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| PART III – REQUIRED PROGRAM INFORMATION |

Identification Information

1. Name of Applicant Organization:
2. Program Coordinator:
3. Applicant Address:
4. Coordinator Email Address:
5. Coordinator Phone #:
6. Coordinator Fax #:
7. Total Funds Requested: $
8. Number of CTE Students who will be supported in earning credentials:

Narrative Section

Sections I through V of Part III comprise the narrative section of the grant. Sections I-V may not exceed six (6) pages in total. All narrative responses must be in Arial 10-point font, with one (1) inch margins. Responses to Section V (Budget) are not included in the page limit. Applicants are required to provide page numbers on every page of the proposal, including appendices and material not subject to the page limits. Additional attachments are permitted.

1. **PROGRAM OVERVIEW:** 
   1. Provide an overview, briefly describing the increase in access to industry-recognized credentials for seniors whose attainment of said credentials was impacted by the COVID-19 pandemic. List the specific credentials and the Career and Technical Education program or Innovation Pathway in which the student was enrolled.
2. **PROPOSED PROGRAM STATEMENT OF NEED:**
   1. Explain how the proposed project addresses the reasons for the students’ inability to earn each specific industry-recognized credential.

Your response should include:

* + - * 1. A description of the reason that students were unable to attain credentials that they typically would have earned prior to graduation.
        2. Information on the value of the credential.

1. **TARGETED POPULATION(S)**
2. Explain how the proposed project will provide students equitable access to credential attainment. Provide a description of how the district’s proposed activities have considered and will address potential barriers to success
3. **PROGRAM DESIGN** 
   1. Explain the specific activities proposed to allow students to complete the requirements to attain the credentials that graduating seniors would have earned if not interrupted by the COVID 19 pandemic.
   2. Describe plans to address barriers faced by juniors in completing credentials in the 2020-2021 school year due to ongoing challenges presented by the COVID-19 crisis.
4. **BUDGET**

Applicants are advised to refer to the ESE [Grants Management Procedural Manual](http://www.doe.mass.edu/grants/procedure/manual.html), the Fund Use section of the RFP, and the documents Perkins Postsecondary Quick Reference Guide on Allowable and Unallowable Costs and Perkins Secondary Quick Reference Guide on Allowable and Unallowable Costs, available at <http://www.doe.mass.edu/federalgrants/perkins/>,for guidance in preparing the budget.

1. **Budget Narrative:** Submit a detailed budget narrative that provides an explanation for each proposed expenditure.

At the top of the budget narrative, clearly indicate how the applicant agency defines full-time, in terms of the hours per week and weeks per year that determine the total number of annual paid hours for full-time staff. Clearly indicate the cost basis for stipends for teachers for after-school, weekend or summer hours.

The budget narrative must correspond to the line item sequence in the Part II Project Expenditures budget detail pages (see Required Forms section of the RFP). The budget narrative must clearly explain each expenditure in the budget forms. For example, the narrative should: briefly summarize the scope of work, hourly rate of pay and annual paid hours for each staff person, with more detail regarding paid staff for which job descriptions are not provided; itemize the specific costs included in the fringe rate; and, fully explain each proposed non-personnel expenditure.

Note: Districts are strongly encouraged to collaborate with other districts to offer classes, test prep or testing, particularly where the number of students needing to earn a particular credential is small. Describe the collaboration, including each districts responsibility for particular activities and associated costs.

1. **Required Budget Forms:** Enter the dollar values of the proposed grant expenditures onto the appropriate budget lines in the Part II Project Expenditures budget detail pages. Round all figures to whole dollar amounts. See the Required Forms section of the RFP.

Use the applicant agency’s definition of full-time employment as a basis for calculating Full Time Equivalents (FTEs) for all salaried staff on both forms.