**FY 2023 Grant Application Narrative**

On-the-Job Training Supportive Services (OJT/SS)

Application for On-the-Job Training Supportive Services (OJT/SS) Funding   
through the Montana Department of Transportation (MDT).

The Montana Department of Transportation (MDT) received On-the-Job Training Supportive Services (OJT/SS) funding from the Federal Highway Administraiton (FHWA).

MDT is soliciting applications from entities that wish to supplement their existing highway construction training programs. Multiple awards are expected.

**Application Cap: $42,948**

**Application Deadline: September 15, 2023**

**Anticipated Contract period: October 1, 2023 through September 30, 2024**

# Instructions and Information

This document serves as the narrative portion of the application. Applicants must also download and complete the budget. Include the completed budget with the narrative application submission. Note: To be included in grant expenditures, indirect rates must be able to be documented.

Reference the On-the-Job Training Supportive Services (OJT/SS) Program Details document for clarifications and guidance.

Direct questions to Chris Ferguson ([*cferguson@mt.gov*](mailto:cferguson@mt.gov)) or Megan Handl ([mhandl@mt.gov](mailto:mhandl@mt.gov)).

All fields are required. Page breaks are not set to allow narrative portions to grow as needed.

## Disclosure: Expectations for Applicants Selected to Receive Awards

Applicants selected to receive awards will be required to:

* Provide a copy of their entity’s most recently negotiated Indirect Cost Allocation Plan (iCAP).
* Submit quarterly invoices to MDT for reimbursement which includes a detailed transaction history and supporting documentation for expenditures.
* Provide comprehensive and detailed quarterly reporting on students enrolled in highway construction training program(s), beginning on the first day of coursework.
* Submit a final report to MDT detailing: the number of students completing coursework, credentials obtained, and employed in the highway construction-related industry within one year of enrollment.
* Track graduates for a minimum of 90 calendar days following completion of the program and report results in the final report.
* Schedule one site review with the MDT program manager during the academic year while students are present.

# Grant Application Contact Information

This section contains the primary contact information for this application.

## Person Completing Application

**Name:** **Title:**

**Email:** **Phone Number:**

Program Contact / Liaison

**Same as above.** If contact is the same as above, mark indicator and skip to the next section.

**Name:** **Title:**

**Email:** **Phone Number:**

# Grant Applicant Eligibility Information

This section includes information about your entity and its eligibility to apply for OJT/SS funding.

**Entity Name:**

**Unique Entity Identifier (UEI) Number:**

**Mailing Address:**

**Indicate in which Montana city/cities your entity is operating:**

**Is your entity an accredited institution?**

**Yes 🡪** **Who is your institution accredited by?**

**No**

**Does your entity have an Indirect Cost Allocation Plan (iCAP) or other negotiated indirect rate approved by the federal entity from which your entity receives the most funds?**

**Yes 🡪** If awarded, your entity will be required to provide a copy.

**No**

**Does your entity have an existing program(s) that recruits, educates, and trains the target population?**

**Yes 🡪** Indicate below the type(s) of highway construction training program(s) your entity currently offers. Select all that apply.

**No**

## Highway Construction Training Programs

**Carpentry**

**Cement Mason / Concrete Finisher**

**Electrician (Line Construction – Equipment Operator, Groundman, Lineman)**

**Ironworker**

**Laborer 1 (Flagger)**

**Laborer 2 – 4 (all other laborer job categories)**

**Painter (Pavement Marking/Milling and related work)**

**Power Equipment Operator (1 – 7) / Heavy Equipment Operator**

**Truck Driver 1 (Pilot Car)**

**Truck Driver 2 / CDL**

**Welder**

**Other 🡪 Please specify:**

**Has your entity previously received OJT/SS funding through MDT?**

**Yes 🡪** **List most recent program year:**

**No**

**Under optimal settings, what is the length of time to complete your entity’s highway construction training program(s)?**

# OJT/SS Statement of Need

## OJT/SS funds support existing highway construction training programs that recruit, educate, and train individuals from MDT’s identified target population, feeding into the highway construction workforce pipeline. This section outlines barriers in your community or region related to the highway construction industry.

## Statement of Need

**Describe challenges or barriers in your community or region related to the highway construction industry.**

[Enter text here]

# Anticipated Measurable Goals

This section describes the quantifiable measures your entity will take to create change, and how your entity will meet their objectives.

MDT has established the following state-wide goals. Please indicate how your entity will help MDT meet these goals. Note: Your entity is not required to meet the entire statewide goal.

Target Population means minorities, women, and individuals from disadvantaged backgrounds. Accredited institutions should use PELL eligibility as a proxy for “disadvantaged.”

## Goal 1: MDT has a statewide goal to recruit and enroll at least 20 members of the target population to earn at least one industry-recognized credential and obtain documented experience in the highway construction industry.

**Now that you have read what is expected statewide for recruitment into highway construction training programs, please state the following:**

1. **What is your entity’s goal to help contribute to reaching the statewide recruitment benchmark?**

[Enter text here]

1. **Based on past reporting, what is your historical average for recruitment in each of the programs you indicated that you offered? Please include an average for each program.**

[Enter text here]

1. **Describe how you will achieve your proposed new recruitment goal.**

[Enter text here]

1. **Describe the measures you will take to prevent obstacles/barriers from achieving this recruitment goal.**

[Enter text here]

**Describe your entity’s recruitment method(s) for its highway construction training program(s).**

[Enter text here]

**Describe how your entity does or will focus recruitment efforts for its highway construction training program(s) on students within the target population.**

[Enter text here]

## Goal 2: MDT has a statewide goal to have at least 80% of students from the target population successfully complete the program while receiving a minimum of one industry-recognized credential within one year of enrollment.

**Now that you have read what is expected statewide for completion and credential attainment for students from the target population, please state the following:**

1. **What is your entity’s goal to help contribute to reaching the statewide completion and credential attainment benchmark?**

[Enter text here]

1. **Based on past reporting, what is your historical average for completion and credential attainment for students from the target population for each of the programs you indicated above? Please include an average for each program.**

[Enter text here]

1. **Describe how you will achieve your proposed new completion and credential attainment goal.**

[Enter text here]

1. **Describe the measures you will take to prevent obstacles/barriers related to student retention.**

[Enter text here]

1. **Describe the measures you will take to prevent obstacles/barriers from achieving course completion associated with attainment of this goal.**

[Enter text here]

1. **Describe the measures you will take to prevent obstacles/barriers from achieving credentialing associated with attainment of this goal.**

[Enter text here]

## Goal 3: MDT has a statewide goal to place at least 65% of students from the target population, who successfully complete the program, in highway construction-related jobs.

**Now that you have read what is expected statewide for placement into highway construction training programs, please state the following:**

1. **What is your entity’s goal to help contribute to reaching the statewide placement benchmark?**

[Enter text here]

1. **Based on past reports, what is your historical average for placement from each of the programs you indicated that you offered? Please include an average for each program.**

[Enter text here]

1. **Describe how you will achieve your proposed new placement goal.**

[Enter text here]

1. **Describe the measures you will take to prevent obstacles/barriers from achieving this placement goal.**

[Enter text here]

# Community Partnerships

This section outlines partnerships in the community and highway construction industry with which you will work to achieve the required goals. Examples can include industry partners that hire graduates and/or provide feedback on their needs as an employer, employment agencies, unions, community agencies, etc.

In the table below, list all partners and the role(s) they play to help your entity achieve the required goals. For each partnership, explain the interaction between your entity and that partner, and how that interaction supports your entity’s program and the goals in your application.

**For each partnership, explain the interaction between your entity and that partner and how that supports your entity’s program(s) and the goals in your application. If you need additional space, please attach it as a separate file.**

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| --- | --- | --- |
| **Partner Name** | **Role** | **Interaction** |
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# Budget

Remember to complete the budget spreadsheet.

This section is the narrative compliment to your budget. It should address how funding would be used and reference the line items in your budget.

**Describe how your entity would use these funds to help address the challenges / barriers you outlined in your Statement of Need.**

[Enter text here]

# Evaluation

This section addresses tracking and evaluation of your program(s) efficacy.

## Monitoring and Reporting

The Montana Department of Transportation On-the-Job Training Supportive Services (OJT/SS) program has established the following monitoring and reporting requirements. Please indicate how your entity will help MDT meet these requirements.

**Recipients of funding will be required to:**

* Provide comprehensive and detailed reporting on students enrolled in highway construction training program(s), beginning on the first day of coursework and in all quarterly reporting thereafter.
* Provide comprehensive and detailed reporting in quarterly and final reports of students completing highway construction training program(s) and credentials earned within one year of enrollment.
* Schedule one on-site assessment with the program manager while students are in your entity’s training program(s).
* Provide an analysis of actions taken to enroll students in highway construction training programs or career opportunities in on-site assessment and final report.
* Track graduates for a minimum of 90 calendar days following completion of the program(s) and report results during the on-site assessment and in the final report.

**Describe how your tracking methodologies will facilitate the required reporting outlined above.**

[Enter text here]

# Signature

If your entity requires additional signatures for submission, please attach them as an additional file.

I certify to the best of my knowledge and belief, the information in this application is true and correct. I understand that submitting false or misleading information in connection with this application will result in the applicant being found disqualified for funding support from the Montana Department of Transportation’s On-the-Job Training / Supportive Services Program.

**Name:** **Title:** **Date:**