Statewide Mathematics and Literacy Tutoring Grant
Frequently Asked Questions (FAQs)

1. **What is the Statewide Mathematics and Literacy Tutoring Grant?**
   The Ohio Department of Education will award grants to Ohio Institutions of Higher Education (IHE), including two- and four-year public and private institutions, with teacher preparation or education programs to promote statewide tutoring in mathematics and literacy with districts and schools to accelerate learning and address disruptions. IHEs that want to participate but do not have teacher preparation or education programs may collaborate with a lead IHE having such a program. Collaborative approaches are strongly encouraged among all IHEs to ensure all schools and districts, including community schools and chartered nonpublic schools, in their region, have the opportunity to participate. Grants will assist in expanding high dosage tutoring programs meeting local needs for mathematics and literacy supports and/or aligning to Tier I core instruction. This funding is available to support the development, initial (startup) implementation, or extension/expansion of existing IHE-district tutoring programs grounded in evidence-based practices. It is strongly encouraged that tutoring programs are available to students as early as Summer 2022. Participating college students may benefit from direct field experience, community service, and additional incentives such as stipends and/or course credits. All funds must be encumbered by June 30, 2024, with a grant wrap-up by September 30, 2024.

2. **How do I obtain an application?**
   Applications are available on the Ohio Department of Education website under the [Statewide Mathematics and Literacy Tutoring Grant](#) section.

3. **How do I submit an application? What is the application deadline?**
   Applicants are required to submit a completed application and any supporting documents to the tutoring inbox at tutoring@education.ohio.gov.

   Submit the application, appendices, and budget documents by 11:59 p.m. EST on Wednesday, April 27, 2022, to the tutoring inbox at tutoring@education.ohio.gov. Applications received after that time will not be accepted. The Department is not responsible for any technical issues that cause an application to be received after the stated deadline.

   The maximum size for any single email message, including attachments, is 25 MB. The mail client (ex. Outlook, Apple Mail, etc.) you use to send messages may also limit the size of any single attachment.

4. **When submitting the application do I submit one single PDF, or can I have multiple attachments?**
   Please submit the application in one email submission; however, multiple attachments are allowed. The maximum size for any single email message received by the department, including attachments, is 25 MB. The mail client (ex. Outlook, Apple Mail, etc.) you use to send messages may also limit the size of any single attachment.

5. **What are the application components included in the eight-page requirement?**
   The eight-page requirement includes the following application components:
   - Technical Elements
   - Executive Summary
   - Design Requirements and Implementation
   - Evaluation and Sustainability
   - Math and/or Language Literacy Services

6. **Is there a required template for the agreement between the IHE and partnering school(s) and/or district(s)?**
   No, a template is not provided for the partnership agreement. When submitting the application, include a letter identifying the school(s) and/or district(s) partners documenting the outlined agreement, activities and each partner's commitment to implementing the tutoring program. The letter should include if this partnership is new or existing. The letter should be included as application appendices 4.

7. **How are the budget narrative and budget worksheet to be included in the application?**
   Two budget-related items are required. The budget narrative can be entered into the application template or included in the appendices if preferred. The budget narrative is a description of each of the expenditures included in the budget worksheet, along with an explanation of how the cost was estimated. The budget worksheet should be included in your application appendices as an attachment.

8. **Is the partnering school(s) or district(s) IRN required during the application process?**
   Please include any partnering school or district's county and IRN during the application process if known. If the IRN is unknown, it is recommended to consult with the partnering school(s) or district(s) and include this information in the partnership's letter of support.

9. **Who is required to sign the agreement between the IHE and partnering school(s) and/or district(s)?**
   The district superintendent or designee is required to sign the partnership agreement for the school or district. When submitting the application, include a letter identifying the school(s) and/or district(s) partners documenting the outlined agreement, activities, and each partner's commitment to implementing the tutoring program. The letter should include if this partnership is new or existing. The letter should be included as application appendices 4.

10. **Who are eligible applicants for this grant?**
    Eligible applicants include Ohio Institutions of Higher Education (IHE), including 2- and 4-year public and private institutions, with teacher preparation or education programs. IHEs that would like to participate but do not have teacher preparation or education programs may collaborate with a lead IHE having such a program. Collaborative approaches are strongly encouraged among IHEs to ensure all schools and districts, including community schools and chartered nonpublic schools, in their region, have the opportunity to participate.

    Applicants must also identify partnering schools and/or districts that have committed to working with the IHE. Applicants may serve more than one school or district; each applicant must have an established and documented agreement outlining activities and each partner's commitment to implementing the tutoring program. Each agreement must be submitted with the application. The eligible applicant should be well-positioned to leverage new or existing partnerships with a public, community or private school or a district. Eligible applicants should work closely with their identified school(s) or district(s) to co-design a tutoring program that contains clear objectives, activities, timelines and a budget.

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Eligible applicants must identify as one of the below organization types:
- University or College
- Technical Institute/College
- Community Junior College

11. When is the earliest this project can begin?

Potential grantees may begin planning for the program now. An approved project may begin to obligate expenses as early as the date on which the grant awards are announced. This is known as the grant's Substantially Approved Date.

Reimbursement for actual expenses may not occur until the approved application, budget and required supporting documents have been uploaded to the Department's grant management system, known as the CCIP, and have been approved by the Department.

12. If two universities are collaborating, can the award amount go beyond $500,000?

While the award amount is anticipated to range between $150,000 and $500,000, the final amount will be dependent on the number of qualifying applicants and their program sizes. The funding will be distributed to all qualified applicants based on the "size" of the tutoring program. The proposed number of tutors and number of students being tutored, along with the size of the school(s) or district(s) being served, will be factored into the calculation that will then be used to award grant funds proportionally across all qualifying applicants.

If multiple IHEs are collaborating, the lead applicant will receive the award.

13. How much funding will eligible applicants receive? Is this funding per year or across two years?

ODE will award up to $20 million in grants to assist in expanding or developing high dosage tutoring programs meeting local needs based on math and/or literacy data and aligning to Tier I core instruction. Individual IHEs with teacher preparation or education programs may apply or collaborations of multiple IHEs are encouraged to apply.

Qualified applicants will be awarded a grant. Awards are anticipated to range between $150,000 and $500,000. The award is for a two-year period. Individual award amounts may vary based on the number of qualifying applications, the number of anticipated tutors and the size and number of the school(s) and district(s) served. Justification for all anticipated expenses should be included in an applicant's budget narrative submitted with the application.

14. Will this Statewide Tutoring Mathematics and Literacy grant opportunity be offered again?

This grant is funded through ARP-ESSER, which is a one-time grant from the US Department of Education. At this time, we do not anticipate any additional funding to support this initiative.

15. How will applications be reviewed?

ODE will establish an application review team. The review team will have knowledge in K-12 math instruction, K-12 literacy instruction, higher education and/or high-dosage tutoring. Review team members will be free of any conflicts of interest for all assigned applications. The application review team will conduct an evaluation of applications based on the specific criteria listed in this RFA using two separate reviews. Each submitted application will receive a technical review by a minimum of two reviewers. Only applications that pass the technical review will be included in the Quality review. Each eligible application will be reviewed and scored by a minimum of 3 reviewers.

Following the quality review, the scores will be analyzed to identify a quality cut score.

16. Is there a limit on the number of applications an institution may submit? How many proposals can a college or university submit? For example, can a college or university submit one proposal for a math tutoring program and another proposal for a literacy program?

No more than one grant application per institution of higher education or campus will be awarded. It is strongly encouraged that each institution coordinates efforts to submit one application and that institutions interested in math and literacy should incorporate both into one application. In the event multiple applications are received from a single institution of higher education or campus, only the highest scoring application that meets the threshold will be funded; therefore, it is strongly encouraged that each institution coordinates efforts to submit one application. Grant funds will be allocated only to the IHE main campus.

If submitting an application from the main campus of the Institution of Higher Education with multiple regional campuses, the Executive Summary will be increased from 300-500 words to 500-1,000 words. In addition, the application page limit will be increased from eight pages to eleven pages.

17. May the regional campus of a college or university apply?

Regional campuses are encouraged to participate in this grant; however, it is strongly encouraged that each institution coordinates efforts to submit one consolidated application and that institutions interested in offering services at both central and regional campuses incorporate those activities into one application. In the event multiple campuses from a single institution of higher education submit and are above the quality cut score, the Department may require those campuses to consolidate proposals prior to receiving funding so that there is one fiscal agent. If submitting an application for one IHE that incorporates multiple campuses, the Executive Summary will be increased from 300-500 words to 500-1,000 words. In addition, the application page limit will be increased from eight pages to eleven pages.

18. If we are submitting a collaborative application (with multiple IHEs or an IHE with multiple campuses) is there any flexibility on page limits?

If submitting a collaborative application (between IHEs or campuses) the Executive Summary will be increased from 300-500 words to 500-1,000 words. In addition, the application page limit will be increased from eight pages to eleven pages.

19. Is the tutoring grant application supposed to be filled out by the k-12 school or the college? Or both?

K-12 schools are not eligible to apply. Eligible applicants include Ohio Institutions of Higher Education (IHE), including 2- and 4-year public and private institutions, with teacher preparation or education programs.

Eligible applicants must identify as one of the below organization types:
- University or College
- Technical Institute/College
- Community Junior College

As part of the application submission, applicants must identify partnering schools or districts that have committed to working with them.

20. Is the evidence of prior effectiveness and experience required to be submitted with the application?

While evidence of prior effectiveness helps to support the plan and prepares an awardee for evaluation and monitoring, it will not be scored as part of the application review process.

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21. Are background checks required for tutors?
Yes, tutors are required to have appropriate background checks before working with students in a school(s) or district(s).

22. Can the tutoring model be different than a traditional 1:1 tutoring program during the school day?
Grants will assist in expanding high dosage tutoring programs meeting local needs for mathematics and/or literacy supports and aligning to Tier I core instruction. This funding is available to support the development, initial (startup) implementation, or extension/expansion of existing IHE-district tutoring programs grounded in evidence-based practices.

Effective tutoring programs focus on high-dosage tutoring, prioritizing one-on-one tutoring or small group ratios three times a week or virtually as determined by the partnership agreement and needs of the school or district.

23. Can the tutoring be aligned to the math practices and not specifically cover individual math standards?
Math tutoring programs should align to Tier 1 core instruction, including using high-quality instructional materials which are aligned to the Ohio Learning Standards for Mathematics and Standards for Mathematical Practices.

24. How will the Department determine final award amounts?
Awards are anticipated to range between $150,000 and $500,000. The final award amount will be based on the number of qualifying applications received. Available funding will be distributed across all qualifying applications based on the number of anticipated tutors and the size and number of the school(s) and district(s) served. An applicant who meets the quality cut score may be required to modify the budget or an identified portion of the grant application prior to award.

Justification for all anticipated expenses should be included in an applicant's budget narrative submitted with the application.

25. In addition to our school district partners, can we include those outside of IHE or school districts? We would not be requesting funds for these additional partners, but in our proposal description, we want to mention our already locally, well-supported program, at least for one school, and how they are already involved in providing tutoring.
Applicants must identify partnering schools and/or districts that have committed to working with the IHE. Applicants may serve more than one school or district; each applicant must have an established and documented agreement outlining activities and each partner's commitment to implementing the tutoring program. Each agreement must be submitted with the application. The eligible applicant should be well-positioned to leverage new or existing partnerships with a public, community or private school or a district. Eligible applicants should work closely with their identified school(s) or district(s) to co-design a tutoring program that contains clear objectives, activities, timelines and a budget.

Applicants may include additional information beyond the application requirements they deem appropriate.

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26. What are allowable expenses for this grant?

This grant may be used to purchase materials and services that enable awarded grantees to address their identified quality criteria. Examples of permitted uses include the following:

- Training on high-dosage tutoring, math and literacy instructional strategies
- Development of materials or resources to aid the tutoring
- Tutor stipends
- Student or educator support services
- Operational cost
- Curriculum and materials used for instruction
- Travel reimbursement for the tutor(s)
- Equipment for implementation of the project
- Classroom supplies
- Completion of background checks for tutors
- Indirect Costs

Please note that this is not an exhaustive list. If there is doubt about whether an expenditure is appropriate, please refer Uniform Guidance, Part 200. For additional questions, please contact the manager of the grant at tutoring@education.ohio.gov.

27. What are unallowable expenses for this grant?

Unallowable expenses include the following:

- Computer or connectivity hardware (for individual students and tutors)
- Recurring operational expenses to include administrative and programmatic activities, such as utilities, teaching, administrator salaries, professional dues or memberships and transportation of students
- Cost for student expeditions/field trips, travel, etc.
- Gift certificates, alcoholic beverages and school apparel for staff or students

Please note that this is not an exhaustive list. If there is doubt about whether an expenditure is appropriate, please refer Uniform Guidance, Part 200. For additional questions, please contact the manager of the grant at tutoring@education.ohio.gov.

28. The RFA states that grant funds cannot be used to pay administrator salaries. We are planning to hire one of our existing math tutors as a part-time coordinator for this project if we receive an award. Is funding for salary and benefits for a coordinator an allowable activity for this grant?

Yes, funding for salary and benefits is an allowable activity if the person is directly involved in the administration of the grant, and the time can be directly identified and documented. An example of this would be hiring an individual to serve as a tutoring coordinator to oversee the program.

When creating your budget narrative and budget worksheet, these expenditures should be listed as Support Services.

29. Is it allowable to allocate funds in the budget for professor stipends for course release and tutor support?

Yes, course release is an allowable expense if the person is directly involved in grant activities. Reimbursement is only permitted for the times in which the individual is directly working on grant activities. Grantees will be required to document the time specifically allocated to grant activities.

30. I'm working on the budget and see that we can charge indirect cost, but there is no indication of what rate we should use. Do you have a limit associated with this program?

An applicant may only request reimbursement of Indirect Costs if they have a federally approved rate agreement from the Department or their Federal Cognizant Agency. Questions regarding your approved cost rate should be directed to the Department's Grants Administration office at Grants.Management@education.ohio.gov. Please include the organization's name and address, and an IRN if you have one.

31. What is the difference between Indirect Cost and Operational Cost?

Indirect costs are allowable for this grant as long as the organization has an approved federal negotiated rate. If a grantee does not have a federally negotiated indirect cost rate the department may be able to provide a 10% de minimis indirect cost rate. All other expenditures being charged to the grant must directly support the grant program and need to be allocable to the grant. Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both.

All planned expenditures should be thoroughly explained in the budget narrative. Any expenditures deemed to be unallowable will be identified and awarded grantees will have an opportunity to modify their budgets appropriately.

Additional factors affecting the allowability of costs can be found in CFR200.403.

32. Can the grant be used to buy a Chromebook for students who will receive tutoring?

Chromebooks may be considered an allowable purchase if the student has not yet been provided a Chromebook by the district. If a Chromebook is purchased for a specific student and is not being returned to the grantee, you are required to provide proof from the partnering school and or district that the student has not yet received a Chromebook.

The IHE must follow their documented procurement policies and should review the Uniform Guidance for additional information on the disposition of the equipment at the end of the grant period.

33. Is this grant only for tutors or can it be used for math resources that the tutors would use with the students?

Curriculum and materials used for instruction are an allowable expense. In addition, classroom supplies are also an allowable expense. Please see Question 11 for additional allowable expenses.

34. Are students from area schools allowed to receive tutoring at the IHE?

It is important to establish a schedule with the partnering school(s) or district(s) when planning the tutoring program. The anticipated schedule should determine the number of children anticipated to receive tutoring, frequency, duration and location of the tutoring sessions.

Costs for student expeditions/field trips and travel are a nonallowable cost.

35. Given the very limited number of students who are often on our campus over the summer, is it acceptable to use local teachers as tutors in the summer if we offer them CEUs, PD or a stipend?

It is acceptable to use local teachers or professional tutors in the summer months. The awardee must ensure all tutors have background checks. In addition, tutors appropriately trained in effective pedagogy and demonstrated content knowledge should be given priority. This should be clearly outlined in the application with a plan to transition to educator preparation students in the fall.

36. **Does every application need to provide both literacy and math tutoring? Or can you just provide literacy, or just provide math?**
ODE will award up to $20 million in grants to assist in expanding or developing high dosage tutoring programs meeting local needs based on math **and/or** literacy data and aligning to Tier I core instruction.

   Grant applications can focus on literacy and math or focus only on one content area.

37. **Can the tutors be from other programs in the institutions, or are they required to be only teacher education candidates?**
Tutors are not required to be teacher education candidates. Tutors appropriately trained in effective pedagogy and demonstrated content knowledge should be given priority; however, tutors from other areas of study beyond teacher preparation should also be considered.

38. **Do the "teacher education candidates" have to be seniors who are in their student teaching placements? At our two-year regional campus, we don't have students in teaching placements, but we do offer the first two years of classes of the teacher education baccalaureate program.**
No, the "teacher education candidates" do not have to be seniors completing student teaching placements. Tutors appropriately trained in effective pedagogy and demonstrated content knowledge should be given priority; however, tutors from other areas of study beyond teacher preparation should also be considered.

39. **Is it acceptable to use local teachers as tutors after school for tutoring?**
No, local teachers or professional tutors cannot be used as tutors after school. The use of local teachers or other professionals is only allowable during the summer months.

40. **I am interested in acquiring tutors for my school or district buildings. How can I connect with institutions of higher education that are participating?**
The Department encourages local districts to reach out to neighboring institutions of higher education to inquire about a partnership for this grant.

41. **I understand that this grant is for colleges and universities. We are wondering how our district can partner with a college or university to get the additional tutoring our students need? Will ODE release a list of awarded schools? Do we contact the college/universities ourselves or can we register to be on a list with ODE?**
Eligible applicants include Ohio Institutions of Higher Education (IHE), including 2- and 4-year public and private institutions, with teacher preparation or education programs.

   Eligible applicants must identify as one of the below organization types:
   - University or College
   - Technical Institute/College
   - Community Junior College

   Districts are not eligible to apply; however, collaborative approaches are strongly encouraged among IHEs to ensure all schools and districts, including community schools and chartered nonpublic schools, in their region, have the opportunity to participate.

   The Department encourages local districts to reach out to neighboring institutions of higher education to inquire about a partnership for this grant.

42. **We currently have a tutoring program in our district to assist with learning loss due to the pandemic. Can a district apply for the continued funding possibility of our current program?**
Districts are not eligible to apply; however, collaborative approaches are strongly encouraged among IHEs to ensure all schools and districts, including community schools and chartered non-public schools, in their region have the opportunity to participate.

   The Department encourages local districts to reach out to neighboring institutions of higher education to inquire about a partnership for this grant. Grants will assist in expanding high-dosage tutoring programs meeting local needs for mathematics and/or literacy supports and aligning to Tier I core instruction. This funding is available to support the development, initial (startup) implementation, or extension/expansion of existing IHE-district tutoring programs grounded in evidence-based practices.

43. **Do the parents have to fill out the Tutoring grant or the child's school or the program where the child will be receiving tutoring from?**
Parents are not eligible to apply; however, it is encouraged for parents to ask their schools and districts, including community schools and chartered nonpublic schools, if they will be participating in this grant with an institution of higher education.

44. **How does the grant work with 501c3 non-profit charitable enterprises?**
Non-profit charitable enterprises are not eligible to apply.

   Eligible applicants include Ohio Institutions of Higher Education (IHE), including 2- and 4-year public and private institutions, with teacher preparation or education programs.

   Eligible applicants must identify as one of the below organization types:
   - University or College
   - Technical Institute/College
   - Community Junior College

45. **When will the webinar for prospective applicants be held? Will we need to register for the webinar?**
The webinar is scheduled for Wednesday, April 13th at 9 am. Please register here. The link to the webinar will be sent prior to the webinar.

46. **Who can I contact for more information?**
For more information, please contact the manager of the grant at tutoring@education.ohio.gov.

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