Board Certified Behavioral Analyst and Board Certified Assistant Behavioral Analyst Grants Program
Frequently Asked Questions

This document provides anticipated questions and responses regarding the application and award process for the Board Certified Behavior Analyst and Board Certified Assistant Behavior Analyst Grants Program. This document is intended as a supplemental document to the Request for Proposal (RFP) guidance. If any discrepancies are noted between these questions and responses and the RFP document, the RFP document will have precedence and be followed.

Question: How do I apply?

> **Response:**
> Applicants must follow the guidance outlined in the Request for Proposal (RFP) Document. This document will be found under the Attachments Section of the Funding Opportunity posting within IowaGrants.gov. It is recommended that applicants print the RFP and maintain it throughout the application process. Individuals must be registered in IowaGrants.gov in order to start an application (refer to Attachment B in Attachments Section).

Question: How do I know if I am eligible to apply for the program?

> **Response:**
> The main requirements for this program are:
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> Applicants must either be attending, enrolled, or accepted for admission to a university, community college, or private institution (at a physical location or online) that is accredited and meets the coursework requirements to prepare the applicant to be eligible for board certification as a behavior analyst or assistant behavior analyst.
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> Applicants must demonstrate financial need based on a formula determined by the Department and outlined in the RFP. In order for the Department to determine financial need, the Applicant must obtain and provide to the Department: 1) their expected family contribution (EFC) amount from their Free Application for Federal Student Aid (FAFSA) form and; 2) provide their Cost of Attendance based on this formula: the student's cost for tuition and fees for an academic year of attendance + an estimated cost of room and board at $10,680 (room and board is based on estimates published by the College Board, www.collegeboard.org, for public 4-year Masters programs).
>
> Applicants must review all the Eligibility Criteria outlined in the RFP. Applicants

must submit appropriate and accurate documentation and information within their IowaGrants application that verify eligibility requirements outlined in the RFP.

Question: What will happen if the Expected Family Contribution (EFC) that I report is different than what is on file with the Iowa College Student Aid Commission or Student Aid Report?

Response:
Reporting an accurate Expected Family Contribution is required to help assess financial need. If an Expected Family Contribution is reported and does not match Iowa College Student Aid Commission or the current Student Aid Report, an application may be rejected or an applicant may be determined as ineligible for an award. Refer to RFP Section 1.03 Financial Need Criteria.

Question: How do I know my Expected Family Contribution (EFC) amount that is requested in the application form?

Response:
The Expected Family Contribution can be found by visiting the Federal Student Aid website (https://studentaid.gov/h/apply-for-aid/fafsa).

- On the right hand side of the page there is a link for returning users to login and view the 'Student Aid Report (SAR)'.
- Click on the link to login to your account. You will be taken to a page where you can select if you are the 'student' or 'parent, preparer, or student from a Freely Associated State'. Choose one option and enter your login information and click the 'Next' button.
- You will be taken to a disclaimer page. Click 'Accept' to continue with your login.
- Choose your most recent FAFSA year from the tabs at the top of the page and click on it.
- Your EFC can be found in the box toward the top of the page. The EFC amount is not provided as a dollar amount but rather as a number and must be translated into a dollar amount for your application. For example an EFC of 66774 translates into $66,774.00.
- To save a copy of your SAR to upload into your application, go to the links in the middle of the page and click on 'Print This Page' and then print to PDF to save a copy to upload into your application in the IowaGrants.gov system.

Applicants who are **not** Iowa residents **must** upload a copy of their Electronic Student Aid Report (SAR) in their application.

Question: How do I calculate the cost of attendance that is requested in the application form?

Response:
Applicants must provide the amount (and documentation such as a bill from the institution that verifies the amount) of the costs of tuition and fees for an academic year at the identified educational institution the applicant is accepted to, enrolled at, or attending.

Question: How do I register in IowaGrants?

Response:
New Users should allow 3-5 business days for the registration to be processed. For applicants to this RFP that are registering for the first time* follow these instructions:

- Enter your full legal name (individual) as the Organization name (**NOT your employer or school**) and then select 'Individual' for Organization Type (refer to step 11 of Attachment B of this RFP, 'New User Registration Instructions for IowaGrants.gov', for instructions).
- The *Organization Information* (business address, tax ID, etc.) are not required fields and should be left blank (Organization Information can be edited in the future if needed).
- The *Personal Information* section should be filled out with applicant's personal information (**NOT employer or school information**).
- Program Area of Interest: select - Health Care Delivery Systems.
- The email address that is entered during registration (step 4 in Attachment B of this RFP, 'New User Registration Instructions for IowaGrants.gov') will be used for all IowaGrants correspondence, alerts, etc. Application negotiation alerts will go to this email address from IowaGrants.gov. Please add IowaGrants.gov as a safe sender to ensure that messages do not go to your spam or junk email folder.

*If you are already registered in IowaGrants or in the State of Iowa's secure portal Authentication and Authorization System (A&A), then you should NOT register. Contact the IDPH IowaGrants Helpdesk with questions.

Question: Who do I contact with questions about registration in IowaGrants or about an issue with an application submission?

Response:
Questions or issues related to IowaGrants registration or for assistance regarding IowaGrants.gov, please contact the IDPH IowaGrants.gov Helpdesk at iowagrants.helpdesk@idph.iowa.gov or by calling 1-866-520-8987 (available between 8:00 a.m. and 4:00 p.m. on weekdays, excluding state holidays).

Any other questions related to the RFP, program eligibility, program requirements, or application process, ect., must be submitted through the questions and response process within IowaGrants (refer to question below).

Question: How do I submit a question about the RFP application process?

Response:
Questions while the RFP is posted must be submitted through IowaGrants system. Applicant must be registered with IowaGrants in order to submit a question.

Once registration is approved, to submit a question:

- Registered Users login to www.IowaGrants.gov as a returning user;
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Click on 'Ask A Question' link located at the top right-hand side of the Opportunity Details page, and enter a single question in the 'Post Question' box;
- Click the 'Save' button;
- A post question confirmation box will appear stating the question is under review.

Question: How do I see the responses to questions I submitted about the RFP or application process?

Response:
If the question was submitted in IowaGrants by the deadline, the Department will prepare a written response. The responses will be posted in IowaGrants by the dates listed in the RFP Section 1.06 Schedule of Important Dates.

Question: What are some reasons that my application will be rejected?

> **Response:**
> Applications may be rejected for the following reasons and others not listed here as determined by the Department during application review:
> - Application does not meet program eligibility requirements (i.e. applicant is not currently accepted, enrolled or attending a BCBA or BCaBA educational program; applicant does not meet financial need requirements, applicant does not provide proof of residency status)
> - Application is incomplete (i.e. applicant did not provide documentation for the annual cost of tuition and fees for the educational program; applicant did not answer all questions or upload required documentation)
> - Applicant did not provide the estimated cost of tuition and fees to complete BCBA/BCaBA program from August 1, 2020 to completion (must include tuition and fees for this time period only).
> - Application contains conflicting information or supporting documentation (i.e. Expected Family Contribution amount does not match what is on file with the Iowa College Student Aid Commission or does not match the Student Aid Report for non-Iowa residents).

Question: What happens if I am awarded but my school schedule changes or I don't pass the board certification as indicated in my application?

> **Response:**
> Applicants who are awarded will have a six year project period to complete coursework and obtain certification. If an applicant has a change in schedule or certification date, they must contact the Program Consultant through Correspondence in IowaGrants. A contract amendment may be drafted to account for the change in schedule.

Question: Can I use grant funds to pay for my textbooks?

> **Response:**
> No - the grant funds are *only* for tuition and fees related to attending school to become a BCBA/BCaBA.

Question: Can I use grant funds to pay for housing and other living expenses?

Response:
No - the grant funds are *only* for tuition and fees related to attending school to become a BCBA/BCaBA.

Question: I am thinking about going back to school to become a BCBA/BCaBA, can I receive grant funds?

Response:
No, an applicant must be accepted to or enrolled in a BCBA/BCaBA educational program at the time of application. Applications will not be accepted if the applicant is not currently accepted or enrolled in a BCBA/BCaBA educational program.

Question: Is there a resource we can reference for the Minority Impact statement section?

Response:
Applicants may reference Iowa Code 2020, Section 8.11 - Department of Management-Budget and Financial Control Act for information regarding this requirement. This form is required by the state to collect information about the potential impact of the project's proposed programs or policies on minority group(s). The applicant must determine the potential impact of this program on any minority populations served or benefiting from these services and must answer each question to the best of their ability. The applicant must enter either "Yes", "No", or "N/A" to the responses for the Minority Impact Statement questions 1-3.