



# GIVE

Governor's Investment  
in Vocational Education

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## **Frequently Asked Questions**

### **Collaborative/Grant Partnership**

- 1. Can a collaborative include both a state community college and a Tennessee College of Applied Technology (TCAT) as members? One serving as primary partner and the other as a separate collaborative partner?**

Yes. A collaborative can include more than one postsecondary institution. The Request for Proposal (RFP) does not limit the number of postsecondary partners involved in the proposal. One TCAT or state community college must serve as the fiscal agent. Any public or private, non-profit, four-year institution may participate as an additional partner, but the primary partner must be a TCAT or community college.

- 2. Can a TCAT and community college collaborate as co-primary partners? One as fiscal agent, maybe sub-awarding to the other?**

Yes. The institutions may be co-primary partners with one serving as a fiscal agent. A contract/MOU between the two TBR institutions should be developed to handle any sub-award.

- 3. As a K-12 school system, may we partner with a community college for one submission and TCAT for another submission?**

Yes. A K-12 school system may be a partner on more than one grant; however the grant submission should be coordinated so that the proposals do not duplicate efforts/programs.

- 4. Can a primary partner submit more than more application? For example, if a postsecondary institution serves two separate and distinct counties with very different workforce needs, can two separate projects be submitted for consideration?**

Yes. Multiple applications by a primary partner may be submitted for consideration.

**5. Since the grant fiscal agent is the TCAT or Community College, would they be the institution that submits the grant application?**

The Lead entity should submit the grant application.

**6. Could a chamber of commerce be the fiscal agent?**

No. A chamber of commerce may not serve as the fiscal agent. A TCAT or state community college must be the fiscal agent. . If the grant serves more than one postsecondary institution, one should be chosen as the fiscal agent for the submission.

**7. Can any partner in a collaborative be a partner on another grant proposal for GIVE?**

Yes. Any partner can be involved in multiple submissions.

**8. Can the fiscal agent be a state university, or does it have to be a TCAT/CC?**

No. The fiscal agent may **ONLY** be a TCAT or state community college.

**9. Can the fiscal and the lead agency be the same entity?**

Yes. As stated on page 3 of the RFP, the fiscal and the lead agency can be the same entity.

**10. What if an organization refuses to sign a Memorandum of Understanding (MOU)?**

For MOUs to be considered for any points on the rubric, they must be signed by all appropriate parties.

**11. What if an organization drops out of the project between submitting a Notice of Intent (NOI) and submitting the proposal?**

Business and industry partners can be replaced by another business and industry partner in the same sector. However, the workforce development partner and the K-12 partner must not change from what was reported on the NOI.

**12. Should proposals include MOUs with K-12 partners?**

Proposals seeking the maximum points in Section 3 of the RFP should include signed MOUs with each partner.

**13. Is there a specific MOU template that should be used?**

No, any MOU template used by your institution/systems will be sufficient.

**14. Can additional partners be added after the NOI is submitted?**

Yes, additional partners can be added to any proposal.

**Grant Budget**

**15. Can equipment be purchased to enhance or expand an existing program?**

Yes. Equipment may be purchased to start a new program or enhance/expand an existing program. Applicants who received funding in GIVE 1.0 or 2.0 should review page 3 of the current RFP to ensure they are meeting the current eligibility requirements.

**16. May salary and benefits for instructors be included in the proposal?**

Yes. Salary and benefits for an instructor may be included in the proposal.

**17. May space leases be included in the proposal?**

Yes. Space leases may be included in the proposal.

**18. May the proposal include new construction?**

No. A GIVE proposal may not include a request for new construction. In addition, building an addition on to an existing structure is considered new construction for the purpose of this grant and would not be eligible for funding.

**19. May the proposal include renovation of space?**

Yes. Proposals including renovation of space will be considered. For example, ventilation renovation to accommodate a welding program would be considered for funding.

**20. Can grant administration fees be covered by the GIVE grant?**

Yes. Indirect costs of up to eight (8) percent of the total grant budget are allowed as a part of the submission.

**21. Can grant funds be used to stipend a coordinator that is external to the lead institution for coordinating larger events like a career expo or similar event?**

Yes. Stipends as described in the question above are allowed as part of the submission.

**22. Can grant funds be used to reimburse WBL salaries paid by employers?**

This will be reviewed on a case by case basis, and will only be approved in cases of high demonstrated demand. Reimbursement requests should not exceed 50% of the salaries paid by employers.

**23. Is there a required match for the purpose of this grant proposal?**

No. Matching funds are not a requirement of this grant.

**24. Can grant funds be used to stipend teachers or counselors for externships? *An externship being classified as an after-hours activity where the teachers tour postsecondary institutions, chambers of commerce or economic development organizations, and then spend a week in a local industry.***

Yes. Stipends as described above are allowed as part of the submission.

**25. Can grant funds be used for secondary teachers' salaries for teaching a special manufacturing camp or similar activity that would be outside of the normal day? Possibly a summer camp or an after school activity.**

Yes.

**26. If covering a salary, how long can the grant cover the salary?**

The grant may cover program related salaries from the contract start date through the contract termination date. The grant term will be 48 months beyond the contract start date.

**27. Is there an opportunity for being awarded any additional funds that surpass the two million dollars?**

Individual grant awards are only allowed to be up to \$2 million; however collaborative partners may participate in more than one grant application.

**28. May the grant be used to pay for students' costs associated with industry recognized certifications?**

Yes. Students' costs associated with industry recognized certifications may be considered.

**29. Can student transportation for WBL experiences be included in the budget?**

Cost for group transportation may be included in the budget. Individual student transportation (gas cards, Uber, reimbursement, etc..) may not be included as part of this grant.

**30. Does equipment have a dollar amount attached to it?**

Any single item with an acquisition price of \$5,000.00 or more and a shelf life of three (3) or more years is considered a capital item.

**31. Are consumables able to be purchased with GIVE 3.0 funds?**

Yes, consumables can be purchased for the program(s) you're proposing using GIVE 3.0 funds.

**32. Can funds be used to pay an external coordinator's stipend, at the economic development agency, for time spent coordinating activities (ex. career fairs, job shadowing)?**

Yes. However, these activities should be tied specifically to the program(s) in your proposal. Work done by an external coordinator that is not tied to a GIVE 3.0 program cannot be reimbursed with GIVE funds.

**33. If an institution is proposing to expand a GIVE 2.0 project into a new county/high school and GIVE 2.0 currently pays the instructor's salary, would GIVE 3.0 cover the instructor's entire salary in the GIVE 2.0 and 3.0 sites?**

Give 3.0 could only cover the portion of the instructor's salary that is related to the GIVE 3.0 work. Example: If GIVE 2.0 pays the instructor's salary in County A, GIVE 3.0 could pay for their salary in County B, the GIVE 3.0 site, but not County A.

**General/Program Structure**

**34. Can the grant include activities aimed at adults or do they need to primarily be focused on K-12 students?**

Both are eligible for submission. The purpose of the grant is to facilitate the development and implementation of employer-driven career pathways that include both K-12 local education agencies (LEAs) and higher education institutions.

**35. What is the timeframe to get programs started?**

The estimated contract start date will be August/September 2024. The grant term will last 48 months beyond the contract start date.

**36. Will the presentation be accessible at a later date?**

All technical assistance meetings will be recorded and sent to registrants following the close of the session. In addition, the recording will be posted on [THEC's website](#) for future viewing.

**37. Can nationally recognized industry certifications be supported through this grant as part of a non-credit program or are only credit-bearing credentials allowed?**

Yes. Nationally recognized industry certifications may be supported through the grant as part of a non-credit bearing program as long as the certification is used as a pathway or bridge between secondary and postsecondary programs.

**38. Must Work Based Learning (WBL) experiences by paid? Also, would activities/problem-based learning brought to the classroom from the employer count as WBL?**

No, WBL experiences do not have to be paid experiences. Yes, activities as described above brought to the classroom by employers count as WBL.

**39. Can we use data sources beyond those identified in the RFP?**

Yes. Other data sources may be used other than the ones identified in Section 1 of the RFP. If the workforce need is created from a new employer in the area that is not reflected in current data, please ensure that the employer expressly states this need as a part of the partnership MOU.

**40. Does the proposal have to be a narrative or can we include charts and tables?**

Charts and tables may be included in the body of the grant or as an appendix.

**41. Can a proposal seek to support multiple programs?**

Yes, but the need for each program must be demonstrated.

## **Scoring**

**42. What is an Essential Component?** Sections 1-5 of the RFP all have Essential Components that need to be addressed in your proposal. Essential components identify the key components required for that portion of the proposal and will be reviewed to determine which criteria have been addressed. Points will be assigned accordingly.

**43. What are Evaluation Criteria?** Evaluation criteria establish the available points based on the thoroughness of the proposal response. For evaluation criteria with ranges, reviewers will check the box for the statement that most closely aligns with the information provided in the proposal and award a score in the stated range. Evaluation criteria with set points are awarded on whether or not they are addressed in the proposal. If the proposal satisfies the criteria, full points are awarded and if not, zero points are awarded.

**44. What are the maximum points awarded under *Section 2 Program Plan to proposals without a Work Based Learning (WBL)?***

In *Section 2 Program Plan*, a maximum of twenty (20) points will be awarded to grants without a WBL component.

**45. Would the application score higher if more than one county was a partner?**

No.

**Scoring / Optional Criteria (Section 6)**

**46. Are the Economic Status points based on counties served by the APPLICANT, or by the specific PROJECT/PROPOSAL?**

Economic Status points will be awarded based on **PROJECTS/PROPOSALS** that serve “at-risk” or “distressed” counties.

**47. What is a High Demand Program?** Proposal includes one or more programs of study that clearly align with in-demand occupations as identified in the 2023 Academic Supply for Occupational Demand Report.

**48. How is County Economic Status defined?** A County’s economic status is determined by the Appalachian Regional Commission’s (ARC) index-based classification system. To receive the available points, the proposal must clearly demonstrate implementation through work-based learning, market driven early postsecondary opportunities, and/or other industry informed programs in and economically at-risk or distressed county. Points are awarded based on the county’s economic status designation as of July 1, 2023.

**49. What is a Census Tract in Persistent Poverty?** A census tract in persistent poverty is identified by the U.S. Census Bureau’s recent [report](#). To receive the available points, the proposal must clearly demonstrate implementation through work-based learning, market-driven early postsecondary opportunities, and/or other industry-informed programs. NOTE: Census tracts within at-risk or distressed counties are not eligible to receive bonus points under this section.

**50. Will there be any points awarded to a distressed zip code within a non-distressed county?**

Yes, if the ZIP code falls in a census tract in persistent poverty. Points will be awarded if the proposal is clearly serving students in that census tract and includes the targeted census tract map as an appendix.