**Semi-Annual Narrative Report Template**

**FY22 SOAR Formula Combined Subgrant (Continuation from FY21 SOAR Formula Combined)**

**Directions:** Only one template needs to be completed per reporting period, encompassing your LEA’s SOAR Academic Quality, Early Childhood, Facilities, CARES Equivalent, and/or ESSER II Equivalent subgrant project(s). Please provide detailed narrative responses for all fields and any data as requested. This report will be due every six months throughout the subgrant. Reporting periods and due dates are listed in the performance agreement and in the below table. Please reach out to your [OSSE grant manager](https://osse.dc.gov/sites/default/files/dc/sites/osse/service_content/attachments/SOAR%20FY22%20Academic%20Quality%2C%20Early%20Childhood%2C%20and%20ESSER%20III%20Equivalent%20Allocations_0.pdf) with any questions.

**Deadlines:**

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| --- | --- | --- |
| **Reporting Period** | **Report Type** | **Deadline** |
| 10/1/21 - 3/31/22 | Semi-Annual Narrative Report 3 | Monday, May 16, 2022 |
| 4/1/22 - 9/30/22 | Semi-Annual Narrative Report 4 | Tuesday, Nov. 15, 2022 |
| 7/1/20 - 9/30/22 | Final Narrative Report | Tuesday, Nov. 15, 2022 |

**Name of LEA:**

**Reporting Period:**

**Contact Person:**

**Phone Number:**

**Email Address:**

**1. Complete the following chart with progress on activities conducted during this reporting period. Activities should match what is listed the Project Activities tab of your approved FY22 SOAR Formula Combined continuation application.**

| **What activities were expected to be completed during the reporting period?***(list one activity per line)* | **What is the status of the activity as of the last day of the reporting period?** | **What evidence demonstrates completion of the activity?***(e.g., survey results from PD session, invoice/payment to consultant, etc.)* | **What factors impacted completion of this activity?** |
| --- | --- | --- | --- |
| ***Example:*** *Math teachers will participate in bi-weekly collaborative data dives, analysis, and action planning. (Academic Quality)*  | ***Example:*** *This activity was completed throughout the reporting period as planned and will continue through the remainder of the grant period.* | ***Example:*** *Meeting agendas and notes from each session.* | ***Example:*** *COVID-19 and distance learning impacted this activity. Due to the cancellation of the PARCC assessment, teachers did not have access to PARCC scores to inform data analyses.* |
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*(insert additional lines as needed)*

**2. List the number of charter school faculty, staff, students, family members, and/or board members that have benefited from your subgrant project(s) during this reporting period.**

**3. Share one project highlight from this reporting period, e.g., student showcase, groundbreaking ceremony, positive shift in school culture, etc.**

**4. Describe any significant challenges you encountered during this reporting period. Who was most impacted, and how have you addressed these challenges?**

**5. Describe how academic performance related to your subgrant project(s) is being tracked. What systems and structures does your LEA have in place to review academic performance data?**

**6. Describe how academic performance is being impacted by your subgrant project(s). Use data to explain the change in academic performance (should include detailed subgroup data where possible).**

**7. List any desired technical assistance or information that OSSE can provide to make your subgrant project(s) more successful.**

**Final Narrative Report Template**

**SOAR Formula Combined Subgrant**

**Directions: Only complete this section at the end of the subgrant award period (7/1/2020 - 9/30/2022).** Responses are required for all fields. Provide detailed narrative responses and any data as requested. Please reach out to your OSSE grant manager with any questions.

**1. What do you consider to be the greatest accomplishments of your subgrant project(s)?**

**2. Did your LEA meet the objectives proposed in the original subgrant application? If not, describe any issues that hindered the achievement of these objectives.**

**3. What changes, if any, would you make to your subgrant project(s) if given another opportunity?**

**4. Describe any unanticipated benefits, if any, to your school community beyond the original objectives and planned activities.**

**5. Please share any recommendations you have for OSSE to enhance its grant making, grant application, and/or reporting procedures.**