



Office of Out of School Time Grants and Youth Outcomes *General Compliance Requirements*

Administrative Requirements *(See Grantee Guidebook pages 13-14 for more detail)*

- Submit required documents before the established deadlines
- Complete and submit accurate progress reports before the established deadlines
- Establish a Bullying Prevention policy to be approved by the DC Office of Human Rights
- Include FERPA and SAYO-Y consent waivers in student enrollment forms and track receipt in Cityspan
- Notify the OST Office of any unusual incidents that occur during the program
- Submit an amendment request for any fiscal or programmatic change and do not implement revision without approval
- Participate annually in a minimum of one OST-hosted event (i.e., Afterschool and/or Summer in the City)

Program Requirements *(See Grantee Guidebook page 15 for more detail)*

- Implement the service and content as described in the grant application and in the Addendum of the Grant Agreement
- Enter enrollment, activities and all required data into Cityspan by established deadlines
- Meet data completion for matching purposes for 85% or more of eligible participating youth (DCPS or public charter school students with FERPA consent on file)
- Enter attendance weekly in Cityspan and maintain paper copies
- Notify the OST Office of incidents that occur during the program
- Meet 90% of total proposed days and hours of service
- Meet 85% of proposed number of youth to be served
- Meet 85% of proposed percentage of targeted populations to be served
- Meet 85% average weekly attendance

Personnel Requirements *(See Grantee Guidebook pages 16-18 for more detail)*

- Maintain adult-child ratio of 1 adult per 15 or fewer youth
- Ensure staff, volunteers and contactors complete required background clearances and are deemed suitable to work with children
- Upload background clearance documentation and certifications into Cityspan
- Ensure a minimum of one onsite certified mandated reporter per site during all program hours
- Ensure a minimum of one certified onsite First Aid/CPR trained personnel per site during all program hours

Quality Assurance Requirements *(See Grantee Guidebook pages 19-20 for more detail)*

- Participate in annual program quality assessment training offered by OST Office
- Conduct and submit a program quality assessment, unless exemption granted by OST Office, by established deadline
- Participate in a minimum of one training annually focused on supporting youth with special needs or other underserved youth populations (English Learners, students with disabilities, LGBTQIA+, etc.)
- Facilitate required youth survey (SAYO) completion for all participating youth in grades 4 and above with consent on file, unless exemption granted by OST Office
- Participate in scheduled programmatic site visits

Financial Requirements *(See Grantee Guidebook pages 20-21 for more detail)*

- Keep proper and relevant records of finances related to the grant and the program funded
- Submit invoices and accompanying spenddown documents by the deadlines established by the OST Office