



**University of Montana Western**

Prepared by University of Montana Western  
for Montana University System, Office of the Commissioner of Higher Education 2023-2024 Perkins Reserve Application

**Submitted by Anneliese A Ripley**

**Submitted on 05/26/2023 9:56 AM Mountain Standard Time**



## Opportunity Details

### Opportunity Information

Title

2023-2024 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

Holly Gederos

Agency Contact Phone

(406) 449-9128

Agency Contact Email

hgederos@montana.edu

Fund Activity Categories

Education

Opportunity Manager

Holly Gederos

Assistance Listings Number

84.048A

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/dd4f5145-b388-4403-8925-1e13f7599f89>

Is Published

Yes

### Award Information

Award Range

\$30,000.00 - \$100,000.00

Award Period

07/01/2023 - 06/30/2024

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

Opens 02/23/2023 12:00 PM

Application Review Start Date / Pre-Qualification Deadline

05/26/2023 12:00 AM

## Question Submission Information

Question Submission Email Address

hgederos@montana.edu

Question Submission Additional Information

For more information about the 2023-2024 Perkins Reserve Application, including application requirements, please see the 2023-2024 Perkins Reserve Application RFP.

Attachments

- Perkins Reserve Fund RFP 23-24 Final

## Eligibility Information

Additional Eligibility 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, 2 CFR Uniform Grant Guidance, all Perkins V and Civil Rights monitoring.

## 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 V.

## 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.
- Program staff attendance at state-level professional development/trainings
- Regular attendance on monthly webinars/Perkins Coordinator Check-In conference calls
- Providing quarterly fiscal and supporting documents reports by deadlines
- Providing quarterly Performance Plan Narrative reports in AmpliFund by deadlines
- Submitting a final program report on projects activities, populations served, and outcomes achieved at year end
- Submission of final budget amendments prior to May 1st, 2024.

#### 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, 2 CFR Uniform Grant Guidance, all Perkins V and Civil Rights monitoring.



## Project Information

### Application Information

Application Name

University of Montana Western

Award Requested

\$66,582.00

Total Award Budget

\$66,582.00

### Primary Contact Information

Name

Anneliese A Ripley

Email Address

anneliese.ripley@umwestern.edu

Address

710 South Atlantic Street  
Dillon, MT 59725

Phone Number

(406) 683-7309



## Project Description

### Part 1. Additional Contact Information

#### Overview

#### Perkins Program Manager Contact

Holly Gederos

406-449-9128

hgederos@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

406-683-7362

Fiscal Phone Extension

Fiscal Fax Number

Fiscal Email Address

grants@umwestern.edu

*Is this section accurately completed (Reviewer Only)*

- Yes
- No

#### 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 | Anneliese Ripley | Dean, Strategic Initiatives | anneliese.ripley@umwestern.edu |

|           | Name           | Title                | Email Address                |
|-----------|----------------|----------------------|------------------------------|
| Contact 2 | Beth Wharton   | Pathways Coordinator | beth.wharton@umwestern.edu   |
| Contact 3 | Johnny MacLean | Provost              | johnny.maclean@umwestern.edu |
| Contact 4 | Troy Shirley   | Controller           | troy.shirley@umwestern.edu   |
| 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.**

Not finished with this page yet? Click [Save](#) or [Save & Continue](#) to fill out the missing information at a later time.

## 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**.

**An application cannot be submitted until all pages are marked as complete.**

Not finished with this page yet? Scroll to the bottom of the page and click **Save** or **Save & Continue** to fill out the missing information at a later time.

### Project 1

Project 1 Title

Pathways Coordination

Project 1 Begin Quarter

Q 1

Project 1 End Quarter

Q 4

1 - Must include (1) a specific description of project activities and (2) clear project budget details demonstrating math. Budget details MUST match budget template line items

Montana Western proposes to continue its efforts to promote workforce development and career exploration. The university is currently funded for two half-time coordinators-one with health benefits the other without. Beth Wharton is 0.5 FTE and Mary Anne Wofford is 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 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 also coordinate 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 the local career fair). Montana Western is requesting \$19,687.20 in wages for Beth (490 hrs x \$18.93/hr) and \$16,440.32 in wages (988 hrs x \$16.64/hr) for Mary Anne. Fringe benefits are based on 29% of wages for classified staff. Health benefits are based on 0.5 FTE for Beth. Total wages and benefits = \$52,944.50.

The university has collaborated with Beaverhead County High School (BCHS) and Dillon Middle School counselors for several years to conduct career exploration activities using Career Cruising software. Students interests expressed in the Career Cruising activities have guided planning for a high school career fair. The three year registration fee for Career Cruising is \$2,700.

The fair, planned in conjunction with BCHS, the Chamber of Commerce and local businesses, has been offered on the BCHS campus and lasts a few hours. Montana Western is proposing to modify the format to allow for more student/career engagement. The AY24 fair will be a longer event (9 am to 2 pm) hosted on the Montana Western campus and it will include hour-long workshops with speakers. students from multiple high schools (Sheridan, Twin Bridges, Lima and BCHS) will be invited to select which workshops to attend based on their Pathway interests. The career fair is expected to serve between 150 and 175 students. Expenses related to the career fair include speaker stipends (10 x \$100=\$1,000) + (registration software \$1,000, packets \$500, and signage and lunch sponsor recognitions \$250) = \$2,750

Additionally, Montana Western proposes to send the DE Coordinator, Ryann Gibson, and Pathways Coordinator Beth Wharton, to the Region V ACTE Conference for professional training and development. Due to Covid restrictions,



neither Ryann nor Beth have received training at a national conference in over three years. The ACTE conference is planned for April 9-12 in Honolulu, HI. Costs to attend the conference include Montana mileage (180 miles x 0.65/mile) + airfare (2 people x \$1,200 each) + lodging (5 nights x 202/night) + per diem (2 people x 5 days x \$54/day) + registration (2 people x \$475 each) = \$5,017

Total cost for Project 1 = \$56,115

*Notes (Reviewer Only)*

1 - Expected Measurable Outcome(s)\*

This project meets the intent of Perkins funding by advancing career exploration and career development activities (Career Cruising software and career fair), providing professional development for two CTE professionals, and carrying out activities that result in increasing student achievement in CTE programs. Montana Western expects to serve well over 500 students during AY24 with it's workforce and career exploration programming.

*Notes (Reviewer Only)*

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

This project does not specifically address use of technology in CTE, however, Montana Western is training individuals to work in highly technical fields. By virtue of working with Career Cruising, middle school and high school students will develop more computer skills. Specific CTE training programs will also utilize modern technologies to address workforce needs.

*Notes (Reviewer Only)*

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

This project will advance Montana Western's partnerships with high schools in Beaverhead and Madison Counties (Twin Bridges, Sheridan, Lima and Dillon). Montana Youth Challenge students will also benefit from the career fair activities. Use of the Career Cruising software will also benefit middle school partners in Dillon. Montana Western will promote all Perkins Pathways, but is most focused on those Pathways identified in the CLNA - business management, education, agriculture, information technology, STEM and construction trades.

*Notes (Reviewer Only)*

**Add Projects**

Would you like to add another project?

- Yes
- No

*Notes (Reviewer Only)*

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## Budget

### Proposed Budget Summary

#### Expense Budget

|   | Grant Funded       | Total Budgeted     |
|---|--------------------|--------------------|
| <b>00 - Administrative/Indirect Costs</b> |                    |                    |
| Grant Administration                      | \$3,170.50         | \$3,170.50         |
| <b>Subtotal</b>                           | <b>\$3,170.50</b>  | <b>\$3,170.50</b>  |
| <b>01 - Salaries</b>                      |                    |                    |
| Beth Wharton                              | \$19,687.20        | \$19,687.20        |
| Mary Anne Wofford                         | \$16,440.32        | \$16,440.32        |
| <b>Subtotal</b>                           | <b>\$36,127.52</b> | <b>\$36,127.52</b> |
| <b>03 - Employer Paid Benefits</b>        |                    |                    |
| Beth Wharton                              | \$12,049.29        | \$12,049.29        |
| Mary Ann Wofford                          | \$4,767.69         | \$4,767.69         |
| <b>Subtotal</b>                           | <b>\$16,816.98</b> | <b>\$16,816.98</b> |
| <b>09 - Travel</b>                        |                    |                    |
| ACTE Conference                           | \$5,017.00         | \$5,017.00         |
| <b>Subtotal</b>                           | <b>\$5,017.00</b>  | <b>\$5,017.00</b>  |
| <b>13 - Other</b>                         |                    |                    |
| Career Crusing Software                   | \$2,700.00         | \$2,700.00         |
| Career Fair Expenses                      | \$2,750.00         | \$2,750.00         |
| <b>Subtotal</b>                           | <b>\$5,450.00</b>  | <b>\$5,450.00</b>  |
| <b>Total Proposed Cost</b>                | <b>\$66,582.00</b> | <b>\$66,582.00</b> |

#### Revenue Budget

|                               | Grant Funded       | Total Budgeted     |
|-------------------------------|--------------------|--------------------|
| <b>Grant Funding</b>          |                    |                    |
| Award Requested               | \$66,582.00        | \$66,582.00        |
| <b>Subtotal</b>               | <b>\$66,582.00</b> | <b>\$66,582.00</b> |
| <b>Total Proposed Revenue</b> | <b>\$66,582.00</b> | <b>\$66,582.00</b> |

### Proposed Budget Detail

See attached spreadsheet.

## Proposed Budget Narrative

### 00 - Administrative/Indirect Costs

5% of total project funds may be used for indirect and administrative costs. If they will be used, describe the proposed administrative costs in the notes. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment". These are costs that cannot be assigned to a particular project but are necessary for the operation of the organization and therefore the performance of the project. Example: Administrative staff not directly supporting the project but support the operation of the organization (e.g. legal and finance departments), accounting costs, time spent developing the CLNA in addition to administrative activities include, but are not limited to, grant development, grant monitoring, evaluation of program effectiveness, data input, developing reports, payroll, providing technical assistance, clerical, and accounting duties.

### Grant Administration

Anneliese Ripley is UMW's director of research and grants. She oversees all grant activities, supervises staff, approves expenditures, attends Perkins meetings, and prepares program reports. Sarah Karlsgodt is UMW's grant accountant. She performs all grant accounting procedures and prepares all invoices and fiscal reports. The requested administrative costs cover a small percentage of Dr. Ripley and Ms. Karlsgodt's efforts spent supporting Perkins grant activities. Neither Ripley nor Karlsgodt are paid with Perkins grant funds--their grant support efforts are paid entirely with indirect cost funds.

### 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 example: campus policy. For each requested position provide a justification and describe the responsibilities relating to the accomplishment of specific program objectives. Title (The job title of each staff member working the project), Name (the name, if known, of the staff member filling this position. If the position has yet to be filled use TBD), Annual Salary (The staff member's full annual salary. Must be verifiable through Time and Effort and paystubs), Level of Effort (The level of effort to reflect the overall % of the time the staff member will work exclusively on the project), Months (The number of months the staff member will work on the project, not the to exceed the project performance period), Total (Calculate the cost of each staff member's salary: (Annual salary x level of effort %) / number of months working on the project. Examples: --Alice Bau, Perkins Program Coordinator, annual salary of \$50,000 funded at 50% (or .5 FTE) for 12 months for a total of \$25,000 --Alex Roper, Program Instructor salary for curriculum development estimated 20 hours at \$50/hour (20 hours x \$50) and paid as a stipend due to campus policy rate for 12 months for a total of \$1000 For example: "Project 1 - Dental Equipment".

### Mary Anne Wofford

Mary Anne works in a 0.48 FTE (988 hrs x \$16.64/hr) Pathways coordinator position. This is a classified position. She works exclusively to promote CTE opportunities in Dillon and the surrounding area. She supports the major programming efforts of Beth Wharton.

### 03 - Employer Paid Benefits

List each position as a separate line item. Should reflect percentage of position paid under Personnel. Includes FICA, retirement, WC, SUE and health insurance. Title (The job title of each staff member working on the project listed in the above salary section), Name (The name, if known of the staff member filling this position as listed in the salary and wages section), Rate (The Fringe Benefit Rate), Fringe Base (The total salary for each staff member as listed in the above salary section), Total (The total calculation of fringe for each personnel listed. (Rate X Fringe Base=Total). Example: Project Coordinator, Taylor Jones, 22% of \$18, 750.00 for a total = \$4,125.00 Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

### Beth Wharton

Fringe benefits for classified staff are based on 29% of wages. Health benefits for Beth are based on 0.5 FTE x \$12,680 annual premium.  $(\$19,687.20 \times 0.29) + (0.5 \times \$12,680) = \$12,049.28$ . Fringe benefits include retirement, social security, unemployment, workman's compensation insurance, sick leave and annual leave.

### Mary Ann Wofford

Fringe benefits for classified staff are based on 29% of wages. 29% of \$16,440.32 = \$4,767.69. Fringe benefits include retirement, social security, unemployment, workman's compensation insurance, sick leave and annual leave.

### 09 - Travel

Include a specific list of staff who are traveling, the purpose of travel, the mileage, lodging, meals, airfare, etc. Use the most current state approved reimbursement schedule. Each new trip should be assigned new Project number and details need to be provided for that specific trip only. Do not blend or combine independent travel and trip details. All travel must follow State of Montana and GSA rates and policies. All travel should be first booked according to 2 CFR 200.475, then the sub-recipient's travel policies, whichever is more stringent and restrictive. Prior approval is required for travel and new/alternate staff which are not on the original application. Examples: -- Program Coordinator, Holly Beattie, 1 traveler to attend state Perkins meeting October 14-15, 2024 in Helena MT and back to Kalispell, MT. Lodging 2 nights @\$98 (\$98 GSA rate plus tax)=\$196; mileage 190 miles @ 31.5=\$59.85; meal per diem for 2 days (2 Breakfast at \$7.50 =\$15, 2 lunches at \$8.50 = \$17, 1 dinner \$14.50 =\$14.50) Total of \$46.50. Total amount of trip requested \$302.35. --Program Instructor, Rick Smith and Nursing Facility, (TBD-position not yet filled), 2 travelers to attend training in Seattle, WA, Sept. 13-19. Airfare estimated at \$800 per ticket (2 X \$800 =\$1600), Baggage round trip for 2 travelers @ \$30 x 2=\$60, Ground transportation round trip @ \$50 to and from airport, Airport parking \$30 a day for 5 days =\$150, Meal Per diem 6 days for 2 people at (12 breakfast x \$13 =\$78, 12 lunches at \$15=\$180, 12 dinners at \$26 =\$312) for a Total of \$570, 2 travelers Lodging 6 nights @ \$232 (GSA Sept 2023 lodging rate) for a total of \$3, 924.00. Total Project request for 2 travelers =\$6,354.00. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

### ACTE Conference

Montana Western proposes to send the DE Coordinator, Ryann Gibson, and Pathways Coordinator Beth Wharton, to the Region V ACTE Conference for professional training and development. Due to Covid restrictions, neither Ryann nor Beth have received training at a national conference in over three years. The ACTE conference is planned for April 9-12 in Honolulu, HI. Costs to attend the conference include Montana mileage (180 miles x 0.65/mile) + airfare (2 people x \$1,200 each) + lodging (5 nights x 202/night) + per diem (2 people x 5 days x \$54/day) + registration (2 people x \$475 each) = \$5,017

### 13 - Other

This category contains items not included in the previous budget categories. Individually list each item requested and provide as much details as possible as well as appropriate justification related to program objectives. This includes organizational memberships to professional organizations and training registrations. List the cost per attendee, who will be attending, the name of training and the host org. Any travel-related to training or professional development should be listed separately under the travel category. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment". Example: Perkins Program Coordinator, Rosa Sunshine, registration for NACTEI conference in San Antonio, TX May 2025. 1 Registration for \$560.00 Ex: Item Requested, # of Months, Estimated Cost Per Month, Number of Staff, Total Amount Ex: Item Requested, Number Needed, Unit Cost, Total Amount Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment". Example: Project 2 Spec Pop Support Bus Passes at 40 passes at \$25 a month for 12 months (\$25 x 12 Totals = \$300.00. Special Population status will be determined by students who receive Pell and/or Bureau of Indian Affairs funding. Will help to develop more fully the academic knowledge and technical employability skills by increasing the employment opportunities for populations who are chronically unemployed or underemployed, including individuals with disabilities, individuals from economically disadvantaged families, out-of-workforce individuals, youth who are in, or have aged out of, the foster care system, and homeless individuals. -

### Career Cruising Software

Funds are requested to renew Career Cruising software registration for another three years.

### Career Fair Expenses



The career fair is expected to serve between 150 and 175 students. Expenses related to the career fair include speaker stipends (10 x \$100=\$1,000) + (registration software \$1,000, packets \$500, signage and sponsor recognitions \$250) = \$2,750

Approved 6/29/23

# University of Montana Western - Award – Submission Budget

ExpectedStart:07/01/2023 ExpectedEnd:06/30/2024

## Budget View Settings

### Actuals

Show Actuals From  To

### Options

Show/Hide

Grant Year  Line Items  Responsible Individuals

## Budget

| Expense Budget +   | Grant-Funded Budgeted | Total Budgeted |
|--|-----------------------|----------------|
| <b>00 - Administrative/Indirect Costs +</b>                |                       |                |
| Grant Administration                                       | \$3,007.68            | \$3,007.68     |
| Subtotal   | \$3,007.68            | \$3,007.68     |
| <b>01 - Salaries +</b>                                     |                       |                |
| Beth Wharton   | \$19,687.20           | \$19,687.20    |
| Mary Anne Wofford  | \$16,440.32           | \$16,440.32    |
| Subtotal   | \$36,127.52           | \$36,127.52    |
| <b>02 - Hourly Wages +</b>                                 |                       |                |
| Subtotal   | \$0.00                | \$0.00         |
| <b>03 - Employer Paid Benefits +</b>                       |                       |                |
| Beth Wharton   | \$12,049.29           | \$12,049.29    |
| Mary Ann Wofford   | \$4,767.69            | \$4,767.69     |
| Subtotal   | \$16,816.98           | \$16,816.98    |
| <b>04 - Contracted Services - Operating Expenditures +</b> |                       |                |
| Subtotal   | \$0.00                | \$0.00         |
| <b>07 - Non-Capitalized Equipment (Minor) +</b>            |                       |                |
| Subtotal   | \$0.00                | \$0.00         |
| <b>09 - Travel +</b>                                       |                       |                |
| ACTE Conference  | \$2,509.99            | \$2,509.99     |



**12 - Capitalized Equipment (Major)** +  

Subtotal

\$0.00

**\$0.00****13 - Other** +  Career Cruising Software   

\$2,700.00

**\$2,700.00**Career Fair Expenses   

\$2,000.00

**\$2,000.00**

Subtotal

\$4,700.00

**\$4,700.00****Total Expense Budget Cost****\$63,162.17****\$63,162.17**