

HQIM in English Language Arts: Evidence-Based Reading Intervention Programs Request for Applications

FREQUENTLY ASKED QUESTIONS FOR INTERESTED APPLICANTS

1. When can eligible applicants submit materials for consideration?

Applications are due by 4 p.m. EST on **November 1, 2024**. Incomplete submissions or late applications may not be considered.

2. How can an eligible applicant indicate their interest or intent to submit an application?

If an applicant meets the eligibility criteria identified in the request for applications and would like to submit an application, an intent to apply is required. Emails to the Ohio Department of Education and Workforce stating intent to submit for review are not considered a substitute for submitting an Intent to Apply. Applicants must submit an **Intent to Apply Form** by 4:00 p.m. Eastern on **October 18, 2024**, in order to receive access to the submission and document upload system. Instructions on submitting required application materials will be provided following submission and confirmation of the Intent to Apply Form. Incomplete or late submissions of the Intent to Apply may not be confirmed.

Interested applicants are encouraged to submit their Intent to Apply well in advance of the requested date to allow for sufficient time to access the submission link before the application deadline and to allow the Department to adequately plan for the review process.

Submission of the Intent to Apply does not guarantee programs will be approved for inclusion on the list. Programs must meet the criteria set forth in the request for applications under the program application and review for inclusion on the approved list.

3. What is the anticipated timeline for applicant approval?

The Department anticipates notifying applicants of approval or denial of Phase 1 Technical Review in December 2024, with approval or denial of Phase 2 Quality Review in late January 2025. It is anticipated that the appeals period will take place in late January – February 2025, with the publication of the full approved list in late March 2025.

The Department will make every effort to meet this timeline, but variation may occur. Applicants are encouraged to check the Department’s webpage frequently for updated information.

4. How can an eligible applicant submit an application?

Once the Department receives and confirms an Intent to Apply, the applicant will receive access to the submission and document upload system. Entities interested in participating in the review process must

submit an application to be reviewed. Applications will undergo a Technical Review, and if approved will move to Quality Review of materials.

5. If an applicant is denied, will any feedback from the Department’s review be provided?

If materials are not approved for the inclusion on the approved list following the Quality Review, the applicant may submit a written appeal to the Department no later than ten business days after receiving notification. Grounds for written appeal will be limited to an explanation of why the submission met the evaluation criteria that was identified and posted by the Department. Entities with materials not receiving approval will receive explanatory notes and a scoring summary from the Department.

6. When will the Department’s next application cycle for evidence-based reading intervention programs occur?

The Department anticipates conducting bi-annual review cycles with the next review cycle occurring during the 2026-2027 school year. Future application and review cycles will be noted on the [High-Quality Instructional Materials in English Language Arts](#) webpage.

7. If materials have been or are in the process of being reviewed as part of the request for applications for core curriculum and instructional materials, can the same materials be submitted for intervention program review?

There is no requirement that materials only be evaluated or approved for only one of the Department’s approved lists. If an applicant submitted materials for consideration as core curriculum and instructional materials and feels that the materials also meet the requirements and criteria set forth for reading intervention program review, the applicant may submit an application for review of their reading intervention program.

Applicants are encouraged to review the requirements and review criteria in the request for applications, including the [Prekindergarten-Grade 12 Reading Intervention Program Review Rubric](#), for more information on the specific indicators related to program features and instructional design components that will be evaluated.

8. If an applicant works closely with Ohio districts or other entities to provide tutoring services for students in reading, is the applicant eligible to apply?

Interested applicants are encouraged to review the eligibility requirements and criteria set forth in the [Request for Applications for the Approved List of Evidence-Based Reading Intervention Programs](#). To be eligible for review, programs must be submitted by the respective applicants and must provide all requested information and documentation by the deadlines provided by the Department.

The Department’s approved list of evidence-based reading intervention programs is designed to support districts and schools in meeting the requirements in state law regarding the use of evidence-based reading intervention programs that are aligned with the science of reading and strategies for effective literacy instruction. The Department defines reading intervention programs as systematic and targeted instructional materials used to teach language and literacy skills in small groups or individually at a

particular grade level that match the specific individual needs of students, aligned with evidence-based practices for language and literacy instruction; these programs are systematic, involving carefully planned instructional sequences and progress monitoring. They include ways to intensify instruction to provide more instructional time, practice, and opportunities for individualized or specific feedback to students who are at risk so they will catch up to grade-level expectations at an accelerated rate.

Vendors that provide a variety of individualized tutoring services for students in reading should refer to the information on the Department’s website regarding the [approved vendor directory for high-quality tutoring](#).

9. Are applicants permitted to submit additional evidence or documentation beyond what the Department has requested to support the application?

No additional documents or materials are permitted outside the application documents referenced in the request for applications. All information entered on application documents must be in Source Sans Pro font, size 12. No images or graphics are permitted on application documents provided by the Department. No hyperlinks to Google Drive, SharePoint, or file storage and/or retrieval sites are permitted on application documents.

All application files must be submitted in PDF format, with individual files not to exceed 100 MB. The following formats are **not** acceptable for submission:

- Online access to Google Drive or SharePoint files.
- Online access to Dropbox or document retrieval sites.
- Uploaded documents in any format other than PDF.

10. Are applicants permitted to submit more than one file or document if the required submission element exceeds the file size limit?

One of the required application documents is program materials, if submitting as a PDF file instead of as access to the program or applicant’s digital platform. If an applicant’s program materials documentation exceeds 100 MB as a single file, multiple submitted documents are permitted for program materials **only**. Submitted application documents for program materials must follow the naming convention set forth in the Request for Applications with numerical indicators of the order of documentation, if submitting more than one file. For example:

- Submission ID_Program Name_Year_Program Materials1
- Submission ID_Program Name_Year_Program Materials2

11. Applicants must attest to understanding of Ohio’s Textbook Pricing and Accessibility Compliant Policies. Are all approved reading intervention programs subject to this policy?

Publishers and applicants are responsible for determining whether their program or materials are subject to Ohio’s Textbook Pricing and Accessibility Compliant Policies. Publishers and applicants may wish to consult with the districts they serve when evaluating whether their program or materials are subject to these policies and eligible for adoption and purchase by those districts. These policies may apply to publishers or applicants seeking approval for the list of evidence-based reading intervention programs. The Department encourages applicants requesting to be placed on the list to review chapter [3329.01](#) of the Ohio Revised

Code and division [3301-51-21](#) of the Ohio Administrative Code carefully to assess the applicability of those requirements to their program or materials so that districts and schools have the option of purchasing them should the program or materials be approved for inclusion on the approved list. Applicants are responsible for ensuring compliance with Ohio's Textbook Pricing and Accessibility Compliant Policies if applicable to the program or materials that are included on the approved list of evidence-based reading intervention programs.

Applicants that have programs included on the Department's approved list of evidence-based reading intervention programs must also request to be placed on the Pricing and Accessibility Compliant List, if applicable. More information about requirements for the [adoption and purchase of textbooks](#) is available on the Department's website. For more information, please contact Lacey Snoke at Lacey.Snoke@education.ohio.gov.

12. Do approved evidence-based reading intervention programs need to be printed programs or are digital programs permitted?

State law does not require approved evidence-based reading intervention programs to be in a particular form or medium, such as print, digital, or electronic. The Department will accept applications for the approved list of evidence-based reading intervention programs in printed, digital, or electronic form, but applications and program materials must be submitted in digital or online format as PDF files as described in the Request for Applications.

Applicants are encouraged to review the requirements and review criteria in the request for applications, including the [Prekindergarten-Grade 12 Reading Intervention Program Review Rubric](#), for more information on the specific indicators related to program features and instructional design components that will be evaluated.

13. What support is available for interested applicants?

In addition to this set of frequently asked questions, interested applicants may direct further questions about application or submission requirements to ELAMaterialsReview@education.ohio.gov. A recording of the Department's webinar on this review process is also available on the Department's webpage about the Request for Applications for the Approved List of Evidence-Based Reading Intervention Programs.