PART III - REQUIRED PROGRAM INFORMATION

1. Complete the Proposal Form, Including the following information:

   - The name(s) of the correctional agency facility or facilities with career and technical education program(s) that meets the Perkin Act definition found at http://www.doe.mass.edu/cte/perkins/perkins_manual.doc
   - The name of the career and technical education program(s) offered
   - How these programs will be improved with Perkins funds
   - How the need for improvement in each program was determined
   - Professional development to be provided
   - Other activities to be provided
   - Complete the Perkins Act Checklist (Appendix A) of the career & technical education program(s) that would be improved with Perkins funds
   - Complete the Budget and Budget Narrative,

   Bidders who submit proposals for multiple sites must submit each site proposal in a separate envelope.

Distinction between the term agency and facility:

Agency - for example, Massachusetts Department of Correction, XXX County Sheriff’s Office.

Facility - for example, XXX Correctional Facility, YYY House of Correction