



Louisiana Community & Technical College System WorkReady U

WIOA §231

Checklist for Required Application Package Components

The completed Grant Application Package must be submitted electronically to **Angela Day** via email (angeladay@lctcs.edu) by **December 1, 2020, 11:59 pm, Central Standard Time (CST)**. *(Use of electronic delivery receipt is recommended)*

Application package should be arranged in the order listed below and each component submitted must be clearly marked/labeled.

✓ **WIOA §231 - Checklist of Required Components for Adult Education and Literacy RFP/Grant Application Package**

231 Application

Each application must be submitted in the following order as an individual PDF titled "Program Name – 231 Application"

Cover Page & Abstract Form

Narrative Response for WIOA §231 – Adult Education & Literacy *(30 page limit)*

Application Checklist

Appendices

Each appendix must be submitted as an individual PDF titled "Program Name – Appendix Name"

Appendix A – *Evidence of Demonstrated Program Effectiveness Table*

Appendix B – *Program Service Information*

Appendix C – *Integrated Education & Training – if applicable*

Master Syllabus for each IET described in Appendix C – *if applicable*

Assurance/Certification Forms

Each assurance must be submitted as an individual PDF titled "Program Name – Assurance Name"

Note: All assurance/certification forms can be found at www.lctcs.edu/rfp

Assurances Non-Construction Programs SF 424B

Certification Regarding Lobbying

Disclosure of Lobbying Activities SF-LLL & Instructions

Louisiana Assurances FY2020

WIOA Section 502 – Buy American Requirements

Non-Public Statement of Assurance – *if applicable*

Additional Required Attachments

Each attachment must be submitted as an individual PDF titled "Program Name – Attachment Name"

Section 427 of the General Education Provisions Act (GEPA) Information

Organization Chart for Title II Services

Grant Application Budget Workbook