



OFFICE OF THE COMMISSIONER  
OF HIGHER EDUCATION

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# Perkins Nontraditional Occupations by Gender CTE Programs of Study Grants 2024 – 2025 Request for Proposals



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## Perkins Nontraditional Occupations by Gender CTE Programs of Study Demonstration Grants

### Purpose and Overview

To create career awareness, recruit, and retain students within a career and technical education (CTE) program of study (**secondary + post-secondary**) that leads to a high skill, high wage, or in demand occupation that is nontraditional by gender. The term “nontraditional occupations” means occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work. This one-time award is available to support CTE initiatives with a clear impact on students pursuing nontraditional programs.

Montana utilizes data from the Perkins Collaborative Resource Network Nontraditional Crosswalk for determining program eligible for nontraditional funding. You can visit the complete list here: <https://cte.ed.gov/accountability/linking-data>

**The following are priority nontraditional occupations for the purpose of this RFP\*:**

#### Males

Nursing/Allied Health  
Early Childhood Education/Teaching K-3

#### Females

Science, Technology, Engineering, Math  
Manufacturing & Trades  
Construction and Architecture  
Culinary

\*Please note, this list is not exclusive, you may apply for funds to support any specific career fields identified as nontraditional in the Nontraditional Crosswalk or with other substantial supporting data.

### Grant Requirements at a Glance

<b>Awards</b>	<b>Up to \$20,000</b>
<b>Eligible Entities</b>	Only Perkins Eligible entities (school districts, two-year programs, tribal colleges, community colleges or consortia) in good standing are eligible to apply.
<b>Grant Period</b>	July 1, 2024 – June 30, 2025
<b>Program Contact</b>	Ciera Franks-Ongoy, Perkins Equity and Compliance Manager cfranksongoy@montana.edu (406) 449-9132
<b>Allowable use of funds</b>	Funds <b>MAY</b> be used to (list is not inclusive): <ul style="list-style-type: none"> <li>• Build a pathway for earlier exposure to nontraditional careers at an earlier age</li> </ul>

	<p>(middle grades)</p> <ul style="list-style-type: none"> <li>• Audit and rewrite curriculum in nontraditional programs to remove gender biases and be more inclusive</li> <li>• Purchase materials that create a more gender inclusive learning environment (i.e. smaller/female-sized equipment)</li> <li>• Assemble a Gender Equity Advisory Committee</li> <li>• Develop and implement a non-traditional after-school work experience or internship</li> <li>• Create engaging virtual career exploration activities, virtual mentoring experiences or intrastate nontraditional affinity/support groups</li> <li>• Provide or attend training about nontraditional careers and nonbiased counseling for CTE teachers, advisors, student services staff, instructors, and faculty</li> <li>• Bring nontraditional role models to high schools with CTE programs of study to describe their experiences to students</li> <li>• Pay for field trips to events, jobs or training centers featuring nontraditional workers</li> <li>• Provide secondary/postsecondary instructors with collaboration time to review and revise curriculum, program environment, or teaching strategies designed to recruit and retain nontraditional students</li> <li>• Implement new recruiting or retention strategies within a CTE Program of Study</li> <li>• Develop a mentor system using former students and/or current practitioners</li> <li>• Launch a nontraditional, field-specific newsletter or landing page (such as a woman in STEM newsletter)</li> </ul>
<b>Intrastate Collaboration</b>	Collaboration between secondary and postsecondary institutions or between two or more postsecondary institutions is highly encouraged. Applications demonstrating intrastate partnerships will be given preference.
<b>Nonallowable use of funds</b>	<ul style="list-style-type: none"> <li>• Pay for college tuition or fees</li> <li>• Pay for promotional materials such as T-shirts, cups or keychains</li> <li>• Pay for school-specific recruitment activities</li> </ul>
<b>Important Dates</b>	<ul style="list-style-type: none"> <li>• Application open period: March 1, 2024 – May 1, 2025; or until funds are allocated, whichever is sooner.</li> <li>• Grant winners notified: Ongoing</li> <li>• Grant funds available: July 1, 2024 - June 30, 2025</li> <li>• Final Narrative Report deadline: June 15, 2025</li> <li>• Final Fiscal Closeout Report Due: August 15, 2025</li> </ul>
<b>Submission</b>	Complete the 2024-2025 Montana Perkins Nontraditional by Gender application using the form found on the Perkins webpage and email the completed form the Ciera Franks-Ongoy at <a href="mailto:cfranksongoy@montana.edu">cfranksongoy@montana.edu</a> .

## Application Details

### **Commitment of Participation, Reporting and Evaluation:**

Full participation includes providing necessary reports, including quarterly and final reports that documents project activities, populations served, and outcomes achieved, as well as a final expenditure sheet at year end.

### **Application Materials and Instructions:**

Application and budget forms are available online at the Montana Perkins webpage.

### **Application Submission Process:**

To be considered for funding, an **electronic version of the complete application must be submitted via email to [cfranksongoy@montana.edu](mailto:cfranksongoy@montana.edu)**.

### **Application Scoring:**

Grants will be considered starting May 2024 and approved on a rolling basis. An application must score 75 to receive approval.

Points	Category
35	<b>Project Description</b> A. Proposal identifies a CTE Program of Study that meets nontraditional occupations as defined by the RFP B. Timeline is clear and responsible parties are identified C. Major activities are described and meet the intent of the RFP D. Relationship between the project activities and the secondary and postsecondary components of CTE Program of Study are addressed
40	<b>Outcomes &amp; Evaluation</b> A. Secondary or/ & Postsecondary goals and outcomes are clear and match project activities B. Targeted student population is sufficient to meet project goals/outcomes C. Current project builds on previously funded activities (if applicable) D. Evaluation plan and activities are described E. Responsible parties for evaluation activities (data collection, final report) are identified
25	<b>Budget</b> A. Budget narrative matches budget items B. Budget narrative explains what budget items are and their purpose C. Proposed budget is reasonable D. Budget items are allowable pursuant to RFP guidelines
100	<b>Total Maximum Points</b>

Funds will be disbursed throughout the year on a first-come, first served basis for eligible projects until all available funds have been spent.

**Questions:** For questions about the submission process, please contact Perkins Equity and Compliance Manager, Ciera Franks-Ongoy at [cfranksongoy@montana.edu](mailto:cfranksongoy@montana.edu).

# Notice Regarding Educational Marketing Materials

Please keep a couple things in mind with the educational marketing materials. When using federal funds, videos and any associated materials can't promote your college specifically in any way. Here are a few examples of what you can and can't do:

You can...	You can't...
Interview students or faculty wearing Gallatin College clothing	Have students or faculty identify as being "from Gallatin College" unless you are including other Montana schools in video as well.
Interview students or faculty with a Great Falls College sign in the background	Show a standalone shot/view of the front of Great Falls College (unless showing other Montana schools in video as well)
List/Show <u>all</u> schools in Montana where students can enroll in the highlighted programs	State that students are enrolled in highlighted programs at Helena College (without mentioning other schools)

A good rule of thumb is to remember that these videos will need to be made available for any Perkins schools in Montana to use to promote nontraditional careers if they want to, so the videos should be general enough that a college in Havre or a high school in Libby could also use it.

OCHE will need to review videos before we can reimburse for any video-related expenses. If you have any questions about content don't hesitate to give me a call and we can run through it.