

**WIOA Strategic Workforce Development Plan**

# **Local Plan Modifications Template**

*PYs 2026-2027*



## Table of Contents

<b>Local Area Information .....</b>	<b>3</b>
<b>Local Plan Tracker .....</b>	<b>4</b>
<b>Regional and Local Analysis.....</b>	<b>5</b>
<b>Support of State Initiatives .....</b>	<b>9</b>
<b>Strategic Planning Elements .....</b>	<b>14</b>
<b>Local One-Stop System .....</b>	<b>17</b>
<b>Workforce Development and Career Pathways .....</b>	<b>20</b>
<b>Access to Employment and Services .....</b>	<b>22</b>
<b>Business Engagement .....</b>	<b>32</b>
<b>Training Services .....</b>	<b>37</b>
<b>Program Coordination:.....</b>	<b>41</b>
<b>Youth Activities.....</b>	<b>46</b>
<b>Administration .....</b>	<b>50</b>
<b>Public Comment.....</b>	<b>54</b>
<b>Stakeholder Involvement .....</b>	<b>56</b>
<b>Attachments.....</b>	<b>57</b>

## Local Area Information

TN Local Area: \_\_\_\_\_

Local Workforce Development Area(s) Contact Information:

Executive Director Name

Email Address

\_\_\_\_\_

Regional Director Contact Information:

Regional Director Name

Email Address

\_\_\_\_\_

Chief Local Elected Official (CLEO) Contact Information:

CLEO Name

Email Address

\_\_\_\_\_

Board Chair Contact Information:

Board Chair Name

Board Chair Email Address

\_\_\_\_\_

Date of Submission: \_\_\_\_\_



### Regional and Local Analysis:

- a. Provide an **updated** analysis of regional economic conditions, including **how conditions may have shifted since the 2024-2027 plans were drafted and inclusive of the following areas:**
  - i. Existing and emerging in-demand sectors and occupations,
  - ii. The employment needs of businesses in those sectors and occupations; and
  - iii. How the LWDA compares to the region and any unique contributors to the regional economic conditions and business needs.

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

- c. Provide an **updated** analysis of the regional and local workforce, including **how conditions may have shifted since the 2024-2027 plans were drafted and inclusive of the following areas:**
- i. Current labor force employment and unemployment numbers;
  - ii. Information on any trends in the labor market; and
  - iii. Educational and skill levels of the workforce in the region, including individuals with barriers to employment.

- d. Provide an **updated** analysis of workforce development activities, including education and training, in the region. **Include any changes and necessary adjustments since the 2024-2027 plans were developed.**
- i. Identify strengths and weaknesses of these workforce development activities, and;
  - ii. Discuss the LWDB's capacity to provide workforce development activities to address the education and skill needs of the local workforce, including individuals with barriers to employment, and the employment needs of businesses.

## Support of State Initiatives:

- a. Labor Force Participation Rate (LFPR)
  - i. How will the LWDB ensure a local workforce system that helps more people, particularly those within special populations, enter, reenter, and advance within the labor market, in effort to increase in the local LFPR?
  - ii. What regional or local initiatives will the LWDB support to promote reemployment and career mobility through multiple avenues: work-based learning, short-term credentials, stackable training opportunities, and pathways that recognize prior experience and demonstrated ability?

b. Business Engagement

- i. How will the local area support and utilize TNWorks to provide consistent messaging and streamlined solutions to employer customers?
- ii. How will the local area Business Services staff, including LWDB staff and AJC Business Services Teams, work in coordination and alignment with the TNWorks strategy?

- c. Youth Employment Program (YEP)
- i. Describe how the LWDB will **expand** YEP in the local area **and focus on youth work experiences within high demand industries?**
  - ii. Describe how the LWDB will leverage partnerships and current connections with both in-school and out-of-school youth, as well as employers, to increase YEP **year-round** participation.
  - iii. How will the LWDB conduct outreach to employers and youth participants to **ensure increased youth skills and work experience satisfaction?**

- d. State Registered Apprenticeships
  - i. Describe how the LWDB plans to expand State Registered Apprenticeships through diversifying and accelerating apprenticeship programs.
  - ii. Describe how the LWDB plans to scale apprenticeships, aligning education and training programs to career pathways, and targeting federal and state investments toward employer-led upskilling initiatives designed to fill talent shortages in priority industries.

e. Infrastructure

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

### Strategic Planning Elements:

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

- b. Describe the LWDB's goals relating to **accountability and workforce system impact**. What assessments will be made outside of federal and state performance metrics? How will the LWDB know if the workforce needle is moving?

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

### Local One-Stop System:

- a. Describe the LWDA's progressive service strategy **focusing on flexibility and innovation and prioritizing increased access through virtual appointment services. How will** the annual Partner's Memorandum of Understanding (MOU) will support the implementation of this strategy?

- b. Identify programs that are part of the local area’s one-stop system, **highlighting any additional or non-traditional partners included since the 2024-2027 plans were developed**, and describe the role and resource contribution of each, including:
- i. Core programs;
  - ii. Additional partner programs, including those that support alignment under the Carl D. Perkins Career and Technical Education Act of 2006; and
  - iii. Other workforce development programs, if applicable.

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

## Workforce Development and Career Pathways

- a. Describe how the LWDB will work with providers to facilitate the strengthening of career pathways utilizing stackable credentials, particularly within in-demand sectors and occupations, including co-enrollment in core programs and academic training programs when appropriate.

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

### Access to Employment and Services:

- a. **Through flexibility and innovation**, describe how the LWDB and its partners will **modify the current plan to** expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.

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

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

- d. **Focusing on integrated systems, update** how AJCs are implementing and transitioning to an integrated technology enabled intake care management information system.

- e. Provide an **updated** description and assessment of the type and availability of programs and services provided to adults and dislocated workers in the local area, **including how the LWDA ensures these programs and services align with local and regional industry needs.**

- f. Describe how workforce activities will be coordinated with the provision of transportation **and childcare**, along with other appropriate supportive services in the local area, **to support worker mobility and more people entering the workforce.**

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

- h. **Provide an update on** initiatives the LWDB **plans to** implement to best serve individuals who have been justice involved?

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

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

### **Business Engagement:**

- a. How will the LWDB ensure employers play a central role in defining in-demand skills, validating training models, and steering investments toward the roles and credentials that matter most? Include how the LWDB will prioritize results and reward programs that place workers directly into apprenticeships or other work-based learning opportunities leading to in-demand jobs.

- b. **How will** local area initiatives (such as registered apprenticeships, incumbent worker training programs, on-the-job training programs, and customized training solutions) **be modified** to facilitate **increased** engagement of businesses, including small businesses and businesses in in-demand sectors and occupations, **and how will their impact be measured?**

- c. Provide an updated description of how the LWDB will drive the partnerships necessary for effective business engagement, focusing on the use of established regional and local business intermediaries, employer consortiums, and economic development groups.

### Business Services

#### OJT Employers by County

**Total 25**

#### On-the-Job Training Participants

Total Enrolled: 42  
 Completed: 27  
 Did Not Complete: 1  
 Still in Training: 14

Avg Cost / Participant: \$2,819      Total Expended: \$76,107

#### Number Trained By Sector

Healthcare & Social Assistance: 0	Manufacturing: 23	Construction: 2
Transportation & Warehousing: 0	Information and Professional, Scientific & Technical Services: 17	Hospitality & Tourism: 0

#### Apprenticeship Grant

0 / 30 Apprentices      \$0 of \$76,500 Expended

#### Virtually Speaking Webinars

• "Who is ALICE & Do They Work for You? Assessing the challenges of the asset limited, income constrained, but employed workforce in West Tennessee" Number Attended: 82

• "The One Big Beautiful Bill: What it Means for Employers" Number Attended: 95

All webinars are recorded and may be found when you scan the QR code or visit our YouTube page at @NWSWTNAJC

56 Reports Produced

Economy Reviews      Industry Reports

Education Reports      Occupation Reports

NWTN December 2025

### Talent Pipelines

Number Enrolled to Date: 386 / 350

#### Tennessee Youth Employment Program

169 / 188 New Enrollments      \$230,665 / \$390,889 Expended

#### TRANSFR Virtual Reality Headsets

5 High Schools/Organizations Participating      330 / 225 Active Explorers      402 Careers Explored

#### Career Exploration Events

Events Held: 5 / 13      High Schools Participating: 7

Students Participating: 463      Expended: \$13,800 / \$32,400

#### Justice Involved Individuals

24 / 35 Individuals Served      \$21,886 / \$127,500 Expended

#### Rural Health Workforce Initiative

62 / 92 Enrollments      \$29,916 / \$225,000 Expended

NWTN December 2025

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

- e. **Provide an updated description on** how the LWDB will coordinate its workforce investment activities with statewide rapid response activities.

## Training Services

- a. **Update** how the local area will provide adult and dislocated worker employment and training activities **aligning with industry needs**. This **should include industry-recognized credentials, registered apprenticeships and pre-apprenticeships**, incumbent worker, on-the-job, and customized training programs.

- b. Describe how contracts will be coordinated with the use of **Workforce Pell** and Individual Training Accounts (ITAs).

- c. Describe how the LWDB **will focus on in-demand occupations and priority sectors while** ensuring informed customer choice in the selection of training programs regardless of how training services are provided.

- d. **Provide an updated description of** how the LWDB will ensure continuous improvement of eligible training providers of services **and evaluate** that the providers **are meeting** the needs of local employers and jobseekers.

### Program Coordination:

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

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

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

- d. **Provide an update on any currently executed or planned** cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop system. **This includes cooperative agreements for co-location of services.**

- e. **Provide an updated description of** how the LWDA's programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs?

## Youth Activities

- a. Provide an **updated** assessment of the type and availability of youth workforce investment activities in the local area, **including a description of how these activities will be focused towards in-demand and emerging sectors?**

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

- c. **Provide an updated description of** successful models for youth services from your local area, including but not limited to virtual work experiences, **YEP, pre-apprenticeships**, OSY recruitment and engagement strategies.

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

## Administration

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

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

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

<b>Federal Performance Measure</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>
Employment Rate 2nd Quarter After Exit	94.2%	86.4%	88.5%
Employment Rate 4th Quarter After Exit	87.1%	79.2%	81.1%
Median Earnings 2nd Quarter After Exit	\$9,000.00	\$8,700.00	\$4,209.00
Credential Attainment Within 4 Quarters After Exit	79.6%	71.3%	71.4%
Measurable Skills Gains	80.1%	90.6%	77.8%

<b>KPI Goals</b>	<b>Total</b>
Work Experience Enrollments	<b>156</b>
Title I Participants Co-enrolled in Title III	<b>90%</b>
Title I (Adult, DW, & Youth) Enrollments	<b>280</b>
Wagner-Peyser New Enrollments	<b>1277</b>

- d. Describe the actions taken toward becoming or remaining a high-performing LWDB, consistent with the LWDB's assessment and certification by the University of Tennessee for Industrial Services (UTCIS), as overseen by the State Workforce Development Board.

**Public Comment:**

- a. Describe the process used by the LWDB to provide a period of **at least 15 days**, but no more than 30 days, for public comment **on plan modifications**.

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

**Stakeholder Involvement:**

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

## Attachments

### Attachment A- Required Policies

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

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

### Attachment B- CLEO Signature page

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

Attachment B is linked in the space below:

Attachment B has been sent via email to Workforce.Board@tn.gov

### Attachment C- Partners MOU & IFA

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

### Attachment D- Additional Cooperative Agreements

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

### Attachment E- Budget Information and Supporting Materials

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

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

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

## Local Plan Signatures

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

Instructions:

The Chief Local Elected Official must sign and date this form.

By signing below, the Chief Local Elected Official request approval of Local Workforce Development Board's 2026-2027 Local Plan Modifications.

Chief Local Elected Official Name: Mayor Mark Ward

Chief Local Elected Official Signature Mayor Mark Ward  
Signer ID: XA0UOZ7D15...

Date 04/14/2026 PDT

## Attachment D: Example Access Point Agreement

**American Job Center  
Access Point Agreement  
between  
Northwest Tennessee Workforce Board  
and  
{ORGANIZATION NAME}**

### 1. Purpose

To encourage collaborations between the workforce investment system and community organizations and partners to improve the quality and quantity of employment and training services to jobseekers and employers.

### 2. References

- Workforce Innovation and Opportunity Act (WIOA)
- State of Tennessee Department of Labor and Workforce Development (TDLWD), Workforce Services One-Stop System Design Policy
- Training and Employment Guidance Letter (TEGL) No. 16-16, One-Stop Operations Guidance for the American Job Center Network

### 3. Background

American Job Center (AJC) access points are created to supplement and enhance access to AJC services in support of comprehensive centers and affiliate sites. These sites make one (1) or more of the One-Stop partners' programs, services, and activities available to job seekers and employers. Collaboration with community organizations and partners can increase the quality and quantity of access points for individuals to receive needed career information and assistance. In addition to offering public computers and Internet access for jobseekers and individuals, many community organizations also provide space for employers as they host career fairs and networking events. As trusted institutions within their communities, community organizations are often at the front-line of employment and training related inquiries.

### 4. Scope

In order to expand access to and improve the quality and quantity of employment and training services available to jobseekers and employers, the parties to this Agreement consent to collaborations, such as:

- Leveraging of digital literacy activities occurring in the community organization;
- Collaborating to train staff about in-person and virtual employment and training resources available through the public workforce system;
- Inclusion of the access point as a stop on the route of mobile American Job Centers;
- Using space available to provide career assistance and employment services to patrons (e.g. familiarizing patrons with career resources available electronically or in-person at AJCs) or to host career events (e.g. job fairs);
- Sharing workforce and labor market information, including data on high-growth industries and occupations, as well as resource and service information, from the public workforce system;
- Signing of memoranda of understanding or other formal agreements as needed; and
- Having AJC staff onsite as needed. While onsite, staff and AJC customers will have access to available resources such as computers, internet, telephones, fax, and printing.

## **5. Physical Accessibility**

The parties agree to ensure physical accessibility to the access point in accordance with WIOA Sec. 121 (c)(2)(A)(iv)), WIOA Final Rules §678.500(b), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq).

## **6. Programmatic Accessibility**

Parties agree to provide programmatic accessibility by administering programs and services in the most integrated setting appropriate, communicating with persons with disabilities as effectively as with others, and providing appropriate auxiliary aids or services (29 CFR 38.7-38.9). Parties also agree to ensure that individuals with disabilities, including individuals with significant disabilities, are provided services that lead to competitive, integrated employment, and also identify other resources that may help an individual with a disability achieve an employment outcome in the most integrated setting appropriate. Parties agree to communicate to individuals with disabilities that they are entitled to universal access to programs and services of the AJC and that accommodations are available, but are not required to take advantage of all of the separate or different services for which they may be eligible.

To ensure communication with, and the administration of services to, persons with disabilities is as effective as with others, the Equal Opportunity Officer for the local area maintains training materials for AJC staff and the One-Stop Operator ensures all staff have access to the materials as well as a list of available assistive technology.

## **7. Non-Discrimination and Equal Opportunity**

The parties agree that they will comply fully with the non-discrimination and equal opportunity provisions of: (1) Workforce Innovation and Opportunity Act Section 188, (2) Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq), (3) Nontraditional Employment for Women Act of 1991, (4) Civil Rights of 1964 Title VI (as amended), (5) Rehabilitation Act of 1973 Section 504 (as amended), (6) Age Discrimination Act of 1967 (as amended), and (7) Education Amendments of 1972 Title IX (as amended). Parties must also adhere to requirements imposed by, or pursuant to, regulations implementing these laws – including but not limited to 29 CFR 37-38.

All partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. All partners will also cooperate with compliance monitoring that is conducted to ensure that all AJC programs, services, technology, and materials are physically and programmaticly accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level.

## **8. Priority of Service**

All parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service for qualified U.S. Department of Labor job training programs, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the Title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low income individuals, basic

skills deficient youth, and English language learners. The priority of service policy is posted within the American Job Centers and on the system's website.

**9. Duration, Amendment, and Dispute Resolution Procedures**

This Agreement becomes effective upon acceptance by all parties for execution of activities authorized by this agreement and shall remain in force until such time as one party calls for a modification, amendment, alteration of the terms or conditions contained herein. The Parties agree to review the agreement at least annually to determine if a modification is needed.

All modifications must be in writing. When a party wishes to modify the agreement, the party must first provide written notification thirty (30) days in advance of the proposed change to the other party and outline the proposed modification(s). Upon notification, parties must ensure that discussions and negotiations related to the proposed modification take place in a timely manner and as appropriate. Amendment or modification only requires the parties to review and agree to the elements of the agreement that changed. Depending upon the type of modification, this can be accomplished through email communications of all the parties. If the proposed modification is extensive and is met with opposition, either party may call a meeting of the parties to resolve the issue. Upon agreement of all parties, a modification will be processed.

In the event that an impasse should arise between the parties regarding the terms and conditions, the performance, or administration of this Agreement, the parties agree to attempt to resolve disputes by mutually satisfactory negotiations. To this effect, they shall consult and negotiate with each other in good faith, and recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to all parties. Continued performance during disputes is assured.

**10. Authority and Signatures**

By signing his / her name below, the signatory certifies he / she has read the information contained within this agreement and its attachments, if applicable, and all questions have been discussed and answered satisfactorily.

By signing this document, the signatory certifies that he / she has the legal authority to bind the respective agency the terms of the above-named documents, and that this agreement remains effective from execution until amendment, modification, or termination.

**Northwest Tennessee Workforce Board**  
208 N. Mill Ave.  
Dyersburg, TN 38024

**Access Point Organization**  
Street Address  
City, State Zip Code

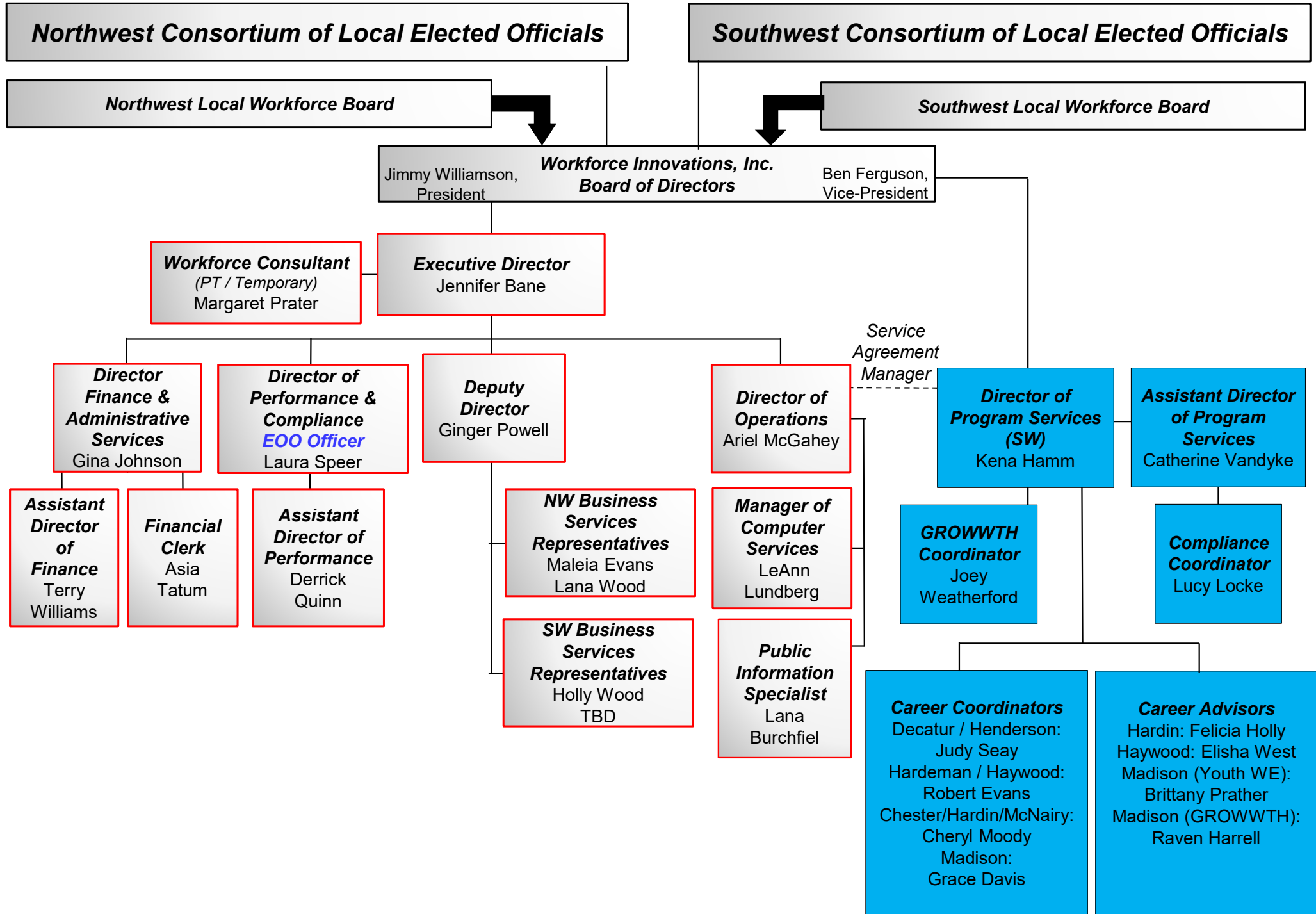
---

**Jennifer Bane, Executive Director**  
731-286-3585  
[jbane@nwtworks.org](mailto:jbane@nwtworks.org)

---

**Signatory Name, Title**  
Phone Number  
Email Address

Attachment E: Organizational Chart



**Bane, Jennifer**

---

**From:** Bane, Jennifer  
**Sent:** Monday, May 4, 2026 2:47 PM  
**To:** Grants Budgets  
**Subject:** RE: Northwest SF-424s for Local Plan Modifications  
**Attachments:** NW Adult Budget\_PY 26 and 27\_rev..xlsx; NW DW Budget\_PY 26 and 27\_rev.xlsx; NW Youth Budget\_PY 26 and 27\_rev.xlsx

Good afternoon. Please see the corrected versions to include the requested changes of 24 months instead of 48, and an added note that no indirect will be charged.

Thanks,

**Jennifer Bane** | Executive Director  
Workforce Innovations, Inc.  
Northwest & Southwest TN Workforce Boards  
731-286-3585, ext. 403  
[www.TNworks.org](http://www.TNworks.org)

---

**From:** Bane, Jennifer <jbane@wfiinc.org>  
**Sent:** Monday, April 20, 2026 1:11 PM  
**To:** Grants Budgets <grants.budgets@tn.gov>  
**Subject:** Northwest SF-424s for Local Plan Modifications

Good afternoon. Please see the attached SF-424s for the Northwest Local Plan Modifications. The estimated budget for PY 26 is 90% of our PY 25 allocations, and the estimated budget for PY 27 is 90% of the estimated PY 26 budget as directed.

NW	PY 25	90%	PY 26	PY 27	PY 26+27
Adult	\$560,121.00		\$504,109.00	\$453,698.00	<b>\$957,807.00</b>
DW	\$308,395.00		\$277,556.00	\$249,800.00	<b>\$527,356.00</b>
Youth	\$538,426.00		\$484,583.00	\$436,125.00	<b>\$920,708.00</b>

Thanks,

**Jennifer Bane** | Executive Director  
Workforce Innovations, Inc.  
Northwest & Southwest TN Workforce Boards  
208 N. Mill Ave.  
Dyersburg, TN 38024  
731-286-3585, ext. 403  
[www.TNworks.org](http://www.TNworks.org)

# Attachment E: Commitment from non-TLDWD Funding Source

<b>FDP Subaward Amendment</b>			
Awarding Agency <input type="text" value="Other [type in agency] US DHHS"/>		Amendment No <input type="text" value="4"/>	
PTE/Prime Award No. <input type="text" value="1801TNTANF"/>		Subaward No <input type="text" value="A22-0091-S010-A04"/>	
Pass-Through Entity (PTE)		Subrecipient	
<input type="text" value="University of Memphis"/>	Entity Name	<input type="text" value="Workforce Innovations Inc"/>	
<input type="text" value="researchcontracts@memphis.edu"/>	Contact Email	<input type="text" value="jbane@nwtworks.org"/>	
<input type="text" value="Tracy Robinson"/>	Principal Investigator	<input type="text" value="Jennifer Bane"/>	
Project Title <input type="text" value="Growing Relational and Occupational Wealth in West Tennessee Households"/>			
Cumulative Budget Period(s) <small>(Agreement Start Date) (End Date of Latest Budget Period)</small>		Amount Funded This Action	Total Amount of Funds Obligated to Date
Start Date: <input type="text" value="11/01/2024"/>	End Date: <input type="text" value="10/31/2026"/>	<input type="text" value="\$800,488.57"/>	<input type="text" value="\$ 3,762,139.57"/>
Subrecipient Cost Share <input type="checkbox"/>	Subject to FFATA <input checked="" type="checkbox"/>	Subrecipient UEI <small>(Unique Entity Identifier - May leave blank if unchanged from prior Agreement)</small>	<input type="text"/>
<b>Amendment(s) to Original Terms and Conditions</b>			
This Amendment revises the above-referenced Subaward Agreement as follows:			
<input checked="" type="checkbox"/> <b>Additional Budget Period</b> Additional budget period <input type="text" value="11/01/2025"/> - <input type="text" value="10/31/2026"/> is hereby added to this Subaward.			
<input type="checkbox"/> <b>No Cost Extension</b>			
<input checked="" type="checkbox"/> <b>Additional Funding</b> Additional funding in the amount of <input type="text" value="\$ 800,488.57"/> is hereby obligated to this Subaward.			
<input type="checkbox"/> <b>Deobligation</b>			
Carryover is <input type="text" value="Automatic"/> Carryover is allowed across all budget periods.			
<input type="checkbox"/> <b>Carryover Authorized</b>			
<input checked="" type="checkbox"/> <b>Detailed Budget/Scope of Work/Notice of Award Attached</b> <small>(Specify if the Budget and Scope of Work are "New", "Revised", or "Supplemental" in dropdown or "Other")</small> <input type="text" value="Additional Terms, Scope of Work, Budget, and NOA"/> is incorporated by attachment to this Amendment.			
<input checked="" type="checkbox"/> <b>Other (See Below)</b>			
Year 4 funding. All the original terms and conditions remain unchanged. Additional terms are attached.  Recap: Year 1 @ \$933,518   Year 2 initial funding of \$1,033,650 + Year 2 additional funding of \$36,452 = Year 2 Total @ \$1,070,102   Year 3 @ \$958,031   Year 4 \$800,488.57   TOTAL \$3,762,139.57  UofM Index 541236   Cayuse A22-0091  NOTE: PLEASE INCLUDE INDEX ON THE INVOICE  Please email invoices to: tprobsns@memphis.edu & ebuck@memphis.edu			
<i>For clarity: all amounts stated in this amendment are in United States Dollars.</i>			
<b>All other terms and conditions of this Subaward Agreement remain in full force and effect.</b>			
By an Authorized Official of PTE:		By an Authorized Official of Subrecipient:	
	Date <input type="text" value="01/23/2026"/>		Date <input type="text" value="Jan 21, 2026"/>
Name <input type="text" value="Dr. Jasbir Dhaliwal"/>		Name <input type="text" value="Jennifer Bane"/>	
Title <input type="text" value="Executive Vice President for Research and Innovation"/>		Title <input type="text" value="Executive Director"/>	