**Announcement to Javits Grantees:**

On January 3, 2022, the Javits Team established **Weekly Office Hours** to increase support to Javits Program grantees for technical assistance. This is an opportunity for grantees to establish dedicated time with their Program Officers to ask questions about the administration of their Javits projects, including clarification of any issues related to the implementation of relevant statutory and regulatory requirements. Your respective Program Officer will be available during the scheduled timeframes below.

If possible, please schedule appointments with your assigned program officer, in advance, via email. Meetings will consist of 15 minutes intervals, as needed, during the hours of availability. Appointments will be scheduled in the order received and a meeting link will be emailed to you by your Program Officer.

**The weekly office hours of availability are dedicated dates/times; however, they do not replace the ability for you to request other meeting time(s) that are more convenient for your purposes.** **Please feel free to contact your Program Officer for appointments outside of the schedule listed below:**

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| **Contacts** | **Hours of Availability** |
| **Jeanette Horner-Smith, Javits Team Lead**  Email: Mildred.Horner-Smith@ed.gov | **Tuesdays, 2:00pm – 3:00pm (ET)** |
|  |  |
| **Gay Ojugbana, Program Officer**  Email: Gay.Ojugbana@ed.gov | **Mondays, 11:00am-12:00pm (ET)** |
|  |  |
| **Charm Smith, Program Officer**  Email: Charm.Smith@ed.gov | **Tuesdays, 9:00am – 10:00am (ET)** |