

FY21 Summer Strong DC Coordinating Entity Grantee Meeting

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- The Office of Out of School Time Grants and Youth Outcomes (OST Office) is located in the Office of the Deputy Mayor for Education (DME).
- Learn24 is the name of the network that supports high-quality programs for youth and the OST Office stewards the Learn24 brand.

Vision

Children and youth across the District have equitable access to high quality out-of-school-time programs.

Purpose

Learn24 supports equitable access to high-quality, out-of-school-time programs for District of Columbia youth through coordination among government agencies, targeted grant-making, data collection and evaluation, and the provision of training, capacity building, and technical assistance to OST providers.

Summer Meals Program

If you require additional assistance navigating the summer meals information, feel free to contact

- Shaneka Nicole King at shaneka.king1@dc.gov.
 - SFSP Nutrition Specialist, Office of the State Superintendent of Education
- Paige Pokorney or India Hinton with DC Hunger Solutions
 - Paige Pokorney (ppokorney@dchunger.org)
 - Anti-Hunger Program & Policy Analyst
 - India Hinton (ihinton@dchunger.org)
 - VISTA Child Nutrition & WIC Outreach Coordinator

Grant Agreement and Compliance

Database training - The database [training](#) is mandatory for new grantees or new database administrators. This training is optional for returning Grantees. Date of upcoming live training is:

May 25, 2021 from 10:00 am - 11:30 pm

Individual Meetings

- New grantees will have 1:1 meetings with their Grant Manager.
- Grant Managers will contact the organization to schedule a virtual meeting in the coming weeks.

Grantee must upload background checks into Cityspan. Background Checks are required for all personnel working directly virtually or in-person with youth.

- DC Child and Family Services Agency (CFSA) Child Protection Registry (CPR)
- Federal Bureau of Investigation (FBI) Criminal Background Check
- Metropolitan Police Department (MPD) Criminal Background Check
- National Sex Offender Registry (NSO)

Background checks are valid for 2 years from the date completed and a signed Affidavits must be uploaded one year after the initial check.

- CFSA CPR Checks must be done separately.
- OSSE clearance letters are acceptable for FBI, MPD, NSO and CFSA.
- DCPS clearance letters and DCHR suitability checks are acceptable for FBI, MPD, and NSO.
- Only one-day visitors who shall at all times be under the direct supervision of a staff member with appropriate clearances are exempt from clearance requirements.
- *OSSE and Federal Security clearances do not require a separate CFSA CPR check.

- Newly hired personnel that have direct and unsupervised contact with children and youth, must have background checks and clearances submitted within the first week of employment and the organization must maintain proof of submission within the personnel file. Do not upload applications into Cityspan.
- Grantees that fail to provide required documentation will be out of compliance with the grant requirements.

Background Checks Process

- For subsidized Background Checks through DCHR, contact Grant Manager with the name and email of the individual and a process will be forwarded.
- Grantee 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 Grant Manager.
- CFSA CPR checks have a new process during COVID-19. Information sheet will be sent as an attachment.

Uploading Clearances

- DCHR Suitability checks will be returned to Learn24 and uploaded to Cityspan. A copy will be sent to the organization for their records. All records must be securely maintained.
- CFSA CPR and all individual checks must be uploaded by the organization into Cityspan.
- Redacting Personally Identifiable Information (PII) from the returned Criminal Background Checks is required.
 - Social Security Numbers (SSN) and Dates of Birth should be fully redacted - including the last 4 digits of the SSN

SUBJECT: [REDACTED]

Address: [REDACTED]

Telephone: [REDACTED]

Represented by counsel: [REDACTED]
[REDACTED]

Date of Interview: February 28, 2006

Following a series of discussions between counsel, [REDACTED] consented to a "free talk" interview to be conducted at the offices of the United States Attorney for the District of Arizona, in Phoenix, AZ. [REDACTED] was accompanied by counsel [REDACTED] throughout the interview. ALUSA [REDACTED] and NPS Supervisory Special Agent [REDACTED] were present for the government.

As noted, it was previously agreed upon that this interview would take place under the provisions of a "free talk" agreement. A copy of that agreement is attached [See Attachment # 17].

[REDACTED] Finally, in 1981 or 1982, [REDACTED] was selected for the position of [REDACTED] at Hubbell Trading Post, in Ganado, AZ, working for Southwest Parks and Monuments Association, later known as Western National Parks Association. [REDACTED] estimated [REDACTED] salary at HTP as approximately \$12 per hour, for a forty-hour work week. [REDACTED] added that [REDACTED] was routinely paid an additional monthly bonus check based upon the volume of sales realized at the trading post; typically around \$800 or \$900 per month. [REDACTED] stated that [REDACTED] usually cashed [REDACTED] paychecks and bonus checks at the Tie Bonito (NM) branch of the Bank of America.

[REDACTED] and [REDACTED] attorney were advised of the general suspicions and allegations that generated this investigation. Notably, this was the first formal notice that had been provided to [REDACTED] (or [REDACTED] attorney) concerning allegations of check forgery, as well

Sorry but this doesn't work

Sorry but
this doesn't work

- Return all Certificates of Insurance (COI) to Grant Manager.
- Insurance requirements are included in the Grant Agreement.
- Discussions with The Office of Risk Management (ORM) must be made through the OST Office - please do not contact ORM directly.

Mandated Reporter

- Grantee must have at least one designated Mandated Reporter and the certificate of completion must be uploaded into Cityspan.

Bullying Prevention Policy

- Grantee must have a Bullying Prevention Policy that is, or has previously been, approved by the District of Columbia Office of Human Rights.

CPR/First Aid Certification

- At least one person per site must have Cardio-Pulmonary Resuscitation (CPR)/First Aid training. Certificate of completion will be verified during site visits.
- Personnel will be asked at site visits to determine if they know how to contact the CPR certified individual on site.

TB Tests

- TB tests are site specific, and not a requirement of the grant.

Other Requirements

- Learn24 will conduct scheduled and/or unscheduled compliance, programmatic, as well as fiscal and administrative monitoring site visits.
- Grantees should provide access, either virtually or in-person, to files, policies, plans, processes, protocols, ratios, reports, credentials, participants, staff, facilities, and on-site community partners to assess the overall programming as well as fiscal and organizational records.

- A grant management record binder or electronic folder with clearly labeled file names is a best practice to manage grants and can assist with a site visit. The binder should contain the following:
 - Copy of the grant agreement
 - Program schedule
 - Program plans or syllabi
 - All other plans, policies, and reports required

- Attendance records/Sign in sheets (back-up documentation to Cityspan attendance entry)
- Detailed Expenditures
- Receipts and other documentation of payment
- MOUs or Agreements with Subcontractors
- Timesheets, contractor agreements, payroll records, consultant or contractor invoices, and payment records
- Fixed Asset log, receipts, and supporting documentation of inventory on loan, loan agreements

Program Information

Hiring Vendors

- 17 individual vendors applied
- 2 have multiple programs for a total of 105 programs!
- A minimum of 40% of the grant funds must go to a minimum of 4 vendor programs
- Vendor files will be forwarded later this week
- Mandatory meeting will be held to make final vendor determinations in mid-May
- Organizations will contact Vendors after the meeting
- Vendors not selected will be informed by Learn24
- Orientation for all staff will be held in mid-June

- In-person programming is encouraged when it can be done safely:
 - Cohorts should be no larger than the current guidance, remember to include staff in the count
 - Social distancing protocols
 - Safety protocols
- For up-to-date guidance refer to <https://coronavirus.dc.gov/>

Reporting

- There is one (1) program report due for summer programming.
- Program report should be submitted within 30 days of the end of programming, and no later than September 30th.
- Programming period is between May 24 and August 27.
- Please add all information into Cityspan by May 14.

ATTACHMENT A: Summer Report

Summer 2021 Out of School Time Grants Program Report

Grantee Name		Date	
Name and Email of Person Submitting Report			
Total Number of Youth Actually Served by Organization during reporting period			
5/24/2021 – 8/27/2021			
Total Number of Youth Actually Served by OST grant funds - by Grade Level during reporting period			
	5/24/2021 – 8/27/2021		
K (Kindergarten)			
Grade 1 – 3 (Primary School)			
Grade 4 – 5 (Primary School)			
Grade 6 – 8 (Middle School)			
Grade 9 – 12 (High School)			
Total			

1. Share a success story that illustrates the impact the program has made on the children/youth served during the reporting period.
2. Have there been any challenges or obstacles that have prevented your organization from successfully implementing the program, or barriers to achieving the goals and objectives of the grant agreement, if so, what has/ will the organization do to overcome those barriers?
3. Provide information for the formative assessment used to measure the academic content focused on through this Summer grant and provide the results achieved (only applicable for Summer Strong DC Grantees).
4. Share any other relevant information, news, media, events, awards, or activities that the organization wishes to highlight with respect to the program.

- All grantees should be registered in the Ariba eSourcing and DC Vendor Portal.
 - This can take two to four weeks to create the required account. These systems are dependent on the Tax ID and grantees must enter the information correctly.
- The Ariba eSourcing system:
<https://ocp.dc.gov/page/vendor-registration-electronic-solicitations-ocp>.
- The Vendor portal for invoicing the District can only be done once the grantee is in the Ariba e-sourcing system. To register for the vendor portal visit <https://vendorportal.dc.gov/Account/Terms>

- Grantees will be deemed “vendors.”
- Vendor training is scheduled twice a month and the dates are published on the website. Any grantee that is unfamiliar with the system should visit the Vendor Portal website, to review [trainings](#).
- Visit www.vendorportal.dc.gov and under “Quick Links” use the link “Need Training?” and click “Register.”

- Initial 50% of grant funds will be disbursed after the grants are fully executed and all prior grant compliance is complete and insurance requirements accepted/approved.
- The next 45% of the grant funds will be reimbursed after invoices are approved by the Grant Manager and submitted through the DC Vendor Portal.
- The final 5% of the grant funds will not be reimbursed until all compliance has been verified and the final report submitted.

Example of Allocation

Grantee Actions		OST Actions	
Dates	Description	Dates	Description
May 31	YFL#12 - \$35,000	Jun. 31	\$35,000 paid
Jul. 14	Supporting documents for YFL#12 submitted	Jul. 21	Documents not approved
Jul 26	YFL#13 - \$10,000	Jul 28	\$0 rejected (Prior documents not approved)
Aug 2	Supporting documents resubmitted	Aug 6	approved
Aug 9	YFL#14 - \$10,000 (resubmission)	Aug 16	\$10,000 paid (approved invoices and expenses)
Aug 23	YFL#15 - \$21,000	Aug 27	\$21,500 paid (approved invoices and expenses)
Sep 1	YFL#16 - \$4,000	Sep 8	\$3,500 paid (compliance; invoices and supporting documents approved)



Invoice Template

Grantee Name

[Street Address]

[City, ST ZIP]

Phone: (000) 000-0000

INVOICE #

[00XX]

DATE

[Insert Date]

BILL TO

Learn 24 - Office of Out of School Time Grants
and Youth Outcomes

1350 Pennsylvania Avenue, Suite 307

Washington, DC 20004

Tax ID/DUNS

564

Grant Agreement
No.

DESCRIPTION	AMOUNT
Salaries	6,000.00
Program Supplies	768.35
Program Equipment	1,225.25
TOTAL	
	7,993.60

If you have any questions about this invoice, please contact
[Name, Phone, email@address.com]

Quality and Training

- Free professional development virtual workshops are offered through The Institute for Youth Development.
- Visit <https://learn24.dc.gov/page/professional-development-opportunities> for more information and to request a virtual workshop.
- For further information email Kevin Cataldo at Kevin.Cataldo@dc.gov

- Conflict Resolution for Youth Workers - May 4, 2021
- Creating a Development Plan - May 5, 2021
- Reframing Conflict - May 7, 2021
- Youth Mental Health First Aid - May 19, 2021
- Building Powerful Program Culture - May 20, 2021
- Virtual Learning Tools - June 4, 2021
- Cooperative Learning - June 8, 2021
- Healthy Communication for Youth Workers - June 9, 2021

Program Site Visits

- Site visits will be scheduled by Institute staff.
- Site visits should view regular programming, not special performances.
- Staff conducting virtual site visit will be off camera at all times and on mute - they are only there to observe normal programming and should not be introduced.
- No site visits should be scheduled during tutoring, homework help, or snack/meal time.

Learn24 Connections

- Learn24 Office hours - Monthly Optional Call
 - Conducted on the 4th Thursday of each month from 2:00 pm-3:00 pm with grantees on specified topics. Invitations are sent to the organization point of contact and also included in the bi-weekly grantee email. Any member of the organization can attend. Please contact Alex Brown for more information.
 - Have a specific topic that you would like to covered? Email Learn24@dc.gov.

- Grant Reviewers
 - The OST Office is seeking grant reviewers for upcoming Grant Competitions. Selected reviewers are expected to provide an impartial and objective review of applications submitted to the OST Office for funding consideration. Interested reviewers should complete the reviewer application form posted in the chat window.

- Bi-weekly Newsletter
 - Post job openings and upcoming events at your organization in the Learn24 newsletter.
 - For inclusion, please email alex.brown@dc.gov.
 - Learn about various funding opportunities, professional development opportunities and more in the bi-weekly newsletter.
- Event Calendar
 - Highlight your upcoming one-day event or program on the Learn24 website.
 - For inclusion, please email alex.brown@dc.gov.

Ambassadors of the Brand

- Organizations that receive funding through the OST Office, play a major role as ambassadors, in helping all District of Columbia youth and families access meaningful educational and enrichment activities across the city.
- The Learn24 network is proud to have such committed partners and individuals working to enhance the lives of youth in the Nation's Capital.



Proper Usage of the Learn24 logo

Grantees may use the Learn24 logo on program materials during the grant period such as:

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

The Learn24 logo shall not to be used on the following:

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

For any questions or concerns, please email alex.brown@dc.gov



Learn24 Contacts

All General Inquiries

Learn24@dc.gov

Vonia Bowie

Supervisory Grants
Management Specialist

(202) 746-1057

Vonia.bowie1@dc.gov

Debra Eichenbaum

Grants Management
Specialist

(202) 923-9619

Debra.Eichenbaum@dc.gov

Malik Lang

Grants Management
Specialist

(202)-812-3689

Malik.lang@dc.gov

Ashley Grant

Grants Management
Specialist

Ashley.grant@dc.gov



Learn24 Contact

Alex Brown
Communication Specialist
(202) 923-9618
Alex.Brown@dc.gov

Kevin Cataldo
Manager
The Institute for Youth
Development
(202)701-8674
Kevin.Cataldo@dc.gov

Tristan Kirkman
Data Analyst
Learn24data@dc.gov

Jyothis Sreekumar
Data Analyst
Learn24data@dc.gov

Thank you!!

