



**Fiscal Year 2024 (FY24) Scholarships for  
Opportunity and Results (SOAR) Act  
Formula Consolidated Application**

*Pre-Application Webinar*

October 2023 | Brianna Griffin

## By the end of this presentation, attendees will...

- Understand the purposes of SOAR Act Academic Quality and Early Childhood grants and distinctions among their purposes.
- Be prepared to complete and submit a SOAR Formula Consolidated application, including knowing what information should be gathered and prepared in advance.
- Understand the basics of project budgeting and allowable expenses.

# Agenda

- FY24 Grant Details
- Purpose of SOAR Formula Grants
- Review of Application
- Application Evaluation
- Important Dates and Contacts
- Q&A

# Accessing Applications and Reviewing Allocations

Applications are available in the [Enterprise Grants Management System \(EGMS\)](#).

Allocations were published on the [OSSE website](#) under FY24 Resources.

Scholarships for Opportunity and Results (SOAR) Act Academic Quality and Early Childhood Grants Fiscal Year 2024 (FY24) Allocations				
LEA Name	Academic Quality	Early Childhood	Total	Program Contact
Academy of Hope Adult PCS	129,214.20		129,214.20	Stacy Kirk
Achievement Preparatory Academy PCS	77,822.16		77,822.16	Marie Hutchins
AppleTree Early Learning PCS	109,653.64	351,401.14	461,054.78	Stacy Kirk
BASIS PCS	130,550.63		130,550.63	Marie Hutchins
Breakthrough Montessori PCS	92,279.97		92,279.97	Marie Hutchins
Bridges PCS	96,653.76		96,653.76	Marie Hutchins
Briya PCS	142,335.57	40,254.62	182,590.19	Stacy Kirk
Capital City PCS	173,316.58		173,316.58	Jessica Mardo
Capital Village PCS	63,242.86		63,242.86	Stacy Kirk
Carlos Rosario International PCS	291,044.43		291,044.43	Stacy Kirk
Cedar Tree Academy PCS	106,251.80		106,251.80	Jessica Mardo
Center City PCS	221,306.78		221,306.78	Jessica Mardo
Cesar Chavez PCS	100,420.08		100,420.08	Marie Hutchins
Community College Preparatory Academy PCS	124,718.91		124,718.91	Stacy Kirk
Creative Minds International PCS	121,560.07		121,560.07	Marie Hutchins
DC Bilingual PCS	114,391.91		114,391.91	Marie Hutchins
DC International PCS	244,147.68		244,147.68	Jessica Mardo
DC Preparatory PCS	308,782.58		308,782.58	Marie Hutchins





## FY24 Grant Details

## Award Period

- The award period for the Academic Quality and Early Childhood grants will be from July 1, 2023 to Sept. 30, 2024.
- The Office of the State Superintendent of Education (OSSE) will allow for the reimbursement of pre-award costs (i.e., costs obligated prior to the application being approved by OSSE); however, the grant recipient incurs pre-award costs at its own risk and will not be reimbursed if OSSE does not approve them in the recipient's application budget.
- Any pre-award costs must have been obligated no earlier than July 1, 2023.



## Purpose of SOAR Formula Grants

# Background: Purpose of Formula Grants

Academic Quality	Early Childhood
Projects designed to have a <b>direct impact on student achievement</b> , either school-wide or for specific subgroups of students	Supplementary activities that <b>support school readiness</b> , including the development of literacy and mathematics skills for early childhood students

# Allowable Uses

- Grant activities should have a direct impact on student achievement and be supported by research and/or evidence.
- All budget items must be supported by the needs assessment and be aligned with the proposed grant activities.
- Examples:
  - NWEA MAP software and data analysis support for teachers to improve data-driven instruction
  - Extended Day coordinator to provide training and support for staff to promote effective extended day programming
- For more examples of allowable uses, see the [Allowable Uses](#) reference document.



## Review of Application

# Application Logistics

- **Submission:** All applications must be submitted through [EGMS](#).
- **Deadline: 3 p.m. EST on Friday, Nov. 3, 2023**
- To avoid potential EGMS issues which may prevent your local education agencies (LEAs) from submitting on time, we highly encourage LEAs to submit at least one week prior to the deadline.
- Contact your [SOAR grant manager](#) if you have questions.

# Application Structure and Expectations

- The application is a consolidated application, meaning it combines two grants: Academic Quality and Early Childhood
- Review the [allocation table](#) to see which grant(s) your LEA is eligible for. If your LEA is only eligible for Academic Quality, you will only need to complete that section of the application.
- **NEW!** [FY24 SOAR Formula Consolidated Application Guide](#): LEAs can use this new application guide to understand what specific details and information is required for each question/section of the application.
- OSSE recommends reading through the guide prior to completing the application to ensure you are compiling all the necessary information from the different program teams within your LEA and then reviewing your final responses against the guide to make sure no additional details or information is needed.

# Main Application Section

Application Sections

SOAR Formula Combined Consolidated



- **Supporting documentation** is not required.
- Complete **contact information** for your LEA.
- Read through all content and **assurances**, carefully ensuring that your LEA understands what is legally required once the grant is awarded. Be sure to agree to all assurances before saving/submitting.
- The remaining tabs provide reference information and do not require action.

# Academic Quality Application

Application Sections

Academic Quality

AQ APPLICATION

PROJECT  
OBJECTIVE AND  
ACTIVITIES

BUDGET

BUDGET  
AMENDMENTS

- **AQ Application**
  - Main application narrative section
  - Includes a needs assessment, project description and theory of action
- **Project Objective and Activities**
  - Includes a SMART project objective and three to five activities per reporting period
  - Should align with the needs assessment and project description on the previous tab
- **Budget**
  - Specific planned expenditures for the Academic Quality grant
- **Budget Amendments**
  - Leave this tab blank when submitting the original application. Complete this tab when submitting an application amendment.

# Needs Assessment



In your needs assessment, be sure that:

- All data sources selected in the checklist are used to substantiate a demonstrated need at the LEA
- Specific data points from each data source selected are included in the needs assessment narrative
- Data points provided are up to date

# Project Description



In your project description, be sure that:

- The project is clearly described, including how the proposed project will meet the need(s) identified in the needs assessment section
- Proposed projects are research-based, based on a history of demonstrated success at the LEA, and/or based on sound reasoning
- Project components are focused and aligned with the needs assessment. Projects may address more than one area of need, but each need must be clearly substantiated by the needs assessment

# Theory of Action



In your theory of action, be sure that:

- The theory of action is presented in the appropriate if/then/because format: “IF [we do X activity], THEN [we will see Y result], BECAUSE [research/evidence shows Z]”
- The theory of action describes how and why the project will be successful and provides the strategic thinking behind the change the LEA seeks to produce
- The theory of action statement is based on credible research, a history of demonstrated success at the LEA, or other credible evidence

# Equitable Access and Participation



In your description of equitable access and participation, be sure that:

- The narrative provides detailed and concrete examples of how the LEA, when using grant funds, will ensure equitable access to and participation in grant-funded activities
- Subgroups are clearly named in the narrative (e.g., students experiencing homelessness, English learners, people with disabilities)
- The narrative describes specific strategies that the LEA will use to remove barriers to participation in grant-funded activities

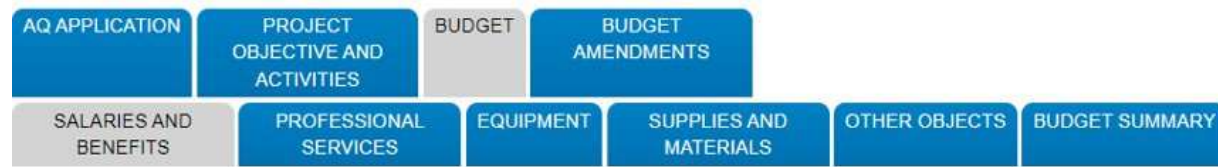
# Project Objective and Activities



In your project activities and objectives, be sure that:

- The project objective is SMART (i.e., Specific, Measurable, Attainable, Relevant and Time-Bound)
- The project objective is clearly aligned with the need(s) identified in the needs assessment section and the project described in the project description section of the application
- There are at least three specific activities provided for each of the two reporting periods (a total of six activities minimum for the entire award period)
- Each project activity includes a description of the evidence of completion that the LEA will retain in its files to demonstrate that the activity has been completed (e.g., professional development sign-in sheets, coaching logs and observation notes)

# Budget: Salaries and Benefits



- Program Category
- Position Title
- Brief Position Description
  - The description should demonstrate how the activities conducted by the individual are necessary to meet the purpose or objectives of the grant project
- *Cost Basis*
  - Provide a justification for the amount budgeted. This should include the annual salary, fringe benefits rate, percentage of staff time charged to the grant, number of staff in the position (if more than one) and time period for reimbursement (if not the entire award period)
  - The cost basis demonstrate how the amount budgeted is reasonable
- Amount Budgeted

## Budget: Remaining Tabs

- *Program Category*
- *Item(s) to be Purchased*
- *Purpose of Expenditure*
  - Provide a brief description (one to two sentences) of the purpose of this expenditure in the grant program
  - The description must explain why the expenditure is necessary to meet the purpose or objectives of the grant project
- *Cost Basis*
  - Provide a justification for the amount budgeted for this expenditure. For goods, this should include the quantity (i.e., number of units) and estimated cost per unit. For services, this should include the time period of the contract (e.g., hourly rate, months covered) and scope of services (e.g., how many grades/students/staff members served)
  - The cost basis demonstrates how the amount budgeted is reasonable
- *Amount Budgeted*

# Early Childhood Application

Application Sections

Early Childhood

EC APPLICATION    PROJECT OBJECTIVE AND ACTIVITIES    BUDGET    BUDGET AMENDMENTS

- **EC Application**
  - Main application narrative section
  - Includes a needs assessment, project description and theory of action
- **Project Objective and Activities**
  - Includes a SMART project objective and three to five activities per reporting period
  - Should align with the needs assessment and project description on the previous tab
- **Budget**
  - Specific planned expenditures for the Early Childhood grant
- **Budget Amendments**
  - Leave this tab blank when submitting the original application. Complete this tab when submitting an application amendment.

# Application Submission

- **Submit early** to ensure time to resolve any technical issues. Alert your program contact as soon as possible if you are experiencing any issues.
  - **PRO TIP!** As you complete the application, save each tab as you go!
- Prior to submitting, review each tab to ensure you've completed every field.
- **To submit the application:**
  - Run the “consistency check” to lock the application
  - Click “submit” to officially submit the application to OSSE
- **The application is due at 3 p.m. EST on Nov. 3, 2023.** The submit button in EGMS will be disabled after this time.

## Remaining Tabs

- These tabs do not require any action but are available for reference.
- **Application History:** Review to see how many times the application has been submitted and/or rejected, with timestamps and who initiated each action.
- **Application Print:** Use this function to create a PDF version of the application.
  - EGMS only generates PDFs once at the top of each hour. For example, if you submit a request any time between 1 p.m. and 1:59 p.m., the PDF will become available for download at 2:01 p.m.

## OSSE's Internal Application Review Process

- Applications are reviewed against a standard checklist to ensure quality of proposed projects.
- Reviewers determine whether enough detail is provided to ensure that expenditures are reasonable, necessary and appropriate.
- If revisions are needed, you will be given an opportunity to make the necessary change(s) to receive approval.



## Contact Information

## Contact Information

Contact	Contact Information
Marie Hutchins <i>Grant Specialist</i>	<a href="mailto:Marie.Hutchins@dc.gov">Marie.Hutchins@dc.gov</a>
Stacy Kirk <i>Grant Specialist</i>	<a href="mailto:Stacy.Kirk@dc.gov">Stacy.Kirk@dc.gov</a>
Jessica Mardo <i>Grant Specialist</i>	<a href="mailto:Jessica.Mardo@dc.gov">Jessica.Mardo@dc.gov</a>
Brianna Griffin <i>Grant Supervisor</i>	<a href="mailto:Brianna.Griffin@dc.gov">Brianna.Griffin@dc.gov</a> (202) 355-8194

*Program contacts are listed by LEA in the allocations document on the [OSSE website](#)*



Q&A