

MONTANA PERKINS RESERVE GRANT

2020-2021
Request for Proposals



OFFICE OF THE COMMISSIONER
OF HIGHER EDUCATION



GRANT APPLICATION DUE DATE:
5:00 P.M. ON SEPTEMBER 14TH, 2020

Questions? Contact Katy Brooke with questions
kbrooke@montana.edu

Notice of Nondiscrimination

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Montana Perkins Reserve (MPR) Grant

Vision for Perkins Reserve Funding

Under the new 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.¹

In Montana, we have seen great success in utilizing Reserve funds to develop and support programs in the Big Sky Pathways and Montana Career Pathways grant initiatives. It is our intention as a state to continue funding projects that demonstrate a commitment to **fostering innovation** and with a focus on aligning to **high-skill, high-wage, or in-demand occupations or industries**.

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**. The number of grants awarded and the level at which they are funded will be determined by the number of applicants and the availability of funds. This RFP is released several months prior to the final notification of the state's Perkins allocation from the US Department of Education. Therefore, due to the misalignment in the allocation notification and the RFP release, awards may be canceled, or amounts modified after they are awarded.

Commitment to Participation, Reporting and Evaluation

LEAs awarded funding for this project agree to the following:

- Program staff attendance at state-level professional development/trainings
- Regular attendance on monthly webinars/conference calls
- Providing quarterly **fiscal** and **program** reports by deadlines
- Submitting a final program report on projects activities, populations served, and outcomes achieved at year end
- Submission of budget amendments prior to May 1st, 2021.

Amendments

An amendment to the grant budget is needed if there is a change in the way funds are proposed to be used. Amendments to the grant will be accepted until **May 1st, 2021**. 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.**

¹ CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT SEC. 112. ø20 U.S.C. 2322

RFP Timeline

- Application open period: June 15th – September 14th 2020
- Grant awardees notified: Starting July 1, 2020
- Grant funds available: July 1, 2020 - June 30, 2021

Please Note: Because of challenges related to the COVID-19 outbreak, the Office of Career, Technical, and Adult Education (OCTAE) of the U. S. Department of Education has authorized states to have flexibility in application deadlines for the 2020-2021 fiscal year. For that reason, we are allowing LEAs to complete and submit the Perkins Reserve Fund Application anytime during the period of June 15th – September 14th, 2020. Only complete applications will be accepted and funds will be made available within 14 days of the receipt of a completed application starting July 1, 2020.

Example 1: Campus A turns in their completed application early on June 10th, 2020. Application is reviewed and deemed complete, and funds are available July 1, 2020.

Example 2: Campus B turns in an incomplete application on August 21st, 2020. The application is returned to the campus for additional information and resubmitted on September 1st, 2020. Application is reviewed and deemed complete, and funds are available September 14th, 2020.

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 <https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/xml/CFR-2014-title2-vol1-part200.xml>

Restrictions

Montana Perkins Reserve grants are Perkins funds and may not be used for the following activities:

- Individual campus 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, Perkins Reserve grant funds may not be used for providing catered food for events.

Important Dates

Required 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
- Last day for requesting an amendment, May 1st, 2021
- Final Narrative and Fiscal Reports Aug. 31st, 2021

Required Training and Technical Assistance

- Perkins Reserve Coordinator Conference Calls: On-going; monthly
- Perkins Reserve Workshop (two-day meeting, tentative in Fall 2020)
 - Please include travel in your grant budget, OCHE cannot provide travel funds.

Application Materials and Instructions

- Applicants must use the 2020-2021 Perkins Reserve Application. See “*Application Guidance*” section below.
- To be considered for funding, an **electronic version of the complete application must be received no later than 5pm on September 14th, 2020.** Early applications are accepted, with funds disbursed starting July 1, 2020.
- Electronic copies should be sent in their original format (as an excel file, not as a pdf) to: kbrooke@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.

Questions

For questions about the grant application or submission process, please contact Katy Brooke kbrooke@montana.edu

I. Grant Objective

The Montana Perkins Reserve (MPR) grant supports innovation in CTE programs and increasing access to high-quality² CTE programs and college and career pathways for all Montana students that lead to high-wage, high-skill, and in-demand occupations.

MPR awards aim to:

- **Strengthen state-wide CTE partnerships** throughout the state;
- **Increase access to high quality CTE programs;**
- **Foster innovation** in CTE programs;
- **Continue expanding efforts to increase opportunities for Montana high school students** to explore and engage in college and careers through Montana Career Pathways, dual enrollment, work-based learning, and industry-recognized credentials. MPR is intended to be a resource for all students in the state, therefore applicants should ensure the scope of work described in the grant application includes work with schools of all sizes, particularly small, rural, and underrepresented schools, and address special populations.

II. Purpose and Priorities

Reserve Fund grants are awarded to eligible recipients to support activities focused on development, improvement and/or expansion of CTE education in the priority areas identified below.

Priority Areas for the 2020-2021 grant year are to **develop and strengthen CTE partnerships in Montana** by:

1. **Grow and enhance access to high-quality CTE programs** including (but not limited to) those that offer: dual enrollment, work-based learning, and/or industry recognized credentials. Ideal projects will align with regional workforce demand and the programs offered at the applicant institution.
2. **Increasing the number of opportunities for Montana high school students to explore and engage in college and careers through dual enrollment** with priority given to growing CTE-focused dual enrollment programs.
3. **Expand public knowledge** of Career & Technical Education and/or Montana Career Pathways program through outreach and career exploration events and activities.
4. **Introducing new or building capacity for existing industry recognized credentials**, with priority given to those available to both secondary (through dual enrollment) and post-secondary participants.
5. **Pilot new or innovative CTE programs that include a secondary/post-secondary partnership**, especially those that include work-based learning opportunities.

Applicants must address at least one of the priority areas listed above to be considered for funding, and all grant proposals must include at least one activity that involves a partnership between secondary and post-secondary LEAs.

² A high-quality career pathway includes recommended courses to help students prepare for their next-step after high school, as well as value added learning options such as dual enrollment, work-based learning activities, and/or industry recognized credentials.

III. Grant Narrative

Activity Summary:

The narrative is divided to summarize the proposed work in terms of projects or activities. You may have as many activities as you like.

- Please ensure that each activity supports one of the Priority Areas identified in the *Purpose and Priorities* section above.
- Be specific in your description of the activity and how it supports the grant priorities.
- List any stakeholders involved in this activity.
- Identify any/all expected measurable outcomes from the activity.
- Indicate the quarter in which the activity will occur. Yearlong activities start in quarter 1 and end in quarter 4.

IV. Application Guidance

2020-21 Perkins Reserve Fund 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.
- **Dual Enrollment/Montana Career Pathways Coordinator** - Campuses may choose to request funding for a Dual Enrollment/Montana Career Pathways Coordinator to coordinate efforts related to Dual Enrollment/Montana Career Pathways. There is no FTE requirement for this; however, the staffing level must be appropriate for planned activities. Please identify this staff member in the appropriate field on the Contact Information Tab.

PLEASE NOTE:

- Except under clearly identified extenuating circumstances, funding for Dual Enrollment/Montana Career Pathways should be stepped down incrementally for up to three years. Qualifying full-time salaries may be provided for a single year; each year following the first year of funding, the percentage of FTE covered by Perkins must be reduced. Here is an example payment structure, however, campuses may choose the percentage stepdown of FTE they would like to fund the positions:
 - Year 1 – 100% Perkins Funding
 - Year 2 – 66% Perkins Funding
 - Year 3 – 33% Perkins Funding
 - Year 4 – Campus Funded
 - Any coordinator paid with Perkins Reserve funds 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 Dual Enrollment/Pathways Coordinator 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 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.

Project Activity Summaries:

The narrative is divided to summarize the proposed work in terms of activities. Please use the guidance below to help develop your entries.

- Be specific in your description of the project activity and how it supports the grant priorities.
- List any stakeholders involved in this activity.
- Identify any/all expected measurable outcomes from the activity.
- Indicate how activities are designed to address labor market needs or drive students towards high-wage; high-skill, in-demand occupations. (Consider using Perkins Comprehensive Local Needs Assessment results.)
- Indicate the quarter in which the activity will occur. Yearlong activities start in Q1 and end in Q4.
- Please reference the budget where appropriate so that the connection between requested 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 MPR budget or elsewhere. OCHE cannot provide travel funds.
- Events or activities, if included in the budget should occur in the 1-3rd quarter unless necessary.
- If grant funds are designated to fund salary for a coordinator, then the described scope of work must justify the FTE proposed.
- Perkins Reserve Grant Applications must designate a coordinator to handle required activities. This may be the same coordinator as your Perkins Local Application, a Dual Enrollment/Montana Career Pathways Coordinator, or other designated campus personnel. If you are not using grant funds for a coordinator position, please identify what source will provide salary for the coordinator (a required component of the grant).
 - Note:** Coordinator positions funded by Carl D. Perkins dollars 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”

Budget Roll-Up:

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

Calendar:

- The 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.