Required Attachments and Appendices

Reaching All Students Through Language and Literacy

Office of Approaches to Teaching and Professional Learning

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# Fillable Forms

## Reaching All Students Through Language and Literacy Project Application Checklist

|  |  |
| --- | --- |
| **Application Item** | **Completed** |
| Cover Page |  |
| Reaching All Students Through Language and Literacy Project Budget Form Submitted in CCIP |  |
| Signed Statement of Assurances Submitted in CCIP |  |
| Application Narrative with the Following Sections: |  |
| Section A: Site and Student Need Profile |  |
| Section B: Readiness |  |
| Section C: Capacity to Implement |  |
| Section D: Project Team |  |
| Section E: Budget Narrative |  |
| Local Literacy Plan (Optional) |  |
| **Application Appendices** | |
| Appendix 1: Agreement to Participate in Reaching All Students Through Language and Literacy Project Activities (PDF) |  |
| Appendix 2: Programs, Practices and Assessments Inventory (Excel) |  |
| Appendix 3: Support from Educators for Reaching All Students Through Language and Literacy Project Proposal (PDF) |  |
| Appendix 4: ESSER Assurances |  |
| Community School Collaboration: Proof of Support from Governing Authority for each Partner |  |
| I HEREBY CERTIFY that, to the best of my knowledge, the information in this application is correct. I further certify that I have authority as a signatory and to apply on the subparticipant applicant’s behalf. The applicant designated below hereby applies for a subproject of federal funds with the purpose of supporting the Reaching All Students project.  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

## Reaching All Students Through Language and Literacy Cover Page

**Type of Applicant:**

**\_\_\_\_\_ District**

**\_\_\_\_\_ Community School (Individual)**

**\_\_\_\_\_ Community School (as lead organization for a partnership of community schools)**

**\_\_\_\_\_ Dropout Recovery Program (Individual)**

**\_\_\_\_\_ Dropout Recovery Program (as lead organization for a partnership of community schools)**

**\_\_\_\_\_ STEM School (Individual)**

**\_\_\_\_\_**

**\_\_\_\_\_Dropout Recovery Program**

**\_\_\_\_\_Non-Public Chartered (Private) - not eligible for funding but may participate in project**

**If Partnership, provide the Community School or Drop-Out Recovery Program Management Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Provide a list of all sites participating in the sub-grant funded project**

|  |  |  |
| --- | --- | --- |
| **IRN** | **SITE** | **GRADE LEVELS SERVED** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Statement of Assurances

The participant has read and agrees to the current [CCIP Funding Application Assurances](http://education.ohio.gov/getattachment/Topics/Finance-and-Funding/Grants-Administration/Sections/Managing-Your-Grant/Assurances_CCIP_Funding-Application.pdf.aspx?lang=en-US) available on the [Projects Administration](http://education.ohio.gov/Topics/Finance-and-Funding/Grants-Administration) section of the Ohio Department of Education website.

**Program-Specific Assurances:**

|  |  |
| --- | --- |
| The PARTICIPANT agrees to the following assurances: | |
| 1 | That the PARTICIPANT will annually provide the Ohio Department of Education such information as may be required to determine if the participant is making satisfactory progress toward achieving the objectives. |
| 2 | That the PARTICIPANT will cooperate with the Ohio Department of Education in evaluating the program assisted under this project. |
| 3 | That the PARTICIPANT will avoid all apparent and actual conflicts of interest when administering projects as outlined in Ohio statutes and administrative rules pertaining to conflicts of interest. |
| 4 | That the PARTICIPANT will maintain accurate records in the Ohio Educational Directory System (OEDS) database. |
| 5 | That the PARTICIPANT will comply with all applicable laws and rules. |
| 6 | That the PARTICIPANT will cooperate with all monitoring efforts of the Ohio Department of Education and/or the independent monitor and understands that failure to cooperate with any and all monitoring efforts will result in termination of the participant’s award, including the return of any previously distributed funds. |

The PARTICIPANT, when using federal funds to enter into a contract for equipment or services, will comply with the procurement standards set forth in Ohio’s Project Administration guidance, including adhering to written procurement procedures and to conduct all procurement transactions in a manner to provide, to the maximum extent possible, open and free competition. No employee, officer or agent of the participant organization may participate in the selection, award or administration of any contract if a real or apparent conflict of interest exists.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Person Date

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## Section E: Budget Narrative (1 page) - Informational only, section will not be scored

The initial year of implementation will consist primarily of professional learning and identification of a problem of practice. Sub-grantees should budget funds to support staff time and travel for the 2022-2023 school year. During that period, sub-grantees will identify and develop a plan to address the problem of practice and submit a related budget for the 2023-2024 school year.

For information only, please complete the following table:

|  |  |  |
| --- | --- | --- |
| Team Member | Does this team member require a substitute while participating in meetings during the school day? | Hourly stipend amount for work outside of contract hours |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Provide the approximate traveling distance from each site to Columbus, Ohio, and the current mileage reimbursement rate for the district/school applicant. | |  |

**Note:** Participants will be required to submit a budget proposal by the end of year one (May 2023) outlining costs associated with the individual project they will develop.

# Application Appendices

Applicants should carefully review the expectations and directions for all appendices in the Request for Application. Appendices must be in the order outlined in the checklist and uploaded using the program identified in the checklist (Excel or PDF).

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## APPENDIX 1

I, the authorized representative of the Reaching All Students Through Language and Literacy Project applicant, agree to fully participate in the following activities:

1. Participation in all remote and in-person network meetings:
   1. Participants will attend all professional learning opportunities, consultations and networking opportunities.
   2. Each participant must have one designee (project lead) who will attend all meetings and may have a small team (3-4 people) who may attend all meetings. Designees must send an alternate member of their team to act as the team lead if they cannot attend a meeting.
2. With support from the organizing contractor, national experts, Department and regional staff, and other participants, identify an opportunity to improve literacy instruction at participant’s building or district.
3. By the end of project year one (May 2023), conceptualize a project that will address the opportunity to improve literacy outcomes for students in the building or district.
4. During year two (Oct. 2023-May 2024), implement and, with support from organizing contractor, Department staff and national experts, evaluate the effectiveness of the individual project.
   1. Participants must ensure that all necessary stakeholders at their building/district are involved in approved individual project activities, which may include:
      1. Attending and fully participating in professional learning opportunities.
      2. Implementing tools, resources, interventions or assessments that are identified as part of the site’s individual project.
      3. Participate in any team meetings (e.g., teacher-based teams; building leadership teams) that are part of the individual project.
      4. Participate in any work to engage families or community organizations as part of the individual project.
5. Before and after the conclusion of the network meetings (May 2024), assist the contractor and Department staff in identifying effective resources, practices and approaches implemented during the course of this project. This includes:
   1. Participating in video recorded testimonials to describe challenges, approaches, resources, lessons learned, and outcomes related to individual participants’ projects.
   2. Sharing documents, tools and resources implemented during the project.
   3. Providing access to classrooms, team meetings and/or family/community engagement events to document project implementation through video recording (with proper permissions).
   4. Providing student and adult data to demonstrate changes related to the project.
6. Participate in Technical Assistance Support:
   1. Participate in technical assistance with the network contractor for this project, Ohio Department of Education staff, regional early literacy specialists and/or adolescent literacy specialists.
   2. Technical support may occur within and outside of network meetings.
   3. Assistance may be in-person, by phone, virtual meeting or email.
7. Monitoring:
   1. In addition to all standard monitoring activities, all participants will comply with requests to collect information via surveys, interviews and assessments on gains in teachers’ and administrators’ capacity to provide effective language and literacy instruction.
   2. All participants must allow the Department to share artifacts collected during the project, including recording educators’ instructional practices and collaborative meetings, on the Department’s website and other media outlets.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Authorized Representative Date**

## APPENDIX 2

### Programs, Practices and Assessments Inventory

Provide a completed Programs, Practices and Assessments Inventory *(Appendix 2)* for each grade level served by the applicant.

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## APPENDIX 3

### Support from Educators for Reaching All Students Through Language and Literacy

### Project Proposal

This form must be completed for each site. I have participated in developing the proposal for the Reaching All Students Through Language and Literacy Project and agree to the requirements and commitments identified in the project and the project proposal. (Please modify this page as necessary to represent educators involved in the development of this proposal.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Superintendent/CEO Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Local Board of Education President (if applicable) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Principal (if applicable) Date

|  |  |
| --- | --- |
| Percentage of educators engaged in the development of this application. |  |
| Percentage of educators supporting this application. |  |

**If any educators from the site do not support this application, please explain their concerns here or attach additional documentation.**

## Appendix 4

### American Rescue Plan – Elementary and Secondary School Emergency Relief Fund Assurances

These assurances may be found separately on the Reaching All Students webpage and must be included as an attachment to the application submission.

# Reaching All Students Through Language and Literacy Project Application: Technical Review Checklist

**Instructions:** Department staff complete the checklist below to indicate if the application has all required items. Once the technical review is completed, Department staff members indicate whether the application is approved to continue through the review process.

Name of Reviewer, Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **TECHNICAL REVIEW PART 1** | | | |
| --- | --- | --- | --- |
| **Criteria** | **Yes** | **No** | **N/A** |
| **Adherence with Formatting Requirements** | | | |
| Narrative is 10 pages or fewer, double spaced (Not including Section E: Budget Narrative Table) |  |  |  |
| Narrative font size is 11 point |  |  |  |
| Narrative font style is Arial |  |  |  |
| Narrative page margins are one inch |  |  |  |
| Narrative includes a header on all pages with all the following information: page number, applicant name and applicant IRN |  |  |  |
| **Completeness: Narrative** | | | |
| Section A: Site and Student Needs Profile |  |  |  |
| Section B: Readiness |  |  |  |
| Section C: Capacity to Implement |  |  |  |
| Section D: Project Team |  |  |  |
| Section E: Budget Narrative |  |  |  |
| **Completeness: Appendices** | | | |
| 1. Agreement to Participate in Reaching All Students Through Language and Literacy Project Activities |  |  |  |
| 1. Programs, Practices and Assessments Inventory |  |  |  |
| 1. Support from Educators for Reaching All Students Through Language and Literacy Project Proposal |  |  |  |
| 1. ESSER Assurances |  |  |  |
| 1. Community School Collaboration: Proof of Support from Governing Authority for each Partner |  |  |  |

Please direct all questions to [ReachingAllStudents@education.ohio.gov](mailto:ReachingAllStudents@education.ohio.gov)

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