

PERKINS RESERVE GRANT

STRENGTHENING MONTANA CAREER PATHWAYS

2017 – 2018
Request for Proposals



OFFICE OF THE COMMISSIONER
OF HIGHER EDUCATION



GRANT APPLICATION DUE DATE:

5:00 P.M. ON JUNE 1ST, 2017

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Perkins Reserve Strengthening Montana Career Pathways

Vision for Montana Career Pathways

Montana Career Pathways helps students transition successfully to postsecondary programs statewide by providing accessible, understandable information about postsecondary programs and building high-value accelerated learning options and experiences through collaboration between secondary, postsecondary, and industry.

This year Montana embraces a major shift in its career pathways program, from individual college/high school pathway agreements, to statewide pathways that are scalable to all high schools and connected to all MUS colleges. Montana Career Pathways is the next evolution of Big Sky Pathways. This shift will change the way pathways are developed, displayed, and documented. Perhaps most important, it will free campuses to work on activities that add value to students' education and strengthen the pathway to college and career through active engagement and participation.

Montana Career Pathways helps students make more informed choices about college and career by providing:

- Clear, concise, labor market referenced information about career options in Montana
- Opportunities to engage in college courses that support a career pathway via dual enrollment
- Opportunities to explore and engage in careers prior to college via work-based learning

Grant Submission and Administration Guidance

Awards: One year grant awards will be available to **Perkins eligible: tribal colleges, two-year programs, community colleges or consortia for Strengthening Montana Career Pathways projects.** The number of grants awarded and the level at which they are funded will be determined by the quality of the applications and the availability of funds. Note: Budgets may need to be adjusted after awarded due to funding changes from the US Department of Education.

Commitment to Participation, Reporting and Evaluation

Campuses awarded funding for this project agree to the following:

- Providing quarterly **fiscal** and **program** reports by deadlines
- Submitting final program report on projects activities, populations served, and outcomes achieved at year end
- Submitting a final expenditure sheet at year end
- Program staff attendance at up to three state-level professional development/trainings, and participation in bi-weekly webinars or conference calls.
- Submission of budget amendments prior stated deadline

Amendments An amendment to the grant budget is need if there is a change in the way funds are proposed to be used. Amendments to the grant will be accepted until May, 1st 2018. Narrative explanations along with updated budgets should be sent to the Montana Career Pathways Program Manager. **No changes to funding-tied activities associated with an awarded proposal may be made without prior approval.**

RFP Timeline

- Application deadline: June 1, 2017
- Grant awardees notified: June 29, 2017
- Grant funds available: July 1, 2017 - June 30, 2018

Use of Funds

- Campuses awarded funds must complete the activities and achieve the outcomes identified in the final, awarded version of the grant application.
- In addition, 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 <http://www.ecfr.gov/cgi-bin/textidx?SID=ae1fa4119438ae2122b41475ffcab4f8&node=pt2.1.200&rgn=div5#sp2.1.200.d>

Restrictions

Strengthening Montana Career Pathway grants are Perkins funds, which may not be used for the following activities:

- Recruitment
- Pre-enrollment Services
- General and Stand-alone Assessment as a Pre-enrollment Activity
- Financial Aid Services
- Remedial Instruction
- Tuition
- Direct Student Assistance

Additionally, due to restrictions on using Perkins funds, Montana Career Pathways grant funds may not be used for providing catered food for events.

Important Dates

Reporting

- Q1 Financial and Program Report due: Oct. 31
- Q2 Financial and Program Report due: Jan. 31
- Q3 Financial and Program Report due: April 30
- Q4 Financial and Program Report due: Aug. 31
- Final Narrative Report Aug. 31st, 2018

Training and Technical Assistance

- BSP Coordinator Conference Calls: On-going; every other week, time and day TBD
- Summer Montana Career Pathways Training: August, 14 & 15th Salish Kootenai College
- Fall Montana Career Pathways Training: **tentatively** scheduled to be co-held with Montana ACTE conference October, 19th and 20th 2017 Fairmont Hot Springs Resort
- Spring Montana Career Pathways Training: March or April, 2018 (two day meeting)
- Please note that OCHE cannot provide travel funds, budget accordingly.

Application Materials and Instructions

- Applications for Montana Career Pathways funds must use the 17-18 Perkins Reserve Application. See “**Application Guidance**” section below for detailed guidance.
- To be considered for funding, an **electronic version of the complete application must be received by 5pm on June 1, 2017.**
- Electronic copies should be sent in their original format (as an excel file, not as a pdf) to: amy.williams12@montana.edu

- Note: Statement of Assurances are included in the application for reference. Assurances will be signed via Adobe sign once a grant is awarded and accepted by a grantee.

Application Technical Assistance:

- **WebEx May 16th at 11am and May 22nd at 2pm**
- Email Amy Williams for an invite, if your campus has not received one by May 12th.

Questions

- For questions about the grant application or submission process, please contact Amy Williams
406.994.3991 amy.williams12@montana.edu

I. Grant Objective

The Strengthening Montana Career Pathways grant supports increasing access to high-quality¹ college and career pathways for all Montana students.

Grant applicants commit to work on expanding the number and type of opportunities for *all* Montana high school students to get an early start on college and career in a Montana Career Pathway. Specifically, proposed work should identify how the grant award will increase access to dual enrollment opportunities in career clusters aligned with Montana Career Pathways. Proposed work may also include the integration of work-based learning (WBL) options and other related activities to enhance a pathway that already contains CTE dual enrollment.

II. Directional Guidance

Strengthening Montana Career Pathways activities must support the grant objective of increasing options for dual enrollment that supports statewide CTE Montana Career Pathways for *all* students. This grant has a special emphasis on creating options for dual enrollment that reach across the state, and particularly in schools that fall into the Montana High Schools Association (MHSA) B and C classification. This can include creating or augmenting access to DE using online or distance delivery options, developing course offerings outside the standard school hours/timeframe (evenings/summer), and increasing the number of seats available to DE students for to online DE courses. See below for program suggestions.

III. Grant Narrative

Statewide Montana Career Pathways: Narrative Guidance

The narrative should summarize the proposed work for the year including the planned activities, timeline, and how the award will increase access to dual enrollment supporting multiple statewide Montana Career Pathways (see list provided). Applicants may propose to work on dual enrollment in any mode (on campus, online, or in the high school (concurrent enrollment))². The narrative tab of the Perkins Reserve Application asks a series of questions to help outline the specifics of the proposed work (see Application Guidance, below). Please ensure the grant narrative explains and justifies the all proposed uses of funds. Campuses may include WBL or other activities that support dual enrollment growth or further enhance CTE dual enrollment pathways. Campuses may work with high schools other than MHSA B & C classification but their proposed scope of work must clearly identify how the grant, if awarded, will support small/rural Montana schools.

Possible areas for program growth supporting Montana Career Pathways³: (list not inclusive)

¹ A high quality career pathway includes recommended courses to help student prepare for their next-step after high school, as well as value added learning options such as dual enrollment, experiential education, and work-based learning activities.

² Dual enrollment must respect regional service areas unless otherwise approved by OCHE (see service area guidance).

³ Dual enrollment courses targeted for the grant must support one or more Montana Career Pathway and are

- Add new partner high schools⁴
- Increase the number courses that support a Montana Career Pathway offered in current partner high schools,
- Develop high-value packages of courses supporting a pathway⁵
- Increase the student enrollment in existing courses offered in partner high schools aligned with a pathway
- Add supporting GenEd courses within a pathway that already features CTE dual enrollment. For example adding WRIT 101, COMX115, or M105/M121 to the course offerings at school that already has BGEN105 and/or ACTG101 for a finance pathway⁶
- Increase statewide access to courses via distance education, or non-traditional course times (summer, weekend, evening)
- Providing teacher training in technical fields for the purpose of skill building potentially to offer dual credit. Including course shadowing opportunities at the college, hands-on training, workshops on crafting an authentic college course in the high school classroom, grade-norming, new tool uses, etc.

Montana Career Pathways (Initial-Year One)

Agriculture

- Agriculture Mechanics
- Agriculture Technology

Business

- Finance
- IT
- Marketing
- Management

Health Sciences

- Allied Health

Hospitality and Tourism

- Hospitality management (including culinary)

Human Services

- Early childhood education
- Education

Technical Trades

- Advanced manufacturing
- Welding and fabrication
- Transportation

found in the postsecondary POS associated with that pathway.

⁴ With the exception of online courses or course offerings/programs unique to one or limited campuses, regional service areas must be respected. **Contact Amy Williams** for guidance on service areas.

⁵ A high value package of credit includes one career exploration (CTE) course plus one or more GenEd course in the degree requirements for the postsecondary POS associated with that pathway. Example Finance Pathway credit package: ACCT101 and/or BGEN 105 (CTE courses), WRIT101, COMX111, M115 (supporting GenEd courses in the POS).

⁶ CTE dual enrollment must be in place (either in the high school or online), to work on GenEd courses supporting a pathway.

- Design and Construction
- STEM**

IV. Application Guidance

17-18 Perkins Reserve Application

This excel document includes the program narrative as well as the proposed budget. The document contains five tabs, three of these must be completed (Contact Information, Narrative, and Budget Detail & Amendments). All relevant fields on these three tabs must be completed prior to submitting. The contents of the tabs are discussed below.

Contact Information: Fill in the appropriate information in the space provided on the page. The guidance below is provided for clarification.

Perkins Program Coordinator/Grant Manager

- This is the staff that manages the grant and/or any personnel associated with it, generally the primary author of the grant.

Pathway Coordinator

- In order to receive an award, proposals must include designation of staff to work as a Pathway Coordinator responsible for carrying out the activities identified in the narrative. There is no minimum FTE requirement this year (see below). Please identify this staff member in the appropriate spot on the Contact Information Tab.

NOTE: This program requires the employment of a coordinator, historically at 0.5FTE or more. If Perkins (Pathways) funds are used, the employee must work on a single cost objective during clearly defined times (in the case that the position is co-held with another duty). Time and effort tracking should be kept and may be requested by the administering entity at any time.

- In the case that the Perkins Coordinator and Pathways are the same staff member, simply indicate “same as above” in the Pathway Coordinator field.

Fiscal Manager

- This is the staff member responsible for the fiscal reporting for the grant.

Additional and Other Contacts

- Indicate other staff that need to be contacted about the grant, particularly if they should be in the communication chain but are not listed in any of the preceding sections.

Narrative: Fill in the appropriate information in the space provided on the page. The guidance below is provided for clarification.

- The narrative requires a 250 word abstract as summary of the proposal. A series of questions follows to outline the proposed scope of work for the grant year. The questions are also provided below for review.
 - *What Montana Career Pathways will your grant address (minimum of three from list provided in the RFP)?*
 - *What dual enrollment courses or program areas will be targeted for growth and how do they support Montana Career Pathways? (please identify with course name and number, i.e. CSCI 107, Joy and Beauty of Computing)⁷*

⁷ CTE dual enrollment must be in place (either in the high school or online), to work on GenEd courses supporting a pathway.

- *In what way(s) will you work to expand DE (grow existing, add new schools, add new courses, building high-value packages of credit, etc.)?* ⁶
 - *What high schools or programs will you work with? Are these existing or new partnerships? Which courses will be added or worked on at each high school?* ⁸
 - *How does your proposed work increase access to dual enrollment for Montana's small and rural schools?*
 - *What campus staff will work on this project and in what capacity?*
 - *What is the timeline for your proposed work? Please break down activities by quarter in the space provided.*
 - *List any activities not already accounted for that your program will implement (or continue to support) to further enhance Montana Career Pathways.*
 - *Does your campus have previous experience working in CTE dual enrollment, and or career pathways? If yes, explain.*
 - *What professional development will program staff attend to support their implementation of the grant objectives?*
 - *Are there any other expenditures proposed that have not already been accounted for in the previous questions? If yes, explain their role in meeting the grant objective.*
 - *Are there other funds and/or initiatives that will support this work? Is all proposed work dependent on an award?*
- The narrative should clearly, and as concisely as possible, outline the work to be done via a grant award.
 - Please reference the budget where appropriate so that the connection between funds and activities is clear. If salary is the primary use of funds, then please ensure the narrative justifies the requested funds (i.e. outlines a scope of work appropriate for the requested FTE).

Budget Detail and Amendments: Fill in the appropriate information in the space provided on the page. The guidance below is provided for clarification.

- Fill in the requested budget noting line item, quarter, expenditure code, and amount.
- Do not complete "Amendment" sections. These are for future use, as needed, after funds have been awarded.
- Please ensure that travel to required trainings and other professional development, if included, is covered either in the MTCP budget or elsewhere. OCHE cannot provide travel funds.
- Events or activities, if included in the budget (drawing from grant funds) should occur in the 1-3rd quarter unless absolutely necessary.
- If grant funds are designated to fund salary for a coordinator, then the described scope of work must justify the FTE proposed.
- If grants funds are not designated for a coordinator, then identify what source will provide salary for the coordinator (a required component of the grant).
 - **Note:** Montana Career Pathway Coordinator positions are funded by Carl D. Perkins dollars. These positions may not be used to fund time or activities outside of the scope of the grant or Perkins (See Grant Objectives, above). Time and effort reporting should be kept, as it may be required by the administering entity at any time.
- Funds are requested in the grant application. Once awarded, they are approved. Thus, the column is headed "Requested/Approved Funding"

⁸ Note that proposed work must respect regional service areas draft guidance. (Excepting online or course offerings/programs unique to one campus)

Budget Roll-Up:

- Budget Roll-Up is locked and will populate with information from the budget.

Calendar:

- The 17-18 Perkins Calendar is provided for reference.

Assurances:

- Assurances are provided for reference only, once a grant is awarded and accepted by a campus assurances will be signed by appropriate staff via AdobeSign.

V. Grant Scoring

Grant applications will be assessed using the following scoring:

- Demonstration of the objectives of the grant in the proposal 10 pts
- Grant supports three or more MTCPs 5 pts
- Design of program 10 pts
- Ability to reach small/rural schools 10 pts
- Viability of plan for small/rural schools 5 pts
- Number/type of schools and courses targeted 10 pts
- Demonstrated experience in CTE pathways and or dual enrollment 5 pts
- Timeline well explained and achievable 10 pts
- Budget references narrative's proposed activities, demonstrates appropriate use of funds 10 pts
- Application identifies other forms of support and/or staff for the activities proposed 5 pts

Contact Amy Williams with questions.

amy.williams12@montana.edu

406.994.3991