

Ohio's Early Literacy and Reading Readiness Grant Third Grade Reading Guarantee FAQ Guidance Document

December 14, 2012
Updated Information in Red

GENERAL INFORMATION

1. What is the purpose of the grant?

Ohio House Bill 487 provides an opportunity for districts and community schools to pursue funding from \$13,000,000 in competitive grant funding. The grant funding was allocated to design and implement a grades K-3 early literacy and reading intervention concept that assists students in improving and enhancing their reading development and prepares them to read at grade level by the end of grade three. The applicants with the most creative concepts and greatest potential for impact will be awarded funding.

2. How do I access the grant application?

The application process is succinct, efficient and clear-cut. Applicants will respond to questions on vision, implementation, impact and scaling up. The link to the application is accessible on the Ohio Department of Education site on the Third Grade Reading Guarantee page: <http://www.ode.state.oh.us>.

3. What is the deadline for submitting the grant?

The deadline for submitting the grant is Monday, December 31, 2012 at 11:59 p.m. EST. Applications must be received through the Comprehensive Continuous Improvement Plan (CCIP) by December 31. No extensions will be granted.

4. When will the awards be announced?

The notification of awards will occur on or before April 30, 2013.

5. How many partners need to be part of the consortia?

Grant applicant may apply as an individual school district or community school or have the option to apply as a consortium. Consortia must be comprised of three or more partners including: Community Schools, Early Childhood Centers, Educational Service Centers, Libraries, School Districts, and/or other educational entities.

6. How will grants be awarded?

Awards will be determined based on the quality of the plan and priority will be given to partnerships. Awardees classified as individual entities will receive a maximum of \$100,000.00. Awardees classified as consortia, comprised of three or more partners, will be awarded a maximum of \$250,000.00.

7. Can an entity be included in more than one application?

Neither an individual entity nor a partner within a consortium may be included in more than one application. **For example, an ESC cannot have one program in one consortium and another program in a second consortium.**

APPLICATION

1. How do I access the grant application?

To access the grant application, you must login to your SAFE account (<https://safe.ode.state.oh.us/portal/>) and select CCIP from the list of applications. Click your district or school on the CCIP home page. Then, select 2014 on the Funding Application page. Finally, click on Early Literacy Reading Readiness Application (3rd Grd Reading Guarantee).

2. What do I do if I don't have a SAFE account?

Go to the following link: <https://safe.ode.state.oh.us/portal/>. If you do not have a SAFE account, click on Sign Up and then follow the directions to create a new account.

3. What entities can complete the grant application?

All public school districts, publicly-chartered community schools, **Educational Service Centers** and consortia including public school districts, community schools, early childhood centers, educational service centers, libraries, and/or other educational entities can complete the grant application.

4. Why can't I locate the grant application on the CCIP?

Please make sure you are looking for the application within your CCIP in **FY 2014**, not FY 2013. If you represent an ESC serving as the fiscal agent for a consortium, you must request a special Word version of the application (ESCs cannot access the application on CCIP). You can request the application by emailing: thirdgrade guarantee@education.ohio.gov. Any other questions may also be sent to that address.

5. Who has to sign off on the grant?

After the Group Coordinator completes the grant, he or she must submit the grant for the district or community school Treasurer for approval. After receiving approval from the Treasurer, the grant must be sent to the school district or community school Superintendent for approval. Once the Superintendent signs off on the grant, the process is complete and the grant goes to ODE for review.

6. How many questions are in the grant application?

There are 20 questions on the grant application requiring responses from 75-250 words each. In addition, the grant application requires a completed budget.

7. Who do I contact if I have questions about the grant?

All questions concerning this application must be e-mailed by **December 20, 2012** to: thirdgradequarantee@education.ohio.gov. **Note:** The email address is for all questions, the application will be submitted through the Comprehensive Continuous Improvement Plan (CCIP). Please do not submit any application materials by email as they will not be considered.

8. Can I make changes to the grant application once it is submitted to ODE?

No. Once the grant application is submitted, no additional changes may be made.

BUDGET

1. How much can I request as an individual entity? How much can we request as a consortium?

An individual entity may request up to \$100,000.00. A consortium can request up to \$250,000.00.

2. What happens if I exceed the maximum funding amount in my budget request?

If your budget exceeds the allowable amount, you will not be able to move on to the next step in the application process or submit the application. A message will appear on the Sections page identifying where your error has been made. Your budget will allow up to the maximum amount depending on the box you check before Question 1 on the application.

3. How much can I allocate in my budget to each section?

Since the purpose of the grant is to encourage innovative instructional methods to improve reading readiness, applicants must follow the maximum percentages of their total budget for each section:

- Instruction: up to 100% of total budget
- Support Services: up to 20% of total budget
- Professional Development: up to 20% of total budget
- Family/Community: up to 15% of total budget
- Transportation: up to 10% of total budget

This means that if your total budget for your grant is \$100,000.00, no more than \$20,000 can be allocated to Professional Development. If your total budget is \$50,000, then no more than \$10,000 can be allocated to Professional Development.

4. What are allowable budget items?

Allowable budget items include:

- School-based intervention service/programs;
- Outside service providers providing intervention services to retained third-grade students;
- Scientifically research-based reading intervention resources and materials; and,
- Technology-based reading intervention programs.

5. What are prohibited budget items?

Prohibited budget items include:

- Purchasing diagnostic assessments – The Ohio Department of Education will provide districts and community schools a diagnostic for use. If districts and/or community schools choose to use a comparable tool, they must do so at their own expense.
- Purchasing technology that will not be primarily used by students for the specific purpose of providing reading intervention; or,
- Funding the reading endorsement testing or license.

6. What items can be considered acceptable for each purpose code within the budget section?

Below is a non-exhaustive list of items that would be acceptable for each code:

- **Instruction:** reading enrichment and intervention programs, activities, projects, and services.
- **Support Services:** academic tutoring, fiscal management
- **Professional Development:** seminars, consultations, coaching, communities of practice
- **Family/Community:** engagement opportunities, family seminars, community workshops
- **Transportation:** necessary transportation so that students may attend opportunities for appropriate interventions

7. May I have teachers in my district provide the intervention services during the school year?

Teachers may provide the intervention services; however, grant funds may not be used to supplant their salaries. The funds may be used to support the teacher through professional development and other supports to make the reading instruction and remediation more effective. Intervention services may also be provided by outside vendors that have been screened and approved by the district.

8. What if the teachers provided intervention services during the summer?

Teachers who work during times outside of contract, including in the summer, may be considered outside providers and may be paid using grant funds.