



**Montana University System**  
**Office of the Commissioner of Higher Education**  
2500 Broadway, P.O. Box 203201, Helena, MT 59620-3201

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**REQUEST FOR PROPOSAL PACKAGE**

June 7, 2009

**Program Title:** Rural Reserve, Carl D. Perkins Career and Technical Education Act of 2006, Reserve Funds, Title IA, Section 112 (c) (1)

**The Office of the Commissioner of Higher Education and the Office of Public Instruction are requesting five applications for development and implementation of a regional Institute for rural secondary students, to introduce them to non-traditional career opportunities in Montana.**

NOTE: Please read this application carefully, as the Perkins Law has changed and new requirements are in place for Perkins Funds. Direct all inquiries to Alyssa Townsend-Hudders at [ath@montana.edu](mailto:ath@montana.edu). Technical assistance is available and applicants are encouraged to use these services.

To apply for a grant for Reserve funds, please submit the following:

1. Format for Proposals form
2. Project Proposal narrative (five page limit)
3. Objectives, Activities and Evaluation form
4. Detailed Budget form with a Budget Narrative

**Preparation and Formatting Requirements**

The Perkins Reserve Request for Proposal is to be prepared and formatted according to the following specifications:

- The proposal is to be postmarked OR received by the OCHE offices via email **no later than midnight July 10, 2009**.
- Proposals will not be accepted if they are received after the above date, nor will they be accepted if incomplete or without the correct signatures. Electronic signatures are acceptable.
- Mailed proposals are to be submitted on white 8 1/2 by 11-inch paper using a 10 or 12-pt font.
- The pages of each copy of the mailed proposal are to be attached using a simple clip. Do not place the completed proposal in a binder or folder.
- The cover page of the proposal is the Format for Proposals form provided in this application packet.

**Submit a hard copy of the Application Package, OR email to:**

Alyssa Townsend-Hudders, Workforce Development Unit  
Office of the Commissioner of Higher Education  
2500 Broadway  
PO Box 203201  
Helena, MT 59620-3201

[ath@montana.edu](mailto:ath@montana.edu)



**FORMAT FOR PROPOSALS  
REQUEST FOR PROPOSALS FOR FUNDS FROM THE  
CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006  
RESERVE FUNDS**

**IMPORTANT:** Please type or print in ink. You may submit this report through regular mail only. **PLEASE NOTE THAT LATE, INCOMPLETE OR UNSIGNED REPORTS COULD RESULT IN FORFEITURE OF GRANT MONEY FROM NON-FEDERAL FUNDS.**

Eligible Recipient-Secondary or Postsecondary Institution	Date of Application	Applicant or Project ID Number
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Title of Proposed Project in 14 words or less (if applicable):

Project Director

Director's Address	City	State	Zip
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Telephone Number (s)	Email Address
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Fax Number (s)

Fiscal Staff	Phone Number	Email
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**CERTIFICATION**

I certify to the best of my knowledge and belief that this report, is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

**Project Director's Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**CERTIFICATION AND ASSURANCES  
CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006**

The applicant will comply with the requirements of P.L.105-332 (the Perkins Act) and all applicable federal and state rules and regulations, including timely reporting of fiscal and programmatic data. **In particular, P.L. 105-332 funds will be used to supplement, and in no case to supplant, state or local funds.**

The applicant assures the Montana Board of Regents that services provided under the approved project will be provided in accordance with P.L.105-332, will not discriminate or violate provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, or Section 504 of the Rehabilitation Act of 1973.

Signature President, Dean or Principal	Printed Name	Date
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Signature Project Director	Printed Name	Date
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Signature Fiscal Agent	Printed Name	Date
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**REQUEST FOR PROPOSALS**  
**Program Year 09-10**

**Reserve Grant**  
**Carl D. Perkins Career and Technical Education Act of 2006**  
**Reserve Funds, Title IA, Section 112 (c) (1)**

**A. The Purpose**

In part, the Carl D. Perkins Career and Technical Education Act of 2006, Section 112(c) states:

(c) In General. – From amounts made available under-subsection (a)(1) to carry out this subsection, an eligible agency may award grants to eligible recipients for career and technical education activities described in section 135 in-

- (1) rural areas;
- (2) areas with high percentages of career and technical education students; and
- (3) areas with high numbers of career and technical education students.

**The Office of the Commissioner of Higher Education allocates up to \$18,000 of Reserve funds per grant to be competitively let under the requirements above and specific to a regional institute, with an option of going into a second year for up to an additional \$18,000. There are currently five grants available in the state, with one per region (see table 1 attached for regional division).**

Nontraditional fields means occupations or fields of work, including careers in engineering technology, mechanics and other emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work. The application must focus on nontraditional career introduction for rural students. From the table attached, OCHE is looking for proposals that will affect the greatest number of students in the areas of greatest discrepancy. The successful applicant must choose from the attached table (2) the areas to be targeted for the Institute.

In addition, the Carl D. Perkins Career and Technical Education Act of 2006 authorizes the utilization of Reserve funding for specific required uses, such as the initiation, improvisation and expansion of quality CTE programs, including relevant technology (Section 135, (b)(7).

**B. Distribution of Funds**

Up to **\$18,000** is available for each awarded proposal in the first year, with an option for second-year funding based on the success of the institute in the first year. The regional institute should be approximately a week-long, familiarizes rural secondary students with the opportunities available with a non-traditional career, and includes follow up activities/assessment of program success with students. The grant recipient must make sure the proposal addresses how transportation for participants to and from the institute will be addressed and to ensure a reasonable amount of the grant funds are used to meet this important need.

Proposals selected will not necessarily receive the grant amount requested if a lesser amount is determined to be appropriate.

**C. Applicant Eligibility**

Eligible applicants are secondary schools and postsecondary institutions. The awardee will work closely with OCHE and OPI staff to meet the regional goal of the Institute.

## D. Components of the Proposal

Each proposal must contain the following information, which will be weighted as shown:

<u>Points</u>	<u>Component</u>
30	<b>I. Rationale for the Project (two page limit)</b>  Describe: <ul style="list-style-type: none"><li>• The entity responsible for administering the project.</li><li>• A brief summary of the project director's qualifications, including education and/or work experience for directing the activities of the proposed project.</li><li>• The partnerships developed for this proposal. They may include but are not limited to partnerships among secondary schools (particularly with Career Counselors), postsecondary institutions, community-based organizations, business and industry representatives. Any letters of support in the application must directly relate to the application narrative. If no other relevant service agencies exist in the applicant's service area, this must be stated as a substitute for evidence of coordination.</li><li>• The need this program is addressing needs that other programs do not address.</li><li>• The methods used to determine the relevance of this project in providing nontraditional training and employment.</li></ul>
60	<b>II. Rural Nontraditional Fields Project Plan (three page limit)</b>  <i>Objectives and Activities:</i> <ul style="list-style-type: none"><li>• Describe how an institute for students will be carried out to show rural students the opportunities of nontraditional training and employment. <b>State what will be done, and by whom and within a timeline.</b></li><li>• The applicant must choose the career areas to be targeted for the institute from the attached table.</li><li>• Describe how counselors will be informed and encouraged to make this opportunity available to students, and what outreach efforts will be made for participants, particularly in rural areas.</li><li>• Describe any follow-up activities with the student subsequent to the Institute.</li></ul> <i>Evaluation plan.</i> Describe the method of evaluation for <b>each</b> activity associated with the Institute. This includes describing the tools of assessment that will be used to evaluate the activities.
10	<b>III. Budget Narrative and Budget Form</b> <ul style="list-style-type: none"><li>• Describe how the federal funds requested will be expended to conduct the planning and implementation of the proposal, using the provided detailed budget form and accompanying budget narrative form.</li><li>• When indirect costs are requested, the percentage must be negotiated IDC rate or 8%, whichever is the lesser amount.</li><li>• If indirect costs are requested, the grantee must have an approved Indirect Cost rate and the percentage claimed must be negotiated IDC rate or 8%, whichever is the lesser amount.</li><li>• Although no match is required, describe what other funds, if any, will be used to achieve project objectives. <b>Specific statement must be made in the application that these Carl D. Perkins funds will not supplant local or state funds.</b></li></ul>
100	<b>TOTAL MAXIMUM POINTS*</b>

\*Proposals that do not achieve at least 50 points will be disqualified. A proposal will be considered a "Qualified Plan" for rating ONLY if the Format for Proposal/Certificate & Assurances form is properly signed and included.

**PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006  
OBJECTIVES, ACTIVITIES AND EVALUATION**

**RESERVE PROGRAM**

<b>OBJECTIVES</b>	<b>ACTIVITIES</b>	<b>EVALUATION</b>

# Instructions for filling out a Budget Narrative

The Budget narrative is to follow the categories on the budget spreadsheet. This is a **SAMPLE BUDGET NARRATIVE** for you to refer to as you develop your own.

- For salaries, include a list of who is being paid, at what FTE and the total amount.
- Hourly wages – same as salaries
- Employee benefits – include a list of who is receiving benefits, what type of benefits, and how much is paid per benefit
- Consumable supplies – include a list of the types of supplies and the costs estimated with each. Please note that this category refers to items such as office supplies and while food may be considered consumable, it does not fit in this category.
- Minor equipment – the total cost for minor equipment must be under \$5,000.
- Travel – include a list of who is traveling, the mileage, lodging, meals, airfare, etc. Use the state approved reimbursement schedule. Mileage for use of a personal car is paid at 55 cents per mile if no state car is available and other conditions are met. Otherwise reimbursement is 27 cents per mile. In-state per diem is \$23 a day (\$5 breakfast, \$6 lunch, and \$12 dinner). Out of state per diem is \$36 per day (\$7 breakfast, \$11 lunch, and \$18 dinner). Lodging is \$73 in Montana. Out of state travel follows federal rates. If there is no receipt for lodging, the reimbursement rate is \$12 per night.
- Other Cost- may include housing or facility usage rates
- Indirect costs – negotiated IDC rate or 8% whichever the lesser
- Major equipment – the total cost for major equipment must be over \$5,000.

If some line items are not applicable to your specific grant, then just enter \$0 or leave them off entirely. Additional questions contact Alyssa Townsend-Hudders at 406-444-0318.

## Sample Budget Narrative-alter as needed

School Name  
Program Name and Year

### Personal Services

#### 1. Salaries

Program Coordinator  
.50 (Grade \_\_) FTE ..... \$ \_\_\_\_\_  
Substitute Teachers  
(needed when teachers are sent to meetings, trainings, conferences, etc.)  
Approximately \_\_ days at \$80 per school day ..... \$ \_\_\_\_\_  
  
Total Salaries ..... \$ \_\_\_\_\_

#### 2. Hourly Wages

Fiscal Manager (hourly rate multiplied by total hours)..... \$ \_\_\_\_\_

#### 3. Employee Benefits

Program Coordinator  
Health insurance ..... \$ \_\_\_\_\_  
PERS (rate \_\_) ..... \$ \_\_\_\_\_  
FCIA (rate \_\_) ..... \$ \_\_\_\_\_  
UCC (rate \_\_) ..... \$ \_\_\_\_\_  
IAB (rate \_\_) ..... \$ \_\_\_\_\_  
Fiscal Manager  
Social Security (rate \_\_) ..... \$ \_\_\_\_\_  
Retirement (rate \_\_) ..... \$ \_\_\_\_\_  
Worker's Comp (rate \_\_) ..... \$ \_\_\_\_\_  
Unemployment (rate \_\_) ..... \$ \_\_\_\_\_  
Total Employee Benefits ..... \$ \_\_\_\_\_

#### 4. Total Personal Services ..... \$ \_\_\_\_\_

**Operating Expenses**

5. Contracted Services ..... \$ \_\_\_\_\_  
    Website development and maintenance

6. Audit Costs ..... \$ \_\_\_\_\_  
    Brief description

7. Consumable supplies  
    Office supplies ..... \$ \_\_\_\_\_  
    Software/computer supplies ..... \$ \_\_\_\_\_  
    Total Consumable supplies ..... \$ \_\_\_\_\_

8. Minor Equipment (<\$,5000)  
    Laptop computer ..... \$ \_\_\_\_\_  
    Software update ..... \$ \_\_\_\_\_  
    Total Minor Equipment ..... \$ \_\_\_\_\_

9. Printing  
    In house Xerox costs ..... \$ \_\_\_\_\_  
    Newsletters and flyers ..... \$ \_\_\_\_\_  
    Promotional materials ..... \$ \_\_\_\_\_  
    Total Printing ..... \$ \_\_\_\_\_

10. Postage and mailing ..... \$ \_\_\_\_\_

11. Telephone  
    Monthly charge ..... \$ \_\_\_\_\_  
    Long distance ..... \$ \_\_\_\_\_  
    Cell phone ..... \$ \_\_\_\_\_  
    Total Telephone ..... \$ \_\_\_\_\_

12. Travel  
    State conference  
        Mileage (\_\_\_ at an average of \_\_\_ miles x \$0.27 per mile) ..... \$ \_\_\_\_\_  
        Lodging (\_\_\_ rooms at \$73 per room, per night) ..... \$ \_\_\_\_\_  
        (Airfare \_\_\_\_, Lodging \_\_\_\_, Meals \_\_\_\_) ..... \$ \_\_\_\_\_

13. Rent ..... \$ \_\_\_\_\_  
    e.g. conference room

14. Utilities ..... \$ \_\_\_\_\_

15. Repair and maintenance ..... \$ \_\_\_\_\_

16. Other ..... \$ \_\_\_\_\_

17. Total Operating Expenses ..... \$ \_\_\_\_\_

18. Indirect Costs (= < 8%) ..... \$ \_\_\_\_\_  
    Indirect = negotiated IDC rate or 8% whichever the lesser

19. Major Equipment (=>\$5,000) ..... \$ \_\_\_\_\_  
    Brief description

20. **Total Budget** ..... \$ \_\_\_\_\_

**FEDERAL Career and Technical Funds DETAILED BUDGET**

**Eligible Recipient:** \_\_\_\_\_

**Project Number: TBD** \_\_\_\_\_

		<i>Original Budget</i>	
		Federal Budget	Other Funds
<b>Personnel Services</b>			
1	Salaries		
2	Hourly Wages		
3	Employee Benefits		
4	<b>Total Personnel Services</b>	\$0	
<b>Operating Expenses</b>			
5	Contracted Services		
7	Audit Costs		
6	Printing		
8	Consumable Supplies		
9	Minor Equip. (<\$5,000)		
10	Postage and Mailing		
11	Telephone		
12	Travel		
13	Rent		
14	Utilities		
15	Repair and Maintenance		
16	Dues, Subscriptions		
17	Training Cost-Registration Cost		
18	Other		
19	<b>Total Operating Exp.</b>	\$0	
20	<b>Indirect Costs (=&lt;8 %)</b>	\$0	
21	<b>Major Equip. (=&gt; \$5,000)</b>		
22	<b>Total Budget</b>	\$0	

		<i>Revision No. 1</i>	
		Federal Budget	Other Funds
		\$0	
		\$0	
		\$0	
		\$0	

		<i>Revision No. 2</i>	
		Federal Budget	Other Funds
		\$0	
		\$0	
		\$0	
		\$0	

**Date:** \_\_\_\_\_  
**State** *Approved Signature:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Billings Region</b>	<b>Missoula Region</b>	<b>Bozeman Region</b>	<b>Kalispell Region</b>
Yellowstone County	Missoula County	Gallatin County	Flathead County
Big Horn County	Ravalli County	Silver Bow County	Lake County
Custer County	Sanders County	Park County	Lincoln County
Roosevelt County	Deer Lodge County	Jefferson County	
Carbon County	Powell County	Beaverhead County	
Richland County	Mineral County	Madison County	
Rosebud County	Granite County	Broadwater County	
Stillwater County		Sweet Grass County	
Dawson County		Meagher County	
Valley County			
Musselshell County			
Phillips County			
Sheridan County			
Fallon County			
Wheatland County			
Powder River County			
McCone County			
Daniels County			
Carter County			
Garfield County			
Golden Valley County			
Prairie County			
Wibaux County			
Treasure County			
Petroleum County			

**Great Falls Region**

Cascade County  
Lewis and Clark County  
Hill County  
Glacier County  
Fergus County  
Blaine County  
Teton County  
Pondera County  
Chouteau County  
Toole County  
Judith Basin County  
Liberty County

# Nontraditional Gender Participation

Grant Year: Summer 07 - Spring 08

<i>CIP</i>	<i>CIP Title</i>	<i>TTL</i>	<i>NT</i>	<i>% NT</i>
<b>Female Nontraditional Students</b>				
480503	Machine Shop Technology/Assistant	30	0	0.00%
150303	Electrical, Electronic & Communications Engineering Technology/Technician	33	1	3.03%
470605	Diesel Mechanics Technology/Technician	159	7	4.40%
470607	Airframe Mechanics & Aircraft Maintenance Technology/Technician	22	1	4.55%
480506	Sheet Metal Technology/Sheetworking	20	1	5.00%
151001	Construction Engineering Technology/Technician	118	7	5.93%
490202	Construction/Heavy Equipment/Earthmoving Equipment Operation	89	6	6.74%
430203	Fire Science/Firefighting	70	5	7.14%
480508	Welding Technology/Welder	96	7	7.29%
460401	Building/Property Maintenance and Management	26	2	7.69%
151304	Civil Drafting and Civil Engineering CAD/CADD	22	2	9.09%
460201	Carpentry/Carpenter	127	12	9.45%
460503	Plumbing Technology/Plumber (NEW)	20	2	10.00%
490101	Aeronautics/Aviation/Aerospace Science & Technology, General	48	5	10.42%
470603	Autobody/Collision and Repair Technology/Technician	63	7	11.11%
150201	Civil Engineering Technology/Technician	34	4	11.76%
470604	Automobile/Automotive Mechanics Technology/Technician	118	15	12.71%
460302	Electrician	30	4	13.33%
150499	Electromechanical & Instrumentation and Maintenance Technologies/Technicians, Other	66	9	13.64%
150599	Environmental Control Technologies/Technicians, Other	7	1	14.29%
111002	System, Networking, and LAN/WAN Management/Manager (NEW)	47	7	14.89%
110101	Computer and Information Sciences, General	31	6	19.35%
470302	Heavy Equipment Maintenance Technology/Technician	56	13	23.21%

<i>CIP</i>	<i>CIP Title</i>	<i>TTL</i>	<i>NT</i>	<i>% NT</i>
150503	Energy Management and Systems Technology/Technician	29	7	24.14%
110901	Computer Systems Networking and Telecommunications (NEW)	145	36	24.83%
<b>Male Nontraditional Students</b>				
510714	Medical Insurance Specialist/Medical Biller (NEW)	10	0	0.00%
510716	Medical Administrative/Executive Assistant & Medical Secretary	33	1	3.03%
510710	Medical Office Assistant/Specialist (NEW)	114	4	3.51%
510801	Medical/Clinical Assistant	71	3	4.23%
520407	Business/Office Automation/Technology/Data Entry	16	1	6.25%
510707	Health Information/Medical Records Technology/Technician	105	7	6.67%
510601	Dental Assisting/Assistant	87	6	6.90%
220302	Legal Assistant/Paralegal	54	4	7.41%
511601	Nursing - Registered Nurse Training (RN, ASN, BSN, MSN)	386	29	7.51%
510713	Medical Insurance Coding Specialist/Coder (NEW)	63	5	7.94%
510909	Surgical Technology/Technologist	69	6	8.70%
520401	Administrative Assistant and Secretarial Science, General	126	11	8.73%
520402	Executive Assistant/Executive Secretary	66	6	9.09%
511613	Licensed Practical /Vocational Nurse Training (LPN, LVN, Cert, Dipl, AAS)	245	25	10.20%
190708	Child Care and Support Services Management (NEW)	29	3	10.34%
511614	Nurse/Nursing Assistant/Aide and Patient Care Assistant	30	4	13.33%
520408	General Office Occupations and Clerical Services	21	3	14.29%
440201	Community Organization and Advocacy	20	3	15.00%
520302	Accounting Technology/Technician and Bookkeeping	288	46	15.97%
131501	Teacher Assistant/Aide	10	2	20.00%
510805	Pharmacy Technician/Assistant	23	5	21.74%