LEARN 24

Grantee Guidebook

2025-2026

WE ARE WASHINGTON DC

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ABOUT THE OST OFFICE

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 their participation in out-of-school-time (OST) 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 Office Grants Management Team

The OST Office Grants Management Team is a component of the OST Office that manages all OST Office grant awards from RFA through closeout in accordance with District Code 2–1555.04, Office of Out of School Time Grants and Youth Outcomes; requirements for awarding grants. The Grants Management Team is made up of a Supervisory Grants Management Specialist (SGMS), who supervises a team of Grants Management Specialists (GMS). Each GMS manages a unique portfolio of grant-awarded organizations funded via OST Office grant competitions. The SGMS reports to the Deputy Director of the OST Office. The OST Office Grants Management Team works closely with all sectors of the OST Office, including but not limited to, the Data Management team and the Institute for Youth Development.

OST Office's Institute for Youth Development

The Institute for Youth Development (The Institute) is a component of the OST Office that focuses specifically on program quality assurance. 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?

Out-of-School Time (OST) programs are targeted to the hours that school-aged children are not in school, including before school, afterschool, on weekends, and/or during seasonal school breaks. OST programs play a key role in the holistic development of school-aged students, providing a variety of regularly scheduled, structured, and supervised activities where learning takes place.

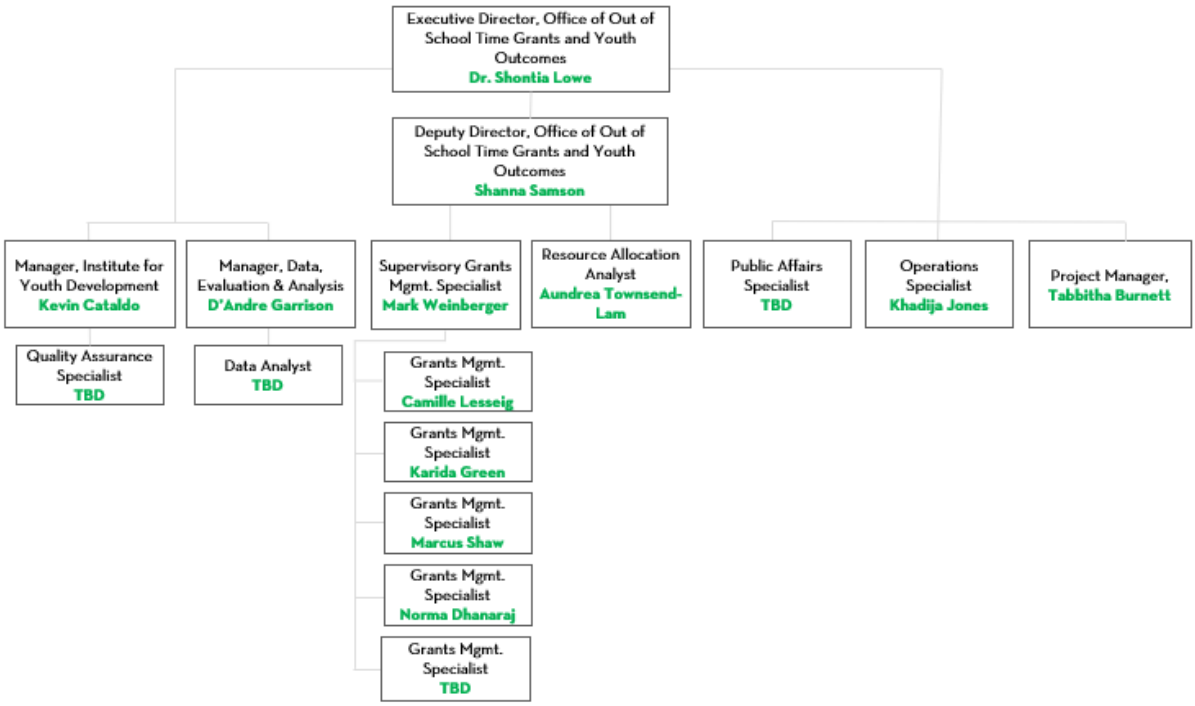
Benefits of OST

Research has found that there are multiple benefits of OST programs for children and youth. Benefits for children and youth regularly participating in OST programs include:

- Better school attendance and engagement in learning
- Reduced behavioral issues
- Improved test scores and grades
- Decreased involvement in risky activities
- Opportunities for recreation that supports healthy development

Source: Afterschool Alliance

OST Office Staff



OST Staff Contact Information

Executive Leadership
Executive Director
Dr. Shontia Lowe – Shontia.Lowe@dc.gov
Deputy Director
Shanna Samson – Shanna.Samson@dc.gov

Operations
Operations Specialist
Khadija Jones - Khadija.Jones1@dc.gov

Resource Allocations Analyst
Aundrea Townsend-Lam – Aundrea.Townsend@dc.gov

Project Manager
Tab Burnett – Tabbitha.Burnett1@dc.gov

Institute for Youth Development
Manager
Kevin Cataldo – Kevin.Cataldo@dc.gov

Data Evaluation and Analysis
Manager
D'Andre Garrison – Dandre.Garrison1@dc.gov

Grant Management
Supervisory Grants Management Specialist
Mark Weinberger - Mark.Weinberger@dc.gov

Grants Management Specialists
Camille Lesseig – Camille.Lesseig@dc.gov
Karida Green – Karida.Green@dc.gov
Marcus Shaw – Marcus.Shaw1@dc.gov
Norma Dhanaraj – Norma.Dhanaraj@dc.gov

Logo:

The Learn24 Network

The Learn24 network is the Mayor Muriel Bowser Administration's hub for all Out-of-School Time (OST) program opportunities available for school-aged (K-12th grade) children and youth during the school year and summer. Mayor Bowser launched the Learn24 network in 2017, to foster better coordination between public agencies, schools, service providers, and funders facilitating OST programming, replacing a fragmented patchwork of service providers.

The OST Office, the largest OST grantmaking entity in DC government, leads the Learn24 network. In addition to the OST Office and OST Commission, membership of the Learn24 Network includes the Office of the State Superintendent of Education (OSSE), DC Public Schools (DCPS), DC Public Charter School Board (DCPCSB), Department of Parks and Recreation (DPR), DC Public Libraries (DCPL), Department of Youth Rehabilitation Services (DYRS), nonprofits funded by DC government to provide OST programming, amongst others.

Organizations receiving funding from the OST Office are a part of the Learn24 network and are considered ambassadors of the Learn24 network brand. Please adhere to the following guidelines when using the Learn24 network logo:

Learn24 Network Acknowledgement

Organizations that receive funding from any Learn24 Network partner ("Grantees"), should place the Learn24 logo on the organization's website to acknowledge that the program is a 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
- Program booklets or final showcase

Logo use and limitations:

- There is no space between Learn and 24. The brand should always be printed as "Learn24".
- Ensure the logo proportions remain intact and are not distorted in any way. Do not stretch logos horizontally or vertically in any capacity. Scale each logo proportionally ONLY, i.e., with mirror height and width percentages being equal to the original size.
- The logo colors should remain in tact. 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
- Non-issued OST Office 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.

Learn24 Network Newsletter

The Learn24 Network newsletter provides information and resources related to OST programming and youth development taking place across the District. Sign up for the Learn24 Newsletter at Learn24.dc.gov.

If you would like your event or program information 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 sending an email to Learn24@dc.gov.

Learn24 Network Event Calendar

If you would like your event posted to the event calendar located on the Learn24 website, we ask that you submit a full list of events prior to the start of each month. Organizations can submit content for inclusion on the website's events calendar by emailing Learn24@dc.gov.

OST GRANTS

Purpose

The purpose of OST grants is to fiscally support nonprofit 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 current OST Commission's Strategic Plan, with particular attention to the strategic plan's goals and priorities for serving at-risk and other target youth populations, geographic distribution of out-of-school-time programs, and program quality.

Scope of OST Grants

OST Office funds high-performing, fiscally responsible, nonprofits that focus on youth development and that serve school aged children and youth through their OST programs. Organizations must serve youth with a **positive youth development** approach.

Grant funds may only be used to serve school-aged children and youth, grades K-12 who reside in the District of Columbia and/or are eligible to attend a DC public school, including youth in DC foster care or in DYRS/CFSA group homes located outside of the District. Grant funds may also be used to serve individuals 21 years of age or less who are eligible to enroll in a District primary or secondary school, and individuals of 22 years of age or less who are eligible to receive special education services from a local educational agency.

Year-over-year total and individual grant awards are contingent upon the availability of funds. The maximum amount to be awarded per grant varies by competition. Organizations may not receive more than $50,000 in any fiscal year from the District without providing either:

1) A clean, external audit conducted within the last two years by an independent CPA if organization revenue is over $250,000; or
2) A financial review conducted within the last two years by an independent CPA if organization revenue is less than $250,000 (small non-profit).

Youth Development Outcomes

Youth Development is a process that prepares youth to meet the challenges of childhood, adolescence, and young adulthood whilst achieving their full potential, by offering activities and experiences that help youth develop social, emotional, physical, cognitive, and spiritual competencies.

Positive Youth Development is a proven theory and practice where youth are engaged within their communities, schools, organizations, peer groups, and families, in a manner that is productive and constructive. Positive youth development recognizes, utilizes, and enhances youths' strengths and promotes positive outcomes for youth by providing opportunities, fostering positive relationships, and offering supports to build on youth's strengths and assets.

Connection to grants- The intent of OST grant competitions is to support high-quality nonprofits that offer educational, social, emotional, and/or physical health opportunities and activities for youth throughout the District. The OST Office seeks to fund youth-serving organizations that provide intentional opportunities that help youth reach positive youth developmental outcomes through meaningful roles and experiences in their community.

Grant Competitions

The OST Office administers grant competitions to meet identified youths' needs. Grant competitions currently funded by the OST Office include:

SCHOOL YEAR OST GRANTS	
School Year Out of School Time	A minimum of 25 weeks of high-quality afterschool OST programming offered to 50+ District youth in grades K-12 during the school year (60+ youth if over $100,000 requested/awarded)
School Year Small Non-Profit Out of School Time	A minimum of 25 weeks of high-quality afterschool OST programming offered to 15+ District youth in grades K-12 during the school year; specific to local community organizations with an annual revenue of less than $250,000
My Afterschool DC (MADC)	A minimum of 25 weeks of high-quality afterschool OST programming offered to District youth attending priority schools in grades K-12 during the school year; must take place at identified priority DCPS or DC Public Charter Schools (determined in partnership with DCPS and Charters) serving a high percentage of at-risk youth where there is a demonstrated need for OST services
YEAR-ROUND OST GRANTS	
Year-Round Out of School Time	A minimum of 25 weeks of high-quality afterschool OST programming offered to 50+ District youth in grades K-12 during the school year (60+ youth if over $100,000 requested/awarded) and 5 weeks of summer camp to 20+ District youth in grades K-12 during summer break
Year-Round Small Non-Profit Out of School Time	A minimum of 25 weeks of high-quality afterschool OST programming offered to 15+ District youth in grades K-12 during the school year and 5 weeks of summer camp during summer break; specific to local community organizations with an annual revenue of less than $250,000
Year-Round OST Coordinating Entity	A minimum of 25 weeks of high-quality afterschool OST programming offered to 50+ District youth during the school year and 8 weeks of summer camp during summer break to 20+ District youth in grades K-12 who reside in DCHA or DHS properties; designed to manage OST programs and subcontract with grassroots entities to provide educational, social, emotional, and physical health opportunities for youth at any agreed upon DCHA or DHS property(ies)
YEAR-ROUND SPECIAL COMPETITION GRANTS	
Year-Round College and Career Mentorship	A minimum of 25 weeks of high-quality after-school OST programming offered to 50+ District youth in grades 6-12 during the school year; and 5 weeks of summer camp to 20+ District youth in grades 6-12 during summer; designed to increase access to and participation in college and career mentoring programs. The mentorship program provides college and/or career focused mentoring opportunities for youth through one-on-one (1:1) or group (1:4) mentoring.
Year-Round Students in Care of DC Coordinating Entity	A minimum of 25 weeks of high-quality afterschool OST programming and a minimum of 5 weeks of summer programming offered to the District's court-involved/incarcerated youth in grades 6-12; designed to manage OST programming and subcontractors to provide evidence-based educational, social, emotional, and physical health opportunities and activities for students experiencing incarceration.
Year-Round Youth Scholarships for OST	Funds the coordination of the scholarships for Out of School Time programs. Designed to increase access to and participation in OST programs for students with specific needs. These needs are not met through the 125+ organizations funded by the OST Office. One-third of scholarships for out-of-school-time programs are awarded to students with disabilities.
SUMMER STRONG GRANTS	
Summer Strong DC	A minimum of 5 weeks of high-quality summer programming to 20+ District youth in grades K-12 (including rising K) during summer break
Summer Strong DC Small Nonprofit	A minimum of 5 weeks of high-quality summer programming to 15+ District youth in grades K-12 (including rising K) during summer break; specific to local community organizations with an annual revenue of less than $250,000

General Provisions

Conflict of Interest
All OST Office grantees certify that their organization is not involved in any activity(ies) that would constitute a conflict of interest, or that would suggest the appearance of a conflict of interest. OST Office grantees affirm future situations that might involve or appear to involve a financial or professional conflict of interest will be promptly disclosed by Grantee to their assigned Grant Manager and/or to the Supervisory Grants Management Specialist. Failure to disclose a conflict of interest may be grounds for immediate termination of this grant and/or ineligibility for future grants.

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

Confidentiality
The 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 party persons such confidential information or any portion thereof without the express written consent of the other party. The OST Office and Grantee shall each exercise their best efforts to protect any shared 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 Grantee commits to striving to continually give families information in a language they understand to ensure equitable access to OST Office funded programs. Any organization that receives OST Office 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 (OHR). The organization's Bullying Policy and written approval of the policy provided by the Office of Human Rights must be uploaded into Cityspan or another OST Office data sharing system as determined by the OST Office. If a Grantee needs to establish or update their Bullying Prevention Policy, please see OHR's exemplary policy, available here: District-wide Model Bullying Prevention Policy | ohr. Questions can be directed to: ohr@dc.gov

Organizational Good Standing
Grantee must maintain 501(c)(3) nonprofit status with the Internal Revenue Service, and good standing with the D.C. Department of Consumer and Regulatory Affairs, and D.C. 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, as determined by the sole and reasonable discretion of the OST Office/Grantor, 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 at 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 for the current nor the subsequent fiscal year, the grantee may not be eligible for future grant competitions, and/or 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/or ineligibility to apply to future OST Office grant competitions.

Early Termination
The OST Office may terminate this grant by written notice to the Grantee if the Grantee fails to perform based on the OST Office's established performance and/or compliance metrics, or defaults in any manner in the performance of this grant in accordance with all applicable federal and District laws and regulations, and in accordance with OST Office established policies and procedures.

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(s) purpose.

Grant Period

Grant period refers to the timeframe during which a grant is active, and the funding can be used. It typically includes the period between the grant's effective date (when the grant starts) and its expiration date (when the grant ends).

COMPETITION	GRANT PERIOD
School Year Grants	From October 1 (beginning of fiscal year for DC government) through June 30 of the following calendar year
Year-Round / Special Competition Grants	From October 1 (beginning of fiscal year for DC government) through September 30 of the following calendar year
Summer Strong Grants	From June 1 through September 30 of the same calendar year

Program Period

The program period is different from the grant period in that it refers to the specific time frame during which OST Office funded programming must take place.

COMPETITION	PROGRAM PERIOD
School Year Grants	Aligns with the academic school year, as defined by the DC Public School calendar and takes place during the school year, beginning no earlier than the first day of school and no later than October 1, and ending by the end of the school year and no later than June 30 of the following calendar year
Year-Round / Special Competition Grants	Aligns with the academic school year, as defined by the DC Public School calendar and takes place during the school year and summer break, beginning no earlier than the first day of school and no later than October 1, and ending prior to the start of the next school year and no later than August 30 of the following calendar year
Summer Strong Grants	Aligns with the academic school year, as defined by the DC Public School calendar and takes place during the summer break, beginning no earlier than the first day of summer break and ending prior to the start of the next school year and no later than August 30 of the same calendar year

Note: OST grant-funded programming can take place during any time that is outside of the regularly scheduled school day, including before school, after school, lunch breaks, weekends, or during school closures, holidays or seasonal breaks.

Locations

- Grantees may serve youth at one site or at multiple sites.
- OST program(s) may be offered at any location either in or outside of the District (with the exception of MADC grantees) but must only serve youth who reside within the District (with the exception of youth in a DC foster care placement outside the District).
- MADC grantees must serve youth onsite at one of the designated grant competition partner schools

Youth to be Served

- **School-aged Youth** – OST Office grant funds may only be used to serve school-aged youth in grades K-12, including individuals 21 years of age or less who are eligible to enroll in a District primary or secondary school, and individuals of 22 years of age or less who are eligible to receive special education services from a local educational agency.
- **District Residents** – District of Columbia residency is required for enrollment. Youth must reside in the District of Columbia and/or be eligible to attend a DC Public School.
    - Residency Exceptions: There are limited circumstances where a student may reside outside the District but is still considered a resident and eligible to enroll in a DC school (i.e.- student who lives in an out-of-state foster care placement, student resides in a DYRS/CFSA group home, etc.).
- **Rising Kindergartners** - Students entering kindergarten in the fall are eligible to be served by OST Office grant funded programs, during the summer immediately prior to their fall enrollment in kindergarten.

Target Populations

- **At-Risk Youth:** Preference is given to applicants that serve underserved youth across the District who are most in need or at-risk and require access to high-quality, low- or no-cost out-of-school-time opportunities. As defined by the Fair Student Funding and School – Based Budgeting Amendment Act of 2013, Section 4 (a) (2A) "at–risk" means a DCPS student or a public charter school student who is identified as one or more of the following:
    (A) Experiencing homelessness;
    (B) In the District's foster care system;
    (C) Qualifies for the Temporary Assistance for Needy Families program or the Supplemental Nutrition Assistance Program; and/or
    (D) A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.

- **Underserved Youth:** In addition to at-risk youth, the OST Office targets underserved youth who are DCPS students or public charter school students who identify as one or more of the following:
    (A) Low-Income as demonstrated by eligibility for Free- and Reduced-priced Meals;
    (B) Has a disability as demonstrated by an Individual Education Plan (IEP);
    (C) English Learner;
    (D) Lesbian, Gay, Bisexual, Transexual, Intersex or Queer/Questioning, Asexual and other terms (such as non-binary and pansexual (LGBTIQA+); and/or
    (E) Residing in Wards 4, 5, 6, 7 or 8.

GRANT COMPLIANCE MONITORING

General Compliance Requirements – An Overview

OST Office grantees are subject to administrative compliance checks conducted by the OST Office throughout the grant cycle. Compliance checks are designed to help identify areas of successful grant compliance along with any areas where the grantee may be off track, and where additional support may be needed. Compliance checks are not punitive and are instead meant to provide targeted assistance to grantees to help guarantee success. Compliance checks include the review and confirmation of the following requirements:

Administrative Requirements

- **Document Submission** – Grantees must submit all required documents to the OST Office by the established deadlines.
- **Basic Business License** – If a grantee's Basic Business License expires prior to end of grant period, grantee should submit renewed license to the assigned Grants Management Specialist upon or prior to expiration.
- **Bullying Prevention Policy** – Grantees must establish a Bullying Prevention policy and have it approved by the DC Office of Human Rights (OHR). Both the policy and OHR approval must be submitted to the OST Office.
- **FERPA and Youth Survey Consents** – Grantees must include FERPA and Youth Survey consent forms in the program's student enrollment package each program year. Note- Parents/guardians may or may not consent to FERPA and to the completion of youth surveys for youth under the age of 18. OST Office grantees should still engage their best efforts to attain FERPA and youth survey consent. FERPA (for all participating youth) and Youth Survey (for 4th grade and above) consent (if granted for either or both by the parent/guardian) must be verified in the participant profiles in Cityspan and the hard copies must be kept on file by the organization for review by the OST Office upon request.
- **Incident Reports** – Grantees must complete an incident report any time an incident occurs during programming that results in injury of a program participant or staff and/or any event where emergency personnel, including EMS/MDP/CFSA, are contacted. Grantee must submit the incident report in the Cityspan Grants Management System within two (2) business days of the incident.
- **Grant Amendments** – Grantees must submit an amendment request for any fiscal or programmatic change and the amendment must be approved by their assigned GMS prior to implementation.
- **Progress Reports** – Grantees must successfully complete and submit all required progress reports in Cityspan before established deadlines.
- **Meeting / Event Attendance** – Grantees must attend all OST Office required meetings and/or events, including but not limited to beginning of the year orientation and in-service trainings, community engagement events, and any required meetings based on the grantee's performance.

Program Requirements

- **Program Services** – Grantee must implement the OST program services as described in the executed grant agreement and/or any approved amendments to the grant agreement.
- **Dosage** – Grantees must meet 85% of total proposed program days; and 90% of total proposed program hours of services.
- **Youth Data Accuracy** – Grantees must meet data match rate of 90% or more of eligible participants (i.e., DCPS or public charter school students with FERPA consent signed by parent/guardian, or by self if 18+ years old).
- **Youth Enrollment** – Grantees must meet 85% of the total proposed number of youth to be served; and the proposed percentage range for all the proposed targeted population(s) to be served.
- **Youth Attendance** – Grantees must establish program activities and attendance rosters in Cityspan and enter youth attendance at all activities on a weekly basis. Grantees must achieve 85% average weekly attendance rate, which means 85% of youth attend the program a minimum of one day per week.

Personnel Requirements

- **Adult-child Ratio** – Grant-funded OST Office programs must maintain a minimum of one (1) adult per every fifteen (15) youth served during all program hours.
- **Background Clearances** – All grantee staff, volunteers and contactors who are 18 years of age or older must have FBI and National Sex Offender background clearances completed and uploaded in Cityspan prior to working with youth in the OST Office grant-funded program.
- **Mandated Reporter Certification** – Grantees must ensure a minimum of one (1) staff per each OST program site is a certified mandated reporter through the District of Columbia secure facility process. Certification(s) must be uploaded into Cityspan for certified staff.
- **First Aid/CPR Certification** – Grantees must ensure a minimum of one (1) staff per each OST program site is a certified First Aid/CPR trained staff. Certification(s) must be uploaded into Cityspan for certified staff.

Quality Assurance Requirements

- **Site Visits** –Grantees must participate in at least one (1) site visit scheduled in advance by the OST Office's Institute for Youth Development, unless deemed exempt by the OST Office. Site visits may also be unscheduled.
- **Program Quality Assessment (PQA) Training** –Grantees must participate in the annual PQA Training offered by the OST Office's Institute for Youth Development, unless deemed exempt by the OST Office.
- **PQA Submission** – Grantees must conduct a Program Quality Assessment and submit the PQA results to the OST Office's Institute for Youth Development by the determined deadline, unless deemed exempt by the OST Office.
- **Serving Special Needs Training** – OST Office grantees must participate in a minimum of one (1) training annually, focused on supporting youth with special needs or other underserved youth populations (English Learners, students with disabilities, LGBTQIA+, etc.)
- **Youth Survey** – Grantees must administer an OST Office-determined youth survey once during the end of the school year program (within the last six weeks) and once during summer programs (within the last 2 weeks).

Financial Requirements

- **Invoices** – Grantees must submit invoices and any accompanying spenddown documents to the assigned GMS for approval by the deadlines established by the OST Office. Following approval by the assigned GMS, grantees must upload their approved invoice into DIFS for payment processing by the deadlines established by the OST Office.
- **Financial Review/Audit** - If a letter of engagement is submitted as part of the application, the required financial review or audit must be submitted by the grantee no later than the established deadline within the OST Office grant competition guidelines. Failure to submit a clean financial review or audit within the established timeline will result in the termination of the OST Office grant.

Administrative Requirements

Required Document Submission

While specific grant competitions may require additional documents, the general documents that grantees must submit to the OST Office by the established deadlines or upon request include:

- **Organizational Structure and Status Requirements –** IRS 501(c)(3) designation letter demonstrating a minimum of two (2) years of 501(c)(3) nonprofit status.
- **Organizational Chart**- a visual representation of the staffing makeup of the organization in chart form (a requirement for forthcoming new grant cycles).
- **Form 990s** – The most recent two (2) years of filed Form 990, 990EZ, or 990N (including the signature of an officer) and any schedules filed (must be filed within the previous three years) that demonstrates good standing with the Internal Revenue Service (IRS).
- **District of Columbia Department of Consumer and Regulatory Affairs (DCRA) Basic Business or Charitable Solicitation License** – Basic Business License current through end of grant period; If current Basic Business License expires prior to end of grant period, grantee should submit renewed license to the assigned Grants Management Specialist upon or prior to expiration. Organizations may renew 90 days in advance via the following links: DLCP - BBL (dc.gov) / https://dc.gov/service/basic-business-license-maintenance.
- **Department of Licensing and Consumer Protection (DLCP) Certificate of Good Standing** – Current certificate for each year of the grant period.
- **Office of Tax and Revenue (OTR) Clean Hands Certificate**– Current certificate for each year of the grant period.
- **Current Fiscal-year Income Statement** – Current income statement, including Profit/Loss Statement.
- **Current Organization Budget** – Current organizational budget that is approved by the organization's board (Local Education Agencies are exempt).
- **Audit/Fiscal Reviews** - A clean audit conducted within the last two years by an independent CPA if organization revenue is over $250,000; or a financial review conducted within the last two years by an independent CPA if organization revenue is less than $250,000. For financial reviews, grantees should use the Financial Review Assurance Template.
- **Certificates of Insurance** – Insurance documents demonstrating existing coverage as deemed necessary and approved by the D.C. Office of Risk Management (ORM) for the duration of the grant period.
- **Youth Enrollment Forms** – Completed OST Program enrollment forms for each participating youth, including FERPA and Youth Survey consent, signed by parents/guardians:
    - **Family Educational Rights and Privacy Act (FERPA) Consent** must be included on all OST grant-funded program enrollment forms each program year. 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 the OST Office upon request. See Appendix 1 for the FERPA Consent template.

Optional: To view the DCPS and/or 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.

- **Youth Survey Consent** must be included on all OST Office 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 OST Youth Survey Consent form on file and make it available to OST Office upon request. See Appendix 1 for the OST Youth Survey Consent template.

- **Attendance Sheets** - Supporting documents demonstrating participant attendance has been entered into Cityspan (i.e.- daily sign-in sheets/logs)
- **Personnel Files** – Supporting documents demonstrating OST staff background checks, certificates of completion for required trainings, and time reporting records for program related services.
- **MOUs, Contracts, or Agreements** – Documents demonstrating partnerships or contractual services offered during or in support of OST programming.
- **Spenddown** – Invoices, contracts, receipts, general ledger, payroll, and other financial documents demonstrating evidence of expenses incurred.
- **Incident Reports** – Documentation in Cityspan Grants Management System within two (2) business days any incidents that occur during OST programming that results in an injury of a program participant or staff and/or any event where emergency personnel, including EMS/MDP/CFSA, are contacted.
- **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(s)
    - 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(s) Maintenance

Grantees must retain all records, both programmatic and financial, related to any programs funded by the OST Office 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 physically destroyed where possible.

Access to Equipment

Upon request from the OST Office, grantees must provide access to any equipment purchased with OST Office grant funds and/or provide documentation of the destruction/loss of the equipment.

Grant Amendments

Grantees must submit any proposed program and/or budget modifications in writing to their assigned GMS for review and approval. The GMS will facilitate the generation of an amendment for completion and submission by the grantee in Cityspan. The amendment must be approved via signature by the OST Office's Executive Director in Cityspan prior to the grantee making any modifications to the grant program or budget. Grantees interested in an amendment should contact their assigned Grants Management Specialist.

Budget Modifications - Any budget change of 10% or more within any budget category requires pre-approval from your assigned OST Office GMS via a budget amendment request and approval. Budget changes of 10% or less within any specific budget category may be made without pre-approval.

Progress Reports

Progress Reports, generated in Cityspan, are an indication of a grantees overall performance and compliance status at given points in time, including automated outcomes data based on actual program services compared to outcomes proposed in the grantee's executed grant agreement. Grantees are required to complete narrative responses documenting progress made towards grant objectives, successes and challenges, submitting them through Cityspan by the deadlines established by the OST Office. The number of progress reports required and the timelines for submission are based upon the grant cycle, as follows (subject to change and/or updates):

SCHOOL YEAR GRANTS	
Mid-year Report	January/February
End of the School Year Report	June/July
YEAR-ROUND GRANTS	
Mid-year Report	January/February
End of the School Year Report	June/July
Summer Report	August/September
SUMMER STRONG GRANTS	
Summer Report	August/September

Meeting Attendance

Grantees must attend all meetings designated as required by the OST Office. This includes any orientation and/or in-service trainings offered at the beginning of a grant competition, grant cycle, and/or grant program period. This also includes any monthly, quarterly or other meetings established by the OST Office to address program performance. Required meetings are established at the discretion of the OST Office.

Learn24 Community Event(s) Participation

OST Office grantees must participate in a minimum of one (1) community event hosted annually by the OST Office. These events offer the opportunity for grantees to connect with District families and/or other OST providers, to provide information about available OST programming and/or to network. Grantees must participate annually in Afterschool in the City, Summer in the City, and/or another designated OST Office hosted or approved events as a grant requirement.

Program Requirements

Program Services

Grantees must administer program services as described in the executed Grant Agreement or any approved amendment to the grant agreement.

Program Dosage

OST grant-funded programs occur during non-school hours, including before school, after school, during lunch periods, weekends, and/or school closures/seasonal breaks. Programming may not occur during scheduled class time. All programs will need to operate in-person, unless otherwise determined and approved by the OST Office. All OST Office funded programs are subject to and must adhere to safety and security measures required by Mayoral Orders, DC Department of Health, or any DC Law.

Grantees must provide at least 90% of the proposed number of days and hours agreed to in the executed grant agreement. Grantees must offer consistent and ongoing OST programming, designed to enroll the same group of youth at the proposed site(s), utilizing one of the program dosage models defined below for each competition and program period:

OST SCHOOL YEAR GRANTS	
Program Period: School Year Only	
Continuous	Occurs during the school calendar for a minimum of three (3) days weekly for at least eight (8) hours per week for a minimum of 25 weeks, totaling no less than 200 hours during the school year
Series	Scheduled across three (3) or more program blocks during the school year with each series including a minimum of six (6) or more continuous weeks for at least six (6) hours per week, totaling no less than 108 hours during the school year
School Closures	Occurs specifically during times when schools are closed for seasonal breaks, intersessions, holidays, or single day closures throughout the grant period. Program schedule must cover a minimum of three (3) school breaks for a minimum of six (6) hours per day for a total of fifteen (15) days, totaling no less than 90 hours during the school year
Continuous 1:1	Provides one-on-one program services during the school calendar for a minimum of one day weekly for at least two (2) hours per week for a minimum of 25 weeks, totaling no less than 50 hours of 1:1 service per youth served during the school year
OST YEAR-ROUND GRANTS	
Program Period: School Year	
Continuous	Occurs during the school calendar for a minimum of three (3) days weekly for at least eight (8) hours per week for a minimum of 25 weeks, totaling no less than 200 hours during the school year
Series	Scheduled across three (3) or more program blocks during the school year with each series including a minimum of six (6) or more continuous weeks for at least six (6) hours per week, totaling no less than 108 hours during the school year
School Closures	Occurs specifically during times when schools are closed for seasonal breaks, intersessions, holidays, or single day closures throughout the grant period. Program schedule must cover a minimum of three (3) school breaks for a minimum of six (6) hours per day for a total of fifteen (15) days, totaling no less than 90 hours during the school year
Continuous 1:1	Provides one-on-one program services during the school calendar for a minimum of one day weekly for at least two (2) hours per week for a minimum of 25 weeks, totaling no less than 50 hours of 1:1 service per youth served during the school year

Program Period: Summer	
Summer Strong DC	Occurs for a minimum of five (5) hours per day, five (5) days per week for five (5) or more continuous weeks, totaling no less than 125 hours during the summer break
Summer Strong Intensive	Occurs for a minimum of eight (8) hours per day, five (5) days per week for six or more continuous weeks, totaling no less than 240 hours during the summer break; required for Coordinating Entity grantees
Summer Strong 1:1	Provides one-on-one program services during summer break for a minimum of one day weekly for at least two (2) hours per week for a minimum of 5 weeks, totaling no less than 10 hours of 1:1 service per youth during the summer break
SUMMER STRONG DC GRANTS	
Program Period: Summer Only	
Summer Strong DC	Occurs for a minimum of five (5) hours per day, five (5) days per week for five (5) or more continuous weeks, totaling no less than 125 hours during the summer break
OST COLLEGE AND CAREER MENTORSHIP	
Program Period: School Year	
School Year Continuous 1:1	Provides one-on-one (1:1) mentorship during the school calendar for a minimum of one day weekly for at least two (2) hours per week for a minimum of 15 weeks, totaling no less than 50 hours of service per youth served during the school year
Program Period: Summer	
Summer 1:1	Provides one-on-one (1:1) mentorship during summer break for a minimum of one day weekly for at least two (2) hours per week for a minimum of 5 weeks, totaling no less than 10 hours of service per youth during the summer break
STUDENTS IN THE CARE OF DC (SCDC)	
Program Period: Year-Round	
Continuous	Occurs for a minimum of two (2) hours per day, three (3) days a week, for a minimum of 34 weeks, totaling no less than 204 hours across the school year and summer
SCHOLARSHIPS FOR OST	
Program Period: Summer Only	
Continuous	No dosage requirements, no direct services provided

Youth Data Accuracy

To ensure data accuracy for the youth served using OST grant funds, grantees must strive to ensure all appropriate youth data is complete in the Youth Profile, including:

- Youth first and last name
- Adress
- Ward of residence
- Birth date
- Gender
- Grade
- Attending School

This data is essential for accountability, resource allocation, and advocacy on behalf of grantees as they illustrate the impact your programs have on DC's school-aged youth. In particular, Student IDs is the best medium for data collection for the OST Office as it allows us to streamline the data collection process, enhances data integrity, and ultimately supports the illustration of the impact of OST Office-funded programs.

Student IDs - Student IDs help ensure the OST Office is able to match program data with school records, ensuring consistent and reliable reporting on student outcomes. A student's ID number can be found in many locations, some of which are listed below. The image shows a sample DCPS report card, and the student ID is highlighted.

- Progress report or report card
- On a student's ID card
- On a student's Individualized Education Plan (IEP) or Section 504 Plan
- On a student's school schedule
- May be used as a log in for a school-based device or for lunch
- On the ASPEN Parent Portal, PowerSchool Parent Portal, or another system a school uses to record attendance and grades
- On a student's My School DC Lottery Application
- Call the students' school and ask for their ID number

Youth Enrollment

Grantees must serve at least 85% of the proposed number of youth agreed to be served in the executed grant agreement. The minimum number of youth that a grantee must serve during an OST program period is dependent upon various factors, including the grant competition, size of the organization, and total amount of funds requested/awarded, as follows:

SCHOOL YEAR GRANTS	
OST Organizations requesting up to $99,999	Must serve a minimum of fifty (50) unduplicated youth residing in the District by the end of the program period (with the exception of small nonprofits)
OST Organizations requesting $100,000+	Must serve a minimum of sixty (60) unduplicated youth residing in the District by the end of the program period (with the exception of small nonprofits)
OST Small Nonprofit Organizations	Must serve a minimum of fifteen (15) unduplicated youth residing in the District by the end of the program period; Specific to nonprofits with an annual revenue of $250,000 or less
My Afterschool DC (MADC)	Must serve a minimum of twenty (20) unduplicated youth residing in the District by the end of the program period (with the exception of small nonprofits) at $2,500 per student served
MADC Small Nonprofit Organizations	Must serve a minimum of fifteen (15) unduplicated youth residing in the District by the end of the program period; Specific to nonprofits with an annual revenue of $250,000 or less
YEAR-ROUND GRANTS	
OST Organizations requesting up to $99,999	Must serve a minimum of fifty (50) unduplicated youth residing in the District by the end of the school year (with the exception of small nonprofits) and a minimum of twenty (20) youth must also be served during the summer program; Youth served during the summer program may be the same youth served during the school year
OST Organizations requesting $100,000+	Must serve a minimum of sixty (60) unduplicated youth residing in the District by the end of the school year (with the exception of small nonprofits) and a minimum of twenty (20) youth must also be served during the summer program; Youth served during the summer program may be the same youth served during the school year

OST Small Nonprofit Organizations	Must serve a minimum of fifteen (15) unduplicated youth residing in the District by the end of the school year and a minimum of fifteen 15) youth must also be served during the summer program; Youth served during the summer program may be the same youth served during the school year; Specific to nonprofits with an annual revenue of $250,000 or less
YEAR-ROUND SPECIAL COMPETITION GRANTS	
College and Career Mentorship	Must serve a minimum of 100 unduplicated youth across the program period who are between the ages of 11-18, identified as at-risk, and residing in the District
Students in Care of DC	Must serve youth between the ages of 12 to 20 years who are court-involved/incarcerated across the program period, including youth charged as adults (Title 16 youth), secure detained youth, and awaiting placement youth; must be able to serve a maximum of 60 youth per day understanding the variable population
Scholarships	Must ensure a minimum of 1/3 of the total grant award, will be used to award scholarships to students with disabilities
SUMMER STRONG GRANTS	
Summer Strong DC	Must serve a minimum of 30 unduplicated youth residing in the District throughout the program period
Summer Strong DC Small Nonprofits	Must serve a minimum of fifteen (15) unduplicated youth residing in the District throughout the program period; Specific to nonprofits with an annual revenue of $250,000 or less

Targeted Populations

Grantees must serve the proposed percentage of youth in each target population that is proposed to be served. For more information on Target Populations, see page 9.

Slot Reservation for Youth Experiencing Homelessness

At any time during the programming period, the OST Office may notify grantees of the need to add youth experiencing housing insecurity to the OST program. Grantee will have the opportunity to discuss this with the OST Office before youth are enrolled.

Youth Attendance

Grantees must enroll all youth into a minimum of one activity within Cityspan. Youth participation in the enrolled activity(ies) must be entered by the grantee into Cityspan on a weekly basis (or a monthly basis for one-on-one programming). Grantees must strive to ensure an average weekly attendance of 85% or greater across the grant program period. This measure demonstrates that active youth are participating in the OST program no less than one day per week.

Personnel Requirements

Adult-Youth Ratio

- OST Office grantees must maintain a minimum ratio of one (1) adult to every fifteen (15) youth ages five (5) to seventeen (17) at all times, for their OST Office funded programming, unless a lower ratio is required by Mayor's Order.
- Organizations providing services to court-involved youth should also maintain a minimum adult to participant ratio of at least 1:15, unless a lower ratio is required by the District.

Background Check Guidance

Grantees and subgrantees must ensure all adult program staff (paid and unpaid), volunteers, or contractors 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) National Criminal Background Check, and
- National Sex Offender Registry (NSO) Check.

The criminal history of all individuals will be considered on a case-by-case basis to determine whether he or she is suitable to serve as program personnel/direct service providers. 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 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 grantee that employs personnel through the use of OST Office grant funds must complete their due diligence to ensure employees, volunteers, and contractors are suitable for hire through a background check that is facilitated by:

- **A government agency** including District of Columbia Department of Human Resources (DCHR), the District of Columbia Public Schools (DCPS), the Office of the Superintendent of Education (OSSE) or the United States Federal Government.
    - NOTE: Grantees working onsite at DCPS facilities must complete the DCPS background clearance process.
- **An approved background check agency** who conducts a fingerprint check and provides results for a Federal Bureau of Investigation (FBI) National Criminal Background Check, and National Sex Offender Registry (NSO) check.

Final employment suitability determinations are made by DCHR, DCPS, or another OST Office approved background check agency, with determinations based on the OST Office's grant agreement for the applicable fiscal year.

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

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 OST Office designated 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 as determined by the grant agreement, 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 or existing 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 OST Office approved background check agency.

The safety of our youth is extremely important. Grantee's 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 or within the existing grant cycle.

OST Subsidized DCHR Background Checks

The OST Office covers the cost of Background Checks through DCHR for staff, contractors, and volunteers working with OST-funded programs.

For subsidized Background Checks, email backgroundcheck.learn24@dc.gov and provide the following information for each individual(s) needing to be cleared:

- Full, legal name that appears exactly as they do on their Driver's License or ID cards;
- Email address; and
- OST organization name.

A detailed email with instructions will be forwarded to the individual(s).

Please ensure staff/volunteers complete each step in process:

- Register in TrueScreen's Application Station. This must be done within 30 minutes of the initial email.
- Schedule a FieldPrint appointment to submit fingerprints
- Submit fingerprints in a timely manner

DCHR Suitability checks will be returned to the 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.

Questions? Email: backgroundcheck.learn24@dc.gov

OST Program Staff at DCPS/OSSE Facilities

Grantees with personnel that will be providing programming at a District of Columbia Public School (DCPS) facility, or a 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.

DCPS Program Sites

If the OST Office grantee operates at a DCPS site and their staff/volunteers/contractors are not DCPS employees, they will need to undergo the DCPS clearance process. 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.

- See here for DCPS Fingerprinting and Badge Process and requirements.
- DCPS Background Check application may be completed online at https://octo.quickbase.com/db/bg37a864v.
- Questions? Email: dcps.clearance@k12.dc.gov.

Other Background Check Methods

As part of hiring/onboarding, many organizations conduct background screenings via independent vendors. Clearances from these vendors are accepted by the OST Office if they include: FBI clearance (federal and state criminal databases) and NSO search. For a list of preferred methods, please see Appendix 2. Should a criminal check return with a conviction(s), suitability for employment must be determined by the District's General Counsel Office, or other authorized agency, adhering to the suitability criteria outlined in DC Code §§ 4-417.1-4-417.5.

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 Office funded 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 site 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 Office funded 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 another 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.

First Aid/CPR expires after two years. Training should be completed in person and opportunities through DC Fire/EMS department can be found here.

Personnel Requirements at-a-Glance

Requirements for personnel are outlined below:

Requirement	Expires After	Required for
Background Clearance	2 years	All adult staff, contractors, or volunteers working with youth
Affidavit	1 year	All adult staff, contractors, or volunteers working with youth one year after clearance issued.
Mandated Reporter Training	N/A	One staff per program site
First Aid/CPR	2 years	One staff per program site

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.

Site Visits

Grantees must participate in annual programmatic site visits. At least one (1) site visit will be scheduled in advance by the OST Office. Unscheduled programmatic visits are possible throughout the grant period. Site

visits should view regular programming, not special performances. No site visits should be scheduled during tutoring, homework help, or snack/mealtime.

Site visits are conducted by the OST Office to assess the quality of programming as it relates to safe and supportive environments, youth interaction and engagement. Site visits are conducted by OST Office staff and trained contractors for all grant-funded organizations that:

- Offer direct OST program services to youth
- Are a new grantee with the OST Office
- In the initial year of a grant cycle
- Scored below the performance threshold in the previous grant year

On a case-by-case basis, the suitability of site visits for grant-funded organizations may be considered based on the nature of OST program services, e.g.- programs offering only one-on-one services may be deemed unsuitable for a site visit at the discretion of the OST Office.

To better understand what is assessed and/or to prepare for a Site Visit, please see the OST Site Visit Form in Appendix 4.

Quality Trainings

Trainings offered through the OST Office's 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 grantees, unless deemed exempt by the OST Office:

- **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.

- **Special Needs/Underserved Populations** – All Grantees must participate in a minimum of two (2) trainings 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. The number of required trainings per grantee per year related to special needs/underserved populations may be updated at the discretion of the OST Office.

  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 must acquire approval from the OST Office's Institute for Youth Development, including a description of the training and the number of hours in their request to the Institute, prior to taking the training. The Institute will confirm whether the training content meets the expectations of the special needs/underserved population training requirement. Upon training approval from the Institute, the grantee will also need to obtain proof of participation in the training to demonstrate they have met the attendance requirement.

For information on other quality training opportunities available to Grantees, please visit 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 the 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 6th-12th)
- School Age Program Quality Assessment (SA-PQA) (grades K-5th)

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 elect to participate in the voluntary Quality Initiative Cohort offered by the Institute for Youth Development each year. The Quality Cohort consists of additional support for grantees to include a 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.

Youth Surveys

Youth voice is a critical component of assessing OST program quality. Youth Surveys determined by the OST Office 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.

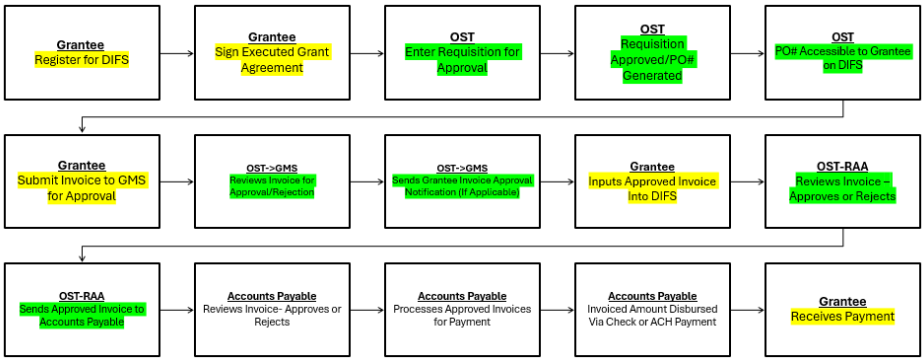
- **School Year / Year-round Grantees** – Must administer the survey once within the final four (4) weeks of the school year program, unless deemed exempt by the OST Office.
- **Summer Strong Grantees** – Must administer the survey once prior to the end of the summer program period, unless deemed exempt by the OST Office.

To meet compliancy requirement, grantees must administer student surveys to a minimal number of participating youth, as follows:

- **Grantees with up to one hundred participating youth (20-100 youth)** – Must ensure 85% of all participating youth in grades 4 and above with a signed Youth Survey consent on file, complete the OST youth survey, unless deemed exempt by OST Office.
- **Grantees with over one hundred participating youth (101+)**– Must ensure 50% of all participating youth in grades 4 and above with a signed Youth Survey consent on file, complete the OST youth survey, unless deemed exempt by OST Office.

Financial Requirements

Invoicing Process

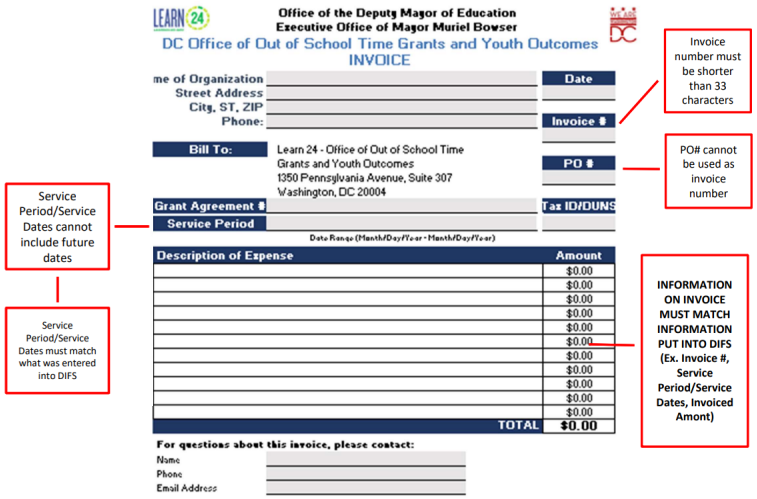


Establishing a Purchase Order Number (PO#)

- On or after October 1 (first day of the new fiscal year), the OST Office uploads each grant agreement into the District's Integrated Financial System (DIFS), a pre-requisite for generating a Purchase Order number (PO#) necessary for invoicing.
- A PO# is generated by the DC Office of Chief Financial Officer (OCFO) within DIFS and notification is sent to the grant organization.
    - Note: Grantee must first register in the District's Integrated Financial System (DIFS) for a PO# to be generated. This typically takes 1-2 weeks. Grantee should contact DIFS directly by email at support@difssupport.zendesk.com or by phone at (202) 671-DIFS (3437) with any questions or concerns regarding the registration process.

Initial Invoice Approval

- Once a PO# is generated, a grantees profile will be updated in the DIFS system, and an automated email is sent to the grantee organization.
    - Note: A new PO# is needed for each fiscal year and for each unique grant competition.
- After securing the PO#, the grantee submits an initial invoice to the OST Office (their assigned Grants Management Specialist) for review/approval.
    - Grantees are highly encouraged, though not required, to use the Learn24 Invoice template to ensure all information required is included on invoice. For the Learn24 Invoice template, please see Appendix 5 or access the template here.
- The OST Office assigned GMS reviews the invoice to make certain all necessary information is accurately presented on the invoice. As needed, the OST Office will work with the grantee to confirm accurate completion. See guidance on how to complete the invoice below:

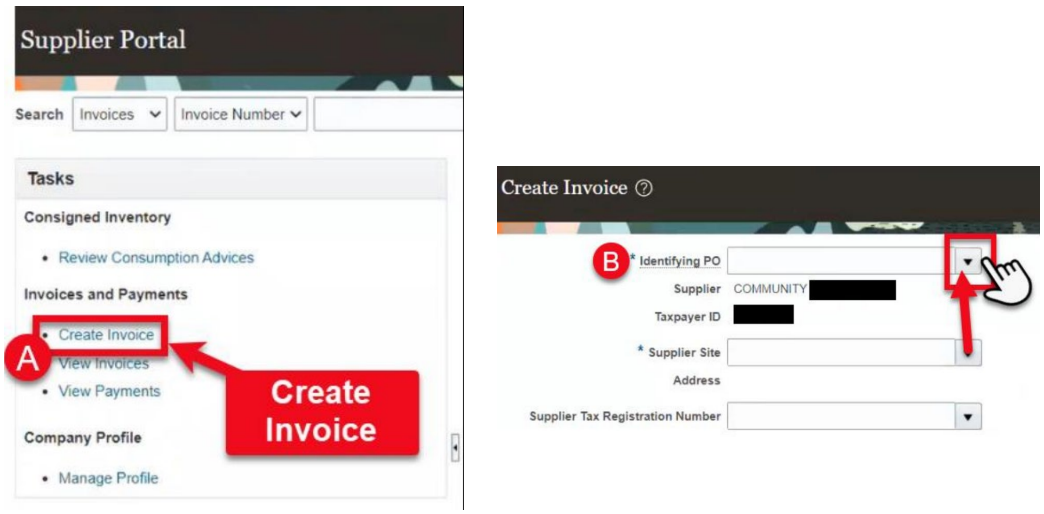


Most common issues with invoices that GMS should review for accuracy:

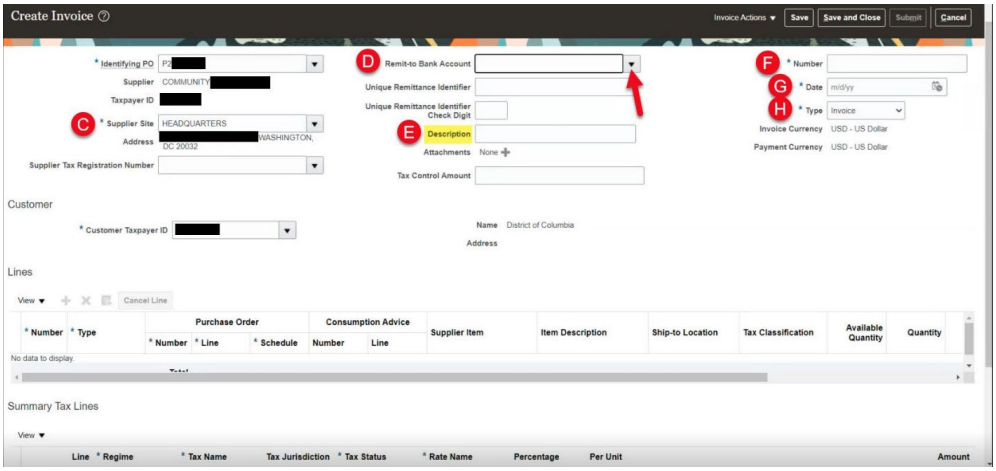
- Wrong service dates/program periods
  - First invoice may be for full grant period (i.e., October 1-September 30)
  - Subsequent invoices should be through the current date; cannot include future dates
- Reusing an invoice number (all invoices must utilize a unique invoice #)
- Incorrect dollar amount
- Incorrect PO number

Creating DIFS Invoice

- Grantee goes to the Supplier Portal page and follows the following steps:
  A) Click "Create Invoice"
  B) Identify and click on the Purchase Order. The Supplier Site information will default.



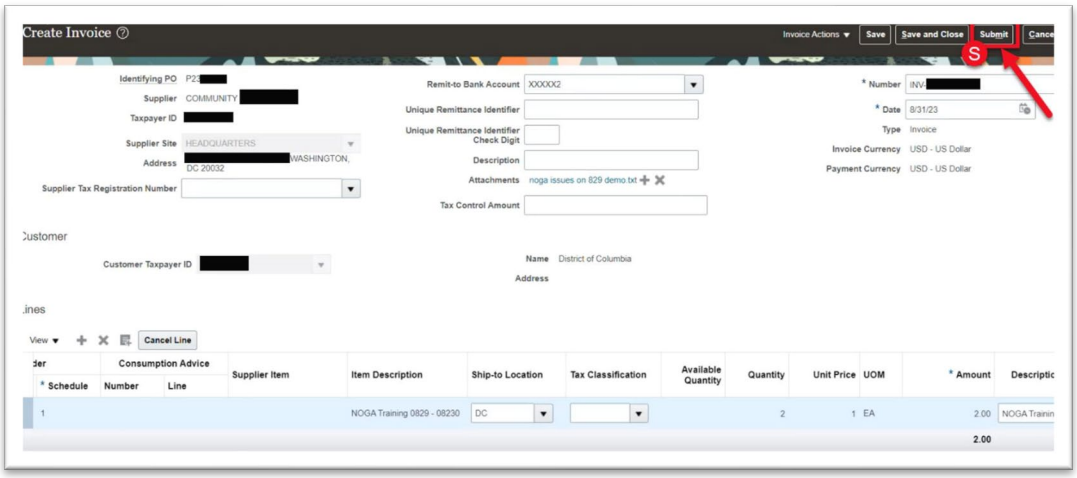
C. Verify the Supplier Site is the address for the invoice. Select a different site if needed.



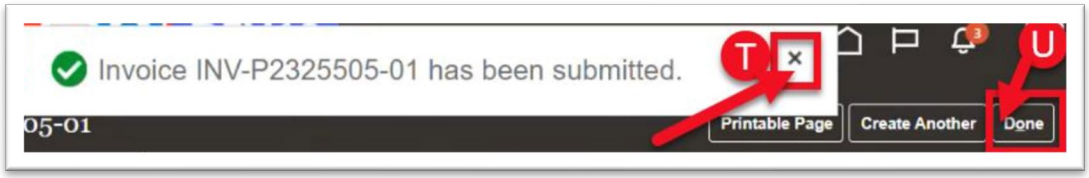
E. **Description** must include service period dates matching the grant agreement and the Learn24 invoice approved by your GMS that you must attach here.
F. Enter the invoice number (which must match the attached Learn24 invoice #).
G. Enter the document date (which must match the attached Learn24 invoice date).
H. For type, select **Invoice** from the dropdown menu.

S. Click the **Submit** button to submit the invoice for approval.

If you need to come back and complete the invoice later, click the Save and Close button. The invoices will save, and the Create Invoice page will close.



T. Click on the **X** on the message window to close the message.
U. Click on the **Done** button.



- Once approved by the OST Office, the invoice then goes to the assigned Accounts Payable representative at OCFO for approval or rejection.
- Once OCFO receives the invoice, they have 30 days to pay or return for revision.
- If rejected, Accounts Payable provides rationale for rejection to the OST Office who works with grantee to rectify and re-submit the invoice.
    - If rejected by OCFO, the revised invoice must include a new invoice number. Grantee may simply add "v2" to end of initial invoice number to indicate version 2 of the invoice.
    - Note, the 30-day timeframe for OCFO pay out starts over each time an invoice is resubmitted).
- All invoices should be submitted into DIFS by the established deadlines and paid out in full by the end of each grant period. Failure to invoice or failure to invoice accurately and without the 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.

Audit/Fiscal Reviews

Grantees may not receive more than $50,000 in any fiscal year from the District without providing either 1) a clean audit conducted within the last two years by an independent CPA if organization revenue is over $250,000; or 2) a financial review conducted within the last two years by an independent CPA if organization revenue is less than $250,000.

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.

If an audit or fiscal review is unavailable, the organization may (if outlined in competition guidelines) demonstrate evidence that a CPA is under contract/a letter of engagement must be submitted to indicate the intent to perform the audit or financial review by the established deadline within the competition. The audit or financial review, or letter of engagement must be included within the grant application.

Financial Management

Grantees shall expend grant funds solely for the purposes of administering and carrying out the projects and program activities described in their Grant Agreement and Addendum. Grant funds may only be used to serve school-aged youth in grades K-12th. 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 reduce any balances or amounts due to grantee, or to 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 due to lack of sufficient documentation.

Grant Fund Limitations

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

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

Grantees 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 the 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 funds 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

- 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 – this email address can provide DIFS technical support

GRANT ACCOUNTABILITY & CLOSEOUT

Accountability reviews document OST Office grantees overall performance rating as it relates to compliance and overall outcomes for the grant period.

Accountability Ratings

Accountability Ratings are based on the overall compliance percentage achieved by a grantee. Accountability Ratings may be used by the OST Office to determine ongoing funding. Ratings fall within four categories, as follows (subject to updates/changes):

Accountability Rating	Score	Defined As
Performing	90% or greater	The OST grant-funded program meets a satisfactory proportion of the accountability measures outlined in the OST grant agreement.
Emerging	80-89%	The OST grant-funded program is getting close to meeting a satisfactory proportion of the accountability measures outlined in the OST grant agreement.
Progressing	70-79%	The OST grant-funded program is exhibiting progress towards meeting a satisfactory proportion of the accountability measures outlined in the OST grant agreement.
Under Performing	60-69%	The OST grant-funded program is not exhibiting sufficient progress towards meeting a satisfactory proportion of the accountability measures outlined in the OST grant agreement.

Accountability Review Notices

The OST Office will send a detailed Accountability Review Notice to each grantee, identifying the grantee's Accountability Rating at the end of each grant program period. For Year-round grantees, the assigned GMS sends preliminary notices at the end of the school year and a final notice at the end of the summer program period.

The OST Office's assigned GMS will meet with individual grantees to discuss their Accountability Review, at the request of the OST Office grantee.

DATA MANAGEMENT

Data and Security

All student information should be restricted. **Grantees shall take all necessary precautions to preserve the 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 Analysis and Evaluation team for technical support and to add additional Cityspan users by contacting 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 to access that 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 in an area that is inaccessible.

Grants Management System (Cityspan)

Grantees are responsible for complying with all data requirements outlined by the OST Office. This includes entering, maintaining and securing staff, participant and program information in the Cityspan Grants Management System (https://learn24.cityspan.com).

Data Entry

Within twenty (20) business days prior to the start of programming, grantees must enter the following data into Cityspan:

- **Program Staff Module** – Staff first and last name, date of birth, level of interaction with youth, employment type, background clearances and required certifications
- **Youth Profiles** – Youth first and last name, address, ward of residence, birth date, gender, grade, attending school and verification of FERPA and Youth Survey consent.
- **Activities** – For each site, enter, or update as needed, activity information, schedules and participant information. Enroll all participating youth in the activity(ies).

Grantees should enter any new participant information on an ongoing and regular basis. Grantees must enter attendance of participants in the Cityspan Grants Management System weekly, or monthly for one-on-one service providers.

Cityspan Users

Grantees may have as many users as needed for Cityspan. A new Cityspan user may be requested by emailing the OST Data Analysis and Evaluation team at learn24data@dc.gov. A username and email are sent directly to the user via email. Users should change the password after the first log in.

Cityspan User Guide

For detailed instructions on how to use the Cityspan Grant Management System, please access the Cityspan User Guide here.

POINTS OF CONTACT/RESOURCES

OST Staff Contact Information

See page 4 for OST Staff contact information.

Background Checks: backgroundcheck.learn24@dc.gov
Data/Tech Assistance: learn24data@dc.gov
General Inquiries: learn24@dc.gov
Institute for Youth Development

OST Important Points of Contact

Background Checks:

DCPS Program Sites: dcps.clearance@k12.dc.gov.
OST Subsidized Checks: backgroundcheck.learn24@dc.gov

Basic Business License

DCRA: https://dc.gov/service/basic-business-license-maintenance

Bullying Prevention Policy:

Office of Human Rights: ohr@dc.gov

Cityspan

Learn24: https://learn24.cityspan.com/learn24

CPR/First Aid Certification

Fire/EMS Department: https://fems.dc.gov/service/cpr-training-program

Invoicing

DIFS Supplier Portal: https://cfo.dc.gov/supplier_portal
DIFS Support: support@difssupport.zendesk.com or (202) 671-DIFS (3437)

Mandated Reporter Certification

CFSA: https://dc.mandatedreporter.org

OST Important Resources

For all OST templates, tip sheets and other resources please see: https://learn24.dc.gov/page/service-providers-0

Appendix 1: FERPA & Youth Survey Consent Templates

SAMPLE TEMPLATE: Family Educational Rights and Privacy Act (FERPA) Consent

Dear Parents/Guardians,

_____ (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 an effort to serve your child better in our afterschool program, and to ensure that the program meets your child's academic needs, _____ (Grantee Name) would like to receive copies of certain educational records related to your child that would help us to tailor the afterschool program to meet your child's needs, further cultivate his/her strengths and identify and develop areas where s/he is in need of improvement. Under the Family Educational Rights and Privacy Act (FERPA), you must first provide your consent before DCPS, the Office of the State Superintendent (OSSE), or your child's school can share your child's education records with our organization.

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 for one calendar year from the date of signature.

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; and 3) 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

SAMPLE TEMPLATE: Youth Survey Consent

_____ (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 brief Out of school Time (OST) Youth Survey with questions about what your child thinks of the OST program and of the potential benefits of attending the program. All information collected is confidential and no individual child or their individual responses will be identified. Participation in the OST Youth Survey is voluntary.

By signing below I give permission for _____ (Name of Child) to complete the 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.

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

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

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

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

The National Sex Offender Registry

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

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

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)	☐ Yes ☐ No	**Name of Mandated Reporter** (5 pts)			
No. Youth on Site		**No. Adults on Site**		**Meets ratio requirement**	☐ Yes ☐ No
Does your program provide any social, cognitive, or behavioral accommodations?	☐ Yes ☐ No				

Program Information

Grade Level(s) Observed	☐ PK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Program Quality: Safe Environment

☐ 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.	☐ 3: The emotional climate of the session is neutral or characterized by both positive and negative behaviors	☐ 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.
☐ 1: Comments or slurs intended to hurt someone who is present explicitly indicate religious, ethic, class, gender, ability, appearance, sexual orientation bias(es), or disabilities..	☐ 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.	☐ 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.
☐ 1: No children are greeted by staff as they arrive or at the start of the session.	☐ 3: Some children are greeted by staff as they arrive at the start of the session.	☐ 5: All children are greeted by staff as they arrive or at the start of the session.
☐ 1: Staff mainly uses a negative tone of voice and disrespectful language.	☐ 3: Staff sometimes uses a negative tone of voice and disrespectful language and sometimes uses a warm tone of voice and respectful language.	☐ 5: Staff mainly uses a warm tone of voice and respectful language.

Safe Environment total =

Program Quality: Supportive Environment

☐ 1: Staff does not start or end session within 10 minutes of scheduled time.	☐ 3: Staff either starts or ends session within 10 minutes of scheduled time (but not both).	☐ 5: Staff starts and ends session within 10 minutes of scheduled time.
☐ 1: Staff does not explain any activities clearly.	☐ 3: Staff explains some activities clearly.	☐ 5: Staff explains all activities clearly (e.g., children appear to understand directions; sequence of events and purpose are clear).
☐ 1: There is not an appropriate amount of time for more than one activity.	☐ 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).	☐ 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).
☐ 1: Staff never mentions a specific learning or skill-building focus for the session or activity (e.g., objective, learning target, goal).	☐ 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).	☐ 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).
☐ 1: Staff does not model skills.	☐ 3: Staff models skills for some children.	☐ 5: Staff models skills for all children.
☐ 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.	☐ 3: Staff breaks difficult task(s) into smaller, simpler steps for some children.	☐ 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).
☐ 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.	☐ 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!".	☐ 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).
☐ 1: Staff rarely or never asks open-ended questions.	☐ 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).	☐ 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

☐ 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).	☐ 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).	☐ 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).
☐ 1: Staff does not provide opportunities for youth to work cooperatively as a team or in a group.	☐ 3: Staff provides opportunities for some youth to work cooperatively as a team or in a group.	☐ 5: Staff provides opportunities for all youth to work cooperatively as a team or in a group.
☐ 1: Staff does not provide all youth opportunities to practice group-process skills.	☐ 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).	☐ 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

☐ 1: There is no planning for projects or activities, or no identifiable planning strategies are used.	☐ 3: When planning projects or activities, at least one identifiable planning strategy is used.	☐ 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).
☐ 1: Staff does not engage children in an intentional process of reflecting on what they have done during the program session.	☐ 3: Staff engages some children in an intentional process of reflecting on what they have done during the program session.	☐ 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).
☐ 1: In the course of the program offering, staff does not provide structured opportunities for youth to make presentations to the whole group.	☐ 3: In the course of the program offering, staff provides some youth opportunities to make presentations to the whole group.	☐ 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: Learn24 Invoice

Link to document

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

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

Date Range (Month/Day/Year - Month/Day/Year)

Description of Expense	Amount
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
TOTAL	**$0.00**

For questions about this invoice, please contact:

Name	
Phone	
Email Address	

Cityspan User Guide

Updated May 2025

LEARN24.DC.GOV