



Tennessee Higher Education Commission
Parkway Towers, 19th Floor
404 James Robertson Parkway • Nashville, TN 37243
KnowHow2Go Re-grant

KnowHow2Go (KH2GO) Re-grant Guidance and Application Process for 2009-2011

The Lumina Foundation has awarded the Tennessee Higher Education Commission (THEC) funds for re-grant through the KnowHow2Go Re-grant program. The funds are available to an eligible college access organization in Tennessee for the purpose of developing a policy, programmatic and resource driven collaborative among college access organizations.

I. Program Description

The KH2GO re-grant will be awarded to an existing and well-established organization working in the field of college access and success that demonstrates the necessary resources and capacity to lead a policy, programmatic and resource driven collaboration of college access organizations in Tennessee. In partnership with THEC, the awarded organization will build, strengthen and foster a formalized college access and success network, known as the Tennessee College Access and Success Network, and expand its college access services to underserved students and families. The selected organization will receive an overall award of \$86,500. The KH2GO re-grant will be awarded in the winter of 2009-2010, and will be contingent upon funding.

A. Purpose

Overall, the goal of the KH2GO Re-grant is to ensure that prospective students, with a focus placed on those that are first-generation, low-income, and underserved, are supported to attend and succeed in college through expanded state and community-based college outreach and advocacy networks.

Through THEC and the awarded organization, the sustainable network will:

- Address and impact specific state or regional issues that affect student access to higher education and their success in postsecondary education, including alignment issues between K-12 and higher education and financial aid policy issues.
- Share a focus with the Lumina Foundation in its goal to increase the percentage of Americans with high-quality postsecondary degrees and credentials from 39% to 60% by 2025.

B. The Network

The Tennessee College Access and Success Network is a policy, programmatic and resource driven collaborative among organizations dedicated to college access in the state. Member organizations may include: school districts, education-focused government agencies, institutes of higher learning; professional college access programs; community-based organizations, researchers, businesses, workforce development groups, advocacy and civic organizations, municipal or regional elected officials or their representatives, and faith-based institutions.

The goal of the network is to increase the number of students enrolling and succeeding in college in Tennessee, with a focus placed on first-generation, underserved students.

C. Eligibility

THEC will award the re-grant to a non-profit organization that:

1. is recognized as an organization described in Section 501(c)(3) and 509(a)(1) or (2), or Type I, Type II or functionally integrated Type III supporting organization described in 509(a)3 of the Internal Revenue Code or an instrumentality of the government, or a governmental agency.
2. operates an established college access program in an area of high need
3. demonstrates the ability to partner with a local education agency and other college access or education focused organizations in the area
4. demonstrates the ability to serve as the lead college access and education focused organization in the area
5. directly serves students in the 8-10 grades, with a focus placed on students that are first-generation, low-income and underserved

The awarded organization will participate in two annual national KH2GO meeting and other Learning Community activities such as Ning and web seminars. Additionally, the awarded organization will participate in KH2GO site visits, information sharing, evaluation activities and any grant-based activity requested by the Lumina Foundation.

D. Duration

The re-grant will be awarded for a period of no more than 23 months, continued funding is subject to:

1. Funds availability;
2. Compliance with program requirements;
3. Demonstration of effectiveness; and
4. Timely reporting of progress and expenditures.

II. Proposal Requirements

Each proposal submitted **must** include:

A. Current Program Description

Proposals must include a detailed narrative of the college access services the applying organization currently provides, including the program's goals and objectives, program duration, statistics including but not limited to number served, program outcomes, amount of funds used, and source of funds as well as demographics including but not limited to grade levels, income, and location of the students served.

B. Current Partnership and/or Collaboration Descriptions

Proposals must include thorough descriptions of the applying organization's current partnerships/ collaborations with other organizations providing college access and success services. Applying organizations must list at least three partners. For each relevant partnership/collaboration listed, applicants should include: the partnering organization's name, the purpose of the partnership/collaboration, strengths and weakness of the partnership/collaboration, benefits of the partnership/collaboration, and any success stories resulting from the partnership/collaboration.

C. Organizational Capacity

Proposals must include a detailed narrative of the applying organization's capacity and human and financial resources to build, strengthen and foster a formalized college access and success network. Proposals should include past and current leadership roles, involvement with P-16 policy and program development, and experience hosting professional meetings.

D. Implementation Plan

Proposals must include a detailed narrative of how the applying organization plans to build, strengthen and foster a formalized college access and success network.

Proposals *must* address how the applying organization plans to complete the following activities:

1. Partner with *at least* three college access and success organizations to build, strengthen, and foster the Tennessee College Access and Success Network
2. Administration of the network's quarterly partner meetings
3. Management of professional development opportunities for network members and other college access professionals

E. Data Collection and Reporting

THEC will collect and analyze data for evaluation of the re-grant. Proposals must include a data collection and reporting plan. Plans should address the following requirements:

1. Identify goals and expected outcomes relating to proposed re-grant activities.
2. Submit annual reports to THEC that detail progress on proposed goals and document budget expenditures.
 - Document the numbers and types (student, parent, educator, college access professional, or other) of individuals served.
 - Collect contact information of current and potential members of the network to the extent possible, for follow-up communication (e.g., newsletters, electronic outreach).
 - Submit supporting documentation that illustrates the network's growth and/or impact
 - Report and share lessons learned and outcomes to peer organizations within the state and national affiliate networks.
3. Participate in select state and national evaluation activities (e.g., facilitate additional surveys of select stakeholders by a third-party evaluator).

All data must be submitted in a timely and useful manner, to be specified by THEC.

F. Sustainability

Applicants must provide a brief but detailed explanation of how the college access and success network will be sustained beyond the life of the grant.

G. Budget Summary and Budget Narrative (Appendix A)

Include a budget narrative that fully describes the basis for determining line item amounts. Both the budget and budget narrative must be aligned with the proposed activities described in the proposal. Budget narrative must justify effective and efficient use of funds and describe

the full range of resources that will be used to accomplish project goals. Include a line item detail in the application. Maximum allowance for indirect costs is eight (8) percent.

H. Qualifications of Project Personnel (Appendix B)

Include a curriculum vitae or a resume for staff members receiving any budgeted compensation from this grant.

III. Preparation of Application

The application packet is available on-line in electronic format at

http://www.state.tn.us/thee/Divisions/GEARUP/links/KH2Go_Regrant_RFP_Final.pdf

Listed below are the required components of an acceptable application, *which must be submitted on the forms supplied*. The narrative sections of the proposal must be double-spaced and the font used must not be smaller than 12-point. The complete application, excluding curriculum vitae, shall not exceed **20 pages**. The proposal sections are labeled and **must be returned in order**, as shown:

- **Cover Page**
Original signature required.
- **Assurances**
Original signature required.
- **Current Program Description (Section A)**
- **Current Partnership and/or Collaboration Descriptions (Section B)**
- **Organizational Capacity (Section C)**
- **Implementation Plan (Section D)**
- **Data Collection and Reporting (Section E)**
- **Sustainability (Section F)**
- **Budget Summary and Budget Narrative (Appendix A)**
- **Qualifications of Project Personnel (Appendix B)**

IV. Proposal Submission and Review

A. Submission

Applicants must submit an original full proposal with original signatures in hard copy to THEC. In addition, an electronic submission is required for all sections. To be considered for funding, proposals must be received at THEC no later than 4:30 p.m. CST on **December 21, 2009**. Incomplete applications will not be considered. Proposals should be mailed or delivered to:

Kathleen Tone
GEAR UP TN
Tennessee Higher Education Commission • Office of P-16 Initiatives
1900 Parkway Tower • 404 James Robertson Parkway
Nashville, TN 37243

NOTE: All questions should be submitted electronically in writing by 4:30 p.m. on **December 9, 2009**. Responses to all submitted questions will be shared with all applying organizations. Please email your questions to Wendy Tabor at wendy.tabor@tn.gov.

B. Review Process

As proposals are received, they will be reviewed by THEC staff for completeness and compliance with eligibility requirements. Any questions about significant omissions from a proposal or about applicant eligibility will be referred to the proposing organization. If, in the judgment of THEC, a proposal is late, incomplete, or its eligibility cannot be established, the proposal will be omitted from consideration. The decision of THEC is final. Applicants submitting proposals that are withdrawn due to incompleteness or ineligibility will be notified in writing.

A review panel will evaluate eligible applications in light of the required application components and the established criteria. The panel will review each eligible application and make recommendations to THEC in the areas of program, budget, and efficacy. The review panel's scores and recommendations *will be the primary determinant* of successful proposals and will form the basis for negotiation and final selection.

Proposals will be ranked according to the final score assigned by the review panel and selected for funding consideration based upon the following criteria:

1. Final score assigned to each proposal and consensus by the review panel;
2. A cost-effectiveness ratio determined by the relationship between the number served, proven success of current college access activities, and the total cost of the program.

Following the review, the eligible Project Director will be contacted by THEC staff to discuss any modifications of the project plan that may be required. THEC will seek to fund the proposal that show the most promise to successfully build, strengthen and foster a formalized statewide college access and success network. In order to maximize the effects of limited funds, applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget and/or scope of work.

V. Award Administration

A. Notification of the Award

Within thirty (30) days of completion of the review process, the program director will be notified of the status of the partnership's proposal.

B. Award Conditions

For the 2009-2011 competition, approximately \$86,500 is available for one award. Applicants should note that THEC has not appropriated any funds for subsequent funding years. Awards are contingent upon this program receiving funding from the Lumina Foundation for Education, availability of funds within the grant budget, and upon the State's

evaluation of funded programs for compliance with program requirements and effectiveness of project activities.

C. Reporting Requirements

Each eligible organization receiving a grant must report to THEC regarding its progress in meeting the goals and objectives described in the partnership's proposal. Further information regarding reporting requirements and forms will be provided by THEC soon after the grant is awarded.

Application for 2008-2009 KnowHow2GO Re-grant RFP

COVER PAGE

Applying Organization:			
Designated Fiscal Agent for this Organization:			
Program Title:			
Program Director:			
Contact Name:			
Title:			
Address (Include County):			
Telephone:	()	Fax:	()
E-Mail:			
Amount of KH2GO Funds Requested (Budget Total): \$		<i>(Ref. Grant Budget Line 24)</i>	
Anticipated Total Project Amount:	\$	<i>(Ref. Grant Budget Line 24)</i>	
Number of Students and Families to be Served Directly:			
How many staff will be paid on FTE%:			

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 in Section F hereof.

Typed or Printed Name and Title of Authorized Official of Title Designated Fiscal Agent

Signature of Authorized Official of Designated Date Fiscal Agent

Date

KnowHow2Go Re-Grant RFP

STATEMENT OF ASSURANCES

Should an award of funds from the KnowHow2Go Re-Grant 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 KnowHow2Go Re-Grant agencies certify that no Federally appropriated funds will be paid, by or on behalf of the KnowHow2Go Re-Grants, 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 KnowHow2Go Re-Grants certify that they will maintain drug-free workplaces and will comply with the provisions of the Drug Free Workplace Act of 1988.
3. The KnowHow2Go Re-Grants certify that neither they nor their principal officials are presently debarred, suspended, proposed for debarment, declare ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
4. The KnowHow2Go Re-Grants certify 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 KnowHow2Go Re-Grants certify 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 this the KnowHow2Go Re-Grant 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 KnowHow2Go Re-Grants 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 KnowHow2Go Re-Grants certify that they will use grant funds to supplement and not supplant funds from nonfederal sources.
9. The KnowHow2Go Re-Grants certify they will submit, in accordance with stated guidelines and deadlines, all program and evaluation reports require by the Lumina Foundation for 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

Section A: Current Program Description

Please provide a detailed description of the college access services your organization currently provides.

Section B: Current Partnership and/or Collaboration Descriptions

Please provide thorough descriptions of the applying organization's current partnerships/ collaborations with other organizations providing college access and success services.

Section C: Organizational Capacity

Please provide a detailed narrative of the applying organization's capacity and human and financial resources to build, strengthen and foster a formalized college access and success network.

Section D: Implementation Plan

Please provide a detailed narrative of how the applying organization plans to build, strengthen and foster a formalized college access and success network.

Section E: Data Collection and Reporting

Please provide a description of your organization's data collection and reporting plan.

Section F: Sustainability

Please provide a brief but detailed explanation of how the college access and success network will be sustained beyond the life of the grant.