

**Required Attachments and Appendices**

**Each Child Reads Grant**

**Office of Approaches to Teaching and Professional Learning**

September 2021

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## **Each Child Reads Grant Application Checklist**

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| --- | --- |
| **Application Item** | **Completed** |
| Applicant’s Local Literacy Plan |  |
| Each Child Reads Grant Budget Form Submitted in CCIP |  |
| Signed Statement of Assurances Submitted in CCIP |  |
| Application Narrative with the Following Sections: |  |
| Section A: Executive Summary |  |
| Section B: Proposed Site Identification and Description |  |
| Section C: Readiness |  |
| Section D: Fit |  |
| Section E: Plan for Monitoring and Revising Local Projects |  |
| Section F: Capacity Building and Sustainability |  |
| Section G: Budget Worksheet and Narrative |  |
| Section H: Competitive Preferences (optional) | Yes N/A |
| **Application Appendices** | |
| Appendix 1: Agreement to Participate in Each Child Reads Grant Activities (PDF) |  |
| Appendix 2: Programs, Practices and Assessments Inventory (Excel) |  |
| Appendix 3: Support from Educators for Each Child Reads Grant Proposal (PDF) |  |
| Appendix 4: Site Identification List (Excel) |  |
| Appendix 5: Partnership Member List and Memorandum of Agreement (PDF -- only required for partnership applicants) | Yes N/A |
| 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 subgrantee applicant’s behalf. The applicant designated below hereby applies for a subgrant of federal funds with the purpose of supporting additional pilot programs addressing literacy in preschool through first grade.  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

## **STATEMENT OF ASSURANCES**

The grantee 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 [Grants Administration](http://education.ohio.gov/Topics/Finance-and-Funding/Grants-Administration) section of the Ohio Department of Education website.

**PROGRAM-SPECIFIC ASSURANCES:**

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

The GRANTEE, when using federal funds to enter into a contract for equipment or services, will comply with the procurement standards set forth in Ohio’s Grant 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 grantee organization may participate in the selection, award or administration of any contract if a real or apparent conflict of interest exists.

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Signature of Authorized Person Date

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## APPENDIX 1

I, the authorized representative of the Each Child Reads Grant applicant, agree to fully participate in the following activities:

1. Implementation of a Multi-Tiered System of Supports for Comprehensive Structured Literacy Instruction:
   1. Collaborate with the regional early literacy specialist to build the capacity of the site(s) to provide a multi-tiered system of supports to identify, intervene, support, and monitor progress of students with reading difficulties and dyslexia;
   2. Ensure implementation of early literacy evidence-based structured literacy practices with fidelity;
   3. Ensure early literacy is a standing item on Building Leadership Team (BLT) and Teacher-based Team (TBT) agendas;
   4. Participate in a pilot of the revised Kindergarten English Language Arts standards and share feedback on implementation and use of the standards;
   5. Examine current eligibility determination process for students with disabilities; and
   6. Implement programs and practices, as identified by the comprehensive needs assessment, to build and a multi-tiered system of supports for comprehensive structured literacy instruction.
2. Training:
   1. Educators will participate in all grant-identified professional learning opportunities; and
   2. Administrators will facilitate professional learning and support for teachers and principals to improve their ability to provide instruction for children with dyslexia or characteristics of dyslexia;
3. Participation in Technical Assistance Support:
   1. Participate in bi-monthly technical assistance calls with Ohio Department of Education staff and the regional early literacy specialist.
4. Student Assessments and Data Management:
5. All grant recipients receiving funds for preschool must administer the Early Learning Assessment to all learners impacted by grant funding and utilize the Department’s designated data collection system (i.e. EMIS or EAS) for data submission;
6. All grant recipients must administer and report the Kindergarten Readiness Assessment and Ohio’s State Tests in English language arts to all students enrolled in the district or school in grades 3-5, as well as an approved curriculum-based measure for K-grade 5 students; and
7. All grant recipients must administer the Ohio’s English Language Proficiency Assessment and Ohio’s Alternate Assessment for Students with Significant Cognitive Disabilities if applicable to the student population.
8. Monitoring:
9. In addition to all standard monitoring activities, all grant recipients will comply with requests to collect information via surveys, interviews and/or assessments on gains in teachers’ and administrators’ capacity to provide effective language and literacy instruction. All grant recipients will incorporate this data collection into their local program evaluations and report findings to the state on an annual basis;
10. All grant recipients must collaborate with the regional early literacy specialist to complete a comprehensive needs assessment of literacy assessments, instructional materials and practices;
11. All grant recipients serving preschoolers must complete the Ready Schools Transition Plan at each preschool pilot site;
12. All grant recipients must administer the Reading Tiered Fidelity Inventory at each pilot site and utilize the MIMTSS R-TFI Reporting System for data collection;
13. All grant recipients will update their local literacy plan each school year to reflect the changes in progress and needs as determined by the grantee; and
14. All grant recipients must allow the Department to share artifacts collected during the grant, including recording educators’ instructional practices and collaborative meetings on the Department’s website and other media outlets.
15. Engagement with Regional Literacy Network:
    1. All grant recipients will be contributing members of their State Support Team’s Regional Literacy Network; and
    2. All grant recipients will ensure cooperation of pilot sites with the Regional Literacy Network as determined by the Department.
16. Reporting (as applicable)
    1. Report to the state each year the progress of participating 4-year-olds on the Early Learning Assessment;
    2. Report to the state each year the progress of participating K-3 students on the Kindergarten Readiness Assessment and Ohio’s State Tests in English language arts to all students enrolled in the district or school in grades 3-5, as well as the reading diagnostics as required under the Third Grade Reading Guarantee for kindergarten-grade 3 students; and
    3. Report to the state each year the progress of participating students assessed using Ohio’s English Language Proficiency Assessment, Ohio’s Alternate Assessment for Students with Significant Cognitive Disabilities.

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**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 to be served by the proposed site(s).

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## APPENDIX 3

### SUPPORT FROM EDUCATORS FOR EACH CHILD READS GRANT PROPOSAL

**Special note for Partnership Applicant:** This form must be completed by each member of the partnership.

I have participated in developing the proposal for the Each Child Reads Grant and agree to the requirements and commitments identified in the grant and the grant proposal. (Please modify this page as necessary to represent educators involved in the development of this proposal.)

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Signature of Superintendent/CEO Date

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

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Signature of Elementary School Principal (if applicable) Date

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Signature of Preschool Director (if applicable) Date

|  |  |
| --- | --- |
| Percentage of educators from preschool, kindergarten and first grade of the proposed pilot site engaged in the development of this application. |  |
| Percentage of educators from preschool, kindergarten and first grade of the proposed pilot site supporting this application. |  |

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

## APPENDIX 4

### SITE IDENTIFICATION LIST

Provide a completed *Site Identification List (Appendix 4)* for all identified site(s) to be served by the applicant.

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## APPENDIX 5

### PARTNERSHIP MEMBER LIST

**(Only required for applications submitted as a partnership application.)**

**Note: A partnership may only be formed between one building with a kindergarten and first grade and one external preschool.**

Please list a contact for each organization that has agreed to participate in this application as a partnership member.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization IRN** | **Organization Name** | **Contact Name** | **Contact Phone** | **Contact Email** |
|  |  |  |  |  |
|  |  |  |  |  |

**For each partner organiZATION, ATTACH AND EXECUTED MEMORANDUM OF AGREEMENT BETWEEN THE applicant AND partner DETAILING THE ROLES, RESPONSIBLITIES, AND FUNDING PLAN FOR EACH MEMBER.**