



MIKE KRAUSE

Executive Director

STATE OF TENNESSEE

BILL HASLAM

Governor

HIGHER EDUCATION COMMISSION

PARKWAY TOWERS, SUITE 1900

TO: Chambers of Commerce, Local Workforce Development Areas (LWDAs), Development Districts, Non-Profit Organizations, Economic Development Boards, and other Community-Based Organizations

FROM: **Mike Krause**

SUBJECT: Tennessee Reconnect Community Grant Call for Proposals

DATE: **April 28, 2017**

Tennessee Higher Education Commission (THEC) is pleased to provide you with the third round of the Tennessee Reconnect Community Grant Request for Proposals. Tennessee Reconnect is a component of the Drive to 55, Governor Haslam’s goal of equipping 55 percent of working age Tennesseans with a degree or certificate by 2025. The Tennessee Reconnect Communities are a key Tennessee Reconnect initiative to help more adults (defined as 25 years of age and older) access and complete a postsecondary degree or credential.

This request for proposals is meant for organizations interested in starting a Tennessee Reconnect Community (TRC).

TRCs are locally-based collaboratives focused on empowering adults to complete a postsecondary degree or credential. Each TRC is comprised of local leaders from the community, partner organizations, and higher education institutions. Each is focused on a localized plan to engage adults in the area through free institution-neutral advising, career counseling, and support. This initiative is based on The Graduate! Network’s (TGN) model for improving outcomes for adult learners by engaging multiple stakeholders to provide adults with support to and through college.

Successful grantees will join a network of eight existing Reconnect communities, currently serving over 8,000 students across the three grand divisions of the state.

It is our intent to call for proposals from communities, broadly defined. For the purposes of this grant, a “**community**” will be defined as a city, county, geographic region or cluster of the previous entities, existing in the State of Tennessee.

Grant funds will be available to recipients for the establishment of TRCs that will serve the needs of Tennessee adults interested in completing a postsecondary credential. These centers, TRCs, will

function as connecting-places; engaging higher education institutions, local employers, local organizations, and adult learners alike. This initiative, based on TGN's proven model for improving outcomes for adult learners, will engage resources such as local businesses, higher education institutions, local businesses, local community organizations and government to provide adults with advising, support, a personalized path to and through college and provide a space to connect the aforementioned stakeholders in larger statewide degree-attainment efforts.

THEC will award grants to communities that identify the readiness, commitment, and community partnerships to implement this model to significantly improve outcomes for their adult learners.

Please be aware of a few important details:

- THEC will host one informational webinar on **Friday, May 5th, 2017 at 10:00 am Central Standard Time (CST)** (11:00 am Eastern Standard Time (EST)). Webinar details can be found on page 14 and will also be posted on THEC's website (www.tn.gov/thec). The webinar will be recorded and posted on the THEC website to be accessible to applicants after May 5th.
- Because THEC anticipates that multiple proposals from overlapping service areas may be submitted, THEC will prioritize those applicants who have the greatest need, impact and service area coverage within their proposal. To assist with THEC's assessment of area coverage, a Letter of Intent to Participate is required to apply. This letter is due no later than **12:00pm Central Standard Time** (1:00pm Eastern Standard Time) **on May 12, 2017**. Please see page 15 for specific requirements for this Letter of Intent. Before submitting full proposals, THEC will contact applicants to confirm their Letter of Intent. Because THEC expects multiple proposals from overlapping service areas, communities and constituencies, THEC will offer applicants the opportunity to coordinate and consolidate Letters of Intent up until **5:00pm Central Standard Time** (6:00pm Eastern Standard Time) **on Wednesday, May 17, 2017**.
- **Please note:** there are eight (8) existing TRCs with their own respective counties which they serve. To avoid duplication of grant funds and services, Letters of Intent that request to serve these existing counties will be asked to (1) collaborate as a partner with the existing TRC or (2) revise their service area to remain eligible for this grant process. Please see Appendix F for the list of the eight existing TRCs and the counties which they serve.
- Full proposals are due on **June 5, 2017 by 5:00pm CST** (6:00pm EST). Please see the grant timeline on page 13 of the RFP for key dates regarding the application and review process.

THEC looks forward to receiving your submissions.



CALL FOR PROPOSALS

And

GUIDELINES FOR SUBMISSION

TENNESSEE RECONNECT COMMUNITIES

PROPOSALS DUE

June 5, 2017



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I. Overview

The Drive to 55 and Tennessee Reconnect

Educational attainment rates are below the national average in most Tennessee counties¹. This presents a problem for workforce quality, which will only increase as new skills become in demand. The Georgetown Center for Education and Workforce estimates that by 2020, 58 percent of the jobs in Tennessee will require a postsecondary education credential or training². Currently, only 39.3 percent of Tennessee residents have a postsecondary credential. The goal of the Drive to 55 is to address this gap, bringing the percentage of Tennesseans with college degrees or certifications to 55 percent by the year 2025.

Achieving Tennessee's Drive to 55 relies largely on the recruitment, retention and completion of adults in higher education. Tennessee Reconnect, the adult-focused efforts of the Drive to 55, engages the over 900,000 Tennessee adults over 25 who have some college but have not completed their degree, and the 1.4 million Tennesseans over 25 with a high school degree.³

In response, the Tennessee Higher Education Commission (THEC) has issued the *2015-2025 Master Plan for Higher Education*, which sets forth statewide degree and certificate production targets necessary for meeting the statewide goal of 55 percent education attainment. Tennessee must equip 79,200 *additional* state residents (beyond current production levels) with postsecondary credentials between 2015 and 2025; this is around 850 additional credentials per year. Two-thirds of this growth will need to come from adult learners, or around 52,000 *additional* credentials earned by adults by 2025. **THEC's goal for the Tennessee Reconnect Community (TRC) effort is for 10 communities to serve 32,000 adults combined by 2025.**

What is the Tennessee Reconnect Community Grant?

This round of grants will fund (1) the establishment of *new* TRCs; and (2) the inclusion of *existing* entities who similarly serve adult learners into the TRC Network.

TRC centers are mobile and/or place-bound community centers that will serve the needs of Tennessee adults pursuing credentials. The centers will function as connecting-places; engaging institutions, local employers, local organizations, and learners alike. In scaling the effort to build TRCs statewide, it is our design to call for proposals from communities, broadly defined. A "**community**" will be defined as a city, county, geographic region or cluster of the previous entities, existing in the State of Tennessee.

The unique function of the TRCs necessitates community partnerships. THEC seeks applications from Chambers of Commerce, Local Workforce Development Areas, Non-Profit Organizations, Economic Development Boards, Development Districts, non-governmental organizations and others. Tennessee has dedicated \$2,450,000 (two million four hundred fifty dollars) over two years to support 10 TRCs .

¹ Murray, M. and the Center for Economic and Business Research, University of Tennessee (2015) Report to the Governor of Tennessee. <http://cber.bus.utk.edu/erg/erg2015.pdf>

² Carnevale, A., Smith, N., & Strohl, J. (2013). *Recovery: Job growth and education requirements through 2020*. Washington, DC: Georgetown University, Center on Education and the Workforce

³ U.S. Census Bureau; American Community Survey, 2014 American Community Survey 1-Year Estimates, Table S1505; <<http://factfinder2.census.gov>>; (29 January 2015).

During the first round of proposals in Fall 2015, THEC chose a cohort of three (3) communities that launched their services in March and April 2016. Each of these three (3) TRCs was awarded \$225,000 in the first round of proposals. These three TRCs serve the Middle Tennessee, Upper Cumberland and Southwest Tennessee regions. The second round of proposals in Spring 2016 yielded five (5) additional TRCs, also awarded \$225,000 each. The five TRCs serve the Northwest, Memphis, South Central, Smoky Mountain and Northeast Tennessee regions. Please see Appendix F for the listing of these TRCs, their lead organizations and the list of counties they serve.

For this third round of proposals, THEC will choose a cohort of two (2) communities and accept proposals from one of two types of entities:

- **New Communities:** THEC will choose new communities to serve adults not yet receiving services from the existing TRCs. This third cohort of TRCs will launch their services in early 2018. Please note, in order to avoid duplication of funds and services, THEC will not fund communities that overlap service areas of the existing TRCs. Please see Appendix F for the list of the eight existing TRCs and the counties they serve.
- **Local Existing Organizations:** THEC will choose from locally-based efforts that are currently operating to serve adults pursuing postsecondary education to expand to become a Tennessee Reconnect Community. THEC and TGN will assist in helping these organizations scale their services to a wider population, bring additional local partners on board, and these organizations will provide capacity-building services to the other TRCs within the Tennessee Reconnect Community Network (TRCN). These entities will also become TRCs and adopt the service model, co-branding and message of the TRC and Reconnect initiatives.

To provide assistance to communities in this endeavor, THEC is releasing competitive grants to communities as defined above to provide the residents of their service area with the advising, support and personalized path to postsecondary educational success.

Eligible applicants include**:

- Community foundations
- Chambers of Commerce
- Urban/Rural Coalitions
- Collective Impact Entities
- 501(c)(3) and 501(c)(6) Organizations
- Business Coalitions or Business Leadership Groups

***Postsecondary education institutions and local governmental agencies are **not** eligible to be lead applicants but will serve as partners in the community efforts. Please see page 19 for a description of these partnerships.*

Successful grants will:

- Identify innovative solutions and community partnerships

- Include sustainable support systems
- Include plans to promote sustainability and continue projects beyond the funding of the grant
- Connect goals to improving higher education outcomes

Grantees will receive (1) technical assistance in developing and launching services for adults in their community who wish to complete a postsecondary credential; (2) supplemental funds over an 18-month period to support start-up costs for TRCs; and, (3) participation in the TRCN.

- 1) **Technical assistance:** Provided by the TGN and THEC, this will include strategic and operational planning support including but not limited to training, data collection, service delivery design, marketing and communications.
- 2) **Start-up funds:** Funding to support hiring staff, providing a location or mobile services, marketing support, a Client Resource Management system, etc.
- 3) **Participation in the Tennessee Reconnect Community Network:** through this network, the state will provide consistency in practice and messaging, technical assistance, capacity building, feedback loops, marketing support and additional resources to magnify the efforts of the communities.

Grantees that are awarded the grant will be designated as “Tennessee Reconnect Communities” (TRCs) and recognized for their efforts to encourage and support their adult residents to complete a postsecondary credential.

Tennessee Reconnect Communities: Providing Local Delivery of Advising Services

One of the first – and most difficult – steps for an adult going back to college is reaching out to someone for information and help. Currently, there is no single point of contact an adult can access for comprehensive information and guidance about returning to school in Tennessee. Many adults who would have completed a degree won’t, because of the confusing maze of postsecondary options and requirements. Adults talk to people they know to learn about going back to college. Few go directly to admissions offices to explore the idea of going back to college⁴. Community-based services give adults an opportunity to talk to advisors who are institution-neutral in order to ease the process of returning to higher education.

Through supporting postsecondary completion initiatives for adult learners, communities will increase their overall economic development opportunities. Ownership of the Drive to 55, and, in this case, the adult learner programs of the Tennessee Reconnect initiative, means that communities will assist and support their residents and neighbors in the pursuit of postsecondary completion.

⁴Kresge Foundation (2013) Is college worth it for me? How adults think about going back to college. *PublicAgenda.org*

II. Partners

A. The Graduate! Network

THEC in partnership with TGN provides the capacity, resources, and expertise to help Tennessee communities design holistic local strategies for increasing access to and success in postsecondary education for adults. TGN provides a comprehensive national solution that is delivered locally, combining a proven methodology that enhances and accelerates a community's assets, technical assistance and peer support. Focused on the needs and outcomes of the adult, their approach is to build awareness among leaders, engage a broad partnership, align policies and practices, and deliver services at scale. This will result in a community-based effort of service delivery to adults that is unique to the community's needs and characteristics. While one-on-one high-touch services are essential to providing quality guidance to returning adults and are a significant part of TGN's model that Tennessee will utilize, helping communities build the capacity to better serve adult learners also involves engaging and serving multiple community stakeholders. These mutually beneficial relationships are created with and between the community sites, local employers, higher education institutions, and community-based organizations around the goal of increased degree attainment, particularly with regard to adult learners.

TGN is a non-profit organization whose work is based on collective impact strategies, which bring together entities from different sectors to collaboratively commit to solving a complex social issue. The partnership between Tennessee and TGN provides our communities with training, guidance, support, and information that allow communities to develop sustainable and locally-focused Drive to 55 efforts for adults, which will bring a variety of stakeholders to the table. TGN is currently working with twenty-two(22) sites across the country, including the eight existing TRCs, and has built and sustained a national network. At each region, a local network of partners typically includes higher education institutions, workforce and economic development organizations, employers, local government, community based organizations and funders.

The TGN model is based on four components:

- **Services:** Supporting adults with research-based educational programs, services and academic practices that increase college completion.
- **Partnerships:** Strengthening partnerships to influence policies and practices within and between sectors, particularly higher education, employers and communities, in and across regions as well as states.
- **Messaging:** Communicating why it matters for adult students to complete their degrees for civic, economic, and personal benefits, and how talent strategies can achieve goals through adult college completion.
- **Sustainability:** Aligning and investing in research and design of sustainable and scalable business and funding models that can be duplicated across communities.

III. Tennessee Reconnect Communities Overview

Communities make the most impact when there is commitment and investment in collectively working together to achieve goals, provide clarity on ownership and processes, adapt models to local context, use expertise and data to guide design and decisions, and create structured opportunities to learn from peers.

A. Tennessee Reconnect Communities: Local Partnerships

TRCs are charged with reaching out to and supporting adults locally to re-enroll in postsecondary education and complete a postsecondary credential. Through the TRC, prospective adult learners are connected to a single point of contact, a person who can help them navigate the path to college in a personalized and unique approach. The TRC sites provide adults who have some college but no degree with a variety of services including free advising, career and financial aid counseling, and scholarship resources. The sites act as a connecting point for local employers, local institutions of higher education, and prospective adult learners, working to create awareness of the benefits of adult completion as a strategy for economic development and a source for workforce talent. These communities engage local business, local higher education institutions, local government, workforce and economic development groups, and community organizations to garner resources, identify and eliminate obstacles, and create new pathways for adults to complete a college degree.



B. Tennessee Reconnect Community Outcomes

Throughout the strategic planning and operations set-up, each TRC will establish individual outreach goals to connect with the larger statewide goals of adult education attainment through the Drive to 55 and subsequent Tennessee Reconnect initiatives. The overarching quantitative goal for the TRC effort is for the ten (10) TRCs to provide services to a total of 32,000 adults by 2025. Community goals will utilize this statewide goal when developing their own outreach goals and strategic partnerships with community-based organizations, higher education institutions and employers. Additionally, communities will establish long-term goals of creating a sustainable and cultural change around postsecondary education and completion among adults in their community. It is THEC's vision that TRCs will lead the way in developing a community culture in which adult learners are supported and have resources to make informed decisions about returning to higher education. TRCs will accomplish this by developing their own strategic plans, participating in the larger Tennessee Reconnect Community Network, becoming centers of excellence and engaging surrounding communities in developing their own adult learner completion agendas.

C. Tennessee Reconnect Community Network: State Partnership

TRCs also have the support of a statewide network. Each TRC will benefit and grow their services and expertise through support, idea-sharing and collaboration between TRC sites, to be facilitated by THEC. Through this TRCN, the state will provide consistency in practice and messaging, technical assistance, capacity building, feedback loops, marketing support, and additional resources to magnify the efforts of the communities. It is through this Network that all TRCs will communicate best practices and coordinate their efforts. The TRCN will also develop into a community of practice, with each community site identifying their unique strengths and providing other Tennessee communities with professional development and strategies they can use to develop those same resources in their communities.

D. Leveraging Additional Tennessee Reconnect Initiatives

Additionally, TRCs have statewide Tennessee Reconnect programs and resources to leverage at the local community level. It is THEC's vision that the TRC sites will work in partnership with THEC to deploy these resources within their communities and play a prominent role in furthering the development of these adult learner engagement strategies. The TRCs will also be significant in providing community and adult learner insight into these initiatives. The following list is among the state-level resources/initiatives to be leveraged and operationalized at the community level. For more information about Tennessee's comprehensive adult learner initiatives please visit: www.tn.gov/thecc

- 1) **Adult Learner Portal:** THEC has developed and launched a web portal focused on providing resources to adults returning to, or enrolling for the first time, in postsecondary education. This new public website, **TNReconnect.gov**, helps adults navigate learning opportunities available at Tennessee institutions. Adults have the capability to determine degree plans, transferability of past credits and calculate time and cost to degree completion. All TRC sites will be trained on the functions of the portal and will integrate its usage into the suite of TRC provided services.

2)**Partnerships with local Adult Learning Focused Institutions (ALFIs).** In August 2015, THEC awarded 17 Ready to Reconnect grants of up to \$50,000 each to public and private not-for-profit two- and four- year institutions and Tennessee Colleges of Applied Technology (TCATs) for the purpose of creating services and support to adult learners to increase their success in postsecondary education. The 12-month projects commenced in September 2015. As part of the grant application process, 25 Tennessee institutions completed the ALFI assessment enabling them to understand institutional barriers to adult learner success and design solutions to alleviate these barriers. Communities will leverage the expertise and partnership of the ALFI institutions in developing their TRC sites and services. Please see Appendix E for a list of the 25 Tennessee ALFI institutions.

3)**Reconnect + Complete.** Tennessee’s adult learner re-engagement initiative aimed to reach the 85,000+ Tennessee adults aged 25-64 who had earned at least 50 percent of credits toward a degree but never finished college. The purpose of Tennessee Reconnect + Complete was to locate these adults and provide resources for Tennessee public and private, not-for-profit institutions to reach out to them and encourage them to finish their degree. In September 2015, THEC and the Governor’s office hosted a meeting for institutional representatives to commence the Reconnect + Complete efforts. Attendees received resources which highlighted best practices, outreach resources and the contact information for their former adult student non-completers. As part of the statewide media campaign to engage these adult learners, institutions have also begun to reach out to the adults directly, offering information about their institution as well as the statewide Tennessee Reconnect effort. TRCs should partner with their local institutions and develop and provide services, information, and outreach support to this population.

4)**Employer & Workforce Agency engagement efforts.** Previous planning work between THEC and workforce and economic development leaders around encouraging employers to support employees’ continued education to a credential will be developed at the local levels through the TRCs. This may include services, such as on-site advising, provided to local employers by TRCs.

IV. Tennessee Reconnect Communities Timeline of Activities

Tennessee Reconnect Community RFP & Implementation Timeline	
Item	Date/Deadline
THEC releases 2 nd TRC Grant RFP	Friday, April 28
Potential applicants participate in webinar	10:00am CST, Friday, May 5
Webinar & FAQs posted to THEC site	Monday, May 8
Applicants submit Letters of Intent to Participate	12:00pm CST, Fri., May 12
If applicable, applicants submit <i>revised</i> Letters of Intent	5:00pm CST, Wednesday, May 17
Proposals due to THEC from applicants	5:00pm CST Monday, June 5
THEC Announces Grant Awards	Friday, June 23
3 rd Cohort (2) sites begin Grant Activities	July 31, 2017
3 rd Cohort (2) TRCs develop & implement Operations Plan	August 2017 – January 2018
3 rd Cohort (2)TRCs Launch	February 2018

V. Tennessee Reconnect Community Grant Details

THEC will award the Tennessee Reconnect Community Grants to communities through a competitive proposal process. Successful grants will:

- Identify innovative solutions and community partnerships
- Include sustainable support systems
- Include plans to promote sustainability and continue project beyond the funding of the grant
- Connect goals to improving higher education outcomes

Grantees will receive (1) technical assistance in developing and launching services for adults in their community who wish to complete a postsecondary credential; (2) supplemental funds over an 18-month period to support start-up costs for Tennessee Reconnect Community Centers; and, (3) participation in the Tennessee Reconnect Community Network.

- 1) **Technical assistance:** Provided by the TGN and THEC, this will include strategic and operational planning support including but not limited to training, data collection, service delivery design, marketing and communications.
- 2) **Start-up funds:** Funding to support hiring staff, providing a location or mobile services, marketing support, a Client Resource Management system, etc.
- 3) **Participation in the Tennessee Reconnect Community Network:** through this network, the state will provide consistency in practice and messaging, technical assistance, capacity building, feedback loops, marketing support, and additional resources to magnify the efforts of the communities.

Communities that are awarded the grant will be designated as “Tennessee Reconnect Communities” and recognized for their efforts to encourage and support their adult residents to complete a postsecondary credential.

A. Webinars for Communities

THEC will host an informational webinar for communities interested in participating in the TRC Grant on **Friday, May 5, 2017 at 10:00 am CST** (11:00 am EST). Please see the registration link below:

<https://tngov.webex.com/tngov/onstage/g.php?MTID=e80157b868f570b9a24f2b70b401a498f>

This link and the webinar details will also be posted on THEC’s website (www.tn.gov/thecc). The recorded webinar and a compiled list of Frequently Asked Questions will be posted on the THEC website and accessible to applicants after May 5th. **Direct all questions regarding the webinar to Mary Laphen at mary.laphen@tn.gov.**

The webinar content will include:

- An overview of the RFP; the process and timeline of the grant competition (THEC);
- The TGN model including the Tennessee Reconnect Community process and details about the technical assistance provision;
- Insight into the eight existing TRCs which provide community-based services for adult learners.

B. Letter of Intent to Participate: Requirements

THEC is requiring communities to submit letters of intent to indicate their commitment to both submitting a grant proposal and working in partnership with TGN and THEC. The letters of intent should address the following items:

1. Identify a main point of contact and the organization name with which TGN and THEC will communicate throughout the RFP process. Please include the signature of this point of contact.
2. Identify whether you are applying as 1) a *new* community or 2) local *existing* organization that currently provides similar services and will adopt this model to become a Tennessee Reconnect Community.
3. Describe in narrative form the geographic area/service area and demographic information about adult learners your TRC intends to serve.
4. List the primary county/counties your proposed TRC will serve.
5. List the primary city/cities your proposed TRC will serve.
6. Estimate the number of adult learners your proposed TRC will serve.
7. List the names or potential organizations/entities who will serve as a partner in this work.

Letters are due from communities to THEC via email to Jessica Gibson at Jessica.Gibson@tn.gov by **12:00pm CST (1:00pm EST) Friday, May 12, 2017**. The subject line should state '*TN Reconnect Community Grant Letter of Intent [Community Name]*'.

THEC intends to share this information with other applying groups whose proposals would potentially serve the same area. The purpose of this is to identify applicants whose proposals could benefit from collaboration and consolidation. If applicable, THEC will notify these applicants and they will have the opportunity to submit one *joint* proposal as reflected in a revised letter of intent.

If your proposed service area is made up of counties who currently receive TN Reconnect Community services through an established TRC, you will also be notified in order to either 1)

collaborate with the existing TRC or 2) submit a revised letter of intent in order to avoid duplication of funds and services.

Your group's decision to submit a revised letter of intent will not affect the scoring of your proposal. The deadline for revised letters of intent is **5:00pm CST (6:00pm EST) on Wednesday, May 17.**

C. Preparation of the Application

Listed below are the required application components. The narrative sections of the proposal must be 1.5-spaced and the font used must not be smaller than 11-point. This narrative portion of the application (Illustration of Current Context – Section B, Leveraging Community Partnerships & Collaborations – Section C, Sustainability Plan – Section D, and Budget Narrative – Section E) shall **not** exceed 15 pages. Please see page 18 for further instructions. The proposal sections should be labeled and returned in order, as shown:

- **Cover Page (Section A; Appendix B)**
Signature required.
- **Illustration of Current Context (Section B)**
- **Leveraging Community Partnerships & Collaborations (Section C)**
- **Sustainability Plan (Section D)**
- **Budget Narrative (Section E)**

D. Submission of Grant Application

The grant proposal submission deadline is **5:00pm CST (6:00pm EST), June 5, 2017.** THEC will announce selected grantees on **June 23, 2017,** and implementation process will begin July 2017. The expectation is that the program will be sustainable in nature and can continue beyond the period of the 18-month grant.

Applicants must submit a full proposal with signatures to THEC electronically. The electronic submission should be sent to Jessica Gibson at Jessica.Gibson@tn.gov with the subject line, "*3rd Round TRC Proposal: [Community Name]*". To be considered for funding, proposals must be received at THEC no later than **5:00 PM CST on June 5, 2017.** Incomplete applications will not be considered.

E. Proposal 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 applicant.

A review panel will evaluate eligible applications in light of the required application components. The panel will review each eligible application and make recommendations. The scores and recommendations from the review panel will be the primary determinant of successful proposals and will form the basis for negotiation and final selection. Please see the rubric in **Appendix C** for scoring details. *Proposals must receive a baseline score of 70 points to*

be considered for funding. Proposals that receive at least 70 points will be funded in rank order based on the number of points received.

Following the review process, THEC will notify the primary contact to discuss any modifications that may be required of selected communities. THEC intends to fund proposals that show the most promise and willingness to create a cultural change at the community level to positively influence the outcomes and educational attainment of adult students.

F. Award Conditions

The amount of funding awarded to each community may vary based on community service area size, number of projected adult students served, project activities, and resources needed to fully and successfully implement the activities to better serve adult students. Awards are contingent upon availability of funds within state appropriations, and upon the State's evaluation of funded programs for compliance with project requirements and effectiveness of project implementation.

G. Grant Requirements

Each awarded community must report its progress in meeting short-term goals identified in the grant proposal to THEC. In order to build a community of practice, awarded communities must participate in communications with other TRC sites to share progress and ideas. Further information regarding reporting requirements and forms will be provided by THEC after the grant is awarded.

H. Funding

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

The TRC Grant is subject to the appropriation and availability of State funds. In the event that the funds are not appropriated or are otherwise unavailable, THEC reserves the right to terminate this grant initiative upon written notice.

All costs incurred in preparation of the proposal shall be borne by the Applicant. Proposal preparation costs are not recoverable from grant funds. THEC reserves the right to withhold funding if at any point the program is not adhering to federal and state requirements or the goals and objectives declared in this RFP. THEC staff reserve the right to attend any project activity or meeting to ensure the fidelity of this program, and conduct regular monitoring of the project.

VI. Proposal Requirements

Proposals can earn up to 100 points based on the following application components. Each application submitted **must** include:

A. Cover Page

Applicants must complete the Tennessee Reconnect Community Grant cover page and include all required signatures (**Appendix B**). Applicants must designate a primary contact who will report to the Tennessee Higher Education Commission (THEC) and TGN throughout the RFP process and the potential subsequent TRC process.

B. Illustration of Current Context (30 Points)

Proposals must include a detailed explanation of the current condition, culture and context of postsecondary access and success among the adult population in their proposed service area. Applicants must also discuss the importance of this community initiative and why it is crucial to the community's workforce and economic development. This section should additionally address the following aspects:

a. *Discussion of your Proposed Tennessee Reconnect Community's Impact & Reach*

1. **Define your community:** Geographically and demographically define and describe the service area for your proposed Tennessee Reconnect Community. For example, is it a metropolitan area, micro-metropolitan area, county, multiple counties or city? Please include the rationale for defining your community and service area in this way.
2. **Explain your community's need:** Please use relevant and current economic and workforce data to discuss the condition of adults in your service area 25 years and older who have some college, but no degree. Additionally, please reference Appendix D for the educational attainment data by Tennessee County from the American Community Survey (ACS) data for further context.
3. **Discuss how becoming a TRC will impact your community:** Describe your goals and anticipated outcomes in terms of impacts on adult student access, retention, and completion, and on impacts in the community in terms of workforce and economic improvements. Additionally estimate the number of adults who will potentially access your TRC services.

If you are an entity currently providing similar services to adults within your community and applying as an adopter of this service model, please additionally complete the following set of questions. If you are applying as a new entity, you may continue to Section B.b (Discussion of Strengths).

4. **Describe Current Services:** Please describe the current services your organization provides to your community. Please include the history of your organization, its mission, its impacts, its successes and challenges.

5. **Describe the Need:** Please describe why your current organization is applying for this grant. Please detail how this service model and grant will enhance and build upon the work that your organization currently provides.
6. **Expanding your Reach & Service Area:** Please describe how your organization will:
 - 1) Expand your current geographical reach to provide more adults with advising services; for example, an organization that currently serves one city/county could expand to assist neighboring cities/counties.
 - 2) Expand the profile of the clients you currently serve to align with the TRC model; for example, TRCs primarily serve adults with some college experience, but will also serve *any* adult who wants to pursue a postsecondary credential.
 - 3) Expand your service model to align with the TRC model. The TRC service model is a “*to and through*” model which means that completion is just as important as access. Advisors provide services for each adult from enrollment to graduation.

b. **Discussion of Strengths**

1. Proposals must address how the community’s strengths and community partnerships can be leveraged to address the challenges of adult degree attainment.
2. Provide a preliminary plan to deploy your advising services throughout your geographic area. If your community plans to use a specific physical location to offer advising services, describe that location and what strengths the location offers in terms of providing services to adults returning to college. If your plans include mobile or “pop-up” services, please share where and how those would be made available.
3. Proposals should describe any current postsecondary attainment initiatives within their service area, their framework and alignment with the Drive to 55 and how these programs will contribute and collaborate with the proposed Tennessee Reconnect Community. If applicable, please provide supporting documentation and describe the outcomes and success metrics of these initiatives.

c. **Discussion of Challenges**

1. Proposals should address how your service area’s structural, geographic, capacity-related, financial, and other realities contribute to making adult degree attainment a challenge for adult learners.

C. Leveraging Community Partnerships & Collaborations (30 Points)

The Tennessee Reconnect Community model is based on a collective impact strategy, which brings together entities from different sectors to collaboratively commit to solving a complex social issue. Therefore, elements of collaboration between governmental agencies, local employers, higher education institutions and local community based organizations will be critical to the success and sustainability of the TRCs.

This section should address the following aspects as it relates to partnerships and collaborations:

1. Please list in the table below **existing and potential** partnerships which will be leveraged for the proposed TRC. Please note that multiple entities in each category are allowable and encouraged.

Additionally, please identify if the organization is a Champion or a Partner. A **Champion(s)** is one who will support, advocate and promote the cause of the TRC by messaging, activating others and creating public awareness. A **Partner(s)** is one who will support by undertaking responsibilities, providing resources and provide expertise to the TRC.

Entity Name	Champion or Partner
Local Government Agencies	
Employers/Business Leadership	
Higher Education Institutions/Leadership	
Community Based Organizations	
Workforce Agencies	
Economic Development Agencies	
Funders	
Other	

2. How will you leverage partnerships like those listed above to develop a cross-sector approach for a community-based initiative on adult degree attainment?
3. An element of collective impact that is just as important as engaging multiple stakeholders is properly managing those stakeholders' progress towards a singular vision. This will be the function of the lead agency. Provide a rationale for the selection of the organization that will lead this initiative. How is this organization uniquely suited to lead the initiative based on its relationship with other champions or partners? Additionally please include a brief description of the lead organization's current functions within the community.
4. If applicable, please identify any current formal economic development agendas that include strategies for adult postsecondary completion initiatives.
5. Describe any relevant initiatives your organization has executed with local higher education institutions or leaders.
6. Applicants should provide a brief summary and proof of collaboration in the form of a signed letter from the collaborators identified above. Signed letters should include **organization name, contact name, title, contact information and nature of commitment to collaboration**. Letters of support meeting the following criteria will be considered strong proof of collaboration:
 - Letters from **employers** containing commitments to one or more of the following:
 - Host on-site workshops facilitated by TRC staff or experts who are part of the local TRC network of partners
 - Organize on-site college fairs for their employees
 - Host advisors for one-on-one advising sessions
 - Participate in employee surveys
 - Participate in employer survey
 - Provide TRC materials to their employees

- Other activities, as specified by the employer
- Letters of support from **workforce, economic development agencies, community-based organizations, and job centers** committing to one or more of the following:
 - Provide space for Reconnect Advisors to meet with Reconnectors;
 - Provide information about Tennessee Reconnect to clients
 - Refer clients to Reconnect Advisors
 - Other activities, as specified by the organization
- Letters of support from **higher education institutions** committing to:
 - Designate an institutional point person to work with students being served by TRCs
 - Delegate a senior administrator to coordinate the efforts of the TRCs' collaboration with the institution
 - provide information, insight, and oversee institutional participation
 - Participate in TRC-hosted events such as college fairs or workshop
 - Share information with the TRC, enabling TRC staff to help students at the institutions with filing FAFSAs, collecting transcripts, to navigate college systems, program choice,
 - Participate in TRC planning meetings 2-4 times per year
 - Other activities, as specified by the institution

If you are an entity currently providing similar services to adults within your community and applying as an *adopter* of this service model, please additionally complete the following section. If you are applying as a *new* entity, you may continue to Section D (Sustainability Plan):

1. Grantees that currently provide similar services to adults in their community will be required to use their prior experience and expertise in this field to provide professional development, training (curriculum development and actual training), materials and messaging development and capacity building to the existing TRCs and the TRCN. Please describe in what areas your organization currently displays data and results driven best practices and how you will disseminate this knowledge and experience to the other TRCs. What will be your unique contribution to the TRCN and Communities as an experienced service provider to adults in your community?
2. These grantees will also be required to adopt the Tennessee Reconnect Community service model, co-brand, message the TRC and TRCN efforts and become a full and active member of this initiative. TGN and THEC will help the grantee to align goals, vision, and guiding structure. This includes (1) enhancing or building partnerships with institutions, local organizations, employers, economic and workforce development entities, and others; (2) utilizing TGN's appreciative advising method; (3) participating in TRC director and adviser training; and (4) making necessary organizational changes to become a TRC. How will your organization adjust to becoming a Tennessee Reconnect Community and part of the Tennessee Reconnect Community Network as well as transitioning to working with THEC, TGN and the existing communities? Do you foresee any challenges and how will you address them?

D. Sustainability Plan (20 Points)

Explain the role the lead agency will play throughout the life of the grant. How will the lead agency sustain the spirit and impact of this work after grant funding ends? How you're your organization plan to make this work self-sustaining at the local level? Applicants should additionally explain how the Tennessee Reconnect Community grant project elements will be sustained beyond the life of the grant. The proposal should not simply account for a one-time project, but instead should present the start of a change at the community level. Please include details of how community partnerships and support will sustain and continue this work beyond the grant.

E. Budget & Budget Narrative (20 Points)

As part of the grant proposal, communities should submit a **budget and narrative** which summarizes various funding opportunities that can be leveraged within the community. Grant funds provided through the Tennessee Reconnect Community Grant will cover partial start-up expenditures, and the *maximum* allowance for each community through this grant is \$225,000.

In Appendix G, THEC and TGN have provided a list of expenditures that a community can anticipate for starting a TRC site. This list is not exhaustive but should provide applicants a framework for gathering funds for the TRC initiative. Please estimate the *anticipated* amounts and sources of funds for each item over an 18-month period beginning July 1, 2017 – December 30, 2018.

Applicants must budget for a full-time Director and either full or part-time advisors. For purposes of this grant, a part-time advisor will work at least 20 hours per week on TRC Advising.

Please note: This is just an estimate of the distribution of funds across the anticipated expenditures. If selected as a grantee, THEC and TGN will work with each grantee on finalizing and refining budgets during the contract process. Amounts that are already included should be considered permanently funded from the identified sources.

Please see Appendix G to complete this budget template and include your narrative portion within the written sections of your proposal.

APPENDIX A – Application Checklist



Tennessee Reconnect Community Grant Competition

Application Checklist

Status	Item	Date(s)
<input type="checkbox"/>	Potential applicants participate in webinar	10:00 am CST, Fri., May 5
<input type="checkbox"/>	Applicants submit Letters of Intent to Participate	12:00pm CST , Fri.. May 12
<input type="checkbox"/>	If applicable, applicants submit <i>revised</i> Letters of Intent to Participate	5:00pm CST, Wed., May 17
<input type="checkbox"/>	Proposals due to THEC from applicants	5:00pm CST Mon. June 5



**Tennessee Reconnect Community Grant
Request for Proposals
COVER PAGE**

Applying Community:			
Lead Organization:			
DUNS Number*:			
Primary Contact Name:			
Title:			
Address (Include County):			
Telephone:		Fax:	
E-Mail:			

* Please include your Dun & Bradstreet, or D-U-N-S, Number. This is the unique nine-digit identification number for the physical location of your business. D-U-N-S Number assignment is free for all businesses required to register with the federal government for contracts or grants.

Certification by Primary Contact: 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 Primary Contact

Signature of Primary Contact

Date

Please include the contact information for the individual who will sign the contract if chosen as a grantee. If this individual is the same as the primary contact, please write: "**Same as Above.**" This contact and signatory certifies legal authority to bind the proposing entity to the provisions of this RFP and any contract awarded pursuant to it.

Contract Signatory Name & Title:	
Organization Name:	
Address:	
Email:	
Telephone:	Fax:

Applying Community Name _____

Evaluation Criteria	Maximum Points	Reviewer Score	Comments/Recommendations
<p>Illustration of Current Context</p>	<p>30</p>		
<ul style="list-style-type: none"> - Does the proposal include a detailed explanation of the current condition, culture and context of postsecondary access and success among the adult population in their proposed service area? - Does the proposal discuss the importance of this community initiative and why it is crucial to the community's workforce and economic development? - Does the proposal geographically and demographically define the service area and provide rationale for defining their community? - Does the proposal use economic workforce data to discuss the condition of adults in their service area? - Does the proposal describe goals and anticipated outcomes in terms of impacts on adult student access, retention, and completion, and on impacts in the community in terms of workforce and economic improvements? - Does the proposal address how the community's strengths and community partnerships can be leveraged including currently postsecondary attainment initiatives in their service area and provide a preliminary plan to deploy your advising services? - Does the proposal address how internal and external realities contribute to making adult degree attainment a challenge for adult learners in their service area? - If the entity is a current organization applying as an adopter of this service model, does the proposal: 1) describe current services, 2) describe the need of this grant and how they will build upon their current work and 3) how they will expand their reach & services 			
<p><u>Scoring Range</u></p> <p>30- The proposal includes a detailed explanation of the current context, strengths, challenges, and the significance of this initiative including anticipated outcomes and goals and used relevant data.</p>			

Evaluation Criteria	Maximum Points	Reviewer Score	Comments/Recommendations
<p>15- The proposal includes an explanation of the current context, strengths, challenges the significance of this initiative including anticipated outcomes and goals and used relevant data but lacks sufficient detail.</p> <p>1-It is unclear that the proposal has considered the current context, strengths, challenges, and the significance of this initiative including anticipated outcomes and goals and usage of relevant data.</p>			

Evaluation Criteria	Maximum Points	Reviewer Score	Comments/Recommendations
<p align="center">Leveraging Community Partnerships & Collaborations</p>	<p align="center">30</p>		
<ul style="list-style-type: none"> - Does the proposal address list existing and potential partnerships which will be leveraged and identify champions and partners? - Does the proposal address how the organization will leverage these partnerships to develop a cross-sector approach? - Does the proposal include rationale for selecting the lead organization and a brief description of its current functions? - Does the proposal discuss how it will leverage partnerships to develop a cross-sector approach? - Does the proposal identify any current formal economic development agendas that include strategies for adult postsecondary completion initiatives? - Does the proposal include a brief summary and proof of collaboration in the form of signed letters with specific commitments to the partnership? - If the entity is a current organization applying as an adopter of this service model, does the proposal: 1) describe in what areas it currently functions as a center of excellence and how it will disseminate this knowledge and experience to the other TRCs? And 2) How it will adjust and address challenges to becoming a Tennessee Reconnect Community and transitioning to work with THEC, TGN and the existing communities? <p><u>Scoring Range</u></p> <p>30-Proposal includes a significant list of existing and potential partnerships, includes rationale, how it will leverage partnerships and have strong letters of commitment to collaboration.</p> <p>15-Proposal includes a list of existing and potential partnerships, includes rationale, how it will leverage partnerships and have letters of commitment to collaboration however the strength of these partnerships lack depth.</p> <p>1-The proposal does not include a list of partnerships and lacks letters of commitment to collaboration from external partners.</p>			

Sustainability Plan	20		
<p>The proposal provides a detailed explanation of how the Tennessee Reconnect Community grant services and activities will be sustained at the community beyond the life of the grant. The proposal shows evidence of integrating the project and associated long-term goals into the community.</p> <p><u>Scoring Range</u></p> <p>20- Proposal includes a detailed explanation of how Tennessee Reconnect Community grant services and activities will be sustained beyond the life of the mini-grant and integrated into the community. Letters of Support include mention of contributions to sustainability plan.</p> <p>10- Proposal includes intention for grant services and activities to be sustained beyond life of the grant and integrated into the community but lacks complexity.</p> <p>1- Proposal does not include sustainability plan.</p>			
Budget Narrative	20		
<p>The budget narrative is detailed and summarizes various funding opportunities which can be leveraged within the community. The community has identified diverse sources of funds and has justified these sources throughout the budget narrative. The applicant has budgeted for a full time director and at least two part time advisors working no less than 20 hours per week, or at least one full-time advisor.</p> <p><u>Scoring Range</u></p> <p>20 – Budget narrative is complete with diverse sources of funding, sufficient justifications and detail.</p> <p>10 – Budget narrative lacks diverse sources of funding and lacks detail but is reasonable given the scope of the work.</p> <p>1 – Budget narrative does not identify sources of funding and is incomplete.</p>			
Total:	100		

****Proposals must receive a minimum of 70 points to be considered for funding.**

Tennessee Educational Attainment and Some College no Degree Rates by County

Getting to 55

County	Total Population (25-64)	Population with at least an associate degree (25-64)	Educational attainment rate: Percent of population (25-64) with at least an associate degree	Additional degrees needed for this county to reach 55% educational attainment rate	Population with some college, but no degree (25-64)	Percent of population with some college, but no degree (25-64)	If every adult with some college, but no degree, earned a credential, this would be the county's educational attainment rate
Anderson	39,406	12,169	30.9%	9,504	9,193	23.3%	54.2%
Bedford	23,354	4,575	19.6%	8,269	4,574	19.6%	39.2%
Benton	8,320	1,370	16.5%	3,206	1,606	19.3%	35.8%
Bledsoe	7,612	1,248	16.4%	2,938	1,307	17.2%	33.6%
Blount	65,951	22,427	34.0%	13,846	14,701	22.3%	56.3%
Bradley	52,636	15,934	30.3%	13,015	12,219	23.2%	53.5%
Campbell	21,036	3,279	15.6%	8,290	3,680	17.5%	33.1%
Cannon	7,335	1,455	19.8%	2,579	1,529	20.8%	40.7%
Carroll	14,077	2,872	20.4%	4,870	3,004	21.3%	41.7%
Carter	30,156	7,270	24.1%	9,315	6,045	20.0%	44.2%
Cheatham	21,755	6,334	29.1%	5,631	4,580	21.1%	50.2%
Chester	8,092	2,183	27.0%	2,267	1,791	22.1%	49.1%
Claiborne	16,736	3,623	21.6%	5,581	3,069	18.3%	40.0%
Clay	3,834	726	18.9%	1,382	553	14.4%	33.4%
Cocke	18,605	3,181	17.1%	7,051	3,408	18.3%	35.4%
Coffee	27,416	7,173	26.2%	7,905	6,000	21.9%	48.0%
Crockett	7,388	1,447	19.6%	2,616	1,392	18.8%	38.4%
Cumberland	26,880	6,493	24.2%	8,291	5,181	19.3%	43.4%
Davidson	374,741	170,504	45.5%	35,603	73,990	19.7%	65.2%
Decatur	5,810	1,212	20.9%	1,983	1,061	18.3%	39.1%
DeKalb	9,929	2,028	20.4%	3,432	1,721	17.3%	37.8%
Dickson	26,584	5,799	21.8%	8,822	5,547	20.9%	42.7%
Dyer	19,470	5,787	29.7%	4,921	3,662	18.8%	48.5%
Fayette	20,981	6,260	29.8%	5,279	5,034	24.0%	53.8%
Fentress	9,149	1,458	15.9%	3,573	1,472	16.1%	32.0%
Franklin	20,351	5,437	26.7%	5,756	4,253	20.9%	47.6%
Gibson	25,012	6,107	24.4%	7,649	6,491	26.0%	50.4%
Giles	14,985	3,346	22.3%	4,895	3,051	20.4%	42.7%
Grainger	12,169	2,294	18.9%	4,398	2,094	17.2%	36.1%
Greene	35,871	7,961	22.2%	11,768	6,388	17.8%	40.0%
Grundy	6,770	1,158	17.1%	2,565	965	14.3%	31.4%
Hamblen	32,690	6,861	21.0%	11,118	6,391	19.6%	40.5%
Hamilton	185,762	71,299	38.4%	30,870	46,469	25.0%	63.4%
Hancock	3,555	545	15.3%	1,410	725	20.4%	35.7%
Hardeman	14,412	1,964	13.6%	5,962	2,654	18.4%	32.0%
Hardin	13,263	2,501	18.9%	4,793	2,437	18.4%	37.2%
Hawkins	29,907	6,194	20.7%	10,254	5,633	18.8%	39.5%

County	Total Population (25-64)	Population with at least an associate degree (25-64)	Educational attainment rate: Percent of population (25-64) with at least an associate degree	Additional degrees needed for this county to reach 55% educational attainment rate	Population with some college, but no degree (25-64)	Percent of population with some college, but no degree (25-64)	If every adult with some college, but no degree, earned a credential, this would be the county's educational attainment rate
Haywood	9,464	1,689	17.8%	3,516	1,937	20.5%	38.3%
Henderson	14,527	3,119	21.5%	4,870	3,282	22.6%	44.1%
Henry	16,404	3,503	21.4%	5,519	3,325	20.3%	41.6%
Hickman	13,211	2,278	17.2%	4,988	2,343	17.7%	35.0%
Houston	4,167	679	16.3%	1,612	736	17.7%	34.0%
Humphreys	9,397	1,987	21.1%	3,181	2,160	23.0%	44.1%
Jackson	6,066	875	14.4%	2,461	914	15.1%	29.5%
Jefferson	26,773	6,369	23.8%	8,356	5,712	21.3%	45.1%
Johnson	9,848	1,751	17.8%	3,665	1,888	19.2%	37.0%
Knox	232,082	107,201	46.2%	20,444	48,261	20.8%	67.0%
Lake	4,596	518	11.3%	2,009	779	16.9%	28.2%
Lauderdale	14,740	2,086	14.2%	6,021	2,716	18.4%	32.6%
Lawrence	21,099	4,451	21.1%	7,153	4,266	20.2%	41.3%
Lewis	6,130	1,281	20.9%	2,090	1,359	22.2%	43.1%
Lincoln	17,311	4,100	23.7%	5,421	3,409	19.7%	43.4%
Loudon	24,752	7,587	30.7%	6,026	5,213	21.1%	51.7%
Macon	11,843	2,127	18.0%	4,386	2,014	17.0%	35.0%
Madison	50,168	16,922	33.7%	10,670	11,542	23.0%	56.7%
Marion	15,076	3,066	20.3%	5,225	3,549	23.5%	43.9%
Marshall	16,743	3,805	22.7%	5,403	3,363	20.1%	42.8%
Maury	45,274	13,699	30.3%	11,201	10,961	24.2%	54.5%
McMinn	26,913	6,883	25.6%	7,919	4,942	18.4%	43.9%
McNairy	13,228	2,550	19.3%	4,725	2,824	21.3%	40.6%
Meigs	6,172	860	13.9%	2,534	1,127	18.3%	32.2%
Monroe	23,194	4,409	19.0%	8,347	4,557	19.6%	38.7%
Montgomery	97,350	34,606	35.5%	18,936	27,509	28.3%	63.8%
Moore	3,299	914	27.7%	900	847	25.7%	53.4%
Morgan	12,260	1,558	12.7%	5,185	2,159	17.6%	30.3%
Obion	15,917	3,432	21.6%	5,322	3,551	22.3%	43.9%
Overton	11,246	2,166	19.3%	4,019	2,040	18.1%	37.4%
Perry	3,965	698	17.6%	1,482	748	18.9%	36.5%
Pickett	2,559	529	20.7%	878	665	26.0%	46.7%
Polk	8,788	1,570	17.9%	3,263	1,735	19.7%	37.6%
Putnam	35,380	10,776	30.5%	8,683	6,968	19.7%	50.2%
Rhea	16,330	2,953	18.1%	6,028	3,166	19.4%	37.5%
Roane	27,751	8,141	29.3%	7,122	6,112	22.0%	51.4%
Robertson	36,263	10,168	28.0%	9,776	8,225	22.7%	50.7%
Rutherford	147,949	58,767	39.7%	22,604	35,275	23.8%	63.6%
Scott	11,400	1,917	16.8%	4,353	1,975	17.3%	34.1%

County	Total Population (25-64)	Population with at least an associate degree (25-64)	Educational attainment rate: Percent of population (25-64) with at least an associate degree	Additional degrees needed for this county to reach 55% educational attainment rate	Population with some college, but no degree (25-64)	Percent of population with some college, but no degree (25-64)	If every adult with some college, but no degree, earned a credential, this would be the county's educational attainment rate
Sequatchie	7,475	1,762	23.6%	2,349	1,655	22.1%	45.7%
Sevier	49,610	12,383	25.0%	14,902	10,941	22.1%	47.0%
Shelby	495,538	188,106	38.0%	84,439	118,898	24.0%	62.0%
Smith	10,162	1,676	16.5%	3,913	1,964	19.3%	35.8%
Stewart	6,802	1,578	23.2%	2,163	1,600	23.5%	46.7%
Sullivan	81,846	26,220	32.0%	18,795	18,637	22.8%	54.8%
Sumner	90,671	31,216	34.4%	18,653	23,638	26.1%	60.5%
Tipton	32,356	7,632	23.6%	10,163	8,584	26.5%	50.1%
Trousdale	4,133	903	21.8%	1,370	741	17.9%	39.8%
Unicoi	9,465	2,023	21.4%	3,182	1,833	19.4%	40.7%
Union	10,227	1,625	15.9%	3,999	1,464	14.3%	30.2%
Van Buren	3,003	457	15.2%	1,194	423	14.1%	29.3%
Warren	20,723	4,173	20.1%	7,224	3,936	19.0%	39.1%
Washington	64,593	25,631	39.7%	9,895	14,208	22.0%	61.7%
Wayne	9,312	1,294	13.9%	3,827	2,029	21.8%	35.7%
Weakley	16,004	4,309	26.9%	4,493	3,525	22.0%	49.0%
White	13,417	2,553	19.0%	4,826	2,848	21.2%	40.3%
Williamson	106,570	69,616	65.3%	(11,003)	17,946	16.8%	82.2%
Wilson	66,169	25,989	39.3%	10,403	14,481	21.9%	61.2%

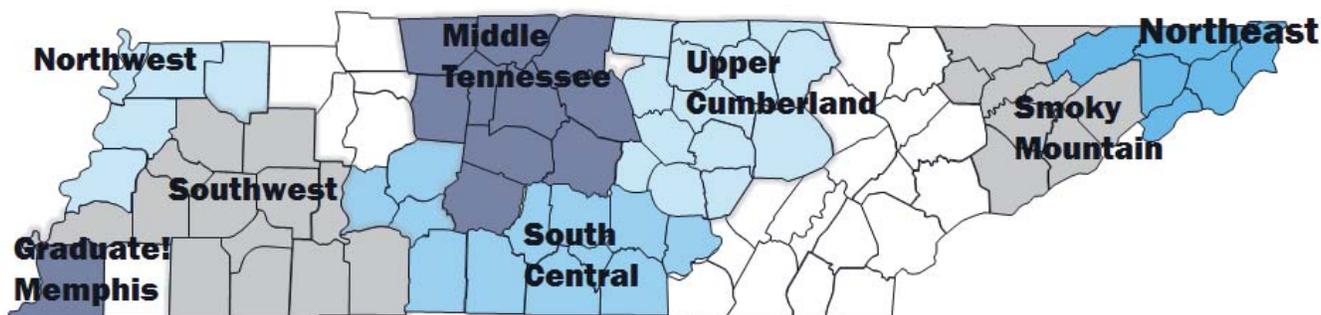
Tennessee’s Adult Learning Focused Institutions

The Tennessee colleges and universities listed below have completed the Adult Learning Focused Institution assessment, administered by the Council for Adult and Experiential Learning (CAEL). They have committed time and resources to pinpointing ways to improve the way they serve adult learners.

Community Colleges: Public, 2-Year
Chattanooga State Community College*
Cleveland State Community College*
Columbia State Community College*
Dyersburg State Community College*
Jackson State Community College*
Motlow State Community College
Nashville State Community College
Pellissippi State Community College
Roane State Community College*
Southwest Tennessee Community College*
Volunteer State Community College*
Walters State Community College*
Universities: Public, 4-Year
Austin Peay State University*
Middle Tennessee State University*
Tennessee State University
University of Memphis*
University of Tennessee, Chattanooga*
Tennessee Colleges of Applied Technology
TCAT Dickson*
TCAT Shelbyville*
Private Not-for-Profit, 4-Year
Baptist College of Health Sciences*
Belmont University
Christian Brothers University
Lee University
Lipscomb University*
Tusculum College

* Ready to Reconnect Grantee: Ready to Reconnect grants provided higher education institutions grant funds to build support systems that significantly improve outcomes for adult students in 2015-16.

Current Tennessee Reconnect Communities by County



Tennessee Reconnect Community (TRC)	Counties Served	Contact information
Graduate Memphis	Shelby	Leadership Memphis (gminfo@leadershipmemphis.org)
Middle TRC	Cheatham, Davidson, Dickson, Maury, Montgomery, Robertson, Rutherford, Sumner, Williamson, Wilson	Nashville Area Chamber of Commerce (info@midtnreconnect.org)
Northeast TRC	Carter, Hawkins, Johnson, Sullivan, Unicoi, Washington	Alliance for Business and Training (Reconnect@ab-t.org)
Northwest TRC	Dyer, Lake, Lauderdale, Obion, Weakley	Obion County Chamber of Commerce (director@nwtreconnect.com)
Smoky Mountain TRC	Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Jefferson, Sevier, Union	Douglas-Cherokee Economic Authority (info@smokytnreconnect.org)
South Central TRC	Bedford, Coffee, Franklin, Giles, Grundy, Hickman, Lawrence, Lewis, Lincoln, Marshall, Moore, Perry	Highlands Economic Partnership (Dwight.Fox@sctnreconnect.org)
Southwest TRC	Carroll, Chester, Crockett, Decatur, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, McNairy, Madison, Tipton, Wayne	Southwest Tennessee Development District (info@swreconnect.org)
Upper Cumberland TRC	Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, Warren, White	Highlands Economic Partnership (uctrc@ucreconnect.org)
Tennessee counties not served by TRCs as of April 2017	Anderson, Benton, Beldsoe, Blount, Bradley, Campbell, Hamilton, Henry, Houston, Humphreys, Knox, Loudon, Marion, McMinn, Meigs, Monroe, Morgan, Polk, Rhea, Roane, Scott, Sequatchie, Stewart, Trousdale,	

Appendix G – Budget Template and Guidance

Expenditures		(#) FT/PT	Total Grant Funds	July 1, 2017 - June 30, 2018			July 1 - Nov. 30, 2018		
				TRC Grant Funds	In-Kind Support	Other Funds	TRC Grant Funds	In-Kind Support	Other Funds
Salaries, Benefits & Taxes									
Director Salary		FT							
Lead Advisor Salary									
Advisors Salaries									
Communications/Marketing Coordinator									
Payroll Expenses									
Professional Fee, Grant & Award									
Administrative Support									
Intern									
Local Website Development & Management ¹		NA							
Outreach/Recruitment Events		NA							
Annual TGN Membership*		NA							\$5,000.00
Evaluation		NA							
Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications									
Office Supplies		NA							
Rent		NA							
Utilities		NA							
Technology ²		NA							
Furniture/Equipment		NA							
Travel, Conferences & Meetings									
Travel ³		NA							
Meetings		NA							
Other Non-Personnel									
Marketing/Advertising ⁴		NA							
CRM ⁵		NA				\$1,850.00			\$2,100.00
Capital Purchase		NA							
Grand Total		NA	\$0.00	\$0.00	\$0.00	\$1,850.00	\$0.00	\$0.00	\$7,100.00

recommended FT
recommended 1 FT, 2 PT
recommended PT

recommended PT
recommended PT

***Signifies fixed costs that will be required.**

¹Website Estimated Expenditures (including but not limited to):

- Domain registration
- Local website adaptation & updates

²Technology Estimated Expenditures (including but not limited to):

- Mobile phones w/ headsets (Advisors)
- Laptop computers (Director & Advisors)

³Travel Estimated Expenditures (including but not limited to):

- Kickoff meeting - 1-day
- Annual TRC Directors meeting (Nashville, TN) - 2 days/1 overnight
- Annual TRC Advisors training - 2 days/1 overnight

- Local and regional travel

⁴Marketing/Advertising Estimated Expenditures (include but not limited to):

- Branding & design
- Community presentations
- Marketing materials: brochures, postcards, flyers, promotional giveaways, posters, etc.
- Media buys (optional)

⁵CRM Estimated Expenditures:

TGN customization of CRM

- Non-Profit Package
 - 10 FREE Licenses
 - Additional licenses: \$36/month
 - College/Community Partner licenses: \$1,500/20 licenses
- Initialization/customization
 - 1st Year: FREE via TGN
 - 2nd Year: \$250
- Report Generator: \$350/year
- Mass email integration: \$600/year for up to 5,000 email addresses
- Form Generator: \$900/year

GRANT BUDGET LINE-ITEM DETAIL

Salaries, Benefits & Taxes

- Enter compensation, fees, salaries, and wages paid to officers, directors, trustees, and full-time employees. An attached schedule may be required showing client wages or other included in the aggregations.
- **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 or other included in the aggregations.

Professional Fee, Grant & Award

- **Professional Fees:** 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.)

- **Grants and Awards:** Enter the organization's awards, grants, subsidies, and other pass-through expenditures to individuals and to other organizations, including travel and equipment allowances. This classification includes items used in the classroom in direct support of this initiative. (A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)

Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications

- **Telephone:** Enter the organization's expenses for telephone, cellular phones, beepers, telegram, FAX, E-mail, telephone equipment maintenance, and other related expenses.
- **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.
- **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.
- **Equipment Rental and Maintenance:** Enter the organization's expenses for renting and maintaining computers, copiers, postage meters, and other office equipment
- **Printing And Publications:** Enter the organization's expenses for producing printed materials, purchasing books and publications, and buying subscriptions to publications.

Travel, Conference & Meetings

- **Travel:** Enter the organization's expenses for travel, including transportation, meals and lodging, and per diem payments.
- **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).

Other Non-Personnel:

- Enter the organization's allowable expenses for advertising (1), the organization's and employees' membership dues in associations and professional societies and licenses, permits, registrations, etc.