



**Highlands College**

Prepared by Highlands College  
for Montana University System, Office of the Commissioner of Higher Education 2023-2024 Perkins Reserve Application

**Submitted by Bernie Phelps**

**Submitted on 05/24/2023 8:57 AM Mountain Standard Time**



## Opportunity Details

### Opportunity Information

Title

2023-2024 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

Holly Gederos

Agency Contact Phone

(406) 449-9128

Agency Contact Email

hgederos@montana.edu

Fund Activity Categories

Education

Opportunity Manager

Holly Gederos

Assistance Listings Number

84.048A

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/dd4f5145-b388-4403-8925-1e13f7599f89>

Is Published

Yes

### Award Information

Award Range

\$30,000.00 - \$100,000.00

Award Period

07/01/2023 - 06/30/2024

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

Opens 02/23/2023 12:00 PM

Application Review Start Date / Pre-Qualification Deadline

05/26/2023 12:00 AM

## Question Submission Information

Question Submission Email Address

hgederos@montana.edu

Question Submission Additional Information

For more information about the 2023-2024 Perkins Reserve Application, including application requirements, please see the 2023-2024 Perkins Reserve Application RFP.

Attachments

- Perkins Reserve Fund RFP 23-24 Final

## Eligibility Information

Additional Eligibility 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, 2 CFR Uniform Grant Guidance, all Perkins V and Civil Rights monitoring.

## 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 V.

## 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.
- 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 quarterly Performance Plan Narrative reports in AmpliFund by deadlines
- Submitting a final program report on projects activities, populations served, and outcomes achieved at year end
- Submission of final budget amendments prior to May 1st, 2024.

## 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, 2 CFR Uniform Grant Guidance, all Perkins V and Civil Rights monitoring.



## Project Information

### Application Information

Application Name  
Highlands College

Award Requested  
\$100,000.00

Total Award Budget  
\$100,000.00

### Primary Contact Information

Name  
Bernie Phelps

Email Address  
bphelps@mtech.edu

Address  
25 Basin Creek Road  
Butte, Montana 59701

Phone Number  
(406) 496-4565

## Project Description

### Part 1. Additional Contact Information

#### Overview

#### Perkins Program Manager Contact

Holly Gederos

406-449-9128

hgederos@montana.edu

#### Campus Information

Campus Name

Highlands College

#### Campus Fiscal Manager

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

Last Name

Lee

First Name

Joanne

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

- Yes  
 No

Fiscal Manager's Mailing Address

1300 West Park  
Butte, MT 59701

Fiscal Phone Number

406-496-4565

Fiscal Phone Extension

Fiscal Fax Number

Fiscal Email Address

jlee@mtech.edu

*Is this section accurately completed (Reviewer Only)*

- Yes  
 No

#### 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	Sara Lester	Assist. Dir. Sponsored Programs	slester@mtc.edu
Contact 2			
Contact 3			
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

Kinsley Rafish - Rural Education Coordinator (80% of time)

Project 1 Begin Quarter

Q 1

Project 1 End Quarter

Q 4

1 - Must include (1) a specific description of project activities and (2) clear project budget details demonstrating math. Budget details MUST match budget template line items

#### **Public Education Coordinator will coordinate all grant activities. These activities include:**

- \*Dual enrollment outreach, parent and student Q & A meetings, registration and monitor student outcomes
- \*Dual enrollment online courses – coordinate and manage student registrations in conjunction with the Registrar and Business Office. Assistance to students in navigating Moodle, dropping courses, monitor 20-day grades and 40-day grades, and all other course needs.
- \*Coordinate with faculty and high schools Industry Recognized Credentials (IRC) that will be embedded within CTE dual enrollment courses and pathways
- \*Partnership with Chandler, Emmett, Butte Job Service, to work with rapid trainings, credentialing for high school students and overall high school partners.
- \*Visits to high schools in Southwest Montana to identify CTE courses that may qualify for dual credit. Participate in school activities around career explorations, career fairs, and foster and develop strong relationships within the schools. Partner with TRIO programs from Montana Tech to host table at open house at applicable schools.
- \*Coordinate and improve Certified Nursing Assistant and Commercial Driver's License "School to Work" programs and expand into Class B & C high schools and possibly tribal schools. This includes registration, clinical testing, online modules, testing schedule, etc. Continual monitoring for success.
- \*Coordinate and attend faculty visits to CTE classrooms for career exploration.
- \*Weekly presence at the larger high schools and monthly with the smaller ones.
- \*Lead the Trades & Technology Day Career Exploration Event. This includes outreach (marketing), solidify activities from each program, registration, check-in, breakout sessions, food and industry room. Develop a new metrics for measuring outcomes. Field any high school correspondence.
- \*Work with industry to have sponsored swag for students (draw string packs, hats, eye protection, ear protection, water, etc.) for Trades & Technology Day.



\*Coordinate develop of Financial Literacy course in partnership with the Montana Digital Academy. Mike Agostinelli, MDTA and director are currently working through the process.

\*Coordinate Outreach Training for principals and counselors. This includes outreach with registration materials, schedule of the day, mileage reimbursement, identifying topics, survey to determine effectiveness.

\*Research and recommend virtual reality options to be used for student engagement.

\*Support school CTSO's and events when appropriate

\*Leverage resources where possible

\* Website coordination

\*Update dual enrollment information book, faculty liaison and teacher approval forms.

\*Maintain good relations with high schools, community partners and on-campus departments. \*Attending OCHE required training and monthly calls.

\*Develop additional high school programs as identified.

<b>Project #1 - Kinsley Rafish, Public Education Coordinator 80% of time (2080 work hours/year *.8) = 1664 hours* \$22.85 hourly rate= \$38,022.40</b>	<b>\$38,022.40</b>
<b>03 - Employer Paid Benefits</b>	
<b>Project #1 Kinsley Rafish Benefits (29%)</b>	<b>\$11,026.50</b>
<b>Project #1 Kinsley Rafish Insurance Insurance - \$1054/month x .80=843.20 \$843.20 per month x 12 months - \$10,118.40</b>	<b>\$10,118.40</b>

*Notes (Reviewer Only)*

1 - Expected Measurable Outcome(s)\*

Expected Measurable Outcomes are:

Increase dual enrollment head count by 2%

Increase number of CTE dual enrollment courses by 3%

*Notes (Reviewer Only)*

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

Highlands College is growing online course delivery to meet the needs of rural Montana schools. A partnership with the Montana Digital Academy (MTDA) to offer a financial literacy course is in the development stages. Highlands is also exploring vr or techie type equipment for use when in the high schools and with current students.

*Notes (Reviewer Only)*

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

Anaconda High

Beaverhead High

Butte Central

Butte High

Ennis High

- Granite High
- Great Falls High
- Harrison High
- Jefferson County High
- Powell County High
- Red Lodge High
- Shields Valley High
- Sheridan High
- Twin Bridges High
- Whitehall High

Notes (Reviewer Only)

**Add Projects**

Would you like to add another project?

- Yes
- No

Project 2 Title

Development and delivery of financial literacy course

Project 2 Begin Quarter

Q 1

Project 2 End Quarter

Q 3

2 -Project Summary\* Must include (1) a specific description of project activities and (2) clear project budget details demonstrating math. Budget details MUST match budget template line items

In January 2023, Governor Gianforte stated "Our Montana students should graduate with a demonstrated understanding of the U.S. system of government and the rights and responsibilities of being a citizen in our constitutional republic," Gov. Gianforte continued. "They should also graduate with a demonstrated knowledge of personal finance, understanding budgeting, paying bills, paying taxes, saving, and navigating debt." (Governor [https://news.mt.gov/Governors-Office/Governor\\_Gianforte\\_Calls\\_for\\_Civics\\_Personal\\_Finance\\_Courses\\_in\\_Schools](https://news.mt.gov/Governors-Office/Governor_Gianforte_Calls_for_Civics_Personal_Finance_Courses_in_Schools). In the Shared Policy Goals from the 2023 Legislature, the Office of the Commissioner of Higher Education agrees to partner with the Montana Legislature to: "Ensure all campuses of the MUS provide financial literacy programs for students, including mandatory tutorials upon entry and ongoing communication with students through the financial aid process".

Highlands College is choosing to address the above goals with high school students. Through **development and delivery of a dual enrollment financial literacy course** through dual enrollment, students we have more knowledge when entering college than their peers who have not completed a financial literacy course. It will also give dual enrollment students the tools to make smart decisions when making important decisions about their future.

The Public Education Coordinator will work with development, delivery of course and market the opportunities to high schools.

Highlands College is in the exploration state with the Montana Digital Academy. By using MTD, which many high schools as work with, students far and wide will have the opportunity to become

good stewards of their resources.

Course will also be a concurrent enrollment course where there are qualified teachers and IRC's will be embedded if possible.

Project #2 - Development of Financial Literacy course in Partnership with Montana Digital Academy (3 credits) \$1,000 per credit	\$3,000.00
Project #2 - Financial Literacy Adjunct for fall and spring semester (Pilot dual enrollment class) 3 credits x \$1,000 = \$3,000 x 2= \$6,000	\$6,000.00

Project #2 = Development of Financial Literacy course - dual enrollment 25% Benefits	\$750.00
Project #2 - Adjunct - Financial Literacy - 25% Benefits	\$1,500.00

Notes (Reviewer Only)

2 - Expected Measurable Outcome(s)

Expectations:

Over the course of the grant cycle, course will be developed and delivered to 20 students. (This seems low and hopefully there are more).

Notes (Reviewer Only)

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

Online course delivery of course to **ALL** Montana high school students.

Notes (Reviewer Only)

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

If offered through MTDI, course will be available for dual enrollment across the state. Course will address the Financial Literacy and College Affordability Shared Policy Goals of the Governor and BOR/OCHE.

The course has the potential to impact any school in Montana. Specially, Highlands College will initially work with Southwest Montana schools in our regional area.

Notes (Reviewer Only)

Would you like to add another project?

- Yes
- No

Project 3 Title

Project #3: Highlands College Trades & Technology Day

Project 3 Begin Quarter

Project 3 End Quarter

3 - Project Summary\* Must include (1) a specific description of project activities and (2) clear project budget details demonstrating math. Budget details MUST match budget template line items

On October 5, 2023, Highlands College will host the 3rd Highlands College Trades & Technology Day.

Highlands College will invite students to attend a career exploration day with hands-on activities in each department. Students participate in taking x-rays through the Radiological Technology Program, change oil and tires in Automotive Technology, experience bucket truck rides and climb utility poles in the Line Program, build a project in Construction Technology and other amazing activities.

What started as a way to bring local high school students has become an attractive event for students from across Montana. In 2023, Highlands College will limit numbers in order to ensure that students are receiving a high-quality experience within each department. Special focus will be on making sure each student gets to see the top 1 or 2 departments on their list.

An industry room will be open for students to visit with representatives and learn about careers available in Montana. Last years' industry attendance was 24 different businesses represented.

Industry partners have graciously donated money and goods to make the day a no-cost day.

Coordinator will coordinate this event and money for transportation and substitute teachers is included in the grant.

Project #3 Transportation reimbursement for Trades & Technology Day (estimated \$1,500)	\$1,500.00
Project #3 Substitute Teachers - for teachers to attend Trades & Technology Day (12 teachers x \$130 = \$1,300)	\$1,560.00

*Notes (Reviewer Only)*

3 - Expected Measurable Outcomes

HC will have over 300 students attend. This # is down from last grant cycle in order to delivery the best product possible for students.

Industry representatives: 25

*Notes (Reviewer Only)*

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

This project exposes students to high-tech, high-skill, a good wage and jobs that are in-demand.

The state-of-the-art Radiological Lab gives students a behind the scene view of the technology used in the rapidly growing area. For students it sometimes seems like hit a button and there are the pictures. It takes so much more.

All of the Trades Programs use software, programming and drones to perform the skills necessary for the workforce.

*Notes (Reviewer Only)*

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

Thirty-two high schools attended in 2023.

Even with limiting the attendance to 300, the expectation is for 25 schools to attend.

*Notes (Reviewer Only)*

Would you like to add another project?

- Yes
- No

Project 4 Title

Projects #1 & #4 School to Work Program - CNA & CLD

Project 4 Begin Quarter

Q1

Project 4 End Quarter

Q4

4 - Project Summary\* Must include (1) a specific description of project activities and (2) clear project budget details demonstrating math. Budget details MUST match budget template line items

The travel for the School to Work Program - CNA & CDL is different than regular school visits. These meetings are held at odd hours by hosting events, meeting with industry, helping to identify funding sources (if other funds are not available), scheduling clinicals/driving, drug testing, permit testing. Setting up clinical and driving sites is a large part.

These programs are labor intensive to monitor outcomes and address student concerns as well as school and industry. Trips will try to be consolidated with dual enrollment to minimize the costs whenever possible.

*Notes (Reviewer Only)*

4 - Expected Measurable Outcome(s)

Certified Nursing Assistant - 20 completions

Commercial Driver's License - 20 completions

*Notes (Reviewer Only)*

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

Most course content is delivered online.

CDL drivers are taught electronic log books, and the truck is full of different tech systems.

CNA's of today use technology in reporting, logging clinical hours

*Notes (Reviewer Only)*

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

Anaconda High

Beaverhead County

Butte Central

Butte High

Jefferson High

(Harrison, Sheridan & Twin Bridges) - possible partnerships in these two career pathways and dual enrollment

Powell County High

Whitehall High

*Notes (Reviewer Only)*

Would you like to add another project?

- Yes  
 No

Project 5 Title

Project #5: NACEP - membership, registration, conference

Project 5 Begin Quarter

Q1

Project 5 End Quarter

Q2

5 - Project Summary\* Must include (1) a specific description of project activities and (2) clear project budget details demonstrating math. Budget details MUST match budget template line items

NACEP is the only accreditation body for dual enrollment. Participation in this conference is important as the present on best practices, innovation techniques, build partnership and meet others leading the same charge.

*Notes (Reviewer Only)*

5 - Expected Measurable Outcomes

Bring back one or two need ideas, techniques to use during grant cycle.

*Notes (Reviewer Only)*

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

There are many presentations on technology and CTE.

*Notes (Reviewer Only)*

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

Anaconda High

Beaverhead High

Butte Central

Butte High

Ennis High

Granite High

Great Falls High

Harrison High

Jefferson County High

Powell County High

Red Lodge High

- Shields Valley High
- Sheridan High
- Twin Bridges High
- Whitehall High

*Notes (Reviewer Only)*

Would you like to add another field?

- Yes
- No

Project 6 Title

ACTE Region V Conference

Project 6 Begin Quarter

Q2

Project 6 End Quarter

Q3

6 - Project Summary\* Must include (1) a specific description of project activities and (2) clear project budget details demonstrating math. Budget details MUST match budget template line items

ACTE Region V Conference - Honolulu, April 8 - April 13			
Estimated Costs - will amend grant when costs are accurate			
	Cost	# of items	Total
Flights	\$ 1,000.00	2	\$2,000
Baggage	\$ 100.00	2	\$200
Lodging (\$350/night x 5 nights)	\$1,750	2	\$3,500
Per Diem (6 days)			\$0
6 Breakfasts	\$ 78.00	2	\$156
6 Lunches	\$ 90.00	2	\$180
6 Dinners	\$ 156.00	2	\$312
Incidentals (\$100 each)	\$ 100.00	2	\$200
<b>TOTAL</b>			<b>\$6,548</b>

*Notes (Reviewer Only)*

6 - Expected Measurable Outcome(s)

ACTE Region V represents many rural states.

Identify two different practices to implement.

*Notes (Reviewer Only)*

Notes (Reviewer Only)

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

Attend sessions that specifically address the use of technology. Bring back practices to develop.

Notes (Reviewer Only)

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

- Anaconda High
- Beaverhead High
- Butte Central
- Butte High
- Ennis High
- Granite High
- Great Falls High
- Harrison High
- Jefferson County High
- Powell County High
- Red Lodge High
- Shields Valley High
- Sheridan High
- Twin Bridges High
  
- Whitehall High

Notes (Reviewer Only)

Would you like to add another project?

- Yes
- No

Project 7 Title

Placeholder for Technie/vr equipment

Project 7 Begin Quarter

Q1

Project 7 End Quarter

Q4

7 - Project Summary\* Must include (1) a specific description of project activities and (2) clear project budget details demonstrating math. Budget details MUST match budget template line items

Highlands College leased VR goggles from Transfer last grant cycle. The goggles were used but found to be



cumbersome with taking off campus.

Highlands will be looking for more interactive type of student engagement minor equipment pieces to utilize with middle and high school students.

The budget is \$9,327.46. Highlands College will submit amendment to OCHE prior to any purchases being made to see approval.

There will be a session at the DE Summit speaking specifically to this topic.

<p><b>Project #7: Placeholder for Techie items to engage with middle/high school students (will amend when items are identified? Will amend grant for OCHE approval before purchase. Several items will be purchased</b></p>	<p><b>\$9,327.46</b></p>
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*Notes (Reviewer Only)*

7 - Expected Measurable Outcomes

Identify two items to investigate and purchase that will lead to increased student engagement.

*Notes (Reviewer Only)*

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

The items to be explored will be higher-tech and use new (to us) applications that are appealing to students

*Notes (Reviewer Only)*

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

- Anaconda High
- Beaverhead High
- Butte Central
- Butte High
- Ennis High
- Granite High
- Great Falls High
- Harrison High
- Jefferson County High
- Powell County High
- Red Lodge High
- Shields Valley High
- Sheridan High
- Twin Bridges High
- Whitehall High

*Notes (Reviewer Only)*

Notes (Reviewer Only)

Would you like to add another project?

- Yes  
 No

Notes (Reviewer Only)

Notes (Reviewer Only)

Notes (Reviewer Only)

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## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Total Budgeted
<b>00 - Administrative/Indirect Costs</b>		
Indirect Cost	\$4,761.90	\$4,761.90
<b>Subtotal</b>	<b>\$4,761.90</b>	<b>\$4,761.90</b>
<b>01 - Salaries</b>		
Project #2: Financial Literacy Course Development	\$3,000.00	\$3,000.00
Project #2: Financial Literacy Adjunct	\$6,000.00	\$6,000.00
<b>Subtotal</b>	<b>\$9,000.00</b>	<b>\$9,000.00</b>
<b>02 - Hourly Wages</b>		
Project #1:Kinsley R -Public Education Coordinator (80% of time)	\$38,022.40	\$38,022.40
<b>Subtotal</b>	<b>\$38,022.40</b>	<b>\$38,022.40</b>
<b>03 - Employer Paid Benefits</b>		
Project #1: Kinsley Rafish - Public Education Coordinator	\$11,026.50	\$11,026.50
Project #1: Kinsley Rafish - Public Education Coordinator 80% time Employer paid insurance	\$10,118.40	\$10,118.40
Project #2: Financial Literacy Adjunct	\$1,500.00	\$1,500.00
Project #2: Financial Literacy Course Development	\$750.00	\$750.00
<b>Subtotal</b>	<b>\$23,394.90</b>	<b>\$23,394.90</b>
<b>04 - Contracted Services - Operating Expenditures</b>		
Project #3: Substitute teacher for Trades & Technology Day; reimbursement to high schools	\$1,560.00	\$1,560.00
Project #3: Transportation for high school events Trades & Technology Day	\$1,500.00	\$1,500.00
<b>Subtotal</b>	<b>\$3,060.00</b>	<b>\$3,060.00</b>
<b>07 - Non-Capitalized Equipment (Minor)</b>		
Project #7: Placeholder for VR, Techie	\$9,327.46	\$9,327.46
<b>Subtotal</b>	<b>\$9,327.46</b>	<b>\$9,327.46</b>
<b>09 - Travel</b>		
Project #1: Travel to high schools	\$1,014.30	\$1,014.30
Project #4: Implementation and Coordinator of School to Work Travel	\$950.04	\$950.04
Project #5: Kinsley Rafish - NACEP Conference, St. Louis (#6)	\$1,816.00	\$1,816.00

	Grant Funded	Total Budgeted
Project #6: Region V ACTE Conference, Honolulu for Perkins Director & Public Education Coordinator	\$6,548.00	\$6,548.00
<b>Subtotal</b>	<b>\$10,328.34</b>	<b>\$10,328.34</b>
<b>13 - Other</b>		
Project #5: Highlands College NACEP Membership	\$560.00	\$560.00
Project #5: Kinsley Rafish - NACEP Conference Registration (#6)	\$795.00	\$795.00
Project #6: ACTE Region 5: registration for conference	\$500.00	\$500.00
Project #6: ACTE Region V Membership	\$250.00	\$250.00
<b>Subtotal</b>	<b>\$2,105.00</b>	<b>\$2,105.00</b>
<b>Total Proposed Cost</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>

**Revenue Budget**

	Grant Funded	Total Budgeted
<b>Grant Funding</b>		
Award Requested	\$100,000.00	\$100,000.00
<b>Subtotal</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>
<b>Total Proposed Revenue</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>

**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". These are costs that cannot be assigned to a particular project but are necessary for the operation of the organization and therefore the performance of the project. Example: Administrative staff not directly supporting the project but support the operation of the organization (e.g. legal and finance departments), accounting costs, time spent developing the CLNA in addition to administrative activities include, but are not limited to, grant development, grant monitoring, evaluation of program effectiveness, data input, developing reports, payroll, providing technical assistance, clerical, and accounting duties.

**Indirect Cost**

Indirect costs according to RFP

**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 example: campus policy. For each requested position provide a justification and describe the responsibilities relating to the accomplishment of specific program objectives. Title (The job title of each staff member working the project), Name (the name, if known, of the staff member filling this position. If the position has yet to be filled use TBD), Annual Salary (The staff member's full annual salary. Must be verifiable through Time and Effort and paystubs), Level of Effort (The level of effort to reflect the overall % of the time the staff member will work exclusively on the project), Months (The number of months the staff member will work on the project, not the to exceed the project performance period), Total (Calculate the cost of each staff member's salary: (Annual salary x level of effort %) / number of months working on the project. Examples: --Alice Bau, Perkins Program Coordinator, annual salary of \$50,000 funded at 50% (or .5 FTE) for 12 months for a total of \$25,000 --Alex Roper, Program Instructor salary for curriculum development estimated 20 hours at \$50/hour (20 hours x \$50) and paid as a stipend due to campus policy rate for 12 months for a total of \$1000 For example: "Project 1 - Dental Equipment").

### Project #2: Financial Literacy Adjunct

Project #2 - Financial Literacy Adjunct for fall and spring semester (Pilot dual enrollment class) 3 credits x \$1,000 = \$3,000 x 2 semesters= \$6,000

### Project #2: Financial Literacy Course Development

Project #2: Course development of Financial Literacy DE course in partnership with the Montana Digital Academy. This course address one of the Shared Policy Goals for the 2023 Legislature and the Office of the Commissioner of High Education through dual enrollment. Financial Literacy Adjunct for fall and spring semester (Pilot dual enrollment class) 3 credits x \$1,000 = \$3,000 x 2= \$6,000

## 02 - Hourly Wages

List each individual position as a separate line item. In the notes please provide Staff Name (if known or TBD), position title, % of FTE or total annual hours and hourly rate, Months and Total. Examples: --Jeff Smith, Adjunct Faculty for New Perkins Program to teach two new courses for 3 months at \$750/credit hour for 6 credit hours=totaling \$4,500 Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

### Project #1:Kinsley R -Public Education Coordinator (80% of time)

Position is responsible for: Dual enrollment which consists of coordinating concurrent DE, on campus DE students and online DE students;developing Career pathways with embedded dual enrollment courses and embedding certifications within dual enrollment classes; Parent and student outreach through school visits, school meetings, one on one meetings; Early career exploration with middle schools. (2080 hrs/year X .80=1,664 hours X\$22.85/hr = \$38,022.40

## 03 - Employer Paid Benefits

List each position as a separate line item. Should reflect percentage of position paid under Personnel. Includes FICA, retirement, WC, SUE and health insurance. Title (The job title of each staff member working on the project listed in the above salary section), Name (The name, if known of the staff member filling this position as listed in the salary and wages section), Rate (The Fringe Benefit Rate), Fringe Base (The total salary for each staff member as listed in the above salary section), Total (The total calculation of fringe for each personnel listed. (Rate X Fringe Base=Total). Example: Project Coordinator, Taylor Jones, 22% of \$18, 750.00 for a total =\$4,125.00 Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

### Project #1: Kinsley Rafish - Public Education Coordinator

Project #1 Employer Paid Benefits; Kinsley Rafish (29%)

### Project #1: Kinsley Rafish - Public Education Coordinator 80% time Employer paid insurance

Project #1 Kinsley Rafish Employee paid insurance: \$1054/month x .80=843.20 \$843.20 per month x 12 months - \$10,118.40

**Project #2: Financial Literacy Adjunct**

Project #2 - Adjunct - Financial Literacy - 25% Benefits  $\$6,000 \times 25\% = \$1,500$

**Project #2: Financial Literacy Course Development**

Project #2 - Adjunct - Course Development - 25% Benefits;  $\$3,000 \times 25 = \$750$

**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 #3: Transportation for high school events Trades & Technology Day**

Project #3 Transportation reimbursement for Trades & Technology Day (estimated \$1,500) Many schools do not request funding but some do and I want to be able to help.

**Project #3: Substitute teacher for Trades & Technology Day; reimbursement to high schools**

Project #3 Transportation reimbursement for Trades & Technology Day (estimated \$1,560) 12 teachers x \$130 = \$1,560

**07 - Non-Capitalized Equipment (Minor)**

Non-Capitalized Equipment (formerly Minor Equipment) Supplies and materials which are not consumable. The acquisition cost is less than the LEA's capitalization policy threshold. This category generally includes the purchase of smaller computer and technology equipment that will not be capitalized. Item Requested (Provide a complete description of item(s) being requested. This includes the make and model number, where applicable), Number Needed (Provide the number of items needed to support the project for the duration of the performance period), Unit Cost (Include the unit cost per item), Amount Requested (Include the Amount Requested), Justification (Provide a justification, including how the equipment is essential to meet project activities). Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment". Camera/Video equipment: JVC GY-HM85OU ProHD shoulder camcorder, 1 at \$4,500, needed due to video/camera equipment package required to record testimonials for the Film Editing Program which will be used to help with media CTE related activities.

**Project #7: Placeholder for VR, Techie**

Placeholder for Techie items to engage with middle/high school students (will amend when items are identified? Will amend grant for OCHE approval before purchase. Several items will be purchased

**09 - Travel**

Include a specific list of staff who are traveling, the purpose of travel, the mileage, lodging, meals, airfare, etc. Use the most current state approved reimbursement schedule. Each new trip should be assigned new Project number and details need to be provided for that specific trip only. Do not blend or combine independent travel and trip details. All travel must follow State of Montana and GSA rates and policies. All travel should be first booked according to 2 CFR 200.475, then the sub-recipient's travel policies, whichever is more stringent and restrictive. Prior approval is required for travel and new/alternate staff which are not on the original application. Examples: -- Program Coordinator, Holly Beattie, 1 traveler to attend state Perkins meeting October 14-15, 2024 in Helena MT and back to Kalispell, MT. Lodging 2 nights @\$98 (\$98 GSA rate plus tax)=\$196; mileage 190 miles @ 31.5=\$59.85; meal per diem for 2 days (2 Breakfast at \$7.50=\$15, 2 lunches at \$8.50=\$17, 1 dinner \$14.50=\$14.50) Total of \$46.50. Total amount of trip requested \$302.35. --Program Instructor, Rick Smith and Nursing Facility, (TBD-position not yet filled), 2 travelers to attend training in Seattle, WA, Sept. 13-19. Airfare estimated at \$800 per ticket (2 X \$800=\$1600), Baggage round trip for 2 travelers @ \$30 x 2=\$60, Ground transportation round trip @ \$50 to and from airport, Airport parking \$30 a day for 5 days=\$150, Meal Per diem 6 days for 2 people at (12 breakfast x \$13=\$78, 12 lunches at \$15=\$180, 12 dinners at \$26=\$312) for a Total of \$570, 2 travelers Lodging 6 nights @ \$232 (GSA Sept 2023 lodging rate) for a total of \$3, 924.00. Total Project request for 2 travelers =\$6,354.00. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

**Project #6: Region V ACTE Conference, Honolulu for Perkins Director & Public Education Coordinator**

Project #6: Region V ACTE Conference, Hawaii - 2 travels (see more detail in Project 6: Flights (\$1,000 x 2 = \$2,000; Baggage (\$100 per person x 2 = \$200; Lodging (\$350/nightx5)x2=\$3,500; Per Diem (6 breakfastx\$13-=\$78\*2=\$156; 6 lunches x \$15 = \$90 x 2 = \$180; 6 dinners x \$26 = \$156\*2=\$312, Incidentals \$100 each x 2 = \$200 (2000+200+3500+156+180+312+200=\$6,548

**Project #5: Kinsley Rafish - NACEP Conference, St. Louis (#6)**

Project #6: 1 individual attending in St. Louis; flights \$700, baggage \$50; Lodging (based on conference hotel - \$250/night x 3 nights = \$750; 4 breakfasts X \$13 = 52, 4 lunches x \$15 - \$60, 5 dinners x \$26; Incidentals \$100 ----- 700+50+750+52+60+104+100=\$1,816.00

**Project #1: Travel to high schools**

Project 1: Project has complete detail; 3,220 miles x .315 = \$1014.30 Travel to middle/high schools for CTE events, dual enrollment, career fairs, etc.

**Project #4: Implementation and Coordinator of School to Work Travel**

Travel of 3,016 miles x .315 = \$950.04 Travel costs will try to be minimized by coordinator dual enrollment meetings, registration, clinicals, etc. when possible. (Anaconda, Dillon, Ennis, Boulder, Deer Lodge, Sheridan, Twin Bridges and Whitehall.

**13 - Other**

This category contains items not included in the previous budget categories. Individually list each item requested and provide as much details as possible as well as appropriate justification related to program objectives. This includes organizational memberships to professional organizations and training registrations. 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". Example: Perkins Program Coordinator, Rosa Sunshine, registration for NACTE conference in San Antonio, TX May 2025. 1 Registration for \$560.00 Ex: Item Requested, # of Months, Estimated Cost Per Month, Number of Staff, Total Amount Ex: Item Requested, Number Needed, Unit Cost, Total Amount Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment". Example: Project 2 Spec Pop Support Bus Passes at 40 passes at \$25 a month for 12 months (\$25 x 12 Totals = \$300.00. Special Population status will be determined by students who receive Pell and/or Bureau of Indian Affairs funding. Will help to develop more fully the academic knowledge and technical employability skills by increasing the employment opportunities for populations who are chronically unemployed or underemployed, including individuals with disabilities, individuals from economically disadvantaged families, out-of-workforce individuals, youth who are in, or have aged out of, the foster care system, and homeless individuals. -

**Project #5: Highlands College NACEP Membership**

Project #5: Highlands College NACEP membership is \$560/year which is important to stay up to date and trends, learn from professionals.

**Project #5: Kinsley Rafish - NACEP Conference Registration (#6)**

Project #6

**Project #6: ACTE Region V Membership**

Project #6

**Project #6: ACTE Region 5: registration for conference**

Registration for conference: \$250 x 2 = \$500 (estimated cost)

# Approved Budget 6/29/23

## Highlands College - Award - Submission Budget

ExpectedStart:07/01/2023 ExpectedEnd:06/30/2024

### Budget View Settings

#### Actuals

Show Actuals From  To

#### Options

Show/Hide

Grant Year  Line Items  Responsible Individuals

### Budget

#### Expense Budget +

	Grant-Funded Budgeted	Total Budgeted
<b>00 - Administrative/Indirect Costs +</b>		
Indirect Cost	\$3,521.86	\$3,521.86
Subtotal	\$3,521.86	\$3,521.86
<b>01 - Salaries +</b>		
Subtotal	\$0.00	\$0.00
<b>02 - Hourly Wages +</b>		
Project #1:Kinsley R -Public Education Coordinator (80% of time)	\$38,022.40	\$38,022.40
Subtotal	\$38,022.40	\$38,022.40
<b>03 - Employer Paid Benefits +</b>		
Project #1: Kinsley Rafish - Public Education Coordinator	\$11,026.50	\$11,026.50
Project #1: Kinsley Rafish - Public Education Coordinator 80% time Employer paid insurance	\$10,118.40	\$10,118.40
Subtotal	\$21,144.90	\$21,144.90
<b>04 - Contracted Services - Operating Expenditures +</b>		
Project #3: Substitute teacher for Trades & Technology Day; reimbursement to high schools	\$1,560.00	\$1,560.00
Project #3: Transportation for high school events Trades & Technology Day	\$1,500.00	\$1,500.00
Subtotal	\$3,060.00	\$3,060.00
<b>07 - Non-Capitalized Equipment (Minor) +</b>		
Subtotal	\$0.00	\$0.00
<b>09 - Travel +</b>		
Project #1: Travel to high schools	\$1,014.30	\$1,014.30
Project #5: Kinsley Rafish - NACEP Conference, St. Louis (#6)	\$1,816.00	\$1,816.00
Project #6: Region V ACTE Conference, Honolulu for Perkins Director & Public Education Coordinator	\$3,274.00	\$3,274.00
Subtotal	\$6,104.30	\$6,104.30
<b>12 - Capitalized Equipment (Major) +</b>		
Subtotal	\$0.00	\$0.00
<b>13 - Other +</b>		



6/30/23, 8:55 AM

AmpliFund - Montana University System, Office of the Commissioner of Higher Education - Budget

Project #5: Kinsley Rafish - NACEP Conference Registration (#6)   	\$795.00	<b>\$795.00</b>
Project #6: ACTE Region 5: registration for conference   	\$500.00	<b>\$500.00</b>
Project #6: ACTE Region V Membership   	\$250.00	<b>\$250.00</b>
Subtotal	\$2,105.00	<b>\$2,105.00</b>
<hr/> <b>Total Expense Budget Cost</b>	<b>\$73,958.46</b>	<b>\$73,958.46</b>