



Appendix A- Cover Sheet

AUSTIN PEAY STATE UNIVERSITY

Veteran Reconnect Grant Program

A Career Readiness Program to Support Veteran Workforce Transitions

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Funding requested:

\$ 100,000

A blue ink signature of Andrew Shepard-Smith, consisting of stylized cursive letters.

President/Director of Higher Education Institution
Delegated Signature Authority: Andrew Shepard-Smith, AOR

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Project Director
Megan Brown

Austin Peay State University

Veteran Reconnect: A Career Readiness Program to Support Veteran Workforce Transitions

ABSTRACT

Austin Peay State University (APSU) is located in Clarksville, TN and approximately 10 miles from Fort Campbell; a military post of approximately 29,500 active duty military and 53,000 family members. The growing employer market and low cost of living makes Clarksville a desirable place for retiring, career changing, and pursuing higher education. The Clarksville Chamber of Commerce data shows that over 65,000 retired military members and 91,000 family members currently reside in Clarksville – the second largest percentage of veteran/retired population in the U.S.

The goal of this proposal is to educate student veterans on career readiness, creating an avenue that reconnects them to the workforce in the civilian sector. The successful assimilation, as influenced through the project programming, will be marketable to the community to encourage the participation and enrollment of additional veterans. The proposed project not only educates our veteran student population, but also directly exposes them to the civilian workforce through culminating networking experiences. The newly established subcommittee (*Reconnect Veteran Task Force*) will function utilizing these objectives: educating and training student veterans; educating and building relationships with our local, regional, and state employers; and making meaningful connections between the two populations. These proposed objectives are considered to be mission essential for truly connecting our large veteran student and military community to civilian work.

APSU is uniquely poised to deliver this initiative as the military support structure is already established. Through the *Military Student Center* and the *VetSuccess On Campus* offices, student veterans have opportunities to receive peer mentorship, one-on-one tutoring services, and adaptive services addressing academic problems. The award will significantly expand and enhance these services, and other numerous campus military-specific services, and drive sustainable efforts through collaboration and employer relations.

Austin Peay State University
Veteran Reconnect: A Career Readiness Program to Support Veteran Workforce Transitions

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PROGRAM PROPOSAL

I. Program Need

Essential Components

- *Campus-specific data demonstrating the need for action:*

APSU has graduated nearly 2,000 student veterans in the past five years, with over 360 this academic year alone. Student veterans attend online, at the Austin Peay Center @ Fort Campbell, on the main campus, and through hybrid program designs. The student veteran population is approximately 53% non-traditional students (age 25 and over), bringing significant life experience and marketable skills, yet needing the formal credential. This initiative provides a peer group that establishes a connection to the university while linking their education to career goals, increasing the likelihood for student veteran persistence (Boodman, 2011; Cate, 2014). Ultimately, the initiative will accelerate the success of veterans already enrolled at APSU through the creation of programs that target veterans.

The state of Tennessee's Drive to 55 initiative to create a community ready for the workforce through higher education is further enhanced by educating APSU student veterans on civilian career readiness. Drive to 55 Tennessee outlines a four-step process that directly influenced the proposal. **Step 1: Take Tennessee Promise** - APSU takes the Tennessee promise by committing to serve the Clarksville community as a whole, while also targeting the veteran population and paving a way for career readiness education. **Step 2: Organize your team/build your plan** - APSU not only has a task force for military education, but through this award, will establish a subcommittee to implement the proposed programming and assess outcomes for student veteran success. **Step 3: Put your plan into action** - APSU Office of Career Services, the subcommittee, and campus stakeholders will be provided additional opportunities to collaborate for a systematic approach towards student veteran success. **Step 4: Measure and celebrate success** - APSU will be able to provide data on student veteran successes and career readiness through self-reported placement data and confidence in ability to transition to civilian workforce. Positive results

will establish a connection with community and create favorable conditions for increased enrollment. The combination of these steps will actively contribute to the Drive to 55 initiative.

- *Outline of program/intervention:*

The proposed project provides a systematic process to learn about the following: the civilian workforce; adapting military experience and education into a marketable format; and, implementing new knowledge by attending APSU career development related events. Fall and Spring events are as follows.

Fall

Student Veteran Seminar – In the fall semester the Reconnect Veteran Task Force (RVTF) will implement a four-week seminar in October and repeat in November. Many student veterans start APSU with some college credit, therefore the topics addressed are relevant and open to all student veterans, regardless of classification (i.e. freshman or senior.). Career development topics will provide civilian assimilation knowledge, while the seminar will provide camaraderie between student veterans, encouraging support and a conducive environment for success.

Upon seminar completion, student veterans will be invited to a formal dinner ceremony to receive a certificate and a Career Readiness Package that includes a \$200 stipend towards a suit or professional dress. The seminar will be sustained through existing internal funds and community partnerships established through the RVTF.

Distance/Online Student Veteran Career Education – Webinar software will be purchased to create online presentations addressing military to civilian transition topics, providing an opportunity for those enrolled online, military related, and the Clarksville veteran community, to benefit from the information. The software will be sustained through the Office of Career Services technology budget.

Staff and Educator Training – Malcolm Munro, a veteran who has successfully transitioned into the civilian workforce, will train the task force, as well as other APSU staff that frequently work with veterans, to better understand the barriers commonly faced by transitioning military and appropriate interventions. Munro will be contracted for the year on an on-call basis for additional support and

programming needs that may arise. The purpose of this training is to equip APSU staff with knowledge and intervention methods that are sustainable after the contract is terminated.

Spring

Employer Drive-In and Networking Event – Employers will be invited to a two-part event to learn the benefits of hiring a veteran, such as utilizing veterans in leadership roles. Following the events, APSU’s student veteran population will be invited to network with the employers, answering questions and gaining industry insight. This event will be sustainable through employer registration fees, volunteerism, sponsorship, and use of existing funds.

Dress for Success – This annual event provides a first-time campus opportunity to educate veteran participants on appropriate interview attire, including breakout sessions for individuals on numerous topics, including tying a tie. The Office of Career Services will collaborate with APSU Student Life and Engagement. The event will be sustained by utilizing existing funds and resources between the two campus offices.

STEM Career Fair – Career Services will host an annual event for APSU student veterans, providing a unique opportunity to link veterans with employers, industry leaders, and recruiters from local, regional, and state agencies. This event will be sustainable through existing internal funds as well as employer registration fees.

Nashville Area Career Fair – Student veterans will be provided bus transportation to and from the Nashville Area Career Fair where they will be able to network with approximately 200 employers.

Supplemental programs will be offered throughout the year from Career Services and in collaboration with other APSU departments. A volunteer task force will ensure the development of these programs.

Currently scheduled programs include: Federal Resume Workshop; From College to Career: Steps to Career Success for Students with DisABILITIES; Writing and Effective Resume; Professional Branding; The Art of Interviewing; and Professional Networking workshops.

- *Linkages between grant activities and program needs.*

Student veterans are utilizing the college experience as a means to reach employment goals (Herrin, 2011; NCDA, 2014). However, with a competitive marketplace, achieving employment in a particular field is increasingly difficult without an understanding of what employers want beyond a resume, such as an internship experience. The veteran population has a unique skill set that differentiates them from other applicants, but without knowledge and understanding of how to demonstrate their experiences, student veterans can appear underprepared for the civilian workplace (Radford & Wun, 2009; Cate, 2014). The National Association of Colleges and Employers (NACE) outlines the top 10 qualities and skills sought by employers. Included in this list are qualities veterans have honed, such as planning, organizing, prioritizing, communicating, and working within a team. Through an internship, student veterans will be provided an environment to practice these same qualities in the civilian sector. Additionally, the seminar will provide a support unit for career preparation and establishing camaraderie among our student veterans to increase confidence and college persistence.

The National Career Development Association (NCDA) conducted research on veteran students and concluded that overall these students undergo a major shift with their personal and professional life causing incongruences with who they were in uniform and who they are trying to become as a civilian (2014). From this research, two major recommendations were made for higher education and student affairs that directly reflects our motivation for the proposed project interventions. One of the recommendations suggested by NCDA research is early career services outreach, which allows student veterans to be aware of the services available. The project proposal goes a step further than *awareness* and brings specific student veteran related *education* and *opportunities* for optimal success. The second recommendation from NCDA is career services staff training. Our proposal incorporates this training, and again, goes a step further and provides training to APSU employees and employers that work with student veterans to better understand the challenges, cultural adjustments, and specific needs of the population.

Optional Priority Area

APSU Office of Career Services has established a relationship with Operation Stand Down (OSD), Clarksville office, to develop an internship program for the veteran student population. OSD is a non-

profit organization that works to empower and provide resources for veterans and their families, so that they can be self-sustaining citizens and connected to the community. OSD operates thrift stores, a service center, provides employment training, and offers transitional housing for honorably discharged veteran population. Not only will the Office of Career Services be able to assist in bringing the established internship program offered in Nashville to the Clarksville office, but OSD has guaranteed to place veterans in the internship opportunities as a first priority. OSD plans to offer at least one internship for a veteran student studying business or marketing and one internship for a student studying the social sciences (i.e. psychology, social work, or counseling).

Additionally, the Office of Career Services has solidified a partnership for paid internships with Waffle House®. The restaurant chain has offered an unbeatable combination of good food with outstanding service since 1955. Waffle House® operates more than 1,500 restaurants, both company and franchisee owned. Student veterans with any major can intern with the management program to develop skills for future employment. Through the partnerships, APSU will be able to place at least four veteran students in a paid internship that can be sustained when partnership is proven mutually beneficial.

II. Program Plan

Essential Components

- *Project Timeline and Overview*

Monthly Meeting - Reconnect Veteran Task Force (RVTF): The RVTF is a subcommittee of the already established Military Education Task Force. The subcommittee's mission address the following components: (a) Implement the grant initiative; (b) Create and implement assessments for student veteran programs; (c) Ensure initiative serves the student veteran population successfully; (d) Solidify all funding commitments for the initiative sustainability. **Additional information and membership addressed in the Project Governance and Accountability Plan section.*

August - Camtasia: Purchase and training on Camtasia software for recorded veteran student webinars.

Webinars will be available starting in the spring semester to student veterans and the community.

Regional universities and colleges will be invited to utilize webinars and collaborate in their development.

Employers will be encouraged to view webinars to provide feedback to the RVTF that is industry specific. The software provides various analytics so that data on the number of viewers and visitors to site can be tracked for assessment and adaptation needs.

Staff Training: Veteran Malcolm Munro, a consultant and career coach with Munro and Associates, will train APSU staff on the following topics: Military to civilian life challenges, translating military experience, goal-setting and career changing, and leveraging transferable skills from the military.

**Methods used to track effectiveness of training will be addressed in the Measurable Objectives section.*

October and November - 4 Week Student Veteran Seminar: The seminar is a comprehensive approach to military-to-civilian translation by addressing career readiness needs and providing a visible support network. Week 1: Military language translation and professional branding (Anticipated presentation by Malcom Munro and Career Services staff). Week 2: Create an action plan and set goals for career; understand the value of an internship (Anticipated guest speaker like Career Services staff). Week 3: Interview Preparation: How to dress; body language; anticipating questions; researching the organization; and salary negotiation (Anticipated guest presenter). Week 4: First week on the job and working with civilians (Anticipated guest speaker like COL (RET) Darrall Henderson).

December - Seminar Completion Certificate Ceremony: Dinner will be provided for our veteran student participants and they will be awarded a career readiness package. The package will include: (a) \$200 stipend towards a business suit (grant funded); (b) leather portfolio; (c) Free make-up consultation at Belk; (d) Coupon(s) from Sports Cut for men's haircut. Many student veterans may not have the attire necessary for a civilian profession. Brigg's Clothing, a locally owned clothing store, will give \$100 in-store credit to veterans and provide a free tie to the student veteran population completing the seminar.

January - Reconnect Veteran Task Force: January's monthly meeting will be used to solidify semester programs, address remaining sustainability concerns, and start discussing curriculum and programming changes for the next academic year.

February - Dress for Success: The Office of Career Services, in collaboration with Student Life and Engagement, will host a Dress for Success event. Student veterans will have the opportunity to volunteer

in the program development AND/OR attend the event to learn about appropriate work place attire. Many student veterans have not done a formal interview and may not know to how to dress appropriately. As part of the outcomes for success, student veterans will learn how to match outfits and pick appropriate patterns, material, and colors for an interview in a hands-on atmosphere, for complete career readiness.

March - Employer Drive-In and Networking Fair: In this two part event employers will engage with other employers to learn about successful hiring practices of the veteran population, benefits of hiring a veteran, and debunking stereotypes associated with the military and PTSD. The Executive Vice President and Chief People Officer of Dollar General, veteran Bob Ravener, is anticipated to present as the keynote speaker. Mr. Ravener is a part of the Dollar General Project *Paychecks for Patriots*, a Dollar General initiative with Tennessee to employ veterans and dependents.

Nashville Area Career Fair: APSU is part of this career fair's consortium of colleges, universities, employers, and the Nashville Area Chamber of Commerce. The mission is to connect students and alumni with employers and recruiters for employment and career development. Approximately 200 employers attend each year seeking skilled workers. The Office of Career Services will provide bus transportation to and from, starting and ending at APSU main campus, free of charge. This event will be sustained through existing internal funds and sponsorships.

April - STEM Fair: The Office of Career Services, in collaboration with Fort Campbell Campus, will host a STEM Fair. Employers actively hiring in STEM fields, with a concentration on those with veteran hiring initiatives, will be invited to APSU for the fair.

- *Measurable Objectives*

A major goal of this program is to educate student veterans on career readiness. Each program is created in support of this goal as a means to accelerate student veteran success and encourage new student veterans to attend APSU. Measurable objectives for student veteran success are modeled upon an existing framework established by the U.S. Department of Veteran's Affairs (VA). As such, APSU will continue to proactively establish assessments to direct services necessary to address what the Federal government

identifies as major transitional challenges facing today's veteran population. APSU's objectives will address the following VA identified challenges stated in the framework:

- In the military, personnel do not leave until the mission is complete. In a private sector business, an employee might be expected to stop and go home at 5:00 pm, whether the 'mission' is complete or not. This may not be apparent to all veterans. Educating the student veterans on civilian workforce protocol, policies, and norms will be an objective addressed through the seminar.
- Given the direct nature of communication in military settings, subtle nuances in conversations and workplace lingo are often unfamiliar to veterans. Also, individualistic culture versus a culture of service and teamwork can be a challenging new approach to work. The seminar, career and networking fairs, and internship opportunities, are all in place to address career readiness and confidence objectives by training, educating, and exposing the student veterans to the civilian workforce.
- Given the lack of choices while in the military, the vast array of choices in the civilian world can be overwhelming, so understanding a way to provide structure to life and career plan is beneficial. The seminar will provide a strategic approach for career planning so that the student veterans can make informed decisions and meet career readiness objective.
- A veteran may have never looked for, applied for, or interviewed for a civilian job. These are new skills he or she will have to learn and master and know how to dress. The development of the Dress for Success event will directly relate to this outcome. In applying for a job, a veteran will have to determine how to translate military skills and duties yet may have never created a resume. Instead of a resume the military uses a Field Service Record (Officer Record Brief/Enlisted Record Brief) to detail qualifications, training, and experience. The seminar and networking events will equip the veteran students with the ability to successfully communicate skills.

Student Veteran Seminar: The program will be evaluated by multiple measures, both qualitative and quantitative, at the student, employer, and the overall program level. A questionnaire will be provided to student veterans, and must be completed by those entering the four-week seminar to establish a baseline

for current challenges for APSU student veterans. As part of the completion of the seminar, the student veterans must complete a post-questionnaire as a comparison to the baseline assessment. Additionally, throughout the seminar informal feedback from the student veterans will serve as a guide to program directors and the VRTF to establish appropriate steps can be taken to adjust interventions.

Staff and Educator Training: The same method will be used during both the staff and educator training to ensure appropriate and accurate information regarding student veterans is taught, while also creating the opportunity for open dialogue for future trainings.

APSU Fairs and Drive-In: Each event will be assessed through questionnaires by both employers and veteran student participants. Employers will be asked to provide feedback on the preparedness and professionalism of our students; students will provide feedback on their personal perceived level of preparedness and professionalism. Both employers and the students will be asked to provide feedback on the overall experience and what they believe could be improved.

- *Project Governance and Accountability Plan*

The APSU Military Education Task Force (METF) was established in 2009. Led by a senior university administrator, the METF includes representatives from every area of campus that interacts with military students and representatives from the Student Veteran Organization. The members of the METF meet regularly and collaborate to identify and address institutional policies or practices that make it difficult for military-related students to enroll, register, secure financial aid, successfully transition into college life, and graduate with their intended degree. The METF provides a campus-wide forum to share program ideas and services available to military students, facilitates the pooling of resources, and minimizes duplication of services.

A subcommittee of the Military Education Task Force, the Reconnect Veteran Task Force (RVTF), will provide oversight of the Veteran Reconnect Grant and will report back to the METF and the University leadership. The subcommittee will consist of veterans, military related and civilians holding the following positions: Director of Career Services; Assistant Director of Career Services; Chair of the Military Education Task Force; Director of Student Financial Aid & Veterans Affairs; Coordinator of

Student Financial Aid & Veterans Affairs; Associate Provost for Enrollment Management & Academic Support; Vice President for Student Affairs; Coordinator of the Military Student Center; Director of Disability Services; VetSuccess on Campus Counselor; the APSU Student Veterans Organization President (veteran); and local and regional employers interested in promoting student veteran success.

The RVTF will meet monthly to ensure project implementation is effective and money is utilized to best serve the student veteran population. Additionally, the RVTF will maintain data collected from programs to develop comprehensive best practices for future student veteran services.

III. Sustainability

Essential Components

- *Plan for Sustaining Program Beyond Funding Period*

Each component of the proposal has an action plan intended to sustain the events and services previously outlined. The RVTF will work throughout the year to create opportunities for sponsorship, departmental collaborations, and additional out-side sources for funding.

The Networking Fair, Employer Drive-In, and STEM Fair offered by APSU will generate revenue by establishing a registration fee. The grant will provide us with the resources to host the initial event and gain momentum and justification to charge the following year. The revenue is intended to off-set costs for future fairs as well as contribute to additional student veteran programming and services (i.e. Dress for Success and seminar). Use of current internal funds and targeted partnerships with campus departments, such as Student Life and Engagements, will sustain supplemental events (i.e. Dress for Success, seminar and transportation).

The grant will support extensive training and education for staff and faculty on the student veteran population, while also providing the means to create and purchase resources for continued professional development. Current internal funds for professional development will support on-going veteran organization registration and membership and conferences.

APPENDIX B - BUDGET

GRANT BUDGET LINE-ITEM DETAIL:

SALARIES, BENEFITS & TAXES	AMOUNT
Principal Investigator Extra Compensation: Megan Brown (Assistant Director of Career Services). Calculated at 20% of current base salary to allow for program leadership and coordination during the one-year grant cycle.	\$8,400
Principal Investigator Fringe Benefits: Megan Brown (Assistant Director of Career Services). Calculated at 18% (Medicare at 1.45%, Social Security at 6.2%, and Optional Retirement Program at 10%).	\$1,512
Co-Principal Investigator Extra Compensation: Amanda Walker (Director of Career Services), Calculated at 5% of current base salary to allow for additional scheduling and oversight of graduate student worker assignments.	\$2,850
Co-Principal Investigator Fringe Benefits: Amanda Walker (Director of Career Services). Calculated at 23% (Medicare at 1.45%, Social Security at 6.2%, and TN Consolidated Retirement at 15.03%).	\$655
Graduate Student. Calculated at the Institutional rate for the one-year grant cycle.	\$15,000
TOTAL	\$28,417

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Guest Speaker Fee (including travel and per diem) on the topic of "Military Translation"	\$2,000
Guest Speaker Fee (including travel and per diem) on the topic of "Post Traumatic Stress Disorder (PTSD)"	\$2,000
Guest Speaker Fee (including travel and per diem) on the topic of "Hiring a Veteran"	\$1,000
Guest Speaker Fee (including travel and per diem) on the topic of "Job Planning"	\$1,000
Veteran Trainer and Consultant (including travel and per diem)	\$4,000
Nationally Recognized Speaker for the Employer Drive Initiative (includes travel and per diem)	\$5,000
TOTAL	\$15,000

SUPPLIES, TELEPHONE, POSTAGE, PRINTING & PUBLICATION	AMOUNT
General office supplies for program administration and operation (\$50/month * 12 months)	\$600
Software licenses for video recording software and related programs (\$25/each * 4 programs)	\$100
Presentation Supplies for workshops	\$800
Workbooks and institutional printing costs for workbooks/supplements	\$2,000
TOTAL	\$3,500

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Support for participants to attend the Nashville Area Career Fair	\$1,500.00
Mileage to/from Fort Campbell for program staff as well as for participants as appropriate to scheduled events, calculated at four trips every month of the grant cycle (4x12x.47/mile*maximum of 20 miles).	\$451.20
Military Support Conference attendance for PI and Co-PI to gain and apply useful and unique strategies that may be implemented successfully within the greater region. Rates are calculated at \$500 airfare plus \$288 for hotel (\$96/night GSA rate * 3 nights) plus meals and incidentals (\$71/day GSA rate * 3 days) plus mileage to the airport (\$.47/mile * 52 miles * 2 ways) plus parking (\$41.42) plus \$50 registration fee. Multiplied by 2.	\$2,282.60
Facility rental or institutional usage fee to host a "Job Fair". The PI recognizes that on-campus events may be ideal for some veterans but not all. Great care will be taken to select the ideal location and this amount represents the on-campus cost associated with an event.	\$500.00
Food costs for the "Job Fair" which includes refreshments and small snack items for all attendees.	\$1,500.00
Facility rental or institutional usage fee to host an "Employer Drive In." Great care will be taken to select the ideal location and this amount represents the on-campus cost associated with an event.	\$500.00
Facility rental or institutional usage fee to host a "Networking Fair." The PI recognizes that on-campus events may be ideal for some veterans but not all. Great care will be taken to select the ideal location and this amount represents the on-campus cost associated with an event.	\$500.00
Food costs for the "Networking Fair" which includes refreshments and small snack items for attendees	\$1,500.20
Facility rental or institutional usage fee to host a "Dress for Success Event."	\$500.00
On-campus event fees (institutional cost of \$100 per event * 4 events).	\$400.00
Refreshment costs for the two, four-week programs (calculated for approximately 50 participants)	\$1,000.00
On-campus ceremony for participants (conference costs, including awards)	\$1,050.00
TOTAL	\$11,684.00

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Appropriate interview clothing for veterans (\$200 * 50).	\$10,000
Fuel cards to support financially unstable veterans traveling to interviews within the region.	\$1,000
Provide pay to at least four (4) student veterans interning with partners and regional locations (4 interns*\$8/hr*20hrs/week*36 weeks)	\$23,040
TOTAL	\$34,040

OTHER NON-PERSONNEL	AMOUNT
Web design and hosting for proprietary website	\$1,859

Marketing/Advertising (5 Star Radio and print sources)	\$3,500
Event giveaways (gifts specifically chosen to support veteran, job attainment, and ongoing success—events such as thumb drives for resumes, books on resume writing, and the like).	\$1,200
Portfolios/padfolios	\$800
TOTAL	\$7,359

GRANT BUDGET LINE-ITEM DETAIL

Salaries and Wages

Principal Investigator: Megan Brown at 20% compensation: \$8,400.

Co-Principal Investigator: Amanda Walker at 5% compensation: \$2,850.

Graduate Student for one year: \$15,000.

Total Salaries and Wages equal \$26,250.

Employee Benefits & Payroll Taxes

(a) the organization's contributions to pension plans and programs such as health, life, and disability insurance

No funds are obligated toward health, life, or disability insurance for any personnel.

(b) the organization's portion of payroll taxes such as social security and Medicare taxes and unemployment and workers' compensation insurance.

Principal Investigator: FICA Medicare/Social Security (7.65%) and Optional Retirement Program (10%) have been reasonably rounded from 17.65% to 18%. These benefits total \$1,512.

Co-Principal Investigator: FICA Medicare/Social Security (7.65%) and Tennessee Consolidated Retirement Program (15.03%) have been reasonably rounded from 22.68% to 23%. These benefits total \$655.50.

Total fringe benefits for this one-year program equal \$2,167.

Total Personnel Expenses

(a) Add lines 1 and 2.

Total personnel expenses for the PI, Co-PI, and Graduate Student equal \$26,250.

Total fringe benefits for the PI, Co-PI, and Graduate Student equal \$2,167.

The total impact of personnel expenses (salaries and fringes) for one year equal \$28,417

Professional Fees

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

Four guest speakers support programming for veterans on the topics of military translation (\$2,000), post-traumatic stress disorder (\$2,000), veteran hiring (\$1,000), and job planning (\$1,000). Additionally, one nationally recognized speaker will deliver a presentation in the large Employer Drive (\$5,000). A consultant/trainer will also support veteran connections for one year at the cost of \$4,000. The total personal-service contracts delivered through this program total \$15,000.

Supplies, Telephone, Postage & Shipping...

Total supply costs for the grant cycle equal \$3,500. These expenses include:

- General office supplies for administration of the program at \$600 (calculated at \$50 per month for 12 months)
- Video recording software licenses for \$100 (calculated at \$25 per software program for 4 programs)
- General presentation supplies, estimated at a combined total of \$800 for all events.
- Workbook printing and other materials/printing for the delivery of the events at a combined total of \$2,000.

Travel, Conferences & Meetings

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

Total costs for both attendance at off-campus conferences and delivery of on-campus workshops, conferences and meetings total \$11,684. These expenses include:

- Support for participants to attend the Nashville Area Career Fair (\$1,500).
- Mileage to/from Fort Campbell for program staff as well as for participants as appropriate to scheduled events, calculated at four (4) trips every month of the twelve (12) month grant cycle at the total cost of \$451.20 (4x12x.47/mile*20 miles).
- Military Support Conference attendance for PI and Co-PI to gain and apply useful and unique strategies that may be implemented successfully within the greater region at a cost of \$2,282.60. Rates are calculated at \$500 airfare, \$288 for hotel (\$96/night GSA rate * 3 nights), meals and incidentals (\$71/day GSA rate * 3 days), mileage to the airport (\$.47/mile * 52 miles * 2 ways), parking (\$41.42), and \$50 registration fee. Amount multiplied by 2 for both leader and co-leader.
- Facility rental or institutional usage fee to host a "Job Fair". The PI recognizes that on-campus events may be ideal for some veterans but not all. Great care will be taken to select the ideal location and this amount represents the on-campus cost associated with an event. The total cost allocated is \$500.
- Food costs for the "Job Fair" which includes refreshments and small snack items for all attendees is allocated at \$1,500.20.
- Facility rental or institutional usage fee to host an "Employer Drive In." Great care will be taken to select the ideal location and this amount represents the on-campus cost associated with an event. Total funds allocated for this event is \$500.
- Facility rental or institutional usage fee to host a "Networking Fair." The PI recognizes that on-campus events may be ideal for some veterans but not all. Great care will be taken to select the ideal location and this amount represents the on-campus cost associated with an event. Total funds allocated are \$500.
- Food costs for the "Networking Fair" which includes refreshments and small stack items for attendees at a cost not to exceed \$1,500.20.
- Facility rental or institutional usage fee to host a "Dress for Success Event." This event is allocated at \$500.

- On-campus event fees (institutional cost of \$100 per event * 4 events) total \$400.
- Refreshment costs for the two, four-week programs (calculated for approximately 50 participants) total \$1,000.
- On-campus ceremony for participants (conference costs, including awards) equal \$1,050.

Specific Assistance to Individuals

This program provides specific assistance to veterans, as well as providing for interns to support the needs of veterans. Veteran participants will be provided funding in the amount of \$200 each for no more than 50 participants to ensure that they have appropriate interview clothing/attire for interviewing. This totals \$10,000. Fuel cards (totaling \$1,000) will also be provided to veterans to support the most financially unstable participants who must travel for interviews at attendance at job fairs throughout the region. In addition, the program will utilize four interns to support the needs of veteran participants at the cost of \$8/hour, 20 hours per week, for 36 weeks. Intern costs equal \$23,040. Total assistance to individuals equals \$34,040.

Other Non-Personnel

Other non-personnel expenses total \$7,359 for the one-year grant cycle. These costs include necessary provisions such as a website for \$1,859, a marketing/advertising allowance (via print and radio) of \$3,500, and portfolios for each participant at \$800. Event giveaways (at a total cost of \$1,200) will also be provided—giveaway items that will be selected specifically to promote participant success such as thumb drives for resumes, books/materials on resume writing, and the like.

Administrative Expenses

This amount is intended to cover costs associated with administrative functions including providing the required project reports, financial information, and information to support project evaluation.

No funds are included for administrative expenses; these funds have been waived to maximize the impact of services and leadership in the program.

Total Expenses

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

The total funds requested through this grant equal \$100,000.

APPENDIX C - DATA LIST

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Radford, W.W. & Wun, J. (April, 2009). A profile of military service members and veterans enrolled in postsecondary education in 2007-2008. U.S. Department of Education. Washington, DC: National Center for Education Statistics.

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★ SERVING VETERANS ★

Operation Stand Down Tennessee
1125 12th Avenue South, Nashville, TN 37203-4709
(615) 248-1981 ★ Fax (615) 248-1987 ★ www.osdtn.org

June 26, 2015

To Whom It May Concern:

Operation Stand Down is a non-profit organization that works to empower and provide resources for Veterans and their families so that they can be self-sustaining citizens that are connected to the community. We operate thrift stores, a service center, employment training, and transitional housing for our honorably discharged Veteran population.

Our commitment to Veterans and to connect them with the community creates an ideal partnership with APSU in support of their student veteran employment initiatives. This letter is a confirmation of partnership that we will develop and offer internships for the student veteran population, with the assistance of the Office of Career Services at APSU, in the upcoming academic year.

I look forward to working with APSU Career Services staff to launch our internship opportunities at the Clarksville, TN Operation Stand Down location. For questions about Operation Stand Down, please feel free to email me at john.krenson@osdtn.org or call 615.248.1981.

Thank you,

Respectfully,

John G. Krenson
Executive Director
OIF & OEF Veteran
Colonel, TN Army National Guard



Since 1993, empowering Veterans to achieve their American Dream.





TO: Tennessee High Education Commission – Russ Deaton

FROM: Karen Simpson, Area People Director – Waffle House®, Inc.

DATE: Friday, June 26, 2015

RE: Austin Peay State University & Waffle House®, Inc. Veteran Internship Partnership

Waffle House® restaurants have offered the unbeatable combination of good food with outstanding service since 1955. This combination has made it a beloved icon of the South for the past 60 years. Waffle House® restaurants provide a unique dining experience where regular customers are greeted by name and enjoy social interaction with their servers and other customers. All food is prepared fresh, cooked to order and served on real china in a kitchen that is out front and in full view.

Headquartered in Norcross, GA, Waffle House® operates more than 1,800 restaurants, company and franchisee owned. Waffle House® holds the title as the world's leading server of waffles, omelets, T-bone steaks and more. The combination of great food, fast service and friendly experience makes Waffle House® restaurants truly a Unique American Phenomenon.

Our desire to assist Veterans and connect them with the community creates an ideal partnership with Austin Peay State University in support of their student veteran employment initiatives. This letter is a confirmation of partnership that we will develop and offer paid internships for the student veteran population, with the assistance of the Office of Career Services at Austin Peay State University, in the upcoming 2015-2016 academic year.

I look forward to working with Austin Peay State University Career Services staff to launch our internship opportunities at our corporate owned locations in Clarksville, Tennessee. For questions about Waffle House, please feel free to email me at karensimpson@wafflehouse.com or call 860-681-3719.

Kind Regards,

A handwritten signature in red ink that reads "Karen J. Simpson". The signature is written in a cursive style.

Karen Simpson