



Part II: Critical Components of the Application Narrative Worksheet

The Critical Components of the Application requires written narratives and five attached files. Each element is described in the Request for Applications for the 2025 Implementation Consultant Review.

This worksheet collects the required written narratives for Part II. Complete the required components of this worksheet and save it as a PDF using the naming convention: *Company Name_PartII_mm.dd.yy*

Directions:

Prepare the required Part II file attachments, including this worksheet, prior to filling out the Part II ELG Implementation Consultant Review Smartsheet application. Applicants should reference the Implementation Consultant Review Request for Applications for detailed directions on what to include in each element.

All files requested in this section should be saved using the provided naming conventions. After files have been prepared and saved accordingly, complete the Part II ELG implementation Consultant Review Smartsheet application. The following files will need to be attached via the Smartsheet form:

- ☐ **This Part II Worksheet** is described in **Part II** of the Request for Applications (RFA). Company Name_PartII_mm.dd.yy
 - Includes narrative answer fields for the following:
 - **1) History of School and /or District Improvement** (this PDF)
 - **2) Scientifically Based Reading Research Instruction**
 - **3) Training**
 - **4) Additional Components**
- ☐ Long-term Implementation Plan described in **Part II** of the Request for Applications (RFA). Company Name_Plan_mm.dd.yy
 - A single PDF attachment that includes:
 - **a. System Alignment – School Leadership, School Culture and Systems Analysis**
 - **b. Section Professional Development and Supports** (combined into one single PDF file)

Please note:

Documents submitted must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual.

Two letters of reference combined into one PDF are also a required attachment in the Smartsheet application for Part II. These are scored under 1. History of School and/or District Improvement.



1. History of School and/or District Improvement

Potential ELG Implementation Consultants must demonstrate a history of providing support that led to significant improvement in 1) reading achievement, 2) educator effectiveness, and 3) the overall system at the school and/or district level.

Include written narrative that demonstrates a history of providing school and/or district support that led to significant improvement in:

1. Reading achievement
2. Educator effectiveness and
3. The overall system at the school and/or district level

Applicants that have supported ELG schools in the past will need to include a list of the ELG schools they supported and the years they supported these schools in their narrative.

Include two recent reference letters that speak to each element of this history, from clients supported within the last three years. Each reference letter does not have to address all three elements. Collectively, the reference letters should address all three elements. (Attach this completed file and both letters in a single PDF file to the Part II ELG Implementation Consultant Smartsheet application).



2. Scientifically Based Reading Research and Instruction

Provide a written narrative that demonstrates a deep understanding of the science of reading and scientifically and evidence-based practices in teaching reading.

Responses must adequately address:

1. Current reading research
2. The five components of reading (phonemic awareness, phonics, fluency, vocabulary, and comprehension), oral language development, writing and related instruction
3. Reading instruction for multilingual learners
4. Why some students struggle with learning how to read, including dyslexia
5. Specific names of trainings you have participated in



3. Training:

List any official trainings they have participated in on the following topics:

- Adult learning theory
- Coaching
- The science of reading
- Professional Certification (e.g. Reading Specialist, CALP, CALT, etc.)



4. Additional Components (Optional)

In addition to the components listed above, applicants may also include information on their experience and expertise in the following areas. (These are not required areas of experience and expertise but will provide additional information for grantees in search of an ELG Implementation Consultant with a specific skillset.) Please make sure to include all related training, experience (including years), credentials and languages used at the professional level.

1. Dyslexia
2. Disabilities other than dyslexia that impact a student's ability to read
3. Dual language, bilingual, and immersion programs
4. Literacy support for 4th through 12th grade
5. Early literacy support for ages birth through five