

# LEARN

## Grantee Guidance

August 2024

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## ABOUT OST

### Office of Out of School Time Grants and Youth Outcomes

The Deputy Mayor for Education's Office of Out of School Time Grants and Youth Outcomes (OST Office), was established by the [Office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016](#) to improve the educational, social-emotional, and physical health outcomes of youth through participation in out-of-school-time programs. The OST Office 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.

### OST Institute for Youth Development and Youth Outcomes

The Institute for Youth Development (The Institute) is a component of the OST Office that focuses specifically on program quality. The Institute provides various professional development opportunities, program quality improvement assessments, and technical assistance to OST programs across the District of Columbia. For more information on the Institute and professional development opportunities at no cost to OST providers, see [here](#).



### What is OST?

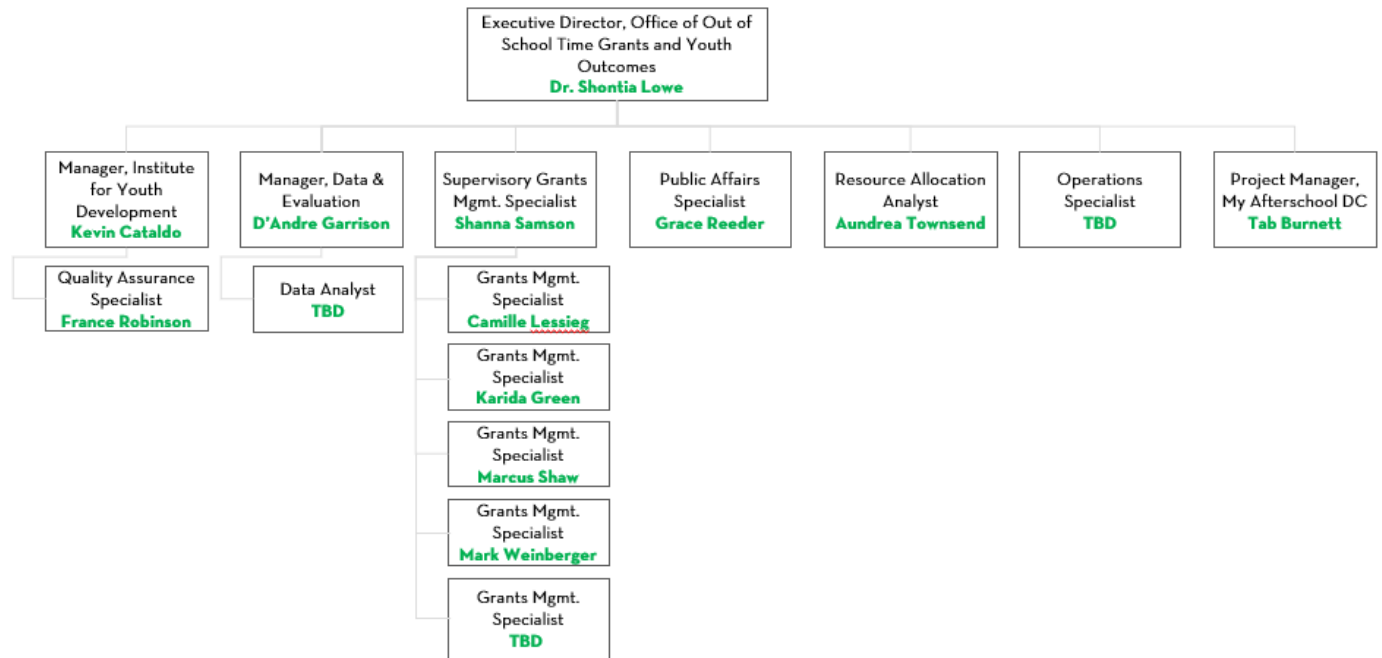
As the name implies, out-of-school time (OST) programs are targeted to the hours that school-age children are not in school, including before school, after school, on weekends, or during seasonal school breaks. OST programs provide a variety of regularly scheduled, structured and supervised activities where learning takes place.

### Benefits of OST

Research clearly demonstrates multiple benefits of OSTP to youth and communities. Benefits for children and youth regularly participating in OSTPs include:

- better school attendance and engagement in learning
- reduced behavioral issues
- improved test scores and grades
- less involvement in risky activities
- opportunities for recreation that support healthy development

## OST Staff



## OST Staff Contact Information

### Executive Director

Dr. Shontia Lowe – [Shontia.Lowe@dc.gov](mailto:Shontia.Lowe@dc.gov)

### Operations Specialist

TBD

### Public Affairs Specialist

Grace Reeder – [Grace.Reeder1@dc.gov](mailto:Grace.Reeder1@dc.gov)

### Resource Allocations Specialist

Aundrea Townsend – [Aundrea.Townsend@dc.gov](mailto:Aundrea.Townsend@dc.gov)

### MADC Project Manager

Tabb Burnett – [Tabbitha.Burnett@dc.gov](mailto:Tabbitha.Burnett@dc.gov)

### **Institute for Youth Development**

#### Manager

Kevin Cataldo – [Kevin.Cataldo@dc.gov](mailto:Kevin.Cataldo@dc.gov)

#### Quality Assurance Specialist

France Robinson – [France.Robinson@dc.gov](mailto:France.Robinson@dc.gov)

### **Data Management & Evaluation**

#### Manager

D'Andre Garrison – [Dandre.Garrison@dc.gov](mailto:Dandre.Garrison@dc.gov)

#### Data Analyst

TBD

### **Grant Management**

#### Supervisory Grants Management Specialist

Shanna Samson – [Shanna.Samson@dc.gov](mailto:Shanna.Samson@dc.gov)

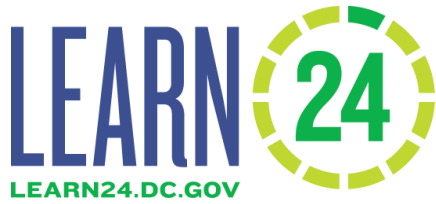
#### Grants Management Specialists

Camille Lesseig – [Camille.Lesseig@dc.gov](mailto:Camille.Lesseig@dc.gov)

Karida Green – [Karida.Green@dc.gov](mailto:Karida.Green@dc.gov)

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The Learn24 network is the Bowser Administration’s hub for all afterschool and summer program opportunities available for school-aged youth. Mayor Bowser launched the Learn24 network in 2017, to foster better coordination between public agencies, schools, service providers, funders, and businesses providing out-of-school-time (OST) programming, replacing a fragmented patchwork of service providers.

The OST Office, the largest OST grantmaking entity in DC government, leads the Learn24 network. Organizations receiving funding from the OST Office are part of the Learn24 network and considered an ambassador of the Learn24 brand. Please adhere to the following guidelines when using the Learn24 logo:

### **Learn24 Acknowledgement**

Organizations that receive funding from Learn24 (“Grantees”) should place the Learn24 logo on the program page of the organization’s website to acknowledge that the program is part of the Learn24 network.

### **Learn24 Use of Logo**

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

Logo use and limitations:

- There is no space between Learn and 24. The brand should always be printed Learn24.
- Ensure the logo proportions remain intact and are distorted in any way. Do not stretch logos horizontally or vertically. Scale each logo proportionally ONLY, i.e., with height and width percentages of the original logo size being equal (e.g., 90% width and 90% height).
- The logo colors should remain. Do not use different colors, shades or percentage screens of the colors.

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.)

**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](mailto:Learn24@dc.gov).

### **Learn24 Newsletter**

The Learn24 newsletter provides information and resources related to out-of-school programming and youth development taking place across the District of Columbia. Sign up for the Learn24 Newsletter at [Learn24.dc.gov](http://Learn24.dc.gov).

If you would like your event or program information to be included in the newsletter, please submit it 5 business days before the newsletter is released. The Learn24 newsletter is distributed twice a month, every first and third Monday. Organizations can submit content by contacting the OST Office’s Public Affairs Specialist, Grace Reeder at [Grace.Reeder1@dc.gov](mailto:Grace.Reeder1@dc.gov).

### **Learn24 Event Calendar**

If you would like your event posted to the event calendar located on the Learn24 website, we ask you submit a full list of events prior to the start of each month. Organizations can submit content by filling out this [form](#) or by contacting the OST Office’s Public Affairs Specialist, Grace Reeder at [Grace.Reeder1@dc.gov](mailto:Grace.Reeder1@dc.gov).

## OST GRANTS

### Purpose

The purpose of OST grants is to support nonprofit nongovernmental organizations that provide out-of-school time programs for children and youth residing within the District of Columbia. Grants are awarded in a manner consistent with the OST Commission's 2023-2026 Strategic Plan with particular attention to the strategic plan's goals and priorities for serving at-risk and other targeted youth populations, geographic distribution of out-of-school-time programs, and program quality.

### General Provisions

#### Conflict of Interest

Grantee certifies that Grantee is not involved in any activity that would constitute a conflict of interest, or suggest the appearance of a conflict of interest, and that future situations that might involve or appear to involve a financial or professional conflict of interest will be promptly disclosed by Grantee to the Grant Manager. Failure to disclose a conflict of interest may be grounds for immediate termination of this grant.

#### Protected Data

Grantee must securely manage Personally Identifiable Information (PII) and other data, ensuring that no participant, staff, volunteer, and contractor's data is transmitted via unsecure means (such as email) and all data is password protected and not publicly viewable.

#### Confidentiality

OST Office and Grantee acknowledge and agree that if confidential information is so identified and disclosed by one party to the other, each party shall hold all 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 other party. OST Office and Grantee shall each use their best efforts to protect the confidential business information.

#### Reasonable Accommodations

Grantee acknowledges that reasonable accommodations are made for students with disabilities in order to participate in the programming 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.

#### Language Access

The OST Office is committed to serving students and families that speak diverse languages and who are from diverse backgrounds. The Office strives to continually give families information in a language they understand to ensure equitable access to programs. Any organization that receives OST grant funding is required to comply with the [DC Language Access Act](#).

#### Bullying Prevention

In accordance with the requirements of the [Youth Bullying Prevention Act of 2012, D.C. Official Code §§ 2-1535.01 et seq.](#), Grantee must have a Bullying Prevention Policy that is, or has previously been, approved by the District of Columbia Office of Human Rights. The organization's Bullying Policy and written approval of the policy provided by the Office of Human Rights must be uploaded into Cityspan or other designated OST Office data sharing system.

#### Organizational Good Standing

Grantee must maintain 501(c)(3) nonprofit status with the Internal Revenue Service, and good standing with the District of Columbia Department of Consumer and Regulatory Affairs and District of Columbia Office of Tax and Revenue.

#### Non-compliance

Any failure by Grantee or its agents to comply with any of the terms or conditions of this Agreement, such failure is determined in the sole and reasonable discretion of the OST Office, shall constitute a default and noncompliance under this Agreement. In the event of a default, the OST Office shall provide to Grantee written notice of the default, along with a demand to cure by a date established in its sole and reasonable discretion. If the default is not cured or remedied

according to the time limit established in the notice and demand, 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.

**Effect of Failure to Comply**

Grantee acknowledges that failure to comply with the entirety of the Agreement may result in immediate suspension, termination, or repayment of grant funds, and ineligibility to apply to future OST Office grant competitions.

**Early Termination**

OST Office may terminate this grant by written notice to the Grantee if the Grantee fails to perform or defaults in any manner in the performance of this grant in accordance with all applicable federal and District laws and regulations.

**Force Majeure**

In the event Grantee is prevented from continuing or completing the terms of this grant because of an act of God, public enemy, strike, lockout, picketing, riots, insurrection, or any governmental order, rule, regulation, or an ordinance, then notwithstanding anything herein contained to the contrary, Grantee shall notify OST Office within five (5) calendar days of said event, of its inability to perform under the terms of this Agreement and shall, with the approval of the Grants Management Specialist, attempt to secure alternative means for the completion of the grant purpose.

# OST GRANT COMPLIANCE MONITORING

## General Compliance Requirements – An Overview

- **Administrative Requirements**
  - 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**
  - 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 youth enrollment data completion expectations by ensuring 85% or more of eligible participating youth (DCPS or charter school students with FERPA consent on file) are identifiable when compared to local educational agency or state educational agency data
  - 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**
  - 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**
  - 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**
  - 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



## Administrative Requirements

- **Required Documents** that must be available for review upon by request by the OST Office include:
  - Organization annual budget
  - Current fiscal year balance sheet, including profit loss statement
  - Audit or financial review
  - Two years of most recent 990 Forms
  - IRS Determination Letter of 501(c)(3) Non-profit Organization
  - DCRA current Charitable Solicitation or Basic Business License
  - DC Department of Consumer and Regulatory Affairs (DCRA) Current Good Standing
  - DC Office of Tax and Revenue (OTR) current Clean Hands
  - MOUs, contracts, or agreements used by grant funds
  - Certificates of Insurance
  - Personnel files for time reporting, background checks, or certificates of completion for required training
  - Signed enrollment forms with SAYO and FERPA consent
  - Supporting documents on participant attendance (i.e., sign-in sheets/logs)
  - Invoices, receipts, general ledger, audits, financial reviews, balance sheets, payroll confirmation, and other financial documents for evidence of expenses
  
- **Progress Reports** must be accurately completed and submitted by Grantees via Cityspan by the established deadlines. The number of progress reports required are based upon the grant cycle and indicated within the Grant Agreement.
  
- **Program Policies and Procedures** that may be requested by the OST Office include:
  - Program Staff Hiring Standards
  - Safety and Security Procedures
    - Bullying Prevention policy and approval documentation from Office of Human Rights
    - Program personnel access to participant safety information (emergency contacts, health information, etc.)
    - Field trip procedures
    - Incident reporting and resolution
    - Process for handling health emergency
    - Emergency Preparedness Plan that deals with threats of terrorism, Code Red Days when extreme heat causes program interruption, etc.
    - Exit and pick-up procedures
    - Participant code of conduct, behavior management plan, or conflict resolution plan
  - 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.)
    - Translated materials accessible to non-English speaking families
  
- **Record 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. 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.
  
- **Access to equipment purchased** with grant funds or documentation of the destruction/loss of the equipment should be made available to OST Office upon request.
  
- **Family Educational Rights and Privacy Act (FERPA) Consent** must be included on all OST grant-funded program enrollment forms. In addition to ensuring parents/guardians have the opportunity to provide consent,

Grantee must verify in Cityspan for each participating youth whether written consent has been provided by the parent or legal guardian. If consent is provided, the Grantee must keep a copy of the signed FERPA Consent form on file and make it available to OST Office upon request. See [Appendix 1](#) for the FERPA Consent template.

*Optional:* In order to view the OSSE-provided demographic data and other Personal Identifiable Information of students served, the Grantee must also upload the FERPA Waiver within the Youth Profile in Cityspan.

- **Survey of Academic and Youth Outcomes-Youth (SAYO-Y) Consent** must be included on all OST grant-funded program enrollment forms. In addition to ensuring parents/guardians have the opportunity to provide consent for their child to complete the survey, Grantee must verify in Cityspan for each participant whether written consent has been provided by the parent or legal guardian. If consent is provided, the Grantee must keep a copy of signed SAYTO-Y Consent form on file and make it available to OST Office upon request. See [Appendix 1](#) for the SAYO-Y Consent template.
- **Incident Reports** should be submitted to the Grants Management Specialist any time an unusual incident occurs during programming that results in injury of a program participant or staff and/or any event where emergency personnel are contacted. A copy of the incident report must be sent to the Grants Management Specialist within three (3) business days. The Grantee must keep the report on file and make it available upon request.
- **Amendment Requests** must be generated by the Grantee and approved by the OST Office within Cityspan prior to making any modifications to the grant program or budget. Grantees interested in an amendment should contact their assigned Grants Management Specialist. If approved, the Grants Management Specialist will unlock the grant agreement in Cityspan allowing the Grantee to make requested changes. Grantee must include detailed justifications for the requested changes. The Grants Management Specialist will approve modifications or changes that are reasonable and justified. All amendments must be requested and approved prior to the end of the grant period.
- **Afterschool in the City and/or Summer in the City events**, hosted by the OST Office, offer the opportunity for OST providers to connect with District families and provide information about available out-of-school-time programming available to them. Grantees must participate annually in a minimum of one of these, and/or other designated events. All Grantees offering school year services shall participate in Afterschool in the City. Grantees offering year-round services shall participate in Afterschool in the City and/or Summer in the City.

## Program Requirements

- **Program Services** must be administered as described in the executed Grant Agreement and Addendum. Grantees are responsible for ensuring that they serve the total number of unduplicated youth and demographics of the targeted populations proposed to be served in their grant application and identified in the Addendum of their Grant Agreement. Any program modifications must be requested and approved through an amendment generated in Cityspan prior to the changes being made.
- **Slot Reservation** - Grants Management Specialists may notify Grantees 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.
- **Program Dosage** requires that all Grantees:
  - Meet 90% or greater of total proposed days and hours of service;
  - Meet 85% or greater of proposed number of youth to be served; and
  - Meet 85% or greater of proposed percentage of targeted population(s) to be served.
- **Enrollment** must be entered into Cityspan for all participating youth prior to beginning the program. The Student Profiles should include the following demographic information:
  - Student first and last name (be sure to spell correctly)
  - Home address
  - Ward of residence
  - Birth date
  - Gender
  - Grade
  - Attending School
  - Please Note: While student ID numbers are not required to enroll a participating youth in Cityspan, it is **highly recommended** that grantees who are able to access student ID numbers for participating DCPS and public charter school students from the participants' families or partnering schools include this information in the youth profile in Cityspan to ensure an accurate match.
- **Youth Enrollment Data Completion** must be demonstrated through successful identification of 85% or more of eligible participating youth (DCPS and public charter school students with FERPA consent on file) when compared against data made available through local educational agencies (DCPS or charter school districts) or the state educational agency (OSSE).
- **Attendance** must be entered into Cityspan for all participating youth on a weekly basis (monthly basis for one-on-one programming).
  - Meet 85% average weekly attendance (Calculation: 85% of active youth participate in programming a minimum of one day per week)

## Personnel Requirements

- **Adult-Youth Ratio**

Grantee must always maintain a minimum ratio of one (1) adult to every fifteen (15) youth ages five (5) to seventeen (17) and, for in-person programming, unless a lower ratio is required by Mayor's Order.

- **Background Check Guidance**

Grantees and subgrantees must ensure all adult program staff (paid and unpaid), volunteers, or contractors (herein referenced as personnel) who have supervised or 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).

The criminal history of all individuals will be considered to determine whether he or she is suitable to serve as program personnel. To make this determination, each criminal offense will be considered in the context of:

- The specific duties and responsibilities of the position;
- The bearing, if any, the derogatory information has to those duties and responsibilities;
- The length of time that has passed since the criminal offense(s);
- The age of the individual at the time of the criminal offense(s);
- The frequency and seriousness of the criminal offense(s);
- Any mitigating information provided by the individual in response to the derogatory information;
- The contributing social or environmental conditions; and
- The District's policy supporting re-entry of ex-offenders into its work force.

No individual may hold a position that has direct contact with children or youth, if he or she has been charged with child abuse or any or sexual offense(s) involving minors, and for such offense(s):

- Was convicted, pleaded guilty, pleaded nolo contendere, placed on probation before judgment, or otherwise placed on a stet docket; or;
- Was found not guilty by reason of insanity.

Any OST Office-funded Grantee that employs personnel through the use of OST Office grant funds, must complete their due diligence to ensure employees are suitable for hire through a background check that is facilitated by the District of Columbia Public Schools (DCPS), the District of Columbia Department of Human Services (DCHR), or another approved background check agency. Final employment suitability determinations are made by DCPS and/or DCHR and are based on the OST Office's grant agreement for the applicable fiscal year.

Personnel may not interact with youth in an "unsupervised," capacity as a staff member / volunteer of an OST Office funded Grantee whilst waiting on the results of all required background checks. Therefore, if the OST Office funded Grantee is awaiting results for certain individuals, and they are actively performing work duties, at all times, they should be in the presence of a supervisory staff member who has completed the clearance process.

All background clearances must be valid for the duration of the grant period and renewed prior to expiration, must align with the program site requirements (DC Public Schools, DC Public Charter Schools, etc.), and they must be uploaded into Cityspan or other designated OST Office data sharing systems during the timeframe stipulated by the OST Office. Employees, volunteers, or contractors may not work with youth unsupervised until the background clearance results are returned with the appropriate clearances and the organization must maintain proof of background check clearance submission and the appropriate clearances within the personnel file at all times.

One-day visitors, guests, and volunteers shall always be under the direct supervision of a staff member with all appropriate clearances, and they are exempt from the background check requirements.

In the event that a prospective staff, volunteer, or contractor has a background check returned with an issue or indication of past criminal history, the said result must be communicated to the Grantor within two (2) business days. Said staff, volunteers, or contractors involved may not have interactions with youth until suitability determinations have been made by DCPS, DCHR, or another approved background check agency.

**The safety of youth is extremely important. Grantees' failure to comply or failure to complete background checks 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.**

- **OST Subsidized DCHR Background Checks**

The OST Office covers the cost of Background Checks through DCHR for Grantee staff, contractors, and volunteers. For subsidized Background Checks, contact your assigned Grants Management Specialist with the full, legal name(s) and email address(es) of the individual(s) needing to be cleared and a detailed email with instructions will be forwarded to the individual(s). All names provided should appear exactly as they do on their Driver's License or ID Cards.

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.

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 their Grants Management Specialist.

Individuals that undergo the OST subsidized DCHR process will receive an automated email from: [applicationstation@truescreen.com](mailto:applicationstation@truescreen.com)

Instructions will be provided within that automated email, including individually generated codes and guidance for TrueScreen registration. The OST Office will provide additional instructions, including the following information, to ensure that OST grant-funded staff / volunteers successfully register within the TrueScreen portal to schedule their appointment for fingerprint submission.

**TrueScreen Registration:**

- **Position:** Youth Development Practitioner
- **Agency:** Office of the Deputy Mayor for Education- Learn24
- **Division:** The location where work duties are performed (program site location)

DCHR Suitability checks will be returned to OST Office. The OST Office will forward results to Grantee Points of Contact who initially requested their personnel to undergo the clearance process. Grantees must upload all completed DCHR background clearances to the DCHR upload prompt in the appropriate staff profiles within Cityspan. Grantees must redact Personally Identifiable Information (PII) from the returned Criminal Background Checks prior to uploading to Cityspan, including Social Security Numbers (SSN). Redaction can be done through generic photo / paint programs and should entail a black highlight or marker function to "black out" any PII.

- **OST Program Staff at DCPS/OSSE Facility**

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.

Grantees must upload copies of the DCPS and/or OSSE clearance letters or current DCPS staff badges into Cityspan. If the OST Grantee hires staff that are DCPS employees, a photograph of a non-expired DCPS ID

badge will suffice for clearance process completion. That photograph should be uploaded to the DCPS clearance prompt within that staff member's profile in Cityspan.

If the OST grantee operates at a DCPS site and their staff / volunteers are not DCPS employees, they will need to undergo the DCPS clearance process. That process can be initiated with the following correspondence: [dcps.clearance@k12.dc.gov](mailto:dcps.clearance@k12.dc.gov).

Upon completion, a clearance verification letter will be provided by the DCPS Clearance office and should be uploaded to the DCPS clearance prompt within that staff member or volunteer's profile in Cityspan.

- **Other Background Check Methods**

Grantees may elect to secure FBI, MPD and NSO background checks for OST program staff through other platforms. For a list of preferred methods, please see [Appendix 2](#).

- **Background Check Affidavit**

All background check results are valid for two (2) years. However, the OST Office requires that twelve (12) months after a background check result's issue date, OST grant-funded staff / volunteers complete, sign, and have witnessed an Affidavit confirming that there have been no changes in their criminal background history that would disqualify them from working with youth in the District of Columbia. The signed affidavit must be uploaded into Cityspan twelve (12) months after the background check result's issue date. If a staff / volunteer has had any changes to their criminal background history preventing them from signing the Affidavit, they will be required to complete a new background check to ensure continued suitability for working with District youth. For a copy of the required Affidavit, please see [Appendix 3](#).

- **Mandated Reporter Training**

Mandated reporters are professionals obligated by law to report known or suspected incidents of child abuse and neglect. Grantees must ensure that all OST program sites have at least one (1) personnel trained as a Mandated Reporter present during all program hours from the first day of programming to the last day of programming. The certificate(s) of completion of the mandated reporter training must be provided during monitoring visits and uploaded into the correlating staff profile in Cityspan within the Mandated Reporter upload prompt, near the bottom of that profile. The mandated reporter must also have all current background clearances uploaded into Cityspan or any other designated OST Office data sharing system.

In addition, Grantees must have procedures in place that detail how staff, volunteers, or contractors are informed or trained for suspicion of abuse and neglect, and how to contact the organization's mandated reporter. This will be confirmed during monitoring visits.

Access the training here or at <https://dc.mandatedreporter.org>. 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.

- **First Aid/Cardiopulmonary Resuscitation (CPR) Certification**

Grantees must ensure that all OST program sites have at least one (1) personnel with current Cardiopulmonary Resuscitation (CPR)/First Aid Certification present during all program hours from the first day of programming to the last day of programming. The certificates(s) of completion of the First Aid/CPR training must be provided during monitoring visits and uploaded into the correlating Cityspan staff profile within the CPR / First Aid upload prompt at the bottom of that profile. The trained First Aid/CPR personnel must also have all current background clearances uploaded into Cityspan or other designated OST Office data sharing system.

In addition, all OST program staff must be aware of the location of the trained First Aid/CPR personnel on-site and Grantees must have procedures in place for staff and youth to contact First-Aid/CPR trained staff in the case of an emergency. This will be confirmed during site monitoring visits.

The trained employee on site does NOT need to be an employee of the organization. Examples of non-staff, include school nurses. These individuals still need to be identified as "volunteer" personnel in Cityspan and their current First Aid/CPR certificate should be uploaded in the staff module of Cityspan.

## Quality Assurance Requirements

Quality trainings, assessments and site visits are part of the technical assistance provided to Grantees by the OST Office's Institute for Youth Development.

- **Quality Trainings**

Trainings offered through the Institute for Youth Development are available for every level of OST staff, from front-line providers to program managers to executive directors. While Grantees are strongly encouraged to participate in an array of free professional development offerings, participation in the following trainings are **required annually** of all OST Providers, unless deemed exempt by the OST Office:

- **Special Needs/Underserved Populations** – All Grantees must participate in a minimum of one (1) training per program year focused on supporting youth with special needs (students with disabilities and/or English Learners) or other underserved populations (youth who are economically disadvantaged, experiencing homelessness, in foster care and/or identify as LGBTQIA+). The Institute will offer a variety of trainings throughout the year that will satisfy this requirement. Certificates of Completion will be issued for all Institute trainings.

Grantees may meet this requirement through participation in a professional development session other than those offered by the Institute for Youth Development. However, the Grantee will need to provide a description of the training to the Institute who will confirm whether the training content meets the expectations of the requirement. The Grantee will also need to obtain proof of participation in the training to demonstrate they have met the attendance requirement.

- **Program Quality Assessment (PQA) Basics Training** - All Grantees must participate in the Program Quality Assessment (PQA) Basics Training facilitated by David P. Weikart Center and offered by the OST Office. This is a full-day training and is usually offered during late January timeframe. Details will be provided in the fall.

For information on other quality training opportunities available to Grantees, please visit [Learn24.dc.gov/page/institute-youth-development](http://Learn24.dc.gov/page/institute-youth-development).

- **Quality Assessments**

The Institute for Youth Development utilizes Weikart's Program Quality Assessment (PQA) as the framework to support OST program quality. The PQA is a validated instrument designed to measure the quality of youth programs and identify staff training needs. It assesses the following domains: safe environment, supportive environment, interaction, engagement, youth-centered policies and practices, high expectations for youth and staff, and access.

All Grantees, unless exemption is provided by the OST Office, are expected to show a commitment to quality programming and continuous improvement, through completion of the PQA that has been conducted at a minimum of one (1) program site annually.

The OST Office utilizes two PQA tools based on the grade level of youth:

- Youth Program Quality Assessment (YPQA) (grades 6-12)
- School Age Program Quality Assessment (SA-PQA) (grades KG-5)

Evidence for the PQA 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.



- **Quality Cohort**

*Optional:* Grantees may participate in the voluntary Quality Initiative Cohort offered by the Institute for Youth Development each year. The Quality Cohort consists of additional supports for grantees to include an PQA external assessment, and Scores Reporter, Planning with Data and Quality Coaching workshops, along with the development of a program improvement plan and workshops to support program staff for quality improvement. For additional information, contact [Learn24@dc.gov](mailto:Learn24@dc.gov).

- **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. To better understand what is assessed and/or to prepare for a Site Visit, please see the OST Site Visit Form in [Appendix 4](#).

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

Youth voice is a critical component of assessing OST program quality. The Survey of Academic and Youth Outcomes-Youth (SAYO-Y) must be administered by Grantees to all program participants in 4th grade and above who have parental consent, unless exemption is provided by the OST Office. To review questions responded to by students in SAYO-Y, see [Appendix 5](#).

School year programs must administer the survey within the first six (6) weeks of programming and again within the final four (4) weeks of programming. Summer programs will administer the survey once prior to the end of the summer program period. To meet compliancy requirement, a minimum of 85% of qualifying youth must complete the surveys.



## Financial Requirements

- **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. 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.

Grantees must track the grant funds separately from other sources of funding. Eligible expenses may not be incurred outside of the grant period.

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” or “fairly presented”, the Grantee will be subject to the immediate termination of the agreement at the discretion of the OST Office.

- **Budget Modification**

Changes and modifications to the budget are permitted throughout the grant period provided Grantee submits a proposed amendment request, including a detailed justification, in Cityspan. The amendment must be requested prior to the end of the grant period and prior to the implementation of program changes or modifications. Programming budget changes of 10% or less of a specific budget category amount may be made without pre-approval.

- **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/youth) 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 District Integrated Financial System (DIFS) 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 DC Government Grantees are now categorized as NOGAs.

- Notice of Grant Awards (Grant Recipients)
- NOGAs are to utilize the DIFS Supplier Portal for Grant Award invoice submissions

All Grantees should register for the DIFS Supplier Portal: [https://cfo.dc.gov/supplier\\_portal](https://cfo.dc.gov/supplier_portal)

- Select – “New Supplier Registration”

If Grantees need assistance with DIFS:

- [DIFS Supplier NOGA Submit Invoices and View Payments Job Aid](#)
- Phone: (202) 671-3437 (Monday - Friday: 7am – 5:30pm)
- Email: [support@difssupport.zendesk.com](mailto:support@difssupport.zendesk.com) – this email address can provide DIFS technical support

- **Invoice Processing**

Grantees must submit invoices and any required spenddown documentation to assigned Grants Management Specialist **prior** to uploading the invoice into DIFS. After receiving approval from Grants Management Specialist, Grantee shall proceed to upload the invoice into DIFS.

When entering data into DIFS, please ensure all digits accurately reflect what is included on the invoice to prevent rejection of the submission by the Office of Chief Financial Officer (OFCO). OFCO reserves up to 30 days to issue payment from the date of submission within DIFS. If Grantee does not receive payment within 30 days, please contact the OST Resource Allocation Analyst, Aundrea Townsend, at [Aundrea.Townsend@dc.gov](mailto:Aundrea.Townsend@dc.gov).

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

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.

While not required, the OST Office encourages Grantees to use the Learn24 Invoice template to prevent omission of important information. For the Learn24 Invoice template, please see [Appendix 6](#).

## **GRANT ACCOUNTABILITY & CLOSEOUT**

### **Annual Accountability Review**

At the completion of the grant period, the OST Office shall conduct an Accountability Review, which shall designate the Grantee as “performing”, “emerging”, “progressing”, or “under-performing”. As part of the process of assessing accountability, the OST Office shall review whether the Grantee met all grant agreement requirements, including program reporting and financial reporting. The Accountability Review will determine the amount of monitoring required for future grants and the eligibility of the grantee for continuation of grant funds, at the fully initially awarded amount or at a different amount, for an additional program term.

An organization designated as “under-performing” in its final year of a grant cycle may not be eligible to apply for or receive grant funds 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.

### **Closeout**

A completed grant will “close” successfully after Grantee has submitted the final progress report, final invoice, and all supporting documentation, and has entered program information, enrollment information, participant attendance, and complete personnel background checks in Cityspan.

## DATA MANAGEMENT

Grantees are responsible for complying with all data requirements outlined by the OST Office. This includes entering, maintaining, and securing participant and program information with the Learn24 Cityspan Database. The Learn24 Cityspan Database is the official data portal for OST Grantees and can be accessed at <https://learn24.cityspan.com/>

### Cityspan

The Learn24 Cityspan Database is the data portal for OST Grantees. The database may be found at <https://learn24.cityspan.com>.

Grantees must enter all required data, including program site information, activity schedules, staff profiles and clearances for staff, volunteers, and contractors into 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, and verification of parent/guardian-provided FERPA consent form for each student participant into 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.

Grantees may have as many users as needed for Cityspan. A new Cityspan user may be requested by emailing the OST Data Analyst team at [learn24data@dc.gov](mailto: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.

### Data 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 Cityspan to any outside person or entity.**

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

Grantees may contact the OST Data Analyst team for technical support and to request Cityspan users by contacting [learn24data@dc.gov](mailto:learn24data@dc.gov). Usernames and login instructions will be sent via email.

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.

### Instructional Videos

Instructional videos to assist Grantees in completing tasks in the Cityspan Database can be found at [YouTube - Learn24](#)

Videos include:

- **Adding Participants:** <https://youtu.be/WY10H04RXZU?si=K-Wnh1txPJW1-JCk>
- **Administering SAYO-Y:** <https://youtu.be/CqBOzxlCCKA?si=5dTv7TfhxVXSndx5>
- **Adding Activities to Sites:** <https://youtu.be/9g5rOihNKFY>
- **Taking Attendance:** <https://youtu.be/rD2Km4UT8kM>

## APPENDIX

### Appendix 1: FERPA & SAYO-Y Consent Templates

#### 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 complete the SAYO-Y survey.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Appendix 2: Other Background Clearance Check Methods

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.

Metro Lab  
[www.metrolabdc.com](http://www.metrolabdc.com)

Bureau of Engraving and Printing Police  
301 14<sup>th</sup> 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](https://www.fbi.gov/file-repository/identity-history-summary-request-checklist.pdf/view) 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](http://www.metrolabdc.com)

Washington DC Fingerprinting  
1140 Connecticut Avenue NW  
Washington, DC 20036  
(202) 628-3716  
[www.washingtondcfingerprinting.com](http://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](http://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.

### Appendix 3: Background Check Affidavit Form

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



## Appendix 4: Site Visit Form



### PROGRAM SITE VISIT FORM

Grantee Name \_\_\_\_\_

Site/Program Name \_\_\_\_\_

#### Staff Information

Names of Adults on Site			
CPR personnel on site? (5 pts)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Mandated Reporter (5 pts)	
No. Youth on Site		No. Adults on Site	Meets ratio requirement <input type="checkbox"/> Yes <input type="checkbox"/> No
Does your program provide any social, cognitive, or behavioral accommodations?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

#### Program Information

Grade Level(s) Observed	<input type="checkbox"/> PK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <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
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#### 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, ethnic, class, gender, ability, appearance, sexual orientation bias(es), or disabilities..	<input type="checkbox"/> 3: There is evidence (e.g.,) comments or slurs) of religious, ethnic, class, gender, ability, appearance, sexual orientation bias, or disabilities, 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, sexual orientation, or disabilities.
<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.

Safe Environment total =

**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: 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 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).

**Supportive Environment total =**

**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).

**Interaction total =**

**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.

**Engagement subtotal =**

**Total Score=**

**Quality Ratings:**

**Score of 1-25 Under Performing**

The program does not evidence the provision of a safe environment or evidence the offering of a quality experience for the children and/or youth served. The program is not exhibiting sufficient progress towards a supportive environment for youth and/or providing an interactive and an engaging high quality program environment for children and/or youth.

**Score of 26-50 Progressing**

The program evidences progress towards the provision of a safe environment, and it is evident that they offer a quality experience for the children and/or youth served. The program is exhibiting progress towards the provision of a supportive environment for youth and is progressing towards the provision of an interactive and an engaging high quality program environment for children and/or youth.

**Score of 51-75 Emerging**

The program evidences the provision of a safe and supportive environment, and it is evident that they offer a quality experience for the children and/or youth served. The program exhibits some components of an interactive and engaging environment for youth, providing an overall emerging, high quality program environment for children and/or youth.

**Score of 76-100 Performing**

The program evidences the provision of a safe and supportive environment, and it is evident that they offer high quality experiences for the children and/or youth served. The program has many examples that illustrate their promotion of an interactive and engaging environment, and opportunities for the youth, evidencing that they are providing an overall high quality program environment for children and/or youth.

## Appendix 5: SAYO-Y Questions

Questions	Answer Options
<b>At this program how do you feel?</b>	<b>Mostly No, No Yes, Mostly Yes</b>
1. Do you like coming to this program?	
2. Do you have fun when you are at this program?	
3. Do you feel bored when you are at this program?	
4. Can you always find things that you like to do at this	
<b>What are the teachers and staff members like at this program?</b>	<b>Mostly No, No Yes, Mostly Yes</b>
1. Is there an adult at this program who is interested in what you think about things?	
2. Is there an adult at this program you can talk to when you are upset?	
<b>When you are at this program...</b>	<b>Mostly No, No Yes, Mostly Yes</b>
1. Do you get help to plan activities for the program?	
2. Do you get the chance to lead an activity?	
3. Are you in charge of doing something to help the program?	
4. Do you get to help make decisions or rules for the program?	
What are you like as a learner? Read each sentence. Do you Agree?	<b>Don't agree, Agree a little, Mostly agree, Agree a lot</b>
1. I like to give new things a try, even if they look hard.	
2. In school, I'm as good as other kids.	
3. I'm good at solving problems.	
4. I'm as good as other kids my age at learning new things.	
5. When I can't learn something right away, I keep trying until I	
How do you get along with others? Read each sentence. Do you agree?	
<b>1. It's very easy for me to get along with other kids.</b>	<b>Don't agree, Agree a little, Mostly agree, Agree a lot</b>
2. When I meet someone new, I know they will like me.	
3. I get along with friends as well as other kids my age.	
4. It's easy for me to join a new group of kids.	
2. When I meet someone new, I know they will like me.	
<b>How else has this program helped you?</b>	<b>Don't agree, Agree a little, Mostly agree, Agree a lot</b>
1. Coming to this program has helped me to get my homework done.	
2. Coming to this program has helped me to try harder in school.	
3. Coming to this program has helped me to do better in school.	
<b>What are you doing right now to make sure you will reach your future goals?</b>	<b>Don't agree, Agree a little, Mostly agree, Agree a lot</b>
1. I try hard in school.	
2. I tell myself that doing well in school now will help me later.	
3. When I don't understand something, I get help so I can get it done.	
<b>Please answer the question. Don't worry about spelling!</b>	<b>Open Text</b>
What is something new you'd like to learn or get better at?	

## Appendix 6: Learn24 Invoice

[Link to document](#)



DC Office of the Deputy Mayor of Education  
Office of Out of School Time Grants and Youth Outcomes  
**INVOICE**

<b>Name of Organization</b>		<b>Date</b>
<b>Street Address</b>		
<b>City, ST, ZIP</b>		
<b>Phone:</b>		<b>Invoice #</b>
<b>Bill To:</b>	Learn 24 - Office of Out of School Time Grants and Youth Outcomes 1350 Pennsylvania Avenue, Suite 307 Washington, DC 20004	Max 30 characters
		<b>PO #</b>
<b>Grant Agreement #</b>		<b>Tax ID/DUNS</b>
<b>Service Period</b>		
Date Range (Month/Day/Year - Month/Day/Year)		

Description of Expense	Amount
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
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	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

**For questions about this invoice, please contact:**

Name

Phone

Email Address