



FY26 SOAR Facilities Continuation Application Instructions

February 2026

Office of Federal Programs and Strategic Funding

Overview of Continuation Application Process

These are instructions for local education agencies (LEAs) that were awarded a two-year Scholarships for Opportunity and Results (SOAR) Act Facilities competitive grant on how to submit a fiscal year 2026 (FY26) continuation application to access FY25 carryover funds.

- Your LEA will apply for this carryover funding via a continuation application in the Enterprise Grants Management System ([EGMS](#)). The application includes the budget and one budget narrative.
- For selecting the correct FY26 continuation application in [EGMS](#), refer to the table below:

Initial Award Year	Grant Name in EGMS
2025	SOAR Facilities Continuation Year 1
2024	SOAR Facilities Continuation Year 2

- FY26 SOAR Facilities continuation applications are due in [EGMS](#) **by 3 p.m. on Friday, March 13.**

Overview of Continuation Application Process

- You may use the FY26 continuation application as an opportunity to make changes to your LEA's most recently approved FY25 grant budget. However, any changes must still align with the project narrative and logic model on which your LEA was originally awarded.
- Your LEA's FY26 continuation budget should account for the following award period dates:
 - **Continuation Year 1** grantees may budget for expenditures anticipated to be obligated between Oct. 1, 2025, and July 9, 2027.
 - **Continuation Year 2** grantees may budget for expenditures anticipated to be obligated between Oct. 1, 2025, and July 31, 2026.
- Once the Office of the State Superintendent of Education (OSSE) approves your LEA's FY26 continuation application, you will receive a new Grant Award Notification (GAN) in [EGMS](#) and may immediately begin submitting reimbursement requests.
 - Your LEA must have an approved FY26 Central Data application in EGMS in order to access the GAN and receive reimbursements from OSSE.



Completing the Continuation Application in EGMS



Enterprise Grants Management System

District of Columbia Office of the
State Superintendent of Education



This website is best viewed using Current Versions of Google Chrome, Microsoft Edge, or Apple Safari

LOGIN

Username/Email

Password [Forgot Password](#)

LOGIN

[New User](#)



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



Enterprise Grants Management System

District of Columbia Office of the
State Superintendent of Education



You have been granted access to the forms below by your Security Administrator

GMS Access / Select

Assurances and Central Data

Phase I Assurances

Funding Applications

Other Data Collections

▶ **Monitoring**



First, confirm filter year is set to “2026.” Then, search by name or scroll to locate your grant.

EGMS Enterprise Grants Management System

District of Columbia Office of the State Superintendent of Education 

Filters - Grant Type: All Name: SOAR **Years: 2026** Only Show Available

SOAR Facilities Continuation Year 1
FY25 Award
Grant: SOAR Facilities Cont-Y1
Grant Type: Continuation Grant
Create an application for: [2026](#)

SOAR Facilities Continuation Year 2
FY24 Award
Grant: SOAR Facilities Cont-Y2
Grant Type: Continuation Grant
Create an application for: [2026](#)

SOAR Facilities Continuation Year 1

FY25 Award

Grant: SOAR Facilities Cont-Y1

Grant Type: Continuation Grant

Create an application for **2026**

Confirm the grant and grant type are accurate, then select “**2026**” to open and begin the application.

After selecting “2026” 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.



Tips for navigating the grant application:

- Avoid using the back arrow to move to a different section of the application.
- Use the hyperlinked options at the top righthand side of the screen, when possible.

Click “**SAVE PAGE**” at the bottom of application pages to save the content you enter.

- Content will not save until all required fields are populated on each page/tab.
- Developing your budget narrative in a separate document and transferring it into EGMS once finalized can help you work on the application in segments, until you are ready to complete all required fields.

Only submit the application when it is complete and ready for OSSE to review.

General Information

This application is a continuation of a prior-year Scholarship for Opportunity and Results (SOAR) Act grant. Detailed information about the requirements of this program can be found in the original application, OSSE's 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 Page

Enter the contact information for your grant staff. These are the points of contact OSSE uses when communicating about the grant with your LEA.

Click **“SAVE PAGE”** when the information is complete.

Contact Information

* Denotes required field

Application Approval / Disapproval Copy Email Addresses

Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. Only the Head of School or Authorized Representative will receive an email notification and does not need to be included in this list. Any other users who should receive notification should be listed.

ADD ADDITIONAL EMAIL ADDRESS

Head of Organization:

Last Name* First Name*

Position/Title*

Address 1*

Address 2

City* State* Zip+4*

Phone* Extension Fax

Email*

Grants Contact:

Last Name* First Name*

Position/Title*

Phone* Extension Fax

Email*

Fiscal Contact

Last Name* First Name*

Position/Title*

Phone* Extension Fax

Email*

Check a box below and complete the information if the Grants Contact is not the application contact.

SOAR Facilities Continuation Year 1 Contact:

SAVE PAGE



Funding Distribution

Review funding information.

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

SOAR_Facilities_Cont-Y1	
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
<p>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.)</p>	
Current Year Funds	<input type="checkbox"/>
Prior Year Funds	<input type="checkbox"/>
Total Available for Budgeting	\$13,500.00
SOAR_Facilities_Cont-Y1	



Allocations

Applicant: 000-0108 Capital City PCS SOAR Facilities Continuation Year 1 ▾

Application Cycle: 2025-2026 SOAR Facilities Cont-Y1 - 2025-2026 10/1/2025
00-SOAR Facilities Cont-Y1 - 9/30/2026

[Printer-Friendly](#)
[Return to the Dashboard](#)
[Click to Return to Menu List / Sign Out](#)

GENERAL INFORMATION	CONTACT PAGE	FUNDING DISTRIBUTION	ALLOCATIONS	BUDGET	BUDGET AMENDMENTS
SUPPORTING DOCUMENTATION	ASSURANCES	SUBMIT	APPLICATION PRINT	APPLICATION HISTORY	

Allocations

Current Year Funds	Prior Year Funds
13,500.00	0.00

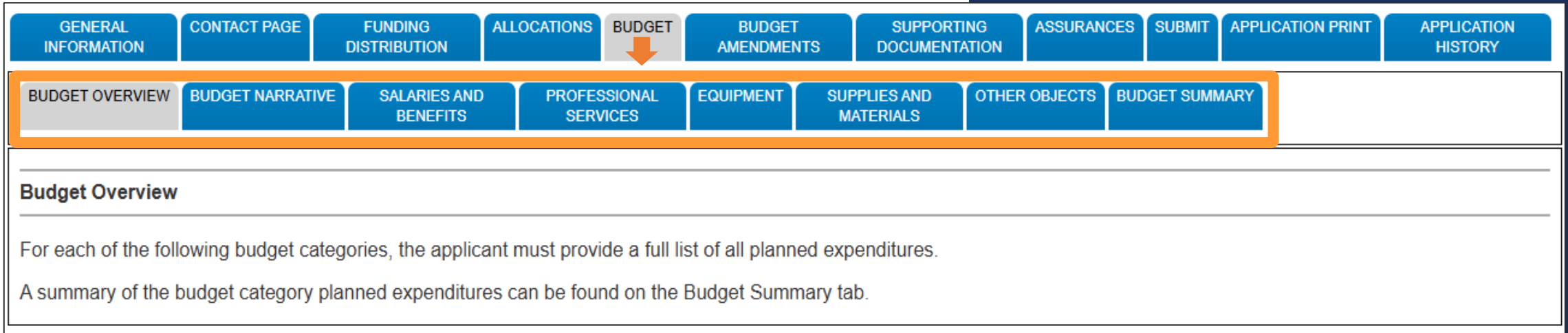
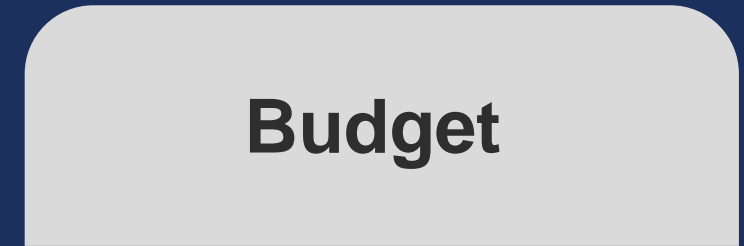
Review allocation information.

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



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

Grantees will use this section to detail their expenditure plans.



The screenshot shows a navigation menu with the following tabs: GENERAL INFORMATION, CONTACT PAGE, FUNDING DISTRIBUTION, ALLOCATIONS, BUDGET (selected with a downward arrow), BUDGET AMENDMENTS, SUPPORTING DOCUMENTATION, ASSURANCES, SUBMIT, APPLICATION PRINT, and APPLICATION HISTORY. Below the 'BUDGET' tab, a sub-menu is displayed with the following categories: BUDGET OVERVIEW (highlighted with an orange border), BUDGET NARRATIVE, SALARIES AND BENEFITS, PROFESSIONAL SERVICES, EQUIPMENT, SUPPLIES AND MATERIALS, OTHER OBJECTS, and BUDGET SUMMARY. Below the navigation menu, the 'Budget Overview' section is visible, containing the text: 'For each of the following budget categories, the applicant must provide a full list of all planned expenditures. A summary of the budget category planned expenditures can be found on the Budget Summary tab.'

Budget Narrative

BUDGET OVERVIEW **BUDGET NARRATIVE** SALARIES AND BENEFITS PROFESSIONAL SERVICES EQUIPMENT SUPPLIES AND MATERIALS

OTHER OBJECTS BUDGET SUMMARY

Budget Narrative

Describe any significant changes your LEA made in the FY26 continuation application budget when comparing to the most recently approved FY25 budget.

(0 of 5000 maximum characters used)

SAVE PAGE

Describe any significant changes from the most recently approved **FY25** budget.

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](#) guidance, 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)
	<p>INSTRUCTION (10)</p> <p>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.</p>	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
	<p>SUPPORT SERVICES (20)</p> <p>The technical and logistical support to facilitate and enhance instruction. These are services within programs that aid in fulfilling that program's instructional objectives or community service goals, rather than being full-service entities. Such services include activities or stipends associated with providing professional development to the instructional staff, assessing and improving the well-being of students, and supplementing the teaching process.</p>	Site Coordinators, Instructional Staff Trainers, Librarians, Counselors, Audiovisual Services, Curriculum Consultants, Program Evaluators, Psychologists, Social Workers, Nurses, Attendance Personnel, Record Clerks, Chief Academic Officer, Dean of Students (all positions are on staff)	Contracted Consultants, Contracted Evaluators, Counselors, Therapists, Doctors or Instructional Staff Trainers. Fees for Professional Development, In-service Training, or Conference	Machinery, Furniture, Fixtures, Technology-related Hardware more than \$10,000 per unit (according to OSSE's equipment policy)	General Supplies, Books, Library Books, Periodicals, Testing Materials	Rental of Support Services Equipment	Dues and Fees, Reimbursement of Tuition, Teacher Aide Education, Approved Conference/Training Fees,
	<p>ADMINISTRATIVE COSTS (30)</p> <p>The activities concerned with handling the overall administrative</p>	Program Directors, Project Directors, Office/Administrative assistants, Clerks, Researchers, Public Relations, Purchasing	Contracted Auditors, Lawyers, Accountants, Admin Staff	Machinery, Furniture, Fixtures, Technology-related Hardware more than \$10,000 per unit	General Supplies,	Rental of Administrative	Approved Conference/Trainin



Budget Category Guidance

Position Title (Salaries and Benefits only)

- 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., “Two Special Education Teachers”).

Brief Position Description (Salaries and Benefits only)

- 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.

Budget Category Guidance

Item(s) to be Purchased (all other budget tabs)

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

Purpose of Expenditure (all other budget tabs)

- 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.

Budget Category 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 (i.e., number of units) and estimated cost per unit.
 - **SERVICES:** Include the time period of the contract.
 - **EXAMPLE:** *Annual salary for this full-time position is \$100,000; 50% will be charged to the grant in reimbursement requests from 10/1/25 - 3/31/26.*

Budget

BUDGET SUMMARY

Remove blank rows from display: Yes No

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
40	Operations and Maintenance	5,000.00							5,000.00 37.04%
110	Hard Costs				5,500.00				5,500.00 40.74%
120	Soft Costs		3,000.00						3,000.00 22.22%
Subtotal		5,000.00 37.04%	3,000.00 22.22%		5,500.00 40.74%				13,500.00 100.00%
Total Budget									13,500.00

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

If the summary is not accurate, adjust expenditures in previous tabs.

Budget Amendments

Budget Amendments

Instructions: Please complete the following table with each budget amendment submission. The corresponding changes should also be made in the budget tab prior to submitting the amendment.

Note: This tab should not be completed when submitting the original grant application.

Enter today's date (MM/DD/YYYY)

Budget Category	Program Category	Budget Item	Amount in previous approved budget (or \$0 if new item)	Amount in current amendment (or \$0 if removing the item)	Rationale for the change to this budget item
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Supporting Documentation

Any supporting documentation should be uploaded using the File Upload process below. Required documentation can be submitted upon the initial submission of this application and when amending the application. If the Office of State Superintendent of Education (OSSE) requests further documentation, this File Upload process is the location where such files should be attached to your application for review.

If you have files to upload for OSSE review, please provide a brief description of the contents of each file. If you upload a file in error, those files cannot be removed. Please detail any directions about such files to OSSE below.

(0 of 2000 maximum characters used)

Please upload supporting information files. Allowable file types are Microsoft Word (.doc/.docx), Excel (.xls/.xlsx) and Adobe PDF. Files must be less than 6MB in size and the file name should not include special characters (i.e. #, \$, % etc.). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

If any documents that were previously uploaded should be disregarded, please note that instruction in the textbox above where you have provided a description of your files.

Browse

Uploaded Files:
No files are currently uploaded for this page.

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

PROGRAM SPECIFIC ASSURANCES	ASSURANCES AGREEMENT SUMMARY
<hr/> Program Specific Assurances <hr/>	
<input checked="" type="checkbox"/> By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below.	
As the duly authorized representative of the applicant, I certify that the applicant, if awarded the grant:	
<ul style="list-style-type: none">• Will comply with activities necessary to carry out a mandated evaluation of the Opportunity Scholarship Program (OSP) as specified in Section 3011(a)(1) of the SOAR Act;• Will submit semi-annual narrative reports describing the implementation of the proposal as well as its impact on educational outcomes;• Will expend all funds by the end of the grant period;• Will submit at least one reimbursement request per quarter in which the grant recipient makes an expenditure;	

SAVE PAGE



Assurances

PROGRAM SPECIFIC ASSURANCES

Read through the assurances listed on this tab and click the checkbox to indicate your LEA will comply with all of them.

After you click on the checkbox, select **“SAVE PAGE.”**

The Assurances Agreement Summary tab must be completed by your LEA's **authorized representative** for EGMS. They must select **LEGAL ENTITY AGREES**. When they select this, it means your LEA is agreeing to comply with all the assurances listed in the Program Specific Assurances tab and the FY26 Central Data application.

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.

9/2/2025 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:

LEGAL ENTITY AGREES

Once the authorized representative completes this page, 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 LEA's authorized representative, contact Cynthia.Davis@dc.gov for support.

Submit

The Consistency Check must be successfully processed before you can submit your application.

CONSISTENCY CHECK

LOCK APPLICATION

UNLOCK APPLICATION

Assurances 1/16/2026
LEA Data Entry
LEA Administrator
Program Review
Final Review

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.



Tester OCIO ran the consistency check process which locked the application on 1/16/2026 at 4:46 PM.

LOCK APPLICATION

UNLOCK APPLICATION

Assurances 1/16/2026
Consistency Check was run on: 1/16/2026
LEA Data Entry
LEA Administrator
Program Review
Final Review

SUBMIT TO OSSE

The application has been submitted for review.

CONSISTENCY CHECK

LOCK APPLICATION

UNLOCK APPLICATION

Assurances 1/16/2026
Substantially Approvable Date: 1/16/2026
Consistency Check was run on: 1/16/2026
LEA Data Entry
LEA Administrator submitted the application to OSSE on: 1/16/2026
Program Review
Final Review



Submit

When the consistency check is complete, a **SUBMIT TO OSSE** button will appear. Select this button to submit the application. EGMS only permits your LEA's **authorized representative** to submit applications.

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

GENERAL INFORMATION	CONTACT PAGE	FUNDING DISTRIBUTION	ALLOCATIONS	BUDGET	BUDGET AMENDMENTS
SUPPORTING DOCUMENTATION	ASSURANCES	SUBMIT	APPLICATION PRINT	APPLICATION HISTORY	

Selectable Application Print

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

Requested prints will be processed every hour, starting at 6:01AM and ending at 9:01PM, every day of the week. Requests entered before the next print run will be included when that upcoming run is executed (Example: A print requested at 2:48 PM will be processed with the run at 3:01 PM. Another request submitted at 3:02 PM will not be processed until the next run at 4:01 PM). Once completed, a link to a PDF will display on the right side of the page under "Completed Printed Jobs." Applicants may save this PDF to their local computer and print as desired.

Please click the "Request Print" button only once. Each press of the button will send an additional request to the system.

Completed print request links will remain on this page for 7 days. After that time, the document will be removed. If you would like to retain a copy beyond 7 days, please save the PDF to your local computer.

Request Print Job
<input type="checkbox"/> SOAR Facilities Continuation Year 1
REQUEST PRINT
Requested Print Jobs
Completed Print Jobs

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	Action Date
Final Application Review	FReviewer OCIO (FReviewer)	01-16-2026 2:21 PM
Pre-Approved	IReviewer OCIO (IReviewer)	01-16-2026 2:09 PM
Submitted to OSSE	Tester OCIO (OCIO Tester)	01-16-2026 1:37 PM
Consistency Check	Tester OCIO (OCIO Tester)	01-16-2026 1:37 PM

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



Questions?

We are here to support your LEA during the FY26 continuation application process and throughout the award period.

Point of Contact	Contact Information
Cynthia Davis, <i>Interim Grants Management Specialist for SOAR Facilities Grants</i>	Cynthia.Davis@dc.gov (202) 957-6313
Diana Acosta, <i>Program Manager, Charter School Grants</i>	Diana.Acosta@dc.gov (202) 213-7002