



**Bernie Phelps**

Prepared by Highlands College  
for Montana University System, Office of the Commissioner of Higher Education 2022-2023 Perkins Nontraditional  
Occupations Sub-Grant

**Submitted by Bernie Phelps**

**Submitted on 08/16/2022 1:03 PM Mountain Standard Time**



## Opportunity Details

### Opportunity Information

Title

2022-2023 Perkins Nontraditional Occupations Sub-Grant

Description

Perkins Nontraditional funds are made available to Perkins Eligible secondary and post-secondary schools 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.

Awarding Agency Name

OCHE

Agency Contact Name

Ciera Franks-Ongoy

Agency Contact Email

cfranksongoy@montana.edu

Fund Activity Categories

Education

Departments

Subjects

Opportunity Manager

Ciera Franks-Ongoy

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/9389a629-8df3-4fdb-8726-cd24e44ba240>

### Funding Information

Funding Sources

Federal Or Federal Pass Through

### Award Information

Award Range

\$500.00 - \$20,000.00

Award Period

07/01/2022 - 06/30/2023

Award Type

Competitive

### Submission Information

Submission Window

Opens 04/01/2022 12:00 AM

#### Submission Timeline Type

Rolling

#### Allow Multiple Applications

Yes

### Eligibility Information

#### Additional Eligibility Information

Only Perkins Eligible entities (school districts, two-year programs, tribal colleges, community colleges or consortia) in good standing are eligible to apply.

Applicants and project contacts are not restricted to Perkins coordinators – CTE faculty and staff in related roles are encouraged to apply.

### Additional Information

#### Additional Information URL

<https://www.mus.edu/Perkins/nontrad.html>

### Award Administration Information

#### Administrative and National Policy Requirements

Proposed projects MUST "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. "

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.

#### Reporting

Full participation includes providing a written quarterly report for each quarter that spending takes places and a final report that documents project activities, populations served, and outcomes achieved, as well as a final expenditure sheet at year end.

- Final Narrative Report deadline: June 15, 2023
- Final Fiscal Closeout Report Due: August 15, 2023

#### Other Information

Collaboration between secondary and postsecondary institutions or between two or more postsecondary institutions is highly encouraged. Applications demonstrating intrastate partnerships will be given preference.



## **Project Information**

### **Application Information**

Application Name

Bernie Phelps

Award Requested

\$20,000.00

Total Award Budget

\$20,000.00

### **Primary Contact Information**

Name

Bernie Phelps

Email Address

bphelps@mtech.edu

Address

1300 W. Park  
Butte, MT 59701

Phone Number

(406) 496-4565

## Project Description

### Project Description

**Directions:** To increase the likelihood of receiving funding for your projects, please submit a separate application for each distinct, nontraditional occupations project proposed.

**Defining "nontraditional occupations":** 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.

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.

#### Project Title

Jobs Don't Have Genders Middle School Camp

How does this project encourage the successful recruitment and retention of males or females within a CTE Program of Study that leads to an occupation that is nontraditional by gender?

Highlands College is submitting one proposal that will cover five careers pathways through one activity.

Highlands College will hold a camp which will build a pathway for **earlier exposure to nontraditional careers at an earlier age (middle grades)** which meets the intent of the RFP. A four-day onsite camp for females will bring no more than thirty students to campus to learn about pathways to **automotive technology, civil engineering technology, construction technology, machining technology and welding technology, machining technology**, which are all **priority nontraditional occupations as listed in the RFP**. Middle school female students will engage with instructors, current students and industry all while performing hands-on activities while exploring career pathways to each discipline.

In meeting the **intent of the RFP**, Highlands College will produce a short video showing students what the career pathways are about and workforce demand. OCHE\* will be kept up to date on the video and their approval will be sought before dissemination. Through the use of professional marketing media (video, posters, handouts, social media) faculty and staff visits and the video students will gain knowledge about the pathway before attending the camp. Through the partnership with **Anaconda Middle School, East Middle School in Butte and Butte Central Catholic Middle School**, students will be allowed to attend a four-day, four-hours/day camp during the regular school day. This grant will cover substitute teachers, transportation and outside funding will be secured for meals.

Students will have safety goggles and ear protection available and will go through safety training before entering the lab and additional training once in the lab.

\*OCHE review will be sought throughout the making of the video.

What are the major activities or strategies that will be carried out and by whom?

The major strategy of the grant will be carried out by Highlands College staff and specifically the Perkins Director.

Faculty and current students will lead hands-on activities that are engaging to students and foster an environment for questions. Industry partners will give a "Lunch Talk" where students will be encouraged to engage with. We will attempt to have female industry representatives and showcase female students currently in the program.

\*\*\*\*This camp is being modeled after Cyber Camp from Missoula College.

Highlands College Early Exposure to Nontraditional Careers Camp	
Camp Agenda (Draft)	
Day One	<ul style="list-style-type: none"> <li>Introduction by Dean of Highlands College</li> <li>Break into groups</li> <li>Short career pathway review</li> <li>Safety (issued safety goggles, hearing protection)</li> <li>Shadow a student</li> <li>Hands on activities</li> <li>Lunch with industry presentation</li> <li>Put safety goggles, hearing protection into bag and leave at Highlands</li> <li>Return to school</li> </ul>
Days Two- Four	<ul style="list-style-type: none"> <li>Arrive at Highlands at 8:50</li> <li>Recap of prior day</li> <li>Break into groups</li> <li>Short career pathway review</li> <li>Safety (make sure students have on)</li> <li>Shadow a student</li> <li>Hands on activities</li> <li>Lunch with industry presentation</li> <li>Put safety goggles, hearing protection into bag and leave at Highlands</li> <li>Return to School</li> </ul>

Do proposed activities include a secondary/postsecondary partnership component?

- Yes
- No

Describe the secondary/postsecondary partnership that will take place:

Highlands College has a strong partnership with the Butte School District through dual enrollment, Trades & Technology Day, CTSO's and career fairs. The District commits that East Middle School will identify and recruit students to attend the Highlands Early Exposure to Nontraditional Careers Camp. The District will commit to allowing faculty and staff to present in the school. In addition,

students will attend the four-day, five hours (with travel) per day, camp without any adverse effects as they will be considered "in school". Butte Central Catholic Middle School and Anaconda Middle School will also be invited to attend. Highlands College will administer pre and post surveys and share results with the district and schools.

Highlands College will focus on recruiting from the TRIO Talent Search Program and students in trades classes (at East Middle School).

Highlands College will reimburse for substitute teachers and provide transportation.

What is the timeline for this project? Please provide a brief summary of key dates for the proposed project.

Highlands College with start planning the camp in Oct. with school visits and registration taking place in Nov-Dec. Industry contacts - Dec. Camp will be held in February with data analyzed in March.

Please provide the contact information for any other significant parties relating to this grant:

Name	Title	Phone	Email
Joanne Lee	Director, Office of Sponsored Program	406-496-4769	jlee@mtech.edu
Jill Yoder	Pre-Award Grant Manager, Office of Sponsored Programs	406-496-4727	jyoder1@mtech.edu

## Project Outcomes & Evaluation

### Project Outcomes

How many students does the project intend to reach? Males? Females?

20-30 Females

Describe the project's goals to be measured in detail and how these relate to the project's activities:

The project goal to be bring career exposure to nontraditional careers to East Middle School female students. All female students at East Middle School will receive the information and the school will assist in identifying the students who will attend.

The goals for the project are:

Create engaging hands-on activities for each Highlands College Program represented.

Identify 20-30 female students who are interested in Manufacturing, Trades, Construction and Architecture to attend

Pre-survey to determine awareness/knowledge of the programs prior to attendance and post surveys following.

### Evaluation Activities

Describe the evaluation plan for determining your progress or success in meeting the proposed goals and outcomes:

The following will be used to determine progress of success:

School visits

Attendance between 20-30 students

Student pre-survey

Hands-on activities and how they were received

Student post-survey

Teacher post-survey

Faculty feedback

List the responsible parties for completing the evaluation of the proposed activities::

Perkins Director will complete all evaluations of the early exposure camp. This will include both quantitative and qualitative measures. All information will be shared with school and will determine the effectiveness of the camp and guide future camps.



## Budget Narrative

In less than ~500 words, please provide a narrative explanation of the budget—with the focus on the expenditure of these Perkins funds.

Each line item in the final budget, and its purpose, should be accounted for in the budget narrative.

### Budget Narrative

To conduct the proposed camp, Highlands College Perkins Director will oversee the below list of duties:

- Management of the project
- Get faculty buy-in
- Order supplies/materials for completion of project
- Work with press to bring visibility to nontraditional occupations
- Video oversight from start to completion. Ensure OCHE approval before moving forward or disseminating.
- Work with middle schools to ensure the partnership is clear and concise
- Project planning from October through February
- Complete paperwork for substitute teachers and manage contract with Tucker Transportation to transport students.
- Complete necessary paperwork for substitute teachers for four days
- Negotiate and Coordinate with Tucker Transportation to transport students.
- Ensure safety goggles and hearing protection are available for all students

### PLEASE REVIEW: NOTICE REGARDING EDUCATIONAL MARKETING MATERIALS

Please keep a couple things in mind with the educational marketing materials. When using federal funds, videos and any other marketing 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.



OCE 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.

## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Total Budgeted
<b>00 - Administrative/Indirect Costs</b>		
Admin/Indirect Costs (5%)	\$952.38	\$952.38
<b>Subtotal</b>	<b>\$952.38</b>	<b>\$952.38</b>
<b>04 - Contracted Services - Operating Expenditures</b>		
Printing of information materials	\$790.70	\$790.70
Promotional Video	\$8,000.00	\$8,000.00
Substitute teachers	\$1,920.00	\$1,920.00
Tucker Transportation	\$2,400.00	\$2,400.00
Tucker Transportation	\$4,800.00	\$4,800.00
<b>Subtotal</b>	<b>\$17,910.70</b>	<b>\$17,910.70</b>
<b>06 - Consumable Supplies</b>		
Classroom materials	\$1,000.00	\$1,000.00
Safety goggles	\$120.00	\$120.00
<b>Subtotal</b>	<b>\$1,120.00</b>	<b>\$1,120.00</b>
<b>09 - Travel</b>		
Pre-testing	\$16.92	\$16.92
<b>Subtotal</b>	<b>\$16.92</b>	<b>\$16.92</b>
<b>Total Proposed Cost</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>

#### Revenue Budget

	Grant Funded	Total Budgeted
<b>Grant Funding</b>		
Award Requested	\$20,000.00	\$20,000.00
<b>Subtotal</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>
<b>Total Proposed Revenue</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>

### Proposed Budget Detail

See attached spreadsheet.

## Proposed Budget Narrative

### 04 - Contracted Services - Operating Expenditures

Create a line item for each contracted service including the rate and duration of service.

#### Printing of information materials

Printing of informational materials and materials for Highlands College "Jobs Don't Have Genders" event. This information will include career information and will not be marketing material for the college. This will be used at the camp and also to print posters to hang in the schools to draw interest in the event.

#### Promotional Video

Video will showcase each program to be used to bring awareness to the event. This video will not advertise for Highlands College and OCHE approval will be sought throughout the making of the video.

#### Substitute teachers

\$120/day for four teachers to chaperone for four days. One teacher from Anaconda and Butte Central and two from East Middle School, Butte. (may shift between schools depending on number attending.)

#### Tucker Transportation

To transport students from East Middle School, Butte and Butte Central Middle School. This is estimated at \$600 per day and will change depending on gasoline costs, etc. Efforts will be made to work with the schools for cheaper transportation.

#### Tucker Transportation

Transportation from Anaconda to Butte for four days. Estimated at 1,200 per day for 4 days. This estimate may change based on gasoline, etc. Efforts will be made to work with school for cheaper transportation.

### 06 - Consumable Supplies

Includes basic office supplies, books and reference materials, CTE classroom supplies and software. Basic office supplies will be capped at \$150 per application unless a justification is presented and approved by OCHE prior to application.

#### Classroom materials

Construction Technology, Welding, Technology, Machining Technology and Civil Engineering Technology department will be allotted \$200 for supplies needed for the event

#### Safety goggles

Safety goggles are required to be in the labs.

### 09 - Travel

Include a list of who is traveling, purpose of travel, the mileage, lodging, meals, airfare, etc. Use the state approved reimbursement schedule. All travel must follow state of Montana rates and policies. Examples: --Program Coordinator to attend state Perkins meeting, fall 2021, Helena MT. Lodging 2 nights @\$155 (\$103 GSA rate plus tax) - \$230; mileage 190 miles @ \$.58 - \$110; per diem 2 days @ \$23/day - \$46 --Program Instructor to attend training in Seattle, WA, Sept. 13-19. Airfare \$200, Baggage round trip @ \$30, Ground transportation round trip @ \$50, Airport parking \$30, Per diem 9 days @ \$50, Lodging 8 nights @ \$200.



**Pre-testing**

DE/Perkins Director will conduct pre-tests at each school. 60 miles @.282