

PERKINS RESERVE GRANT

STRENGTHENING MONTANA CAREER PATHWAYS

2018-2019
Request for Proposals



OFFICE OF THE COMMISSIONER
OF HIGHER EDUCATION



GRANT APPLICATION DUE DATE:

5:00 P.M. ON MAY 21ST, 2018

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 erose@montana.edu

**Perkins Reserve
Strengthening Montana Career Pathways**

Vision for Montana Career Pathways

Montana Career Pathways helps students transition successfully to postsecondary programs statewide by providing accessible, understandable information about postsecondary programs and building high-value learning options for exploring and engaging in college and careers through collaboration between secondary, postsecondary, and industry.

Montana's overhaul of its career pathways program has moved the state from individual college/high school pathway agreements to statewide pathways, scalable to all high schools and connected to all MUS and many tribal institutions. Montana Career Pathways has fundamentally changed the way pathways are developed, displayed, and documented.

Montana Career Pathways helps students make more informed choices about college and career by providing:

- Clear, concise, labor market referenced information about career options in-demand in Montana
- Opportunities to engage in college courses that support a career pathway via dual enrollment
- Opportunities to explore and engage in careers prior to college via work-based learning

Eligibility and Duration

One-year grant awards are available through annual competitive 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.** The number of grants awarded and the level at which they are funded will be determined by the quality of the applications 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.

Commitment to Participation, Reporting and Evaluation

Campuses awarded funding for this project agree to the following:

- Program staff attendance at state-level professional development/trainings, typically twice a year.
- Regular attendance on bi-weekly 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, 2019.

Amendments

An amendment to the grant budget is needed if there is a change in the way funds are proposed to be used. Amendments to the grant will be accepted until May 1st, 2019. Narrative explanations along with updated budgets should be sent to the Montana Career Pathways Program Manager. **No changes to funding-tied activities associated with an awarded proposal may be made without prior approval.**

RFP Timeline

- Application deadline: May 21st, 2018
- Grant awardees notified: June 20th, 2018
- Grant funds available: July 1, 2018 - June 30, 2019

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 <http://www.ecfr.gov/cgi-bin/textidx?SID=ae1fa4119438ae2122b41475ffcab4f8&node=pt2.1.200&rgn=div5#sp2.1.200.d>

Restrictions

Strengthening Montana Career Pathway grants are Perkins funds and may not be used for the following activities:

- Individual campus recruitment
- Pre-enrollment Services
- General and Stand-alone Assessment as a Pre-enrollment Activity
- Financial Aid Services
- Remedial Instruction
- Tuition
- Direct Student Assistance

Additionally, due to restrictions on using Perkins funds, Montana Career Pathways grant funds may not be used for providing catered food for events.

Important Dates

Required Reporting

- Q1 Financial and Program Report due: Oct. 31
- Q2 Financial and Program Report due: Jan. 31
- Q3 Financial and Program Report due: April 30
- Q4 Financial and Program Report due: Aug. 31
- Final Narrative and Fiscal Reports Aug. 31st, 2019
- Last day for requesting an amendment, May 1st, 2019

Required Training and Technical Assistance

- MCP Coordinator Conference Calls: On-going; every other week, traditionally Wednesdays at 1:30PM
- Fall Montana Career Pathways Workshop: scheduled to be co-held with Montana ACTE conference October 18th and 19th 2018 in Billings.
- Spring Montana Career Pathways Workshop: March or April 2019 (two-day meeting)
- Please include travel in your grant budget, OCHE cannot provide travel funds.

Application Materials and Instructions

- Applications for Montana Career Pathways funds must use the 18-19 Perkins Reserve Application. See “**Application Guidance**” section below for detailed instructions.
- To be considered for funding, an **electronic version of the complete application must be received by 5pm on May 21st, 2018.**
- Electronic copies should be sent in their original format (as an excel file, not as a pdf) to: amy.williams12@montana.edu

- Note: Statement of Assurances are included in the application for reference. Assurances will be signed via Adobe sign once a grant is awarded and accepted by a grantee.

Application Technical Assistance:

- **WebEx 2pm May 3rd, 2018 and 9 am May 11th, 2018**
- Email Amy Williams for an invite, if your campus has not received one.

Questions

- For questions about the grant application or submission process, please contact Amy Williams
406.994.3991 amy.williams12@montana.edu

I. Grant Objective

The Strengthening Montana Career Pathways grant supports increasing access to high-quality¹ college and career pathways for all Montana students.

SMCP awards aim to expand public knowledge and utilization of the Montana Career Pathways program and increase the number of opportunities for Montana high school students to explore and engage in college and careers through dual enrollment, work-based learning, and industry-recognized credentials. A new area of interest this year is the integration of dual enrollment and work-based learning into youth apprenticeships or pre-apprenticeships. MCP 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 size. Proposed work should support a career area found on the MCP website (<http://mus.edu/mcp/>). OCHE & OPI are interested in facilitating activities that support all Montana Career Pathways areas and have the potential to impact all Montana students.

II. Purpose and Priorities

Reserve Fund grants are awarded to eligible recipients, on a competitive basis, to support activities focused on development, improvement and/or expansion of CTE education in the priority areas identified below. Please coordinate with OPI specialists in the development of grant activities, particularly on teacher professional development opportunities.

Priority Areas for this grant year:

1. The **promotion** of Montana Career Pathways and its website to increase statewide awareness and utilization.
2. Grow and enhance high-quality dual enrollment, work-based learning, and/or industry recognized credentials that support **four or more different** Montana Career Pathways in high schools state-wide. MCP work should align with regional workforce demand and the programs offered at the applicant institution.
3. The exploration and/or development of at **least one** apprenticeship and/or pre-apprenticeship ²that ideally integrates work-based learning and dual enrollment in areas of clear state or regional workforce demand.

¹ A high-quality career pathway includes recommended courses to help student 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.

² Registered Apprenticeship is a training curriculum registered with the Montana Registered Apprenticeship Program that combines on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations.

Pre-Apprenticeship: A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s) that leads to either guaranteed placement or priority in consideration of acceptance in the Registered Apprenticeship Program and/or advanced standing in the Registered Apprenticeship Program.

Applicants must address each of the three priority areas listed above to be considered for funding.

III. Grant Narrative

Abstract:

The abstract in the narrative should summarize the proposed work for the year.

Activity Summary:

The remainder of the narrative is divided to summarize the proposed work in terms of activities. You may have as many activities as you like. The narrative includes 12, if you need additional activities please copy/paste and label them accordingly. Please use the guidance below to help develop your entries.

- Please ensure that each activity supports one or more of the “priority areas” identified in the “Purpose and Priorities” section.
- Be specific in your description of the activity and how it supports the MCP focus areas.
- List any stakeholders involved in this activity and whether they are a new partner or existing partner (they have partnered on Big Sky Pathways/Montana Career Pathways activities in the past).
- Indicate if the activity is an existing MCP activity from the previous grant year that is proposed to be repeated this grant year.
- Identify any/all expected measurable outcomes from the activity.
- Indicate the MCP(s) supported by the activity. Dual enrollment courses proposed for work as part of this grant must be listed on the current MCP unless the courses proposed are new pathway-supporting courses.
- Indicate the quarter in which the activity will occur. Yearlong activities start in quarter 1 and end in quarter 4.

Current Montana Career Pathways

www.mus.edu/mcp

IV. Application Guidance

17-18 Perkins Reserve Application

This excel document includes the program narrative as well as the proposed budget. The document contains five tabs, three of these must be completed (Contact Information, Narrative, and Budget Detail & Amendments). All relevant fields on these three tabs must be completed prior to submitting. The contents of the tabs are discussed below.

Contact Information: Fill in the appropriate information in the space provided on the page. The guidance below is provided for clarification.

Perkins Program Coordinator/Grant Manager

- This is the staff that manages the grant, and/or any personnel associated with it, generally the primary author of the grant.

Pathway Coordinator

- To receive an award, proposals must include designation of staff to work as a Pathway Coordinator

responsible for carrying out the activities identified in the narrative. There is no minimum FTE requirement for this; however, the staffing level must be appropriate for the planned activities. Please identify this staff member in the appropriate field on the Contact Information Tab.

NOTE: This program requires the employment of a coordinator, historically at 0.5FTE or more. If Perkins (Pathways) funds are used, the employee must work on a single cost objective during clearly defined times (in the case that the position is co-held with another duty). Time and effort tracking should be kept and may be requested by the administering entity at any time.

- In the case that the Perkins Coordinator and Pathways are the same staff member, simply indicate “same as above” in the Pathway Coordinator field.

Fiscal Manager

- This is the staff member responsible for the fiscal reporting for the grant.

Additional and Other Contacts

- Indicate other staff that need to be contacted about the grant, particularly if they should be in the communication chain but are not listed in any of the preceding sections.

Narrative:

Fill in the appropriate information in the space provided on the page. The guidance below is provided for clarification.

Abstract:

The narrative requires a 250-word abstract as summary of the proposal. The abstract should clearly, and as concisely as possible, outline the work to be done if awarded a grant.

Activity Summaries:

The remainder of the narrative is divided to summarize the proposed work in terms of activities. Please use the guidance below to help develop your entries. Please coordinate with OPI specialists in the development of grant activities, particularly on teacher professional development opportunities.

- Applicants must propose activities that support the grant objectives and, specifically, the priority areas identified.
- Be specific in the description of the activity and how it supports the MCP priority areas.
- Identify any/all expected measurable outcomes from the activity.
- Indicate the MCP(s) supported by the activity. Dual enrollment courses proposed for work as part of this grant must be listed on the current MCP unless the courses proposed are new pathway-supporting courses or there is some other clear justification.
- Indicate the quarter in which the activity will occur. Yearlong activities start in quarter 1 and end in quarter 4.
- Please reference the budget where appropriate so that the connection between requested funds and activities is clear. If salary is the primary use of funds, then please ensure the narrative justifies the requested funds (i.e. outlines a scope of work appropriate for the requested FTE).

Budget Detail and Amendments:

Fill in the appropriate information in the space provided on the page. The guidance below is provided for clarification.

- Fill in the requested budget noting line item, quarter, expenditure code, and amount.

- Do not complete “Amendment” sections. These are for future use, as needed, after funds have been awarded.
- Please ensure that travel to required trainings and other professional development, if included, is covered either in the MCP budget or elsewhere. OCHE cannot provide travel funds.
- Events or activities, if included in the budget (drawing from grant funds) should occur in the 1-3rd quarter unless necessary.
- If grant funds are designated to fund salary for a coordinator, then the described scope of work must justify the FTE proposed.
- If grants funds are not designated for a coordinator, then identify what source will provide salary for the coordinator (a required component of the grant).
 - Note:** Montana Career Pathway Coordinator positions are funded by Carl D. Perkins dollars. These positions may not be used to fund time or activities outside of the scope of the grant or Perkins (See Grant Objectives, above). Time and effort reporting should be kept, as it may be required by the administering entity at any time.
- Funds are requested in the grant application. Once awarded, they are approved. Thus, the column is headed “Requested/Approved Funding”

Budget Roll-Up:

- Budget Roll-Up is locked and will populate with information from the budget.

Calendar:

- The Perkins Calendar is provided for reference.

Assurances:

- Assurances are provided for reference only, once a grant is awarded and accepted by a campus, assurances will be signed by appropriate staff via AdobeSign.

V. Grant Scoring

Grant applications will be assessed using the following criteria:

- Application addresses the priority areas identified in the grant
 - Application outlines a strong scope of work for the **promotion** of Montana Career Pathways and its website to increase statewide awareness and utilization. (10 pts)
 - Application outlines a strong scope of work to **grow and enhance high-quality dual enrollment, work-based learning, and/or industry recognized credentials** (10 pts)
 - Grant supports **four or more MCPs** (10 pts)
 - Application outlines a plan and program for exploration and/or development of at **least one apprenticeship and/or pre-apprenticeship** that ideally integrates work-based learning and dual enrollment in workforce areas of clear state or regional workforce demand. (10pts)
- Proposed activities are actionable given the timeline and requested funds (10 pts)
- The application identifies measurable outcomes for each proposed activity (10pts)
- Scope of work justifies/supports funding request (10pts)

Contact Amy Williams with questions.
amy.williams12@montana.edu
406.994.3991