

**PERKINS NONTRADITIONAL OCCUPATIONS**  
**CTE PROGRAMS OF STUDY**  
**GRANTS**

**2020 – 2021 Request for Proposals**



OFFICE OF THE COMMISSIONER  
OF HIGHER EDUCATION



**GRANT APPLICATION OPEN PERIOD:  
JULY 1, 2020 – MAY 1, 2021**

**Notice of Nondiscrimination**

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Commissioner of Higher Education MOA Coordinator at [kwicks@montana.edu](mailto:kwicks@montana.edu).



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**Perkins Nontraditional Occupations  
CTE Programs of Study Demonstration Grants**

**Purpose:** To create career awareness, recruit, and retain students within a CTE Program of Study (**secondary + post-secondary**) that leads to a high skill, high wage, or in demand occupation that is nontraditional by gender.

**Nontraditional Occupations by Gender:**

Montana utilizes data from the **NAPE Nontraditional Crosswalk** for determining program eligible for nontraditional funding. You can visit the complete list here: [https://napequity.org/wp-content/uploads/Non-Trad-CIPs\\_Cluster-Table-3\\_rev1-28-13.pdf](https://napequity.org/wp-content/uploads/Non-Trad-CIPs_Cluster-Table-3_rev1-28-13.pdf)

The following are priority nontraditional occupations for the purpose of this RFP\*:

**Males**

Nursing/Healthcare  
Early Childhood Education/Teaching K-3

**Females**

Science, Technology, Engineering, Math (STEM)  
Trades (e.g., Construction, Manufacturing)  
Agriculture  
Culinary

\*Please note, this list is not exclusive, you may apply for funds to support any specific career fields identified as nontraditional in the NAPE Nontraditional Crosswalk or with other substantial supporting data.

**Awards:** Grants of **up to \$15,000** each will be available to Perkins eligible: school districts, two-year programs, tribal colleges, community colleges or consortia to support the successful recruitment and retention of students in CTE Programs of Study (POS) that lead to a career which is nontraditional by gender\*.

*\*Note: Only Perkins Eligible entities in good standing are eligible to apply.*

**Important Dates:**

- Application open period: July 1, 2020-May 1,2021
- Grant winners notified: Ongoing
- Grant funds available: July 1, 2020 - June 30, 2021
- Final Narrative Report deadline: June 15, 2021
- Final Fiscal Closeout Report Due: August 15, 2021

**Secondary and Postsecondary Involvement:** Collaboration between secondary and postsecondary institutions is highly encouraged. Applications demonstrating partnership between secondary and postsecondary entities will be given preference.

**Use of Funds:** Funds **MAY** be used to (list is not inclusive):

- Create or purchase materials about careers that are nontraditional by gender
- Develop and implement a non-traditional after-school work experience or internship
- Create engaging virtual career exploration activities or virtual mentoring experiences
- Provide or attend training about nontraditional careers for CTE POS teachers, instructors, and faculty
- Bring nontraditional role models to high schools with CTE POS to describe their experiences to students
- Pay for field trips to events, jobs or training centers featuring nontraditional workers

- Provide secondary/postsecondary instructors with collaboration time to review and revise curriculum, program environment, or teaching strategies designed to recruit and retain nontraditional students
- Implement new recruiting or retention strategies within a CTE Program of Study
- Develop a mentor system using former students and/or current practitioners

Funds **CANNOT** be used to:

- Pay for college tuition or fees
- Pay for promotional materials such as T-shirts, cups or keychains

**Commitment of Participation, Reporting and Evaluation:** Full participation includes providing necessary reports, including a written final report that documents project activities, populations served, and outcomes achieved, as well as a final expenditure sheet at year end.

**Application Materials and Instructions:** Complete applications must include the following:

- Application Cover Page (Attached)
- Proposal Narrative (See attached “Narrative and Budget Information” for instructions on what to address and “2020-21 Scoring Guide” for the criteria and scoring process that will be used to evaluate proposals)
- Proposed Budget Worksheet (Attached)
- Statement of Assurances (Attached)

**Application Submission Process:** To be considered for funding, an **electronic version of the complete application, including a scanned copy of the signed Statement of Assurances, must be submitted.**

Grants will be considered starting July 1, 2020 and approved on a rolling basis. An application must score 75 to receive approval.

Funds will be disbursed throughout the year on a first-come, first served basis for eligible projects until all available funds have been spent. Electronic copies of applications should be sent to: [kbrooke@montana.edu](mailto:kbrooke@montana.edu)

**Questions:** For questions about the submission process, please contact Perkins Program Manager Katy Brooke at [kbrooke@montana.edu](mailto:kbrooke@montana.edu).

## **Narrative & Budget Information**

Address proposal and budget narrative in no more than 4 pages. The Proposed Budget Worksheet that follows is an additional page that must be included with the application.

- 1) Title of Project
- 2) How does this project encourage the successful recruitment and retention of males or females within a CTE Program of Study that leads to an occupation that is nontraditional by gender? (Males in nursing/healthcare or early childhood education/teaching K-3. Females in STEM-related careers or the trades.)
  - What are the major activities or strategies that will be carried out and by whom?
  - How do proposed activities at the secondary level link to postsecondary component, or vice versa?
  - What is the timeline for this project?
- 3) What are the Secondary and Postsecondary project goals and intended outcomes?
  - How will the development, implementation, and evaluation of the project impact both secondary and postsecondary components of a CTE Program of Study that leads to a nontraditional occupation?
  - Describe goals and outcomes in detail and how these relate to the project's activities.
  - How many students does the project intend to reach? Males? Females?
- 4) How do you intend to evaluate your progress or success in meeting the project's stated goals and outcomes?
  - Describe the evaluation plan and activities
  - Identify the responsible parties for the evaluation activities
- 5) Complete the proposed Budget Sheet and provide no more than a one-page Budget Narrative of explanation of the budget—with the focus on the expenditure of these Perkins funds.

## SAMPLE Budget Worksheet

Title of Project: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project End Date: **June 30, 2021**

	Perkins Nontraditional Grant Funds	LOCAL*	IN-KIND & OTHER SOURCE*	TOTAL
A. Staff				
Salaries				
Benefits				
In-State Travel				
Professional Development				
Other				
B. Students				
In-State Travel				
Supplies				
Other				
C. Supplies and Equipment				
Office Supplies (phone, copier, etc.)				
Instructional Supplies				
Equipment (less than \$300)				
Other				
D. Indirect/Overhead Indirect Cost <b>@ 5% maximum</b>				
E. Other (Include explanation)				
COLUMN TOTAL				

\*Matching funds from other sources are not required.

## Statement of Assurances

Assurances form a binding agreement between the eligible recipient fiscal agent, the Montana Office of the Commissioner of Higher Education, and the U.S. Department of Education that assures all legal requirements are met in accordance with state and federal laws, regulations, and rules. These assurances apply to program activities and expenditures of funds. Compliance to general and specific program assurances is the legal responsibility of the eligible recipient under the authorization of the local board of education.

Fiscal Agent Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

The Eligible Recipient Fiscal Agent certifies the following statements:

- The Fiscal Agent understands and will comply with the provisions, regulations and rules of the Carl D. Perkins Career and Technical Education Act of 2006.
- The Fiscal Agent will use federal funds to supplement the eligible recipient's CTE programs of study and will not use federal funds to supplant existing funds or reduce general or other funds.
- The Fiscal Agent will provide, on request, complete and accurate data as required.
- The Fiscal Agent understands and will comply with all applicable assurances for Federal Grant Funds. These assurances can be found at: <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
- The agency agrees to provide required descriptive and statistical reports, including a written final report and final expenditure sheet at year end.
- The agency assures that they **are** \_\_\_\_\_ **(or) are NOT** \_\_\_\_\_ currently on a voluntary plan of correction for civil rights deficiencies.

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Print Name of Authorized <b>Fiscal</b> Agent	Title
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Signature of Authorized <b>Fiscal</b> Agent	Date
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Print Name of Authorized <b>Secondary</b> Representative	Title
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Signature of Authorized <b>Secondary</b> Representative	Date
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Print Name of Authorized <b>Postsecondary</b> Representative	Title
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Signature of Authorized <b>Postsecondary</b> Representative	Date
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## Scoring

Each proposal must contain the following information which will be weighted as shown.

Points	Category
25	<b>Project Description</b> <ul style="list-style-type: none"><li>A. Proposal identifies a CTE Program of Study that meets nontraditional occupations as defined by the RFP</li><li>B. Timeline is clear and responsible parties are identified</li><li>C. Major activities are described and meet the intent of the RFP</li><li>D. Relationship between the project activities and the secondary and postsecondary components of CTE Program of Study are addressed</li></ul>
25	<b>Goals &amp; Outcomes</b> <ul style="list-style-type: none"><li>A. Secondary or/&amp; Postsecondary goals and outcomes are clear and match project activities</li><li>B. Targeted student population is sufficient to meet project goals/outcomes</li><li>C. Current project builds on previously funded activities (if applicable)</li></ul>
5	<b>Project Evaluations</b> <ul style="list-style-type: none"><li>A. Data on applicant's past performance on Perkins 6S1/5P1 is provided</li><li>B. Evaluation plan and activities are described</li><li>C. Responsible parties for evaluation activities (data collection, final report) are identified</li></ul>
10	<b>Communication of Project's Activities &amp; Accomplishments</b> <ul style="list-style-type: none"><li>A. Communication Strategies are described</li><li>B. Timeline for activities is clearly identified</li></ul>
25	<b>Budget</b> <ul style="list-style-type: none"><li>A. Budget narrative matches budget items</li><li>B. Budget narrative explains what budget items are and their purpose</li><li>C. Proposed budget is reasonable</li><li>D. Budget items are allowable pursuant to RFP guidelines</li></ul>
10	<b>Additional Elements &amp; Criteria</b> <ul style="list-style-type: none"><li>A. Proposal Partners Secondary/Postsecondary</li><li>B. Narrative meets page requirements and is well written</li><li>C. Spelling and Grammar is accurate</li></ul>
100	<b>Total Maximum Points</b>
*Proposals must reach 75 points to be funded.	



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**2020-2021 CHECKLIST**

**Required**

- Cover Page (Signed)
- Budget
- Proposal Narrative
- Statement of Assurances (Signed)

**Optional**

- Other (i.e. justification of nontraditional status for a program not listed in the RFP)