughout the Center and any Affiliates or Access Points to ensure consistency and adherence to all federal, state and local mandates.

**M. Facilitate the sharing and maintenance of data; primarily the site, with emphasis on the state system.**

The One-Stop Operator will facilitate the sharing and maintenance of data in the comprehensive center, including but not limited to State systems by:

- coordinating with LWDB Director and AJC Partners Leadership to determine applicable policies/procedures for data sharing and maintenance of Personally Identifiable Information (PII).
- establishing LWDB-approved data sharing agreements between AJC internal and external partners to streamline customer service.
- training AJC staff on sharing and maintenance of data protocols, including PII and confidentiality; and
- monitoring compliance with LWDB data sharing policies/procedures and Operator agreements to determine compliance and reporting any discrepancies to the LWDB Director.

**N. Integration of available services and coordination of programs for the site with all partners**

The One-Stop Operator will coordinate with AJC Partner Leadership to ensure integration of available services and coordination of programs for all partners, internal and external, of the comprehensive center including, but not limited to:

- designing and implementing a multi-partner orientation for customers.
- developing multi-partner materials to provide a comprehensive overview of all available services.
- developing workshop and other informational offerings to be delivered by AJC partner staff or other entities; and
- providing technical assistance and cross training for AJC partner staff to assure customers receive a seamless, positive experience when accessing services.

## **ATTACHMENT 1.8: REFERRAL PROCESS**

### **Title I:**

#### **Comments:**

Staff primarily refers customers through verbal warm handoffs to AJC co-located partners Title II, Title III, SNAP E & T, and TANF. When verbal handoffs are not feasible, electronic handoffs are used.

### **Title II**

Title II staff consistently make referrals to staff representing Title I, III, IV, SNAP E & T, and other AJC partner agencies and local community-based organizations. These warm handoffs are performed either verbally or electronically in most instances. Follow-up to other referrals is handled on a case-by-case basis.

### **Title III**

Wagner-Peyser staff consistently make referrals to Titles I, II, and IV, other AJC partner agencies and local community-based organizations. These are performed either verbally or electronically in most instances. Paper referrals are utilized for SNAP E & T participants. Follow-up to other referrals are handled on a case-by-case basis.

### **Title IV**

The Vocational Rehabilitation (VR) Program may make referrals to any available partner program to meet the rehabilitation needs of eligible individuals. Referrals may be made using the established AJC standard or directly to the partner program by email, phone, or other appropriate method. The Career Services matrix illustrates the collaboration between VR and the partners for basic, individualized, and follow-up services to ensure the best use of resources in providing services to customers. VR tracks referrals through an electronic case management system.

### **UI**

Customers wishing to file unemployment claims are provided access to computers with Jobs4TN.gov access and AJC staff are available to 1) assist individuals accessing the application website, 2) provide navigation instruction, 3) provide directions on how to file a ZenDesk ticket, and 4) answer questions about the Zopim Chat Line. AJC partner staff are cross trained to provide meaningful assistance for UI. This includes assisting customers using Jobs4TN.gov to complete claims, weekly certifications, and utilize the live chat feature. Fax machines are also available at the AJC to allow customers to submit needed information to the

### **Job Counseling, Training, and Placement Services for Veterans**

A veterans' checklist is completed by veterans who visit the AJC for services. If significant barriers to employment are identified, referrals are made by other AJC staff to the disabled veterans outreach specialist. The DVOS staff perform case management that requires special tracking of participants. Veterans and "covered persons" are provided Priority of Service. East has four (4) comprehensive AJC's, and each has a Disabled Veterans Outreach Program Specialist (DVOP) and a Local Veterans Employment Representative (LVER). The DVOPs are charged with providing case management services to specific veterans identified as having significant barriers to employment and helping them to overcome their barriers and become job ready. The DVOPs conduct outreach and job developments for veterans in their case load. The LVERs work with local businesses to help them identify and address their workforce needs. The combined position of Disabled Veterans' Outreach Program (DVOP) specialist and Local Veteran Employment Representative (LVER) assists with the development of the service delivery strategies for veterans and educating partner staff with current employment initiatives and programs for veterans. Additionally, the Representative will provide outreach and facilitate placements to meet the employment needs of eligible veterans and eligible spouses entitled to benefits, in accordance with priorities as determined by the Federal Department of Labor.

## **Trade Readjustment Assistance**

Emails are transmitted from the local Wagner-Peyser staff to central office staff in Nashville. VOS official referral form is utilized.

## **Trade Adjustment Assistance**

Deadline for TRA requests has expired based on current regulation. Co-enrollment with Title I Dislocated worker program is mandatory per federal regulation, TEGL 4-20. Therefore the AJC TAA representative must refer the participant to TAA. Due to sunset, TAA information has been limited to be shared on RR meetings to avoid misleading workers that are not eligible to receive TAA benefits & services due to being in layoff status after 07/01/2022.

## **Migrant & Seasonal Farmworkers**

All customers contacted are screened for services that they may be eligible to receive. Any partner services that may be needed result in a referral and an effort made to determine if the customer qualifies and is eligible to receive services from the AJC.

## **National Farmworker Jobs Program**

All customers contacted are screened for services that they may be eligible to receive. Any partner services that may be needed result in a referral and an effort made to determine if the customer qualifies and is eligible to receive services from the Tennessee Opportunity Program.

## **CSBG**

All partner agency staff are cross trained to collaborate with Knoxville-Knox County Community Action Committee for the purposes of receiving and referring CSBG clients.

## **Ticket To Work**

A Ticket To Work representative is located within the Knox County AJC and participates in partner referrals within this comprehensive AJC.

## **TSCEPP**

Coordinators rotate between the AJCS in Knox, Hamblen, Blount, and Sevier Counties and participate in partner referrals and share resources/information within the AJC network of the East Local Workforce Development Area.

## **Knoxville Area Urban League**

The Knoxville Area Urban League actively works with career service providers in the Knox County American Job Center to coordinate referrals to the Center for basic and intensive career services while also offering training as an eligible training provider to eligible WIOA Title I customers.

## **SCSEP**

SCSEP provides referrals to all partners within the AJC. Referrals are done by phone or email. Emails are used to track referrals with follow-up by telephone.

## **DHS/TANF**

DHS will make referrals to Title I, Title II, Title III, Title IV, and other core partners to provide workforce development and educational activities to FF/TANF customers. DHS will utilize the referral system the local board has established for receiving partner referrals so that customers can access these services. DHS will utilize the DLWD VOS system to review reported data from other partners who record attendance and compliance in referred activities. DHS will also document recorded data in its internal eligibility system.

**HUD Employment and Training Activities**

Knoxville's Community Development Corporation (KCDC) agrees to coordinate service delivery with the Knox County AJC and to engage in arrangements with the Knox County AJC to provide services to eligible customers through a system of mutual referrals. Workforce development services will be provided by KCDC through its Career Investment Academy.

**Perkins/Post-Secondary CTE**

Pellissippi State Technical and Community College, Walters State Community College, and Roane State Community College will refer participants to appropriate services and activities provided by partner agencies at AJCs in the ETLWDA service delivery area. These post-secondary education institutions will also receive referrals from the AJC partners for customer desiring any of the range of post-secondary vocational and academic services.

**YouthBuild**

Knoxville Leadership Foundation actively works with career service providers in the Knox County American Job Center through referral of YouthBuild clients to the American Job Center for basic career services.

**TCAT/Tennessee Reconnect**

TCAT campuses in Harriman, Jacksboro, Knoxville, Oneida, and Morristown will refer customers to appropriate services and activities provided by the AJC. Specific referral procedures to partner programs in the AJC will be coordinated between management and staff to offer the most effective method to provide seamless services to customers. Referrals to partner agencies not co-located within the AJC may be accomplished by placing a telephone call to the agency, scheduling an appointment for customers, and/or providing the customer with introduction information.

## **ATTACHMENT 1.9: PHYSICAL ACCESSIBILITY**

**Comments:** ETLWDA AJCs will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoors and outdoors. Services will be available in a convenient, high-traffic, and accessible location, taking into account reasonable distance from public transportation and adequate, compliant parking-including the appropriate number of clearly marked parking spaces for individuals with disabilities. Indoor space will be designed and maintained in an equal and meaningful manner providing access for individuals with disabilities. The ADA Accessibility Review of all AJC offices has been conducted and is on file.

All signatories to this Memorandum of Understanding agree that they will comply fully with the non-discrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act§188, Americans with Disabilities Act of 1990 and its amendments, Nontraditional Employment for Women Act of 1991, Civil Rights of 1965 Title VI and VII, Rehabilitation Act of 1973 Section 504, Age Discrimination Act of 1967, Education Amendments of 1972 Title IX, and *all* other regulations implementing the aforementioned laws. Partners agree that they will not discriminate in employment practices or services on the basis of gender, gender identity or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

## **ATTACHMENT 1.10: PROGRAMMATIC ACCESSIBILITY**

**Comments:** The mobile coaches based in ETLWDA AJC are programmatically accessible.

ETLWDA convenes meetings with stakeholder partners for the purpose of linking community workforce development service providers to each other and to the American Job Center. Small group meetings of one or more service providers and partner(s) promote outreach efforts that serve clients with barriers to employment. Larger group meetings of all service providers and partners allow ETLWDA AJC staff to update its compendium of programmatic services and its listing of local service providers as well as linking community stakeholders to each other and to the American Job Center.

The development of stakeholder groups has been integral in framing strategic solutions to serving targeted populations. Stakeholder groups comprised of representatives of re-entry, immigrant and refugee, disability, and youth communities are convened to enable partners and community workforce development service providers to work with one another to provide feedback on service strategies that can be utilized to increase the AJC's effectiveness in serving the respective populations of partners and stakeholders. A representative outcome of these regularly scheduled meetings include training for court clerk staff on the services provided by the AJC as well as designating AJC staff to attend court related sessions allowing them an opportunity to assist the public. Another example is the development and delivery of a series of workshops formulated to give immigrants and refugees a foundation to expand their job search and explore training opportunities. A third outcome of this effort is the partnership formed among the ETLWDB, the Tennessee Board of Regents, the Tennessee departments of Labor and Workforce Development and Corrections to provide workforce development training for inmates at the Morgan County Correction Facility. Lastly, the Board has provided funding for pre-employment transition services in one East Tennessee local education agency (Cocke County High School) and career exploration activities in three local education agency career and technical education programs (Claiborne, Grainger, and Union).

The ETLWDB provides technology tools to promote remote engagement with the American Job Center network for job seekers and employers. Tools to enable remote services delivery include.

1. Adobe Fill & Sign, a remote signature platform that allows career specialist to obtain customers' signature.
2. Cisco WebEx, a communications platform accommodating audiovisual communication among AJC partner staff

Additional outreach strategies include but are not limited to:

- AJC monthly calendar distribution to area social services providers, Chambers of Commerce, and County Mayor offices
- AJC-branded materials provided at a variety of community events.
- Providing appropriate workforce development services to individuals engaged in the criminal justice system
- Providing workforce development services to inmates in 16 county jails in the ETLWDA
- Providing work-based learning to secondary students enrolled in career and technical education programs.

Workshops offered both at the AJC and off-site locations serve as outreach tools for homeless individuals receiving services from area providers. The Knox County Comprehensive AJC engages in conversations with the Great Schools Partnership to explore options for providing workshops and career service resources to families involved with Community Schools.

Communication between persons with disabilities and AJC staff is assessed on an individualized basis. An existing partnership is in place with Knoxville Center for the Deaf for sign language and interpretive services for individuals fluent in American Sign Language (ASL) during job readiness training events. For persons with hearing impairments not fluent in ASL, most material is available in other formats. Additionally,

Resource Rooms are equipped with “Purple”, a communication platform accommodating communication between a deaf or hard-of-hearing persons and hearing persons that are in the same location, utilizing an interpreter by way of a computer with a webcam or a tablet using a high-speed data connection. Resource Rooms have designated computers that are equipped with a large computer monitor, trackball mouse, and adaptive keyboard to allow customers to access the Jobs4TN website and other work-related websites. Resource Room staff have been trained on the assistive aids and possess skills to assist customers with job search and placement.

For individuals participating in WIOA training programs, services to evaluate the need for job and training accommodation is provided by the East Tennessee Technology Access Center (ETTAC). The AJC has partners with ETTAC to help individuals successfully complete their training program of choice. ETTAC also provides evaluation of accommodation needs for persons with disabilities looking to join the workforce.

The Knox County AJC's involvement in the Knoxville Area Employment Consortium (KAEC), a collaborative of non-profit organizations committed to improving employment outcomes for persons with disabilities, has evolved into much more than simply an agency resource. Knox County AJC staff are active participants of the committee assisting in the planning of community conversations, Disability Mentoring Day, and other events to bring awareness to the untapped labor force in the disability community. The point of contact for KAEC is also a valuable member of the ETLWDA Business Service Team and contributes knowledge and many years of experience working with employers in the community facilitating job placements and advocating for individuals with disabilities.

## **ATTACHMENT 1.11: DATA SHARING AND COLLECTION**

**Comments:** WIOA Titles I, II, and III AJC partners in the ETLWDA workforce services delivery system commit to using the VOS platform to store, sort, and retrieve employer and job seeker customer information. Title IV and other AJC partners use customer management platforms designed to their specific needs. The Welcome Team members in the AJC Resource Room coordinate Jobs4TN registration for job seekers. The Business Services Team members coordinate Jobs4TN registration for business customers.

All partners to the MOU expressly agree to abide by all applicable federal, state, and local laws regarding confidential information and to adhere to the same standards of confidentiality as State employees, including, but not limited to:

1. 29 USC 2935(a)(4) - as amended by WIOA- Reports, Recordkeeping, Investigation.
2. 29 U.S.C. 2871(f)(3) - as amended by WIOA - regarding complying with confidentiality.
3. 20 CFR Part 603 - Safeguards and security requirements regarding disclosed information under Unemployment Compensation.
4. 42U.S.C.A.503 – regarding state laws governing UI operations.
5. 20U.S.C.A. 1232g - regarding family educational and privacy rights.
6. 20CFR617.57(b) - regarding disclosure of information under the TradeAct.
7. 29 U.S.C.A. 491-2(a)(2) - as amended under WIOA- regarding information to be confidential under the Wagner-Peyser Act
8. The Privacy Act (5 USC 552a).
9. The Family Educational and Privacy Rights Act (20USC 1232g)
10. 34 CFR 361.38 Protection, use and release of personal information of Vocational Rehabilitation Services participants.
11. HIPAA: 45 CFR 164.500-164.534.
12. 2 CFR 200.303 regarding reasonable measures to safeguard protected personally identifiable information.

Each partner stipulates that the collection and use of any information, systems, or records that contain personally identifiable information should be limited to purposes that support the programs and activities described in this MOU as part of the American Job Center service delivery system.

Each partner stipulates that access to software systems and files under its control containing personally identifiable information should be limited to authorized staff members who are not only assigned responsibilities in support of the services and activities provided as part of the American Job Center service delivery system but also who must have access to the information in order to perform those responsibilities. Each partner agrees, to the extent that it is able, to take reasonable measures that no personally identifiable information is accessible by unauthorized individuals.

Each partner will maintain a current list of staff members who are authorized to access personally identifiable information and will identify the types of data and data sources that the authorized staff members will access.



## **ATTACHMENT 1.12: COST SHARING OF SERVICES**

**Comments:** AJC partners are required to share infrastructure costs of operating the American Job Center service delivery system. Utilities and janitorial expenses are based on square footage utilized. Rent, business machine purchases and rentals, office supplies, repairs, maintenance, services, and third-party expenses are based on headcount/full time equivalency. Other ad hoc costs, e.g., costs associated with closing or relocating an AJC, may be incurred. Quarterly meetings of the partners are held to determine if any of the expenses of operation or contributory triggers listed above have changed. This MOU may be revised, at any time during its duration, upon agreement by signature of all contributory partners.

## **ATTACHMENT 1.13: DURATION/AMENDMENT/APEAL PROCEDURES**

**Comments:** This MOU will be in effect from I July 2023 through 30 June 2024- see Attachment 1.14 reference to "annually."

**MOU Termination:** This MOU will remain in effect until the end date specified above unless

- all partners mutually agree to terminate the Memorandum of Understanding,
- funding cuts by one or more federal programs are so substantial that American Job Center operations cannot continue as specified herein and a new MOU must be negotiated,
- WIOA regulations or statute is repealed, and/or
- local area designations are changed.

**Partner Separation:** WIOA Section 121(c) mandates the execution of this MOU between the LWDB and AJC partners. However, any single partner may terminate its participation as a partner to this MOU upon thirty (30) days written notice to the LWDB c/o the Executive Director named on Page 1 of this document. In such an event, the LWDB shall provide written notice to the One-Stop Operator and all remaining partners and shall subsequently amend this MOU. The termination of one or more partner's participation as a partner will not result in a termination of this MOU unless the number or contribution of the terminating partner(s) is so substantial that it necessitates the negotiation of a new MOU.

**Effect of Termination:** Per WIOA Section 121, any partner that terminates its role as a partner to this MOU is no longer eligible to participate either as a partner in the American Job Center system and/or member of the ETLWDB.

**Partner Disqualification:** An entity identified as a core or required partner at the time of execution of this MOU that subsequently loses federal funding or the authority to administer the federal program in the ETLWDA and therefore no longer qualifies as a required partner under WIOA Section 121(b)(1) must send written notice of the change in status to the ETLWDB as soon as possible. In such an event, a formal amendment to this MOU will be required. The entity may continue as an additional partner if mutually agreed by the LWDB, CLEO, and the remaining partners.

**Amendment:** This MOU may be amended upon mutual agreement of all partners that is not inconsistent with federal, state, or local laws, regulations, rules, plans, or policies or for one or more of the following reasons:

1. The addition or removal of a partner to this MOU
2. A change to the IFA affecting partners who contribute monetarily or by in-kind contributions
3. Removal or addition of program responsibilities for any partner that administers more than one federal program
4. An extension of the effective ending date
5. A change in the American Job Center administrative entity or fiscal agent or a change in the physical location of an American Job Center
6. A change in the services, service delivery methods currently utilized, referral methods, methods to determine fair share, or methods to allocate costs

All partners agree that amendments related to the reasons listed immediately above require authorized signatures from all AJC partners to this MOU. All amendments will involve the following process:

1. The partner seeking an amendment will submit a written request to the LWDB that includes
  - a) the requesting partner's name,
  - b) the reason(s) for the amendment request,
  - c) each section of this MOU that will require revision,
  - d) the desired date for the amendment to be effective, and
  - e) the signature of an authorized representative of the requesting partner.

2. If the request is approved, the LWDB shall notify the remaining partners of the intent to amend and will provide each remaining partners thirty (30) days from the date of the notice (unless another timeframe is specified in the notice) to review the anticipated changes and to submit a response to LWDB. Failure by a partner to respond within the prescribed timeframe will be deemed that partner approval of the proposed changes.
3. In the event that a remaining partner has questions and/or concerns regarding the proposed amendment, the partner must list its questions and/or concerns in writing and submit the list to the LWDB within the specified timeframe.
4. The LWDB will review the listed questions/concerns and will issue a response within fifteen (15) days of receipt of the list. If the LWDB deems it necessary, the listed questions/concerns will be sent to all other partners and/or a meeting with all partners will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.
5. The final, approved amendment draft will be signed by authorized representatives of the affected partners, then submitted to LWDB for the final signature.
6. LWDB will distribute copies of the fully executed amendment to all partners.

This writing constitutes the entire agreement among the partners with respect to each partner's role and responsibility in the ETLWDA American Job Center service delivery system. All partners agree that any amendments to any applicable laws or regulations cited herein will result in the correlative modification of this MOU without necessitating a formal, written amendment.

All partners agree to communicate details of the amendment to their respective staff members whose responsibilities may be impacted by changes and further agree to ensure that their respective staff members are referencing or utilizing the most current version of the MOU and attachments in the performance of responsibilities under this MOU.

Amendments that will require the signatures of all partners must be executed no later than ninety (90) days prior to the end of the MOU period. Amendments that require only the signatures of the LWDB, the CLEO, and the affected partners must be executed no later than 45 days from the end of the current State Fiscal Year.

**Dispute Resolution:** For purposes of this MOU and for American Job Center-related issues, each partner expressly agrees to participate in good faith negotiations to reach a consensus. However, should a dispute arise among any partners to this MOU in negotiations to amend or renew this MOU or in matters pertinent to local American Job Center operations or activities not addressed in this MOU, all partners agree to utilize the process cited below.

The Commissioners or designee of applicable state agencies will designate an individual to negotiate and resolve any impasses involving state-level partners. All partners agree to enlist the following process for the resolution of disputes:

In the event that all reasonable attempts to resolve the impasse at the local level are unsuccessful, the LWDB will report the impasse to Tennessee Department of Labor and Workforce Development (TDLWD) as the MOU oversight agency, which will intervene with the partners to help resolve the disputed issue(s).

The Partners intend for this MOU to be binding. If reasonable attempts by the TDLWD to help resolve any impasse are unsuccessful, any Partner may seek any remedy available to it at law. The Partners recognize that only the Attorney General may agree to a legally binding resolution or settlement on behalf of the State of Tennessee or any of its agencies or institutions.

**ATTACHME TI.14: RENEWAL PROVISIONS**

**Comments:** Pursuant to WIOA Section 121, this MOU shall be reviewed annually to assure appropriate funding and delivery of services.

The Chief Local Elected Official (CLEO), in consultation with the LWDB Chair, will determine the schedule for renewing this MOU after consideration of circumstances, some of which may now not be known or foreseen.

A discussion of events and actions that may lead to the generation of a new MOU within the three-year period is found in Attachment 1.13 Duration/Amendment/Appeal Procedures.

**ATTACHMENT 1.18: NON-DISCRIMINATION & EQUAL OPPORTUNITY**

**Comments:** Partners shall be an AA/EEO employer that does not unlawfully discriminate, harass, or allow harassment against any employee, applicant for employment, or AJC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation, or marital status. The AJC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations. Each partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

The AJC partners commit to promoting capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.

**ATTACHMENT 1.19: PRIORITY OF SERVICE**

**Comments:** Section 134(c)(3)E of WIOA establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. Under this section, the American Job Center staff responsible for these funds must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services.

The Tennessee Department of Labor and Workforce Development Workforce Services Policy: *Priority of Service/or Adults, Veterans, and Eligible Spouses* follows this page in this Memorandum of Understanding. The Policy shall provide guidance to AJC partners in determining eligibility for customers based on their point of entry into the AJC service delivery network.



STATE OF TENNESSEE  
**State Workforce Development Board**  
220 French Landing Drive, 4A  
Nashville, TN 37243-1002  
(615) 741-0409

**Workforce Services Policy - Priority of Service for Adults, Veterans, and Eligible Spouses**

**Effective Date:** March 26, 2021

**Duration:** June 30, 2023

**Purpose:**

To provide guidance to Local Workforce Development Boards (LWDBs) on the requirements for providing priority of service to all covered persons and identified populations. This guidance will differentiate the requirements based on a participant's "point of entry" and their enrollment in a program to receive employment and/or training services.

**Scope:**

Office of the Governor, Tennessee Department of Labor and Workforce Development (TDLWD); Division of Workforce Services (WFS); Tennessee Department of Economic and Community Development (ECD); Tennessee Department of Education (TDOE); Tennessee Department of Human Services (OHS); State Workforce Development Board (SWDB); Title I - Adult, Dislocated Worker, and Youth Programs, Title II - Adult Education and Family literacy Aa Program(AE); Title III - Wagner-Peyser Act Program (WP); Title IV - Vocational Rehabilitation Program (VR); Regional Planning Council (RPC); Local Workforce Development Boards (LWDB); Local Workforce Development Areas (LWDA); American Job Center (AJC); One-Stop Operator (050); Workforce System Sub-Recipients (Sub-Recipients); Workforce System Partners (Partners)

**I. Priority of Service Defined:**

"Priority of service" means the right to take precedence over a person with lower priority in obtaining employment and training services. WIOA implements priority of service to recipients of public assistance, low-income individuals, and those who are basic skills deficient<sup>1</sup>. These priorities are in addition to the requirements that veterans and their eligible spouses receive priority of service<sup>2</sup>.

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<sup>1</sup>TEGL 7-20 (3)(b)

<sup>2</sup> 20 CFR 680.650

## **A. Priority Populations Defined:**

### **1. Veteran:**

A veteran is a person who has served at least one (1) day of active duty in the military, naval, or air service, and who was discharged or released from such service with other than a dishonorable discharge.

### **2. Eligible Spouse:**

An eligible spouse must meet one (1) of the following qualifications<sup>3</sup>:

- A spouse of any veteran who died of a service-connected disability;
- A spouse of any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than ninety (90) days:
  - Missing in action
  - Captured in the line of duty by a hostile force, or
  - Forcibly detained or interned in the line of duty by a foreign government or power;
- A spouse of a veteran who has a total disability resulting from a service-connected disability, as evaluated by the department of Veteran Affairs; or
- A spouse of any veteran who died while a disability was in existence.

A spouse will lose eligibility if it is derived from a living veteran, or a service member, who loses their status which made them eligible. Such a situation would be: if a veteran, with a total service-connected disability, were to receive a revised-disability rating at a lower level.

Similarly, a spouse, whose eligibility is derived from a living veteran or service member, would lose that eligibility upon a divorce from that veteran or service member.

The spouse of a veteran who died as the result of a service-connected disability, or died while a disability was in existence, would not lose covered status through subsequent remarriage.

### **3. Low-Income Individual (Lil):**

A low-income individual is defined as a person who meets any of the following criteria and will satisfy the low-income requirement for WIOA Title I Adult services:

#### **Recipient of Public Assistance:**

Individuals who receive, or in the past six (6) months have received, or *are* a member of a family that is receiving or in the past six (6) months has received, assistance through one (1) or more of the following:

- Supplemental Nutrition Assistance Program (SNAP);
- Temporary Assistance for Needy Families (TANF) program;
- Supplemental Security Income (SSI) program; or
- State or local income-based public assistance.

#### **Low-Income Includes:**

- Recipients of public assistance (defined above),

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<sup>1</sup> VPL 07-09 (VI)



- Individuals in a family with total Income below seventy percent (70%) of the *lower* living standard income level,
- Homeless,
- Foster youth, or
- Individuals with disabilities with an income below seventy percent (70%) of the lower living standard income level.

A youth eighteen (18) or older, who was determined to be a low-income individual eligible for the WIOA Title I Youth program, may be co-enrolled in the WIOA Title I Adult program without an additional determination of eligibility. They may be counted as an individual who meets adult priority of service if the original determination was made no *more* than six (6) months prior to the date of co-enrollment.

Under WIOA, an individual with a disability, whose family does not meet income eligibility criteria<sup>4</sup>, will qualify for priority as a low-income adult<sup>5</sup>.

#### **4. Basic Skills Deficient:**

WIOA defines basic skills deficient' as "an Individual who is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society." It is expected that any such basic skills deficiencies will be determined by an objective, valid, and reliable assessment such as the Comprehensive Adult Student Assessment Systems (CASAS) or Tests of Adult Basic Education (TABE).

If the LWDB determines the priority of service will also be based on basic skills deficient criteria then the participant's file must contain academic tests (Including the participant's name, date of test, and results).

#### **5. Underemployed:**

Individuals are employed full or part-time and must also meet the definition of a low-income individual in order to be eligible for the adult priority.

#### **6. Covered Person**

An individual who meets the above definition or veteran or eligible spouse.

### **II. uPoint of Entry° Priority of Service**

Any covered person who is seeking WIOA services must be provided priority of service at their "point of entry" into the workforce system. The "point of entry" includes physical locations, such as AJCs, as well as websites and other virtual service delivery resources. The following items must be detailed and defined by the LWDBs in their local policy:

- How covered persons are made aware of priority of service
- How covered persons are made aware of full array of programs and services available to them

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<sup>4</sup> 20CFR 680.640

<sup>5</sup> WIOA Section 3(61)

<sup>6</sup> WIOA Section 3(5)

- How welcome function staff will identify a covered person (must be through self-attestation only)
- How priority of service allows a covered person to take precedence over a non-covered person
- How the one-stop operator will monitor priority of service at the "point of entry" and during training or employment services
- How the One-Stop Operator will ensure signs are displayed and clearly describe the priority of service. This must include physical and electronic "points of entry".

### III. **Employment and Training Priority of Service:**

The priority of service for veterans and eligible spouses always applies across all qualified employment and training programs. The priority of service for public assistance recipients, other low-income individuals, and individuals who are basic skills deficient is a statutory priority that applies only to the recipient of individualized career and training services in the WIOA Title I Adult program.<sup>7</sup> LWDBs may add additional categories to give priority to other individuals for the Title I Adult program.

#### **A. How to Apply Priority of Service:**

Priority of service must be provided in the following order<sup>8</sup>:

1. Veterans and eligible spouses who are recipients of public assistance, low-income individuals, or individuals who are basic skills deficient receive first priority for services.
2. Individuals (not veterans or eligible spouses) who are recipients of public assistance, low-income individuals, and individuals who are basic skills deficient (including English language learners) and Title I Adult program eligibility.
3. Veterans and eligible spouses who meet Title I Adult program eligibility.
4. Other individuals (not veterans or eligible spouses) who do not meet the statutory priority (such as public assistance recipients, other low-income individuals including underemployed, or those who are basic skills deficient), but do meet discretionary criteria established by the Local Workforce Development Board (LWDB), and Title I Adult program eligibility.
5. Persons outside the groups given priority under WIOA but do meet Title I Adult program eligibility.

#### **B. Percentage of Priority Populations Served**

The LWDBs will be expected that seventy-five percent (75%) of individuals enrolled in the Title I Adult program must be a recipient of public assistance, low-income, or basic skills deficient as identified in the above section as priority of service level one (1) and two (2). A priority group that is identified by the Governor of Tennessee or a LWDB will not count towards the 75%. Any LWDB who does not meet this metric will be placed under sanctions per the State Workforce Development Boards (SWDB) policy.

### IV. **Local Workforce Development Board Policy Requirements:**

WIOA requires the State and LWDBs to develop criteria, policies, and procedures for applying priority of service for employment and training services<sup>9</sup>. The LWDB policy must be reflective of the above requirements in this policy along with following:

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<sup>7</sup> TEGL 7-20 (4)

TEGL 7-20 (4)(a)

<sup>9</sup> 20 CFR 680.600(b); TEGL 19-16

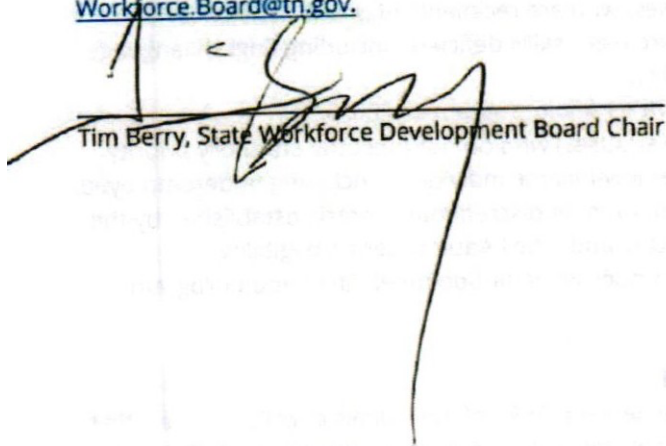
- How veterans will receive priority of service based on -point of entry";
- How the local area will define •low-income• (it may be *more* stringent than the state definition in this Adult Priority of Services guidance) and the relevant data used to establish the definition
- Local procedures for determining priority during the Title I Adult eligibility process and enrollment;
- The criteria and procedures used to assess priority for basic skills deficient individuals; and
- Any local discretionary priorities that will be established in addition to the four targeted groups, the data to support the need for the local priority, and the documentation that will be required from an individual for the local priority.

**References:**

20 CFR 680.600; 20 CFR 680.640; 20 CFR 680.650; 20 CFR 683.230, 20 CFR 688.31; 29 CFR 31, 33, 35, 36; 42 U.S.C. Section 2000(d); TEGL 19-16; Title VII of the Civil Rights Act of 1964, as amended; Title VII Section 717 of 42 U.S.C. Section 2000e-16; WIOA Sections (3)(15)(A)(i)(II), 3(16)(A)(ii); WIOA Section 3(24); WIOA Section 3(5)(8); WIOA Section 3(36); WIOA Section 134(c)(3)(E); WIOA Section 188;

**Contact**

For any questions related to this policy, please contact the Program Integrity Unit at [Workforce.Board@tn.gov](mailto:Workforce.Board@tn.gov).



Tim Berry, State Workforce Development Board Chair

Partner Program	Partner Organization	Authorization/Category	Physically Co-Located - Knoxville (Knox County)	Comprehensive Centers																East Mobile Coach				
				Direct Linkage - Knoxville (Knox County)	Physically Co-Located - Alcoa (Blount County)	Direct Linkage - Alcoa (Blount County)	Physically Co-Located - Morristown (Hamblen County)	Direct Linkage - Morristown (Hamblen County)	Physically Co-Located - Sevierville (Sevier County)	Direct Linkage - Sevierville (Sevier County)	Physically Co-Located - Jacksboro (Campbell County)	Direct Linkage - Jacksboro (Campbell County)	Physically Co-Located - Oak Ridge (Anderson County)	Direct Linkage - Oak Ridge (Anderson County)	Physically Co-Located - Obedia (Scott County)	Direct Linkage - Obedia (Scott County)	Physically Co-Located - Rockwood (Roane County)	Direct Linkage - Rockwood (Roane County)	Physically Co-Located - Wartburg (Morgan County)		Direct Linkage - Wartburg (Morgan County)	Physically Co-Located - Tazewell (Claborn County)	Direct Linkage - Tazewell (Claborn County)	
WIOA Title I Adult and Dislocated Worker	ETHRA Workforce Development /East Tennessee State University	WIOA Title I Adult and Dislocated Worker	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	
WIOA Title I Youth	ETHRA Workforce Development /East Tennessee State University	WIOA Title I Youth	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	
WIOA Title II Adult Education and Family Literacy Act (AEFLA) program	TCAT Knoxville	WIOA Title II Adult Education and Family Literacy Act (AEFLA) program	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	No	Yes	Yes	N/A	No	Yes	No	Yes	No	Yes
WIOA Title III Wagner-Peyser Employment Services (ES), authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), also providing the state's public labor exchange	TN Department of Labor and Workforce Development	WIOA Title III Wagner-Peyser Employment Services (ES), authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), also providing the state's public labor exchange	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
WIOA Title IV State Vocational Rehabilitation program, authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.)	TN Department of Human Services, Department of Rehabilitation Services	WIOA Title IV State Vocational Rehabilitation program, authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.)	Yes	N/A	No	Yes	Yes	N/A	No	Yes	No	Yes	No	Yes	N/A	No	Yes	No	Yes	No	Yes	No	Yes	Yes
Temporary Assistance for Needy Families (TANF), authorized under part A of title IV of the Social Security Act (42 U.S.C. 602 et seq.)	TN Department of Human Services	Temporary Assistance for Needy Families (TANF), authorized under part A of title IV of the Social Security Act (42 U.S.C. 602 et seq.)	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
Senior Community Service Employment Program (SCSEP), authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	East Tennessee Human Resource Agency/East Tennessee State University	Senior Community Service Employment Program (SCSEP), authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	No	Yes	No	Yes	No	Yes	No	Yes	Yes	N/A	No	Yes	Yes	N/A	No	Yes	N/A	Yes	N/A	Yes	N/A	N/A
	Knowville CAC Office on Aging		No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Roane State Community College																							
	Pellissippi State Community College																							
	Walters State Community College																							
Career & Technical Education Programs, authorized under the Carl D. Perkins Act	TCAT-Crossville TCAT-Harriman TCAT-Jacksboro TCAT-Obedia/Huntville TCAT-Morristown TCAT-Knoxville	Career & Technical Education Programs, authorized under the Carl D. Perkins Act	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
TCSEPP-TN Child Support Employment and Parenting Program	University of Tennessee	TCSEPP-TN Child Support Employment and Parenting Program	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
Ticket To Work	Knowville CAC	Ticket To Work	Yes	N/A	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)	TN Department of Labor and Workforce Development	Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
Jobs for Veterans State Grants (JVSG), authorized under chapter 41 of title 38, U.S.C.	TN Department of Labor and Workforce Development	Jobs for Veterans State Grants (JVSG), authorized under chapter 41 of title 38, U.S.C.	Yes	N/A	No	Yes	Yes	N/A	Yes	N/A	No	Yes	Yes	N/A	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)	East Tennessee Human Resource Agency	Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
Minact	Knowville Area Urban League	Minact	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
Knowville Area Urban League	Knowville Area Urban League	Knowville Area Urban League	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
Unemployment Insurance (UI) programs under state unemployment compensation laws	TN Department of Labor and Workforce Development	Unemployment Insurance (UI) programs under state unemployment compensation laws	Yes	N/A	No	Yes	Yes	N/A	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
Migrant & Seasonal Farmworker Program	TN Opportunity Program	Migrant & Seasonal Farmworker Program	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
Additional Partner - Re-Employment Services and Eligibility Assessment	ETHRA Workforce Development	Additional Partner - Re-Employment Services and Eligibility Assessment	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
Additional Partner - Native American Indian Association	TN Department of Labor and Workforce Development	Additional Partner - Native American Indian Association	Yes	Yes	N/A	Yes	Yes	N/A	Yes	N/A	Yes	N/A	N/A	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	N/A
Additional Partner - Permanent Labor Certification for Foreign Workers (ALC)	TN Department of Labor and Workforce Development	Additional Partner - Permanent Labor Certification for Foreign Workers (ALC)	No	Yes	Yes	N/A	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
Additional Partner - Supplemental Nutrition Assistance Program E&T	TN Department of Labor and Workforce Development	Additional Partner - Supplemental Nutrition Assistance Program E&T	Yes	N/A	Yes	No	Yes	N/A	No	Yes	No	Yes	No	Yes	No	Yes	Yes	No	No	Yes	No	Yes	No	Yes









































LWDA	Location	Center Type	Partner	Cost Category
East	Wartburg	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs
East	Wartburg	Affiliate	WIOA Title I - Youth	Infrastructure Costs
East	Wartburg	Affiliate	WIOA Title I - Adult	Infrastructure Costs
East	Wartburg	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs
East	Wartburg	Affiliate	WIOA Title I - Youth	Infrastructure Costs
East	Wartburg	Affiliate	WIOA Title I - Adult	Infrastructure Costs
East	Wartburg	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs
East	Wartburg	Affiliate	WIOA Title I - Youth	Infrastructure Costs
East	Wartburg	Affiliate	WIOA Title I - Adult	Infrastructure Costs
East	Wartburg	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs
East	Wartburg	Affiliate	WIOA Title I - Youth	Infrastructure Costs
East	Wartburg	Affiliate	WIOA Title I - Adult	Infrastructure Costs
East	Wartburg	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs
East	Wartburg	Affiliate	WIOA Title I - Youth	Infrastructure Costs

Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
Salaries	One-Stop Operator	FTE	\$ 12,645.24
Benefits	One-Stop Operator	FTE	\$ 6,808.98
Salaries	One-Stop Operator	FTE	\$ 4,999.19
Benefits	One-Stop Operator	FTE	\$ 2,691.87
Salaries	One-Stop Operator	FTE	\$ 7,912.39
Benefits	One-Stop Operator	FTE	\$ 4,260.52
Supplies	Resource/Lab Computers	FTE	\$ 9,798.51
Supplies	Resource/Lab Computers	FTE	\$ 3,873.76
Supplies	Resource/Lab Computers	FTE	\$ 6,131.13
Supplies	WebCam/Headset-Microphone	FTE	\$ 29.35
Supplies	WebCam/Headset-Microphone	FTE	\$ 11.60
Supplies	WebCam/Headset-Microphone	FTE	\$ 18.37
Supplies	Table Throw	FTE	\$ 95.39
Supplies	Table Throw	FTE	\$ 37.71
Supplies	Table Throw	FTE	\$ 59.69
Communications	Telephones	FTE	\$ 534.99
Communications	Telephones	FTE	\$ 211.50
Communications	Telephones	FTE	\$ 334.75
Utilities	Utilities	FTE	\$ 5,398.15
Utilities	Utilities	FTE	\$ 2,134.11
Utilities	Utilities	FTE	\$ 3,377.74
Maintenance	Buiding Maintenance	Square Footage	\$ 4,443.66
Maintenance	Buiding Maintenance	Square Footage	\$ 1,756.76
Maintenance	Buiding Maintenance	Square Footage	\$ 2,780.49
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 42,133.21
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 16,655.73
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 26,363.06
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 341.40
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 134.97
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 213.62
Other Expenses	AJC Relocation	FTE	\$ 11,580.28
Other Expenses	AJC Relocation	FTE	\$ 4,575.41
Other Expenses	AJC Relocation	FTE	\$ 7,246.24
Communications	internet	FTE	\$ 861.69
Communications	internet	FTE	\$ 340.66
Communications	internet	FTE	\$ 539.17
Communications	Electronic Signature	FTE	\$ 8,934.10
Communications	Electronic Signature	FTE	\$ 18,000.00
Communications	Electronic Signature	FTE	\$ 20,000.00
Rentals and Insurance	Copier Rental	FTE	\$ 293.43
Rentals and Insurance	Copier Rental	FTE	\$ 116.00
Rentals and Insurance	Copier Rental	FTE	\$ 183.61
Third Party Professional	Professional Services	FTE	\$ 171.20
Third Party Professional	Professional Services	FTE	\$ 67.68
Third Party Professional	Professional Services	FTE	\$ 107.12
Communications	Chamber Membership	FTE	\$ 33.73
Communications	Chamber Membership	FTE	\$ 13.34
Communications	Chamber Membership	FTE	\$ 21.11
Communications	Telephones	Direct	\$ 3,638.41
Salaries	WIOA Staff	Direct	\$ 24,744.75
Salaries	WIOA Staff	Direct	\$ 39,164.40
Salaries	WIOA Staff	Direct	\$ 62,590.86
Benefits	WIOA Staff	Direct	\$ 14,965.76
Benefits	WIOA Staff	Direct	\$ 23,686.84
Benefits	WIOA Staff	Direct	\$ 37,855.29
Salaries	A E Staff	Direct	\$ 27,860.00
Benefits	A E Staff	Direct	\$ 3,939.00
Data Processing Supplies	WIOA Title III Staff	Direct	\$ 399.29
Other Maintenance and Services of Building by Non-State Agencies	WIOA Title III Staff	Direct	\$ 336.75
Data Processing Services	WIOA Title III Staff	Direct	\$ 9,574.11
Telephone Billing	WIOA Title III Staff	Direct	\$ 4,056.09
Document Destruction Services	WIOA Title III Staff	Direct	\$ 31.00
General Business Consulting Services	WIOA Title III Staff	Direct	\$ 536.67
Electricity	WIOA Title III Staff	Direct	\$ 722.75
Rent or Lease of Buildings from Non-State Agencies	WIOA Title III Staff	Direct	\$ 4,094.88
401k- Hybrid Plan Reg Earn	WIOA Title III Staff	Direct	\$ 7,659.27
401K Match	WIOA Title III Staff	Direct	\$ 1,678.84
FICA	WIOA Title III Staff	Direct	\$ 9,928.77



Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
Group Life Insurance	WIOA Title III Staff	Direct	\$ 158.03
Health Insurance	WIOA Title III Staff	Direct	\$ 38,578.79
Intradepartmental Employee Benefit Distribution	WIOA Title III Staff	Direct	\$ 2,196.51
Medicare FICA	WIOA Title III Staff	Direct	\$ 2,322.07
OPEB Normal Cost	WIOA Title III Staff	Direct	\$ 2,681.00
Retirement	WIOA Title III Staff	Direct	\$ 15,207.29
Retirement Hybrid Plan	WIOA Title III Staff	Direct	\$ 2,466.87
Freight and Express Charges	WIOA Title III Staff	Direct	\$ 5.96
Internet Access Fees	WIOA Title III Staff	Direct	\$ 74.13
Telecommunications	WIOA Title III Staff	Direct	\$ 2,170.04
Data Processing Services by Non-State Agencies	WIOA Title III Staff	Direct	\$ 2,160.00
Data Processing Supplies	WIOA Title III Staff	Direct	\$ 2,048.09
Rent or Lease of Data Processing Equipment	WIOA Title III Staff	Direct	\$ 2,903.65
Indirect Cost Charges	WIOA Title III Staff	Direct	\$ 34,657.77
Other Maintenance and Services of Building by Non-State Agencies	WIOA Title III Staff	Direct	\$ 3,947.72
Janitorial/Custodial Services	WIOA Title III Staff	Direct	\$ 256.19
Data Processing Services	WIOA Title III Staff	Direct	\$ 2,876.51
Printing and reproduction by State Agencies	WIOA Title III Staff	Direct	\$ 137.56
Telephone Billing	WIOA Title III Staff	Direct	\$ 4,399.75
Administrative Bereavement Leave with Pay	WIOA Title III Staff	Direct	\$ 1,251.32
Injured in the Line of Duty Pay	WIOA Title III Staff	Direct	\$ 387.68
Intradepartmental Salary Distribution	WIOA Title III Staff	Direct	\$ 4,894.19
Longevity	WIOA Title III Staff	Direct	\$ 4,266.67
Paid Annual	WIOA Title III Staff	Direct	\$ 7,748.55
Paid Holiday	WIOA Title III Staff	Direct	\$ 11,026.41
Paid Sick Leave	WIOA Title III Staff	Direct	\$ 7,431.07
Regular Salaries and Wages	WIOA Title III Staff	Direct	\$ 136,506.08
P4Performance-One Time Payments	WIOA Title III Staff	Direct	\$ 174.75
Compensatory Leave	WIOA Title III Staff	Direct	\$ 343.35
Administrative Uninhabitable Building Leave with Pay	WIOA Title III Staff	Direct	\$ 387.68
Office Supplies and Office Furniture	WIOA Title III Staff	Direct	\$ 420.71
Operational Supplies	WIOA Title III Staff	Direct	\$ 357.87
Document Destruction Services	WIOA Title III Staff	Direct	\$ 733.79
General Business Consulting Services	WIOA Title III Staff	Direct	\$ 1,189.72
Payments for In-Service Training	WIOA Title III Staff	Direct	\$ 49.25
In-State Lodging	WIOA Title III Staff	Direct	\$ 558.01
In-State Meals and Incidentals	WIOA Title III Staff	Direct	\$ 712.29
In-State Mileage	WIOA Title III Staff	Direct	\$ 4,422.83
In-State Travel	WIOA Title III Staff	Direct	\$ 68.64
Out-of-State Travel	WIOA Title III Staff	Direct	\$ 10.09
Electricity	WIOA Title III Staff	Direct	\$ 4,323.92
Rent or Lease of Buildings from Non-State Agencies	WIOA Title III Staff	Direct	\$ 31,615.31
Rent or Lease of Equipment	WIOA Title III Staff	Direct	\$ 38.93
Rent or Lease of Reproduction Equipment	WIOA Title III Staff	Direct	\$ 43.29
401k- Hybrid Plan Reg Earn	SNAP Staff	Direct	\$ 21.03
401K Match	SNAP Staff	Direct	\$ 151.59
FICA	SNAP Staff	Direct	\$ 165.84
Group Life Insurance	SNAP Staff	Direct	\$ 3.13
Health Insurance	SNAP Staff	Direct	\$ 199.33
Medicare FICA	SNAP Staff	Direct	\$ 38.79
OPEB Normal Cost	SNAP Staff	Direct	\$ 62.92
Retirement	SNAP Staff	Direct	\$ 614.97
Retirement Hybrid Plan	SNAP Staff	Direct	\$ 6.35
Internet Access Fees	SNAP Staff	Direct	\$ 4.51
Telecommunications	SNAP Staff	Direct	\$ 3.55
Data Processing Supplies	SNAP Staff	Direct	\$ 6.33
Indirect Cost Charges	SNAP Staff	Direct	\$ 564.41
Other Maintenance and Services of Building by Non-State Agencies	SNAP Staff	Direct	\$ 4.35
Janitorial/Custodial Services	SNAP Staff	Direct	\$ 15.56
Data Processing Services	SNAP Staff	Direct	\$ 300.69
Telephone Billing	SNAP Staff	Direct	\$ 176.59
Paid Annual	SNAP Staff	Direct	\$ 34.69
Paid Holiday	SNAP Staff	Direct	\$ 4.80
Paid Sick Leave	SNAP Staff	Direct	\$ 5.08
Regular Salaries and Wages	SNAP Staff	Direct	\$ 2,881.79
P4Performance-One Time Payments	SNAP Staff	Direct	\$ 0.29
Document Destruction Services	SNAP Staff	Direct	\$ 16.51
Payments for In-Service Training	SNAP Staff	Direct	\$ 0.39

Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
In-State Lodging	SNAP Staff	Direct	\$ 5.37
In-State Meals and Incidentals	SNAP Staff	Direct	\$ 2.09
In-State Mileage	SNAP Staff	Direct	\$ 13.08
In-State Travel	SNAP Staff	Direct	\$ 0.47
Out-of-State Travel	SNAP Staff	Direct	\$ 0.40
Electricity	SNAP Staff	Direct	\$ 15.81
Rent or Lease of Buildings from Non-State Agencies	SNAP Staff	Direct	\$ 128.16
Rent or Lease of Equipment	SNAP Staff	Direct	\$ 0.28
Rent or Lease of Reproduction Equipment	SNAP Staff	Direct	\$ 2.64
401k- Hybrid Plan Reg Earn	TAA	Direct	\$ 42.04
401K Match	TAA	Direct	\$ 0.01
FICA	TAA	Direct	\$ 27.61
Group Life Insurance	TAA	Direct	\$ 1.47
Health Insurance	TAA	Direct	\$ 211.88
Medicare FICA	TAA	Direct	\$ 6.45
OPEB Normal Cost	TAA	Direct	\$ 0.57
Retirement	TAA	Direct	\$ 6.51
Retirement Hybrid Plan	TAA	Direct	\$ 11.84
Indirect Cost Charges	TAA	Direct	\$ 5.77
Data Processing Services	TAA	Direct	\$ 41.65
Telephone Billing	TAA	Direct	\$ 16.55
Paid Annual	TAA	Direct	\$ 0.36
Regular Salaries and Wages	TAA	Direct	\$ 506.81
Document Destruction Services	TAA	Direct	\$ 2.29
In-State Mileage	TAA	Direct	\$ 2.35
401k- Hybrid Plan Reg Earn	TAA	Direct	\$ 8.81
401K Match	TAA	Direct	\$ 0.04
FICA	TAA	Direct	\$ 7.35
Group Life Insurance	TAA	Direct	\$ 0.21
Health Insurance	TAA	Direct	\$ 1.71
Intradepartmental Employee Benefit Distribution	TAA	Direct	\$ 295.51
Medicare FICA	TAA	Direct	\$ 1.72
OPEB Normal Cost	TAA	Direct	\$ 0.19
Retirement	TAA	Direct	\$ 2.05
Retirement Hybrid Plan	TAA	Direct	\$ 2.73
Telecommunications	TAA	Direct	\$ 1.20
Data Processing Supplies	TAA	Direct	\$ 1.60
Indirect Cost Charges	TAA	Direct	\$ 123.55
Other Maintenance and Services of Building by Non-State Agencies	TAA	Direct	\$ 2.67
Data Processing Services	TAA	Direct	\$ 278.83
Telephone Billing	TAA	Direct	\$ 3.99
Intradepartmental Salary Distribution	TAA	Direct	\$ 477.44
Paid Annual	TAA	Direct	\$ 0.09
Regular Salaries and Wages	TAA	Direct	\$ 119.48
Document Destruction Services	TAA	Direct	\$ 0.36
In-State Lodging	TAA	Direct	\$ 2.79
In-State Meals and Incidentals	TAA	Direct	\$ 0.68
In-State Mileage	TAA	Direct	\$ 0.21
In-State Travel	TAA	Direct	\$ 0.36
Electricity	TAA	Direct	\$ 3.03
Rent or Lease of Buildings from Non-State Agencies	TAA	Direct	\$ 22.36
Rent or Lease of Equipment	TAA	Direct	\$ 0.13
401k- Hybrid Plan Reg Earn	RESEA Staff	Direct	\$ 152.92
401K Match	RESEA Staff	Direct	\$ 288.40
FICA	RESEA Staff	Direct	\$ 663.87
Group Life Insurance	RESEA Staff	Direct	\$ 11.99
Health Insurance	RESEA Staff	Direct	\$ 1,910.40
Medicare FICA	RESEA Staff	Direct	\$ 155.28
OPEB Normal Cost	RESEA Staff	Direct	\$ 265.67
Retirement	RESEA Staff	Direct	\$ 2,160.63
Retirement Hybrid Plan	RESEA Staff	Direct	\$ 37.63
Internet Access Fees	RESEA Staff	Direct	\$ 6.41
Telecommunications	RESEA Staff	Direct	\$ 268.45
Data Processing Supplies	RESEA Staff	Direct	\$ 219.25
Indirect Cost Charges	RESEA Staff	Direct	\$ 2,249.65
Other Maintenance and Services of Building by Non-State Agencies	RESEA Staff	Direct	\$ 664.61
Janitorial/Custodial Services	RESEA Staff	Direct	\$ 22.12
Data Processing Services	RESEA Staff	Direct	\$ 853.85

Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
Telephone Billing	RESEA Staff	Direct	\$ 281.48
Paid Annual	RESEA Staff	Direct	\$ 671.59
Paid Holiday	RESEA Staff	Direct	\$ 25.12
Paid Sick Leave	RESEA Staff	Direct	\$ 636.96
Regular Salaries and Wages	RESEA Staff	Direct	\$ 9,705.93
P4Performance-One Time Payments	RESEA Staff	Direct	\$ 14.99
Office Supplies and Office Furniture	RESEA Staff	Direct	\$ 41.61
Document Destruction Services	RESEA Staff	Direct	\$ 63.20
General Business Consulting Services	RESEA Staff	Direct	\$ 70.76
Payments for In-Service Training	RESEA Staff	Direct	\$ 12.07
In-State Lodging	RESEA Staff	Direct	\$ 112.49
In-State Meals and Incidentals	RESEA Staff	Direct	\$ 40.05
In-State Mileage	RESEA Staff	Direct	\$ 19.81
In-State Travel	RESEA Staff	Direct	\$ 17.15
Electricity	RESEA Staff	Direct	\$ 558.87
Rent or Lease of Buildings from Non-State Agencies	RESEA Staff	Direct	\$ 4,212.08
Rent or Lease of Equipment	RESEA Staff	Direct	\$ 9.67
Rent or Lease of Reproduction Equipment	RESEA Staff	Direct	\$ 3.76
Salaries	One-Stop Operator	FTE	\$ 13,839.93
Benefits	One-Stop Operator	FTE	\$ 7,452.27
Salaries	One-Stop Operator	FTE	\$ 1,698.54
Benefits	One-Stop Operator	FTE	\$ 914.60
Salaries	One-Stop Operator	FTE	\$ 10,018.35
Benefits	One-Stop Operator	FTE	\$ 5,394.49
Supplies	Resource/Lab Computers	FTE	\$ 10,188.03
Supplies	Resource/Lab Computers	FTE	\$ 1,250.35
Supplies	Resource/Lab Computers	FTE	\$ 7,374.84
Supplies	WebCam/Headset-Microphone	FTE	\$ 32.12
Supplies	WebCam/Headset-Microphone	FTE	\$ 3.94
Supplies	WebCam/Headset-Microphone	FTE	\$ 23.25
Supplies	Table Throw	FTE	\$ 104.40
Supplies	Table Throw	FTE	\$ 12.81
Supplies	Table Throw	FTE	\$ 75.57
Utilities	Utilities	FTE	\$ 9,190.13
Utilities	Utilities	FTE	\$ 1,127.88
Utilities	Utilities	FTE	\$ 6,652.48
Communications	Telephones	FTE	\$ 376.00
Communications	Telephones	FTE	\$ 46.15
Communications	Telephones	FTE	\$ 272.18
Maintenance	Buiding Maintenance	Square Footage	\$ 3,649.68
Maintenance	Buiding Maintenance	Square Footage	\$ 447.92
Maintenance	Buiding Maintenance	Square Footage	\$ 2,641.90
Maintenance	Janitorial	FTE	\$ 866.46
Maintenance	Janitorial	FTE	\$ 106.34
Maintenance	Janitorial	FTE	\$ 627.20
Rentals and Insurance	Copier Rental	FTE	\$ 1,286.60
Rentals and Insurance	Copier Rental	FTE	\$ 157.90
Rentals and Insurance	Copier Rental	FTE	\$ 931.34
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 181.96
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 131.71
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 22.33
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 18,520.52
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 2,272.98
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 13,406.50
Communications	Electronic Signature	FTE	\$ 384.90
Communications	Electronic Signature	FTE	\$ 47.24
Communications	Electronic Signature	FTE	\$ 278.62
Communications	Internet	FTE	\$ 876.64
Communications	Internet	FTE	\$ 107.99
Communications	Internet	FTE	\$ 634.57
Communications	Chamber Membership	FTE	\$ 36.92
Communications	Chamber Membership	FTE	\$ 4.53
Communications	Chamber Membership	FTE	\$ 26.73
Salaries	One-Stop Operator	FTE	\$ 15,433.32
Benefits	One-Stop Operator	FTE	\$ 8,471.79
Salaries	One-Stop Operator	FTE	\$ 6,292.63
Benefits	One-Stop Operator	FTE	\$ 3,388.34
Salaries	One-Stop Operator	FTE	\$ 3,530.86

Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
Benefits	One-Stop Operator	FTE	\$ 1,901.23
Salaries	WIOA Staff	Direct	\$ 160,025.86
Salaries	WIOA Staff	Direct	\$ 64,003.25
Salaries	WIOA Staff	Direct	\$ 35,912.90
Benefits	WIOA Staff	Direct	\$ 80,088.58
Benefits	WIOA Staff	Direct	\$ 32,031.88
Benefits	WIOA Staff	Direct	\$ 17,973.42
Communications	Printing & Publications	FTE	\$ 615.62
Communications	Printing & Publications	FTE	\$ 246.22
Communications	Printing & Publications	FTE	\$ 138.16
Supplies	Postage	FTE	\$ 1,231.24
Supplies	Postage	FTE	\$ 492.44
Supplies	Postage	FTE	\$ 276.31
Communications	Electronic Signature	FTE	\$ 1,865.55
Communications	Electronic Signature	FTE	\$ 746.14
Communications	Electronic Signature	FTE	\$ 418.67
Communications	Internet	FTE	\$ 8,126.20
Communications	Internet	FTE	\$ 3,250.12
Communications	Internet	FTE	\$ 1,823.68
Third Party Professional	Computer Maintenance	FTE	\$ 13,728.36
Third Party Professional	Computer Maintenance	FTE	\$ 5,490.73
Third Party Professional	Computer Maintenance	FTE	\$ 3,080.91
Maintenance	Resource/Lab Computers	FTE	\$ 104.04
Maintenance	Resource/Lab Computers	FTE	\$ 41.61
Maintenance	Resource/Lab Computers	FTE	\$ 23.35
Supplies	WebCam/Headset-Microphone	FTE	\$ 36.54
Supplies	WebCam/Headset-Microphone	FTE	\$ 14.61
Supplies	WebCam/Headset-Microphone	FTE	\$ 8.20
Supplies	Table Throw	FTE	\$ 118.71
Supplies	Table Throw	FTE	\$ 47.48
Supplies	Table Throw	FTE	\$ 26.64
Rentals and Insurance	Copier Rental	FTE	\$ 4,924.97
Rentals and Insurance	Copier Rental	FTE	\$ 1,969.77
Rentals and Insurance	Copier Rental	FTE	\$ 1,105.26
Travel	WIOA Staff	Direct	\$ 5,540.59
Travel	WIOA Staff	Direct	\$ 2,215.99
Travel	WIOA Staff	Direct	\$ 1,243.42
Communications	Chamber Membership	FTE	\$ 41.99
Communications	Chamber Membership	FTE	\$ 16.79
Communications	Chamber Membership	FTE	\$ 9.42
401k- Hybrid Plan Reg Earn	JVSG-DVOP	Direct	\$ 4,739.73
401K Match	JVSG-DVOP	Direct	\$ 11.80
FICA	JVSG-DVOP	Direct	\$ 6,788.64
Group Life Insurance	JVSG-DVOP	Direct	\$ 123.60
Health Insurance	JVSG-DVOP	Direct	\$ 19,578.41
Intradepartmental Employee Benefit Distribution	JVSG-DVOP	Direct	\$ 1,230.69
Medicare FICA	JVSG-DVOP	Direct	\$ 1,587.68
OPEB Normal Cost	JVSG-DVOP	Direct	\$ 1,198.81
Retirement	JVSG-DVOP	Direct	\$ 11,545.31
Retirement Hybrid Plan	JVSG-DVOP	Direct	\$ 1,504.89
Internet Access Fees	JVSG-DVOP	Direct	\$ 212.65
Telecommunications	JVSG-DVOP	Direct	\$ 639.05
Data Processing Supplies	JVSG-DVOP	Direct	\$ 499.05
Rent or Lease of Data Processing Equipment	JVSG-DVOP	Direct	\$ 458.19
Indirect Cost Charges	JVSG-DVOP	Direct	\$ 22,015.07
Printing by Vendors	JVSG-DVOP	Direct	\$ 2.36
Data Processing Services	JVSG-DVOP	Direct	\$ 1,978.01
Rent or Lease of Buildings or Property from State Agencies	JVSG-DVOP	Direct	\$ 7,184.89
Telephone Billing	JVSG-DVOP	Direct	\$ 2,249.68
Intradepartmental Salary Distribution	JVSG-DVOP	Direct	\$ 1,678.35
Longevity	JVSG-DVOP	Direct	\$ 1,600.00
Paid Annual	JVSG-DVOP	Direct	\$ 6,187.47
Paid Holiday	JVSG-DVOP	Direct	\$ 6,234.17
Paid Sick Leave	JVSG-DVOP	Direct	\$ 4,088.41
Regular Salaries and Wages	JVSG-DVOP	Direct	\$ 95,255.15
P4Performance-One Time Payments	JVSG-DVOP	Direct	\$ 84.51
Office Supplies and Office Furniture	JVSG-DVOP	Direct	\$ 2,918.61
Document Destruction Services	JVSG-DVOP	Direct	\$ 29.48

Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
General Business Consulting Services	JVSG-DVOP	Direct	\$ 23,792.60
Payments for In-Service Training	JVSG-DVOP	Direct	\$ 26.27
In-State Lodging	JVSG-DVOP	Direct	\$ 2,739.05
In-State Meals and Incidentals	JVSG-DVOP	Direct	\$ 1,053.92
In-State Mileage	JVSG-DVOP	Direct	\$ 2,345.44
In-State Travel	JVSG-DVOP	Direct	\$ 379.80
Out-of-State Travel	JVSG-DVOP	Direct	\$ 11.12
Rent or Lease of Buildings from Non-State Agencies	JVSG-DVOP	Direct	\$ 6,257.33
Rent or Lease of Equipment	JVSG-DVOP	Direct	\$ 23.29
Rent or Lease of Reproduction Equipment	JVSG-DVOP	Direct	\$ 190.88
401k- Hybrid Plan Reg Earn	JVSG-LVER	Direct	\$ 4,688.05
401K Match	JVSG-LVER	Direct	\$ 6.36
FICA	JVSG-LVER	Direct	\$ 3,878.20
Group Life Insurance	JVSG-LVER	Direct	\$ 63.19
Health Insurance	JVSG-LVER	Direct	\$ 436.45
Medicare FICA	JVSG-LVER	Direct	\$ 907.00
OPEB Normal Cost	JVSG-LVER	Direct	\$ 67.35
Retirement	JVSG-LVER	Direct	\$ 795.33
Retirement Hybrid Plan	JVSG-LVER	Direct	\$ 1,454.20
Internet Access Fees	JVSG-LVER	Direct	\$ 166.03
Postal Charges	JVSG-LVER	Direct	\$ 16.93
Telecommunications	JVSG-LVER	Direct	\$ 539.36
Data Processing Services by Non-State Agencies	JVSG-LVER	Direct	\$ 2,160.00
Data Processing Supplies	JVSG-LVER	Direct	\$ 469.31
Rent or Lease of Data Processing Equipment	JVSG-LVER	Direct	\$ 239.72
Indirect Cost Charges	JVSG-LVER	Direct	\$ 10,107.75
Data Processing Services	JVSG-LVER	Direct	\$ 2,164.24
Rent or Lease of Buildings or Property from State Agencies	JVSG-LVER	Direct	\$ 3,626.67
Telephone Billing	JVSG-LVER	Direct	\$ 2,101.89
Administrative leave	JVSG-LVER	Direct	\$ 187.51
Paid Annual	JVSG-LVER	Direct	\$ 3,060.69
Paid Holiday	JVSG-LVER	Direct	\$ 2,894.99
Paid Sick Leave	JVSG-LVER	Direct	\$ 3,911.11
Regular Salaries and Wages	JVSG-LVER	Direct	\$ 52,163.29
Terminal Annual Leave	JVSG-LVER	Direct	\$ 470.77
P4Performance-One Time Payments	JVSG-LVER	Direct	\$ 55.29
Office Supplies and Office Furniture	JVSG-LVER	Direct	\$ 1,920.03
Document Destruction Services	JVSG-LVER	Direct	\$ 14.88
General Business Consulting Services	JVSG-LVER	Direct	\$ 21,513.05
Organizational Memberships/Dues	JVSG-LVER	Direct	\$ 25.33
Payments for In-Service Training	JVSG-LVER	Direct	\$ 19.28
Payments for Out-Service Training	JVSG-LVER	Direct	\$ 720.00
In-State Lodging	JVSG-LVER	Direct	\$ 186.59
In-State Meals and Incidentals	JVSG-LVER	Direct	\$ 70.49
In-State Mileage	JVSG-LVER	Direct	\$ 684.59
In-State Travel	JVSG-LVER	Direct	\$ 23.60
Out-of-State Travel	JVSG-LVER	Direct	\$ 7.56
Rent or Lease of Buildings from Non-State Agencies	JVSG-LVER	Direct	\$ 3,842.05
Rent or Lease of Equipment	JVSG-LVER	Direct	\$ 13.11
401K Match	RESEA-State	Direct	\$ 187.84
FICA	RESEA-State	Direct	\$ 1,767.43
Group Life Insurance	RESEA-State	Direct	\$ 33.44
Health Insurance	RESEA-State	Direct	\$ 1,278.05
Intradepartmental Employee Benefit Distribution	RESEA-State	Direct	\$ 408.33
Medicare FICA	RESEA-State	Direct	\$ 413.33
OPEB Normal Cost	RESEA-State	Direct	\$ 815.69
Retirement	RESEA-State	Direct	\$ 6,306.77
Internet Access Fees	RESEA-State	Direct	\$ 30.33
Telecommunications	RESEA-State	Direct	\$ 136.45
Data Processing Supplies	RESEA-State	Direct	\$ 100.87
Rent or Lease of Data Processing Equipment	RESEA-State	Direct	\$ 134.45
Indirect Cost Charges	RESEA-State	Direct	\$ 5,556.97
Printing by Vendors	RESEA-State	Direct	\$ 0.71
Data Processing Services	RESEA-State	Direct	\$ 592.15
Rent or Lease of Buildings or Property from State Agencies	RESEA-State	Direct	\$ 3,347.92
Telephone Billing	RESEA-State	Direct	\$ 1,932.47
Intradepartmental Salary Distribution	RESEA-State	Direct	\$ 1,219.80
Longevity	RESEA-State	Direct	\$ 806.17

Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
Paid Annual	RESEA-State	Direct	\$ 741.59
Paid Holiday	RESEA-State	Direct	\$ 2,158.88
Paid Sick Leave	RESEA-State	Direct	\$ 738.81
Regular Salaries and Wages	RESEA-State	Direct	\$ 24,335.64
P4Performance-One Time Payments	RESEA-State	Direct	\$ 43.21
Office Supplies and Office Furniture	RESEA-State	Direct	\$ 1,437.81
Document Destruction Services	RESEA-State	Direct	\$ 9.39
General Business Consulting Services	RESEA-State	Direct	\$ 5,051.71
Payments for In-Service Training	RESEA-State	Direct	\$ 13.15
In-State Lodging	RESEA-State	Direct	\$ 137.07
In-State Meals and Incidentals	RESEA-State	Direct	\$ 47.41
In-State Mileage	RESEA-State	Direct	\$ 48.32
In-State Travel	RESEA-State	Direct	\$ 17.68
Out-of-State Travel	RESEA-State	Direct	\$ 2.31
Rent or Lease of Buildings from Non-State Agencies	RESEA-State	Direct	\$ 2,748.07
Rent or Lease of Equipment	RESEA-State	Direct	\$ 10.16
Rent or Lease of Reproduction Equipment	RESEA-State	Direct	\$ 38.72
401k- Hybrid Plan Reg Earn	SNAP-State	Direct	\$ 2,112.48
401K Match	SNAP-State	Direct	\$ 144.24
FICA	SNAP-State	Direct	\$ 2,449.20
Group Life Insurance	SNAP-State	Direct	\$ 51.08
Health Insurance	SNAP-State	Direct	\$ 13,206.96
Intradepartmental Employee Benefit Distribution	SNAP-State	Direct	\$ 1,057.37
Medicare FICA	SNAP-State	Direct	\$ 572.75
OPEB Normal Cost	SNAP-State	Direct	\$ 477.13
Retirement	SNAP-State	Direct	\$ 1,540.19
Retirement Hybrid Plan	SNAP-State	Direct	\$ 874.95
Internet Access Fees	SNAP-State	Direct	\$ 38.33
Telecommunications	SNAP-State	Direct	\$ 161.45
Data Processing Supplies	SNAP-State	Direct	\$ 122.28
Rent or Lease of Data Processing Equipment	SNAP-State	Direct	\$ 179.92
Indirect Cost Charges	SNAP-State	Direct	\$ 8,807.55
Printing by Vendors	SNAP-State	Direct	\$ 0.88
Data Processing Services	SNAP-State	Direct	\$ 1,026.12
Rent or Lease of Buildings or Property from State Agencies	SNAP-State	Direct	\$ 4,404.13
Telephone Billing	SNAP-State	Direct	\$ 3,009.47
Family and Medical Leave	SNAP-State	Direct	\$ 4,241.01
Intradepartmental Salary Distribution	SNAP-State	Direct	\$ 551.36
Paid Annual	SNAP-State	Direct	\$ 2,103.16
Paid Holiday	SNAP-State	Direct	\$ 4,690.73
Paid Sick Leave	SNAP-State	Direct	\$ 1,561.56
Regular Salaries and Wages	SNAP-State	Direct	\$ 29,703.89
P4Performance-One Time Payments	SNAP-State	Direct	\$ 48.80
Office Supplies and Office Furniture	SNAP-State	Direct	\$ 1,588.24
Document Destruction Services	SNAP-State	Direct	\$ 12.45
General Business Consulting Services	SNAP-State	Direct	\$ 6,040.61
Payments for In-Service Training	SNAP-State	Direct	\$ 12.76
In-State Lodging	SNAP-State	Direct	\$ 138.04
In-State Meals and Incidentals	SNAP-State	Direct	\$ 415.41
In-State Mileage	SNAP-State	Direct	\$ 1,045.41
In-State Travel	SNAP-State	Direct	\$ 16.61
Out-of-State Travel	SNAP-State	Direct	\$ 2.95
Rent or Lease of Buildings from Non-State Agencies	SNAP-State	Direct	\$ 3,423.65
Rent or Lease of Equipment	SNAP-State	Direct	\$ 9.67
Rent or Lease of Reproduction Equipment	SNAP-State	Direct	\$ 48.95
401K Match	TAA	Direct	\$ 0.60
FICA	TAA	Direct	\$ 570.01
Group Life Insurance	TAA	Direct	\$ 8.49
Health Insurance	TAA	Direct	\$ 1,282.40
Medicare FICA	TAA	Direct	\$ 133.33
OPEB Normal Cost	TAA	Direct	\$ 206.16
Retirement	TAA	Direct	\$ 2,102.23
Telecommunications	TAA	Direct	\$ 28.77
Data Processing Supplies	TAA	Direct	\$ 24.08
Rent or Lease of Data Processing Equipment	TAA	Direct	\$ 61.84
Indirect Cost Charges	TAA	Direct	\$ 1,873.85
Data Processing Services	TAA	Direct	\$ 293.84
Rent or Lease of Buildings or Property from State Agencies	TAA	Direct	\$ 1,664.44

Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
Telephone Billing	TAA	Direct	\$ 96.53
Paid Annual	TAA	Direct	\$ 1,541.24
Paid Holiday	TAA	Direct	\$ 1,769.79
Paid Sick Leave	TAA	Direct	\$ 498.69
Regular Salaries and Wages	TAA	Direct	\$ 5,798.39
Office Supplies and Office Furniture	TAA	Direct	\$ 7.33
Document Destruction Services	TAA	Direct	\$ 3.51
General Business Consulting Services	TAA	Direct	\$ 891.99
In-State Lodging	TAA	Direct	\$ 5.33
In-State Meals and Incidentals	TAA	Direct	\$ 0.96
In-State Mileage	TAA	Direct	\$ 7.49
In-State Travel	TAA	Direct	\$ 0.52
Rent or Lease of Buildings from Non-State Agencies	TAA	Direct	\$ 213.12
Rent or Lease of Equipment	TAA	Direct	\$ 0.19
Data Processing Services	Wagner Peyser Staff	Direct	\$ 2,850.16
Rent or Lease of Buildings or Property from State Agencies	Wagner Peyser Staff	Direct	\$ 28,011.16
Telephone Billing	Wagner Peyser Staff	Direct	\$ 3,566.77
401k- Hybrid Plan Reg Earn	Wagner Peyser Staff	Direct	\$ 4,676.43
401K Match	Wagner Peyser Staff	Direct	\$ 5,778.49
FICA	Wagner Peyser Staff	Direct	\$ 19,448.12
Group Life Insurance	Wagner Peyser Staff	Direct	\$ 338.41
Health Insurance	Wagner Peyser Staff	Direct	\$ 47,348.21
Intradepartmental Employee Benefit Distribution	Wagner Peyser Staff	Direct	\$ 4,829.36
Medicare FICA	Wagner Peyser Staff	Direct	\$ 4,548.36
OPEB Normal Cost	Wagner Peyser Staff	Direct	\$ 7,101.59
Retirement	Wagner Peyser Staff	Direct	\$ 57,677.35
Retirement Hybrid Plan	Wagner Peyser Staff	Direct	\$ 1,553.65
Freight and Express Charges	Wagner Peyser Staff	Direct	\$ 59.67
Internet Access Fees	Wagner Peyser Staff	Direct	\$ 328.51
Telecommunications	Wagner Peyser Staff	Direct	\$ 1,024.79
Data Processing Services by Non-State Agencies	Wagner Peyser Staff	Direct	\$ 2,160.00
Data Processing Supplies	Wagner Peyser Staff	Direct	\$ 836.64
Rent or Lease of Data Processing Equipment	Wagner Peyser Staff	Direct	\$ 1,210.45
Indirect Cost Charges	Wagner Peyser Staff	Direct	\$ 65,996.33
Printing by Vendors	Wagner Peyser Staff	Direct	\$ 7.53
Photo and Film Processing	Wagner Peyser Staff	Direct	\$ 5.81
Data Processing Services	Wagner Peyser Staff	Direct	\$ 2,148.29
Printing and reproduction by State Agencies	Wagner Peyser Staff	Direct	\$ 20.33
Rent or Lease of Buildings or Property from State Agencies	Wagner Peyser Staff	Direct	\$ 9,486.12
Telephone Billing	Wagner Peyser Staff	Direct	\$ 4,335.05
Administrative Bereavement Leave with Pay	Wagner Peyser Staff	Direct	\$ 824.68
Family and Medical Leave	Wagner Peyser Staff	Direct	\$ 3,709.17
Intradepartmental Salary Distribution	Wagner Peyser Staff	Direct	\$ 10,176.75
Longevity	Wagner Peyser Staff	Direct	\$ 9,860.49
Paid Annual	Wagner Peyser Staff	Direct	\$ 22,417.32
Paid Holiday	Wagner Peyser Staff	Direct	\$ 14,317.91
Paid Sick Leave	Wagner Peyser Staff	Direct	\$ 15,081.71
Regular Salaries and Wages	Wagner Peyser Staff	Direct	\$ 260,039.31
P4Performance-One Time Payments	Wagner Peyser Staff	Direct	\$ 223.20
Office Supplies and Office Furniture	Wagner Peyser Staff	Direct	\$ 8,216.43
Operational Supplies	Wagner Peyser Staff	Direct	\$ 674.25
Training Supplies	Wagner Peyser Staff	Direct	\$ 14.72
Document Destruction Services	Wagner Peyser Staff	Direct	\$ 83.84
General Business Consulting Services	Wagner Peyser Staff	Direct	\$ 39,562.71
Payments for In-Service Training	Wagner Peyser Staff	Direct	\$ 87.19
In-State Lodging	Wagner Peyser Staff	Direct	\$ 2,013.80
In-State Meals and Incidentals	Wagner Peyser Staff	Direct	\$ 365.55
In-State Mileage	Wagner Peyser Staff	Direct	\$ 1,389.23
In-State Travel	Wagner Peyser Staff	Direct	\$ 130.68
Out-of-State Travel	Wagner Peyser Staff	Direct	\$ 26.08
Rent or Lease of Buildings from Non-State Agencies	Wagner Peyser Staff	Direct	\$ 20,776.07
Rent or Lease of Equipment	Wagner Peyser Staff	Direct	\$ 72.28
Rent or Lease of Reproduction Equipment	Wagner Peyser Staff	Direct	\$ 419.23
Rent or Lease of Buildings from Non-State Agencies	Wagner Peyser Staff	Square Footage	\$ 328,060.80
Salaries	AE Staff	Direct	\$ 24,840.00
Benefits	AE Staff	Direct	\$ 2,000.00
Salaries	VR Staff	Direct	\$ 37,170.00
Benefits	VR Staff	Direct	\$ 16,390.00

Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
Salaries	WIOA Staff	Direct	\$ 50.00
Salaries	WIOA Staff	Direct	\$ 50.00
Salaries	WIOA Staff	Direct	\$ 50.00
Benefits	WIOA Staff	Direct	\$ 32.00
Benefits	WIOA Staff	Direct	\$ 32.00
Benefits	WIOA Staff	Direct	\$ 32.00
Salaries	One-Stop Operator	FTE	\$ 16,738.77
Benefits	One-Stop Operator	FTE	\$ 9,013.18
Salaries	One-Stop Operator	FTE	\$ 2,708.97
Benefits	One-Stop Operator	FTE	\$ 1,458.68
Salaries	One-Stop Operator	FTE	\$ 6,109.07
Benefits	One-Stop Operator	FTE	\$ 3,289.50
Printing	Printing & Publications	FTE	\$ 2,989.25
Printing	Printing & Publications	FTE	\$ 483.78
Printing	Printing & Publications	FTE	\$ 1,090.97
Professional Services	Computer Maintenance	FTE	\$ 9,483.87
Professional Services	Computer Maintenance	FTE	\$ 1,534.85
Professional Services	Computer Maintenance	FTE	\$ 3,461.28
Supplies	Supplies	FTE	\$ 10,708.65
Supplies	Supplies	FTE	\$ 1,733.07
Supplies	Supplies	FTE	\$ 3,908.29
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 98.50
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 16.01
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 36.09
Supplies	Resource/Lab Computers	FTE	\$ 13,619.02
Supplies	Resource/Lab Computers	FTE	\$ 2,204.08
Supplies	Resource/Lab Computers	FTE	\$ 4,970.47
Supplies	WebCam/Headset-Microphone	FTE	\$ 38.87
Supplies	WebCam/Headset-Microphone	FTE	\$ 6.29
Supplies	WebCam/Headset-Microphone	FTE	\$ 14.19
Supplies	Table Throw	FTE	\$ 126.27
Supplies	Table Throw	FTE	\$ 20.44
Supplies	Table Throw	FTE	\$ 46.08
Rentals and Insurance	Copier Rental	FTE	\$ 1,637.41
Rentals and Insurance	Copier Rental	FTE	\$ 265.00
Rentals and Insurance	Copier Rental	FTE	\$ 597.60
Communications	Internet	FTE	\$ 5,576.17
Communications	Internet	FTE	\$ 902.44
Communications	Internet	FTE	\$ 2,035.11
Communications	Electronic Signature	FTE	\$ 685.65
Communications	Electronic Signature	FTE	\$ 110.96
Communications	Electronic Signature	FTE	\$ 250.24
Communications	Telephones	FTE	\$ 27,770.43
Communications	Telephones	FTE	\$ 4,494.32
Communications	Telephones	FTE	\$ 10,135.25
Utilities	Utilities	FTE	\$ 19,163.56
Utilities	Utilities	FTE	\$ 3,101.40
Utilities	Utilities	FTE	\$ 6,994.04
Maintenance	Building Maintenance	Square Footage	\$ 7,859.56
Maintenance	Building Maintenance	Square Footage	\$ 1,271.98
Maintenance	Building Maintenance	Square Footage	\$ 2,868.47
Maintenance	Janitorial	Square Footage	\$ 6,484.13
Maintenance	Janitorial	Square Footage	\$ 1,049.38
Maintenance	Janitorial	Square Footage	\$ 2,366.48
Maintenance	Sidewalk/Windows	Square Footage	\$ 1,257.53
Maintenance	Sidewalk/Windows	Square Footage	\$ 203.52
Maintenance	Sidewalk/Windows	Square Footage	\$ 458.95
Utilities	Alarm Monitoring	FTE	\$ 544.16
Utilities	Alarm Monitoring	FTE	\$ 88.07
Utilities	Alarm Monitoring	FTE	\$ 198.60
Rentals and Insurance	Copier Rental	FTE	\$ 935.66
Rentals and Insurance	Copier Rental	FTE	\$ 151.43
Rentals and Insurance	Copier Rental	FTE	\$ 341.48
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 70,736.01
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 11,447.80
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 25,816.19
Salaries	WIOA Staff	Direct	\$ 148,512.87
Salaries	WIOA Staff	Direct	\$ 24,035.07



Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
Salaries	WIOA Staff	Direct	\$ 54,202.06
Benefits	WIOA Staff	Direct	\$ 85,206.69
Benefits	WIOA Staff	Direct	\$ 13,789.70
Benefits	WIOA Staff	Direct	\$ 31,097.49
Salaries	VR Staff	Direct	\$ 39,600.00
Benefits	VR Staff	Direct	\$ 26,400.00
Printing	VR Staff	Direct	\$ 150.00
Communications	Telephones	Direct	\$ 1,413.00
Communications	Internet	Direct	\$ 497.00
Communications	Advertising	Direct	\$ 133.00
Supplies	Supplies	Direct	\$ 2,711.00
Professional Services	VR Staff	Direct	\$ 483.00
Supplies	VR Staff	Direct	\$ 2,483.00
401k- Hybrid Plan Reg Earn	JVSG-DVOP	Direct	\$ 1,258.49
401K Match	JVSG-DVOP	Direct	\$ 0.72
FICA	JVSG-DVOP	Direct	\$ 852.49
Group Life Insurance	JVSG-DVOP	Direct	\$ 16.93
Health Insurance	JVSG-DVOP	Direct	\$ 5,159.95
Intradepartmental Employee Benefit Distribution	JVSG-DVOP	Direct	\$ 1,647.95
Medicare FICA	JVSG-DVOP	Direct	\$ 199.37
OPEB Normal Cost	JVSG-DVOP	Direct	\$ 15.29
Retirement	JVSG-DVOP	Direct	\$ 167.32
Retirement Hybrid Plan	JVSG-DVOP	Direct	\$ 356.89
Telecommunications	JVSG-DVOP	Direct	\$ 201.21
Data Processing Supplies	JVSG-DVOP	Direct	\$ 198.36
Rent or Lease of Data Processing Equipment	JVSG-DVOP	Direct	\$ 45.20
Indirect Cost Charges	JVSG-DVOP	Direct	\$ 3,344.85
Other Maintenance and Services of Building by Non-State Agencies	JVSG-DVOP	Direct	\$ 482.60
Data Processing Services	JVSG-DVOP	Direct	\$ 872.21
Telephone Billing	JVSG-DVOP	Direct	\$ 119.29
Administrative Leave with Pay	JVSG-DVOP	Direct	\$ 1,162.67
Paid Annual	JVSG-DVOP	Direct	\$ 637.44
Paid Holiday	JVSG-DVOP	Direct	\$ 1,054.00
Paid Sick Leave	JVSG-DVOP	Direct	\$ 367.79
Regular Salaries and Wages	JVSG-DVOP	Direct	\$ 11,934.72
Office Supplies and Office Furniture	JVSG-DVOP	Direct	\$ 89.33
Document Destruction Services	JVSG-DVOP	Direct	\$ 6.63
General Business Consulting Services	JVSG-DVOP	Direct	\$ 833.48
In-State Lodging	JVSG-DVOP	Direct	\$ 25.20
In-State Meals and Incidentals	JVSG-DVOP	Direct	\$ 10.05
In-State Mileage	JVSG-DVOP	Direct	\$ 491.44
Out-of-State Travel	JVSG-DVOP	Direct	\$ 4.13
Electricity	JVSG-DVOP	Direct	\$ 637.95
Rent or Lease of Buildings from Non-State Agencies	JVSG-DVOP	Direct	\$ 3,157.17
401k- Hybrid Plan Reg Earn	JVSG-LVER	Direct	\$ 1,675.19
401K Match	JVSG-LVER	Direct	\$ 1.35
FICA	JVSG-LVER	Direct	\$ 1,197.71
Group Life Insurance	JVSG-LVER	Direct	\$ 27.39
Health Insurance	JVSG-LVER	Direct	\$ 138.80
Medicare FICA	JVSG-LVER	Direct	\$ 280.12
OPEB Normal Cost	JVSG-LVER	Direct	\$ 23.24
Retirement	JVSG-LVER	Direct	\$ 253.43
Retirement Hybrid Plan	JVSG-LVER	Direct	\$ 467.13
Internet Access Fees	JVSG-LVER	Direct	\$ 32.49
Telecommunications	JVSG-LVER	Direct	\$ 281.00
Data Processing Supplies	JVSG-LVER	Direct	\$ 201.92
Rent or Lease of Data Processing Equipment	JVSG-LVER	Direct	\$ 48.01
Indirect Cost Charges	JVSG-LVER	Direct	\$ 3,240.60
Other Maintenance and Services of Building by Non-State Agencies	JVSG-LVER	Direct	\$ 538.01
Janitorial/Custodial Services	JVSG-LVER	Direct	\$ 60.85
Data Processing Services	JVSG-LVER	Direct	\$ 1,298.93
Telephone Billing	JVSG-LVER	Direct	\$ 557.25
Administrative Leave with Pay	JVSG-LVER	Direct	\$ 699.03
Paid Annual	JVSG-LVER	Direct	\$ 626.40
Paid Holiday	JVSG-LVER	Direct	\$ 1,010.63
Paid Sick Leave	JVSG-LVER	Direct	\$ 710.45
Regular Salaries and Wages	JVSG-LVER	Direct	\$ 16,947.37
Office Supplies and Office Furniture	JVSG-LVER	Direct	\$ 131.89

Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
Document Destruction Services	JVSG-LVER	Direct	\$ 7.16
General Business Consulting Services	JVSG-LVER	Direct	\$ 1,164.49
Payments for Out-Service Training	JVSG-LVER	Direct	\$ 720.00
In-State Lodging	JVSG-LVER	Direct	\$ 21.76
In-State Meals and Incidentals	JVSG-LVER	Direct	\$ 8.68
In-State Mileage	JVSG-LVER	Direct	\$ 2,902.37
In-State Travel	JVSG-LVER	Direct	\$ 18.67
Out-of-State Travel	JVSG-LVER	Direct	\$ 3.56
Electricity	JVSG-LVER	Direct	\$ 778.37
Rent or Lease of Buildings from Non-State Agencies	JVSG-LVER	Direct	\$ 4,489.33
Rent or Lease of Reproduction Equipment	JVSG-LVER	Direct	\$ 40.28
401k- Hybrid Plan Reg Earn	RESEA-STATE	Direct	\$ 905.77
401K Match	RESEA-STATE	Direct	\$ 638.64
FICA	RESEA-STATE	Direct	\$ 2,277.97
Group Life Insurance	RESEA-STATE	Direct	\$ 35.17
Health Insurance	RESEA-STATE	Direct	\$ 7,014.40
Medicare FICA	RESEA-STATE	Direct	\$ 532.76
OPEB Normal Cost	RESEA-STATE	Direct	\$ 604.57
Retirement	RESEA-STATE	Direct	\$ 5,251.16
Retirement Hybrid Plan	RESEA-STATE	Direct	\$ 281.15
Internet Access Fees	RESEA-STATE	Direct	\$ 13.59
Telecommunications	RESEA-STATE	Direct	\$ 227.37
Data Processing Supplies	RESEA-STATE	Direct	\$ 242.45
Rent or Lease of Data Processing Equipment	RESEA-STATE	Direct	\$ 151.15
Indirect Cost Charges	RESEA-STATE	Direct	\$ 7,584.41
Other Maintenance and Services of Building by Non-State Agencies	RESEA-STATE	Direct	\$ 516.05
Data Processing Services	RESEA-STATE	Direct	\$ 2,994.52
Telephone Billing	RESEA-STATE	Direct	\$ 427.64
Paid Annual	RESEA-STATE	Direct	\$ 1,350.27
Paid Holiday	RESEA-STATE	Direct	\$ 269.80
Paid Sick Leave	RESEA-STATE	Direct	\$ 1,233.12
Regular Salaries and Wages	RESEA-STATE	Direct	\$ 31,509.92
Terminal Annual Leave	RESEA-STATE	Direct	\$ 4,373.21
P4Performance-One Time Payments	RESEA-STATE	Direct	\$ 27.04
Office Supplies and Office Furniture	RESEA-STATE	Direct	\$ 176.73
Document Destruction Services	RESEA-STATE	Direct	\$ 16.99
General Business Consulting Services	RESEA-STATE	Direct	\$ 577.79
Payments for In-Service Training	RESEA-STATE	Direct	\$ 8.83
In-State Lodging	RESEA-STATE	Direct	\$ 108.08
In-State Meals and Incidentals	RESEA-STATE	Direct	\$ 38.16
In-State Mileage	RESEA-STATE	Direct	\$ 70.43
In-State Travel	RESEA-STATE	Direct	\$ 11.41
Out-of-State Travel	RESEA-STATE	Direct	\$ 4.49
Electricity	RESEA-STATE	Direct	\$ 790.39
Rent or Lease of Buildings from Non-State Agencies	RESEA-STATE	Direct	\$ 4,687.28
Rent or Lease of Equipment	RESEA-STATE	Direct	\$ 6.67
401K Match	SNAP-STATE	Direct	\$ 391.43
FICA	SNAP-STATE	Direct	\$ 1,115.68
Group Life Insurance	SNAP-STATE	Direct	\$ 17.01
Health Insurance	SNAP-STATE	Direct	\$ 2,603.15
Medicare FICA	SNAP-STATE	Direct	\$ 260.97
OPEB Normal Cost	SNAP-STATE	Direct	\$ 413.87
Retirement	SNAP-STATE	Direct	\$ 4,056.75
Internet Access Fees	SNAP-STATE	Direct	\$ 5.51
Telecommunications	SNAP-STATE	Direct	\$ 95.45
Data Processing Supplies	SNAP-STATE	Direct	\$ 119.59
Rent or Lease of Data Processing Equipment	SNAP-STATE	Direct	\$ 83.55
Indirect Cost Charges	SNAP-STATE	Direct	\$ 3,690.81
Other Maintenance and Services of Building by Non-State Agencies	SNAP-STATE	Direct	\$ 230.40
Data Processing Services	SNAP-STATE	Direct	\$ 925.25
Telephone Billing	SNAP-STATE	Direct	\$ 213.65
Longevity	SNAP-STATE	Direct	\$ 892.93
Paid Annual	SNAP-STATE	Direct	\$ 79.21
Paid Holiday	SNAP-STATE	Direct	\$ 55.67
Paid Sick Leave	SNAP-STATE	Direct	\$ 14.04
Regular Salaries and Wages	SNAP-STATE	Direct	\$ 17,477.25
P4Performance-One Time Payments	SNAP-STATE	Direct	\$ 21.75
Office Supplies and Office Furniture	SNAP-STATE	Direct	\$ 93.99

Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
Document Destruction Services	SNAP-STATE	Direct	\$ 7.65
General Business Consulting Services	SNAP-STATE	Direct	\$ 100.13
Payments for In-Service Training	SNAP-STATE	Direct	\$ 6.48
In-State Lodging	SNAP-STATE	Direct	\$ 49.83
In-State Meals and Incidentals	SNAP-STATE	Direct	\$ 18.84
In-State Mileage	SNAP-STATE	Direct	\$ 27.59
In-State Travel	SNAP-STATE	Direct	\$ 6.60
Out-of-State Travel	SNAP-STATE	Direct	\$ 0.88
Electricity	SNAP-STATE	Direct	\$ 399.03
Rent or Lease of Buildings from Non-State Agencies	SNAP-STATE	Direct	\$ 2,341.75
Rent or Lease of Equipment	SNAP-STATE	Direct	\$ 4.24
Data Processing Services	TAA	Direct	\$ 184.40
401k- Hybrid Plan Reg Earn	TAA	Direct	\$ 594.75
401K Match	TAA	Direct	\$ 0.67
FICA	TAA	Direct	\$ 504.68
Group Life Insurance	TAA	Direct	\$ 11.04
Health Insurance	TAA	Direct	\$ 369.48
Intradepartmental Employee Benefit Distribution	TAA	Direct	\$ 254.31
Medicare FICA	TAA	Direct	\$ 118.05
OPEB Normal Cost	TAA	Direct	\$ 44.05
Retirement	TAA	Direct	\$ 385.89
Retirement Hybrid Plan	TAA	Direct	\$ 164.20
Internet Access Fees	TAA	Direct	\$ 7.77
Telecommunications	TAA	Direct	\$ 0.08
Data Processing Supplies	TAA	Direct	\$ 11.16
Rent or Lease of Data Processing Equipment	TAA	Direct	\$ 5.75
Indirect Cost Charges	TAA	Direct	\$ 1,490.27
Other Maintenance and Services of Building by Non-State Agencies	TAA	Direct	\$ 3.49
Janitorial/Custodial Services	TAA	Direct	\$ 0.01
Data Processing Services	TAA	Direct	\$ 186.01
Telephone Billing	TAA	Direct	\$ 3.09
Intradepartmental Salary Distribution	TAA	Direct	\$ 304.61
Longevity	TAA	Direct	\$ 649.67
Paid Annual	TAA	Direct	\$ 105.51
Paid Holiday	TAA	Direct	\$ 14.08
Paid Sick Leave	TAA	Direct	\$ 85.47
Regular Salaries and Wages	TAA	Direct	\$ 7,457.20
Office Supplies and Office Furniture	TAA	Direct	\$ 13.28
Document Destruction Services	TAA	Direct	\$ 0.61
General Business Consulting Services	TAA	Direct	\$ 69.56
In-State Lodging	TAA	Direct	\$ 15.71
In-State Meals and Incidentals	TAA	Direct	\$ 6.27
In-State Mileage	TAA	Direct	\$ 37.12
Out-of-State Travel	TAA	Direct	\$ 2.57
Electricity	TAA	Direct	\$ 55.40
Rent or Lease of Buildings from Non-State Agencies	TAA	Direct	\$ 202.15
Data Processing Services	WIOA Title III Staff	Direct	\$ 11,259.16
Telephone Billing	WIOA Title III Staff	Direct	\$ 1,163.16
401k- Hybrid Plan Reg Earn	WIOA Title III Staff	Direct	\$ 3,496.53
401K Match	WIOA Title III Staff	Direct	\$ 2,066.95
FICA	WIOA Title III Staff	Direct	\$ 13,645.11
Group Life Insurance	WIOA Title III Staff	Direct	\$ 217.25
Health Insurance	WIOA Title III Staff	Direct	\$ 55,920.07
Intradepartmental Employee Benefit Distribution	WIOA Title III Staff	Direct	\$ 5,240.25
Medicare FICA	WIOA Title III Staff	Direct	\$ 3,191.13
OPEB Normal Cost	WIOA Title III Staff	Direct	\$ 4,133.80
Retirement	WIOA Title III Staff	Direct	\$ 40,269.71
Retirement Hybrid Plan	WIOA Title III Staff	Direct	\$ 1,294.65
Internet Access Fees	WIOA Title III Staff	Direct	\$ 76.41
Telecommunications	WIOA Title III Staff	Direct	\$ 1,011.85
Data Processing Supplies	WIOA Title III Staff	Direct	\$ 1,455.69
Rent or Lease of Data Processing Equipment	WIOA Title III Staff	Direct	\$ 2,942.93
Indirect Cost Charges	WIOA Title III Staff	Direct	\$ 50,615.07
Other Maintenance and Services of Building by Non-State Agencies	WIOA Title III Staff	Direct	\$ 2,535.23
Data Processing Services	WIOA Title III Staff	Direct	\$ 805.64
Other	WIOA Title III Staff	Direct	\$ 907.89
Telephone Billing	WIOA Title III Staff	Direct	\$ 902.47
Intradepartmental Salary Distribution	WIOA Title III Staff	Direct	\$ 9,885.79

Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
Longevity	WIOA Title III Staff	Direct	\$ 5,657.40
Paid Annual	WIOA Title III Staff	Direct	\$ 16,993.56
Paid Holiday	WIOA Title III Staff	Direct	\$ 16,920.15
Paid Sick Leave	WIOA Title III Staff	Direct	\$ 14,728.87
Regular Salaries and Wages	WIOA Title III Staff	Direct	\$ 181,913.88
P4Performance-One Time Payments	WIOA Title III Staff	Direct	\$ 186.15
Office Supplies and Office Furniture	WIOA Title III Staff	Direct	\$ 1,441.04
Operational Supplies	WIOA Title III Staff	Direct	\$ 142.37
Document Destruction Services	WIOA Title III Staff	Direct	\$ 85.39
General Business Consulting Services	WIOA Title III Staff	Direct	\$ 1,554.76
Payments for In-Service Training	WIOA Title III Staff	Direct	\$ 57.93
In-State Lodging	WIOA Title III Staff	Direct	\$ 918.83
In-State Meals and Incidentals	WIOA Title III Staff	Direct	\$ 910.41
In-State Mileage	WIOA Title III Staff	Direct	\$ 5,665.40
In-State Travel	WIOA Title III Staff	Direct	\$ 77.33
Out-of-State Lodging	WIOA Title III Staff	Direct	\$ 1,145.23
Out-of-State Meals	WIOA Title III Staff	Direct	\$ 384.00
Out-of-State Travel	WIOA Title III Staff	Direct	\$ 17.51
Electricity	WIOA Title III Staff	Direct	\$ 4,270.53
Rent or Lease of Buildings from Non-State Agencies	WIOA Title III Staff	Direct	\$ 25,216.72
Rent or Lease of Equipment	WIOA Title III Staff	Direct	\$ 44.57
Salaries	AE Staff	Direct	\$ 17,835.00
Benefits	AE Staff	Direct	\$ 5,170.00
401K Match	Foreign Labor	Direct	\$ 0.12
FICA	Foreign Labor	Direct	\$ 21.09
Group Life Insurance	Foreign Labor	Direct	\$ 0.17
Health Insurance	Foreign Labor	Direct	\$ 41.84
Medicare FICA	Foreign Labor	Direct	\$ 4.95
OPEB Normal Cost	Foreign Labor	Direct	\$ 4.44
Retirement	Foreign Labor	Direct	\$ 77.19
Telecommunications	Foreign Labor	Direct	\$ 1.76
Data Processing Supplies	Foreign Labor	Direct	\$ 4.21
Rent or Lease of Data Processing Equipment	Foreign Labor	Direct	\$ 1.04
Indirect Cost Charges	Foreign Labor	Direct	\$ 67.69
Other Maintenance and Services of Building by Non-State Agencies	Foreign Labor	Direct	\$ 9.49
Data Processing Services	Foreign Labor	Direct	\$ 25.16
Telephone Billing	Foreign Labor	Direct	\$ 0.07
Paid Annual	Foreign Labor	Direct	\$ 0.29
Regular Salaries and Wages	Foreign Labor	Direct	\$ 352.55
Office Supplies and Office Furniture	Foreign Labor	Direct	\$ 6.61
Document Destruction Services	Foreign Labor	Direct	\$ 0.19
In-State Lodging	Foreign Labor	Direct	\$ 8.29
In-State Meals and Incidentals	Foreign Labor	Direct	\$ 2.01
In-State Mileage	Foreign Labor	Direct	\$ 1,558.92
In-State Travel	Foreign Labor	Direct	\$ 1.08
Electricity	Foreign Labor	Direct	\$ 12.25
Rent or Lease of Buildings from Non-State Agencies	Foreign Labor	Direct	\$ 62.83
Rent or Lease of Equipment	Foreign Labor	Direct	\$ 0.39
401k- Hybrid Plan Reg Earn	JVSG-CONS	Direct	\$ 1,406.84
401K Match	JVSG-CONS	Direct	\$ 1.00
FICA	JVSG-CONS	Direct	\$ 1,207.11
Group Life Insurance	JVSG-CONS	Direct	\$ 23.05
Health Insurance	JVSG-CONS	Direct	\$ 131.52
Intradepartmental Employee Benefit Distribution	JVSG-CONS	Direct	\$ -
Medicare FICA	JVSG-CONS	Direct	\$ 282.29
OPEB Normal Cost	JVSG-CONS	Direct	\$ 21.39
Retirement	JVSG-CONS	Direct	\$ 236.64
Retirement Hybrid Plan	JVSG-CONS	Direct	\$ 456.72
Telecommunications	JVSG-CONS	Direct	\$ 397.52
Data Processing Supplies	JVSG-CONS	Direct	\$ 4.99
Indirect Cost Charges	JVSG-CONS	Direct	\$ 3,133.45
Other Maintenance and Services of Building by Non-State Agencies	JVSG-CONS	Direct	\$ 12.17
Data Processing Services	JVSG-CONS	Direct	\$ 1,284.85
Telephone Billing	JVSG-CONS	Direct	\$ 721.59
Intradepartmental Salary Distribution	JVSG-CONS	Direct	\$ -
Paid Annual	JVSG-CONS	Direct	\$ 406.19
Paid Holiday	JVSG-CONS	Direct	\$ 919.00
Paid Sick Leave	JVSG-CONS	Direct	\$ 294.27

Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
Regular Salaries and Wages	JVSG-CONS	Direct	\$ 17,877.05
Terminal Annual Leave	JVSG-CONS	Direct	\$ -
Office Supplies and Office Furniture	JVSG-CONS	Direct	\$ 112.57
Document Destruction Services	JVSG-CONS	Direct	\$ 98.85
General Business Consulting Services	JVSG-CONS	Direct	\$ -
Payments for Out-Service Training	JVSG-CONS	Direct	\$ 720.00
In-State Lodging	JVSG-CONS	Direct	\$ 26.23
In-State Meals and Incidentals	JVSG-CONS	Direct	\$ 9.96
In-State Mileage	JVSG-CONS	Direct	\$ 51.56
Out-of-State Travel	JVSG-CONS	Direct	\$ 4.09
Electricity	JVSG-CONS	Direct	\$ 8.67
Rent or Lease of Buildings from Non-State Agencies	JVSG-CONS	Direct	\$ 107.39
Telephone Billing	JVSG-DVOP	Direct	\$ 140.00
Salaries	One-Stop Operator	FTE	\$ 18,273.35
Benefits	One-Stop Operator	FTE	\$ 9,839.50
Salaries	One-Stop Operator	FTE	\$ 3,115.48
Benefits	One-Stop Operator	FTE	\$ 1,677.57
Salaries	One-Stop Operator	FTE	\$ 4,167.98
Benefits	One-Stop Operator	FTE	\$ 2,244.30
Supplies	Resource/Lab Computers	FTE	\$ 7,079.80
Supplies	Resource/Lab Computers	FTE	\$ 1,207.06
Supplies	Resource/Lab Computers	FTE	\$ 1,614.84
Supplies	WebCam/Headset-Microphone	FTE	\$ 42.41
Supplies	WebCam/Headset-Microphone	FTE	\$ 7.23
Supplies	WebCam/Headset-Microphone	FTE	\$ 9.67
Supplies	Table Throw	FTE	\$ 137.85
Supplies	Table Throw	FTE	\$ 23.50
Supplies	Table Throw	FTE	\$ 31.44
Utilities	Utilities	FTE	\$ 2,860.58
Utilities	Utilities	FTE	\$ 487.71
Utilities	Utilities	FTE	\$ 652.47
Communications	Electronic Signature	FTE	\$ 307.28
Communications	Electronic Signature	FTE	\$ 52.39
Communications	Electronic Signature	FTE	\$ 70.09
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 229.52
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 39.13
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 52.35
Rentals and Insurance	Copier Rental	FTE	\$ 1,558.72
Rentals and Insurance	Copier Rental	FTE	\$ 265.75
Rentals and Insurance	Copier Rental	FTE	\$ 355.53
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 17,108.73
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 2,916.92
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 3,902.34
Communications	Internet	FTE	\$ 1,010.07
Communications	Internet	FTE	\$ 172.21
Communications	Internet	FTE	\$ 230.39
Communications	Telephones	FTE	\$ 635.76
Communications	Telephones	FTE	\$ 108.39
Communications	Telephones	FTE	\$ 145.01
Professional Services	Fire/Safety	FTE	\$ 24.13
Professional Services	Fire/Safety	FTE	\$ 4.11
Professional Services	Fire/Safety	FTE	\$ 5.50
Maintenance	Building Maintenance	Square Footage	\$ 3,825.66
Maintenance	Building Maintenance	Square Footage	\$ 652.25
Maintenance	Building Maintenance	Square Footage	\$ 872.60
Benefits	WIOA Staff	Direct	\$ 35,695.39
Benefits	WIOA Staff	Direct	\$ 6,085.83
Benefits	WIOA Staff	Direct	\$ 8,141.78
Salaries	WIOA Staff	Direct	\$ 55,770.70
Salaries	WIOA Staff	Direct	\$ 9,508.53
Salaries	WIOA Staff	Direct	\$ 12,720.77
Salaries	VR Staff	Direct	\$ 35,172.00
Benefits	VR Staff	Direct	\$ 18,055.00

## Tennessee

## E-STOP OPERATING BUDGET

Cost Pool	Cost Item	Allocation Base	Cost
Salaries	One-Stop Operator	FTE	\$ 13,919.67
Benefits	One-Stop Operator	FTE	\$ 7,495.21
Salaries	One-Stop Operator	FTE	\$ 2,332.53
Benefits	One-Stop Operator	FTE	\$ 1,255.98
Salaries	One-Stop Operator	FTE	\$ 9,304.61
Benefits	One-Stop Operator	FTE	\$ 5,010.18
Supplies	Resource/Lab Computers	FTE	\$ 8,628.83
Supplies	Resource/Lab Computers	FTE	\$ 1,445.94
Supplies	Resource/Lab Computers	FTE	\$ 5,767.95
Supplies	WebCam/Headset-Microphone	FTE	\$ 32.31
Supplies	WebCam/Headset-Microphone	FTE	\$ 5.41
Supplies	WebCam/Headset-Microphone	FTE	\$ 21.60
Supplies	Table Throw	FTE	\$ 105.00
Supplies	Table Throw	FTE	\$ 17.60
Supplies	Table Throw	FTE	\$ 70.19
Communications	Electronic Signature	FTE	\$ 168.05
Communications	Electronic Signature	FTE	\$ 28.16
Communications	Electronic Signature	FTE	\$ 112.34
Communications	Telephones	FTE	\$ 1,787.70
Communications	Telephones	FTE	\$ 299.57
Communications	Telephones	FTE	\$ 1,194.99
Maintenance	Building Maintenance	Square Footage	\$ 114.38
Maintenance	Building Maintenance	Square Footage	\$ 19.17
Maintenance	Building Maintenance	Square Footage	\$ 76.46
Rentals and Insurance	Copier Rental	FTE	\$ 1,603.18
Rentals and Insurance	Copier Rental	FTE	\$ 268.65
Rentals and Insurance	Copier Rental	FTE	\$ 1,071.65
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 90.41
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 15.15
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 60.44
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 17,646.85
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 2,957.10
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 11,796.05
Communications	Internet	FTE	\$ 1,066.65
Communications	Internet	FTE	\$ 178.74
Communications	Internet	FTE	\$ 713.01
Salaries	WIOA Staff	Direct	\$ 47,793.55
Salaries	WIOA Staff	Direct	\$ 8,008.82
Salaries	WIOA Staff	Direct	\$ 31,947.63
Benefits	WIOA Staff	Direct	\$ 28,075.04
Benefits	WIOA Staff	Direct	\$ 4,704.56
Benefits	WIOA Staff	Direct	\$ 18,766.78
Salaries	One-Stop Operator	FTE	\$ 13,943.68
Benefits	One-Stop Operator	FTE	\$ 7,508.14
Salaries	One-Stop Operator	FTE	\$ 2,800.95
Benefits	One-Stop Operator	FTE	\$ 1,508.20
Salaries	One-Stop Operator	FTE	\$ 8,812.19
Benefits	One-Stop Operator	FTE	\$ 4,745.02
Benefits	WIOA Staff	Direct	\$ 40,856.65
Salaries	WIOA Staff	Direct	\$ 63,834.38
Benefits	WIOA Staff	Direct	\$ 8,207.10
Salaries	WIOA Staff	Direct	\$ 12,822.83
Benefits	WIOA Staff	Direct	\$ 25,820.75
Salaries	WIOA Staff	Direct	\$ 40,342.50
Supplies	Resource/Lab Computers	FTE	\$ 5,942.56
Supplies	Resource/Lab Computers	FTE	\$ 1,193.71
Supplies	Resource/Lab Computers	FTE	\$ 3,755.60
Supplies	WebCam/Headset-Microphone	FTE	\$ 32.36
Supplies	WebCam/Headset-Microphone	FTE	\$ 6.50
Supplies	WebCam/Headset-Microphone	FTE	\$ 20.45
Supplies	Table Throw	FTE	\$ 105.19
Supplies	Table Throw	FTE	\$ 21.31
Supplies	Table Throw	FTE	\$ 66.48

Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
Utilities	Utilities	FTE	\$ 10,882.33
Utilities	Utilities	FTE	\$ 2,185.99
Utilities	Utilities	FTE	\$ 6,877.46
Professional Services	Security/Monitoring	FTE	\$ 374.50
Professional Services	Security/Monitoring	FTE	\$ 75.23
Professional Services	Security/Monitoring	FTE	\$ 236.68
Communications	Chamber Membership	FTE	\$ 37.20
Communications	Chamber Membership	FTE	\$ 7.47
Communications	Chamber Membership	FTE	\$ 23.51
Communications	Electronic Signature	FTE	\$ 348.71
Communications	Electronic Signature	FTE	\$ 70.05
Communications	Electronic Signature	FTE	\$ 220.38
Communications	Internet/Telephone	FTE	\$ 1,680.98
Communications	Internet/Telephone	FTE	\$ 337.67
Communications	Internet/Telephone	FTE	\$ 1,062.35
Maintenance	Buiding Maintenance	Square Footage	\$ 3,510.91
Maintenance	Buiding Maintenance	Square Footage	\$ 705.26
Maintenance	Buiding Maintenance	Square Footage	\$ 2,218.84
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 253.16
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 50.85
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 159.99
Maintenance	Pest Control	Square Footage	\$ 294.52
Maintenance	Pest Control	Square Footage	\$ 59.18
Maintenance	Pest Control	Square Footage	\$ 186.20
Rentals and Insurance	Copier Rental	FTE	\$ 1,870.50
Rentals and Insurance	Copier Rental	FTE	\$ 375.74
Rentals and Insurance	Copier Rental	FTE	\$ 1,182.12
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 1,961.44
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 3,945.49
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 12,413.08
401k- Hybrid Plan Reg Earn	RESEA - State	Direct	\$ 390.99
401K Match	RESEA - State	Direct	\$ 22.12
FICA	RESEA - State	Direct	\$ 1,289.23
Group Life Insurance	RESEA - State	Direct	\$ 23.91
Health Insurance	RESEA - State	Direct	\$ 5,430.21
Medicare FICA	RESEA - State	Direct	\$ 301.55
OPEB Normal Cost	RESEA - State	Direct	\$ 506.00
Retirement	RESEA - State	Direct	\$ 3,879.61
Retirement Hybrid Plan	RESEA - State	Direct	\$ 110.36
Internet Access Fees	RESEA - State	Direct	\$ 6.01
Telecommunications	RESEA - State	Direct	\$ 575.88
Data Processing Supplies	RESEA - State	Direct	\$ 245.00
Rent or Lease of Data Processing Equipment	RESEA - State	Direct	\$ 785.83
Indirect Cost Charges	RESEA - State	Direct	\$ 4,590.29
Data Processing Services	RESEA - State	Direct	\$ 1,150.31
Rent or Lease of Buildings or Property from State Agencies	RESEA - State	Direct	\$ 13,117.15
Telephone Billing	RESEA - State	Direct	\$ 477.88
Paid Annual	RESEA - State	Direct	\$ 180.43
Paid Holiday	RESEA - State	Direct	\$ 85.45
Paid Sick Leave	RESEA - State	Direct	\$ 84.95
Regular Salaries and Wages	RESEA - State	Direct	\$ 21,721.27
P4Performance-One Time Payments	RESEA - State	Direct	\$ 51.88
Office Supplies and Office Furniture	RESEA - State	Direct	\$ 75.80
Document Destruction Services	RESEA - State	Direct	\$ 6.75
Payments for In-Service Training	RESEA - State	Direct	\$ 13.00
In-State Lodging	RESEA - State	Direct	\$ 160.29
In-State Meals and Incidentals	RESEA - State	Direct	\$ 52.00
In-State Mileage	RESEA - State	Direct	\$ 34.95
In-State Travel	RESEA - State	Direct	\$ 22.39
Out-of-State Travel	RESEA - State	Direct	\$ 0.67
Rent or Lease of Buildings from Non-State Agencies	RESEA - State	Direct	\$ 1,722.08
Rent or Lease of Equipment	RESEA - State	Direct	\$ 11.81
Rent or Lease of Reproduction Equipment	RESEA - State	Direct	\$ 2.13

Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
Salaries	One-Stop Operator	FTE	\$ 10,463.61
Benefits	One-Stop Operator	FTE	\$ 5,634.25
Salaries	WIOA Staff	Direct	\$ 15,967.59
Benefits	WIOA Staff	Direct	\$ 10,219.87
Communications	Electronic Signature	FTE	\$ 297.77
Communications	Telephones	FTE	\$ 945.28
Supplies	Resource/Lab Computers	FTE	\$ 5,270.21
Supplies	Table Throw	FTE	\$ 78.93
Supplies	WebCam/Headset-Microphone	FTE	\$ 24.29
Salaries	One-Stop Operator	FTE	\$ 1,638.89
Benefits	One-Stop Operator	FTE	\$ 882.48
Salaries	WIOA Staff	Direct	\$ 2,500.97
Benefits	WIOA Staff	Direct	\$ 1,600.72
Communications	Electronic Signature	FTE	\$ 46.64
Communications	Telephones	FTE	\$ 148.06
Supplies	Resource/Lab Computers	FTE	\$ 825.46
Supplies	Table Throw	FTE	\$ 12.36
Supplies	WebCam/Headset-Microphone	FTE	\$ 3.80
Salaries	One-Stop Operator	FTE	\$ 13,454.32
Benefits	One-Stop Operator	FTE	\$ 7,244.63
Salaries	WIOA Staff	Direct	\$ 20,531.44
Benefits	WIOA Staff	Direct	\$ 13,140.91
Communications	Electronic Signature	FTE	\$ 382.87
Communications	Telephones	FTE	\$ 1,215.46
Supplies	Resource/Lab Computers	FTE	\$ 6,776.54
Supplies	Table Throw	FTE	\$ 101.49
Supplies	WebCam/Headset-Microphone	FTE	\$ 31.23
Data Processing Services	WIOA Title III Staff	Direct	\$ 6,149.01
Rent or Lease of Buildings or Property from State Agencies	WIOA Title III Staff	Direct	\$ 109,411.43
Telephone Billing	WIOA Title III Staff	Direct	\$ 3,157.63
401k- Hybrid Plan Reg Earn	WIOA Title III Staff	Direct	\$ 4,398.73
401K Match	WIOA Title III Staff	Direct	\$ 443.32
FICA	WIOA Title III Staff	Direct	\$ 5,916.91
Group Life Insurance	WIOA Title III Staff	Direct	\$ 109.84
Health Insurance	WIOA Title III Staff	Direct	\$ 24,716.64
Intradepartmental Employee Benefit Distribution	WIOA Title III Staff	Direct	\$ 59.57
Medicare FICA	WIOA Title III Staff	Direct	\$ 1,383.77
OPEB Normal Cost	WIOA Title III Staff	Direct	\$ 1,097.73
Retirement	WIOA Title III Staff	Direct	\$ 9,062.57
Retirement Hybrid Plan	WIOA Title III Staff	Direct	\$ 1,501.16
Internet Access Fees	WIOA Title III Staff	Direct	\$ 180.16
Telecommunications	WIOA Title III Staff	Direct	\$ 1,465.60
Data Processing Supplies	WIOA Title III Staff	Direct	\$ 661.20
Rent or Lease of Data Processing Equipment	WIOA Title III Staff	Direct	\$ 2,367.80
Indirect Cost Charges	WIOA Title III Staff	Direct	\$ 20,307.57
Printing and reproduction by State Agencies	WIOA Title III Staff	Direct	\$ 95.69
Telephone Billing	WIOA Title III Staff	Direct	\$ 1,113.80
Longevity	WIOA Title III Staff	Direct	\$ 1,600.00
Paid Annual	WIOA Title III Staff	Direct	\$ 5,521.31
Paid Holiday	WIOA Title III Staff	Direct	\$ 6,507.55
Paid Sick Leave	WIOA Title III Staff	Direct	\$ 3,300.12
Regular Salaries and Wages	WIOA Title III Staff	Direct	\$ 83,356.61
P4Performance-One Time Payments	WIOA Title III Staff	Direct	\$ 1,786.07
Office Supplies and Office Furniture	WIOA Title III Staff	Direct	\$ 258.91
Operational Supplies	WIOA Title III Staff	Direct	\$ 134.20
Document Destruction Services	WIOA Title III Staff	Direct	\$ 21.47
Payments for In-Service Training	WIOA Title III Staff	Direct	\$ 26.75
In-State Lodging	WIOA Title III Staff	Direct	\$ 297.79
In-State Meals and Incidentals	WIOA Title III Staff	Direct	\$ 368.08
In-State Mileage	WIOA Title III Staff	Direct	\$ 2,564.93
In-State Travel	WIOA Title III Staff	Direct	\$ 33.87
Out-of-State Travel	WIOA Title III Staff	Direct	\$ 9.69
Rent or Lease of Buildings from Non-State Agencies	WIOA Title III Staff	Direct	\$ 5,923.04



Tennessee			
E-STOP OPERATING BUDGET			
Cost Pool	Cost Item	Allocation Base	Cost
Rent or Lease of Equipment	WIOA Title III Staff	Direct	\$ 19.91
Rent or Lease of Reproduction Equipment	WIOA Title III Staff	Direct	\$ 63.11
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 80,864.40
Salaries	One-Stop Operator	FTE	\$ 13,667.94
Benefits	One-Stop Operator	FTE	\$ 7,359.66
Salaries	One-Stop Operator	FTE	\$ 1,007.94
Benefits	One-Stop Operator	FTE	\$ 542.74
Salaries	One-Stop Operator	FTE	\$ 10,880.94
Benefits	One-Stop Operator	FTE	\$ 5,858.97
Salaries	WIOA Staff	Direct	\$ 41,714.86
Salaries	WIOA Staff	Direct	\$ 3,076.25
Salaries	WIOA Staff	Direct	\$ 33,208.89
Benefits	WIOA Staff	Direct	\$ 26,699.12
Benefits	WIOA Staff	Direct	\$ 1,968.92
Benefits	WIOA Staff	Direct	\$ 21,254.97
Salaries	RESEA Staff	Direct	\$ 6,924.31
Benefits	RESEA Staff	Direct	\$ 2,949.28
Communications	Electronic Signature	FTE	\$ 120.81
Communications	Electronic Signature	FTE	\$ 8.91
Communications	Electronic Signature	FTE	\$ 96.18
Communications	Internet/Telephone	FTE	\$ 1,327.94
Communications	Internet/Telephone	FTE	\$ 97.93
Communications	Internet/Telephone	FTE	\$ 1,057.17
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 45.46
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 3.35
Rentals and Insurance	Insurance-Contents	Square Footage	\$ 36.19
Supplies	Resource/Lab Computers	FTE	\$ 1,588.65
Supplies	Resource/Lab Computers	FTE	\$ 117.15
Supplies	Resource/Lab Computers	FTE	\$ 1,264.71
Supplies	WebCam/Headset-Microphone	FTE	\$ 31.72
Supplies	WebCam/Headset-Microphone	FTE	\$ 2.34
Supplies	WebCam/Headset-Microphone	FTE	\$ 25.26
Supplies	Table Throw	FTE	\$ 103.11
Supplies	Table Throw	FTE	\$ 7.60
Supplies	Table Throw	FTE	\$ 82.08
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 6,674.38
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 92.20
Rentals and Insurance	Building Lease/Rent	Square Footage	\$ 5,313.42
Salaries	One-Stop Operator	FTE	\$ 12,406.50
Benefits	One-Stop Operator	FTE	\$ 6,680.42
Salaries	One-Stop Operator	FTE	\$ 46.68
Benefits	One-Stop Operator	FTE	\$ 25.14
Salaries	One-Stop Operator	FTE	\$ 13,103.64
Benefits	One-Stop Operator	FTE	\$ 7,055.80
Salaries	WIOA Staff	Direct	\$ 61,530.50
Salaries	WIOA Staff	Direct	\$ 231.53
Salaries	WIOA Staff	Direct	\$ 64,987.97
Benefits	WIOA Staff	Direct	\$ 37,140.57
Benefits	WIOA Staff	Direct	\$ 139.75
Benefits	WIOA Staff	Direct	\$ 39,227.55
Maintenance	Janitorial	FTE	\$ 2,669.96
Maintenance	Janitorial	FTE	\$ 10.05
Maintenance	Janitorial	FTE	\$ 2,819.99
Communications	Electronic Signature	FTE	\$ 371.78
Communications	Electronic Signature	FTE	\$ 1.40
Communications	Electronic Signature	FTE	\$ 392.67
Communications	Telephones	FTE	\$ 1,351.75
Communications	Telephones	FTE	\$ 5.09
Communications	Telephones	FTE	\$ 1,427.71
Maintenance	Building Maintenance	Square Footage	\$ 623.30
Maintenance	Building Maintenance	Square Footage	\$ 2.35
Maintenance	Building Maintenance	Square Footage	\$ 658.32
Rentals and Insurance	Copier Rental	FTE	\$ 446.42

Tennessee

E-STOP OPERATING BUDGET

Cost Pool	Cost Item	Allocation Base	Cost
Rentals and Insurance	Copier Rental	FTE	\$ 1.76
Rentals and Insurance	Copier Rental	FTE	\$ 492.63
Utilities	Internet	FTE	\$ 317.01
Utilities	Internet	FTE	\$ 1.19
Utilities	Internet	FTE	\$ 334.83
Supplies	Resource/Lab Computers	FTE	\$ 3,845.41
Supplies	Resource/Lab Computers	FTE	\$ 14.47
Supplies	Resource/Lab Computers	FTE	\$ 4,061.48
Supplies	WebCam/Headset-Microphone	FTE	\$ 28.80
Supplies	WebCam/Headset-Microphone	FTE	\$ 0.11
Supplies	WebCam/Headset-Microphone	FTE	\$ 30.41
Utilities	Utilities	FTE	\$ 740.71
Utilities	Utilities	FTE	\$ 2.79
Utilities	Utilities	FTE	\$ 782.33
			<b>\$ 6,451,520.28</b>

Cost Allocation and Partner Contributions - A County

Row Labels	Cost
Direct	\$ 4,814,463.68
Non-Shared Direct	\$ 4,814,463.68
Alcoa	\$ 649,797.79
Rockwood	\$ 191,884.21
Knoxville	\$ 1,707,008.69
Morristown	\$ 1,147,445.98
Oak Ridge	\$ 211,246.96
Oneida	\$ 139,296.38
Sevierville	\$ 426,483.19
Tazewell	\$ 137,796.60
Wartburg	\$ 203,257.87
Maynardville	\$ 246.00
FTE	\$ 858,479.00
Infrastructure Costs	\$ 465,597.20
Alcoa	\$ 105,131.52
Rockwood	\$ 38,993.03
Jacksboro	\$ 43,104.11
Knoxville	\$ 50,019.73
Morristown	\$ 142,418.70
Oak Ridge	\$ 19,099.89
Oneida	\$ 24,587.52
Sevierville	\$ 16,160.39
Tazewell	\$ 5,931.56
Wartburg	\$ 20,150.75
Additional Costs	\$ 392,881.80
Alcoa	\$ 39,318.19
Rockwood	\$ 39,318.18
Jacksboro	\$ 39,318.18
Knoxville	\$ 39,018.17
Morristown	\$ 39,318.17
Oak Ridge	\$ 39,318.18
Oneida	\$ 39,318.18
Sevierville	\$ 39,318.18
Tazewell	\$ 39,318.19
Wartburg	\$ 39,318.18
Square Footage	\$ 778,577.60
Infrastructure Costs	\$ 778,577.60
Alcoa	\$ 94,822.90
Rockwood	\$ 25,758.92
Jacksboro	\$ 41,275.50
Knoxville	\$ 328,060.80
Morristown	\$ 131,970.60
Oak Ridge	\$ 29,599.50
Oneida	\$ 32,776.01

Sevierville	\$	80,864.40
Tazewell	\$	12,165.00
Wartburg	\$	1,283.97
<b>Grand Total</b>		<b>\$ 6,451,520.28</b>

**Full- Time Equivalent (FTE)<sup>1</sup>**

Partner Program	Location	# of Staff	Weekly Staff Hours	FTEs	% of Total FTEs	FTE Cost	FTE Cost Breakdown by Cost Category	
							Infrastructure Costs	Additional Costs
WIOA Title I - Adult	Alcoa	3	60.92	1.62	18%	\$ 26,625.95	\$ 19,378.55	\$ 7,247.40
WIOA Title I - Dislocated Worker	Alcoa	3	7.48	0.20	2%	\$ 3,269.24	\$ 2,379.38	\$ 889.86
WIOA Title I - Youth	Alcoa	3	44.10	1.18	13%	\$ 19,274.53	\$ 14,028.14	\$ 5,246.39
WIOA Title II Adult Education	Alcoa	4	49.00	1.31	15%	\$ 21,416.14	\$ 15,586.82	\$ 5,829.32
WIOA Title III Wagner-Peyser Employment Services	Alcoa	5	109.00	2.91	33%	\$ 47,640.00	\$ 34,672.73	\$ 12,967.27
RESEA - State	Alcoa	1	22.50	0.60	7%	\$ 9,833.94	\$ 7,157.21	\$ 2,676.73
SNAP - State	Alcoa	1	37.50	1.00	11%	\$ 16,389.91	\$ 11,928.69	\$ 4,461.22
WIOA Title I - Adult	Rockwood	2	60.92	1.62	27%	\$ 21,441.43	\$ 10,676.20	\$ 10,765.23
WIOA Title I - Dislocated Worker	Rockwood	1	7.48	0.20	3%	\$ 2,632.66	\$ 1,310.87	\$ 1,321.80
WIOA Title I - Youth	Rockwood	1	44.10	1.18	20%	\$ 15,521.46	\$ 7,728.51	\$ 7,792.95
WIOA Title II - Adult Education	Rockwood	3	65.00	1.73	29%	\$ 22,877.43	\$ 11,391.22	\$ 11,486.21
RESEA - Local	Rockwood	1	7.50	0.20	3%	\$ 2,639.70	\$ 1,314.37	\$ 1,325.33
SNAP - State	Rockwood	1	37.50	1.00	17%	\$ 13,198.52	\$ 6,571.86	\$ 6,626.66
WIOA Title I - Adult	Jacksboro	1	30.00	0.80	19%	\$ 16,004.33	\$ 8,369.73	\$ 7,634.60
WIOA Title I - Dislocated Worker	Jacksboro	1	37.50	1.00	24%	\$ 20,005.41	\$ 10,462.16	\$ 9,543.25
WIOA Title I - Youth	Jacksboro	1	37.50	1.00	24%	\$ 20,005.41	\$ 10,462.16	\$ 9,543.25
WIOA Title II - Adult Education	Jacksboro	3	42.00	1.12	27%	\$ 22,406.06	\$ 11,717.62	\$ 10,688.44
RESEA - Local	Jacksboro	1	7.50	0.20	5%	\$ 4,001.08	\$ 2,092.43	\$ 1,908.65
WIOA Title I - Adult	Knoxville	3	138.51	3.69	12.94%	\$ 11,525.83	\$ 6,474.98	\$ 5,050.85
WIOA Title I - Dislocated Worker	Knoxville	2	55.40	1.48	5.18%	\$ 4,610.00	\$ 2,589.81	\$ 2,020.19
WIOA Title I - Youth	Knoxville	1	31.09	0.83	2.91%	\$ 2,587.09	\$ 1,453.38	\$ 1,133.71
WIOA Title II - Adult Education	Knoxville	2	57.50	1.53	5.37%	\$ 4,784.75	\$ 2,687.98	\$ 2,096.77
RESEA - State	Knoxville	1	37.50	1.00	3.50%	\$ 3,120.49	\$ 1,753.03	\$ 1,367.46
JVSG - DVOP	Knoxville	3	112.50	3.00	10.51%	\$ 9,361.46	\$ 5,259.08	\$ 4,102.38
JVSG - LVER	Knoxville	2	75.00	2.00	7.01%	\$ 6,240.97	\$ 3,506.06	\$ 2,734.92
SNAP - State	Knoxville	1	37.50	1.00	3.50%	\$ 3,120.49	\$ 1,753.03	\$ 1,367.46
Ticket to Work	Knoxville	1	37.50	1.00	3.50%	\$ 3,120.49	\$ 1,753.03	\$ 1,367.46
WIOA Title IV - Vocational Rehabilitation	Knoxville	2	75.00	2.00	7.01%	\$ 6,240.97	\$ 3,506.06	\$ 2,734.92
TAA	Knoxville	1	37.50	1.00	3.50%	\$ 3,120.49	\$ 1,753.03	\$ 1,367.46
WIOA Title III - Wagner Peyser	Knoxville	10	375.00	10.00	35.05%	\$ 31,204.87	\$ 17,530.28	\$ 13,674.59
WIOA Title I - Adult	Morristown	3	122.81	3.27	20.45%	\$ 37,157.63	\$ 29,118.70	\$ 8,038.93
WIOA Title I - Dislocated Worker	Morristown	1	19.87	0.53	3.31%	\$ 6,011.91	\$ 4,711.25	\$ 1,300.66
WIOA Title I - Youth	Morristown	1	42.98	1.15	7.16%	\$ 13,004.11	\$ 10,190.72	\$ 2,813.40
WIOA Title II - Adult Education	Morristown	1	12.00	0.32	2.00%	\$ 3,630.74	\$ 2,845.24	\$ 785.50
WIOA Title IV - Vocational Rehabilitation	Morristown	1	37.50	1.00	6.24%	\$ 11,346.07	\$ 8,891.39	\$ 2,454.69
WIOA Title III - Wagner Peyser	Morristown	7	262.50	7.00	43.70%	\$ 79,422.52	\$ 62,239.72	\$ 17,182.80
TAA	Morristown	1	37.50	1.00	6.24%	\$ 11,346.07	\$ 8,891.39	\$ 2,454.69
SNAP - State	Morristown	1	12.50	0.33	2.08%	\$ 3,782.02	\$ 2,963.80	\$ 818.23
RESEA - State	Morristown	1	12.50	0.33	2.08%	\$ 3,782.02	\$ 2,963.80	\$ 818.23
JVSG - DVOP	Morristown	1	12.50	0.33	2.08%	\$ 3,782.02	\$ 2,963.80	\$ 818.23
JVSG - LVER	Morristown	2	28.00	0.75	4.66%	\$ 8,471.74	\$ 6,638.90	\$ 1,832.83
WIOA Title I - Adult	Oak Ridge	1	53.6	1.43	36%	\$ 20,878.90	\$ 6,826.39	\$ 14,052.51
WIOA Title I - Dislocated Worker	Oak Ridge	1	9.14	0.24	6%	\$ 3,560.32	\$ 1,164.05	\$ 2,396.27
WIOA Title I - Youth	Oak Ridge	1	12.23	0.33	8%	\$ 4,763.97	\$ 1,557.59	\$ 3,206.38
WIOA Title IV - Vocational Rehabilitation	Oak Ridge	1	37.5	1	25%	\$ 14,607.44	\$ 4,775.93	\$ 9,831.51
JVSG - CONS	Oak Ridge	1	37.5	1	25%	\$ 14,607.44	\$ 4,775.93	\$ 9,831.51
WIOA Title I - Adult	Oneida	1	40.85	1.09	54%	\$ 34,802.66	\$ 13,390.22	\$ 21,412.45
WIOA Title I - Dislocated Worker	Oneida	1	6.85	0.183	9%	\$ 5,835.94	\$ 2,245.36	\$ 3,590.58
WIOA Title I - Youth	Oneida	1	27.31	0.728	36%	\$ 23,267.09	\$ 8,951.94	\$ 14,315.15
WIOA Title I - Adult	Sevierville	1	15.35	0.409	6%	\$ 3,366.13	\$ 980.52	\$ 2,385.60
WIOA Title I - Dislocated Worker	Sevierville	1	2.4	0.064	1%	\$ 526.30	\$ 153.31	\$ 372.99
WIOA Title I - Youth	Sevierville	1	19.74	0.526	8%	\$ 4,328.82	\$ 1,260.94	\$ 3,067.87
WIOA Title II - Adult Education	Sevierville	1	28	0.747	11%	\$ 6,140.16	\$ 1,788.57	\$ 4,351.59
WIOA Title III - Wagner Peyser	Sevierville	5	165	4.400	65%	\$ 36,183.11	\$ 10,539.80	\$ 25,643.30
RESEA - State	Sevierville	1	22.5	0.600	9%	\$ 4,934.06	\$ 1,437.25	\$ 3,496.81
WIOA Title I - Adult	Tazewell	1	28.08	0.749	37%	\$ 16,941.51	\$ 2,220.78	\$ 14,720.73
WIOA Title I - Dislocated Worker	Tazewell	1	2.07	0.055	3%	\$ 1,248.89	\$ 163.71	\$ 1,085.18
WIOA Title I - Youth	Tazewell	1	22.35	0.596	30%	\$ 13,484.43	\$ 1,767.60	\$ 11,716.82
RESEA - Local	Tazewell	1	22.5	0.600	30%	\$ 13,574.93	\$ 1,779.47	\$ 11,795.46
WIOA Title I - Adult	Wartburg	1	72.82	1.9419	42.34%	\$ 25,177.49	\$ 8,531.27	\$ 16,646.22
WIOA Title I - Dislocated Worker	Wartburg	1	0.27	0.0072	0.16%	\$ 93.35	\$ 31.63	\$ 61.72
WIOA Title I - Youth	Wartburg	1	76.91	2.0509	44.72%	\$ 26,591.60	\$ 9,010.43	\$ 17,581.17
WIOA Title II - Adult Education	Wartburg	2	22	0.5867	12.79%	\$ 7,606.49	\$ 2,577.42	\$ 5,029.07

## Square Footage

Partner Program	Location	Assigned Office Space / Square Footage	% of Total Square Footage
WIOA Title I - Adult	Alcoa	130.63	16.68%
WIOA Title I - Dislocated Worker	Alcoa	51.64	6.60%
WIOA Title I - Youth	Alcoa	81.73	10.44%
WIOA Title II Adult Education	Alcoa	165	21.07%
WIOA Title III Wagner-Peyser Employment Services	Alcoa	226.5	28.93%
RESEA - State	Alcoa	63.75	8.14%
SNAP - State	Alcoa	63.75	8.14%
WIOA Title I - Adult	Rockwood	772.2	41.82%
WIOA Title I - Dislocated Worker	Rockwood	145.1	7.86%
WIOA Title I - Youth	Rockwood	456.4	24.72%
WIOA Title II - Adult Education	Rockwood	126.0	6.82%
RESEA - Local	Rockwood	173.4	9.39%
SNAP - State	Rockwood	173.4	9.39%
WIOA Title I - Adult	Jacksboro	436.5	43.39%
WIOA Title I - Dislocated Worker	Jacksboro	53.6	5.33%
WIOA Title I - Youth	Jacksboro	316.0	31.41%
WIOA Title II - Adult Education	Jacksboro	100.0	9.94%
RESEA - Local	Jacksboro	100.0	9.94%
WIOA Title I - Adult	Knoxville	724.43	29.06%
WIOA Title I - Dislocated Worker	Knoxville	289.74	11.62%
WIOA Title I - Youth	Knoxville	162.58	6.52%
WIOA Title II - Adult Education	Knoxville	102	4.09%
RESEA - State	Knoxville	51	2.05%
JVSG - DVOP	Knoxville	153	6.14%
JVSG - LVER	Knoxville	102	4.09%
SNAP - State	Knoxville	60	2.41%
Ticket to Work	Knoxville	143.75	5.77%
WIOA Title IV - Vocational Rehabilitation	Knoxville	51	2.05%
TAA	Knoxville	51	2.05%
WIOA Title III - Wagner Peyser	Knoxville	602.75	24.18%
WIOA Title I - Adult	Morristown	468.95	22.07%
WIOA Title I - Dislocated Worker	Morristown	75.89	3.57%
WIOA Title I - Youth	Morristown	171.15	8.06%
WIOA Title II - Adult Education	Morristown	76	3.58%
WIOA Title IV - Vocational Rehabilitation	Morristown	180	8.47%
WIOA Title III - Wagner Peyser	Morristown	767.7	36.13%
TAA	Morristown	32	1.51%
SNAP - State	Morristown	76	3.58%
RESEA - State	Morristown	125	5.88%
JVSG - DVOP	Morristown	76	3.58%
JVSG - LVER	Morristown	76	3.58%
WIOA Title I - Adult	Oak Ridge	337.48	56%
WIOA Title I - Dislocated Worker	Oak Ridge	57.54	10%
WIOA Title I - Youth	Oak Ridge	76.98	13%
WIOA Title IV - Vocational Rehabilitation	Oak Ridge	64	11%
JVSG - CONS	Oak Ridge	64	11%
WIOA Title I - Adult	Oneida	402.5	54%
WIOA Title I - Dislocated Worker	Oneida	67.47	9%
WIOA Title I - Youth	Oneida	269.05	36%
WIOA Title I - Adult	Sevierville	78.61	6%
WIOA Title I - Dislocated Worker	Sevierville	12.31	1%
WIOA Title I - Youth	Sevierville	101.08	8%
WIOA Title II - Adult Education	Sevierville	64	5%
WIOA Title III - Wagner Peyser	Sevierville	818	65%
RESEA - State	Sevierville	192	15%
WIOA Title I - Adult	Tazewell	573.69	50%
WIOA Title I - Dislocated Worker	Tazewell	42.31	4%
WIOA Title I - Youth	Tazewell	456.71	40%

RESEA - Local	Tazewell	64	6%
WIOA Title I - Adult	Wartburg	274.28	28.54%
WIOA Title I - Dislocated Worker	Wartburg	1.03	0.11%
WIOA Title I - Youth	Wartburg	289.69	30.14%
WIOA Title II - Adult Education	Wartburg	396	41.21%

Square Footage Cost	Square Footage Cost Breakdown by Cost Category	
	Infrastructure Costs	Additional Costs
\$ 15,819.56	\$ 15,819.56	\$ -
\$ 6,253.71	\$ 6,253.71	\$ -
\$ 9,897.67	\$ 9,897.67	\$ -
\$ 19,981.84	\$ 19,981.84	\$ -
\$ 27,429.61	\$ 27,429.61	\$ -
\$ 7,720.26	\$ 7,720.26	\$ -
\$ 7,720.26	\$ 7,720.26	\$ -
\$ 10,772.18	\$ 10,772.18	\$ -
\$ 2,023.72	\$ 2,023.72	\$ -
\$ 6,367.05	\$ 6,367.05	\$ -
\$ 1,757.81	\$ 1,757.81	\$ -
\$ 2,419.08	\$ 2,419.08	\$ -
\$ 2,419.08	\$ 2,419.08	\$ -
\$ 17,908.48	\$ 17,908.48	\$ -
\$ 2,197.94	\$ 2,197.94	\$ -
\$ 12,963.21	\$ 12,963.21	\$ -
\$ 4,102.93	\$ 4,102.93	\$ -
\$ 4,102.93	\$ 4,102.93	\$ -
\$ 95,320.20	\$ 95,320.20	\$ -
\$ 38,123.87	\$ 38,123.87	\$ -
\$ 21,392.21	\$ 21,392.21	\$ -
\$ 13,421.12	\$ 13,421.12	\$ -
\$ 6,710.56	\$ 6,710.56	\$ -
\$ 20,131.68	\$ 20,131.68	\$ -
\$ 13,421.12	\$ 13,421.12	\$ -
\$ 7,894.78	\$ 7,894.78	\$ -
\$ 18,914.57	\$ 18,914.57	\$ -
\$ 6,710.56	\$ 6,710.56	\$ -
\$ 6,710.56	\$ 6,710.56	\$ -
\$ 79,309.59	\$ 79,309.59	\$ -
\$ 29,127.83	\$ 29,127.83	\$ -
\$ 4,713.75	\$ 4,713.75	\$ -
\$ 10,630.62	\$ 10,630.62	\$ -
\$ 4,720.58	\$ 4,720.58	\$ -
\$ 11,180.32	\$ 11,180.32	\$ -
\$ 47,684.05	\$ 47,684.05	\$ -
\$ 1,987.61	\$ 1,987.61	\$ -
\$ 4,720.58	\$ 4,720.58	\$ -
\$ 7,764.11	\$ 7,764.11	\$ -
\$ 4,720.58	\$ 4,720.58	\$ -
\$ 4,720.58	\$ 4,720.58	\$ -
\$ 16,648.73	\$ 16,648.73	\$ -
\$ 2,838.59	\$ 2,838.59	\$ -
\$ 3,797.62	\$ 3,797.62	\$ -
\$ 3,157.28	\$ 3,157.28	\$ -
\$ 3,157.28	\$ 3,157.28	\$ -
\$ 17,851.13	\$ 17,851.13	\$ -
\$ 2,992.34	\$ 2,992.34	\$ -
\$ 11,932.54	\$ 11,932.54	\$ -
\$ 5,021.13	\$ 5,021.13	\$ -
\$ 786.29	\$ 786.29	\$ -
\$ 6,456.38	\$ 6,456.38	\$ -
\$ 4,087.93	\$ 4,087.93	\$ -
\$ 52,248.88	\$ 52,248.88	\$ -
\$ 12,263.80	\$ 12,263.80	\$ -
\$ 6,139.59	\$ 6,139.59	\$ -
\$ 452.80	\$ 452.80	\$ -
\$ 4,887.68	\$ 4,887.68	\$ -



\$ 684.92	\$ 684.92	\$ -
\$ 366.46	\$ 366.46	\$ -
\$ 1.38	\$ 1.38	\$ -
\$ 387.05	\$ 387.05	\$ -
\$ 529.09	\$ 529.09	\$ -

**Direct Costs**

Cost Row Labels	Column Labels				Grand Total
	Direct	FTE	Square Footage		
<b>Alcoa</b>	\$ 649,797.79	\$ 144,449.71	\$ 94,822.90		\$ 889,070.40
WIOA Title III - Wagner Peyser	\$ 380,867.13				\$ 380,867.13
WIOA Title II - Adult Education	\$ 31,799.00				\$ 31,799.00
WIOA Title I - Youth	\$ 62,851.24	\$ 50,191.84	\$ 29,357.17		\$ 142,400.25
WIOA Title I - Dislocated Worker	\$ 39,710.51	\$ 37,072.83	\$ 18,547.46		\$ 95,330.80
WIOA Title I - Adult	\$ 100,446.15	\$ 57,185.04	\$ 46,918.27		\$ 204,549.46
SNAP - State	\$ 5,451.79				\$ 5,451.79
RESEA - State	\$ 26,428.72				\$ 26,428.72
TAA	\$ 2,243.25				\$ 2,243.25
<b>Rockwood</b>	\$ 191,884.21	\$ 78,311.21	\$ 25,758.92		\$ 295,954.34
WIOA Title I - Youth	\$ 66,163.25	\$ 27,002.24	\$ 14,978.11		\$ 108,143.60
WIOA Title I - Dislocated Worker	\$ 21,029.93	\$ 8,582.82	\$ 4,760.78		\$ 34,373.53
WIOA Title I - Adult	\$ 104,691.03	\$ 42,726.15	\$ 6,020.03		\$ 153,437.21
<b>Jacksboro</b>		\$ 82,422.29	\$ 41,275.50		\$ 123,697.79
WIOA Title I - Youth		\$ 32,309.62	\$ 16,070.73		\$ 48,380.35
WIOA Title I - Dislocated Worker		\$ 5,478.27	\$ 2,852.61		\$ 8,330.88
WIOA Title I - Adult		\$ 44,634.40	\$ 22,352.16		\$ 66,986.56
<b>Knoxville</b>	\$ 1,707,008.69	\$ 89,037.90	\$ 328,060.80		\$ 2,124,107.39
WIOA Title III - Wagner Peyser	\$ 685,830.17		\$ 328,060.80		\$ 1,013,890.97
WIOA Title II - Adult Education	\$ 26,840.00				\$ 26,840.00
WIOA Title I - Youth	\$ 55,129.74	\$ 12,342.69			\$ 67,472.43
WIOA Title I - Dislocated Worker	\$ 98,251.12	\$ 21,996.88			\$ 120,248.00
WIOA Title I - Adult	\$ 245,655.03	\$ 54,698.33			\$ 300,353.36
SNAP - State	\$ 95,891.76				\$ 95,891.76
RESEA - State	\$ 62,649.11				\$ 62,649.11
TAA	\$ 19,085.13				\$ 19,085.13
JVSG - LVER	\$ 125,672.24				\$ 125,672.24
JVSG - DVOP	\$ 238,444.39				\$ 238,444.39
WIOA Title IV - Vocational Rehabilitation	\$ 53,560.00				\$ 53,560.00
<b>Morristown</b>	\$ 1,147,445.98	\$ 181,736.87	\$ 131,970.60		\$ 1,461,153.45
WIOA Title III - Wagner Peyser	\$ 491,368.77				\$ 491,368.77
WIOA Title II - Adult Education	\$ 23,005.00				\$ 23,005.00
WIOA Title I - Youth	\$ 85,299.55	\$ 43,442.17	\$ 31,546.18		\$ 160,287.90
WIOA Title I - Dislocated Worker	\$ 37,824.77	\$ 19,263.78	\$ 13,988.69		\$ 71,077.24
WIOA Title I - Adult	\$ 233,719.56	\$ 119,030.92	\$ 86,435.73		\$ 439,186.21
SNAP - State	\$ 35,820.92				\$ 35,820.92
RESEA - State	\$ 74,959.39				\$ 74,959.39
TAA	\$ 13,358.36				\$ 13,358.36
JVSG - LVER	\$ 40,603.88				\$ 40,603.88
JVSG - DVOP	\$ 35,351.15				\$ 35,351.15
WIOA Title IV - Vocational Rehabilitation	\$ 73,870.00				\$ 73,870.00
Foreign Labor	\$ 2,264.64				\$ 2,264.64
<b>Oak Ridge</b>	\$ 211,246.96	\$ 58,418.07	\$ 29,599.50		\$ 299,264.53
WIOA Title I - Youth	\$ 20,862.55	\$ 9,527.22	\$ 4,827.29		\$ 35,217.06
WIOA Title I - Dislocated Worker	\$ 15,594.36	\$ 7,121.40	\$ 3,608.30		\$ 26,324.06
WIOA Title I - Adult	\$ 91,466.09	\$ 41,769.45	\$ 21,163.91		\$ 154,399.45
WIOA Title IV - Vocational Rehabilitation	\$ 53,227.00				\$ 53,227.00
JVSG - Consolidated	\$ 30,096.96				\$ 30,096.96
<b>Oneida</b>	\$ 139,296.38	\$ 63,905.70	\$ 32,776.01		\$ 235,978.09
WIOA Title I - Youth	\$ 50,714.41	\$ 23,266.52	\$ 11,932.95		\$ 85,913.88
WIOA Title I - Dislocated Worker	\$ 12,713.38	\$ 5,832.58	\$ 2,991.42		\$ 21,537.38
WIOA Title I - Adult	\$ 75,868.59	\$ 34,806.60	\$ 17,851.64		\$ 128,526.83
<b>Sevierville</b>	\$ 426,483.19	\$ 55,478.57	\$ 80,864.40		\$ 562,826.16
WIOA Title III - Wagner Peyser	\$ 305,393.53		\$ 80,864.40		\$ 386,257.93
WIOA Title I - Youth	\$ 33,672.35	\$ 29,206.54			\$ 62,878.89
WIOA Title I - Dislocated Worker	\$ 4,101.69	\$ 3,557.69			\$ 7,659.38
WIOA Title I - Adult	\$ 26,187.46	\$ 22,714.34			\$ 48,901.80
RESEA - State	\$ 57,128.16				\$ 57,128.16
<b>Tazewell</b>	\$ 137,796.60	\$ 45,249.75	\$ 12,165.00		\$ 195,211.35
WIOA Title I - Youth	\$ 54,463.86	\$ 19,265.31	\$ 5,349.61		\$ 79,078.78
WIOA Title I - Dislocated Worker	\$ 5,045.17	\$ 1,784.61	\$ 95.55		\$ 6,925.33
WIOA Title I - Adult	\$ 68,413.98	\$ 24,199.83	\$ 6,719.84		\$ 99,333.65
RESEA - Local	\$ 9,873.59				\$ 9,873.59
<b>Wartburg</b>	\$ 203,257.87	\$ 59,468.93	\$ 1,283.97		\$ 264,010.77
WIOA Title I - Youth	\$ 104,215.52	\$ 30,501.49	\$ 658.32		\$ 135,375.33
WIOA Title I - Dislocated Worker	\$ 371.28	\$ 108.68	\$ 2.35		\$ 482.31
WIOA Title I - Adult	\$ 98,671.07	\$ 28,858.76	\$ 623.30		\$ 128,153.13
<b>Maynardville</b>	\$ 246.00				\$ 246.00
WIOA Title I - Youth	\$ 82.00				\$ 82.00
WIOA Title I - Dislocated Worker	\$ 82.00				\$ 82.00
WIOA Title I - Adult	\$ 82.00				\$ 82.00
<b>Grand Total</b>	\$ 4,814,463.68	\$ 858,479.00	\$ 778,577.60		\$ 6,451,520.28

**Total Partner Contributions - By Cost Category**

Partner Program	Location	Infrastructure Costs	Additional Costs	Non-Shared	Total	Billed Amount	Monthly Amount	In-kind Contribution	Net Billed
WIOA Title I - Adult	Alcoa	\$ 353,881	\$ 7,247.40	\$ 100,446.15	\$ 142,891.66	\$ 42,485.52	\$ 3,537.13		
WIOA Title I - Dislocated Worker	Alcoa	\$ 4,833.80	\$ 889.86	\$ 307,053.51	\$ 49,233.46	\$ 5,252.95	\$ 793.58		
WIOA Title I - Youth	Alcoa	\$ 23,925.81	\$ 5,246.39	\$ 62,851.24	\$ 92,023.44	\$ 26,172.20	\$ 2,431.02		
WIOA Title II - Adult Education	Alcoa	\$ 35,588.66	\$ 5,829.32	\$ 31,799.00	\$ 73,196.98	\$ 41,389.78	\$ 3,449.83	769.33	\$ 2,680.50 7.5 Hours per week-Front Desk, \$23.69/hr-instructor
WIOA Title III - Wagner Peyszer Employment	Alcoa	\$ 62,102.34	\$ 12,967.27	\$ 380,867.13	\$ 455,936.74	\$ 75,068.61	\$ 6,255.80		
RESEA - State	Alcoa	\$ 14,847.77	\$ 2,676.73	\$ 26,408.72	\$ 43,933.22	\$ 17,554.20	\$ 1,462.85		
SNAP - State	Alcoa	\$ 19,648.95	\$ 4,461.22	\$ 4,651.79	\$ 29,561.95	\$ 24,110.16	\$ 2,059.18		
WIOA Title I - Adult	Rockwood	\$ 21,448.38	\$ 10,765.23	\$ 104,691.01	\$ 136,904.64	\$ 32,213.61	\$ 2,684.47		
WIOA Title I - Dislocated Worker	Rockwood	\$ 1,334.58	\$ 1,321.80	\$ 21,029.93	\$ 23,686.31	\$ 4,656.38	\$ 389.03		
WIOA Title I - Youth	Rockwood	\$ 14,095.55	\$ 7,792.95	\$ 66,163.25	\$ 88,051.75	\$ 21,888.50	\$ 1,824.04		
WIOA Title II - Adult Education	Rockwood	\$ 13,149.03	\$ 11,486.21		\$ 24,635.24	\$ 24,635.24	\$ 2,052.94	1543.13	\$ 509.81 7.5 Hours per week-front counter, \$25.64/hr-instructor + 8.0 hours per week, front counter, \$20.51/hr-para-professional
RESEA - Local	Rockwood	\$ 3,734.46	\$ 1,325.33		\$ 5,059.79	\$ 5,059.79	\$ 421.57		
SNAP - State	Rockwood	\$ 8,990.94	\$ 6,626.66		\$ 15,617.60	\$ 15,617.60	\$ 1,301.47		
WIOA Title I - Adult	Jacksboro	\$ 25,278.21	\$ 7,634.60		\$ 32,912.81	\$ 32,912.81	\$ 2,826.07		
WIOA Title I - Dislocated Worker	Jacksboro	\$ 12,660.10	\$ 5,543.25		\$ 18,203.35	\$ 18,203.35	\$ 1,850.28		
WIOA Title I - Youth	Jacksboro	\$ 23,425.38	\$ 9,543.25		\$ 32,968.63	\$ 32,968.63	\$ 2,747.39		
WIOA Title II - Adult Education	Jacksboro	\$ 15,820.55	\$ 10,688.44		\$ 26,508.99	\$ 26,508.99	\$ 2,209.08		
RESEA - Local	Jacksboro	\$ 5,195.96	\$ 1,908.65		\$ 7,104.61	\$ 7,104.61	\$ 675.33		
WIOA Title I - Adult	Knoxville	\$ 101,795.18	\$ 5,050.85	\$ 245,655.03	\$ 352,501.06	\$ 106,846.03	\$ 8,903.84		
WIOA Title I - Dislocated Worker	Knoxville	\$ 40,713.68	\$ 2,020.19	\$ 98,251.12	\$ 140,984.99	\$ 42,733.87	\$ 3,561.16		
WIOA Title I - Youth	Knoxville	\$ 22,845.59	\$ 1,133.71	\$ 55,129.74	\$ 79,109.04	\$ 23,979.30	\$ 1,998.28		
WIOA Title II - Adult Education	Knoxville	\$ 16,109.09	\$ 2,096.77	\$ 26,840.00	\$ 45,045.86	\$ 16,262.86	\$ 1,517.16	1081.09	\$ 436.06 7.5 Hours per week-Resource Room, \$23.69/hr-instructor & 4 hours per week-Front Desk, \$18.00/hr-para-professional
RESEA - State	Knoxville	\$ 8,463.59	\$ 1,367.46	\$ 62,649.11	\$ 72,480.15	\$ 9,831.05	\$ 819.25		
IVSS - DVOP	Knoxville	\$ 25,390.76	\$ 4,102.38	\$ 238,444.39	\$ 267,937.52	\$ 29,493.14	\$ 2,457.76		
IVSS - LVER	Knoxville	\$ 16,927.17	\$ 2,734.92	\$ 125,672.24	\$ 145,334.33	\$ 19,662.09	\$ 1,638.51		
SNAP - State	Knoxville	\$ 9,647.80	\$ 1,367.46	\$ 95,891.76	\$ 106,907.02	\$ 11,032.28	\$ 917.94		
Ticket to Work	Knoxville	\$ 20,667.59	\$ 1,367.46		\$ 22,035.05	\$ 22,035.05	\$ 1,836.25		
WIOA Title IV - Vocational Rehabilitation	Knoxville	\$ 10,216.61	\$ 2,734.92	\$ 53,560.00	\$ 66,511.53	\$ 12,951.53	\$ 1,079.29		
TAA	Knoxville	\$ 8,463.59	\$ 1,367.46	\$ 19,085.13	\$ 28,916.18	\$ 9,831.05	\$ 819.25		
WIOA Title III - Wagner Peyszer	Knoxville	\$ 86,839.87	\$ 13,674.59	\$ 685,830.17	\$ 766,344.64	\$ 116,544.47	\$ 9,820.54		
WIOA Title I - Adult	Morrisstown	\$ 58,246.54	\$ 8,038.93	\$ 233,719.56	\$ 300,005.03	\$ 66,245.47	\$ 5,523.79		
WIOA Title I - Dislocated Worker	Morrisstown	\$ 9,425.00	\$ 1,300.66	\$ 37,824.77	\$ 48,550.43	\$ 10,725.65	\$ 893.80		
WIOA Title I - Youth	Morrisstown	\$ 20,821.33	\$ 2,813.40	\$ 85,299.55	\$ 108,934.28	\$ 23,634.73	\$ 1,969.56		
WIOA Title II - Adult Education	Morrisstown	\$ 7,567.93	\$ 785.50	\$ 23,005.00	\$ 31,358.43	\$ 8,351.32	\$ 695.94		
WIOA Title IV - Vocational Rehabilitation	Morrisstown	\$ 20,071.71	\$ 2,454.69	\$ 73,870.00	\$ 96,396.40	\$ 22,526.39	\$ 1,877.20	106.57	\$ 589.37 1.20 Hours per week, front counter, 20.51/hr-para-professional
WIOA Title III - Wagner Peyszer	Morrisstown	\$ 109,923.77	\$ 17,182.80	\$ 491,368.77	\$ 618,475.34	\$ 127,106.57	\$ 10,592.21		
TAA	Morrisstown	\$ 10,879.00	\$ 2,454.69	\$ 13,358.36	\$ 26,692.05	\$ 13,333.69	\$ 1,111.14		
SNAP - State	Morrisstown	\$ 7,684.37	\$ 818.23	\$ 33,820.93	\$ 42,323.53	\$ 6,562.60	\$ 708.55		
RESEA - State	Morrisstown	\$ 10,727.91	\$ 818.23	\$ 74,959.30	\$ 86,505.44	\$ 11,546.11	\$ 962.18		
IVSS - DVOP	Morrisstown	\$ 7,684.37	\$ 818.23	\$ 35,351.15	\$ 43,853.75	\$ 8,502.66	\$ 708.55		
IVSS - LVER	Morrisstown	\$ 11,359.48	\$ 1,832.83	\$ 40,603.88	\$ 53,796.19	\$ 13,192.31	\$ 1,099.36		
WIOA Title I - Adult	Oak Ridge	\$ 22,473.12	\$ 14,092.51	\$ 97,466.69	\$ 133,993.72	\$ 37,527.63	\$ 3,127.30		
WIOA Title I - Dislocated Worker	Oak Ridge	\$ 4,002.64	\$ 2,396.27	\$ 15,594.36	\$ 19,993.27	\$ 6,386.91	\$ 533.24		
WIOA Title I - Youth	Oak Ridge	\$ 5,355.21	\$ 3,206.38	\$ 20,862.55	\$ 29,424.14	\$ 8,561.95	\$ 713.47		
WIOA Title IV - Vocational Rehabilitation	Oak Ridge	\$ 7,933.21	\$ 9,831.51	\$ 53,227.00	\$ 70,991.72	\$ 17,764.72	\$ 1,480.39		
IVSS - CONE	Oak Ridge	\$ 7,933.21	\$ 9,831.51	\$ 50,096.66	\$ 67,861.38	\$ 17,764.72	\$ 1,480.39		
WIOA Title I - Adult	Onida	\$ 11,241.35	\$ 21,412.45	\$ 75,868.58	\$ 108,522.39	\$ 52,653.86	\$ 4,387.82		
WIOA Title I - Dislocated Worker	Onida	\$ 5,237.70	\$ 3,590.58	\$ 12,713.38	\$ 21,541.66	\$ 8,828.28	\$ 735.69		
WIOA Title I - Youth	Onida	\$ 20,884.48	\$ 14,315.15	\$ 50,714.41	\$ 85,914.04	\$ 35,199.63	\$ 2,933.30		
WIOA Title I - Adult	Sevierville	\$ 6,001.61	\$ 2,385.40	\$ 26,187.40	\$ 34,574.41	\$ 8,387.20	\$ 698.94		
WIOA Title I - Dislocated Worker	Sevierville	\$ 939.59	\$ 372.99	\$ 4,101.69	\$ 5,414.28	\$ 1,312.59	\$ 109.38		
WIOA Title I - Youth	Sevierville	\$ 7,717.32	\$ 3,067.87	\$ 33,672.35	\$ 44,457.54	\$ 10,785.15	\$ 898.77		
WIOA Title II - Adult Education	Sevierville	\$ 5,876.50	\$ 4,351.59		\$ 10,228.10	\$ 10,228.10	\$ 852.34	769.33	\$ 83.01 7.5 Hours per week-Sevier Front Desk, \$23.69/hr-instructor
WIOA Title III - Wagner Peyszer	Sevierville	\$ 67,788.68	\$ 25,643.30	\$ 305,393.11	\$ 398,825.12	\$ 88,413.98	\$ 7,369.33		
RESEA - State	Sevierville	\$ 13,701.04	\$ 3,496.81	\$ 97,128.16	\$ 114,326.02	\$ 17,197.86	\$ 1,433.15		
WIOA Title I - Adult	Tazewell	\$ 8,360.37	\$ 14,720.73	\$ 68,413.98	\$ 91,495.08	\$ 23,081.10	\$ 1,923.43		
WIOA Title I - Dislocated Worker	Tazewell	\$ 616.51	\$ 1,085.18	\$ 5,045.17	\$ 6,746.86	\$ 1,701.69	\$ 141.81		
WIOA Title I - Youth	Tazewell	\$ 6,652.79	\$ 11,716.82	\$ 54,463.86	\$ 72,833.50	\$ 18,372.13	\$ 1,531.01		
RESEA - Local	Tazewell	\$ 2,464.39	\$ 11,795.46	\$ 9,873.59	\$ 24,133.44	\$ 14,259.85	\$ 1,188.32		
WIOA Title I - Adult	Wartburg	\$ 8,897.72	\$ 16,646.22	\$ 98,671.07	\$ 124,215.01	\$ 25,543.94	\$ 2,128.66		
WIOA Title I - Dislocated Worker	Wartburg	\$ 33.01	\$ 61.72	\$ 371.28	\$ 466.01	\$ 94.73	\$ 7.89		
WIOA Title I - Youth	Wartburg	\$ 9,937.48	\$ 17,581.17	\$ 104,215.52	\$ 131,734.17	\$ 28,978.65	\$ 2,446.22		
WIOA Title II - Adult Education	Wartburg	\$ 3,106.51	\$ 5,029.07		\$ 8,135.58	\$ 8,135.58	\$ 677.96	177.62	\$ 500.35 2.0 Hours per week, front counter \$20.51/hr-para-professional

**ATTACHMENT 1.20: AUTHORITY AND SIGNATURES**

Let it be known that all signatories to this MOU are duly recognized agents of the partnering agency and are authorized to sign this MOU thereby committing the agency to the provisions contained here within.

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIR

Julie H. Simpson  
Signature

Julie H. Simpson  
Printed Name

Chairperson  
Title

7/18/2023  
Date

ETLWDB  
Organization

CHIEF LOCAL ELECTED OFFICIAL

Glenn Jacobs  
Signature

Glenn Jacobs  
Printed Name

Mayor  
Title

7/6/23  
Date

Knox County  
Organization

Contract No.: 23-418

APPROVED AS TO LEGAL FORM

[Signature] 7/5/2023  
Knox County Law Director Date

**TITLE IB ADULT, DISLOCATED WORKER, YOUTH**

*[Handwritten Signature]*  
Signature

GARY W. HOLIWAY  
Printed Name

Executive Director  
Title

6/30/2023  
Date

East Tennessee Human Resource Agency, Inc  
Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE IB  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**TITLE II – ADULT EDUCATION AND FAMILY LITERACY**

DocuSigned by: <i>Kelli Chaney</i>	_____	Dr. kelli Chaney
Signature	_____	Printed Name

President	_____	2023-06-21   3:17 PM PDT
Title	_____	Date

TENNESSEE BOARD OF REGENTS - TCAT KNOXVILLE  
 \_\_\_\_\_  
 Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE II  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

_____	_____
Signature	Printed Name

_____	_____
Title	Date

\_\_\_\_\_

Organization

DocuSigned by: <i>Flora W. Rydings</i>	DS <i>[Signature]</i>
---	--------------------------

Flora W. Rydings, Chancellor  
 Tennessee Board of Regents

2023-06-21 | 6:59 PM CDT



**TITLE III – EMPLOYMENT PROGRAMS UNDER WAGNER-PEYSER**

*Shavonne Smith*  
Signature

Shavonne Smith  
Printed Name

WP Regional Director-East  
Title

06/28/2023  
Date

TNDLW  
Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE III – WAGNER-PEYSER  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**TITLE IV – REHABILITATION SERVICES**

**Julie Johnson** Digitally signed by Julie Johnson  
Date: 2023.06.20 11:05:18 -05'00'

Signature

**Julie Johnson**

Printed Name

**Director of Operations**

Title

Date

**TDHS Rehabilitation Services**

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE IV – REHABILITATION SERVICES  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

**POST-SECONDARY CAREER AND TECHNICAL EDUCATION UNDER PERKINS**

 Digitally signed by Susanne Cox  
Date: 2023.07.07 18:12:10 -04'00'

**Susanne Cox**

Signature

Printed Name

**President**

**July 7, 2023**

Title

Date

**Tennessee College of Applied Technology Morristown**

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR POST-SECONDARY PERKINS  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

UNEMPLOYMENT INSURANCE

Jan Li  
Signature

Jason Cecil  
Printed Name

Assistant Administrator  
Title

7/6/23  
Date

TN Dept of Labor + Workforce Development  
Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR UNEMPLOYMENT INSURANCE  
IF DIFFERENT THAN THE SIGNATORY ABOVE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

**JOB COUNSELING, TRAINING AND PLACEMENT SERVICES FOR VETERANS**

<u>Shavonne Smith</u>	<u>Shavonne Smith</u>
Signature	Printed Name
<u>WP Regional Director- East</u>	<u>06/28/2023</u>
Title	Date
<u>TNDKW</u>	
Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR VETERANS ACTIVITIES  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

<u></u>	<u></u>
Signature	Printed Name
<u></u>	<u></u>
Title	Date
<u></u>	
Organization	

**TRADE READJUSTMENT ALLOWANCE (TRA)**

*Shavonne Smith*  
\_\_\_\_\_  
Signature

**Shavonne Smith**  
\_\_\_\_\_  
Printed Name

**WP Regional Director- East**  
\_\_\_\_\_  
Title

**06/28/2023**  
\_\_\_\_\_  
Date

**TNDLW**  
\_\_\_\_\_  
Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TRADE READJUSTMENT ACT  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

TRADE ADJUSTMENT ASSISTANCE (TAA)

*Shavonne Smith*

Signature

WP Regional Director- East

Title

TNDLW

Organization

Shavonne Smith

Printed Name

06/28/2023

Date

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TRADE ADJUSTMENT ASSISTANCE  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

MIGRANT AND SEASONAL FARMWORKER PROGRAM

<i>Shavonne Smith</i>	Shavonne Smith
Signature	Printed Name
WP Regional Director- East	06/28/2023
Title	Date
TNDLW	
Organization	

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR MIGRANT AND SEASONAL FARMWORKER PROGRAM IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature	Printed Name
Title	Date
Organization	



**NATIONAL FARMWORKER JOBS PROGRAM**

*Shavonne Smith*

Signature

**Shavonne Smith**

Printed Name

**WP Regional Director-East**

Title

**06/28/2023**

Date

**TNDLW**

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR NATIONAL FARMWORKER JOBS PROGRAM IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature


Printed Name

Title

Date

Organization

COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM

  
Signature

Barbara Kelley  
Printed Name

Executive Director  
Title

June 30, 2023  
Date

Knoxville-Knox County Community Action Committee  
Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR CSBG PROGRAM  
IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature

Printed Name

Title

Date

Organization

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)

*Gary W. Holman*  
Signature

GARY W. HOLMAN  
Printed Name

*Executive Director*  
Title

6/30/2023  
Date

*East Tennessee Human Resources Agency, Inc*  
Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SCSEP  
IF DIFFERENT THAN THE SIGNATORY ABOVE

\_\_\_\_\_  
Signature

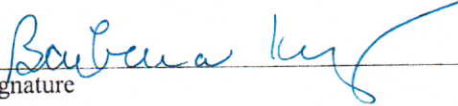
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)

  
Signature

Barbara Kelley

Printed Name

Executive Director

June 30, 2023

Title

Date

Knoxville-Knox County Community Action Committee

Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SCSEP  
IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature

Printed Name

Title

Date

Organization

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)**

Lakecia Peterson  
Digitally signed by Lakecia Peterson  
Date: 2023.06.05 12:53:54 -05'00'

Signature

**TANF Program Director**

Title

**TN Dept. of Human Services**

Organization

**Lakecia Peterson**

Printed Name

**06/05/2023**

Date

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TANF  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

**HOUSING AND URBAN DEVELOPMENT EMPLOYMENT AND TRAINING ACTIVITIES**



Digitally signed by Benjamin M Bentley  
Date: 2023.06.29 15:25:19 -04'00'

**Benjamin M Bentley**

Signature

Printed Name

**Executive Director/CEO**

**June 29, 2023**

Title

Date

**Knoxville's Community Development Corporation**

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR HUD EMPLOYMENT & TRAINING  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

**YOUTHBUILD**

Christopher L. Martin

Digitally signed by Christopher L. Martin  
Date: 2023.06.29 11:15:41 -04'00'

Christopher L. Martin

Signature

Printed Name

President

6/29/2023

Title

Date

Knoxville Leadership Foundation

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR YOUTHBUILD  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

**Perkins/Post-Secondary Career & Technical Education–**

<u>Tony Miksa</u>	Dr. Tony Miksa
Signature	Printed Name
President	6/15/2023
Title	Date
Tennessee Board of Regents—Walters State Community College	
Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Perkins/Post-Secondary Career & Technical Education—IF DIFFERENT THAN THE SIGNATORY ABOVE**

_____ Signature	_____ Printed Name
_____ Title	_____ Date
_____ Organization	



**Perkins/Post-Secondary Career &  
Technical Education-**

L. Anthony Wise Jr.  
Signature

L. Anthony Wise Jr.  
Printed Name

President  
Title

07/05/23  
Date

Pellissippi State Community College  
Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR Perkins/Post-Secondary Career &  
Technical Education-IF DIFFERENT THAN THE SIGNATORY ABOVE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

OTHER PARTY TO THE MOU:



Signature

Elizabeth Nother

Printed Name

President & CEO

Title

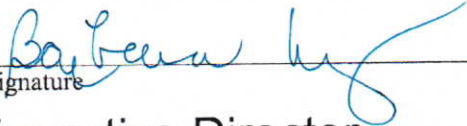
6/28/23

Date

Goodwill Industries--Knoxville, Inc.

Organization

**OTHER PARTY TO THE MOU:**

  
Signature

**Barbara Kelley**  
Printed Name

**Executive Director**  
Title

**June 30, 2023**  
Date

**Knoxville-Knox County Community Action Committee**  
Organization

**OTHER PARTY TO THE MOU:**

DocuSigned by:

*Theresa Sears*

Theresa Sears

Signature

Printed Name

Director Sponsored Program Contracts & Agreements

7/7/2023

Title

Date

**The University of Tennessee**

Organization

UNEMPLOYMENT INSURANCE

Jason Cecil  
Signature

Jason Cecil  
Printed Name

Assistant Administrator  
Title

7/6/23  
Date

TN Dept. of Labor and Workforce Development  
Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR UNEMPLOYMENT INSURANCE  
IF DIFFERENT THAN THE SIGNATORY ABOVE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization