



Montana State University-Northern

Prepared by Montana State University-Northern
for Montana University System, Office of the Commissioner of Higher Education 2022-2023 Perkins Reserve Application

Submitted by Maura Gatch

Submitted on 06/23/2022 3:20 PM Mountain Standard Time



Opportunity Details

Opportunity Information

Title

2022-2023 Perkins Reserve Application

Description

Under Perkins V legislation, Perkins Reserve funding may be made available to eligible agencies in order to:

A. Foster innovation through the identification and promotion of promising and proven career and technical education programs, practices, and strategies, which may include programs, practices, and strategies that prepare individuals for nontraditional fields; or

B. Promote the development, implementation, and adoption of programs of study or career pathways aligned with State-identified high-skill, high-wage, or in-demand occupations or industries.

Awarding Agency Name

Montana University System, Office of the Commissioner of Higher Education

Agency Contact Name

Jacque Treaster

Agency Contact Phone

(406) 449-9135

Agency Contact Email

jtreaster@montana.edu

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/2b930bec-dc7f-439f-8cde-856eff1637a7>

Award Information

Award Range

\$30,000.00 - \$80,000.00

Award Period

07/01/2022 - 06/30/2023

Award Announcement Date

6/20/2022

Award Type

Competitive

Indirect Costs Allowed

Yes

Indirect Cost Rate

5.00 %

Restrictions on Indirect Costs

Yes

Citation Governing Indirect Cost Restriction

Federal Guidelines state that no more than 5% of project funds can go to administration and indirect costs.



Matching Requirement

No

Submission Information

Submission Window

02/23/2022 12:00 PM - 06/03/2022 5:00 PM

Question Submission Information

Question Submission Email Address

jtreaster@montana.edu

Question Submission Additional Information

For more information about the 2022-2023 Perkins Reserve Application, including application requirements, please see the 2022-2023 Perkins Reserve Application RFP.

Attachments

- Perkins Reserve Fund RFP 2022-2023 Final

Additional Information

Additional Information URL

<https://www.mus.edu/Perkins/resources.html>

Additional Information URL Description

Please refer the Montana University System Perkins Resources website for additional information on Perkins.

Award Administration Information

Administrative and National Policy Requirements

Use of Funds:

Campuses awarded funds must complete the activities and achieve the outcomes identified in the final, awarded version of the grant application.

Funds must be used in accordance with:

- CFR 34: Education – Part 74: Administration of Grants & Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations,

<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

- 2 CFR 200 is the current guidance PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

<https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/xml/CFR-2014-title2-vol1-part200.xml>

Reporting

LEAs awarded funding for this project agree to the following:

- Submitting applications and amendments prior to stated deadlines.
- Finalizing grant budget no later than June 15th, 2022.
- Program staff attendance at state-level professional development/trainings
- Regular attendance on monthly webinars/conference calls
- Providing quarterly fiscal and program reports by deadlines
- Submitting a final program report on projects activities, populations served, and outcomes achieved at year end
- Submission of budget amendments prior to May 1st, 2023.



Other Information

Eligibility and Duration

One-year grant awards are available through an annual application process to:

- Tribal colleges, two-year colleges, and community colleges who receive or will receive Perkins Postsecondary Local Application funds during the same grant year (LEAs).
- LEAs who have been in good standing with their local application funds for two years prior to the application year. This includes adhering to grant application and reporting deadlines, submitting data, and all Perkins and Civil Rights monitoring.



Project Information

Application Information

Application Name

Montana State University-Northern

Award Requested

\$30,000.00

Total Award Budget

\$30,000.00

Primary Contact Information

Name

Maura Gatch

Email Address

maura.gatch@msun.edu

Address

PO Box 7751
Havre, Montana 59501

Phone Number

406-265-3566



Project Description

Part 1. Additional Contact Information

Overview

Perkins Program Manager Contact

Jacque Treaster

406-449-9135

jtreaster@montana.edu

Campus Information

Campus Name

MSU Northern

Campus Fiscal Manager

Provide the contact information for the fiscal manager who will be processing Perkins funds disbursement.

Last Name

Caven

First Name

Lourdes

Is the Fiscal Manager's mailing address different than above?

- Yes
- No

Fiscal Phone Number

406-265-3509

Fiscal Phone Extension

Fiscal Fax Number

Fiscal Email Address

lourdes.caven@msun.edu

Additional Perkins Contacts

Please provide email addresses, names and titles of people on your campus to be notified of grant issues.

Additional Perkins Contacts

	Name	Title	Email Address
Contact 1	Molly Parman	Student Record Coordinator and Evaluator	molly.parman@msun.edu
Contact 2			
Contact 3			
Contact 4			



	Name	Title	Email Address
Contact 5			
Contact 6			
Contact 7			
Contact 8			

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Part 2. Project Narratives

Project Narrative Directions

Campuses may submit up to 10 projects for their allocation of local funds. When you're finished adding all requested projects, **SCROLL ALL THE WAY TO THE BOTTOM OF THE PAGE** and click **Mark as Complete**.

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Project 1

Project 1 Title

Project 1: Pathways to CTE through Dual Enrollment-Funding 25% of position

Project 1 Begin Quarter

Q 1

Project 1 End Quarter

Q 4

1 - Project/Program/Purchase Summary*

MSU-Northern is proposing to fund 25% of our current Student Record Coordinator and Evaluator. This position currently plays an integral role on Northern's campus and in the region to develop formal pathways and bring more of the 16 pathways to Northern and our regional high schools. This position has the responsibility to collaborate with area high school counselors, teachers, school officials, and administrators to develop curricula and deliver coursework for high school students seeking careers in technical fields. These partnerships will result in students' seamless transition to programs offered by MSUN and improve the time to degree and degree completion rates for Montana students. This position will work with academic deans and the registrar to ensure the seamless transition to MSUN. This position provides the networking and relationships between our regional high schools, MSU-Northern, our current Pathways and assists in the building of new Pathways on campus which will include for the 2022-2023 academic year:

- Expanding our current offerings at Havre High School and Chinook to add WLDG 180: Shielded Metal Arc Welding, a required course for the CAS in Welding and the AAS in Pipefitting
- Expanding our concurrent enrollment into Fergus High School
- Offering Agriculture dual credit courses at North Toole
- Expanding CTE offerings at Havre High School including DDSN 119: Technical Graphics

The dual enrollment choices through MSUN will provide Pathways to CTE and will ensure these students are well rounded by the time of high school graduation and entrance in the postsecondary or workforce arena.

The Student Record Coordinator and Evaluator, in conjunction with Northern faculty, will be traveling to partner high schools to establish and maintain concurrent enrollment courses. This year Northern will continue to expand high-quality dual enrollment offerings in program fields. The process of establishing a new concurrent enrollment course is working with the high school teachers and administration to adapt Northern curriculum to establish relevance and rigor into program areas. Concurrent enrollment helps students save money, establish a college record, and transition from high school to college by building familiarity with collegiate standards, and helps students to get a head start on college and program requirements.

We are also proposing a stipend for our lead faculty who travels and assists schools with their concurrent and dual enrollment. This faculty provides access to his curriculum and best practices to high school teachers acting as professional development resources for these teachers.

Also we are seeking to fund registration Dual Enrollment Informative Material which includes:

-Registration Packets for dual enrollment students each semester verifying the courses they are enrolled in and support

individual contact information -Informative Material to High School Counselors and students outlining the pathways and courses that are being taught and the careers that align with - How-To Sheets: Including tutoring options, how to navigate Brightspace and other online systems that will be used by students

1 - Expected Measurable Outcome(s)*

The expected measureable outcome will be the creation and plan to implement new course offering at current regional high school partnerships and expand into two new high school partnerships with at least one course offering in those new schools.

1 - How does this project advance the use of technology in CTE?

This project would allow for remote delivery of college courses to high school students in programs that have traditionally been unavailable to high school students, such as agricultural technology and welding. Also this will assist in promoting higher level CTE courses in regional high schools that require a more advanced skills set using the required technology in each course such as WLDG 180 which requires more advanced knowledge in welding.

1 - What secondary partnerships, dual enrollment and/or Montana Career Pathways activities does this project support?

This project supports secondary partnerships with all of the high schools in our regional service area by providing a new dual enrollment opportunity for high school students and access to high-quality CTE programs through blended learning. It will provide the necessary pathways to prepare students to enter the workforce and expand knowledge of Career and Technical Education in the high schools.

Add Projects

Would you like to add another project?

- Yes
 No

Project 2 Title

Project 2: Career Exploration in CTE through TekNoXpo

Project 2 Begin Quarter

Q 1

Project 2 End Quarter

Q 2

2 - Project/Program/Purchase Summary

TekNoXpo is an annual event that brings in anywhere from 200-300 students from across the state to our campus. It introduces career opportunities in technical fields and university programs that prepare student for those fields. In the past the event was structured to allow students to pick from three career tracks where they will participate in three different presentation/hands-on demonstrations that showcase technologies that are used in technical fields. We are seeking funding to expand into six different tracks which cover eight Career and Technical Education areas including: Agriculture, Business, Automotive, Diesel, Manufacturing, Civil Engineering, Trades, Nursing, and Education This event will still consist of students choosing to participate in one track and will participate in three hands-on lessons that introduce them to the type of activities in each field. In addition to the hands-on portion, our industry partners will provide a presentation focusing on the career paths in each area as well as from the HR side of our industry partners a presentation regarding hiring process and skills needed will be included. Industry partners will explain the opportunities, salaries, and benefits that are associated with these careers. Program faculty and Northern students will explain what a course of study for those fields consist of and preparation they will need to succeed.

2 - Expected Measurable Outcome(s)

The expected measurable outcome is participation of at least 250 high school students to participate in the event and learn about the high skill, high pay jobs that exist through education and in partnership with industry.

2 - How does this project advance the use of technology in CTE?

This project advances the use of technology in CTE in many ways. The first is by introducing the several types of CTE pathways to high school students and providing them the opportunity to explore each pathway in a hands-on manner. The introduction of high school students to these pathways allows students who have not had direct experience with some of the careers and pathways to understand what it really means. If you are from a small rural town in Montana, you may not have had the chance to see what diesel mechanics really do or understand the importance of trades such as plumbing or electrical in new construction if there is no new construction in your region. This introduction advances technology through education of students who may not have known what technology exists in each pathway. Also, this event advances the use of technology in CTE by having our industry partners involved and bringing the industry standard and new state-of-the-art equipment to this event so these students get to work on the best and newest equipment.

2 - What secondary partnerships, dual enrollment and/or Montana Career Pathways activities does this project support?

The TekNoXpo event will introduce the fields of CTE to high school students to show them the career options that exist in this field and introduce them to the Pathways that exist for high skill, high pay careers in the state. Industry partners also participate in this day to show the tie from education to career.

Would you like to add another project?

- Yes
 No

6 - How does this project advance the use of technology in CTE?

No project for this question. This question was answered above for the two submitted projects

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Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
00 - Administrative/Indirect Costs		
Indirect Costs	\$1,395.89	\$1,395.89
Subtotal	\$1,395.89	\$1,395.89
01 - Salaries		
Project 1- Pathway-Student Record Coordinator Salary Percentage	\$10,385.00	\$10,385.00
Project 1-Pathways-Faculty Stipend	\$500.00	\$500.00
Subtotal	\$10,885.00	\$10,885.00
03 - Employer Paid Benefits		
Project 1-Pathways Student Record Coordinator Benefits	\$5,121.23	\$5,121.23
Project 1-Pathways-Faculty Stipend Benefits	\$471.65	\$471.65
Subtotal	\$5,592.88	\$5,592.88
06 - Consumable Supplies		
Project 2: Career Exploration-TekNoXpo Consumable Supplies	\$5,486.23	\$5,486.23
Project 2: Career Exploration-TekNoXpo Transport Items	\$3,500.00	\$3,500.00
Project 2: Career Exploration-TekNoXpo-Safety Equipment	\$2,700.00	\$2,700.00
Subtotal	\$11,686.23	\$11,686.23
09 - Travel		
Project 1-Pathways-Travel for Coordinator	\$440.00	\$440.00
Subtotal	\$440.00	\$440.00
Total Proposed Cost	\$30,000.00	\$30,000.00

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$30,000.00	\$30,000.00
Subtotal	\$30,000.00	\$30,000.00
Total Proposed Revenue	\$30,000.00	\$30,000.00

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

01 - Salaries

List each position as a separate line item. In the notes please provide position title, % of FTE or total annual hours; annual salary, percentage of salary/FTE, and/or per credit rate for stipends. Stipend dollar amounts should have associated rationale. Examples: --Program Coordinator salary of \$50,000 funded at 50% or .5 FTE --Program Instructor salary for curriculum development (estimated 20 hours at \$50/hour and paid as a stipend) --Program instructor to run Career Exploration Camps (estimated 25 hours at \$20/hour) Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

Project 1- Pathway-Student Record Coordinator Salary Percentage

Student Record Coordinator and Evaluator Salary for Pathways and Dual Credit Support (25% of 41,540.00 annual salary) Activities are listed in the narrative

Project 1-Pathways-Faculty Stipend

Northern Faculty Stipends to assist and support new dual enrollment offerings in strategic courses@500.0. 500 is the campus standard for additional faculty training and engagement in activities. The strategic courses include: Expanding CTE offerings at Havre High School including DDSN 119: Technical Graphics and Expanding our current offerings at Havre High School and Chinook to add WLDG 180: Shielded Metal Arc Welding, a required course for the CAS in Welding and the AAS in Pipefitting

03 - Employer Paid Benefits

Should reflect percentage of position paid under Personnel. Includes FICA, retirement, WC, SUE and health insurance. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

Project 1-Pathways Student Record Coordinator Benefits

Student Record Coordinator and Evaluator (25% of benefits) Taxes – 850.53 TIAA – 1108.70 Insurance – 3162 Retirement is calculated at the following rate: TIAA-CREFF 10.676% Insurance is calculated at the following annual amount: Health Insurance \$12,648.00

Project 1-Pathways-Faculty Stipend Benefits

Faculty Stipend Benefits: Stipend Amount 500.00 Benefits: \$204.75 Retirement: \$266.90 Total Benefits: \$ 471.65 Benefits are calculated at the following rates: FICA 6.20% Medicare 1.45% Unemployment 0.35% Workers Comp 0.19% Total 8.19% Retirement is calculated at the following rate: TIAA-CREFF 10.676%

06 - Consumable Supplies

Includes basic office supplies, books and reference materials, CTE classroom supplies and software. Basic office supplies will be capped at \$150 per application unless a justification is presented and approved by OCHE prior to application. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

Project 2: Career Exploration-TekNoXpo Consumable Supplies

Consumable Supplies for hands-on activities at TekNoXpo including iv kits for nursing, metal for welding, pvc pipe for plumbing, electrical units, supplies for hands on diesel activities such as measurement tools and dial calipers.

Project 2: Career Exploration-TekNoXpo-Safety Equipment

Safety Equipment for up to 350 high school students including safety glasses and gloves.

Project 2: Career Exploration-TekNoXpo Transport Items

fuel for semi's to transport equipment to campus & back/fuel for equipment rodeo. This has been figured by looking at the amount of fuel in our 2 semis on campus, the distance to drive to Billings or Great Falls as well as the current cost of diesel.

09 - Travel

Include a list of who is traveling, purpose of travel, the mileage, lodging, meals, airfare, etc. Use the state approved reimbursement schedule. All travel must follow state of Montana rates and policies. Examples: --Program Coordinator to attend state Perkins meeting, fall 2021, Helena MT. Lodging 2 nights @\$155 (\$103 GSA rate plus tax) - \$230; mileage 190 miles @ \$.58 - \$110; per diem 2 days @ \$23/day - \$46 --Program Instructor to attend training in Seattle, WA, Sept. 13-19. Airfare \$200, Baggage round trip @ \$30, Ground transportation round trip @ \$50, Airport parking \$30, Per diem 9 days @ \$50, Lodging 8 nights @ \$200. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

Project 1-Pathways-Travel for Coordinator

Travel for Coordinator to participating high schools- \$685.00 Mileage at 0.53 for a max of 1000 miles= \$530.00
State Per Diem of 7.50 for breakfast and 8.00 for lunch with a max of 10 day trips=\$155.00



Performance Plan