



Request for Proposals
and
Guidelines for Submission

Institutional Grant Competition:
Tennessee Promise Forward



Notice of Intent Deadline: March 25, 2015

Proposal Deadline: April 21, 2015

Request for Proposals

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I. Overview

Since 2010, Tennessee has been pursuing a higher education completion agenda focused on significantly increasing educational attainment among all Tennesseans. In order to reach its completion goals, the state must fundamentally change how it approaches higher education attainment and measures progress. To this end, Tennessee is taking decisive action to increase educational attainment among Tennesseans through reform legislation such as the Complete College Tennessee Act of 2010 (CCTA) and Governor Bill Haslam’s Drive to 55 initiative. The state’s education climate is ripe for significant education gains.

Tennessee took ambitious and comprehensive action toward furthering the state’s completion agenda with the passage of the CCTA in 2010, establishing a direct link between the state’s economic development and its education systems and effectively recognizing educational attainment as the state’s primary need relative to higher education. In 2013, Tennessee’s broad reform efforts were further strengthened by the launch of Governor Bill Haslam’s Drive to 55 campaign – a comprehensive set of programs, policies, and initiatives that aim to increase the percentage of Tennesseans with a high quality degree or credential from 32 percent to 55 percent by the year 2025. By making educational attainment his top priority, Governor Haslam has challenged higher education to revisit traditional processes, seek new approaches, and develop student-centered pathways in order to meet the 55 percent attainment goal.

II. College Access Challenge Grant Program

Tennessee Promise Forward is a component of Tennessee’s College Access Challenge Grant. The College Access Challenge Grant (CACG) is a federal formula grant program designed to foster partnerships among federal, state, and local governments and philanthropic organizations through matching challenge grants that are aimed at increasing the number of low-income students who are prepared to enter and succeed in postsecondary education. Under such guidelines, THEC aims to support the state’s innovative reform environment through implementation of the CACG award. The focus of the CACG mini-grant program is on postsecondary retention and completion of Tennessee Promise students.

III. Tennessee Promise Forward Grant Details

A. Eligibility

Applicants will be considered eligible for the Tennessee Promise Forward grant with the following conditions:

- A Tennessee public community college must serve as the lead applicant and fiscal agent.
- Community college must partner with their local Tennessee Promise partnering organization. Partnering organizations may partner with each community college in their service region in support of multiple proposals.

- Each applying community college may only submit one proposal.
- Community colleges may partner with other not-for-profit community organizations, in addition to Tennessee Promise partnering organizations, to implement proposed initiatives. Projects must serve all Tennessee Promise students enrolled at the applicant’s campus. Tennessee Promise students are defined as students who met all Tennessee Promise award requirements, regardless of whether students actually received Tennessee Promise funds. For example, a student who received a full Pell award and, therefore, did not receive state Tennessee Promise funds, should still receive grant services.
- Projects must fall into one of the following research-based categories:
 - Technology and digital outreach
 - Proactive and personal advising
 - Combination support services

B. Timeline

In order to answer questions and provide further information regarding Tennessee Promise Forward grant goals and application, THEC will provide a webinar for institutions on March 18, 2015 at 2:00 PM CDT (3:00 PM EDT). Participation in the webinar is not required to be eligible for the grant. Institutions must submit a statement of their intent to apply for a Tennessee Promise Forward grant by Wednesday March 25, 2015 by 4:30 PM CDT. Final proposals are due Tuesday, April 21st by 4:30 PM CDT.

Deadlines for the Tennessee Promise Forward grant are as follows:

| Tennessee Promise Forward Grant Timeline | |
|---|---------------------------|
| Item | Date/Deadline |
| THEC releases Tennessee Promise Forward RFP | 03/12/2015 |
| Tennessee Promise Forward proposal technical assistance webinar | 03/18/2015 at 2:00 PM CDT |
| Deadline to submit a Notice of Intent | 03/25/2015 by 4:30 PM CDT |
| Deadline for receipt of grant proposal | 04/21/2015 by 4:30 PM CDT |
| THEC announces grant award | 05/13/2015 |
| Mandatory project director workshop | 06/03/2015 |
| Grant activities begin | 06/15/2015 |
| Grant activities conclude | 08/31/2016 |

C. Award Amount and Duration

THEC anticipates awarding approximately seven projects with a maximum award amount of \$75,000 per grant award. Projects will last for approximately fourteen months, lasting from June 15, 2015 to August 31, 2016.

D. Project Categories

The goal of Tennessee’s Drive to 55 initiative is to increase the number of Tennesseans with high quality degrees and credentials. Therefore, the focus of this request for proposals will be to retain

and graduate Tennessee Promise students through the design and implementation of scalable programs and services based at Tennessee's community colleges. Applications must provide a detailed description of the proposed project, relevant research supporting proposed interventions, the number of students to be served, and anticipated outcomes. Proposed projects and expenditures must focus on providing student-focused services.

Projects must fall into one of the following three categories:

- *Technology and digital outreach:* Projects in this category must use technology and digital outreach to deliver student services. Seemingly small, inconsequential details can derail a student's chance of success, especially among low-income students. Projects in this category would not only use technology to provide Tennessee Promise students with key information regarding scholarship and institutional deadlines, but also to provide them with a vehicle to ask questions and receive timely feedback.

Research base: Well-timed text message reminders and text follow-up to student questions have led to dramatic decreases in "summer melt," the phenomenon of students who intend to go to college but do not go on to enroll, during the summer following high school graduation (Castleman, Page, & Snowdon, 2013). Gentle nudges intended to influence student behavior patterns are promising, low-cost ways to retain and graduate students. Applicants are not limited to the above example and may draw upon other research supporting the use of technology-based interventions in the design of a proposed project.

- *Proactive and personal advising:* Projects in this category must use a relationship-based model to advise to students throughout their academic career. Outreach may be conducted by counselors, near-peer mentors, staff, Tennessee Promise partnering organizations, etc.

Research base: Research on postsecondary attrition indicates that drop out is not an isolated event but a complex process. Low income students in particular often lack the cultural knowledge to successfully navigate the higher education arena (Braxton, J. 2000). A relationship with a caring individual is not only a helpful resource, but also a check point to identify and help address challenges that may lead a student to drop out.

- *Combination support services:* Projects in this category incorporate aspects of technology-based and personal advising models into a combined project plan. Projects may also integrate strategies such as cohort models, student support centers, and first year experiences to create a holistic retention model. Applicants must cite relevant research supporting the efficacy of the proposed project.

Research base: A student's successful acclimation to college – both socially and academically – is key to persistence and completion (Braxton, Hirschy, & McLendon, 2004). Students who do not feel at home within their institution or do not believe that an institution can help them meet their goals are less likely to persist. Fostering a student's sense of attachment at community colleges in particular, where students are non-residential, is key for Tennessee Promise students.

E. Notice of Intent

THEC is requiring institutions to send letters of intent to indicate their plans to submit a grant proposal. The letter of intent should identify a campus liaison with whom THEC will communicate for the remainder of the grant application and implementation process. Additionally, the letter should include the proposed Tennessee Promise partnering organization. Each letter must include the signature of the college president. Letters are due from institutions to THEC via email to Melinda Dunn at Melinda.Dunn@tn.gov by March 25, 2015 at 4:30 PM CDT. The subject line should state 'Tennessee Promise Forward' with the institution's name.

Proposals should be no longer than 15 pages, excluding the project abstract, budget items, letters of commitment, and applicable curriculum vitae.

F. Submission of Grant Application

The grant proposal submission deadline is April 21, 2015. THEC will award grants on May 5, 2015, and implementation will begin approximately one month following the award and conclude August 31, 2016. The expectation is that the program will be sustainable in nature and can continue beyond the period of the grant. Please see the rubric in Appendix B for scoring details.

G. Grant Reporting

To measure success of the proposed interventions, THEC requires grantees to submit two performance reports containing data and narrative information detailing the project's implementation status. To meet federal reporting requirements, performance reports will be due by April 1, 2016 and within 30 days after the project's conclusion. Final grant reimbursements will not be made until the final performance report is submitted. Grantees may be contacted for ongoing follow up regarding student progress toward degree completion following the close of the grant.

The performance measures listed below outline the minimum information institutions will be required to submit for Tennessee Promise students and data from prior year(s) in the given reporting period. Data elements will include the number and percent of students in the following performance measures:

- Total Tennessee Promise student population
- Students enrolled in or requiring learning support math/English
- Students completing learning support math/English
- Students earning 12 or more credit hours per semester
- Students earning 15 or more credit hours per semester
- Students completing a FAFSA by the February 15 deadline
- Fall to Spring retention rate
- First to second year retention rate
- Graduation rate

H. Sustainability and Scalability

Successful proposals will focus on scalable practice. Projects should consider that, if successful, interventions have the potential to adapt in a feasible and cost effective manner to serve the diverse student body that make up Tennessee's community colleges. While Tennessee Promise students represent traditional age students, proposals should describe how the plan may be expanded or adapted to serve the entire community college population, such as non-traditional and adult learners. Proposals should include relevant research or promising practice.

IV. Proposal Components

A. Cover Page

Applicants must complete the Tennessee Promise Forward cover page and include all required signatures (Appendix C). Applicants must designate a project manager and a primary contact (these can be the same individual) to report to the Tennessee Higher Education Commission (THEC). Applicants should identify the contact(s) by listing first and last name, title, and contact information on the cover page.

B. Project Abstract

Applicants should include a project summary/ abstract no longer than half a page. This will be used to describe funded proposals in publications and on THEC's website.

Note: The project abstract does not count toward the 15 page proposal limit.

C. Project Proposal

Proposals must include a detailed description of the proposed activities and identification of any partnering organizations implementing the initiative. Project descriptions should provide:

1. A demographic and statistical overview of the campus student body, including enrollment status breakdown of students, i.e., percent of students who are first time-full time, etc. Include specific details of the anticipated Tennessee Promise cohort to be served, including projected headcount.
2. Description of the chosen project category, the associated activities, and the rationale for choosing said approach. The narrative should address how the proposed project addresses the unique needs of Tennessee Promise students.
3. Description of anticipated outcomes in terms of impacts on student access, retention, and completion and on internal functions.
4. Month-by-month timeline, from June 2015 through August 2016, with anticipated deliverables listed.

D. Organizational Capacity

Proposals must include an overview of the applying institution's capacity to successfully carry out the proposed project and the resources available to support implementation. Applicants should provide:

1. List of individuals responsible for managing, coordinating or carrying out activities and their associated responsibilities. Include curriculum vitae for the project director and any key personnel responsible for project implementation.
2. Elements of collaboration:
 - a. Internal collaboration across institutional departments and offices is required. Applicants should provide a brief summary and proof of internal collaboration in the form of a signed letter from collaborators;
 - b. Applicants must partner with at least one Tennessee Promise partnering organization. Additional, external collaboration with community-based entities and organizations is encouraged where appropriate, but not required. Provide a brief summary and signed letters of collaboration from partners.

Note: Letters of commitment to collaboration and curriculum vitae do not count toward the 15 page limit.

E. Project Goals and Evaluation

Proposals must address how the Tennessee Promise Forward project activities and deliverables support the overarching goal of increasing retention and completion among Tennessee Promise students. Specifically, proposals must include the following:

1. Explanation of how the institution's Tennessee Promise Forward activities and deliverables will result in increased retention and completion among students.
2. Description of how the Tennessee Promise Forward project fits into the institution's larger strategic plan to improve outcomes among all students and effectively support Tennessee Promise students.

Proposals must also provide an evaluation plan which includes the following:

1. Stated targets for project performance measures to be addressed through the proposed project, provided in the Project Goals and Evaluation portion of the application packet. Applicants are not required to address each measure, but data will be collected on each measure through the required reporting. Additionally, applicants may choose performance measures.
2. Description of how desired outcomes and targets were established using baseline data and anticipated project outcomes.
3. Description of how the project evaluation will be implemented, including how grantees intend to collect, analyze, and report required data.
4. Description of how student data will be used to monitor student academic progress and drive appropriate interventions.
5. List of institutional personnel, including title, responsible for evaluation.

F. Sustainability and Scalability

Applicants will provide a detailed explanation of how the Tennessee Promise Forward grant project elements will be sustained and scaled beyond the life of the grant. The proposal should not simply account for a onetime project, but instead should present the start of a change at the institution. Therefore, the sustainability plan should describe how the institution plans to continue the work initially funded by the Tennessee Promise Forward grant, and how the institution plans to adjust, in terms of institutional capacity, personnel, dedicated funding and/or other resources that will be brought to bear.

G. Project Budget

All proposed budget items should directly link to the delivery of student services associated with Tennessee Promise Forward grant initiatives.

Both a Project Budget Summary Form, including the line-item detail, and a written narrative for each budget line item is required. The budget narrative explains 1) the basis for estimating the costs of each line item and, 2) how major cost items relate to the proposed project activities. Budget forms and budget narrative must justify effective and efficient use of funds and describe the full range of resources needed to accomplish project goals.

Both the budget and budget narrative must align with the proposed project, size of the service area, number of students served, and resources needed to fully and successfully implement the program. Funds *may not be used to supplant* existing programs.

Salaries and Benefits – All salary and benefit expenditures must be linked to project services; therefore, each salary draw down must reflect the real time contributions of personnel on the project. Salaries must not exceed 20% of the total grant amount. For calculating fringe benefits, use your institution's current rate. This is only applicable to salaried employees.

Food Expenditure – Per guidance from the US Department of Education, grant funds may not be used for food for attendees unless doing so is necessary to accomplish legitimate meeting or conference business. Working lunches may be allowable, provided attendance at the lunch is needed to ensure full participation in essential discussions concerning the goals and objectives of the project.

Participant tuition and fees – Grant funds may not pay for tuition and fees.

Indirect Costs – Grant proposals should use your institution's indirect cost rate. Preference will be given to proposals that propose an indirect cost rate of 8 percent or lower.

Note: The Project Budget Summary Form and corresponding budget narrative do not count toward the 15 page proposal limit.

V. Application Procedures

A. Preparation of the Application

Listed below are the required components of an acceptable application. The narrative sections of the proposal must have one inch margins, be 1.5-spaced, and the font used must not be smaller than 11-point. This narrative portion of the application shall not exceed 15 pages. The project abstract, letters of support, curriculum vitae, and budget items to not count toward the 15 page limit. The proposal sections are labeled and must be returned in order, as shown:

- Cover Page, signatures required
- Project Abstract
- Project Proposal
- Organizational Capacity
- Project Goals and Evaluation
- Sustainability and Scalability
- Project Budget

B. Submission

Applicants must submit a complete application packet with signatures electronically, located in Appendix C, to Melinda.Dunn@tn.gov. To be considered for funding, proposals must be received by THEC no later than 4:30 PM CDT on April 21, 2015. Incomplete applications will not be considered. An application checklist is included in the application packet.

C. Notification

Notice will be sent to the project director listed on the grant proposal within two business days confirming receipt by THEC. It is the sole responsibility of the applying institution to verify receipt of the proposal.

D. Review Process

Funding recommendations will be made by a grant review committee which will score proposals according to the guidelines in the scoring rubric. THEC will use the review committee's scores and recommendations as the primary consideration for funding and to form the basis for negotiation and final selection. Proposals will be funded based upon 1) review committee recommendations; 2) potential of the proposed project to increase student retention and completion according to research and promising practice; 3) feasibility of project cost relative to number of students served; and, 4) program sustainability and scalability.

Following award selection, THEC will contact the project director of selected proposals to discuss any modifications to the project plan or budget that may be required. In order to maximize the impact of limited funds, applicants whose proposals are recommended for funding at less than the amount requested may be asked to revise the project budget and/or scope of work.

VI. Award Administration

A. Award Conditions

The amount of funding awarded to each institution or system may vary based on institutional size, number of students served, project activities, and resources needed to fully and successfully implement the systems to better serve adult students. Awards are contingent upon THEC receiving funding from the CACG program, availability of funds within the grant budget, and upon the State's evaluation of funded programs for compliance with project requirements and effectiveness of project implementation.

B. Grant Requirements

Each eligible contracted institution must report its progress in meeting performance measures identified in the grant proposal to THEC. Further information regarding reporting requirements and forms will be provided by THEC after the grant is awarded.

Appendix A –Research Resources

Technology and digital outreach

Castleman, B.L., & Page, L.C. (forthcoming). Freshman Year Financial Aid Nudges: An Experiment to Increase FAFSA Renewal and College Persistence. *Journal of Human Resources*.

Castleman, B.L., & Page, L.C. (forthcoming). Summer nudging: Can personalized text messages and peer mentor outreach increase college going among low-income high school graduates? *Journal of Economic Behavior and Organization*.

Castleman, B.L., Page, L.C., & Snowdon, A. (2013). SDP Summer Melt Handbook: A guide to investigating and responding to summer melt. Harvard University: Strategic Data Project.

Personal advising, mentoring, and other retention strategies

Angrist, J., Lang, D., & Oreopoulos, P. (2009). Incentives and Services for College Achievement: Evidence from a Randomized Trial, *American Economic Journal: Applied Economics*, 1(1): 136-163.

Bettinger, E. & Baker, R. (2011). The Effects of Student Coaching in College: An Evaluation of a Randomized Experiment in Student Mentoring. NBER Working Paper.

Braxton, J. (2000). *Reworking the Student Departure Puzzle*. Nashville: Vanderbilt University Press.

Braxton, J., & Hirschy, A. (2004). *Understanding and Reducing College Student Departure*. San Francisco, Calif. : Jossey-Bass.

Nolan, K. (2013). Online Advising Pilot at the Community College of Vermont. *Journal of Asynchronous Learning Networks*, 17(1), 47-51.

Scott-Clayton, J. (2011). The shapeless river: Does a lack of structure inhibit students' progress community colleges? CCRC Working Paper No. 25. New York: Community College Research Center, Teachers College, Columbia University.

Tennessee Promise Forward Grant
Reviewer Scoring Rubric

Applying Institution _____
 Project Category _____
 Total Project Budget _____
 Funding Recommendation (yes, no, yes with modifications) _____

| Evaluation Criteria | Maximum Points | Reviewer Score | Comments/Recommendations |
|---|------------------|----------------|--------------------------|
| <p>Project Proposal: <i>Project Description</i></p> <p>-Does the proposal include a detailed description of the project? Does the proposal clearly articulate how the project will increase postsecondary retention and completion of Tennessee Promise students?</p> <p>-Does the proposed project design clearly fit within one of the three project categories?</p> <p>-Does the proposal include detailed desired outcomes with specific references to key performance measures?</p> <p>-Does the proposed project design reflect up-to-date research and/or effective practices?</p> <p><u>Scoring Range</u> 35-Proposal includes a detailed description of the project, proposed interventions, and how the initiative will increase Tennessee Promise student retention and completion. Project is supported by relevant research or promising practice. Project fits within one of the three proposal categories.</p> <p>17-Proposal includes a description of the project and proposed interventions that clearly fit into one of the three proposal categories but may lack detail. The proposal does not clearly articulate how the intervention will lead to increased retention and completion <u>or</u> the project is not supported by relevant research/ practice.</p> <p>1-The proposal is lacking key information about the proposed intervention and any relevant research. The project does not clearly fit within one of the three categories.</p> | <p>35</p> | | |

| Evaluation Criteria | Maximum Points | Reviewer Score | Comments/Recommendations |
|--|----------------|----------------|--------------------------|
| <p>Project Proposal: <i>Implementation Timeline</i></p> <p>-Does the proposal include a detailed timeline for implementation?</p> <p>-Is the proposed timeline feasible and likely to result in successful grant implementation and improved student outcomes?</p> <p><u>Scoring Range</u> 15-The proposal includes a detailed implementation timeline that includes key milestones, responsible parties, and anticipated outcomes.</p> <p>12-The proposal includes a timeline but may lack sufficient detail.</p> <p>1-It is unclear how the proposed project will be implemented based on the information provided.</p> | 15 | | |
| <p>Organizational Capacity</p> <p>-Do the qualifications of the project director/key personnel demonstrate skills needed to successfully carry out the proposed project?</p> <p>-Does the applying institution commit the resources necessary for the project to be successful?</p> <p>-Does the proposal include meaningful collaboration with the Tennessee Promise partnering organization?</p> <p><u>Scoring Range</u> 10-The institution’s resources and key personnel have the capacity to successfully implement the proposed project. The proposal demonstrates strong collaboration between the applying institution and the Tennessee Promise partnering organization.</p> <p>5-The proposal lacks sufficient detail about the institution’s resources or the project director’s capacity to carry out the project. The partnership between the institution and Tennessee Promise partnering organization is unclear or lacks depth.</p> <p>1-The proposed leadership, partnerships, or institutional commitment are unlikely to adequately carry out the project.</p> | 10 | | |

| Evaluation Criteria | Maximum Points | Reviewer Score | Comments/Recommendations |
|---|----------------|----------------|--------------------------|
| <p align="center">Project Goals and Evaluation</p> <p>-Does the proposal demonstrate adequate support and alignment with long-term goals?</p> <p>-Does the proposal sufficiently address how project activities will result in increased retention and completion among Tennessee Promise students?</p> <p>-Does the application demonstrate the capacity to collect, analyze, and report the required data?</p> <p><u>Scoring Range</u> 10- The proposed project clearly aligns with the project’s desired outcomes (retention, completion) and institution-specific goals. The applying organization demonstrates the intention and infrastructure necessary to collect, analyze, and use data to monitor student progress and determine appropriate interventions. Chosen targets for relevant performance measures are appropriate and reference baseline data.</p> <p>5-The proposal is missing one or more of the following: plan or capacity to collect, analyze, and report necessary data; clear alignment between proposed project activities, desired outcomes (retention, completion), and chosen performance measure targets; evidence that data will be used to improve student outcomes.</p> <p>1-The proposal is lacking sufficient detail and more than one of the following: plan or capacity to collect, analyze, and report necessary data; clear alignment between proposed project activities, desired outcomes (retention, completion), and chosen performance measure targets; evidence that data will be used to improve student outcomes.</p> | 10 | | |
| <p align="center">Sustainability and Scalability</p> <p>-Does the proposal provide a detailed explanation of how Tennessee Promise Forward grant services and activities will be sustained at the institution beyond the life of the mini-grant?</p> <p>-Does the proposal show evidence of scalability and integrating the project and associated long-term goals into the institutional culture?</p> <p><u>Scoring Range</u> 20- Proposal includes a detailed explanation of how Tennessee Promise Forward grant services and activities will be sustained beyond the life of the grant and integrated into the institutional culture.</p> | 20 | | |

| Evaluation Criteria | Maximum Points | Reviewer Score | Comments/Recommendations |
|--|----------------|----------------|--------------------------|
| <p>10- Proposal includes intention for Tennessee Promise Forward grant services and activities to be sustained beyond the life of the grant and integrated into the institutional culture.</p> <p>1- Proposal does not include sustainability plan.</p> | | | |
| Budget | 10 | | |
| <p>-Are budget requests detailed and justified throughout the narrative?</p> <p>-Are resources aligned with and appropriate to the needs of the proposed project?</p> <p><u>Scoring Range</u></p> <p>10 – Budget is complete with sufficient justifications and detail listed for each line item.</p> <p>5 – Budget lacks sufficient detail but expenditures seem to be reasonable given the scope of the proposal.</p> <p>1 – Budget is incomplete and/or unreasonable given the scope of the proposal.</p> | | | |

**Tennessee Higher Education Commission
Tennessee Promise Forward Grant
COVER PAGE**

| | | | |
|---|--|------|----|
| Applying Organization: | | | |
| Designated Fiscal Agent for this Organization: | | | |
| Project Category (see page Page 4 of RFP): | | | |
| Project Title: | | | |
| Program Director: | | | |
| Contact Name: | | | |
| Title: | | | |
| Address: | | | |
| Telephone: | | Fax: | |
| E-Mail: | | | |
| Amount of funding Requested | | | \$ |
| Anticipated Number and Grade Level of Students to Be Served | | | |

Certification by Authorized Official of the Designated Fiscal Agent:

The designee certifies that, to the best of his/her knowledge, the information in this application is correct and that the filing of this application is duly authorized by the applicant organization specified above.

Name and Title of Authorized Official of Designated Fiscal Agent

Signature of Authorized Official of Designated Fiscal Agent

Date

STATEMENT OF ASSURANCES

Should an award of funds from Tennessee’s College Access Challenge Grant (CACG) be made to the applicant organization in support of the activities proposed in this application, the authorized signature of the organization’s designated fiscal agent below certifies to the Tennessee Higher Education Commission that all parties to the organization agree to abide by these assurances:

1. Lobbying Prohibition: The CACG subcontract agencies certify that no Federally appropriated funds as part of this award will be paid, by or on behalf of the CACG subcontracts, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, loan, or cooperative agreement.
2. The CACG subcontractee certifies that they will maintain drug-free workplaces and will comply with the provisions of the Drug Free Workplace Act of 1988.
3. The CACG subcontractee certifies that neither they nor their principal officials are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
4. The CACG subcontractee certifies that no person, on the grounds of handicap, disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the activities that may be funded by this program or in employment practices of the local education agency.
5. The CACG subcontractee certifies that they will take into account, during the development of the program, the need for greater access to and participation in the targeted disciplines by students from historically under-represented and under-served groups.
6. The partner agency serving as the fiscal agent for the CACG subcontractee project will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds that may be paid to the agency for this program.
7. Upon request, the CACG subcontractee will provide the Tennessee Higher Education Commission access to records and other sources of information that may be necessary to determine compliance with appropriate Federal and state laws and regulations.
8. The CACG subcontractee certifies that they will use grant funds to supplement and not supplant funds from nonfederal sources.
9. The CACG subcontractee certifies they will submit, in accordance with stated guidelines and deadlines, all program and evaluation reports require by the U.S. Department of Education and the Tennessee Higher Education Commission.

Certification by Authorized Official of the Designated Fiscal Agent:

The designee certifies that, to the best of his/her knowledge, the partnership will comply with the above statement of assurances.

Type or Print Name of Authorized Official
of Designated Fiscal Agent

Title

Signature of Authorized Official of
Designated Fiscal Agent

Title

APPLICATION CHECKLIST

- ✓ Submit Notice of Intent to Propose
- ✓ Attend technical assistance webinar
- ✓ Complete application packet
- ✓ Attach applicable letters of support and curriculum vitae
- ✓ Receive notice of submission

Section 1: Project Abstract

Supply a project summary/ abstract no longer than half a page. This will be used to describe funded proposals in publications and on THEC's website.

Note: The Project Abstract does not count toward the 15 page proposal limit.

Section 2: Project Proposal

Provide a detailed description of the proposed activities and identification of any partnering organizations implementing the initiative.

Section 3: Organizational Capacity

Provide an overview of the applying institution's capacity to successfully carry out the proposed project and the resources available to support implementation.

Note: Letters of commitment to collaboration and curriculum vitae do not count toward the 15 page limit.

Section 4: Project Goals and Evaluation

Provide a narrative outlining how the Tennessee Promise Forward activities and deliverables support the overarching goal of increasing retention and completion among Tennessee Promise students. Proposals must also provide an evaluation plan.

Additionally, include a target for each performance indicator that will be addressed through the proposed project. If applicable, reference any baseline data available for first-time, full-time students. Applicants may include additional project-specific indicators.

| Performance Indicator | Baseline Data (most recent year available) | | Target | |
|--|--|---------|--------|---------|
| | Number | Percent | Number | Percent |
| <i>EXAMPLE – 6-year graduation rate</i> | 100 | 50% | 130 | 65% |
| Total Tennessee Promise Student Population | | | | |
| Students enrolled in or requiring learning support math | | | | |
| Students enrolled in or requiring learning support English | | | | |
| Students completing learning support math | | | | |
| Students completing learning support English | | | | |
| Students earning 12 or more credit hours per semester | | | | |
| Students earning 15 or more credit hours per semester | | | | |
| Students completing a FAFSA by the February 15 deadline | | | | |
| Fall to Spring retention rate | | | | |
| First to second year retention rate | | | | |
| Graduation rate (long-term goal) | | | | |

Section 5: Sustainability and Scalability

Applicants must provide a detailed explanation of how the Tennessee Promise Forward project elements will be sustained and scaled beyond the life of the grant. The proposal should not simply account for a onetime project, but instead should present the start of a change at the institution. Therefore, the sustainability plan should describe how the institution plans to continue the work initially funded by the Tennessee Promise Forward grant, and how the institution plans to adjust, in terms of institutional capacity, personnel, dedicated funding, and/or other resources that will be brought to bear.

GRANT BUDGET

Tennessee Promise Forward

The grant budget line-item amounts below shall be applicable only to expenses incurred during the following applicable period:

BEGIN: June 15, 2015

END: August 31, 2016

| POLICY 03 Object Line-item Reference | EXPENSE OBJECT LINE-ITEM CATEGORY ¹ | GRANT CONTRACT | GRANTEE PARTICIPATION | TOTAL PROJECT |
|---|---|---------------------------|----------------------------------|--------------------------|
| 1, 2 | Salaries, Benefits & Taxes | | | |
| 4, 15 | Professional Fee, Grant & Award ² | | | |
| 5, 6, 7, 8, 9, 10 | Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications | | | |
| 11, 12 | Travel, Conferences & Meetings | | | |
| 13 | Interest ² | | | |
| 14 | Insurance | | | |
| 16 | Specific Assistance To Individuals | | | |
| 17 | Depreciation ² | | | |
| 18 | Other Non-Personnel ² | | | |
| 20 | Capital Purchase ² | | | |
| 22 | Indirect Cost | | | |
| 24 | In-Kind Expense | | | |
| 25 | GRAND TOTAL | | | |

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.

GRANT BUDGET LINE-ITEM DETAIL:

| | |
|---|---------------|
| Salaries, Benefits & Taxes | AMOUNT |
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| | |
|---|---------------|
| Professional Fee, Grant & Award | AMOUNT |
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| | |
|--|---------------|
| Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications | AMOUNT |
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| | |
|---|---------------|
| Travel, Conferences & Meetings | AMOUNT |
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| | |
|---|---------------|
| Specific Assistance To Individuals | AMOUNT |
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| | |
|---|---------------|
| Other Non-Personnel | AMOUNT |
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

| | |
|---|---------------|
| Capital Purchase | AMOUNT |
| Specific, Descriptive, Detail (Repeat Row As Necessary) | Amount |
| TOTAL | Amount |

Budget Narrative

Appendix D – Budget Line-Item Descriptions

Line 1 Salaries and Wages

On this line, enter compensation, fees, salaries, and wages paid to site coordinators, project directors, and/or other staff paid using CACG funds. An attached schedule may be required showing client wages included in the aggregations.

Line 2 Employee Benefits & Payroll Taxes

Enter (a) the organization's contributions to pension plans and to employee benefit 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. An attached schedule may be required showing client benefits and taxes included in the aggregations.

Line 3 Total Personnel Expenses

Add lines 1 and 2.

Line 4 Professional Fees

Enter the organization's fees to outside professionals, consultants, and personal-service contractors. Include legal, accounting, and auditing fees. An attached schedule may be required showing the details in the aggregation of professional fees.

Line 5 Supplies

Enter the organization's expenses for office supplies, housekeeping supplies, food and beverages, and other supplies. An attached schedule may be required showing food expenses or other details included in the aggregations.

Line 6 Telephone

Enter the organization's expenses for telephones, cellular phones, beepers, telegram, fax, E-mail, telephone equipment maintenance, and other related expenses.

Line 7 Postage and Shipping

Enter the organization's expenses for postage, messenger services, overnight delivery, outside mailing service fees, freight and trucking, and maintenance of delivery and shipping vehicles. Include vehicle insurance here or on line 14.

Line 8 Occupancy

Enter the organization's expenses for use of office space and other facilities, heat, light, power, other utilities, outside janitorial services, mortgage interest, real estate taxes, and similar expenses. Include property insurance here or on line 14.

Line 9 Equipment Rental and Maintenance

Enter the organization's expenses for renting and maintaining computers, copiers, postage meters, other office equipment, and other equipment, except for telephone, truck, and automobile expenses, reportable on lines 6, 7, and 11, respectively.

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. Include gas and oil, repairs, licenses and permits, and leasing costs for company vehicles. Include travel expenses for meetings and conferences. Include vehicle insurance here or on line 14.

Line 12 Conferences and Meetings

Enter the organization's expenses for conducting or attending meetings, conferences, and conventions. Include rental of facilities, speakers' fees and expenses, printed materials, and registration fees (but not travel).

Line 13 Interest

Enter the organization's interest expense for loans and capital leases on equipment, trucks and automobiles, and other notes and loans. Do not include mortgage interest reportable on line 8.

Line 14 Insurance

Enter the organization's expenses for liability insurance, fidelity bonds, and other insurance. Do not include employee-related insurance reportable on line 2. Do not include property and vehicle insurance if reported on lines 7, 8, or 11.

Line 15 Grants and Awards

Enter the organization's awards, grants, subsidies, and other pass-through expenditures to individuals and to other organizations. Include allocations to affiliated organizations. Include in-kind grants to individuals and organizations. Include scholarships, tuition payments, travel allowances, and equipment allowances to clients and individual beneficiaries.

Pass-through funds are not included when computing administrative expenses reported on Line 22.

Line 16 Specific Assistance to Individuals

Enter the organization's direct payment of expenses of clients, patients, and individual beneficiaries. Include such expenses as medicines, medical and dental fees, children's board, food and homemaker services, clothing, transportation, insurance coverage, and wage supplements.

Line 17 Depreciation

Enter the expenses the organization records for depreciation of equipment, buildings, leasehold improvements, and other depreciable fixed assets.

Line 18 Other Nonpersonnel Expenses

NOTE: Expenses reportable on lines 1 through 17 should not be reported in an additional expense category on line 18. A description should be attached for each additional category entered on line 18. The contracting state agency may determine these requirements.

Line 19 Total Nonpersonnel Expenses

Add lines 4 through 18.

Line 20 Reimbursable Capital Purchases

Enter the organization's purchases of fixed assets. Include land, equipment, buildings, leasehold improvements, and other fixed assets. An attached schedule may be required showing the details for each such purchase.

Line 21 Total Direct Program Expenses

Add lines 3, 19, and 20. Includes direct and allocated direct program expenses.

Line 22 Administrative Expenses

The distribution will be made in accordance with an allocation plan approved by your cognizant state agency.

Line 23 Total Direct and Administrative Expenses

Line 23 is the total of Line 21, Total Direct Program Expenses, and Line 22, Administrative Expenses. Line 23, Total Direct and Administrative Expenses Year-to-Date should agree with the Total of Column B, Year-to-Date Actual Expenditures of the *Invoice for Reimbursement*.

Line 24 In-kind Expenses

In-kind Expenses (Line 24) is for reporting the value of contributed resources applied to the program. Approval and reporting guidelines for in-kind contributions will be specified by those contracting state agencies who allow their use toward earning grant funds.

Line 25 Total Expenses

The sum of Line 23, Total Direct and Administrative Expenses, and Line 24, In-kind Expenses, goes on this line.