



GRANTEE GUIDEBOOK

2026-2027

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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 [DC Code 2-1555.04](#). The Grants Management Team includes 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 within 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.

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.

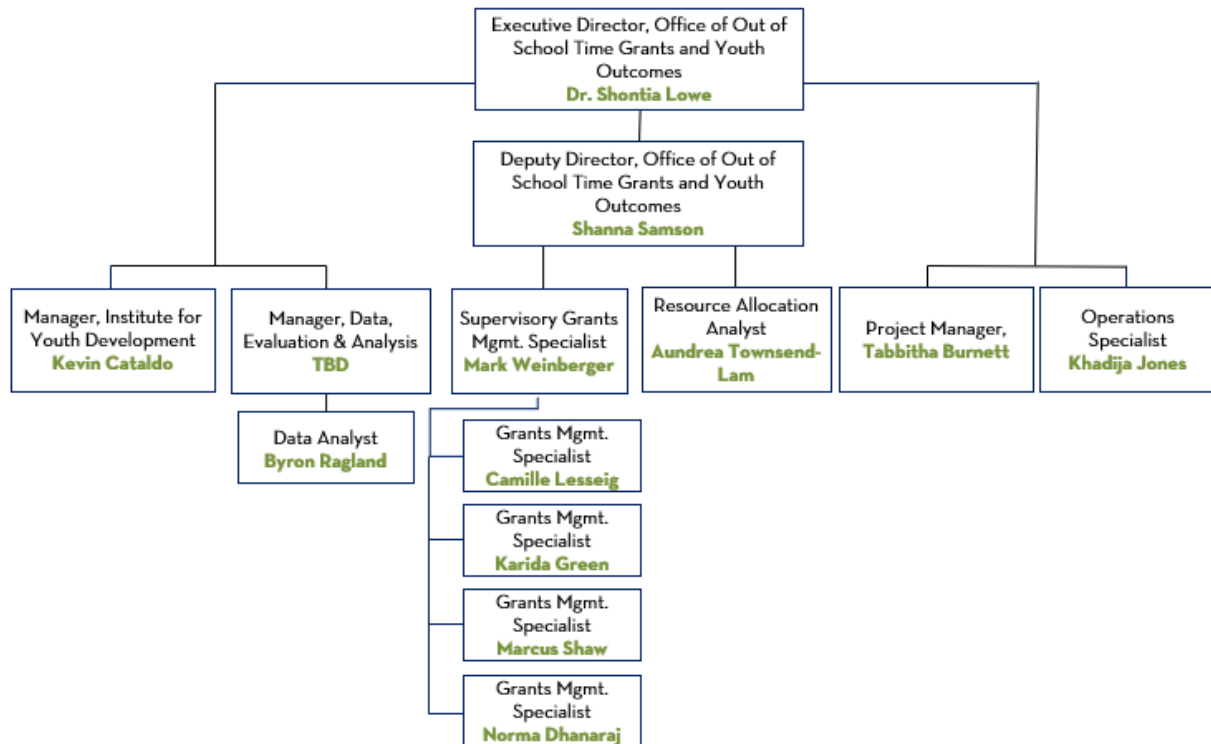
Benefits of OST

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 support healthy development

Source: [Afterschool Alliance](#)

OST Office Staff



OST Staff Contact Information

Team	Title	Name	Email Address
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 Allocation	Resource Allocation Analyst	Aundrea Townsend-Lam	Aundrea.Townsend@dc.gov
MOST-DC	Project Manager	Tabbitha Burnett	Tabbitha.Burnett1@dc.gov
Grants	Supervisory Grants Management Specialist	Mark Weinberger	Mark.Weinberger@dc.gov
	Grants Management Specialist	Norma Dhanaraj	Norma.Dhanaraj@dc.gov
	Grants Management Specialist	Karida Green	Karida.Green@dc.gov
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	Grants Management Specialist	Camille Lesseig	Camille.Lesseig@dc.gov
Data	Data Evaluation & Analysis Manager	TBD	TBD
	Data Analyst	Byron Ragland	Byron.Ragland@dc.gov
Institute for Youth Development	Manager	Kevin Cataldo	Kevin.Cataldo@dc.gov

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), Department of Employment Services (DOES), nonprofits funded by DC government to provide OST programming, and others.

Organizations receiving funding from the OST Office ("Grantees") are a part of the Learn24 Network and are considered ambassadors of the Learn24 Network brand. Funded organizations must adhere to the following guidelines when using the Learn24 Network logo:

Learn24 Network Acknowledgement

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 intact. 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](https://www.learn24dc.gov/newsletter).

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 the 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 OFFICE GRANTS

Purpose

The purpose of OST Office Grants is to fiscally support nonprofit organizations that provide high-quality 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 Learn 24 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 Office Grants

The 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 22 years of age or less who are eligible to receive special education services from a local educational agency.

For the purposes of OST Office's grant competitions, OST programming is defined as a structured and supervised program offering consistent services to a distinct group of District youth outside of the instructional day, including before school, after school, on weekends, teacher workdays/no school days or during seasonal school breaks.

Program Implementation Date Range

Organizations serving youth under OST Office grant programs may serve as a school year or as a year-round program.

School Year Programs take place during and align with the academic school year, as defined by the Local Education Agency calendar, beginning on or after the first day of the academic school year and no later than October 1, 2026, and ending by the last day of the academic school year and no later than June 20, 2027.

Year-Round Programs take place during and align with the academic school year, as defined by the Local Education Agency calendar, and continue throughout summer break, beginning on or after the first day of the academic school year (8/24/26) and no later than October 1, 2026, and ending no later than the last day of summer break (8/21/26), prior to the first day of the next academic school year.

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 that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive. Youth strengths are recognized, utilized, and enhanced, and positive outcomes are promoted through exposure to new opportunities, trusting relationships with adults, and supports that build on their strengths and assets.

Connection to Grants The intent of OST grant competitions is to support high-quality nonprofits that provide intentional opportunities that help youth reach positive youth developmental outcomes through meaningful roles and experiences in their community.

OST Office Grant Competitions

The OST Office administers multiple grant competitions to meet identified youths' needs during the school year, summer, and year-round. The tables below outline the grant competitions currently funded by the OST Office. All funded programs MUST take place at accessible and safe locations within or outside of the District unless otherwise specified, and grant funds may only be used to serve District youth enrolled in or eligible to enroll in a DCPS or DC Public Charter school.

School Year / Year-Round Grant Competitions	
Grant Competition Name	Grant Competition Description
Out of School Time (OST) Program (School Year or Year-Round)	The Out of School Time (OST) Program funds nonprofit organizations to provide high-quality youth development programs outside of the school day to school-aged youth (grades K-12). OST Programs may operate during the school year or year-round.
OST Small Non-Profit Program (School Year or Year-Round)	The OST Small Nonprofit Program funds small nonprofit organizations with an annual operating budget of less than \$250,000 to provide high-quality youth development programs outside of the school day to school-aged youth (grades K-12). OST Small Nonprofit Programs may operate during the school year or year-round.
OST Community-Specific Coordinating Entity (Year-Round Only)	The OST Community-Specific Coordinating Entity (CE) Program funds nonprofit organizations to provide and/or coordinate high-quality youth development programs outside of the school day to school-aged youth (grades K-12) who reside in a DCHA public housing community, DHS temporary housing community or a community served by a CFSA Family Success Center. Community-Specific CE Programs must be offered year-round and take place onsite at the DCHA or DHS housing community or CFSA Family Success Center. Thirty percent (30%) of Community-Specific Coordinating Entity grant funds must be allocated to other community-based enrichment service providers to offer robust programming to the youth served at these program sites.
My Out of School-DC (MOST-DC) (School Year or Year-Round)	The My Out of School-DC (MOST-DC) Program funds nonprofit organizations and MOST-DC Priority Schools ¹ to provide high-quality youth development programs outside of the school day to youth in grades K-8. MOST-DC programs must take place onsite at one or more MOST-DC Priority Schools and may operate during the school year or year-round.
OST College & Career Prep (Year-Round Only)	The OST College & Career Prep Program funds nonprofit organizations to provide high-quality college and career preparatory programs outside of the school day to secondary-age youth (grades 6-12). College and Career Prep Programs may operate during the school year or year-round.
Students in Care of DC Coordinating Entity (SCDC Thrives CE) (Year-Round Only)	The Students in the Care of DC Thrives (SCDC Thrives) Coordinating Entity (CE) Program funds a single nonprofit organization to coordinate high-quality youth development programming outside of the instructional day to the District's justice-involved youth. SCDC Thrives programming takes place at secure facilities, and programming must be offered year-round. Thirty percent (30%) of SCDC Thrives Coordinating Entity grant funds must be allocated to other community-based or enrichment service providers to offer robust programming to the youth served at these program sites.
OST Youth Scholarships Coordinating Entity (Year-Round Only)	The OST Youth Scholarships Coordinating Entity (CE) Program funds a single nonprofit organization to coordinate and award scholarships for school-aged youth (grades K-12) enrolled in or eligible to enroll in a DCPS or DC Public Charter school. Scholarships are provided so that District youth may attend high-quality, fee-based youth development programs outside of the school day that they may not otherwise be able due to cost. Scholarships are awarded to youth attending school year, summer and year-round programs. The OST Youth Scholarship Program manages the entirety of the OST Office's Youth Scholarships Program from application, through selection, and the scholarship awarding.

¹ See the [MOST-DC RFA](#) for a list of the MOST-DC Priority Schools.

Summer Grant Competitions	
Grant Competition Name	Grant Competition Description
Summer Strong DC (Summer Only)	The Summer Strong DC Program funds nonprofit organizations that provide high-quality youth development programs outside the academic school year to school-aged youth (grades K-12). OST Programs must operate during the summer break for a minimum of five weeks, 5 days per week, and 5 hours per day.
Summer Strong DC Small Nonprofit (Summer Only)	The Summer Strong DC Program funds small nonprofit organizations with an annual operating budget of less than \$250,000 that provide high-quality youth development programs outside the academic school year to school-aged youth (grades K-12). OST Programs must operate during the summer break for a minimum of five weeks, 5 days per week, and 5 hours per day.

Grant Period

The Grant Period is the timeframe during which a grant is active and funding may be used. It includes the period between the grant's effective date (when the grant starts) and its expiration date (when the grant ends).

Grant Period	Timeframe
School Year	From October 1 (beginning of DC government fiscal year) through July 20 of the following calendar year. Programming can begin as early as August 24, 2026, the first day of the DCPS school year and must start no later than October 1, 2026. School year programming must conclude by June 20, 2027.
Year-Round	From October 1 (beginning of DC government fiscal year) through September 30 of the following calendar year. School year programming can begin as early as August 24, 2026, the first day of the DCPS school year and must start no later than October 1, 2026. School year programming must conclude by June 20, 2027. Summer programming can begin as early as June 22, 2027, and must conclude by August 20, 2027.
Summer Strong	From June 1 through September 30 of the same calendar year. Summer programming can begin as early as June 22, 2027, and must conclude by August 20, 2027.

Program Period

The Program Period is the specific timeframe during which OST Office-funded programming may take place. OST programming and services provided shall align with the academic school year, as defined by the Local Education Agency (DC Public Schools)² calendar as outlined below:

Program Period	Timeframe
School Year	Begin on or after the first day of the academic school year and no later than October 1 and must end by the last day of the academic school year and no later than June 20.
Year-Round	Begin on or after the first day of the academic school year and no later than October 1 and continue throughout summer break, ending no later than the last day of summer break, prior to the first day of the next academic school year.
Summer Strong	Begin on or after the first day of summer break following the last day of the academic school year and must end by the last day of summer break, prior to the first day of the next academic school year.

² The DCPS calendar may be found online [HERE](#).

Program Service Timeframes

Grant programming must take place outside the regularly scheduled instructional school day. This includes:

- Before school
- After school
- Weekends
- School closures (no school/teacher workdays)
- Holidays
- Seasonal breaks (fall, winter, spring, summer)

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. NOTE: The grade levels of youth to be served may be limited for specific competitions. See [OST Office Grant Competitions](#) for more information.

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. 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 (e.g., 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 summer programs immediately prior to their fall enrollment in kindergarten.

Target Populations

Grantees, except for small nonprofit organizations, must serve a minimum of 20 unduplicated youth during the school year. Small nonprofit organizations must serve a minimum of 15 unduplicated youth during the school year. Year-round Grantees must also serve a minimum of 20 youth during the summer program (15 minimum for small nonprofits). Youth served during the summer program may be the same youth served during the school year.

The OST Office promotes prioritization of services for at-risk and underserved youth who require access to high-quality, low- or no-cost out-of-school-time opportunities. The criteria for both at risk and underserved are outlined in the table below. Youth must meet one or more of the criteria below to classify as at risk or underserved.

OST Office grant-funded programs must be available to any at-risk or underserved youth across the District who meet the program's specific target population.

At-Risk Youth	Underserved Youth
• Qualifies for the Temporary Assistance for Needy Families program or the Supplemental Nutrition Assistance Program; • Experiencing homelessness; • In the District's foster care system; and/or • A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.	• Low-Income as demonstrated by eligibility for Free- and Reduced-priced Meals; • Has a disability as demonstrated by an Individual Education Plan (IEP); • English Learner; and/or • Residing in Wards 4, 5, 7, or 8.

Program Dosage Models

Grantees must offer consistent and ongoing programming, designed to enroll and serve the same group of youth at each active program site. There acceptable school year and summer dosage type are outlined below.

School Year Dosage Types		
Dosage Type	Minimum Requirements	Eligible Grant Types
Continuous	3 days per week 8 hours per week 25 total weeks 75 total days 200 total hours	Out-of-School Time (OST) My Out-of-School Time (MOST) Small Nonprofit (SNP) Community-Specific Coordinating Entity College & Career Prep
Series	2 or more blocks of programming 6 or more weeks of programming per block 6 hours per week 24 total weeks 144 total hours	Out-of-School Time (OST) My Out-of-School Time (MOST) Small Nonprofit (SNP) College & Career Prep
Secondary³	4 hours per week 25 total weeks 200 total hours	Out-of-School Time (OST) Small Nonprofit (SNP) College & Career Prep
Continuous 1:1	1-on-1 program services 1 day per week 2 hours per week 50 total hours	Out-of-School Time (OST) Small Nonprofit (SNP) College & Career Prep
Students in the Care of DC (SCDC) Continuous	3 days per week 2 hours per day 34 total weeks ⁴	SCDC Thrive Coordinating Entity

Summer Dosage Types		
Dosage Type	Minimum Requirements	Eligible Grant Types
Summer Strong	5 hours per day 5 days per week <u>5 total weeks</u> 125 total hours	Out-of-School Time (OST) My Out-of-School Time (MOST) Small Nonprofit (SNP) College & Career Prep
Summer Strong Plus	5 hours per day 5 days per week <u>6 total weeks</u> 150 total hours	Out-of-School Time (OST) My Out-of-School Time (MOST) Small Nonprofit (SNP) College & Career Prep
Summer Strong Intensive	8 hours per day 5 days per week <u>6 total weeks</u> 240 total hours	Out-of-School Time (OST) My Out-of-School Time (MOST) Small Nonprofit (SNP) Community-Specific Coordinating Entity College & Career Prep
Summer Strong 1:1	1-on-1 program services 1 day per week 2 hours per week <u>5 total weeks</u> 10 total hours	Out-of-School Time (OST) Small Nonprofit (SNP) College & Career Prep
Students in the Care of DC (SCDC) Continuous	3 days per week 2 hours per day	SCDC Thrive Coordinating Entity

³ Only organizations serving youth in grades 9-12 are eligible to use the Secondary dosage type.

⁴ The count of weeks for SCDC is across the entire grant program period (school year and summer). The total of school year weeks and summer weeks must be at least 34 weeks.

General Grant Provisions

Conflict of Interest

Grantees may not be engaged in any activity that constitutes an actual or apparent conflict of interest. Grantees must exercise due diligence to identify and promptly disclose to the OST Office any situation, financial, professional, or otherwise, that could reasonably appear to compromise its impartiality.

Protected Data

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

Confidentiality

Grantees and the OST Office must each use their best efforts to protect confidential business information. If confidential information is identified and disclosed by the Grantee to the OST Office, or vice versa, each party must hold all such confidential information in the strictest confidence as a fiduciary and may not voluntarily sell, transfer, publish, disclose, display, or otherwise make available to any third persons such confidential information or any portion thereof without the express written consent of the other party.



Reasonable Accommodations

Grantees must provide reasonable accommodation to students with disabilities to facilitate their full participation in the OST programming or services. All such accommodation must comply with the [Individuals with Disabilities Education Improvement Act of 2004](#) and [Section 504 of the Rehabilitation Act of 1973](#). Furthermore, the Grantee must ensure equitable access to youth participants, staff, and contractors with special needs in accordance with Section 427 of the [General Education Provisions Act \(GEPA\) \(OMB Control No. I801-0004\)](#). For the OST Youth Scholarship Coordinating Entity (CE) Grant Program, the Grantee must ensure that the fee-based programs scholarship recipients attend, provide reasonable accommodations to students with disabilities to facilitate their full participation in the OST program.

Language Access

In accordance with the [DC Language Access Act of 2004 \(DC Law 15-167\)](#), Grantees must:

- Provide free oral interpretation and written translation services to Limited English Proficient (LEP) and Non-English Proficient (NEP) individuals;
- Translate all vital documents into languages that meet the District's threshold requirements (3% of the population served or 500 individuals, whichever is less); and
- Train public-facing personnel on language access obligations.

Organizational Good Standing

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

Non-compliance

Any failure by a Grantee or its agents to comply with any or all terms or conditions of an executed Grant Agreement will constitute a default and noncompliance. Non-compliance will be determined by the sole and reasonable discretion of the OST Office based on the terms and conditions of the Grant Agreement. In the event of a default, the OST Office will provide the Grantee with written notice of the default, along with a request to cure within ten (10) business days. If the noncompliance is not cured or remedied according to the time limit(s) established in the notice and request, the OST Office will issue a response within fifteen (15) business days after the established time limit provided to cure has occurred. The Grantee may be subject to a reduction in current or future grant awards or be required to return to the District any remaining unobligated funds in the possession of Grantee. The OST Office will not be obliged to provide any additional grant funds to the Grantee, and the District may exercise any additional right to reversion.

Effect of Failure to Comply

Failure of a Grantee to comply with the entirety of a Grant Agreement may result in an immediate reduction in grant award, suspension, termination, repayment of grant funds, and/or ineligibility to receive continuation grants, or to apply to future OST Office grant competitions, as determined by the OST Office.

Early Termination

The OST Office may terminate a Grant Agreement by written notice to a Grantee if the Grantee fails to perform, based on the OST Office's established performance compliance metrics. Early termination may also occur if the Grantee defaults in any manner in the execution of their Grant Agreement's terms and conditions and in accordance with all applicable federal and District laws and regulations.

Force Majeure

In the event a Grantee is prevented from continuing or completing the terms of a 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, the Grantee must notify the OST Office in writing within five (5) calendar days of said event, of its inability to perform under the terms of the Grant Agreement and must attempt to secure alternative means for the completion of the grant's purpose.

Non-Discrimination

When hiring staff, independent contractors, and unpaid interns and in the selection of participants for the OST grant-funded program, Grantees must ensure no person is denied benefits or subjected to discrimination that would violate any District or federal non-discrimination laws. This includes, but is not limited to, the [District of Columbia Human Rights Act of 1977](#), [Title VI of the Civil Rights Act of 1964](#), [Title IX of the Education Amendments of 1972](#), [Section 504 of the Rehabilitation Act of 1973](#) and all applicable laws of the District of Columbia.

Records Maintenance

Grantees must securely retain and maintain all programmatic and financial documentation related to the grant for five (5) years following the receipt of final payment. During this time, OST Office may request documentation to verify costs, including reports, invoices, payroll, and receipts. The OST Office may reduce future payments or require reimbursement within 30 calendar days of notice for any identified overpayment or unallowable costs. Records relating to an audit, financial reviews, or monitoring findings must be securely retained and maintained for a period of five (5) years after the resolution of the finding.



Upon reasonable notice, Grantees must provide the OST Office access to examine and copy all records related to program performance of this Agreement. Grantees must cooperate fully in locating and providing these materials at reasonable times and locations.

GRANT COMPLIANCE MONITORING

OST Office Grantees are subject to 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. These compliance checks include a review of five compliance areas: 1) Administrative, 2) Program, 3) Personnel, 4) Quality Assurance, and 5) Financial.

Compliance checks are not punitive and are instead meant to provide targeted assistance to Grantees to help guarantee success. Use the buttons below to navigate to each specific compliance area. At the conclusion of each grant program year, the OST Office conducts an Accountability Review and sends each Grantee a close out letter. See [HERE](#) for more about that process.

Administrative Requirements

Document Submission

To avoid delayed funding or grant termination, Grantees should submit all required program and financial documents and reports to the OST Office via the designated channels by the deadlines established and communicated by the OST Office. Late submissions may negatively impact compliance ratings or result in the forfeiture of funds.

Basic Business License (BBL)

Grantees must maintain a valid, unexpired Basic Business License (BBL) on file with the OST Office continuously during the grant period. If a BBL is set to expire, it is the Grantee's responsibility to provide an updated copy prior to its expiration to ensure continuous grant funding and avoid immediate payment suspension. BBL must be uploaded to the Organization Uploads section of the Cityspan Grant Management System. Grantees may renew BBL up to 90 days prior to their expiration [HERE](#).

Insurance Coverage

Grantees must maintain active, unbroken insurance coverage that meets all requirements set by the Office of Risk Management (ORM) from the first day of the grant through the final closeout date. Allowing coverage to lapse or failing to update policies when the scope of work changes for a grant funded program constitutes a major compliance violation. It is the Grantee's responsibility to provide an updated copy of their insurance policy prior to its expiration to ensure continuous grant funding and avoid immediate payment suspension. The approved Certificate of Insurance (COI) must be uploaded to the Organization Uploads section of the Cityspan Grant Management System.

To ensure that adequate certificate coverage is documented for OST records, the grantee will upload a copy of the Certificate of Insurance that was approved compliant by Office of Risk Management.

High-Risk Activities

Grantees who are planning to incorporate any "high-risk activities" as part of their OST Office funded program activities after their Certificate of Insurance is approved by ORM must notify the OST Office at least 60 days prior to such activities occurring. "High-risk activities" include:

- Inflatable Attractions: Items such as bounce houses, inflatable obstacle courses, and slides (where students jump or climb).
- Water-Based Activities: Activities involving swimming in pools, lakes, or waterparks.
- Physical & Adventure Activities: Activities with a high potential for serious injury (e.g., concussions or fractures), such as tackle football, rugby, or unsupervised scrimmages. This also includes rock climbing, ropes courses, rappelling, and wheeled activities like dirt biking, ATV riding, or skateboarding.
- Transportation: Using rented vans or buses for off-site field trips.
- Overnight Stays: Without strict policies in place, these are considered high risk due to potential abuse exposure.
- One-on-One Interaction: Any program that places an adult alone with a minor.
- International Trips: Travel outside of the country.

Emergency Preparedness and Safety Plan

Grantees must develop and implement a comprehensive, documented Emergency Preparation and Safety Plan, which must be uploaded to Organization Uploads in the Cityspan Grants Management System. These plans must:

- Detail exactly how staff, volunteers, and subcontractors will respond to crises during programming hours. Crises may include programming site evacuations, lockdowns, or shelter-in-place operations, natural disasters (e.g. severe weather), and human-caused threats (e.g., neighborhood violence/incidents).
- Identify site-level points of contact who serve as the Mandated Reporter and/or First Aid CPR certified staff.
- Outline the protocol or process for issues related to mandated reporting administering CPR or First Aid.
- Protocols for contacting emergency services (police, fire/EMS), communicating with program partners including DCPS, and families.
- Process to safely communicate with and reunite families with youth following evacuations or lockdowns.

Incident Reports

Grantees must submit an Incident Report in the specified form available [HERE](#) within two (2) business days for any accident, injury, or safety issue occurring during OST program hours, or if emergency personnel (EMS, MPD, or CFSA) are involved.

Reportable safety issues and events include, but are not limited to:

- Medical Emergencies: Any injury requiring first aid beyond basic care, or any hospitalization of a participant or staff member.
- External Authority Contact: Any event resulting in contact with the Metropolitan Police Department (MPD), Emergency Medical Services (EMS), or the Child and Family Services Agency (CFSA).
- Missing or Unaccounted Participants: Situations where a child leaves the program premises without authorization or cannot be safely located.
- Facility Hazards: Environmental or safety threats that require the evacuation or immediate closure of the program site.

Grantees must ensure their organization is prepared to handle these requirements smoothly:

- Document Immediately: Prioritize the health and safety of youth participants first by calling 911 if necessary. Gather factual details (who, what, when, where) and statements from staff witnesses on the day of the incident.
- Notify Organization Leadership: Inform your organization's designated point of contact immediately depending on your specific grant's severity thresholds.
- Notify program partners: All programs operating in DCPS facilities must report incidents to DCPS.
- Report to OST Office: Access form established [HERE](#), complete and submit an Incident Report within two (2) business days.

Mandated Reporter Policy

Under District of Columbia law (see [D.C. Code §22-3020.52\[a\]](#)), any person 18 or older who knows, or has reasonable cause to believe, that a child under the age of 16 is a victim of sexual abuse must immediately report such knowledge or belief to the police (911) or the D.C. Child and Family Services Agency (202-671-SAFE). The Grantee must maintain a Mandated Reporter Policy, ensuring that all individuals working with youth understand their legal obligation to report suspected child abuse and neglect. The policy must explicitly state that it applies to all individuals who interact with youth under the grant, including staff, volunteer, and contractors. The policy should also identify and provide clear instructions on contacting the certified Mandated Reporter onsite.

Bullying Prevention Policy

Grantees directly serving youth must establish a Bullying Prevention Policy in accordance with the requirements of the [Youth Bullying Prevention Act of 2012, D.C. Official Code §§ 2-1535.01 et seq.](#), that is enforced on its property, sponsored functions, during transportation, and in electronic communications. The Youth Bullying Prevention Act

provides information with respect to bullying prevention policies, codes of conduct, bullying investigations and appeals, the role of the Office of Human Rights (OHR), the OHR compliance procedure, and related matters.

Grantees may contact the OHR (Bullying.Prevention@dc.gov) to request template language and assistance drafting a Bullying Prevention Policy. Grantee must obtain written approval of the organization's Bullying Prevention Policy from OHR and provide a copy of the established Bullying Prevention Policy and OHR approval to the OST Office by uploading both documents under their Organization Uploads in Cityspan. For more information or to see a sample Bullying Prevention Policy, see [HERE](#).

Family Educational Rights and Privacy Act (FERPA) Consent⁵

Grantees must include FERPA consent language in all OST grant-funded program enrollment forms each program year (unless exemption is granted by OST Office) and retain copies of forms once signed by participants' families. Grantees are also responsible for updating participant profiles in Cityspan to indicate whether a participant's family provided consent or not. The [Service Providers](#) page on the Learn24 website includes sample survey consent language that Grantees may modify and use in enrollment forms.

Although not required, Grantees may upload copies of signed FERPA consent to participant profiles in Cityspan. This allows Grantees to view data received for that participant from DCPS and OSSE.

NOTE: The educational rights of students automatically transfer to youth once they turn 18 years old. Programs serving youth who are 18 must seek FERPA consent directly from the participant and NOT their parents/guardians.

Learn24 Youth Survey Consent⁶

Grantees must include Learn24 Youth Survey consent language in all OST Office grant-funded program enrollment forms and retain copies of survey consent forms once signed by participants' families. Grantees are also responsible for updating participant profiles in Cityspan to indicate whether a participant's family provided consent or not. The [Service Providers](#) page on the Learn24 website includes sample survey consent language that Grantees may modify and use in enrollment forms.

Grant Amendments

Grantees may request changes to proposed program by submitting a formal amendment request and detailed justification to their assigned Grants Management Specialist. All amendments 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.

Progress Report Submissions

Progress Reports provide an overview of a Grantee's overall program performance and compliance status for various program metrics based on the Grantee's individual grant proposal. Progress reports include:

- Total program days and hours of service per site and per program period
- Total number of youth served by the program per site and per program
- Grade level and demographics of youth served
- Average weekly attendance per site and overall
- Progress made towards achieving measurable outcomes
- Written report, including relevant information and successes, challenges, and changes.

⁵ SCDC grantees are exempt from the FERPA requirement and are not required to obtain consent from participating families.

⁶ SCDC and Scholarship Grantees are exempt from the survey consent requirement and are not required to obtain consent from participating families.

Grantees must complete and submit progress reports in the Cityspan Grants Management System at scheduled times throughout the grant period. Reports must be completed 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 outlined below.

Grant Period	Report	Timeframe
School Year	Mid-year Report	January/February
	End of the School Year Report	June/July
Year-Round	Mid-year Report	January/February
	End of the School Year Report	June/July
	Summer Report	August/September
Summer Strong	Summer Report	August/September

Measurable Objective Indication

Within the End of the School Year and Summer Progress Reports (for Year-Round grantees), grantees are responsible for demonstrating Measurable Objective achievement with supporting qualitative and/or quantitative evidence indicators. Within Progress Report narrative responses, grantees should include supporting evidence at the conclusion of the School Year and Summer (for Year-Round grantees) reporting periods. Supporting evidence can include anecdotal success stories and/or quantitative benchmarks that reflect program-wide achievements related to enrollment, attendance, cognitive learning achievements, and or/ project-based achievements. Measurable Objective Indicators will be reviewed by the grantee's assigned Grants Management Specialist. If determined that the supporting evidence is not sufficient, the Progress Report will be rejected to allow the grantee to make necessary updates.

Grant Period	Measurable Objective Indicators Required	Timeframe
School Year	End of the School Year Report	June/July
Year-Round	End of the School Year Report	June/July
	Summer Report	August/September
Summer Strong	Summer Report	August/September

Grant Compliance Meetings

All OST Office grantees are required to regularly meet with their assigned Grants Management Specialist, as a means to share program updates, highlights, and technical support with grant requirements and compliance deliverables. Grantees must prioritize scheduling compliance meetings based upon the frequency established below, in correlation with their status and history as an OST Office grant-funded partner. Failure to complete all required meetings will impact compliance scoring for the Accountability Review to be completed at the end of the grant period.

Returning Grantees (High-Performing / Performing)	All Other Returning Grantees	New Grantees (including former Summer Strong)
Beginning of Year / End of Year (Twice)	Quarterly	Monthly

Program Requirements

Program Services

Grantees must implement the program and services described in the executed Grant Agreement or any approved amendment to the grant agreement. Program services include:

- Type(s) of programming/activities
- Site location(s)
- Total number of youth to be served
- Grade levels of youth
- Demographics of youth
- Total days and hours
- Program days and times

Data Maintenance

Grantees must update the following information at the start of the grant period and maintain throughout the grant period:

- Confirmed program site details
- Description of program activities at each site
- Weekly schedules and hours of operation at each site
- Personnel background clearances and mandated certifications
- Youth enrollment information
- FERPA and Learn24 survey consent forms
- Daily attendance
- Learn 24 surveys

Youth Enrollment

Within thirty (30) business days from the start of programming, Grantees must complete participant profiles for all participants in the Cityspan Grants Management System. See the [Cityspan User Guide](#) for more about participant registration including required registration fields.

Minimum Youth Enrollment

Grantees must serve a minimum of 85% of the proposed youth included in their approved grant agreement. For Year-Round grantees, 85% of youth proposed youth to be served within each program period must be achieved at the conclusion of the school year and summer program periods. If a Grantee serves less than 85% of the number of proposed youth participants, the OST Office reserves the right to reduce the subsequent grant installment or final payment by 15% of the total grant award. At the discretion of the OST Office, Grantees that fail to serve 50% of the total number of youth proposed in approved grant agreement may not be eligible for continuation.

Program Dosage

Grantees are expected to serve a minimum of 90% of the total days and hours proposed in approved grant agreement. If the Grantee serves less than 90% of the proposed days and hours, the OST Office reserves the right to reduce the subsequent grant installment or final payment by 15% of the total grant award. At the discretion of the OST Office, Grantees that fail to serve 50% of the total number of days and/or hours proposed in approved grant agreement may not be eligible for continuation.

Youth Attendance

Grantees must establish program activities and attendance rosters and enter youth attendance for all OST Office funded activities on a weekly basis or monthly for one-on-one programs in the Cityspan Grants Management System. Grantees must ensure that all youth enrolled in the program maintain a minimum average weekly attendance rate of 85% across the entire grant period. Average weekly attendance means that youth are attending programming at least 1 day per calendar week.

Grantees must provide access to the grant program's daily attendance or sign-in sheets as requested and must enter attendance directly into the Cityspan Grants Management System. See the [Cityspan User Guide](#) for how to enter attendance in Cityspan.

Target Populations

Grantees must recruit and serve the target populations included in their grant proposal and approved grant agreement. Additionally, enrollment in grant-funded programs must be made available to any at risk or underserved District youth who meet the Grantees' specific target population.⁷ Please note that failure to obtain FERPA consent or complete participant registration and enrollment in the Cityspan Grants Management System along established deadlines may prevent the OST Office from verifying participant demographics, which would negatively impact compliance.

Youth Experiencing Homelessness

If needed and at any time during the program period, at the request of the OST Office, Grantees may be required to enroll youth experiencing housing uncertainty. Grantees will have the opportunity to discuss this requirement with the OST Office at the time of referral.

Match Rate

To ensure data accuracy for the youth served using OST grant funds, Grantees must attain data match rate of 85% or more of eligible participants. Eligible participants is defined as youth who attend DCPS or DCPCS schools with a FERPA consent status of "Yes." Timely and complete registration and enrollment are essential to the data matching process, which the OST Office conducts on a regular basis throughout the year. This data is essential for accountability, resource allocation, and advocacy on behalf of Grantees as they illustrate the impact funded programs have on DC's school-aged youth.

As a best practice, Grantees should work to obtain participants' student ID as part of their registration process.

Please see the [Service Providers](#) page for additional guidance related to obtaining student ID.

⁷ See [HERE](#) for the criteria used to define risk and underserved.

Personnel Requirements

The table below provides an overview of OST Office Personnel Requirements. “Program Personnel” refers to any adult (18+ or older) who has direct contact and regular interaction with youth. This may include staff, contractors, and volunteers.

Type of Requirement	Item	Description
Staff Level	Background Clearance	All Program Personnel must have a valid, unexpired clearance on file; clearance expire after one year
	Affidavit	All Program Personnel must complete an affidavit one year after completing a background clearance
Site Level	Mandated Reporter	At least one Program Personnel per active program site must have completed the Mandated Reporter Training
	First Aid/CPR	At least one Program Personnel per active program site must have completed a First Aid/CPR training within two years
	Administration of Medication (AOM)	At least one Program Personnel must obtain AOM certification if participating youth require medication administration during program hours
Grant Level	Youth to Adult Ratio	All programs must maintain a ratio of 1 adult Program Personnel per every 15 youth

Background Clearances

Prior to beginning work with youth in an OST Office grant-funded program all Program Personnel must have a background check on file in accordance with the Criminal Background Checks for the Protection of Children Act of 2004 ([DC Official Code §§ 4-1501.01 – 4-1501.11](#)) and OST Office grant requirements. Background checks must be completed every two years and must include:

1. Federal Bureau of Investigation (FBI) Criminal Background Check; and
2. Search of the National Sex Offender (NSO) Registry.

All background clearances must remain valid for the duration of the Grant Period and include the submission of an affidavit one year following the completion of a background clearance. Background clearances must be renewed prior to expiration. Clearances must align with the program site requirements (e.g., programs operating in DCPS facilities must obtain clearances through DCPS) and be uploaded to the Cityspan Grants Management System within the stipulated timeframe. Program Personnel may not interact with youth while awaiting the results of the required background checks. Grantees must always maintain proof of submission and background clearance results in personnel files.

The safety of youth is extremely important.

A Grantee’s failure to comply or failure to complete background checks may result in delayed payment, termination or suspension of a grant or repayment of grant funds. Non-compliance may affect Grantees’ eligibility to be funded for future competitions or within the existing grant cycle.

Acceptable Background Clearance Sources

The table below provides an overview of acceptable background clearances accepted by the OST Office.

Background Clearance Source	Notes
OST Office Subsidized Background Clearances	- Clearances completed by DC Metropolitan Police Department (MPD) and will be paid for by the OST Office. - Program personnel must complete fingerprinting in person at MPD headquarters. - See HERE for detailed instructions on this new clearance process. - Questions related to OST Office Subsidized clearances should be directed to: backgroundcheck.learn24@dc.gov.
DC Public Schools	- Required for all programs operating at DCPS facilities. - DCPS employees and contractors may use their existing clearance through that agency to meet OST Office clearance requirements. - Go HERE to initiate the DCPS clearance process. - Questions related to the DCPS clearance process should be directed to: dcps.clearance@k12.dc.gov.
Other Background Check Vendors	- Screenings may be accepted by the OST Office if completed by FBI-approved channelers and include an FBI Criminal Background Check and NSO search. A list of approved FBI channelers can be found HERE. - If required, suitability determinations must be determined by the District's General Counsel Office or other authorized agency.⁸

Disqualifying Offenses

No individual is allowed to hold a position involving direct contact with youth that has been charged with child abuse or any sexual offense(s) involving minors, and for such offense(s):

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

Suitability Determinations

The criminal history of all individuals must be considered to determine whether the individual is suitable to serve as an OST Office funded Program Personnel. To make this determination, each criminal offense will be considered in the context of:

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

Suitability and Due Diligence

Grantees must perform due diligence to ensure Program Personnel are suitable for working with youth through background checks facilitated by an approved background check agency. For the OST Youth Scholarship CE Grant Program only- the Grantee must ensure, as a part of their due diligence process, that any program serving scholarship recipients have provisions in place that confirm all Program Personnel are suitable for working with youth.

⁸ See [HERE](#) for more information regarding DC's suitability criteria.

Reporting Criminal History

If a background check returns an issue or past criminal history, for prospective, or existing OST Office funded Program Personnel, the individual involved shall not have any contact with youth until a suitability determination is made by the OST Office.

Visitors and Volunteers

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

Affidavits

All background check results are valid for a set period, generally two (2) years. One year following the completion of a background check, program personnel must complete, sign, and have witnessed an Affidavit confirming that there have been no changes to their criminal background history that would disqualify them from working with youth in the District of Columbia. For example, if a clearance is completed on October 1, 2026, an affidavit would then be required on October 1, 2027. Grantees must upload completed affidavits to staff profiles within the Cityspan Grants Management System. If Program Personnel has had any changes to their criminal background history that prevent them from signing an Affidavit, they will be required to complete a new background check to ensure continued suitability for working with District youth. A copy of the OST Affidavit form can be found on the [Service Providers](#) page on the Learn24 website.

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 at least one (1) person who has completed the free, online [DC CFSA Mandated Reporter Training](#) is present at all active program sites and offsite programming locations during all program hours from the first to the last day of programming. The Mandated Reporter(s) must have a current background clearance and their training certificate uploaded into the Cityspan Grants Management System and provided during monitoring visits.

First Aid/Cardiopulmonary Resuscitation (CPR) Training

Grantees must ensure that at least one (1) person who has completed Cardiopulmonary Resuscitation (CPR) and First Aid Training within the last two years is present at all active program sites and offsite programming locations during all program hours from the first to the last day of programming. Certification(s) must be uploaded to the Cityspan Grants Management System and provided during monitoring visits. If the certified individual(s) is not Program Personnel (e.g., a school nurse), they must be confirmed to be present during all program hours. All Program Personnel must be informed of the certified person(s)'s location and provided with written emergency contact procedures, which will be confirmed during monitoring visits. First Aid/CPR trainings must be completed in-person every two years. Opportunities through DC Fire/EMS department can be found [HERE](#).

Administration of Medicine

Medication administration is a possible accommodation that must be provided to participating youth. Only individuals who are AOM certified may administer a student's medication. If a participating youth requires medication, the Grantee must ensure that one (1) or more members of its program staff participate in and complete the DC Department of Health's AOM training, or a comparable training that has been approved by the OST Office prior to the training being taken.

Adult-Youth Ratio

Grantees must maintain a minimum ratio of one (1) adult Program Personnel for every fifteen (15) youth, unless a lower ratio is required by the Mayor's Order.

Quality Assurance Requirements

Site visits, quality trainings, and PQA self-assessments are part of the technical assistance provided to Grantees by the [OST Office's Institute for Youth Development](#). Additionally, organizations are required to administer a youth survey to eligible participants as part of the quality requirements for OST Office funding.

Site Visits

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 and ensure that Grantees are adhering to essential compliance requirements. Site visits are conducted by OST Office staff and trained contractors for 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; and/or
- Scored below the performance threshold in the previous year.

Site visits are generally scheduled in advance by the OST Office, but the OST Office may also conduct unscheduled site visits. Site visits should be scheduled during regular programming and not during special performances, tutoring, homework help, recess, snack or mealtimes.

The OST Office will determine the suitability of site visits based on the nature of OST program services. For example, the OST Office may determine that a site visit is not suitable for a program offering one-on-one services. A copy of the Site Visit scoring rubric can be found [HERE](#).

Meeting & Training Attendance

Grantees must attend all meetings designated as required by the OST Office. The table below outlines these requirements by grant type. For information on other quality training opportunities available at no cost to Grantees, please visit [Learn24.dc.gov/page/institute-youth-development](https://learn24.dc.gov/page/institute-youth-development).

Required Meeting or Training	School Year & Year Round Grantees	Summer Strong Grantees
Mandatory Orientation: One (1) mandatory orientation meeting will be held prior to the grant period to discuss grant compliance, data use, forms, reporting requirements, and other relevant details.	✓	✓
Compliance Meetings: As scheduled by the OST Office. Meeting frequency may vary based on the Grantee's performance and at the sole discretion of the OST Office.	✓	✓
Program Quality Assessment (PQA Basics Workshop): One (1) mandatory quality training facilitated by the OST Office per grant year.	✓	
Special Population Training: A minimum of two (2) professional development trainings focused on supporting at-risk and/or underserved youth populations, as defined HERE , and offered at no cost by the OST Office's Institute for Youth Development or an OST Office approved training provider. Note: The OST Office may request proof of completion of external trainings. This training is not required of Summer Strong grantees. Trainings must be completed prior to the closure of the DCPS School Year end date.	✓	
Any other training mandated by the OST Office.	✓	✓

Program Quality Assessments

The Institute for Youth Development utilizes Weikart's Program Quality Assessment (PQA)⁹ 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 offering School Year or Year-Round OST programming are expected to show a commitment to quality programming and continuous improvement by conducting a PQA at one (1) program site annually. Some programs may be granted an exemption from this requirement, which will be communicated in writing by the OST Office.



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.

Learn 24 Youth Survey

Youth voice is a critical component to assess OST program quality. Grantees must administer the Learn24 Youth Survey via the individual links generated in Cityspan Grants Management System. Organizations are required to survey youth in grades 4-12 participating in their OST Office funded programs. The survey must be conducted within the final four (4) weeks of any school year program and the final four (4) weeks of any summer program. The OST Office may exempt specific Grantees from this requirement due to their programming type or youth served. Notice of this exemption will be confirmed in writing by the OST Office.

The youth survey completion requirements are outlined as follows:

- Grantees serving 100 or fewer youth must administer the survey to 85% of eligible youth.
- Grantees serving more than 100 youth must administer the survey to 50% of eligible youth.

See the Learn24 Youth Survey Administration Guide or Cityspan User Guide for more about administering the youth survey; both are found [HERE](#).

Quality Cohort Program

While participation in the Quality Cohort is optional, the OST Office encourages interested Grantees to participate in the voluntary Quality Cohort offered annually by the Institute for Youth Development. The Quality Cohort provides additional support and program quality-centered professional development workshops and coaching designed to help OST providers measure and improve program quality.

Components of the Quality Cohort include:

- **Trainings and Workshops:** In addition to the Program Quality Assessment (PQA) Basics, Cohort members attend additional interactive sessions like Scores Reporter, Planning with Data, and Quality Coaching.
- **Assessments:** In addition to completing the self-assessment required of all grantees, participating organizations receive an objective external assessment by a certified assessor from the Institute.
- **Action Plans:** Teams use their assessment data to build and execute a targeted program improvement plan.
- **Time Commitment:** Participation in the Cohort requires roughly 16 to 40 hours over the course of the school year, depending on the level of engagement.

For additional information on participating in the FY27 Quality Cohort, contact Learn24@dc.gov.

⁹ See [HERE](#) for more about the Weikart Center for Youth Program Quality or the Program Quality Assessment.

Financial Requirements

Grant fund invoicing and financial documentation are key components of the financial requirements for OST Office funding. Grantees must adhere to District requirements for invoicing, spending grant funds, and maintaining financial documentation.

There are three major steps for invoicing OST Office grant funds: 1. [Registering in DIFS and PO# Assignments](#), 2. [Submitting an Invoice for Approval](#), and 3. [Submitting an Invoice in DIFS](#).

1. Registering in DIFS and PO# Assignment

All DC Government Grantees are categorized as NOGAs (Notice of Grant Awards). NOGAs must utilize the DIFS Supplier Portal for Grant Award invoice submissions. This includes OST Office funded organization. All new Grantees must be registered and approved in the [District's Integrated Financial System](#) (DIFS) to receive grant funds. The registration process typically takes 1-2 weeks. Grantees must invoice 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.

To register in the DIFS Supplier Portal, go to: https://cfo.dc.gov/supplier_portal and select "New Supplier Registration." Use the resources/contact information below if additional assistance is needed with DIFS.

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

At the start of each fiscal year, the Office of the Chief Financial Officer (OCFO) generates new PO# for each fully executed grant agreement submitted by the OST Office. NOTE: PO# are unique for each grant and each fiscal year. A Grantee's DIFS user(s) will receive an automated message once that PO# has been generated. At this point, Grantee may submit an invoice to the OST Office for review and approval.

2. Submitting an Invoice for Approval

All invoices and spenddown documentation must be reviewed and approved by the OST Office prior to entering invoice information in DIFS. Failure to do so may result in delayed payments or invoice submissions being rejected. To ensure that invoices are reviewed and approved in a timely manner by the OST Office and do not encounter any delays in the approval process by OCFO, the OST Office encourages Grantees to refer to the invoicing guidance and invoice template included on the [Service Providers](#) page.

3. Submitting an Invoice in DIFS

Once approved by the OST Office, Grantees must enter and upload invoices in DIFS. Once submitted in DIFS, invoices undergo a review and approval process before funds are disbursed. This review and approval process may take up to 30 days or longer if any information is missing, inaccurate, or needed to complete a payment. Therefore, it is essential that the staff members with DIFS access monitors to ensure that they receive and respond to any communication related to invoicing in a timely manner. The Office of the Chief Financial Officer (OCFO) maintains a Job Aid and other resources related to accessing and using DIFS. See [HERE](#) for those resources.

Use of Funds

Grantees may only expend grant funds for the purposes of administering and carrying out the OST program services and activities, as described in the executed Grant Agreement. Grant funds may not be used with funding from other District of Columbia government agencies to offer the same services or activities to the same youth, to fund faith-based activities, pay for school tuition or scholarships, awards, food or beverages outside of program meals and snacks, re-granting to other organizations, and payments to other government agencies. See the [Service Providers](#) page on Learn24 website for additional guidance related to the Use of Funds including a list of allowable and non-allowable expenses.

Duplication of Funds

Although grant Funds may not be used in conjunction with funding from other District of Columbia government agencies to provide identical services or activities to the same youth participants, Grantees may use funding from other District of Columbia agencies to:

- Supplement or provide additional program services and activities; or
- Serve additional youth participants not covered by the grant.

Right to Offset

If the OST Office determines funds were used for unallowable expenses or lack documentation, the OST Office may request a refund or offset future payments in consideration of the unallowable expenditures.

If a Grantee fails to comply with the grant agreement or significantly alters the intent of programming from the original application, as determined by the OST Office, this may result in delayed or non-payment or termination of the grant.

Any payment may be reduced by amounts found to be unallowable costs as adjusted for prior overpayment or underpayment. If all payments have been made to the organization and an overpayment or an unallowable cost has been identified the organization shall return funds within 30 days of receipt of written notification.

Subcontracting Requirements for Coordinating Entities

Coordinating Entity Grantees (Community Specific Coordinating Entity, Students in the Care of DC Coordinating Entity, Youth Scholarships Coordinating Entity) must allocate at least 30% of the total Grant Funds to subcontract with at least three (3) subcontractors to provide services directly to the youth. All proposed use of subcontractors shall be detailed in the budget narrative and remain subject to approval by the OST Office.



Scholarship Requirements

The Youth Scholarship Coordinating Entity Grantee must allocate at least 80% of the total grant funds to fund scholarships for District youth to participate in fee-based out-of-school-time programs. All proposed scholarship awards shall be submitted to the OST Office for approval prior to award.

Financial Tracking and Documentation

Grantees must maintain and provide documentation related to any OST Office grants awarded for five (5) years after receipt of the final payment. At any time before final payment and five (5) years thereafter, the District may request the organization's invoices, vouchers, receipts, statements, audits or other supporting documentation related to the grant.

Grantees must establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles (GAAP). These records must sufficiently, accurately, and properly reflect all revenues and expenditures of OST Office grant funds and remain subject to auditing by the OST Office. Supporting documentation includes canceled checks, proof of payment or electronic transfer, account statements, credit card receipts, invoices, petty cash slips, or other form of documentation that substantiates the expenditure listed.

Upon request, the Grantee must provide the OST Office with access to the following records related to a grant:

- General ledgers and account statements;
- Documentation of program or administrative staff time and payroll;
- Executed memorandums of understanding, agreements, or contracts for services rendered;
- Receipts, invoices, and credit card statements for all expenses charged to this Agreement;
- Inventory records for allowable equipment purchased;
- Canceled checks or electronic proof of payment identifying payee and amount;
- Any documentation supporting budget charges or spenddown;

- For awards exceeding \$50,000 in a Fiscal Year: an updated audit (or financial review if organization's annual budget is under \$250,000) conducted by a Certified Public Accountant within the last two fiscal years and that includes records dated within three years prior to the audit completion date;
- Copies of other District-funded grant reports and supporting evidence; and
- Other OST Office grant related expenditures as determined and requested by the OST Office.

Grantees must track and account for all grant funds separately from other funding sources. If an audit is required by federal or local laws, the OST grant-funded program must be included in the scope of said audit. If audit results fail to "present fairly", the Grant Agreement may be subject to immediate termination at the discretion of the OST Office.

Access to Equipment

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.

Financial Review/Audit

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. Findings/conclusions must indicate sound financial management/a clean audit. Financial records audited should include records dated within three years prior to the audit completion date.

If the results of an organization's audit do not "present fairly" (favorable or no cause for fiscal management concerns) the organization may be subject to the immediate termination of the agreement, at the discretion of the OST Office.



Letter of Engagement

If a letter of engagement was submitted as part of a Grantee's School Year or Year-Round application (not allowable for Summer Strong competition), the completed audit must be submitted no later than April 1, 2027. Extensions will not be granted. If the audit is not received by the OST Office by April 1, 2027, the remaining funds awarded to the Grantee will not be disbursed, the agreement may be subject to immediate termination, at the discretion of the OST Office, and the organization will not be eligible for continuation.

Grant Expenditure Deadlines

Grantees must expend or legally commit (obligate) a minimum of 85% of grant award by the final day of the grant period. This allows a maximum cushion of 15% for minor final reconciliations.

Grantees must submit final spenddown documents to their assigned Grants Management Specialist by the end of the grant period. These documents must prove that at least 85% of the grant funds were spent. The deadlines for submitting final grant spenddown documents are listed below.

- School Year Grantees – No later than July 30
- Year-Round/Summer Grantees – No later than September 30
- Summer Strong Grantees- No later than September 30

Please note, if a Grantee spends less than 85% of the total grant, the OST Office may immediately reclaim (de-obligate) the remaining unspent funds or require you to return them.

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

At the completion of the grant period, the OST Office shall issue an Accountability Assessment, designating the Grantee as “High-Performing”, “Performing”, “Emerging”, “Progressing” or “Under-Performing”. This assessment is based on the Grantee’s compliance with all agreement requirements, including program reporting and financial reporting.

Accountability Rating	Score	Defined As
High Performing	95% or greater	The OST grant-funded program exceeds a satisfactory proportion of the accountability measures outlined in the OST grant agreement.
Performing	90-94%	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 and Closeout Notices

The OST Office will send a detailed Accountability Review and Closeout Notice to each Grantee, identifying the Grantee’s Accountability Rating at the end of each grant program period and confirming the Grantee’s closeout status.

The assessment results shall determine the level of monitoring required for future grant competitions and the Grantee’s eligibility for continued funding. 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.

Underperforming/Ineligibility

A Grantee designated as “Under-Performing” in the final year of a grant cycle shall be ineligible to apply for or receive grant funds from the OST Office until:

One (1) full year has elapsed since the date of the designation; and
The Grantee provides independent documentation (audit or an independent assessment) verifying that the prior performance assessment issue designation has been remediated.

Spenddown

If 85% of grant funds have not been expended and/or obligated at time of third invoice submission, final closeout will be dependent upon submission of final spenddown documents.

DATA MANAGEMENT

Data and Security

Grantees should restrict access to all youth information and take all necessary precautions to preserve the confidentiality of youths' Personally Identifiable Information (PII).

Grantees may not re-disclose any information entered in Cityspan to any outside person or entity. Only designated users within the grant-funded organization and the OST Office may access or view Participant-level data entered in Cityspan. Grantees should ensure:

- Any computer that has participant or personnel information or personnel PII is password protected and access to that data is controlled.
- 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.

MOST-DC Portal

To support District families' knowledge of and accessibility to OST resources, Grantees directly serving youth must register with and use the My Out of School Time ([MOST-DC Portal](#)). These requirements include:

- Providing one point of contact for MOST-DC Portal administrative duties;
- Attend any trainings hosted by the OST Office to obtain entry into the MOST-DC Portal's admin system, learn how to navigate the system, review and respond to parent interest data within 48 hours; and
- Use the MOST-DC Portal on a regular basis as a key tool for recruitment to meet seat capacities as well as marketing efforts for program expansion if applicable.
- Establish Activities in the [Cityspan Grants Management System](#) for the FY27 School Year program period by September 30, 2026, prior to program start and shortly after grant agreement sign-off by grantee signatory. Activities will populate in the MOST-DC Portal, to allow parents / guardians to identify programs that pique their interest and demonstrate such interest in the MOST-DC Portal, based upon visible Activities.
- For Year-Round grantees, Summer Program Period Activities should be created in [Cityspan](#) by April 15, 2027.

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.

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>). For detailed instructions on how to use the Cityspan Grant Management System, please refer to the [Cityspan User Guide](#).

Appendix 1: 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 external background check submissions.

FBI-Approved Channelers

Grantees electing to conduct external checks must do so using an FBI-approved channelers. FBI-approved channelers receive the fingerprint submission and relevant data, collect the associated fee(s), electronically forward the fingerprint submission with the necessary information to the CJIS Division for a national “Identity History Summary” check, and receive the electronic summary check result for dissemination to the individual.

Results demonstrating no criminal background history for the personnel must be uploaded into Cityspan Grants Management System with personal information extracted. FBI checks must be conducted every two (2) years. Results demonstrating criminal history should be submitted to the OST Office with a request for suitability determination by the District’s General Counsel Office. Results requiring a suitability determination should be submitted to the OST Office via an email to backgroundcheck.learn24@dc.gov.

List of FBI-approved Channelers

Accurate Biometrics accuratebiometrics.com	National Background Check, Inc. nationalbackgroundcheck.com
Biometrics4All, Inc. Biometrics4ALL.com	National Credit Reporting nbinformation.com
Digital Trusted Identity Services LLC dtis.com/	STS SID LLC (dba First Advantage Biometrics) fa-biometrics.com
Fieldprint, Inc. fieldprint.com	Telos Identity Management Solutions LLC idvettingsolutions.com
Idemia Identity & Security USA LLC idemia.com	TRP Associates LLC trpassociates.net
Inquiries Acquisition LLC (dba ScreenID) screenid.net	VetConnex vetconnex.com

The National Sex Offender Registry

Grantees electing to conduct their own National Sex Offender Registry (NSO) checks may do so through the [Dru Sjodin National Sex Offender Public Website](http://DruSjodinNationalSexOffenderPublicWebsite) (NSOPW).

After searching a Program Personnel’s name from NSOPW, Grantees should “Print” the results and upload them to the Cityspan Grants Management System. If several states or jurisdictions are unavailable or offline, then the search should be completed when all jurisdictions are available. If similar or identical names are found, the Grantee must verify that the individual the search was conducted on behalf of was not identified in the search. NSO checks must be completed every two (2) years.

Appendix 2: OST Subsidized Background Clearance Process

Step 1: Identify & Submit

Identify all Program Applicants and/or existing Program Personnel who need a new or renewed background check. Submit the Background Check Intake Form to the OST Office at backgroundcheck.learn24@dc.gov. All Program Personnel working in an OST Office grant-funded program must have a current background check clearance on file prior to interacting with youth, supervised or unsupervised.

The Intake Form requires, at a minimum, the following information for each Program Applicant:

- Full legal name exactly as it appears on their Driver's License or ID card
- Email address
- OST organization name

After the Intake Form is submitted, the individual will receive a detailed email with instructions for scheduling their MPD fingerprinting appointment.

Step 2: Schedule Fingerprinting with MPD

The Program Applicant must schedule a fingerprinting appointment through the MPD online scheduling portal.

1. Go to the MPD scheduling portal and select "New Appointment."
2. Under Service, select: "Fingerprints – OST DME" and click "Make an Appointment."
3. Search for available dates, select a preferred time, and enter contact information (email address and cell phone number).
4. Confirmation will be sent to the email and/or phone number provided.

Step 3: Attend the MPD Appointment

The Program Applicant must attend the scheduled appointment in person and bring two (2) valid physical forms of identification (digital/electronic IDs are not accepted). Acceptable forms of ID include:

At the appointment, MPD staff will administer live fingerprinting on-site. Program Applicants should not pay at the appointment and must inform MPD staff that they are completing an OST Office background check.

Program Personnel may NOT perform any youth-facing duties until a clearance has been officially confirmed by the OST Office, regardless of how recently the fingerprinting appointment was completed.

Step 4: Receive Background Check Results (Suitability Determination)

Within approximately 30 calendar days of the fingerprinting appointment, the Grantee will receive an email from backgroundcheck.learn24@dc.gov with the subject line: "Background Investigation Completed: [Staff/Volunteer Name]"

This email will include the Program Applicant's Suitability Determination, which will be one of three outcomes:

- **Eligible:** No criminal history and not on the NSO registry; the individual is cleared to begin working with youth immediately.
- **Pending:** A criminal history indication requires further review; the individual is not on the NSO registry but may not work with youth until a final determination is made.
- **Not Eligible:** The individual appears on the National Sex Offender Registry and may not work with youth under any circumstances.

If you have not received a determination within 30 calendar days, please contact the Background Check Team at backgroundcheck.learn24@dc.gov with the staff member's name and the date of the fingerprinting appointment.

Step 5: Upload Results to Cityspan

After receiving the Suitability Determination, the Grantee's Grant Admin or other appropriate personnel must upload the Suitability Determination notice to Cityspan for compliance and monitoring purposes.

Failure to upload results to Cityspan is a compliance issue and may impact your organization's grant standing. Grantees should redact any Personally Identifiable Information (PII), such as Social Security Numbers (SSN), before uploading documents to Cityspan. Redaction can be done through generic photo/paint programs and should entail a black highlight or marker function to "black out" any PII. See the Cityspan User Guide for steps on how to upload background clearance documents.

If a Program Applicant receives a Not Eligible determination, they may not work with youth in any OST Office-funded program. The individual has the right to appeal; please contact backgroundcheck.learn24@dc.gov for guidance on next steps.

The OST Office accepts current, valid DCPS contractor clearances in lieu of this process. If your staff member already has a valid DCPS clearance, you do not need to complete the MPD process; simply upload a copy of the DCPS clearance to Cityspan under the staff member's profile.

Questions? Email: backgroundcheck.learn24@dc.gov or learn24@dc.gov.