THEC

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Executive Director

BILL HASLAM
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HIGHER EDUCATION COMMISSION
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(615) 741-3605

TO: Chancellors, Presidents, and Directors of Tennessee
Institutions of Higher Education

FROM: Mike Krause, Executive Director, Tennessee Higher Education
Commission

SUBJECT: Veteran Reconnect Grant Request for Proposals: Prior Learning
Assessment

DATE: June 15, 2018

The Tennessee Higher Education Commission (THEC) is pleased to announce the fourth round of Request for Proposals (RFP) for Veteran Reconnect Grants. This initiative is a component of the Drive to 55, Governor Haslam's goal of equipping 55 percent of working age Tennesseans with a degree or certificate by 2025.

Since the first round of awards in 2015, Veteran Reconnect Grants have funded campus services for student veterans and provided veteran-specific resources, such as the development of prior learning assessment processes and policies, expansion of veteran centers, and professional development for faculty and staff on the specific needs of students with military experience.

This fourth round will provide several funding options to support institutional efforts to further faculty engagement in serving student veterans. As nontraditional students, veteran students primarily engage with their institution via faculty interactions in and out of the classroom.[1] As a key component of the veteran student collegiate experience, THEC seeks a multifaceted approach to engage faculty. This includes the continued support of prior learning assessment and the creation of academic pathways that move veteran students from military service to employment.

Veteran Reconnect Found 4 will fund efforts to improve processes and policies for the evaluation of military training for academic credit for the benefit of student veterans through Process and Sustainability initiatives, and will also support the

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[1] Wyatt, L. G. (2011). Nontraditional student engagement: Increasing adult student success and retention. *Journal of Continuing Higher Education, 59*(1), 10-20.

creation of new academic pathways. There are an estimated 83,000 veterans in Tennessee with some college credits, but no degree.[2] For these veterans attempting to transition to higher education, the ability to obtain credit for their military experience can be a driver of institutional choice and a reason to return to college.

> <u>Process Initiative</u>: For institutions that <u>did not</u> receive funding from the third round of the Veteran Reconnect Grant (2017-2019), the Process Initiative will fund efforts that will: (1) embed new evaluation processes for translating military training to academic credit; (2) create or amend policies that clarify and support the alignment of academic credit to military training; (3) improve communication strategies to ensure this information is available to veterans before they enroll; and, (4) identify and support the personnel required for success in these efforts.

> <u>Sustainability Initiative</u>: For institutions that <u>did</u> receive funding from the third round of the Veteran Reconnect Grant (2017-2019), the Sustainability Initiative will fund efforts that will: (1) sustain and improve current evaluation processes for translating military training to academic credit; (2) sustain and improve communication strategies to ensure this information is available to veterans before they enroll; (3) develop and implement plans to promote military prior learning assessment throughout the institution; and, (4) identify and support the personnel required for success in these efforts.

> <u>Military Pathway Pilot Projects</u>: More information will be available later this summer.

THEC will provide grants up to $80,000 per institution for the Process Initiative for a period of 18 months for 8 to 10 institutions. THEC will provide grants up to $25,000 per institution for the Sustainability Initiative for a period of 15 months for 3 to 4 institutions. THEC will also provide technical assistance and training to grantees. Successful grantees will demonstrate need for improving services to student veterans and provide plans to meet that need.

<u>Please be aware of a few important dates</u>:

- THEC will host an informational webinar for both Veteran Reconnect initiatives. At least one representative from each institution applying for the grant should plan to attend the appropriate webinar in order to qualify for the maximum points on the scoring rubric (as described on page 5 of the RFP). Recordings of the webinars will also be available.

  - Process Initiative: **Wednesday, June 20, 2018 at 10:00am (CDT)** Webinar Link: https://tngov.webex.com/tngov/onstage/g.php?MTID=e535566913731 274c7b39dd56449a7bc5

  - Sustainability Initiative: **Friday, June 22, 2018 at 10:00am (CDT)** Webinar Link: https://tngov.webex.com/tngov/onstage/g.php?MTID=eb716de6ba500 d8d9d43892ed0d98a2b0

- Letters of Intent are due on **Friday, June 29, 2018 at 4:30pm (CDT)**

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[2] American Community Survey (2010-2014) 5 year estimates. Public Use Microdata.

- Full proposals are due on **Friday, July 13, 2018 by 4:30pm (CDT)**. Please see the RFP for key dates regarding the application, review process, and the format for proposals.

THEC looks forward to receiving your submissions.

2018-2019

Veteran Reconnect Grants

Prior Learning Assessment (PLA): Sustainability Initiative

TENNESSEE HIGHER EDUCATION COMMISSION
REQUEST FOR PROPOSALS
and
GUIDELINES FOR SUBMISSION

NOTICE OF INTENT DUE
June 29, 2018
FINAL PROPOSALS DUE
July 13, 2018

Table of Contents

Request for Proposals

Appendices

I.   *General Information*

A. Purpose Statement

There are an estimated 83,000 veterans in Tennessee with some college credit, but no degree.[1] For these veterans attempting to transition to higher education, the ability to obtain credit for their military experience can be a driver of institutional choice and a reason in and of itself to return to college.[2] However, there are Tennessee institutions that do not evaluate students' military credit prior to enrollment, so veterans and service members must decide upon a school and, many times, a program of study before they know how their military training will be applied to academic course work in their chosen program of study.[3]

In Round 3 of the Veteran Reconnect Grant, several institutions made significant strides to better support prior learning assessment initiatives. The Tennessee Higher Education Commission (THEC) aims to provide additional support and resources to help improve and sustain progress made since fall of 2017 to those institutions with a genuine need for continuing their PLA improvement process.

B. Veteran Reconnect

The Tennessee Higher Education Commission (THEC) is issuing a competitive Request for Proposals (RFP) to fund initiatives that will: (1) sustain and improve evaluation processes for translating military training to academic credit; (2) sustain and improve communication strategies to ensure this information is available to veterans before they enroll; (3) develop and implement plans to promote military prior learning assessment throughout the institution; and, (4) identify and support the personnel required for success in these efforts.

This grant builds on efforts initiated by the Tennessee General Assembly, demonstrating that veterans are a policy priority in Tennessee. Grant efforts will capitalize on the successes of previous collaborations between THEC and the Tennessee Board of Regents, state locally Governed Institutions, and the University of Tennessee system to support prior learning assessment. This grant will build on the successes garnered at individual

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[1] American Community Survey (2010-2014) 5 yr. estimates. Public Use Microdata.
[2] Steele J.L,, Salcedo, N., & Coley, J. (2010) Military veterans' experiences using the Post- 9/11 GI Bill and pursuing postsecondary education. Rand Corporation.
http://www.rand.org/content/dam/rand/pubs/monographs/2011/RAND_MG1083.pdf
See also: Rust, D. Z., & Ikard, W. L. (2016). Prior Learning Assessment Portfolio Completion: Improved Outcomes at a Public Institution. Journal of Continuing Higher Education, 64(2), 94. doi:10.1080/07377363.2016.1177871
[3] THEC (2016) Institutional Practices for Awarding Academic Credit for Military Experience. Limited distribution. See: https://tinyurl.com/THEC-pla-survey

institutions during round 3 of the Veterans Reconnect Grant in an effort to sustain these accomplishments. This proposal should also include additional actions to advance PLA processes at the institution.

For the purposes of this grant, applicants may use funding to develop prior learning assessment evaluation processes, improve efforts to communicate the availability of credit for military experience, expand institutional engagement in the military prior learning assessment process, and allow veterans and service members to view accurate estimates of the amount of credit they will receive for their military experience prior to enrolling at an institution.

C. Technical Assistance

THEC will provide technical assistance to grantees in the form of centralized training, individualized consultation, and other coordinated efforts to share best practices. THEC will utilize outside experts to deliver training on enhancing methods for evaluating military experience for academic credit, as well as methods of communicating the availability of academic credit for military experience to veterans. THEC will also provide customizable marketing materials and internal communications guidance to institutions to assist in providing their student veterans with information about opportunities for credit from military experience.

D. Grant Award Amounts and Eligibility

The 2018-19 Veteran Reconnect program will provide grants of up to $25,000 per institution in addition to technical assistance provided by THEC. Grants will be awarded for a grant period beginning October 1, 2018 and ending January 31, 2020. Examples of uses of funds include: support for marketing; outreach; stipends for existing faculty and staff; cost for hosting meetings on campus; and travel for up to two meetings hosted by THEC. Successful grantees will use proposals to connect identified need (informed by referencing the self-evaluation submitted in the round 3 proposal and assessing current progress) and grant criteria to funding opportunities. **An eligible institution of higher education includes a public or private, non-profit institution principally domiciled in Tennessee that received a Veteran Reconnect Grant in Round 3 for 2017-2018.**

II.   *Grant Criteria*

Grantees will complete the following as part of the grant:

1. Grantees will develop and implement new and/or enhance current strategies for improving prior learning assessment practices for the purpose of better serving student veterans, throughout the grant period. These strategies will be based on identified needs.
2. Grantees will extend current personnel duties in order to support institutional efforts to make prior learning assessment available to student veterans.
3. Grantees will identify additional faculty, staff, and administrators to be trained in assessing the prior learning and military experience of student veterans for academic credit.
4. Grantees will develop and implement new and/or current internal engagement plans to involve faculty members in the prior learning assessment process.
5. Grantees will develop new and/or current strategies for communicating the availability of articulated academic credit for military experience and implementing those strategies within the amended grant period.
6. Grantees will plan and host internal meetings with campus stakeholders to discuss prior learning assessment for student veterans.

III. *Application Requirements*
A. Proposal Components

Applicants should submit the following items as part of the application:

- Cover Sheet (Appendix E)
  Applicants must complete the cover page and include all required signatures. Applicants must designate a project manager and a primary contact (these can be the same individual) to report to THEC.
  Applicants should identify the contact(s) by listing first and last name, title and contact information on the cover page.
- Project Abstract
  Applicants should include a project abstract no longer than half a page. This will be used to describe funded proposals in publications and on THEC's website.
- Proposal (all components as defined on pp. 5-7)
- Budget (Appendix C)

B. Letter of Intent

A letter of intent to submit proposals for this grant is due by **4:30 PM (CDT) on June 29, 2018** via e-mail. The format of the letter of intent is included in Appendix D of this document.

The *Notice of Intent to Submit* must include the following information:

- Name of Higher Education Institution
- Project Manager / Point of Contact

C. Proposal Submission and Timeline

Final proposals, including all components described in this RFP, must be received by email to **ken.hanson@tn.gov** no later than **4:30 PM (CDT) on July 13, 2018.**

Date	Activity
6.15.2018	Release of Request for Proposals
6.22.2018	Webinar for potential applicants Note: at least one representative from the applying institution should plan to attend this webinar in order to receive full points on the grant scoring rubric. Registration is available at https://tngov.webex.com/tngov/onstage/g.php?MTID=eb716de6ba500d8d9d43892ed0d98a2b0
6.29.2018	*Notice of Intent to Submit* Due
7.13.2018	Proposals Due
8.3.2018	Award Announcement
August - September 2018	Contract Processing
10.1.2018	Projects Commence

IV. *Proposal Format and scoring*

Each section may be awarded up to 4 points, and each section is weighted for a total of 100 available points. The question weights are connected with each section. Potential grantees also receive 4 points (6% of the overall score) for attending a webinar scheduled for June 22 (Registration is available by following this link)

Section 1: Introduction – Four Percent of Overall Score

Under the subheading "introduction", describe the student veteran population on your campus and the veteran population within your campus' region. Include county census data regarding enrollment of veteran students using Post-9/11 GI benefits and the total number of veteran students using Post-9/11 GI benefits at your institution. Also include updated metrics from the Progress towards Metrics section of Report 3. Limit your response in this section to 300 words.

Section 2: Identifying Need -18 Percent of Overall Score

Under the subheading "Introduction", describe previous areas of identified need and progress made in the context of your initial proposal from Veterans Reconnect Grant Round Three. To what extent have you met the objectives from round 3? Refer to both the self-evaluation submitted in your proposal for Round Three depicting efforts that affect the prior learning assessment of student veterans on your campus and the Third Report section (4) submitted on January 25, 2018. Finally, address and interpret what areas may need improvement.

Section 3: Addressing Identified Need – 52 Percent of Overall Score (awarded across six questions)

This section comprises the main body of the proposal. Answer each question using narrative format unless otherwise designated. Limit your narrative response to a total of 2000 words across all the questions in this section (tables and lists not included in word count).

3.1 Answer the following question using narrative format: What proposed service improvements will you pursue through this grant amendment? How will your proposed service improvements address the needs identified in Section 2 of this proposal? **(10 percent)**

3.2 Answer the following question using narrative format: For this initiative to be successful on your campus, who will be engaged? What key stakeholders have the ability to institute a program to meet identified need? After assessing current staff and personnel, do additional personnel need to be

included? Include an updated stakeholder register from the Third Report submitted on January 25, 2018. If list extends past two pages of full text, append the list to the end of your proposal. Please include a brief statement regarding how expanding current staff responsibilities or extending new staff from Round Three grant addresses identified need and support the efforts of the proposal. **(eight percent)**

3.3   Answer the following question using narrative format: What is your plan for communicating with key stakeholders (identified in question 2), and the campus community? What will you do to ensure that the campus community is aware and supportive of efforts to improve services available for student veterans as part of this grant, to include faculty members and academic affairs administrators? Identify opportunities (events, meetings, forums, planned discussions) occurring between to engage staff, administrators, and faculty in discussions on evaluating military experiences for the purpose of awarding academic credit. Refer to section 5 of Report 3 submitted on January 25. **(10 percent)**

3.4   Answer the following question using narrative format: Explain how your institution's participation as a grantee will potentially contribute to the larger statewide effort to benefit veterans and service members. What does your institution bring to this initiative? What proposed actions at your institution will enhance the PLA process statewide? How can this process be expanded to improve the PLA process for other adult learners? **(eight percent)**

3.5   Answer the following question using narrative format: What will your institution do within the first few months (October 2018- January 2019) in order to successfully implement this program? What will your institution do to make this implementation successful? Who will do it? Summarize your narrative by placing key activities and milestones within a table, formatted as below, adding as many rows as necessary to summarize proposed activities. **(eight percent)**

Date	Activity	Person or Person(s) involved

3.6   Answer each of the following by referencing the communication strategy plan listed in the Third Report section (5) submitted on January 25, 2018: **(eight percent)**

a) In narrative format, describe potential and improved strategies to market to veterans and service members <u>who do not currently attend</u> your institution. How will veterans and service members know about the availability of credit for military experience?

b) In narrative format, describe potential and improved strategies to market to veterans and service members <u>who currently attend your</u> institution. How will current student veterans know about improvements to services? These strategies need only be *potential* outreach opportunities based upon current efforts. Grantees will finalize outreach plans as a deliverable within the grant period.

Section 4: Budget and Budget Narrative – 20 Percent

Budget Narrative: In narrative format, describe how you plan to use funds awarded as part of this grant to address needs as identified in Section 2 "Identified Need". Describe exactly what costs are required for your institution to meet an identified need? For each item, describe the connection between identified needs and requested funding. .

Budget: Complete the budget template provided in Appendix C and all appropriate expanded line-item details. Be sure to use both the budget summary and budget line item detail sheets provided. Attach the budget to your proposal in the order described on p. 3, directly after the budget narrative.

V.   *Legal Information*

A. Proposal Review and Award Process

All projects will be scored against a standard rubric (Appendix B) and awarded on a competitive basis. A review committee will be assembled to evaluate all proposals and make recommendations to the Executive Director of THEC.

Project proposals will be distributed to the review committee upon closure of the proposal submission time period on July 13, 2018. The projects will be assigned funding based on the ranking until all funds are assigned. The committee will also recommend any required conditions for funding. The committee's recommendation will be presented to the THEC Executive Director for approval.

B. Title VI Compliance

THEC operates all programs and activities free from discrimination on the basis of sex, color, race, religion, national origin, age, marital status, pregnancy, or disability.

C. Funding

This RFP is subject to the appropriation and availability of State funds. In the event that the funds are not appropriated or are otherwise unavailable, THEC reserves the right to terminate this RFP upon written notice to the applicants.

THEC reserves the right to fund a proposal in full or in part, to request additional information to assist in the review process, to reject any of the proposals responding to the RFP and to re-issue the RFP and accept new proposals if THEC determines that doing so is in the best interest of the state of Tennessee.

All costs incurred in preparation of a proposal shall be borne by the applicant. Proposal preparation costs are not recoverable from grant funds.

THEC reserves the right to withhold funding if at any point the program is not adhering to the requirements of the state-funded program, applicable laws and regulations, stated results and outcomes, or the goals and objectives declared in this RFP. THEC staff reserve the right to attend any training or project activity to ensure the fidelity of this program.

Appendix A: Proposed Program Schedule

Target Date	Activity
Fall 2018	Extend hired personnel contract
November 8-9 2018	Training: Enhancing Methods for Evaluating Academic Credit for Military Experience & Communicating the Availability of Prior Learning Assessment to Student Veterans

This program schedule provides an overview of planned program activities. THEC reserves the right to modify this program schedule and will notify grantees of necessary modifications.

Appendix B: Scoring Rubric

	Exemplary (4 pts)	Adequate (2 pts)	Inadequate (0 pts)	Score	Weight	Comments
Webinar Attendance	Attended webinar.	-	Did not attend webinar.		6%	
Section 1: Introduction	Provides brief context and description of the institution's efforts to serve veterans and service members, using data and information from the specified sources.	Includes a brief explanation of context, but is incomplete or data beyond the specified data sources.	Does not include data from the specified sources or a brief explanation of context.		4%	
Section 2: Identifying Need	A complete narrative that provides evidence of thoughtful reflection on current practices and interprets what areas may need improvement. Areas of need have potential to be addressed through grant funding. *Sustainability initiative only*: Also, includes thoughtful reflection on institution's progress aligning with the PLA standards listed in the Prior Learning Assessment for Student Veterans self-evaluation since fall 2017.	A somewhat complete narrative that constitutes an account of current practices, but does not provide evidence of need of grant funding or reflective consideration of current practices.	An incomplete evaluation lacking detail and a complete description of current practices.		18%	
Section 3.1: Connecting Proposed Improvements to Identified Needs	Makes logical connections between identified needs and proposed improvements and contains descriptions of opportunities to improve services to student veterans. Includes a compelling case that the grantee will be successful in addressing identified needs.	Does not provide evidence that proposed improvements are connected to identified needs.	Does not address questions posed.		10%	

	Exemplary (4 pts)	Adequate (2 pts)	Inadequate (0 pts)	Score	Weight	Comments
Section 3.2: Identify Stakeholders	Contains evidence that list of key stakeholders is comprehensive and includes people with the ability to institute a program to meet identified need. Includes a realistic assessment regarding the possible need for additional personnel or expanded responsibilities of current staff.	Lacks details or appears to be incomplete. Does not consider expanding responsibilities of current staff or hiring new personnel.	Does not address questions posed.		8%	
Section 3.3: Plan for Campus Engagement	Plan is realistic and provides sufficient detail. There is a compelling argument that the institution will be able to successfully communicate the initiative to the campus community, specifically faculty members and academic affairs administrators. Plan compliments the list of key stakeholders from 3.2 and includes a practical timeline resulting in successful implementation.	An incomplete argument that the institution will be able to successfully communicate the initiative to the campus community and does not compliment the list of stakeholders.	Does not address questions posed.		10%	
Section 3.4: Contribution to Statewide Effort	Provides convincing evidence that the institution's participation will benefit the statewide effort.	Lacks detail or does not fully address the question by providing evidence.	Does not address questions posed.		8%	

	Exemplary (4 pts)	Adequate (2 pts)	Inadequate (0 pts)	Score	Weight	Comments
Section 3.5: Implementation Plan	Plan is realistic, provides sufficient detail, and includes a compelling argument that the institution will be able to successfully implement this initiative with considerable action within the first few months. Key activities are summarized in a table with clearly delineated responsibilities.	It is unclear how the institution will proceed in implementing this initiative if awarded grant funds.	Does not address questions posed.		8%	
Section 3.6: Communication to Current and Prospective Students	Strategies are well-thought out, innovative, and make sense for serving both currently attending and prospective student veterans. Strategies are logically connected to identified needs. Response fully describes strategies to communicate improved services to current and prospective veterans.	Proposed strategies are unlikely to fully serve both current student veterans and prospective students or well-thought out explanation and analysis of how they will address identified needs.	Does not address questions posed.		8%	
Section 4: Budget and Budget Narrative	Budget and narrative are completed in the required format, realistic and reasonable given the scope of work, support the goals of the grant, contain a plan for extending hired grant personnel in accordance with instructions listed, and make a convincing case for the connection between requested funds and proposed activities.	Budget and narrative are formatted in accordance with instructions, but do not fully describe the connection between requested funds and proposed activities or are not realistic and reasonable given the scope of work.	Budget and narrative are not formatted correctly or do not provide sufficient detail to describe the connection between funds and proposed activities		20%	

Score Summary Sheet

Section	Proposal Score	Overall Comments
1		
2		
3.1		
3.2		
3.3		
3.4		
3.5		
3.6		
4		

Institution: _____

Proposal Option (highlight or circle one):   **Personnel Initiative**   **Sustainability Initiative**

Reviewer Signature:_____

Date: _____

Appendix C: Budget

GRANT BUDGET				
Veteran Reconnect Grant Rd. 4				
The grant budget line-item amounts below shall be applicable only to expenses incurred during the following				
Applicable Period: BEGIN: November 1, 2018 END : February 29, 2020				
POLICY 03 Object Line-item Reference	**EXPENSE OBJECT LINE-ITEM CATEGORY [1]**	**GRANT CONTRACT**	**GRANTEE PARTICIPATION**	**TOTAL PROJECT**
1, 2	Salaries, Benefits & Taxes	$0.00	$0.00	$0.00
4, 15	Professional Fee, Grant & Award [2]	$0.00	$0.00	$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	$0.00	$0.00	$0.00
11. 12	Travel, Conferences & Meetings	$0.00	$0.00	$0.00
13	Interest [2]	$0.00	$0.00	$0.00
14	Insurance	$0.00	$0.00	$0.00
16	Specific Assistance To Individuals	$0.00	$0.00	$0.00
17	Depreciation [2]	$0.00	$0.00	$0.00
18	Other Non-Personnel [2]	$0.00	$0.00	$0.00
20	Capital Purchase [2]	$0.00	$0.00	$0.00
22	Indirect Cost	$0.00	$0.00	$0.00
24	In-Kind Expense	$0.00	$0.00	$0.00
25	**GRAND TOTAL**	$0.00	$0.00	$0.00

[1] Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: www.state.tn.us/finance/act/documents/policy3.pdf).

[2] Applicable detail follows this page if line-item is funded.

Appendix C – Budget (cont.)

GRANT BUDGET LINE-ITEM DETAIL (Add Lines as Needed):

SALARIES, BENEFITS & TAXES	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
	Amount
TOTAL	Amount

PROFESSIONAL FEE, GRANT & AWARD[2]	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
	Amount
TOTAL	Amount

SUPPLIES, TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATIONS	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
	Amount
TOTAL	Amount

OTHER NON-PERSONNEL[2]	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
	Amount
TOTAL	Amount

CAPITAL PURCHASE[2]	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
	Amount
TOTAL	Amount

Appendix C – BUDGET (cont.)

GRANT BUDGET LINE-ITEM DETAIL

Line 1   Salaries And Wages

On this line, enter compensation, fees, salaries, and wages paid to grant program staff.

Line 2   Employee Benefits & Payroll Taxes

Enter (a) the organization's contributions to pension plans and programs such as health, life, and disability insurance; and (b) the organization's portion of payroll taxes such as social security and Medicare taxes and unemployment and workers' compensation insurance.

Line 3   Total Personnel Expenses

Add lines 1 and 2.

Line 4   Professional Fees

Enter the organization's fees to outside professionals, consultants, part-time staff, stipends, and personal-service contractors. (*A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.*)

Line 7   Postage And Shipping

Enter the organization's expenses for postage, messenger services, and overnight delivery.

Line 10   Printing And Publications

Enter the organization's expenses for producing printed materials, purchasing books and publications, and buying subscriptions to publications.

Line 11   Travel

Enter the organization's expenses for travel, including transportation, meals and lodging, and per diem payments for institution staff.

Line 12   Conferences And Meetings

Enter the organization's expenses for conducting or attending meetings, conferences, and conventions.

Line 15   Grants And Awards

Enter the organization's awards, grants, subsidies, and other pass-through expenditures to individuals and to other organizations, including travel and equipment allowances. (*A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded*.)

Line 18   Other Nonpersonnel Expenses

Enter the organization's allowable expenses for advertising, promotions, and, recruiting. Include the organization's and employees' membership dues in associations and professional organizations. Include testing fees for software licenses, testing, permits, registrations, etc. (*A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded*.)

Line 20   Reimbursable Capital Purchases

Enter the organization's purchases of fixed assets and other purchases with a minimum life expectancy of one year. (*A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded*.)

Appendix D – Notice of Intent to Submit

Veteran Reconnect – Notice of Intent to Submit

Name of Higher Education Institution:

_____

Contact Person with name, title, phone, address, and email information:

_____
_____
_____
_____

Please return this information via email by 4:30 PM (CDT) on June 29, 2018

Ken Hanson

615-253-7449

ken.hanson@tn.gov

NAME OF INSTITUTION

(Minimum 18 point font)

Veteran Reconnect Grant Program

Project Director Name, Title

Mailing Address

Project Director's Telephone

Project Director's E-mail Address

Funding requested:

$_____

_____   _____
President of Higher Education   **Project Director**
Institution