

# MONTANA PERKINS RESERVE GRANT

**2023-2024**  
**Request for Proposals**



OFFICE OF THE COMMISSIONER  
OF HIGHER EDUCATION



**GRANT APPLICATION DUE DATE:**  
**5:00 P.M. ON MAY 26, 2023**

Questions? Contact Holly Gederos, Perkins Program Manager at [hgederos@montana.edu](mailto:hgederos@montana.edu)

**Notice of Nondiscrimination**

It is the policy of the Office of the Commissioner of Higher Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Office of the Commissioner of Higher Education MOA Coordinator at [cfranksongoy@montana.edu](mailto:cfranksongoy@montana.edu)

## Montana Perkins Reserve (MPR) Grant

### Vision for Perkins Reserve Funding

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.<sup>1</sup>

### 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 current application year.** This includes adhering to grant application and reporting deadlines, submitting data, accurate quarterly reports, appropriate fiscal supporting documents, adherence to CFR 200 UGG guidance, and all Perkins V and Civil Rights monitoring.

If you have questions about your eligibility for the 2023/2024 application year, please contact Holly Gederos at [hgederos@montana.edu](mailto:hgederos@montana.edu)

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.

**Grants will be awarded on a competitive basis. Awards will be a minimum of \$30,000 and a maximum of \$100,000. Grants may be awarded in part or in full, based on a specific application's alignment to the state's vision.**

### Commitment to Participation, Reporting and Evaluation

LEAs awarded funding for this project agree to the following:

- Submitting applications and amendments in alliance with set deadlines
- Program staff attendance at state-level professional development/trainings
- Regular attendance on monthly webinars/Perkins Coordinator Check-In conference calls
- Providing quarterly fiscal and supporting documents reports by deadlines
- Providing federally required quarterly Performance Plan Narrative reports in AmpliFund by deadlines
- Submitting a Final Performance Plan Narrative and Quarter 4 Fiscal Report on projects activities, populations served, and outcomes achieved by August 31, 2024
- Submission of final budget amendments prior to May 1st, 2024

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

## Amendments

Final budget amendments to the grant will be accepted until May 1, 2024.

After the application and budget is approved and the grant cycle is underway, there may be need to submit an amendment.

**Any one** of the following criteria necessitate submitting an amendment:

- an adjustment to spending greater than 10% of the sub-total for the major budget category (such as Salaries or Travel),
- reallocating funding to a new project, or a change in the scope of objectives of programmatic goals
- A 25% reduction in time devoted by the Perkins Coordinator or a change of any key persons specified in the grant application
- there has been a change to the type of equipment identified for a project.

**No major changes to funding-tied activities associated with an awarded proposal may be made without prior approval.**

## 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. This is not an all-inclusive list of non-allowable expenditures. If there are questions please contact Holly Gederos, Perkins Program Manager at [hgederos@montana.edu](mailto:hgederos@montana.edu).

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| • Individual campus recruitment  | • Food or catering  |
| • Pre-enrollment Services  | • Any Consumable Supplies, items which are “used up” or lose their identity by being made into other products |
| • General and Stand-alone Assessments as a Pre-enrollment Activity (placement tests) | • Communications, paper, general office supplies, binders   |
| • Financial Aid Services   |   |
| • Remedial Instruction   |   |
| • Tuition  |   |
| • Direct Student Assistance  |   |

## Important Dates

### Required Reporting

- Q1 Fiscal Report and Performance Plan Narrative due: Oct. 31
- Q2 Fiscal Report and Performance Plan Narrative due: Jan. 31
- Q3 Fiscal Report and Performance Plan Narrative due: April 30
- Q4 Fiscal Report and Performance Plan Narrative due: Aug. 31
- Last day for requesting final budget amendments, May 1
- December 31 is the last day for Capitalized Equipment purchases (formerly Major Equipment)

### Required Training and Technical Assistance

- Perkins Coordinator Check-In Calls: On-going; monthly
- Perkins Reserve Workshop (two-day meeting, tentative in Fall 2024) and the possibility of a Dual Enrollment Summit (Summer 2024)
  - Please include travel in your grant budget, OCHE cannot provide travel funds.

## Application Materials and Instructions

- Applicants must use the 2023-2024 Reserve Application online through:  
<https://www.gotomygrants.com/Public/Opportunities/Details/dd4f5145-b388-4403-8925-1e13f7599f89>
- To be considered for funding, an **electronic version of the complete application must be received no later than 5pm on May 26, 2023.**

## I. Grant Objective

The Montana Perkins Reserve Grant (MPR) grant supports innovation in CTE programs and increasing access to high-quality<sup>2</sup> 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 programs in the priority areas identified below.

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<sup>2</sup> 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.

Priority Areas for the 2023-2024 grant year are to **advance CTE exploration and instruction through technology** and **develop and strengthen CTE partnerships in Montana** by:

1. Expanding opportunities for students to participate in distance and blended-learning CTE programs.
2. Using technology to enhance career exploration activities.
3. Increasing 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.*
4. 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.
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.

### **Required Components**

Applicants must address at least one of the priority areas listed above to be considered for funding and all grant proposals must include:

- Demonstration of an innovative use of technology to advance CTE exploration or instruction.
- New or expanded partnerships with secondary or middle school LEA(s).
- If requesting funds for dual enrollment activities, applicants must demonstrate a focus on new or expanded opportunities in CTE-specific programs or courses.

## **III. Grant Narrative**

### **Activity Summary:**

The narrative is divided to summarize the proposed work in terms of projects or activities. AmpliFund allows for 10 Reserve activities.

- Please ensure that each activity supports one of the Priority Areas identified in the *Purpose and Priorities* section above.
- Be specific in your project justification with 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**

### **2023-24 Perkins Reserve Fund Application**

The 2023-2024 Reserve Fund Application should be completed on AmpliFund. The application includes program justifications and detailed budget narrative. All relevant fields must be completed for a fully successful application submission.