

SECTION I –

A. General Grant Information

**Montana State University-Billings College of Technology
3803 Central Avenue
Billings, MT 59105**

**Montana BILT (Building Industry Labor Training) – U.S. Dept. of Labor,
ETA CBJT Grant**

Agreement #: CB 15201-06-06

EIN#: 81-6001642 DUNS #: 079713608

Reporting Period: 3rd quarter 2006 (July 1 – September 30, 2006)

Contact Information:

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B. Summary of General Grant Activities

General Overview of project progress

Partner institutions (MSU-Billings College of Technology, UM-Missoula College of Technology, MSU-Northern, and MT Tech-College of Technology) are all implementing the grant on their respective campuses since notification of the award in October of 2005.

Partner institutions submit expenses for personnel, equipment purchases, travel etc. as per the quarterly financial statement.

Montana BILT Grant Administration

JULY 2006

- Facilitated the Montana BILT Retreat in Missoula, MT
- Attended the Workforce Innovation Conference
- Participated in DOL Peer Group Conference Call
- Submitted quarterly report to FPO
- Listened to Webinar: IT skills Across High Growth Industries
- Secured house plans for MSU-Billings COT to build

- Developed and obtained tool list and bids for MSU-B COT MT BILT program

AUGUST 2006

- Met with University I.T. (website development)
- Met with University Marketing (logo development.)
- Telephone conference with state data manager about accessing state data banks to report common measures
- Initial contact with University IRB for data form (to collect common measures etc) approval
- Participated in publicity photo shoot to promote MSU-Billings COT program
- Photo shoot for project publicity for recruitment through brochures and website development
- Met with local non-profit industry to develop a relationship for Work Force Investment training
- DOL Peer Group Teleconference
- Met on Work Force Investment training with local flooring industry
- Met with University Legal for assistance in developing an acceptable (university, state, and federal) data form to collect common measure data from students
- Continued brochure development
- Classes started at MSU-Northern and UM-Montana Tech COT

SEPTEMBER 2006

- Toured partner institution MSU-Northern program area high schools (10) met with 113 students, 12 Industrial Technology/Vocational Agricultural teachers, and 3 high school counselors to promote Montana BILT Construction programs
- Met with partner institution MSU-Northern Provost, Chancellor and Dean to discuss Montana BILT progress and direction for the MSU-Northern program
- Coordinated, provided for, and participated in NCCER training for 5 partner personnel
- Met with partners to align seamless transferability of Construction program curriculum
- Met with the Dean of the MSU-Billings College of Professional Studies and Life Long Learning to create a partnership to develop Work Force Investment training for MSU-Billings COT partner and duplicate programs for all other partners
- Scheduled and toured partner University of Montana – Missoula College of Technology area high schools (8) meeting with a total of 140 students, 10 Industrial Technology/Vocational Agricultural teachers, 4 high school counselors, 2 high school principals, and 1 school district superintendent to promote Montana BILT Construction programs
- Montana BILT logo development completed
- Completed project brochure and printed for distribution
- Confirmed roll in MACTE conference as a conference presenter and sponsor

- Spoke at length with state representative regarding accessing WRIS system to glean common measures data was redirected to Unemployment Insurance division at the state.
- Defended university application of data collection form with Institutional Review Board.
- CBJTG teleconference on grant budget issues
- Montana BILT Project Manager invited by state OPI to serve on advisory board for the reauthorization of K-12 Carl Perkins funds
- Scheduled and toured partner institution MSU-Billings COT area high schools (6) meeting with a total of 75 students, 8 Industrial Technology/Vocational Agricultural teachers, and 2 high school counselors.
- Met with representative of the Montana Women's Prison to discuss partnering with the prison to provide Construction training for inmates
- Met with website development team to clarify ftp responsibilities and to determine a launch date of October 18, 2006
- Letter of agreement drafted between state of Montana and Montana BILT to access state wage and employment data banks
- Classes began at MSU-Billings COT and UM-Missoula COT

MSU-Billings College of Technology

JULY 2006

- Attended the Montana BILT Retreat
- Facilitated MSU-Billings COT Construction Advisory Board meeting
- Curriculum development and planning for fall semester

AUGUST 2006

- Co-presented to 4 local high schools for program recruitment
- Purchased initial tools for program at approximately \$5500
- Purchased fencing to surround building site
- Obtained house plans and necessary permits to build the modular home
- Worked with neighboring Career Center to draft an agreement to use a portion of their land to build the modular home
- Obtained a donation of a truck from local Home Builders Association to store tools and materials at site
- Preparation for fall semester

SEPTEMBER 2006

- Fall Semester classes started
- Attended curriculum meeting for seamless transferability of credits amongst the construction programs across the state
- Fenced building site
- Began construction of modular home
- Short-term class began (flooring installation)
- New hire received NCCER training

UM-Missoula College of Technology

JULY 2006

- Completed construction on Construction Trades lab
- Purchased necessary tools and equipment to equip new lab
- Hosted the Montana BILT Retreat
- Taught summer classes
- Met with UM-Missoula COT Carpentry Program Committee to discuss local program needs

AUGUST 2006

- Purchased necessary tools and equipment to equip new lab
- Met with UM-Missoula COT Carpentry Program Committee to discuss local program needs
- Fall semester classes began

SEPTEMBER 2006

- Teaching continues
- Attended curriculum meeting to develop seamless transition of credits amongst construction programs across the state
- Purchased necessary tools and equipment to equip new lab approximately \$16,084.62
- Met with UM-Missoula COT Carpentry Program Committee to discuss local program needs

Montana State University-Northern

JULY 2006

- Attended the Montana BILT Retreat
- Completed the construction of the newly designed Construction lab
- Program recruitment at local county fairs in Lewistown, Chinook, and Havre as well as the State fair in Great Falls.

AUGUST 2006

- Held first MSU-Northern Construction Trades Carpentry Program
- Met with Fort Peck Community College to discuss collaboration between MSU-Northern and the Tribal School
- Fall Semester Classes started

SEPTEMBER 2006

- Co-participation in high school recruitments visiting 10 high schools
- Co-participation in high school teachers to attend NCCER training
- Attended a curriculum meeting to create a seamless transition of credits amongst the construction programs across the state
- New hires received NCCER training

Montana Tech-College of Technology

JULY 2006

- Hired Construction Instructor

- Attended Montana BILT Retreat

AUGUST 2006

- Short-term class began (Wood)
- Short-term class began (Millwork)
- On-going development of local Advisory Boards
- On-going recruitment with area high schools
- Building relationships with local industry by touring job-sites

SEPTEMBER 2006

- Tours of local lumberyards
- New hire received NCCER training
- Teaching continues
- Fall semester classes began

Upcoming training activities and other grant-related events

4th quarter 2006:

- Construction Trades-Carpentry classes continue at all partner institutions
- Continue statewide high school recruitment in conjunction with partners
- Carl Perkins Reauthorization Committee Conference
- NCCER training for high school teachers
- Continue developing Short-Term Workforce Training Courses in partnership with local construction industry and other interested stake holders
- Board of Regents approval of Carpentry AAS Degree – MSU Northern
- Work with MT state Apprenticeship program to develop MOU with MT BILT partners.
- Work with Montana State Women’s Prison to develop partnership with Montana BILT training inmates in Construction Trades-Carpentry skills
- Billings Industry career fair
- Local advisory board meetings

C. Status Update on Leveraged Resources

- Leveraged resources are documented in the quarterly financial report and continue to develop due to new and expanded partnerships.

D. Status Update on Strategic Partnership Activities

Partnership Solutions-Based Approach to Implementation

Montana BILT grant manager has been working with partner institutions to host NCCER trainings at their facilities for area high school instructors. This collaborative effort strengthens the program in two ways. First, by inviting the high school teachers to the partner institution the teachers have an opportunity to tour the partner institution facility and meet the instructors thus generating enthusiasm for the partner program. The teachers take this enthusiasm back to their schools, students and the students' parents in their local community to help increase enrollment in the Construction Trade-Carpentry programs. Second, by training the high school instructors in the NCCER curriculum, the Montana BILT program moves one step closer to a clear articulation of credit from high schools to post-secondary institutions.

Guide to Reporting Information for Grantees of the Community-Based Job Training Grants

Section II: Timeline Table Template

Project Activities	Projected Completion Date	Actual Completion Date
Montana BILT Steering Committee Retreat U of Missoula College of Technology In attendance: MSU-Billings COT: Valarie Martinez Liz Tooley, Lisa Skriner, John Cech, Brigid Hagerty, John Culbertson, Craig McKenzie, Cleo Sutton UM-Msla-COT: Lynn Stocking, Barry Good, Colleen Hunter, Jim Lizotte, Donnie Laughlin Alan Fugleberg, Brian Kerns, Diana Reetz-Stacey MSU-Northern: Greg Kegel, Danny Boyer MT-Tech COT: Steve Luft Flathead Valley Community College: Bill Roope MSU-GreatFalls: Joe Schafer UM-Helena COT: Kevin Brockbank, Harold Kelly, Brandi Foster MCA: Jerry Laughery MT Office of the Commissioner of Higher Ed: Arlene Parisot MT DOL&I: Todd Younkin, Gary Wright, Roy Symons Union Representation: Jason Miller (state of MT), Dennis Daneke (Carpenter's Union #28) Industry Representation: Darrell Anderson, Steve Loken Area High School teachers: David Burch, John Mikesell Summary of Goals: 1) look for opportunities with WIRED project; 2) work on curriculum transferability, 3) Outreach	July 19, 2006	July 19, 2006
Dissemination of Grant Materials via email and overland mail from MSU-Billings COT	On-going	On-going
Brochure development	4 th quarter	on-going
Website development	4th quarter	on-going
IRB submittal for approval of student data form (MSU-B)	4th quarter	On-going
MT BILT Advisory Council Meeting (UM-Msla)	Quarterly	August 2006
NCCER training for partners	3 rd quarter	September 2006
NCCER training for high school partners (MSU-Northern)	On-going	4 th quarter
Outreach to high schools	On-going	On-going
Partners NCCER curriculum meeting	September 22, 2006	September 22, 2006
Faculty Hires at Partner Institutions <ul style="list-style-type: none"> • MSU-Northern • UM Montana Tech College of Technology 	3 rd quarter 3 rd quarter	August 2006 August 2006
Lab renovations at UM MT-Tech-COT, MSU-Northern	3 rd quarter	July 2006
Lab construction UM-Msla COT	3 rd quarter	July 2006
Submit Quarterly reports	On going	July 2006

Section III: Grant Outcomes

Section III A: Progress and Deliverables

During the third quarter of 2006 curriculum from the partner institutions has been compared and accepted by the NCCER representative. Two instructors have been hired and trained in the NCCER curriculum one at MSU-Northern and one at UM Tech COT. Certificate programs are running at four partner institutions. AAS programs are running at three partner institutions. Short term trainings are being conducted at two partner institutions and are being developed four all four partner institutions. A memorandum of understanding with the Montana State Apprenticeship program is being drafted. Outreach activities have begun statewide to high school students, teachers, counselors, and principals. A brochure and website are being developed. A student data form that allows the program to access state information to report common measures is being developed. An agreement with the state of Montana is being drafted to allow the program access to wage and employment data of program participants.

Section III A:

Capacity Building Reporting Table Template

Deliverable or Activity (with brief description)	Percentage complete this quarter, if applicable	Completion Date -actual or projected	Impact (known or potential) if applicable	Impact Calculation Methodology
1) Work with state and IRB for common measures data	1) on-going	December 31, 2006		
2) Collect and summarize budget data	2) on-going	Quarterly		
3) Develop website and brochure	3) 95%	December 31, 2006		
4) Curricula development	4) 100%	September30, 2006		
5) Discussion re. curriculum articulation with K-12 partners	5) on-going	December 31, 2006		
6) Coordination with state-wide apprenticeship program	6) on-going	December 31, 2006		
7) Lab renovations at MSU-Northern and MT-Tech	7) 100%	September30, 2006		
8) Lab renovations at MSU-Northern and MT-Tech	8) 100%	September30, 2006		
9) Initial H.S. Outreach Campaign	9) 75%	December 31, 2006		
MSU-Billings COT	100%	September30, 2006	85 individuals	Counted
UM-Msla COT	100%	September30, 2006	154 individuals	Counted
MSU-Northern	100%	September30, 2006	128 individuals	Counted
UM-Tech COT	0	December 31, 2006		
10) Hiring	10) 100%	August 2006		
UM MT Tech COT				
• Full-time Instructor	100%	August 2006		
MSU-Northern				
• Adjunct Instructor	100%	August 2006		
11) Train the trainer NCCER training for post secondary instructors at partner institutions	11) 100%	On going	5 individuals	counted

Section III B: Training Outcomes Reporting Table Template

TRAINING OUTCOMES AND INFORMATION AND ENROLLED TRAINEES	Baseline (from Statement of Work)	This Quarter	Cumulative Total	Notes	Data Needed to complete
1. Number of participants enrolled in Construction Trades-Carpentry training classes	1822				
MSU-Billings COT		75	79		
UM- Msla COT		49	71		
MSU-Northern		20	20		
MT-Tech COT		<u>37</u>	<u>86</u>		
Total of all sites		181	256		
NCCER training		5	5		
Total of all classes		186	261		
2. Number of participants who have exited	#	0	5		September 2006

TRAINING OUTCOMES AND INFORMATION AND ENROLLED TRAINEES	Baseline (from Statement of Work)	This Quarter	Cumulative Total	Notes	Data Needed to complete
3. Number of participants successfully completing training	#	7	30	Completion of educational/ occupational skills training can be different from “exit” from the program if other non-training services are provided by the program or a partner program.	May 2006
4. Number of participants that earned an industry/professional certification as result of training	#	7	26	In this column, grantees should identify and provide a brief description of the type of credential received and how it was developed, if it is a new credential	0 will complete certificate in January 2007
5. Number of participants not employed prior to training	#	#	#	Information on wage and employment was not collected because we are awaiting approval on a data collection form that will provide us with participants SSN with which we can access state data banks for the information	Employment status at participation
6. Entered employment (Common Measure #1)	#	#	#	Of those not employed at the date of participation: the number employed in the first quarter after the exit quarter divided by the number of exiters	Individual’s identifier, employment status at the time participation commences, and exit date. See the addendum for definition and more information
7. Employment Retention (Common Measure #2)	#	0	4	This information is second-hand until we can access state data banks.	Individual identifier and exit date See addendum for definition and more information
8. Average earnings (Common	#	#	\$15/hr	Of those who are	Individual

TRAINING OUTCOMES AND INFORMATION AND ENROLLED TRAINEES	Baseline (from Statement of Work)	This Quarter	Cumulative Total	Notes	Data Needed to complete
Measure # 3)				employed in the 1st, 2nd and 3rd quarters after the exit quarter: Total earnings in the second plus the total earnings in the third quarters after the exit quarter divided by the number of exiters	identifier and exit date See addendum for definition and more information
9. Number of participants employed in the same occupation or industry as their training that received a promotion after completion of training	#	#	#		Employment status at exit, occupational code, and occupational skills training code
10. Number of participants who were employed during training (regardless of industry or occupation) that received a wage increase in the first, second or third quarter after completing training	#	#	#		
11. Number of participants who obtained employment in the occupation or industry related to their training program following the completion of training, where that occupation or industry was different than their previous employment (e.g. a food service worker in hospital becoming employed as a CNA after CNA training or a tobacco assembly line worker becoming employed in the biotechnology industry after biotech training)	#	#	#	Please see addendum for the definition of “employed”	Employment status at exit, occupational code and occupational skills training code
12. Other measures defined by grantee		TBD	TBD		
Information regarding enrolled trainees: Gender - Male - Female Ethnicity - Hispanic or Latino - Not Hispanic or Latino			107 24 # #	This information was not collected this quarter as we became aware that the University system prefers that all of this information be self reported and we do not have a data collection form approved by the Institutional Review	Requirements under the Jobs for Veterans Act and the Nondiscrimination and Equal Opportunity provisions for the Workforce Investment Act. Trainees must be given the

