SOAR Act Teacher Pipeline grantees are required to submit a semi-annual narrative report every six months throughout the subgrant award period. Reporting periods and due dates are listed in the performance agreement(s) and in the below table.

|  |  |  |
| --- | --- | --- |
| **Reporting Period** | **Report Type** | **Deadline** |
| 4/25/22 – 10/24/22 | Semi-Annual Narrative Report 1 | Monday, Nov. 28, 2022 |
| 10/25/22 – 4/24/23 | Semi-Annual Narrative Report 2 | Wednesday, May 24, 2023 |
| 4/25/23 – 10/24/23 | Semi-Annual Narrative Report 3 | Friday, Nov. 24, 2023 |
| 10/25/23 – 4/24/24 | Semi-Annual Narrative Report 4 | Friday, May 24, 2024 |
| 4/25/22 – 4/24/24 | Final Narrative Report | Monday, June 24, 2024 |

Semi-annual narrative reports should be submitted by email to your SOAR Teacher Pipeline grant manager. Please provide the requested data and include detailed narrative responses with your submissions.

For questions about this report, please contact Brianna Griffin at [Brianna.Griffin@dc.gov](mailto:Brianna.Griffin@dc.gov).

Scholarships for Opportunity and Results (SOAR) Act Teacher Pipeline Grant

**Semi-Annual Narrative Report Template**

**Name of Organization:**

**Reporting Period:**

**Organization Representative:**

**Phone Number:**

**Email Address:**

**1. Complete the following chart to share progress on project activities conducted during this reporting period.**

* **Activities** should match what is listed in the signed performance agreement and include all activities expected to be completed during this reporting period.
* **Status** should reflect the last day of the reporting period.
* **Evidence** should demonstrate completion and may include survey results from PD session, invoice/payment to consultant, etc.
* **Completion** **Factors** should include any obstacles that impacted the completion of this activity.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities**  *(list one activity per line)* | **Status** | **Evidence** | **Completion Factors** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*(insert additional lines as needed)*

**2. Complete the following chart to show the number of new teachers recruited and trained during this reporting period at each LEA involved in your project.**

|  |  |  |
| --- | --- | --- |
| **LEA Name** | **Number of New Teachers Recruited** | **Number of New Teachers Trained** |
|  |  |  |
|  |  |  |
|  |  |  |

**3. Share one project highlight from this reporting period.**

**4. Describe any significant challenges you encountered during this reporting period.**

**5. Describe the plan to expend 100 percent of funds by the end of the award period. Type “n/a” if submitting this form for your final reporting period.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Original Award Amount** | **$** | **Current Balance as of Report Submission Date** | **$** |
| **Plan to Expend** |  | | |

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

Scholarships for Opportunity and Results (SOAR) Act Teacher Pipeline Grant

**Final Narrative Report Template**

**(Only complete this section at the end of the subgrant award period.** Responses are required for all fields.)

**1. Complete the following chart to show the number of new teachers recruited and trained during the two-year award period at each LEA involved in your project.**

|  |  |  |
| --- | --- | --- |
| **LEA Name** | **Number of New Teachers Recruited** | **Number of New Teachers Trained** |
|  |  |  |
|  |  |  |
|  |  |  |

**2. What do you consider to be the greatest accomplishments of your subgrant project?**

**3. Did your organization meet the objectives proposed in the subgrant application logic model? If not, describe any issues that hindered the achievement of these objectives and how you addressed them.**

**4. Please share any recommendations you have that would help OSSE make improvements to the grant making, grant application, and/or reporting process.**

**5. Describe any plans to continue or change your teacher pipeline program in the future.**