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

Pre-Application Work

- ☐ 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 (FRPL) percentage.
- ☐ Confirm that the subgrant is in compliance (if a past subgrantee)?
- ☐ Attended a Technical Assistance session?
- ☐ Completed a Student Needs Assessment?
- ☐ Nonpublic School Consultation meeting and completed the log?
- ☐ Completed your Letter of Intent?
- ☐ 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? ***Note:*** *Work will not be saved in this platform.*

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. ***Note:*** *Work will not be saved in this platform.*

Application Information, including:

- ☐ Agency contact information
- ☐ Project Director contact information
- ☐ Data collection contact information
- ☐ Fiscal contact information
- ☐ Community notice (website posting, school board meeting, newsletter, etc.)
- ☐ New federal requirement. As of April 2022, the DUN Number has been replaced by the Unique Entity Identifier (UEI). Sharing this number with the Department is essential. Without this number, there can be no contract. Unique Identifier Fact Sheet
- ☐ **PAST SUBGRANTEES ONLY:** all required information about your most recent subgrant: sustainability, compliance, goals met, partnerships, attendance, and academic progress
- ☐ Forms (available to download within the online application)
- ☐ Legal Status of Applicant

- ☐ Request for Competitive Priority
- ☐ Minority Impact Statement
- ☐ Nonpublic School Consultation Meeting Log
- ☐ Sustainability Planning and Previous Sustainability Form
- ☐ Community Partner Official Notice (if applicable)
- ☐ Assurances and Agreements
- ☐ Collaborative Signatures
- ☐ Minimum of 5 Memorandum of Understanding (MOUs)
- ☐ Site Information
- ☐ School information, including total enrollment, FRPL percentage, and the proposed number of youth to be served in your program (**do not** use the entire school population)
- ☐ Operational information, such as before-, after-school, and summer proposed start and end dates and times.
- ☐ Proposed Family Engagement activities (one per quarter)
- ☐ One meeting is required per quarter.
- ☐ Financials
- ☐ Form D1: 1-Year Budget Spreadsheet
- ☐ Form D1S: Funding Request Summary (optional)
- ☐ Form D2: Cumulative Program Budget (optional)
- ☐ Financial Resource Information
- ☐ Basic Service Components
- ☐ Informational questions regarding best practices at your site
- ☐ Project Plan
- ☐ Abstract
- ☐ Student Needs Assessment
- ☐ Research Base
- ☐ Management and Sustainability
- ☐ Communications Plan
- ☐ Partnerships
- ☐ Evaluation
- ☐ Budget Narrative
- ☐ Supplemental Materials (limit of two additional pages - upload)
- ☐ Submit your proposal

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 hbrown@iowaafterschoolalliance.org? Please check your junk or spam folders.
- ☐ Review the post-application calendar of important dates?
- ☐ Receive a PDF of your complete application from Heidi Brown at the Iowa Afterschool Alliance within two days of submitting your application?