



Grantee Guidance

September 2023

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Learn24

Learn24 is the name for the network that supports equitable access to high-quality, out-of-school time (OST) programs for children and youth that reside in Washington, DC. Learn24 supports coordination among nonprofit organizations and District government agencies through targeted grant-making, data collection, evaluation, and through the provision of training, capacity building, and technical assistance to OST providers.

The Office of Out of School Time Grants and Youth Outcomes (OST Office) located in the Office of the Deputy Mayor for Education, stewards the Learn24 brand to bring awareness of the OST Office, The Institute for Youth Development, Commission on Out of School Time Grants and Youth Outcomes, higher education partners, District agencies, philanthropic partners, and the hundreds of nonprofits and schools that offer programs to children and youth outside the school day. OST programming is defined as a structured, supervised learning, or youth development opportunity offered to District children and youth before school, after school, on weekends, or during seasonal school breaks.¹

Grants are awarded in a manner consistent with the Commission's strategic plan for out-of-school-time programs and funding with particular attention to the strategic plan's goals and priorities for at-risk students, geographic distribution of out-of-school-time programs, funding, and program quality.

This guidebook is meant to assist Grantees with compliance related to the OST Office grants programs.

General Compliance Requirements are:

- Implement the service and content as described in the grant application and in the Addendum of the Grant Agreement
- Keep proper and relevant records of finances related to the grant and the program funded
- Submit complete and accurate reports on or before the deadlines
- Submit a request for amendment for any fiscal or programmatic change and do not implement revision without approval
- Meet the service hours described within the timeframe described
- Conduct a program quality assessment, unless exemption granted by OST Office
- Collect enrollment forms with FERPA and SAYO Consent
- Track enrollment and attendance via a Learn24 Database called Cityspan and maintain sign-in sheets for verification
- Facilitate SAYO-Y survey completion for students in fourth grade and above, unless exemption granted by OST Office
- Provide intentional program planning through lesson plans or syllabi that align to the grant application and program objectives
- Ensure student to teacher ratio of 15:1, when appropriate
- Notify the OST Office of changes in grant and database administrator
- Notify the OST Office of incidents that occur during the program
- Ensure adults receive required background checks that are completed, and personnel are suitable to work directly with youth
- Ensure any adult without clearances is supervised by an adult that is suitable to work with youth

¹ As defined by the Office of Out-of-School Time Grants and Youth Outcomes Establishment Act of 2016.

Compliance Monitoring

Compliance monitoring will be conducted by OST Office Grant Managers via virtual and/or in-person site visits at any time during the grant period.

Information that may be requested or reviewed during Compliance monitoring includes:

- Documents
 - Signed enrollment forms with SAYO and FERPA consent
 - Supporting documents on participant attendance
 - Personnel files for time reporting, background checks, or certificates of completion for required training
 - Invoices, receipts, general ledger, audits, financial reviews, balance sheets, payroll confirmation, and other financial documents for evidence of expenses
 - Certificates of Insurance
 - DC Department of Consumer and Regulatory Affairs (DCRA) Current Good Standing
 - DC Office of Tax and Revenue (OTR) current Clean Hands
 - DCRA current Charitable solicitation Basic Business License
 - MOUs, contracts, or agreements used by grant funds
- Program Policies and Procedures
 - Program Staff Hiring Standards
 - Safety and Security Procedures
 - Participant code of conduct, behavior management plan, or conflict resolution plan
 - Program personnel access to participant safety information (emergency contacts, health information, etc.)
 - Fixed Asset Equipment distribution policy, loan agreement, and procedure for return of equipment
 - Cyber and web-based safety protocols including ability to block inappropriate content from being accessed
 - Field trip procedures
 - Incident reporting and resolution
 - Social distancing policies (when applicable)
 - Emergency Preparedness Plan that deals with threats of terrorism, Code Red Days when extreme heat causes program interruption, etc.
 - Exit and pick-up procedures
 - Process for handling health emergency
 - Process personnel follow if personnel or youth test positive for COVID-19, emergency, program canceling, and other disruption to the program, if applicable
 - Accommodation
 - Virtual and web-based software for participants meets accessibility needs such as Braille, closed captioning, sign language, etc.
 - Facilities are ADA compliant (ramps, lighting, entry and exits, etc.)
- Access to equipment purchased with grant funds or documentation of the destruction/loss of the equipment

Programmatic Site Visits

Grantees must participate in annual programmatic site visits. At least one (1) site visit will be scheduled in advance by OST Office, but unscheduled programmatic visits are possible throughout the grant period. Any OST Office staff or Institute for Youth Development consultant may conduct a programmatic site visit. Site visits should view regular programming, not special performances. No site visits should be scheduled during tutoring, homework help, or snack/mealtime.

Programmatic Site Visit Tool

Staff Information

Names of Adults on Site			
CPR personnel on site?	<input type="checkbox"/> Yes (2 pts) <input type="checkbox"/> No (0 pts)	Name of Mandated Reporter (2 pts, if known)	
Incident reports to OST?			
No. Youth on Site		No. Adults on Site	Meets ratio requirement <input type="checkbox"/> Yes (2 pts) <input type="checkbox"/> No (0 pts)

Staff subtotal =

Program Information

Ages of Children Observed	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> Students over 18 – verify grade
Social distancing or virtual safety protocols observed, or procedures received.	

Program Quality: Safe Environment

<input type="checkbox"/> 1: The emotional climate of the session is predominately negative (e.g., disrespectful, tense, exclusive, even angry or hostile); negative behaviors, such as rudeness, bragging, insults, "trash talking," negative gestures or other such actions are not mediated by either children or staff.	<input type="checkbox"/> 3: The emotional climate of the session is neutral or characterized by both positive and negative behaviors	<input type="checkbox"/> 5: The emotional climate of the session is predominately positive (e.g., mutually respectful, relaxed, supportive; characterized by teamwork, camaraderie, inclusiveness, and an absence of negative behaviors). Any playful negative behaviors (not considered offensive by parties involved) are mediated (countered, curtailed, defused) by staff or children.
<input type="checkbox"/> 1: Comments or slurs intended to hurt someone who is present explicitly indicate religious, ethic, class, gender, ability, appearance or sexual orientation bias(es).	<input type="checkbox"/> 3: There is evidence (e.g., comments or slurs) of religious, ethnic, class, gender, ability, appearance or sexual orientation bias, but comments are not directed at anyone present.	<input type="checkbox"/> 5: There is no evidence of bias; rather, there is mutual respect for and inclusion of others of different religion, race/ethnicity, class, gender or sexual orientation.
<input type="checkbox"/> 1: No children are greeted by staff as they arrive or at the start of the session.	<input type="checkbox"/> 3: Some children are greeted by staff as they arrive at the start of the session.	<input type="checkbox"/> 5: All children are greeted by staff as they arrive or at the start of the session.
<input type="checkbox"/> 1: Staff mainly uses a negative tone of voice and disrespectful language.	<input type="checkbox"/> 3: Staff sometimes uses a negative tone of voice and disrespectful language and sometimes uses a warm tone of voice and respectful language.	<input type="checkbox"/> 5: Staff mainly uses a warm tone of voice and respectful language.

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Program Quality: Supportive Environment

<input type="checkbox"/> 1: Staff does not start or end session within 10 minutes of scheduled time.	<input type="checkbox"/> 3: Staff either starts or ends session within 10 minutes of scheduled time (but not both).	<input type="checkbox"/> 5: Staff starts and ends session within 10 minutes of scheduled time.
<input type="checkbox"/> 1: Staff does not explain any activities clearly.	<input type="checkbox"/> 3: Staff explains some activities clearly.	<input type="checkbox"/> 5: Staff explains all activities clearly (e.g., children appear to understand directions; sequence of events and purpose are clear).
<input type="checkbox"/> 1: There is not an appropriate amount of time for more than one activity.	<input type="checkbox"/> 3: There is an appropriate amount of time for all but one activity (e.g., for one activity, most children either do not finish or finish early with nothing to do).	<input type="checkbox"/> 5: There is an appropriate amount of time for all of the activities (e.g., children do not appear rushed; most children generally finish activities; most children do not finish significantly early with nothing planned to do).
<input type="checkbox"/> 1: The activities provide no opportunities for children to engage with materials or ideas; activities mostly are waiting, listening, watching and repeating.	<input type="checkbox"/> 3: The activities provide opportunities for children to engage with materials or ideas for less than half of the time.	<input type="checkbox"/> 5: The activities involve children in engaging with (creating, combining, reforming) materials or ideas (e.g., role play, projects, experiments, writing and illustrating stories, outside explorations) for at least half of the time.
<input type="checkbox"/> 1: Staff never mentions a specific learning or skill-building focus for the session or activity (e.g., objective, learning target, goal).	<input type="checkbox"/> 3: Staff tells children a specific learning or skill-building focus for the session or activity (e.g., objective, learning target, goal) and the focus is not clearly linked to the activity (e.g., students do activity related to focus, language from focus is described in activity).	<input type="checkbox"/> 5: Staff tells children a specific learning or skill-building focus for the session or activity (e.g., objective, learning target, goal) and the focus is clearly linked to the activity (e.g., students do activity related to focus, language from focus is described in activity).
<input type="checkbox"/> 1: Staff does not encourage children to try skills or attempt higher levels of performance.	<input type="checkbox"/> 3: Staff encourages some children to try skills or attempts higher levels of performance.	<input type="checkbox"/> 5: Staff encourages all children to try skills or attempt higher levels of performance.
<input type="checkbox"/> 1: Staff does not model skills.	<input type="checkbox"/> 3: Staff models skills for some children.	<input type="checkbox"/> 5: Staff models skills for all children.
<input type="checkbox"/> 1: Staff does not break difficult task(s) into smaller, simpler steps for any children or there are no tasks of sufficient difficulty to warrant explaining steps.	<input type="checkbox"/> 3: Staff breaks difficult task(s) into smaller, simpler steps for some children.	<input type="checkbox"/> 5: Staff breaks difficult task(s) into smaller, simpler steps for all children (e.g., steps are explained in sequence; instructions are provided for specific steps; examples of completed steps are shared).
<input type="checkbox"/> 1: Staff does not support contributions or accomplishments of children in either of the ways described for a score of 3 or 5, or simply doesn't support children at all.	<input type="checkbox"/> 3: Staff supports contributions or accomplishments of children but uses subjective or evaluative comments, such as "Good job!", "I like it!" or "You're so smart!".	<input type="checkbox"/> 5: Staff supports at least some contributions or accomplishments of children by acknowledging what they've said or done with specific, non-evaluative language (e.g., "Yes, the clean-up project you suggested is a way to give back to the community).
<input type="checkbox"/> 1: Staff rarely or never asks open-ended questions.	<input type="checkbox"/> 3: Staff makes limited use of open-ended questions (e.g., only uses them during certain parts of the activity or repeats the same questions).	<input type="checkbox"/> 5: Staff makes frequent use of open-ended questions (e.g., staff asks open-ended questions throughout the activity and questions are related to the context; most children have opportunities to answer questions that seek opinions or require thoughtful answers).

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Program Quality: Interaction

<input type="checkbox"/> 1: Staff does not provide opportunities for children to get to know each other (e.g., the entire session is structured so children have no time where talking among themselves is allowed or encouraged).	<input type="checkbox"/> 3: Staff provides informal opportunities for children to get to know each other (e.g., children engage in informal conversations, children get to know each other as a by-product of an activity).	<input type="checkbox"/> 5: Staff provides structured opportunities with the purpose of helping children get to know each other (e.g., there are team-building activities, introductions, personal updates, welcomes of new group members, icebreakers).
<input type="checkbox"/> 1: Staff does not provide opportunities for youth to work cooperatively as a team or in a group.	<input type="checkbox"/> 3: Staff provides opportunities for some youth to work cooperatively as a team or in a group.	<input type="checkbox"/> 5: Staff provides opportunities for all youth to work cooperatively as a team or in a group.
<input type="checkbox"/> 1: Staff does not provide all youth opportunities to practice group-process skills.	<input type="checkbox"/> 3: Staff provides all youth at least a limited opportunity to practice group-process skills (e.g., a full group discussion is long enough for all youth to contribute, youth briefly share in pairs).	<input type="checkbox"/> 5: Staff provides all youth multiple or extended opportunities to practice group-process skills (e.g., contribute ideas or actions to the group, do a task with others, take responsibility for a part).
<input type="checkbox"/> 1: Staff does not provide opportunities for youth to lead a group.	<input type="checkbox"/> 3: Staff provides opportunities for some youth to lead a group (e.g., some youth lead warm-up exercises, some youth lead a small group discussion).	<input type="checkbox"/> 5: Staff provide all youth one or more opportunities to lead a group (e.g., teach others; lead a discussion, song, project, event, outing or other activity).
<input type="checkbox"/> 1: Staff provides no explanation or reason for behavioral expectations, guidelines or directions given to youth.	<input type="checkbox"/> 3: Staff provides an explanation or reason for some behavioral expectations, guidelines or directions given to youth.	<input type="checkbox"/> 5: Staff provides an explanation or reason for every behavioral expectation, guidelines or direction given to youth.

Program Quality: Engagement

<input type="checkbox"/> 1: There is no planning for projects or activities, or no identifiable planning strategies are used.	<input type="checkbox"/> 3: When planning projects or activities, at least one identifiable planning strategy is used.	<input type="checkbox"/> 5: In the course of planning the projects or activities, two or more planning strategies are used (e.g., brainstorming, idea webbing and backwards planning).
<input type="checkbox"/> 1: Staff does not engage children in an intentional process of reflecting on what they have done during the program session.	<input type="checkbox"/> 3: Staff engages some children in an intentional process of reflecting on what they have done during the program session.	<input type="checkbox"/> 5: Staff engages all children in an intentional process of reflecting on what they have done during the program session (e.g., writing in journals; reviewing minutes; sharing progress, accomplishments, or feelings about the experience).
<input type="checkbox"/> 1: In the course of the program offering, staff does not provide structured opportunities for youth to make presentations to the whole group.	<input type="checkbox"/> 3: In the course of the program offering, staff provides some youth opportunities to make presentations to the whole group.	<input type="checkbox"/> 5: In the course of the program offering, staff provides all youth opportunities to make presentations to the whole group.

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Non-Compliance

Any failure by a Grantee or its agents to comply with any of the terms or conditions of their Grant Agreement, as determined at the sole and reasonable discretion of the OST Office, will constitute default and noncompliance. In the event of a default, the OST Office will provide the Grantee with written notice of the default, along with a demand to cure by a date. If the default is not cured or remedied according to the time limit established by the OST Office in the notice and demand, the Grantee shall return to the District any remaining unobligated funds in the possession of Grantee, the District shall not be obligated to provide any additional grant funds to Grantee and the District may exercise any additional right to reversion.

General Provisions

Conflict of Interest

Grantees must not be involved in any activity that would constitute a conflict of interest, or suggest the appearance of a conflict of interest. Any situation that might involve or appear to involve a financial or professional conflict of interest must be promptly disclosed by Grantee to the OST Office. Failure to disclose a conflict of interest may be grounds for immediate termination of Grant Agreement.

Protected Data

Personally, Identifiable Information (PII), including social security number and date of birth, must be redacted to protect the names and information of the individual (additional information, such as address, may be redacted according to the individual's preference). Any information, either physical files or electronic, must be kept locked, secured, or password protected at all times. This includes PII related to any personnel, staff, or contractor files as well as youth records. If information that contains PII must be transmitted, all PII must be redacted.

Confidentiality

Grantees acknowledge and agree that if confidential information is so identified and disclosed by the OST Office, they will hold such confidential information in the strictest confidence as a fiduciary and shall not voluntarily sell, transfer, publish, disclose, display, or otherwise make available to any third persons such confidential information or any portion thereof without the express written consent of the OST Office. OST Office and Grantee shall each use their best efforts to protect confidential business information.

Reasonable Accommodations

Grantees must make reasonable accommodations for students with disabilities in accordance with the Individuals with Disabilities Education Improvement Act of 2004, Section 504 of the Rehabilitation Act of 1973, and District of Columbia laws and regulations.

Bullying Prevention

Grantees must provide the OST Office with a copy of the organization's Bullying Prevention Policy in accordance with the requirements of the Youth Bullying Prevention Act of 2012, D.C. Official Code §§ 2-1535.01 et seq., that is enforced on its property, sponsored functions, during transportation, and in electronic communications to youth. The Youth Bullying Prevention Act provides information with respect to bullying prevention policies, codes of conduct, bullying investigations and appeals, the role of the Office of Human Rights (OHR), the OHR complaint procedure, and related matters. Grantees may contact OHR for template language and assistance drafting a Bullying Prevention Policy or visit ohr.dc.gov/page/bullyingprevention for additional resources. Grantees should send their Bullying Prevention Policy to OHR for approval and then provide the OST Office with verification of the OHR approval.

Organization Good Standing

Organizations will need a valid OTR Clean Hands Certificate and a valid DCRA Certificate of Good Standing to be submitted to the DC Vendor Portal. Visit otr.cfo.dc.gov for additional information on obtaining a Clean Hands Certificate and corponline.dhra.dc.gov for additional information on obtaining a Certificate of Good Standing.

Data Management

Grantees are responsible for complying with all data requirements. The Learn24 Cityspan Database is the data portal for OST Office grantees and other OST programs. The database may be found at <https://learn24.cityspan.com>. The login username and password must be requested by emailing the OST Data Analyst team at learn24data@dc.gov. A username and email are sent directly to the user via email. Users should change the password after the first log in.

Prior to the start of programming, Grantees must notify OST Office of any changes to site location(s). Grantees must enter all required data, including organization details, program information, site information, and clearances for staff, volunteers, and contractors into the Cityspan database.

Within twenty (20) business days prior to the start of programming, Grantees must enter enrolled participant information: full name, date of birth, school name, grade, gender, permanent residence zip code, race, ethnicity and verification of on-file parent/guardian-provided FERPA consent form for each student participant into the Cityspan database. Grantees should enter any new participant information on an ongoing and regular basis. Grantees must enter attendance of participants in the Cityspan database weekly.

Data Confidentiality and Security

All student information should be restricted. **Grantees shall take all necessary precautions to preserve confidentiality of all Personally Identifiable Information (PII) of participants.**

Grantees should not re-disclose any information entered into the participant template or entered into the Learn24 data participant section to any outside person or entity.

Participant level data entered into the Learn24 database can only be accessed by the organization which enters that data and the OST Office.

Grantees should ensure that:

- Any computer that has participant or personnel information or personnel PII is password protected and access to that data is controlled.
- Any participant data is only visible to the staff that needs the information.
- Access to participant data is limited as much as possible.
- Participant information is **NEVER emailed or made available via hyperlinks maintained on a remote server, such as a Google document.**
- Any printed documents with PII, such as date of birth, should be kept in a locked drawer or cabinet or area that is inaccessible.

PARTICIPANT EVALUATION AND CONSENT

Family Educational Rights and Privacy Act (FERPA)

Grantees must ensure compliance with Family Educational Rights and Privacy Act (FERPA) by adding a FERPA consent to all participant enrollment forms and verifying in Cityspan whether written consent has been provided by a parent or legal guardian and on file for each enrolled participant, including providing copies of consent forms upon request. See FERPA consent template below.

Survey of Academic and Youth Outcomes-Youth Survey (SAYO-Y)

Unless exemption is provided by the OST Office, grantees must administer the computer-based Survey of Academic and Youth Outcomes-Youth Survey (SAYO-Y) to all OST grant-funded participants in 4th grade and above that do not opt out within the first six (6) weeks of programming and again within the final four (4) weeks of programming. Grantee should add SAYO-Y consent to all participant enrollment forms and verify in Cityspan whether written consent has been provided by a parent or legal guardian. See SAYO-Y consent template below.

Family Educational Rights and Privacy Act (FERPA) Consent

Grantee, except for LEAs, shall include Family Educational Rights and Privacy Act (FERPA) consent on the participant enrollment form that is signed and dated by the parent or guardian of the participant. A sample consent is:

I (parent/guardian name) _____ hereby authorize and consent DCPS Office of the Chief of Staff, Office of the State Superintendent, or _____ (name of school) to provide information concerning the education of my child, _____ (name of child), to _____ (Grantee Name) and the DC Office of Out of School Time Grants and Youth Outcomes (OST Office). I further authorize the release of educational records of my child for the current school year to the parties listed above that include the following information: education transcripts, school/program enrollment information, universal student ID, address, demographic data, attendance data, credit history, grades, assessment data, IEP information, and graduation attainment (12th grade only). This authorization and release shall remain in effect from the date signed through my child’s graduation from DCPS or a DC public charter school.

By signing below, 1) I acknowledge and understand that I have the opportunity to review the records to be disclosed and the right to challenge the contents of such records, and 2) I am at least 18 years of age or I am signing this document on behalf of my child because he/she is not 18 years of age.

Parent/Guardian Name

Parent/Guardian Signature

Date

Survey of Academic and Youth Outcomes-Youth Survey (SAYO-Y) Consent

Grantee shall include SAYO-Y consent on participant enrollment form that is signed and dated by parent or guardian.

_____ (Grantee Name) is funded by the Office of Out of School Time Grants and Youth Outcomes (OST Office), a DC Government agency. As a grantee, we are required to share participant information with the OST Office that may be collected on the enrollment form such as full name, date of birth, school name, demographics, and age.

In addition, we are required to administer a questionnaire called the Survey of Academic and Youth Outcomes (SAYO-Y). The SAYO-Y is a brief survey with questions about what your child thinks of the program and of the potential benefits of attending the program. All information collected through the SAYO-Y is confidential and no individual child or their individual responses will be identified. Participation in the SAYO-Y is voluntary.

By signing below I give permission for _____ (name of child) to be included in the SAYO-Y survey.

Parent/Guardian Name

Parent/Guardian Signature

Date

Personnel Requirements

Mandated Reporter Training

Mandated reporters are professionals obligated by law to report known or suspected incidents of child abuse and neglect. The training provides the information needed to recognize the signs of abuse and neglect and procedures to file an appropriate report.

- For a link to the training conducted by CFSA, visit <https://cfsa.dc.gov/service/mandated-reporter-training>
- The training is free, online, and requires a valid email address
- Allow two (2) hours for completion
- This training does not expire, but certificates must remain on file with organization
- Organization must have a policy or process on how personnel contact the mandated reporter in the event of suspected abuse or neglect of a child
- Certificate of Completion must be uploaded into Cityspan
- Certified Mandated Reporter must have current required background checks uploaded into Cityspan

First Aid/Cardiopulmonary Resuscitation (CPR) Certification

One person per site must be certified in First Aid/CPR.

- The trained employee on site does NOT need to be an employee of the organization
- Grantees must have a process and procedure in place for how program staff and youth know how to locate the First Aid/CPR Certified individual(s). OST Office reserves the right to verify during site visits

Background Check Guidance

Grantees and subgrantees will ensure all adult program staff (paid and unpaid), volunteers, or contractors (herein referenced as personnel) who have unsupervised interactions, in-person or virtually, with youth receive the following background checks in order to comply with the District of Columbia's Criminal Background Checks for the Protection of Children Act of 2004, DC Code §§ 4-1501.01 – 4-1501.11 and other OST Office requirements:

- Federal Bureau of Investigation (FBI) Criminal Background Check
- Metropolitan Police Department (MPD) Criminal Background Check, and
- National Sex Offender Registry (NSO).

Subsidized DCHR Checks

DCHR/Fieldprint is an FBI and MPD Channeler and results are obtained through Truescreen. DCHR/Fieldprint results via Truescreen are accepted evidence of meeting the FBI, MPD and NSO background check policies.

OST Office subsidizes Background Checks through DCHR for grantee staff and volunteers. For subsidized Background Checks, contact your assigned Grant Manager with the name and email of the individual and a process will be forwarded.

Grantees must ensure that staff attend the DCHR appointment, and that the clearance check is received within 10 days of the appointment, otherwise grantee must contact the GMS. DCHR Suitability checks will be returned to OST Office. OST will forward results to grantees. Grantees must upload all completed background clearances into Cityspan. Grantees must redact Personally Identifiable Information (PII) from the returned Criminal Background Checks prior to uploading to Cityspan, including Social Security Numbers (SSN) and dates of birth.

Safety of youth is extremely important, Grantees failure to comply or failure to complete background checks may result in termination of the grant.

While required of all staff working with youth, it is strongly encouraged that staff/volunteers that do not regularly have contact with youth, also have background checks completed. All background checks must be uploaded into Cityspan prior to the start of programming.

One-day visitors are exempt from clearance requirements as long as they are under the direct supervision of a staff member with appropriate clearances at all times.

Personnel without a complete set of clear background checks must be supervised by an individual who is fully cleared.

- Current Personnel
 - All personnel must have background checks throughout the grant period. Personnel whose clearances expire during the grant period should undergo the process again.
- New Personnel
 - Personnel who are newly hired or under contract by the organization must have background checks and clearances submitted to the appropriate agencies within one (1) week of the start date. The organization must maintain proof of submission for each background check in the personnel file if requested by the OST Office.

New personnel shall not be left unsupervised with anyone under 18 until background checks are completed.

- Confidentiality Information
 - All personnel files and background checks must be stored in secured file cabinets or password-protected electronic storage. It is the responsibility of the grantee and subgrantee to safeguard confidential information and only use or disclose it as expressly authorized by the staff member or specifically required.
 - In the event that confidential information must be shared electronically, sensitive information must be redacted, including Social Security numbers and dates of birth, also referred to as Personally Identifiable Information (PII). Then the transmission must be made via encrypted methods and removed from any temporary storage within seven (7) days.

Grantees with personnel that will be providing programming at a District of Columbia Public Schools (DCPS) facility or an DC Office of the State Superintendent for Education (OSSE) Licensed Child Care Center must follow the policies and procedures established by DCPS and OSSE, respectively.

A copy of the clearance letter must be retained within the personnel file.

The following is provided for ease, but information may change, and it is the responsibility of the grantee to confirm the necessary costs and requirements for submission.

FBI Background Check

This background check must be completed every two (2) years.

a. Live Scan

Live Scan is the preferred method for FBI background check submission. A Live Scan is when fingerprints are scanned electronically instead of imprinted on ink first. Results are returned via email typically within twenty-four (24) hours.

www.metrolabdc.com

Bureau of Engraving and Printing Police
301 14th Street SW
Washington, DC 20228
Phone: (202) 874-3188

Federal Bureau of Investigation
935 Pennsylvania Avenue NW
Washington, DC 20535
Phone: (202) 324-3000

Federal Emergency Management Agency Law Enforcement Coordination and Investigation
1201 Maryland Avenue SW
Washington, DC 20472
Phone: (202) 646-4263

Metropolitan Police Department
300 Indiana Ave NW
Washington, DC 20001
Phone: (202) 727-9909

b. Ink-based fingerprint card and application

Inked fingerprints and applications can be submitted directly to the FBI and can take three (3) months or more to return search results. More information available at: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

The completed and signed application and the inked-fingerprint card must be submitted directly to the FBI and must include:

- Money Order or Certified Check for \$18.00 dollars payable to the “Treasure of the United States”.
- The items listed on the [Identity History Summary Request Checklist](#) can be found at: <https://www.fbi.gov/file-repository/identity-history-summary-request-checklist.pdf/view>.

Submit completed packet to:
FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, WV 26306

The application may be found at <https://forms.fbi.gov/identity-history-summary-checks-review/q384893984839334.pdf>

Locations to obtain inked-fingerprints available at:

Federal Services, Inc.
1712 I Street NW, Suite 915
Washington, DC 20006
(202) 223-5317

Metro Lab
Location and information available at www.metrolabdc.com

Washington DC Fingerprinting

1140 Connecticut Avenue NW
Washington, DC 20036
(202) 628-3716
www.washingtondcfingerprinting.com

MPD Background Check

This background check must be completed every two (2) years. MPD background checks request can take up to six (6) weeks.

The organization submits a notarized letter which includes the following:

- Request for a local criminal background check
- Full Name (First, Middle, and Last)
- Date of Birth (DOB)
- Social Security Number
- Self-addressed Stamped Envelope
- \$7.00 Money Order payable to the “DC Treasurer” (cash and checks are not accepted).

Mail the letter, money order, and envelope to:

Metropolitan Police Department
Criminal History Section
300 Indiana Avenue NW, Room 1075
Washington, DC 20001

The National Sex Offender Registry

This background check must be completed every two (2) years. The Dru Sjodin National Sex Offender Public Website (NSOPW) provides the public with access to sex offender data nationwide. NSOPW is a partnership between the U.S. Department of Justice and state, territorial, and tribal governments.

Visit www.nsopw.gov/Home to conduct a search by name across all jurisdictions. The results from the website page showing “no results found” for the personnel should be printed or pdf and uploaded into Cityspan. If several states or jurisdictions are unavailable or offline, then the search should be completed at a later time when all jurisdictions are available. If similar or identical names are found, by uploading the results into Cityspan, the grantee verifies that the individual the search was conducted on behalf of was not identified in the search.

Background Check Results and Suitability

FBI and MPD Background Check

Any personnel with the following felony convictions are not permitted to work with children and youth:

1. Murder, attempted murder, manslaughter or arson;
2. Assault, battery, assault and battery, assault with a dangerous weapon, mayhem, or threats to do bodily harm;
3. Burglary;
4. Robbery;
5. Kidnapping;
6. Illegal use or possession of a firearm;
7. Sexual offenses, including: indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape;

- sexual assault; sexual battery; or sexual abuse; but excluding sodomy between consenting adults;
- 8. Child abuse or cruelty to children; or
- 9. Unlawful distribution or possession of or possession with intent to distribute a controlled substance.

Any personnel that have an FBI or MPD background check returned with an issue or indication of past criminal history other than what is listed above must have a suitability determination made by the District. Grantees or subgrantee must notify the OST Office within two (2) business days of receiving the results with the name and email of the individual and the OST Office will provide a process in which DCHR will conduct a suitability check for said personnel at no additional cost to grantee or subgrantee.

Until the District has determined suitability, the individual MUST not be left unsupervised with youth, or without the presence of a staff member with all clearances.

Other Accepted Background Check Documents

- a. OSSE background check clearance letters that deem the individual “suitable for employment in a child development facility” are accepted as evidence of meeting the FBI, MPD, NSO, and CFSA CPR background check policies. The clearance letter must be available in the personnel file, uploaded into Cityspan, and will be acceptable for the full length of the clearance letter up to three (3) years with Affidavits submitted annually.
- b. Per DC Law §§ 4–1501.03 (d), any personnel with an active federal security clearance is not required to submit to a criminal background check. However, the individual must upload evidence of current federal security level in a dated letter, on letterhead, from the employer on an annual basis. An active federal security clearance covers all required background checks.
- c. Emailed suitability determination from DCHR through another agency is accepted evidence of meeting the FBI, MPD, and NSO background check policies.
- d. DCPS background check clearance letters and non-expired DCPS employee badges are accepted evidence of meeting the FBI, MPD, and NSO background check policies.
- e. Other FBI Channelers may be found here: <https://www.fbi.gov/services/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers-for-departmental-order-submissions> Results from any FBI Channelers are accepted evidence for completing FBI Background Checks.

Other Background Check Information

Other documentation of FBI and MPD background may be accepted but must be approved by the OST Office. Grantees or subgrantee must submit a request to the OST Office for approval of other acceptable documents.

New hires may have FBI and MPD checks done directly or through a channeler. Thereafter, Grantee or Subgrantee may use an approved third-party vendor for subsequent checks for renewals. Hire Right and Interquest are the only approved third-party vendors approved. If using a third party for background checks, please ensure MPD checks are conducted using the District Superior Court Case search.

National Sex Offender Registry

Any individual with a “no result found” or if the organization has reviewed the potential list of matches and confirms that none of the individuals listed is the personnel is suitable to work with children for the NSO background check. All personnel must be suitable with all four requirements to work unsupervised with children.

Affidavit

All background check results are valid for two (2) years. Twelve (12) months after the background check result's effective date, the individual must sign and have witnessed, the below affidavit and upload into Cityspan.

LEARN24 BACKGROUND CHECK AFFIDAVIT

I, _____ (name) as part of my continued service (employment, contract, or volunteer) with _____ (name of organization), hereby swear and affirm that I am not disqualified from working with children and youth under the District of Columbia’s Child and Youth, Safety and Health Omnibus Amendment Act of 2004.

- (1) I am not the perpetrator of a founded report of child abuse or neglect committed within the last 12 months in any state, territory, and District.
- (2) I am not under investigation by the D.C. Child and Family Services Agency (CFSA) for child abuse or neglect.
- (3) I have not been convicted of any of the following offenses or of an offense similar in nature under the law or former laws of the United States or one of its territories or possessions, another state or commonwealth, the District of Columbia, the Commonwealth of Puerto Rico, or a foreign nation within the last 12 months.
 - A. Murder, attempted murder, manslaughter, or arson;
 - B. Assault, battery, assault and battery, assault with a dangerous weapon, mayhem, or threats to do bodily harm;
 - C. Burglary;
 - D. Robbery;
 - E. Kidnapping;
 - F. Illegal use or possession of a firearm;
 - G. Sexual offenses including indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse (but excluding sodomy between consenting adults);
 - H. Child abuse or cruelty to children; or
 - I. Unlawful distribution of, possession of, or possession with intent to distribute a controlled substance.

I understand that I have an obligation to submit written notice to _____ (name of organization) disclosing any arrest or conviction for any such offense, and/or any notification that I have been listed as a perpetrator in a founded or indicted report, within 72 hours, of the occurrence of such arrest, conviction, or notification of listing as a perpetrator. Failure to provide notice may result in immediate termination of employment or service.

I hereby swear and affirm that all statements in this Affidavit are true and correct to the best of my knowledge, information, and belief. I further swear and affirm that my statements are made subject to the penalties of DC Law §22-2404, which provides that knowingly making false averments can and will subject me to criminal penalties.

Printed Full Name

Signature

Date

Witness Printed Name

Witness Signature

Date

Background Check Compliance

The OST Office or designee will conduct program and administrative visits, announced and unannounced, throughout the grant period. The OST Office will verify the names of personnel with what has been entered into Cityspan. In the event personnel background checks have not been entered, grantee or subgrantee will receive a notice within ten (10) business days of observing the non-compliance and grantee or subgrantee will have three (3) business days to upload the information into Cityspan.

If the grantee fails to correct or does not respond this may result in delayed payment, termination or suspension of grant, or repayment of grant funds. Non-compliance may affect Grantees eligibility to be funded for future competitions.

The OST Office may immediately terminate a grant with no notice and no opportunity to cure if the OST Office determines that such a termination is in the interests of The Government of the District of Columbia.

Program Management

Grantees must implement the program and services as described in their Grant Agreement. Grantees are responsible for ensuring that enrolled participants meet the demographics of the targeted populations proposed to be served in their grant application and identified in the Addendum of their Grant Agreement.

Grant funds may only be used to serve school-aged youth in grades K-12. Individuals over the age of 18 are only permitted if eligible to be enrolled in high school or receive special education from a Local Education Agency.

Funded OST programs may be changed or modified throughout the grant period provided Grantee submits proposed amendment request in writing to the Grant Manager. The amendment must be requested prior to the end of the grant period and prior to the implementation of program changes or modifications.

Slot Reservation

Grants Manager may notify Grantee with the opportunity to add youth experiencing housing insecurity to the program any time during the programming period. Grantee will have the opportunity to discuss with the Grants Manager before youth are enrolled.

Incident Reports

Grantees are required to report any unusual incident that results in injury of a program participant or staff and any event where emergency personnel are contacted. The report of the incident must be made within one (1) business day of the incident by completing the online Incident Report Form.

If Grantees have their own incident report, a copy of the report must be sent to the Grant Manager within three (3) business days. The Grantee must keep the report on file and make it available upon request.

Program Quality

On February 15, 2017, D. C. ACT 21-679 established the Office of School Time Grants and Youth Outcomes and a Commission on Out of School Time Grants and Youth Outcomes to support the equitable distribution of high-quality, out of school time programs to District of Columbia youth through coordination among government agencies, grant-making, data collection and evaluation, and the provision of technical assistance to service providers.

Through conversations with providers, The Youth Program Quality Assessment (PQA) was selected by the OST Office as the District's framework to support program quality. The PQA is a validated instrument designed to measure the quality of youth programs and identify staff training needs. It has been used in community organizations, schools, camps, and other places where youth have fun, work, and learn with adults. The PQA assesses the following domains: safe environment, supportive environment, interaction, engagement, youth-centered policies and practices, high expectations for youth and staff, and access.

The Youth and School-Age PQA are evidence-based assessment tools. Evidence is gathered through observation and interview. Program staff and an outside specialist observe program activities, take notes, and then conduct an interview with a program administrator. Notes, observations, and interview data are used as evidence to score items. Scores are combined to create an overall program quality profile and plan for improvement.

- Weikart Program Quality Assessment (PQA) Basics Training is required for Learn24 Grantees, unless exemption is provided by the OST Office
- Grantee must submit the Youth Program Quality Assessment (YPQA) or School Age Program Quality Assessment (SA-PQA), conducted at a minimum of one (1) program site
- Grantee is expected to show a commitment to quality programming and continuous improvement
- Grantee may participate in the voluntary Quality Initiative offered each year. For additional information, contact Learn24@dc.gov

The Institute for Youth Development

The Institute for Youth Development provides quality training for all adults who work with children and youth in Out of School Time (OST) programs. These adults are also called youth development practitioners. Youth development practitioners deepen their understanding of positive youth development, engage in best practices and improve services to youth. Quality trainings are part of the technical assistance provided to all service providers across the District of Columbia.

Trainings are available for every level from front-line staff to program managers to executive directors. Grantees are strongly encouraged to participate in an array of free professional development offerings through The Institute for Youth Development. Information may be found at Learn24.dc.gov.

Reporting Requirements

Grantees must complete programmatic reports throughout the grant period. Reports shall be completed using reporting forms provided by the OST Office. Reports are due within four (4) weeks after the close of each period. The number of program reports required are based upon the grant cycle and are indicated in Grant Agreements.

Financial Management

Grantees shall expend grant funds solely for the purposes of administering and carrying out the projects and activities described in their Grant Agreement and Addendum. Grantees must track the grant funds separately from other sources of funding. Eligible expenses may not be incurred outside of the grant period.

Grant funds awarded must be applied to direct program costs such as program staff salary and benefits; program equipment, supplies and materials; curricula; program evaluation; educational/learning field trip expenses; snacks/meals for participating youth; family engagement activities/recruiting; participant gift cards (not exceeding \$25/month); expenses related to procuring background checks; staff time related to data entry, reporting, training, and accounting when related to program expenses; cleaning supplies; and Personal Protection Equipment (PPE) necessary to create and sustain programming.

Grants funds used to purchase equipment must comply with [2 CFR §200.313](#) and [2 CFR §200.439](#), and if applicable [2 CFR §200.318](#), general procurement standards.

OST Office has the right to offset any balances or amounts due to Grantee or request for funds to be returned under the terms of this Agreement if it has been determined that other District

funds or grants have been used for any unallowable expenses and/or lack of sufficient documentation.

If required, Grantee must provide current audits and financial reports to the OST Office. If the results of an audit are not returned “clean” (in good standing) the Grantee will be subject to the immediate termination of the agreement at the discretion of the OST Office.

Grant Fund Limitations

Grantee agrees not to use any portion of the grant or any income derived from the grant for the following:

Serving youth from other jurisdictions; any program other than the one described in the application; serving youth outside of the definition provided by the Out of School Time Grants and Youth Outcomes Act D.C. Official Code § 2–1555.01; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; retirement or pension plans; post-retirement benefit; legal expenses or professional service costs; land or building purchases or capital improvement; purchase of vehicles; entertainment or social activities; food or beverages associated with entertainment; food or beverages for staff, board, or volunteers; interest on loans; sales tax; fines and penalties; fines and penalties of any grant awards; fundraising; investment management costs; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff, volunteer, or board bonuses, incentives, scholarships, and any payments to members of the Board of Directors; youth cash incentives, stipends, or gift cards (other than nominal amounts of up to \$25 per month) to encourage youth to attend programs; tuition, awards and scholarships; re-granting (also known as sub-granting); subcontracting must be approved by the OST Office prior to grant award; and payment or fees to other government agencies except as may be needed to comply with the District of Columbia’s Criminal Background Check policy. Additionally, if the source of funding is federal funds, Grantee must comply with allowable costs under 2 CFR §200.400 et seq.

Financial Documentation

Grantee shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles (GAAP) which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by OST Office.

If an audit is required by federal law, and if the Grantee is also the recipient of District of Columbia funds under the same or a separate grant program, then the District-funded programs will also be included in the scope of the federally required audit.

Method of Payment

Grantees must be registered and approved in the DIFS: District Integrated Financial System, DC Vendor or other OST Office-approved financial system to receive grant distribution. Grantees are responsible for invoicing the District for disbursements of grant funds. The OST Office may request supporting financial documentation for grant invoices from grantees at any time during the grant period.

All invoices must have the following required information:

- Name of organization
- Address for remittance
- Unique invoice number

- Date of invoice
- Grant agreement number
- Purchase order number
- Program period – Initial invoice should reflect the full grant period while subsequent invoices should reflect past dates of program service. Excluding the initial invoice, any invoice demonstrating future dates of service will result in rejection
- Description of expenses and supporting evidence of payment of expenses

While not required, the OST Office encourages grantees to use the Invoice template provided below to prevent omission of important information.

Failure to invoice or failure to invoice accurately and without required information or supporting documents may result in delayed payment, denied payment, or forfeiture of grant award.

All invoices are subject to the availability of funds provided by the Government of the District of Columbia.

Records Maintenance

Grantees must retain all records, both programmatic and financial, related to any programs funded for at least five (5) years from the date of the termination of the grant or the date the final program report was accepted whichever is later. Programs must make responsible efforts to protect the confidentiality of disposed program records in such a way as to protect the identity and privacy of program participants.

- File Retention Policy
 - All results must be retained for a minimum of five (5) years after the OST Office's acceptance of the final report and must be retained in accordance with federal and DC laws governing record retention.
- Destruction of Files
 - When needed, all confidential paper records and data will be destroyed by secure destruction.

Electronic records shall be properly purged, deleted, overwritten, and physical destruction if possible.

Grant Closeout

At the completion of the grant period, the OST Office shall provide grantees an accountability risk profile, which shall designate the grantee as "low-risk", "medium-risk", or "high-risk". As part of the process of making an accountability risk profile, the OST Office shall review whether the grantee met all grant agreement requirements, including program reporting and financial reporting. The accountability risk profile classification will determine the amount of monitoring required for future grants and the eligibility of the grantee for continuation of grant funds for an additional program term, up to but not exceeding two additional fiscal years.

An organization designated as "high-risk" shall not be eligible to apply for a grant from the OST Office until both: one (1) year has elapsed since the date of the designation; and appropriate documentation has been provided to the OST Office that documents the organization's performance has improved. Performance improvement can be documented either in the form of an audit or an independent program assessment.

After the end of the grant period, all Grantees will have the time allotted in their specified agreement to submit the following items:

1. Final Program Report
2. Final Daily Attendance Report (if applicable)
3. Other documents as required in the grant agreement

A completed grant will "close" after grantee has submitted the final report with narrative, final invoice, and all supporting documentation, and has entered program information, enrollment information, participant attendance, and complete personnel background checks in Cityspan.

Learn24 Acknowledgement

Organizations (Grantees) that receive funding from Learn24 should place the Learn24 logo on the program page of the organization's website and/or acknowledge that the program receives support from Learn24.



Grantees may use the logo on program materials during the grant period for items such as:

- Program page of organization's website
- Program recruitment flyers and posters
- Registration packets
- Programs booklets or final showcase

Grantees must seek approval to use the logo on program specific items by sending the draft document or proof by email to Learn24@dc.gov.

The logo may not be used on:

- Fundraising materials
- Physical structures for capital improvements
- Political agendas or materials
- Clothing (i.e. t-shirts, hats, bags, etc.)

Learn24 will not sign any forms for third party's attesting to the organization as an OST grantee, good standing, or grant compliance.