



Missoula College Perkins Reserve Application

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

Submitted by Jordan Patterson

Submitted on 07/05/2022 4:13 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

jtreafter@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

Missoula College Perkins Reserve Application

Award Requested

\$79,967.01

Total Award Budget

\$79,967.01

Primary Contact Information

Name

Jordan Patterson

Email Address

jordan.patterson@mso.umt.edu

Address

1205 East Broadway
Missoula, Montana 59802

Phone Number

(406) 243-7901

Project Description

Part 1. Additional Contact Information

Overview

Perkins Program Manager Contact

Jacque Treaster

406-449-9135

jtreaster@montana.edu

Campus Information

Campus Name

Missoula College

Campus Fiscal Manager

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

Last Name

Katie

First Name

Dalessio

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

- Yes
 No

Fiscal Phone Number

4062437908

Fiscal Phone Extension

Fiscal Fax Number

4062437899

Fiscal Email Address

katie.dalessio@mso.umt.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	Brittany Leggins	Post-award specialist	brittany.leggins@umontana.edu
Contact 2			
Contact 3			



	Name	Title	Email Address
Contact 4			
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

Dual Enrollment Outreach

Project 1 Begin Quarter

Q 1

Project 1 End Quarter

Q 4

1 - Project/Program/Purchase Summary*

- Dual Enrollment Specialist** - This position will assist in developing new pathways into CyberSecurity, Medical Assisting, and Health Professions as well as promote the Job Site Ready option for students who wish to be in construction (3, 4, 6). This position will support our Concurrent Enrollment instructors with signing up their classes, informing them of changes to their rosters, deadlines and will organize grading. This position will also provide career exploration for the Design and Construction and Welding Fabrication clusters by bringing our new VR headsets to high schools (2,5). The VR headsets are set up with hands on activities for the Welding and Construction clusters. This position will create handouts for each school, see #6 below. D
- High School Visits** - Dual Enrollment Director and Specialist will offer career and pathways advising at several of our partner high schools throughout the academic year, including but not limited to Big Sky, Hellgate, Sentinel, Hamilton, Albertsons, and St. Regis. Concurrent Enrollment class visits will take place to assist in signing up, informing students of their options, and of their requirements for their class. We will visit approximately 50 classes. (1, 3, 4)
- Mailings** - Increase knowledge of the Early College program by sending mailings to our service areas regarding classes offered for each semester, options will include at least 3 different CTE courses (1).
- Hot spot** - A mobile hot spot will ensure that we have reliable internet access when visiting instructors and students at our partner high schools (1).
- Office Supplies** - We will be purchasing items such as pens, paper, sticky notes, planners, to take with us to local high schools.
- Handouts** - the printing of handouts to take to the high schools. The handouts are used to inform students about dual enrollment, pathways, resources, and instructions on how sign up for Dual Enrollment.

1 - Expected Measurable Outcome(s)*

Planning on meeting with at least 40 students individually and attending at least 50 classrooms. Our new pathways will each have at least 2 students begin the pathway. We will have at least a 5% increase in our CTE population and in our Early College enrollment.

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

1. Expanding opportunities for students to participate in distance and blended-learning CTE Programs.
2. Using technology to enhance career exploration activities.
3. Increase access to high-quality CTE programs.
4. Increasing the number of opportunities for MT high school students to explore and engage in college and careers through dual enrollment with priority given to growing CTE-focused dual enrollment programs.
5. Expand public knowledge of Career & Technical Education and/or Montana Career Pathways program through outreach and career exploration events and activities.
6. 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.

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

Service area high schools, students at those high schools, homeschool students, and all our concurrent enrollment instructors. All pathways are supported.

Add Projects

Would you like to add another project?

- Yes
 No

Project 2 Title

Pathways

Project 2 Begin Quarter

Q 1

Project 2 End Quarter

Q 3

2 - Project/Program/Purchase Summary

1. Certified Clinical Medical Assisting (CCMA) Certificate of Technical Studies - this certificate will be available to both dual enrollment students and our post-secondary students. With the large demand for Medical Assistants this certificate will help students join the field sooner and work while they continue their education. All classes will be online except for their clinicals which can be set up through a local doctors office or hospital, this will make the CTS available to our local schools as well as more rural schools. With this certificate our instructor needs to be certified to teach the material, 1 course needs to be developed, AHMA 191 Intro to Medical Assisting Procedures, and preceptors need to be hired (1, 3, 4, 6, 7).

2. Expand co-teach opportunitites - In order to offer more students dual enrollment opportunities we will be expanding our co-teach opportunity to 3 more schools, with at least 2 of them being rural schools. There will be 1 faculty liaison/mentor and 5 high school instructors who do not currently meet the qualifications to teach a dual course. The courses will be PSCI 210S Introduction to American Government which is a requirement of our Legal Studies Program. There will be 5 classes created with both the faculty liaison and the high school instructor listed as instructor of record. Weekly meetings will be held to discuss course curriculum/content and all instructors will use the same syllabus, and at least 1 classroom visit will be held (3, 4).

3. Industrial Expo - Homeschool and high school sophmores, juniors and seniors will come spend the afternoon with our Industrial Programs and meet with Industry employers. They will learn about what programs we offer, be given information on the career outlook of our programs, and participate in equipment demonstrations. This event has been valuable to our secondary partners and their students. This event also offers the chance for post-secondary and secondary to make connections (2, 5).

2 - Expected Measurable Outcome(s)

At least 3 students will sign up to begin the CCMA pathway, at least 30 students will earn credits through the co-teach opportunity, and we will have at least 75 students attend our Industrial Expo.

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

1. Expanding opportunities for students to participate in distance and blended-learning CTE Programs.
2. Using technology to enhance career exploration activities.
3. Increase access to high-quality CTE programs.
4. Increasing the number of opportunities for MT high school students to explore and engage in college and careers through dual enrollment with priority given to growing CTE-focused dual enrollment programs.
5. Expand public knowledge of Career & Technical Education and/or Montana Career Pathways program through outreach and career exploration events and activities.
6. 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.
7. Pilot new or innovative CTE programs that include a secondary or middle school partnership, especially those that include work-based learning opportunities.

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

Supports our service area secondary partners and instructors, regardless of whether they currently teach a concurrent enrollment course with us or not. Students will learn about the following pathways: Business Management, Welding & Fabrication, Advanced manufacturing, Agriculture Mechanics & Construction, Design & Construction, and Health Professions.

Would you like to add another project?

- Yes
 No

Project 3 Title

Professional Development

Project 3 Begin Quarter

Q1

Project 3 End Quarter

Q4

3 - Project/Program/Purchase Summary

1. **National Alliance of Concurrent Enrollment Partnerships (NACEP)** - Renew National Alliance of Concurrent Enrollment Partnerships (NACEP) Missoula College membership and have the Dual Enrollment Director and Dual Enrollment Specialist attend the National NACEP Conference virtually. As the only accrediting body for Dual Enrollment this organization offers many opportunities for professional development in the form of webinars and the National Conference. At the National conference the Program Director and the Specialist will meet with Concurrent Enrollment Faculty and Staff from around the country, learn best practices, and national trends (3, 4).
2. **Fall Coordinator's Training** - Dual Enrollment Program Director and Dual Enrollment Specialist will attend the mandatory training in Helena during the Fall semester.
3. **Montana Dual Enrollment Summit** - Send 19 counselors/faculty affiliate partners to the dual enrollment summit to learn more about the program across the state, to collaborate with other professionals, and learn of innovative

programs that may give them ideas to implement with their students and/or their post-secondary partners (5).

3 - Expected Measurable Outcomes

We will be learning about best practices with focus' on instructor onboarding, guideline books for other institutions, and orientations. By the end of the grant cycle we will have a clear path for concurrent enrollment faculty onboarding, published program guidelines that are specific to the Missoula College, and a process for welcoming new students to the Early College program. At least 10 counselors/concurrent enrollment instructors will attend the summit.

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

3. Increase access to high-quality CTE programs.

4. Increasing the number of opportunities for MT high school students to explore and engage in college and careers through dual enrollment with priority given to growing CTE-focused dual enrollment programs.

5. Expand public knowledge of Career & Technical Education and/or Montana Career Pathways program through outreach and career exploration events and activities.

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

Supports all our secondary partners, all MT Career Pathways, and dual enrollment.

Would you like to add another project?

- Yes
 No

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

N/A

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.

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Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
00 - Administrative/Indirect Costs		
Indirect Costs	\$3,807.95	\$3,807.95
Subtotal	\$3,807.95	\$3,807.95
01 - Salaries		
Co-Teach Faculty	\$3,876.00	\$3,876.00
Med. Assist. Course Development	\$7,756.02	\$7,756.02
Subtotal	\$11,632.02	\$11,632.02
02 - Hourly Wages		
Dual Enrollment Specialist	\$35,568.00	\$35,568.00
Subtotal	\$35,568.00	\$35,568.00
03 - Employer Paid Benefits		
Co-Teach Faculty	\$736.44	\$736.44
Dual Enrollment Specialist	\$19,228.08	\$19,228.08
Med. Assist. Course Development	\$1,473.65	\$1,473.65
Subtotal	\$21,438.17	\$21,438.17
05 - Printing - Operating Expenditures		
Handouts	\$405.00	\$405.00
Mailings & Postcards	\$2,160.00	\$2,160.00
Subtotal	\$2,565.00	\$2,565.00
06 - Consumable Supplies		
Office Supplies	\$150.00	\$150.00
Subtotal	\$150.00	\$150.00
08 - Communications		
Hot Spot	\$324.00	\$324.00
Subtotal	\$324.00	\$324.00
09 - Travel		
Fall Coordinators Meeting	\$384.74	\$384.74
High School Visits	\$1,422.13	\$1,422.13
Subtotal	\$1,806.87	\$1,806.87



	Grant Funded	Total Budgeted
11 - Training/Registration		
Dual Enrollment Summit	\$1,425.00	\$1,425.00
NACEP	\$1,250.00	\$1,250.00
Subtotal	\$2,675.00	\$2,675.00
<hr/>		
Total Proposed Cost	\$79,967.01	\$79,967.01

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$79,967.01	\$79,967.01
Subtotal	\$79,967.01	\$79,967.01
<hr/>		
Total Proposed Revenue	\$79,967.01	\$79,967.01

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".

Indirect Costs

5% of expenses.

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".

Med. Assist. Course Development

.20 FTE for faculty member to develop AHMA191 Intro to Medical Assisting Procedures in the Fall and teach in the Spring. Base salary is \$38,780.

Co-Teach Faculty

.20 FTE for a faculty member to Co-Teach PSCI210S with 5 high school instructors for Fall semester only. Base salary is $\$38,760/2=19,380 \times .20=\$3,876$.

02 - Hourly Wages

List each position as a separate line item. In the notes please provide position title, % of FTE or total annual hours and hourly rate. Examples: --Program Adjunct for New Perkins Program to teach two new courses (\$750/credit hour for 6 credit hours) Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

Dual Enrollment Specialist

1.0 FTE position to support DE at Missoula College. \$17.10 per hour, 2080 hours per year.

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".

Dual Enrollment Specialist

1.0 FTE classified staff position, 18.5% UM Benefits rate (6,580.08) plus UM Health Insurance \$12,648.

Med. Assist. Course Development

.20 FTE Faculty to develop and teach AHMA191, UM Faculty Benefit rate of 19%.

Co-Teach Faculty

.20 FTE for faculty at 19% UM Faculty Benefit rate, no insurance.

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".

Mailings & Postcards

3 mailings to 3,000 students at .24/ea. These mailings will not advertise Missoula College.

Handouts

500 handout for high school visits at .81/ea. These handouts will not advertise Missoula College.

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".

Office Supplies

Office supplies.

08 - Communications

Create a line item for each communications expense (eg. cellphone, mailings) Include "Project #" with your line item



title. For example: "Project 1 - Dental Equipment".

Hot Spot

Device \$150 Activation Fee \$30 Monthly Fee \$12 (\$144 Total)

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".

High School Visits

Travel for high school visits using state rate of 0.282 per mile: 6 Frenchtown 34 miles=345.168 3 Alberton 60 miles=152.28 1 Darby 129 miles=36.378 4 Hamilton 96 miles=433.152 4 Corvallis 90 miles=406.08 1 Stevensville 60 miles=16.92 1 Ronan 114 miles=32.148

Fall Coordinators Meeting

Travel for Perkins Coordinator Meeting, 226 miles at 0.282 per mile=\$63.74 GAS hotel rate of \$103 *2 nights=\$206 2 breakfast at \$7.50=\$15 2 lunch at \$8.50=\$17 2 dinner at \$14.50=\$29

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".

NACEP

Annual registration fee, \$560, and registration for 2 to attend virtual conference, \$345 each.

Dual Enrollment Summit

To cover registration costs for 19 secondary partners to attend annual Dual Enrollment Summit (\$75 ea)



Performance Plan

Missoula College UM

Missoula College Perkins Reserve Application - Award

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

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

\$79,967.01

00 - Administrative/Indirect Costs	Budgeted Grant Funded	Amendment 1	Comments/Details of Change	Amendment 2	Comments/Details of Change	Amendment 3	Comments/Details of Change
Indirect Costs	\$3,807.95	\$3,807.95					
SubTotal	\$3,807.95	\$3,807.95					
01 - Salaries	Budgeted Grant Funded	Budgeted Grant Funded					
Med. Assist. Course Development	\$7,756.02	\$7,756.02					
Co-Teach Faculty	\$3,876.00	\$3,876.00					
SubTotal	\$11,632.02	\$11,632.02					
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SubTotal	\$35,568.00	\$35,568.00					
03 - Employer Paid Benefits	Budgeted Grant Funded	Budgeted Grant Funded					
Dual Enrollment Specialist	\$19,228.08	\$19,228.08					
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Co-Teach Faculty	\$736.44	\$736.44					
SubTotal	\$21,438.17	\$21,438.17					
05 - Printing - Operating Expenditures	Budgeted Grant Funded	Budgeted Grant Funded					
Mailings & Postcards	\$2,160.00	\$2,160.00					
Handouts	\$405.00	\$0.00	Reduced to 0.00				
SubTotal	\$2,565.00	\$2,160.00					
06 - Consumable Supplies	Budgeted Grant Funded	Budgeted Grant Funded					
Office Supplies	\$150.00	\$150.00					
SubTotal	\$150.00	\$0.00					
08 - Communications	Budgeted Grant Funded	Budgeted Grant Funded					
Hot Spot	\$324.00	\$0.00	Reduced to 0.00				
SubTotal	\$324.00	\$0.00					
09 - Travel	Budgeted Grant Funded	Budgeted Grant Funded					
High School Visits	\$1,422.13	\$400.00	Reduced to 400.00 as not all travel happened.				

Fall Coordinators Meeting	\$384.74	\$0.00	Reduced to 0.00 as meeting took place through Montana's Future at Work Summit which covered travel costs.				
Dual Enrollment Summit Highlands in June 2023 - Administrators and Educators		\$2,101.00	One night stay for 11 administrators and/or educators to attend Dual Enrollment Summit in Butte in June 2023 1 hotel room 1 night at \$191 +Tax X 11 (people) = \$2101 . Checked Fed Rooms state rate not available.				
Dual Enrollment Summit Highlands in June 2023		\$743.80	Jordan Patterson and Ben Nelson to attend Dual Enrollment Summit in Butte in June 2023 1 hotel room 1 night at \$191 +Tax X 2 (people) = \$382 . Checked Fed Rooms state rate not available. 2 days full meal per diem 2 people 2 X \$33.50 \$67 X 2=Total Meal Per Diem \$134. Car Rental \$100 + Fuel \$60. Total Expenditures \$743.80.				
SubTotal	\$1,806.87	\$3,244.80					
11 - Training/Registration	Budgeted Grant Funded	Budgeted Grant Funded					
NACEP	\$1,250.00	\$560.00	Reduced by \$690 due to only renewing membership and not attending the conference.				
Dual Enrollment Summit for Secondary Staff to Highlands in June 2023	\$1,425.00	\$1,300.00	Decrease by \$125 11 Registrations for administrators and/or educators and 2 registrations for Ben and Jordan 13 X 100=\$1300				
SubTotal	\$2,675.00	\$1,860.00					
Placeholder for FY 23 Unused funds		\$256.07	Funds not spend during the FY 23 here to balance budget				
SubTotal		256.07					
Grand Total	\$79,967.01	\$79,967.01					