

[Your LEA's letterhead]

[Date]

Office of Public Charter School Financing and Support
Office of the State Superintendent of Education
1050 First Street, NE
Washington, DC 20002

Dear OPCSFS team,

[Insert LEA name] is writing this letter of rationale to accompany its SOAR Formula Combined Amendment to incorporate the ESSER II Equivalent allocation into the grant budget. Below are the line items that were added or changed in light of this allocation, along with the rationale behind each.

Budget Category (Salaries & Benefits, Professional Services, etc.)	Program Category (Instruction, Support Services, etc.)	Name/Item	Original amount in Amendment 1 (put \$0 if a new item to the budget)	New amount in Amendment 2 (put \$0 if item was removed from the budget)	Describe the proposed budget addition or change in further detail and the rationale behind it.
<i>Salaries & Benefits</i>	<i>Support Services</i>	<i>Case worker</i>	<i>\$0</i>	<i>\$75,000</i>	<i>We wish to hire an additional case worker to connect students to critical wraparound services. With this personalized support, our students will be able to better persist in their studies.</i>
<i>Professional Services</i>	<i>Instruction</i>	<i>Contracted tutoring services</i>	<i>\$25,000</i>	<i>\$75,000</i>	<i>We wish to expand the existing tutoring program provided to our English language learners so that every student can have twice-weekly private sessions that reinforce what is being taught in the classroom.</i>
<i>Supplies & Materials</i>	<i>Instruction</i>	<i>Student laptops</i>	<i>\$200,000</i>	<i>\$150,000</i>	<i>Fewer student laptops need to be purchased than originally anticipated when the initial SOAR Formula Combined application was submitted in December. Instead, we will shift \$50,000 toward expanding the existing tutoring program provided to our English language learners</i>

Please let me know if you have any questions about the amendment.

Sincerely,

[Your name]

[Title]

[Email address]

[Phone number]