



# Louisiana Community & Technical College System

## WorkReady U

### WIOA §243

#### Checklist for Required Application Package Components

The completed Grant Application Package must be submitted electronically to **Angela Day** via email ([angeladay@lctcs.edu](mailto: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 §243- Checklist of Required Components for Adult Education and Literacy RFP/Grant Application Package

##### 243 Application

*Each application must be submitted in the following order as an individual PDF titled "Program Name – 243 Application"*

Cover Page & Abstract Form

Narrative Response for WIOA §243 – IELCE (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

Master Syllabus for each IET described in Appendix C

##### 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](http://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