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| PART III – REQUIRED PROGRAM INFORMATION |

Identification Information

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

Narrative Section

Section 1 through 3 of Part III Form comprise the narrative section of the grant proposal. Sections I-III 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. **PROGRAM OVERVIEW: (10 points)**

The purpose of this grant is to provide a Teacher Externship Program during the summer of 2018 for teachers who deliver instruction to students enrolled in Carl D. Perkins Career and Technical Education Programs. The Teacher Externship Program will place academic and technical teachers from July – August 2018 at employers/industries suffering from the skill gaps recently identified via the Massachusetts Regional Blueprint process. The Workforce Development Boards (WDB’s) have already recruited teachers and employer sites for summer programming. This initiative will provide a valuable professional development opportunity for teachers who support academic and technical integration for students. The externship experience will enable teachers to participate in new and emerging technologies, ensuring rigor and relevance in their Perkins Programs curricula and instructional teaching methods.

The recipient of this grant will provide management and oversight of teachers’ externships to ensure an optimal experience for participating teachers. The externship will be designed around a special project that the employer defines, providing the opportunity for mutual benefit for both the teacher and site by maximizing teacher exposure to the industry.

Please provide a detailed description of how the Techer Externship Program will be administered, ensuring all goals outlined in the RFP are met.

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**2. PROGRAM SERVICES (80 points)**

The recipient of grant funds will act as the Administer of the Perkins Teacher Externship Program. The Administrator will provide oversight for all CTE and academic teachers placed in externships.

This role includes, but is not limited to the following:

1. Convene an initial meeting with all CTE and academic teachers in the Externship Cohort prior to placement at the worksite to communicate program expectations.
2. Create an accountability system for teacher professional development evidenced by products created during the program and a process to share participants work within the cohort.
3. Implement a schedule for routine oversight of teachers during the program.
4. Create a documented payment system for teachers to receive financial compensation, and ensure that all stipends earned are remitted to participating teachers, in two installments, one mid-summer and one on or before August 31, 2018.
5. Develop a system to document Professional Development Points and/or credits issued to participants through Fitchburg State University.
6. Capture all lesson plans developed by teachers and make them publicly available.
7. Facilitate a final convening with all CTE and academic teachers in the program to share lessons learned; share notable experiences; and discuss program outcomes, including the identification of “All-Aspects Of Industry”, consisting of safety, equipment, software technologies, facility, entrepreneurship, and career readiness.

Please describe how you will provide each of the services presented above.

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**3. BUDGET (10 points)**

Applicants should 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/> (p.15, “Unallowable Uses of Perkins IV Allocation Grant Funds”) for guidance in preparing the budget.

1. **Budget Narrative:** Submit a detailed budget narrative that provides an explanation for each proposed expenditure. Include in the budget under contractual services the $350,000 set aside for the stipends for teachers. Allocate the remaining $50,000 for program administration services identified above.

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.

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. 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.