

## 2024 TDLWD Rural Healthcare Q&A

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**1. In the FOA, it says you must have at least one employer commit to an "opportunity" for all program participants. What do you mean by opportunity? Could you give examples - like interviews? employment? participation in training through the grant? other?**

In the context of the FOA (Funding Opportunity Announcement), an "opportunity" generally refers to any meaningful engagement or benefit provided to program participants through employer involvement. Here are some examples:

1. **Interviews:** Employers could commit to conducting interviews with participants, giving them a chance to showcase their skills and potentially secure a job.
2. **Employment:** This could include direct job offers, apprenticeships, or internships that lead to employment, helping participants gain work experience and financial stability.
3. **Training Programs:** Employers might offer training or apprenticeship programs that participants can join, enhancing their skills in a particular field.
4. **Mentorship:** Providing mentorship or guidance from experienced employees can help participants navigate their career paths.

Overall, the "opportunity" should contribute to the professional development and employability of the participants in a tangible way.

**2. Does the program have to include apprenticeships and/or OJTs? Or are other components eligible such as recruiting, improving ability to complete training, funding for training, etc.**

No, but the following components should be the focus of grant activities:

Category A: Apprenticeship and Pre-Apprenticeship

Expansion of State Approved Apprenticeship and/or State Certified Pre-Apprenticeship (see [ApprenticeshipTN](#) for more information)

Category B: Workforce Development Initiatives

Adult Education Workforce Development Initiatives (WDI), Work-Based Learning (WBL), and Work Experience (WEX), Integrated Education & Training, Workplace Specific, Adult Education Post-Secondary Pathways and Post-Secondary Dual Enrollment opportunities

Category C: Supportive Services

Support apprentices by covering ancillary costs like transportation, childcare, supplies, scrubs, certification fees, examination fees, initial background checks and drug screens.

**3. The cover page on the FOA indicates through June 2027 but in the actual FOA it says June 2026. Can grant activities extend beyond June 2026?**

Yes, grant funding will be available beyond June 2026, subject to the availability of funds and the performance of the first round of awards.

**4. In the FOA, page 8 under application format, it states to include clearly labeled section headings to distinguish each part. My question is do we use the headings above this under Application (comprehensive proposal outlining:) or do we use the headings on pages 9 and 10? or both/all?**

Application should include a combination of both. Below is an example of a basic outline.

Part 1 - Cover Page

Part 2 - Grant Proposal Narrative and Expected Outcomes

1. Organization Background
2. Program Design
3. Partnerships
4. Sustainability Plan
5. Budget Narrative & Budget Worksheets

Part 3 - Letters of Support

**5. Can you further explain what you mean by tracking program outcomes? Do we need to capture data on program participants? If so, what kinds of data - demographic? employment? any types of eligibility data? etc.**

We will be tracking the targeted occupations and programs established as well as enrollment, attendance, completions, and employment data for the following:

- Healthcare State Certified Pre-Apprenticeships
- Healthcare Registered Apprenticeship Programs (RAP) Occupations
- Healthcare RAP Sponsors/Employers
- Active Healthcare Apprentices
- Adult Education Healthcare IET
- Adult Education Healthcare Workplace
- Adult Education Healthcare Post-Secondary Pathways
- Adult Education Healthcare Pre-Apprenticeships/Apprentices
- Adult Education Healthcare WDI Opportunities
- Healthcare Work-based Learning (WBL) Enrollment
- Healthcare Work-based Learning (WBL) Credits
- Healthcare Work-based Learning (WBL) Placements

Grantees outcome measures will depend on the target occupational program and training opportunities. Monthly report will be provided during grantee training session after contracts are executed.

**6. Is there a page limit for the proposal?**

No, there is not a page limit for the application, but 15 pages is normal for the narrative excluding the cover page, budget worksheet, and letters of support.

**7. Is there an EIN requirement through the categories? If you want to pursue through Category A and Category B, do you need more than one EIN? Is the admin line the only percentage that has a maximum amount?**

The intention is for a single entity/organization to apply for all interested categories. Not separately for different subsidiaries of one big organization. EIN's are required for fiscal forms on all applications.

The categories represent the funding opportunities available for each type of training program. The maximum request for funding is \$250,000 across the three categories or within one category. Maximum request for each application is \$250,000. Yes, administration line has a maximum of 10% of total grant award.

**8. Would we need to do separate applications for separate regions?**

Entities based in one of Tennessee's counties (excluding Davidson, Hamilton, Knox, and Shelby counties) are eligible to apply. Entities located in metropolitan areas (Davidson, Hamilton, Knox, and Shelby counties) may apply if the services are provided in one of the other 91 counties. The maximum amount of funding per application is \$250,000.

**9. As far as recruiting new talent, could the grant cover travel expenses, housing costs, relocation expenses, etc.?**

Generally, no but travel expenses related to class participation would be allowed.

**10. Category C mentions apprentices. Is it just tied to apprentices?**

No, Category C can be used for apprentices and/or participants.

**11. Could supportive services be used for nursing ancillary costs, like testing and scrubs?**

Yes, supportive services be used for nursing ancillary costs, like testing and scrubs if it is connected to a training program.

**12. Will the funding for apprenticeships continue through 1 year? 6 months? Businesses will need this information to plan appropriate program and find viable candidates.**

The grant contract is for one year, the apprenticeship is funded as described by the grantee in their proposal for that funding year.

**13. How would we utilize WDI's at a TCAT?**

TCATs have several integrated education and training (IET) programs (*IET is a type of WDI*) in partnership with adult education programs across the state. Typically, the Adult Education (AE) provider supports TCAT students by offering contextualized reading, writing, and math to help TCAT students succeed in their training program. For example, several TCAT nursing programs partner with AE providers to offer dosage math IETs, which support TCAT nursing students in the early stages of training.

**14. Will this funding include apprenticeships for Social Work positions within a healthcare/hospital setting?**

Yes. Funding may include social work positions with the healthcare field and hospital setting.

**15. Our preliminary design would be for EMS-related programs and services. The executive summary lists the following fields: dental hygiene, nursing, social work, and med tech. Other fields are listed in subsequent parts of the grant. Are there any priority areas or requirements associated with the term "healthcare workforce"?**

No, but occupations must be within the healthcare sector.

**16. Is capital asset an allowable expense?**

No, capital assets are not an allowable expense.

**17. Does a project have to meet all 6 Program Elements and Key Objectives?**

No, but the project should fall within the program elements and key objectives. By following the general outline on page nine of the *FOA Grant Application Guide*, applicants should address all parts of 1, 2 and 3.

**18. Can a project fall into multiple Categories?**

Yes, a project can utilize multiple categories.

**19. Can you further detail the "Seed Funding Period"? Are these funds separate from the Contract Performance Period?**

Yes, seed funding is in addition to the contract funding period of July 1, 2025- June 30, 2026.

**Seed Funding Period:** February 1, 2025 – June 30, 2025

This period will provide initial funds to support program planning and early implementation, including infrastructure development, program marketing, and community outreach.

**Contract Performance Period:** July 1, 2025 – June 30, 2026

Funds will support the full-scale implementation of the program. Annual evaluation metrics will track the success of apprenticeships, retention, recruitment, and talent development.

**20. For the seed funding and program budget, are budget percentages set for Instructional and Other Student Direct Support? We know Admin is set at a max of 10%.**

No, applicants will set the amount for instruction and other student direct support and the embedded formula will calculate the percentage.

**21. Is the \$125k seed funding amount on top of the \$250k for the contract period, or does it effectively split the total award 50% between the seed period and contract period?**

Seed funding is in addition to contract funding period July1, 2025 - June 30, 2026, and can be up to 50% of requested contract amount.

**Seed Funding Period:** February 1, 2025 – June 30, 2025

This period will provide initial funds to support program planning and early implementation, including infrastructure development, program marketing, and community outreach.



**22. Can you provide a definition of supplies in Other Student Direct Support? Would data management or survey system fall in this category?**

No, a data management or survey system would not be allowable cost.

Examples of Other Student Direct Support would support apprentices/participants by covering student cost for the following: transportation, childcare, required supplies, scrubs, certification/credential fees, HiSET/GED or other types of examination fees, initial background checks, drug screens, etc.

**23. Can a federally approved indirect cost rate be charged under the administrative portion of the budget?**

Yes, an approved negotiated indirect cost rate agreement (NICRA) through your cognizant agency can be applied to these funds if it does not exceed the maximum administrative cost of 10%.

**24. Are we limited to serving only the occupations listed in the FOA?**

No, but occupations must be within the healthcare sector.

**25. Can we address all three categories (A, B, & C) within a single application?**

Yes, a project can utilize multiple categories.

**26. If we would like to include a position in the budget, how do we determine whether it goes under admin or instructional?**

For instructional, you would determine if the position will be providing instruction and/or direct support to the student.

As far as position classification, admin v. instructional, would be based on the duties/functions of the position.

**27. Please advise what the 3 categories represent if the max request amount is \$250,000?**

The categories represent the funding opportunities available for each type of training program. The maximum request for funding is \$250,000 across the three categories or within one category.

**28. Do additional areas count as supportive services such as tuition coverage/scholarships for category C: supportive services or is it only the supportive services listed?**

Category C for Supportive Services to assist participants with transportation, certification fees, tools, scrubs, and other supplies that will enable them to successfully complete the program. For example, an entity may not need funding to run their program but may want to apply for funding to assist students in acquiring the dental tools necessary to participate in class activities.

**29. Are high school's eligible to apply for this grant?**

Yes, high schools are eligible to apply for this grant opportunity.

**30. I am from Vanderbilt Tullahoma Harton Hospital and would like to participate in this initiative. We are a rural hospital and do believe that we could benefit from having more CNAs at our facility. If this is possible, I would like to know if this program extends to train CNA for our facility?**

Yes, a CNA program would be an allowable activity.

**31. Can we be a primary applicant on this grant application and be a program partner on a completely different application for this grant. We are planning on applying to this funding and a university has reached out to us to be a healthcare partner with them on this same grant.**

Yes, an applicant may be a partner for another entity.

**32. How will you track the enrollment, attendance, completions, & employment data? Does the Grantee track and provide it to you? The Q&A mentions, "Grantees outcome measures will depend on the target occupational program and training opportunities. Monthly report will be provided during grantee training session after contracts are executed." We need to better know the reporting requirements - monthly, tracking, data, etc. Can you share more reporting information?**

Refer to answer for question number five

**33. Can you give an example of administrative costs besides fiscal reports/budgeting/HR? Are the admin vs. instructional costs anything like they are with the AE /ESL grant or more like the State General Grant?**

As far as position classification, admin v. instructional, would be based on the duties/functions of the position.

For instructional, you would determine if the position will be providing instruction and/or direct support to the student.

Examples of functions that could be administration are the costs associated with performing the following functions:

- Accounting, budgeting, financial and cash management functions
- Procurement and purchasing functions
- Payroll functions
- Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports
- Audit functions
- Fiscal agent responsibilities

**34. I am asking on behalf of Maury County Public Schools Health Sciences Departments. We have seven high schools and 10 health science teachers. Will be able to use these funds for equipment and textbooks for the classrooms? We may be offering new programs of study and may need new equipment.**

Yes, but the programs must fall within the categories listed below and track outcome measures.

Category A: Apprenticeship and Pre-Apprenticeship

Expansion of State Approved Apprenticeship and/or State Certified Pre-Apprenticeship (see [ApprenticeshipTN](#) for more information)

Category B: Workforce Development Initiatives

Adult Education Workforce Development Initiatives (WDI), Work-Based Learning (WBL), and Work Experience (WEX), Integrated Education & Training, Workplace Specific, Adult Education Post-Secondary Pathways and Post-Secondary Dual Enrollment opportunities

Category C: Supportive Services

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**35. We are an LEA school that does not have access to a healthcare facility close so we have a mock healthcare area in our CTE Health Science room. Is it a requirement to have a healthcare facility/office/ organization to apply for this grant?**

No, it is not a requirement to have a healthcare facility in your county.

## Frequently Asked Questions

### **Where will the grant provide services?**

Potential recipients must identify a desired service area in their application. Service area must be in the 91 rural counties outside the major metropolitan counties of Davidson, Hamilton, Knox, and Shelby. Entities located within the counties of Davidson, Hamilton, Knox, and Shelby may apply for funding if funding is utilized for programming located in one of the other 91 counties in Tennessee. The service area must identify the need for the designated training or certification of the population based on county and regional employment opportunities and needs using local/state data and Labor Market Information. The Tennessee Department of Labor & Workforce Development will consult with applicants to ensure services are offered equitably across Tennessee.

### **What is the total grant award amount?**

A total of \$5,605,000.00 is being made available. Applicants will propose their desired funding amount up to a maximum of \$250,000.00 and will use the guidance found in this document.

### **How will subrecipients receive funds?**

This is a reimbursable grant. Recipients will be required to submit requests at least once per month with supporting documentation to be reimbursed for allowable costs.

### **Is there a match requirement?**

No. The Tennessee Department of Labor and Workforce Development does not require matching funds for this grant.

### **Are there monthly reporting requirements?**

Yes. You will receive an email with a link at the beginning of the contract period to report outcomes and activities for the prior month. These reports will be due by the 15th of the month.

### **How do you claim administrative cost?**

The actual expenditures along with supporting documentation showing proof of the expense is to be submitted in SmartSimple.

### **Can I add career pathways after execution of the grant?**

Yes, but all programmatic and budget changes must be reviewed and approved by the Assistant Administrator for Rural Workforce Initiatives.

## Evaluation Criteria

Proposals will be evaluated based on:

- Alignment with identified healthcare workforce needs
- Projected impact on rural healthcare
- Feasibility and scalability of the proposed program
- Demonstrated capacity to deliver effective apprenticeship and training programs.
- Strength of partnerships with local organizations, businesses, and educational institutions
- Clear metrics for monitoring success and impact

## Targeted State Outcomes

We will be tracking the targeted occupations and programs established as well as enrollment, attendance, completions, and employment data for the following:

- Healthcare State Certified Pre-Apprenticeships
- Healthcare RAP Occupations
- Healthcare RAP Sponsors/Employers
- Active Healthcare Apprentices
- Adult Education Healthcare IET
- Adult Education Healthcare Workplace
- Adult Education Healthcare Post-Secondary
- Adult Education Healthcare Pre-Apprenticeships/Apprentices
- Adult Education Healthcare WDI Opportunities
- Healthcare Work-based Learning (WBL) Credits

Grantees outcome measures will depend on the target occupational program and training opportunities.

## Additional Fiscal Requirements (if awarded)

- 1) Must be current vendor with the State of Tennessee, please visit the Edison Supplier Portal Page and complete the process.
- 2) Completion of the following documents:
  - a) [Supplier Direct Deposit Authorization Form](#)
  - b) W-9
  - c) Budget Template
- 3) Refer to the [Edison Supplier Portal Registration Manual](#) for additional guidance.
- 4) SmartSimple
  - a) If you are currently a vendor with the State of Tennessee and have a SmartSimple account, please submit the required documents in your SmartSimple account.
  - b) If you do not have a SmartSimple account, you will need to submit an email request to [grants.budgets@tn.gov](mailto:grants.budgets@tn.gov) and a SmartSimple link will be sent to you to register as a **new organization**
  - c) Submit approved application into SmartSimple

- 5) For Regional Labor Market Information (LMI) refer to this instructional page to obtain LMI for your area: <https://www.tn.gov/workforce/tennessee-economic-data-/lmi.html>