



## **Supporting Women in Forestry (SWIFT)**

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

**Submitted by Stacey Sherwin**

**Submitted on 07/28/2022 3:01 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 Category

Education

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

Supporting Women in Forestry (SWIFT)

Award Requested

\$17,171.00

Total Award Budget

\$17,171.00

### Primary Contact Information

Name

Stacey Sherwin

Email Address

stacey\_sherwin@skc.edu

Address

PO Box 70  
Pablo, Montana 59855

Phone Number

(406) 275-4931

## 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

Supporting Women in Forestry (SWIFT)

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?

Forestry is a STEM discipline with is a documented high need for workforce development in Montana. The Montana DLI lists a 2.3% continued rise in employment need in Montana; however the need for professional foresters on reservations exceeds that number. The percentage of women in forestry careers is approximately 18% (Society of American Foresters, 20210. With the overall trend of retiring older forestry workers, there is a need to engage youth in exploring careers in forestry-related areas and draw on populations that have traditionally not been involved in forestry careers, in particular females. The shortage of forestry workers is emphasized by numerous forestry entities, including the Intertribal Timber Council (ITC), which notes that 50% of tribal foresters are over the age of 50 and staffing levels continue to decline, impacting both the health of forests and the ability to manage increasing numbers of fires.

This project seeks to create awareness of forestry careers among high school students on the Flathead Reservation and two nearby communities (Kalispell and Missoula). Commonly the public views forestry professionals as individuals with chainsaws and measuring tapes. However, forestry professions are varied and offer opportunities for field work, lab work, communications, research, public service, and many other areas.

The project also seeks to provide support for new female forestry students. Additionally, the project will create a Gender Equity Advisory Group for Forestry; that Group will discuss additional means to recruit and support females in forestry occupations.

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

### About the Project Coordinator:

The coordinator for this project will be Nicole Stiffarm. Nicole is the current coordinator of the SKC Tribal Research and Education in Ecosystem Sciences (TREES) Program, which provides internship opportunities and support for tribal students looking to enter careers in natural resources management. Ms. Stiffarm is active in the Intertribal Timber Council (ITC) including participating in several committees. She has numerous connections to forestry professionals throughout the state and region.

Ms. Stiffarm will be assisted by the Director of the SKC Career Center. The rationale for this assistance is that Ms. Stiffarm has not conducted activities such as career days and managed high school activities as planned. She will be mentored by the Director as she develops skills in this area.

### Activities

#### 1. Establish a Gender Equity Advisory Group.

The SWIFT Coordinator will establish a Gender Equity Advisory Group that will meet for one hour quarterly via a virtual platform to discuss means to increase the recruitment and retention of women in forestry. Potential participants include:

A representative from CSKT Forestry  
Sarah Brown, USFS, Missoula  
Serra Hoagland, USFS  
Jen Harrington, University of Montana  
Kara Nelson, University of Montana

#### The objective

of these meetings will be to develop a short action-oriented list of strategies to increase local and regional high school and young adult interest in careers in forestry.

#### 2. Quarterly Virtual Seminar

A once-per-quarter virtual seminar will allow SWIFT participants to interact with speakers who are female professional foresters. Individuals who have been identified as speakers include Serra Hoagland, a professional forestry researcher with the USFS, Mindy Crandell from the Department of Forestry, Oregon State University, and Jen Hoagland, a graduate student at the University of Montana who has an interest in tribal and government relations related to Forestry. The seminars will be held in the late afternoon when high school students are finished with the school day, and will need to be scheduled around sport and other events.

To increase participation, local students may choose to meet on the SKC campus for these symposia, but the symposia will be broadcast virtually to potential students in Missoula and Kalispell. In-person meetings will allow development of a cohort of interested young women, but is not feasible for participants from Missoula or Kalispell.

The objective of these seminars is to present forestry as a valid career option for women and introduce women in various forestry careers as role models.

#### 3. Forestry Field Days

High school students and new freshmen forestry students will be invited to participate in two forestry field days on two Saturdays. It is anticipated that one day will occur in Missoula at the regional Forest Service Office and the Fire Science Lab. Both of those locations have professional female foresters in various forestry careers. Students will have various hands-on experiences and meet with speakers related to career options in forestry.

The second field day will occur in a location to be determined on the Flathead Reservation, and will likely include a female forester at the CSKT Department of Forestry. This second day will be hands-on activities such as soil and water testing, forest measurements, and possibly grafting and other activities at the CSKT Division of Forestry greenhouse.

Transportation to these events will be provided for reservation students using SKC vans. Meals will be provided using other financial resources including a possible small grant from the Intertribal Timber Council.

The objective of these field days is to allow females to “try on” various components of forestry, from hands-on laboratory exercises to field work in actual forest settings. Field days will allow up to 16 women to meet and listen to females in forestry professions, engage in hands-on forestry activities, and visit local forestry worksites.

Do proposed activities include a secondary/postsecondary partnership component?

Yes



No

Describe the secondary/postsecondary partnership that will take place:

SKC's TREES Program will provide forestry career exploration activities for girls in high schools on the Flathead Reservation, and as available, in Missoula and Kalispell. This will include outreach to high school counselors and students and a set of activities targeting female secondary students. SKC will work with high school counselors and biology teachers to develop a cohort of interested students.

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

- August: Organize activities.
- September: Recruit participants.
- November: First seminar, GEAG.
- February: Second seminar.
- March: Second GEAG.
- April/May: Field days.
- May: Third seminar.

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

Name	Title	Phone	Email
Nicole Stiffarm	Coordinator, SKC TREES Program	406.275.4748	nicole_stiffarm@skc.edu

## Project Outcomes & Evaluation

### Project Outcomes

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

A minimum of 20 females

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

The project targets a minimum of 20 females, to include at least 15 high school students and five freshman college students in a forestry program. Data will be obtained through participation records maintained by the project coordinator. Project activities are designed to introduce participants to the wide variety of forestry careers and introduce them to female professional foresters as role models.

### Evaluation Activities

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

Evaluation metrics will include participation numbers, a pre- and post-survey listing career interests and awareness of careers in forestry, summary brief interviews with speakers, and a final written project evaluation by the project coordinator that includes lessons learned in developing such a project.

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

Evaluation of the proposed activities will be completed by the project coordinator, Nicole Stiffarm, working in tandem with the Perkins Grant Coordinator, Stacey Sherwin. Dr. Sherwin will assist with survey development and final project evaluation, while Ms. Stiffarm will be responsible for tracking participation, providing formative evaluation that includes review of activities as conducted for strengths and areas for improvement, and working with speakers.



## 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

#### Budget Narrative

##### *Personnel:*

The two individuals for this project will receive a supplemental contract for time and effort related to this project. The supplemental contract is calculated according to college procedures, using their Individual Base Rate (IBR) multiplied by estimated hours worked. This work is to be completed outside of regular work hours OR regular work time accomplished after hours with approval of supervisor. Both supervisors have approved this work.

Project Coordinator (Stiffarm): Institutional Base Rate of  $\$19.61 * 35 \text{ weeks} * 8 \text{ hours/week}$ . Project Assistant: Career Services Director: Institutional Base Rate of  $\$24.69 * 35 \text{ weeks} * 3 \text{ hours/week}$

##### *Fringe Benefits:*

SKC calculates fringe for full time employees as .34 \* percentage of effort; this is for health benefits AND other benefits. Because SKC employees can choose from a variety of federal health insurance plans, there is no one set insurance rate, and insurance is averaged at 18%, and unemployment, disability, retirement, etc is calculated at 16%.

Total salary of  $\$8083 * .34 = \$2748$

##### *Operating Expenses:*

Speaker Fees:  $\$500 * 8 \text{ speakers}$

Speaker fees will be offered to professional female foresters who a) present at the three quarterly virtual symposia (3 speakers) and/or b) present and speak at the field days (5 speakers). This amount is a low amount for a professional who prepares and deliver a 1-2 hour presentation.

##### *Printing:*

Estimated cost of printing flyers advertising the project and printing materials to be used by participants at the field days, parental permission forms, as well as evaluation materials such as surveys.

##### *Materials:*

General supplies for project coordinator:  $\$150$

Includes supplies such as notepads, pencils, and nametags to be used by project participants as well as office supplies for the project coordinator to use while planning the project activities.

##### *Educational Supplies:*

Forestry materials and supplies:  $\$500$

Includes educational supplies to be used by project participants on field days, such as supplies for soil testing, forest measurement, tree grafting, and/or water sampling.

##### *Travel:*

Mileage for SWIFT Project Coordinator to travel to Flathead Reservation and Missoula/Kalispell High Schools calculated at  $500 \text{ total miles} * .28/\text{mile}$  (Arlee 70 mi RT, St. Ignatius 40 RT, Charlo 30 RT, Hot Springs 110 RT, Polson 18 RT, Kalispell 112 RT) \* 2, total miles  $540 * .28/\text{mile}$

Transportation for 16 students to field days in Missoula or equivalent location as per narrative. SKC charges  $\$1.00/\text{mile}$  for use of 8-passenger vans. Calculated at  $\$1.00/\text{mile} * 130 \text{ miles} * 2 \text{ vans} * 2 \text{ field days} = \$520$ .

Indirect Costs: Calculated at 5% of Direct Costs.

**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.

OCHS 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>		
Indirect Costs	\$819.00	\$819.00
<b>Subtotal</b>	<b>\$819.00</b>	<b>\$819.00</b>
<b>01 - Salaries</b>		
Career Services Director	\$2,592.00	\$2,592.00
Nicole Stiffarm	\$5,491.00	\$5,491.00
<b>Subtotal</b>	<b>\$8,083.00</b>	<b>\$8,083.00</b>
<b>03 - Employer Paid Benefits</b>		
Fringe Benefits	\$2,748.00	\$2,748.00
<b>Subtotal</b>	<b>\$2,748.00</b>	<b>\$2,748.00</b>
<b>04 - Contracted Services - Operating Expenditures</b>		
Speaker Fees	\$4,000.00	\$4,000.00
<b>Subtotal</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>
<b>05 - Printing - Operating Expenditures</b>		
Printing	\$200.00	\$200.00
<b>Subtotal</b>	<b>\$200.00</b>	<b>\$200.00</b>
<b>06 - Consumable Supplies</b>		
General Supplies	\$150.00	\$150.00
<b>Subtotal</b>	<b>\$150.00</b>	<b>\$150.00</b>
<b>07 - Minor Equipment</b>		
Educational Supplies	\$500.00	\$500.00
<b>Subtotal</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>09 - Travel</b>		
Local Travel to Meet with Students and Counselors	\$151.00	\$151.00
Vans for Travel to Field Days	\$520.00	\$520.00
<b>Subtotal</b>	<b>\$671.00</b>	<b>\$671.00</b>
<b>Total Proposed Cost</b>	<b>\$17,171.00</b>	<b>\$17,171.00</b>

#### Revenue Budget

	Grant Funded	Total Budgeted
<b>Grant Funding</b>		
Award Requested	\$17,171.00	\$17,171.00
<b>Subtotal</b>	<b>\$17,171.00</b>	<b>\$17,171.00</b>
<hr/>		
<b>Total Proposed Revenue</b>	<b>\$17,171.00</b>	<b>\$17,171.00</b>

### Proposed Budget Detail

See attached spreadsheet.

### Proposed Budget Narrative

#### 00 - Administrative/Indirect Costs

5% maximum of total award requested

#### Indirect Costs

Indirect costs calculated at 5% of total direct costs.

#### 01 - Salaries

List each position as a separate line item. In the notes please provide position title, % of FTE or total annual hours; annual salary, percentage of salary/FTE, and/or per credit rate for stipends. Stipend dollar amounts should have associated rationale. Examples: --Program Coordinator salary of \$50,000 funded at 50% or .5 FTE --Program Instructor salary for curriculum development (estimated 20 hours at \$50/hour and paid as a stipend) --Program instructor to run Career Exploration Camps (estimated 25 hours at \$20/hour)

#### Nicole Stiffarm

Ms. Stiffarm will be the primary coordinator for this project, per project narrative. Calculated as institutional base rate of \$19.61/hr \* 8 hours/week \* 35 weeks.

#### Career Services Director

The Career Services Director will assist with project coordination as per narrative. Calculated at institutional base rate of \$24.69 \* 3 hours/week \* 35 weeks.

#### 03 - Employer Paid Benefits

Should reflect percentage of position paid under Personnel. Includes FICA, retirement, WC, SUE and health insurance.

#### Fringe Benefits

SKC calculates fringe for full time employees as .34 \* percentage of effort; this is for health benefits AND other benefits. Because SKC employees can choose from a variety of federal health insurance plans, there is no one set insurance rate, and insurance is averaged at 18%, and unemployment, disability, retirement, etc is calculated at 16%.

#### 04 - Contracted Services - Operating Expenditures

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

##### Speaker Fees

Speaker fees for individuals speaking at three virtual symposia and field days, per narrative. Calculated at \$400/speaker \* 10 individuals.

#### 05 - Printing - Operating Expenditures

Each line item should list the print rate, # of copies, and use.

##### Printing

Printing required for informing students of the project, providing materials including permission slips and printed materials for field days and seminars.

#### 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.

##### General Supplies

General office supplies for the project including folders, pencils, name tags, notepads, etc.

#### 07 - Minor Equipment

Include a line item for each program-specific equipment under \$5,000.

##### Educational Supplies

Educational Supplies for use during field days, including forestry models and lab equipment.

#### 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.

##### Local Travel to Meet with Students and Counselors

Mileage for SWIFT Project Coordinator to travel to Flathead Reservation and Missoula/Kalispell High Schools calculated at 500 total miles \* .28/mile (Arlee 70 mi RT, St. Ignatius 40 RT, Charlo 30 RT, Hot Springs 110 RT, Polson 18 RT, Kalispell 112 RT) \* 2, total miles 540 \* .28/mile

##### Vans for Travel to Field Days

SKC charges \$1.00/mile for use of 8-person vans. Calculated at 2 vans \* 2 trips/project \* 130 miles \* \$1/mile.