



STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT

Employment and Training Section  
Davy Crockett Tower  
500 James Robertson Pkwy., 12<sup>th</sup> Floor.  
Nashville, TN 37245  
(615) 741-1031

**June 12, 2002**

**Workforce Investment Act Memorandum Number E & T 02-22**

**Topic:** Requests for funding skills shortages projects

**Subject:** State Reserve funds to address skills shortages

**Purpose:** The purpose of this memorandum is to provide the procedure an LWIA should follow when requesting state reserve funds to address skills shortages for adults or dislocated workers.

**Background:** Adults or dislocated workers who are attempting to overcome barriers to employment often lack skills needed for successful employment or career advancement. For example, individuals may have inadequate skills in their current jobs or possess skills in declining occupations. State reserve funds are available to help the LWIAs develop programs that meet the needs of individuals who are eligible for WIA services. Programs designed to address skills shortages should be centered on training, and preparing for demand occupations. To provide guidance and streamline the process for requesting such funds, the Employment and Training section has developed the following instructions.

**Instructions:** All LWIAs requesting state reserve funds to address skills shortages must utilize the following procedures:

1. Submit a cover letter to the Employment and Training Director that summarizes the reason for the request.
2. Supply ample documentation to justify the need for additional funding. The document should include the following items:
  - A short summary describing the circumstances for requesting funds, the areas of skills shortages to be addressed in the LWIA, and other information relative to this project.

- A section identifying the number of persons to be served, support showing demand for the specific occupation, the amount and type of training to be provided, and amount that is being requested.
  - A detailed budget sheet (Attachment A) verifying tuition and fees, books and training materials, administrative costs, and other supportive costs for training.
  - An expenditure report will need to be provided showing the amount and percentage of adult and dislocated worker funds that have been expended. This amount should reflect the overall amount expended up to the current application date. (Attachment B)
  - An implementation strategy and timeline (Attachment C) including tasks to be completed, accountable persons, approaches to be used, tangible outcomes, and the time frames in which services will take place.
  - Letters of support from employers addressing issues concerning skills shortages and the potential for new hire into the prospective organization(s).
3. The decision for approval or denial of state funding will be made within seven working days of the receipt of application. If the state denies the request for funding, written detail will be provided regarding the decision.

**Contact:** For questions regarding this policy, please contact Susan Cowden or James Roberson at 1-800-255-5872.

**Effective Date:** June 12, 2002

**Expiration Date:** Indefinite

SKC/JR/RK



## Budget Form

FOR SKILLS SHORTAGE DEMONSTRATION PROJECT

Line Item Description	Amount
<i>Direct Training Costs</i>	
Tuition and Fees (Direct Training)	\$
Instructor Wages & Benefits (Direct Training)	\$
Books & Training Materials (Direct Training)	\$
<b>Total Direct Training-Related Costs</b>	<b>\$</b>

<i>Administrative Costs</i>	Amount
Administrative Costs	\$
Miscellaneous (Rent, telephone, office, equipment, etc.)	\$
<b>Total Administrative &amp; Miscellaneous Costs</b>	<b>\$</b>

<b>TOTAL BUDGET (Direct Training and Administrative Total)</b>	<b>\$</b>
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## Expenditures

**Show the amount and percentage of adult and dislocated worker funds that have been expended during each program and fiscal year. This amount should be reflective of the overall amount expended up to the current application date.**

Adult Program	Total Budget	Expenditures	Dislocated Worker Program	Total Budget	Expenditures	Overall %
PY			PY			
PY			PY			
PY			PY			
FY			FY			
FY			FY			

