

## BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006  
Expiration Date: 02/28/2022

## SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. WIOA Adult	17.258	\$	\$	\$ 1,965,413.41	\$	\$ 1,965,413.41
2. WIOA Dislocated Worker	17.278			3,239,192.25		3,239,192.25
3. WIOA Youth	17.259			2,070,051.09		2,070,051.09
4.						
5. Totals		\$	\$	\$ 7,274,656.75	\$	\$ 7,274,656.75

# SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) WIOA Adult	(2) WIOA Dislocated Worker	(3) WIOA Youth	(4)	
a. Personnel	\$ 32,042.48	\$ 52,809.12	\$ 33,748.41	\$	\$ 118,600.01
b. Fringe Benefits	11,214.87	18,483.19	11,811.94		41,510.00
c. Travel	1,891.21	3,116.89	1,991.90		7,000.00
d. Equipment					
e. Supplies					
f. Contractual	1,723,075.10	2,839,795.17	1,814,810.80		6,377,681.07
g. Construction					
h. Other	648.41	1,068.65	682.94		2,400.00
i. Total Direct Charges (sum of 6a-6h)	1,768,872.07	2,915,273.02	1,863,045.99		\$ 6,547,191.08
j. Indirect Charges	196,541.34	323,919.23	207,005.10		\$ 727,465.67
k. TOTALS (sum of 6i and 6j)	\$ 1,965,413.41	\$ 3,239,192.25	\$ 2,070,051.09	\$	\$ 7,274,656.75
7. Program Income	\$	\$	\$	\$	\$

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**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	WIOA Adult	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9.	WIOA Dislocated Worker	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	WIOA Youth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. TOTAL (sum of lines 8-11)		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text" value="7,274,656.75"/>	\$ <input type="text" value="1,818,664.18"/>	\$ <input type="text" value="1,818,664.19"/>	\$ <input type="text" value="1,818,664.19"/>	\$ <input type="text" value="1,818,664.19"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text" value="7,274,656.75"/>	\$ <input type="text" value="1,818,664.18"/>	\$ <input type="text" value="1,818,664.19"/>	\$ <input type="text" value="1,818,664.19"/>	\$ <input type="text" value="1,818,664.19"/>

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

(a) Grant Program		FUTURE FUNDING PERIODS (YEARS)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.	WIOA Adult	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
17.	WIOA Dislocated Worker	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18.	WIOA Youth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. TOTAL (sum of lines 16 - 19)		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges: <input type="text"/>	22. Indirect Charges: <input type="text"/>
23. Remarks: <input type="text" value="Budget for P20 and F21 Funding"/>	

# Northern Middle TN LWDB

## FY 20-21 BUDGET NARRATIVE

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### **Salaries - \$118,600.01**

Costs include personnel costs of Northern Middle staff which are directly attributable to one identifiable grant, or those benefitting program activities of more than one program and which are not indirect in nature.

### **Fringe - \$41,510.00**

Fringe benefits are computed on an individual basis for staff included under salaries (personnel) costs. Items included in fringe benefits consist of health, dental, and vision insurance, disability insurance, unemployment and worker's compensation and mandatory employer match on federal employment taxes, and retirement costs.

### **Travel \$7,000.00**

Travel includes direct travel costs for staff and is reimbursed in accordance with amounts and limitations specified in the Tennessee "State Comprehensive Travel Regulations," as they are amended from time to time.

### **Contractual \$6,377,681.07**

#### **Career Service Provider - \$6,168,788.47**

Competitively procured Career Service Provider expenses incurred in the delivery of all assigned duties as they relate to the delivery of services to the Northern Middle LWDA.

#### **One-Stop Operator - \$208,902.60**

Competitively procured One-Stop Operator expenses incurred in the delivery of all assigned duties as they relate to the delivery of services within the One-Stop System of the Northern Middle LWDA to include coordinating services, performance and targeting populations.

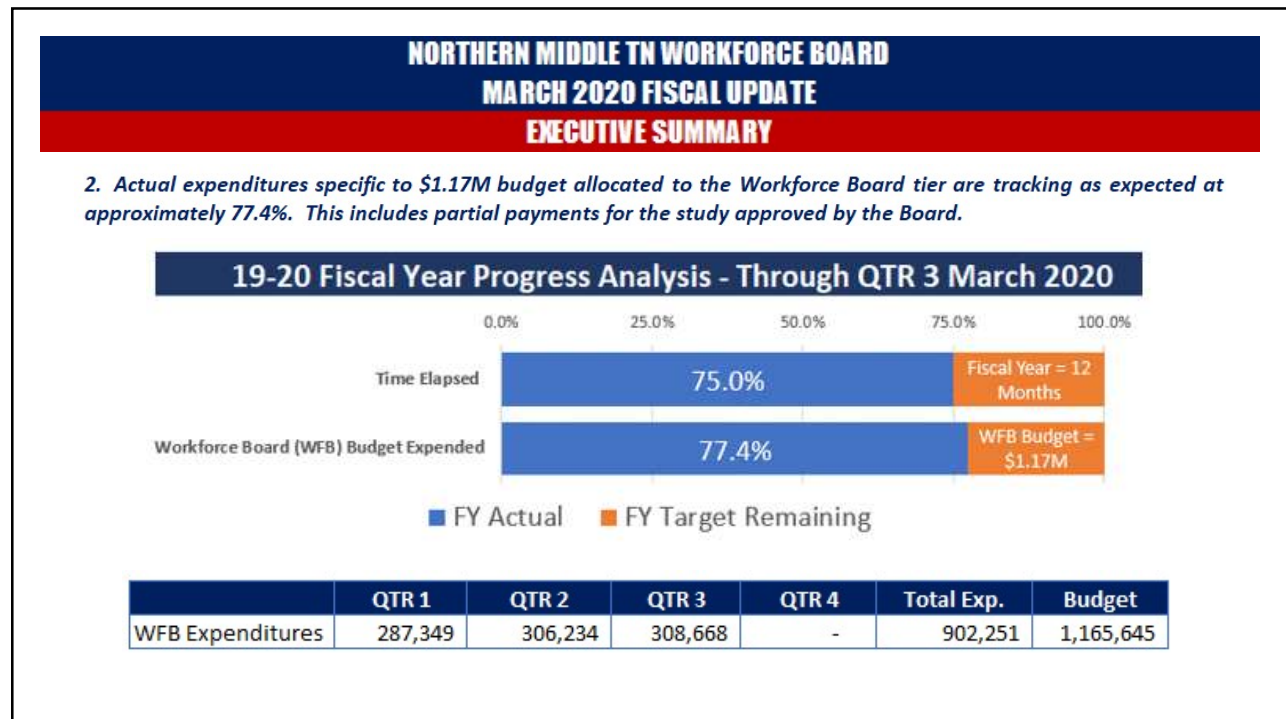
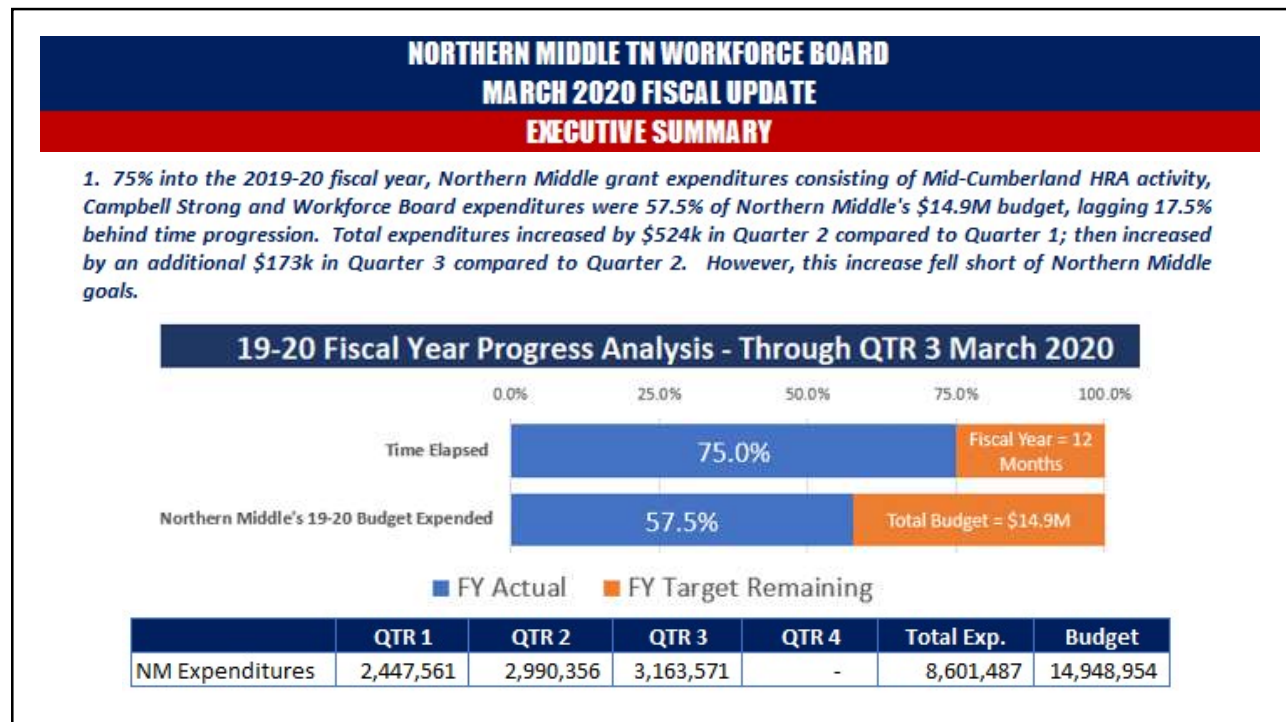
### **Other \$2,400**

Costs including, but not limited to, communication and supplies necessary to carry out the direct activities and responsibilities of one identifiable grant, or those costs benefitting program activities of more than one program and which are not indirect in nature.

### **Indirect - \$727,465.67**

Administrative costs directly associated with each grant, as well as administrative expenses which are pooled and allocated according to the cost allocation plan to include, but not limited to, salaries, benefits, travel, communication, supplies, contractual services, accounting and auditing, supplies, rent, utilities, computer and related costs of an administrative nature. Costs in this category do not exceed 10% administrative cap.

## Northern Middle Board Finance Report (MPCR and Budget Review)



## NORTHERN MIDDLE TN WORKFORCE BOARD

### MARCH 2020 FISCAL UPDATE

#### EXECUTIVE SUMMARY

3. 75% into the fiscal year, Mid-Cumberland HRA billing as One-Stop Operator continues to exceed expectations at 91.9% compared to the \$418k contract budget. This results in only 8.1% budget remaining for the 25% remaining contract period, bringing this Area of Concern to an Elevated Status.

#### 19-20 Fiscal Year Progress Analysis - Through QTR 3 March 2020



	QTR 1	QTR 2	QTR 3	QTR 4	Total Exp.	Budget
OSO Expenditures	164,929	149,552	70,315	-	384,796	418,835

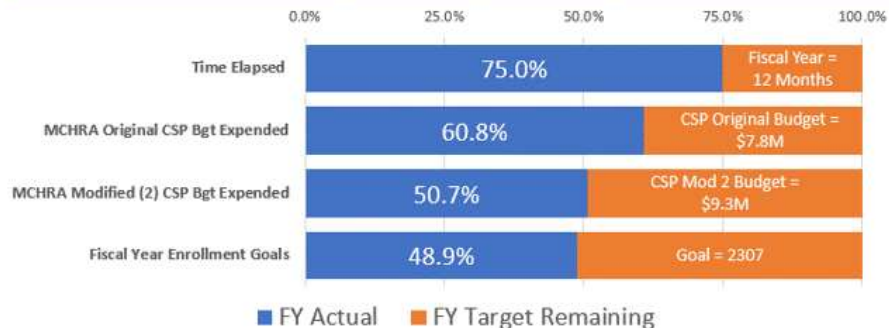
## NORTHERN MIDDLE TN WORKFORCE BOARD

### MARCH 2020 FISCAL UPDATE

#### EXECUTIVE SUMMARY

4. Career Service Provider (CSP) Progress - 75% into the fiscal year, Mid-Cumberland HRA billing as Career Service Provider continues to lag at 60.8% in comparison to the original \$7.8M contract budget, and at 50.7% in comparison to the \$9.3M modified budget. Enrollment progress lags at 48.9% in comparison to the goal of 2,307.

#### 19-20 Fiscal Year Progress Analysis - Through QTR 3 March 2020



	QTR 1	QTR 2	QTR 3	QTR 4	Total Exp.	Budget
CSP Expenditures	1,321,087	1,755,550	1,677,447	-	4,754,084	7,822,301



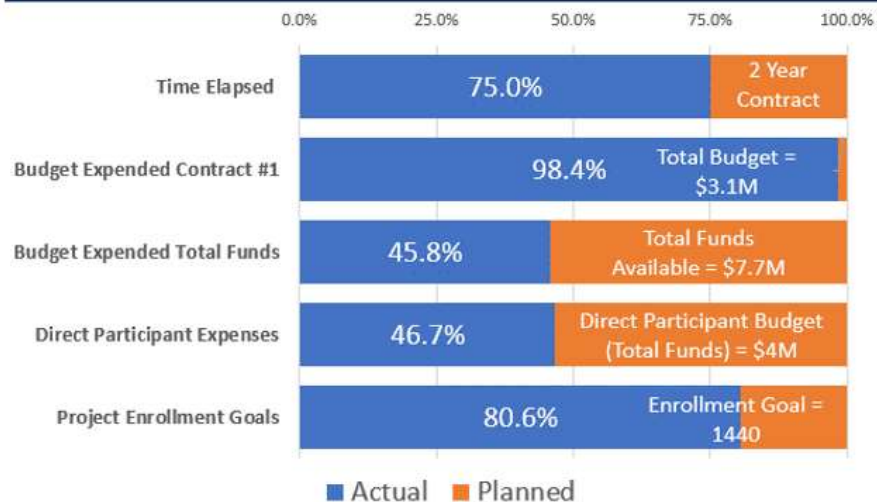
**NORTHERN MIDDLE TN WORKFORCE BOARD**  
**MARCH 2020 FISCAL UPDATE**  
**EXECUTIVE SUMMARY**

*5. Campbell Strong Progress - With 75% of the Campbell Strong project elapsed, expenditures continue to be lower than planned (98.4% of contract 1, but only 45.8% of total \$7.7M available funding). Enrollment goals have exceeded expectations to date tracking at 80.6% with six months remaining on the two-year project. Northern Middle continues to await Department of Labor approval for higher expenditure levels per participant, and awaits approval for a time extension on this contract.*

	QTR 1	QTR 2	QTR 3	QTR 4	Total Exp.	Budget
C.Strong '19 Exp		132,934	334,357	449,544	916,834	
C.Strong '20 Exp	729,639	833,582	1,068,612		2,631,834	
C.Strong Expenses	729,639	966,516	1,402,969	449,544	3,548,668	7,750,048

**NORTHERN MIDDLE TN WORKFORCE BOARD**  
**MARCH 2020 FISCAL UPDATE**  
**EXECUTIVE SUMMARY**

**Campbell Strong Contract-to-Date Progress at March 2020**



**NORTHERN MIDDLE TN WORKFORCE BOARD**  
**MARCH 2020 FISCAL UPDATE**  
**POSITIVES**

1a. Northern Middle's fiscal year-to-date MPCR (excluding Campbell Strong) is 43.27%, meeting the requirement of 40%. Minimum Participant Cost Rate (MPCR) reflects the percentage of program dollars that are spent directly on participants.

Without  
Campbell Strong

**MPCR = 43.27%**

	MCHRA Youth	MCHRA Adult & Dislocated Worker	Campbell Strong excluded	Other (WE Prior CSP & IFA)	Total
Qualifying Expenses	\$ 580,346	1,647,534.77		\$ 25,422	\$ 2,253,303
Total Program	\$ 1,252,042	3,155,833.91		\$ 799,772	\$ 5,207,648
MPCR	46.35%	52.21%	-	3.18%	43.27%

**NORTHERN MIDDLE TN WORKFORCE BOARD**  
**MARCH 2020 FISCAL UPDATE**  
**POSITIVES**

1b. Northern Middle's fiscal year-to-date Minimum Participant Cost Rate (MPCR) is 50.56% including Campbell Strong.

Including  
Campbell Strong

**MPCR = 50.56%**

	MCHRA Youth	MCHRA Adult & Dislocated Worker	Campbell Strong	Other (WE Prior CSP & IFA)	Total
Qualifying Expenses	\$ 580,346	1,647,534.77	\$ 1,597,352	\$ 25,422	\$ 3,850,655
Total Program	\$ 1,252,042	3,155,833.91	\$ 2,408,451	\$ 799,772	\$ 7,616,099
MPCR	46.35%	52.21%	66.32%	3.18%	50.56%



## NORTHERN MIDDLE TN WORKFORCE BOARD

### MARCH 2020 FISCAL UPDATE

### POSITIVES

2. In addition to meeting MPCR, Northern Middle was meeting other performance measures per TDLWD's monthly report card through the month of March: >80% expended (obligated), >75% expended on Out of School Youth, >20% expended on Work Experience, <20% Adult/DW funds spent on Incumbent Worker Training, 0% anticipated recapture.
3. Campbell Strong had a strong quarter despite logistic challenges with COVID-19. Staff implemented an innovative daily progress check-in to ensure accountability and enrollments while working remotely. Quarterly expenditures were higher than any other quarter since the beginning of the project. Enrollments through March were 1,161 out of a project goal of 1,440 (80.6%). Enrollments in the challenging month of April were 54 (compared to a monthly average of 64) bringing the total to 1,215 (84.4%).
4. Northern Middle's FY20 monitoring report issued by the TDLWD Performance Accountability Review (PAR) team included no findings.
5. Northern Middle has achieved 71% completion toward Phase 3 status in AJC re-opening.

## NORTHERN MIDDLE TN WORKFORCE BOARD

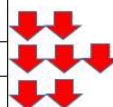
### MARCH 2020 FISCAL UPDATE

### AREAS NEEDING IMPROVEMENT

1. Cumulative MCHRA WIOA enrollments through March were 1127 out of 2307, or 48.9% of the 19-20 fiscal year goal. In April, MCHRA WIOA enrollments were only 15.
2. Minimum Participant Cost Rate (MPCR) for contractor expenses alone declined for all activities in Quarter 3. MCHRA MPCR dropped significantly in the month of April for Adult & Dislocated Workers, as well as Youth. Youth experienced decline for two consecutive quarters, in addition to the month of April.

MPCR Comparison by Contractor Activities

MPCR Comparison by Quarter				
Activity	QTR 1	QTR 2	QTR 3	APRIL
MCHRA Adult & Dislocated Worker	40.49%	59.32%	52.13%	38.20%
MCHRA Youth	51.84%	46.17%	43.12%	27.92%
Campbell Strong	65.46%	69.80%	64.23%	63.51%



**NORTHERN MIDDLE TN WORKFORCE BOARD**  
**MARCH 2020 FISCAL UPDATE**  
**AREAS NEEDING IMPROVEMENT**

*3a. April WIOA MPCR decline drops the overall MPCR without Campbell Strong closer to the 40% requirement, making MPCR attainment at risk in Quarter 4.*

Without  
Campbell Strong

**MPCR = 42.10%**

<b>THROUGH APRIL</b>	MCHRA Youth	MCHRA Adult & Dislocated Worker	Campbell Strong excluded	Other (WE Prior CSP & IFA)	Total
Qualifying Expenses	\$ 617,793	1,766,789		\$ 25,422	\$ 2,410,004
Total Program	\$ 1,386,155	3,468,046		\$ 869,748	\$ 5,723,949
MPCR	44.57%	50.94%	-	2.92%	42.10%

**NORTHERN MIDDLE TN WORKFORCE BOARD**  
**MARCH 2020 FISCAL UPDATE**  
**AREAS NEEDING IMPROVEMENT**

*3b. April WIOA MPCR decline drops the overall MPCR with Campbell Strong under 50%.*

Including  
Campbell Strong

**MPCR = 49.75%**

<b>THROUGH APRIL</b>	MCHRA Youth	MCHRA Adult & Dislocated Worker	Campbell Strong	Other (WE Prior CSP & IFA)	Total
Qualifying Expenses	\$ 617,793	1,766,789	\$ 1,773,737	\$ 25,422	\$ 4,183,741
Total Program	\$ 1,386,155	3,468,046	\$ 2,686,169	\$ 869,748	\$ 8,410,118
MPCR	44.57%	50.94%	66.03%	2.92%	49.75%

## NORTHERN MIDDLE TN WORKFORCE BOARD

### MARCH 2020 FISCAL UPDATE

### AREAS NEEDING IMPROVEMENT

4. MCHRA billing has decreased over the past 2 months. For full contract utilization through modification 2, average monthly billing should have averaged approximately \$826k.



## NORTHERN MIDDLE TN WORKFORCE BOARD

### MARCH 2020 FISCAL UPDATE

### AREAS NEEDING IMPROVEMENT

5. MCHRA billing in Quarter 2, Quarter 3 and the month of April compared to the prior year are as follows. Notice the decrease of just one month compared to the decline in Quarter 3.

	Total Q2 (in \$1,000's)	Total Q3 (in \$1,000's)	April (in 1,000's)
NM CSP FY19	\$ 1,895	\$ 2,108	\$ 690
MCHRA CSP FY20	\$ 1,905	\$ 1,761	\$ 469
Increase(Decrease)	\$ 10	\$ (347)	\$ (221)

6. (Repeat from Q1 & Q2) One-Stop Operator expenditures compared to budget remained higher than anticipated through March. Northern Middle staff raised this Area of Concern to an elevated status in the March monitoring report. Expenditures declined in April to a level that will contain expenditures to the contract amount if that level is maintained in May and June, removing the elevated status of the concern.



**NORTHERN MIDDLE TN WORKFORCE BOARD  
MARCH 2020 FISCAL UPDATE  
MONITORING**

1. TDLWD's Performance Accountability Review (PAR) team conducted monitoring of Northern Middle in February 2020. They issued a monitoring report with no findings.
2. Northern Middle continues to monitor sub-recipients and provide technical assistance on an ongoing basis. Quarterly reports of monitoring activities are submitted to TDLWD.
3. Mid-Cumberland HRA's external audit for the fiscal year ended June 30, 2019 was completed with no findings.

**NORTHERN MIDDLE TN WORKFORCE BOARD  
MARCH 2020 FISCAL UPDATE  
Q3 MONITORING REPORT**

The following Areas of Concern were included in the Q3 Monitoring Report:

**Mid-Cumberland HRA**

- \* Elevated Concern - OSO expenditures nearing budget capacity with 3 months remaining
- \* Staff turnover and position vacancies potentially impacting service delivery and enrollments
- \* Expenditures and enrollments less than expected targets
- \* Challenges with certain timely direct participant payments and in tracking expenditures against obligations
- \* Some direct participant costs were disallowed due to issues in eligibility and providing assistance where the client was being served by another program

**Campbell Strong - Workforce Essentials/West Ky Workforce Board**

- \* Low total expenditures

## NORTHERN MIDDLE TN WORKFORCE BOARD MARCH 2020 FISCAL UPDATE FISCAL POLICY UPDATE

- \* Northern Middle TN LWDB fiscal policies have been approved by the former North Tennessee Workforce Board (LWDA 08).
- \* Upon LWDA merger, those same fiscal policies were updated for the LWDA name change from North Tennessee to Northern Middle Tennessee.
- \* Northern Middle program policies are identified numerically, while the fiscal policy manual table of contents is labeled alphabetically. Some fiscal manual sections reference program policy numbers.
- \* Program policy updates - Innovations Committee; Fiscal policy updates - Finance
- \* Fiscal policy manual designed for broad, overarching internal control and compliance (attached with materials) while program policies are more specific to align board vision with programmatic compliance requirements.

## NORTHERN MIDDLE TN WORKFORCE BOARD 2020-21 Proposed Budget Allocation Comparison

*Projected allocations decreased approximately \$700k compared to the prior year.*

	Current Year Allocations				
	P20		F21		Total
Youth	2,062,858		-		2,062,858
Adult	328,113		1,637,300		1,965,413
Dislocated Worker	591,508		2,647,684		3,239,192
	2,982,479		4,284,984		7,267,463

	Change - Current Year to Prior Year Allocations					
	P20 to P19		F21 to F20		Total	
Youth	(288,657)	-12%	-		(288,657)	-12%
Adult	(20,471)	-6%	(221,037)	-12%	(241,509)	-11%
Dislocated Worker	(1,332)	0%	(165,111)	-6%	(166,443)	-5%
	(310,461)	-9%	(386,149)	-8%	(696,609)	-9%

## NORTHERN MIDDLE TN WORKFORCE BOARD 2020-21 PROPOSED BUDGET GRANT REVENUES

Grant Revenue	rounded \$ in millions	\$
Carryover from 19-20	\$ 5.4	5,404,759.01
New Allocations	7.3	7,267,463.22
Total Adult, DW, Youth	12.7	12,672,222.23
Carryover at 15%	(1.9)	(1,900,833.34)
Total 20-21 Adult, DW, Youth	10.8	10,771,388.89
Campbell Strong	3.1	3,125,000.00
RESEA	0.1	100,000.00
IFA	1.0	1,000,000.00
<b>Total 20-21 Projected Grant Revenue</b>	<b>\$ 15.0</b>	<b>14,996,388.89</b>

Prior Year budget was \$15.9M including \$1M for IFA (non-WIOA)

Approx 700k decrease in allocations

Approx 255k decrease in LG OJT grant

## NORTHERN MIDDLE TN WORKFORCE BOARD 2020-21 PROPOSED BUDGET GRANT EXPENSES

Projected Expenses	rounded \$ in millions	%	\$
NM Workforce Board	1.3	9%	1,265,645.00 (next slide)
Board Incumbent Worker Program	0.3	2%	300,000.00
IFA (non-Title I)	1.0	7%	1,000,000.00
Total Board and Overhead	2.6	17%	2,565,645.00
Campbell Strong Workforce Partnership	3.1	21%	3,125,000.00
OSO	0.4	3%	418,835.00
CSP	8.8	59%	8,786,908.89
RESEA	0.1	1%	100,000.00
Total Contracted Grant Services	12.4	83%	12,430,743.89
<b>Total 20-21 Grant Expense</b>	<b>15.0</b>	<b>100%</b>	<b>14,996,388.89</b>



**NORTHERN MIDDLE TN WORKFORCE BOARD**  
**2020-21 PROPOSED BUDGET**  
**Workforce Board Budget**

	Admin	Program	Total
Salaries & Benefits	318,681	260,110	578,790
Travel	35,500	7,000	42,500
Communication	4,750	2,400	7,150
Third Party - Contracted/Allocations	441,113	19,692	460,805
Supplies	15,800		15,800
Insurance	100,000		100,000
Computer and Related Costs	5,400		5,400
Indirect	55,200		55,200
<b>Total NM Board Expenses</b>	<b>976,443</b>	<b>289,202</b>	<b>1,265,645</b>

**NORTHERN MIDDLE TN WORKFORCE BOARD**  
**2020-21 BUDGET**  
**ACTION ITEMS**

1. 2020-21 Budget Approval
2. Mid-Cumberland HRA contract extension for Career Service Provider  
 \* Six Months Ended 12/31/20
3. Mid-Cumberland HRA contract extension for One-Stop Operator  
 \* Six Months Ended 12/31/20

*Campbell Strong contract extensions with partners will align with funding extensions*

NORTHERN MIDDLE TENNESSEE LOCAL WORKFORCE DEVELOPMENT BOARD, INC.  
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS  
FOR THE YEAR ENDED JUNE 30, 2019

FEDERAL GRANT AWARDS

CFDA Number	Grant ID Number	Program Name	Grantor/ Pass-through Agency	Amount Expended	Passed Through To Subrecipients
10.561	LW08F181QSNAP18	SNAP	USDA/TDLWD	\$ 23,769	\$ 21,892
17.207	LW08P161WP32517	Wagner Peyser - LIFT	USDL/TDLWD	30,450	28,670
17.207	LWNMP171WP32517	Wagner Peyser - LIFT	USDL/TDLWD	82,673	78,416
Total 17.207				113,123	107,086
17.225	LW08F172RESEA17	RESEA	USDL/TDLWD	29,981	27,562
17.225	LWNMP181RESEA19	RESEA	USDL/TDLWD	86,250	81,558
Total 17.225				116,231	109,120
17.245	LW08F161LATAA16	Trade Adjustment Assistance (TAA)	USDL/TDLWD	17,720	16,631
17.277	LWNMF191TEDWG19	Trade & Economic Transition National Dislocated Worker Grant	USDL/TDLWD	916,845	869,199
WIOA Cluster					
17.258	LW08F181ADULT18	Adult	USDL/TDLWD	23,118	17,684
17.258	LW08P172ADULT18	Adult	USDL/TDLWD	660	595
17.258	LWNMP171ADULT18	Adult	USDL/TDLWD	19,099	18,230
17.258	LWNMF181ADULT18	Adult	USDL/TDLWD	181,783	171,255
17.258	LWNMF191ADULT19	Adult	USDL/TDLWD	1,459,571	1,357,620
17.258	LWNMP181ADULT19	Adult	USDL/TDLWD	423,958	395,444
Total 17.258				2,108,189	1,960,828
17.259	LW08P172YOUTH18	Youth	USDL/TDLWD	220,061	197,564
17.259	LW08P173YOUTH18	Youth	USDL/TDLWD	4,544	4,093
17.259	LW08P181YOUTH19	Youth	USDL/TDLWD	100,943	100,943
17.259	LWNMP171YOUTH18	Youth	USDL/TDLWD	\$ 660,322	\$ 636,590

NORTHERN MIDDLE TENNESSEE LOCAL WORKFORCE DEVELOPMENT BOARD, INC.  
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS (CONT'D)  
FOR THE YEAR ENDED JUNE 30, 2019

CFDA Number	Grant ID Number	Program Name	Grantor/ Pass-through Agency	Amount Expended	Passed Through To Subrecipients
17.259	LWNMP181YOUTH19	Youth	USDL/TDLWD	\$ 1,526,102	\$ 1,420,019
17.259	LW08P161MNSWA17	Statewide - Administrative	USDL/TDLWD	45,289	867
17.259	LWNMP171MNSWA18	Statewide - Administrative	USDL/TDLWD	82,881	36,285
17.259	LWNMP181CBSWA19	Statewide - Consolidated Business	USDL/TDLWD	130,455	130,455
17.259	LWNMP181MNSWA19	Statewide - Administrative	USDL/TDLWD	3,804	88
Total 17.259				<u>2,774,401</u>	<u>2,526,904</u>
17.278	LW08F173DWRSP17	Rapid Response - Dislocated Worker	USDL/TDLWD	80,223	80,223
17.278	LW08F174CBRSP17	Rapid Response - Consolidated Business	USDL/TDLWD	10,924	10,925
17.278	LW08F175CBRSP17	Rapid Response Consolidated Business	USDL/TDLWD	59,487	59,487
17.278	LW08F181DSLWK18	Dislocated Worker	USDL/TDLWD	58,824	53,146
17.278	LW08P172DSLWK18	Dislocated Worker	USDL/TDLWD	32,230	29,068
17.278	LW08F171TFSWA17	Statewide – Transitional Funds	USDL/TDLWD	575,264	559,484
17.278	LW08F173MNSWA17	Statewide DWK - Administrative	USDL/TDLWD	2,831	66
17.278	LWNMF181DSLWK18	Dislocated Worker	USDL/TDLWD	1,028,083	966,335
17.278	LWNMP171DSLWK18	Dislocated Worker	USDL/TDLWD	193,475	188,174
17.278	LWNMP181DSLWK19	Dislocated Worker	USDL/TDLWD	269,482	228,340
17.278	LWNMF171TFRSP17	Rapid Response – Transitional Funds	USDL/TDLWD	775,472	742,454
Total 17.278				<u>3,086,295</u>	<u>2,917,702</u>
Total WIOA Cluster				<u>7,968,885</u>	<u>7,405,434</u>
Total Federal Awards				<u>9,156,573</u>	<u>8,529,362</u>
<u>STATE GRANT AWARDS</u>					
N/A	LW08P171ESIFA18	Infrastructure Funding Agreement	TDLWD	63,833	63,833
N/A	LWNMP181ESIFA19	Infrastructure Funding Agreement	TDLWD	261,313	261,313
Total State Awards				<u>325,146</u>	<u>325,146</u>
Total Federal and State Grant Awards				<u>\$ 9,481,719</u>	<u>\$ 8,854,508</u>

SEE ACCOMPANYING NOTES AND AUDITOR'S REPORT.



STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
DIVISION OF WORKFORCE SERVICES  
220 French Landing Drive  
Nashville, TN 37243-1002  
(615) 741-1031

October 9, 2019

Ms. Marla Rye  
Executive Director  
523 Madison, Street, Ste. A  
Clarksville, TN 37040

Dear Ms. Rye,

This correspondence is in reference to your Cost Allocation Plan to be utilized in Local Workforce Development Area (LWDA) Northern Middle TN (July 1, 2019 through June 30, 2020). Please note the Workforce Essentials, Inc. allocation plan has been reviewed and meets the federal, state, local regulatory criteria to include, but not limited to the following provisions;

- 2 CFR, Part 200, Subpart F
- Department of Finance & Administration Policy 2013-007
- OMB 2CFR, Part 200, Appendices III-VII
- One Stop Comprehensive Management Technical Assistance Guide (TAG) (*pending WIOA revision*)

The cost allocation plan demonstrates costs allowable under the terms and conditions of each program will be proportionately and/or reasonably allocated to such benefiting programs.

If you should have questions or comments regarding the review of the cost allocation plan, please contact Chandra Pleas at (615) 313-5771.

Sincerely,

Justin Attkisson, Director of Program Integrity  
Division of Workforce Services



**Cost Allocation Plan  
2019-2020**

**For**

**Tennessee Department of  
Labor and Workforce  
Development**

**March 1, 2019**



## Workforce Essentials, Inc.

### Elements of the Cost Allocation Plan

A. The cost pools used to accumulate the shared expenses. Workforce Essentials (WE) has procedures in place to capture administrative costs to be allocated among WIOA Title I funding streams. The costs are accumulated each month into a pool for distribution. All costs that are not directly assignable to a grant or project will be pooled.

B. A description of the allocation methodologies used to distribute each pool. Workforce Essentials recognizes that all funding streams under WIOA Title I have a 10% administrative cap. WE will allocate the pooled administrative costs based on each program's available resources and by total program expenditures monthly. If a funding source or grant does not have the necessary resources available to support their fair share, then the program may supply in-kind matching administrative costs or expenses may be charged to a corresponding grant with the same CFDA number.

To determine the basis for allocation, a percentage will be calculated, and costs will be disbursed to each grant based on their related program expenditures percentage as long as funding is available in the corresponding contract. When Title I funds are received that have reduced, or no administrative budget, their share of admin will be charged to the corresponding Title I CFDA number. All costs in the pools are allowable in every contract. Figured into the administrative overhead will be the salaries, facility expenses, supplies, equipment and other necessary expenditures for the approved staff members to fulfill their job requirements. (See Attachment A)

At this time, WE does not anticipate utilizing program funds at the Board level. It is WE intent to fund both board admin and board program cost from the 10% allowed administrative budget. WE will allocate the pooled program costs based on monthly clients served under Title I. WE staff tracks client enrollments and will use that as the basis for allocations. A monthly percentage will be calculated, and the pooled costs will be disbursed based on their related percentage to Title 1. These costs will then be paid out of administrative funds and noted on the appropriate state reports. Examples of these indirect costs include program salaries, travel, supplies and equipment used by the board for Title I, (See attachment B)

C. A description of the process to reconcile actual costs to cost projections. Both cost pools will be reconciled monthly after it is completely distributed. An income statement for the pool costs will be printed monthly to determine total pooled expenditures. Pool methodology will



be calculated and applied to the total expenditures. Journal entries will be made to the appropriate grants and all expenditures from the pooled account will be zeroed out each month.

- D. Description of Direct Costs. Direct costs are those that can be assigned to a specific benefitting grant. Such costs include salaries of individuals working for one identifiable grant; travel expenses associated with a staff member working on a specific grant; equipment purchased for that individual or program; and/or supplies and printing that are identifiable to an individual grant.
- E. Description of Allocable Direct Costs. Allocable Direct costs benefit more than one program and are not indirect in nature. WE utilizes this method for salaries and benefits of staff working under Title I of WIOA. The staff members have been cross-trained to provide dislocated worker, adult services and other employment and training functions. Staff costs are allocated directly to the benefitting grant through time and attendance record keeping. Other allocable Direct Costs include training and OJT expenses to vendors. Training costs or client services paid to a single vendor are direct charged to the benefitting grant based upon the participant eligibility. These costs will primarily be recognized at the Career Service Provider level.
- F. A copy of the Rate Agreement listing approved Final and Provisional rates. Workforce Essentials administrative costs are distributed under the methodology described in this Cost Allocation Plan. WE will become the fiscal agent effective July 1, 2019 and no negotiated indirect cost rate has been applied for. Subject to contract or grant agreement caps, and pursuant to 2 CFR Part 200.414(f), WE can utilize the de minimis rate.
- G. An organizational chart specifying positions. Figured into the administrative overhead will be the salaries of the Executive Director, Finance Directors, Performance Directors and Program Monitors. If one of these individuals work on a project that is program related, that portion of their time will be directly charged to the applicable grant/cost category. (See attachment C)
- H. Certification of the Cost Allocation Plan. The certification statement has been duly executed and attached. (See attachment D)

**Workforce Essentials, Inc.**  
**Administrative Cost Allocation Plan**  
**Budget and Function**  
**Program Year: 2019-2020**

Attachment A

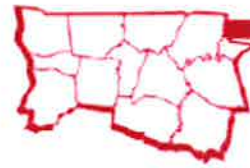
Budget		Function & Benefit
<b>Revenues</b>		
Title I Contract Funds	875,000	WIOA Allocation Funding
Campbell Strong	305,230	Soldier Contract
TANF Contract Funds	186,625	WorkFirst TN Program
Other Funding Contracts	368,298	Workforce Essentials BSD, TTW
Total Revenue	\$ 1,735,153	
* Title II Direct AE Direct Funds	90,000	Adult Education

<b>Expenses</b>		
Salaries & Benefits	202,500	Fiscal Staff to the board - Accounting director, manager, monitor
Indirect Costs	398,925	Indirect Company staff - Executive Director, Accounting, HR, Payroll
Travel	40,000	Technical assistance training, board member travel
Supplies	15,000	Supplies and postage administrative operations
Recruiting	5,000	Newspaper print media for company and board
Facilities Overhead	115,000	Rent, utilities, communications, maintenance, copy machine, janitor
Equipment	50,000	Software and non-inventory equipment for admin
Professional	51,500	Audit, legal, professional dues
Insurance	95,000	Workers Comp, D & O, liability package
OSO	50,000	OSO contract admin cost
3rd Party	50,000	
Program Cost charged to Admin	522,300	Board Program Costs See Program CAP
Miscellaneous	35,000	Company functions, freight, training, TN Drug free Workplace
Total Expenses	\$ 1,630,225	
* AE Admin Expenses not included above	90,000	Direct paid by TDL&WFD AE Division for District 5 to include facilities and marketing expenses

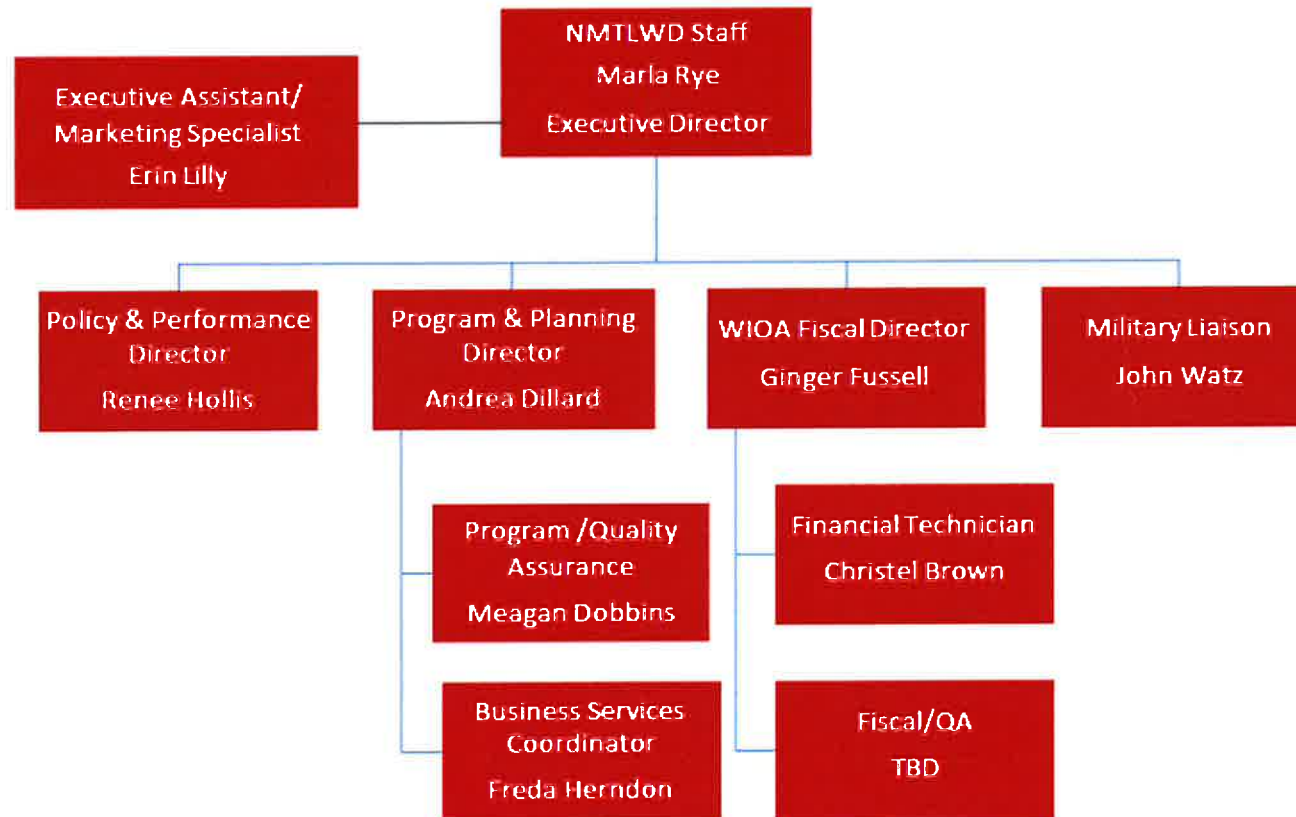
**Workforce Essentials, Inc.**  
**Program Cost Allocation Plan**  
**Budget and Function**  
**Program Year: 2019-2020**

**Attachment B**

<b>Budget</b>		<b>Function &amp; Benefit</b>
<b>Revenues</b>		
WIOA Title I	522,300	WIOA Adult, Dislocated Wkr, Youth
Total Revenue	\$ 522,300	
<b>Expenses</b>		
Direct Salaries & Benefits	398,250	Staff to the Board - Program Monitoring and Business Services
Indirect Salaries & Benefits	85,050	Company IT and Social Media
Travel	8,500	Employee travel, local mileage
Supplies	18,500	IT and Marketing Supplies
Recruiting	5,000	Newspaper print media for company and board
Facilities Overhead	5,000	Communications,
Equipment	1,000	Software and maintence
Miscellaneous	1,000	Subscriptions, employee training, freight, TN Drugfree
Total Expenses	\$ 522,300	



## Northern Middle Tennessee Workforce Board Inc.





**CERTIFICATION OF THE COST ALLOCATION PLAN**

We have examined the cost allocation plan as described in the preceding pages for the fiscal year beginning July 1, 2019 and certify that this will be the plan this agency will use upon acceptance by Workforce Essentials. The Plan has been prepared in accordance with the Workforce Innovation and Opportunity Act and the Tennessee Department of Labor and Workforce Development's requirements.

A handwritten signature in black ink, reading 'Marla W. Rye', is written over a horizontal line.

Marla Rye, Executive Director  
Workforce Essentials, Inc.

A handwritten signature in black ink, reading 'Barbara Unruh', is written over a horizontal line.

Barbara Unruh, Financial Director  
Workforce Essentials, Inc.

## Local Workforce Development Board Administrative - Direct Charged

### LWDA NM

Title/Position	Describe Activity Performed by Title/Position	Frequency of Activity (i.e. Week, Month, Quarter, Year)	Administrative Cost Percentage
<b>Executive Director * Marla W Rye</b>	Procurement, Contracting, and Negotiating	Monthly, Annually	
	Convene local workforce development system stakeholders to assist in the development of the local plan	Quarterly, Annually	
	Coordinate with fiscal staff to assist in managing funds, including developing an annual budget and forecasting funding needs, including IFA	Monthly, Annually	
	Develop and implement administrative and fiscal policies for the area	As Needed	
	General administrative and personnel management	Daily/Weekly	
	All other duties as assigned or needed	Daily/Weekly	70%
	Other Company Programs (Adult Ed, TANF, Corporate duties)	Daily/Weekly	30%
	<b>TOTAL</b>		<b>100%</b>
<b>Administrative Asst/Marketing * TBD</b>	Assists Executive Director with Daily business	Weekly	
	Prepares reports, project summaries, notices, minutes, resolutions for Board	Weekly, Monthly Quarterly	
	Functions as custodian of corporate documents and records	Monthly Quarterly	
	Plans Meetings, conferences and other professional events	Weekly, Monthly Quarterly	
	Provides assistance to clients, staff, board members and general public	Weekly, Monthly Quarterly	
	Oversees all aspects of digital marketing programs	Weekly, Monthly Quarterly	70%
	Other Company Programs (Adult Ed, TANF, Corporate duties)		30%
	<b>TOTAL</b>		<b>100%</b>
<b>Finance Director * Ginger Fussell</b>	Manage local/state funding	Weekly, Monthly Quarterly	
	Review invoices for processing	Weekly, Monthly Quarterly	
	Enter funding requests into Grants4TN	Monthly Quarterly	
	Monitor/Manage WIOA budget/financial reporting	Monthly Quarterly	
	Develop IFA spreadsheet / approval process / Lead quarterly meetings	Monthly Quarterly	
	Support Workforce board and Finance committee	Monthly, Quarterly, Yearly	
	Supervise accounting staff	Daily	
	All other duties as assigned or needed	Daily	
	<b>TOTAL</b>		<b>100%</b>
<b>Financial Technician* TBD</b>	Enter WIOA invoices	Weekly, Monthly	
	Code invoices to programs	Weekly, Monthly	
	Process invoices for payments	Weekly, Monthly	
	Mail vendor checks	Weekly, Monthly	
	Process and credit card charges	Weekly, Monthly	
	Assist WIOA Accountant with monthly reporting (Status, MER, etc)	Monthly	
	Assist in various Audits (Program Accountability Review)	Yearly	
	All other duties as assigned or needed	daily	
	<b>TOTAL</b>		<b>100%</b>
<b>Fiscal Quality Assurance Specialist* TBD</b>	Verifies compliance with all funding, grants, and locations	Weekly, Monthly	
	Performs monitoring/auditing on fiscal matters	Monthly Quarterly	
	Assist in verifying all payments conform to WIOA requirements	Weekly, Monthly	
	Monitoring of service providers	Monthly Quarterly	
	Work Experience monitoring	Monthly Quarterly	
	All other duties as assigned or needed	daily	
	<b>TOTAL</b>		<b>100%</b>



**Local Workforce Development Board Programmatic - Direct Charged**  
**LWDA NM**

Title/Position	Describe Activity Performed by Title/Position	Frequency of Activity (i.e. Week, Month, Quarter, Year)	Programmatic Cost Percentage
<b>Policy &amp; Planning Director* Andrea Dillard</b>	Facilitate planning for development of programs and services for WIOA	Quarterly	
	Interprets relevant laws and regulations for application and oversight programs	Weekly	
	Oversees development of strategic plans which meet goals and objectives of specific programs.	Weekly	
	Collaborates with other staff in development and management of programmatic Request for Proposals	Weekly	
	Facilitates and compiles Memorandum of Understandings.	Quarterly	
	Reviews written reports of all monitoring finding	Quarterly	
	Serves as lead for monitoring/audit review	Quarterly/Annual	
	Identifies opportunities for community development with state, local or federal partners	Weekly/Monthly	
	Works with Board staff to maintain WIOA local and regional strategic plans	Weekly/Monthly	
	<b>TOTAL</b>		<b>100%</b>
<b>Policy &amp; Performance Director* Renee Hollis</b>	Validates activities to assure that performance standards are met	Weekly/Monthly	
	Supervise the writing of systematic procedures for oversight	Weekly/Monthly	
	Supervise fiscal monitoring of OSO and CSP to assure compliance	Weekly/Monthly	
	Manages WIOA performance metric system to ensure attainment	Weekly/Monthly	
	Develops performance policies and procedures	Weekly/Monthly	
	Provides technical assistance to OSO and CSP on VOS entries	Weekly/Monthly	
	Generates performance standards analysis	Weekly/Monthly	
	Assists CSP with application to Eligible Training Provider list	Weekly/Monthly	
	<b>TOTAL</b>		<b>100%</b>
<b>Military Liaison* John Watz</b>	Represents NMTLWDS at Military, Veteran and community events	Weekly/Monthly	
	Oversee the development and preparation of training materials	Weekly/Monthly	
	Oversee the outreach to regional employers, transitioning military and spouses	Weekly/Monthly	
	Develops relationships with military leaders and area commanders	Weekly/Monthly	
	Ensures project has working relationships with partners	Weekly/Monthly	
	Analyzes program outcomes to measure progress	Weekly/Monthly	
	Identifies opportunities for community development	Weekly/Monthly	
	Provides strategic direction and coordination with OSO	Weekly/Monthly	
	<b>TOTAL</b>		<b>100%</b>
<b>Business Services Director* TBD</b>			
	Coordinate employer outreach activities for the area, including OJT contracts with employers	Weekly, Monthly	

**Non WIOA Staff**  
**Indirect staff support charged to WIOA**

Title/Position	Describe Activity Performed by Title/Position	Frequency of Activity (i.e. Week, Month, Quarter, Year)	Administrative Cost Percentage
Finance Director *Barbara Unruh	Develop budgets, financial reports, and trends to assist Executive Director	Quarterly, Annually	
	Provide strategic financial input and leadership on decision-making Issues	As Needed	
	Optimize the handling of bank and deposits relationship to enhance cash flow	Monthly	
	Establish and maintains procedures to effectively direct business operations to include grant management activities	Monthly/Quarterly	
	Develops and tracks budgets based on historical data and forecasting information	Monthly/Quarterly	
	Maintains integrity of computerized accounting & payroll systems	daily	
	Processes Payroll bi-monthly	Monthly/Quarterly	
	Develops and implements Cost Allocation Plan	Annual	
	Develops and implements IFA for the local Board	Annual	
	Additional Duties as EO officer	As Needed	30%
	Other Company Programs (Adult Ed, TANF, Corporate duties)	daily	70%
	<b>TOTAL</b>		<b>100%</b>
Office Manager* Christel Brown	<b>Support Executive Director as needed</b>	Daily	
	Support Finance Director as needed	Daily	
	Oversees purchases	Monthly, Quarterly	
	Assists with company fiscal processes	Monthly, Quarterly	
	Reconciles bank account	Monthly	30%
	Other Company Programs (Adult Ed, TANF, Corporate duties)	Daily	70%
	<b>TOTAL</b>		<b>100%</b>
Accounts Payable* Keegan Mueller	<b>Support Executive Director as needed</b>	Daily	
	Supports Board Staff as needed	Daily	
	Processes all corporate checks	Daily	
	Processes all corporate travel	Daily	30%
	Other Company Programs (Adult Ed, TANF, Corporate duties)	Daily	70%
	<b>TOTAL</b>		<b>100%</b>
Benefit Coordinator* Brenda Peeler	<b>Support Executive Director as needed</b>	Daily	
	Process all benefits and assists all employees as needed	Daily	
	Process all time keeping for company	Daily	
	Data enters all changes into the payroll system	Daily	30%
	Other Company Programs (Adult Ed, TANF, Corporate duties)	Daily	70%
	<b>TOTAL</b>		<b>100%</b>
Director of IT* Richard Nelson	<b>Support Executive Director as needed</b>	Daily	
	Ensures all computers and equipment is working properly	Daily	
	Tracks Inventory	Daily	
	Ensure IT integrity at all AJC locations	Daily	30%
	Other Company Programs (Adult Ed, TANF, Corporate duties)	Daily	70%
	<b>TOTAL</b>		<b>100%</b>
Info Systems Support* Phillip Wallace	<b>Support Executive Director as needed</b>	Daily	
	Provide Technical Support to all Staff/ CPS providers and OSO	Daily	
	Assist in Tracking/monitoring Inventory	Daily	30%
	Other Company Programs (Adult Ed, TANF, Corporate duties)	Daily	70%
	<b>TOTAL</b>		<b>100%</b>
Info Systems Database Coord* Charles Weir	<b>Support Executive Director as needed</b>	Daily	
	Provides Technical Support for all IT issues	Daily	30%
	Other Company Programs (Adult Ed, TANF, Corporate duties)	Daily	70%
	<b>TOTAL</b>		<b>100%</b>
Property Maintenance* Craig Woolley	<b>Support Executive Director as needed</b>	Daily	
	Provides Maintenance to AJC's as needed	Daily	
	Provides routine HVAC maintenance	Daily	30%
	Other Company Programs (Adult Ed, TANF, Corporate duties)	Daily	70%
	<b>TOTAL</b>		<b>100%</b>
Director of Human Services	<b>Support Executive Director as needed</b>	Daily	
	Review Contracts for compliance on insurance needs	Daily	
	Ensures ADA compliance in AJC's	Daily	30%
	Other Company Programs (Adult Ed, TANF, Corporate duties)	Daily	70%
	<b>TOTAL</b>		<b>100%</b>