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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 2021for teachers who deliver instruction to students enrolled in districts who receive funding via Carl D. Perkins Career and Technical Education Programs. The Teacher Externship Program will place academic and technical teachers from July – August 2021 at employers/industries. The Workforce Development Boards (WDB’s) recruited teachers and employer sites for summer programming. The 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 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:

* Provide overall management and oversight of the program.
* Convene an initial meeting with all teachers in the Externship Cohort prior to placement at the virtual worksite to communicate program expectations and presenting the teacher externship handbook on Thursday, July 1st.
* Convene a 2nd meeting on the topic of exploring progress and enhancing the teacher deliverable by July 29th.
* Provide support for all teachers during their externships and includes offering support with the required work of the externship.
* Develop and document a payment system for participating teachers to receive financial compensation and ensure that all stipends earned are remitted to participating teachers no later than August 31st. Teachers will receive stipends of $7,000 each.
* Create a system to document and issue professional development points and/or credits to participants.

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 [Massachusetts Perkins IV Manual](http://www.doe.mass.edu/cte/perkins/) (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 $336,000 set aside for the stipends for teachers. Allocate the remaining $64,000 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.