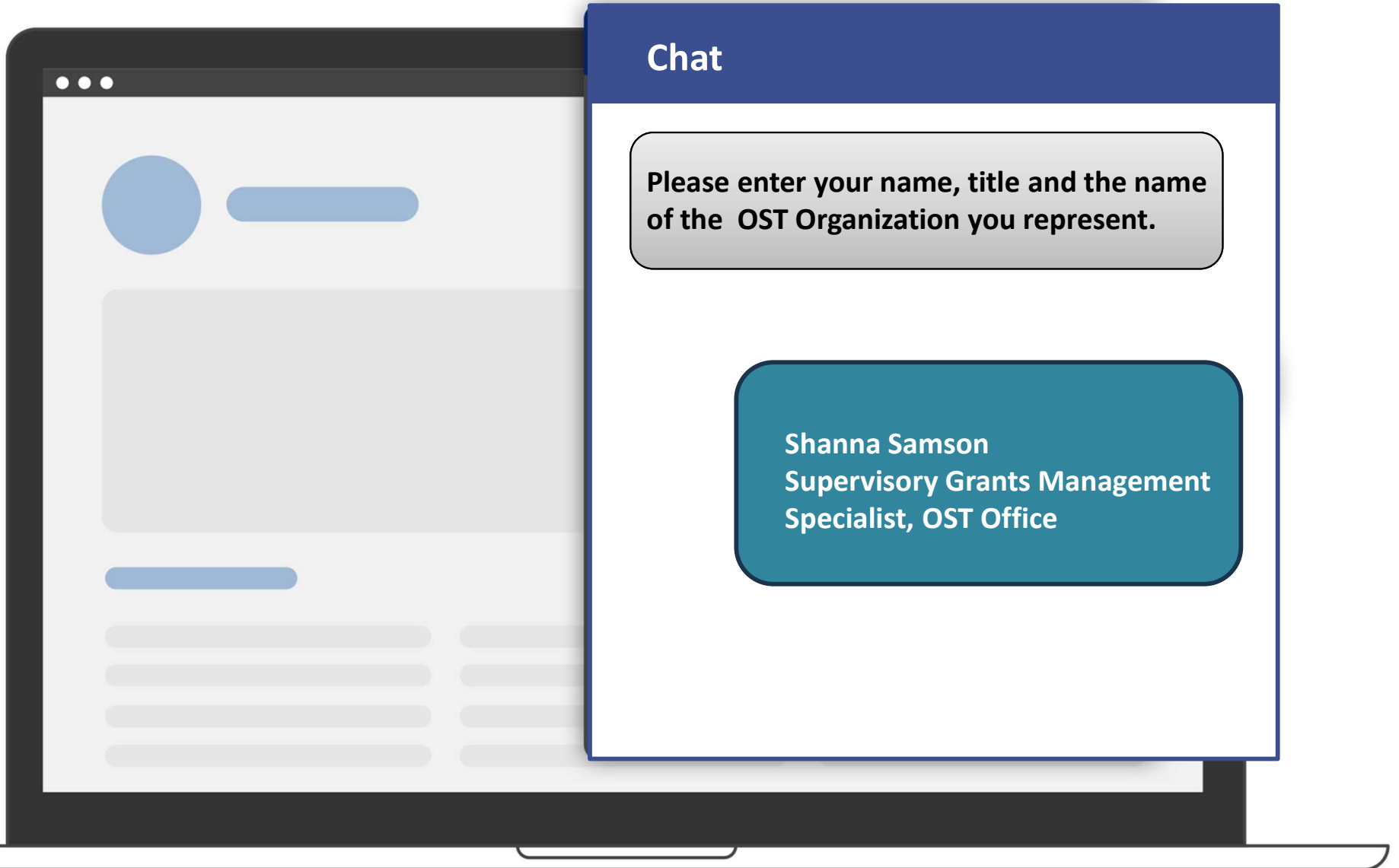


FY24 Out of School Time Grant Competition Grantee Meeting



Attendance



Chat

Please enter your name, title and the name of the OST Organization you represent.

Shanna Samson
Supervisory Grants Management
Specialist, OST Office

❖ **The Office of Out of School Time Grants and Youth Outcomes (OST Office)** is located within the Office of the Deputy Mayor for Education (DME).

❖ **Our Vision**

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



Agenda

- ❖ Introductions & Overview
- ❖ At-Risk Afterschool Meals
- ❖ Grant Agreements & Compliance
- ❖ Data Management
- ❖ Reporting
- ❖ Financial Management
- ❖ Quality and Training
- ❖ Learn24 Connections





Who We Are

- ❖ **Learn24** is the name of the network that supports high-quality programs for youth and the OST Office stewards the Learn24 brand.
- ❖ **Purpose** - to support 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.

Who We Are

- ❖ **OST Grants Management Specialist (GMS)** are staff assigned from our office to each OST grantee and provide support from award to close out.



Shanna Samson,
Supervisory
Grant
Management
Specialist

Karida Green,
Grant
Management
Specialist

Dr. Howard Hope,
Grant
Management
Specialist

Mark Weinberger,
Grant
Management
Specialist

TBD
Grant
Management
Specialist

At-Risk Afterschool Meals



CACFP At-Risk Afterschool Meals

- ❖ Organizations must submit an application to [Office of the State Superintendent of Education \(OSSE\)](#) to participate in the At-Risk Afterschool Meals component of CACFP.
 - ❖ How to apply - [CACFP Application Process](#)
 - ❖ Learn more about the program - [At-Risk Afterschool Handbook - Designed](#)
 - ❖ Program Forms - [Program Management Forms](#)
 - ❖ [Want to meet to discuss the program - Interest Form](#)

- ❖ Questions? Contact Monica Clark, OSSE, at monica.tclark@dc.gov

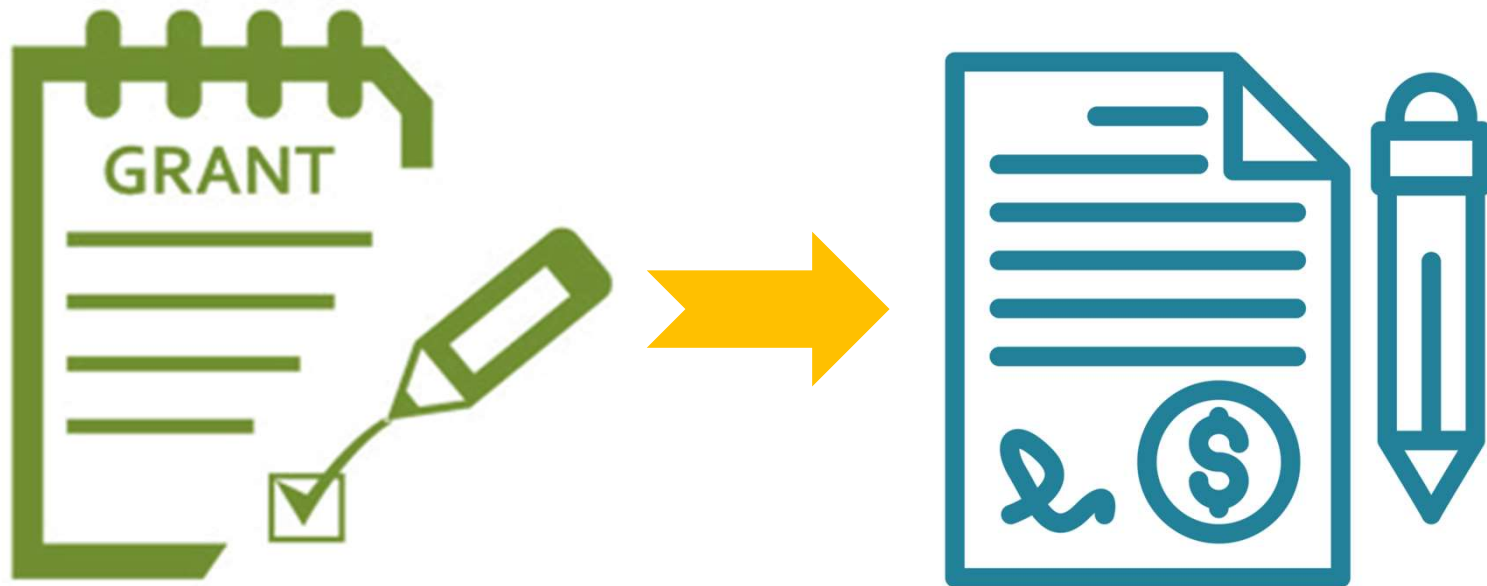


Grant Agreements & Compliance



Grant Agreement

OST FY24 Grant Agreement will be executed in Cityspan.



Grant Agreement



Grantees will be able to edit:

- ❖ Contact Information
- ❖ Program Site Information
- ❖ Budget - *if you were awarded less than was requested*

Grantees will not be able to edit:

- ❖ Program Model
- ❖ Program Objectives
- ❖ Program Dosage (number/days of services proposed)
- ❖ Types of Youth to be Served (% at-risk, students with special needs, English Learners, etc.)

Grant Agreement

Grantees may be able to edit:

❖ Number of Youth Served

- ❖ Organizations receiving less than \$100,000 who proposed to serve *more* than 50 youth, may reduce the number served up to the percentage of funds reduced (20% or 30%) but no less than 50 minimum youth; and
- ❖ Organizations requesting \$100,000 or greater who proposed to serve *more* than 60 youth, may reduce the number served up to the percentage of funds reduced (20% or 30%) but no less than 60 minimum youth.
- ❖ Organizations who applied for a small non-profit grant, who proposed to serve *more* than 20 youth, may reduce the number served up to the percentage of funds reduced (20% or 30%) but no less than 20 minimum youth.

Background Check Guidance

- ❖ The following Background Checks are required for all staff and volunteers working virtually or in-person with youth:
 - ✓ Federal Bureau of Investigation (FBI) Criminal Background Check
 - ✓ Metropolitan Police Department (MPD) Criminal Background Check
 - ✓ National Sex Offender Registry (NSO)

- ❖ Background checks are valid for 2 years from the date completed and a signed Affidavits must be uploaded one year after the initial check.
 - ✓ Affidavit Template can be found in [Learn24 Grantee Guidebook](#)

Background Check Guidance - Subsidized DCHR Checks

- ❖ OST subsidizes Background Checks through DCHR for grantee staff and volunteers
- ❖ For subsidized Background Checks, contact your assigned GMS with the name and email of the individual and a process will be forwarded.
- ❖ Grantee must ensure that staff attend the DCHR appointment, and that the clearance check is received within 10 days of the appointment, otherwise grantee must contact the GMS.

Background Check Guidance - Subsidized DCHR Checks

- ❖ DCHR Suitability checks will be returned to OST Office.
- ❖ OST will forward results to grantee to upload to Cityspan.
- ❖ Redacting Personally Identifiable Information (PII) from the returned Criminal Background Checks is required prior to uploading to Cityspan, including:
 - Social Security Numbers (SSN) - including the last 4 digits
 - Dates of Birth

Background Check Guidance - Redactions

SUBJECT: [REDACTED]
Address: [REDACTED]
Telephone: [REDACTED]
Represented by counsel: [REDACTED]
[REDACTED]

Date of interview: February 28, 2006

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

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

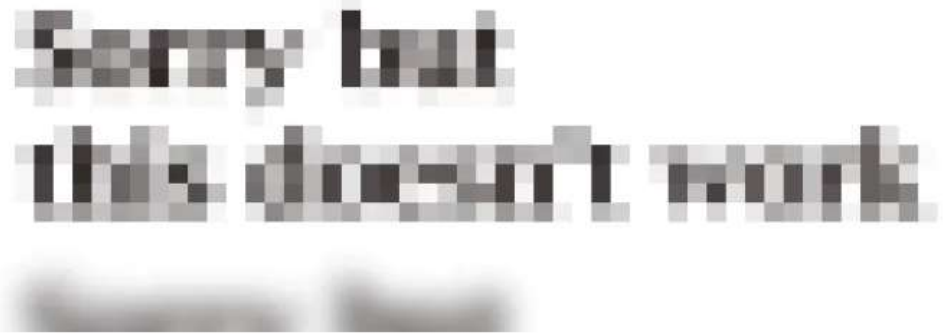
[REDACTED]

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

[REDACTED]

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

Sorry but
this doesn't work



Background Check Guidance

- ❖ DCPS and OSSE clearance letters are acceptable for FBI, MPD, and NSO.
- ❖ Grantee must upload all completed background clearances into Cityspan, which is our online data management system. Do not upload applications into Cityspan.
- ❖ One-day visitors are exempt from clearance requirements as long as they are under the direct supervision of a staff member with appropriate clearances at all times.

Background Check Guidance - New Hires

- ❖ All newly-hired personnel that have direct and unsupervised contact with children and youth, must have background checks and clearances submitted within the first week of employment and the organization must maintain proof of submission within the personnel file.
- ❖ Grantees that fail to provide required documentation will be out of compliance with the grant requirements.

FERPA Waiver

❖ Template found in [Learn24 Grantee Guidebook](#)

Family Educational Rights and Privacy Act (FERPA) Consent

Grantee, except for LEAs, shall include Family Educational Rights and Privacy Act (FERPA) consent on the participant enrollment form that is signed and dated by the parent or guardian of the participant. A sample consent is:

I (parent/guardian name) _____ hereby authorize and consent DCPS Office of the Chief of Staff, Office of the State Superintendent, or _____ (name of school) to provide information concerning the education of my child, _____ (name of child), to _____ (Grantee Name) and the DC Office of Out of School Time Grants and Youth Outcomes (OST Office). I further authorize the release of educational records of my child for the current school year to the parties listed above that include the following information: education transcripts, school/program enrollment information, universal student ID, address, demographic data, attendance data, credit history, grades, assessment data, IEP information, and graduation attainment (12th grade only). This authorization and release shall remain in effect from the date signed through my child's graduation from DCPS or a DC public charter school.

By signing below, 1) I acknowledge and understand that I have the opportunity to review the records to be disclosed and the right to challenge the contents of such records, and 2) I am at least 18 years of age or I am signing this document on behalf of my child because he/she is not 18 years of age.

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

- ❖ All OST grantees are required to administer SAYO-Y
 - ❖ Unless providing 1:1 direct services or otherwise exempt (special competitions)
 - ❖ Beginning of Year - within the first six (6) weeks of programming
 - ❖ End of Year - May 2024 or within the final four (4) weeks of programming
 - ❖ Summer (for Year-round grantees) - within the final four (4) weeks of programming
- ❖ All information collected through the SAYO-Y is confidential and no individual child or their individual responses will be identified.



Grant Compliance & Data

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

Template found in [Learn24 Grantee Guidebook](#)

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

Grantee shall include SAYO-Y consent on participant enrollment form that is signed and dated by parent or guardian.

_____ (Grantee Name) is funded by the Office of Out of School Time Grants and Youth Outcomes (OST Office), a DC Government agency. As a grantee, we are required to share participant information with the OST Office that may be collected on the enrollment form such as full name, date of birth, school name, demographics, and age.

In addition, we are required to administer a questionnaire called the Survey of Academic and Youth Outcomes (SAYO-Y). The SAYO-Y is a brief survey with questions about what your child thinks of the program and of the potential benefits of attending the program. All information collected through the SAYO-Y is confidential and no individual child or their individual responses will be identified. Participation in the SAYO-Y is voluntary.

By signing below I give permission for _____ (name of child) to be included in the SAYO-Y survey.

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

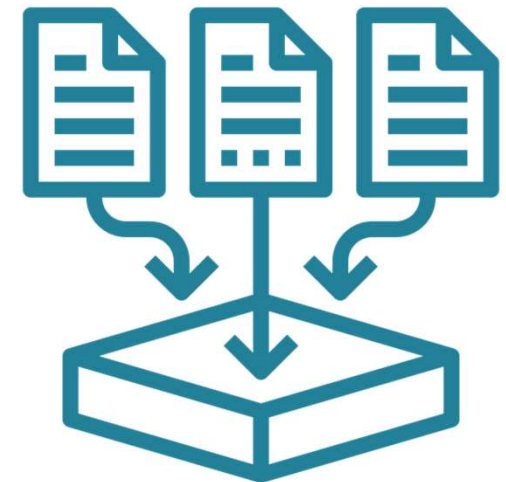
- ❖ **Compliance** - A minimum of 30 youth must complete both the beginning- and end-of-year SAYO-Y Survey
- ❖ **Got SAYO Questions?**
If you have questions regarding administration of SAYO, contact OST Data Analysis Team at Learn24data@dc.gov.

Data Management



Cityspan Data Management:

- ❖ Learn24 CitySpan Database: <https://learn24.cityspan.com/>
- ❖ Tracks important grant information:
 - ❖ Organization information
 - ❖ Site profiles
 - ❖ Staff information
 - ❖ Student Profiles for youth participants
 - ❖ Daily attendance.
- ❖ Stores important documents:
 - ❖ Grant Agreement
 - ❖ Grant Amendments
 - ❖ Required Documents
 - ❖ Mandated Reported and First Aid/CPR Certifications
 - ❖ Background Clearances



Cityspan Data Management -

- ❖ Student Participant Information - entered within 20 business days prior to the start of programming
- ❖ Attendance - entered weekly



Cityspan Database Training

- ❖ The database training is mandatory for all FY24 grantees and database administrators.

Thursday September 28, 2023 | 2:00-3:00pm | [Join here](#)

- ❖ The SAYO-Y administrator training is mandatory for all new grantees and optional for returning grantees who have administered SAYO-Y in previous years.

- ❖ **Got Cityspan Questions?**

Contact OST Data Analysis Team at Learn24data@dc.gov.

Insurance Requirements

- ❖ Insurance is **MANDATORY**
 - ❖ Partners: Office of Risk Management (ORM)
Out of School Time Grants and Youth Outcomes (OST)
Grantee

- ❖ Documents Needed for Insurance compliance for OST Grant
 - Insurance Review Document (IRD)
 - Certificate of Insurance (COI)

- ❖ Grantee must secure a compliant COI from ORM prior to the execution of the Grant Agreement and before any services or payments can be rendered.

Insurance Requirements - Process

New Grantee Insurance Process

- ❖ OST will send grantee an Insurance Review Document (IRD) to complete
- ❖ Grantee will return completed IRD to OST
- ❖ OST will enter IRD information into E-Risk for Insurance Requirements
- ❖ ORM will review IRD information, secure additional info if needed, and send applicable insurance requirements to OST
- ❖ OST will send Grantee applicable insurance requirements listed by ORM
- ❖ Grantee will use insurance requirements sent by ORM to secure their Certificate of Insurance (COI) with their insurance broker
- ❖ Grantee will submit completed COI to OST
- ❖ OST will submit the completed COI and applicable policies to ORM for a compliance review
- ❖ ORM will advise OST Grantee's COI compliance status. If compliant, the Insurance process is complete for the Grantee. If non-compliant, OST will work with Grantee to secure additional/updated info to meet compliance

Insurance Requirements - Process

Continuing Grantee Insurance Process

- ❖ If there are no program changes, OST will request a copy of current COI to ensure all policies have not expired
- ❖ If policies have expired, Grantee will secure updated policies for COI
- ❖ Grantee will submit current COI to OST for ORM compliancy review
- ❖ If there are program changes, Grantee must submit a copy of current COI to OST
- ❖ OST will submit COI and program narrative to ORM for compliance review
- ❖ ORM will review the documents, secure additional info if needed and send applicable insurance requirements to OST
- ❖ OST will send Grantee applicable insurance requirements listed by ORM
- ❖ Grantee will use insurance requirements sent by ORM to secure an updated Certificate of Insurance (COI) with their insurance broker. Grantee will submit completed COI to OST
- ❖ OST will submit the completed COI and applicable policies to ORM for a compliance review
- ❖ ORM will advise OST Grantee's COI compliance status. If compliant, the Insurance process is complete for the Grantee. If non-compliant, OST will work with Grantee to secure additional/updated info to meet compliance

Insurance Requirements - Contacts

❖ Questions for ORM?

- Please contact OST with all insurance compliance questions
- Do not contact ORM with insurance compliance questions
- ORM is available for calls with Grantees:
 - After ORM has received the COI and compliance documentation
 - The Grantees insurance agent must join the call
 - All calls are set up by OST
 - ORM will not speak with a Grantee without an OST Representative present

❖ OST Contact

- For further information, email kimetha.payton1@dc.gov

Safety Requirements

❖ Mandated Reporter

Grantee must have at least one designated Mandated Reporter per each site serving youth.

- ✓ The Mandated Reporter certificate(s) of completion must be uploaded into Cityspan.
- ✓ All personnel should know how to contact the certified Mandated Reporter on site.

❖ Bullying Prevention Policy

Grantee must have a Bullying Prevention Policy approved by the DC Office of Human Rights.

- ✓ Contact OHR: ernest.shepard@dc.gov.

Safety Requirements

❖ First Aid Certification

At least one person per site must have Cardio-Pulmonary Resuscitation (CPR)/First Aid training.

- ✓ The First Aid certificate(s) of completion must be uploaded into Cityspan.
- ✓ All personnel should know how to contact the CPR certified individual on site.

❖ TB Tests

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

Other Requirements - Compliancy Checks

❖ Administrative Checks:

- ❖ Student Profiles
- ❖ Actual Enrollment compared to Projected
- ❖ Demographics of Targeted Youth to be Served
- ❖ FERPA Waivers
- ❖ SAYO-Y Waivers
- ❖ Average Weekly Attendance Rates
- ❖ Staff Background Clearances
- ❖ Mandated Trainings
- ❖ Student-Staff Ratios
- ❖ Incident Reports
- ❖ Safety & Security Protocols

Other Requirements - Compliancy Checks

- ❖ Grantees should provide access, either virtually or in-person, to all required documents and programming components.
- ❖ Site Visits - Learn24 staff may conduct scheduled and/or unscheduled compliance, programmatic, or fiscal and administrative monitoring site visits at any time during the grant program period.

Other Requirements - Record Management

- ✓ Copy of the grant agreement
- ✓ Program schedule
- ✓ Program plans or syllabi
- ✓ Safety and security protocols
- ✓ Staff background clearances and required training certificates
- ✓ Enrollment Forms
- ✓ FERPA and SAYO-Y Consent Forms
- ✓ Attendance records/Sign in sheets (back-up documentation to Cityspan attendance entry)
- ✓ Incident reports
- ✓ Detailed Expenditures
- ✓ Receipts and other documentation of payment
- ✓ MOUs or Agreements with Subcontractors
- ✓ Timesheets, contractor agreements, payroll records, consultant or contractor invoices, and payment records

Grant Reporting



FY24 OST Program Reports

- ❖ Four (4) quarterly program reports for school year programming:

- Quarter 1 Program Report Due Between:

- November 6, 2023 and December 1, 2023

- Quarter 2 Program Report Due Between:

- January 29, 2024 and February 23, 2024;

- Quarter 3 Program Report Due Between:

- April 8, 2024 and May 3, 2024; and

- Quarter 4 Program Report Due Between:

- June 17, 2024 and July 12, 2024

- ❖ One (1) Summer Strong Program Report for year-round grantees

- Summer Strong Program Report Due Between:

- August 26, 2024 and September 20, 2024

FY24 OST Invoicing - SY & YR



- ❖ Three (3) invoices for FY24 grant programming
- ❖ The initial invoice for 50% of the grant award may be submitted upon full execution of the grant Agreement and establishment of a PO#.

Invoice 1: 50% of award

Due between October 1, 2023 and December 1, 2023;

- ❖ Submit two (2) additional invoices, as follows:

Invoice 2: 25% of grant award

Due between January 1, 2024 and March 15, 2024

Must demonstrate 25% spenddown

Invoice 3: 25% of grant award

Due between April 15, 2024 and June 28, 2024

Must demonstrate 60% spenddown



Reporting

FY23 Calendar



SEPTEMBER 2023	
Monday, September 4	Labor Day (OST Office closed)
Saturday, September 9	Afterschool in the City OST Office Event
Thursday, September 14	Learn24 Office Hours
Thursday, September 21	Mandatory FY24 OST Grantees Orientation
Tuesday, September 26	OST Executive Director Fireside Chat w/Grantees
Thursday, September 28	Mandatory <u>Cityspan</u> Data System Training - Required
OCTOBER 2023	
Monday, October 2	FY24 School Year and Year-round Grant and Program Periods Begins
Monday, October 2	Invoice #1 Accepted (50% of grant award following execution of grant agreement)
Monday, October 9	Indigenous People Day (OST Office closed)
Thursday, October 12	Learn24 Office Hours
Tuesday, October 31	<u>Cityspan</u> Data Entry Deadline (participants, staff information, background checks, CPR/First Aid and mandated reporter certificates, Bullying Prevention Policy and ORM approval)
NOVEMBER 2023	
Wednesday, November 1	Learn24 Programmatic Site Visits Begin
Wednesday, November 1	Learn24 Compliance Monitoring Begins (continues through grant period)
Friday, November 3	End of DCPS Quarter 1
Monday, November 6	DCPS Quarter 2 Begins
Monday, November 6	Quarter 1 Program Report Accepted
Thursday, November 9	Learn24 Office Hours
Friday, November 10	Veteran's Day (OST Office closed)
Thursday, November 23	Thanksgiving (OST Office closed)
Tuesday, November 28	OST Executive Director Fireside Chat w/Grantees

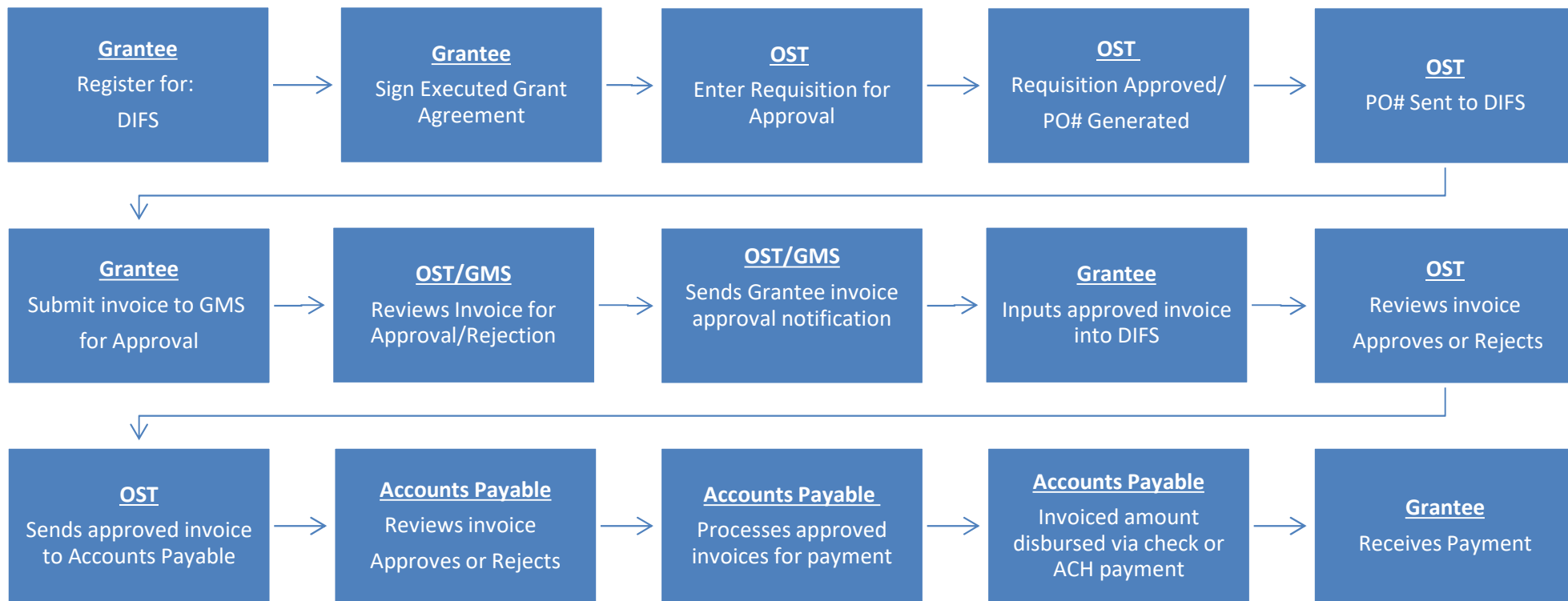
Financial Management



Financial Systems

- ❖ All grantees must be registered in the DIFS Portal to invoice and receive payment
 - To register, please go to: https://cfo.dc.gov/supplier_portal
 - Select - *New Supplier Registration*
 - Registration Aid: [DIFS Supplier Portal Self Service JR Job Aid v2.3_08FEB2023 \(dc.gov\)](#)
 - Supplier Support Line Hours of Operation:
 - Mondays - Fridays: 8:00am - 5:00pm
 - (202) 442 - 6870
 - support@difssupport.zendesk.com

Grant Payment - Invoicing Process



Grant Payment - Invoicing Process

- ❖ Invoices must be submitted to your assigned GMS prior to uploading them into DIFS.
- ❖ After receiving GMS approval, Grantee can upload invoice into DIFS.
- ❖ DO NOT UPLOAD INVOICES INTO DIFS WITHOUT GMS APPROVAL

Financial Management



Office of the Deputy Mayor of Education
Executive Office of Mayor Muriel Bowser



DC Office of Out of School Time Grants and Youth Outcomes INVOICE

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

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

Description of Expense	Amount
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
TOTAL	\$0.00

For questions about this invoice, please contact:

Name

Phone

Email Address

Invoice number must be shorter than 33 characters

PO# cannot be used as invoice number

Service Period/Service Dates cannot include future dates

Service Period/Service Dates must match what was entered into DIFS

INFORMATION ON INVOICE MUST MATCH INFORMATION PUT INTO DIFS (Ex. Invoice #, Service Period/Service Dates, Invoiced Amount)

Grant Payment - Invoicing Process

- ❖ Invoices must be submitted to your assigned GMS prior to uploading them into DIFS.
- ❖ Service Period for Invoice 2 and 3 cannot include future dates:
 - ❖ Invoice 1 Service Period:
 - ❖ SY: October 1, 2023-June 30, 2024
 - ❖ YR: October 1, 2023-August 30, 2024
 - ❖ Invoice 2-3 Service Period:
 - ❖ SY/YR: Dates of Service after October 1 and up to the invoice date

Quality & Training



[OST Institute for Youth Development](#)

The Institute for Youth Development (IYD)

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

Required Trainings for FY24 OST Grantees



- ❖ The following trainings and meetings are mandatory:
 - ❖ PQA Basics workshop; and
 - ❖ A minimum of one (1) professional development training focused on supporting students with special needs

- ❖ Grantees are required to participate in a Program Quality Intervention (PQI) process managed by the OST Institute for Youth Development:
 - ❖ Attendance at PQA Basics workshop
 - ❖ Completion of a self-assessment
 - ❖ Total time commitment is approximately 16 hours
 - ❖ Submission of Program Quality Assessment (PQA)

Quality Cohort



- ❖ Request to join the upcoming Quality Cohort
 - ❖ Beginning in January 2024
 - ❖ Quality team will attend PQA Basics, Planning with Data, and Quality Coaching workshops
 - ❖ Complete a self-assessment
 - ❖ Receive an external assessment

- ❖ Total time commitment is approximately 40 hours

IYD Program Site Visits

- ❖ Program site visits will be scheduled by IYD staff.
- ❖ Site visits should view regular programming, not special performances.
- ❖ No site visits should be scheduled during tutoring, homework help, or snack/meal-time.

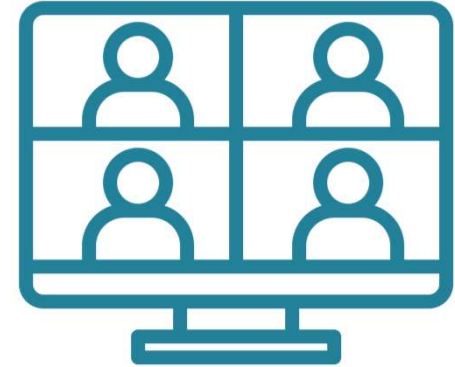


Learn24 Connections



Learn24 Office Hours

- ❖ Monthly meetings are optional
- ❖ 2nd Thursday of each month, 2:00 pm-3:00 pm
- ❖ Any member of the grantee's organization can attend.
- ❖ If you have a specific topic that you would like to be covered, email Learn24@dc.gov.





Learn24 Connections

Learn24 Newsletter

- ❖ Bi-weekly
- ❖ Learn about various funding opportunities, professional development opportunities and more in the bi-weekly newsletter.
- ❖ Post your job openings
- ❖ Highlight your upcoming one-day event or program
- ❖ Learn about other OST programs
- ❖ Sign up for Newsletter by emailing learn24@dc.gov

Learn24 Brand Ambassadors

- ❖ OST providers play a major role as Learn24 ambassadors by helping all DC youth and families access meaningful educational and enrichment activities across the city.
- ❖ The Learn24 network is proud to have such committed partners and individuals working to enhance the lives of youth in the Nation's Capital.



Learn24 Outreach Events

❖ FY24 grantees shall participate in one of two Learn24 outreach events:

❖ Afterschool in the City

Saturday, September 8, 2023

❖ Summer in the City

Tentatively scheduled for Saturday, March 30, 2024

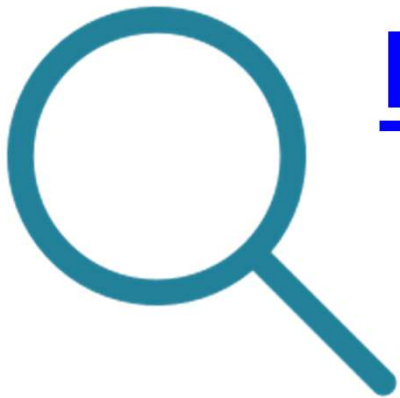


Learn24 Logo Use

- ❖ Grantees should add Learn24 to org website
- ❖ Grantees may use the Learn24 logo on:
 - ✓ Program recruitment flyers and posters
 - ✓ Registration packets
 - ✓ Program's booklets or final showcase
- ❖ Grantees may not use the Learn24 logo on:
 - ✓ Fundraising materials
 - ✓ Physical structures for capital improvements
 - ✓ Political agendas or materials
 - ✓ Clothing (i.e. t-shirts, hats, bags, etc.)

Learn24 Program Finder

- ❖ Complete the Program Finder Form to help ensure the community is aware of your program and that families can seek your services.



[Learn24 Program Finder](#)



Learn24 Connections

Learn24 Contacts

General Inquiries: Learn24@dc.gov

Grants Management Team

Shanna Samson

Supervisory Grants Management
Specialist

(202) 341-4910

shanna.samson@dc.gov

Mark Weinberger

Grants Management Specialist

(202) 679-8138

mark.weinberger@dc.gov

Dr. Howard Hope

Grants Management Specialist

(202) 746-2241

howard.hope1@dc.gov

Karida Green

Grants Management Specialist

(202) 674-4654

karida.green@dc.gov

TBD

Grants Management Specialist



Learn24 Connections

Learn24 Contacts

Institute for Youth Development

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

Renee Abdullah
Quality and Technical
Assistant Specialist
renee.abdullah@dc.gov

Data Analysis Team

Olayide Ibiroonke
Data Analyst
(202) 251-6164
olayide.ibironke1@dc.gov

TBD
Data Analyst



Learn24 Connections

Learn24 Contacts

Communications

Alex Brown
Public Affairs Specialist
(202) 923-9618
alex.brown@dc.gov

Resource Allocation

Kimetha Payton
Resource Allocation Analyst
(202) 227-0077
kimetha.payton1@dc.gov

Executive Leadership

Dr. Shontia Lowe
Executive Director
(202) 812-3765
shontia.lowe@dc.gov

Upcoming Training Dates

- ❖ Cityspan Training
Thursday September 28 at 2:00pm

- ❖ Cityspan SAYO-Y Administration Training
Friday September 29 at 2:00pm - **CANCELLED**
Rescheduled: Thursday October 12 @2pm
during Learn24 Office Hours

Thank
YOU

