**Announcement to SRCL and CLSD Grantees:**

On January 3, 2022, CLSD program staff established weekly office hours to increase support to SRCL and CLSD grantees for technical assistance. This dedicated time allows grantees to meet with their Program Officers to ask questions about the administration of grants, including clarification of any issues related to the implementation of relevant statutory and regulatory requirements. Program Officers will be available to grantees during the scheduled times, below.

Please schedule appointments with your assigned Program Officer via email, in advance. Meeting slots will be 15 minutes each, and appointments will be scheduled in the order in which they were received.

As always, you may request another time to meet with your Program Officer that would be more convenient.

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| **Contacts** | **Office Hours** |
| **Michael Berry, CLSD Team Leader** | **Tuesdays, 5:00 p.m. – 6:00 p.m. (Eastern)** |
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| **Jen Brianas, CLSD Program Officer** | **Tuesdays, 11:00 a.m. – 12:00 p.m. (Eastern)** |
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| **Gay Ojugbana, CLSD Program Officer** | **Mondays, 10:00 a.m. - 11:00 a.m. (Eastern)** |