

Nita M. Lowey 21st Century Community Learning Centers Request for Proposal Checklist

Applicants can use following checklist as a tool to help complete the RFP. This document does not need to be submitted.

- Cover Page
 - Upload *Mandatory Superintendent, CBO and Principal Signature Document*
**Office of Early Childhood Child Day Care Licensure Assurance or current Child Care License is mandatory for applicants who are applying to serve pre-school, elementary and/or middle school students.*
 - Upload the 21st CCLC Day Care Assurance Document if administered by the school district.
 - Upload current Child Care License if not administered by the school district.
- A. Need for Project
- B. Partnerships and Collaboration
 - Upload *21stCCLC Superintendent and Principal Letter of Commitment*
 - Upload *21stCCLC Lead Partner Letter of Commitment*
 - Upload *21st CCLC MOA/MOU* from subcontractor/vendor organizations receiving more than \$15,000 from the 21st CCLC grant
- C. Program Elements
- D. Program Administration
- E. Budget
 - Budget details for the 21st Century grant should select Purpose Code 01 - 21st CCLC.
- F. Sustainability
- G. Optional: Multi-tiered Systems of Support (MTSS) Priority Points
- H. Optional: Student Internship Supplemental Funding Application
 - Budget details for the Supplemental Funding for Student Internship Program should select Purpose Code 02 - Student Internship.
- I. Optional: High-Dose Tutoring Supplemental Funding Application
 - Budget details for the Supplemental Funding for High-Dose Tutoring Funds should select Purpose Code 03 - High-Dose Tutoring.
- For CBOs and FBOs applying as lead applicant**, upload the following information on the Related Documents page:
 - Copy of IRS determination letter;
 - Organization chart;
 - List of board of directors with names and affiliations;
 - Organization's most recent financial statements (audited, if available) and management letter (if available); and
 - Organization's annual operating budget and actual income and expenses for the current fiscal year.