



**Gallatin College Reserve**

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

**Submitted by Anna Reardon**

**Submitted on 07/08/2022 9:09 AM 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](mailto: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

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

Gallatin College Reserve

Award Requested

\$80,000.00

Total Award Budget

\$80,000.00

### Primary Contact Information

Name

Anna Reardon

Email Address

anna.reardon@montana.edu

Address

MSU 101 Hamilton Hall, PO Box 170515  
Bozeman, MT 59717

Phone Number

406-994-7752

## Project Description

### Part 1. Additional Contact Information

#### Overview

#### Perkins Program Manager Contact

Jacque Treaster

406-449-9135

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

#### Campus Information

Campus Name

Gallatin College

#### Campus Fiscal Manager

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

Last Name

Clementich

First Name

Nathan

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

- Yes  
 No

Fiscal Manager's Mailing Address

Office of Sponsored Programs  
328 Montana Hall  
Bozeman MT 59717

Fiscal Phone Number

406-994-1939

Fiscal Phone Extension

x1939

Fiscal Fax Number

Fiscal Email Address

[Nathan.Clementich@montana.edu](mailto:Nathan.Clementich@montana.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>	Stephanie Gray	Dean	<a href="mailto:stephanie.gray2@montana.edu">stephanie.gray2@montana.edu</a>

	Name	Title	Email Address
Contact 2	Charlynn Malcom	Business Operations Manager	Charlynn.Malcom@montana.edu
Contact 3			
Contact 4			
Contact 5			
Contact 6			
Contact 7			
Contact 8			

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## 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**.

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### Project 1

Project 1 Title

Expanded CTE Dual Enrollment Offerings

Project 1 Begin Quarter

Q 1

Project 1 End Quarter

Q 4

#### 1 - Project/Program/Purchase Summary\*

Gallatin College's Dual Enrollment program is being overseen by a new Dual Enrollment coordinator who was hired full time in January 2022. The coordinator will continue to implement the new dual enrollment platform (Canusia DE Gateway), a system designed to streamline the management of DE course admission and enrollment, as well as develop working relationships with schools and existing or prospective DE instructors. This work will include:

1. Provide technical assistance for the new Dual Enrollment Gateway to all stakeholders so they can learn this new system. This includes supporting high school students, parents, instructors, and administrators as they access dual enrollment offerings and the development of written and video instructions for each user group of the platform. Funding is requested to hold a workshop in Fall 2022 to provide instructors with in-person training opportunities as well as support for new curriculum development and any necessary curriculum updates/redesign.

2. Collaborate with high school instructors, administrators that want to begin new dual enrollment CTE courses in their high schools. This includes vetting the instructors, sharing and aligning the curriculum, teaching the college schedule and deadlines, sharing college communications, and exporting grades and evaluations. Funding needs include the following:

- travel to dual enrollment partner schools
- providing dual enrollment high-school teachers with professional development opportunities to improve their technical skills and CTE teaching strategies; this has been requested by instructors in Three Forks, Bozeman, and Helena high schools.
- salary for the dual enrollment coordinator to perform these duties

3. Gallatin College is going to focus on CTE dual enrollment courses and the Dual Enrollment coordinator will work with current CTE faculty and support new faculty in construction trades, healthcare, and advanced technology in order to move their foundational courses into dual enrollment offerings. Funding is requested to allow for current and new college faculty to update and/or develop new CTE curriculum that will align with future CTE dual enrollment courses.

#### 1 - Expected Measurable Outcome(s)\*

- Currently Gallatin College has expand the number, variety and student headcount in CTE dual enrollment courses in Gallatin College's service area. Gallatin College offered a total of 90 dual enrollment sections, 48 of those



sections (53%) were CTE related courses in AY21-22. The goal is to continue to increase the percentage of dual enrollment CTE offerings to 75% in the next 4 years. Our goal this year is to maintain non-CTE dual enrollment courses and to grow CTE dual enrollment offerings by 6 courses. This would be a total of 54 (or 56%) CTE courses out of 96 total dual enrollment courses.

- Develop written and video instructions for students, teachers, parents and administrators for accessing and using the DE Gateway platform.
- Hold a workshop in Fall 2022 to provide at least 10 instructors with in-person training opportunities for the Gateway system and curriculum development/updates/redesign.
- Travel to all dual enrollment partner schools
- Provide up to 4 dual enrollment high-school teachers with professional development stipends to improve their technical skills and CTE teaching strategies
- Provide up to 8 stipends to new and existing college faculty to update or develop new CTE curriculum for the purpose of being utilized in future CTE dual enrollment courses

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

Every Career and Technical Education program at Gallatin College has technology embedded in the program. For example, bookkeeping uses Excel and QuickBooks and IT students use hardware and cloud technology for IT Networking and IT Cyber security courses. Enabling high school teachers to develop their knowledge and delivery of current CTE technologies will have a direct impact on their use of technology in high school classrooms. The same structure applies to Gallatin College CTE faculty who not only instruct college students but also provide support to high school instructors and ensure curriculum is technologically relevant and aligned. These projects will encourage new course and section developments and lead to additional CTE course offerings and enrollments, all of which include technology appropriate to that industry.

The focused use of DE Gateway technology in managing CTE dual enrollment courses will simplify program administration and oversight and allow easier access to CTE course enrollment thus promoting increased student and instructor participation in available CTE courses. In-person instruction on the platform will enhance their engagement with the platform and minimize necessary time for oversight and administrative activity.

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

This project supports all CTE secondary dual enrollment partnerships and MT career pathways activities. As presented above Gallatin College is working more closely with K-12 partners by providing professional development, curriculum alignment and sharing Gallatin College Perkins goals with the secondary partners. All of Gallatin College programs are in alignment with Montana Career Pathways and even better are high demand occupations that our local industry partners are requesting and helping design.

### Add Projects

Would you like to add another project?

- Yes  
 No

Project 2 Title

NACEP Conference and Dual Enrollment Coordinator Professional Development

Project 2 Begin Quarter

Q 2

Project 2 End Quarter

Q 4

#### 2 - Project/Program/Purchase Summary

This year's National Alliance Concurrent Enrollment Partnership (NACEP) annual conference will be an integral and valuable part of providing the new DE coordinator at Gallatin College a foundation and perspective on implementing and advancing Dual Enrollment program best practices.

Gallatin College's dual enrolment coordinator will also attend the mandatory MT DE Summit in the coming year to connect with and learn from state-wide counterparts and partners.

2 - Expected Measurable Outcome(s)

The NACEP conference and MT DE Summit will provide Gallatin College's new Dual Enrollment coordinator staff with a comprehensive set of standards, policies, and best practices in dual enrollment program oversight and administration. They will also have opportunities to learn about potential innovations in DE program management to expand DE access to more students.

The new Dual Enrollment coordinator will attend the NACEP conference and the MT DE Summit and implement a new practice learned at each event.

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

Event attendance will educate the DE coordinator on additional opportunities to provide CTE courses and technologies to regional high schools through new and existing dual enrollment courses.

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

A more educated dual enrollment coordinator will benefit all CTE dual enrollment partnerships and MT career pathways activities.

Would you like to add another project?

- Yes
- No

Project 3 Title

IT Cybersecurity "Train the Trainer" Workshop

Project 3 Begin Quarter

Q1

Project 3 End Quarter

Q1

3 - Project/Program/Purchase Summary

Gallatin College's IT program would like to offer a two-day workshop for up to 10 Montana high school teachers in July/Aug. of 2022. Selected participants will review cyber security lab activities, complete workshop labs, and prepare to teach 50+ minutes of cyber security curriculum during the 2022/2023 school year. Gallatin College will leverage this event for promoting and emphasizing the Information Technology Career Pathway while addressing the critical and increasing need for a trained cybersecurity workforce. The workshop will also aim to increase the number and diversity of students ready to enter IT and cybersecurity training.

Gallatin College IT faculty will recruit regional high school teachers to:

- 1) review and evaluate cybersecurity lab activities
- 2) train high school instructors on utilizing these materials and teaching instructions as 50-minute long modules easily incorporated into a high school class schedules
- 3) Increase the accessibility of cybersecurity credentials for high school students while ensuring the curriculum is designed and delivered with flexibility and industry standards in mind. This will help increase buy in for secondary school partners to begin formally offering a cybersecurity curriculum that is tailored for the high school classroom.

Upon completion of the lab, participants would receive an iPad and cyber security curriculum for use in student instruction.

### 3 - Expected Measurable Outcomes

Through the workshop, the following outcomes will be met:

- Gallatin College faculty will deliver two IT labs during the two-day workshop to up to 10 high school teachers
- High school teacher participants will prepare to teach cybersecurity skills learned for at least 50 minutes in at least one class period in the 2022-2023 school year
- Upon workshop completion, participants will be provided with a new iPad and all curriculum including cybersecurity lessons and modules on USB

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

The workshop and associated technologies will help increase buy-in for area secondary school partners to begin offering cybersecurity curriculum that is tailored to high school curriculum. By teaching instructors about current technologies, they will then be able to educate their students and expand the awareness of CTE technical education offerings in cyber security. This training supports high school instructors that do not have access to this updated level of curricular expertise. It will support the goals of building a pipeline of networking and cyber knowledge in high school students in hopes that these students will choose these occupations to study at the post secondary level.

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

This training will combine secondary and post-secondary instructors for the purpose of establishing and evaluating curriculum standards, emphasizing hands on applications in IT education, and learning about training opportunities available to both students and educators. This will ultimately promote strengthened partnerships between high school and college educators and their institutions and help to bridge the gap between limited secondary IT courses and existing college IT/Cyber Security education. It will also serve as a steppingstone for future IT dual enrollment course development.

Would you like to add another project?

- Yes  
 No

Project 4 Title

CTE Faculty Diversity Training

Project 4 Begin Quarter

Q1

Project 4 End Quarter

Q3

### 4 - Project/Program/Purchase Summary

Gallatin College MSU recognizes that in order to increase access to CTE career tracks, we need to work closely with faculty, community, and industry partners to create cultures that support a more diverse learning and working environment. We recently began tracking student performance and will utilize this tool to inform us on retention and performance of minorities and special populations. Alongside this effort, we want to ensure that all faculty and staff members are aware of diversity and inclusion issues and are able to support students and colleagues of all backgrounds. This may include training about implicit biases, conflict management and equity in classroom or hiring policies. With this knowledge we can also provide a bridge for these trainings to take place within the community and its industries.

### 4 - Expected Measurable Outcome(s)

As this work is introductory in nature with a specific CTE focus our faculty and staff will be able to identify areas for

improvement and best practices to encourage diversity in their numerous working and teaching environments. One goal is to identify gaps in our structure so Gallatin College can better support all students and faculty.

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

By increasing diversity in our college we will be able to expand who has access to CTE technology and increase the accessibility for all members of our community to confidently learn CTE technology. This work can transform industries and communities, but it needs to start with education and data.

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

This project supports all secondary partnerships, dual enrollment and MCP activities as we work to recruit students of all backgrounds into CTE pathways and create a positive learning environment for all members of our community.

Would you like to add another project?

- Yes  
 No

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

n/a

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## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Total Budgeted
<b>00 - Administrative/Indirect Costs</b>		
Indirect Costs	\$3,800.00	\$3,800.00
<b>Subtotal</b>	<b>\$3,800.00</b>	<b>\$3,800.00</b>
<b>01 - Salaries</b>		
Project 1: Expanded CTE Dual Enrollment Offerings	\$35,000.00	\$35,000.00
Project 1: Expanded CTE Dual Enrollment Offerings	\$4,200.00	\$4,200.00
Project 3: IT Cybersecurity "Train the Trainer" Workshop	\$400.00	\$400.00
Project 3: IT Cybersecurity "Train the Trainer" Workshop	\$2,136.00	\$2,136.00
<b>Subtotal</b>	<b>\$41,736.00</b>	<b>\$41,736.00</b>
<b>03 - Employer Paid Benefits</b>		
Project 1: Expanded CTE Dual Enrollment Offerings	\$14,267.34	\$14,267.34
Project 1: Expanded CTE Dual Enrollment Offerings	\$785.82	\$785.82
Project 3: IT Cybersecurity "Train the Trainer" Workshop	\$36.00	\$36.00
Project 3: IT Cybersecurity "Train the Trainer" Workshop	\$864.00	\$864.00
<b>Subtotal</b>	<b>\$15,953.16</b>	<b>\$15,953.16</b>
<b>04 - Contracted Services - Operating Expenditures</b>		
Project 1: Expanded CTE Dual Enrollment Offerings	\$2,000.00	\$2,000.00
Project 1: Expanded CTE Dual Enrollment Offerings	\$2,200.00	\$2,200.00
Project 4: CTE Instructors Diversity Training	\$4,000.00	\$4,000.00
<b>Subtotal</b>	<b>\$8,200.00</b>	<b>\$8,200.00</b>
<b>05 - Printing - Operating Expenditures</b>		
Project 3: IT Cybersecurity "Train the Trainer" Workshop	\$173.63	\$173.63
<b>Subtotal</b>	<b>\$173.63</b>	<b>\$173.63</b>
<b>06 - Consumable Supplies</b>		
Project 3: IT Cybersecurity "Train the Trainer" Workshop	\$50.00	\$50.00
<b>Subtotal</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>07 - Minor Equipment</b>		
Project 3: IT Cybersecurity "Train the Trainer" Workshop	\$5,600.00	\$5,600.00



	Grant Funded	Total Budgeted
<b>Subtotal</b>	<b>\$5,600.00</b>	<b>\$5,600.00</b>
<b>09 - Travel</b>		
Project 1: Expanded CTE Dual Enrollment Offerings	\$650.71	\$650.71
Project 1: Expanded CTE Dual Enrollment Offerings	\$300.00	\$300.00
Project 2: NACEP Conference and Dual Enrollment Coordinator Professional Development	\$1,920.00	\$1,920.00
Project 2: NACEP Conference and Dual Enrollment Coordinator Professional Development	\$556.50	\$556.50
<b>Subtotal</b>	<b>\$3,427.21</b>	<b>\$3,427.21</b>
<b>10 - Dues &amp; Subscriptions</b>		
Project 2: NACEP Conference and Dual Enrollment Coordinator Professional Development	\$560.00	\$560.00
<b>Subtotal</b>	<b>\$560.00</b>	<b>\$560.00</b>
<b>11 - Training/Registration</b>		
Project 2: NACEP Conference and Dual Enrollment Coordinator Professional Development	\$500.00	\$500.00
<b>Subtotal</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>Total Proposed Cost</b>	<b>\$80,000.00</b>	<b>\$80,000.00</b>

**Revenue Budget**

	Grant Funded	Total Budgeted
<b>Grant Funding</b>		
Award Requested	\$80,000.00	\$80,000.00
<b>Subtotal</b>	<b>\$80,000.00</b>	<b>\$80,000.00</b>
<b>Total Proposed Revenue</b>	<b>\$80,000.00</b>	<b>\$80,000.00</b>

**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".

#### Project 1: Expanded CTE Dual Enrollment Offerings

65% of dual enrollment coordinator's annual full time salary of \$54,080

#### Project 1: Expanded CTE Dual Enrollment Offerings

Additional salary for up to 5 Gallatin College CTE faculty to complete CTE curriculum design or re-design at the following rates: \$800 per curriculum redesign; \$1600 per new CTE curriculum design Rate calculated at 20 hours for curriculum redesign; 40 hours for new design; both at \$40/hr. rate consistent with college policy

#### Project 3: IT Cybersecurity "Train the Trainer" Workshop

1 workshop teaching assistant for up to 20 hours total at \$20/hr.

#### Project 3: IT Cybersecurity "Train the Trainer" Workshop

53.4 hours of workshop planning and set-up for IT program director @ average wage of \$40/hr.

### 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".

#### Project 1: Expanded CTE Dual Enrollment Offerings

Dual enrollment coordinator benefits: FICA (.062), Medicare (.015), UI (.002), WC (.002), TRS (0.12), TIAA/CREF (.0893), PERS (0.0897), GWPO (.09), Medical Insurance (\$527) Calculation: (\$54,080 DE Program Manager x 0.172 Non-Health Care benefits + 12648 HC Benefits) \*.65 = \$14,267.34

#### Project 1: Expanded CTE Dual Enrollment Offerings

Benefits for CTE NTT faculty members, calculated at 18.71% of total \$4,200 salaries

#### Project 3: IT Cybersecurity "Train the Trainer" Workshop

Benefits for hourly summer teaching assistant(s) calculated at 9% of possible total \$400 in wages

#### Project 3: IT Cybersecurity "Train the Trainer" Workshop

Benefits for IT program director: FICA (.062), WC (.004), Medicare (.015), UI (.002)

### 04 - Contracted Services - Operating Expenditures

Create a line item for each contracted service including the rate and duration of service. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

#### Project 1: Expanded CTE Dual Enrollment Offerings

\$500 professional development stipends for up to (4) current or new dual enrollment high school teachers to attend professional development workshops for the purpose of updating or creating new dual enrollment CTE curriculum.

#### Project 1: Expanded CTE Dual Enrollment Offerings

High School Dual Enrollment Instructor Stipends for up to 10 instructors who attend in-person workshop at Gallatin

College and complete curriculum design/re-design. Calculations: A) A "Start-up" stipend of \$500 will be paid to first time approved Dual Enrollment teachers, or \$500 per each new dual enrollment instructor per unique course for the first time the course is formally offered; B) Curriculum "Re-design" stipend of \$200

#### Project 4: CTE Instructors Diversity Training

Contracted services to cover half-day workshop, travel and lodging expenses for professional CTE diversity trainer with training specifically focused on CTE faculty members.

### 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".

#### Project 3: IT Cybersecurity "Train the Trainer" Workshop

Workshop promotional materials

### 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".

#### Project 3: IT Cybersecurity "Train the Trainer" Workshop

Miscellaneous workshop supplies

### 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".

#### Project 3: IT Cybersecurity "Train the Trainer" Workshop

10 iPads at \$560 each

### 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".

#### Project 2: NACEP Conference and Dual Enrollment Coordinator Professional Development

NACEP Conference in Nov. in MN for DE Coordinator. Round trip airfare @ \$784; Ground transportation 2@ \$50 = \$100; Checked Luggage 2@ \$35= \$70; Lodging 3 nights @\$250 = \$750; Per Diem \$54 a day x 4 days = \$216

#### Project 2: NACEP Conference and Dual Enrollment Coordinator Professional Development

MT DE Summit Fall or Spring DE Coordinator training. Two nights lodging x \$135 = \$270, 3 days rental car @ \$45 = \$135, mileage (estimated) 400/30mpg = 15 gallons @ \$4.00 = \$60 for gas, 3 days per diem @ \$30.50 = \$91.50 for a total in-state training budget of \$556.5



**Project 1: Expanded CTE Dual Enrollment Offerings**

Dual Enrollment coordinator class visits and help sessions or trainings for secondary partner schools. Using historical data total travel miles totaled roughly \$650.00. All travel will follow state of Montana rates and policies. Partnering dual enrollment institutions are located in Bozeman, Belgrade, Manhattan, Three Forks, Livingston, West Yellowstone, White Sulpher Springs, Sheridan, Shields Valley, Missoula, Boulder, Gardiner, Ennis, Great Falls, Billings, and Helena.

**Project 1: Expanded CTE Dual Enrollment Offerings**

state rate travel reimbursement of up to \$28.20 for up to 11 high school instructors to attend in-person DE curriculum development and DE Gateway workshop at Gallatin College.

**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".

**Project 2: NACEP Conference and Dual Enrollment Coordinator Professional Development**

NACEP Annual Membership Dues 1@ \$560

**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".

**Project 2: NACEP Conference and Dual Enrollment Coordinator Professional Development**

\$500per person; registration for dual enrollment coordinator to attend NACEP Annual Conference



## Performance Plan