

DEPUTY MAYOR FOR EDUCATION'S OFFICE OF OUT  
OF SCHOOL TIME GRANTS AND YOUTH OUTCOMES  
(OST OFFICE)



# FY25 OST Grants

Important Dates and Reminders

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# FY25 Important Dates

Date*	Task
Monday, August 26	First Day of DCPS School / Possible First Day OST Programming
Saturday, September 7	Afterschool in the City Event
Tuesday, October 1	Beginning of 2025 Fiscal Year / All OST Programs Launched By this Date
Thursday, October 10-Friday, October 11	OST Grantee In-Service (Mandatory Training)
Friday, October 25	Staff Profiles, Student Registration and Activity Schedules Complete in Cityspan
Friday, November 15	Completion of Beginning-of-Year SAYO-Y for All Eligible Youth (to be completed within first 6 weeks of program)
Friday, November 22	Invoice #1 Due to GMS for Approval (pending PO#)
Wednesday, January 29-Friday, January 31	PQA Basics (Mandatory Training)
Friday, February 7	Mid-Year Progress Reports Due in Cityspan
Friday, February 14	Invoice #2 Due to GMS for Approval (pending 25% spenddown)
Friday, April 4	PQA Self-Assessments Due
Saturday, April 5	Summer in the City (Tentative)
Wednesday, May 28	FY26 OST Continuation Agreements Available in Cityspan (Tentative Date)
Friday, June 6	Completion of End-of-Year SAYO-Y for All Eligible Youth (to be completed within last 6 weeks of program)
Friday, June 27	End-of-Year Progress Reports Due in Cityspan
Wednesday, July 9	FY26 Continuation Agreement Submissions Due in Cityspan (Tentative)
Friday, July 11	Invoice #3 Due to GMS for Approval (pending 60% spenddown)
Friday, August 15	Completion of Summer SAYO-Y for All Eligible Youth (to be completed within last 2 weeks of program)
Friday, September 12	Summer Strong Progress Reports Due in Cityspan (Year-round Grantees only)

*\*All dates are subject to change. Any change will be communicated to grantees as soon as possible.*



# IMPORTANT REMINDERS



## Cityspan Data Entry

### Prior to Program Start

- Enter and submit all required information for program staff, vendors and volunteers working with youth
- Upload background clearances for all program staff, vendors and volunteers working with youth
- Upload Mandated Reporter and First Aid/CPR Certificates for a minimum of one staff member per site

### Within 20 days of program start date

- Enter and submit all required information for youth participants
- Add all program activities to sites and enroll participating youth in activities
- Enter youth attendance per site for all program activities

### Weekly (Monthly for 1:1 Services)

- Enter participant attendance per site for all program activities

### By Established Deadlines

- Submit Invoices and Accompanying Spenddown Documents
- Submit Progress Reports and PQA Assessments
- Submit Other Requested Documents
- Administer Beginning- and End-of-Year SAYO-Y (for Year-round Grantees)
- Participate in Scheduled Site Visits
- Participate in Required Meetings/Trainings



## Invoicing

- Invoice #1: Upon receipt of PO#, submit first invoice totaling 50% of the grant award
- Invoice #2: Upon 50% spenddown of initial grant payment, submit second invoice totaling 25% of the grant award along with documentation of 25% spenddown (i.e., general ledger, invoices, payroll, receipts, etc.)
- Invoice #3: Upon 60% spenddown of total grant award, submit third/final invoice totaling 25% of grant award along with documentation of 60% spenddown (i.e., general ledger, invoices, payroll, receipts, etc.)



## Mandatory Trainings

- OST Grant In-Service  
Thursday, October 10-Friday, October 11
- PQA Basics  
Wednesday, January 29-Friday, January 31
- Special Needs/Underserved Populations  
Grantees must participate in a minimum of one training per grant program year that meets this requirement.

# ENGAGEMENT OPPORTUNITIES



## OST Office Hours

Grantees are invited to join this optional meeting, which takes place the 2<sup>nd</sup> Thursday of every month at 11:00AM. Hear important OST grant updates and ask questions and provide feedback to OST staff.

### FY25 OST Office Hour Dates

Thursday, October 10, 2024  
Thursday, November 14, 2024  
Thursday, December 12, 2024  
Thursday, January 9, 2025  
Thursday, February 13, 2025  
Thursday, March 13, 2025  
Thursday, April 10, 2025  
Thursday, May 8, 2025  
Thursday, June 12, 2025  
Thursday, July 10, 2025  
Thursday, August 14, 2025  
Thursday, September 11, 2025

Join [here](#).



## OST Commission Meetings

The Commission on Out of School Time Grants and Youth Outcomes (the OST Commission) is a public body composed of engaged residents and representatives from government agencies, and who support equitable access to high-quality OST programs for District youth. The Commission provides resources and support to ensure a citywide system of high-quality OST programs. Meetings are open to the public and you may register to speak by sending an email no later than close of business (5:00PM) on the Tuesday prior to the Commission meeting. All meetings are on Thursday evenings at 6:00PM to 8:30PM

### OST Commission Meeting Dates

Thursday, September 26, 2024  
Thursday, November 21, 2024  
Thursday, January 30, 2025

Join [here](#).



## OST Executive Director Listening Sessions

Grantees are invited to share feedback with the OST Executive Director. Join this optional meeting the last Thursday of every month (\*except where noted below) at 11:00AM.









### FY25 Listening Session Dates

Thursday, October 31, 2024  
Thursday, November 21, 2024\*  
Thursday, December 19, 2024\*  
Thursday, January 30, 2025  
Thursday, February 27, 2025  
Thursday, March 27, 2025  
Thursday, April 24, 2025  
Thursday, May 29, 2025  
Thursday, June 26, 2025  
Thursday, July 31, 2025  
Thursday, August 28, 2025  
Thursday, September 25, 2025

Join [here](#).

Thursday, March 27, 2025  
Thursday, May 29, 2025  
Thursday, June 26, 2025

# FY25 Calendar

KEY	
	Holiday
	Required Trainings
	SAYO-Y Due
	Invoices Due
	Progress Reports Due
	OST Office Hours
	ED Listening Sessions
	OST Commission Mtgs

	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
<b>2024</b>																									
<b>AUG</b>				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
<b>SEP</b>	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
<b>OCT</b>		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
<b>NOV</b>					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
<b>DEC</b>	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
<b>2025</b>																									
<b>JAN</b>			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
<b>FEB</b>	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
<b>MAR</b>	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
<b>APR</b>		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
<b>MAY</b>				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
<b>JUN</b>	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
<b>JUL</b>		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
<b>AUG</b>					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
<b>SEP</b>	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			