PART III – REQUIRED PROGRAM INFORMATION

PROPOSAL FORM Grant 452

BIDDERS MUST USE THE FOLLOWING FORM TO RESPOND TO THE RFP:

All proposals must show activities of sufficient, size, scope, and quality to be effective:

The definitions for sufficient size, scope, and quality as they pertain to this RFP are as follows:

**sufficient size** - the activities and services are appropriate in duration in order to achieve intended outcomes and produce measurable results;

**sufficient scope** - the activities and services are appropriate in depth and sequence in order to achieve intended outcomes and produce measurable results;

**sufficient quality** - the activities and services are selected and designed using the results of research, and/or data analysis, and/or other forms of evaluation that provide evidence that the activities and services will achieve intended outcomes and produce measurable results.

Career & technical education program(s) that would be improved with Perkins funds must meet the general definition of career & technical education, which means organized educational activities that -

(A) offer a sequence of courses that—
   (i) provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions;
   (ii) provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; and
   (iii) may include prerequisite courses (other than a remedial course) that meet the requirements of this subparagraph; and

(B) include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual.
1. Provide 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](http://www.doe.mass.edu/cte/perkins/perkins_manual.doc). See the Perkins Act Checklist (Appendix A, attached) at the end of this document for required elements of a career and technical programs supported with Perkins funds.

RESPONSE:

_____________________________________________________________________

2. Provide the name of the career and technical education program(s) offered at the facility or facilities listed above (in response 1.) that would be improved with Perkins funds. (e.g., automotive technology, computer information technology)

RESPONSE:

____________________
____________________
____________________

3. Describe how each of the career and technical education program(s) listed above (in response 2.) will be improved with Perkins funds.

RESPONSE (use as much space as required):

_____________________________________________________________________

4. Describe how the need for improvement in each of the programs listed above was determined. (e.g. data analysis? program evaluation? surveys?)

RESPONSE (use as much space as required):

_____________________________________________________________________
5. Describe the professional development that will be provided to staff associated with the programs (e.g., workshop on cooperative learning, online OSHA certification course) and how the professional development will result in improvements to the programs listed above. Note that professional development is required. (If Perkins funds will not be used to provide this professional development be sure to note it here and identify the other funding source in the budget narrative below.)

RESPONSE (use as much space as required):

6. Describe other activities to be provided.

RESPONSE (use as much space as required):

The Budget Narrative (link) and Appendix A (next page) must also be completed.
Required Elements of Career and Technical Programs Supported with Perkins funds.

**APPENDIX A**

Massachusetts Perkins IV Career and Technical Education Program Checklist

Program of Study: ______________________________________________________

Person(s) completing this checklist (including job titles):____________________________________________

Date checklist was completed:________________________________________________

Perkins IV Citation: Section 3

The term career and technical education means organized educational activities that—

(A) offer a sequence of courses that—

(i) provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions;

(ii) provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; and

(iii) may include prerequisite courses (other than a remedial course) that meet the requirements of this subparagraph; and

(B) include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry including entrepreneurship, of an individual.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Measure</th>
<th>Examples - Evidence/Source Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The program has organized educational activities.</td>
<td>A program description that includes required academic and technical courses is published.</td>
<td>School/College Catalog Program of Study Website</td>
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<tr>
<td>2. The program includes a sequence of courses. *</td>
<td>The sequence of courses includes at least two technical courses in the same occupational field and academic courses. A technical course is a course that provides individuals with technical occupational knowledge and skills.*</td>
<td>School/College Catalog Program of Study Program of Study Grid Website</td>
</tr>
<tr>
<td>3. The program provides students with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills.</td>
<td>Academic and technical instruction is integrated and for high schools is based on the applicable Massachusetts Curriculum Frameworks and the applicable Massachusetts Vocational Technical Education Framework.</td>
<td>Program of Study Program of Study Grid Course Syllabi Lesson Plans Competency List</td>
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<td>4. includes both secondary and postsecondary elements that prepare students for further education.</td>
<td>Current articulation agreements with two and/or four year colleges, and registered apprenticeship programs (if applicable) exist, are under development or are proposed and the school/college has verified (with an advisory committee that includes representatives from postsecondary education that includes registered apprenticeship programs (if applicable)) that the program prepares students for further education, and registered apprenticeships (if applicable).</td>
<td>Articulation Agreement(s) (existing, under development, proposed) Program of Study Program of Study Grid Minutes of Advisory Committee Meetings</td>
</tr>
<tr>
<td>Standard</td>
<td>Measure</td>
<td>Examples - Evidence/Source Document</td>
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<td>5. The program prepares students for careers in current or emerging professions.</td>
<td>The school/college has verified the labor market for the program with an advisory committee that includes representatives from business/industry and postsecondary education including registered apprenticeship programs (if applicable), and/or the local Workforce Investment Board (WIB).</td>
<td>Minutes of Advisory Committee Meetings WIB Documentation Program of Study Program of Study Grid</td>
</tr>
<tr>
<td>6. The program provides students with technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree.</td>
<td>An organization that is nationally recognized by the specific industry or industry cluster for which the students are being prepared, and that is involved in the accreditation, approval and/or certification of career and technical education programs has accredited, approved or certified the program, if applicable, and/or the state agency that issues licenses for individuals in the specific industry has approved or certified the program, as applicable.</td>
<td>Accreditation Document Approval Document Certification Document Credentials conferred Certificates conferred Degrees conferred</td>
</tr>
<tr>
<td>7. The program includes competency-based applied learning.</td>
<td>The knowledge and skills to be acquired by students are published.</td>
<td>Program of Study Program of Study Grid Lesson Plans Course Syllabi Competency List Website</td>
</tr>
<tr>
<td>8. The program contributes to students’ higher-order reasoning and problem-solving skills.</td>
<td>The curriculum for the program includes higher-order reasoning and problem-solving skills.</td>
<td>Program of Study Program of Study Grid Lesson Plans Course Syllabi Competency List</td>
</tr>
<tr>
<td>9. The program provides students with general employability knowledge and skills.</td>
<td>The program includes the use of work-based learning as appropriate and feasible, as well as career development curricula.</td>
<td>Career Plans Work-based Learning Plans Program of Study Program of Study Grid Course Syllabi Lesson Plans Competency List</td>
</tr>
<tr>
<td>10. The program provides students with occupational safety and health knowledge and skills.</td>
<td>The curriculum for the program includes occupational safety and health knowledge and skills.</td>
<td>Program of Study Program of Study Grid Lesson Plans Course Syllabi Competency List</td>
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<td>11. The program provides students with management and entrepreneurship knowledge and skills.</td>
<td>The curriculum for the program includes management and entrepreneurship knowledge and skills.</td>
<td>Program of Study Program of Study Grid Lesson Plans Course Syllabi Competency List</td>
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<td>12. The program provides students with computer knowledge and skills.</td>
<td>The curriculum for the program includes computer knowledge and skills.</td>
<td>Program of Study Program of Study Grid Lesson Plans Course Syllabi Competency List</td>
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</table>

* for public two year college degree programs, the sequence of courses means at least 15 credits of technical courses in addition to the academic courses required by the degree program. For public two-year college or school district postsecondary certificate or other programs, the sequence of courses means at least two technical courses and at least one academic course or academic component within a technical course.