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| PART III – REQUIRED PROGRAM INFORMATION |

Identification Information

1. Program Coordinator:
2. Address:
3. Email Address:
4. Phone #:
5. Fax #:
6. Total Funds Requested: $

Narrative Section

Sections I through IV of Part III comprise the narrative section of the grant proposal. Sections I-IV 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 but will not factor into scoring.

Applications are eligible to earn **100 points**.

* 1. ***Partnership Board Membership Roster (5 points***): A partnership board consists of multiple districts supporting the leadership institute. Submit the membership roster for the partnership board.
  2. ***Partnership Board Signature Page (5 points***): Submit the document with signature of each Partnership Board member attesting to the fact the members have reviewed and approved the proposal. The following statement must be included:

*I attest that I have reviewed and approved the proposal submitted in response to the Perkins Leadership Academy 2017-2018 RFP.*

* 1. ***Partnership Board Meeting Schedule and Agendas (10 points)***: Submit the schedule of proposed partnership board meetings for 2017-2018. Submit tentative meeting agendas for 2017-2018.
  2. ***Narrative (60 points):*** The narrative consists of the six (6) sections identified below;
     1. *Section One* - *Recruitment* (10 points): Describe participant recruitment strategies and the admission standards to the academy. Recruitment strategies for administrators and aspiring administrators must ensure outreach to minorities. Admission standards must ensure nondiscrimination on the basis of race, color, sex, national origin, disability, religion, gender identity, and sexual orientation.
     2. Section Two – Staffing (10 points):
        1. Describe staffing for the academy, e.g. coordinator, support staff. List the qualifications required for each position.
        2. Provide a list of proposed consultants/lecturers and describe how they would be recruited and the qualifications required.
     3. *Section Three* *– Administrative Internship* (10 points): Describe how the partnership will

(1) ensure each individual admitted to the academy (academy one or two) receives an appropriate vocational administrative internship, leading to a Chapter 74 vocational administrative license in any of the areas listed below.

(2) ensure that the internship is under the supervision of an appropriately licensed and qualified trained mentor and,

(3) the administrative internship is based on the Professional Standards for Administrators as contained in: (a) the Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.00 and (b) the Professional Standards for Vocational Technical Administrators contained in the Vocational Technical Education Regulations 603 CMR 4.00.

***Leadership Academy One (411-A):***

The Perkins Leadership Academy One will facilitate a vocational technical administrative ***internship*** that provides for Chapter 74 vocational technical administrative licensure in one of the following areas:

* + - *Vocational Technical Principal/Vocational Technical Assistant Principal*;

A *500 hour* Internship under the supervision of an appropriately licensed and qualified trained mentor.

* + - *Vocational Technical Supervisor/Director*

A *300 hour* Internship under the supervision of an appropriately licensed and qualified trained mentor.

* + - *Vocational Technical Cooperative Education Coordinator*

A *300 hour* Internship under the supervision of an appropriately licensed and qualified trained mentor.

***Leadership Academy Two (411-C):***

The Perkins Leadership Academy Two will facilitate a vocational technical administrative ***internship*** that provides for Chapter 74 vocational technical administrative licensure in one of the following areas:

* *Vocational Technical Principal/Vocational Technical Assistant Principal*;

A *500 hour* Internship under the supervision of an appropriately licensed and qualified trained mentor.

* *Vocational Technical Superintendent/Vocational Technical Assistant Superintendent*

A *500 hour* internship under the supervision of an appropriately licensed and qualified trained mentor.

***All vocational administrative internships must be based on the Professional Standards for Administrators contained in the Regulation for Educator Licensure and Preparation Program Approval 603 CMR 7.00 and the Professional Standards for Vocational Technical Administrators contained in the Vocational Technical Education Regulations 603 CMR 4.00.***

* + 1. *Section Four- Seminars* (10 points):

*Describe the seminars to be conducted and how they will be planned and monitored to ensure they are high quality, intensive, and focused, and will not be one-time workshops without follow-up or products. A portion of the seminar curriculum must be planned and delivered in collaboration with the “Office for College, Career, and Technical Education” based on the priorities and requirements of career and technical education per the following:*

* *Carl D Perkins Career and Technical Education Improvement Act of 2006.*
* *Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs.*
* *Massachusetts General Law Chapter 74*
* *603 CMR 4.00 Vocational Technical Education Regulations.*
  + 1. *Section Five – Leadership Portfolios* (10 points):

*Describe the portfolios to be developed by each participant in conjunction with the*

*A. Administrative Internship and, B. the seminars.*

* + 1. *Section Six* – Outcomes (10 points):

*Describe the outcomes for the Perkins Leadership Academy One or Two (as applicable), for school year 2017 – 2018.*

* 1. ***Budget (20 points)****:* 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 [*http://www.doe.mass.edu/ccte/cvte/*](http://www.doe.mass.edu/ccte/cvte/) (p. 15, “Unallowable Uses of Perkins IV Allocation Grant Funds”) for guidance in preparing the budget.

*Budget Narrative (10 points)***:** 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.

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.

*Required Budget Forms**(10 points):*Enter the dollar values of the proposed grant expenditures onto the appropriate budget lines in the Part II Project Expenditures budget detail pages. Enter the dollar values of the proposed grant expenditures and match into Columns A and B in the appropriate budget lines on Schedule B. 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.