OST OFFICE:
Grants Management System User Guide

UPDATED MARCH 2026

LEARN24.DC.GOV

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INTRODUCTION

Welcome to the Office of Out of School Time Grants and Youth Outcomes' (OST Office) Grants Management System (Cityspan) User Guide! This data management system is used by the OST Office to streamline and to manage all grant-related information for OST Office grant competition applicants and grantees. There are two Cityspan web-based applications used by the OST Office: the Request for Applications portal (RFA portal) and the Grants Management System (Cityspan GMS). This User Guide includes a summary of the RFA portal and provides in-depth guidance on how to navigate and use the Cityspan GMS. It also includes step-by-step guidance related to setting up and managing programs in the Cityspan GMS, and a section for Frequently Asked Questions (FAQ). Click on the buttons below to navigate to the corresponding section in this document.

RFA Portal

GMS Overview

Using Cityspan

FAQ

In addition to this User Guide, the OST Office has other published resources and video tutorials, and it provides regular, virtual office hours to support its grantees in navigating the Cityspan GMS and the RFA portal.

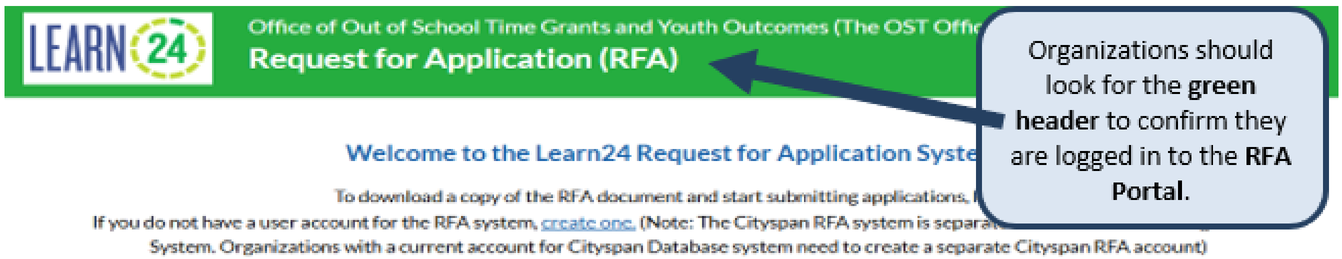
Links to video tutorials are included in this document and can be accessed by clicking the orange speech bubbles located throughout the document, as shown to the right.

Learn24 YouTube Page

To request additional support or access additional resources, visit the [OST Office Data Hub], or contact the organization's assigned Grants Management Specialist. The OST Office Hosts Technical Support Office Hours every Tuesday and Thursday from 12PM to 1 PM. The link to join those sessions is [HERE].

REQUEST FOR APPLICATIONS (RFA) PORTAL

All organizations seeking funding from the OST Office must apply through the Request for Application (RFA) portal. The RFA portal is where organizations submit their applications, including required eligibility documents, and it is where applications are reviewed and scored by independent reviewers. The RFA portal operates independently from the Cityspan GMS and requires separate login credentials. The RFA portal has a green header that differentiates it from the Cityspan GMS, as shown below.



To access the RFA portal:

- ✓ Go to: https://learn24rfa.cityspan.com/ and log in using assigned credentials.
- ✓ If the organization is a first-time applicant, the organization user must create a new profile. This can be done here: https://learn24rfa.cityspan.com/Web/sms3/Site.asp.
- ✓ Once the new profile is created in the RFA portal, the user will then be able to apply for any open OST Office grant competitions.

All open grant competitions are posted publicly on the Learn24 website.

Scoring rubrics are posted along with RFA instructions during open competitions to ensure that applicants are aware of how their grant application will be scored.

Applicants must complete each required section to access subsequent sections of the grant application. This includes uploading all required documents on the Organization Uploads page within the RFA portal.

Grant applications must be submitted via the RFA portal by or before the stated application deadline to be considered for eligibility for OST Office grant funding.

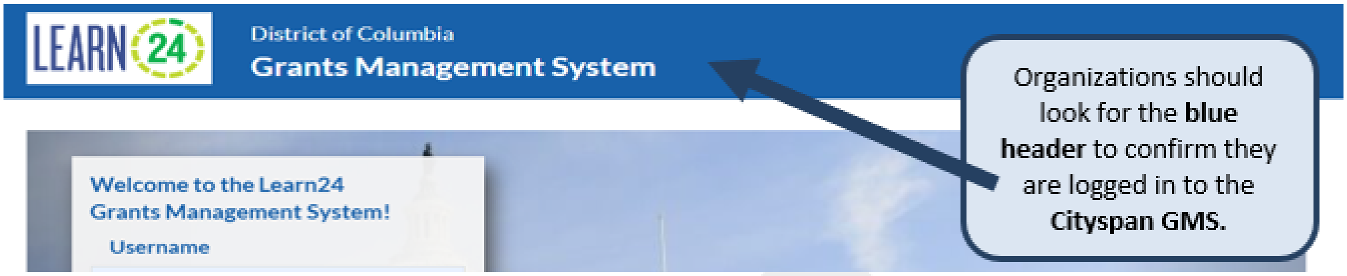
Once submitted, applications are reviewed and scored by a panel of vetted, independent reviewers. Scoring and feedback from the reviewers is viewable within the RFA portal following the public announcement of grant awards.

After grant competition award decisions are announced, data for all organizations that accept OST Office grant funding will transfer from the RFA portal to the Cityspan GMS.

All questions related to an open OST Office RFA must be directed to the following email address: Learn24RFA@dc.gov. Responses are published publicly on the OST Office website in accordance with DC regulations.

OVERVIEW OF THE GRANTS MANAGEMENT SYSTEM

The Cityspan Grants Management System (Cityspan GMS) operates independently from the RFA portal and requires separate login credentials. The Cityspan GMS's blue header color differentiates it from the RFA portal, as shown below.



All OST-funded organizations must use Cityspan GMS to capture and document all program data related to their OST Office funded grant(s). Some organizational data transfers automatically from the RFA Portal to the Cityspan GMS, but organizations are responsible for completing other required information including inputting staff information, program dates/times, youth participant information, participant attendance and progress reports throughout the grant cycle.

To access the Cityspan GMS:

- ✓ Go to: https://learn24.cityspan.com/ and log in using assigned credentials.
- ✓ If the organization is a first-time user, the grant administrator for the organization can create additional user profiles using the instructions HERE.
- ✓ If no one from the organization has access to the Cityspan GMS, contact the OST Office at: Learn24data@dc.gov to request a new user profile.

This User Guide outlines the key features available for organization users in Cityspan. For additional information, see the OST Data Hub. For technical support, contact the organization's assigned Grants Management Specialist or contact the OST Office Data Management team at: Learn24data@dc.gov.

ORGANIZATION PROFILE

The Organization Profile section includes basic information about the organization. The data on this page transfers from the grant application submitted in the RFA portal. If updates are needed, notify the organization's assigned Grants Management Specialist to "**Unlock**" this page. Once updates have been made, resubmit the page by clicking the "**Submit**" button located at the top right of the page.

ORGANIZATION GRANTS

The Organization Grants section includes all components of an organization's OST grant(s) for each grant competition. Once an organization is awarded a grant, information from the grant application will populate the components of the Organization Grants section with information about their grant-funded program. Organizations must complete these sections in sequential order and submit them once all sections are complete. Once submitted, the grant agreement is reviewed and executed by the OST Office.

The Organization Grants section is also where program data is entered, including participant registration and enrollment, activities, attendance, and progress reports. This process is outlined below.

Components of Organization Grants Section

Component	Completed By	Key Details
Grant Admin	N/A	• Includes key administrative information about the grant. • This section is auto-populated and cannot be modified.
Program Description	Organization	• Includes information about the funded program's goals, target population, and expected outcomes from the RFA portal. • **Target populations and measurable objectives from this section populate the Progress Reports.**
Program Sites	Organization	• Includes all locations where grant-funded activities take place, including physical addresses and site types. • **Site information, including the name, program days and hours from this section populate the Progress Reports.** • See HERE for how to set up and manage activities at program sites.
Support & Sustainability	N/A	• Describes how the program will be supported. • Information is transferred from RFA portal and cannot be modified.
Budget Narrative	Organization	• Provides details on how grant funds will be allocated. • Budget must comply with all regulations and requirements included in the Grantee Guidebook.
Application Signoff	Organization	• Formal acknowledgement from the organization that the information is accurate and consistent with OST Office requirements for the applicable grant competition.
Grants Management Specialist Approval	Grants Management Specialist	• Review and approval by the assigned Grants Management Specialist. • Submission will be "rejected" if revisions are needed. A rejection reopens previously submitted sections, allowing organization to make updates and resubmit.
Final Approval	OST Office Executive Director	• Official authorization from OST Office leadership required to fully execute (sign) the grant agreement. • When a grant agreement is initially executed, data from the grant agreement populates other portions of the Organization Grants section, including: Sites, Activities, and Progress Reports.

ORGANIZATION UPLOADS

The Organization Uploads section is where OST Office funded organizations upload documents required as part of the grantmaking process. These documents are initially uploaded to the RFA portal as part of the grant application. Once grants are awarded, these documents transfer to the Cityspan GMS where they can be updated as needed.

The list below includes the required documents that must be uploaded to this page. Documents marked with an asterisk (*) are those that must be replaced or updated on a regular basis. Microsoft Word, Excel or PDF are the only file types accepted for Organization Uploads.

If a document expires during the grant year (i.e., Basic Business License), the organization must submit the required document to the assigned Grants Management Specialist who will review and approve the document before uploading it to the Cityspan GMS.

- Current fiscal year board approved organization annual budget *
- Current fiscal year balance sheet, including profit loss statement*

- IRS Determination Letter of 501(c)(3) Non-profit Organization
- Department of Licensing and Consumer Protections (DLCP) Basic Business License
- DLCP Certificate of Good Standing
- Office of Tax and Revenue (OTR) Clean Hands Certificate
- Bullying Prevention Policy
- Office of Human Rights (OHR) Approval of Bullying Prevention Policy
- Audit or financial review[1]*
- Two most recent years' 990 Forms*

Once all documents are uploaded, click the "**Submit**" button to lock it.

Failure to upload documents or submit this page will prevent the organization from executing a grant agreement.

ORGANIZATION USERS

The Organizations Users page is where organizations can create, edit, or remove users from their Cityspan GMS and RFA portal profiles. Organizations will need to first create a username, add the staff person's email, first name, last name, and identify the user role.

User roles determine the level of access each staff member has within the organization's profile. Organizations should identify the "role" of each staff member based on how that person will be using the Cityspan GMS. There are four user roles:

1. **Agency Admin:** Highest level of access and should be limited to grant administrator who is involved in the oversight of grant compliance.
2. **Program Admin (Grants & Services):** Allows access to all grant program data (Organization Staff, Sites, and Participants). This role can be further modified and customized by clicking "**Assign**" and selecting the specific site(s) or section(s) of the organization's grant that Program Admin users may access.
3. **Program User (Services Only):** Limited access to program data (Sites and Participants only). These accounts can be further modified and customized by clicking "**Assign**" and selecting specific site(s) or section(s) of the organization's grant that Program Users may access.
4. **Inactive:** No access. This person is no longer using or accessing the system. Staff who are no longer with the organization should be made inactive immediately to ensure FERPA compliance.

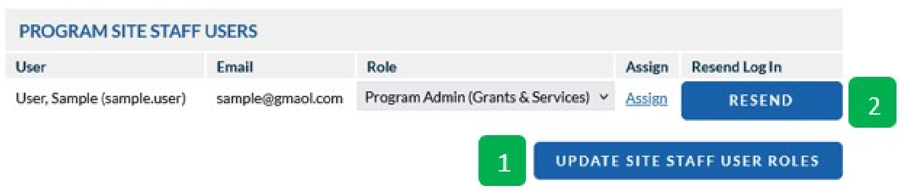
Adding and Updating Users

To add a new user, go to the Organization Users page and complete the fields in the "**Create A New User**" section. This requires creating a username, and then entering the email, first name, last name, and "role" of the new user (as shown below). See above for the four "role" types.

[1] The overall organizational budget determines whether an audit or financial review is required. See the Grantee Guidebook or contact the OST Office to confirm which is required for the organization.

This page defaults to only show “active” users. To view previous users, click on the “**Show Inactive Users**” button. This may be helpful if a staff member leaves and then returns to the organization. A new account will not need to be created for the individual.

Once created, user information (name, email, role) can be accessed and updated on this page. To make changes, go to the Organization Users page and find their user information. After making changes, click on the “**Update Site Staff User Roles**” button (see #1 below). If a staff member loses or forgets their log in information (username and email), an Agency Admin can resend it by clicking the “**Resend**” button located to the right of their staff user information (see #2 below).



ORGANIZATION STAFF

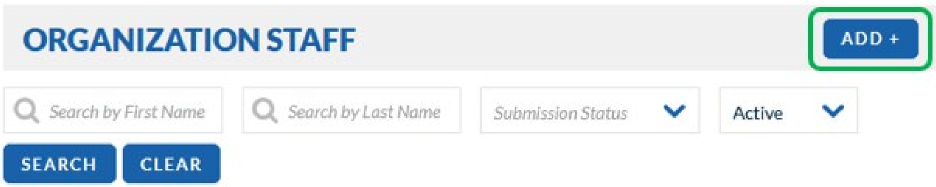
The Organization Staff is where OST Office funded organizations must create and update staff profiles for all adults (18 and older) who interact with youth in their funded programs. <u>**All adult staff, contractors, and volunteers who interact with youth must have an active organization staff profile.**</u>

The following changes have been implemented in Organization Staff:

1. A separate Metropolitan Police Department (MPD) screening <u>is NOT required</u> for background checks completed independently (i.e., through private vendor or payroll company).
2. The list of background clearance types has been updated to include two options: DCHR/DCPS/OSSE/Federal Security Clearance **or** FBI/NSO Security Clearance.
3. Users can now upload more than one special population training certificate to staff profiles. This is to align the with FY26 compliance requirement that OST Office-funded organizations must complete TWO trainings related to supporting special populations youth during the FY26 program period.

Adding New Staff

To add a new staff member, click “**Add +**” located at the top right of the Organization Staff landing page.



Adding Staff

After entering the first name, last name, and birthdate, the user will receive a notification if there is already a staff person with the same information and provide the option to edit the existing profile. If the name does not match an existing profile, the user will be able to create a new profile for the staff person. The table below outlines the fields included in the staff registration form.

Staff Registration Form Fields

Staff Profile Field	Required	Notes
Status	Yes	• "Active" – Staff is currently working with the OST-funded program. • "Inactive" – Staff is **not** currently working with the OST program.
First Name	Yes	
Middle Initial		
Last Name	Yes	
Date of Birth	Yes	
Interaction with Youth	Yes	• **Yes (Unsupervised)** – Staff has an active, valid clearance and does not require supervision • **Yes (Supervised)** – Staff has a pending clearance or is younger than 18 and must be supervised by an adult staff who has an active valid clearance. • **No** – Staff does not interact with youth. A clearance is not required.
Employment Type	Yes	

Once the staff form is completed, organizations must upload clearance and other documents to staff profiles. The table below includes the documents that must be uploaded for each organization and staff member. For each document upload, **the organization must enter the date included on the document** (clearance letter, certification, training certificate). See HERE for more information about the background clearance types accepted by the OST Office.

Background Clearance Document Uploads

Clearance Document	Expiration Period	Notes
Clearance letter(s) or background check documents	2 years	**Required for all adult (18+) staff every two years.** For example, a clearance issued on 8/25/24 would expire and need to be replaced by 8/25/26. See HERE for more information about the different types of clearances accepted by the OST Office.
Affidavit	1 year	**Required for all adult (18+) staff one year after clearance is issued**. For example, a clearance is issued on 8/25/24 requires an affidavit on 8/25/25.
Mandated Reporter Training Certificate	N/A	One **staff person per site** must complete this training and have the training certificate uploaded to their profile. The training can be completed online HERE.

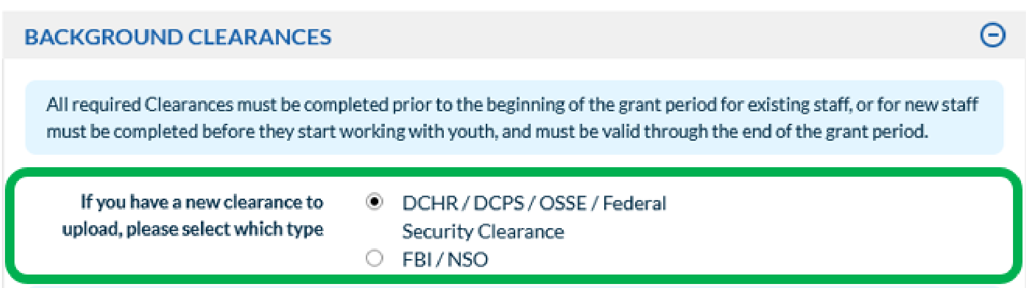
Clearance Document	Expiration Period	Notes
		It is recommended that organizations have more than one identified mandated reporter to ensure coverage if staff are out.
First Aid/CPR Certificate Training Certificate	2 years	One **staff person per site** must complete this training and have the training certificate uploaded to their profile. It is recommended that organizations have more than one First Aid/CPR certified staff to ensure coverage if staff are out.
Special Populations Training Certificate	End of grant program period	**Starting in FY26, each organization that provides school-year or year-round programming must complete two training courses** per grant year that focus on working with special population youth. This requirement may be met by the same staff member or different staff members each attending eligible trainings. Completion certificates must be uploaded to Cityspan.

Background Clearances

Every adult (18 years and older) who interacts with youth (supervised or unsupervised) must have valid, unexpired background clearance documents uploaded to the Organization Staff section. **Background clearances must be completed before working with youth during the grant period, and the clearance must remain valid throughout the grant period**. On the Organization Staff page, the summary table provides an overview of all active staff and volunteers. OST grant-funded organizations are responsible for ensuring compliance with all background clearance requirements.[2]

The Organization Staff landing page includes a table that summarizes the background clearance status of all active staff, including the clearance status for each staff member. The clearance statuses are "Met" or "Not Met." See the Grantee Guidebook for additional information regarding background clearance requirements. When uploading a new clearance document, organizations must identify the clearance type by clicking the radio buttons (outlined in green below). There are two clearance options (listed and shown below):

- DCHR/DCPS/OSSE/Federal Security Clearance
- FBI/NSO Security Clearance



Once an organization selects the type of clearance, a form will open to allow for entry of clearance information and document upload. The table below outlines the clearance types accepted by the OST Office.

Background Clearance Types

[2] Staff Clearance information can be found in greater detail in the Grantee Guidebook.

Type	Issuing Agency	Notes Regarding Clearance
Government Issued Security Clearance	DCHR	• Submitted to DCHR via OST Office at no cost to organization • To initiate this clearance, email: backgroundcheck.learn24@dc.gov, and provide the staff person's full legal name and email address. • Clearance includes two documents: DCHR clearance letter and National Sex Offender database (NSO) letter. Both documents must be uploaded.
	DCPS[3]	• Submitted to DCPS by organization • Complete the online clearance application HERE. • Clearance includes one document that must be uploaded. • Organizations operating at DCPS sites must submit clearances through DCPS.
	OSSE	• Completed by OSSE for childcare providers and employees. • See HERE for more about the OSSE clearance process. • Clearance includes one document that must be uploaded.
	Federal	• Completed by the Office of Personnel Management (OPM) for Federal Government employees and contractors.
FBI/NSO Security Clearance	Varies	• Source varies but typically completed by private vendor. Must include FBI multi-state criminal search (including DC) and NSO search. • If the same clearance document includes both FBI and NSO search, upload the same document for both fields in Cityspan. • NSO searches may be independently completed HERE. • Effective Summer 2025, a separate MPD clearance is no longer required.

OST Office staff review and verify that all uploaded documents align with existing staff records. If the submission includes any errors or incorrectly uploaded documents, OST Office staff will "reject" the submission. Only "verified" submissions will display as "Met" status on the Organization Staff landing page.

Background Clearance Notifications

Admin level Cityspan users receive monthly automated emails related to any staff clearances or affidavits expiring within the next 30 days. It is imperative that organizations submit background clearances as soon as they are notified to ensure that staff clearances do not lapse during the program period. Notify the organization's assigned Grants Management Specialist to report any issues with these automated notifications including: notices for inactive staff, notices for staff who have an updated clearance uploaded to the Cityspan GMS, notices that do not align to information in the Cityspan GMS.

SITE VISITS

Effective Fall 2025, OST Office staff will complete and submit site visit information directly in Cityspan. When a site visit is completed, Admin User level organization staff will receive an automated email message that includes an attached PDF copy of the site visit summary form. The email also includes the name and email address for the staff member who completed the visit. Please contact that person directly to schedule a debrief session or for any questions related to the site visit.

[3] See HERE for more information about the DCPS partner and volunteer clearance process.

SETTING UP AND MANAGING OST PROGRAMS

Setting up and managing OST Office grant-funded programs in the Cityspan GMS is essential to ensure that program activities are accurately captured and reported to the OST Office. The sections below provide step-by-step guidance for each step of the set-up process. To navigate to a specific section, select one of the buttons below.

Activities | Registration | Enrollment | Attendance

ABOUT SITE ACTIVITIES

Creating activities within each program site is an essential first step to document grant-funded program data. **Each active program site must have at least one activity.** The site activity(ies) must align with the dosage type and schedule proposed in the grant agreement. The steps below outline how to create new activities and modify site activities.

Sites can only be removed via a grant amendment. Contact the assigned Grants Management Specialist if an amendment is needed to remove an inactive program site.

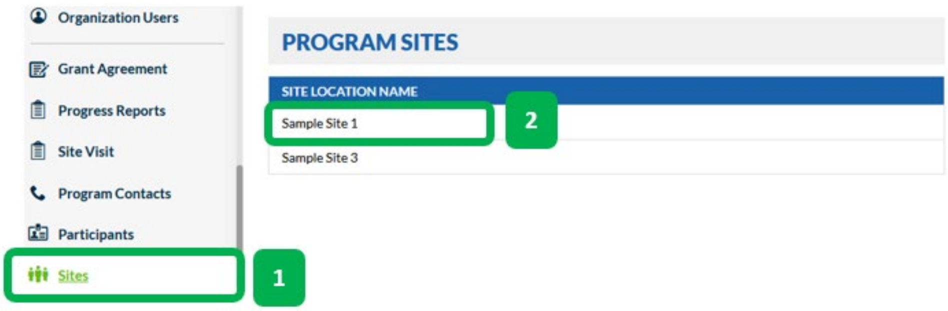
Starting with the 2025-26 program year, the following changes were implemented in "**Site Activities**":

1. **Initial activity creation requires approval from the OST Office.** This initial approval helps to ensure that activities meet the dosage required by each grant and aligns with the program days and hours included in executed grant agreements.
   a. See **HERE** for the new activity creation and approval workflow.
   b. See **Appendix B** for more information about the dosage types.
   c. See **Appendix C** for school year calendar dates for SY2025-26.
   d. See **HERE** for additional information on Progress Reports.
2. **Additional information is required when setting up activities.** To ensure that activity information is available for public reporting, organizations must complete additional required fields when setting up activities.

CREATING NEW SITE ACTIVITIES- UPDATED SEPTEMBER 2025

Creating Activities

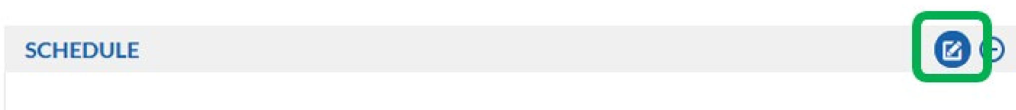
1. Log in to the Cityspan GMS and select **"Sites"** from the left-side navigation panel (#1 below). Then, click on a specific site where the activity occurs (#2 below).



2. Once inside the selected site, click on the "**ADD +**" located at the top right of the page.

3. **Enter activity information.** Complete the required fields (marked with a red asterisk *) and then click "**Save & Return**" located at the top of the page.

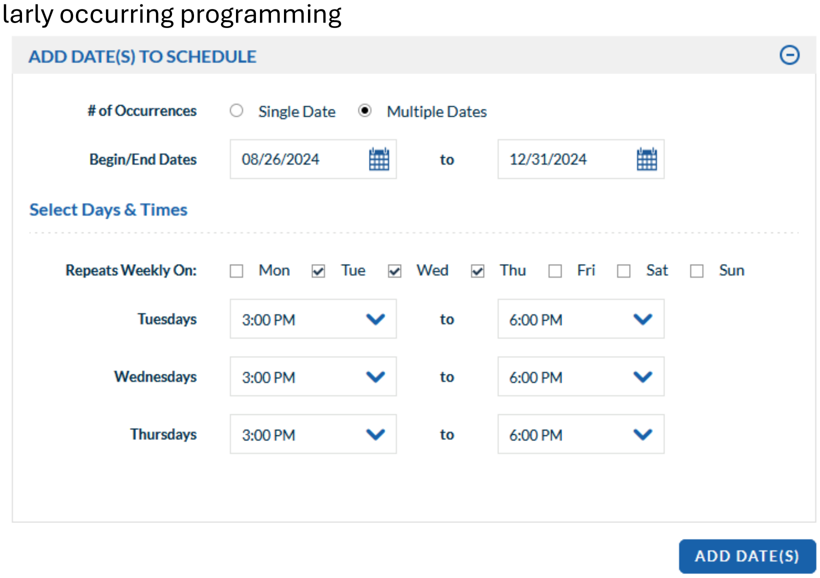
4. **Create the schedule.** From the Activities Info page, click on the activity to create the schedule for the activity. **Schedule** is located midway down the page on **"Activity Info**" and can be edited by clicking on the pencil icon (outlined in green below).



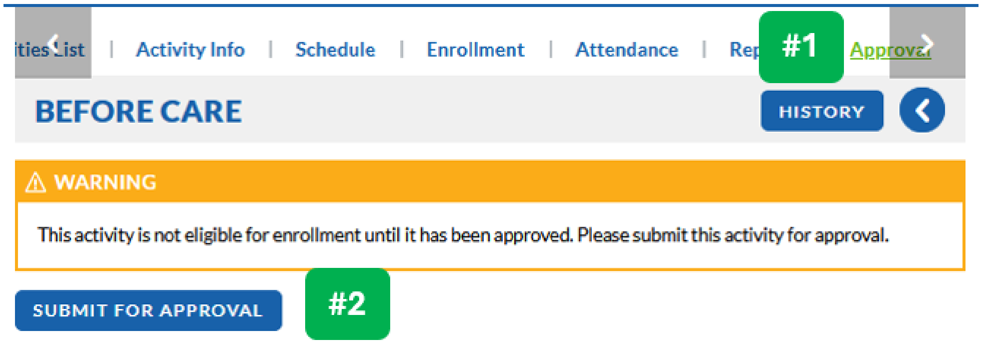
Select "**Add Dates +"** located at the top of the screen, and then select either to add one day or multiple days.

- Select "**Multiple Dates**" for **regularly occurring programming**: sessions that occur weekly at the same time
- Select "**Single Date**" for **one-day events or field trips:** additional programming provided on an irregular schedule beyond regularly occurring programming

In the screenshot to the right, the activity starts on August 26, 2024, and runs through December 31,2024, on Tuesdays, Wednesdays, and Thursdays from 3:00PM to 6:00PM. Once an activity is defined, click the "**Add Date(s)**" button located at the bottom right. The activity schedule will then populate based on what has been entered on this page.



5. **Submit for Approval.** Once you have created the activity schedule, go to the new "Approval" tab located in the top-row navigation menu (#1 below). Click on the "Submit for Approval" button located under the warning box (#2 below). This will trigger an automated message to the assigned Grants Management Specialist who must review and approve the submission.



Once the Grants Management Specialist has reviewed the activity information and schedule, organizations will receive a message indicating whether the activity is approved as is or rejected. A rejection means that the organization must edit the activity to align the activity information and schedule with information in the grant agreement and then resubmit it for approval. **Organizations cannot proceed with participant enrollment or attendance until the activity has been approved by the OST Office. Please contact the assigned Grants Management Specialist with any questions regarding the activity approval process.**

MODIFYING EXISTING SITE ACTIVITIES

There are many reasons why an organization may need to modify site activities. Modifications can include adjusting activity information, changing the number of participants, or adding or removing days.

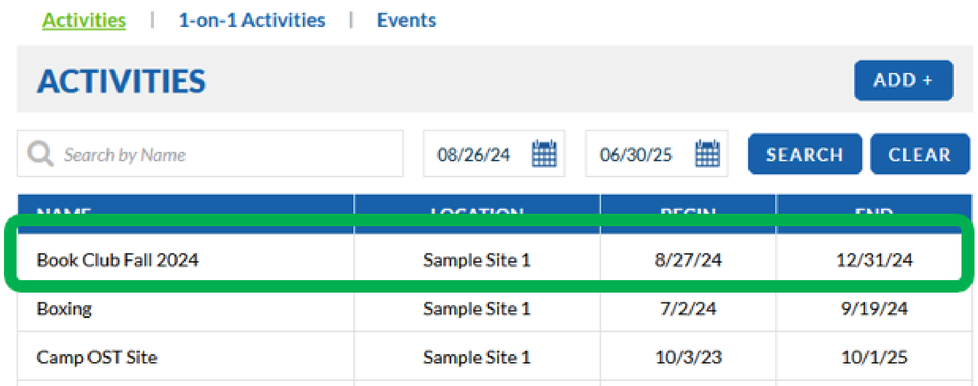
Any changes made to site activities may affect how the program days and hours are captured on an organization's progress report. Although approval is not required for changes to activities, the OST Office strongly recommends that organizations contact the assigned Grants Management Specialist to ensure that any modifications align to the executed grant agreement.

Updating Activity Information

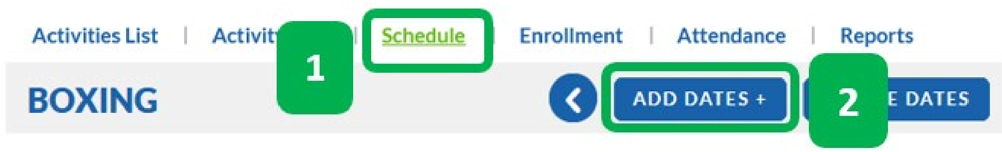
The program information displayed in the MOST-DC portal for OST Office funded programs is pulled from the Sites and Activities information in the Cityspan GMS. Therefore, it is important that program components are accurately reflected in the "**Activity Info**" section. Activity information will automatically populate based on the information entered in the Program Sites page of the Grant Agreement. This information will be editable within activities if changes need to be made.

Adding Program Days

1. Click on the activity where date(s) needs to be added.



2. Once in the activity, from the top-row navigation menu, click on **"Schedule"** (see #1 below). From the schedule page, click on the **"Add Dates"** button located in the top right (see #2 below).

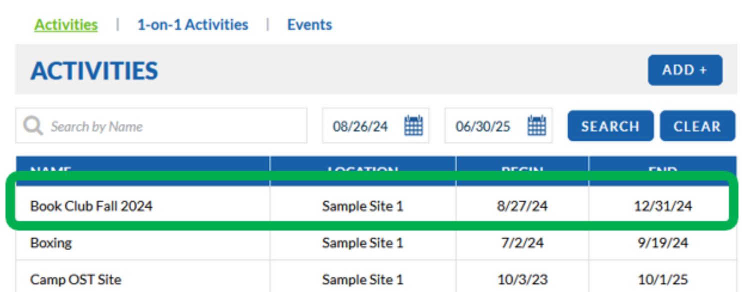


3. Select either to add one day or multiple days.
    - Select "**Multiple Dates**" for **regularly occurring programming**: sessions that occur weekly at the same time
    - Select "**Single Date**" for **one-day events or field trips:** additional programming provided on an irregular schedule beyond regularly occurring programming

Once the additional date(s) are defined, click the "**Add Date(s)**" button located at the bottom right. The activity schedule will then populate based on what has been entered on this page.

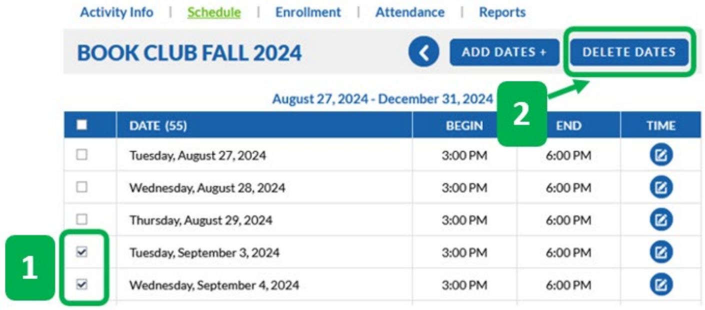
Removing Program Days

1. Click on the activity where date(s) needs to be removed.



2. Once in the activity, from the top-row navigation menu, click on **"Schedule."**

3. Select the day(s) that needs to be deleted by clicking on the small box to the left of the date on the schedule list (see #1 below). Then select **"Delete Dates"** (see #2) below.



4. After selecting **"Delete Dates**," the user will be prompted to confirm changes and display the "number of present records." This number should be 0 (as shown below). **<u>To proceed in deleting the selected days, click "Confirm</u>."** If there are any present records (i.e. the number is greater than 0), click "**Cancel**" to return to the event schedule. **Program days that already have recorded attendance should <u>not</u> be deleted.**

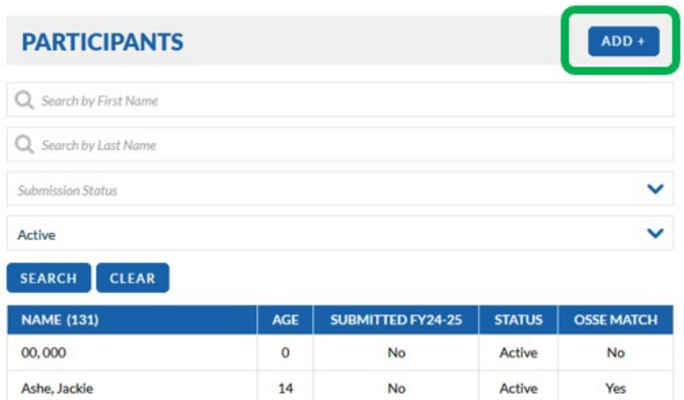
PARTICIPANT REGISTRATION

Organizations must complete registration for all youth participating in the OST Office grant-funded program. A complete, submitted participant registration profile is required for the organization to enroll that participant in activities and record program attendance. There are two ways to complete registration. Click on the button below to go to directions on how to register participants using each method.

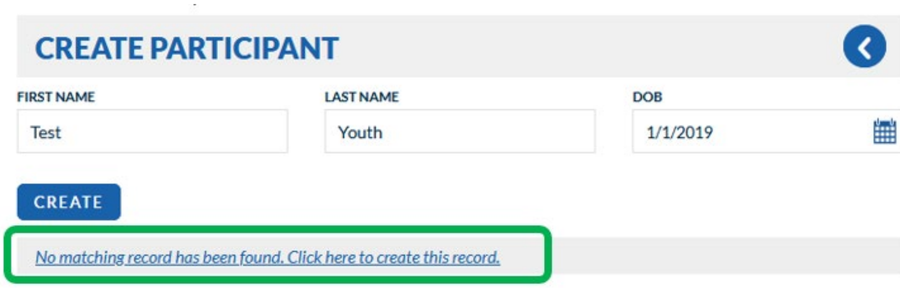
Registration via Participant Profile | **Registration via Bulk Upload**

Registering an Individual Participant

1. Go to the **"Participants"** tab located on the left-side navigation menu and click **"Add +"** located at the top right of the screen.



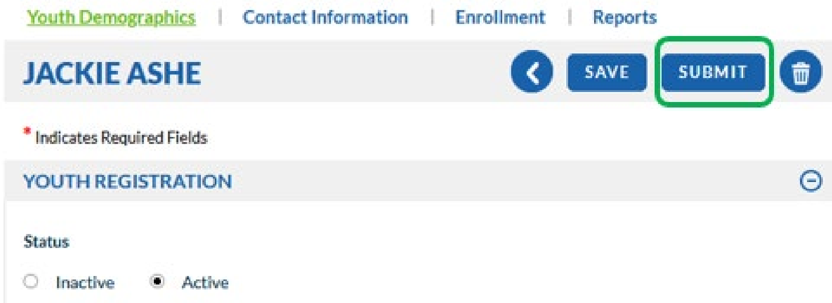
2. The user will be prompted to enter the first name, last name, and date of birth of the participant. This prevents users from creating duplicate youth profiles. Once the information is added, click **"Create**." As shown below, there is a prompt that appears if a record already exists for this youth participant. If a record already exists for the same participant, update the existing record with any new or missing information. If there is no existing record, click on the link to create a new record (outlined in green below).



3. **Enter all required information for the new participant.** Required fields include: First Name, Last Name, Date of Birth, Street Address, State, Zip Code, Ward, Gender. Click **"Add +"** located in the top right corner of the screen. All items marked with a red asterisk (*) are required fields and must be completed to "**Submit**" youth profiles, and to ensure enrollment functions for attendance records. Youth profiles can be unlocked and updated throughout the grant period. To update a youth profile, click the "**Unlock**" button at the top right, update the participant's information, and then click **"Submit**."

4. **Enter the registration information for the new participant**. The information entered in Step 3 above will automatically populate this form. See Appendix A for a table that outlines all fields included on the youth registration form. Once the user has completed all required fields, click "**Submit**" located at the top right

corner of the page. **Failure to submit a youth profile will prevent the user from enrolling that youth into an activity.**



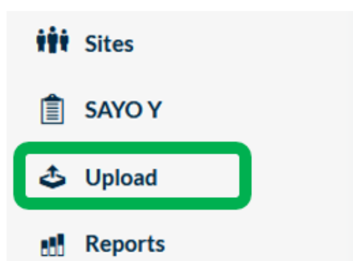
5. Once a participant has been registered and submitted, the user can enroll them into activity(ies). See HERE for how to enroll youth into activity(ies).

Registering Multiple Participants

Registration Using Bulk Upload

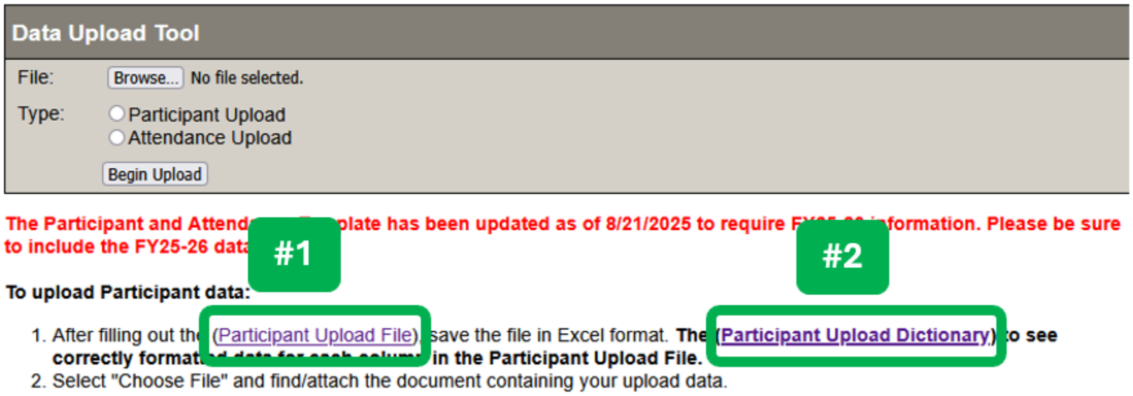
The bulk upload tool allows organizations to review and update registration information for a group of participants at once. Updates may include marking youth inactive, updating youth addresses or other information. The steps below outline how to use the bulk upload tool to modify and add multiple participants at once.

1. Select "**Upload**" from the left-side navigation menu. This will automatically open a pop-up window. If this window does not appear, adjust the settings in the internet browser to allow pop-ups.

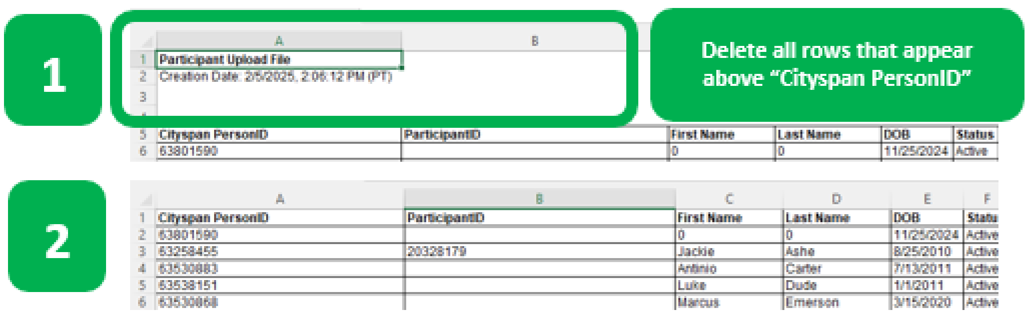


2. **Generate the Participant Upload File:** The bulk upload tool requires the use of the "**Participant Upload File**" (#1 below), which is pre-populated with youth who have been registered and are active in Cityspan. Given that minor discrepancies including using unofficial school names and abbreviations may cause the tool to not function, there is now a "**Participant Upload Dictionary**" (#2 below) that includes a full list of school names and the formatting needed for other required fields.

   Click on "**Participant Upload File**" (#1 below). This will automatically download a file to the user's computer that includes all participants who have been added to the organization's profile. This same report can be generated on the "**Reports**" page. It may also be helpful to download a copy of the "Participant Upload Dictionary" (#2 below) to use as a reference.



3. **Prepare and Save the File:** Go to downloads and open the file. Delete the first four rows of the spreadsheet that appear above "**Cityspan PersonID**" (see #1 and #2 below). Name and save the file as an Excel file (.xlsx, .xls).

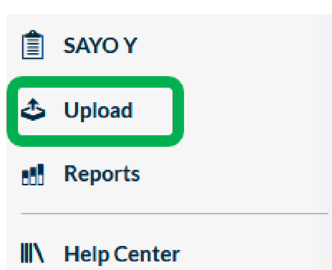


4. **Update Participants:** Make all needed changes to the participant list. This includes updating existing participant information or adding new participant information. The table included in Appendix A includes the youth registration form fields and indicates the required information that must be entered for the upload to be successful.

If there are any youth listed on the participant report who are not currently participating in the grant-funded OST program, the user can update their status to say "Inactive." Marking youth as "Inactive" **will not delete** their information, and if the participant does reenter the OST program, their status can then be changed back to "Active."

5. **Upload the Report:** Log in and navigate to the organization's specific grant in this year's grant cycle.

6. Select "**Upload**" from the left-side navigation menu. Clicking on this button will generate a pop-up window. If nothing happens, turn off the internet browser pop-up blocker.



7. Click on "**Browse**" to attach the Participant Upload file updated in Step 4 above (#1 below). Select "**Participant Upload**" (#2 below) and then click on "**Begin Upload**" (#3 below). If there are rows with

empty or incorrectly formatted data, the user will see a message outlining the error(s) in the file and be able to download a file that only includes rows that need to be corrected. Repeat steps 4-7 using this file to address the errors flagged by the system.

ENROLLING AND DROPPING PARTICIPANTS – UPDATED SEPTEMBER 2025

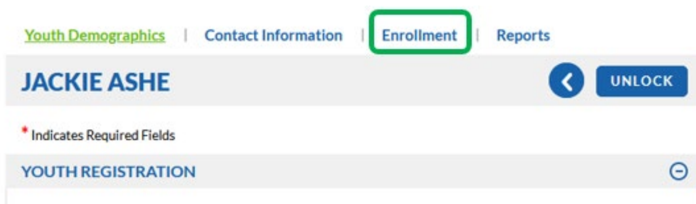
Participants can be enrolled into activities from the Participant Profile or via Activity. Participants must be enrolled in at least one activity and be marked present in that activity to be included in the enrollment count in the progress report. Please note, enrollment cannot be completed if the site activity has not been approved by the OST Office. See Step 5 in this section for more about the activity approval process.

Click on the button below to navigate to the corresponding section related to enrolling and dropping youth from activities.

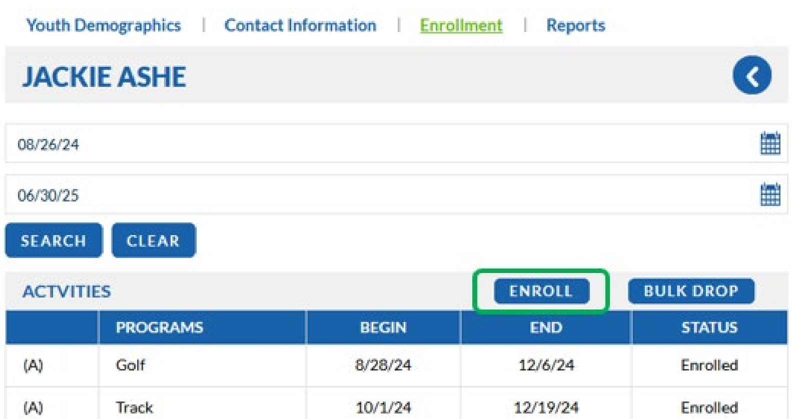
Enrollment via Participant Profile | **Enrollment via Activity** | **Dropping Participants**

Enrollment via Participant Profile

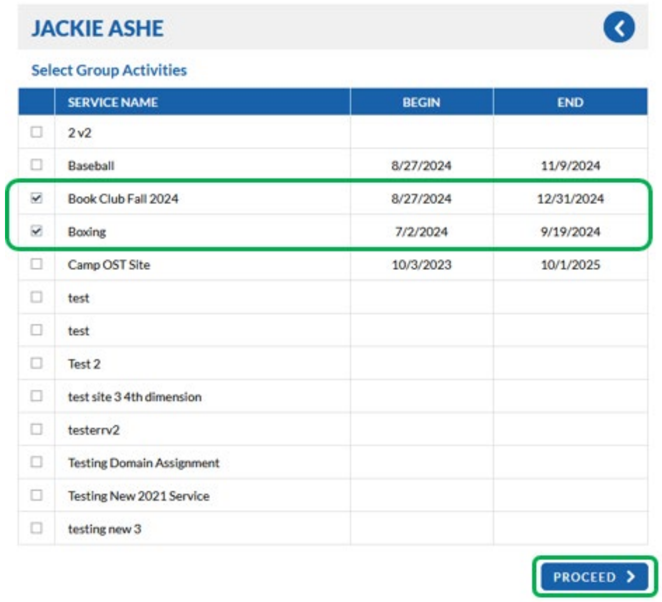
1. Go to the "**Participant**" tab located on the left-side navigation menu, and then click on a youth's name. From their participant profile, select "**Enrollment**" from the top row navigation menu (as shown below).



2. If the youth participant is already enrolled in any activities, those activities will display in the table. To enroll the youth in an activity, click the **"Enroll"** button.

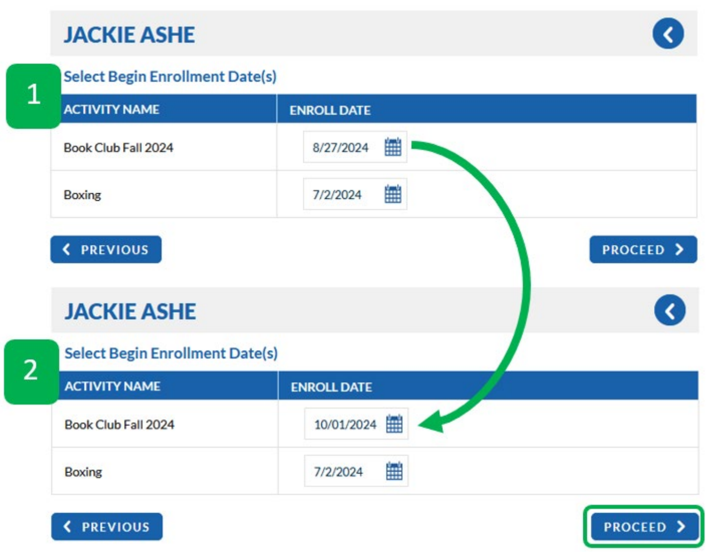


3. **Select the activity(ies).** Select the activities to enroll the youth into by clicking the small boxes next to each activity. Then, click "**Proceed**."



4. **Set the participant's start date(s) and submit.** The start date automatically defaults to the first date of the activity. However, the **participant's start date should be adjusted to align to the participant's first date of attendance in the activity.** This will prevent the youth from appearing on activity attendance sheets prior to their first date of attendance in that activity.

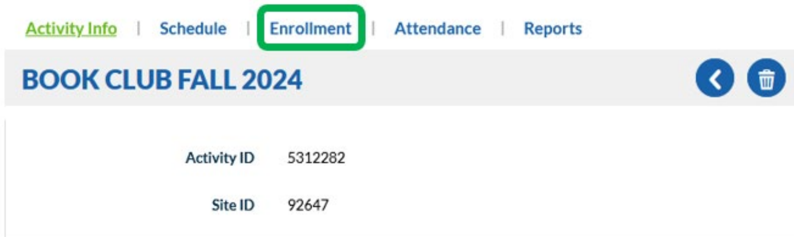
   As shown below, the enrollment date for Book Club Fall 2024 defaulted to 8/27/24, the first date of the activity (#1 below). However, this participant did not begin attending until 10/01/24, so the enrollment date was adjusted accordingly (#2 below). Once the enrollment date(s) are set, click "**Proceed**."



5. **Scheduling Conflicts.** Sometimes the activity program schedules have overlapping days. If there are any overlapping activity days, an alert will notify the user of the number of overlapping days. Effective Fall 2025, organizations will no longer be able to enroll youth in activities that have overlapping schedules. If a youth chooses to leave one activity and enroll in a second, the organization will first need to drop the youth from the first activity *before* enrolling in the second. See HERE for how to drop youth from activities.

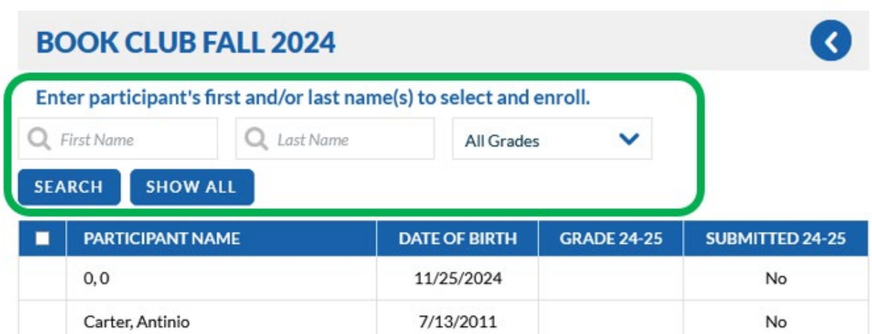
Enrollment via Activity

1. Select the site and then the activity where participants need to be enrolled. Click on “**Enrollment**” located in the top-row navigation menu.

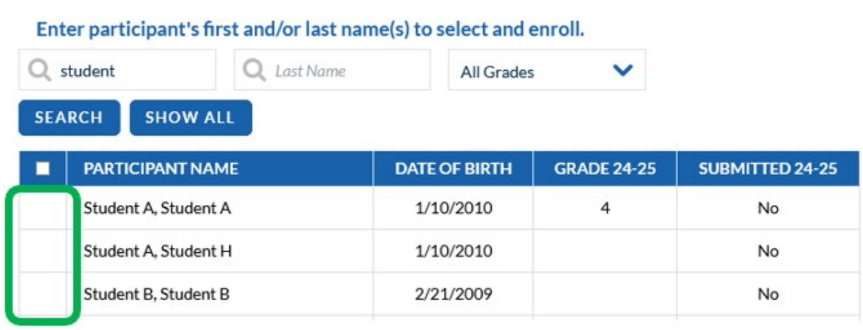


2. Click on “**Enroll**” located in the top right of the screen.

3. Search for youth to enroll by name (outlined below) or select “**Show All**” to see a list of all youth who have a participant profile.



4. Select the youth to enroll by clicking on the check box located to the left of the youth’s name and then select “**Enroll**.” If there is **not** a checkbox next to a youth’s name (as shown below), this means they have an incomplete registration profile, or their youth registration profile has not been submitted yet. Return to the Participant section to review and submit all youth profiles. See HERE for how to complete registration.



Dropping Participants

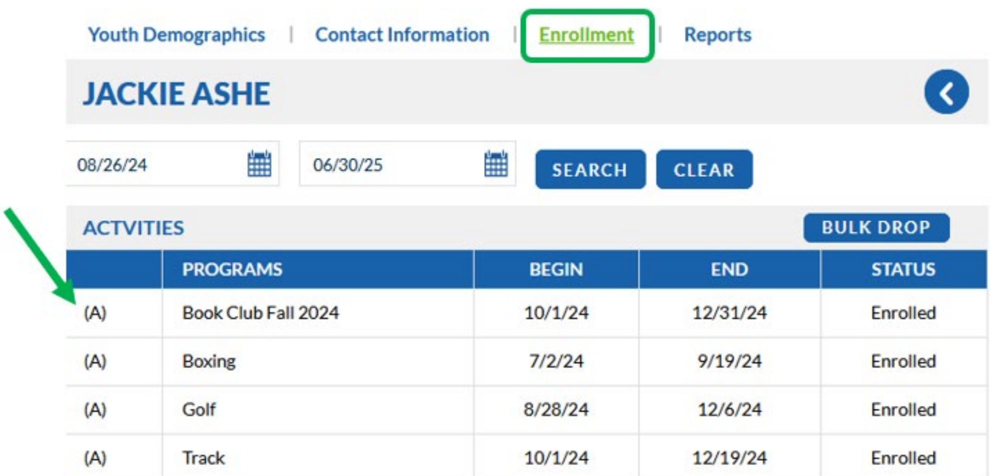
There are many reasons why a participant stops attending an OST program. This could include schedule conflicts, competing activities, moving, etc. To ensure that OST grant-funded program data accurately reflects the enrollment status and attendance of all participants, non-attending youth should be dropped from activities.

Dropping participants from activities will prevent them from appearing on attendance sheets and negatively impacting weekly attendance, but all program attendance before the drop date will remain in the Cityspan GMS and be included on Cityspan GMS progress reports.

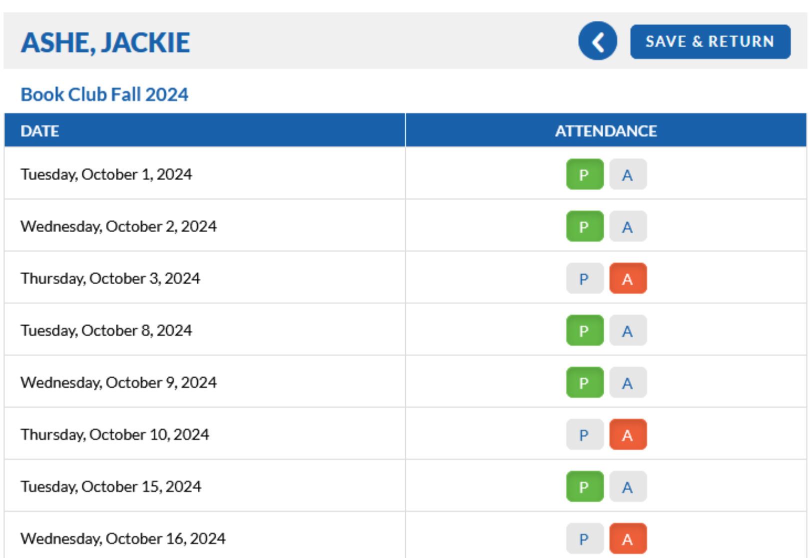
The steps below outline how to drop youth from activities.

Identify the last date of attendance

1. Go to the participant profile and select "**Enrollment**" located in the top-row navigation menu. Then, click on the (A) to the left of the activity name (see green arrow).

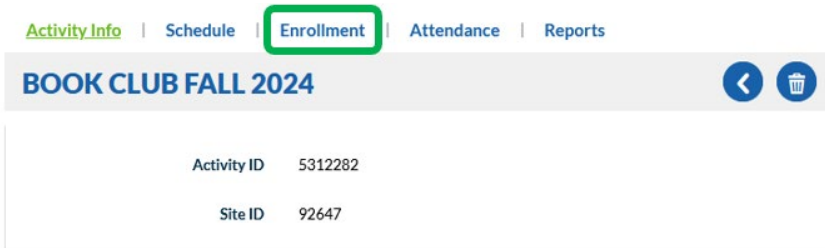


2. Make note of the last date of present attendance. For this youth, it was October 15, 2024.



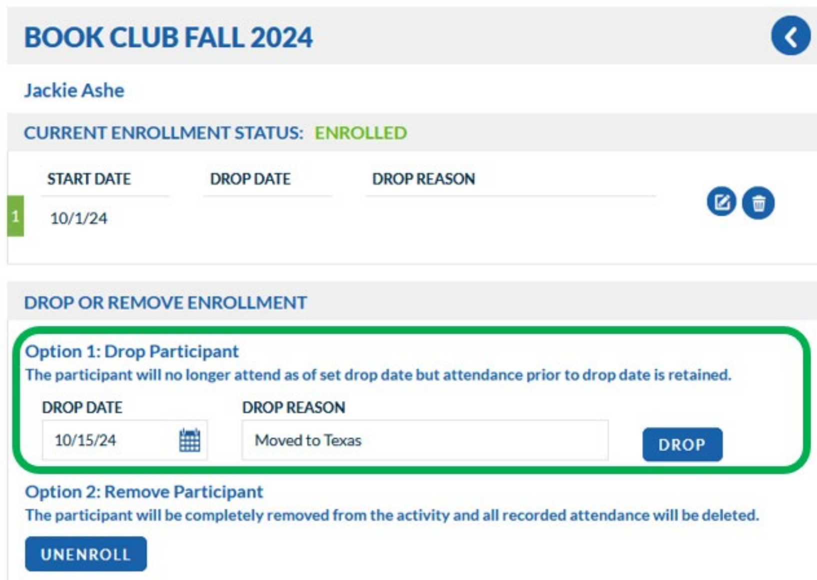
Adjust the drop date via Activity Enrollment.

1. Go to the site activity and select **"Enrollment"** from the top-row navigation menu.



2. Find and select the participant's name who needs to be dropped from the activity. Add the drop date and drop reason and then click "**Drop**." The drop date should align with the last date the participant attended the program. In the sample below, the drop date is October 15, 2024, which is the date identified in the step above as the last date of attendance.

Unless a participant was enrolled in error and never attended, do <u>**NOT**</u> select "**Option 2: Remove Participant**." Unenrolling a participant will delete all attendance that has been recorded for that participant.



RECORDING ATTENDANCE

Organizations can record attendance in three different ways. The method an organization uses to record attendance may differ based on the organization's size, program structure, or other factors. Click on the buttons below to learn more about each method of recording attendance.

Participant **Activity** **Bulk Upload**

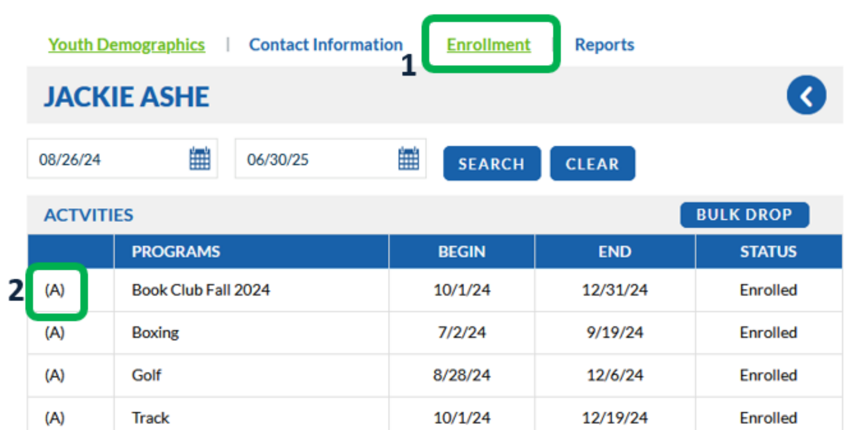
Program attendance must be entered weekly. As a best practice, organizations should review attendance records on a regular basis to ensure that attendance is being captured regularly and is accurately reflected in the system. Attendance Reports allow organizations the ability to review attendance data at an organizational or site level. Learn more about Attendance Reports HERE.

Recording Attendance via the Participant Profile

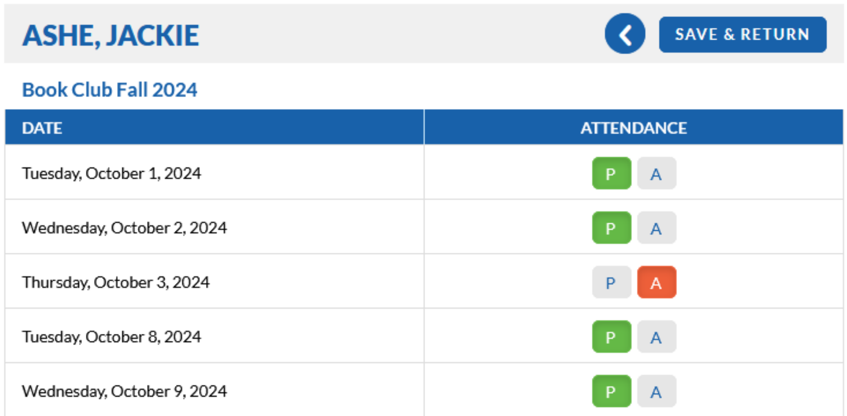
The steps below outline how to record attendance in a youth's participant profile. This method is helpful when reviewing or updating one youth profile or a small group. To update/record attendance for multiple youth, record attendance via the activity or the bulk upload function.

1. Select "**Participants**" from the left-side navigation menu. Search for and select the participant's name.

2. Select **"Enrollment"** from the top-row navigation menu (#1 below), and then select the activity to record attendance for by clicking the **"A"** located to the left of the activity name (#2 below).



3. Record attendance by clicking **"P"** (Present) or **"A"** (Absent) for each day and then click **"Save & Return"** located at the top right of the screen.

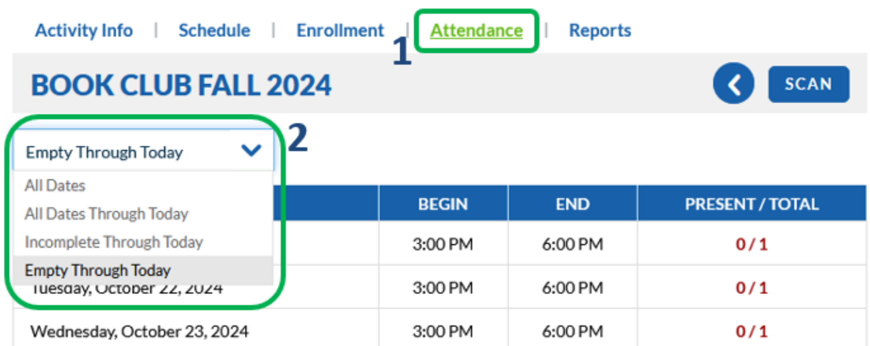


Recording Attendance via Activity

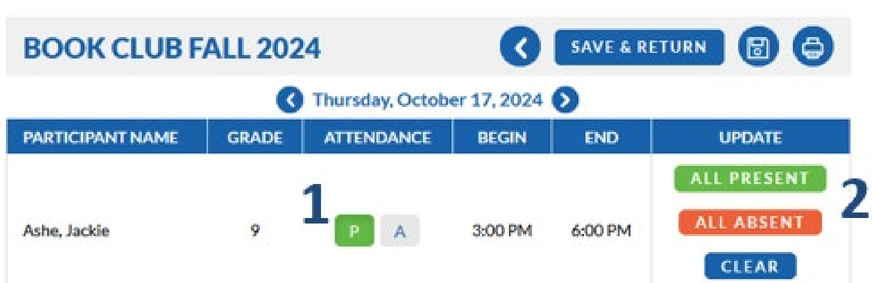
Taking Attendance

The steps below outline how to record attendance for all youth enrolled in an activity. This method is more efficient than [recording attendance via the Participant Profile]. However, the [bulk upload] option may be a better option if activities include 100 or more youth or if attendance is being updated for multiple program days.

1. Go to the site activity and select **"Attendance"** from the top-row navigation menu (#1 below). The default view on this page is program days where no attendance has been recorded. Adjust this by using the dropdown menu (#2 below).



2. Select the program date to record attendance for by clicking on the date. Attendance can be recorded individually (#1 below) or as a group by selecting the "**Mark All Absent**" or "**Mark All Present**" buttons at the top to record attendance for all youth enrolled in that activity (#2 below). For a larger group, it may be easiest to select "**Mark All Present**" and then individually mark youth absent who were not in attendance on that date. When done, click "**Save & Return**."

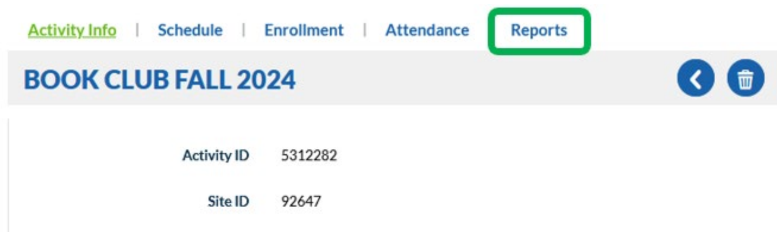


Recording Attendance via Bulk Upload

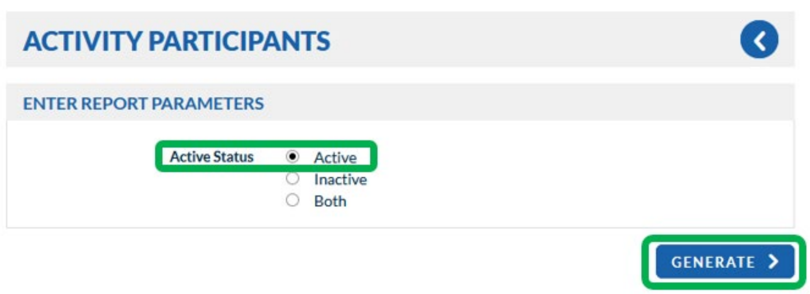
Recording attendance via bulk upload allows users to record attendance for multiple youth across multiple days. The steps below outline how to record attendance using bulk upload.

Generate a Participant List

1. Go to the site activity and select **"Reports"** located on the top-row navigation menu.

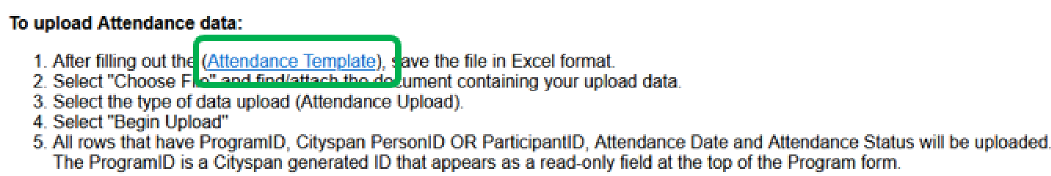


2. Go to the bottom of the reports list and select the **"Activity Participants"** report. Set the report parameters, Active Status: **Active** and then click **"Generate."** This will automatically trigger a download of current activity participants. The information in this report will be used to complete the Attendance Template.



Complete and Upload Attendance Template

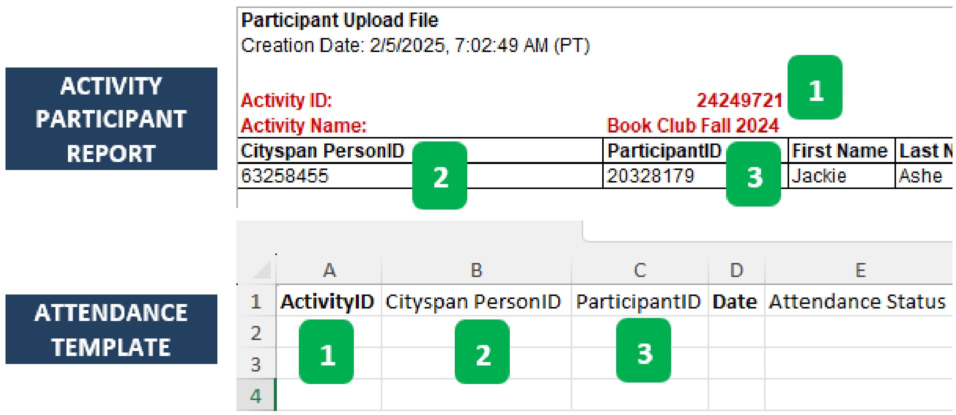
1. Select **"Upload"** from the left-hand navigation menu. The Data Upload Tool should open as a pop-up window. If this does not occur, adjust browser settings to "allow pop ups from this site," and try again.



To upload Attendance data:

1. After filling out the (Attendance Template), save the file in Excel format.
2. Select "Choose File" and find/attach the document containing your upload data.
3. Select the type of data upload (Attendance Upload).
4. Select "Begin Upload"
5. All rows that have ProgramID, Cityspan PersonID OR ParticipantID, Attendance Date and Attendance Status will be uploaded. The ProgramID is a Cityspan generated ID that appears as a read-only field at the top of the Program form.

2. Use the information from the Activity Participant report to complete the Attendance Template. The screenshots below demonstrate where some of the information needed on the Attendance Template can be found in the Activity Participant report.

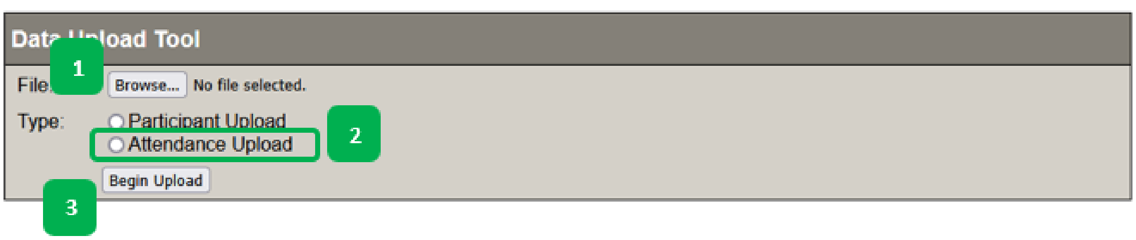


Notes on the Attendance Template:

- **Activity ID** is the same for all youth enrolled in the same activity and can be copied and pasted down the column.
- **Cityspan PersonID** and **ParticipantID** correspond to the ID numbers assigned in the Cityspan GMS to each youth.
- **Date** should be entered in a MM/DD/YYYY format.

3. Once all attendance data has been entered, save the Attendance Template and go back to Cityspan to upload. Select **"Upload"** from the left-hand navigation menu.

4. In the Data Upload Tool, 1. Click "Browse" to select the completed Attendance Template file, 2. Select **"Attendance Upload,"** and 3. Click "**Begin Upload.**" The user will receive a prompt if there are any errors in the file that need to be corrected. Make any identified corrections and attempt the upload again.



LEARN24 YOUTH SURVEY – UPDATED MARCH 2026

The Learn24 Youth Survey (formerly SAYO-Y survey) is an important tool to get youth feedback regarding OST grant-funded programs, gain insight into the impact of programming, and the areas for improvement. The OST Office has developed an Administration Guide for the Learn24 Youth Survey (Youth Survey) to support OST staff in administering the survey.

As with the previous version, youth who are enrolled in 4th grade and older are eligible to complete the Youth Survey. Organizations may elect to administer the survey to younger youth, but *this is not required*. For example, an organization providing summer programming may administer the Youth Survey to youth enrolled in 3rd grade who will be entering 4th grade in the upcoming school year. The OST Office provides tailored reports to organizations that have 10 or more youth complete the Youth Survey during each administration period.[4]

LEARN24 YOUTH SURVEY ADMINISTRATION TIMELINE

OST Office funded organizations are required to administer the Youth Survey at set times throughout the grant year. The table below outlines the requirements per grant competitions. There are limited circumstances when an organization would be exempt from administering the Youth Survey. This requirement (or exemption) is specified in the grant agreement. Contact the assigned Grants Management Specialist for any questions related to Youth Survey compliance requirements.

Grant Types	School Year (8/25/25-6/18/26)	Summer (6/22/26-8/15/26)
School-Year OST	✓	
School-Year Small Nonprofit OST	✓	
My Afterschool DC (MADC)	✓	
Year-Round OST	✓	✓
Year-Round Small Nonprofit OST	✓	✓
Year-Round Coordinating Entity OST	✓	✓
Summer Strong		✓

ADMINISTERING THE LEARN24 YOUTH SURVEY

For a Youth Survey link to generate, an organization must ensure that these three steps are completed.

Administering the Youth Survey

1. Register the participant and indicate "Yes" to confirm Youth Survey consent,
2. Enroll the participant in at least one activity, and
3. Capture at least one day of attendance for that participant.

Survey links can be accessed in two places within an organization's grant: the **"Learn24 Youth Survey"** page or the Youth Survey report. Accessing links via the report may be easier for organizations who have multiple staff supporting the administration of the Youth Survey, or organizations who may send out the survey links via email or text.

[4] Given the implementation of a new survey within the fiscal year 2026 grant period, organizations whose youth completed surveys before 2/26/26 may receive two results reports: one for SAYO-Y survey submissions and another for any Learn24 Youth Survey submissions made after this date.

Accessing Links from the Learn24 Youth Survey Page

Select **"Learn24 Youth Survey"** from the left-side navigation menu. The Youth Survey page includes a table with all eligible youth within an organization. Users can either search for the youth by name or look for the youth in the table. The table on this page includes:

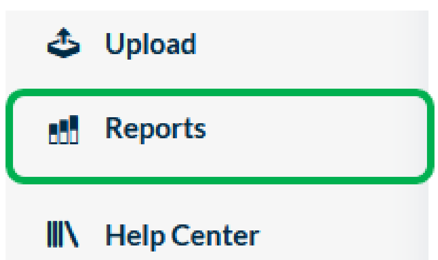
1. Participant's name,
2. Grade level,
3. Most recent date when they completed the Youth Survey, and
4. Individualized youth link.

The survey link can be copied and pasted into another browser window for a participant to complete immediately or sent via email to be completed later. Organizations can also convert the links into a QR code for youth to complete electronically using free services such as this one offered by [Adobe Express](). The "**Latest Youth Survey Date**" field updates each time participants complete the survey and can be used to verify when participants completed the survey.

NOTE: Submissions of the SAYO-Y are no longer visible on this page but are still available via administrative reports. Contact the organization's assigned Grants Management Specialist to confirm any survey submissions made between 8/25/25 and 2/26/26.

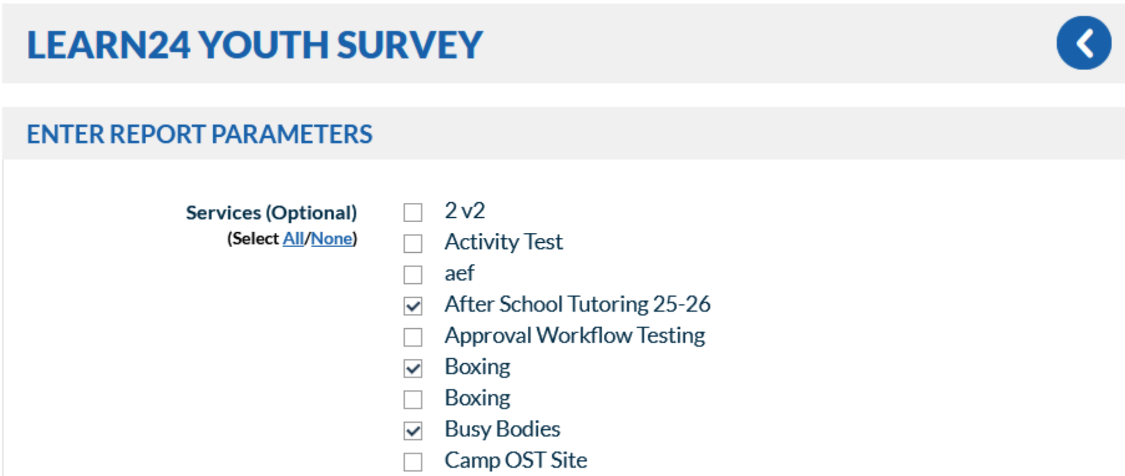
Accessing Links via the Youth Survey Report

1. Select **"Reports"** from the left-side navigation menu.



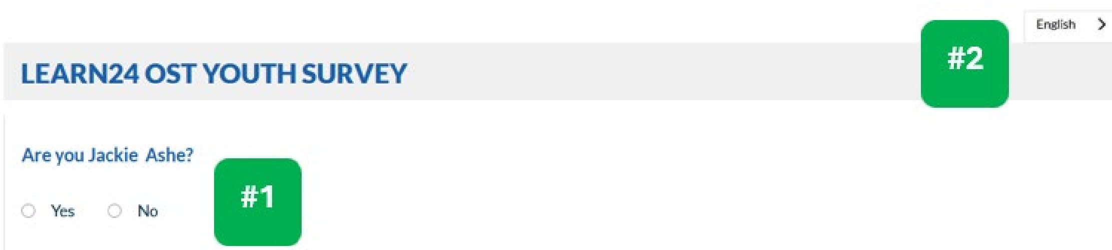
2. Scroll to the bottom of the reports list and select **"Youth Survey**."

3. Once on the **"Youth Survey"** report page, select the activities to include in the report by clicking on the boxes included to the left of the activity names and then click "Generate" located at the bottom of the page. This will automatically initiate a download. The downloaded file will include the participant information and the Youth Survey link. These links can be pasted into an internet browser or copied and pasted into an email/text.



COMPLETING THE YOUTH SURVEY

When the participant opens the link, they will be prompted to confirm their identity (1 below). The youth survey can also be translated into other languages via the drop-down menu located on the top right of the page (2 below). Once the participant confirms their identity, the survey will automatically open.



Survey questions are all optional and responses are anonymous. However, for the survey response to count toward compliance metric or be included in any reporting, the participant **<u>must click the "Submit" button located at the bottom of the page.</u>**

PROGRESS REPORTS – UPDATED JANUARY 2026

Progress reports are generated three times during the year: Mid-Year, End-of-Year, and Summer. The proposed program information populates from the grant agreement and actual program information populates from the data entered by organization staff during the program period. Youth demographic data received from DCPS or OSSE are available in the progress report and participant profile. Organizations are responsible for manually entering information directly into the progress report during the three submission timeframes. Table 1 and Table 2 outline the data that are included or entered in the progress report.

Once a progress report is submitted, the OST Office will review, provide feedback, and either approve or reject a progress report. If rejected, the organization must resubmit the progress report, including any additional information requested by the OST Office. Organizations and the assigned Grants Management Specialist receive automated email messages each time a progress report is submitted and approved or rejected by the OST Office.

Table 1: Data that Automatically Populates in Progress Report

Progress Report Item	Source	Notes
Youth Served – Program Year*	Grant Agreement (Proposed)	Total of all youth proposed to be served across all sites (including summer)
	Site Activities (Actual)	Youth enrolled in at least one activity who have at least one day of marked attendance
Youth Served – School Year	Grant Agreement (Proposed)	Total of youth to be served across all active sites during the school year (late August-June). This information will not display in the progress report for organizations that do not operate a school year program (i.e., Summer Strong).
	Site Activities (Actual)	Youth enrolled in at least one activity who have at least one day of marked attendance
Youth Served – Summer	Grant Agreement (Proposed)	Total of youth to be served across all active sites during the summer. This information will not display in the progress report for organizations that do not operate a summer program.
	Site Activities (Actual)	Youth enrolled in at least one activity who have at least one day of marked attendance
Youth Served by Grade Level	Participant Registration Form	This information is not updated based on data received from DCPS/OSSE.
Youth Served by Ward	Participant Registration Form	This information is not updated based on data received from DCPS/OSSE.
Youth Matched Against OSSE/DCPS Data*	Participant Registration form and OSSE/DCPS student databases	Match rate reflects the percentage of youth with FERPA consent who were matched within the DCPS/OSSE databases.
Target Populations Served**	Grant Agreement (Proposed)	Target populations and percentages of each target population to be served during grant program period
	OSSE/DCPS student	Percentages are calculated based on the total number of youth who meet the target criteria

Progress Report Item	Source	Notes
	databases (Actual)	divided by the total number of youth matched with OSSE/DCPS databases.
Youth Served by Site*	Grant Agreement (Proposed)	Youth proposed for each program site (including summer)
	Site Activities (Actual)	Youth enrolled in at least one site activity who have at least one day of marked attendance
Program Days by Site*	Grant Agreement (Proposed)	Includes proposed program days proposed in grant for each program site.
	Site Activities (Actual)	Total program days per site that have at least one youth was marked present.
Program Days by Period*	Grant Agreement (Proposed)	Includes program days proposed for each program period: Program Year (total), School Year, and Summer.
	Site Activities (Actual)	Total count of days within each program period when attendance was captured for at least one student.
Program Service Hours by Site*	Grant Agreement (Proposed)	Includes proposed service hours proposed for each site.
	Site Activities (Actual)	Total program hours per site that have at least one youth was marked present.
Program Hours by Period*	Grant Agreement (Proposed)	Includes program hours proposed for each program period: Program Year (total), School Year, and Summer.
	Site Activities (Actual)	Total count of hours within each program period when attendance was captured for at least one student.
Program Weekly Attendance*	Site Activities	Aggregate percentage of program attendance across all sites.
Weekly Attendance Rate by Site*	Site Activity(ies)	Percentage calculated by the attendance captured at each site for total youth attending at least one day of programming each week divided by the total number of program days at that site.

*The Cityspan GMS automatically calculates whether various program elements—marked with an asterisk (*) in table above—meet or do not meet compliance requirements for that area. Compliance is "Met" if the actual numbers (i.e. program data) meets or exceed the compliance thresholds as indicated in the Grantee Guidebook.
**Target populations vary by organization and individual grant applications.

Table 2: Data Entered Manually by Organization

Data Element	Notes
Program Measurable Objectives	Objectives populate from the program description section of the grant agreement. Organizations must indicate the status: "Met," "In Progress," or "Not Met" for each progress reporting period.
Progress Narrative	Organization provides a written response to each of the prompts included in

Data Element	Notes
	the progress report form. There is a 3,000-character max. File uploads including photos, document attachments, videos, etc., are not available. Additional documents, including photos or videos, may be submitted directly to the organization’s assigned Grants Management Specialist to supplement the progress report submission.

CITYSPAN REPORTS

UPLOAD FILE

Participant Upload File: List of all participants registered under an organization. This file can be used to update or add participants using the Bulk Upload tool. See HERE for instructions on how to use the bulk upload tool to add or update participants.

ATTENDANCE COLLECTION TOOLS

Single Day Attendance Sheet: Prints attendance sheet for a single program day.

Multi-Day Attendance Sheet: Prints attendance sheets for multiple days and for multiple activities.

Sign-in Sheet: This report generates a sign in/sign out sheet, which would be helpful to track the arrival and departure times of youth and confirm the adult who picked a youth up on a given day.

Hard copies of all OST Office grant-funded program attendance sheets must be retained as documentation of program attendance, in addition to what is entered in the Cityspan GMS. See HERE for more about how to record attendance.

ATTENDANCE REPORTS

Attendance by Date: Displays all attendance captured within a set date range. This report is most useful for organizations that only have one site and one activity within that site. For organizations that have multiple sites or multiple activities within each site, the Attendance by Service report will provide more detailed information split up by site and activity. This report is also helpful to identify dates that may need to be removed from activity schedules.

Attendance by Service: Displays all attendance captured within a set date range broken up by activity(ies) or site(s). This report also includes enrollment and drop dates for all youth, so it is helpful to use when reviewing enrollment and dropping non-attending youth. See HERE for more about enrollment and dropping youth.

Attendance by Participant: Displays attendance for individual participants within a set date range. This report also includes the total hours of programming that a participant would have received at an individual level and group level.

Attendance Reports provide a high-level review of attendance information and are helpful to review on a periodic basis to ensure that program data is entered consistently and accurately.

LEARN24 YOUTH SURVEY ADMINISTRATION

Learn24 Youth Survey: This report includes a list of all survey-eligible youth and survey links and can be printed for some (or all) activities created for the organization. This report can be used to share survey links with youth for them to complete the survey. See HERE for how to administer the Youth Survey using the Learn24 Youth Survey report.

FREQUENTLY ASKED QUESTIONS

1. Can a participant be enrolled in multiple activities at the same time?

YES. Participants can participate in multiple program activities within the same grant period. The user will be prompted if there are any overlapping days or times when enrolling youth in multiple activities. See HERE for how to enroll youth in activities.

2. Can I make changes to a grant after it has been fully executed?

YES, with approval from the OST Office. There are limited circumstances when changes may be necessary to a program's site, services, or grant budget. These changes must be reviewed and approved by the OST Office via a grant amendment.

To request an amendment, email the organization's assigned Grants Management Specialist and provide a written explanation for the request that includes: the section(s) of the agreement that the organization would like to amend and the rationale for the requested change(s). The Grants Management Specialist will respond in writing to confirm whether the requested amendment can be made. If approved, the Grants Management Specialist will generate an amendment, and the organization will receive an automated email from the system. Organization may then complete the approved change(s) and resubmit the amended grant agreement. Once approved by the OST Office, the organization should save a copy of the fully executed agreement ("version") generated in the system. See the Grantee Guidebook for additional information about the grant amendment process.

3. What is preventing me from enrolling a youth into an activity?

The most likely reason is that the youth's profile has not been "submitted." To resolve, select "**Participants**" from the left-hand navigation menu and find the youth's profile. Review to ensure that all required fields have been completed and then click the **"Submit"** button at the top right of the screen. Once submitted, the youth can be enrolled in an activity via their participant profile or through the activity.

Another reason could be that the activity has not been approved by the OST Office. Effective Fall 2025, all activities must be approved by the OST Office. Youth cannot be enrolled in activities that have not been approved. See Step 5 HERE for more about the activity approval process.

4. Why am I NOT seeing youth survey links for one or more youth participants?

For a Learn24 Youth Survey link to generate, an organization must first: 1. register the participant and indicate "Yes" to confirm Youth Survey consent, 2. enroll the participant in at least one activity, and 3. record at least one day of attendance for that participant. For any youth who do NOT have a Youth Survey link, review the participant's profile to ensure that they are enrolled in at least one activity, AND they have been marked present for at least one day of programming. See HERE for how to enroll participants into activities from the participant profile. See HERE for how to record attendance.

5. How do I remove youth survey links for youth who are younger than 4th grade?

Learn24 Youth Survey links will automatically generate for all youth who have "Yes" marked for Youth Survey consent in their participant profile and at least one day of attendance in an activity. To ensure that links do not generate for youth younger than 4th grade, update Youth Survey consent status to "No" in their participant profile and resubmit. See HERE for how to modify the youth participant profile.

6. If some of the youth in my program completed the SAYO-Y survey, do they need to take the new Youth Survey? – UPDATED MARCH 2026

No. For FY26 *only*, both versions of the survey will be accepted. Any SAYO-Y submissions made prior to 2/26/26 will count toward compliance requirements in addition to Learn24 Youth Survey submissions made after that date.

7. **Can a youth be re-enrolled in an activity after they are dropped?**

YES. There may be circumstances when a youth is dropped from an activity and later needs to re-enroll. To re-enroll a dropped youth, follow the steps outlined HERE.

8. **My activity schedule includes holidays and school closures. Can these be removed?**

YES. Dates can be deleted or added to an activity schedule. See HERE for steps on how to modify the program schedule for an activity. Removing days from the program schedule may affect the number of days or program hours that can be captured in the progress report. Ensure that the modified activity schedules align with what was proposed in the organization's grant agreement.

9. **Can I use the Cityspan GMS or RFA portal if I am traveling outside of the United States?**

Cityspan only currently accepts web traffic from the United States or Canada. If a user is not located in one of these countries, the user will not be able to access the Cityspan GMS or the RFA portal.

10. **Can I change my activity schedule during the grant year?**

YES. There may be situations where an organization needs to adjust an activity schedule mid-way through the grant cycle. These could include staffing changes, requests from a host site, or other programmatic reasons. Adjusting an activity schedule is a two-step process. First, delete any days or dates that are no longer needed. Then, add the new dates that should be included in the activity schedule instead. **All changes must comply with the dosage type included in the organization's fully executed grant agreement.** See HERE for how to modify activity schedules.

If there are any questions regarding whether a proposed scheduling change is allowable, contact the organization's assigned Grants Management Specialist **BEFORE** making any changes in the Cityspan GMS.

11. **Can I add or remove program sites to my grant agreement?**

YES, in limited circumstances. Sites may be added or removed via a grant amendment. See question #2 above for more about the amendment process.

12. **Can I use Cityspan on my phone?**

YES. The Cityspan GMS and RFA portal can be accessed via the browser on your phone; however, some features may not be fully functional on a mobile device.

13. **Are there any other resources I can access if I need additional support with the Cityspan GMS**?

YES. For additional support, check out these additional OST Office resources:

- Cityspan Youtube tutorial videos
- Attend Cityspan Office Hours hosted virtually every Tuesday and Thursday at 12PM.
- Contact the organization's assigned Grants Management Specialist
- Request 1:1 assistance from the OST Office Data team: https://arcg.is/0yivWD

APPENDIX A: YOUTH REGISTRATION FORM FIELDS

Registration Field	Required or Optional	Column on Bulk Upload Spreadsheet	Notes
Status	Required	F	There are two statuses: "**Active**" and "**Inactive**." Participants' status should be changed to "**Inactive**" if they are not currently participating in OST programming.
Youth Survey Consent	Required	L	Individualized survey links will automatically generate for any participants who have "Yes" for Youth Survey Consent in their participant profile. For this reason, organizations should ensure that younger youth (Kindergarten – 3rd grade) profiles have "No" for Youth Survey consent.
First Name	Required	C	This field should match the first name included on the youth's school enrollment paperwork, not a nickname.
Middle Name	Optional	--	
Last Name	Required	D	This field should match the last name included on the youth's school enrollment paperwork, not a nickname.
Nickname	Optional	--	This field may be helpful for youth who go by another name than the one included on their school enrollment paperwork.
Date of Birth	Required	E	
Street Address	Required	G	Residential street addresses in DC include a direction (NW, NE, SE, SW).
Apartment/Room/ Suite Number	Optional	H	
City	Required	I	OST grant funds may only be used for youth who are DC residents. Participants who reside outside of DC may not be counted toward enrollment for OST grant(s) except in limited circumstances (e.g., DC youth in foster care placements outside of the District).
State	Required	J	OST grant funds may only be used for youth who are DC residents. Participants who reside outside of DC may not be counted toward enrollment for OST grant(s) except in limited circumstances (e.g., DC youth in foster care placements outside of the District).
Zip Code	Required	K	
Ward	Required	L	Wards can be searched by street address, here: https://planning.dc.gov/whatsmyward
USI ID	Optional	S	**This 10-digit identification number is assigned by OSSE.** All students enrolled in a DCPS or public charter school in DC have a USI. It is highly recommended organizations include this ID on the youth participant profile to support the

Registration Field	Required or Optional	Column on Bulk Upload Spreadsheet	Notes
			OST Office’s efforts to match the student within DCPS or OSSE student records.
LEA Student ID	Optional	T	**This number is assigned by a participant’s DCPS or public charter school**. It is highly recommended organizations include this ID on the youth participant profile to support the OST Office’s efforts to match the youth within DCPS or OSSE student records.
Type of School	Required		This field will auto-populate on the participant registration form based on the school name selected.
School Name	Required	N	
Grade	Required	O	The grade level should align with the youth’s grade level at their attending school. For Summer Strong participants, enter the grade level that the student most recently completed except for rising kindergartners who should be listed as kindergarten.
FERPA Release	Required	P	
FERPA Release Signed Consent	Optional	--	Although optional, organizations who have uploaded copies of the signed FERPA consent forms can receive demographic and academic data received from DCPS and OSSE for matched youth participants.
Gender	Required	Q	
Student Identifies as LGBTQIA+	Optional	--	
Race	Optional	--	

APPENDIX B: DOSAGE OVERVIEW

The table below outlines the dosage types currently allowed for OST Office grants. For additional information regarding dosage, refer to the Grantee Guidebook.

When setting up site activity(ies) ensure that the schedule for the activity aligns with the program dosage included in the organization's executed grant agreement. Misalignment between the executed grant agreement and site activities may lead to compliance issues.

Dosage Type	Programming Period School Year or Summer	Minimum Requirements
Continuous[5]	School Year	• 3 days per week • 8 hours per week • 25 total weeks • 200 total hours
Series	School Year	• 3 6-week blocks of programming OR 2 9-week blocks of programming • 6 weeks of programming per block • 6 hours per week • 18 total weeks • 108 total hours
School Closure	School Year	• At least 3 school breaks • 6 hours per day • 15 total days • 90 total hours
Continuous 1:1	School Year	• 1-on-1 program services • 1 day per week • 2 hours per week • 25 total weeks • 50 total hours
Summer Strong	Summer	• 5 hours per day • 5 days per week • 5 total weeks • 125 total hours
Summer Strong Intensive[6]	Summer	• 8 hours per day • 5 days per week • 6 total weeks • 240 total hours
Summer Strong 1:1	Summer	• 1-on-1 program services • 1 day per week • 2 hours per week • 5 total weeks • 10 total hours

[5] Coordinating Entity grantees must use this dosage type for school year programming.
[6] Coordinating Entity grantees must use this dosage type for summer programming.

APPENDIX C: KEY DCPS CALENDAR DATES (SY2025-26)

The table below outlines the student days, student weeks, and school closures included in the 2025-26 school year for DCPS. The full DCPS calendar can be found on their website HERE. Review the organization's OST program's Activity schedule(s) to ensure that school closure dates are removed if the organization does not plan on running OST grant-funded programming when schools are not in session.

Key Dates

- First day: **8/25/25**
- Last day: **6/17/26**
- Total student weeks: **36**

Summary of Days, Weeks, and Closures for SY2025-26

Month	# of Days	# of Weeks in Month	YTD Weeks	School Closures
August	5	1	1	
September	21	4.2	5.2	9/1/2025
October	20	4	9.2	10/9, 10/10, 10/13
November	15	3	12.2	11/11, 11/25, 11/26, 11/27, 11/28
December	15	3	15.2	12/22, 12/23, 12/24, 12/25, 12/26, 12/29, 12/30, 12/31
January	18	3.6	18.8	1/1, 1/2, 1/19, 1/26, 1/27, 1/28
February	18	3.6	22.4	2/13, 2/16
March	20	4	26.4	3/12, 3/13
April	16	3.2	29.6	4/6, 4/13, 4/14, 4/15, 4/16, 4/17
May	20	4	33.6	5/25
June	12	2.4	36	6/16

The information included in the table above is based on the DCPS calendar. DC public charter and private school schedules may vary.