



District of Columbia
Office of the State Superintendent of Education

SCHOLARSHIPS FOR OPPORTUNITY AND RESULTS (SOAR) ACT FORMULA GRANTS

*Guidance for Submitting FY24 SOAR Formula
Consolidated Applications*

September 2023

Contents

Using the FY24 SOAR Formula Consolidated Application Guide	1
FY24 Application at a Glance: SOAR Formula Consolidated.....	2
Checklists: SOAR Formula Consolidated Application.....	4
Needs Assessment.....	4
Project Description	4
Theory of Action	5
Equitable Access and Participation.....	5
Project Activities and Objectives	6
Budget.....	7
Budget: Salaries and Benefits.....	7
Budget: Professional Services	8
Budget: Equipment.....	8
Budget: Supplies and Materials	8
Budget: Other Objects	9

Using the FY24 SOAR Formula Consolidated Application Guide

This guide supports local education agencies (LEAs) in completing their fiscal year 2024 (FY24) SOAR Formula Consolidated application for the Academic Quality grant (and Early Childhood grant, if applicable) by providing an overview of and checklist for each section of the SOAR Formula Consolidated application sections in the Enterprise Grants Management System (EGMS). These overviews and checklists should be used as a reference prior to and after completing each section, and to check for completion prior to final submission of the application.

Additional resources that you can refer to to assist you with completing your application are:

Resource	Description
SOAR Formula Allowable Uses	Review this one-page document to see descriptions and examples of allowable expenditures under the SOAR Formula grants
FY24 SOAR Formula Allocations and Program Contacts	Review this document to find your LEA’s allocation(s) for FY24 Academic Quality and Early Childhood and SOAR program contact
Pre-Application Webinar – <i>coming soon!</i>	This optional live webinar will provide an overview of grant purposes, application content and process, and allowable expenditures. The webinar will be recorded and posted on OSSE’s SOAR Formula webpage for future reference.

Please contact your [SOAR grant manager](#) if you have any questions that are not addressed in this document.

FY24 Application at a Glance: SOAR Formula Consolidated

Applicant:

Application Sections SOAR Formula Consolidated

Application: 2023-2024 SOAR Formula Consolidated - 00-SOAR Formula Consolidated
 Cycle: Original Application

2023-2024 7/1/2023 - 9/30/2024

[Printer-Friendly](#)

[Return to the Dashboard](#)

[Click to Return to Menu List / Sign Out](#)

The application has been submitted. No more updates will be saved for the application.

- OVERVIEW
- CONTACT INFORMATION
- SUPPORTING DOCUMENTATION
- ALLOCATIONS
- ASSURANCES
- SUBMIT
- APPLICATION HISTORY
- APPLICATION PRINT

Application Section: SOAR Formula Consolidated

Overview <i>(Reference)</i>	Key details and requirements of the SOAR Formula Consolidated grants, including: <ul style="list-style-type: none"> Purpose of Funds Requirements of Funding Award Period Permissible Use of Funds Terms and Conditions
Contact Information <i>(Required Action)</i>	LEAs should provide the main contact person(s) for the SOAR Formula grant program(s).
Supporting Documentation <i>(Optional)</i>	This tab may be used to attach supplemental detail or comply with requests for information from OSSE at any point during the application process and award period.
Allocations <i>(Reference)</i>	LEAs can find their FY24 allocation(s) here.
Assurances <i>(Required Action)</i>	LEA Authorized Representatives must read and acknowledge assurances here.
Submit <i>(Required Action)</i>	LEAs must run a “consistency check” on this tab which scans the application for completeness of all required sections. After the consistency check is successfully completed, an authorized representative of the LEA must submit the completed application to OSSE by clicking the “Submit to OSSE” button on this tab. For FY24, the application deadline will be 3 p.m. on Friday, Nov. 3, 2023 .
Application History <i>(Reference)</i>	Provides details on the status of the application.
Application Print <i>(Optional)</i>	Provides LEAs the option to print the application.

Application Section: Academic Quality

SOAR Academy Quality funding is available to support projects designed to have a direct impact on student achievement, either school-wide or for specific subgroups of students. LEAs which receive an FY24 Academic Quality allocation should complete the first three tabs in this application section.

AQ Application <i>(Required Action)</i>	This tab includes the following components: <ul style="list-style-type: none"> Data Sources/Needs Assessment; Project Description; Theory of Action; Description of Equitable Access and Participation.
---	---

Project Objective and Activities <i>(Required Action)</i>	LEAs must include at least one SMART (Specific, Measurable, Attainable, Relevant, and Time-Bound) project objective and at least three specific activities for each reporting period.
Budget <i>(Required Action)</i>	LEAs must include proposed itemized expenditures under the following categories, as applicable: <ul style="list-style-type: none"> • Salaries and Benefits; • Professional Services (i.e., contracted work); • Equipment; • Supplies and Materials; • Other Objects.
Budget Amendments <i>(Do not complete with original application)</i>	This tab should NOT be completed with the original application. This tab will be used to describe and provide a rationale for specific budget changes when completing a budget amendment.
Application Section: Early Childhood <i>SOAR Early Childhood funding is available for supplementary activities that support school readiness, including the development of literacy and mathematics skills for early childhood students (i.e., 3- and 4-year-olds). LEAs which receive an FY24 Early Childhood allocation should complete the first three tabs in this application section.</i>	
EC Application <i>(Required Action)</i>	This tab includes the following components: <ul style="list-style-type: none"> • Data Sources/Needs Assessment; • Project Description; • Theory of Action; • Description of Equitable Access and Participation.
Project Objective and Activities <i>(Required Action)</i>	LEAs must include at least one SMART (Specific, Measurable, Attainable, Relevant, and Time-Bound) project objective and at least three specific activities for each reporting period.
Budget <i>(Required Action)</i>	LEAs must include proposed itemized expenditures under the following categories, as applicable: <ul style="list-style-type: none"> • Salaries and Benefits; • Professional Services (i.e., contracted work); • Equipment; • Supplies and Materials; • Other Objects.
Budget Amendments <i>(Do not complete with original application)</i>	This tab should NOT be completed with the original application. This tab will be used to describe and provide a rationale for specific budget changes when completing a budget amendment.

Checklists: SOAR Formula Consolidated Application

These checklists support LEAs in completing the SOAR Formula Consolidated application while minimizing the likelihood that the application will be returned for changes. While drafting responses, use these checklists to ensure all items on the checklist are addressed and you've included all required information in your narrative.

Needs Assessment

Applicant:

Application: 2023-2024 SOAR Formula Consolidated - 00-SOAR Formula Consolidated
Cycle: Original Application

2023-2024 7/1/2023 - 9/30/2024

Application Sections Academic Quality

[Printer-Friendly](#)

[Return to the Dashboard](#)

[Click to Return to Menu List / Sign Out](#)



In your needs assessment, be sure that:

- The data sources selected in the checklist are used to substantiate a demonstrated need at the LEA, either for all students or for specific subgroup(s) of students.
- Specific data points from each data source selected are included in the needs assessment narrative (e.g., if the data source selected was “Next Generation Assessments”, a specific data point could be “only 20 percent of fifth-grade students scored a 4 or 5 on PARCC in the 2022-23 school year”). LEAs should aim to include both quantitative and qualitative data sources when substantiating the need for the proposed project.
- Data points provided are up to date. It is acceptable for LEAs to continue the same project from a prior year’s SOAR grant, but the data provided should be the most recently available data (e.g., 2022-23 school year assessment data).

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 and how the project will have a direct impact on student achievement, either school-wide or for specific subgroups of students.
- Proposed projects are research-based, based on a history of demonstrated success at the LEA, and/or based on sound reasoning.

- The proposed 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].”
 - e.g., IF families have more opportunities for engagement, THEN student retention will increase BECAUSE “research shows that family engagement in education is directly related to a range of benefits for students, including improved school readiness, higher academic achievement, better social skills and behavior, and increased likelihood of high school graduation” (Harvard Family Research Project, 2021).
- 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 that students, teachers and other beneficiaries with special needs will have equitable access to, and can participate in, grant-funded activities.
- Subgroups that will be ensured equitable access to grant-funded activities are clearly named in the narrative (e.g., students experiencing homelessness, English learners, people with disabilities). For example, if LEAs are sending flyers to families about a specific program, please include how the LEA will make sure families of English learners have access to and can participate in the program.
- The narrative describes specific strategies that the LEA will use to remove barriers. For example, if after-school tutoring is offered and transportation is a barrier for students experiencing homelessness, describe how the LEA will provide transportation to remove the barrier.

Project Activities and Objectives

Applicant:

Application Sections Academic Quality

Application: 2023-2024 SOAR Formula Consolidated - 00-SOAR Formula Consolidated
Cycle: Original Application

2023-2024 7/1/2023 - 9/30/2024

[Printer-Friendly](#)

[Return to the Dashboard](#)

[Click to Return to Menu List / Sign Out](#)



In your project activities and objectives, be sure that:

- The project objective is SMART (i.e., Specific, Measurable, Attainable, Relevant, and Time-Bound).
 - E.g., “During the 2024 PARCC administration, proficiency in math for fifth-grade students will increase by 7 percent when compared to the 2022-23 school year results.”
- 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).
 - FY24 Reporting Periods: July 1, 2023 – Jan. 31, 2024 and Feb. 1, 2024 – Sept. 30, 2024
 - Note: LEAs will be required to report separately on each activity in the semi-annual narrative report.
- Each project activity includes a target completion date using the MM/YYYY format that falls within the applicable reporting 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).
 - Note: LEAs will be required to submit evidence for each activity if selected for OSSE monitoring of FY24 grants.

Budget

Applicant:

Application Sections Academic Quality

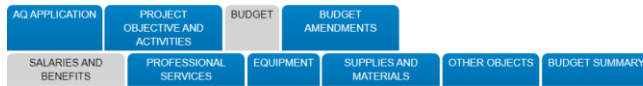
Application: 2023-2024 SOAR Formula Consolidated - 00-SOAR Formula Consolidated
Cycle: Original Application

2023-2024 7/1/2023 - 9/30/2024

[Printer-Friendly](#)

[Return to the Dashboard](#)

[Click to Return to Menu List / Sign Out](#)



Overall, the budget should be aligned with your project narrative, which in turn should be connected to your needs assessment and theory of action. The budget should be designed to cover costs incurred between July 1, 2023 – Sept. 30, 2024, which is the FY24 SOAR Formula award period. Finally, the budget should be reviewed to ensure all costs are allowable before submission.

The sub-sections provide the specific information and details you need to include in each line and column of your SOAR grant budget.

Budget: Salaries and Benefits

On the salaries and benefits tab, each budget line item must have:

- Program Category:** Select the program category that best fits the purpose of the expenditure. Please refer to the Expenditure Categorization Guide (linked at the top of each budget tab within the EGMS application) for more guidance.
- Position Title:** Enter the 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”).
 - NOTE:** The “supplement not supplant” requirement does not apply to the SOAR Formula grants, so it is acceptable to budget for salaries of teachers and other staff that would normally be supported by local funding.
- Brief Position Description:** Provide a brief description (no more than one to two sentences) of the role of this employee. 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 for this employee. This should 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 award period). The cost basis should demonstrate how the amount budgeted is reasonable.
- Amount Budgeted:** Enter the total amount budgeted for the individual employee.

Budget: Professional Services

On the professional services tab, each budget line item must have:

- Program Category:* Select the program category that best fits the purpose of the expenditure. Please refer to the Expenditure Categorization Guide (linked at the top of each budget tab within the EGMS application) for more guidance.
- Item(s) to be Purchased:* Describe the specific goods or services that will be purchased with grant funds.
- Purpose of Expenditure:* Provide a brief description (no more than 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. This should include the quantity (i.e., number of units), and estimated cost per unit. For services, the cost basis should include the time period of the contract. The cost basis should demonstrate how the amount budgeted is reasonable.
- Amount Budgeted:* Enter the total amount budgeted for the item(s).

Budget: Equipment

On the equipment tab, each budget line item must have:

- Program Category:* Select the program category that best fits the purpose of the expenditure. Please refer to the Expenditure Categorization Guide (linked at the top of each budget tab within the EGMS application) for more guidance.
- Item(s) to be Purchased:* Describe the specific goods or services that will be purchased with grant funds.
- Purpose of Expenditure:* Provide a brief description (no more than 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. This should include the quantity (i.e., number of units), and estimated cost per unit. For services, the cost basis should include the time period of the contract. The cost basis should demonstrate how the amount budgeted is reasonable.
- Amount Budgeted:* Enter the total amount budgeted for the item(s).

Budget: Supplies and Materials

On the supplies and materials tab, each budget line item must have:

- Program Category:* Select the program category that best fits the purpose of the expenditure. Please refer to the Expenditure Categorization Guide (linked at the top of each budget tab within the EGMS application) for more guidance.

- Item(s) to be Purchased:* Describe the specific goods or services that will be purchased with grant funds.
- Purpose of Expenditure:* Provide a brief description (no more than 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. This should include the quantity (i.e., number of units), and estimated cost per unit. For services, the cost basis should include the time period of the contract. The cost basis should demonstrate how the amount budgeted is reasonable.
- Amount Budgeted:* Enter the total amount budgeted for the item(s).

Budget: Other Objects

On the other objects tab, each budget line item must have:

- Program Category:* Select the program category that best fits the purpose of the expenditure. Please refer to the Expenditure Categorization Guide (linked at the top of each budget tab within the EGMS application) for more guidance.
- Item(s) to be Purchased:* Describe the specific goods or services that will be purchased with grant funds.
- Purpose of Expenditure:* Provide a brief description (no more than 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. This should include the quantity (i.e., number of units), and estimated cost per unit. For services, the cost basis should include the time period of the contract. The cost basis should demonstrate how the amount budgeted is reasonable.
- Amount Budgeted:* Enter the total amount budgeted for the item(s).