



****Please sign your name in chat box to confirm attendance**

Quarterly Board Meeting
May 17, 2023
11:30 a.m. to 1:00 p.m.
Dell Technologies
One Dell Parkway, Nashville

[Click here for Zoom link](#)

Tel: +1 312 626 6799

Meeting ID: 867 5616 4188 Passcode: 854445

AGENDA

Call Meeting to Order-Declaration of Quorum

John Zobl

Approval of Minutes

John Zobl

Welcome & Recognition of Board Members

Marla Rye

Sho Samuels

Partner Focus:

Persevere Tech Alliance
Senior Community Service Employment Program

Freda Herndon
Brenda Head

Strategic Priorities:

➡ ***Manage Board funds to support Career Pathways***
Financial Report Approval
Procurement Policy

Ginger Fussell

➡ ***Connect People with Career Opportunities:***
Summer Youth Employment Program
One-Stop-Operator Report

Marla Rye
Include in Packet

➡ ***Train Workforce to Fill Employer Needs:***
Eligible Training Provider List Changes
WIOA Performance & Provider Reports

Meagan Dobbins

➡ ***Improve Efficiency & Effectiveness of Training Programs***
Workforce Equity Collective
One-Stop-Operator Procurement
Infrastructure Jobs Grant

Marla Rye

John Watz

Wrap Up

John Zobl

Adjourn

Zoom Link: <https://us02web.zoom.us/j/86756164188?pwd=eXhqREtoeXU4cjRnVFYzbjZnaTU4UT09>

Upcoming Meetings-Mark Your Calendars

August 9, 2023 | November 8, 2023 | February 14, 2024 | May 8, 2024

**Northern Middle Tennessee Workforce Board
Full Board
Meeting Minutes
February 8, 2023, In-Person & via Zoom at 11:30 a.m.**

Members Attending	Members Absent	Staff & Guest Attending
Anne Fugate	David Rutledge	George Phillips
Arrita Summers	Keith Carnahan	Natalie McLimore
Chris West	Seth Thurman	Marla Rye
Corey Johns		Andrea Dillard
Dan Caldwell		Renea Rosson
George "Bo" Callis		Liz McLaughlin
Greg Jones		Dianna Webb
Ginger Jarrett		Jamila Peltyn
James Harper		Sellittia Johnson
Jessica Largen		Tanya Evrenson
John Alexander		Patrick Buford
John Zobl		Tiffany Robertson
Kristi Spurgeon		Anthony Glever
Lynn Seifert		Ginger Fussell
Mark Peed		Matt Von Lunen
Paul Webb		Katina Bass
Richie Brandon		Kimberly Goff
Sho Samuels		Mayor Randall Hutto
Tony Adams		Cathy Royals
Tylesha McCray		Christel Brown
		Rob Dancer
		Heather Skelton
		Kim Rye
		Meagan Dobbins
		James Starnes
		Danielle Ellis
		Trish Farmer
		Ross Herndon
		Ashley Crisp-Randle
		Phillip Wallace
		Kevin Rye
		Cierra
		Jane Hamrick

The Northern Middle Tennessee Workforce Development Board met in person at Williamson Inc. and with a virtual option on Wednesday, February 8, 2023, at 11:30 a.m.

The meeting was called to order by Chairman Zobl. Attendance was taken, and a quorum was declared. Chairman John Zobl asked for a motion to approve the minutes. Dan Caldwell requested a correction that his name be added to the present members for the meeting. Chris West made the motion to

approve with the correction. Lynn Seifert seconded, and the minutes were unanimously approved as corrected.

Marla began by introducing Matt Largen with Williamson Inc. Matt welcomed everyone and mentioned several programs in Williamson County. Marla then recognized a few board members. She introduced Corey Johns, who replaced GC Hixson. Corey Johns, Executive Director of Joint Economic & Community Development Board of Wilson County, introduced himself and gave a brief history. Marla then recognized that this was the last meeting for Tylesha McCray and thanked her for serving on the Board. Tylesha then introduced Sellittia Johnson, who will be her replacement, and briefly explained her work achievements. She went on to recognize Paul Webb and thank Mayor Hutto for attending. She then drew their attention to a handout from the Middle Tennessee Industrial Development Association highlighting economic development work happening in Middle Tennessee.

CSP Performance Review/Extension of Contracts

Andrea Dillard began by giving an update on the performance of EDSI. EDSI is exceeding their enrollment for Adults and Dislocated Workers. They exceeded their youth enrollment goal last quarter but have not met it for Quarter 2, which ended December 30. They continue to fall behind with exits which make their caseload extremely high. They have been given specific exit goals to meet to reduce their caseloads. Of the participants, they have exited in Adult/Dislocated Worker and Youth; they are exiting at a high placement rate. EDSI is meeting the placement wage goal as well as MPCR for Adult/Dislocated Worker; they are a little short of their Youth goal for MPCR. They are meeting the Youth Work Experience and In-School Youth Ratio goals.

MAC did not meet its enrollment goals for the first quarter but exceeded them for the second quarter. They exceeded their exit and positive exit goals but did not place enough people into employment. MAC needs to work on exiting their participants positively. They are meeting their placement wage goal but not meeting their MPCR. They exceeded their work experience goal but did not meet their in-school youth ratio goal.

Andrea updated the Board regarding the three new youth contract providers. Jobs for Tennessee Graduates have exceeded their enrollment goal. Monroe Harding has increased their enrollments since the last meeting was held. They are struggling with expenditures and direct participant expenditures. Liberty Station is improving. They increased their enrollments and better understood expenditures and allowable costs. These contractors do not have any exits that need to be monitored yet.

Next, Andrea reviewed the Federal Performance measures. She brought to their attention that last quarter the 4th Quarter after Exit measure was failing, but when it was finalized, it rose to a passing score. The same measure for the second and third quarters is passing at 100%. All other measures have a passing score of either 90% or 100% of the goal. Currently, the chart says we are failing the measurable skills gain, but this is the only performance measure that is current and can be increased throughout the year. She confidently said it would pass by the end of the quarter due to participants earning skills gain throughout the quarter and year.

EDSI

Danielle Ellis reported about their staff turnover. At the beginning of 2022, they started with 40 on staff and ended the year with 47. Fourteen positions were added throughout the year. During the year, they hired 32 people and had 26 terminations. The comprehensive centers have the highest turnover rates. 46% of the resignations received were from career advisors. There were several main reasons given for resignations. They are career advancement (12%), higher pay (12%), other jobs (19%), personal/family

(19%), and 18% did not specify a reason for their resignation. Davidson, Sumner, Montgomery, and Williamson counties have the highest turnover rate.

Danielle stated she hoped in the future to have this report broken down into quarters so they would be able to document if the situation is improving. They are also taking a company-wide approach to finding the best way to improve retention. They recognize that Tennessee needs strong leadership and excellent training and have made strides in training and evaluating the new team members within the first 30 days. They are currently 94% staffed today and only have three open positions.

MAC

Tanya Evrenson reported on MAC's performance. POWER Youth continues to partner with Metro Nashville Public Schools to enroll youth for Paid Work experience and other activities. They are partnering with Rosewood Academy, which houses young men that are justice-involved. They are looking at the opportunities to enroll them in the POWER Youth program and possibly assist them with training facilitated by TCAT. The staff has been working hard on exits and follow-ups. Reports for the Board reflected the number of positive exits being below our goal of 85%. Since the report was pulled, coaches reached out to many customers and were able to update the information in VOS, and we are now at 84% positive exits. Metro Action Commission offers a Summer Youth Employment Program for Davidson County Youth, and the portal opens on February 15, 2023.

Strategic Priorities

Manage Board funds to Support Career Pathways

Ginger Fussell gave the financial report. She said that current quarter expenditures were \$2.3M, approximately \$207K shy of last quarter. EDSI, our largest provider, changed accounting systems in the fall, which involved application migrations. They fell behind in their billing to NM through the transition, so some of quarter two's billing will not hit until quarter three. Fiscal Year To Date expenditures through December were \$4.8M, approximately \$144K less than last year. Since last quarter, our \$14.9M budget has grown in new funding by \$80K with the addition of a Re-Entry (Justice-Involved) grant.

Next, Ginger updated the committee, saying that last quarter, the Board authorized staff to request, as needed, up to \$1.5M for additional re-purposing of Dislocated Worker for Adult spending. NM requested, and TDLWD approved, \$1M of that amount, with \$500K remaining to be requested if needed. \$1M had been requested in the prior year, bringing the re-purposed total to \$2M. As approved last quarter, the Youth portion of EDSI's contract was increased up to an additional \$750K through June 30, 2023. Approval for an \$80K budget increase will be requested, bringing the total to \$15.0M. Note that \$37,800 will be passed through to EDSI, our career service provider.

MPCR dropped from 51.9% last quarter to 49.56%, which remains strong compared to the 40% required. This is helped by the ability to count activity on the National Dislocated Worker grants now. Quarter two CSP billing dropped \$355K from the prior quarter, partially due to EDSI's accounting transition. Both contractors are approximately 67% of utilization of their contracts out of 80% time progression. EDSI's contract budget includes increases at various intervals throughout the 30-month contract period, including the most recent increase of \$750K for Youth. MAC's contract remains at its initial contract budget. Mid-Cumberland HRA, our OSO is 42% out of 50% time progression.

EDSI has exceeded MPCR for Adult/DW. This is partially due to having open positions on their staff. They fell just short at 48% for Youth. EDSI maintains MPCR Fiscal YTD and cumulatively for all fund streams. EDSI met Youth Work Experience and ISY during the quarter and Fiscal YTD, but not contract to date. MAC fell short of MPCR for the quarter at 42%. MAC has met MPCR Fiscal YTD at 56% but is short at 46% cumulatively. MAC met Youth Work Experience during the quarter and has met it cumulatively.

The smaller contractors are progressing toward enrollment and are positioned for increased expenditures in upcoming quarters. To date, expenditures are lagging in time progression. Jobs for Tennessee Graduates has spent the most with 32% of funds utilized, Monroe Harding has utilized 27%, and Liberty Station has utilized 11%. They are 50% of the way through their contracts in time progression. Liberty Station has the highest MPCR at 51% and work experience at 51%. JTG is at 24% MPCR, but exceeds the work experience goal at 35%. Due to the nature of JTG's program, the In-school-youth ratio is at 100%. Monroe Harding is not yet meeting any of the dollar-driven goals. They've adjusted their strategy between ISY and OSY. Their highest percentage is ISY at 27%. Trends tend to show that it takes about six months to figure out their path and start contributing to our goals, no matter the contractor's size.

Ginger then moved on to the monitoring update. She reported that EDSI's staffing situation has improved. Now the focus shifts to training new staff and retaining existing staff. A couple of issues of questioned costs were identified, and we are working with EDSI for a resolution. Technical assistance is continuing for the new youth providers. JTG's audit is complete, with no findings. Ginger feels like their restriction can be removed now that their audit has been received. They continue talking with Monroe Harding about their low direct participant expenditure rate. Oversight of partner accountability of the One-Stop-Operator continues with a focus on KPI goals. TDLWD conducted quarterly monitoring and had no findings. A participant file desk review was conducted, and they shared a list of observations. Ginger stated that Ankur Singula, with Thurman Campbell, presented the results of the audit to the Finance Committee. The audit had no findings and had a clean opinion. Ginger updated the committee on changes that have happened within the accounting department.

Ginger then reviewed the action items for the committee to approve. First, the 2022-23 budget revision of \$15.0M after adding \$80K. Next, approval is needed on the EDSI CSP pass-through of \$37.8K for the Re-Entry (Justice-Involved) Grant. Ginger requested approval to have Ankur and his firm conduct the audit next year with a modest fee increase knowing that his firm may opt out of doing government audits after the 2023 audit. It was mentioned that many firms are opting out of government audits, so finding a new firm may be challenging and include a significant cost increase. Mark Peed added that the Finance Committee endorsed these action items then Mark made the motion to approve them. Chris West seconded the motion. With no further discussion, the action items were approved unanimously.

Connect People with Career Opportunities

Marla began by discussing by reviewing the benefits cliff that the Federal Reserve Bank presented last year. She states it is difficult for individuals to work in low-wage jobs that have a negative impact on their state and federal benefits. In some cases, the individual is actually worse off by taking working when they lose their benefits. She stated Natalie McLimore had been a team funded through the Tennessee Department of Human Services called the Tennessee Alliance for Economic Mobility (TAEM). This program is meant to address the benefits cliff and help individuals across the cliff.

Natalie explained the program to the Board. She started by saying any penny increase in pay can cut families off from benefits. This program is meant to mitigate those problems. This program is funded through the Department of Human Services as part of the Temporary Assistance for Needy Families Opportunity Act. Six grants were awarded across the state, each of which is \$25M. The TAEM pilot is being conducted in seven counties, Montgomery, Davidson, Murray, Dickson, Rutherford, Sumner, and Wilson. Natalie gave an example to the Board of what benefits a family immediately lost when they made \$4 more an hour by getting a management position. This benefits cliff is a national problem, but it keeps low-income families from moving forward in Tennessee. An alliance of 32 different partnerships

has been formed to deliver this program and make system changes so that we can move our families forward.

The approach is to deliver a universal assessment, then divide caregivers and their families into three pathways: Dream, Hope, and Inspire. Each pathway determines what kind of coaching the family will receive. Nine hundred families in the seven-county service area will be served, and 256 families have already been screened. Each family will receive individual coaching, financial counseling, and customized resources based on what they need. The goal of each pathway is to empower them to go back to school, earn a higher education, increase their employment, or move them to employment with a higher wage. When they can manage their pathway with fewer benefits, they will save taxpayers overall and become self-sufficient. Families often don't have the resources to move forward, and this program will help them do that and reduce generational poverty. They must be 18 or older, have 1-4 children, be enrolled in one or more public benefits, be willing to work to improve their situation, make \$55K or less, and be a U.S. citizen. EDSI can refer WIOA clients who meet the criteria, but one of the main ways clients will be referred is those who receive assistance at nonprofits. Individualized coaching also includes mental health pieces as well.

Next, Dianna Webb, Senior Manager for Economic Mobility and SNAP for United Way, gave an overview of the SNAP Employment and Training Reimbursement Program. This grant is funded through the Department of Agriculture Food and Nutrition Program, while DHS has direct oversight. United Way identifies potential partnerships which could benefit from these reimbursements. They aim to continue expanding the SNAP E&T footprint with partnerships in all counties in the Middle Tennessee Region. They began in 2019 with two partners and have grown to 16 partners. They identify potential partners by ensuring they have the following components: the right participants, the right capacity, the right services, and the right funds.

Train Workforce to Fill Employer Needs

Andrea presented the Eligible Training Provider List. There are twelve providers requesting to be added to the list. Meagan Dobbins ran placement data information and determined the average earnings for the program certification. Most of these meet the needed wages and have bright outlooks. They also match the six program sectors needed. The state asked Andrea and the team to wait on creating policies as they felt the policies the State is working on would address all the issues and questions about which programs should be added. Marla added that if any program was denied at this point, the provider could appeal the decision, and the state would approve them based on their current, more lenient policy.

Andrea presented a youth incentive policy change to the Board that was previously presented to the committee. The changes they are requesting are to add additional incentives for students who obtain higher GPAs or enroll in post-secondary education.

John Zobl asked for a motion to approve the ETPL as presented. Tony Adams made the motion, and Tylesha McCray seconded it. With no further discussion, the motion was approved.

John Zobl asked Lynn what the committee thought of the youth incentive policy. Lynn stated the Special Population Committee approved it, and Lynn made the motion to approve it. Kristi seconded, and with no further discussion, the motion was approved.

Improve Efficiency & Effectiveness of Programs

Marla went on to talk to the Board about the \$100K the finance committee approved for a marketing and outreach campaign. Small Town Startup from Springfield was selected for this task. They are

focusing on a social media campaign, podcasts, and a texting campaign designed to get clients in the door of the AJC.

Marla informed the Board that the state had approved a pilot project focusing on employment first. This plan has a work-first approach where the AJCs would operate almost like a temporary staffing agency where the focus was putting people to work. Since this will be a labor-intensive project, they will also ask to waive the minimum participant cost rate. This strategy is to increase staff at the AJCs in the four lowest Labor Force Participant Rate counties to act more as a direct placement provider. A regional OSO will provide a natural firewall. They would be there for the career service provider employees to report to if there is an issue, and the regional OSO would report to the Upper Cumberland Board and not go through the Northern Middle Board. Upper Cumberland and Northern Middle would have to bid for a regional OSO. EDSI and MAC would be renewed for one additional year with the option to renew for another year based on their performance. Changing contractors would make meeting the state's guidelines difficult because of the time for them to get their bearings, and it would be too much to implement a pilot while assisting new contractors. Additional funding will not be requested; it will be appropriated through normal allocations. If this pilot project is successful, we would want to deploy this model through all counties. The Executive Committee has agreed to this plan, and the state is also agreeable.

Marla talked about the Campbell Strong Defense Alliance, an EDA grant awarded to a group on Ft. Campbell that is all about bringing additional resources, jobs, and putting soldiers to work. They are meeting with several Chambers of Commerce to advocate getting employers to intern with soldiers exiting the military. Soldiers will be allowed to do the internship during their last six months of service.

The Middle Tennessee Industrial Development Association does economic development in the 40-county region in Middle Tennessee. A wage and benefits survey is conducted in partnership with the local community every year. The information is sent to MTSU, where they compile the data. The survey will soon be wrapped up and sent out.

Adjourn

John Zobl reminded the Board that the next meeting would be on May 10, 2023. With no other discussion, the meeting was adjourned.

NORTHERN MIDDLE TN WORKFORCE BOARD
MARCH 2023 FISCAL UPDATE
2022-23 BUDGET/SPEND PROGRESSION

	(\$ in 000's)					
	2022 QTR 1	2022 QTR 2	2023 QTR 3	Expenses YTD	Revised FY 2022-23 12 Mo. Budget	% Spent
Northern Middle LWDA						
Infrastructure Funding Agreement	121	129	258	507	1,000	50.7%
Adult	777	140	116	1,033	2,918	35.4%
Dislocated Worker Re-purposed for Adult	412	753	1,002	2,167	2,222	97.5%
Dislocated Worker for DW	266	227	266	759	3,839	19.8%
Youth (reduced carryover in Sept - see below)	807	772	867	2,445	1,745	140.1%
RESEA	52			52	200	26.0%
National Dislocated Worker (COVID)	14	97	615	725	1,026	70.7%
National Dislocated Worker (Flood)	77	86	77	239	345	69.2%
Total FY 22-23 Expense vs Budget	2,526	2,201	3,200	7,927	13,295	59.6%
Apprenticeship	0	60	17	77	205	37.7%
Expired RESEA Funding (9/30)	0			0	-148	0.0%
New RESEA Funding (10/1)	0	57	55	112	264	42.5%
Reduce Youth Carryover to 23-24 (An additional Youth contract will be received 4/1/2023)	0			0	1,374	0.0%
September Total FY 22-23 Expense vs Budget	2,526	2,319	3,272	8,116	14,990	54.1%
Re-entry (Justice Involved)	0	0	0	0	80	0.2%
December Total FY 22-23 Expense vs Budget	2,526	2,319	3,272	8,116	15,070	53.9%
Consolidated Business			111	111	200	55.7%
Summer Youth Employment Program - TBD				0		
March Total FY 22-23 Expense vs Budget	2,526	2,319	3,383	8,228	15,270	53.9%
Funding Increase - Budget Action Item \$200k plus Summer Youth Award (TBD)					200	

** Northern Middle's grant utilization for Quarter 3 increased due to focused training expenditures on the COVID National Dislocated Worker grant, in addition to additional Adult and Youth formula grant expenditures.*

The Northern Middle Board approved in previous meetings to request up to additional \$1.5M for re-purposing of Dislocated Worker (admin and/or program) for Adult as needed effective Nov 1, 2022 through June 30, 2023. \$1M was requested and approved by the state to date, with \$500k remaining.

Action Item: Extend approval of remaining \$500 re-purposing authorization to June 30, 2024.

**NORTHERN MIDDLE TN WORKFORCE BOARD
MARCH 2023 FISCAL UPDATE**

Minimum Participant Cost Rate (MPCR)

TDLWD Minimum Participant Cost Rate (MPCR) - Preliminary Through March 2023

MPCR = 53.27%

	MAC Youth	EDSI Youth	Other Youth Contractors	EDSI Adult, Dislocated Worker, Pass thru Nat DWG	NM's National DW Grants Covid and Flood	Other (NM, & IFA)	Total
Qualifying Expenses	\$ 189,225	\$ 804,199	\$ 42,124	\$ 2,263,878	\$ 210,530	\$ 9,181	\$ 3,519,137
Total Program	\$ 325,257	\$ 1,556,149	\$ 122,492	\$ 3,712,709	\$ 215,020	\$ 674,357	\$ 6,605,984
MPCR	58.18%	51.68%	34.39%	60.98%	97.91%	1.36%	53.27%

Northern Middle met 40% Requirement in preliminary calculations.

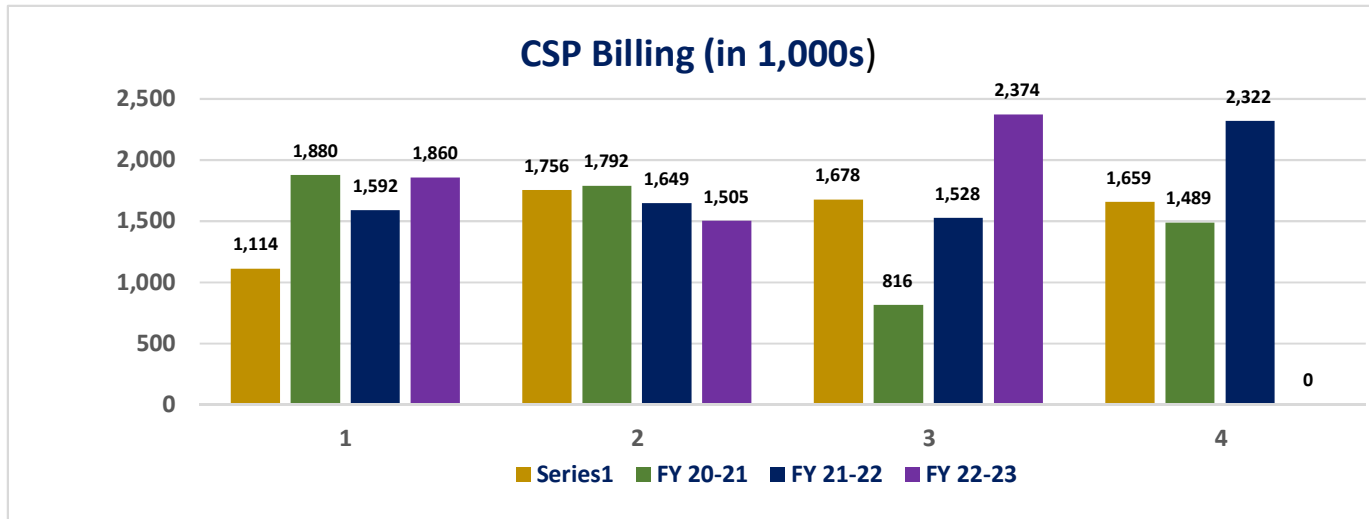
Note: National Dislocated Worker grants are now included.

***** PRIOR QUARTER MPCR = 49.56%*****

NORTHERN MIDDLE TN WORKFORCE BOARD

MARCH 2023 FISCAL UPDATE

CAREER SERVICE PROVIDER - BILLING TREND



Q3 CSP billing increased \$869 compared to last quarter, and was \$846 higher than Q3 of the previous year. The increase was driven primarily by EDSI catching up on delayed Q2 billing after their accounting system transition, as well as training focus on the National Dislocated Worker grant in the current quarter.

Career Service Provider Billing	Q1	Q2	Q3	Q4	Total
CSP Billing FYE 6/30/20 MCHRA	1,114	1,756	1,678	1,659	6,207
CSP Billing FYE 6/30/21 MCHRA/EDSI & MAC	1,880	1,792	816	1,489	5,977
CSP Billing FYE 6/30/22 EDSI & MAC	1,592	1,649	1,528	2,322	7,091
CSP Billing FYE 6/30/23 EDSI & MAC	1,860	1,505	2,374	0	5,739

NORTHERN MIDDLE TN WORKFORCE BOARD
MARCH 2023 FISCAL UPDATE
CONTRACTOR - BILLING PROGRESS

	In \$000's				
Career Service Provider Billing	Cumulative through Dec.	Total Spent Qtr Ended Mar 2023	Budget Spent Contract To Date	Total 30 Month Contract Budget *	% Spent - 90% time elapsed (contract extended)
EDSI (27 Month Comparison)	\$ 11,668	\$ 2,250	\$ 13,918	\$ 17,492	80%
MAC (27 Month Comparison)	\$ 899	\$ 124	\$ 1,023	\$ 1,333	77%
Contract-to-Date through Q3 2022-23	\$ 12,567	\$ 2,374	\$ 14,941		

	In \$000's				
One-Stop Operator Billing	Cumulative through Dec.	Total Spent Qtr Ended Mar 2023	Budget Spent Contract To Date	Total 12 Month Budget	% Spent - 75% time elapsed (contract extended 12 Mos)
MCHRA - (9 Month Comparison)	\$ 124	\$ 68	\$ 192	\$ 298	64%

NORTHERN MIDDLE TN WORKFORCE BOARD
MARCH 2023 FISCAL UPDATE
EDSI - ADULT/DW MPCR TREND
CONTRACT-TO-DATE & QUARTERLY 27 Months

	MPCR - Goal 50%			MPCR - Goal 50%			MPCR Adult/DW - Goal 50%		
EDSI	Adult			DW			A/DW Combined		
CTD CUMULATIVE	Direct \$ '000	Total \$ '000	57%	Direct \$ '000	Total \$ '000	50%	Direct \$ '000	Total \$ '000	55%

Jan 2023	97	204	47%	25	71	35%	121	275	44%
Feb 2023	352	459	77%	404	461	88%	757	920	82%
Mar 2023	128	248	52%	125	205	61%	254	453	56%
Total Extended 12 Months	1,559	2,568	61%	705	1,145	62%	2,264	3,713	61%
Cumulative CTD 30 Months	4,065	7,105	57%	1,445	2,913	50%	5,510	10,018	55%

	MPCR - Goal 50%			MPCR - Goal 50%			MPCR Adult/DW - Goal 50%		
EDSI	Adult			DW			A/DW Combined		
QTR Ended 3/31/21	34	293	12%	50	215	23%	84	508	17%
QTR Ended 6/30/21	270	609	44%	182	388	47%	452	997	45%
FYE 6/30/21 (6 Mos)	305	903	34%	232	603	38%	536	1,506	36%

	MPCR - Goal 50%			MPCR - Goal 50%			MPCR Adult/DW - Goal 50%		
EDSI	Adult			DW			A/DW Combined		
QTR Ended 9/30/21	439	718	61%	213	370	58%	652	1,089	60%
QTR Ended 12/31/21	437	822	53%	111	297	37%	547	1,119	49%
QTR Ended 3/31/22	475	797	60%	46	177	26%	521	974	54%
QTR Ended 6/30/22	850	1,296	66%	139	321	43%	989	1,617	61%
FYE 6/30/22 (12 Mos)	2,202	3,634	61%	509	1,165	44%	2,710	4,799	56%

	MPCR - Goal 50%			MPCR - Goal 50%			MPCR Adult/DW - Goal 50%		
EDSI	Adult			DW			A/DW Combined		
QTR Ended 9/30/22	612	991	62%	43	182	24%	655	1,173	56%
QTR Ended 12/31/22	370	666	56%	107	225	48%	477	891	54%
QTR Ended 3/31/23	577	911	63%	555	737	75%	1,132	1,648	69%
FYE 6/30/23 (12 Mos)	1,559	2,568	61%	705	1,145	62%	2,264	3,713	61%

NORTHERN MIDDLE TN WORKFORCE BOARD
MARCH 2023 FISCAL UPDATE
EDSI YOUTH - MPCR, WORK EXPERIENCE & IN-SCHOOL
CONTRACT-TO-DATE & QUARTERLY 27 Months

	MPCR - Goal 50%			Work Experience - Goal 25%			ISY/Youth - Goal 40%; 35% effective 7.1.22		
EDSI	Youth			Youth			Youth		
CTD CUMULATIVE	Direct \$ '000	Total \$ '000	50%	Wk Exp \$ '000	Total \$ '000	24%	ISY \$ '000	Total \$ '000	28%

Jan 2023	66	149	44%	47	149	32%	51	149	34%
Feb 2023	137	233	59%	52	233	22%	75	233	32%
Mar 2023	68	169	40%	48	169	29%	62	169	37%
Total Extended 12 Months	804	1,556	52%	466	1,556	30%	569	1,556	37%
Cumulative CTD 30 Months	1,778	3,536	50%	798	3,392	24%	938	3,392	28%

	MPCR - Goal 50%			Work Experience - Goal 25%			ISY/Youth - Goal 40%; 35% effective 7.1.22		
EDSI	Youth			Youth			Youth		
QTR Ended 3/31/21	15	103	14%	0	103	0%	1	103	1%
QTR Ended 6/30/21	148	326	45%	10	270	4%	7	270	3%
FYE 6/30/21 (6 Mos)	163	429	38%	10	374	3%	8	374	2%

	MPCR - Goal 50%			Work Experience - Goal 25%			ISY/Youth - Goal 40%		
EDSI	Youth			Youth			Youth		
QTR Ended 9/30/21	246	381	64%	48	293	17%	20	293	7%
QTR Ended 12/31/21	148	338	44%	69	338	20%	27	338	8%
QTR Ended 3/31/22	186	362	51%	98	362	27%	114	362	31%
QTR Ended 6/30/22	232	470	49%	109	470	23%	200	470	43%
FYE 6/30/22 (12 Mos)	811	1,550	52%	323	1,462	22%	361	1,462	25%

	MPCR - Goal 50%			Work Experience - Goal 25%			ISY/Youth - Goal 35%		
EDSI	Youth			Youth			Youth		
QTR Ended 9/30/22	307	535	57%	145	535	27%	202	535	38%
QTR Ended 12/31/22	226	470	48%	172	470	37%	179	470	38%
QTR Ended 3/31/23	271	551	49%	148	551	27%	188	551	34%
FYE 6/30/23 (12 Mos)	804	1,556	52%	466	1,556	30%	569	1,556	37%

NORTHERN MIDDLE TN WORKFORCE BOARD

MARCH 2023 FISCAL UPDATE

MAC YOUTH - MPCR, WORK EXPERIENCE & IN SCHOOL

	MPCR - Goal 50%			Work Experience - Goal 25%			ISY/Youth - Goal 40%; 50% beginning 7/1/22		
MAC	Youth			Youth			Youth		
CTD CUMULATIVE	Direct \$ '000	Total \$ '000	48%	Wk Exp \$ '000	Total \$ '000	37%	ISY \$ '000	Total \$ '000	37%
Jan 2023	13	31	43%	15	31	48%	16	31	53%
Feb 2023	21	38	56%	24	38	63%	19	38	50%
Mar 2023	37	55	68%	26	55	47%	20	55	35%
Total Extended 12 Months	185	325	57%	130	325	40%	114	325	35%
Cumulative CTD 24 Months	486	1,023	48%	379	1,023	37%	383	1,023	37%
	MPCR - Goal 50%			Work Experience - Goal 25%			ISY/Youth - Goal 40%		
MAC	Youth			Youth			Youth		
QTR Ended 3/31/21	7	43	17%	4	43	9%	2	43	4%
QTR Ended 6/30/21	23	66	35%	4	66	6%	7	66	11%
FYE 6/30/21 (6 Mos)	31	109	28%	8	109	7%	9	109	8%
	MPCR - Goal 50%			Work Experience - Goal 25%			ISY/Youth - Goal 40%		
MAC	Youth			Youth			Youth		
QTR Ended 9/30/21	42	85	50%	19	85	22%	18	85	21%
QTR Ended 12/31/21	66	150	44%	29	150	20%	62	150	41%
QTR Ended 3/31/22	69	164	42%	120	164	73%	93	164	57%
QTR Ended 6/30/22	93	190	49%	73	190	38%	88	190	46%
FYE 6/30/22	270	588	46%	241	588	41%	260	588	44%
	MPCR - Goal 50%			Work Experience - Goal 25%			ISY/Youth - Goal 40%; 50% beginning 7/1/22		
MAC	Youth			Youth			Youth		
QTR Ended 9/30/22	74	107	69%	30	107	28%	28	107	26%
QTR Ended 12/31/22	40	95	42%	36	95	38%	32	95	33%
QTR Ended 3/31/23	71	123	58%	64	123	52%	55	123	44%
FYE 6/30/23	185	325	57%	130	325	40%	114	325	35%

NORTHERN MIDDLE TN WORKFORCE BOARD
MARCH 2023 FISCAL UPDATE
CONTRACTOR - BILLING PROGRESS

Youth Providers FYE 6/30/2023	Budget	Q1	Q2	Q3	Total	% Spent
Jobs 4 TN Graduates (In School)	\$ 100	\$ 11	\$ 21	\$ 20	\$ 52	52%
Libertys Station (Out of School)	\$ 100	\$ 5	\$ 6	\$ 12	\$ 23	23%
Monroe Harding (In School & Out of School)	\$ 100	\$ 11	\$ 16	\$ 20	\$ 47	47%
	\$ 300	\$ 27	\$ 43	\$ 52	\$ 122	41%

*The three new Youth providers contributed an additional \$52k combined billings in Quarter 3 and \$122k cumulatively.
Those providers collectively utilized 41% of \$300k in awards at 75% time progression.*

Youth Providers FYE 6/30/2023	MPCR	Work Exp	ISY
Jobs 4 TN Graduates (In School)	29%	42%	100%
Libertys Station (Out of School)	75%	75%	
Monroe Harding (In School & Out of School)	20%	22%	25%

NORTHERN MIDDLE TN WORKFORCE BOARD

MARCH 2023 FISCAL UPDATE

JTG - MPCR, Work Experience and ISY Trend

	MPCR - Goal 50%		
JTG	Youth		
CTD CUMULATIVE	Direct \$ '000	Total \$ '000	29%
July 2022	0	3	0%
August 2022	0	4	1%
September 2022	0	4	5%
October 2022	0	4	6%
November 2022	1	5	13%
December 2022	7	12	56%
January 2023	2	6	31%
February 2023	3	7	41%
March 2023	2	6	34%
Total	15	52	29%

	Work Experience - Goal 25%	
JTG	Youth	
Wk Exp \$ '000	Total \$ '000	42%
0	3	0%
3	4	61%
3	4	65%
1	4	33%
1	5	25%
3	12	27%
3	6	50%
4	7	49%
4	6	62%
22	52	42%

	ISY/Youth - Goal 40%	
JTG	Youth	
ISY \$ '000	Total \$ '000	100%
3	3	100%
4	4	100%
4	4	100%
4	4	100%
5	5	100%
12	12	100%
6	6	100%
7	7	100%
6	6	100%
52	52	100%

	MPCR - Goal 50%		
JTG	Youth		
QTR Ended 9/30/22	0	11	2%
QTR Ended 12/31/22	8	21	36%
QTR Ended 3/31/23	7	20	36%
FYE 6/30/23	15	52	29%

	Work Experience - Goal 25%	
JTG	Youth	
5	11	47%
6	21	28%
11	20	54%
22	52	42%

	ISY/Youth - Goal 40%	
JTG	Youth	
11	11	100%
21	21	100%
20	20	100%
52	52	100%

NORTHERN MIDDLE TN WORKFORCE BOARD

MARCH 2023 FISCAL UPDATE

Liberty's Station - MPCR, Work Experience and ISY Trend

	MPCR - Goal 50%		
Liberty's Station	Youth		
CTD CUMULATIVE	Direct \$ '000	Total \$ '000	75%
July 2022	0	0	0%
August 2022	0	3	0%
September 2022	0	2	19%
October 2022	1	2	67%
November 2022	2	2	81%
December 2022	3	3	93%
January 2023	0	0	0%
February 2023	6	6	100%
March 2023	6	6	95%
Total	18	23	75%

Work Experience - Goal 25%		
Youth		
Wk Exp \$ '000	Total \$ '000	75%
0	0	0%
0	3	0%
0	2	19%
1	2	67%
2	2	81%
3	3	93%
0	0	0%
6	6	100%
6	6	95%
18	23	75%

ISY/Youth - Goal 40%		
Youth		
ISY \$ '000	Total \$ '000	0%
0	0	0%
0	3	0%
0	2	0%
0	2	0%
0	2	0%
0	3	0%
0	0	0%
0	6	0%
0	6	0%
0	23	0%

	MPCR - Goal 50%		
Liberty's Station	Youth		
QTR Ended 9/30/22	0	5	8%
QTR Ended 12/31/22	5	6	83%
QTR Ended 3/31/23	12	12	98%
FYE 6/30/23	18	23	75%

Work Experience - Goal 25%		
Youth		
0	5	8%
5	6	83%
12	12	98%
18	23	75%

ISY/Youth - Goal 40%		
Youth		
0	5	0%
0	6	0%
0	12	0%
0	23	0%

NORTHERN MIDDLE TN WORKFORCE BOARD
MARCH 2023 FISCAL UPDATE
Monroe Harding - MPCR, Work Experience and ISY Trend

	MPCR - Goal 50%			Work Experience - Goal 25%			ISY/Youth - Goal 40%		
Monroe Harding	Youth			Youth			Youth		
CTD CUMULATIVE	Direct \$ '000	Total \$ '000	20%	Wk Exp \$ '000	Total \$ '000	22%	ISY \$ '000	Total \$ '000	25%
July 2022	0	1	0%	0	1	0%	1	1	50%
August 2022	0	5	0%	0	5	0%	2	5	34%
September 2022	0	4	5%	0	4	9%	1	4	19%
October 2022	0	7	3%	0	7	0%	2	7	27%
November 2022	0	5	0%	1	5	27%	1	5	30%
December 2022	1	5	16%	1	5	19%	1	5	18%
January 2023	1	6	19%	1	6	16%	1	6	13%
February 2023	3	8	35%	3	8	37%	2	8	23%
March 2023	5	7	66%	4	7	58%	2	7	28%
April 2023	0	0	0%	0	0	0%	0	0	0%
May 2023	0	0	0%	0	0	0%	0	0	0%
June 2023	0	0	0%	0	0	0%	0	0	0%
Total	10	47	20%	10	47	22%	12	47	25%

	MPCR - Goal 50%			Work Experience - Goal 25%			ISY/Youth - Goal 40%		
Monroe Harding	Youth			Youth			Youth		
QTR Ended 9/30/22	0	11	2%	0	11	4%	3	11	30%
QTR Ended 12/31/22	1	16	6%	2	16	14%	4	16	25%
QTR Ended 3/31/23	8	21	41%	8	21	38%	5	21	22%
FYE 6/30/23	10	47	20%	10	47	22%	12	47	25%

NORTHERN MIDDLE TN WORKFORCE BOARD

MARCH 2023 FISCAL UPDATE

FY2023-24 BUDGET TO ACTUAL REVENUES

Grant Revenue	\$ in millions	\$
Total Projected Carryover from 22-23	5.9	5,861,003.40
23-24 Projected Allocations	7.8	7,839,846.55
Total Adult, DW, Youth	13.7	13,700,849.95
Carryover to 24-25 for Youth	(1.0)	(1,000,000.00)
Carryover to 24-25 at 20% of Adult, DW	(1.1)	(1,065,901.91)
Total 23-24 Adult, DW, Youth	11.6	11,634,948.0
National Emergency DW (Flood)	0.0	30,000.00
RESEA	0.3	300,000.00
Re-Entry		-
IFA	1.0	1,000,000.00
Total 23-24 Projected Grant Revenue	12.9	12,964,948.04

NORTHERN MIDDLE TN WORKFORCE BOARD

MARCH 2023 FISCAL UPDATE

FY2023-24 REVISED BUDGET EXPENSES

Projected Expenses	\$ in millions	%	
NM Workforce Board	1.3	10%	1,365,645.00
Board Incumbent Worker Program	0.3	2%	300,000.00
Recruitment Campaign	0.1	1%	100,000.00
IFA (non-Title I)	1.0	8%	1,000,000.00
Total Board and Overhead	2.7	21%	2,765,645.00
 National Emergency DW (Flood)	 0.0	 0%	 30,000.00
One Stop Operator	0.3	2%	300,000.00
Career Service Providers	9.6	74%	9,569,303.04
RESEA	0.3	2%	300,000.00
Re-Entry		0%	-
Total Contracted Grant Services	10.2	79%	10,199,303.04
Total 23-24 Grant Expense	12.9	100%	12,964,948.04

NORTHERN MIDDLE TN WORKFORCE BOARD

MARCH 2023 FISCAL UPDATE

MONITORING UPDATE

EDSI and MAC - Career Service Providers

- * Staffing/Training update - While EDSI's staffing situation has improved somewhat, case management has suffered due to the staff turnover. Priority has shifted to training of staff to improve customer service. Focus on reducing caseloads for quality of service, over quantity.
- * EDSI's 6/30/22 audit report is pending.
- * Monthly desk review of invoices is performed analyzing contract progress and performance.
- * Biweekly contractor meetings continue.
- * Northern Middle program and fiscal staff provided technical assistance to EDSI and MAC as needed.
- * Northern Middle program staff conducted Direct Participant Cost Reviews for both EDSI & MAC staff.
- * Northern Middle program staff provided in-person training to newly hired EDSI staff.

New Youth Providers - Monroe Harding, Jobs for TN Graduates, Amelia's Closet/Liberty Station

- * Northern Middle fiscal and program staff provided technical assistance to the 3 new Youth providers as needed, and conducted monthly fiscal desk review of their invoices.
- * Northern Middle program staff conducted desktop reviews for all 3 new Youth providers.
- * Observation: Liberty Station had a low expenditure rate.
- * Repeat Observation: Monroe Harding had low direct participant expenditures, and did not meet any expenditure-driven performance measures to date. Monroe Harding staff plan to utilize their funding.
- * Monroe Harding submitted their completed audit report for the year ended 6/30/22.

Mid-Cumberland HRA - One-Stop Operator

- * The One-Stop Operator continues to promote enhanced oversight of partner accountability in supporting KPI goals.

Monitoring of Northern Middle:

- * TDLWD's Program Integrity Unit conducted quarterly monitoring on 2/17 and issued a report with no findings, two 6/30/23 concerns related to DW spending and Work Experience (NM anticipates meeting requirements by 6/30/23), and two promising practices.

**NORTHERN MIDDLE TN WORKFORCE BOARD
MARCH 2023 FISCAL UPDATE**

ACTION

*	2022-23 Budget Revision \$15.2M (+200k and Summer Youth TBD)
*	Extend authorization to re-purpose \$500k DW for Adult to 6/30/24
*	Extend EDSI contract to 6/30/24 at 95% of 12-month contract allocation for Adult/DW, Youth and RESEA fund streams
*	Extend MAC contract to 6/30/24 at 95% of 12-month base contract for Youth
*	End three small youth contracts as of 6/30/23 due to reduction in youth budget for 2023-24
*	2023-24 Preliminary Budget \$12.9M

Procurement Policy

Purpose

This policy communicates the methods for the procurement of goods and services obtained with Workforce Innovation and Opportunity Act (WIOA) funds and sets forth the requirements provided by the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule Title 2 of the Code of Federal Regulations; 2 CFR 200.

Background

WIOA Sec. 184(a)(3)(A) requires each State (including the Governor of the State), local area (including the chief elected official for the area), and provider receiving funds under this title to comply with the appropriate uniform administrative requirements for grants and agreements applicable for the type of entity receiving the funds, as promulgated in circulars or rules of the Office of Management and Budget (OMB).

OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule Title 2 of the Code of Federal Regulations; 2 CFR 200 supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, A-122, A-89, A-102, A133 and the guidance in Circular 1-5 - on Single Audit Act follow-up. 2 CFR 200, consolidates the guidance previously contained in the aforementioned citations into a streamlined format that aims to improve both the clarity and accessibility of the guidance.

Procurement standards referenced in 2 CFR 200.110 and 200.318 — 200.327, allow for nonfederal entities to continue to comply with procurement standards in previous OMB guidance for three additional fiscal years after this part goes in effect (June 30, 2018).

Policy & Instructions

A. Cost-Reimbursement only

Procurement transactions under this title between local boards and units of state or local governments shall be conducted on a cost-reimbursement basis only.

B. General Procurement Standards

The Northern Middle Tennessee Workforce Board (NMTWB) will use documented procurement procedures that reflect State and local laws and regulations, provided that the procurements conform to applicable Federal law and standards identified in 2 CFR Parts 200.317 through ~~200.326~~ **200.327**.

The NMTWB will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The NMTWB Conflict of Interest Policy provides standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer or agent may participate in the selection, award, or administration of a contract supported by the Federal award if he or she has a real, perceived or potential conflict of

interest, Conflicts of interest must be disclosed in writing when known in advance or announced to the voting body. The party must excuse themselves from any further discussion and/or vote on the matter in question. Violations of such standards are subject to disciplinary actions provided in the NMTWB's Conflict of Interest Policy.

The NMTWB procurement procedures will avoid acquisition of unnecessary or duplicative items and promote cost-effective use of shared services by entering into state and local intergovernmental agreements for procurement of use of common or shared goods and services where appropriate. The NMTWB will use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

The NMTWB will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as:

- Contractor integrity
- Compliance with public policy
- Record of past performance, and
- Financial and technical resources

The NMTWB will maintain records sufficient to detail the history of procurement. These records will include, but are not limited to:

- Rationale for the method of procurement
- Selection of contract type
- Basis for contractor selection or rejection, and
- The basis for the contract price

Time and materials contracts [For major construction only; 2 CFR 200-318(j)]: The NMTWB may use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.

The NMTWB will be responsible for the settlement of all contractual and administrative issues arising out of procurement. These issues include, but are not limited to:

- Source evaluation
- Protests
- Disputes, and
- Claims

C. Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards provided in section 200.319 or 2 CFR 200. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work or invitations for bids or requests for proposals must be excluded for competing for such procurements.

The NMTWB procurement transactions will contain no requirements that unduly restrict competition as specified in 200.319(a) and (b).

The NMTWB procurement procedures will ensure that all solicitations:

- Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured in a manner that does not unduly restrict competition; and
- Identify all requirements which the proposer must fulfill and all other factors to be used in evaluating bids or proposals.

The NMTWB will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free completion. The NMTWB will not preclude potential bidders from qualifying during the solicitation period.

D. Methods of Procurement

The NMTWB may use one of the following methods of procurement:

1. Micro-Purchases (purchases of ~~\$1-\$3,000~~ **\$10,000**): Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the Micro-purchase threshold. To the extent practicable, the NMTWB will distribute micro-purchase equitably amount qualified suppliers. Micro purchases may be awarded without soliciting competitive quotations in the NMTWB considers the price to be reasonable.
2. Small Purchases (~~\$3,001-\$150,000~~ **\$10,001-\$250,000**): Small purchase procedures are those relatively simple and Informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold (as of the publication of 2 CFR Part 200, the Simplified Acquisition Threshold is ~~\$150,000~~ **\$250,000** but is periodically adjusted for inflation.) If small procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources
3. Competitive Proposals (purchases of ~~\$150,001~~ **\$250,001**-and above): The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
 - a. Purchases over \$150,000 must be approved by the NMTWB.
 - b. Requests for proposals must be publicized on the NMTWB website and other public communication sites and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
 - c. Proposals must be solicited from an adequate number of qualified sources.
 - d. The NMTWB will follow its written method for conducting technical evaluations of the proposals received and for selecting recipients
 - e. Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

- f. The NMTWB may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (NE) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- 4. Sealed Bids (Formal advertising purchases of \$ 150,001 and above): Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the following conditions apply:
 - a. Purchases over \$150,000 must be approved by the NMTWB.
 - b. In order for sealed bidding to be feasible, the following conditions should be present:
 - i. A complete, adequate, and realistic specification or purchase description is available;
 - ii. Two or more responsible bidders are willing and able to complete effectively for the business; and
 - iii. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
 - c. If sealed bids are used, the following requirements apply:
 - i. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids for state, local and tribal governments, the invitation for bids must be publicly advertised;
 - ii. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - iii. All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
 - iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of, and
 - v. Any or all bids may be rejected if there is a sound documented reason.
- 5. Noncompetitive Proposals (Sole Source)

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

 - a. The item is available only from a single source; or
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or

- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- d. After solicitation of a number of sources, competition is determined inadequate.
- e. Purchases over \$150,000 must be approved by the NMTWB.
- f. The NMTWB can piggyback on other state or local government procurement.

E. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

The NMTWB will take necessary affirmative steps to ensure that minority businesses, women's business enterprises, and labor surplus firms are used when possible.

F. Domestic Preferences for Procurements

The NMTWB will, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

G. Contract Cost and Price

The NMTWB will perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold (~~\$150,000~~ **\$250,000**) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the NMTWB will make independent estimates before receiving bids or proposals.

Where applicable, the NMTWB will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the NMTWB under Subpart E — Cost Principles-of the Uniform Administrative Guidance 2 CFR Part 200. The NMTWB may reference its own cost principles that comply with the Federal cost principles.

The cost plus a percentage of cost and percentage of construction cost methods of contracting are not allowable.

H. Procurement Review

The NMTWB will make available, upon request by the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition.

The NMTWB will make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates when the circumstances detailed in ~~200.323(b)~~ **200.325(b)** apply.

The NMTWB is exempt from the pre-procurement review if the Federal awarding agency or pass-through entity determines that its procurement systems comply with this part.

- The NMTWB may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis.
- The NMTWB may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the NMTWB that it is complying with these standards. The NMTWB must cite specific policies, regulations, or standards as being in compliance with these requirements and have its system available for review.

I. Bonding Requirements

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold (currently ~~\$150,000~~ **\$250,000**), the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the requirements of ~~200.325(a)~~ **200.326(a)-(c)** must be followed.

J. Contract Provisions

The NMTWB contracts must contain the applicable provisions described in Appendix II to Part 200 — "Contract Provisions for non-Federal Entity Contracts Under Federal Awards."

K. Sub-recipient and Contractor Determinations

The NMTWB will make a case-by-case determination whether each agreement it makes for the disbursement of Federal program funds casts the party receiving the funds in the role of a sub-recipient or a contractor (see Sub-recipient and Contractor in the Definitions section of this policy).

In determining whether an agreement between The NMTWB and another non-Federal entity casts the latter as a sub-recipient or a contractor, the substance of the relationship is more important than the form of agreement. The NMTWB will use judgment in classifying each agreement as a sub-award or a procurement contract.

In compliance with 2 CFR ~~200.330~~ **200.331**, the NMTWB will classify eligible providers of WIOA Adult, Dislocated Worker and Youth services as sub-recipients.

L. Delivery of Career Services – Adult and Dislocated Workers

Career services described in WIOA Section ~~434(A)~~ **134(c)(1)(A)(ii)** for eligible adult and dislocated workers shall be provided through the one-stop delivery system.

- Directly through one-stop operators Identified pursuant to section 121 (d), or

- Through contracts with service providers (sub-recipients), which may include contracts with public, private for-profit, and private nonprofit service providers, approved by the local board.

M. Training Contracts

Training services authorized under this paragraph may be provided pursuant to a contract for services in lieu of an individual training account (ITA) if:

- The Consumer Choice Requirements are met;
- Such services are on-the-job training (OJT), customized training, incumbent worker training or transitional employment;
- The NMTWB determines there are an insufficient number of eligible providers of training services in the local area involved to accomplish the purposes of a system of individual training accounts;
- The NMTWB determines that there is a training services program of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to serve individuals with barriers to employment;
- The NMTWB determines that it would be most appropriate to award a contract to an institution of higher education or other eligible provider of training services in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations and such contract does not limit customer choice; or
- The contract is a pay-for-performance contract.

Training services must be directly linked to an in-demand industry sector or occupation in the local area or the planning region, or in another area to which an adult or dislocated worker receiving such services is willing to relocate, except that the NMTWB may approve training services for occupations determined by the local board to be in sectors of the economy that have a high potential for sustained demand or growth in the local area

Nothing in this paragraph shall be construed to preclude the combined use of Individual training accounts (ITAs) and contracts in the provision of training services, including arrangements that allow individuals receiving ITAs to obtain training services that are contracted this clause.

N. Selection of Eligible Providers of Youth Services

The NMTWB shall award grants or contracts on a competitive basis to providers (sub-recipients) of youth workforce investment activities based on the criteria in the State plan (including such quality criteria as the Governor shall establish for a training program that leads to a recognized postsecondary credential), and taking into consideration the ability of the providers to meet performance accountability measures based on primary indicators of performance for the youth program as described in WIOA Section 116(b)(2)(A)(ii) and in WIOA section 102(b)(2)(D)(i)(V), based on the recommendations of the special populations committee; and shall conduct oversight with respect to such providers.

Exceptions: A local board may award grants or contracts on a sole source basis if such board determines there is an insufficient number of eligible providers of youth workforce investment activities in the local area involved for grants and contracts to be awarded on a competitive basis.

Consistent with the above sections, the local board may terminate for cause the eligibility of such providers (sub-recipients).

O. Selection of One-Stop Operators

The NMTWB, with the agreement of the chief elected official, is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. To be eligible to receive funds made available under this subtitle to operate a one-stop center, an entity:

- Shall be designated or certified as a one-stop operator through a competitive process; and
- Shall be an entity (public, private, or nonprofit), or consortium of entities (including a consortium of entities that, at a minimum, includes 3 or more of the one-stop partners described in subsection 121(b)(1)), of demonstrated effectiveness.

The NMTWB will adhere with State Workforce Board guidelines and direction.

- Disclose any potential conflicts of interest arising from the relationships of the operators with particular training service providers or other service providers.
- Do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training and education services; and
- Comply with Federal regulations, and procurement policies, relating to the calculation and use of profits.

P. Suspension and Debarment

Non-federal entities and contractors are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Definitions

Contract (2 CFR ~~200.22~~ 200.1): A legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award ~~or sub-award~~.

Contractor (2 CFR ~~200.23~~ 200.1): An entity that receives a contract as defined in "Contract", above.

(2 CFR ~~200.330~~th 200.331(b)): A contract is for the purpose of obtaining goods and services for the non-Federal

entity's own use and creates a procurement relationship with the contractor (see ~~200.22~~ 200.1 Contract). Characteristics indicative of a procurement contract relationship between the non-Federal entity and a contractor include when the non-Federal entity receiving the Federal funds:

1. Provides the goods and services within normal business operations.
2. Provides similar goods or services to many different purchasers.
3. Normally operates in a competitive environment.
4. Provides goods or services that are ancillary to the operation of the Federal program; and
5. Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

Cooperative Agreement (2 CFR ~~200.24~~ 200.1): A legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 63026305:

- (a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States and not to acquire property or services for the Federal government of pass-through entity's direct benefit or use.
- (b) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

Customized Training (WIOA Sec.3(14)): Training that is designed to meet the specific requirements of an employer (or group of employers); that is conducted with a commitment by the employer to an employ an individual upon successful completion of the training; and for which the employer pays a significant portion of the cost of training, as determined by the board, taking into account the size of the employer and other factors determined by the board and further defined in this part.

Federal Award (2 CFR ~~200.38~~ 200.1): Federal award has the meaning, depending on the context, in either paragraph (a) or (b) of this section:

- (a)(1): The Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity,
- (a)(2): The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity.
- (b) The Instrument setting forth the terms and conditions, the instrument is the grant agreement, cooperative agreement, other agreement for assistance in paragraph (b) of ~~200.40~~ 200.1 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.
- (c) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal government owned contractor operated facilities (GOCOs).
- (d) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.

Federal Awarding Agency (2 CFE ~~200.37~~ 200.1): The Federal agency that provides a Federal Award directly to a non-Federal entity.

Federal Financial Assistance (2 CFR ~~200.40~~ 200.1): For grants and cooperative agreements, assistance that non-Federal entities receive or administer in the form of:

- (a) Grants
- (b) Cooperative agreements
- (c) Non-cash contributions or donations of property (including donated ~~surplus property~~ surplus property)
- (d) Direct appropriations; and (e) Other financial assistance.

Fixed Amount Awards (2 CFR ~~200.45~~ 200.1): A type of grant agreement ~~or cooperative agreement~~ under which the Federal awarding agency or pass-through entity provides a specific level of support without regard to actual costs incurred under the Federal award.

Grant Agreement (2 CFR ~~200.51~~ 200.1): A legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304:

- (a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value ~~from the Federal awarding agency or pass-through entity to the non-Federal entity~~ to carry out a

public purpose authorized by a law of the United States and not to acquire property or services for the Federal awarding agency or pass-through entity's direct benefit or use:

- (b) Is distinguished from a cooperative agreement in that it does not provide for substantial involvement ~~between~~ **of** the Federal awarding agency or ~~pass-through entity and the non-Federal entity~~ in carrying out the activity contemplated by the Federal award.

Incumbent Worker Training: WIOA funded training for incumbent workers is designed to meet the specific requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment and conducted with a commitment by the employer to retain or avert the layoff of the incumbent worker. An ideal incumbent worker training would be one where a participant acquires new skills allowing him or her to move into a higher skilled and higher paid job with the company, thus allowing the company to hire a job seeker to backfill the incumbent worker's position. Incumbent worker training must increase both the participant's and the company's competitiveness. An incumbent worker does not necessarily have to meet the eligibility requirement for career and training services for adults and dislocated workers under WIOA. Individual with Barrier to Employment [WIOA Sec. 3(24)]: A member of one or more of the following populations:

- Displaced homemakers
- Low-income individuals
- Indians, Alaska Natives, and Native Hawaiians
- Individuals with disabilities
- Older individuals
- Ex-offenders
- Homeless individuals (see definition of Homeless Individuals), or homeless children and youth (see definition of Homeless Children and Youth) ▫ Youth who are in or have aged out of the foster care system
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers ▫ Eligible migrant and seasonal farm workers
- Individuals within two (2) years of exhausting lifetime TANF eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) ▫ Single parents (including single pregnant women)
- Long-term unemployed individuals
- Such other groups as the Governor involved determines to have barriers to employment.

Local Plan (WIOA Sec. 3(35)): A plan submitted under WIOA section 108, subject to WIOA section 106(c)(3)(B).

Micro-Purchase (2 CFR ~~200.67~~ **200.1**): A purchase of supplies or services ~~using the simplified acquisition procedures~~, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and costs. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR **part 2**, subpart 2.1 (Definitions). It is ~~\$3,000~~ **\$10,000** except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Northern Middle Tennessee Workforce Board (NMTWB) (WIOA Sec. 3(33)): A local workforce development board established under WIOA section 107, subject to section **107(c)(4)(B)(i)**.

Non-Federal Entity (2 CFR ~~2900~~ **2900.2**): A state, local government, Indian tribe, institution of higher education (IHE), for-profit entity, foreign public entity, foreign organization or nonprofit organization that carries out a Federal award as a recipient or sub-recipient.

On-the-Job Training (OJT) (WIOA Sec. 3(44)): Training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job.
- Is made available through a program that provides reimbursement to the employer of up to 50% of the wage rate of the participant, except as provided in WIOA section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

Pass-through Entity (2 CFR ~~200.74~~ 200.1): A non-Federal entity that provides a sub-award to a sub-recipient to carry out part of a Federal program.

Proposal Costs (CFR 200.460): The costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals.

Simplified Acquisition Threshold (2 CFR ~~200.88~~ 200.1): The dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR **part 2**, subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is ~~\$150,000~~ **\$250,000**, but this threshold is periodically adjusted for inflation.

State Plan (WIOA Sec. 3(58)): A unified State plan under WIOA section 102 or a combined State plan under WIOA section 103.

Sub-award (2 CFR ~~200.92~~ 200.1): An award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A sub-award may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Sub-recipient (2CFR ~~200.93~~ 200.1): A non-Federal entity that receives a sub-award from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A sub-recipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

2 CFR ~~200.330(a)~~ 200.331(a): sub-award is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the sub-recipient, characteristics of which support the classification of the non-Federal entity as a sub-recipient and include when the non-Federal entity:

- 1) Determines who is eligible to receive what Federal assistance.
- 2) Has its performance measured in relation to whether objectives of a Federal program are met

Transitional Employment (WIOA Sec. ~~134(5)~~ 134(d)(5) and proposed 20 CFR 680.830): A transitional job is one that provides a limited work experience (WEX), that is subsidized in the public, private, or non-profit sectors for those individuals with barriers to employment because of chronic unemployment or inconsistent work history; these jobs are designed to enable an individual to establish a work history, demonstrate work success, and develop the skills that lead to unsubsidized employment.

Standing Committee [WIOA Sec. 107(b)(4)(A)]: The Board may designate and direct the activities of standing committees to provide information and to assist the Board in carrying out activities under WIOA.

References

OMB Uniform Guidance 2 CFR Part 200; ~~Final~~ Office of Management and Budget Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Office of Management and Budget (OMB); TEGL 15-14; WIOA Sections: 3 –Definitions, 107(d)(10)(B)-Selection of Youth Providers, 107(h) - Conflict of Interest, 108(16)-Competitive Process in the Local Plan, ~~1080-9)- Training Services In the Local Plan~~, 134(c)(3)-Training Services Adults and Dislocated Workers, ~~134(c)(3)(G)(ii)~~ 134(c)(3)(G)(ii)-Training Contracts

Authorized by:

Approved by:

Marla Rye, Executive Director

Date

John Zobl, Chairman

Date

Summer Youth Employment Program Funding Opportunity Announcement

Summer youth employment and career exploration programs are a popular strategy in many communities to ensure that youth gain valuable work experience and have a safe, productive way to spend the summer months. It is also a way to expand opportunities to teens and young adults who otherwise might struggle to find employment.

The Tennessee Department of Labor and Workforce Development (TDLWD), Workforce Services Division, is supporting local efforts to increase youth employment and educational attainment through the **Summer Youth Employment Program (SYEP)**. The benefit of the SYEP is to offer a paid employment opportunity to youth paired with valuable first-hand work experience and educational learning.

The SYEP will be administered in two phases with a statewide goal of putting 3,750 youth to work by August 2024, with most of these youth participants working during the summer 2023. Information on the two phases of the SYEP are outlined below in this funding opportunity announcement.

Phase I Overview: Phase I – SYEP (Base Formula Funding) will be used for the creation and expansion of subsidized youth employment from **May 15, 2023**, to **August 31, 2023**. The intent of this funding is to place most of the youth served through the SYEP in work experiences during 2023.

Funding Opportunity:	Phase I – SYEP (Base Formula Funding)
Intended Audience:	Local Workforce Development Boards (LWDBs)
Total Funding Available:	\$3 million
Maximum Award:	To be determined
Deadline Date for Proposal Submission:	Monday, May 8, 2023, 12:00 pm CST
Method to submit proposal:	Proposal and supporting documentation must be submitted electronically to TN.Youth@tn.gov
Contact for Questions/Comments prior to Deadline Date:	Submit via email to: TN.Youth@tn.gov <i>*Note, after approval, documentation must be submitted into Smart Simple grants management system.</i>
Technical Assistance Opportunity:	Monday, May 1, 2023 Virtual, 10:30 am – 11:30 am CST Register via email to: TN.Youth@tn.gov
Period of Performance:	May 15, 2023 - August 31, 2023

I. Participant Eligibility and Priority:

- A. Phase I – SYEP participants must, at minimum, meet the following federal Workforce Innovation and Opportunity Act (WIOA) eligibility requirements:

1. Be identified as out-of-school youth (OSY), ages 16-24 who meet the eligibility requirements for WIOA with limited or no work experience.
2. Be identified as in-school youth (ISY), ages 14-21 who meet the eligibility requirements for WIOA with limited or no work experience.

**Note – The WIOA State Plan waiver for in-school youth and out-of-school youth (50/50) is applicable to Phase I - SYEP funding.*

- B. In addition to the minimum eligibility requirements for Phase I – SYEP, LWDBs should prioritize services for individuals who are:

1. low-income, and/or currently in or have aged out of foster care
 - a. Low-income individual is defined as someone who:
 - i. Receives or in the past six (6) months has received—or is a member of a family that is receiving or in the past six (6) months has received:
 - a) assistance through the Supplemental Nutrition Assistance Program (SNAP); or,
 - b) the supplemental security income program established under Title XVI of the Social Security Act; or,
 - c) State or local income-based public assistance.
 - ii. Is in a family with total income that does not exceed the higher of:
 - a) The poverty line, or seventy percent (70%) of the lower living standard income level; or,
 - b) a homeless individual; or,
 - c) receives or is eligible to receive free or reduced-price lunch; or,
 - d) a foster child on behalf of whom state or local government payments are made; or,
 - e) an individual with a disability whose own income meets the low-income level for eligibility purposes; or,
 - f) youth who reside in a high-poverty area.

**Note - For additional guidance, see WIOA Low-Income Guidelines Policy.*

- b. Foster care will be defined as:
 - i. An individual in or who has aged out of foster care or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Social Security Act (42 USC 677) or in an out-of-home placement.

II. Program Design and Requirements:

- A. The following program design elements should be considered when applying for this funding:

1. Allowable costs for Phase I – SYEP:
 - a. Work Experience
 - i. Wages/stipends paid for participation in work experience

- ii. All required federal and state taxes, workers compensation, benefits, and other employment withholdings
 - iii. Funding awarded for work experience during Phase I – SYEP will be calculated based upon the identified number of youth to be served in the application/proposal and the following program design assumptions:
 - a) A maximum of eight (8) weeks part-time employment for all participants.
 - b) A maximum of 25 hours worked per week.
 - c) A maximum of \$16.00 an hour for wages.
 - iv. An individual participant shall not receive more than the maximum benefit of \$3,200 for work experience, inclusive of all wages and withholdings.
 - a) Participants who participate in Phase I – SYEP may not participate in Phase II – SYEP work experience activities to receive additional compensation above the maximum benefit.
 - v. Payment to the participant may be made by the awarded LWDB which may require additional documentation to be maintained.
 - b. Administrative costs
 - i. A maximum of ten percent (10%) of the total award may be spent on costs to administer Phase I – SYEP.
 - 2. Unallowable costs for Phase I – SYEP:
 - a. Activities not expressly identified in this funding opportunity announcement or approved in advance and in writing by TDLWD would be considered unallowable and subject to repayment to TDLWD.
- B. Program Requirements**
- 1. LWDBs must partner with and include letters of support in the application from the following entities for Phase I:
 - a. Minimum of three (3) required WIOA partners (20 CFR 463.400)
 - b. a local education agency
 - c. Minimum of three (3) community partners to include faith-based organizations and employers.
 - 2. LWDBs must identify a goal with the number of individual youth participants which they plan to serve during Phase I – SYEP.
 - 3. LWDBs must maintain all federal Workforce Innovation and Opportunity Act (WIOA) eligibility and performance reporting requirements for Phase I – SYEP participants in the TDLWD case management system (Jobs4TN/VOS).

4. LWDBs must have a variety of work experience opportunities available to participating youth which align to in-demand industry sectors in the local area. Regional alignment is encouraged.
5. SYEP participants must be provided an Objective Assessment which includes work readiness and documented Individual Service Strategies (ISS) which connects the service needs of each youth to the service(s) provided
6. LWDBs must make reasonable efforts to align youth career interests/goals outlined in the OAS and ISS to work experience opportunities provided through the SYEP. Should a work experience opportunity not align to outlined goals, documentation must be present in participant case notes that identify the alternative work experience opportunity.
7. Phase I – SYEP must include a component of educational training. This activity may occur concurrently or sequentially with the work experience. It may also occur outside or inside the worksite. LWDBs have the option to decide who and how the educational component is provided.
8. LWDBs must identify and make available the following services to participants:
 - a. Financial literacy learning; and,
 - b. Labor market and employment information in the local area; and,
 - c. Supportive services, as appropriate to participant; and,
 - d. Leadership development opportunities.

C. Other Program Considerations

1. Local Boards may make available the following activities during Phase I – SYEP which help youth transition to postsecondary education and training, including:
 - a. workforce preparation activities and training for a specific occupation or occupational cluster; and,
 - b. entrepreneurial skills training; and,
 - c. other career exploration activities; and,
 - d. mentoring, as appropriate to participant.

III. Period of Performance

- A. Phase I – SYEP begins May 15, 2023 and ends August 31, 2023.
1. Notice of Award (NOA) will be released no later than May 15, 2023.
 2. Employment activities shall begin no earlier than May 15, 2023
 3. 100% of the award must be expended by August 31, 2023

IV. Other information

A. Application Submission

1. LWDBs must submit an application/proposal, identifying the number of participants to be served during Phase I – SYEP and a completed budget based on the program design assumptions identified in this announcement.

2. LWDBs must provide a narrative detailing how Phase I will be implemented, including:
 - a. the methods to be used to engage low income and foster care youth, and employers to place participants for work experience; and,
 - b. secondary, post-secondary education partners, and other entities to support the education component.
3. LWDBs must include the required letters of support identified in this announcement.
4. Proposals and all supporting documentation for Phase I – SYEP must be submitted electronically to TN.Youth@tn.gov, no later than 12:00 p.m. CST on **May 8, 2023**.

Phase II Overview: Phase II – SYEP (Competitive Funding) will be used for the creation and expansion of subsidized youth employment and/or innovative career exploration activities from **July 1, 2023**, to **August 31, 2024**. The intent of this funding is to place most of the youth served through the SYEP in work experiences during 2023.

Funding Opportunity:	Phase II – SYEP (Competitive State Funding)
Total Funding Available:	\$15 million
Maximum Award:	To be determined
Intended Audience:	Local Development Boards and Chief Elected Officials, nonprofit-, community-, and educational-organizations serving youth
Deadline Date for Proposal Submission:	Monday, May 8, 2023, 12:00 pm CST
Method to submit proposal:	Proposal and supporting documentation must be submitted electronically to TN.Youth@tn.gov
Contact for Questions/Comments prior to Deadline Date:	Submit via email to: TN.Youth@tn.gov <i>*Note, after approval, documentation must be submitted into Smart Simple grants management system.</i>
Technical Assistance Opportunity:	Monday, May 1, 2023 Virtual, 10:30 am – 11:30 am CST Register via email to: TN.Youth@tn.gov
Period of Performance:	July 1, 2023 - August 31, 2024

I. Participant Eligibility and Priority:

- A. Phase II – SYEP participants must, at minimum:
 1. Be between the ages 14-24, with limited or no work experience.
- B. In addition to the minimum eligibility requirements for Phase II – SYEP, awarded entities should prioritize services for individuals who are:
 1. low-income, and/or currently in or have aged out of foster care

- a. Low-income individual is defined as someone who:
 - i. receives or in the past six (6) months has received—or is a member of a family that is receiving or in the past six (6) months has received:
 - a) assistance through the Supplemental Nutrition Assistance Program (SNAP); or,
 - b) the supplemental security income program established under Title XVI of the Social Security Act; or,
 - c) State or local income-based public assistance
 - ii. is in a family with total income that does not exceed the higher of:
 - a) The poverty line, or seventy percent (70%) of the lower living standard income level; or,
 - b) a homeless individual; or,
 - c) receives or is eligible to receive free or reduced-price lunch; or,
 - d) a foster child on behalf of whom state or local government payments are made; or,
 - e) an individual with a disability whose own income meets the low-income level for eligibility purposes; or,
 - f) youth who reside in a high-poverty area.

**Note - For additional guidance, see WIOA Low-Income Guidelines Policy.*

- b. Foster care will be defined as:
 - i. an individual in or who has aged out of foster care or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Social Security Act (42 USC 677) or in an out-of-home placement.

II. Program Design and Requirements:

A. The following program design elements should be considered when applying for this funding:

1. Allowable costs for Phase II – SYEP:

- a. Work Experience
 - i. Wages/stipends paid for participation in work experience
 - ii. All required federal and state taxes, workers compensation, benefits, and other employment withholdings
 - iii. Funding awarded for work experience during Phase II – SYEP will be calculated based upon the identified number of youth to be served in the application and the following program design assumptions:
 - a) A maximum of eight (8) weeks part-time employment for all participants.
 - b) A maximum of 25 hours worked per week.

- c) A maximum of \$16.00 an hour for wages.
 - iv. An individual participant shall not receive more than the maximum benefit of \$3,200 for work experience, inclusive of all wages and withholdings.
 - a) Participants who participate in Phase I – SYEP may not participate in Phase II – SYEP work experience activities to receive additional compensation above the maximum benefit.
 - v. Payment to the participant may be made by the awarded entity which may require additional documentation to be maintained.
 - b. Career Exploration
 - i. After the statewide goal of youth to be served through work experience in the SYEP are served, additional career exploration or other innovative youth activities and strategies may be considered for funding. Applying entities are encouraged to include this in the Phase II – SYEP proposal.
 - ii. Examples of career exploration activities may include, but are not limited to:
 - a) Short term internships or job shadowing activities for in-school youth during Fall, Winter, or Spring breaks
 - b) Equipment for career exploration, camp experience, or mobile unit
 - c. Administrative costs
 - i. A maximum of ten percent (10%) of the total award may be spent on costs to administer Phase II – SYEP.
 - 2. Unallowable costs for Phase II – SYEP:
 - a. Activities not expressly identified in this funding opportunity announcement or approved in advance and in writing by TDLWD would be considered unallowable and subject to repayment to TDLWD.
- B. Program Requirements**
- 1. Awarded entities must partner with and include letters of support in the application from the following for Phase II:
 - a. Minimum of three (3) educational and employer partners.
 - 2. Awarded entities must identify a goal with the number of individual youth participants which they plan to serve during Phase II – SYEP.
 - 3. Awarded entities must maintain all supporting documentation, such as participant eligibility, performance, and financial reporting for Phase II – SYEP.
 - a. Monthly financial and performance reporting requirements will be shared by TDLWD in the Notice of Award.

4. Awarded entities must register all Phase II – SYEP participants in the TDLWD Jobs4TN system.
5. Awarded entities must have a variety of work experience opportunities available to participants which align to in-demand industry sectors in the local area. Regional alignment is encouraged.

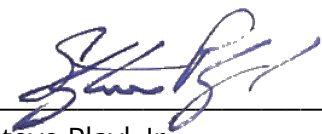
III. Period of Performance

- B. Phase II – SYEP begins July 1, 2023 and ends August 31, 2024.
 1. Notice of Award (NOA) will be released no later than May 15, 2023.
 2. Employment activities shall begin no earlier than July 1, 2023
 3. 100% of the award must be expended by August 31, 2024
 - a. Awarded entities not meeting 80% obligation rate as of May 15, 2024, are subject to recapture and reallocation of unobligated or remaining award balance.

IV. Other information

- B. Application Submission
 1. Entities must submit an application/proposal, identifying the number of participants to be served during Phase II – SYEP and a completed budget based on the program design assumptions identified in this announcement.
 2. Applications must provide a narrative detailing how Phase II – SYEP will be implemented, including:
 - a. the methods to be used to engage low income and foster care youth, and employers to place participants for work experience; and,
 - b. any additional career exploration or other innovative youth activities to be considered after the identified goal youth to be served through work experience are served.
 3. Applications must include the required letters of support identified in this announcement.
 4. Proposals and all supporting documentation for Phase II – SYEP must be submitted electronically to TN.Youth@tn.gov, no later than 12:00 p.m. CST on **May 8, 2023**.

Approved for Release:



Steve Playl, Jr.

Assistant Commissioner, Division of Workforce Services



ARE YOU 14-24 AND READY TO WORK THIS SUMMER?

The Tennessee Department of Labor and Workforce Development and American Job Centers are ready to pair you with an amazing work experience this summer!

EARN WHILE YOU LEARN



Have the potential to earn more than \$3,000 this summer while gaining a ton of experience that can help you level up in your career.

On-the-job paid training, mentorship, and more!

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Department of
**Labor & Workforce
Development**

MUST MEET ELIGIBILITY REQUIREMENTS TO PARTICIPATE IN THE PROGRAM. LIMITED SPACE AVAILABLE.
APPLICATION DOESN'T GUARANTEE SELECTION FOR THE PROGRAM.



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**DO YOU NEED ADDITIONAL
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MAKE A DIFFERENCE
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YOUNG WORKFORCE
AND CREATE A
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Department of
Labor & Workforce
Development

Northern Middle Tennessee Workforce Development Board AJC Report

For January 1 to March 31, 2023

Report Date: May 17, 2023

Local Area Updates

After a somewhat dismal traffic report for many of the Northern Middle American Job Centers (AJCs) for the previous quarter; traffic in our Northern Middle AJCs improved by 30% for the current quarter ending March 31, as compared to the previous quarter (15,881 vs 20,671). All of our Comprehensive Centers showed significant improvement over the previous quarter, with Rutherford County leading the way with a 62% increase.

Our Affiliate Centers showed a nice increase as well, with seven of the nine affiliate AJCs showing an increase, with Dickson County posting a 49% increase in traffic.

Our AJC staff has worked hard to find new ways to attract job-seekers into our centers.

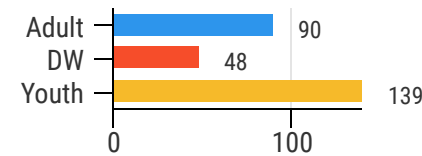
53.27%

Contractual
MPCR

(Including OSO Costs,
1.1.23 to 3.31.23)

Partner Program Updates

Title I Total Enrollments



Adult Education

For the quarter ending March 31;
696 received student services. A total of
387 students received their HiSETs, while
466 students received a level gain.

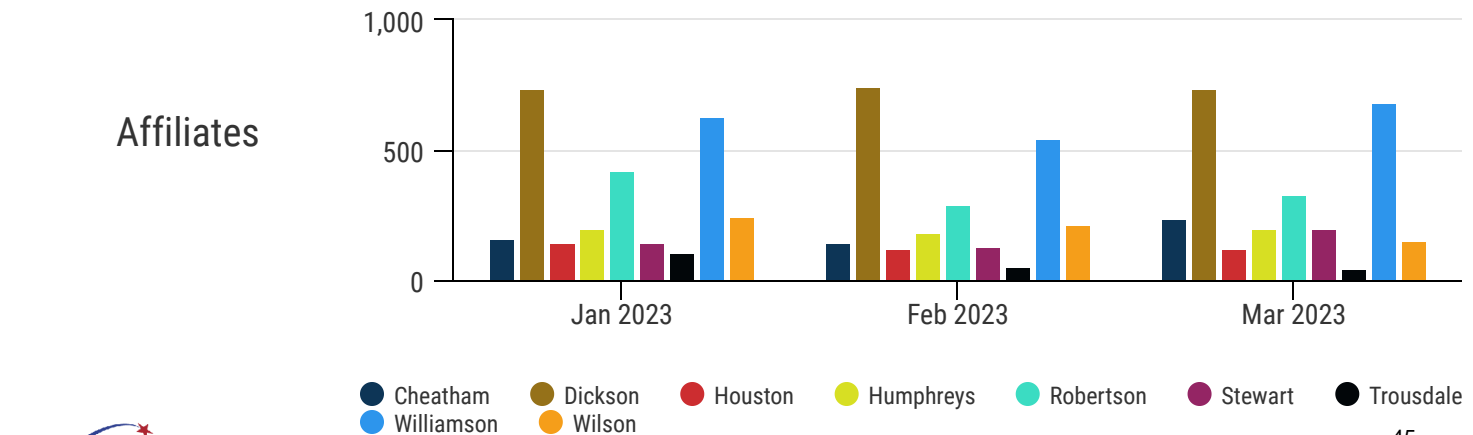
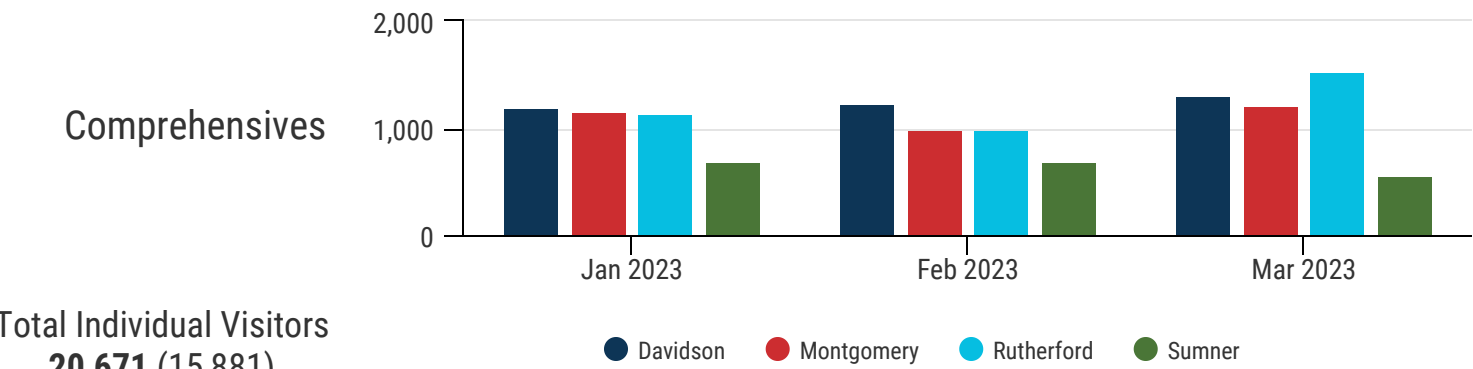
Wagner Peyser

- 4,915 (+37.1%)** New employers registered
- 15,050 (-2.05%)** New Job Orders in Jobs4TN
- 1,886 (+45.19%)** Wagner Peyser Participants

Vocational Rehabilitation

- 1,870** Active Cases
- 307** Applications
- 97** Currently Working
- 74** Successful Closures

AJC Total Traffic Counts



Northern Middle AJC Report

March 31, 2023

By County as of March 31, 2023; NM = 2.6% TN = 3.4%

Challenges Going Forward

County	Unemployment Rate (Dec 31)	Unemployment Rate (Mar 31)	Quarterly Change
Cheatham	2.2%	2.4%	+0.2
Davidson	2.4%	2.5%	+0.1
Dickson	2.5%	2.6%	+0.1
Houston	3.9%	4.4%	+0.5
Humphreys	3.0%	3.3%	+0.3
Montgomery	3.2%	3.5%	+0.3
Robertson	2.5%	2.5%	--
Rutherford	2.3%	2.4%	+0.1
Stewart	3.5%	3.3%	-0.2
Sumner	2.4%	2.5%	+0.1
Trousdale	2.7%	3.1%	+0.4
Williamson	2.1%	2.3%	+0.2
Wilson	2.2%	2.5%	+0.3

Staff turnover continues to be a problem, with all AJC partners. Some stay as little as two months, then leave without giving a two-week notice. That puts staff in a bind, as many American Job Centers (AJCs) go through periods of being short-staffed.

It also hurts our job-seekers as they are getting poor service by getting served by new employees, who are inexperienced and not fully trained; or they are having to wait to be served because there are simply not enough people to serve them.

This is an ongoing issue in our country, and it is not limited to our AJCs. Nevertheless, it is a constant problem we are facing.

KPIs

Below are most of the Northern Middle Key Performance Indicators (KPIs) for the third quarter of our program year (Ending Mar 31).

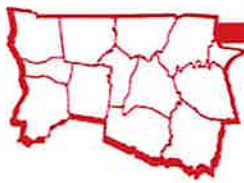
	Jan-23	Feb-23	Mar-23	Q3		Jan-23	Feb-23	Mar-23	Q3	
Adult, Dislocated Worker and National Dislocated Worker - New Enrollment	TARGET	121	121	122	364	Re-Employment Services Co-Enrollment	Target			11
						Co-Enrollment with Title I	8	5	6	19
	Adult	14	21	55	90	Pct.				172.72%
	Dislocated Worker	13	10	25	48					
	Incumbent Worker	0	N/A	N/A	0					
Total	27	31	80	138	Trade Adjustment Assistance Co-Enrollment with Dislocated Worker				Q3	
Percent of Goal	22.31%	25.62%	65.57%	37.91%	Trade Co-Enrollment with DW	0	0	0	0	
					Trade Participants	0	0	0	0	
Jobs for Veterans New Enrollment	TARGET	10	10	11	31	Target	0	0	0	0%
Total	9	21	14	44	Actual				100%	
Percent of Goal	90%	210%	127%	142%						
					Youth New Enrollment				Q3	
Justice Involved Individuals New Enrollment	TARGET	43	43	44	130	Enrollment	30	53	56	139
Adult	1	6	17	24	Target	50	50	50	150	
Dislocated Worker	0	0	1	1	Pct.	60.00%	106.00%	112.00%	92.66%	
National Dislocated Worker	0	17	7	24						
Youth	4	6	6	16	Wagner-Peyser New Enrollment				Q3	
Wagner-Peyser	55	48	75	178	Enrollments	645	539	681	1865	
Total	59	77	106	242	Target	432	432	432	1,296	
Percent of Goal				186.15%	Pct.	149.30%	124.77%	157.63%	143.90%	

Last program year, we missed out RESEA Co-Enrollment KPI by a fairly significant margin. For this year, we closed the third quarter far exceeding our RESEA target, and actually exceeded our target in April.

Northern Middle Eligible Training Provider Additions and Revisions

New Providers Requiring Board Approval for addition to the ETPL										
Provider Name	Provider Main Address	Years in Business	Approval Agency	Approval Documented						Sector Strategy
Coding Dojo, Inc. / Colorado Technical University	3213 West Wheeler Street #217 Seattle, WA 98199	11 Years	National Council for State Authorization Reciprocity Agreements (NC-SARA)	NC-SARA						Information Technology
New Programs Requiring Board Approval for addition to the ETPL										
Provider Name	Provider Main Address	Program ID	Program Name	CIP Code	Total Cost	Job Outlook	Credential Earned	Projected Wage	Program Length	Sector Strategy
Coding Dojo, Inc.	3213 West Wheeler Street #217 Seattle, WA 98199	1010401	Software Development Online Part-Time Accelerated	110101	\$9,995.00	Bright Outlook Locally & Nationally	Certificate of Completion	\$48.82	18 Weeks	Information Technology
Coding Dojo, Inc.	3213 West Wheeler Street #217 Seattle, WA 98199	1010404	Cybersecurity Online Part-Time	111003	\$16,995.00	Bright Outlook Locally & Nationally	CompTIA Security+ and CompTIA Cybersecurity Analyst+	\$40.83	24 Weeks	Information Technology
Coding Dojo, Inc.	3213 West Wheeler Street #217 Seattle, WA 98199	1010408	Data Science Online Part-Time	307101	\$13,995.00	Bright Outlook Locally & Nationally	Tableau Certified Data Analyst	\$39.02	20 Weeks	Information Technology
Nossi College of Art	590 Creative Way Madison, TN 37115	1010412	Culinary Arts	120500	\$38,705.00	Bright Outlook Locally & Nationally	AA/AS Degree	\$16.09	6 Semesters	Hospitality
Nossi College of Art	590 Creative Way Madison, TN 37115	1010270	Videography & Filmmaking	500699	\$69,700.00	Bright Outlook Locally & Nationally	Bachelor's Degree	\$30.60	11 Semesters	Fine Arts
Nossi College of Art	590 Creative Way Madison, TN 37115	1010436	Graphic Design	500409	\$69,700.00	Bright Outlook Locally & Nationally	Bachelor's Degree	\$22.70	11 Semesters	Fine Arts
Nossi College of Art	590 Creative Way Madison, TN 37115	1010435	Photography	500605	\$69,700.00	Bright Outlook Locally & Nationally	Bachelor's Degree	\$17.07	11 Semesters	Fine Arts
Nossi College of Art	590 Creative Way Madison, TN 37115	1010434	Illustration Technologies	500402	\$69,700.00	Bright Outlook Locally & Nationally	Bachelor's Degree	\$11.70	11 Semesters	Fine Arts
Austin Peay State University	601 College Street Clarksville, TN 37044	1010468	Six Sigma Green Belt Exam Prep with Exam (PTBUS3004)	520201	\$2,327.00	Bright Outlook Locally & Nationally	IASSC Lean Six Sigma Green Belt	\$40.39	12 Months	Information Technology
Austin Peay State University	601 College Street Clarksville, TN 37044	1010623	Medical Assistant with Exam (PTIC0008E)	510899	\$3,394.00	Bright Outlook Locally & Nationally	NHA Medical Assistant Certification (CCMA)	\$16.97	3 Months	Healthcare
Volunteer State Community College	1480 Nashville Pike Gallatin, TN 37066-3188	1010602	Heavy Equipment Academy	490202	\$1,000.00	Bright Outlook Locally & Nationally	National Center for Construction Education & Research (NCCER)	\$23.19	7 Weeks	Construction
Volunteer State Community College	1480 Nashville Pike Gallatin, TN 37066-3188	1010611	Certified Fiber Optic Technician (CFOT)	141004	\$950.00	Bright Outlook Locally & Nationally	Fiber Optic Technician Certification (CFOT)	\$26.91	3 Days	Construction

Former Programs Requiring Board Approval for ETPL Addition											
Provider Name	Provider Main Address	Program ID	Program Name	CIP Code	Total Cost	Job Outlook	Credential Earned	Projected Wage	Program Length	Sector Strategy	Notes
Tennessee College of Applied Technology at Nashville	100 White Bridge Road Nashville, TN 37209	1010616	Phlebotomy	511009	\$1,426.00	Bright Outlook Locally & Nationally	Certificate of Completion	\$17.99	4 Months	Healthcare	Decreasing program hours
Tennessee State University	3500 John A Merritt Blvd Nashville, TN 37209	96238	Clinical Dental Assistant	510601	\$2,995.00	Bright Outlook Locally & Nationally	Registered Dental Assistant (RDA)	\$18.92	12 Months	Healthcare	Previously removed due to no participation
Tennessee State University	3500 John A Merritt Blvd Nashville, TN 37209	98947	CPC Certified Medical Administrative Assistant with Medical Billing & Coding	519999	\$3,695.00	Bright Outlook Locally & Nationally	Certified Professional Coder & Certified Medical Administrative Assistant	\$17.76	12 Months	Healthcare	Previously removed due to no participation
Tennessee State University	3500 John A Merritt Blvd Nashville, TN 37209	99445	Human Resource Professional	521001	\$2,145.00	Bright Outlook Locally & Nationally	Professional in Human Resources (PHR)	\$47.45	6 Months	Human Resources	Missed program renewal date
Tennessee State University	3500 John A Merritt Blvd Nashville, TN 37209	96308	SSCP Systems Security Certified Practitioner	119999	\$1,745.00	Bright Outlook Locally & Nationally	Systems Security Certified Practitioner (SSCP)	\$40.83	6 Months	Information Technology	Previously removed due to no participation



Individual Training Account Policy

Purpose

The purpose of this policy is to ensure that an Individual Training Account (ITA) is awarded and managed according to the Workforce Innovation and Opportunity (WIOA) regulations and to increase the availability of funds through an efficient de-obligation policy.

Background

An ITA is used by a participant to access training services from an entity on the State's approved Eligible Training Provider List (ETPL). Under WIOA, priority of service must be provided regardless of the level of funds. Section 134(c)(3)(D) of the Workforce Innovation and Opportunity Act identifies the training services that may be provided. Training for Adults, Dislocated Workers and Out-of-School Youth will be in the demand occupations and sectors as identified in the Regional and Local Plans and approved by the Board.

Policy & Instructions

Individual training accounts allow Adults, Dislocated Workers and Out-of-School Youth to purchase training that will assist them in obtaining self-sufficient employment. Priority of services will be observed when providing an ITA.

In order to expend WIOA dollars on training the following criteria must be met:

1. The Training Program must appear on the state approved training provider list.
2. Training must be a demand occupation. Demand occupations are those occupations that are in a demand in the local area or in another area in which a customer is willing to commute or relocate. The Northern Middle Tennessee Workforce Board (NMTWB) may also approve training services for occupations determined by the Board to be in sectors of the economy that have a high potential for sustained demand or growth in the local area. In-demand information can be obtained from "Bright Outlook" in the VOS data base system.
3. Training must result in a recognized credential such as a degree, certificate, license, etc.
4. Training should be short-term and not exceed 18-24 months in duration. Ideally, training of 12 months or less is preferred.
5. Training ITAs cannot be issued for more than \$6,000 per enrollment without the approval of the Board.
6. All other available financial resources such as Pell grants, TN Reconnect, TN Promise, Wilder/Naifeh, Lottery, TSAC, other scholarships, etc., must be used first towards payment of tuition, fees and books prior to WIOA dollars being expended.
7. If customer is attending training at the time of WIOA enrollment, they must submit grades/progress reports before an ITA is issued to ensure satisfactory progress is being met.
8. Customer must provide grades/progress reports at the end of each quarter/semester/etc. or additional funds will not be authorized.
9. ITAs are to be awarded per training provider term.
10. The Career Coach will issue the ITA.

11. Participants will be provided information on the Training Providers in order to make an informed choice.
12. Out of state and on-line training provider programs must be on their states eligible training provider list before an ITA can be issued.
13. A copy of the completed ITA must be forwarded to the training provider and uploaded to the electronic customer file.
14. In order to efficiently manage WIOA funds a Career Coach must de-obligate the remaining balance or unexpended funds to be recaptured and allocated to other customers.

Contracts for services may be used instead of an ITA only when on or more of these exceptions apply.

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

References


WIOA Section 3(5); WIOA Section 107(g)(1)(B); WIOA Section 134(c)(3)(B(ii); WIOA Section 134(c)(3)(G); 20 CFR 683.510; 20 CFR 680.340(f); Workforce Services Guidance – American Job Center Individual Training Account Use

Authorized by:

Approved by:

 6/10/20

Maria Rye, Executive Director Date

 6-10-20

John Zobl, Chairman Date



**State of Tennessee
State Workforce Development Board**

220 French Landing Drive, 4A
Nashville, TN 37243-1002
(615) 741-0409

State Workforce Services Policy Eligible Training Provider

Effective Date: May 15, 2023

Duration: Automatic Annual Renewal Pending Statute Limitations

Purpose:

This policy provides information and direction required under the Workforce Innovation and Opportunity Act of 2014 (WIOA) for training providers on Tennessee's statewide Eligible Training Provider List (ETPL). This policy also builds upon and enhances the Tennessee Department of Labor and Workforce Development's Combined Strategic Plan.

Scope:

- American Job Center Partners
- Fiscal Agent
- Local Workforce Development Board
- One-Stop Operator
- State Workforce Development Board
- Workforce Innovation and Opportunity Act Core Partners

Background:

The ETPL supplies useful information on training providers, the services they provide, and the quality of their programs. To maximize customer choice and assure that all population groups are served, a comprehensive process must ensure that a significant number of qualified Eligible Training Providers (ETPs) are available to customers. Only approved programs listed on the State's ETPL are authorized for referral and enrollment of a WIOA participant. Eligible applicants can use the ETPL to make an informed choice regarding training providers. In this way, the ETPL provides consumers with an option, which also supports increased performance accountability.

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1. Training Providers

Potential Eligible Training Providers must be authorized to operate in Tennessee. Entities eligible to apply to become Eligible Training Providers (ETPs)¹ are:

- A. Institutions of higher education providing a program of study that leads to a recognized postsecondary credential;
- B. Apprenticeship programs, including Registered Apprenticeship Programs (RAPs) registered under the National Apprenticeship Act;
- C. Other public or private providers that provide training services, which may include Community-Based Organizations (CBOs) and joint labor-management organizations;
- D. Eligible providers of adult education and literacy activities under WIOA Title II if such activities are provided in combination with training services described in 20 CFR § 680.350²; or,
- E. Other groups as determined by the Governor.

2. Programs of Training Services/Programs of Study

Programs of Study include one or more courses/classes, or a structured regimen that provides job-driven training services and leads to a recognized post-secondary credential.³ Programs may be delivered in person, online, or a blended approach and must lead to one of the following⁴:

- A. An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the State of Tennessee or federal government;
- B. A postsecondary credential, including an associate or baccalaureate degree;
- C. A secondary school diploma or its equivalent;
- D. Employment; or
- E. Measurable skills gains toward a recognized postsecondary or secondary school diploma or its equivalent credential.

¹ Employment and Training Administration, US Department of Labor, *Training and Employment Guidance Letter No. 8-19*, Attachment I, I-3; Jan. 2, 2020. (Subsequently referenced as TEGL 8-19); 20 CFR § 680.410

² 20 CFR § 680.350 ; WIOA § 134 (c)(3)(D)(x). g

³ For a full definition of post-secondary credential see WIOA § 3(52)

⁴ TEGL 8-19, p. I-3.

3. Initial Eligibility

Potential ETPs may seek initial eligibility for one (1) or more programs of study. Programs approved for initial eligibility will remain on the ETPL for twelve (12) months from the date the program was approved.⁵ RAPs are exempt from initial eligibility procedures. (RAPs that elect to participate must be included on the ETPL, subject to the procedure in Section V.)⁶

A. Information Requirements for Consideration of Initial Eligibility:

1. Applications must describe each program of training services offered and include accurate and timely performance data and cost information for each program under consideration.⁷
2. Performance information must include one of the following: Unsubsidized Employment 2nd Quarter or 4th Quarter after exit, median earnings, credential attainment⁸
3. Information concerning whether the provider is in partnership with a business.⁹
4. Evidence that programs result in an industry-recognized credential, national or state certificate, or degree, including all appropriate industry competencies, licensing, and certification requirements.
5. Information addressing the alignment of training with in-demand industry sectors and occupations, to the extent possible.¹⁰

B. Local Workforce Development Board (LWDB) – Responsibilities During Initial Eligibility:

1. Notify providers of the opportunity to apply for the ETPL.
2. Verify that potential ETPs are compliant with State laws by possessing a current license, certification, registration, approval or exemption from the appropriate State or federal licensing agency.
3. Confirm initial eligibility applications are complete and accurate.
4. Evaluate the experience and reputation of the potential ETP/programs of study.
5. Act on a potential ETP's application within thirty (30) business days of receipt. Notify provider and State ETPL office of LWDB decision to approve, postpone, or deny within ten (10) business days of decision.

4. Continued Eligibility

Near the end of a program's initial eligibility, the LWDB must perform a subsequent review to determine whether the program will be granted Continued Eligibility. If granted, ETPs will remain on the list until the next continued eligibility determination. Programs approved for continued eligibility will remain on the ETPL for twenty-four (24) months from the date the program was approved after subsequent review.

A. Information Requirements for Consideration of Continued Eligibility:

1. Near the end of an ETP's initial eligibility the ETP must review their applications to ensure the information included therein is accurate.
2. ETP's must submit accurate performance data and program cost information in a timely manner.

B. LWDB Responsibilities During Continued Eligibility

⁵ TEGL 08-19, Attachment II, p. II-2;WIOA § 122 (b)(4)(B).

⁶ TEGL 08-19, Change 1, p. 2 & 20 CFR § 680.450 (b)

⁷ TEGL 08-19, Attachment III, p. III-1 & 20 CFR § 680.450 (e)(1).

⁸ TEGL 08-19, Attachment III, p. III-1 & 20 CFR § 680.450 (e)(2).

⁹ TEGL 08-19, Attachment III, p. III-1 & 20 CFR § 680.450 (e)(3).

¹⁰ TEGL 08-19, Attachment III, p. III-1; 20 CFR § 680.450 (e)(5).

1. Assess program-specific information provided by the ETP to determine whether to grant continued eligibility or remove program from the ETPL.
 - a. Whether the providers timely and accurately submitted all of the information required for completion of eligible training provider performance reports required under WIOA § 116(d)(4) and all of the information required for initial and continued eligibility¹¹
 - b. ETP performance on WIOA performance indicators: Unsubsidized Employment 2nd Quarter or 4th Quarter after exit, median earnings, credential attainment
 - c. Access to training services throughout the state, including rural areas and through technology use
 - d. Information reported to state agencies on federal and state training programs other than programs within WIOA Title I-B
 - e. The degree to which training programs relate to in-demand industry sectors and occupations in the state
 - f. State licensure requirements of training providers, and licensing status of providers of training services, if applicable
 - g. ETP's ability to offer industry-recognized certificates and credentials
 - h. ETP's ability to offer programs that lead to a recognized post-secondary credential
 - i. ETP's ability to provide trainings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities
 - j. Timeliness and accuracy of ETP's performance reports
 - k. ETP's ability to provide training services to individuals who are employed and individuals with barriers to employment
 - l. Quality of the program of training services including a program that leads to a recognized post-secondary credential¹²
 - m. State performance standard measures for programs with a minimum of ten (10) WIOA students at the end of each program year (July 1 – June 30):
 1. WIOA student completion rate for each program must be \geq to 40%
 2. All student completion rate for each program must be \geq to 60%
 3. WIOA student placement rate for each program must be \geq to 40%
 4. All student placement rate for each program must be \geq to 60%¹³

5. Registered Apprenticeship Programs (RAPs)

RAPs registered under the National Apprenticeship Act are not subject to the same application and performance information requirements or LWDB approval process as other training providers. To be included on the ETPL RAPs must express interest by opting-in.¹⁴

- A. RAPs must provide the following basic information:
 1. Occupations included within the RAP
 2. Name and address of the RAP sponsor
 3. Name and address(es) of the related technical instruction provider(s) and the locations(s) of instruction if different from the program sponsor's address
 4. Cost of the instruction if the provider of the Related Technical Instruction is different from the program sponsor

¹¹ WIOA §116(d)(4). 20 CFR § 680.460 (f)(10).

¹² b-I found in TEGL 8-19, Attachment III, p.III-1 & WIOA § 122(b)(1)(H).

¹³ State of TN established additional performance measures.

¹⁴ TEGL 8-19, p. I-4.

5. Method and length of instruction
6. Number of active apprentices¹⁵
- B. RAPs are exempt from performance reporting requirements in WIOA § 116(d)(4) and 122 but may voluntarily report performance outcomes.¹⁶
- C. RAPs are maintained on the ETPL until:
 1. They are deregistered
 2. The RAP notifies the State that it no longer wants to be included
 3. The RAP is determined to have intentionally supplied inaccurate information or to have substantially violated any provision of title I WIOA or the WIOA regulations, including 29 CFR Part 38.¹⁷
- D. LWDB Responsibilities for RAPs
 1. LWDBs will act on a RAP's application within thirty (30) business days of receipt
 2. LWDBs will contact State ETPL office to verify the registration status of all RAPs that express interest in being included on the ETPL and re-verify no less than every two (2) years.¹⁸

6. Denial/Revocation of a Provider from the ETPL

A training provider must deliver results and provide accurate information to the LWDB & the TDLWD.

Eligibility may be denied/revoked for the following reasons:

- A. Denial based on Eligibility Requirements
 1. Provider does not have the appropriate State and/or Federal approval to operate
 2. The application is incomplete
 3. The program under consideration does not meet the definition of WIOA training services
 4. Performance data is not included with the application or the data does not meet established performance levels
 5. Programs do not meet the established eligibility criteria or the state established minimum performance levels
 6. Providers that intentionally supply inaccurate performance information
- B. Denial based on Training Provider Responsibilities
 1. Providers that do not submit annual performance data by the designated due date (exceptional circumstances beyond the provider's control, such as natural disasters, will be taken into account)¹⁹
 2. Providers that intentionally supply inaccurate performance information
 3. Providers that violate any provision of WIOA or its regulations, including 29 CFR part 38
 4. Providers that fail to demonstrate the business capacity or integrity to successfully deliver training
- C. LWDB Denial/Revocation Responsibilities
 1. Though the recommendation to deny or revoke a provider/program may originate from either the LWDB or the TDLWD, the LWDB will be responsible for denying/revoking an ETP's eligibility

¹⁵ TEGL 8-19, p. I-4.

¹⁶ TEGL 8-19, p. I-4.

¹⁷ 20 CFR § 680.470 (b)(1-3); 29 CFR part 38 references nondiscrimination and equal opportunity provisions of WIOA

¹⁸ TEGL 8-19, p. II-2.

¹⁹ 20 CFR § 680.460(1)

2. Revocation is for a period not less than two years for providers that intentionally supply inaccurate information or substantially violate any provision of WIOA or its regulations, including 29 CFR part 38. The training provider is liable to repay all adult and dislocated worker training funds received during the period of noncompliance
3. Providers that wish to appeal a denial or revocation of eligibility may appeal to the LWDB. After a decision has been rendered by the LWDB a provider may appeal to the State ETPL office.²⁰

7. Appeals

If a program is denied eligibility, the training provider may take the following steps:

- A. Training providers have the right to appeal denial of eligibility status and may begin that process with the LWDB.
- B. If the LWDB does not reverse their original denial, the training provider may appeal to the State ETPL office.

8. Reciprocal Agreements

A LWDB can send a participant to training located in a different state if the training provider is on the ETPL in that state and the state has a reciprocal agreement with Tennessee.

- A. The State ETPL office will be responsible for entering into reciprocal agreements.
- B. All reciprocal agreements signed prior to June 30, 2023 will no longer be valid after that date.

9. Automatic Renewal

All policies approved by the State Workforce Development Board will be automatically renewed, on an annual basis, July 1 of every year. A list of policies that will be automatically renewed are submitted to the State Workforce Development Board during the meeting prior to July 1 every year. If a policy requires any type of substantial change, the policy will be resubmitted to the State Workforce Development Board for a new approval and will not be subject to the annual renewal process.

²⁰ 20 CFR § 680.480

Contact:

For any questions related to this policy, please contact the Program Integrity Unit at Workforce.Board@tn.gov.

Tim Berry, State Workforce Development Board Chair

DRAFT

**WIOA Federal Reporting Score Card
NORTHERN MIDDLE WORKFORCE BOARD**

PY22 WIOA Core Performance Measures	Targets 100%	Targets 90%	Northern Middle			
			Q1	Q2	Q3	Q4
Adult Measures			PASS	PASS	PASS	EST
Exiters			433	488	491	
Participants Served			1715	1708	1711	
Employment Rate 2nd Quarter after exit	81.5%	73.35%	84.8%	89.6%	89.9%	84.6%
Employment Rate 4th Quarter after exit	80.2%	72.18%	73.3%	80.6%	83.2%	86.0%
Median Earnings 2 nd Quarter after exit	6,900	\$ 6,210	\$ 7,822	\$ 7,962	\$ 8,071	\$ 7,886
Credential Attainment w/in 4 Quarters after exit	69.0%	62.10%	69.4%	68.6%	68.0%	69.2%
Measurable Skills Gains	62.0%	55.80%	66.8%	63.7%	64.2%	51.6%
Dislocated Worker			PASS	PASS	PASS	
Exiters			222	188	165	
Participants Served			598	569	587	
Employment Rate 2nd Quarter after exit	83.0%	74.70%	90.4%	91.0%	91.7%	86.5%
Employment Rate 4th Quarter after exit	81.0%	72.90%	84.9%	87.1%	88.5%	86.8%
Median Earnings 2 nd Quarter after exit	7,900	\$ 7,110	\$ 10,400	\$ 11,058	\$ 10,516	\$ 9,889
Credential Attainment w/in 4 Quarters after exit	65.0%	58.50%	60.5%	63.1%	66.0%	64.8%
Measurable Skills Gains	61.2%	55.08%	60.7%	60.6%	61.2%	50.3%
Youth			PASS	PASS	PASS	
Exiters			397	430	441	
Participants Served			1018	1061	1087	
Employment Rate 2nd Quarter after exit	77.5%	69.75%	87.8%	90.8%	93.3%	88.7%
Employment Rate 4th Quarter after exit	76.5%	68.85%	75.7%	79.70%	83.8%	84%
Median Earnings 2 nd Quarter after exit	3,720	\$ 3,348	\$ 6,287	\$ 6,161	\$ 6,091	\$ 6,034
Credential Attainment w/in 4 Quarters after exit	65.0%	58.50%	62.8%	65.1%	67.0%	72.3%
Measurable Skills Gains	54.2%	48.78%	57.8%	53.1%	55.1%	39.6%
GREEN-Passing at 100% of Goal						
YELLOW-Passing at 90% of goal						
Red-Failing at less than 90% of goal						

EDSI Goals 2022 - 2023										
Matrix:		2022						2023		
		Sep 30 (QTR 1)			Dec. 30 (QTR 2)			Mar. 31 (QTR 3)		
		Goal	Actual	%	Goal	Actual	%	Goal	Actual	%
Enrollments	A/DW	220	256	116.36%	220	251	114.09%	330	331	100.30%
	Youth	80	87	108.75%	80	70	87.50%	120	94	78.33%
*Exits	A/DW	176	89	50.57%	176	67	38.07%	264	43	16.29%
	Youth	64	56	87.50%	64	27	42.19%	96	28	29.17%
Positive Exits #		Goal	Actual	Percent	Goal	Actual	Percent	Goal	Actual	Percent
	A/DW	150	86	57.49%	150	65	43.3%	224	41	18.3%
	Youth	54	49	90.07%	54	27	50.0%	82	28	34.1%
		Exits	Positive	Percent	Exits	Positive	Percent	Exits	Positive	Percent
**Actual Positive	A/DW	89	86	96.63%	67	65	97.0%	43	41	95.3%
Exit Rate	Youth	56	49	87.50%	27	27	100.0%	28	28	100.0%
Placement Wage		Goal	Actual	Percent	Goal	Actual	Percent	Goal	Actual	Percent
	A/DW	\$ 16.00	\$ 29.97	187.31%	\$ 16.00	\$ 19.90	124.4%	\$ 16.00	\$ 18.56	116.0%
	Youth	\$ 12.00	\$ 16.75	139.58%	\$ 12.00	\$ 19.06	158.8%	\$ 12.00	\$ 19.27	160.6%

MAC Goals 2022-2023										
Matrix:		2022						2023		
		Sep 30 (QTR 7)			Dec. 30 (QTR 8)			Mar. 31 (QTR 9)		
		Goal	Actual	%	Goal	Actual	%	Goal	Actual	%
Enrollments	ISY	21	7	33%	22	37	168.18%	21	16	76.19%
	OSY	15	12	80%	15	18	120.00%	15	17	113.33%
Exits										
	Youth	29	35	122%	30	59	196.67%	29	22	76.39%
Positive Exits		Goal	Actual	Percent	Goal	Actual	Percent	Goal	Actual	Percent
	Youth	24	24	100.0%	25	38	152.0%	24	19	79.17%
**Actual Positive Exit Rate										
		Exits	Positive	Percent	Exits	Positive	Percent	Exits	Positive	Percent
		35	24	68.6%	59	38	64.4%	22	19	86.36%
Placement Wage										
	Youth	\$ 12.00	\$ 13.86	115.5%	\$12.00	\$15.70	130.8%	\$ 12.00	\$ 17.52	146.0%

Contractor	Enrollment Goal	Sept. 30 (QTR 1)	Dec. 30 (QTR 2)	March 31 (QTR 3)	Total	%
Jobs for Tennessee Graduates	24	18	10	1	29	121%
Monroe Harding	26	5	10	8	23	88%
Liberty's Station	23	3	5	2	10	43%

On behalf of the Northern Middle Workforce Board Inc. and Upper Cumberland Local Workforce Development Board,

Thomas P. Miller and Associates, LLC (TPMA) is managing the procurement of a Regional and Shared One-Stop Operator. The RFPs are attached below.

As the contracted entity to lead this procurement process, TPMA serves as a "separate and independent outside entity to conduct the competition" for this contract. TPMA will review all submitted proposals and evaluate them on a scale coordinated and agreed upon by the Northern Middle Workforce Board Inc. and Upper Cumberland Local Workforce Development Board. Based on its evaluation, TPMA will submit its selection, along with a description of the selection process and scoring justification, to leadership for approval.

For questions related to this procurement, please contact procurement@tpma-inc.com. The subject line should reference Northern Middle Workforce Board Inc. and Upper Cumberland Local Workforce Development Board and the corresponding RFP.

Action	Date
RFP Release	April 27, 2023
Deadline for RFP Inquiries for Clarification	May 3, 2023
Posting of Answers to Inquiries	May 5, 2023
Proposal Deadline (email only)	May 30, 2023
LWDB Approval	June 14, 2023
Notification to all Bidders	June 15, 2023
Contractual Start Date	July 1, 2023

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

**NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY
ANNOUNCEMENT FOR: DOL Building Pathways to Infrastructure Jobs Grant Program**

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: FOA-ETA-23-31

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 17.268

KEY DATES: *The closing date for receipt of applications under this Announcement is 07/07/2023. We must receive applications no later than 11:59 pm Eastern Time.*

Submit all applications in response to this solicitation through <https://www.grants.gov>. For complete application and submission information, including online application instructions, please refer to Section IV.

This FOA has two closing dates. We must receive your application by 7/7/2023 to be considered for Round 1. Round 2 will open on 3/15/2024 and we must receive your application by 6/14/24 to be considered for Round 2. See Section II. Award Information for more information on Rounds 1 and 2.

A pre-recorded Prospective Applicant Webinar and Frequently Asked Questions (FAQ) document will be available at: <https://www.dol.gov/agencies/eta/grants/apply/find-opportunities>.

Q1, 2023

Small Town
STARTUP



QUARTERLY REPORT

Q1 2023

SPREADING HOPE THROUGH OPPORTUNITY.

Q1 2023 showcased the power of social media as our numbers sky-rocketed with the combination of quality organic content and the power of social media advertising (paid content).

We launched our first podcast, worked to build our text message marketing and email marketing lists, and had more one-on-one time with the individuals who work at the American Job Center locations to better understand the needs and wants of job-seekers.

Our presence on social media continues to grow significantly, with Facebook driving the majority of our engagement

Wherever a job-seeker or employer is looking for services we provide, we want to be there.



What we've learned most is that communication between Workforce Essentials marketing agency and the American Job Centers will be crucial as we drive results in Q2-Q3.

We've developed a plan, detailed in the report below, that will help drive more unison in our marketing messaging across all platforms, as well as a better, more consistent experience for the job-seeker, whether they find us online or visit an AJC in-person.

QUARTERLY FACEBOOK REPORT



REPORTING PERIOD: JANUARY 1, 2023 - APRIL 24, 2023

96,519

PEOPLE REACHED ORGANICALLY/NON-PAID.
(UP 194.1% OVER Q4 2022)

2,461

ENGAGEMENTS - THE NUMBER OF TIMES
USERS ENGAGED WITH OUR CONTENT.
(UP 119.3% OVER Q4 2022)

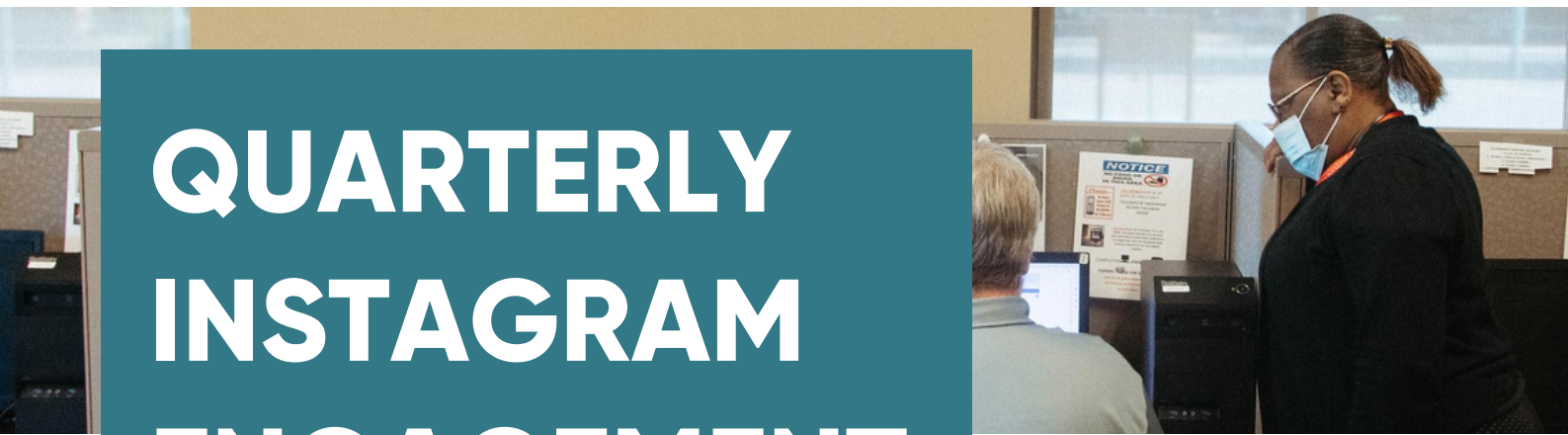
33,360

PEOPLE REACHED THROUGH OUR PAID
SOCIAL MEDIA CAMPAIGNS.

129,879

TOTAL AMOUNT OF PEOPLE REACHED
THROUGH PAID AND ORGANIC MARKETING
EFFORTS

Q1 2023 ANALYSIS: FACEBOOK HAS GROWN SIGNIFICANTLY IN Q1, BOTH WITH CONSISTENT MESSAGING AND THE ADDITION OF SOCIAL MEDIA ADVERTISING. WE HAVE ALSO SEEN A DRAMATIC INCREASE ACROSS THE BOARD OF MESSAGES COMING IN TO OTHER AJC PAGES (NOT INCLUDED IN DATA ABOVE) FROM POTENTIAL JOB SEEKERS INQUIRING ABOUT SERVICES OR HELP.



QUARTERLY INSTAGRAM ENGAGEMENT

REPORTING PERIOD: JANUARY 1, 2023 - APRIL 24, 2023

2,446

PEOPLE REACHED ORGANICALLY
(UP 100%+ FROM Q4 2022)

9.2%

ENGAGEMENT RATE - THE NUMBER OF TIMES
USERS ENGAGED WITH OUR CONTENT AS A
PERCENTAGE OF IMPRESSIONS. THIS INDICATES
HOW ENGAGED PEOPLE ARE WITH OUR BRAND.
THE INDUSTRY AVERAGE IS CURRENTLY 4.7%.

Q1 2023 ANALYSIS: INSTAGRAM IS BEGINNING TO HAVE TRACTION AND GROW. WE'LL SPEND MORE TIME IN Q2 WORKING ON INSTAGRAM, ESPECIALLY FROM A PAID PERSPECTIVE, TO DRIVE OUR MESSAGING IN FRONT OF POTENTIAL CLIENTS WHO HAVE FELT DISENFRANCHISED FROM THE JOB MARKET.



TEXT MESSAGE MARKETING UPDATE

When we noticed that social media wasn't pushing as many sign ups as we had hoped in January, we decided to re-strategize and meet potential job-seekers where they were at.

We created a flyer with a QR code that allowed for them to easily scan it and sign up for job-hunting tips and advice via text message for free. We also purchased acrylic stands so the flyers could stand prominently on the front desk of AJC locations.

We then did an around-Tennessee tour and drove to each American Job Center to explain the text message campaign. We walked through placement of the flyer, the program details and how we can use this program to help connect with job seekers outside of the four walls of the American Job Center.

We've since seen more sign-ups roll in and will continue to spend time checking in with AJC leaders to drive engagement from individuals who are stopping by the centers.



EMAIL UPDATE

The email open rates for Workforce Essentials are quite astonishing.

With the average for an email open rate sitting at 33.02% across all industries as of March 2023, Workforce Essentials boasts a 44% average open rate – **33.5% more than the industry average.**

On average, we currently email roughly 4,010 job-seeker inboxes per email.

The most-clicked links in each email are to find the nearest American Job Center location to the individual.

Our emails include a variety of original content, including job seeking tips, upcoming events, and success stories of former job-seekers who utilized the services we provide.

PODCAST UPDATE



We're live!

Workforce Essentials is now on Spotify and other places where you listen to your podcasts.

We successfully recorded an additional 4 podcasts in Q1, creating a mobile podcast studio at the Clarksville offices. We have released two so far - starting with our first in March and our second has been released in April. We plan to release one per month throughout the duration of our time together.

Our first podcast received 109 plays from 78 unique individuals.



UNIFIED COMMUNICATION ACROSS AJC LOCATIONS



After visiting American Job Center locations this quarter and speaking to different individuals who work at them, we realized that better communication across the board – especially with turnover of personnel in locations occasionally – could be achieved through a central communication system where we all have access to each other.

Ultimately, the success of Workforce Essentials and the American Job Centers depends on the experience in online marketing matching the experience in the centers. If there is a massive break between our marketing messaging and what the individual who was driven by online marketing experiences in the location, we will lose the ability to serve them in a meaningful way.

This is likely to happen when AJCs don't know our marketing strategy or understand the significance behind it. If we work together in lock-step, we can drive much more success in a unified way.

This system, hosted on Basecamp, is being set up to allow all AJC locations access to assets they can print, social media posts they can put out on their own social media accounts, in-location marketing ideas and more.

It will also provide itself as an internal communication system for us to blast information out to the locations and ensure they know about our latest marketing plans, upcoming posts, podcast ideas and more.

They in turn can submit success stories on Basecamp, talk about upcoming events, present ideas for marketing based on their conversations with individuals at the locations who come in seeking services and more.

This will be launched in late May, and we are excited to present results in our next report.



NEXT UP IN Q2 2023

Continue

- Continue organic social media campaigns, both paid and organic
- Continue podcast recording and publishing
- Continue text message marketing and work with AJC locations to drive sign-ups
- Continue digital presence management
- Continue email marketing

Begin

- Pilot program marketing, "Now Hiring"
- Launch internal communications tool within Basecamp for all AJC location personnel so we can market in a more lock-step way.
- Working to develop additional programming focused on the entrepreneurial space alongside EDI Solutions to serve those interested.

Your Communication Team

**LISA ARNOLD, ACCOUNT LEAD**

Lisa is responsible for the overall health of the relationship between Workforce Essentials and Small Town Startup. She leads the way and provides the vision to help Workforce Essentials meet their goals through digital marketing. You can email her anytime at Lisa@smalltownstartup.com.

**MADDISON FAUTH,
ACCOUNT MANAGER**

For checking in, scheduling photoshoots, scheduling podcast recordings, reviewing results and more, Maddison is ready to help.

Email her anytime at
Maddison@smalltownstartup.com

**ABIGAIL BROWN, CONTENT STRATEGIST**

For last minute content changes, questions or concerns, Abigail is your lead contact. You can reach her at Abigail@smalltownstartup.com.

**In case of an emergency or urgent request, please always email
support@smalltownstartup.com**