



State Workforce Development Board Memorandum

Justice-Involved Individual Grants

Effective Date: October 1, 2022

Expiration Date: June 30, 2023

Change 1: *Allotment is being increased by \$300,000 to fund ten (10) county correctional facility initiatives to provide job training and development.*

Purpose

Tennessee currently has just under 50,000 incarcerated people or justice-involved individuals (JIIs) in its county jails and state prisons. Ninety-five percent (95%) of those individuals will be released to reenter society. There are 70,000 individuals on probation or parole, and one (1) in three (3) Tennesseans have a criminal record and identify as justice involved. Justice Involved Individuals (JII) face numerous significant barriers to employment due to fallacies, stigmas, and public misconceptions. These are just a few influences that result in dismal outcomes with job placement for JII's in Tennessee. This disparity in outcomes has a direct impact on the State's goals to reduce recidivism rates, improve social mobility, and empower the economic sufficiency of communities.

This funding announcement presents an opportunity to better service the justice involved population and to create new, stronger partnerships with potential employers, state agencies, non-government organizations (NGO), faith-based organizations, and other stakeholders. The results will place justice involved Tennesseans in jobs that pay livable wages to sustain their families.

The Tennessee Department of Labor and Workforce Development's Office of Reentry (OOR) will support local efforts that focus on creating and/or enhancing work training and employment opportunities for JII's. Local Workforce Development Boards (LWDB) are to request reimbursement funding for JII services. LWDB's will utilize the funds to plan, host, and execute work initiatives that focus on JII's.

1. Eligible Applicants

TN LWDBs that request funds are required to partner with local TDLWD Adult Education providers.

2. Project Design

LWDBs must provide, in partnership with local TDLWD Adult Education providers, WIOA work-based learning opportunities, job readiness, and employment services specific to justice involved individuals. These opportunities must align with in-demand industry sectors in the Local Workforce Development Area (LWDA). The opportunities may also have a regional alignment with multiple LWDB's. LWDBs must make reasonable efforts to align a participant's career interests/goals to work-based learning opportunities; establish commitment to the target population and a credible pipeline. Proposals must include a partnership with one of the following entities: local jail, prison, diversionary court, Day Reporting Center, or Community Corrections, to recruit JII's for program participation. This partnership must be documented with a letter of support from the entity.

Allowable use of funds include:

- Increase the number of justice involved individuals in accordance with negotiated LWDA KPI targets.
- In partnership with TDLWD Adult Education program providers, assist justice involved individuals without a high school diploma or equivalency, with attaining a high school equivalency credential, increase literacy, numeracy, and English language skills, prepare for workforce training opportunities, transition to postsecondary education, and increase their workforce soft skills.
 - Enrollments across all programs will be reported quarterly.
 - Grant-specific training will be provided by OOR by October 1, 2022.
- Provide reentry services from partner programs and agencies to justice involved individuals.
 - Submit a detail plan of how funds will be used.

Using these funds, LWDBs should make available the following services for justice involved individuals, in addition to employment:

- Enrollment in Jobs4TN and co-enrollment in WIOA programs.
- Host Job fairs that provide program exposure and connects JIIs with "friendly" employers.
- Provide Labor Market and employment information.
- Provide personal and professional learning opportunities for JII's (virtual or in-person).
- Make referrals to NGOs that provide needed services for JIIs.
- Provide workforce preparation activities such as Resume Writing and Interviewing Skills that prepare JII's to reenter the workforce.
- Provide mentoring and personal/professional development services.
- Other, more specialized services, with prior approval from the OOR

3. Term of the Program

The initiative is from **October 1, 2022**, to **June 30, 2023**.

4. Submissions for Grant Funding

A total amount of \$720,000.00 (up to \$80,000 per LWDB) is available for this award. The LWDBs are required to submit all proposals via SmartSimple using an "Additional Funding" request to include a narrative of the proposal, letters of support from all partners entities, a formatted budget with details, and a signed request letter from their CLEO, no later than the close of business October 18, 2022. NOTE: The OOR has discretion in the awarded funding level of each plan of action.

LWDB submissions for grant funding must include a narrative that outlines:

- Demographics of the population served to include adult literacy rate, age, gender, and race
- Services to be provided
- Participant enrollment goal for the requested funds
- Employer or Industry to be affected by the program
- Partnering agencies or NGOs and their role

Outcomes for the above information will be required in the monthly programmatic reports.

5. Reporting Requirements

Programmatic monthly reports for outcomes must be submitted by the fourth (4th) business day of each month, immediately following the first month that work is performed/approved. If the 4th falls on a weekend or holiday, the monthly report is due the business day **prior** to the 4th. Records on demographics on all participants must be maintained.

Two fiscal reports, the Monthly Expenditure Report and the FAR by Location, will be scheduled monthly within the SmartSimple System. These reports are required to be completed and submitted prior to the end of the business day on the due date indicated.

5.1. State and Local Communication

The Local Board must designate a staff member to attend monthly Technical Assistance meetings with the OOR Grants Program Manager. Status updates must be specific to progress, successes, and challenges of each LWDA.

5.2 Allowable Costs

Allowable costs under this initiative must align with the project design listed in Section 2 of this document. Up to ten percent (10%) of funding can be used for administrative activities.

Contact

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



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