Iowa Nita M. Lowey 21st Century Community Learning Centers (Title IV, Part B) - RFA Checklist

Pre-Application Work

Steps to complete prior to beginning and submitting an application:

- ☐ Have access to the Iowa Department of Education's EdPortal system and Consolidated Accountability and Support Application (CASA)?
- ☐ Completed the required Letter of Intent (LOI) to apply survey?
- ☐ Reviewed all RFA Instructions, the rubric and the application?
- ☐ Determined and confirmed site eligibility based on Iowa Department of Education (Department) accreditation status and Free and Reduced Price Lunch (FRL) percentage.
- ☐ Confirmed that the subgrant is in compliance (if a past subgrantee)?
- ☐ Attended a virtual Technical Assistance session?
- ☐ Completed a Student Needs Assessment?
- ☐ Nonpublic School Consultation meeting and log completed?
- ☐ Which competitive priority bonus points does the applicant qualify for (if any)? Make sure to request and clearly indicate which points are desired.
- ☐ Downloaded the PDF of the application so you can work at your own pace and will be prepared to enter your data into the online platform and upload all required documents at the same time?

Application Requirements

The application is organized into the following sections. We suggest that you prepare each section, download and complete the necessary documents (available in the application under "Forms"), and gather all completed materials before entering the online platform.

Application Information, including

- ☐ Agency contact information
- ☐ Project Director contact information
- ☐ Business office CFO contact information
- ☐ Data collection contact information
- ☐ Unique Entity Identifier (UEI) number (replaces the former DUNS number)

Forms (these are available to download within the online application)

- ☐ Legal Status of Applicant
- ☐ Request for Competitive Priority
- ☐ Nonpublic School Consultation Meeting Log
- ☐ Sustainability Planning and Previous Sustainability Form
- ☐ Community Notice (Examples: school board meeting, website notice, newsletter, parent meeting, etc.)
- ☐ Assurances and Agreements
- ☐ Collaborative Signatures
- ☐ Memorandum of Understanding (a minimum of five): You may have more than five, but for grant review, please limit to five. You may list additional partners in the narrative.

Site Information

- ☐ School information, including total enrollment, FRL percentage and proposed number of youths to be served in your program.
    - Note: ***Be sure the proposed schools are not already being serviced by another Iowa 21CCLC program.*** Only one community organization is allowed to service each school at any given point in time, in addition to a program provided by the school district itself. Two community organizations may not simultaneously service the same school.
- ☐ Operational information, such as before school, after school, and summer proposed start and end dates and times.
- ☐ Proposed Family Engagement activities – one meeting per quarter (four per year min).

Financials

- ☐ Completion of section D1: Budget document (required)
- ☐ Optional Form D2: Cumulative program budget
- ☐ Financial Resource Information

Basic Service Components

- ☐ Informational questions regarding best practices at your site

Project Narrative

- ☐ Program Abstract
- ☐ Student Needs Assessment
- ☐ Project Plan
- ☐ Research Base Plan
- ☐ Management and Sustainability Plan
- ☐ Communications Plan
- ☐ Partnerships Plan
- ☐ Evaluation Plan
- ☐ Budget Plan
- ☐ Supplemental Materials (limit of five additional pages - upload)

Submit your proposal

Prior Grantees – make sure to document your sustainability, meeting evaluation goals, academic reduction of achievement gaps and partnerships.

Post Submission

Did you…

- ☐ Receive a “Success!” message after submitting your application? If your application contains errors, those fields will be highlighted in red and prevent your application from submitting successfully.
- ☐ Receive an automatically generated email confirming the receipt of your application from the Department’s CASA system? Please check your junk or spam folders.
- ☐ Review the post-application calendar of important dates?
- ☐ Receive a PDF of your complete application from Joe Collins at the Iowa Department of Education within five business days of submitting your application?