



Grantee Post Award-Webinar FY25 SOAR Facilities Grant

September 2025 | Linda Sun

Congratulations on being awarded a SOAR Facilities grant! By the end of this training, attendees will...

- Understand expectations of the fiscal year 2025 (FY25) Scholarships for Opportunity and Results (SOAR) Act Facilities grant, including:
 - Grant-specific requirements of funds
 - Reimbursement request submission
 - Maintaining the Central Data application
 - Semi-annual and final narrative reporting requirements
- Know how to make changes to your project budget and logic model, if necessary
- Access Office of the State Superintendent of Education (OSSE) resources to support effective grant management



Grant-Specific Requirements

Site Control Requirement

- Grant funds may only be used for the site described in the original application.
- As stated in the [RFA \(Section 1.6\)](#), awardees must own the facility being supported by the proposed project or have a lease of at least 50 years.
- Awardees are required to provide site control evidence of the facility within 180 days of award (by **Monday, Jan. 12, 2026**) via email to OSSE's charter school team at OPCSFS.funding@dc.gov.
- Site control evidence may include an executed lease agreement, purchase agreement, building permit or mortgage deed of trust.
- If site control evidence is not provided, the grant award will be terminated in full, and the local education agency (LEA) must return any expended funds.

Davis-Bacon Act Compliance

- SOAR Facilities grantees that use grant funds for construction are responsible for ensuring compliance with Davis-Bacon prevailing wage requirements.
- Grantees must submit documentation demonstrating compliance (i.e., payroll forms) with each reimbursement request where funds are being requested for construction.
- [Payroll Form WH-437](#)
 - Hourly wages reported on this form must be at or above the prevailing wages for the location and construction type.
- [SAM.gov Prevailing Wage Search](#)



Reimbursement Process

Navigating an Award Period that Spans Fiscal Years

- **The award period for the FY25 SOAR Facilities Grant is July 10, 2025 - July 9, 2027.** This is the time frame during which your LEA may carry out the project in your awarded grant application and crosses three fiscal years.
- All project expenses that you wish to charge to the grant need to be incurred in this period (i.e., only expenditures obligated between July 10, 2025 and July 9, 2027 can be charged to the grant).
- At the change of each fiscal year, grantees will need to submit a continuation application to create an updated budget for remaining funding (i.e., carryover funds).
- To be reimbursed for all expenditures within a fiscal year, a grantee will need follow the deadlines specific to that fiscal year.
 - For FY25 expenses, you will have until **Sept. 30** to obligate expenditures, **Oct. 31** to submit any final budget amendments, and **Dec. 1** to submit any final reimbursement requests.

Fiscal Year Deadlines

The below table shows the deadlines for each fiscal year of the overall award period.

	FY25 Competitive Grant	FY26 Continuation Grant	FY27 Continuation Grant
Fiscal Year Award Period	July 10 - Sept. 30, 2025	Oct. 1, 2025 - Sept. 30, 2026	Oct. 1, 2026 - July 9, 2027
Submit Continuation Application	N/A	Winter 2026	Winter 2027
Submit Budget Amendments	Oct. 31, 2025	Oct. 31, 2026	Aug. 9, 2027
Submit Reimbursement Requests	Dec. 1, 2025	Dec. 1, 2026	Sept. 9, 2027
Submit Closeout Report	Jan. 15, 2026	Jan. 15, 2027	Jan. 15, 2028

Reimbursement Process: Overview

- All OSSE grant funds are paid on a reimbursement basis. Grantees must submit reimbursement requests to OSSE through the Enterprise Grants Management System ([EGMS](#)).
- Professional services (i.e., contracts) and equipment costs must include the following supporting documentation in the request:
 - Proof of receipt of good/service (e.g., invoice); and
 - Proof of payment (e.g., check, Automated Clearinghouse [ACH] confirmation)
- Grantees can expect payment within 30 days of submitting an approvable request in EGMS. OSSE makes payments via ACH/direct deposit.
- All reimbursement requests for expenditures obligated during FY25 (July 10 - Sept. 30, 2025) must be submitted by **Dec. 1, 2025**. These expenditures will not be reimbursed if submitted for reimbursement under the FY26 continuation award.

Reimbursement Submission Policy

- Per OSSE's [Grantee Reimbursement Request Submission Policy](#), all grantees must submit at least one reimbursement request per fiscal quarter in which funds were expended.
- **REMINDER!** Adherence to the policy is considered when OSSE selects grantees for monitoring.

Quarter	RR Submission Deadline
Oct. 1-Dec. 31	Jan. 31
Jan. 1-March 31	April 30
April 1-June 30	July 31
July 1-Sept. 30	Oct. 31

Preparing Reimbursement Requests

Budget Category	Description Needed	Supporting Documentation
Salaries and Benefits	<ul style="list-style-type: none"> • Description of employee's role 	None
Professional Services	<ul style="list-style-type: none"> • Description of expenditure • Date(s) of service rendered 	<ul style="list-style-type: none"> • Proof of receipt • Proof of payment
Equipment	<ul style="list-style-type: none"> • Description of expenditure • Quantity of item 	<ul style="list-style-type: none"> • Proof of receipt • Proof of payment
Supplies and Materials	<ul style="list-style-type: none"> • Description of expenditure • Quantity of item 	None
Other Objects	<ul style="list-style-type: none"> • Description of expenditure • Quantity of item (if applicable) 	None

Reimbursement Process: OSSE's Review

- OSSE will review expenditures for allowability to ensure that they align with the application budget and that they are:
 - Necessary
 - [Reasonable](#)
 - [Allocable](#)
- Applicable regulations:
 - [2 CFR 200 - Uniform Grants Guidance](#)
 - [Education Department General Administrative Regulations \(EDGAR\)](#)

Know Your SAM Expiration Date

- Grantees must maintain an up-to-date Central Data application in EGMS for each fiscal year of the grant, including a valid System for Award Management (SAM) Unique Entity Identifier (UEI) number and registration issued by [SAM.gov](https://sam.gov).
- SAM registrations are valid for one year. **LEAs cannot receive payments from OSSE if their SAM registration has expired.**
- To make sure your LEA's payments aren't delayed, **mark your SAM expiration date on your calendar** and set yourself reminders to:
 - **45 days before** the expiration date, submit any completed expenditures for reimbursement via EGMS. OSSE may take up to 30 days to process your reimbursement request for payment. You can then renew your LEA's SAM registration while you wait for OSSE to process your payments.
 - **30 days before** the expiration date, go to [SAM.gov](https://sam.gov) to renew your SAM registration. It may take up to 10 days for this registration to be processed.
 - **Once your SAM registration is renewed**, submit an amendment to your Central Data application in EGMS to update the SAM UEI tab. It may take up to 10 days for this amendment to be processed.
 - **Note!** Do not create any new reimbursements until after the Central Data amendment has been approved.

Common Reimbursement Issues

OSSE may reject a reimbursement request or not process payment if:

- Expenditures do not align with the budget in the most recently approved application.
- Funds were obligated outside of the award period dates.
- Documentation is missing or incomplete for professional services or equipment costs.
- Expenditures do not appear necessary, reasonable, or allocable to the project.
- The grantee's SAM expiration date is within the next 30 days or has passed.



Reporting and Monitoring

Reporting Periods and Deadlines

Reporting Period	Report Type	Submission Deadline
July 10, 2025 - Jan. 9, 2026	Semi-Annual Narrative Report 1	Feb. 9, 2026
Jan. 10, 2026 - July 9, 2026	Semi-Annual Narrative Report 2	Aug. 10, 2026
July 10, 2026 - Jan. 9, 2027	Semi-Annual Narrative Report 3	Feb. 9, 2027
Jan. 10, 2027 - July 9, 2027	Semi-Annual Narrative Report 4	Sept. 9, 2027
July 10, 2025 - July 9, 2027	Final Narrative Report	Sept. 9, 2027

Narrative Reporting

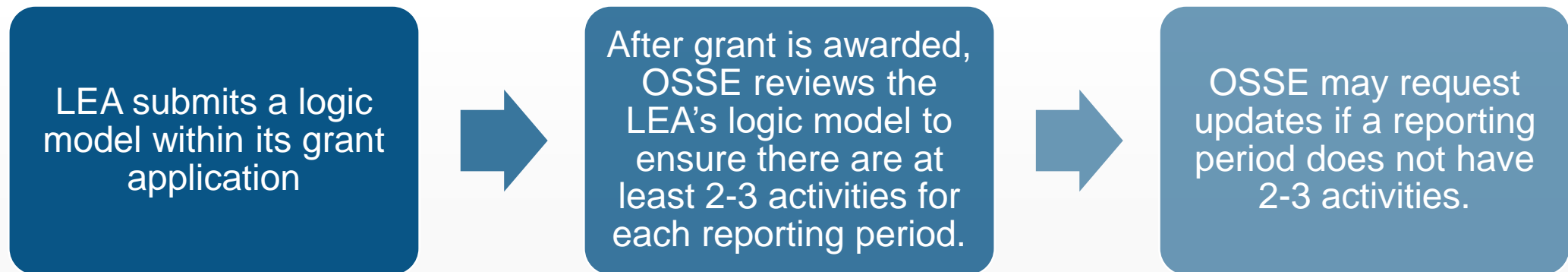
- The semi-annual narrative and final reports provide an opportunity for grantees to share updates and highlights from their project, including:
 - Progress updates on activities listed in the approved logic model
 - Positive highlights from the project and any challenges experienced
 - Number of new seats created and/or how the project increased the quality of current seats
- Grantees are not asked to submit evidence of completion of project activities with each report submission. However, this documentation should be maintained. OSSE will request evidence of completion if your LEA is selected for annual grants monitoring.

Narrative Reporting, Cont'd

- Email the completed [reporting template](#) as a Word or PDF document to OPCSFS.funding@dc.gov by the deadline. Please use the following naming convention:
 - LEA Name_FY25 SOAR Facilities Semi-Annual Report_Submission Date
- For the final narrative report, complete the final narrative section of the reporting template. You will submit this report at the same time as the fourth semi-annual report.
- **TIP!** After this webinar, add the reporting deadlines to your calendar and reminders to yourself several weeks prior to the deadline.
- **REMINDER!** Adherence to report deadlines is considered when OSSE selects grantees for annual grants monitoring.

Logic Model Updates for Semi-Annual Reporting

- After an LEA is awarded the grant, updates may be needed to the logic model.
- OSSE reviews all application logic models to ensure there are several activities for each reporting period.
- If one or more reporting periods need additional activities, OSSE will notify you via email regarding next steps.



Monitoring

OSSE will evaluate the impact and effectiveness of the use of SOAR funds through program monitoring. At a minimum, all semi-annual narrative reports will be compared to your LEA's logic model to track progress on grant objectives and activities.

Grantees may also be monitored through the following mechanisms:

- On-site monitoring
- Virtual monitoring
- Review of other data, including fiscal, as needed



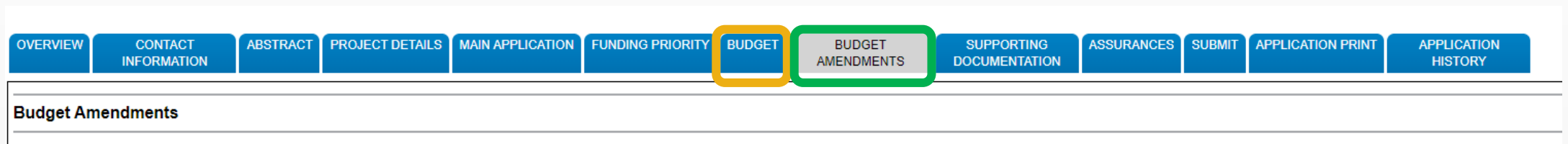
Amendments

Budget Amendments: Overview

- Grantees may submit amendments, via EGMS, to update their budget, so long as the scope and/or objectives of the original project remain the same.
- The final date for submitting FY25 budget amendments is **Friday, Oct. 31.**
- Budget amendments may be submitted retroactively, after the expenditures have occurred. However, if OSSE does not approve the amendment, your LEA will need to find alternate funding for those expenses.

Budget Amendments: How to Submit

- Complete the **Budget Amendments tab**. Clearly outline the shifts made to each budget category and provide the rationale for the changes.
- Make updates to the **Budget tab**. Make changes outlined in the budget amendments tab to the budget itself.
- **TIP!** You cannot have an open (created or submitted but not approved) reimbursement request and an open amendment in EGMS at the same time (or vice versa). Please make sure all reimbursement requests in process are approved, and unsubmitted requests are deleted, to be able to submit an amendment.



Logic Model Amendments

- Grantees may request an amendment to their logic model for major project changes that do not impact the overall scope or objectives of the project.
- Requests should be submitted via email to OPCSFS.funding@dc.gov.
- An approved amendment will become an addendum to the original document.



Additional Resources

Compliance with Federal Grant Requirements

- As a recipient of federal SOAR funds through OSSE, grantees must follow the [Uniform Grants Guidance \(2 CFR Part 200\)](#). Some of the key requirements include:
 - **Maintaining all grant-related documentation** for at least five years after the end of the award period, i.e., until Sept. 30, 2032. (2 CFR 200.302(b)(3), 200.333 and 200.335; 34 CFR 76.730)
 - Keeping accurate **time and effort records** for employees charged to the SOAR grant, in accordance with your LEA's time and effort policy. (2 CFR 200.430(i))
 - Checking **SAM.gov's Excluded Party List** prior to signing contracts with vendors and obligating grant funds (take a screenshot with date stamp). (2 CFR 200.213 and 2 CFR Part 180)
 - For all equipment (per-unit \geq \$10,000) and high-value mobile supplies (e.g., laptops/tablets), following your LEA's policy for conducting annual **inventory checks** and maintaining a **detailed inventory list**. (2 CFR 200.302(b)(4), 200.313(d)(1), 200.313(d)(2), and 200.313(d)(3))
- Refer to OSSE's [FY21 fiscal monitoring indicators](#) for other federal requirements not listed here.

Helpful Resources

- Bookmark [OSSE's SOAR Facilities webpage](#) for quick access to all FY25-related grant documents.
- Review the [EGMS user manual](#) (updated 2024) to learn how to use the system.
- Submit an **EGMS support ticket** directly within [EGMS](#) itself for technical support. The link to create a ticket is at the top left of every screen in EGMS after logging in.
- Tune into the **LEA Look Forward newsletter** every Friday (sign up [here](#)) and the **Division of Strategic Funding for School Quality Grants Newsletter** every other Wednesday (sign up [here](#)).

All Key FY25 Grant Dates

Date	Activity/Milestone
July 10, 2025	FY25 SOAR Facilities award period begins
Sept. 30, 2025	Final date to obligate FY25 expenditures
Oct. 31, 2025	Quarterly reimbursement request submission due Final date to submit FY25 budget amendments
Dec. 1, 2025	Final date to submit FY25 reimbursement requests
Jan. 15, 2026	Final date to submit FY25 closeout report

All Key FY26 Grant Dates

Date	Activity/Milestone
TBD Feb. 2026	Submit FY26 continuation application
Feb. 9, 2026	Submit semi-annual narrative report 1
April 30, 2026	Quarterly reimbursement request submission due
July 31, 2026	Quarterly reimbursement request submission due
Aug. 10, 2026	Submit semi-annual narrative report 2
Sept. 30, 2026	Final date to obligate FY26 expenditures
Oct. 31, 2026	Quarterly reimbursement request submission due Final date to submit FY26 budget amendments
Dec. 1, 2026	Final date to submit FY26 reimbursement requests
Jan. 15, 2027	Final date to submit FY26 closeout report

All Key FY27 Grant Dates

Date	Activity/Milestone
TBD Feb. 2027	Submit FY27 continuation application
Feb. 9, 2027	Submit semi-annual narrative report 3
April 30, 2027	Quarterly reimbursement request submission due
July 9, 2027	FY27 SOAR Facilities continuation grant ends End of two-year award period
Aug. 9, 2027	Final date to submit FY27 budget amendments
Sept. 9, 2027	Submit semi-annual narrative report 4 and final report Final date to submit FY27 reimbursement requests
Jan. 15, 2028	Final date to submit FY27 closeout report

Contact Information

Point of Contact	Contact Information
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Q&A