

MEMORANDUM OF UNDERSTANDING

BETWEEN

East Tennessee Local Workforce Board

AND

AJC Partners in the East Tennessee Local Workforce Area

E. L. Morton

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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	East Tennessee Human Resource Agency
Title II: Adult Education and Family Literacy	TCAT Knoxville, TCAT Jacksboro, Cleveland State
Title III: Employment Programs under Wagner-Peyser	TN. Dept. Labor & Workforce Development
Unemployment Insurance	TN. Dept. Labor & Workforce Development
Trade Readjustment Assistance (TRA)	TN. Dept. Labor & Workforce Development
Trade Adjustment Assistance (TAA)	TN. Dept. Labor & Workforce Development
Job Counseling, Training, Placement Services for Veterans	TN. Dept. Labor & Workforce Development
Migrant and Seasonal Farmworkers	TN. Dept. Labor & Workforce Development
Community Services Block Grant (CSBG)	Knoxville-Knox County CAC
Senior Community Services Employment Program (SCSEP)	East TN Human Resource Agency Knox County CAC Office on Aging
Second Chance (Reentry)	TN. Dept. Labor & Workforce Development
Title IV: Rehabilitation Services	TN. Dept. Human Services
TANF	TN. Dept. Human Services
Parties to the MOU	NAME
LWDB Chair	Jessica Belitz
LWDA Chief Local Elected Official	Mayor Glenn Jacobs

TDLWD Regional Director		Shavonne Smith
Supplemental Nutrition Assistance Program		TN. Dept. Labor & Workforce Development
Permanent Labor Certification for Foreign Workers		TN. Dept. Labor & Workforce Development
Reemployment Services and Eligibility Assessment		East TN HRA TN. Dept. Labor & Workforce Development
Ticket To Work		Knoxville - Knox County CAC
Knoxville Area Urban League		Intern CEO Dr. Avice Reid--Expungement Coordinator Jackie L. Robinson
TN Child Support Employment Parenting Program		UTSWORPS
OTHER PROGRAMS OFFERED IN THIS LOCAL AREA AS PARTIES TO MOU		IF MARKED YES, ENTITY ADMINISTERING PROGRAM
Department of Human Services	☒ Yes ☐ No	TN. Dept. Human Services
TCAT/Tennessee Reconnect	☒ Yes ☐ No	TBOR-TCATs Harriman, Knoxville, Morristown, Oneida/Huntsville, & Jacksboro
Job Corps	☐ Yes ☒ No	--NA--
Youth Build	☒ Yes ☐ No	Knoxville Leadership Foundation
Housing and Urban Development Employment and Training Activities	☒ Yes ☐ No	Knoxville's Community Development Corp
Perkins/Post-Secondary Career & Technical Education	☒ Yes ☐ No	TBOR-Pellissippi, Walters & Roane State
ADDITIONAL PARTNERS AS PARTIES TO MOU		ENTITY ADMINISTERING PROGRAM
2. PURPOSE AND SCOPE OF MOU (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.		
<ul style="list-style-type: none"> Describe the general purpose and scope of the “umbrella” MOU 		
See Attachment I Section 1.2		

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.
<ul style="list-style-type: none"> • <i>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)</i> • <i>Describe which aspects of the vision are currently in place</i> • <i>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</i>
<p>See Attachment I Section 1.3</p>

4. MOU DEVELOPMENT (Tennessee MOU/IFA Instructions Page 5) If additional space is needed, please include an attachment referencing this section.
<ul style="list-style-type: none"> • <i>Fully describe the process and efforts of the Local Workforce Development Board and required partners to negotiate the MOU</i> • <i>Confirm whether all required partners participated in negotiations</i> • <i>Explain the process to be used if consensus on the MOU is not reached by partners</i> • <i>Please provide dates of partner meetings that specifically discussed the MOU</i>
<p>See Attachment I Section 1.4</p>
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.
<ul style="list-style-type: none"> • <i>Provide the name and address of the comprehensive one-stop center(s) in the local service delivery system</i> • <i>Where applicable list the designated affiliated sites or specialized centers</i> • <i>Define any other operating titles that the local area assigns to each center</i> • <i>Describe how outreach will be conducted in towns in the local area without an AJC</i> • <i>Describe the local area's plans for the Mobile American Job Center</i> <p><i>Note: The information provided in this section must match the Tennessee Development of Labor and Workforce Development listings</i></p>
<p>See Attachment I Section 1.5</p>

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) –

See Attachment 1 Section 1.6

Title II (Adult Education and Family Literacy) –

See Attachment 1 Section 1.6

Title III (Employment Services under Wager-Peyser) –

See Attachment 1 Section 1.6

Unemployment Insurance (UI) –

See Attachment 1 Section 1.6

Job Counseling, Training and Placement Services for Veterans –

See Attachment 1 Section 1.6

Trade Readjustment Assistance –

See Attachment 1 Section 1.6

Trade Adjustment Assistance (TAA) –

See Attachment 1 Section 1.6

Migrant & Seasonal Farmworkers –

See Attachment 1 Section 1.6

National Farmworker Jobs Program (NFJP) –

See Attachment 1 Section 1.6

Community Service Block Grant (CSBG) –

See Attachment 1 Section 1.6

Senior Community Services Employment Program (SCSEP) –

See Attachment 1 Section 1.6

Title IV (Rehabilitation Services) –

See Attachment 1 Section 1.6

DHS/TANF –

See Attachment 1 Section 1.6

Second Chance (Reentry) –

See Attachment 1 Section 1.6

HUD Employment and Training Activities –

See Attachment 1 Section 1.6

Job Corps –

See Attachment 1 Section 1.6

YouthBuild –

See Attachment 1 Section 1.6

Perkins/Post-Secondary Career & Technical Education–

See Attachment 1 Section 1.6

TCAT/Tennessee Reconnect–

See Attachment 1 Section 1.6

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)

See Attachment 1 Section 1.7

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) –

See Attachment 1 Section 1.8

Title II (Adult Education and Family Literacy) –

See Attachment 1 Section 1.8

Title III (Employment Services under Wager-Peyser) –

See Attachment 1 Section 1.8

Title IV (Rehabilitation Services) –

See Attachment 1 Section 1.8

Unemployment Insurance (UI) –

See Attachment 1 Section 1.8

Job Counseling, Training and Placement Services for Veterans –

See Attachment 1 Section 1.8

Trade Readjustment Assistance –

See Attachment 1 Section 1.8

Trade Adjustment Assistance (TAA) –

See Attachment 1 Section 1.8

Migrant & Seasonal Farmworkers –

See Attachment 1 Section 1.8

National Farmworker Jobs Program (NFJP) –

See Attachment 1 Section 1.8

Community Service Block Grant (CSBG) –

See Attachment 1 Section 1.8

Senior Community Services Employment Program (SCSEP) –

See Attachment 1 Section 1.8

DHS/TANF –

See Attachment 1 Section 1.8

Second Chance (Reentry)–

See Attachment 1 Section 1.8

HUD Employment and Training Activities –

See Attachment 1 Section 1.8

Perkins/Post-Secondary Career & Technical Education–

See Attachment 1 Section 1.8

Job Corps –

See Attachment 1 Section 1.8

YouthBuild –

See Attachment 1 Section 1.8

TCAT/Tennessee Reconnect–

See Attachment 1 Section 1.8

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*

See Attachment 1 Section 1.9

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

See Attachment 1 Section 1.10

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

See Attachment 1 Section 1.11

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.*

See Attachment 1 Section 1.12

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

See Attachment 1 Section 1.13

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.
<p><i>Provide the process and timeline in which MOU will be reviewed, including:</i></p> <ul style="list-style-type: none">• <i>Explain the renewal process, which must occur at a minimum of every three years</i>• <i>Describe the required renewal process if substantial changes occur before the MOU's three-year expiration date</i> <p><i>NOTE: Ensure the MOU reflects the most recent date as renewals are approved</i></p>

See Attachment 1 Section 1.14

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.

Not Applicable

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.

Not Applicable

<p>17. OTHER CONTRIBUTIONS (TEGL 16-16) (Tennessee MOU/IFA Instructions Page 8) If additional space is needed, please include an attachment referencing this section.</p> <ul style="list-style-type: none"> • <i>Describe contributions made to the one-stop system through other avenues, such as donations made by a non-partner entity</i> • <i>Document third party in kind contributions made to supplement the operation of the American Job Center</i>
<p>Not Applicable</p>
<p>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</p> <ul style="list-style-type: none"> • <i>Describe how all partner staff will comply fully with all non-discrimination requirements</i>
<p>See Attachment 1 Section 1.18</p>

<p>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</p> <ul style="list-style-type: none"> • <i>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)</i>
<p>See Attachment 1 Section 1.19</p>
<p>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.</p> <ul style="list-style-type: none"> • <i>Include a statement that the individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA</i>
<p>See Attachment 1 Section 1.20</p>

21. ATTACHMENTS (Tennessee MOU/IFA Instructions Page 11)
<ul style="list-style-type: none">• Narrative - Attachment I• Individual AJC Budget Template – Attachment II

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.

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)(I)(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)(I)(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:
 - o create and maintain the American Job Center delivery system; and
 - o 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)(I)(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 USC 4215.
- 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
	Melinda Treadway	Business Services Team Manager, ETLWDB
WIOA Title II	Tonya Garrett/Jennifer Pace	Regional director, WIOA Title II/Adult Education
WIOA Title III	Shavonne Smith	Regional director, WIOA Title III TDLWD
	Ginger Armstrong	Assistant Regional Director, TDLWD
WIOA Title IV	Angie Respass	Program Manager, 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
Knox Area Urban League	Avice Reid	Intern CEO
Empower Cocke Co.	Annette Burke	
UT-CIS	Tim Waldo	
Chamber of Commerce	Lauren Longmire	
TBOR		
TDOC	Michael Bone	
CSBG	Ray Abbas	Assistant Director of Social Services
DCS	Carren Broadnax	
Public Library	Alan May	
ECO	Gary Human	Regional Director TNECD
Clinch-Powell	Elizabeth Grisham	
Public Schools		
YouthBuild/KLF	Mike Jacobs	Sr Director KnoxWorx

Partner agency representatives are requested to develop and submit responses to all sections contained in the 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

AJC's	TYPE	Address
Anderson	Affiliate	125 Leinart Street, Clinton, TN 37716
Blount	Comprehensive	537 W Lamar Alexander Parkway, Maryville, TN
Campbell	Affiliate	2301 Jacksboro Pike, Suite 4B, LaFollette, TN
Claiborne	Affiliate	1720 Church St, Suites 1-3, 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.

SNAP Employment & Training

SNAP E&T offers the following components to eligible individuals:

Adult Basic Education

- Provides supportive services while attending Adult Education for HiSET, ESL or improving skill levels to begin career pathway for CTE

Career Technical Education

- Can assist with certain training costs and supportive services for training programs that are on the Eligible Training Provider list.
- Work Readiness
- Develops the knowledge, soft skills, attitudes, and aspirations to help participants successfully pursue, obtain, and maintain employment or specialized training leading to employment in the local labor market

Job Search Training

- Provides intensive case management and focused 3- 4 training activities related to successfully finding employment

Job Retention

- Available to eligible SNAP E&T participants who have gained employment after participating in or completing SNAP E&T components
- Provides case management, assistance in obtaining uniforms, equipment, supplies, or tools required by the employer to perform the job and transportation assistance until the first paycheck.

In addition, a childcare assistance referral can be made to the Department of Human Services for those

participating in Adult Education or Vocational Training.

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 in addition to the VR call line @ 833-772-8347

Unemployment Services at the American Job Center (AJC)

Customers who wish to file for unemployment benefits can access the following services at the AJC

1. Computer Access
Computers are available for customers to access Jobs4TN.gov. From there, they will be directed to the new unemployment system, Iris, to complete and submit their unemployment claims.
2. Assistance from Unemployment Claims Agents
Unemployment claims agents are on-site at the comprehensive AJC 3 days a week to:
 1. Answer questions regarding unemployment claims
 2. Assist with weekly certifications
 3. Provide guidance for resolving claim-related issues
3. Partner Cross-Training Support
Cross-trained partner staff are available to:
 1. Offer meaningful assistance with navigating the Iris system
 2. Help explain any parts of the process that may be confusing to the customer
4. Fax Services
Fax machines are available for customers to submit required documents directly to the Tennessee Department of Labor and Workforce Development (TDLWD) state offices.

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 individualized career services under the case management framework to specific veterans identified as having qualifying employment barriers (QEBs) and helping them to overcome their barriers and become job ready. The DVOPs conduct outreach to supportive services to maximize the number of participants that service providers refer to the state's workforce delivery system 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, Inc. 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.

CSBG

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 provides assistance to individuals receiving Social Security Disability but are interested in obtaining employment. A Disability Resource Coordinator is available to receive referrals for individuals interested in learning more about the Ticket to Work program, receive referrals to benefits counseling, and accessing services including training, job referrals and other employment supports.

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

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 and a RISE Reentry Program/Expungement Clinic for Knox County Justice Involved individuals.

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 Needy 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 TDHS TANF Case Managers refer work mandatory customers to our Work Activity Placement and Monitoring (WAPM) provider to place customers in a work activity and monitor for compliance. The TANF Case Managers and the WAPMs 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 (<https://onedhs.tn.gov/csp>).

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:

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.

Educational Opportunity Center

Educational Opportunity Center (EOC) is a federally funded grant program based out of the University of Tennessee that supports first-generation, low-income participants in their pursuit of a post-secondary degree. EOC partners with the AJC in Knox, Sevier, and Blount counties to provide 1:1 in-person meetings at the AJC centers on an as-needed basis. AJC staff refer participants to EOC services by providing pamphlets and flyers to their clients. Additionally, EOC staff refer participants to appropriate services and activities provided by the AJC and partner agencies.

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:
 - o 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,
 - o implementing work schedules for "shared" responsibilities (customer flow, general workshops, etc.) that are fair and equitable to all AJC partner staff,
 - o providing leadership and guidance to encourage AJC partner staff to function as a team,
 - o 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:

- e. 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.
- f. reporting changes in Memorandum of Understanding and Infrastructure Funding Agreement to the LWDB Director to assure Agreements remain up to date.
- g. scheduling and reporting on monthly meetings of on-site partner consortium.
- h. scheduling and reporting on meetings and events involving off-site partners; and
- i. establishing a system to maintain and update information, such as AJC policies, procedures, updates, schedules, etc. for access by all partners.

DI. 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.

DII. 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.

DIII. providing technical assistance to staff and partner agencies to understand the vision, mission, goals and objectives of the AJC; and

DIV. 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. 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.

L. 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.

M. 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 refer clients through verbal warm handoffs to AJC co-located partners. When verbal handoffs are not feasible, electronic handoffs are used.

Title II

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

SNAP Employment & Training

The SNAP Employment and Training (E&T) program provides the One-Stop system with a standardized screening tool designed to assist staff in determining whether an individual is an appropriate candidate for SNAP E&T services. This form also includes a dedicated section for making referrals, resource listing, and frequently asked questions. Completed referral forms are submitted via email to: SNAP.ET@tn.gov following the established process within the American Job Center. SNAP E&T staff operate through a virtual statewide service delivery model; therefore, referrals may be assigned to staff located in various regions across the state.

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.

Unemployment Services at the American Job Center (AJC)

Customers who wish to file for unemployment benefits can access the following services at the AJC

1. Computer Access
Computers are available for customers to access Jobs4TN.gov. From there, they will be directed to the new unemployment system, Iris, to complete and submit their unemployment claims.
2. Assistance from Unemployment Claims Agents
Unemployment claims agents are on-site at the comprehensive AJC 3 days a week to:
 1. Answer questions regarding unemployment claims
 2. Assist with weekly certifications
 3. Provide guidance for resolving claim-related issues
3. Partner Cross-Training Support
Cross-trained partner staff are available to:
 1. Offer meaningful assistance with navigating the Iris system
 2. Help explain any parts of the process that may be confusing to the customer
4. Fax Services
Fax machines are available for customers to submit required documents directly to the Tennessee Department of Labor and Workforce Development (TDLWD) state offices.

Job Counseling, Training and Placement Services for Veterans.

A DVOP screening tool is completed by veterans at the point of entry to the AJC for services. If qualifying employment barriers to employment are identified, referrals are made by other staff to the disabled veterans outreach specialist. The DVOP 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 individualized career services under the case management framework to specific veterans identified as having qualifying employment barriers to employment and helping them to overcome their barriers and become job ready. The DVOPs conduct outreach to supportive services to maximize the number of participants that service providers refer to the state's workforce delivery system, 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

Ticket to Work can receive referrals from any partner program to assess the eligibility for the program. Referrals can be made by calling the Disability Resource Coordinator at the Knoxville-Knox County Community Action Committee at 865-546-3500. Ticket to Work will actively work with career service providers to refer clients for basic career services.

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 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. Services have been expanded to HIST classes through Tennessee College of Applied Technology, RISE Reentry Program

and Expungement Clinic.

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

The Work Activity Placement and Monitoring (WAPM) providers 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. The WAPM providers will utilize the referral system the local board has established for receiving partner referrals so that customers can access these services. The WAPM providers will 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

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.

Educational Opportunity Center

Educational Opportunity Center (EOC) is a federally funded grant program based out of the University of Tennessee that supports first-generation, low-income participants in their pursuit of a post-secondary degree. EOC partners with the AJC in Knox, Sevier, and Blount counties to provide 1:1 in-person meetings at the AJC centers on an as-needed basis. AJC staff refer participants to EOC services by providing pamphlets and flyers to their clients. Additionally, EOC staff refer participants to appropriate services and activities provided by the AJC and partner agencies.

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'
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 of 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.

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 July 1, 2026 through June 30, 2027- 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.

ATTACHMENT 1.14: RENEWAL PROVISIONS

Comments: Pursuant to WIOA Section 1.21, 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 period is found in Attachment 1.13 Duration/Amendment/Appeal Procedures.

ATTACHMENT 1.18: NON-DISCRIMINATION & EQUAL OPPORTUNITY

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 (<https://www.tn.gov/content/dam/tn/workforce/documents/wfs/WFSPolicyPriorityofService.pdf>) is referenced within 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."

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.

Comprehensive Centers										Affiliate Centers													
Partner Program	Partner Organization	Authorization/Category	Physically Co-Located - Knoxville (Knox County)	Direct Linkage - Knoxville (Knox County)	Physically Co-Located - Maryville (Blount County)	Direct Linkage - Maryville (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 - Jacksonboro (Campbell County)	Direct Linkage - Jacksonboro (Campbell County)	Physically Co-Located - Clinton (Anderson County)	Direct Linkage - Clinton (Anderson County)	Physically Co-Located - Oneida (Scott County)	Direct Linkage - Oneida (Scott County)	Physically Co-Located - Harritman (Roane County)	Direct Linkage - Harritman (Roane County)	Physically Co-Located - Wartburg (Morgan County)	Direct Linkage - Wartburg (Morgan County)	Physically Co-Located - Tazewell (Claiborne County)	Direct Linkage - Tazewell (Claiborne County)	East Mobile Coach
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	N/A	N/A	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	Yes
WIOA Title II Adult Education and Family Literacy Act (AEFLA) program	TCAT-Jacksonboro/Oneida/Huntsville	WIOA Title II Adult Education and Family Literacy Act (AEFLA) program	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	No	Yes	No	Yes	No	Yes	Yes	N/A	N/A	Yes	N/A	Yes	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	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	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	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. 601et 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. 601et seq.)	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	N/A
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	Yes	N/A	Yes	N/A	N/A
Career & Technical Education Programs, authorized under the Carl D. Perkins Act	Knoxville CAC-Office on Aging	Career & Technical Education Programs, authorized under the Carl D. Perkins Act	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
	Roane State Community College																						
	Pellissippi State Community College																						
	Walters State Community College																						
	TCAT-Crossville																						
	TCAT-Harriman																						
TCSEPP-TN Child Support Employment and Parenting Program	TCAT-Jacksonboro	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	N/A
	TCAT-Oneida/Huntsville																						
	TCAT-Morristown																						
	TCAT-Knoxville																						
	University of Tennessee																						
	Knowille CAC																						
Ticket To Work	Knowille CAC	Ticket To Work	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	N/A
Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271et 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. 2271et seq.)	Yes	N/A	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	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	No	Yes	Yes	N/A	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	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	N/A
Job Corp	Minact	Job Corp	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	Yes
Knoxville Area Urban League	Knoxville Area Urban League	Knoxville Area Urban League	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	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	N/A
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	N/A
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	Yes	N/A	Yes	N/A	N/A	N/A	N/A	No	Yes	No	Yes	No	Yes	No	Yes	N/A	N/A
Additional Partner - Native American Indian Association	TN Department of Labor and Workforce Development	Additional Partner - Native American Indian Association	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	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)	Native American Indian Association	Additional Partner - Permanent Labor Certification for Foreign Workers (ALC)	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	N/A
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	N/A

FY 2026 East TN One-Stop Operating Budget										
ONE-STOP OPERATING BUDGET										
LWDA	Location	Center Type	Partner	Cost Category	Cost Pool	Cost Item	Allocation Base	Cost		
East	Harriman	Affiliate	WIOA Title I - Adult	Additional Costs	Salaries	One-Stop Operator	FTE	\$	13,943.68	
East	Harriman	Affiliate	WIOA Title I - Adult	Additional Costs	Benefits	One-Stop Operator	FTE	\$	7,508.14	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Additional Costs	Salaries	One-Stop Operator	FTE	\$	2,800.95	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Additional Costs	Benefits	One-Stop Operator	FTE	\$	1,508.20	
East	Harriman	Affiliate	WIOA Title I - Youth	Additional Costs	Salaries	One-Stop Operator	FTE	\$	8,812.19	
East	Harriman	Affiliate	WIOA Title I - Youth	Additional Costs	Benefits	One-Stop Operator	FTE	\$	4,745.02	
East	Harriman	Affiliate	WIOA Title I - Adult	Non-Shared Direct	Benefits	WIOA Staff	Direct	\$	40,856.65	
East	Harriman	Affiliate	WIOA Title I - Adult	Non-Shared Direct	Salaries	WIOA Staff	Direct	\$	63,834.38	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Non-Shared Direct	Benefits	WIOA Staff	Direct	\$	8,207.10	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Non-Shared Direct	Salaries	WIOA Staff	Direct	\$	12,822.83	
East	Harriman	Affiliate	WIOA Title I - Youth	Non-Shared Direct	Benefits	WIOA Staff	Direct	\$	25,820.75	
East	Harriman	Affiliate	WIOA Title I - Youth	Non-Shared Direct	Salaries	WIOA Staff	Direct	\$	40,342.50	
East	Harriman	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Supplies	Resource/Lab Computers	FTE	\$	5,942.56	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Supplies	Resource/Lab Computers	FTE	\$	1,193.71	
East	Harriman	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Supplies	Resource/Lab Computers	FTE	\$	3,755.60	
East	Harriman	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Supplies	WebCam/Headset-Microphone	FTE	\$	32.36	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Supplies	WebCam/Headset-Microphone	FTE	\$	6.50	
East	Harriman	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Supplies	WebCam/Headset-Microphone	FTE	\$	20.45	
East	Harriman	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Supplies	Table Throw	FTE	\$	105.19	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Supplies	Table Throw	FTE	\$	21.31	
East	Harriman	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Supplies	Table Throw	FTE	\$	66.48	
East	Harriman	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Utilities	Utilities	FTE	\$	10,882.33	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Utilities	Utilities	FTE	\$	2,185.99	
East	Harriman	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Utilities	Utilities	FTE	\$	6,877.46	
East	Harriman	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Professional Services	Security/Monitoring	FTE	\$	374.50	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Professional Services	Security/Monitoring	FTE	\$	75.23	
East	Harriman	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Professional Services	Security/Monitoring	FTE	\$	236.68	
East	Harriman	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Communications	Chamber Membership	FTE	\$	37.20	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Communications	Chamber Membership	FTE	\$	7.47	
East	Harriman	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Communications	Chamber Membership	FTE	\$	23.51	
East	Harriman	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Communications	Electronic Signature	FTE	\$	348.71	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Communications	Electronic Signature	FTE	\$	70.05	
East	Harriman	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Communications	Electronic Signature	FTE	\$	220.38	
East	Harriman	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Communications	Internet/Telephone	FTE	\$	1,680.98	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Communications	Internet/Telephone	FTE	\$	337.67	
East	Harriman	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Communications	Internet/Telephone	FTE	\$	1,062.35	
East	Harriman	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Maintenance	Building Maintenance	Square Footage	\$	3,510.91	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Maintenance	Building Maintenance	Square Footage	\$	705.26	
East	Harriman	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Maintenance	Building Maintenance	Square Footage	\$	2,218.84	
East	Harriman	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Rentals and Insurance	Insurance-Contents	Square Footage	\$	253.16	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Rentals and Insurance	Insurance-Contents	Square Footage	\$	50.85	
East	Harriman	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Rentals and Insurance	Insurance-Contents	Square Footage	\$	159.99	
East	Harriman	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Maintenance	Pest Control	Square Footage	\$	294.52	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Maintenance	Pest Control	Square Footage	\$	59.18	
East	Harriman	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Maintenance	Pest Control	Square Footage	\$	186.20	
East	Harriman	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Rentals and Insurance	Copier Rental	FTE	\$	1,870.50	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Rentals and Insurance	Copier Rental	FTE	\$	375.74	
East	Harriman	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Rentals and Insurance	Copier Rental	FTE	\$	1,182.12	
East	Harriman	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Rentals and Insurance	Building Lease/Rent	Square Footage	\$	1,961.44	
East	Harriman	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Rentals and Insurance	Building Lease/Rent	Square Footage	\$	3,945.49	
East	Harriman	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Rentals and Insurance	Building Lease/Rent	Square Footage	\$	12,413.08	
East	Jacksboro	Affiliate	WIOA Title I - Adult	Additional Costs	Salaries	One-Stop Operator	FTE	\$	13,839.93	
East	Jacksboro	Affiliate	WIOA Title I - Adult	Additional Costs	Benefits	One-Stop Operator	FTE	\$	7,452.27	
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Additional Costs	Salaries	One-Stop Operator	FTE	\$	1,698.54	
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Additional Costs	Benefits	One-Stop Operator	FTE	\$	914.60	
East	Jacksboro	Affiliate	WIOA Title I - Youth	Additional Costs	Salaries	One-Stop Operator	FTE	\$	10,018.35	
East	Jacksboro	Affiliate	WIOA Title I - Youth	Additional Costs	Benefits	One-Stop Operator	FTE	\$	5,394.49	
East	Jacksboro	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Supplies	Resource/Lab Computers	FTE	\$	10,188.03	
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Supplies	Resource/Lab Computers	FTE	\$	1,250.35	
East	Jacksboro	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Supplies	Resource/Lab Computers	FTE	\$	7,374.84	
East	Jacksboro	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Supplies	WebCam/Headset-Microphone	FTE	\$	32.12	
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Supplies	WebCam/Headset-Microphone	FTE	\$	3.94	
East	Jacksboro	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Supplies	WebCam/Headset-Microphone	FTE	\$	23.25	
East	Jacksboro	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Supplies	Table Throw	FTE	\$	104.40	
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Supplies	Table Throw	FTE	\$	12.81	
East	Jacksboro	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Supplies	Table Throw	FTE	\$	75.57	
East	Jacksboro	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Utilities	Utilities	FTE	\$	9,190.13	
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Utilities	Utilities	FTE	\$	1,127.88	
East	Jacksboro	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Utilities	Utilities	FTE	\$	6,652.48	
East	Jacksboro	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Communications	Telephones	FTE	\$	376.00	

FY 2026 East TN One-Stop Operating Budget									
ONE-STOP OPERATING BUDGET									
LWDA	Location	Center Type	Partner	Cost Category	Cost Pool	Cost Item	Allocation Base	Cost	
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Communications	Telephones	FTE	\$	46.15
East	Jacksboro	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Communications	Telephones	FTE	\$	272.18
East	Jacksboro	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Maintenance	Building Maintenance	Square Footage	\$	3,649.68
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Maintenance	Building Maintenance	Square Footage	\$	447.92
East	Jacksboro	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Maintenance	Building Maintenance	Square Footage	\$	2,641.90
East	Jacksboro	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Maintenance	Janitorial	FTE	\$	866.46
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Maintenance	Janitorial	FTE	\$	106.34
East	Jacksboro	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Maintenance	Janitorial	FTE	\$	627.20
East	Jacksboro	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Rentals and Insurance	Copier Rental	FTE	\$	1,286.60
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Rentals and Insurance	Copier Rental	FTE	\$	157.90
East	Jacksboro	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Rentals and Insurance	Copier Rental	FTE	\$	931.34
East	Jacksboro	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Rentals and Insurance	Insurance-Contents	Square Footage	\$	181.96
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Rentals and Insurance	Insurance-Contents	Square Footage	\$	131.71
East	Jacksboro	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Rentals and Insurance	Insurance-Contents	Square Footage	\$	22.33
East	Jacksboro	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Rentals and Insurance	Building Lease/Rent	Square Footage	\$	18,520.52
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Rentals and Insurance	Building Lease/Rent	Square Footage	\$	2,272.98
East	Jacksboro	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Rentals and Insurance	Building Lease/Rent	Square Footage	\$	13,406.50
East	Jacksboro	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Communications	Electronic Signature	FTE	\$	384.90
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Communications	Electronic Signature	FTE	\$	47.24
East	Jacksboro	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Communications	Electronic Signature	FTE	\$	278.62
East	Jacksboro	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Communications	Internet	FTE	\$	876.64
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Communications	Internet	FTE	\$	107.99
East	Jacksboro	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Communications	Internet	FTE	\$	634.57
East	Jacksboro	Affiliate	WIOA Title I - Adult	Infrastructure Costs	Communications	Chamber Membership	FTE	\$	36.92
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Infrastructure Costs	Communications	Chamber Membership	FTE	\$	4.53
East	Jacksboro	Affiliate	WIOA Title I - Adult	Non-Shared Direct	Benefits	WIOA Staff	Direct	\$	35,695.39
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Non-Shared Direct	Benefits	WIOA Staff	Direct	\$	6,085.83
East	Jacksboro	Affiliate	WIOA Title I - Youth	Non-Shared Direct	Benefits	WIOA Staff	Direct	\$	8,141.78
East	Jacksboro	Affiliate	WIOA Title I - Adult	Non-Shared Direct	Salaries	WIOA Staff	Direct	\$	55,770.70
East	Jacksboro	Affiliate	WIOA Title I - Dislocated Worker	Non-Shared Direct	Salaries	WIOA Staff	Direct	\$	9,508.53
East	Jacksboro	Affiliate	WIOA Title I - Youth	Non-Shared Direct	Salaries	WIOA Staff	Direct	\$	12,720.77
East	Jacksboro	Affiliate	WIOA Title I - Youth	Infrastructure Costs	Communications	Chamber Membership	FTE	\$	26.73
East	Knoxville	Comprehensive	WIOA Title I - Adult	Non-Shared Direct	Salaries	WIOA Staff	Direct	\$	160,025.86
East	Knoxville	Comprehensive	WIOA Title I - Dislocated Worker	Non-Shared Direct	Salaries	WIOA Staff	Direct	\$	64,003.25
East	Knoxville	Comprehensive	WIOA Title I - Youth	Non-Shared Direct	Salaries	WIOA Staff	Direct	\$	35,912.90
East	Knoxville	Comprehensive	WIOA Title I - Adult	Non-Shared Direct	Benefits	WIOA Staff	Direct	\$	80,088.58
East	Knoxville	Comprehensive	WIOA Title I - Dislocated Worker	Non-Shared Direct	Benefits	WIOA Staff	Direct	\$	32,031.88
East	Knoxville	Comprehensive	WIOA Title I - Youth	Non-Shared Direct	Benefits	WIOA Staff	Direct	\$	17,973.42
East	Knoxville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Communications	Printing & Publications	FTE	\$	615.62
East	Knoxville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Communications	Printing & Publications	FTE	\$	246.22
East	Knoxville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Communications	Printing & Publications	FTE	\$	138.16
East	Knoxville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Supplies	Postage	FTE	\$	1,231.24
East	Knoxville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Supplies	Postage	FTE	\$	492.44
East	Knoxville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Supplies	Postage	FTE	\$	276.31
East	Knoxville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Communications	Electronic Signature	FTE	\$	1,865.55
East	Knoxville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Communications	Electronic Signature	FTE	\$	746.14
East	Knoxville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Communications	Electronic Signature	FTE	\$	418.67
East	Knoxville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Communications	Internet	FTE	\$	8,126.20
East	Knoxville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Communications	Internet	FTE	\$	3,250.12
East	Knoxville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Communications	Internet	FTE	\$	1,823.68
East	Knoxville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Third Party Professional	Computer Maintenance	FTE	\$	13,728.36
East	Knoxville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Third Party Professional	Computer Maintenance	FTE	\$	5,490.73
East	Knoxville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Third Party Professional	Computer Maintenance	FTE	\$	3,080.91
East	Knoxville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Maintenance	Resource/Lab Computers	FTE	\$	104.04
East	Knoxville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Maintenance	Resource/Lab Computers	FTE	\$	41.61
East	Knoxville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Maintenance	Resource/Lab Computers	FTE	\$	23.35
East	Knoxville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Supplies	WebCam/Headset-Microphone	FTE	\$	36.54
East	Knoxville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Supplies	WebCam/Headset-Microphone	FTE	\$	14.61
East	Knoxville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Supplies	WebCam/Headset-Microphone	FTE	\$	8.20
East	Knoxville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Supplies	Table Throw	FTE	\$	118.71
East	Knoxville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Supplies	Table Throw	FTE	\$	47.48
East	Knoxville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Supplies	Table Throw	FTE	\$	26.64
East	Knoxville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Rentals and Insurance	Copier Rental	FTE	\$	4,924.97
East	Knoxville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Rentals and Insurance	Copier Rental	FTE	\$	1,969.77
East	Knoxville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Rentals and Insurance	Copier Rental	FTE	\$	1,105.26
East	Knoxville	Comprehensive	WIOA Title I - Adult	Non-Shared Direct	Travel	WIOA Staff	Direct	\$	5,540.59
East	Knoxville	Comprehensive	WIOA Title I - Dislocated Worker	Non-Shared Direct	Travel	WIOA Staff	Direct	\$	2,215.99
East	Knoxville	Comprehensive	WIOA Title I - Youth	Non-Shared Direct	Travel	WIOA Staff	Direct	\$	1,243.42
East	Knoxville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Communications	Chamber Membership	FTE	\$	41.99
East	Knoxville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Communications	Chamber Membership	FTE	\$	16.79
East	Knoxville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Communications	Chamber Membership	FTE	\$	9.42

FY 2026 East TN One-Stop Operating Budget									
ONE-STOP OPERATING BUDGET									
LWDA	Location	Center Type	Partner	Cost Category	Cost Pool	Cost Item	Allocation Base	Cost	
East	Knoxville	Comprehensive	WIOA Title II - Adult Education	Non-Shared Direct	Salaries	AE Staff	Direct	\$	24,840.00
East	Knoxville	Comprehensive	WIOA Title II - Adult Education	Non-Shared Direct	Benefits	AE Staff	Direct	\$	2,000.00
East	Knoxville	Comprehensive	WIOA Title IV - Vocational Rehabilitation	Non-Shared Direct	Salaries	VR Staff	Direct	\$	37,170.00
East	Knoxville	Comprehensive	WIOA Title IV - Vocational Rehabilitation	Non-Shared Direct	Benefits	VR Staff	Direct	\$	16,390.00
East	Knoxville	Comprehensive	WIOA Title I - Adult	Additional Costs	Salaries	One-Stop Operator	FTE	\$	15,433.32
East	Knoxville	Comprehensive	WIOA Title I - Adult	Additional Costs	Benefits	One-Stop Operator	FTE	\$	8,471.79
East	Knoxville	Comprehensive	WIOA Title I - Dislocated Worker	Additional Costs	Salaries	One-Stop Operator	FTE	\$	6,292.63
East	Knoxville	Comprehensive	WIOA Title I - Dislocated Worker	Additional Costs	Benefits	One-Stop Operator	FTE	\$	3,388.34
East	Knoxville	Comprehensive	WIOA Title I - Youth	Additional Costs	Salaries	One-Stop Operator	FTE	\$	3,530.86
East	Knoxville	Comprehensive	WIOA Title I - Youth	Additional Costs	Benefits	One-Stop Operator	FTE	\$	1,901.23
East	Knoxville	Comprehensive	FLC	Non-Shared Direct	Travel	In-State Mileage	Direct	\$	609.09
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	\$	1,473.35
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	401K Match	Direct	\$	642.18
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Dental Services	Direct	\$	236.05
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	FICA	Direct	\$	4,438.50
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Group Life Insurance	Direct	\$	169.51
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Health Insurance	Direct	\$	15,189.43
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Intradepartmental Employee Benefit Distribution	Direct	\$	943.76
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	\$	201.39
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Medicare FICA	Direct	\$	1,038.20
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	OPEB Normal Cost	Direct	\$	1,550.58
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Retirement	Direct	\$	11,228.34
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	\$	708.60
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Data Processing	Data Processing Services by Non-State Agencies	Direct	\$	2,632.50
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Data Processing	Data Processing Supplies	Direct	\$	317.54
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	\$	16,750.35
East	Knoxville	Comprehensive	RESEA - State	Infrastructure Costs	Communications	Telecommunications	FTE	\$	122.44
East	Knoxville	Comprehensive	RESEA - State	Infrastructure Costs	Maintenance	Other Maintenance and Services of Building by Non-State Agencies	Square Footage	\$	5.25
East	Knoxville	Comprehensive	RESEA - State	Infrastructure Costs	Printing	Printing by Vendors	FTE	\$	13.14
East	Knoxville	Comprehensive	RESEA - State	Infrastructure Costs	Professional Services	Data Processing Services	FTE	\$	3,688.95
East	Knoxville	Comprehensive	RESEA - State	Infrastructure Costs	Professional Services	Rent or Lease of Buildings or Property from State Agencies	Square Footage	\$	26,057.33
East	Knoxville	Comprehensive	RESEA - State	Infrastructure Costs	Professional Services	Telephone Billing	FTE	\$	1,336.23
East	Knoxville	Comprehensive	RESEA - State	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Buildings from Non-State Agencies	Square Footage	\$	1,396.45
East	Knoxville	Comprehensive	RESEA - State	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Reproduction Equipment	FTE	\$	352.15
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Intradepartmental Salary Distribution	Direct	\$	1,649.57
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Longevity	Direct	\$	1,042.35
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	P4Performance-One Time Payments	Direct	\$	253.58
East	Maryville	Comprehensive	FLC	Infrastructure Costs	Communications	Telecommunications	FTE	\$	-
East	Maryville	Comprehensive	FLC	Infrastructure Costs	Maintenance	Other Maintenance and Services of Building by Non-State Agencies	Square Footage	\$	-
East	Maryville	Comprehensive	FLC	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Buildings from Non-State Agencies	Square Footage	\$	-
East	Maryville	Comprehensive	FLC	Additional Costs	Third Party Professional	General Business Consulting Services	FTE	\$	-
East	Maryville	Comprehensive	FLC	Infrastructure Costs	Utilities	Electricity	FTE	\$	-
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Paid Annual	Direct	\$	2,992.96
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Paid Holiday	Direct	\$	3,320.45
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Paid Sick Leave	Direct	\$	2,110.85
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Regular Salaries and Wages	Direct	\$	66,171.79
East	Knoxville	Comprehensive	RESEA - State	Infrastructure Costs	Supplies	Office Supplies and Office Furniture	FTE	\$	23.48
East	Knoxville	Comprehensive	RESEA - State	Additional Costs	Third Party Professional	Document Destruction Services	FTE	\$	34.67
East	Knoxville	Comprehensive	RESEA - State	Additional Costs	Third Party Professional	General Business Consulting Services	FTE	\$	874.63
East	Knoxville	Comprehensive	RESEA - State	Additional Costs	Third Party Professional	Interpreting Services	FTE	\$	96.96
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Travel	In-State Lodging	Direct	\$	324.13
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Travel	In-State Meals and Incidentals	Direct	\$	158.62
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Travel	In-State Mileage	Direct	\$	542.78
East	Knoxville	Comprehensive	RESEA - State	Non-Shared Direct	Travel	In-State Travel	Direct	\$	10.85
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	\$	2,440.11
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	Dental Services	Direct	\$	107.25
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	FICA	Direct	\$	2,313.38
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	Group Life Insurance	Direct	\$	87.72
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	Health Insurance	Direct	\$	10,922.16
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	Intradepartmental Employee Benefit Distribution	Direct	\$	1,700.98
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	\$	100.98
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	Medicare FICA	Direct	\$	541.19
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	OPEB Normal Cost	Direct	\$	47.60
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	\$	1,122.48
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Data Processing	Data Processing Supplies	Direct	\$	172.04
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	\$	9,031.44
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Salaries	Intradepartmental Salary Distribution	Direct	\$	3,292.87
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Salaries	Longevity	Direct	\$	32.37
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Salaries	P4Performance-One Time Payments	Direct	\$	82.52
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Salaries	Paid Annual	Direct	\$	1,754.16
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Salaries	Paid Holiday	Direct	\$	5,858.33
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Salaries	Paid Sick Leave	Direct	\$	3,664.82
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Salaries	Regular Salaries and Wages	Direct	\$	28,131.59

FY 2026 East TN One-Stop Operating Budget									
ONE-STOP OPERATING BUDGET									
LWDA	Location	Center Type	Partner	Cost Category	Cost Pool	Cost Item	Allocation Base	Cost	
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Travel	In-State Lodging	Direct	\$	129.20
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Travel	In-State Meals and Incidentals	Direct	\$	711.25
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Travel	In-State Mileage	Direct	\$	2,083.25
East	Knoxville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Travel	In-State Travel	Direct	\$	3.66
East	Knoxville	Comprehensive	SNAP E&T - State	Infrastructure Costs	Communications	Telecommunications	FTE	\$	70.42
East	Knoxville	Comprehensive	SNAP E&T - State	Infrastructure Costs	Maintenance	Other Maintenance and Services of Building by Non-State Agencies	Square Footage	\$	3.19
East	Knoxville	Comprehensive	SNAP E&T - State	Infrastructure Costs	Printing	Printing by Vendors	FTE	\$	7.77
East	Knoxville	Comprehensive	SNAP E&T - State	Infrastructure Costs	Professional Services	Data Processing Services	FTE	\$	7,182.77
East	Knoxville	Comprehensive	SNAP E&T - State	Infrastructure Costs	Professional Services	Rent or Lease of Buildings or Property from State Agencies	Square Footage	\$	11,493.51
East	Knoxville	Comprehensive	SNAP E&T - State	Infrastructure Costs	Professional Services	Telephone Billing	FTE	\$	2,790.80
East	Knoxville	Comprehensive	SNAP E&T - State	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Buildings from Non-State Agencies	Square Footage	\$	861.47
East	Knoxville	Comprehensive	SNAP E&T - State	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Reproduction Equipment	FTE	\$	165.92
East	Knoxville	Comprehensive	SNAP E&T - State	Infrastructure Costs	Supplies	Office Supplies and Office Furniture	FTE	\$	9.73
East	Knoxville	Comprehensive	SNAP E&T - State	Additional Costs	Third Party Professional	Document Destruction Services	FTE	\$	11.72
East	Knoxville	Comprehensive	SNAP E&T - State	Additional Costs	Third Party Professional	General Business Consulting Services	FTE	\$	459.77
East	Knoxville	Comprehensive	SNAP E&T - State	Additional Costs	Third Party Professional	Interpreting Services	FTE	\$	37.18
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	\$	81.81
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Benefits	401K Match	Direct	\$	167.87
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Benefits	Dental Services	Direct	\$	5.70
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Benefits	FICA	Direct	\$	867.74
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Benefits	Group Life Insurance	Direct	\$	30.65
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Benefits	Health Insurance	Direct	\$	4,848.01
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	\$	37.81
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Benefits	Medicare FICA	Direct	\$	202.96
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Benefits	OPEB Normal Cost	Direct	\$	367.18
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Benefits	Retirement	Direct	\$	3,010.28
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	\$	44.32
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Data Processing	Data Processing Supplies	Direct	\$	61.21
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	\$	3,613.05
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Salaries	Longevity	Direct	\$	271.65
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Salaries	P4Performance-One Time Payments	Direct	\$	101.93
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Salaries	Paid Annual	Direct	\$	91.64
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Salaries	Paid Holiday	Direct	\$	75.08
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Salaries	Paid Sick Leave	Direct	\$	185.84
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Salaries	Regular Salaries and Wages	Direct	\$	14,492.63
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Travel	In-State Lodging	Direct	\$	56.06
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Travel	In-State Meals and Incidentals	Direct	\$	38.62
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Travel	In-State Mileage	Direct	\$	113.86
East	Knoxville	Comprehensive	TAA - Case Management	Non-Shared Direct	Travel	In-State Travel	Direct	\$	1.59
East	Maryville	Comprehensive	RESEA - State	Infrastructure Costs	Communications	Telecommunications	FTE	\$	516.54
East	Maryville	Comprehensive	RESEA - State	Infrastructure Costs	Maintenance	Other Maintenance and Services of Building by Non-State Agencies	Square Footage	\$	729.42
East	Maryville	Comprehensive	RESEA - State	Infrastructure Costs	Professional Services	Data Processing Services	FTE	\$	3,355.59
East	Maryville	Comprehensive	RESEA - State	Infrastructure Costs	Professional Services	Telephone Billing	FTE	\$	1,024.48
East	Maryville	Comprehensive	RESEA - State	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Buildings from Non-State Agencies	Square Footage	\$	9,233.61
East	Maryville	Comprehensive	RESEA - State	Additional Costs	Third Party Professional	Document Destruction Services	FTE	\$	496.44
East	Maryville	Comprehensive	RESEA - State	Additional Costs	Third Party Professional	General Business Consulting Services	FTE	\$	1,072.06
East	Maryville	Comprehensive	RESEA - State	Infrastructure Costs	Utilities	Electricity	FTE	\$	590.14
East	Knoxville	Comprehensive	TAA - Case Management	Infrastructure Costs	Communications	Telecommunications	FTE	\$	18.10
East	Knoxville	Comprehensive	TAA - Case Management	Infrastructure Costs	Maintenance	Other Maintenance and Services of Building by Non-State Agencies	Square Footage	\$	0.71
East	Knoxville	Comprehensive	TAA - Case Management	Infrastructure Costs	Printing	Printing by Vendors	FTE	\$	1.83
East	Knoxville	Comprehensive	TAA - Case Management	Infrastructure Costs	Professional Services	Data Processing Services	FTE	\$	214.78
East	Knoxville	Comprehensive	TAA - Case Management	Infrastructure Costs	Professional Services	Rent or Lease of Buildings or Property from State Agencies	Square Footage	\$	5,378.76
East	Knoxville	Comprehensive	TAA - Case Management	Infrastructure Costs	Professional Services	Telephone Billing	FTE	\$	473.23
East	Knoxville	Comprehensive	TAA - Case Management	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Buildings from Non-State Agencies	Square Footage	\$	207.48
East	Knoxville	Comprehensive	TAA - Case Management	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Reproduction Equipment	FTE	\$	78.52
East	Knoxville	Comprehensive	TAA - Case Management	Infrastructure Costs	Supplies	Office Supplies and Office Furniture	FTE	\$	3.35
East	Knoxville	Comprehensive	TAA - Case Management	Additional Costs	Third Party Professional	Document Destruction Services	FTE	\$	10.94
East	Knoxville	Comprehensive	TAA - Case Management	Additional Costs	Third Party Professional	General Business Consulting Services	FTE	\$	126.77
East	Knoxville	Comprehensive	TAA - Case Management	Additional Costs	Third Party Professional	Interpreting Services	FTE	\$	16.35
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	\$	6,503.70
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	401K Match	Direct	\$	2,705.92
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Dental Services	Direct	\$	961.50
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	FICA	Direct	\$	21,030.63
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Group Life Insurance	Direct	\$	723.19
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Health Insurance	Direct	\$	60,324.70
East	Maryville	Comprehensive	WIOA Title I - Adult	Additional Costs	Salaries	One-Stop Operator	FTE	\$	12,645.24
East	Maryville	Comprehensive	WIOA Title I - Adult	Additional Costs	Benefits	One-Stop Operator	FTE	\$	6,808.98
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Additional Costs	Salaries	One-Stop Operator	FTE	\$	4,999.19
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Additional Costs	Benefits	One-Stop Operator	FTE	\$	2,691.87
East	Maryville	Comprehensive	WIOA Title I - Youth	Additional Costs	Salaries	One-Stop Operator	FTE	\$	7,912.39
East	Maryville	Comprehensive	WIOA Title I - Youth	Additional Costs	Benefits	One-Stop Operator	FTE	\$	4,260.52
East	Maryville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Supplies	Resource/Lab Computers	FTE	\$	9,798.51
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Supplies	Resource/Lab Computers	FTE	\$	3,873.76
East	Maryville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Supplies	Resource/Lab Computers	FTE	\$	6,131.13
East	Maryville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Supplies	WebCam/Headset-Microphone	FTE	\$	29.35
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Supplies	WebCam/Headset-Microphone	FTE	\$	11.60
East	Maryville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Supplies	WebCam/Headset-Microphone	FTE	\$	18.37
East	Maryville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Supplies	Table Throw	FTE	\$	95.39
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Supplies	Table Throw	FTE	\$	37.71

FY 2026 East TN One-Stop Operating Budget									
ONE-STOP OPERATING BUDGET									
LWDA	Location	Center Type	Partner	Cost Category	Cost Pool	Cost Item	Allocation Base	Cost	
East	Maryville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Supplies	Table Throw	FTE	\$	59.69
East	Maryville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Communications	Telephones	FTE	\$	534.99
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Communications	Telephones	FTE	\$	211.50
East	Maryville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Communications	Telephones	FTE	\$	334.75
East	Maryville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Utilities	Utilities	FTE	\$	5,398.15
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Utilities	Utilities	FTE	\$	2,134.11
East	Maryville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Utilities	Utilities	FTE	\$	3,377.74
East	Maryville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Maintenance	Building Maintenance	Square Footage	\$	4,443.66
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Maintenance	Building Maintenance	Square Footage	\$	1,756.76
East	Maryville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Maintenance	Building Maintenance	Square Footage	\$	2,780.49
East	Maryville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Rentals and Insurance	Building Lease/Rent	Square Footage	\$	42,133.21
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Rentals and Insurance	Building Lease/Rent	Square Footage	\$	16,655.73
East	Maryville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Rentals and Insurance	Building Lease/Rent	Square Footage	\$	26,363.06
East	Maryville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Rentals and Insurance	Insurance-Contents	Square Footage	\$	341.40
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Rentals and Insurance	Insurance-Contents	Square Footage	\$	134.97
East	Maryville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Rentals and Insurance	Insurance-Contents	Square Footage	\$	213.62
East	Maryville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Other Expenses	AJC Relocation	FTE	\$	11,580.28
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Other Expenses	AJC Relocation	FTE	\$	4,575.41
East	Maryville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Other Expenses	AJC Relocation	FTE	\$	7,246.24
East	Maryville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Communications	internet	FTE	\$	861.69
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Communications	internet	FTE	\$	340.66
East	Maryville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Communications	internet	FTE	\$	539.17
East	Maryville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Communications	Electronic Signature	FTE	\$	8,934.10
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Communications	Electronic Signature	FTE	\$	18,000.00
East	Maryville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Communications	Electronic Signature	FTE	\$	20,000.00
East	Maryville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Rentals and Insurance	Copier Rental	FTE	\$	293.43
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Rentals and Insurance	Copier Rental	FTE	\$	116.00
East	Maryville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Rentals and Insurance	Copier Rental	FTE	\$	183.61
East	Maryville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Third Party Professional	Professional Services	FTE	\$	171.20
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Third Party Professional	Professional Services	FTE	\$	67.68
East	Maryville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Third Party Professional	Professional Services	FTE	\$	107.12
East	Maryville	Comprehensive	WIOA Title I - Adult	Infrastructure Costs	Communications	Chamber Membership	FTE	\$	33.73
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Infrastructure Costs	Communications	Chamber Membership	FTE	\$	13.34
East	Maryville	Comprehensive	WIOA Title I - Youth	Infrastructure Costs	Communications	Chamber Membership	FTE	\$	21.11
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Non-Shared Direct	Salaries	WIOA Staff	Direct	\$	24,744.75
East	Maryville	Comprehensive	WIOA Title I - Youth	Non-Shared Direct	Salaries	WIOA Staff	Direct	\$	39,164.40
East	Maryville	Comprehensive	WIOA Title I - Adult	Non-Shared Direct	Salaries	WIOA Staff	Direct	\$	62,590.86
East	Maryville	Comprehensive	WIOA Title I - Dislocated Worker	Non-Shared Direct	Benefits	WIOA Staff	Direct	\$	14,965.76
East	Maryville	Comprehensive	WIOA Title I - Youth	Non-Shared Direct	Benefits	WIOA Staff	Direct	\$	23,686.84
East	Maryville	Comprehensive	WIOA Title I - Adult	Non-Shared Direct	Benefits	WIOA Staff	Direct	\$	37,855.29
East	Maryville	Comprehensive	WIOA Title II - Adult Education	Non-Shared Direct	Salaries	A E Staff	Direct	\$	27,860.00
East	Maryville	Comprehensive	WIOA Title II - Adult Education	Non-Shared Direct	Benefits	A E Staff	Direct	\$	3,939.00
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	\$	3,007.47
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Dental Services	Direct	\$	511.55
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	FICA	Direct	\$	2,825.91
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Group Life Insurance	Direct	\$	104.49
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Health Insurance	Direct	\$	20,354.68
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Intradepartmental Employee Benefit Distribution	Direct	\$	1,230.98
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	\$	131.51
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Medicare FICA	Direct	\$	660.91
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	\$	1,407.84
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	\$	11,849.09
East	Sevierville	Comprehensive	JVSG - CONS	Infrastructure Costs	Professional Services	Data Processing Services	FTE	\$	4,805.38
East	Sevierville	Comprehensive	JVSG - CONS	Infrastructure Costs	Professional Services	Telephone Billing	FTE	\$	1,054.25
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Salaries	Intradepartmental Salary Distribution	Direct	\$	1,803.28
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Salaries	Paid Annual	Direct	\$	2,998.75
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Salaries	Paid Holiday	Direct	\$	3,163.67
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Salaries	Paid Sick Leave	Direct	\$	2,546.41
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Salaries	Regular Salaries and Wages	Direct	\$	40,858.63
East	Sevierville	Comprehensive	JVSG - CONS	Non-Shared Direct	Travel	In-State Mileage	Direct	\$	1,851.38
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	\$	3,740.47
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Dental Services	Direct	\$	308.68
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	FICA	Direct	\$	3,437.66
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Group Life Insurance	Direct	\$	155.75
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Health Insurance	Direct	\$	19,038.15
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	\$	167.80
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Medicare FICA	Direct	\$	804.02
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	OPEB Normal Cost	Direct	\$	95.49
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	\$	1,676.01
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	\$	367.67
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	Dental Services	Direct	\$	2.96
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	FICA	Direct	\$	359.54
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	Group Life Insurance	Direct	\$	13.53
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	Health Insurance	Direct	\$	95.84
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	\$	15.66
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	Medicare FICA	Direct	\$	84.13
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	OPEB Normal Cost	Direct	\$	8.80
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	\$	166.42

FY 2026 East TN One-Stop Operating Budget									
ONE-STOP OPERATING BUDGET									
LWDA	Location	Center Type	Partner	Cost Category	Cost Pool	Cost Item	Allocation Base	Cost	
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	401k- Hybrid Plan Reg Earn	Direct	\$	6,851.62
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	401K Match	Direct	\$	586.26
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Dental Services	Direct	\$	310.04
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	FICA	Direct	\$	9,690.51
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Group Life Insurance	Direct	\$	350.66
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Health Insurance	Direct	\$	26,580.71
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Intradepartmental Employee Benefit Distribution	Direct	\$	957.02
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	\$	426.08
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Medicare FICA	Direct	\$	2,266.56
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	OPEB Normal Cost	Direct	\$	1,489.55
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Retirement	Direct	\$	10,904.55
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	\$	3,207.91
East	Sevierville	Comprehensive	RESEA - State	Infrastructure Costs	Communications	Telecommunications	FTE	\$	271.48
East	Sevierville	Comprehensive	RESEA - State	Infrastructure Costs	Professional Services	Data Processing Services	FTE	\$	428.00
East	Maryville	Comprehensive	FLC	Non-Shared Direct	Data Processing	Data Processing Supplies	Direct	\$	-
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Data Processing	Data Processing Services by Non-State Agencies	Direct	\$	2,632.50
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Data Processing	Data Processing Supplies	Direct	\$	217.71
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Data Processing	Data Processing Supplies	Direct	\$	31.06
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Data Processing	Data Processing Services by Non-State Agencies	Direct	\$	5,062.50
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Data Processing	Data Processing Supplies	Direct	\$	376.84
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	\$	12,840.97
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	\$	1,012.52
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	\$	33,068.90
East	Sevierville	Comprehensive	RESEA - State	Infrastructure Costs	Professional Services	Rent or Lease of Buildings or Property from State Agencies	Square Footage	\$	14,653.92
East	Sevierville	Comprehensive	RESEA - State	Infrastructure Costs	Professional Services	Telephone Billing	FTE	\$	352.23
East	Sevierville	Comprehensive	RESEA - State	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Buildings from Non-State Agencies	Square Footage	\$	2,540.00
East	Sevierville	Comprehensive	RESEA - State	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Reproduction Equipment	FTE	\$	236.16
East	Sevierville	Comprehensive	RESEA - State	Infrastructure Costs	Supplies	Office Supplies and Office Furniture	FTE	\$	0.63
East	Sevierville	Comprehensive	RESEA - State	Additional Costs	Third Party Professional	Document Destruction Services	FTE	\$	10.27
East	Sevierville	Comprehensive	RESEA - State	Additional Costs	Third Party Professional	General Business Consulting Services	FTE	\$	513.01
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Intradepartmental Employee Benefit Distribution	Direct	\$	1,824.75
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Long-term Disability Insurance	Direct	\$	936.37
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Medicare FICA	Direct	\$	4,918.58
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	OPEB Normal Cost	Direct	\$	6,463.93
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Retirement	Direct	\$	54,469.85
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Benefits	Retirement Hybrid Plan	Direct	\$	3,086.64
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Data Processing	Data Processing Services by Non-State Agencies	Direct	\$	10,125.00
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Data Processing	Data Processing Supplies	Direct	\$	1,213.18
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Indirect Costs	Indirect Cost Charges	Direct	\$	76,022.57
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Administrative Bereavement Leave with Pay	Direct	\$	2,022.10
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Administrative Bereavement Leave with Pay	Direct	\$	79.85
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Longevity	Direct	\$	113.09
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	P4Performance-One Time Payments	Direct	\$	209.69
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Paid Annual	Direct	\$	1,407.04
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Paid Holiday	Direct	\$	3,027.70
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Paid Sick Leave	Direct	\$	1,364.70
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Salaries	Regular Salaries and Wages	Direct	\$	52,810.89
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Salaries	Paid Annual	Direct	\$	260.50
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Salaries	Paid Holiday	Direct	\$	284.88
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Salaries	Paid Sick Leave	Direct	\$	153.44
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Salaries	Regular Salaries and Wages	Direct	\$	5,160.45
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Administrative Bereavement Leave with Pay	Direct	\$	395.96
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Compensatory Leave	Direct	\$	2,239.91
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Family and Medical Leave	Direct	\$	7,736.46
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Intradepartmental Salary Distribution	Direct	\$	1,703.25
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Longevity	Direct	\$	3,134.12
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	P4Performance-One Time Payments	Direct	\$	592.14
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Paid Annual	Direct	\$	7,392.69
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Paid Holiday	Direct	\$	10,584.79
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Paid Sick Leave	Direct	\$	4,456.16
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Regular Salaries and Wages	Direct	\$	125,891.32
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Administrative Inclement Weather Leave with Pay	Direct	\$	899.31
East	Knoxville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Salaries	Family and Medical Leave	Direct	\$	15,138.54
East	Maryville	Comprehensive	SNAP E&T - State	Infrastructure Costs	Communications	Telecommunications	FTE	\$	40.11
East	Maryville	Comprehensive	SNAP E&T - State	Infrastructure Costs	Maintenance	Other Maintenance and Services of Building by Non-State Agencies	Square Footage	\$	-
East	Maryville	Comprehensive	SNAP E&T - State	Infrastructure Costs	Professional Services	Data Processing Services	FTE	\$	30.39
East	Maryville	Comprehensive	SNAP E&T - State	Infrastructure Costs	Professional Services	Telephone Billing	FTE	\$	20.13
East	Maryville	Comprehensive	SNAP E&T - State	Infrastructure Costs	Rentals and Insurance	Rent or Lease of Buildings from Non-State Agencies	Square Footage	\$	1,174.65
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Travel	In-State Lodging	Direct	\$	256.12
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Travel	In-State Meals and Incidentals	Direct	\$	133.80
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Travel	In-State Mileage	Direct	\$	475.14
East	Maryville	Comprehensive	RESEA - State	Non-Shared Direct	Travel	In-State Travel	Direct	\$	9.15
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Travel	In-State Meals and Incidentals	Direct	\$	9.56
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Travel	In-State Mileage	Direct	\$	222.12
East	Maryville	Comprehensive	SNAP E&T - State	Non-Shared Direct	Travel	In-State Travel	Direct	\$	0.84
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Travel	In-State Lodging	Direct	\$	2,140.68
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Travel	In-State Meals and Incidentals	Direct	\$	1,164.62
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Travel	In-State Mileage	Direct	\$	4,262.85
East	Maryville	Comprehensive	WIOA Title III - Wagner Peyser	Non-Shared Direct	Travel	In-State Travel	Direct	\$	47.49

Row Labels	Cost
FTE	\$ 1,031,753.62
Additional Costs	\$ 410,035.91
Clinton	\$ 39,318.18
Harriman	\$ 39,318.18
Jacksboro	\$ 39,318.18
Knoxville	\$ 45,400.97
Maryville	\$ 43,877.30
Morristown	\$ 42,562.38
Oneida	\$ 39,318.18
Sevierville	\$ 42,286.18
Tazewell	\$ 39,318.18
Wartburg	\$ 39,318.18
Infrastructure Costs	\$ 621,717.71
Clinton	\$ 19,099.89
Harriman	\$ 38,993.03
Jacksboro	\$ 43,104.11
Knoxville	\$ 116,520.68
Maryville	\$ 132,439.95
Morristown	\$ 178,052.96
Oneida	\$ 24,587.52
Sevierville	\$ 42,838.26
Tazewell	\$ 5,931.56
Wartburg	\$ 20,149.75
Direct	\$ 4,431,009.11
Non-Shared Direct	\$ 4,431,009.11
Clinton	\$ 181,150.00
Harriman	\$ 191,884.21
Jacksboro	\$ 127,923.00
Knoxville	\$ 1,545,415.88
Maryville	\$ 621,931.35
Morristown	\$ 919,861.90
Oneida	\$ 139,296.38
Sevierville	\$ 432,535.89
Tazewell	\$ 67,752.63
Wartburg	\$ 203,257.87
Square Footage	\$ 657,483.32
Infrastructure Costs	\$ 657,483.32
Clinton	\$ 18,775.51
Harriman	\$ 25,758.92
Jacksboro	\$ 41,275.50
Knoxville	\$ 148,367.38
Maryville	\$ 123,872.53
Morristown	\$ 169,203.09
Oneida	\$ 32,776.01
Sevierville	\$ 84,005.41
Tazewell	\$ 12,165.00
Wartburg	\$ 1,283.97
Grand Total	\$ 6,120,246.05

Full- Time Equivalent (FTE)¹

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	Maryville	2	40.60	1.08	18.03%	\$ 31,791.45	\$ 23,880.01	\$ 7,911.44
WIOA Title I - Dislocated Worker	Maryville	2	5.01	0.13	2.22%	\$ 3,923.03	\$ 2,946.77	\$ 976.26
WIOA Title I - Youth	Maryville	2	29.55	0.79	13.12%	\$ 23,138.85	\$ 17,380.65	\$ 5,758.20
WIOA Title III - Wagner Peyser	Maryville	5	127.51	3.40	56.63%	\$ 99,845.51	\$ 74,998.53	\$ 24,846.98
RESEA - State	Maryville	1	22.50	0.60	9.99%	\$ 17,618.41	\$ 13,234.00	\$ 4,384.42
WIOA Title I - Adult	Harriman	2	37.42	1.00	49.89%	\$ 39,072.07	\$ 19,454.92	\$ 19,617.15
WIOA Title I - Dislocated Worker	Harriman	1	7.13	0.19	9.51%	\$ 7,444.79	\$ 3,706.94	\$ 3,737.85
WIOA Title I - Youth	Harriman	1	30.45	0.81	40.60%	\$ 31,794.35	\$ 15,831.17	\$ 15,963.18
WIOA Title I - Adult	Jacksboro	1	73.64	1.96	65.46%	\$ 53,956.60	\$ 28,217.50	\$ 25,739.09
WIOA Title I - Dislocated Worker	Jacksboro	1	9.32	0.25	8.29%	\$ 6,828.84	\$ 3,571.25	\$ 3,257.58
WIOA Title I - Youth	Jacksboro	1	29.53	0.79	26.25%	\$ 21,636.86	\$ 11,315.36	\$ 10,321.50
WIOA Title I - Adult	Knoxville	3	54.20	1.45	9.15%	\$ 14,812.07	\$ 10,658.94	\$ 4,153.14
WIOA Title I - Dislocated Worker	Knoxville	2	8.80	0.23	1.49%	\$ 2,404.91	\$ 1,730.60	\$ 674.31
WIOA Title I - Youth	Knoxville	1	12.00	0.32	2.03%	\$ 3,279.43	\$ 2,359.91	\$ 919.51
RESEA - State	Knoxville	1	56.25	1.50	9.49%	\$ 15,372.31	\$ 11,062.09	\$ 4,310.22
JVSG - DVOP	Knoxville	2	75.00	2.00	12.66%	\$ 20,496.41	\$ 14,749.45	\$ 5,746.96
JVSG - LVER	Knoxville	1	37.50	1.00	6.33%	\$ 10,248.21	\$ 7,374.73	\$ 2,873.48
SNAP E & T- State	Knoxville	1	37.50	1.00	6.33%	\$ 10,248.21	\$ 7,374.73	\$ 2,873.48
WIOA Title IV - Vocational Rehabilitation	Knoxville	4	105.00	2.80	17.72%	\$ 28,694.98	\$ 20,649.23	\$ 8,045.74
TAA - Case Management	Knoxville	2	37.50	1.00	6.33%	\$ 10,248.21	\$ 7,374.73	\$ 2,873.48
WIOA Title III - Wagner Peyser	Knoxville	9	168.75	4.50	28.48%	\$ 46,116.93	\$ 33,186.27	\$ 12,930.66
WIOA Title I - Adult	Morristown	1	105.05	2.80	24.15%	\$ 53,279.79	\$ 43,000.74	\$ 10,279.04
WIOA Title I - Dislocated Worker	Morristown	1	11.57	0.31	2.66%	\$ 5,868.13	\$ 4,736.02	\$ 1,132.11
WIOA Title I - Youth	Morristown	1	70.86	1.89	16.29%	\$ 35,939.13	\$ 29,005.55	\$ 6,933.58
WIOA Title II - Adult Education	Morristown	1	22.50	0.60	5.17%	\$ 11,411.66	\$ 9,210.06	\$ 2,201.60
WIOA Title IV - Vocational Rehabilitation	Morristown	1	37.50	1.00	8.62%	\$ 19,019.44	\$ 15,350.10	\$ 3,669.34
JVSG - CONS	Morristown	1	37.50	1.00	8.62%	\$ 19,019.44	\$ 15,350.10	\$ 3,669.34
WIOA Title III - Wagner Peyser	Morristown	6	112.50	3.00	25.86%	\$ 57,058.31	\$ 46,050.30	\$ 11,008.02
RESEA - State	Morristown	1	37.50	1.00	8.62%	\$ 19,019.44	\$ 15,350.10	\$ 3,669.34
WIOA Title I - Adult	Clinton	1	44.93	1.20	39.94%	\$ 23,332.95	\$ 7,628.75	\$ 15,704.20

Square Footage

Partner Program	Location	Assigned Office Space / Square Footage	% of Total Square Footage	Square Footage Cost	Square Footage Cost Breakdown by Cost Category	
					Infrastructure Costs	Additional Costs
WIOA Title I - Adult	Maryville	130.63	22.08%	\$ 27,345.11	\$ 27,345.11	
WIOA Title I - Dislocated Worker	Maryville	51.64	8.73%	\$ 10,809.93	\$ 10,809.93	
WIOA Title I - Youth	Maryville	81.73	13.81%	\$ 17,108.75	\$ 17,108.75	
WIOA Title III - Wagner Peyser	Maryville	264	44.61%	\$ 55,263.79	\$ 55,263.79	
RESEA - State	Maryville	63.75	10.77%	\$ 13,344.95	\$ 13,344.95	
WIOA Title I - Adult	Harriman	772.2	56.21%	\$ 14,480.02	\$ 14,480.02	
WIOA Title I - Dislocated Worker	Harriman	145.1	10.56%	\$ 2,720.29	\$ 2,720.29	
WIOA Title I - Youth	Harriman	456.4	33.23%	\$ 8,558.61	\$ 8,558.61	
WIOA Title I - Adult	Jacksboro	436.5	54.15%	\$ 22,352.27	\$ 22,352.27	
WIOA Title I - Dislocated Worker	Jacksboro	53.6	6.65%	\$ 2,743.34	\$ 2,743.34	
WIOA Title I - Youth	Jacksboro	316.0	39.20%	\$ 16,179.89	\$ 16,179.89	
WIOA Title I - Adult	Knoxville	265.32	14.18%	\$ 21,043.40	\$ 21,043.40	
WIOA Title I - Dislocated Worker	Knoxville	106.14	5.67%	\$ 8,418.31	\$ 8,418.31	
WIOA Title I - Youth	Knoxville	59.54	3.18%	\$ 4,722.31	\$ 4,722.31	
RESEA - State	Knoxville	102	5.45%	\$ 8,089.95	\$ 8,089.95	
JVSG - DVOP	Knoxville	153	8.18%	\$ 12,134.93	\$ 12,134.93	
JVSG - LVER	Knoxville	51	2.73%	\$ 4,044.98	\$ 4,044.98	
SNAP E & T- State	Knoxville	106.7	5.70%	\$ 8,462.73	\$ 8,462.73	
WIOA Title IV - Vocational Rehabilitation	Knoxville	215.5	11.52%	\$ 17,092.01	\$ 17,092.01	
TAA - Case Management	Knoxville	102	5.45%	\$ 8,089.95	\$ 8,089.95	
WIOA Title III - Wagner Peyser	Knoxville	709.45	37.93%	\$ 56,268.80	\$ 56,268.80	
WIOA Title I - Adult	Morristown	468.95	24.16%	\$ 40,886.38	\$ 40,886.38	
WIOA Title I - Dislocated Worker	Morristown	75.89	3.91%	\$ 6,616.63	\$ 6,616.63	
WIOA Title I - Youth	Morristown	171.15	8.82%	\$ 14,922.07	\$ 14,922.07	

Direct Costs

Cost	Column Labels					
Row Labels	FTE		Direct	Square Footage		
Harriman	\$	78,311.21	\$	191,884.21	\$	25,758.92
WIOA Title I - Adult	\$	42,726.15	\$	104,691.03	\$	6,020.03
WIOA Title I - Dislocated Worker	\$	8,582.82	\$	21,029.93	\$	4,760.78
WIOA Title I - Youth	\$	27,002.24	\$	66,163.25	\$	14,978.11
Jacksboro	\$	82,422.29	\$	127,923.00	\$	41,275.50
WIOA Title I - Adult	\$	44,634.40	\$	91,466.09	\$	22,352.16
WIOA Title I - Dislocated Worker	\$	5,478.27	\$	15,594.36	\$	2,852.61
WIOA Title I - Youth	\$	32,309.62	\$	20,862.55	\$	16,070.73
Knoxville	\$	161,921.65	\$	1,545,415.88	\$	148,367.38
WIOA Title I - Adult	\$	54,698.33	\$	245,655.03		
WIOA Title I - Dislocated Worker	\$	21,996.88	\$	98,251.12		
WIOA Title I - Youth	\$	12,342.69	\$	55,129.74		
WIOA Title II - Adult Education			\$	26,840.00		
WIOA Title IV - Vocational Rehabilitation			\$	53,560.00		
FLC			\$	609.09		
JVSG - DVOP	\$	6,639.71	\$	147,794.28	\$	469.07
JVSG - LVER	\$	5,012.25	\$	61,872.42	\$	1,042.64
RESEA - State	\$	6,542.65	\$	136,098.21	\$	27,459.03
SNAP E&T - State	\$	10,736.08	\$	74,331.35	\$	12,358.17
WIOA Title III - Wagner Peyser	\$	43,009.19	\$	616,507.15	\$	101,451.52
TAA - Case Management	\$	943.87	\$	28,767.49	\$	5,586.95
Maryville	\$	176,317.25	\$	621,931.35	\$	123,872.53
WIOA Title I - Adult	\$	57,185.04	\$	100,446.15	\$	46,918.27
WIOA Title I - Dislocated Worker	\$	37,072.83	\$	39,710.51	\$	18,547.46
WIOA Title I - Youth	\$	50,191.84	\$	62,851.24	\$	29,357.17
WIOA Title II - Adult Education			\$	31,799.00		
FLC	\$	-	\$	-	\$	-
RESEA - State	\$	7,055.25	\$	105,002.38	\$	9,963.03
SNAP E&T - State	\$	327.13	\$	8,249.92	\$	1,174.65
WIOA Title III - Wagner Peyser	\$	24,485.16	\$	273,872.15	\$	17,911.95
Morristown	\$	220,615.34	\$	919,861.90	\$	169,203.09
WIOA Title I - Adult	\$	119,030.92	\$	233,719.56	\$	86,435.73

Total Partner Contributions - By Cost Category

Partner Program	Location	Infrastructure Costs	Additional Costs	Non-Shared Direct	Total	Billed Amount	Monthly Amount	In-Kind Contribution	Net Billed
WIOA Title I - Adult	Maryville	\$ 51,225.12	\$ 7,911.44	\$ 100,446.15	\$ 159,582.71	\$ 59,136.56	\$ 4,928.05		
WIOA Title I - Dislocated Worker	Maryville	\$ 13,756.70	\$ 976.26	\$ 39,710.51	\$ 54,443.48	\$ 14,732.97	\$ 1,227.75		
WIOA Title I - Youth	Maryville	\$ 34,489.40	\$ 5,758.20	\$ 62,851.24	\$ 103,098.84	\$ 40,247.60	\$ 3,353.97		
WIOA Title III - Wagner Peyser	Maryville	\$ 130,262.32	\$ 24,846.98	\$ 273,872.15	\$ 428,981.45	\$ 155,109.30	\$ 12,925.77		
RESEA - State	Maryville	\$ 26,578.95	\$ 4,384.42	\$ 105,002.38	\$ 135,965.74	\$ 30,963.36	\$ 2,580.28		
WIOA Title I - Adult	Harriman	\$ 33,934.94	\$ 19,617.15	\$ 104,691.03	\$ 158,243.12	\$ 53,552.09	\$ 4,462.67		
WIOA Title I - Dislocated Worker	Harriman	\$ 6,427.23	\$ 3,737.85	\$ 21,029.93	\$ 31,195.00	\$ 10,165.07	\$ 847.09		
WIOA Title I - Youth	Harriman	\$ 24,389.79	\$ 15,963.18	\$ 66,163.25	\$ 106,516.22	\$ 40,352.97	\$ 3,362.75		
WIOA Title I - Adult	Jacksboro	\$ 50,569.77	\$ 25,739.09	\$ 91,466.09	\$ 167,774.96	\$ 76,308.87	\$ 6,359.07		
WIOA Title I - Dislocated Worker	Jacksboro	\$ 6,314.59	\$ 3,257.58	\$ 15,594.36	\$ 25,166.53	\$ 9,572.17	\$ 797.68		
WIOA Title I - Youth	Jacksboro	\$ 27,495.25	\$ 10,321.50	\$ 20,862.55	\$ 58,679.30	\$ 37,816.75	\$ 3,151.40		
WIOA Title I - Adult	Knoxville	\$ 31,702.34	\$ 4,153.14	\$ 245,655.03	\$ 281,510.50	\$ 35,855.47	\$ 2,987.96		
WIOA Title I - Dislocated Worker	Knoxville	\$ 10,148.91	\$ 674.31	\$ 98,251.12	\$ 109,074.34	\$ 10,823.22	\$ 901.94		
WIOA Title I - Youth	Knoxville	\$ 7,082.22	\$ 919.51	\$ 55,129.74	\$ 63,131.48	\$ 8,001.74	\$ 666.81		
RESEA - State	Knoxville	\$ 19,152.04	\$ 4,310.22	\$ 136,098.21	\$ 159,560.47	\$ 23,462.26	\$ 1,955.19		
JVSG - DVOP	Knoxville	\$ 26,884.38	\$ 5,746.96	\$ 147,794.28	\$ 180,425.62	\$ 32,631.34	\$ 2,719.28		
JVSG - LVER	Knoxville	\$ 11,419.70	\$ 2,873.48	\$ 61,872.42	\$ 76,165.60	\$ 14,293.18	\$ 1,191.10		
SNAP E & T - State	Knoxville	\$ 15,837.45	\$ 2,873.48	\$ 74,331.35	\$ 93,042.28	\$ 18,710.93	\$ 1,559.24		
WIOA Title IV - Vocational Rehabilitation	Knoxville	\$ 37,741.25	\$ 8,045.74	\$ 53,560.00	\$ 99,346.99	\$ 45,786.99	\$ 3,815.58		
TAA - Case Management	Knoxville	\$ 15,464.68	\$ 2,873.48	\$ 28,767.49	\$ 47,105.65	\$ 18,338.16	\$ 1,528.18		
WIOA Title III - Wagner Peyser	Knoxville	\$ 89,455.07	\$ 12,930.66	\$ 616,507.15	\$ 718,892.88	\$ 102,385.73	\$ 8,532.14		
WIOA Title I - Adult	Morristown	\$ 83,887.12	\$ 10,279.04	\$ 233,719.56	\$ 327,885.73	\$ 94,166.17	\$ 7,847.18		
WIOA Title I - Dislocated Worker	Morristown	\$ 11,352.64	\$ 1,132.11	\$ 37,824.77	\$ 50,309.53	\$ 12,484.76	\$ 1,040.40		
WIOA Title I - Youth	Morristown	\$ 43,927.62	\$ 6,933.58	\$ 85,299.55	\$ 136,160.75	\$ 50,861.20	\$ 4,238.43		
WIOA Title II - Adult Education	Morristown	\$ 15,836.28	\$ 2,201.60	\$ 23,005.00	\$ 41,042.88	\$ 18,037.88	\$ 1,503.16	\$	
WIOA Title IV - Vocational Rehabilitation	Morristown	\$ 31,043.77	\$ 3,669.34	\$ 73,870.00	\$ 108,583.11	\$ 34,713.11	\$ 2,892.76		
JVSG - CONS	Morristown	\$ 21,976.32	\$ 3,669.34	\$ 73,870.00	\$ 99,515.66	\$ 25,645.66	\$ 2,137.14		
WIOA Title III - Wagner Peyser	Morristown	\$ 112,983.82	\$ 11,008.02	\$ 431,815.13	\$ 555,806.96	\$ 123,991.83	\$ 10,332.65		
RESEA - State	Morristown	\$ 26,248.48	\$ 3,669.34	\$ 27,759.88	\$ 57,677.70	\$ 29,917.82	\$ 2,493.15		
WIOA Title I - Adult	Clinton	\$ 19,450.32	\$ 15,704.20	\$ 91,466.09	\$ 126,620.61	\$ 35,154.52	\$ 2,929.54		
WIOA Title I - Dislocated Worker	Clinton	\$ 2,465.51	\$ 926.24	\$ 15,594.36	\$ 18,986.12	\$ 3,391.76	\$ 282.65		
WIOA Title I - Youth	Clinton	\$ 7,350.52	\$ 9,580.51	\$ 20,862.55	\$ 37,793.58	\$ 16,931.03	\$ 1,410.92		
WIOA Title IV - Vocational Rehabilitation	Clinton	\$ 8,609.05	\$ 13,107.23	\$ 53,227.00	\$ 74,943.27	\$ 21,716.27	\$ 1,809.69		
WIOA Title I - Adult	Oneida	\$ 31,241.35	\$ 21,412.45	\$ 75,868.59	\$ 128,522.39	\$ 52,653.80	\$ 4,387.82		
WIOA Title I - Dislocated Worker	Oneida	\$ 5,237.70	\$ 3,590.58	\$ 12,713.38	\$ 21,541.66	\$ 8,828.28	\$ 735.69		
WIOA Title I - Youth	Oneida	\$ 20,884.48	\$ 14,315.15	\$ 50,714.41	\$ 85,914.04	\$ 35,199.63	\$ 2,933.30		
WIOA Title I - Adult	Sevierville	\$ 12,082.99	\$ 6,529.75	\$ 26,187.46	\$ 44,800.20	\$ 18,612.74	\$ 1,551.06		
WIOA Title I - Dislocated Worker	Sevierville	\$ 2,098.21	\$ 911.20	\$ 4,101.69	\$ 7,111.10	\$ 3,009.41	\$ 250.78		
WIOA Title I - Youth	Sevierville	\$ 9,098.65	\$ 3,477.39	\$ 33,672.35	\$ 46,248.39	\$ 12,576.04	\$ 1,048.00		
WIOA Title II - Adult Education	Sevierville	\$ 10,238.33	\$ 4,075.64	\$	\$ 14,313.97	\$ 14,313.97	\$ 1,192.83	\$	
WIOA Title III - Wagner Peyser	Sevierville	\$ 63,937.62	\$ 16,375.32	\$ 230,669.37	\$ 310,982.31	\$ 80,312.94	\$ 6,692.75		
JVSG - CONS	Sevierville	\$ 11,639.19	\$ 5,458.44	\$ 95,306.55	\$ 112,404.18	\$ 17,097.63	\$ 1,424.80		
RESEA - State	Sevierville	\$ 17,748.67	\$ 5,458.44	\$ 42,598.47	\$ 65,805.59	\$ 23,207.12	\$ 1,933.93		
WIOA Title I - Adult	Tazewell	\$ 8,462.52	\$ 12,969.76	\$ 32,890.36	\$ 54,322.64	\$ 21,432.28	\$ 1,786.02		
WIOA Title I - Dislocated Worker	Tazewell	\$ 1,428.07	\$ 6,285.67	\$ 123.76	\$ 7,837.50	\$ 7,713.74	\$ 642.81		
WIOA Title I - Youth	Tazewell	\$ 8,205.97	\$ 20,062.76	\$ 34,738.51	\$ 63,007.23	\$ 28,268.72	\$ 2,355.73		
WIOA Title I - Adult	Wartburg	\$ 11,512.16	\$ 21,247.40	\$ 98,671.07	\$ 131,430.63	\$ 32,759.56	\$ 2,729.96		
WIOA Title I - Dislocated Worker	Wartburg	\$ 34.58	\$ 62.90	\$ 371.28	\$ 468.76	\$ 97.48	\$ 8.12		
WIOA Title I - Youth	Wartburg	\$ 9,886.99	\$ 18,007.87	\$ 104,215.52	\$ 132,110.38	\$ 27,894.86	\$ 2,324.57		

1) Use the drop-down to select the appropriate partner program and location (this should be in the same order as listed on the FTE and Square Footage tab.
2) Reference the Infrastructure and Additional costs on both the FTE and Square Footage tabs. Be sure to reference the correct program and location.
3) Non-Shared Direct costs are reference the corresponding program and locations value on the Direct Costs tab's pivot table.
4) Total will auto-calculate once steps 2 and 3 are completed.
5) Billed Amount will auto-calculate once step 2 is completed. This value will be the contractual amount on your IFA contract.

\$ 381.88 \$ 1,121.28 4.30 Hours per week, front counter, 20.51/hr-paraprofessional

\$ 816.10 \$ 376.73 7.5 Hours per week-Sevier Front Desk, \$25.13/hr-instructor

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIR



Digitally signed by Jessica Belitz
Date: 2026.05.29 10:34:59 -04'00'

Jessica Belitz

Signature

Printed Name

Chair

05/29/26

Title

Date

East Tennessee Local Workforforce Development Board

Organization

CHIEF LOCAL ELECTED OFFICIAL

G. Jacobs
Signature

Glen Jacobs
Printed Name

Knox County Mayor
Title

5/27/26
Date

East Tennessee Human Resources Agency
Organization

TITLE IB – ADULT, DISLOCATED WORKER, YOUTH

Gary W. Holway
Signature

Gary W. Holway
Printed Name

Executive Director
Title

5/29/2026
Date

East Tennessee Human Resources Agency
Organization

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

Signature

Printed Name

Title

Date

Organization

TITLE III – EMPLOYMENT PROGRAMS UNDER WAGNER-PEYSER

<u>Shavonne Smith</u>	<u>Shavonne Smith</u>
Signature	Printed Name
<u>Regional Director</u>	<u>05/28/2026</u>
Title	Date
<u>TNDLW</u>	
Organization	

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

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

JOB COUNSELING, TRAINING AND PLACEMENT SERVICES FOR VETERANS

<u>Shavonne Smith</u>	<u>Shavonne Smith</u>
Signature	Printed Name
<u>Regional Directors</u>	<u>05/28/2026</u>
Title	Date
<u>TNDLW</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	

MIGRANT AND SEASONAL FARMWORKER PROGRAM

Shavonne Smith

Signature

Shavonne Smith

Printed Name

Regional Director

05/28/2026

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

Regional Director

05/28/2026

Title

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

TRADE ADJUSTMENT ASSISTANCE (TAA)

<i>Shavonne Smith</i>	Shavonne Smith
Signature	Printed Name
Regional Director	05/28/2026
Title	Date
TNDLW	
Organization	

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

Signature	Printed Name
Title	Date
Organization	

TRADE READJUSTMENT ALLOWANCE (TRA)

Shavonne Smith
Signature

Regional Director
Title

TNDLW
Organization

Shavonne Smith
Printed Name

05/28/2026
Date

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

Signature

Printed Name

Title

Date

Organization

UNEMPLOYMENT INSURANCE



Signature

Ronald Ray Felts Jr

Printed Name

Assistant Commissioner Unemployment Insurance

5.28.26

Title

Date

TDLWD

Organization

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

Signature

Printed Name

Title

Date

Organization

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)

<u></u>	<u>Gary W. Holmsey</u>
Signature	Printed Name
<u>Executive Director</u>	<u>5/29/2026</u>
Title	Date
<u>East Tennessee Human Resource Agency</u>	
Organization	

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

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

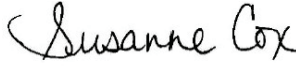
POST-SECONDARY CAREER AND TECHNICAL EDUCATION UNDER PERKINS

<u>Saul Reyes</u>	<u>Saul Reyes</u>
Signature	Printed Name
<u>President</u>	<u>5/27/2026</u>
Title	Date
<u>Walters State Community College</u>	
Organization	

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR POST-SECONDARY PERKINS
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: 2026.05.27 14:06:16 -04'00'

Susanne Cox

Signature

Printed Name

President

5/27/2026

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

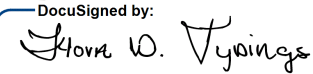
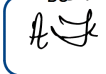
Date

Organization

TITLE II – ADULT EDUCATION AND FAMILY LITERACY

<small>Signed by:</small>	
	Kelli Chaney
<small>487CA4A792C1425...</small>	
Signature	Printed Name
President	2026-06-11 9:25 AM PDT
Title	Date
Tennessee College of Applied Technology Knoxville	
Organization	

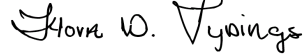
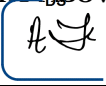
**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE II
IF DIFFERENT THAN THE SIGNATORY ABOVE**

<small>DocuSigned by:</small>	
	
<small>15B44CDEEAC7429...</small>	
Signature	Printed Name
Chancellor	2026-06-11 9:41 AM PDT
Title	Date
Tennessee Board of Regents	
Organization	

TITLE II – ADULT EDUCATION AND FAMILY LITERACY

<small>DocuSigned by:</small>	
 <small>0433BBF4A64D401...</small>	Debbie Petree
Signature	Printed Name
President	2026-08-03 4:17 PM CDT
Title	Date
Tennessee College of Applied Technology Jacksboro	
Organization	

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

<small>DocuSigned by:</small>	
 <small>15B44CDEEAC7429...</small>	
Signature	Printed Name
Chancellor	2026-08-03 4:18 PM CDT
Title	Date
Tennessee Board of Regents	
Organization	



Memorandum

TO: Chancellor Flora Tydings

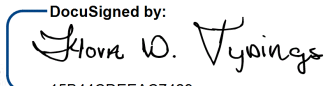
FROM: Debbie J. Petree, EdID 
President

SUBJECT: Request for Late MOU/IFA Submission Approval

DATE: July 30, 2026

I am requesting approval of the MOU/IFA with the East Tennessee Human Resource Agency, Inc. (ETHRA). We have been working on the infrastructure costs with ETHRA until recently. We are now ready to sign the MOU/IFA with the agency.

I respectfully request your approval for the late submission of the ETHRA MOU/IFA.

Approval:  
15B44CDEEAC7429...
Chancellor Flora Tydings

2026-08-03 | 4:18 PM CDT

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)


Signature

Misty H. Goodwin

Printed Name

Chief Executive Officer

05/29/2026

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

COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM


Signature

Misty H. Goodwin

Printed Name

Chief Executive Officer

05/29/2026

Title

Date

Knoxville-Knox County Community Action Committee

Organization

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

Signature

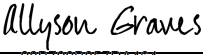
Printed Name

Title

Date

Organization

OTHER PARTY TO THE MOU:

Signed by:

98B790B837DA464...
Signature

Allyson Graves
Printed Name

Interim Director, Grants and Contracts
Title

6/1/2026 | 10:08:56 PDT
Date

The University of Tennessee
Organization

UTK Ref. No. 28023

OTHER PARTY TO THE MOU:



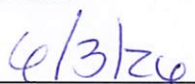
Signature

Elizabeth Nother

Printed Name

President & CEO

Title



Date

Goodwill Industries--Knoxville, Inc.

Organization

OTHER PARTY TO THE MOU:

Lakecia S. Peterson  Digitally signed by Lakecia S.
Peterson
Date: 2026.06.16 10:26:36 -05'00'

Signature

TANF Program Director

Title

TN Dept. of Human Services

Organization

Lakecia Peterson

Printed Name

June 16, 2026

Date