



**Blackfeet Community College**

Prepared by Blackfeet Community College  
for Montana University System, Office of the Commissioner of Higher Education 2022-2023 Perkins Local Application

**Submitted by Cheryl Madman**

**Submitted on 06/29/2022 3:57 PM Mountain Standard Time**



## Opportunity Details

### Opportunity Information

Title

2022-2023 Perkins Local Application

Description

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) was signed into law on July 31, 2018. This bipartisan measure reauthorized the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) and continued Congress' commitment in providing nearly \$1.3 billion annually for career and technical education (CTE) programs for our nation's youth and adults.

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](mailto:jtreaster@montana.edu)

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/823bc0e2-5341-4304-b160-c33200662aa5>

### Funding Information

Funding Restrictions

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

### Award Information

Award Period

07/01/2022 - 06/30/2023

Award Announcement Date

6/20/2022

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 - 06/15/2022 5:00 PM

## Question Submission Information

Question Submission Email Address

[jtrestar@montana.edu](mailto:jtrestar@montana.edu)

Question Submission Additional Information

Please direct questions about the application to Jacque Treaster at the Montana University System, Office of the Commissioner of Higher Education.

For more information on the application and its requirements, please refer to the the 2022-2023 Perkins Local Application Guide.

Attachments

- Perkins Local Application Guide 2022-2023 Final

## Additional Information

Additional Information URL

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

Additional Information URL Description

Please go to the Montana University System Perkins Resources website for more information on the Perkins Local Application, include FAQs, a list of non-allowable expenses, the Montana Perkins V State Plan, and other Perkins & CTE resources.

## Award Administration Information

Administrative and National Policy Requirements

The following is a listing of regulations applicable to Perkins Programs:

Education Department General Administrative Regulations  
<https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

34 CFR Part 76 (State-Administered Programs).

34 CFR Part 77 (Definitions that Apply to Department Regulations).

34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and Activities).

34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).

34 CFR Part 81 (General Education Provisions Act—Enforcement).

34 CFR Part 82 (New Restrictions on Lobbying).

34 CFR Part 84 [Government Requirements for Drug-Free Workplace (Financial Assistance)].

34 CFR Part 85 [Government wide Debarment and Suspension(Non-procurement)].

34 CFR Part 86 (Drug and Alcohol Abuse Prevention).

34 CFR Part 99 (Family Educational Rights and Privacy).

Reporting

The required postsecondary core indicators of performance for each grant cycle are established by state Perkins staff and the U.S. Department of Education. The purpose of the indicators are to assess the effectiveness of the state Perkins Program, along with its individual institutions, in achieving statewide progress in CTE, and to optimize the return on investment of federal funds in CTE activities.

Accountability Report Card.

Prior to awarding federal funds each year, the Perkins Program Manager will provide a "Report Card" showing state level performance, performance measurements for each individual college. Factors evaluated will be: Amount of award vs. expenditure (Amount of returned funds).

**Meeting performance expectations:**

Using the above-mentioned data, the Perkins Program Manager will also determine whether or not specific award conditions/restrictions are necessary. Additional award conditions/restrictions may include:

- Reimbursement on a quarterly basis
- Withholding authority to proceed with programmatic activities until evidence of acceptable performance is provided
- Detailed financial reports
- Requiring technical or management assistance
- Establishment of prior approval process
- Submission of time and effort reports of personnel with salary covered by Perkins funds
- Copies of minutes taken from CTE advisory board meetings

If additional award conditions/restrictions are required, the Perkins Program Manager will notify the College of:

- The reason why the additional conditions/restrictions are being imposed
- The nature of the action needed to remove the conditions/restrictions
- The time allowed for completing the actions
- The method for requesting reconsideration of conditions/restrictions

**Performance Expectations:**

Each institution is responsible for meeting or exceeding the negotiated performance levels. All projects/programs funded by Perkins must be related to a measurable performance outcome that demonstrates cost effectiveness and is tied directly to one of the following three indicators:

- 1P1 – Postsecondary Retention and Post-Program Placement [10]
- 2P1 – Earned Recognized Postsecondary Credential
- 3P1 – Nontraditional Program Completion

Evaluation methods should be designed to provide feedback regarding process toward attaining required performance levels. Institutions who do not meet negotiated performance levels will be required to submit a local improvement plan along with the following year's Perkins application.



## **Project Information**

### **Application Information**

Application Name

Blackfeet Community College

Award Requested

\$163,000.00

Cash Match Requirement

\$0.00

Cash Match Contributions

\$0.00

In-Kind Match Requirement

\$0.00

In-Kind Match Contributions

\$0.00

Total Award Budget

\$163,000.00

### **Primary Contact Information**

Name

Cheryl Madman

Email Address

cmadman@bfcc.edu

Address

P.O. Box 819  
Browning, Montana 59417

Phone Number

(406) 338-5441



## Project Description

### Part 1. Additional Contact Information

#### Overview

#### Perkins Local Grant Contact

Jacque Treaster

[jtreaster@montana.edu](mailto:jtreaster@montana.edu)

(406) 449-9135

#### Campus Information

Campus Name

Blackfeet Community College

#### Campus Fiscal Manager

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

Last Name

Wood

First Name

Robert

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

- Yes
- No

Fiscal Phone Number

406 338-5441

Fiscal Phone Extension

2230

Fiscal Fax Number

406 338-7232

Fiscal Email Address

[robert.w@bfcc.edu](mailto:robert.w@bfcc.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
<b>Contact 1</b>	Jody Guardipee	Grants, Contracts & Research Director	<a href="mailto:jody.g@bfcc.edu">jody.g@bfcc.edu</a>
<b>Contact 2</b>	Robert Wood	Chief Financial Officer	<a href="mailto:robert.w@bfcc.edu">robert.w@bfcc.edu</a>
<b>Contact 3</b>	Sarah DeRosier	Finance Assistant/Grants Compliance	<a href="mailto:sarah.d@bfcc.edu">sarah.d@bfcc.edu</a>

	Name	Title	Email Address
Contact 4			
Contact 5			
Contact 6			
Contact 7			
Contact 8			

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## Part 2. Background - Community and Workforce

### Comprehensive Local Needs Assessment

Upload your comprehensive local needs assessment.

FINAL 2018-2023 Blackfeet Tribe - Comprehensive Economic Development Strategy.pdf, Montana CLNA Update Worksheets 22-23 (3).docx

### Background Information

1. Please provide a brief summary of the results of your Comprehensive Local Needs Assessment and what CTE course offerings and/or activities you will be targeting in this application. Be sure to include how the results of the CLNA informed the selection of the specific career and technical education programs and activities selected to be funded and a description of any new programs of study you plan to develop and submit to the State for approval based on CLNA findings.

According to our Comprehensive Economic Developments (CEDs) report, these are the needs and offerings in our community, Class 7 American Indian Language and short term trainings in plumbing, welding, solar energy. Workforce Development is a new department here at Blackfeet Community College. This department has been in immoratorium since 2018. BCC and the community saw the need to re-introduce this department. BCC is currently in the process of doing a community needs assessment. Once this is completed BCC will have a better understanding of the needs of community in regards to the assessment. The Workforce Development will offering the One Year Certificate in Building Trades, the Director is working with Northwest Accreditation in taking this offering out of immoratorium. The One Certificate in PiIKANI Studies & Language will be the focus for 2022/2023. Students who complete the One-Year Certificate in PiIKANI Studies & Language standards of competency and fluency with integrity upon applicatio for the Class 7 Certificate. The Montana Class 7 American Indian Language & Cultural Specialist Certificate is a requisite by the State Superintendent of Public Instruction for teaching Native American languages and cultures in Montana Public Schools.

2. Please provide a brief description of how your campus will, in collaboration with local workforce development partners, provide a series of career exploration and career guidance activities including: (A) career exploration and career development coursework, activities, or services; (B) career information on employment opportunities that incorporate the most up-to-date information on high skill, high-wage, or in-demand industry sectors or occupations, as determined by the CLNA; and (C) an organized system of career guidance and academic counseling to students before enrolling and while participating in a career and technical education programs.

Blackfeet Community College provides opportunities and support through the Student Services which provides: academic counseling, academic advising, financial aid/scholarship counseling, assessment testing, career guidance, graduation assistance, transfer preparation, campus visits and tutoring. Not only do they provide assistance to students they focus on retention strategies to retain our students. BCC has a Career Center that assists students, community and alumni achieve their educational goal(s) in pursuing a career. The Career Center concept is based upon (4) plans: Life Plan, Cultural Plan, Career Plan, and Education Plan. The Career Center also provides a variety of basic services that gives the students, community and alumni assistance in choosing a major at a university, finding an internship, searching for jobs, applying for graduate school - and everything in between. Some of these services include: career decision making, career exploration, resume writing/cover letter writing, job interview preparation, job fair, and job placement.

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## Part 3. Background - Student Populations

### Background Information

3. Please provide a brief description of how your campus will improve the academic and technical skills of students participating in CTE programs.

BCC provides comprehensive financial aid and continued individual student support. BCC strives for excellence in effectively training students in certificates of completion programs and short term trainings. BCC works collaboratively and professionally with all stake holders in and around the surrounding Blackfeet Reservation to ensure students are successful adults in on the job training opportunities and gaining full time employment. One strategy I would like to implement in the funding cycle is the Universal Design for Learning Guidelines; engagement, representation and action & expression. As Indigenous people we are visual learners. We learn through experience and that is one strategy that BCC utilizes experiential learning.

4. Please explain how your campus will provide activities to prepare special populations for high-skill, high-wage, or in-demand occupations; prepare CTE participants for non-traditional fields; provide equal access for special populations to CTE courses, programs, and programs of study; and ensure that members of special populations will not be discriminated against. Include how students, including students who are members of special populations, will learn about their school's career and technical education course offerings and whether each course is part of a career and technical education program of study.

The majority of BCC students are classified as economically disadvantaged and are enrolled tribal member/non-traditional/first generation college students. BCC is committed to an environment free from discrimination. BCC is dedicated to providing employment and educational opportunities open to everyone. We have services here at BCC to assist the special populations. BCC has a Career Center in which students have access to computers to research scholarships, other universities/colleges, job opportunities across the state of Montana and beyond, they will have opportunities to attend workshops and have assistance in writing their resumes, cover letters. The Career/Placement Center will provide workshops each semester focusing on the tools needed to gain meaningful employment on or off the Blackfeet Reservation. New students entering college for the first time can be very intimidated by all the processes of admissions, filling out financial aid forms, enrolling in classes, meeting with an advisor, finding classes, instructors, getting down a routine to make it to class on time, finishing homework, and meeting the demands outside of college. The Career/Placement Center will be the catalyst for new students to seek out assistance when they become overwhelmed, need some direction, find a job, scholarships, transfer programs, or anything that will help them stay focused on their education. A Career/Placement Center is a crucial element in the success of a student pursuing industry-relevant education credentials and/or degrees.

5. Please provide a description of the work-based learning opportunities for students participating in CTE programs and how your campus will work with representatives from employers to develop or expand work-based learning.

BCC has developed working partnerships with the School Districts in the surrounding areas, the Blackfeet Housing Authority, the ManPower One Stop Center. One strategy I would like to utilize is the Universal Design for Learning Guidelines (UDL) Model. Using this model for learning approaches in career-pre courses allow students choice for studying and demonstrating knowledge. Subtle changes are underway in career and technical education courses across the country that are significantly impacting how students learn and engage in training for trade skills. Growing efforts to include lessons and activities with more relevance, choice and accessibility are helping students who have historically faced barriers in CTE courses, including students of color, students from low income families, students with disabilities and women. Utilizing this approach for creating curriculum that gives opportunities for student engagement, learning preferences and demonstration of knowledge.

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## Part 4. Background - Campus Performance

### Background Information

6. Please outline how your campus will provide students participating in CTE the opportunity to gain postsecondary credit while still attending high school.

BCC's Admission Officer has developed a document which outlines and provides guidance to high school students who are enrolled in the "Dual Enrollment Program" here at BCC. Currently the students are enrolled in the general studies courses to align with a career pathway for the other programs and CTE programs. The Admission Officer works closely with the surrounding School districts in our vicinity (e.g. Cut Bank, Browning, and Heart Butte) BCC has college fairs and job fairs at least once or twice a year. They are exposed to various careers in the State of Montana. As Workforce Development is recently added program to the campus, the Director has been reaching out to the surrounding schools to see what their current needs are and what programs they would like to offered.

7. Please identify how your campus supports the recruitment, preparation, retention, and training, including professional development, of teachers, faculty, administrators, and specialized instructional support personnel.

BCC continues to strive and support the students, faculty and employees on their campus. We have trained employees who deal with retention strategies. We have an Early Alert system in place on a weekly basis to submit to our counselors in the Student Success Center to monitor our students who are academically and other issues. The faculty also take it upon themselves to reach out to the students who are enrolled in their courses. BCC also provides ongoing professional development for all faculty and employees. We have a licensed counselor on campus who supports students who are having difficulties in life.

8. Please outline how your campus will address disparities or gaps in performance between groups of students in each of the plan years, and if no meaningful progress has been achieved prior to the third program year, a description of the additional actions that will be taken to eliminate these disparities or gaps.

Blackfeet Community College is committed to addressing disparities in gaps in performance. We offer many services within the insitution such as the Student Success Center which provides financial advising, tutoring, licensed counselor in trauma, career center, and retention services provided by the academic counselor. The Student Success Center has implemented an early alert system. Students who are at risk of fally behind are contracted by the instructor and the academic counselor. They identify options to assist with their progress.

9. Please summarize levels of performance for your campus during the previous year for each of the following core indicators of performance: 1P1-Postsecondary Retention and Placement; 2P1-Credential, Certificate or Diploma; 3P1-Non-traditional Program Enrollment. You should identify your campus performance in relation to the state goal (provided in your campus Perkins report card).

According to the Perkins Report Card for Blackfeet Community College in 1P1: Campus wide we are at 53% in comparrison to the state goal. 2P1 : EArned Recognized Postsecondary Credential BCC scored a 100% of State Goal, 3P1: Non-traditional Program Concentration BCC scored 37% of the 100% State Goal. BCC has a newly developed Workforce Developement Program, this should raise the percentage rate in the upcoming year.

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## Part 5. Project Narratives

### Project Narrative Directions

Campuses may submit up to 50 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

Perkins Administration

Project 1 Begin Quarter

Q 1

Project 1 End Quarter

Q 4

1 - Project/Program/Purchase Summary\*

The Workforce Development Director/Perkins Coordinator will be responsible for project management and oversight, supervision, program and fiscal reporting, and coordination of the Perkins Advisory Board.

1 - Expected Measurable Outcome(s)\*

Blackfeet Community College Workforce Development will be administered according to established timelines and within budget. The Workforce Development/Perkins Coordinator will provide quarterly reports as required in a timely matter.

1 - Please identify the results from your Comprehensive Local Needs Assessment that are addressed by this project, program or purchase: (include evidence reviewed and how this project, program or purchases addresses the identified need.)

According the CED's Report this department is greatly needed in the community.

### Add Projects

Would you like to add another project?

- Yes  
 No

Project 2 Title

Implementation of Blackfeet PIIKANI Studies & Language Certificate

Project 2 Begin Quarter

Q 1

Project 2 End Quarter

Q 4

2 - Project/Program/Purchase Summary

BCC has a One Year Certificate in PIKANI Studies & Language. BCC is requesting funding for one instructor, who can meet the needs of the community by offering these courses in the evening after work hours to meet the needs of the community and the School Districts (Browning and Heart Butte). This program will create a pathway to obtaining an Associate of Applied Science in Elementary Education as well as a BS in Elementary Education. The Browning School District has implemented Immersion Classrooms for K-5 and has Language courses in grades 6-12. Upon completion students will be qualified for the Class 7 License from the Office of Public Instruction, allowing them to teach language in K-12 schools. This is designed to prepare teachers who are fluent in the Blackfeet language and also possess the teaching methodology skills. BCC requests funding for one of the two instructors in the One Year Certificate and Associate Degree programs that prepare K-12 instructors who are able to integrate Blackfeet language with standard pedagogy.

2 - Expected Measurable Outcome(s)

A minimum of eight (8) students will enroll in the One Year Certificate Program in 2022-2023 and achieve language proficiency per the stated program learning outcomes.

2- Please identify the results from your Comprehensive Local Needs Assessment that are addressed by this project, program or purchase: (include evidence reviewed and how this project, program or purchases addresses the identified need.)

Perpetuation of the Blackfeet language is a critical concern of the Blackfeet Tribe. We have fewer and fewer fluent speakers in our community.

Would you like to add another project?

- Yes
- No

Project 3 Title

Implementation of Building Trades Curriculum

Project 3 Begin Quarter

Q 1

Project 3 End Quarter

Q 4

3 - Project/Program/Purchase Summary

BCC will implement the One Year Certificate Building Trades in fall 2022. The program will offer practicums in their course of study, allowing them to gain experience in their prospective field of study and project based activities. Blackfeet Housing Authority has agreed to provide the students with comprehensive on the job training. BCC will develop one Pathway with the Browning High School in the Building Trades.

3 - Expected Measurable Outcome(s)

Advertise and hire instructor in quarter 1. A minimum of five high schools students enroll in the first cohort and a minimum of 10 college students in the program, offer in fall 2022.

3- Please identify the results from your Comprehensive Local Needs Assessment that are addressed by this project, program or purchase: (include evidence reviewed and how this project, program or purchases addresses the identified need.)

The Blackfeet Tribe's Comprehensive Economic Development plan calls for increased technical and trades skills training.

Would you like to add another project

- Yes
- No

Project 4 Title

Project 1 - Administration - Travel

Project 4 Begin Quarter

Q 1

Project 4 End Quarter

Q 2

4 - Project/Program/Purchase Summary

The Workforce Development/Perkins Coordinator will travel to Portland, Oregon to attend conference NCWE - Building Bridges - Expanding Opportunities. This will enhance and provide a better insight in CTE programs. Utilize strategies to better serve the community needs.

4 - Expected Measurable Outcome(s)

The Workforce Development/Perkins Coordinator will ensure grant compliance with Federal and state guidelines. Director will increase high school partnerships to identify potential opportunities, work-based learning and workforce trainings. Information will brought back to CTE faculty, staff and administration.

4- Please identify the results from your Comprehensive Local Needs Assessment that are addressed by this project, program or purchase: (include evidence reviewed and how this project, program or purchases addresses the identified need.)

This workshop will provide insight to CTE on strategies for educating, training, and necessary workplace skills and changing industry demands.

Would you like to add another project?

- Yes
- No

Project 5 Title

Project 2 - Piikani Language Classroom

Project 5 Begin Quarter

Q 1

Project 5 End Quarter

Q 4

5 - Project/Program/Purchase Summary

5 Apple 11 inch iPads Pro Wi-Fi - 3rd generation -tablet 10 x \$893.00 = \$4465.00. These will enhance and coincide with the Jumpstart Blackfeet Language Teacher Kits. 10 Logitech Combo Touch - Keyboard and folio case- with trackpad. 15x\$200.00 = \$1000.00. The total cost for all: \$5465.00

5 - Expected Measurable Outcome(s)

These iPads will be utilized for the Piikani classroom as a resource to demonstrate the basic knowledge of Piikani language and culture.

5- Please identify the results from your Comprehensive Local Needs Assessment that are addressed by this project, program or purchase: (include evidence reviewed and how this project, program or purchases addresses the identified need.)

This will enhance their technology capabilities in the classroom.

Would you like to add another project?

- Yes
- No

Project 6 Title

Project 1 - Perkins Annual Meeting

Project 6 Begin Quarter

Q 1

Project 6 End Quarter

Q 4

6 - Project/Program/Purchase Summary

Attend Perkins meeting in Helen in fall of 2022

6 - Expected Measurable Outcome(s)

Attendance, Implement any changes in managing grant as suggested/required by OCHE.

6 - Please identify the results from your Comprehensive Local Needs Assessment that are addressed by this project, program or purchase: (include evidence reviewed and how this project, program or purchases addresses the identified need.)

Requirement of the Perkins Grant.

Would you like to add another project?

- Yes
- No

Project 7 Title

Building Trades Classroom Equipment

Project 7 Begin Quarter

Q 1

Project 7 End Quarter

Q 4

7 - Project/Program/Purchase Summary

10 stronglad 5-pocket single side brown Oil Tanned Leather Tool Belt Pouch Work/Apron for Carpenter and Builders, Tool belt for construction. 10 @ \$37.00 = \$370.00

10 Spec Ops - SPEC-M22CF Tools Framing Hammer 10 @ \$29.00 = \$290.00

10 Swanson Tool Co 50101 7 inch Speed Square ruler @ \$10.00 = \$100.00

1 pack of Carpenter Pencils 72C \$43.00

10 Utility Knife: 6 in Overall Lg. Steel Std Tip, Plain, Metal, Gray 10 @ 7.18 = \$71.80.

10 25ft. Tape Measure, 1 in Blade, 10@ \$8.99 = \$89.99

Total cost = \$1064.76. The tool belts and tool are used strictly for program use. They will go through process of procurement process.

7 - Expected Measurable Outcome(s)

This will give the students an opportunity to utilize the tools for class projects.

7 - Please identify the results from your Comprehensive Local Needs Assessment that are addressed by this project, program or purchase: (include evidence reviewed and how this project, program or purchases addresses the identified need.)

This is a requirement of Perkins and this data will be imputed at a later date

Would you like to add another project?

- Yes
- No

Project 8 Title

Building Trades Classroom Resources

Project 8 Begin Quarter

Q 1

Project 8 End Quarter

Q 4

8 - Project/Program/Purchase Summary

The purchase of software for the Building Trades = AutoCAD Annual Subscription for 1 year.

8 - Expected Measurable Outcome(s)

The students will have a better understanding of software related to building trades.

8 - Please identify the results from your Comprehensive Local Needs Assessment that are addressed by this project, program or purchase: (include evidence reviewed and how this project, program or purchases addresses the identified need.)

Requirement of Perkins. This data will be implemented at a later date.

Would you like to add another project?



- Yes
- No

Project 9 Title

Faculty Office Equipment

Project 9 Quarter Begin

Q 1

Project 9 Quarter End

Q 2

9 - Project/Program/Purchase Summary

Office supplies for the faculty, such as file folders, copy paper, pencil, pens, etc.,.

9 - Expected Measurable Outcome(s)

The faculty will have office resources to help them in the classroom instruction.

9 - Please identify the results from your Comprehensive Local Needs Assessment that are addressed by this project, program or purchase: (include evidence reviewed and how this project, program or purchases addresses the identified need.)

Perkins Requirement.

Would you like to add another project?

- Yes
- No

Project 10 Title

Blackfeet Language Classroom Resources

Project 10 Begin Quarter

Q 1

Project 10 End Quarter

Q 4

10 - Project/Program/Purchase Summary

Purchase of Blackfoot Dictionary to assist the student in the correct pronunciation and phonic spelling of Blackfeet words of dialect.

10 - Expected Measurable Outcome(s)

The students will have a better understanding of pronunciation and spelling of the Blackfeet language.

10 - Please identify the results from your Comprehensive Local Needs Assessment that are addressed by this project, program or purchase: (include evidence reviewed and how this project, program or purchases addresses the identified need.)

Perkins Requirement

Would you like to add another project?



- Yes
- No

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## Program Assurances

Download a copy of the 2022-2023 Carl D. Perkins Program Assurance Agreement to be reviewed and signed by the campus dean or president.

[Program Assurance Agreement Perkins V 2022-2023.docx](#)

Upload the signed copy of your campus's 2022-2023 Carl D. Perkins Program Assurance Agreement here.

[Xerox Scan\\_05232022123120.PDF](#)

Submit your acknowledgement.

I acknowledge I have read the Carl D. Perkins Program Assurance Agreement and have uploaded a copy of the Program Assurance Agreement read and signed by the appropriate campus leadership.

## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
<b>00 - Administrative/Indirect Costs</b>			
Administrative Costs	\$8,150.15	\$0.00	\$8,150.15
<b>Subtotal</b>	<b>\$8,150.15</b>	<b>\$0.00</b>	<b>\$8,150.15</b>
<b>01 - Salaries</b>			
Blackfeet Language Instructor	\$38,500.00	\$0.00	\$38,500.00
Building Trades Instructor	\$38,500.00	\$0.00	\$38,500.00
Workforce Development Director/Perkins Program Manager	\$38,500.00	\$0.00	\$38,500.00
<b>Subtotal</b>	<b>\$115,500.00</b>	<b>\$0.00</b>	<b>\$115,500.00</b>
<b>03 - Employer Paid Benefits</b>			
Blackfeet Language Instructor	\$6,052.00	\$0.00	\$6,052.00
Building Trades Instructor	\$6,052.00	\$0.00	\$6,052.00
Workforce Development Director/Perkins Program Manager	\$6,052.00	\$0.00	\$6,052.00
<b>Subtotal</b>	<b>\$18,156.00</b>	<b>\$0.00</b>	<b>\$18,156.00</b>
<b>06 - Consumable Supplies</b>			
Blackfeet Studies Language Dictionary	\$340.98	\$0.00	\$340.98
CTE Classroom Office Supplies	\$150.00	\$0.00	\$150.00
<b>Subtotal</b>	<b>\$490.98</b>	<b>\$0.00</b>	<b>\$490.98</b>
<b>07 - Minor Equipment</b>			
Blackfeet Language Equipment	\$10,930.00	\$0.00	\$10,930.00
Building Trades	\$3,058.83	\$0.00	\$3,058.83
Building Trades Equipment	\$1,067.54	\$0.00	\$1,067.54
<b>Subtotal</b>	<b>\$15,056.37</b>	<b>\$0.00</b>	<b>\$15,056.37</b>
<b>09 - Travel</b>			
Cheryl Madman & Jody Guardipee	\$3,454.50	\$0.00	\$3,454.50
Cheryl Madman & Jody Guardipee	\$702.00	\$0.00	\$702.00
<b>Subtotal</b>	<b>\$4,156.50</b>	<b>\$0.00</b>	<b>\$4,156.50</b>
<b>11 - Training/Registration</b>			

	Grant Funded	Non-Grant Funded	Total Budgeted
Cheryl Madman & Jody Guardipee	\$1,490.00	\$0.00	\$1,490.00
<b>Subtotal</b>	<b>\$1,490.00</b>	<b>\$0.00</b>	<b>\$1,490.00</b>
<hr/>			
<b>Total Proposed Cost</b>	<b>\$163,000.00</b>	<b>\$0.00</b>	<b>\$163,000.00</b>

**Revenue Budget**

	Grant Funded	Non-Grant Funded	Total Budgeted
<b>Grant Funding</b>			
Award Requested	\$163,000.00		\$163,000.00
<b>Subtotal</b>	<b>\$163,000.00</b>		<b>\$163,000.00</b>
<b>Non-Grant Funding</b>			
Cash Match		\$0.00	\$0.00
In-Kind Match		\$0.00	\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>
<hr/>			
<b>Total Proposed Revenue</b>	<b>\$163,000.00</b>	<b>\$0.00</b>	<b>\$163,000.00</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".

**Administrative Costs**

BCC Workforce Development Director will perform all administrative duties completing mandatory Perkins Grant reporting/compliance/fiscal monitoring/amendments/student data and efforts towards grant cycle application 2022-23. BCC Workforce Development Director will also attend all mandatory meetings/trainings & facilitate Perkins Grant activities. The director will be responsible for purchasing, maintaining files of expenditures, facilitating Professional Development.

**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".

### **Workforce Development Director/Perkins Program Manager**

The Workforce Development Director/Perkins program Manager will be .7 \$38,500.00 FTE of \$55,000 Salary. This individual will perform all administrative duties completing mandatory Perkins Grant reporting/compliance/fiscal monitoring/amendments/student/data and efforts towards grant cycle application 2022-2023

### **Blackfeet Language Instructor**

Salary for Instructor the Blackfeet Language One Year Certificate 1 FTE

### **Building Trades Instructor**

Salary for Instructor the Building Trades One Year Certificate Instructor1 FTE

## **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".

### **Workforce Development Director/Perkins Program Manager**

Benefits for Workforce Development Director/Perkins Program Manager .7 FTE of \$55,000 salary (FICA = 7.65%: Unemployment=1.6%: Workers Comp=1.47%: pension and Contributions = 4%:Life Insurance = 1% = \$6052.00

### **Blackfeet Language Instructor**

Benefits for the Blackfeet Language Instructor - 1FTE -\$38,500 @15.72% = \$6052.00

### **Building Trades Instructor**

Benefits for the Building Trades Instructor \$38,500 @15.72% = \$6052.00

## **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".

### **CTE Classroom Office Supplies**

Office supplies for instructors for classroom use. Copy paper, dry erase markers, file folders, pens,

### **Blackfeet Studies Language Dictionary**

Blackfeet Language Dictionary (2) reference book for classroom reference for the students. \$85.245 x 4= \$`340.98

## **07 - Minor Equipment**

Include a line item for each program-specific equipment under \$5,000. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

### **Building Trades Equipment**

10 stronGlad 5-pocket single side brown Oil Tanned Leather Tool Belt Pouch Work/Apron for Carpenter and Builders, Tool belt for construction. 10 @\$37.00 = \$370.00 10 Spec Ops - SPEC-M22CF Tools Framing Hammer

10 @ \$29.00 = \$290.00 10 Swanson Tool Co 50101 7 inch Speed Square ruler @ \$10.00 = \$100.00 1 pack of Carpenter Pencils 72C \$45.78 10 Utility Knife: 6 in Overall Lg. Steel Std Tip, Plain, Metal, Gray 10 @ 7.18 = \$71.80. 10 25ft. Tape Measure, 1 in Blade, 10 @ \$8.99 = \$89.99 Total cost = \$1064.76. The tool belts and tool are used strictly for program use. They to will through process of procurement process.

## Building Trades

AutoCad license for 1 yr Annual Subscription

## Blackfeet Language Equipment

10 Apple 11 inch IPAD Pro Wi-Fi 3rd generation - tablet -256 GB-IPS92388 x 1668) spage gra, Apple - Part Apple - Part# MHQU3LL/A x \$893.00 = \$10,930.00. 10 Logitech Combo Touch - Keyboard and folio case - with trackpad - backlit - Apple Smart connector - oxford gray - for Apple 11 inch IPAD Pro. Logitech - Part#: 920-010095 10 @ \$200.00 = \$2000.00 We do have a procurement process in place at Blackfeet Community College in regards to equipment (minor or major)

## 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".

### Cheryl Madman & Jody Guardipee

Project 1: The Director of Grants travel to Portland, Oregon to attend conference NCWE - Building Bridges - Expanding Opportunities. Lodging 3 nights at conference rates of \$225 per night x 15.3% tax = \$778.28x2 =1556.56 , mileage to Greatfalls Airport round trip 256 rt @ \$.2820 = \$94.75x2=189.92, per diem 4 days @ \$54.00 = \$216.00x2=432.00, Airfare \$548.00 rtx2=1096, uber/taxi \$60.00x2=120 to and from the airport, baggage 30 x 2 = \$60.00

### Cheryl Madman & Jody Guardipee

Project 1 Travel to Helena for required Perkins Training for Workforce Development Director/BCC Grant Director at state rates 1 night (\$96.00) x 2 = \$384; 2 days of per diem (\$30.50 x 2 = 61.00) x 2 days =\$122.00., \$122.00; mileage 348 rt x \$.2820= \$196.27 Total = \$875.27

## 11 - Training/Registration

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".

### Cheryl Madman & Jody Guardipee

Conference Registration for the National Council for Workforce Education. "Building Bridges - Expanding Opportunities, October 12-13, 2022, Portland, Oregon \$745.00 x 2 = \$1490.00