



Erica Milne

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

Submitted by Erica Milne

Submitted on 06/30/2022 12:48 PM Mountain Standard Time



Opportunity Details

Opportunity Information

Title

2022-2023 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

Jacque Treaster

Agency Contact Phone

(406) 449-9135

Agency Contact Email

jtreaster@montana.edu

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/2b930bec-dc7f-439f-8cde-856eff1637a7>

Award Information

Award Range

\$30,000.00 - \$80,000.00

Award Period

07/01/2022 - 06/30/2023

Award Announcement Date

6/20/2022

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

02/23/2022 12:00 PM - 06/03/2022 5:00 PM

Question Submission Information

Question Submission Email Address

jtreaster@montana.edu

Question Submission Additional Information

For more information about the 2022-2023 Perkins Reserve Application, including application requirements, please see the 2022-2023 Perkins Reserve Application RFP.

Attachments

- Perkins Reserve Fund RFP 2022-2023 Final

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.

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.
- Finalizing grant budget no later than June 15th, 2022.
- 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, 2023.

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, and all Perkins and Civil Rights monitoring.



Project Information

Application Information

Application Name

Erica Milne

Award Requested

\$55,958.14

Total Award Budget

\$55,958.14

Primary Contact Information

Name

Erica Milne

Email Address

emilne@dawson.edu

Address

300 College Drive
Glendive, MT 59330

Phone Number

(406) 377-9403

Project Description

Part 1. Additional Contact Information

Overview

Perkins Program Manager Contact

Jacque Treaster

406-449-9135

jtreaster@montana.edu

Campus Information

Campus Name

Dawson Community College

Campus Fiscal Manager

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

Last Name

O'Leary

First Name

Kathleen

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

- Yes
 No

Fiscal Phone Number

406-377-9400

Fiscal Phone Extension

Fiscal Fax Number

Fiscal Email Address

koleary@dawson.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
Contact 1	Justin Beach	Dean of Students	jbeach@dawson.edu
Contact 2	Matt Hull	Dean of Academic Affairs	mhull@dawson.edu
Contact 3			
Contact 4			

	Name	Title	Email Address
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 Coordinator

Project 1 Begin Quarter

Q 1

Project 1 End Quarter

Q 4

1 - Project/Program/Purchase Summary*

MCP Coordinator will serve as 1.0 FTE Grant employee and fulfill all grant obligations, while continuing her work as the Dual Enrollment Coordinator. Taking under consideration the Dual Enrollment Coordinator's proactive approach towards Pathways, DCC has identified that 1.0 FTE is already an adequate amount of time to set aside on carrying on the new pathway projects proposed in the grant.

The 1.0 FTE position will focus on furthering the partnerships between the area high schools and the college by providing dual credit opportunities

- Collaborate with high school administrators and staff, College administration, High School Career counselors, Institutional Advancement, Institutional Effectiveness, Testing Coordinator, the Enrollment Office, and the College's lead program faculty to grow the DE Program, ensure its quality, and increase the number of public and private high school students and home schooled students enrolled in DCC courses and programs
- Develop and implement a timeline and process for all tasks related to DE recruitment, enrollment, retention, and reporting – including dual enrollment application, testing, registration, and enrollment roster due dates
- Prepare marketing communications to DE instructors and other stakeholders, outline dual enrollment procedures, calendar of dates and deadlines, and procedures for checking class rosters and entering grades
- Review local high school Programs of Study to ensure accuracy in presentation of College programs, courses, and career pathways
- Develop and implement an orientation program, handbook, and other resources for high school and adjunct faculty teaching DE courses
- Develop and maintain an archive of course syllabi for DE classes
- Coordinate and facilitate trainings for secondary school staff
- Develop and implement an informational tour program for secondary teachers to introduce/reintroduce teachers to our college's facilities and programs
- Develop a presence at the Montana Teachers conference to strengthen ties with secondary partners in the classroom.

- Manage an established budget
- Organize and CTE Career Events at DCC

1 - Expected Measurable Outcome(s)*

Dual Credit partnership opportunities with at least two new high schools

Create 4 new dual credit classes

Quarterly Visits with each high school in our service area and geographically nearby schools with "no service area" including Glasgow HS and Carter County HS

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

As DCC has the opportunity to meet with students and discuss career pathways in CTE pathways, the pathway coordinator will learn about new technologies in career fields as well as share those technologies with high school students and counselors.

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

Agriculture, Food, and Natural Resources Career Pathways, Education Pathways, Welding and Fabrication Career Pathway, Information Technology Career Pathway, Business Management Career Pathway, STEM Pathway; 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; strengthen state-wide CTE partnerships throughout the state, increase access to high quality CTE programs, foster innovation in CTE programs

Add Projects

Would you like to add another project?

- Yes
- No

Project 2 Title

NACEP Attendance

Project 2 Begin Quarter

Q 2

Project 2 End Quarter

Q 2

2 - Project/Program/Purchase Summary

Attend the National Alliance of Concurrent Enrollment (NACEP) Conference - online or in-person.

The National Alliance of Concurrent Enrollment Partnerships (NACEP) works to ensure that college courses offered by high school teachers are as rigorous as courses offered on the sponsoring college campus. As the sole accrediting body for concurrent enrollment partnerships, NACEP helps these programs adhere to the highest possible standards, ensuring students with a seamless transition to college as well as benefiting teachers benefit with meaningful, ongoing professional development. To advance the field and support our national network of members, we actively share the latest knowledge about best practices, research, and advocacy. Our annual conference is the premier destination for college officials, high school leaders, policymakers, and researchers interested in creating an effective academic bridge between high school and college.

2 - Expected Measurable Outcome(s)

Pathways Coordinator and another DCC employee with involvement in dual credit programs will learn best practices to expand Montana Career Pathways and dual credit programs. In addition these DCC employees will return to the institution with valuable materials, resources, networking, technology, and innovative practices that will be implemented at the school and in the dual enrollment program. This will be reflected in and measured by updates in policies, procedures and practices in the dual enrollment program which will improve outcomes for students participating in dual enrollment coursework and instructors participating as dual enrollment partners.

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

NACEP is focused on advancing quality college courses for high school students - past conference sessions have focused on advancing technology in CTE. DCC attendees will be sure to choose conference sessions that focus on advancing technology in CTE.

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

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.

Would you like to add another project?

- Yes
- No

Project 3 Title

High School MCP Visits

Project 3 Begin Quarter

Q1

Project 3 End Quarter

Q4

3 - Project/Program/Purchase Summary

Over the past years, Dawson Community College has worked to aggressively grow access to dual enrollment with our regional area high schools. During the 2021-2022 academic year, DCC offered almost 40 dual credit classes in various disciplines while continuously increasing enrollment numbers.

This increase is partially credited from regular and consistent high school visits performed throughout the year. The Pathways Coordinator will continue to work closely with the same group to ensure that small schools have knowledge of and access to dual credit courses in the high school. The Pathways Coordinator will perform quarterly visits to the following high schools: DCHS, Terry HS, Savage HS, Sidney HS, Fairview HS, Wibaux HS, Fergus HS, Moore HS, Winnett Public School, Glasgow HS, Circle HS, and Bainville HS.

3 - Expected Measurable Outcomes

Dual enrollment partnerships at regional area high schools will be bolstered by travel to these schools, which will include academic and career advising for students and building understanding among high school instructors and administrators. With this travel, DCC will increase the number and quality of dual enrollment coursework offered to regional area high schools.

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

As DCC partners with local high schools, the opportunity to explore uses for technology in high school classes and at the college can be explored. In addition, the pathways coordinator will be able to see any technology deficits in high schools and hopefully discover ways to advance the use of technology in CTE.

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

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

All high schools will be invited for bilateral meetings between DCC's administration and high school administration to discuss dual credit opportunities

Would you like to add another project?

- Yes
- No

Project 4 Title

State Organization MCP Booths

Project 4 Begin Quarter

Q2

Project 4 End Quarter

Q4

4 - Project/Program/Purchase Summary

The Pathways Coordinator and/or the Faculty Coordinator or another Faculty member will attend the following State Organization meetings and present information regarding Montana Career Pathways: FCCLA, FFA, HOSA, BPA, JMG, JDAE. We have hosted booths at these state organization in the past with huge success in bringing student awareness on the pathways that each organization represents. As such, we will continue representing Montana Career Pathways to high school students at these events.

These events focus on Montana Career Pathways and Dual Enrollment (not college recruitment)- conversations with partners and participants discuss Dual Enrollment opportunities and Montana Career Pathways.

4 - Expected Measurable Outcome(s)

150 students will visit our booths at various events to discuss pathways, dual enrollment, and CTE programs

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

As DCC has the opportunity to meet with students and discuss career pathways in CTE pathways, the pathway coordinator will learn about new technologies in career fields as well as share those technologies with high school students and counselors.

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

All pathways and partnerships.

Would you like to add another project?

- Yes
- No

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

As DCC has the opportunity to meet with students and discuss career pathways in CTE pathways, the pathway coordinator will learn about new technologies in career fields as well as share those technologies with high school students and counselors.

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.

Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
01 - Salaries		
MCP Coordinator	\$33,280.00	\$33,280.00
Subtotal	\$33,280.00	\$33,280.00
03 - Employer Paid Benefits		
Pathways Coordinator	\$13,436.80	\$13,436.80
Subtotal	\$13,436.80	\$13,436.80
05 - Printing - Operating Expenditures		
Printing	\$200.00	\$200.00
Subtotal	\$200.00	\$200.00
09 - Travel		
FFA Convention	\$613.60	\$613.60
High School Visits	\$333.87	\$333.87
HOSA	\$613.60	\$613.60
JMG	\$377.08	\$377.08
John Deere Ag Expo	\$613.60	\$613.60
National NACEP Conference	\$2,658.08	\$2,658.08
Pathways Coordinator 2022 Training	\$955.83	\$955.83
State BPA	\$377.08	\$377.08
State FCCLA Leadership Conference	\$613.60	\$613.60
Subtotal	\$7,156.34	\$7,156.34
10 - Dues & Subscriptions		
Dues for NACEP membership	\$560.00	\$560.00
Subtotal	\$560.00	\$560.00
11 - Training/Registration		
Training Costs	\$1,325.00	\$1,325.00
Subtotal	\$1,325.00	\$1,325.00
Total Proposed Cost	\$55,958.14	\$55,958.14

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$55,958.14	\$55,958.14
Subtotal	\$55,958.14	\$55,958.14
<hr/>		
Total Proposed Revenue	\$55,958.14	\$55,958.14

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

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".

MCP Coordinator

Pathways Coordinator position will be funded at 40 hours week at \$16/hour.

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".

Pathways Coordinator

All employee Benefits (taxes and health insurance. Benefits and Health Insurance for Pathways Coordinator at 38% which is equal to \$13436.80.

05 - Printing - Operating Expenditures

Each line item should list the print rate, # of copies, and use. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

Printing

Printing Materials for all events.

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".

FFA Convention

Travel to Bozeman to attend State FFA Convention and host a MCP booth. Mileage per diem 361 miles (2) (.28.2)=\$203.60, three nights hotel (3)96.=\$288.00, three days state per diem (3)30.50=\$91.50 Total: \$613.60

John Deere Ag Expo

Travel to Bozeman to attend John Deere Ag Expo and host a MCP booth. Mileage per diem 361 miles (2) (.28.2)=\$203.60, three nights hotel (3)96.=\$288.00, three days state per diem (3)30.50=\$91.50 Total: \$613.60

State FCCLA Leadership Conference

Travel to Bozeman to attend State FCCLA Leadership conference, present and host a MCP booth. Mileage per diem 361 miles (2)(.28.2)=\$203.60, three nights hotel (3)96.=\$288.00, three days state meal per diem (3)30.50=\$91.50 Total: \$613.60

Pathways Coordinator 2022 Training

Pathways Coordinator and Faculty Coordinator Travel to Helena to attend 2022 Pathways Coordinators 2022 Training. Mileage per diem 349 miles (2)(.28.2)=\$196.83, three nights hotel (2)(3)96.=\$576.00, three days state meal per diem per person (2)(3)30.50=183 Total:\$955.83

State BPA

Travel to Billings to attend State BPA and host a MCP booth to present information regarding Montana Career Pathways and Dual Enrollment, no recruitment for DCC will occur. Mileage per diem 220 miles (2)(.28.2)=\$124.08, two nights hotel (2)96=192, two days state meal per diem (2)30.50=\$61 Total:377.08

JMG

Travel to Billings attend JMG and host a MCP booth to present information regarding Montana Career Pathways and Dual Enrollment, no recruitment for DCC will occur. Mileage per diem 220 miles (2)(.28.2)=\$124.08, two nights hotel (2)96=192, two days state per diem (2)30.50=\$61 Total: \$377.08

HOSA

Travel to Bozeman to attend HOSA and host a MCP booth to present information regarding Montana Career Pathways and Dual Enrollment, no recruitment for DCC will occur. Mileage per diem 361 miles (2)(.28.2)=\$203.60, three nights hotel (3)96.=\$288.00, three days state meal per diem (3)30.50=\$91.50 Total:\$613.60

National NACEP Conference

"Travel to Minneapolis, MN for National NACEP Conference. Mileage per diem 440mi round trip Glendive to Bismarck x 1 cars x .28.2 =124.08 Airport Parking x 4 nights x 2 cars x \$15/night = \$120 Roundtrip flights Billings to Minneapolis @ \$600x2 Hotel in Minneapolis @ 148/night x 5 nights x 1 = \$740 Meals per diem @ \$54/day x 1 x 6 = \$324 Transportation in Minneapolis \$150 Total: \$2,058.08

High School Visits

Quarterly trips to service area high schools for HS visits on Pathway Presentations, Faculty presentations, dual credit collaboration and course recaps. Mileage per diem approximation: Fairview High School 64.5 miles 64.5(2) (.28.2)(2)= \$36.37 Wibaux High School 30 miles 30(2)(.28.2)(2)=\$16.92 Jordan High School 115 miles 115(2) (.28.2)(2) = \$64.86 Carter County High School 108 miles 108(2)(.28.2)(2)= \$60.91 Sidney High School 53.2 miles 53.2(2)(.28.2)(2)=\$30.00 Glasgow High School 150miles 150(2)(.28.2)(2)=\$84.60 Terry High School 38.5miles 38.5(2)(.28.2)(2)=\$21.71 Savage High School 32.8 miles 32.8(2)(.28.2)(2)=\$18.50

10 - Dues & Subscriptions

List each due, or subscription as a separate line item. Conferences registrations and other professional training should be listed under the Training/Registration category. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

Dues for NACEP membership

NACEP Membership Dues.

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".

Training Costs

Registration fees for Pathways Coordinator a\$625 State FFA Registration Fee State FCCLA Registration Fee
State BPA Registration Fee HOSA Registration Fee



Performance Plan

Dawson Community College

Erica Milne - Award

Grant Dates: 07/01/2022 - 06/30/2023

Period: 07/31/2022 - 06/30/2023

\$55,958.14

01 - Salaries	Budgeted Grant Funded	Amendment 1	Comments/Details of Change	Amendment 2	Comments/Details of Change	Amendment 3	Comments/Details of Change
MCP Coordinator	\$33,280.00						
SubTotal	\$33,280.00	33,280.00					
03 - Employer Paid Benefits	Budgeted Grant Funded						
Pathways Coordinator	\$13,436.80						
SubTotal	\$13,436.80	13,436.80					
05 - Printing - Operating Expenditures	Budgeted Grant Funded						
Printing	\$200.00						
SubTotal	\$200.00	200					
09 - Travel	Budgeted Grant Funded						
FFA Convention	\$613.60						
John Deere Ag Expo	\$613.60						
State FCCLA Leadership Conference	\$613.60						
Pathways Coordinator 2022 Training	\$955.83						
State BPA	\$377.08						
JMG	\$377.08						
HOSA	\$613.60						
National NACEP Conference	\$2,658.08	\$2,570.38	Decreased by 87.70 and moved to Travel. I am going to take 87.50 out of the NACEP conference fund due to the fact there is only one attendee instead of two that we budgeted for. Budget will be amended in future after actual travel costs are known.				
High School Visits	\$333.87	\$421.57	Added in \$87.70 from National NACEP Conference amount for travel to Bainville High School for Dual Enrollment Private Auto as College vehicle not available per DCC mileage poicy.40 a mile at 198 miles = \$79.20 Lunch per diem \$8.50 state rate total \$87.70 We did not have Bainville High School in the narrative for expenses.				
SubTotal	\$7,156.34	\$7,156.34					
10 - Dues & Subscriptions	Budgeted Grant Funded						
Dues for NACEP membership	\$560.00						
SubTotal	\$560.00	560					
11 - Training/Registration	Budgeted Grant Funded						

Training Costs	\$1,325.00						
SubTotal	\$1,325.00	1325					
Grand Total	\$55,958.14	\$55,958.14					