



# Letter of Intent to Apply

## 21<sup>st</sup> Century Community Learning Centers

### INTRODUCTION

In order to gain access to the online application, eligible entities are required to submit a letter of intent with the necessary information provided. Before submitting a letter of intent, the Idaho Department of Education (IDE) recommends reviewing all sections of the Request for Application Guidance document.

All applicants must have access to the Idaho System for Educational Excellence (ISEE) portal to access and submit an application. If you are not registered with ISEE, please complete the registration before submitting a letter of intent to the IDE.

Registration: <https://apps2.sde.idaho.gov/>

Registration Tutorial: <https://www.youtube.com/watch?v=Sd4cTMOyLNQ>

### SUBMISSION

The IDE strongly recommends submitting a letter of intent by December 2, 2024. It is the responsibility of the eligible entity to submit the letter in a timely manner to avoid any delays in accessing the portal. After submitting the letter of intent, the IDE will follow-up within five (5) business days with additional instructions to access the online application.

Send Letter of Intent to Sheena Strickler: [sstrickler@sde.idaho.gov](mailto:sstrickler@sde.idaho.gov)

### LIST OF ASSURANCES

The IDE requires all applicants to provide the following assurances:

- The IDE requires applicants to provide an assurance that the program will take place in a safe and easily accessible facility. §4204(b)(2)(A)(i)
- The IDE requires that subgrant funds will supplement and not supplant other Federal, State, local, and non-public funds to provide allowable programs and activities. §4203(a)(9) and §4204(b)(2)(G)

- The IDE requires an assurance of the applicant's timely notice of intent to apply to the community and that the application and any waiver request will be available for public review after submission of the application. §4204(b)(2)(L)
- The IDE requires an applicant to provide an assurance that the proposed program will be developed and carried out in collaboration with all participants and their respective schools, as well as in partnership with the eligible entities. §4204(b)(2)(D)(i)
- The IDE ensures that the applicant establishes a process for consulting with private schools about grant opportunities and the availability of equitable services for eligible private school students. §8501
- The IDE requires an applicant to provide assurance that the proposed program will be in alignment with the challenging State academic standards and any local standards. §4204(b)(2)(D)(ii)
- The IDE ensures that the applicant establishes a plan for implementing an expanded learning program (ELP), if applicable. §4204(a)(2)(A)(B)(C)
- The IDE requires an assurance that the program will target students who primarily attend schools eligible for schoolwide programs and their families. §4204(b)(2)(F)

## LETTER OF INTENT TO APPLY

Legal Name of Applicant

(District/Organization):

### Contact Information for Authorized Applicant Representative (Authorized Signer Role)

Name:

Title/Role:

Email Address:

Phone Number:

ISEE Username:

### Contact Information for Project Director (Applicant Role)

Name:

Title/Role:

Email Address:

Phone Number:

ISEE Username: