



University of Montana Western

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

Submitted by Anneliese Ripley

Submitted on 07/05/2022 1:59 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

jtrestar@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

University of Montana Western

Award Requested

\$75,746.55

Total Award Budget

\$75,746.55

Primary Contact Information

Name

Anneliese Ripley

Email Address

anneliese.ripley@umwestern.edu

Address

710 S Atlantic St.
Dillon, MT 59725

Phone Number

(406) 683-7309

Project Description

Part 1. Additional Contact Information

Overview

Perkins Program Manager Contact

Jacque Treaster

406-449-9135

jtreaster@montana.edu

Campus Information

Campus Name

UM Western

Campus Fiscal Manager

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

Last Name

Karlsgodt

First Name

Sarah

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

- Yes
 No

Fiscal Phone Number

4066837362

Fiscal Phone Extension

Fiscal Fax Number

Fiscal Email Address

sarah.karlsgodt1@umwestern.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	Debra Richardson	Controller	debra.richardson1@umwestern.edu
Contact 2			
Contact 3			
Contact 4			

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

When you're finished answering the questions on this page, click [Mark as Complete](#). An application cannot be submitted until all pages are marked as complete.

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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

Pathways Coordination

Project 1 Begin Quarter

Q 1

Project 1 End Quarter

Q 4

1 - Project/Program/Purchase Summary*

Montana Western proposes to continue its efforts to promote workforce development and career exploration. During 2022, the campus received funding for a full-time Pathways Coordinator. Difficulties with hiring resulted in less than a fulltime position for half of the year. As a result the position responsibilities were broken down into a half-time workforce coordinator, Beth Wharton (0.5 FTE), and less than half-time career pathways coordinator, Mary Anne Wofford (0.48 FTE). Beth and Mary Anne work together to deliver workforce training and career awareness programming to our established secondary partners in Dillon, Twin Bridges, Sheridan, the Bitterroot Valley, Missoula, Billings, Great Falls, Butte and Lima, additional coordination with campus programs (education, business, general education), and engagement with stakeholders (principals, superintendents, counselors, business partners, faculty, and students). They are tasked with addressing the current programming needs, which are summarized in the CLNA (pages 14 and 15) and with developing new programs. Examples of this work include professional development offerings in construction trades (flagging and fork lift operators certification) and health care (phlebotomy, medical assistant, medical terminology). Mary Anne and Beth are also working local deliver of accelerated training in welding, computing and finance. Their responsibilities also include working with secondary partners to promote career exploration activities (interest surveys with Career Cruising and career fair). These efforts are in their second year at Montana Western, which means they are still new and innovative for our campus. There are no uniquely new initiatives being proposed, as these efforts are still fresh especially given that we are attempting to recover for the impacts of COVID on university programming.

1 - Expected Measurable Outcome(s)*

Montana Western expects to document measureable increases in CTE program recruitment, retention, and completions. The institution also expects to increase the number of available CTE degree options in business, education. and information technology. This is a multi-year project because it will take time to revise, develop, seek approvals, and deliver the intended offerings.

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

Montana Western is responding to the need to produce a workforce trained to work in highly technical fields. The project, by design, will advance knowledge and skills in information technology. It is expected that this effort will

increase use of technology in several degree pathways (business, education, and information technology). Students in these programs will become more than users of technology, they will be highly qualified to work in technical CTE computing positions.

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

This project supports Montana Western's secondary, dual enrollment partnerships which are coordinated by Ryann Gibson. It also represents a significant effort to identify and expand career opportunities in the greater SW region. The pathways staff, Beth and Mary Anne, are reaching out to businesses to identify and respond to local needs. These efforts have resulted in specialized training programs with Barretts Minerals, Montana Western, and Barretts Hospital for boiler operators, equipment operators, and health care procedures.

Add Projects

Would you like to add another project?

- Yes
 No

Project 2 Title

CTE Curriculum Revision/Program Development

Project 2 Begin Quarter

Q 2

Project 2 End Quarter

Q 4

2 - Project/Program/Purchase Summary

Project 2 of Montana Western's Perkins Local application describes CTE curriculum revision/program development activities related to computing in the business, education and information technology career pathways. The university has three degree options that need review and alignment with modern business and education technology programs. In addition to revising existing curricula, the university believes that new CTE programming opportunities exist in the business, education and information technology pathways. Montana Western is proposing to hire a full-time faculty to work on this project for Spring 2023. The first six months of this position will not include teaching responsibilities. The position will be focused on reviewing three existing degree programs and developing curriculum proposals to update the curricula. The position will also be asked to develop new proposals to expand CTE information technology programming. Montana Western is requesting to fund a full FTE for six months of the year; half of the funds will come from Perkins Reserve, the other half from Perkins Non-Traditional funds. Montana Western intends to continue this position into FY24 and FY25. This funding plan was discussed with Jacquie Treaster and Holly Gederos during the May 2022 Board of Regents meeting in Havre, MT.

2 - Expected Measurable Outcome(s)

Montana Western's ultimate goal is to expand post-secondary training opportunities in business, education and information technology, to prepare students for the modern workforce, and to recruit and retain more students into CTE career pathways. Montana Western expects to document measurable gains in business, education and information technology pathways (enrollments, retention, and degree completions).

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

This project is completely focused on advancing knowledge and skills in information technology across several pathways. There is a shortage of workers who are qualified to work in the IT sector. Montana Western is proposing to produce more graduates and to push out programming using more distance delivery technologies. During AY22, Montana Western requested Perkins funds to equip several classrooms for hyflex instruction. The hyflex classrooms will be utilized to expand delivery of the aforementioned CTE coursework. Montana Western will also work to promote online delivery of the revised and new programs.

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

Montana Western is making a long-term commitment to growing CTE opportunities in business, education and information technology. These pathways intersect with the institution's dual enrollment and Montana Career Pathways activities. Montana Western plans to integrate its Pathways coordination activities (middle school and high school career interest surveys and career fair coordination). Montana Western will continue to work with local and regional high schools to promote secondary to post-secondary transitions into information technology career training programs.

Would you like to add another project?

- Yes
 No

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

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Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
00 - Administrative/Indirect Costs		
Admin	\$3,597.45	\$3,597.45
Subtotal	\$3,597.45	\$3,597.45
01 - Salaries		
Project 2 - CTE Curriculum Revision/Program Development	\$13,500.00	\$13,500.00
Subtotal	\$13,500.00	\$13,500.00
02 - Hourly Wages		
Project 1 - Pathways Coordination	\$34,902.40	\$34,902.40
Subtotal	\$34,902.40	\$34,902.40
03 - Employer Paid Benefits		
Project 1 - Pathways Coordination	\$16,461.70	\$16,461.70
Project 2	\$7,085.00	\$7,085.00
Subtotal	\$23,546.70	\$23,546.70
06 - Consumable Supplies		
Project 1 - Pathways Coordination	\$100.00	\$100.00
Subtotal	\$100.00	\$100.00
09 - Travel		
Project 1 - Pathways Coordination	\$100.00	\$100.00
Subtotal	\$100.00	\$100.00
Total Proposed Cost	\$75,746.55	\$75,746.55

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$75,746.55	\$75,746.55
Subtotal	\$75,746.55	\$75,746.55
Total Proposed Revenue	\$75,746.55	\$75,746.55

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 2 - CTE Curriculum Revision/Program Development

Montana Western is requesting 0.25 FTE to hire a full-time faculty starting Spring 2023. An additional 0.25 FTE request will be made from the Perkins Non-Traditional fund. This plan was developed in consultation with Director Treaster with the ultimate goal of hiring a faculty to review, revise and redesign the current computer curriculum in business and education. The budget requested for 0.25 FTE is based on a \$54,000 annual faculty salary.

02 - Hourly Wages

List each position as a separate line item. In the notes please provide position title, % of FTE or total annual hours and hourly rate. Examples: --Program Adjunct for New Perkins Program to teach two new courses (\$750/credit hour for 6 credit hours) Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

Project 1 - Pathways Coordination

One 0.5 FTE staff @ \$37,856 annual salary and one part-time hourly staff at \$16,00/hour at 19 hrs/wk week to promote workforce development and career awareness activities. The positions will work to strengthen statewide CTE partnerships, increase access to high demand distance CTE programs (e.g., in education), and foster innovation utilizing technology to work with secondary, postsecondary and industry partners. Due to hiring problems during the last fiscal year, the duties of the Pathway Coordinator were divided among two staff members. One is a fulltime staff working 50% on Pathways (\$18,928), the other is a part-time hourly staff working 19 hr/wk (\$15,808). Their respective classified hourly wages are \$18.20 and \$16.00.

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 2

UMW - fringe benefits for a full-time employee are based on 29% of salaries. These benefits are requested for 25% of the faculty consultant's salary (\$3,915). Fringe benefits include retirement, social security, unemployment, workmen's compensation insurance, sick leave and annual leave. Health benefits are based on \$1,054/month x 12 months x 0.25 FTE (\$3,170)

Project 1 - Pathways Coordination

UMW - fringe benefits for a full-time employee are based on 29% of salaries. These benefits are requested for 25% of the two staff member's hourly wages. The staff members include Beth Wharton and Mary Anne Wofford. Fringe benefits include retirement, social security, unemployment, workmen's compensation insurance, sick leave and annual leave. Health benefits for Beth Wharton are based on \$1,054/month x 12 months x 0.5 FTE (\$6,340). Mary Anne Wofford is not eligible for health benefits.

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 1 - Pathways Coordination

General office supplies.

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 Coordination

Pathways coordinators travel to local schools and businesses. Travel expenses will be charges in accordance with allowable state rates for per diem and mileage. No overnight lodging is expected.



Performance Plan