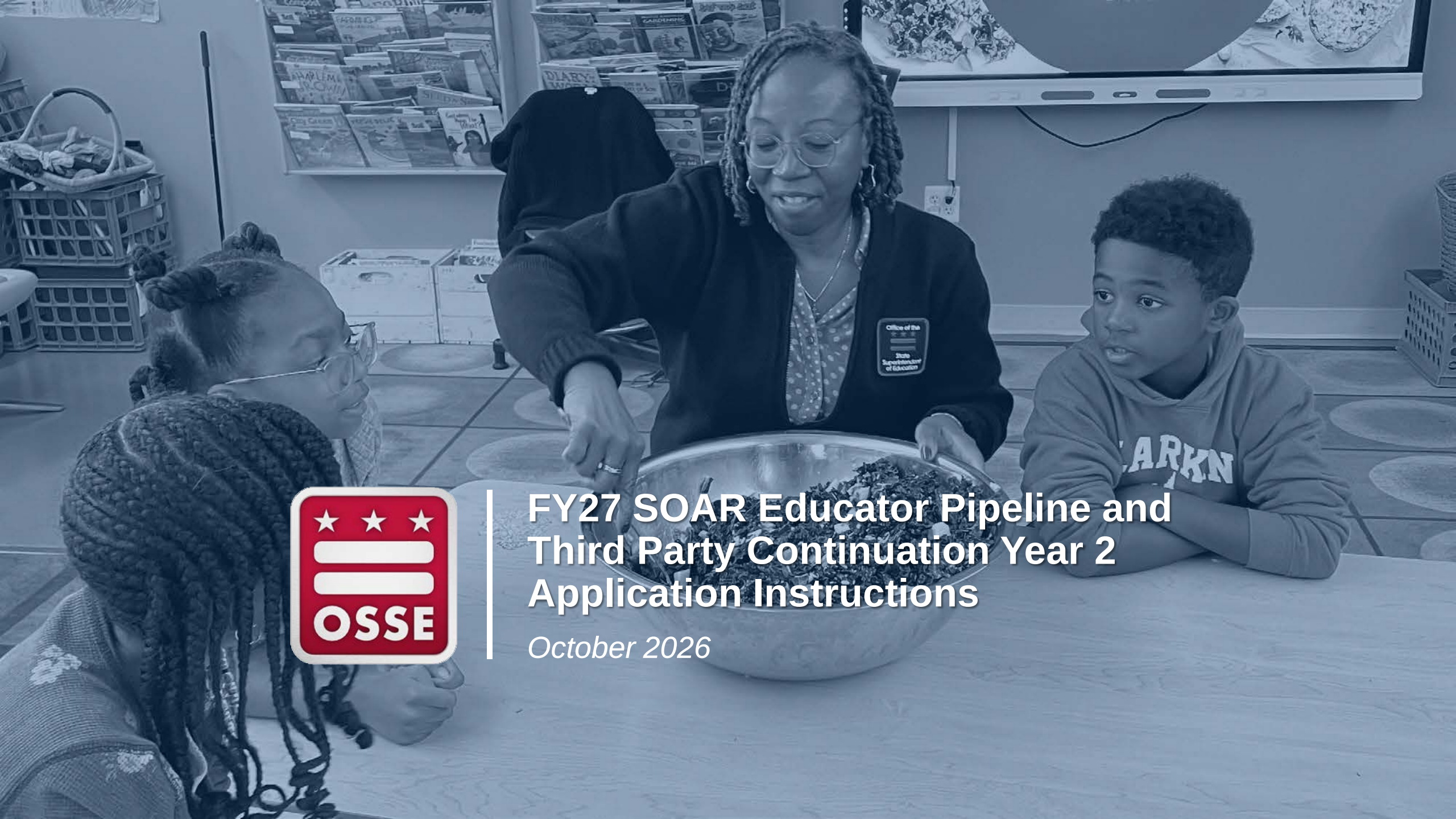


FY27 SOAR Educator Pipeline and Third Party Continuation Year 2 Application Instructions

October 2026

Overview of Continuation Application Process

These instructions explain how to submit a fiscal year 2027 (FY27) continuation application for organizations awarded three-year Scholarships for Opportunity and Results (SOAR) Act Educator Pipeline and/or Third Party grant in FY25.

- In FY27, grantees will receive the same funding amount as in FY25 and FY26.
- Grantees apply for this funding each year via a continuation application in the Enterprise Grants Management System (EGMS). The application content includes the budget and a budget narrative question.
- For FY27 (SOAR Continuation Year 2), the application will be released in EGMS on Friday, Oct. 9, and is due by **3 p.m. on Thursday, Nov. 12.**

Continuation Application Budget Considerations

The FY27 continuation application is an opportunity to make changes to your organization's most recently approved FY25 SOAR budget.

- Budget items must align with the project funded in your approved FY25 grant application.
- Your continuation budget should be limited to proposed expenditures for **FY27 (Oct. 1, 2026 - Sept. 30, 2027)**.
- Unspent grant funds during this final year will lapse and ***will not carry over***.

Important Final Year Reminders

The end of the three-year award period for the originating FY25 SOAR Educator Pipeline and Third Party grants is Sept. 30, 2027.

- Once the Office of the State Superintendent of Education (OSSE) approves your FY27 continuation application, you will receive a new grant award notification (GAN) in EGMS and may begin submitting reimbursement requests immediately.
- Your organization **must have an approved FY27 Central Data application** in EGMS to access the GAN and receive reimbursements from OSSE.

Timeline of Key Deadlines

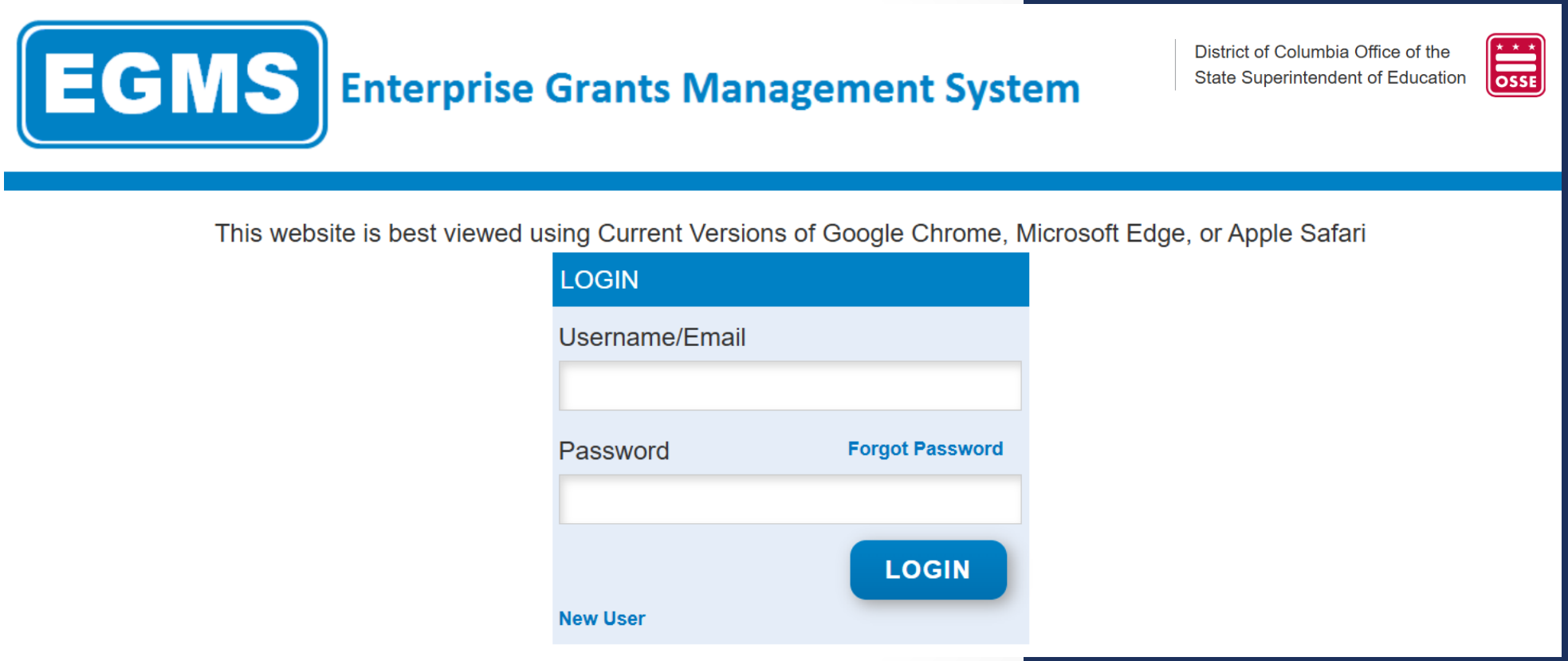
The table below shows the deadlines for each fiscal year within the overall award period.

Fiscal Year	FY25 (Competition Year)	FY26 (Continuation Year 1)	FY27 (Continuation Year 2)
Date Range	**Oct. 1, 2024 - Sept. 30, 2025**	**Oct. 1, 2025 - Sept. 30, 2026**	**Oct. 1, 2026 - Sept. 30, 2027**
Submit continuation application	N/A	Nov. 14, 2025	Nov. 12, 2026
Submit budget amendment to access carryover from previous fiscal year	N/A	March 13, 2026	March 2027*
Submit final budget amendments	Oct. 31, 2025	Nov. 2, 2026	Nov. 1, 2027
Submit final reimbursement requests	Dec. 1, 2025	Dec. 1, 2026	Dec. 1, 2027
Submit closeout report	Jan. 15, 2026	Jan. 15, 2027	Jan. 15, 2028

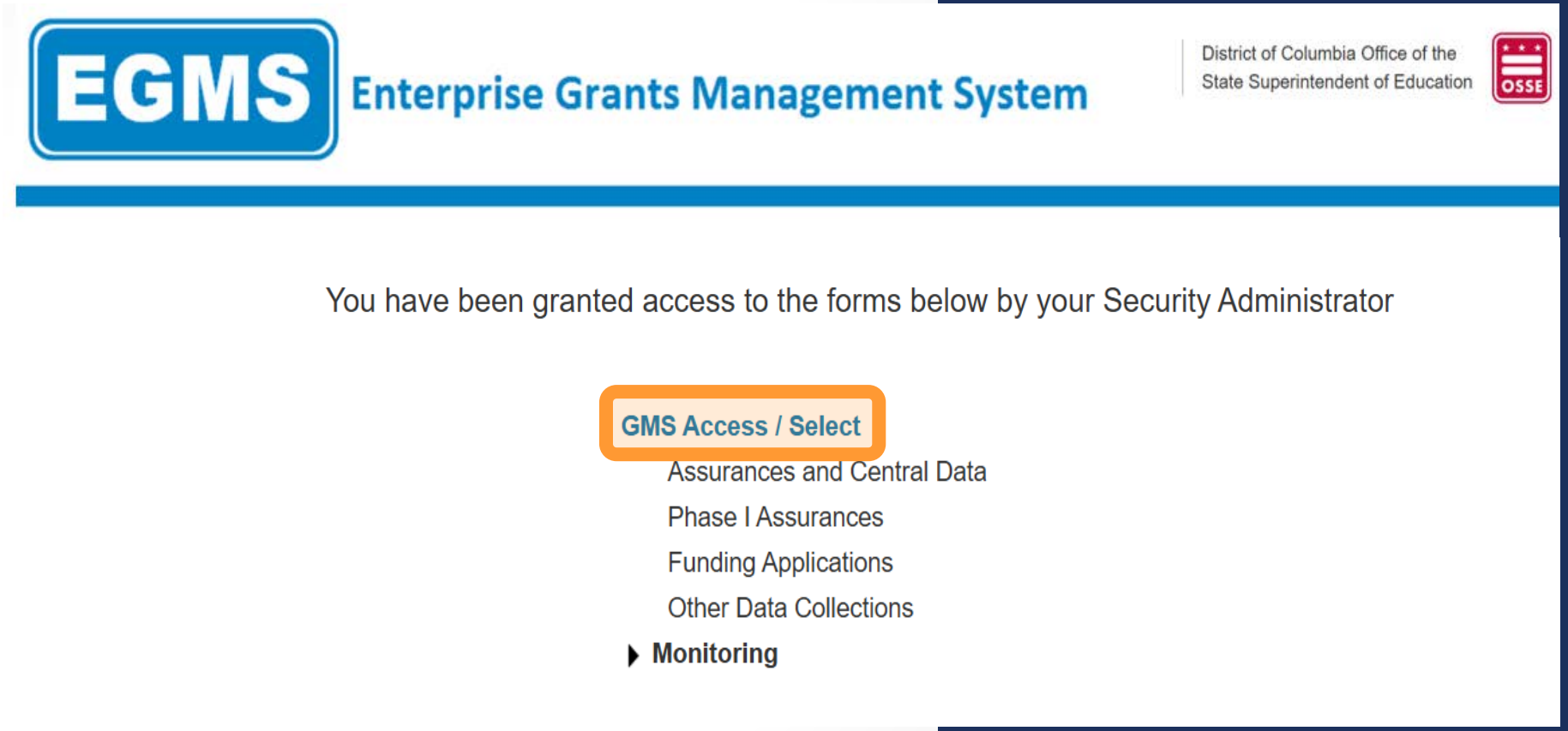
* Exact date will be shared once carryover is provided to grantees.

Completing the Continuation Application in EGMS

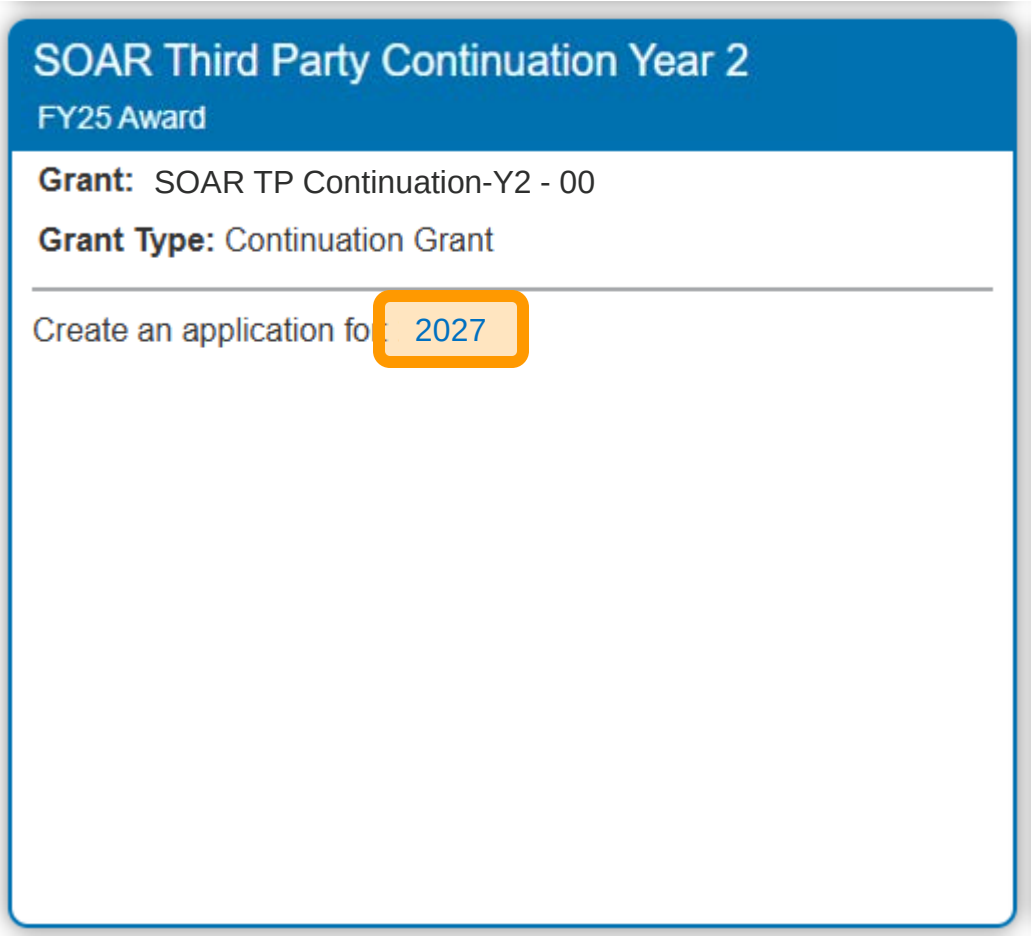
Log into EGMS.



Select “GMS Access / Select” from the menu list.



First, confirm filter year is set to "2027." Then, search by name or scroll to locate your grant.



Confirm the grant and grant type are accurate, then select "**2027**" to open and begin the application.

Navigating the Application in EGMS

- After selecting “2027” from the main screen, the entire application will open.
- Use the tabs at the top of the screen to navigate to different sections of the application**.** Avoid using the back arrow when navigating the application.
- Use the hyperlinked options at the top right-hand side of the screen when possible.

Submitting the Application

- Click "SAVE PAGE" at the bottom of application pages to save the content you enter and return later, if needed.
  - Content will not save until all required fields are populated on each page/tab.
- Submit the application **only** when it is complete and ready for OSSE to review.
- **TIP!** Developing your budget narratives in a separate document and transferring them into EGMS once finalized can help you work on the application in segments, until you are ready to complete all required fields.

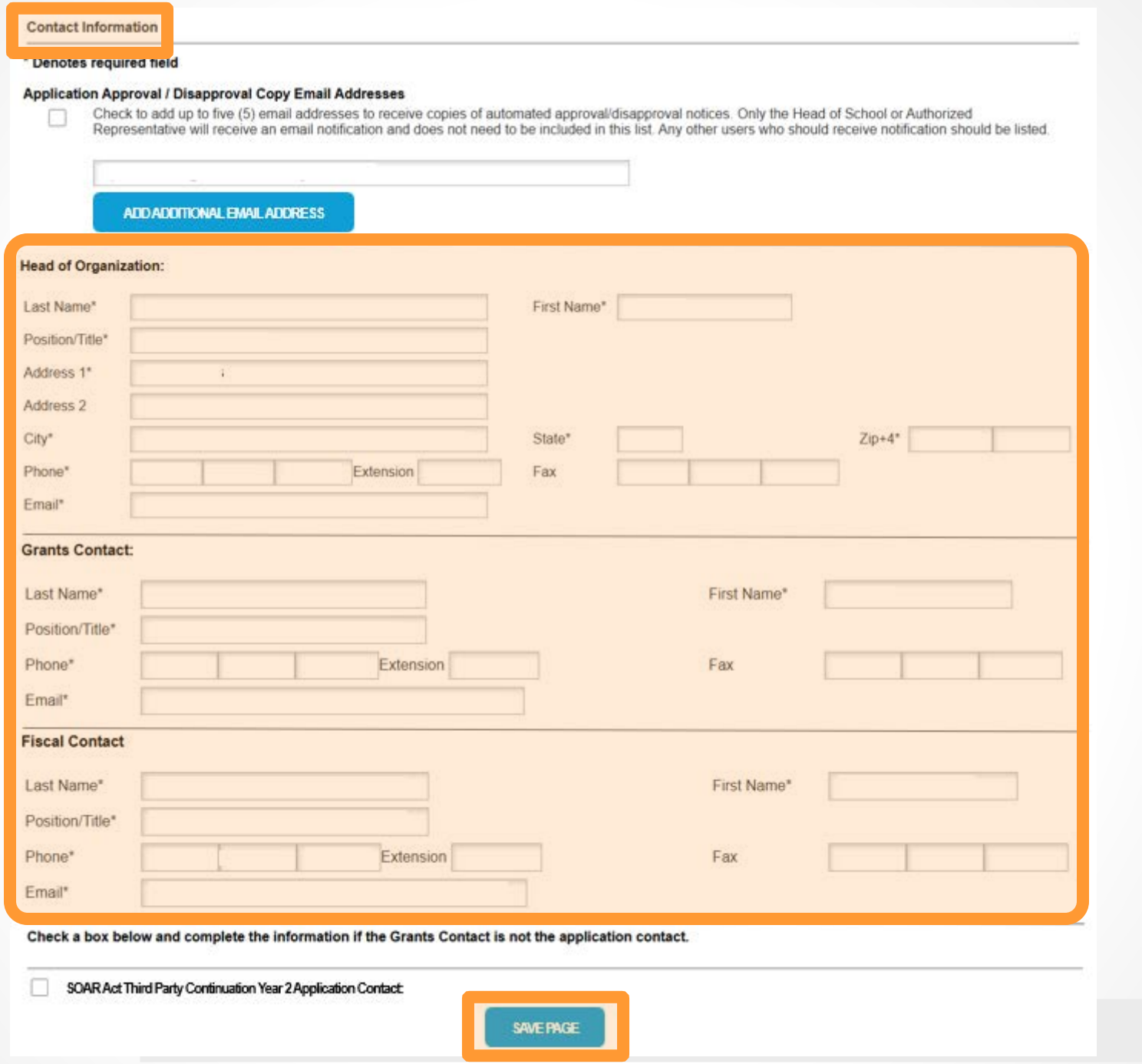
General Information

This application is a continuation of a prior-year SOAR (Scholarships for Opportunity and Results) Act grant. Detailed information about the requirements of this program can be found in the original application, the Request for Applications (RFA), and your approved Logic Model. OSSE will also issue a revised Grant Award Notification (GAN) with the amount carried over from the previous fiscal year.

General Information

Review general information about the grant.

No grantee information needs to be entered in this section.



Contact Information

Enter contact information for your grant staff. OSSE uses these points of contact when communicating about the grant with your organization.

Click "**SAVE PAGE**" when the information is complete.

GENERAL INFORMATION | CONTACT PAGE | FUNDING DISTRIBUTION | ALLOCATIONS | BUDGET | BUDGET AMENDMENTS | SUPPORTING DOCUMENTATION | ASSURANCES

SUBMIT | APPLICATION PRINT | APPLICATION HISTORY

	SOAR_TP_Continuation-Y2
Current Year Funds	
Allocation	**$13,500.00**
ReAllocated (+)	$0.00
Released (-)	$0.00
Total Current Year Funds	$13,500.00
Prior Year(s) Funds	
Rollover (+)	$0.00
ReAllocated (+)	$0.00
Total Prior Year(s) Funds	$0.00
Sub Total	**$13,500.00**
Multi-District	
Transfer In (+)	$0.00
Transfer Out (-)	$0.00
Administrative Agent	
Adjusted Sub Total	**$13,500.00**

Funds not applied for
(Select the boxes below ONLY if the Organization is electing to release its Program funds back to OSSE to be reallocated to other Organizations.)

Current Year Funds	☐
Prior Year Funds	☐
Total Available for Budgeting	**$13,500.00**

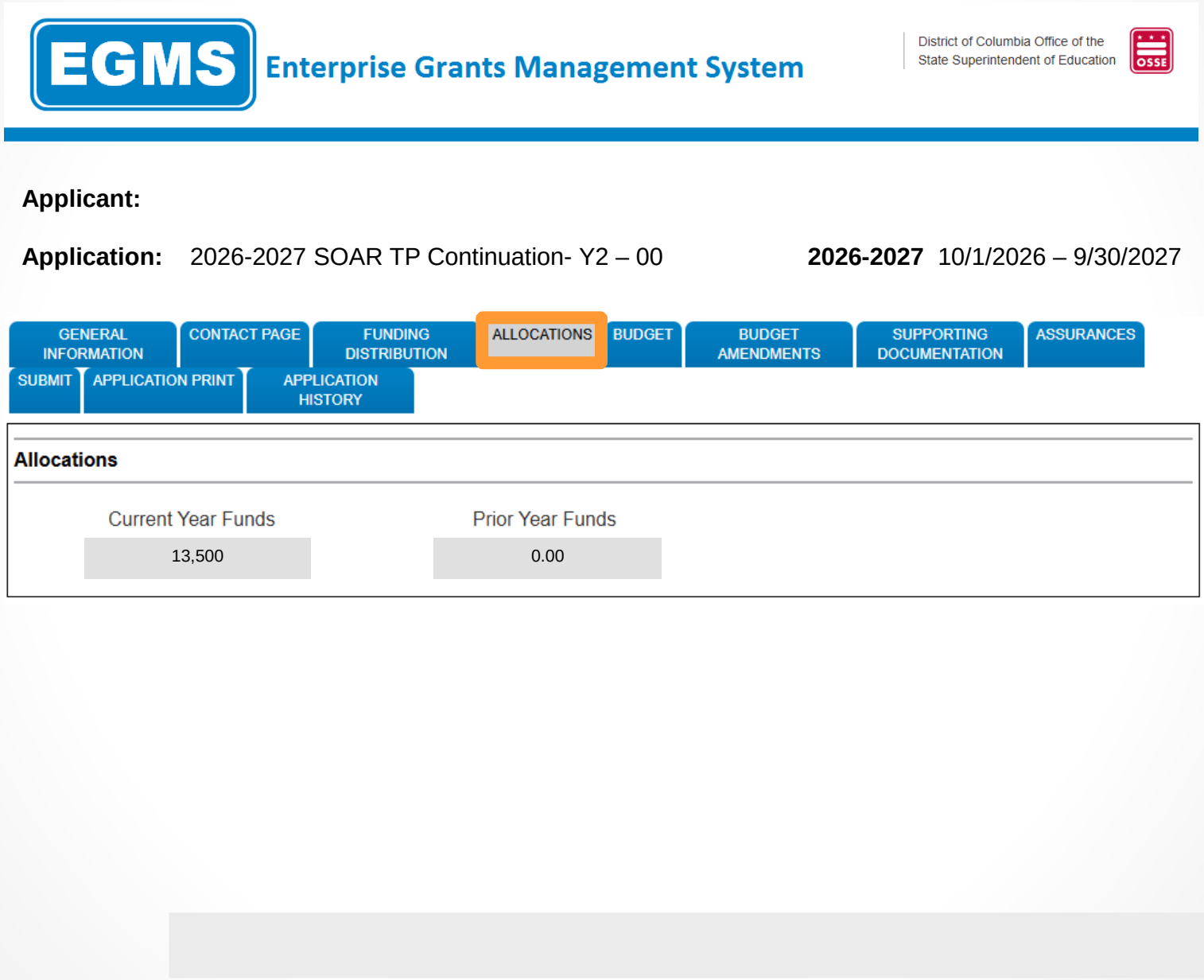
SOAR_TP_Continuation-Y2

CALCULATE TOTALS | SAVE PAGE

Funding Distribution

Review funding information.

If the details on this tab do not align with your expected allocation amount, contact Cynthia.Davis@dc.gov for support.

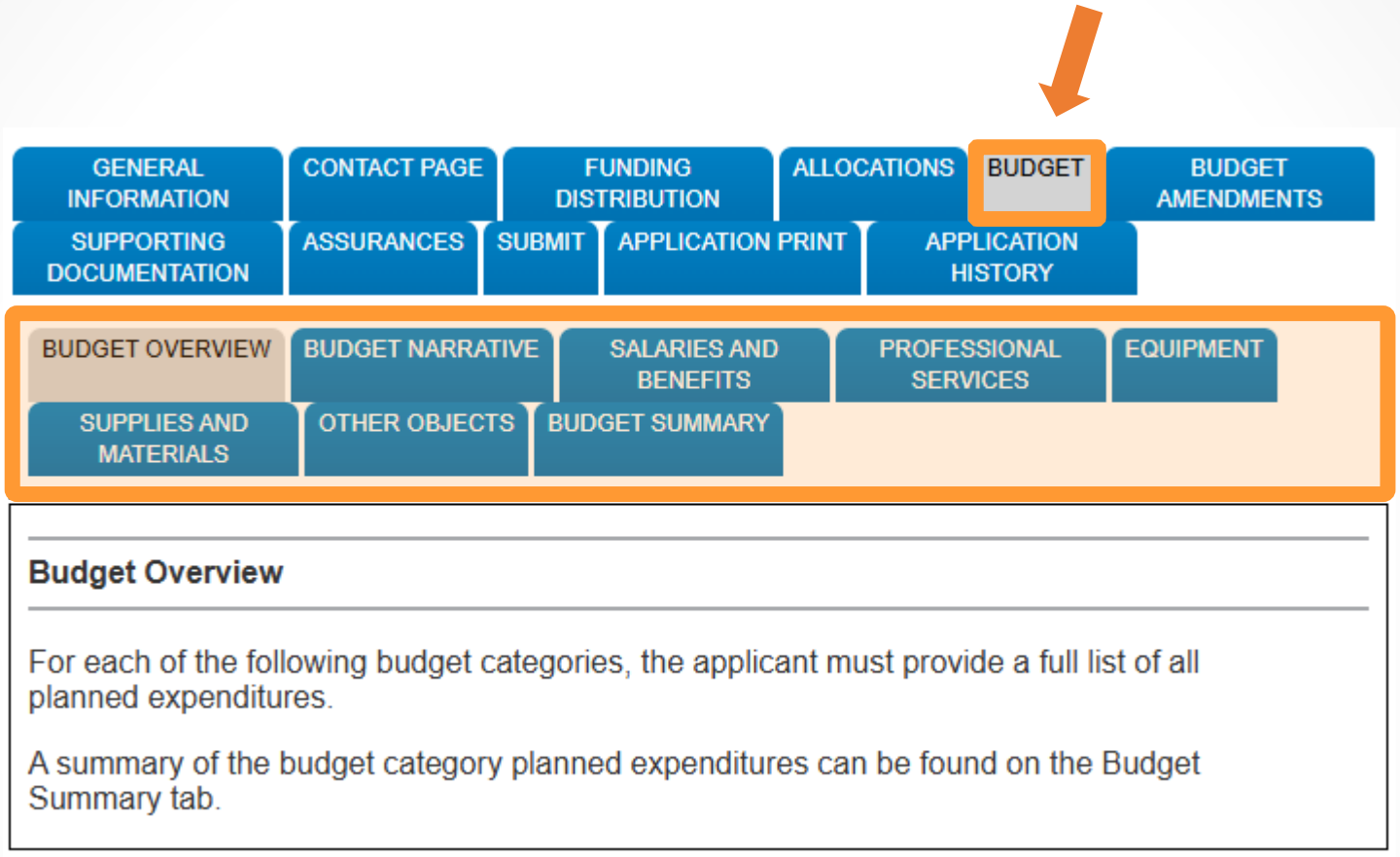


Allocations

Review allocation information.

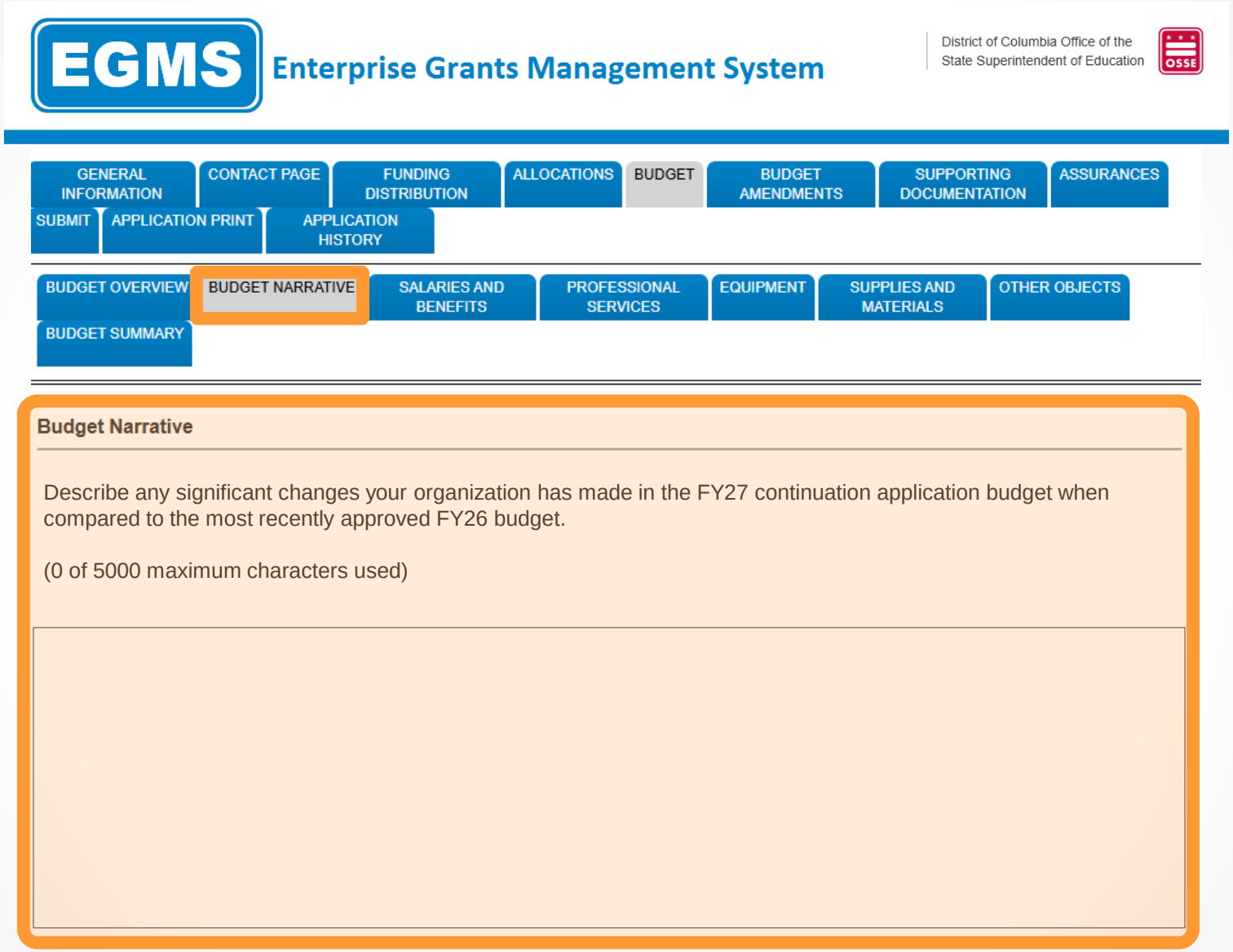
If the details on this tab do not align with your expected allocation amount, contact Cynthia.Davis@dc.gov for support.

Budget



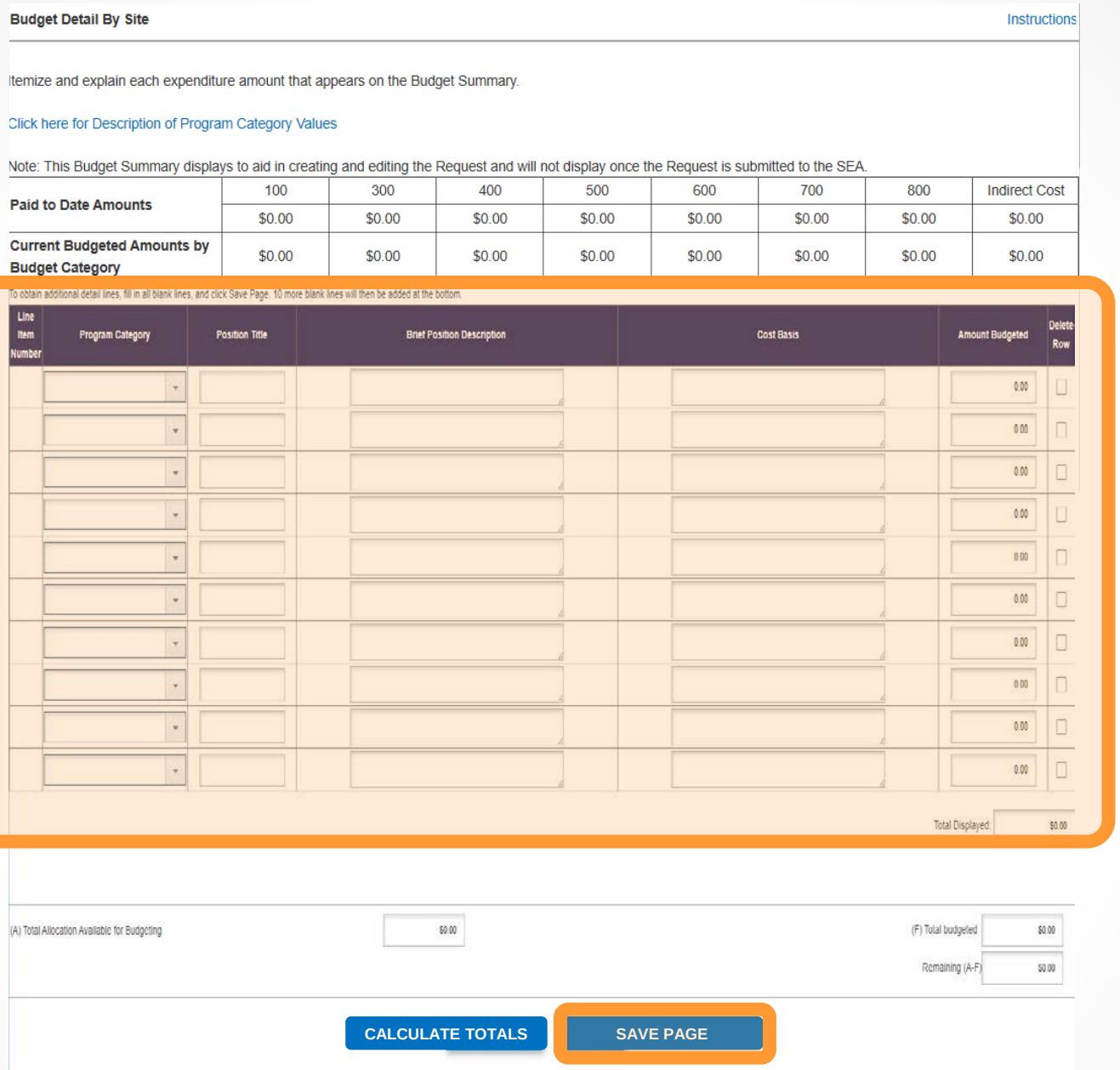
An additional set of tabs will appear when selecting the **Budget** tab.

Grantees will use this section to detail their expenditure plans.



Budget Narrative

Describe any significant changes from the most recently approved **FY26** budget.



Budget

SALARIES AND BENEFITS

PROFESSIONAL SERVICES

EQUIPMENT

SUPPLIES AND MATERIALS

OTHER OBJECTS

In each of these tabs, enter grant expenditures in detail (see guidance on next slide).

Any categories in which you don't plan to budget expense can be left blank.

When details are complete, select "**SAVE PAGE**."

Budget Category Guidance

If you aren't sure which budget category to put an expense in, use the Description of Program Category Values, which is linked at the top of the Budget tab in your application.

Definitions and Examples for Each Program Category and Budget Category

IMPORTANT NOTE: The examples in this table are provided only as a generic guide of the general scope of potential expenditures and have no relation to determinations of allowability for any particular federal grant program. Indeed, some entire categories may represent unallowable activities for some grant programs. Subgrantees should pay close attention to the **definitions** provided in column B in order to determine the appropriate categorization of expenditures.

		Budget Categories					
		Salaries and Benefits (100)	Contracted Professional Services (300)	Equipment (500)	Supplies and Materials (600)	Fixed Property Costs (700)	Other (800)
	INSTRUCTION (10) The direct instructional interaction between teachers and students. This instruction may be provided to students in a school classroom, in an alternate location (i.e.: home or hospital), or in other learning situations, including those involving co-curricular activities. The activities of teacher aides or classroom assistants of any type (i.e.: clerks, graders, teaching machines) who assist in the instructional process are also in this category.	Teachers, Tutors, Coaches, Substitute Teachers, Teacher's Aides, Reading Specialists, Classroom Paraprofessionals (all positions are on staff)	Contracted Teachers / Instructors or Substitute Teachers (those that are not an official employee)	Machinery, Furniture, Fixtures, Technology-related Hardware more than $10,000 per unit (according to OSSE's equipment policy)	General Supplies, Textbooks, Instructional Aids, Instructional Software, Internet Fees - Site License	Rental of Instruction Equipment	Dues and Fees, Reimbursement of Tuition, Teacher Aide Education, Approved Conference/Training Fees

Salaries and Benefits Budget Guidance

Position Title

- Position title of the employee working on the grant project.
- If multiple individuals with the same title will be included in the budget, you may include them on the same line (e.g., “2 Special Education Teachers”).

Brief Position Description

- Brief description (no more than one to two sentences) of the role of this employee.
- Demonstrate how the activities conducted by the individual are **necessary** to meet the purpose or objectives of the grant project.

All Other Budget Categories Guidance

Item(s) to be Purchased

- Description of the specific goods or services that will be purchased with grant funds.

Purpose of Expenditure

- Brief description (no more than one to two sentences) of the purpose of this expenditure in the grant program.
- Explain why the expenditure is **necessary** to meet the purpose or objectives of the grant project.

Cost Basis Guidance

Cost Basis

- Justify the amount budgeted for the expenditure.
- Demonstrate how the amount budgeted is ***reasonable***.
  - **Salaries***:* Include the annual salary, fringe benefits rate (if applicable), percentage of staff time that will be requested for reimbursement, number of staff in the position (if more than one), and time period for reimbursement (if not the entire continuation award period).
  - **Goods**: Include the quantity (e.g., number of units) and estimated cost per unit.
  - **Services**: Include the time period of the contract (e.g., hourly rate, months covered) and scope of services (e.g., how many grades, students, or staff members served).

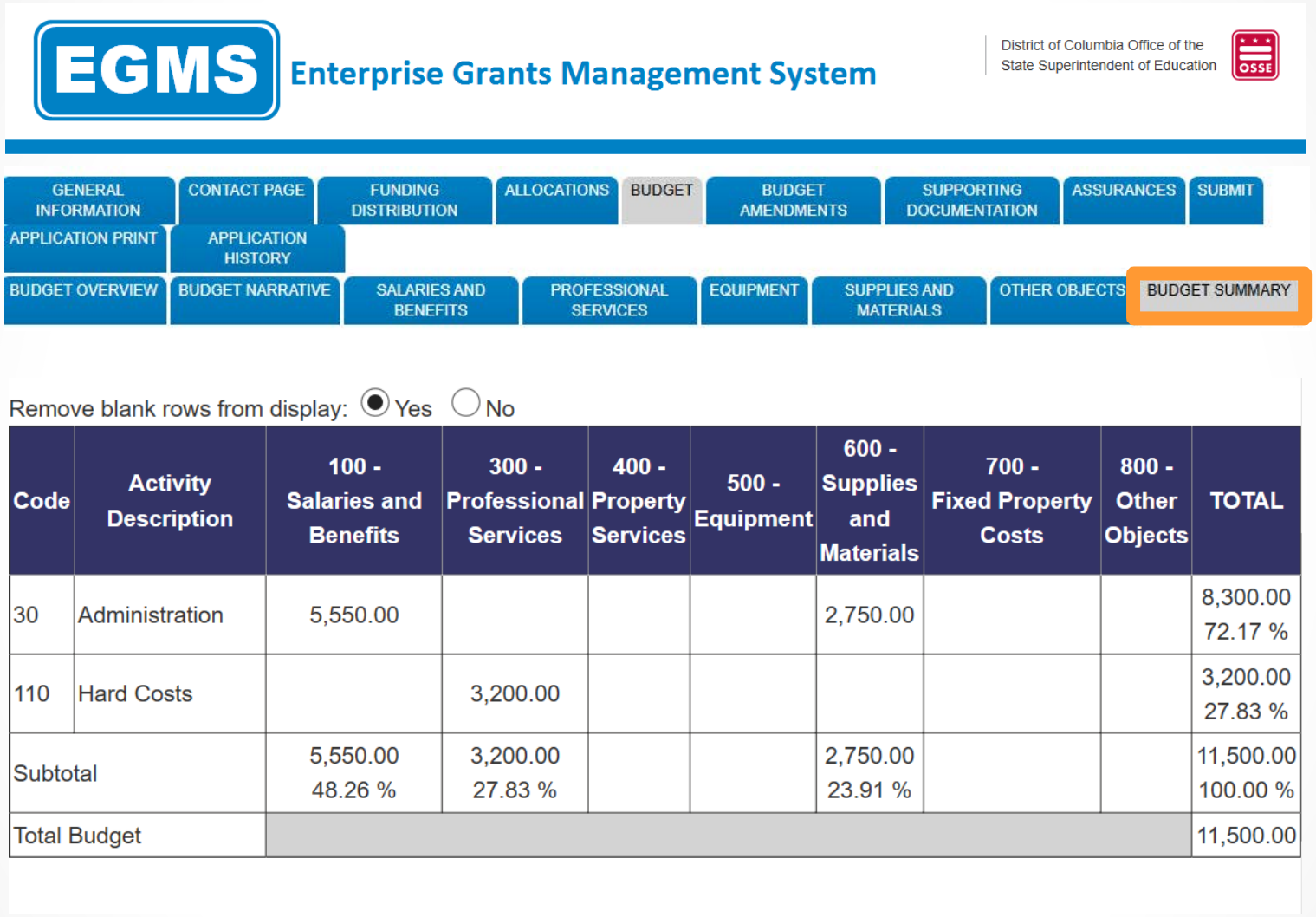
Cost Basis Examples

Salaries and Benefits: Examples of acceptable cost basis formats for a program manager:

- Annual salary and benefits for this full-time position is $115,000, with a fringe rate of 15 percent. 50 percent will be charged to the grant in reimbursement requests from Oct. 1, 2026 – June 30, 2027.
- Annual salary for this full-time position is $100,000. 100 percent will be charged to the grant in reimbursement requests from Oct. 1, 2026 – June 30, 2027.

Professional Services: For a series of monthly in-school literacy trainings budgeted at $10,000, an acceptable cost basis format could be: “Ten 2-hour workshops at $1,000 each; contract with vendor covers Oct. 1, 2026 – June 30, 2027.”

Supplies and Materials: For student laptops budgeted at $15,000, an acceptable cost basis format could be: “30 Chromebooks estimated at $500 each.”



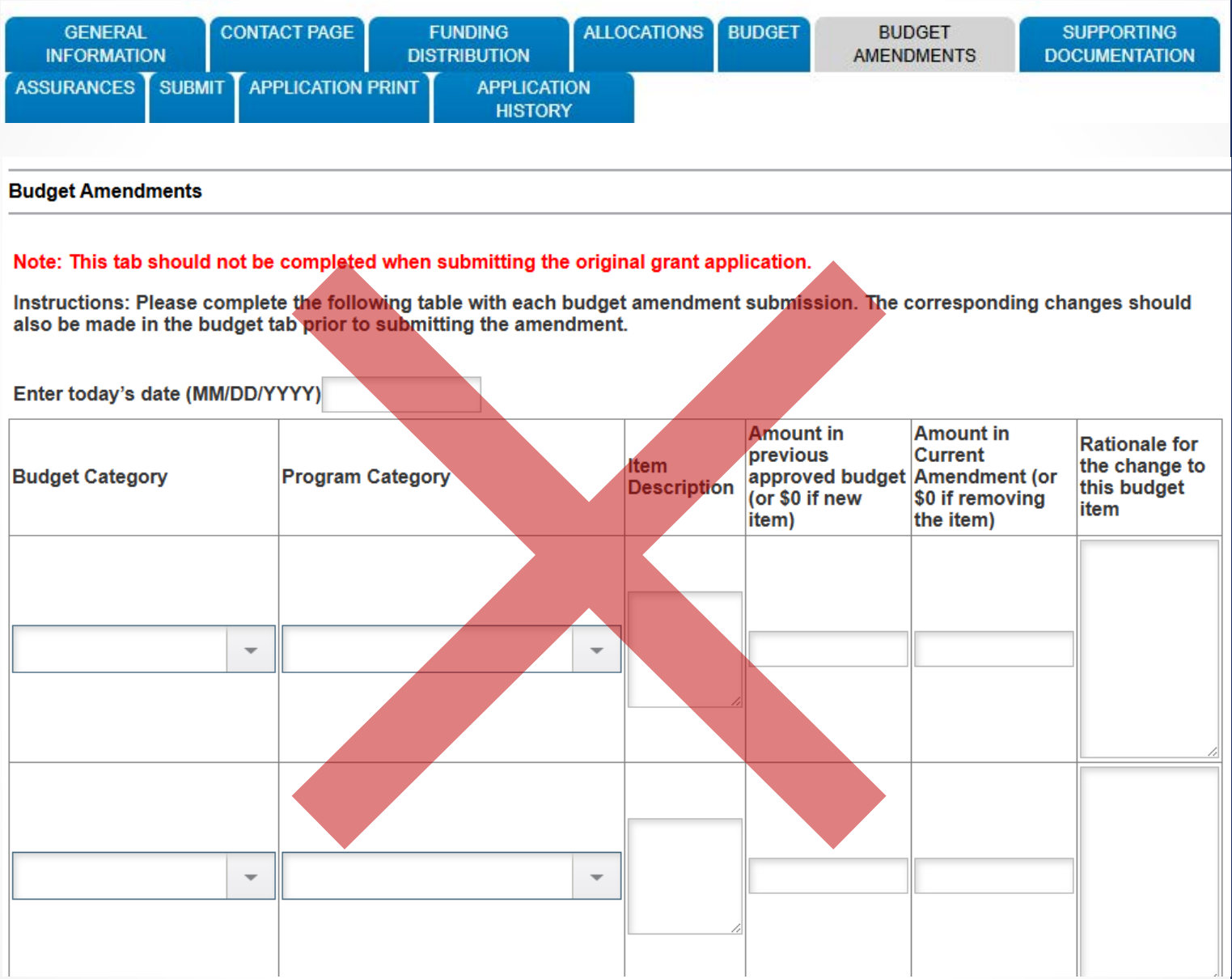
Code	Activity Description	100 - Salaries and Benefits	300 - Professional Services	400 - Property Services	500 - Equipment	600 - Supplies and Materials	700 - Fixed Property Costs	800 - Other Objects	TOTAL
30	Administration	5,550.00				2,750.00			8,300.00 72.17 %
110	Hard Costs		3,200.00						3,200.00 27.83 %
Subtotal		5,550.00 48.26 %	3,200.00 27.83 %			2,750.00 23.91 %			11,500.00 100.00 %
Total Budget									11,500.00

Budget

BUDGET SUMMARY

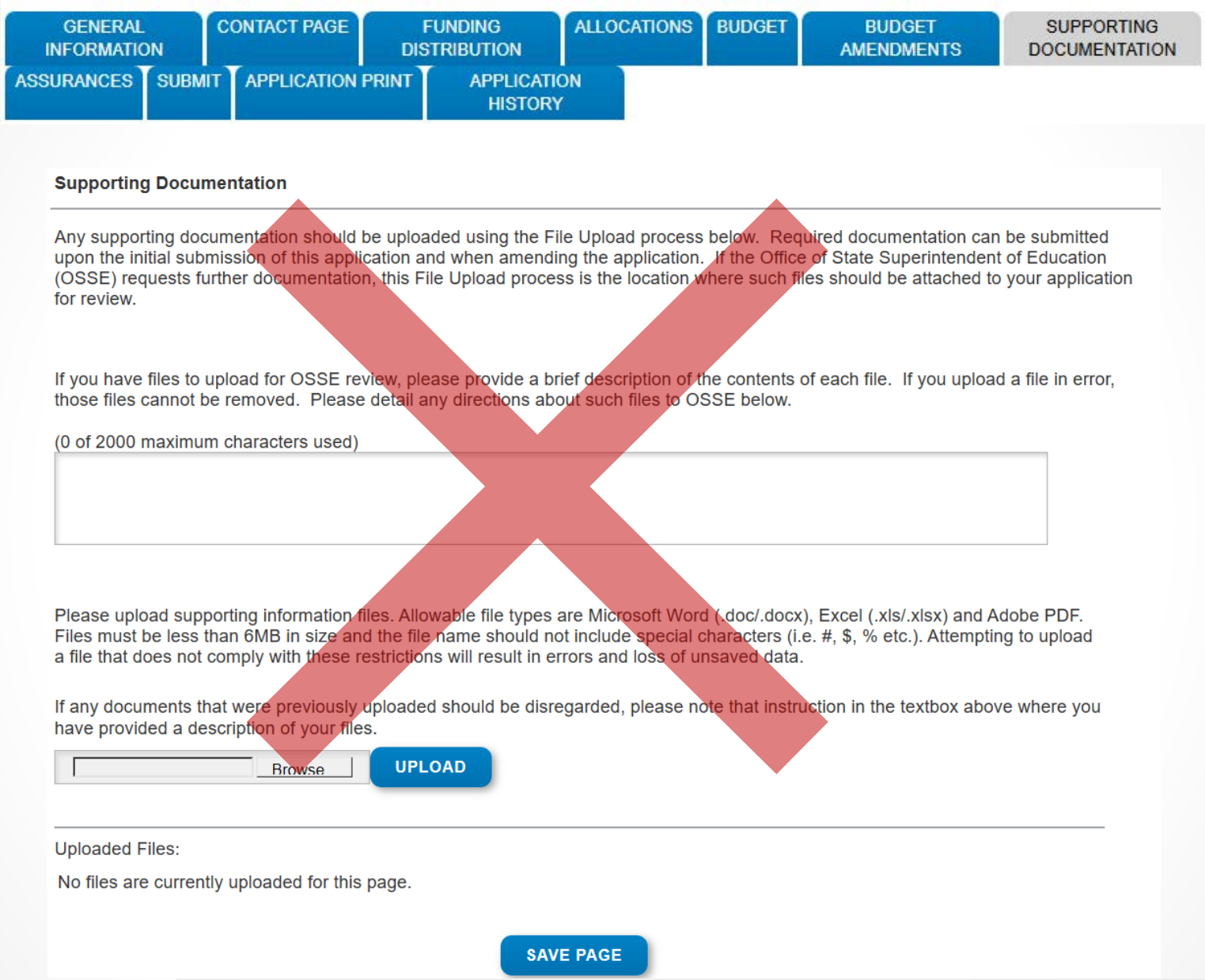
Review the summary of the expenditures entered and saved in this application.

If the summary is not what you intended, review and adjust expenditures in previous tabs.



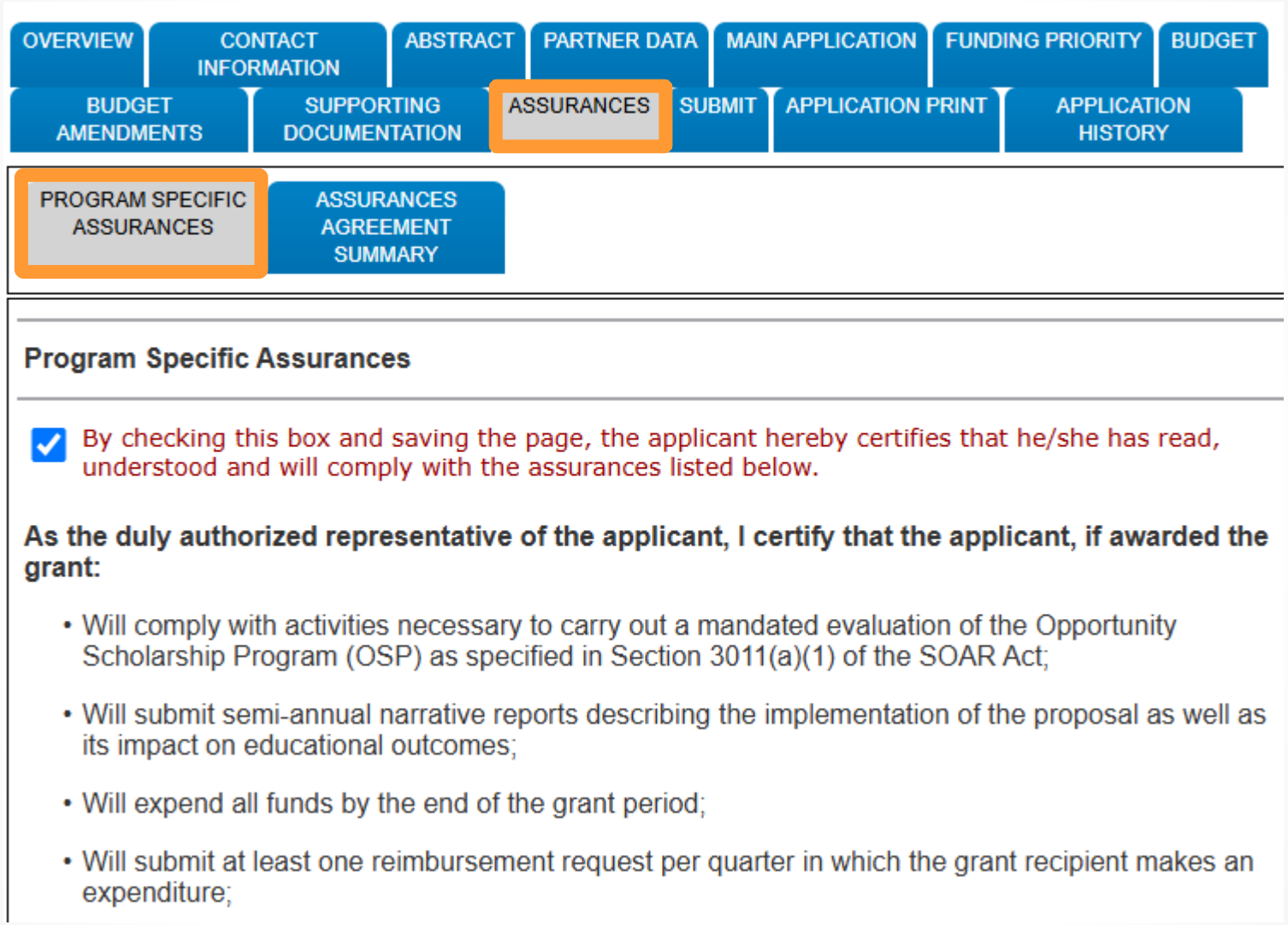
Budget Amendments

Leave this tab blank. This tab may be used for budget amendment requests at a later date.



Supporting Documentation

Leave this tab blank. This tab may be used to provide supplemental information or documents with future amendments, if needed.

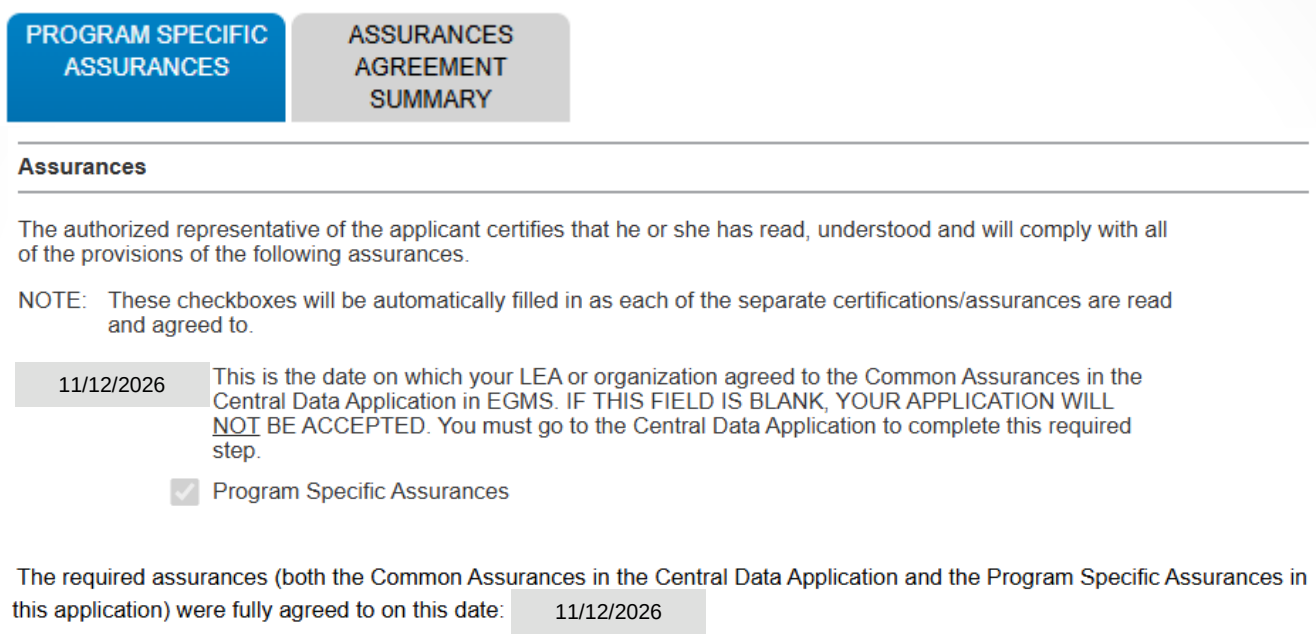


Assurances

PROGRAM SPECIFIC ASSURANCES

An additional set of tabs will appear when selecting the **Assurances** tab.

The **Assurances Agreement Summary** tab must be certified by your organization's **Authorized Representative** for EGMS.


PROGRAM SPECIFIC ASSURANCES

ASSURANCES AGREEMENT SUMMARY

Assurances

The authorized representative of the applicant certifies that he or she has read, understood and will comply with all of the provisions of the following assurances.

NOTE: These checkboxes will be automatically filled in as each of the separate certifications/assurances are read and agreed to.

11/12/2026 This is the date on which your LEA or organization agreed to the Common Assurances in the Central Data Application in EGMS. IF THIS FIELD IS BLANK, YOUR APPLICATION WILL NOT BE ACCEPTED. You must go to the Central Data Application to complete this required step.

☑ Program Specific Assurances

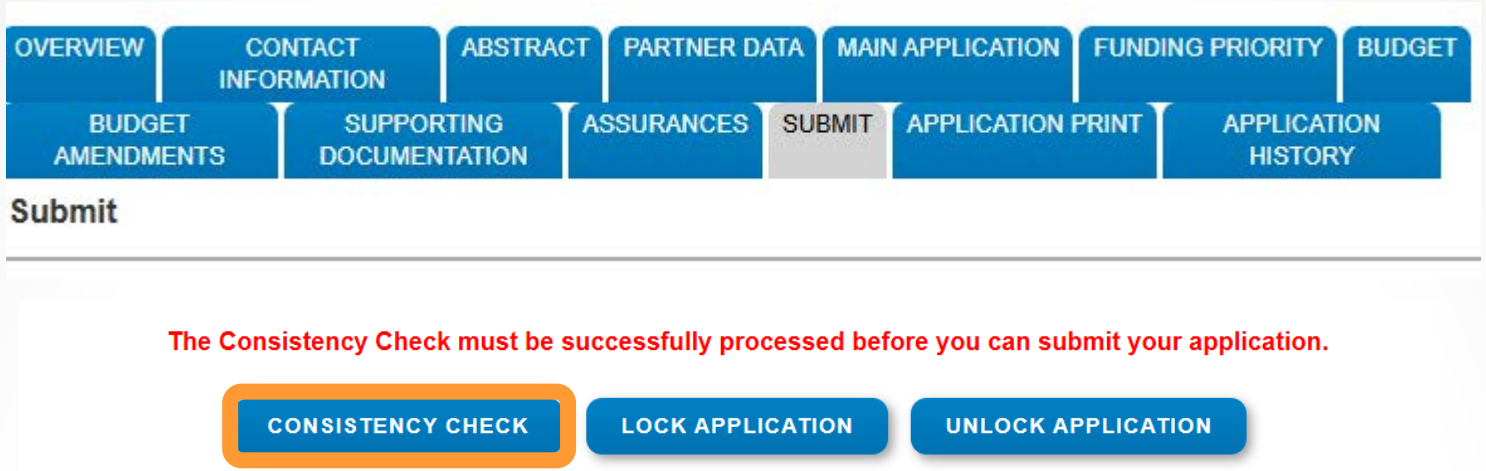
The required assurances (both the Common Assurances in the Central Data Application and the Program Specific Assurances in this application) were fully agreed to on this date: 11/12/2026

- Select **LEGAL ENTITY AGREES** to certify that your organization agrees to comply with all Assurances listed in the Program Specific Assurances tab and the FY27 Central Data application.
- Once this page is certified, the **Program Specific Assurances** box will automatically be checked and the date will appear in the gray box at the bottom of the page.

Assurances

ASSURANCES AGREEMENT SUMMARY

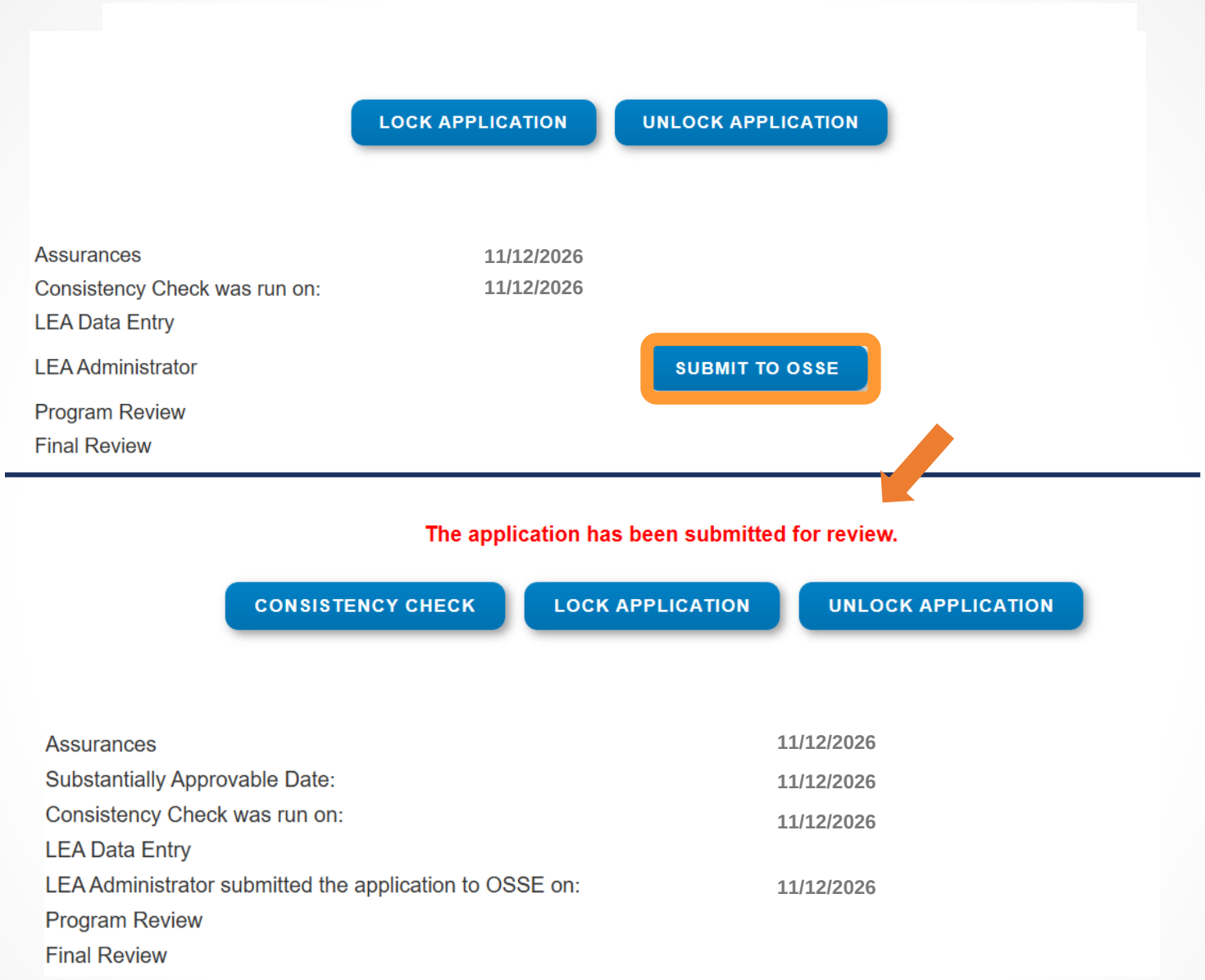
If you need to make changes to your organization's authorized representative, contact Cynthia.Davis@dc.gov for support.



Submit

Select **CONSISTENCY CHECK** and allow the system to confirm that the application is ready for submission.

If an error appears, complete the missing information and repeat the consistency check.

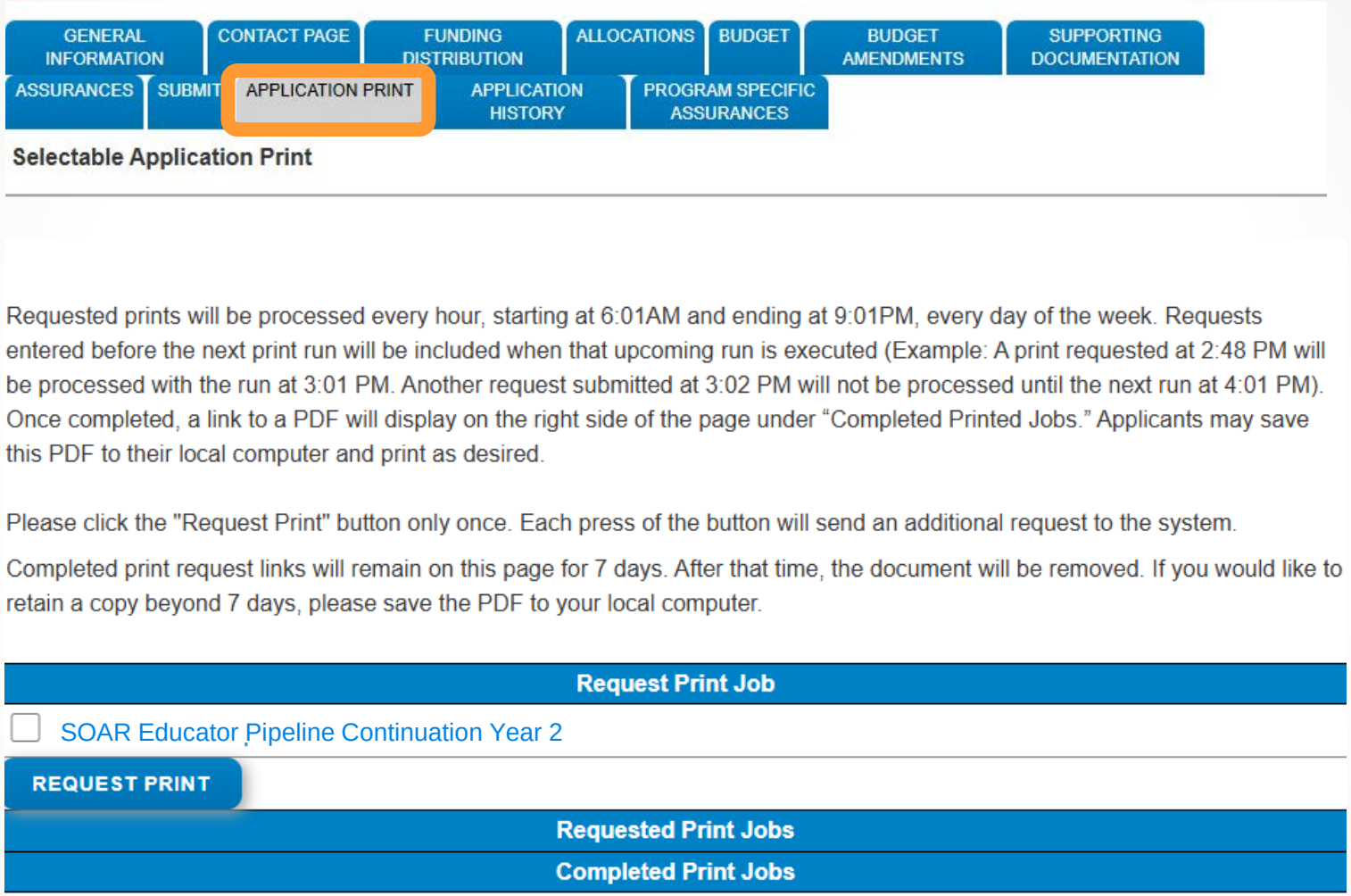


Submit

When the consistency check is complete, a **SUBMIT TO OSSE** button will appear. Select this button to submit the application.

Only your organization's **Authorized Representative** can submit applications in EGMS.

Once the application has been submitted, red text confirming the submission will appear.



Application Print

This function allows you to print your application as a PDF document, if needed. This is not part of completing your continuation application.

Instructions are included in this tab. Please review them carefully to understand the timing of this process.

Application History

Application History (Read Only)

Status Change	User Id	
		11/12/2026 8:06 AM
Final Application Review	FReviewer OCIO (FReviewer)	11/12/2026 8:06 AM
Pre-Approved	IReviewer OCIO (IReviewer)	11/12/2026 7:39 AM
Submitted to OSSE	Tester OCIO (OCIO Tester)	11/12/2026 7:39 AM
Consistency Check	Tester OCIO (OCIO Tester)	09-02-2025 7:39 AM

This tab can be used to confirm submission, review the status of your application, and see the details of the application history.

Additional Resources

Helpful Resources

- Bookmark OSSE's SOAR Grant Programs webpage for quick access to all SOAR Educator Pipeline Grant and SOAR Third Party 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).

Questions?

We are here to support your organization during the FY27 continuation application process and throughout the award period.

Point of Contact	Contact Information
Cynthia Davis *Grants Management Specialist* *Federal Programs and Strategic Funding, Charter School Grants*	Cynthia.Davis@dc.gov (202) 957-6313
Diana Acosta *Program Manager* *Federal Programs and Strategic Funding, Charter School Grants*	Diana.Acosta@dc.gov (202) 212-7002