

Javits Team Office Hours

The Javits Team has established Office Hours to better support Javits Program grantees in providing technical assistance. This is an opportunity for grantees to discuss and ask questions regarding programmatic issues, grant administration, fiscal financial management, and other challenges regarding your Javits project. Each of the contacts will be available during the scheduled timeframe.

Appointments must be scheduled in advance with your assigned program officer and will consist of 15 minutes intervals during the hours of availability. Appointments will be scheduled in the order each request is received and a meeting link will be emailed to you by your program officer.

For appointments outside of office hours, please contact your Program Officer.

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 L. Smith, Program Officer Email: charm.smith@ed.gov	Tuesdays, 9:00am – 10:00am (ET)