



2019

Veterans Reconnect Conference:

**Focusing on the Transition from Military Service to Civilian
College/University and beyond**

**TENNESSEE HIGHER EDUCATION COMMISSION
REQUEST FOR PROPOSALS
and
GUIDELINES FOR SUBMISSION**

LETTER OF INTENT TO SUBMIT DUE

May 3, 2019

FINAL PROPOSALS DUE

May 23, 2019

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I. General Information

A. Purpose Statement

There are an estimated 169,474 veterans in Tennessee with no college credit, and another 157,179 veterans in Tennessee with some college credit or an associate's degree.¹ For veterans to successfully adapt to academic life, higher education institutions should understand the unique needs of the military veteran population. The transition from military life to a civilian college or university can be more challenging than anticipated. Campus administrators, faculty, and staff should have the tools necessary to understand how to better serve military-connected students. These tools will pay dividends towards military-connected students achieving academic success. Therefore higher education institutions in Tennessee can benefit from sharing knowledge through a convening of campus administrators, faculty, and staff in Tennessee who work with student veterans. Hosting a veterans' education support conference is an opportunity for a higher education institutions to stand above their peers in their support of student veterans.

Public Chapter 612, the Tennessee Veterans Education Transition Support (VETS) Act, emphasized that veterans' need comprehensive, statewide support to aid them in transitioning from military service to enrollment at institutions of higher education². This support should encourage enrollment of veterans and address issues deterring veterans' participation in higher education, such as affordability, lack of awareness by administrators, faculty, and staff of military and veterans' culture, the need for specialized orientation and mentoring programs designed specifically for veterans, and completion of credit evaluation for military service prior to enrollment. A statewide convening can provide administrators, faculty, and staff with various types of resources to support military-connected students.

B. Veteran Reconnect

The Tennessee Higher Education Commission (THEC) is issuing a competitive Request for Proposals (RFP) to all Tennessee Veterans Education Transition Support (VETS) designated campuses to establish two veterans' education support conferences within the state of Tennessee. The primary host for these conferences will be the VETS designated campuses; however other public and private, not-for-profit higher education institutions are encouraged to join with these institutions to provide additional support for a conference. There will be one conference organized in each of the two regions of the state as described

¹ American Community Survey (2013-2017). 5 yr. estimates. Public Use Microdata.

² PC 612 <https://publications.tnsosfiles.com/acts/108/pub/pc0612.pdf>

in Figure 1 *Red and Blue Regional Illustration* of this RFP. Successful proposals will strive to maximize attendance by higher education administrators, faculty, and staff at public and private not-for-profit institutions within their region.

These conferences will focus on methods to support military-connected students during their enrollment in institutions of higher education. This grant builds on efforts initiated by the Tennessee General Assembly, demonstrating that veterans are a policy priority in Tennessee, as well as actions of postsecondary institutions that demonstrate their commitment to military-connected students' success by achieving VETS campus designation.

For the purposes of this grant successful grantees may use funding to implement a 1-2 day conference to provide information and professional development to administrators, faculty, and staff from public and private, not-for-profit higher education institutions in Tennessee. The conference will focus on student veteran education support strategies for military, veterans, or dependents as they transition to and through a civilian college/university and on to the civilian workforce after they complete their program of study. Proposals for this grant at a minimum must include a detailed description of the proposed conference itinerary of events and session's, personnel involved with event, event planning, logistics, marketing, along with a proposed budget and final conference evaluation plan.

C. Technical Assistance

THEC will provide technical assistance in the form of consultation with successful grant awardees. THEC will provide assistance in networking with session speakers as necessary.

Approval of the final itinerary will be coordinated with THEC.

D. Grant Award Amounts and Eligibility

The 2018-19 Veteran Reconnect program will provide two grants of up to \$100,000 per selected institution(s). There will be one grant awarded per region of Tennessee as shown in figure 1 *Red and Blue Regional Illustration* of this RFP. The grant period begins July 31, 2019 and ends January 2019 in anticipation of planning, implementation, and close-out of conference. The scheduling of conference should maximize attendance by administrators, faculty, and staff with a target of fall 2019 and should minimize interrupting student learning at higher education institutions. Primary applicants for this grant must be an approved public or private VETS designated campus domiciled within the state of Tennessee. VETS campuses may collaborate with other public or private not-for-profit higher education institutions within the state of Tennessee to compete for one grant contract. If two or more institutions combine to create a proposal, **one of the campuses is**

required to be the fiscal agent for the grant budget. The proposal must clearly indicate the fiscal agent institution.

Examples of uses of funds include, but are not limited to: costs for hosting meetings in preparation of event, hiring event planners or temporary personnel to organize the conference, marketing to higher education institutions within their region and around the state, facility and equipment rentals, cost of food and beverage for event, along with hotel and travel costs for presenters and conference attendees*. As a note, the maximum allowed for indirect costs for implementing this grant is 8% of the final grant amount. All budgeted costs must meet the overall intent of the grant.

*** Institutions submitting a proposal should not negotiate or execute any contracts related to their proposal until grants have been awarded and a contract executed with THEC.**

E. Conference Requirements and Recommendations

Grantees will be required to incorporate the following support ideas as stand-alone sessions or a combination of support ideas into a single presentation. Grant awardees will incorporate additional presentations beyond the required and recommended presentation that will focus on veterans support strategies:

- Prior Learning Assessment (PLA) options to veterans
- State developed Veterans PLA website database
- Veterans Reconnect grants such as Military Pathways Pilot Project
- Veterans Financial Aid options (GI Bill, Reconnect, Pell grant, etc.)
- Tennessee Reconnect Community network (TRC)-presentation of additional support that can be provided to veterans and adult students by TRC Navigators
- TN Department of Veterans Services: Empowerment Training- presentation on military veterans' transition challenges and offers empowering resources to assist veterans' success on campus

Recommendations for additional presentations:

- Collaboration with internal and external agencies and veterans' resources (Veterans of Foreign Wars, American Legion, jobs, etc.)
- Outside resources for veterans; bringing in businesses to hire vets or internships
- Military advisors at institutions: How do they assist veterans?
- Military Transition to civilian college (Schlossberg model)
- Serving military veterans at higher education institutions
- Defining the military veteran
- Veteran disabilities and challenges
- Military sense of belonging and isolation while attending higher education
- Tennessee Education Association of Veterans Program Administrators (TEAVPA)
- GI Bill State Approving Agency assistance
- Department of Veterans Affairs Education Liaison Representative
- Green Zone Training
- VETS campus eligibility
- Veterans orientation to higher education
- Research to Reconnect presentations-research sponsored with approval of THEC regarding adults transition to higher education

F. Regional Selection

This grant will support two separate contracts to provide a conference available to administrators, faculty, and staff of higher education institutions across the state in the most economical fashion. The conference location within each region places a priority on the selection of the grant awards. One grant will be awarded per region of the state as illustrated in Figure 1 *Red and Blue Regional Illustration* of this RFP. Multiple schools within a defined region are allowed and encouraged to combine efforts to organize a conference. Table 1 lists the regions and the associated VETS campus schools and Figure 1 illustrates the regions for clarification. These regions can be altered with approval of THEC.

Table 1 List of Regions and Associated VETS Campus Schools

Region Red	Region Blue
Austin Peay State University	Chattanooga State Community College
Christian Brothers University	Cleveland State Community College
Columbia State Community College	East Tennessee State University
Jackson State Community College	Maryville College
Lane College	Middle Tennessee State University
Lipscomb University	Northeast State Community College
Tennessee State University	Pellissippi State Community College
University of Memphis	Tennessee Technological University
University of Tennessee-Health Science center	University of Tennessee-Chattanooga
University of Tennessee-Martin	University of Tennessee-Knoxville
Volunteer State Community College	Walters State Community College

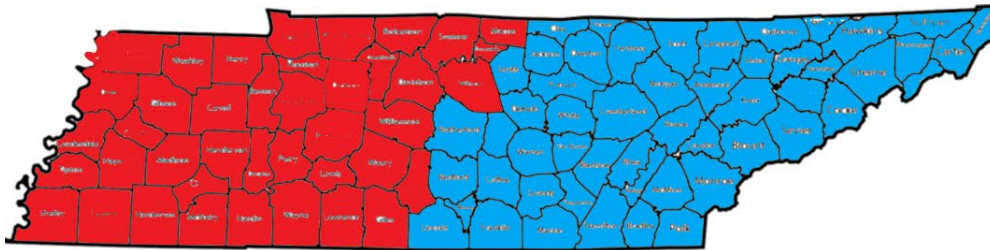


Figure 1 *Red and Blue Regional Illustration*

II. Grant Criteria

Grantees will complete the following deliverables:

- a. Grantees will plan and implement a conference focusing on the transition and support strategies enhancing academic success of military, veterans, and associated dependents attending higher education. These strategies will encompass the spectrum from recruitment to eventual employment

- b. Grantees will develop and implement a comprehensive program itinerary focused on military veteran students within the state of Tennessee
- c. Grantees will ensure conference sessions are inclusive of community colleges, TCATs, and Universities from the public and non-profit private sectors within the state of Tennessee
- d. Grantees will ensure sessions are inclusive of administrators, faculty, and staff, along with higher education governing and coordinating bodies
- e. Grantees will organize personnel, event planning and scheduling, logistics, marketing and other functions to implement the conference

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
- **Proposal** (all components as defined on pages 10-12)
- **Budget** (Appendix C)

NOTE: The narrative portion of the proposal should be limited to 10 pages. This does not include the cover page, project abstract, budget template, and appended lists. Use no smaller 12 point font and 1.5 spacing.

B. Letter of Intent

A Letter of Intent to submit proposals for this grant is due through e-mail to Ken.Hanson@tn.gov by **12:00 PM (CDT) on May 3, 2019**. The format of the Letter of Intent to Submit is included in Appendix D of this document.

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

- Name of Higher Education Institution(s)
- Project Manager / Point of Contact
- Contact information

C. Proposal Submission and Timeline

Send final proposals, including all components described in this RFP, by email to Ken.Hanson@tn.gov no later than **12:00 PM (CDT) on May 23, 2019**.

Date	Activity
4.23.2019	Release of Request for Proposals
4.30.2019	Webinar for interested applicants at 10:00AM CDT Note: at least one representative from the applying institution should 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=ecc71166100ecd610311c6e51a338160d
5.9.2019	Letter of Intent to Submit Due
5.23.2019	Final Proposals Due
6.14.2019	Award Announcement
June-July 2019	Contract Processing
7.31.2019	Projects Commence

IV. Proposal Format and scoring

For consistency in scoring proposals, each section and subsection will be allocated up to four points when scoring. After scoring is completed, each section is then weighted by percentages to create a total of 100 available percentage points. Potential grantees also receive four points (two percent of the overall score) for attending a webinar scheduled for April 30, 2019 at 10:00AM CT (Registration is available by following this link: <https://tngov.webex.com/tngov/onstage/g.php?MTID=ecc71166100ecd610311c6e51a338160d>).

Section 1: Conference Details-68 percent of overall score

1.0 Introduction/Abstract: Under the subheading "Introduction", describe an overview of the conference to include the proposed name, location of event inclusive of physical address, date(s) of event, and the focus of the event. Include the anticipated number of attendees considering each regional conference will anticipate inviting administrators, faculty, and staff from higher education public and private-not for profit institutions within their region of the state. Limit to 300 words **(3 percent)**.

1.1 Personnel: Provide a list of proposed personnel/job positions, teams, event planners, or agencies involved with organizing this event. Include a description of all duties and timeframes of their involvement. Be sure to consider stages such as planning, designing, implementation, closeout (financial and/or reconciliation), and final evaluation and write-up of conference **(10 percent)**.

1.2 Event Planning: Describe the planned event in detail. Include the proposed sessions with descriptions (include required sessions), speakers, format (e.g., presenter(s), panel discussion, fishbowl, etc.), audience engagement strategies, and time-frame of sessions and events. Describe plans for coordinating and communicating with presenters for event. After the contract is approved, grantees will have the opportunity to alter the items within this section from the original proposal on a need to basis and in coordination with THEC **(15 percent)**.

1.3 Logistics: Describe the anticipated logistics for this event. At a minimum this section should address all logistical items that will be budgeted for this event. This section will list additional personnel involved with organizing the event such as hiring professional event planners or temporary personnel hired for the purposes of developing and implementing the event. Include the anticipated location of the event, to include the building if available. List the number of rooms needed for sessions, along with the additional rooms for administration or meals if different from the session rooms. Consider other logistics in preparation for the event such as meals, lodging and travel for presenters and attendees,

printing, giveaways, honorariums for speakers, audio/visual equipment and other technology, or any additional equipment or items necessary for implementing the conference. Describe any anticipated contracts needed by the institution for items such as for lodging, event planners, or agencies providing equipment ***(15 percent)**.

*** Institutions submitting a proposal should not negotiate or execute any contracts related to their proposal until grants have been awarded and a contract executed with THEC.**

1.4 Marketing: Describe the marketing plan for outreach to all public and private-not-for-profit institutions within your designated region of Tennessee as described in Table 1 *List of Regions and Associated VETS Campus Schools* and Figure 1 *Red and Blue Regional Illustration*. Statewide marketing is encouraged for attendees that may not be available to attend the conference in the opposite region. Marketing should target higher education institution administrators, faculty, and staff. Marketing will include a sign-up website to track responses, lodging, and any costs attendees would incur that is associated with attending the conference **(10 percent)**.

1.5 Indirect Cost: Provide explanation of any anticipated indirect costs associated with planning, developing, and implementing the conference. Indirect costs are limited to 8% of the total budget. Costs may include administrative costs, overhead costs, planning meeting expenses, research costs, and any expenses not directly related to the event **(5 percent)**.

1.6 Implementation Schedule: Provide a schedule of planning events, development of the conference, and implementation from initiation of possible awarded contract to follow-up and evaluation after the conference is over. Integrate marketing into the schedule ensuring administrators, faculty, and staff, have sufficient time to plan for event. **(10 percent)**

Date	Activity	Job Position or Person(s) involved

Section 2: Budget and Budget Narrative- 30 percent of overall score

2.0 Budget Narrative: In narrative format, describe the plan to use awarded funds for this grant to address the development and management of this project. Provide specific narrative for each area under personnel, event planning, logistics, marketing, and indirect cost. Each item area will be associated with a budget line-item to create a final proposed budget **(15 percent)**. **(See Appendix C for more details)**

2.1 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. 8, directly after the budget narrative **(15 percent)**. (See Appendix C for more details)

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. After scoring, the highest ranking proposal scores from each region will be recommended for funding. The committee will also recommend any required conditions for this funding. Each institution will have the opportunity to accept these conditions before the committee submits the final recommendation to the Executive Director. The committee will recommend the top two proposals to the THEC Executive Director for final 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
July 2019	Contracts implemented
July 31- December 15, 2019	Conference scheduled timeframe; conference scheduled dates within each region will be coordinated with THEC to de-conflict for maximum attendance in both regions

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

Score each item with 0, 1, 2, 3, or 4; general descriptions of 0, 2, and 4 rubric provided

	Exemplary (4 pts)	Adequate (2 pts)	Inadequate (0 pts)	Score	Weight	Comments
Webinar Attendance	Attended webinar.	-	Did not attend webinar.		2%	
Section 1.0: Introduction /Abstract	Provides clear overview of the conference; includes name, location, and proposed date(s) of event	Provides brief overview of conference; missing details	Introduction either missing, misleading, or inadequate		3%	
Section 1.1: Personnel	Provides a clear list of personnel/job positions, or agencies involved in the organization of event; includes clear description of duties and timeframes of duties; listed and detailed functions during stages such as planning, designing, implementation, and closeout/final evaluation of conference	A somewhat complete list of personnel/job positions, or agencies involved in the organization of event; details may be vague or limited for a successful event; details need to be asked if proposal is to be accepted	An incomplete description of personnel involved with organization of event; not enough detail to justify acceptance of personnel responsibilities		10%	
Section 1.2: Event Planning	Provides a clear description of event to include required and additional sessions to include descriptions of format and audience engagement strategies; include timeframe of each session; includes communication/coordination with speakers description adequately covers details for a successful event	Provides a description of the event to include some or all of the required sessions at the event, and additional speakers, and timeframe of event. May require more details before accepting	Does not provide a clear enough description of event. Would require much more detail to accept the description.		15%	

	Exemplary (4 pts)	Adequate (2 pts)	Inadequate (0 pts)	Score	Weight	Comments
Section 1.3: Logistics	Provides a comprehensive and realistic initial list of items or services as described in section 1.3 of RFP and other logistics to successfully implement the conference; event location is designated along with technology for events; includes plans for lodging, travel, & meals for speakers & attendees; contracts with other agencies are anticipated *	Provides an initial list of logistics to accomplish the conference and may require more details to flesh out the event planning; includes sufficient consideration of event logistics; may need additional inputs before finalized	Does not address the needed logistics to successfully implement the event		15%	
Section 1.4: Marketing	Marketing plan is comprehensive to reach out to each public and private not-for-profit higher education institution at a minimum in assigned region in Tennessee; plans in place to create a website for attendees to sign-up for conference including information on lodging and other costs for attendees	Marketing plan creates outreach to public and private not-for-profit higher education institutions within assigned region; limited details on outreach plan; website plan is adequate; may require more details	Marketing plan is insufficient or missing essential details		10%	
Section 1.5: Indirect Cost	Contains realistic and thorough list of anticipate indirect costs associated with organizing event; costs are within 8% of total budget	Requires more detail for the list of anticipated costs for organizing the event; costs are within 8% of total budget	No details for indirect costs and/or indirect costs are exceed 8% of total budget		5%	

*** Institutions submitting a proposal should not negotiate or execute any contracts related to their proposal until grants have been awarded and a contract executed with THEC.**

	Exemplary (4 pts)	Adequate (2 pts)	Inadequate (0 pts)	Score	Weight	Comments
Section 1.6: Implementation schedule	Schedule is detailed from planning stage through to follow on evaluation and final payments of invoices; Marketing is carefully integrated into event to ensure ample time for administrators, faculty, and staff to plan for event	Schedule is sufficient, from planning to evaluation and final payments; marketing is integrated; may require additional details	Insufficient or missing schedule		10%	
Section 2.0: Budget Narrative	Budget narrative clearly links budget to each of the conference details; cost estimates are well researched; overall budget estimates are reasonable and within range of estimated actual costs	Budget narrative reasonably links budget to conference details; cost are estimated and within range of expectations; overall budget is within range of estimated actual costs	Budget narrative was not well thought out and/or does not relate to conference details; budget amounts are rounded up and evident of guessing		15%	
Section 2.1: Budget	Budget is well researched and matches budget narrative and estimated costs for implementation of conference	Budget meets anticipated costs for implementation of conference	Budget is not well thought out and/or does not meet needs for implementing conference		15%	

Section	Proposal Score	Weighted Score	Overall Comments
1.0			
1.1			
1.2			
1.3			
1.4			
1.5			
1.6			
2.0			
2.1			
Overall Score			

Institution: _____

Reviewer Name: _____

Reviewer Signature: _____ Date: _____

Appendix C: Budget

GRANT BUDGET				
Veteran Reconnect Conference Grant				
The grant budget line-item amounts below shall be applicable only to expenses incurred during the following				
Applicable Period: BEGIN: July 15, 2019 END : December 31, 2019				
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 & AWARD²	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-PERSONNEL²	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
	Amount
TOTAL	Amount

CAPITAL PURCHASE²	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 – Letter of Intent to Submit

Veteran Reconnect: Veterans Reconnect Conference grant- Letter of Intent to submit

Name of Higher Education Institution(s):

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

Please return this information via email by 12:00 PM (CDT) on May 3, 2019

Ken Hanson

615-253-7449

Ken.Hanson@tn.gov

Appendix E: Cover Sheet

NAME OF INSTITUTION

(Minimum 18 point font)

Veterans Reconnect Conference: Focusing on the Transition from Military Service to Civilian College/University and beyond

Project Director Name, Title

Mailing Address

Project Director's Telephone

Project Director's E-mail Address

Proposed conference Date:

Region (Circle one):

Blue Red

Funding amount requested:

\$ _____

**President or Approval Authority of
Higher Education Institution**

Project Director