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| **Name of Grant Program:** Perkins IV Correctional Institutions 2017-2018 | Fund Code: 452  |

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| 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 -

1. 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

1. 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 of an individual.

**Note:** ServSafe or OSHA 10, although certifications, are not considered to qualify as courses under this definition. OSHA 30 or another credential of 30 hours or more *may* qualify as a course, provided the result is an industry-recognized certification or credential.

**Monitoring:**

**Bidders understand that funded programs can be monitored by the Department during the course of program operation. ESE also reserves the right to visit a program prior to awarding the grant.**

**1. Provide (1) the name(s) and site addresses of the correctional institutions offering one or more career and technical education (CTE) program(s) that meet(s) the Perkin Act definition found at** http://www.doe.mass.edu/cte/perkins/perkins\_manual.docand (2) a list of the CTE programs that meet the definition. *NOTE: See the Perkins Act Checklist (Appendix A) for the list of Perkins program requirements* **. (Points awarded): 5**

RESPONSE:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.** a. **Provide the name of the career and technical education program(s) from the list above that you propose to improve and/or the name of any new program establish with Perkins funds**. (e.g., automotive technology, computer information technology)

RESPONSE:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**b. Describe the need for the proposed improvement or establishment of the programs listed above including but not limited to labor market demand and the needs of the target population. Identify how the program will specifically address these needs. Include an explanation as to how the need for establishing/improving each of the programs listed above was determined and by whom.** (e.g. data analysis? program evaluation? surveys?)

 **(20 points maximum)**

RESPONSE:

**3. Provide the names of the technical teachers who will be teaching the occupational courses, and provide a brief summary of these individuals’ credentials and experience in teaching CTE and the serving the target population. Attach resumes/CV’s as appropriate. (20 points maximum)**

RESPONSE(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**4. Provide a detailed description of the program(s) to be established or improved with Perkins funds, including**: **the planned services/activities, contextualized learning, and integration of activities, class schedule, and the duration of both academic and technical coursework.** **(20 points maximum)**

RESPONSE (use as much space as required):

**5. Describe the academics classes to be provided as part of the program (Note: The classes may provide coursework at the secondary and/or postsecondary levels, but remedial or Adult Basic Education coursework cannot be funded using Perkins funds) and how they will be integrated with the technical education instruction. (20 points maximum)**

RESPONSE (use as much space as required):

**6. Describe how the proposed program will provide participants with access to and progression along career pathways in the local area upon release including but not limited to community partnerships with postsecondary education and training institutions or employers. (20 points)**

RESPONSE (use as much space as required):

**7. Please describe the professional development that will be provided to staff, especially supporting technical/academic integration and how the professional development will result in improvements to the programs listed above.**

**Note that professional development is a grant requirement.** (*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.)*  (10 points)

RESPONSE (use as much space as required):

**8. What professional certifications or industry-recognized credentials will students receive as a result of participation in the proposed activities**? (15 points)

RESPONSE (use as much space as required):

**The Budget Narrative (20 points) and Appendix A (required) must also be completed.**

**THE PERKINS CHECKLIST MUST BE COMPLETED. FAILURE TO COMPLETE THE CHECKLIST MAY RESULT IN DISQUALIFICATION OF A PROPOSAL.**

**APPENDIX A**

**Required Elements of Career and \Technical Programs Supported with Perkins funds.**

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| **Massachusetts Perkins IV Career and Technical Education Program Checklist** **Program of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Person(s) completing this checklist (including job titles):(** *including ABE director, teacher, Vocational director and/or instructor, local area career pathway partner (e.g., employer , or someone from WIB or One-stop***)** **Date checklist was completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Perkins IV Citation: Section 3The 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. |

| Standard | Measure | ***Examples -Evidence/Source Document (as modified for correctional institutions*)**  | ***Self Evaluation of Standard*** (Range: 0=Not implemented1=Starting towards implementation2=Partially implemented3=Fully implemented |
| --- | --- | --- | --- |
| 1. The program has organized educational activities.
 | A program description that includes required academic and technical courses is published. |  Program of Study, syllabusWebsite |  |
| 1. The program includes a sequence of courses. \*
 | 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. (A theory course can be a technical course.) |  Program of Study, syllabusWebsite, class plan or schedule  |  |
| 1. The program provides students with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills.
 | Academic and technical instruction is integrated and applicable Massachusetts Curriculum Frameworks.  | Program of Study SyllabiLesson PlansCompetency Checklist. WIB or employer support letters  |  |
| 1. includes both secondary and postsecondary elements that prepare students for further education.
 | 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 (including representatives from postsecondary education, if applicable) and that includes registered apprenticeship programs (if applicable)) that the program prepares students for further education, and registered apprenticeships (if applicable). | Articulation Agreement(s), if applicable (existing, under development, proposed) Program of StudyMinutes of Advisory  Committee Meetings |  |
| 1. The program prepares students for careers in current or emerging professions.
 | 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). | Minutes of Advisory  Committee MeetingsWIB DocumentationProgram of Study |  |
| 1. The program provides students with technical skill proficiency, an industry-recognized credential, a

 certificate, or an associate  degree. | 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. | Accreditation DocumentApproval DocumentCertification DocumentCredentials conferredCertificates conferredDegrees conferred |  |
| 1. The program includes competency-based applied learning.
 | The knowledge and skills to be acquired by students are published. | Program of StudyLesson PlansCourse SyllabiOccupational Competency ListWebsite |  |
| 1. The program contributes to students’ higher-order reasoning and problem-solving skills.
 | The curriculum for the program includes higher-order reasoning and problem-solving skills.  | Program of StudyLesson PlansCourse SyllabiOccupational Competency List |  |
| 1. The program provides students with general employability knowledge and skills.
 | The program includes the use of work-based learning as appropriate and feasible, as well as career pathways development curricula. | Career PlansProgram of StudyCourse SyllabiLesson PlansOccupational Competency List |  |
| 1. The program provides students with occupational safety and health knowledge and skills.
 | The curriculum for the program includes occupational safety and health knowledge and skills. | Program of StudyLesson PlansCourse SyllabiOccupational Competency List |  |
| 1. The program provides students with management and entrepreneurship knowledge and skills. **Not required.**
 | The curriculum for the program includes management and entrepreneurship knowledge and skills. | Program of StudyLesson PlansCourse SyllabiOccupational Competency List |  |
| 1. The program provides students with computer knowledge and skills.

**Not required.** | The curriculum for the program includes computer knowledge and skills. | Program of StudyLesson PlansCourse SyllabiOccupational Competency List |  |

\* 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.

**NARRATIVE REFLECTION:**

For Standards rated as less than 3, use the template below to describe areas in which you are facing challenges in meeting the standard and your plan to meet the standard.

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| Standard # and Areas of Deficiency | Plan to Meet the Standard |
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Part V – Budget Narrative 2017-2018 (Perkins Career/Vocational Technical Education Corrections Grant 452)

**Name of Correctional Institution and Facility: Date:**

| **Line Item****from** **Standard****Application****for Program****Grants** | **Column 1 – Budget Items** | **Total****Amount** | **Complete this column by summarizing how each item of the proposed expenditures will support activities permitted under the Perkins Act. Note that the Standard Contract Form and Application for Program Grants must also be submitted. Note, also, that all funds requested must be accounted for in this document. The Department will reject proposals that do not show and explain each proposed expenditure. Rows are easily added to this electronic document. For assistance contact Gary Gomes at** **ggomes@doe.mass.edu** **or 781-338-3851.** |
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| 1. | **Administrators**  |  |  |
| 2 | Instructional/Professional Staff  |  |  |
| 3. | **Support Staff**  |  |  |
| 4. | **Stipends** |  |  |
| 5. | **Fringe Benefits (if applicable)** |  |  |
| 6. | Contractual Services |  |  |
| 7. | **Supplies and Materials** |  |  |
| 8. | Travel  |  |  |
| 9. | Other Costs |  |  |
| 10. | Indirect Costs |  |  |
| 11.  | **Equipment** |  |  |

\* NOTE: The complete listing of ***Unallowable Uses of Perkins IV Allocation Grant Funds*** and ***Frequently Reviewed Expenditure Requests***can be found at http://www.doe.mass.edu/cte/perkins/perkins\_manual.doc)