

Building Opportunities for Out-of-School Time (BOOST) Grants

Frequently Asked Questions

Implementation Phase

Last Updated: August 11, 2023

This document contains frequently asked questions related to the BOOST Grants Program. Be sure to review this document, as well as the [original RFP](#) and [GaDOE Program Specific Assurances](#) to gain a complete understanding of the BOOST grants. Visit GSAN's [BOOST Grants Program webpage](#) for the recording of the Applicant Workshop, the RFP, and the Application Guidance document. You will also find abundant resources and materials on the [BOOST Grantee Resource Hub webpage](#). If you still have questions about the BOOST Grants Program or any aspect of program implementation, after reviewing these resources, please contact GSAN staff at BOOST@georgiavoices.org.

For navigation ease, click on any of these links to go directly to that section of the FAQs:

1. [BOOST Grants Program Overview](#)
2. [Timeline & Future Funding](#)
3. [Communications](#)
4. [Financial Management: Vendor Accounts](#)
5. [Financial Management: Budgets](#)
6. [Financial Management: Eligible Expenses](#)
7. [Financial Management: Reimbursements](#)
8. [Programming](#)
9. [Training and Technical Assistance](#)
10. [Outcomes, Data, and Reporting](#)
11. [Program Assurances & Conflicts of Interest](#)
12. [Grant Renewals, Budget Revisions, & Project Modifications](#)
13. [MyGaDOE Portal Access, Budget Approvals, and Invoice Approvals](#)
14. [MyGaDOE Portal Roles and Terminology](#)

BOOST Grants Program Overview

If the requested amount in the application is different than what was awarded, how was that determined?

Please refer to the application [FAQ document](#) and the [RFP](#). Both documents contain relevant information regarding the funding thresholds. If you still have questions about your funded amount, please contact us at boost@georgiavoices.org.

What does LEA mean?

LEA is an acronym that stands for Local Education Agency; an LEA is a public board of education or other public authority within a state that maintains administrative control of public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a state. BOOST grantees are not LEAs but are encouraged to partner with LEAs in their community. For a helpful list of Department of Education acronyms, use [this link](#).

Should agencies expect to receive a formal grant contract/agreement? *Updated 6/14/22*

Yes, agencies will receive a Grant Award Notice (GAN) from GaDOE within the Consolidated Application (ConApp) system of the MyGaDOE Vendor Management Portal (portal.doe.k12.ga.us). This document serves as your BOOST Grants Program FAQs – Implementation

Last Updated: June 14, 2022

agreement between GaDOE (the grantee) and you (the subgrantee) for GaDOE's budget period (3/24/2021 – 9/30/2023). Initial GANs were also delivered via email to grantees in February, 2022. If agencies receive additional award amounts in subsequent program years, which is likely, an amended GAN will be issued by GaDOE after the GA Board of Education approves all new funding recommendations.

Will the MyGaDOE Portal generate an email notification when the grant award notification has been uploaded, or do we need to check the portal and look for it?

The MyGaDOE ConApp system will not send an email notification when the Grant Award Notice has been uploaded; checking regularly is advised. However, GSAN will make every effort to inform grantees when Grant Award Notices have been made available in the portal (portal.doe.k12.ga.us).

We are partnering with school districts that received Title I funds; however, some are concerned that with the school using Title I, and the community partner using ESSER, they will run into issues of supplanting. Any guidance or more training on these two types of federal funding sources?

The ESSER Fund does not contain a supplanting prohibition. As a result, ESSER funds may take the place of State or local funds for allowable activities. While this scenario does not raise any immediate red flags, each situation is unique and should be considered on a case-by-case basis. Please describe the situation in more detail to GSAN in order to receive a customized answer.

We've heard that all recipients of federal funds, including grant funds, are required to mandate COVID-19 vaccinations for their employees. Is this true?

No. The U.S. Department of Education clarified on December 1, 2021, that the federal employee and federal contractor vaccination and workplace requirements do not apply to federal grants, nor their subgrantees/subcontractors. Federal grants are explicitly excluded from the scope of these requirements under [Executive Order 14042](#), section 5b.

Our organization is also a grantee with the GA Division of Family & Children Services (DFCS) through their Afterschool Care Program (ACP), and we were told that there is a restriction on the ACP funds that would prevent recipients from braiding together those funds with BOOST funds to serve the same children. Is that true? *Updated 2/10/22*

GSAN worked with DFCS and other entities to support the effective utilization of both funding streams. Sometime after their initial announcement of the restriction, DFCS announced that they will allow organizations to braid together BOOST and ACP funds. This should resolve the original concerns. ACP grantees will need to submit to their DFCS ACP Program Monitor a BOOST Attestation letter. Please consult the DFCS communication sent to grantees or contact your DFCS ACP Program Monitor for more information on how to remain compliant with that grant requirement.

Timeline & Future Funding

When will you update the FAQs document? Will you update it more than once during the grant cycle?

The official FAQ for BOOST implementation will be updated periodically as new information becomes available. The date of the most recent revision will be noted at the top of the document as well as the footer.

When will GaDOE start reimbursing organizations for expenses incurred for BOOST Grant programming? *Updated 6/14/22*

GaDOE's ConApp system became available to sub-grantees in March 2022. Once sub-grantees' budgets go through the pre-approval process and the budgets, along with required supporting documentation, are uploaded into ConApp, GaDOE will review the documentation for approval. Once approval is granted, sub-grantees may submit payment requests. The payment request process takes on average 2-3 weeks to complete.

Why is this first grant year starting after the academic school year has already started?

GaDOE decided it was best to wait to announce the BOOST Grants until the U.S. Department of Education approved our state application. Waiting for approval guaranteed that Georgia would be able to proceed with awarding the full \$85M for afterschool and summer enrichment programming. You can read that announcement [here](#), and you can read GaDOE's announcements [here](#) and [here](#).

What is the grant/expenditure period?

GSAN has received confirmation from GaDOE that the following dates will be used in forthcoming Grant Award Notices for the grant periods:

Year 1: August 1, 2021-July 31, 2022

Year 2: August 1, 2022-July 31, 2023

Year 3: August 1, 2023-September 30, 2024

These grant periods are also the expenditure periods for each grant year. For example, in Year 1, grantees will be allowed to submit BOOST project-related expenditures for reimbursement dating back to August 1, 2021 and should plan to expend their funds by July 31, 2022.

When must we begin afterschool programming? *Updated 6/14/22*

GSAN and GaDOE encourages all grantees to begin programming as soon as possible to maximize the use of funds. The original RFP established that, from the date of award announcements, organizations may need up to 3 months of working capital before accessing reimbursable funds. However, all grantees have 60 days from the receipt of their Grant Award Notice to be fully operational. Any newly approved programming should begin 60 days from receipt of the GAN.

Will there be additional BOOST funding opportunities for organizations who did not receive a grant in Year 1 or for grantees seeking additional funds?

At this time, there are no additional BOOST grant application windows planned. However, 5% of total BOOST funds were held back intentionally to allow GSAN, in partnership with GaDOE, to explore future funding opportunities. Any future funding will serve to fill gaps in OST programs, meet emerging trends observed in Year 1, and respond to the ever-changing COVID-19 pandemic. We recommend staying connected to GSAN's newsletter and social media channels to ensure you receive notification if opportunities do occur in the future.

Are other statewide after-school networks working with their state DOE's to launch similar grant programs?

Yes! There are developing partnerships in South Carolina, Arkansas, Vermont, Minnesota, New Mexico, and many other states. You can find more information on these states on the Afterschool Alliance website [HERE](#).

Communications

How do we ensure our contact info is accurate in GSAN's records?

We used the information provided in the Grantee Intake Form to initially set our contact lists. Moving forward, you can email boost@georgiavoices.org to request updates or changes to your organizational contacts. Change in *primary* contacts (executive officers, grant administrator, or financial officer) should be emailed to boost@georgiavoices.org and ARP_ESSER@doe.k12.ga.us.

How should we share "spotlight" information about our project with GSAN (such as news and media spots)?

Please share with us any press releases, media spotlights, success stories, or other potential communications materials to boost@georgiavoices.org. While this is not required, we appreciate knowing about these things and look forward to the opportunity to promote these things when capacity allows.

Do you already have a consent to release photographs that we can utilize?

GSAN can provide a template Consent to Release Photographs upon request for organizations that need one as a part of their communications and marketing work.

Where can we currently find the BOOST Grantee Media Kit?

Please reach out to GSAN by emailing us at boost@georgiavoices.org to secure the current media kit.

What is a good way to publicize our BOOST grant?

Social media channels are a great way to get the word out about your BOOST grant. Tag @afterschoolga and use the hashtag #GaBoost on Facebook, Twitter, and Instagram for greater visibility. Email communications are another good option, as well as press releases to local media outlets. Email boost@georgiavoices.org for media and publicity support.

The Program-Specific Assurances state, “The Subgrantee agrees to notify the GaDOE, in writing, of any change in the contact information provided in its application.” Where do we send such notices?

Change in *primary* contacts (executive officers, grant administrator, or financial officer) should be emailed to boost@georgiavoices.org and ARP_ESSER@doe.k12.ga.us.

Financial Management: Vendor Accounts**If we are already a vendor with the State will we need to take any action?**

If you already have a vendor account with the State of Georgia, you will not need to create a new one. Your existing account can be used for BOOST reimbursements. You will still need to complete the budgeting process though and submit a current W-9.

Do all organizations have to submit a W-9 as part of the intake process?

Yes. GaDOE has requested that all organizations submit a new W-9, regardless of vendor status.

We are a new vendor for the State of Georgia. Will we receive confirmation that our Vendor Account is set up?

Updated 6/14/22

No. Technically, you will not receive a notification or confirmation when you are an “active” vendor. However, GSAN will coordinate with GaDOE to obtain this information and convey it to you as it becomes available.

Is the vendor portal a different platform from FLUXX?

Yes. The vendor portal (portal.doe.k12.ga.us) is MyGaDOE, a state portal. FLUXX is managed by the United Way of Greater Atlanta and is being used by GSAN for reporting (it was also used for applications).

Financial Management: Budgets**When will we receive our approved allocation amounts?**

Allocation amounts were issued when funding recommendations were approved on September 30, 2021 and remain available on the GSAN website: [Grantee Award List](#). Future funding lists will also be included on the GSAN website.

We were approved for Summer and After School, are they split 50/50? I believe that is the case, but it was not broken down on the Grantee Award list.

While many year-round organizations received equal amounts for summer and afterschool, this is not true for all organizations. The current version of the [Grantee Award List](#) details specific allocations.

For year-round programs, is the 50-50 split a hard requirement or are there exceptions?

While it is not necessarily 50-50 for all grantees, the allocation made for summer and the allocation made for afterschool are both set numbers and cannot be changed. Grantees cannot move money from summer to afterschool or vice versa. Likewise, grantees cannot use summer funds to pay for afterschool expenses or vice versa.

My budget for years 2 and 3 will grow. Is it possible for my grant award to increase after year 1? *Updated 1/10/22*

No. At this time, based on GSAN and GaDOE's funding strategy, we anticipate amounts will remain set for the three years. Note that the exception for this is when a grantee cannot fully expend their Year 1 afterschool funds in the Grant Period due to the administrative delays in receiving the Grant Award Notice and initializing reimbursements; in these cases, permission will be given to roll-over unspent afterschool funds to Year 2.

For year-round programming when equally splitting funds, can the total funds be equal but with different expenditure categories based on what is needed for each type of programming?

Yes.

Are BOOST grants state or federal funds?

While GSAN can't offer accounting advice (and this shouldn't be interpreted as such), we can state with certainty that ESSER III dollars, funded by the American Rescue Plan, are federal dollars that were granted to the SEA (GaDOE). The SEA is now in the process of sub-granting these funds to LEAs and to community-based vendors, which was approved in a written plan by the federal government. The federal government remains involved in the monitoring and reporting of funds and controls the timeline for expending funds.

As we modify our budget based on the decrease in income (applied amount vs. awarded amount), do the afterschool and summer expenses need to be the same?

While grantees are welcome to change expense line items within each budget, the total amount allocated for afterschool and the total amount allocated for summer cannot be changed. Expenditures for afterschool in no way must mirror the expenditures for summer.

For year-round programming when equally splitting funds, can the total funds be equal but with different expenditure categories based on what is needed for each type of programming?

Yes, they can.

We utilize program contractors to conduct some of our Robotics and coding courses, can that be a program costs or would that go under contractors?

The GaDOE budget template breaks all program costs into discrete categories. Contracted expenses (including contracted expenses for instructional purposes) are allowable and have a distinct object code.

Will grantees be charged to attend the GSAN workshops and training?

All virtual workshops and trainings offered by GSAN will be free. In-person conferences will allow at least 1 staff person to attend for free, and additional attendees will be able to attend at reduced cost.

Once the DOE approves a final budget, does this mean that all items in the approved budget will be eligible for reimbursement?

If GaDOE approves a budget (after GSAN pre-approves it), then the listed line items should be eligible for reimbursement. However, when a request is made for reimbursement, Grants Accounting at GaDOE will review the expenditures once again – it is possible that Grants Accounting will identify an ineligible expense at that time, but it is highly unlikely.

Is the budget adjustment a one-time thing or will there be another opportunity to move money between categories at another point in the grant term? *Updated 5/14/22*

Budget adjustments or revisions are possible at any time during the grant period. However, at no time can the total budget for your afterschool or summer program change (money cannot be moved between afterschool and summer). To begin the budget revision process, reach out to us at BOOST@georgiavoices.org and share your proposed budget adjustments using the Excel spreadsheet for your pre-approved budget. Highlight the changes in the Excel spreadsheet and provide us with brief rationale.

We understand that we'll have to include the "grant name" in our budget -- when will we know the exact program name we'll be selecting in the portal?

In late January, GaDOE shared that the exact name of this grant in their grants management system is **ESSER III-ARP BOOST Grant**.

What are indirect administrative costs? *Updated 1/21/22*

Indirect administrative expenses are expenses an organization incurs that are not directly tied to a specific core aspect of program/service delivery but rather to the general work of "keeping the doors open." These overhead expenses are related to the organization as a whole and are necessary to the life of the organization though not tied directly to the grant (as opposed to the operations department delivering BOOST services to children/youth). This is not the same as direct administrative costs, which are directly tied to the successful administration and implementation of the BOOST grant project.

In some places, including the budget, it looks like a Superintendent needs to sign off even if the school board is not the fiscal agent? Is this true?

No, this is a limitation of the MyGaDOE system. "Superintendent" in this context can refer to an ED, a CEO, or whoever is the chief executive officer, with signatory power, for your organization.

When will we submit Year 2 budgets? Year 3 budgets? *Updated 6/14/22*

Initially, GSAN suggested that Year 2 and 3 budgets would be submitted when the prior year's reports were submitted; however, based on administrative timing, we are revising that directive. We anticipate Year 2 afterschool budgets will be due in July of 2022 and Year 3 afterschool budgets in July of 2023. We anticipate Year 2 summer budgets will be due in November of 2022 and Year 3 summer budgets in November of 2023. This is subject to change as we learn more about the GaDOE Grants Accounting requirements.

Do budgets need to have whole numbers all around? *New 6/14/22*

Yes, they do. The Consolidated Application will only accept whole numbers.

Financial Management: Eligible Expenses

Is there a budget guidance manual for Boost allowable and unallowable expenses?

At this point, the guidance for expenditures will be the BOOST RFP document found [HERE](#). Pages 4-5 provide an overview of eligible and ineligible expenses. The BOOST FAQ found [HERE](#) also provides some clarification on expenses. It is our intent to continue to add to this FAQ document, so if you have additional questions about expenses, please send them our way and we'll make sure answers are posted. However, see below regarding changes in allowability for capital expenses and capital improvements.

Can we use some of the BOOST Grant dollars to pay for indirect costs?

Yes. Organizations may use up to 10% of BOOST grant funds to support indirect expenses.

What expenses can applicants include in the indirect costs line item?

Applicants may include costs that are considered reasonable and necessary to effectively administer the program consistent with the cost principles in the federal [Uniform Guidance](#). Indirect costs by nature do not have to be detailed in the description; they reflect the indirect expenses required for proper and efficient performance and administration of the BOOST grant.

Can you explain the difference between Salary & Indirect? Updated 1/20/22

Salaries can be a part of your indirect administrative costs, but not all salaries are indirect expenses. Some small portion of overall organizational management would be reflected in indirect costs. However, any salaries that are directly related to the performance of the program, including any direct administrative costs, can be entered as a separate line item and do not have to be lumped into indirect expenses. Typically, examples of indirect administrative salaries that would be included in the indirect costs (which cap at 10% of your annual grant award) include staff who are managing HR, organizational fundraising, marketing, executive leadership, risk management, compliance, etc. However, this is highly contextual, and you must determine in your own scenario if the cost is direct or indirect.

The RFP seems to indicate that capital improvements and capital asset purchases are not allowed, but I've heard GSAN refer to those things as a part of budgeting. Did something change? Updated 12/20/21

Yes! After the application process, GaDOE indicated that they will consider capital expenditures on a case-by-case basis, using the Prior Approval Form. Please consult with GSAN's BOOST team at BOOST@georgiavoices.org if you are considering a capital expenditure in any of the grant periods so we can assist you with the process.

What are examples of capital expenditures that might be approved? New 6/14/22

Grantees may allocate a portion of their BOOST budgets to capital expenditures for their BOOST funded program as long as those expenditures are connected to COVID-19 and the impact it had on services or attempts to reach the youth most affected by it, etc. Grantees may purchase assets or do capital improvements, renovations, and new development. Grantees interested in using a portion of their BOOST funds for capital expenditures should reach out to GSAN's BOOST team at BOOST@georgiavoices.org.

How can we get field trips approved so that they are eligible for reimbursement? Updated 6/14/22

All subgrantees must use the [Educational Field Trip Expenditure Report form](#) to obtain approval for the expense. This is the same form and process for all federal grant dollars related to field trips. Grantees should submit the completed form to the GaDOE BOOST Grant Program Specialist (Courtney Reid @ Courtney.Reid@doe.k12.ga.us OR Krystal Horsford @ Krystal.Horsford@doe.k12.ga.us), to ARP_ESSER@doe.k12.ga.us, and to BOOST@georgiavoices.org. If you are unsure who your program specialist is, you may include both Courtney and Krystal in your email. Once approved, grantees can upload the form to their Consolidated Application portal (portal.doe.k12.ga.us) in the attachments tab for recorded documentation. Grantees that included field trips in their budgets are required to submit the [Educational Field Trip Expenditure Report form](#) for all field trips with their organization's BOOST budget through ConApp, otherwise the budget will not be approved, and the organization will not be able to request any reimbursements. Grantees that did not include field trips in their budgets may amend their budgets to include them. If a grantee wants BOOST funds to cover expenses for field trips that have already taken place but were not included in their budget, the grantee may submit the [Educational Field Trip Expenditure Report form](#) after the field trip. If you submit the form after the field trip and it is not approved, you will not be able to submit that trip for reimbursement.

The Educational Field Trip Expenditure Report Form looks like it is for schools, not community nonprofits. How do I fill it out? Updated 6/14/22

While originally designed for schools, the form can be used by non-schools as well. Complete all fields that you are able to complete. For Federal Program, write BOOST Grant. Enter your organization name in the Subgrantee

field. Ignore references to “CNA” and instead refer to your approved grant application (or approved modification) for the details needed to support the field trip. Be sure to enter information regarding the number of field trip participants, even if you do not know the exact number. On page 2, you can reference pages from your application or give a brief summary about the rationale for the field trip(s). When it says Title X on page 2, they are using a generic term – consider “Title X” the BOOST Grants Program. You do not have to complete the Other field at the top, public/private school choice, the School line, the CLIP info, the Title I information, or the EL Status of Students checkbox. You can disregard Title III references. Remember to have two people sign off at the top of page 3. ***Per earlier guidance, BOOST funds may not be used to pay for food purchased for field trips. You may enter multiple field trips on one form, and if the number of field trips exceeds the number of date slots available on the form, you may use another form.***

Will program systems, such as the cloud-based software used to manage data and assignment of staff duties, be considered as technical expense whereas we need to submit a form?

No. Cloud-based subscriptions to technology services are not assets and do not require pre-approval or special forms as long as the system is necessary to operate part or all of your BOOST-funded project.

If we have not needed an audit in the past but GaDOE requires an audit, would that be an allowable expense within the BOOST grant? *Updated 1/24/22*

GaDOE has determined that, in compliance with federal [Uniform Guidance](#), only grantees that expend \$750,000 or more during their fiscal year in Federal awards will be required to have a single or program-specific audit conducted for that year. Recipients that meet these requirements set forth by the Office of Management and Budget (OMB) will receive notification from GaDOE Finance requesting a signed certification for contracts awarded with Federal Funds with annotation of how the recipient met this requirement. Furthermore, the recipient will need to ensure their alignment with any Compliance Supplement that will include the Elementary and Secondary School Emergency Relief Funds (84.425 U) (from which the BOOST funds are derived). [One such supplement](#) has been made available while another is forthcoming. GSAN urges grantees who meet this requirement to begin working with their auditor immediately to ensure compliance. Federally-required single or program-specific audits, performed to satisfy the Uniform Guidance requirements above, may have their costs partially or completely allocated to the BOOST grant under [federal guidelines](#).

Organization that do not meet the required aggregate expenditure of federal funds in the amount of \$750,000 during its fiscal year do not have to obtain or submit evidence of an audit to GaDOE. They should, however, maintain compliant financial statements of all funds and activities as a best practice. Under federal guidelines, the cost of an audit that is *not required due to the BOOST grant* cannot be allocated to the BOOST grant. For example, an organization that spends less than \$750,000 in federal funds during its fiscal year but completes an audit anyway to satisfy Secretary of State requirements cannot allocate those audit costs to the BOOST grant.

This BOOST audit guidance in no way replaces or supersedes Georgia Secretary of State audit compliance requirements for charitable organizations. All grantees should consult with legal and financial counsel to ensure compliance with all State requirements are met.

Regarding salaries, do you know what documentation will be needed? Timesheets?

Your organization’s financial management policies should guide your practices in this area. You will not have to upload timesheets or other supporting documentation in your reimbursement requests. However, during grant monitoring, GaDOE may ask to see your salary documentation. Standard payroll records may be sufficient for roles that are 100% dedicated to the BOOST-funded project; however, if some roles are split, including administrative roles, timesheets or other supporting documentation may be required to substantiate the expense for monitoring. We plan to provide training support in this area.

Could you all go over all incurred expenses that might require a special form, like the technology request form and the field trip form? *Updated 6/14/22*

The following expenditures require special pre-approval and/or forms: capital expenditures/improvements of \$5,000 or greater (including technology assets that cost \$5,000 or more per unit) and field trips. All forms are linked on the [Grantee Resource Hub](#) as well as in the RFP. Grantees should submit the completed form to the GaDOE BOOST Grant Program Specialist (Courtney Reid @ Courtney.Reid@doe.k12.ga.us OR Krystal Horsford @ Krystal.Horsford@doe.k12.ga.us), to ARP_ESSER@doe.k12.ga.us, and to BOOST@georgiavoices.org. If you are unsure who your program specialist is, you may include both Courtney and Krystal in your email.

My organization has incurred interest on our credit card because we have yet to receive our first reimbursement. Is interest because of GaDOE's delay an eligible expense? *New 6/14/22*

Yes, it is. BOOST grantees are eligible to use grant funds to pay the interest accrued by their banking institutions due to the process of reimbursement. Please reference [2 CFR 200.305](#) to become familiar with the complete regulation of federal payment. Grantees will need to ensure they have the proper documentation to verify these costs incurred are a direct result of implementing the ESSER (BOOST) grant for any auditing or monitoring purposes. Grantees should contact us at BOOST@georgiavoices.org to discuss adding interest expenses to their budgets as needed.

Do I need to submit an Expenditure Prior Approval form for any technology I buy, such as laptops or Chromebooks? *Updated 6/14/22*

No. Only technology assets that cost \$5,000 or more per unit require this form because they are capital expenditures. Grantees should submit the completed form to the GaDOE BOOST Grant Program Specialist (Courtney Reid @ Courtney.Reid@doe.k12.ga.us OR Krystal Horsford @ Krystal.Horsford@doe.k12.ga.us), to ARP_ESSER@doe.k12.ga.us, and to BOOST@georgiavoices.org. If you are unsure who your program specialist is, you may include both Courtney and Krystal in your email.

Do local field trips to farms, museums, etc. have to be approved or just trips requiring out of county or district travel?

All field trips must be approved, regardless of destination or distance. The Educational Field Trip Expenditure Request form can be found [HERE](#).

Can the cost for the required conference be expensed as a professional development cost?

Yes. Professional development and training costs directly related to your BOOST grant are eligible expenses.

We would like to purchase a printer to connect to laptops so that students can print their assignments at our site as they do not access to printers from home. Are we allowed the purchase of laptops and if so, would Code 734 would be an appropriate Code? If not, please let us know the best Code to allocate our budget.

Yes! Technology is an allowable expense for reimbursement under this grant. Since this is part of your instructional environment, you would use function code 1000 and object code 616. You would only use object code 734 if the printers and/or laptops are \$5,000 or more per unit, which seems unlikely. 616 is for printers, computers, and other technology equipment that costs less than \$5,000 per unit.

The RFP says that scholarships and fee waivers are eligible expenses. Why can we not include these in our budgets?

The RFP encouraged scholarships, sliding scale fee models, and lower participant costs as an aspect of grantee utilization of BOOST funds. GSAN and GaDOE continue to support these activities as an excellent way to achieve BOOST goals, and we hope that BOOST funds have made this possible. However, scholarships (and related fee reductions or waivers) are not expenses. A federal reimbursable grant requires grantees to submit expenditure reports that reflect actual expenses incurred. If you are lowering or waiving participant fees, this may be seen as a

loss of potential revenue, but it is not an expense; therefore, it is not possible to request reimbursement for these things. We maintain that scholarships and reduced fees are possible, however, because you now have access to alternative funding (in lieu of participant fees) to pay for the cost of doing business. Your budget and reimbursement requests should reflect the actual expenses to operate your program; in the past, you paid for these things with participant fees, and now you can pay for them with BOOST funds.

Financial Management: Reimbursements

Does reimbursement begin from the start of our program or our award date?

The earliest date for eligible expenditures related to funded programs is August 1, 2021 (to correspond to the start of the grant period).

Will reimbursements be submitted electronically or manually?

Reimbursement will be submitted electronically.

What does the reimbursement process look like? I am concerned about the staff time commitment this may entail.

Reimbursements will be submitted electronically. Supporting documentation for expenditures will be uploaded for review to ensure alignment with submitted budget. After approval, subgrantee will be able to drawdown the funds.

What will the reimbursement process be like? *Updated 6/14/22*

As a contracted vendor for the State of Georgia, you will use the online MyGaDOE system to submit your requests for reimbursement. Grantees may use detailed expenditure statements in lieu of receipts if they choose to, but it is not explicitly required. It is GSAN's recommendation, though, as it is much simpler. After you have added the first line item in the invoice, you'll attach the report to that first line item and then you won't need to add attachments after that. The expenditure report used as supporting documentation should be produced out of your financial management system and should clearly identify the expense description, date of expense, amount, and category. You will need to use the GaDOE Chart of Accounts to code expenses appropriately and should reflect these codes in your expenditure reports as well; many organizations choose to set up the codes as "cost centers" in their financial management system to allow for this. Note that all expenses are rolled up by budget line item and include the function and object code and a brief description, which can be copied from your approved budget.

All expenditure reports should include this statement (along with a real signature from your Superintendent): *By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award.*

Expenditure reports need to be submitted as PDFs. You can find a sample of an approved expenditure report [HERE](#) and a [template](#) if you want to go this route. We highly recommend you mimic this layout and format, which was built in Excel, for your report because GaDOE has fully endorsed this. For more information on expenditure reports and the reimbursement process, please see [Orientation Session #2's slide deck](#) or [recording](#).

Is the reimbursement based on actual cost or is it a cost per student up to a max amount (Ex. Like Summer Food Program allows only up to what you serve per student)?

It is actual cost.

Are there restrictions on when we may request afterschool and/or summer expense reimbursement?

No. The grant period, which is also the expenditure period, is the same for both types of expenses (afterschool and summer). You may submit eligible expenses for either type at any time during the grant period; however, expenditures must be clearly linked to the corresponding program. To be clear, summer-only programs do not have to wait until summer months to submit requests for reimbursements. Once a grantee incurs an expense, a reimbursement request may be submitted.

When will we receive the Expenditure Report form so we can start tracking our expenses? *Updated 6/14/22*

Please see the answer above for details on using an expenditure report.

When the rule is we cannot draw down more than 20% monthly is that of either fall/spring or summer? The monthly 20% drawdown cap - does that also apply to summer programs? Our expenditures are typically concentrated during May - August because that is when the peak of our activity falls. *Updated 6/14/22*

Grantees can draw down more than 20% in a single reimbursement request; such a drawdown will just require that additional narrative comments be provided to justify the large drawdown. Comments do not need to be extensive and can often note the time period when expenses that are included in the reimbursement request were incurred.

How often will we be able to draw-down funds from our BOOST Grant using the MyGaDOE Vendor Portal?

Updated 6/14/22

It is the procedure in Grants Accounting, due to system limitations in the Grants Accounting Online Reporting System (GAORS), that recipients are limited to **one drawdown each month** during the grant period. In other words, once you submit an invoice and select a specific month/year – e.g., January 2022 – you won't be able to select that month again. GSAN's understanding is that grantees can submit expenditures from any prior month and can roll multiple months together into a single submission. We recommend that each expenditure report clearly indicate the time frame for the expenses it contains. For example, if you submit an invoice in June for all of May's expenses and you want to include some April expenses that you missed, make sure that is clearly noted on the expenditure report. **Reimbursement requests that receive approval by the two GaDOE staff who have to approve each drawdown request by Thursday at 3 PM will receive payment the subsequent Thursday if the grantee can accept ACH payments.** Grantees receiving check payments, will need to add 3-5 business days to the payment timeline. Grantees should be aware that GaDOE receives hundreds of drawdown requests weekly and that at times, it can take 5-7 business days for a request to be approved. Please plan accordingly. GSAN recommend that grantees build up to 30 total days into the payment timeline from the moment of invoice submission to be safe.

Can we keep our receipts in an electronic document or does it need to be the original paper receipt?

While receipts are not required for reimbursement requests (if you are using a detailed expenditure report instead), all organizations should maintain sufficient financial management documentation, including expenditure receipts. Electronic financial documentation is acceptable. Paper records would not be required during monitoring if adequate electronic records are available.

How do statewide organizations handle entering expenses (approx. 140 sites)? Do we have to enter one by one? Or can we import? Will there be a template or workbook provided? *Updated 1/10/22*

While expenses must be submitted individually in the portal (portal.doe.k12.ga.us, with the accompanying expenditure statement), the majority of statewide grantee expenses have been classified as professional contracted services and can be lumped together on a single line item (across all sites).

How often can we submit requests for reimbursement in the MyGaDOE portal? *Updated 6/14/22*

Grantees can submit reimbursement requests *no more frequently* than monthly. Please see the question above for details on reimbursement requests. Note: During the month of July, the grants accounting team works on the State Closeout. Therefore, Grants Accounting is closed usually for the first 3 weeks in July. They usually reopen

around the 20th of the month with payments made the last Thursday of July. They do not make any weekly payments to the grantees during that time. Grantees can continue requesting reimbursements, but it won't be until the end of July or early August before they receive it.

Programming

Will programs be allowed to spend grant dollars on virtual programming if COVID-19 spread is an issue for our students and their families?

Yes. A virtual or hybrid model is appropriate if the COVID-19 pandemic prevents in-person services in schools or in your centers. We encourage organizations to align with the requirements and service delivery models of their community schools.

If we were fully virtual in August/September 2021 due to COVID-19 but have moved into hybrid and in-person programming as the safety protocols allow, can we still receive reimbursement for funds spent during the virtual months?

Yes, as long as the expenses were incurred within the grant period.

Can LEAs join forces with us to promote this program?

We absolutely encourage partnerships with LEAs to promote and carry out your program. We will be providing some supports over the course of the grant year specific to that topic. LEAs cannot serve as a fiscal agent or receive BOOST dollars as a contractor or sub-grantee, but they can and should be cooperative partners.

Are we required to do field trips during the year for regular afterschool programs?

No, field trips are not a required component of any BOOST-funded program.

Why is it so important to use evidence-based strategies in my programs?

Using evidence-based strategies is important because they work. The idea behind using a research-based or an evidence-based practice is you know that there is research behind it that demonstrates that it will, in fact, be an effective intervention. The following is a sampling of resources you can consult:

- Georgia Afterschool and Youth Development Quality Standards <http://georgiaasyd.org/quality-standards/>
- Evidence-Based Interventions: Summer Learning or Enrichment and Comprehensive Afterschool Programs <https://bit.ly/EvidenceBasedAfterschoolandSummer>
- Planning for Impactful Summer Learning 2021 <http://bit.ly/SummerImpactPlan>
- Help Kids Recover Evidence-Based Strategies <https://www.helpkidsrecover.org/evidence-based-strategies/>

Do learning acceleration activities need to be directly tied to what students are learning at school? Our programs support teens in skill building that help them perform better in school, but our activities don't correlate directly to subjects, and we don't provide homework help.

Learning acceleration does not equate to tutoring or homework help. Learning acceleration can be directly aligned with subjects taught at school and can also include skill building activities that will help students be more successful in school.

Does the grant cover academic life skills such as organization and time-management skills? Where does this fall under?

Academic life skills would fall under learning acceleration.

Are life skills (e.g.: budgets, conflict resolution, etc.) considered enrichment activities?

Budgeting is one example of an enrichment activity; conflict resolution aligns better with well-being and connectedness.

Training and Technical Assistance

In the Assurances section there's something about having to participate in GSAN training and technical support.

Can you tell me about that? How many hours per month or year will we have to do this? *Updated 6/14/22*

To support the quality improvement of Georgia's out-of-school time program and professionals and build capacity and sustainability in the field, GSAN will provide a variety of training and technical assistance to grant recipients using a tiered system. For a full description of training requirements, review Orientation Session #3 ([slides](#) and [recording](#)). Grantee training requirements are summarized here:

- ✓ Tier 1 (on-demand resources): No requirements
- ✓ Tier 2 (live training and workshops):
 - 3 hours of training + ASYD Overview (Year 1)
 - 6 hours of training + conference attendance (Years 2 and 3)
- ✓ Tier 3 (small group/cohort coaching): Participate in ASYD Group Coaching OR Afterschool Institute in Year 1, 2, or 3
- ✓ Tier 4 (organizational assessments & customized coaching): No requirements

Note that the requirements for statewide grantees are being reviewed and are subject to change.

How do the Training Tiers work? How will we know which training tier we are a part of? *Updated 6/14/22*

Grantees are not assigned to a specific training tier. The tiers are the available levels of training available to all grantees (see the first question in this section for details). While there are some minimal requirements described above, grantees are generally encouraged to pick and choose training resources from the 4 tiers that are the most relevant to them.

Are we required to do three hours of non-ASYD training or the ASYD overview, or should we do both?

Grantees are required to participate in three hours of non-ASYD training and the ASYD Overview in Year One. However, organizations that have already completed the ASYD Overview training in the past 5 years will not need to repeat it. We are accepting ASYD trainings from 1/1/2017 and later.

What is the conference training in year 3 that is required?

Participation in the ASYD Conference will be required of Grantees in Year 2. Attendance at ANY BOOST Conference in Year 3 is also required. Dates for conferences will be announced in BOOST communications and the BOOST Grantee Resource Hub online. Each organization should plan to send at least 1 attendee to required conferences.

Roughly what costs can organizations expect to incur for conferences and other required trainings?

GSAN Tier 1 resources will be offered to grantees at no cost. Tier 2 webinars and trainings will be offered to grantees at no cost; however, Tier 2 conferences may require a nominal fee. Tier 3 in-person attendance at the Afterschool Institute may require a nominal fee. Tier 4 training, as of the last FAQ update, will not have a fee for grantees. GSAN's goal is to keep all training expenses to a minimum and offer free or reduced cost attendance at in-person training events. If possible, a complimentary attendance pass will be provided to each grantee for conferences and in-person training events.

Is there a specific deadline for completing the 1st year of Tier 2 training?

The grant period for Year One ends on July 31st, 2022. This is the effective deadline for Year One training.

As a licensed facility under Bright from the Start, does the 10 hours of required training meet the BOOST training requirements?

GSAN is an ASO (Approved Sponsor Organization) under DECAL Bright from the Start for training. Therefore, whenever possible, we will ensure that the trainings GSAN offers are counted towards Bright from the Start's training requirement.

Can BOOST grantees that also receive Afterschool Cares Program funding from DFCS use their free registration from BOOST to satisfy both their ACP and BOOST requirements? *New 6/14/22*

Yes, attendance via BOOST registrations can count toward the Afterschool Cares Program requirements as long as we can verify that the funded organization had two attendees.

When will the 3 hours of training and ASYD overview be held? *Updated 6/14/22*

Rather than a single three-hour session, or three one-hour sessions, Grantees will have the flexibility to choose from 6-10 available training sessions beginning in 2022. The only requirement is that the total number of training hours received by a given organization be no less than three and that they also attend one of the ASYD Overview sessions. The training schedule for Year 1 was provided in January 2022. GSAN also sends weekly training updates to grantees. You can find the most updated information on trainings on the [BOOST Grantee Resource Hub](#).

Is it worthwhile for someone who does not directly lead services to attend trainings/conferences (i.e., a grants manager)?

Yes. Training and conference offerings will vary widely. While we encourage the participation of members of your organization at all levels, grantees will have flexibility in selecting which team members attend which trainings.

Is every Tier 2 offering available virtually? If not, which requirements are in-person trainings? *Updated 6/14/22*

In Year 1, all Tier 2 training will be virtual with the exception of the conference. The Georgia Afterschool & Youth Development Conference will be an in-person event and will take place on September 7-9, 2022 at The Classic Center in Athens, GA. In future grant years, Tier 2 will be a combination of virtual and in person training, though conferences will likely always be in person.

How will we track our training/technical assistance participation? Will this be included in our reporting? *Updated 6/14/22*

GSAN will keep a thorough record of participation and engagement in all training and technical assistance (except for Tier 1 resource access). Grantees are not required to track their participation; however, it is best practice to maintain records of professional development activities, and those records could be helpful if there is ever a participation discrepancy. GSAN did an audit of all trainings in May and emailed every grantee's executive director and main grant contact with information about the organization's training/technical assistance participation.

Outcomes, Data, and Reporting

What types of outcomes are you seeking?

Applicants were asked to identify at least three outcomes in the application; GSAN and GaDOE are not establishing outcomes grantees are expected to report on in Year 1, although we may require specific outcomes in future years. The [Application Guidance document](#) gave applicants details on how to formulate their outcome statements.

What will grantees be required to report on?

Grantees will report on:

- Number of youth served by service type
- Demographics of youth served
- Program attendance
- Dosage
- Youth satisfaction

- Customized outcomes for each project

Grantees will have to adhere to the Program Quality Requirements outlined in the Data, Monitoring, and Program Implementation Reporting and Assurances section of the RFP.

What if we can't collect demographics?

GaDOE and GSAN request that all grantees make reasonable attempts to collect demographic information for participants served; however, you can choose "Data Not Collected" if you are not able to obtain any particular demographic information. Your barriers to data collection should be described in the available demographics narrative.

Will academic-based metrics be required in reporting, i.e., grade improvement, etc.? We are not an academic-focused program but are skill-building to support better school performance.

GSAN will not require school grades or Milestone assessment data as part of reporting on BOOST grants.

Are participant surveys a good option for gathering youth satisfaction data? *Updated 6/14/22*

Yes, surveys are a good method for collecting youth satisfaction data; however, there are many other acceptable methods. GSAN recommends focus groups, group interviews, and real-time feedback from youth. Grantees looking for more guidance can reach out to ASYD for guidance on youth engagement, youth voice, and successful youth feedback.

I have read that the grant period [for Year 1] covers August 2021 to July 2022; will we have to report retroactively on attendance for August, September 2021?

You should report data relevant to your BOOST-funded project from the date your program begins; if your program was already operational prior to August 1, 2021, your data should begin on August 1, 2021.

Program Assurances & Conflicts of Interest

On the assurances form there is a section that mentions the background check requirement. My question is whether background checks are required for the same staff, volunteers, etc. every year, or if conducting background checks on staff, volunteers, etc. prior to hire will suffice?

The organization will need to ensure a cleared background check for staff is collected every 365 days.

Are there any conflicts of interest with outside Federal Grants? *Updated 1/10/22*

Not to GSAN's knowledge. The ESSER III funds were designed to be flexible and to complement other funding streams and revenues so that organizations can address learning loss both for students they already serve and for new students reached by expanded services. If a grantee believes they have a conflict or are unable to braid BOOST funding with another grant, please contact us for technical assistance.

Can you explain what kind of insurance GaDOE requires of grantees? *Updated 6/14/22*

GaDOE requires subgrantees to have general liability insurance and a Fidelity Bond, both of which must be issued in favor of the Georgia Department of Education (the beneficiary) and to be indicated accordingly on the Certificate of Insurance and/or Bond Declaration page.

- The **General Liability Insurance Policy** must provide no less than \$1,000,000 of General Liability per occurrence and show GaDOE as an "Additional Insured" for and as a "Certificate Holder." If a fiscal agent is awarded more than one subgrant, they must increase the general liability policy by \$250,000 for each additional subgrant awarded with a cap of \$2,000,000 per fiscal agent. A copy of each policy, along with a Certificate of Insurance and the additional insured endorsement must be submitted to the GaDOE within 60 days of receiving the Grant Award Notification.
- Subgrantees are required to secure a **Fidelity Bond** listed in favor of GaDOE. The Fidelity Bond must be issued in the amount equal to 25% of the annual grant award. Thanks to grantee's feedback and

partnership, GSAN and GaDOE were able to successfully confirm with state administration officials that BOOST grantees do not need to establish a new fidelity bond if you have existing coverage that serves the same purpose and meets the coverage amount requirements. For example, if you have existing crime coverage, employee theft and embezzlement coverage, or some other equivalent policy, you can utilize that to meet GaDOE's fidelity bond requirement. Just as with your general liability insurance, you'll need to reflect GaDOE as an additional insured on whatever policy you are using. Similarly, if you have an existing fidelity bond and can endorse GaDOE as a loss payee, that is acceptable. Please consult with your insurance broker or provider if you are unsure about the sufficiency of your current coverages. If you do not have existing, equivalent coverage, you should purchase the fidelity bond as originally described.

- GaDOE must be listed as the certificate holder / beneficiary / loss payee and their full address must be included:
Georgia Department of Education
1562 Twin Towers East
205 Jesse Hill Jr. Drive
Atlanta, GA 30334
- GaDOE staff will check the availability of the general liability insurance and the Fidelity Bond before the approval of the budget in the Consolidated Application (portal.doe.k12.ga.us) and annually for the life of the grant to ensure the insurance has not expired/canceled.

How recent should an audit be? *Updated 1/24/22*

Grantees should have submitted the most recent audit they had available as part of the application process. For information about subsequent audits:

GaDOE has determined that, in compliance with federal Uniform Guidance, only grantees that expend \$750,000 or more during their fiscal year in Federal awards will be required to have a single or program-specific audit conducted for that year. Recipients that meet these requirements set forth by the Office of Management and Budget (OMB) will receive notification from GaDOE Finance requesting a signed certification for contracts awarded with Federal Funds with annotation of how the recipient met this requirement. Furthermore, the recipient will need to ensure their alignment with any Compliance Supplement that will include the Elementary and Secondary School Emergency Relief Funds (84.425 U) (from which the BOOST funds are derived). One such supplement has been made available while another is forthcoming. GSAN urges grantees who meet this requirement to begin working with their auditor immediately to ensure compliance. Federally-required single or program-specific audits, performed to satisfy the Uniform Guidance requirements above, may have their costs partially or completely allocated to the BOOST grant under federal guidelines.

An organization that does not meet the required aggregate expenditure of federal funds in the amount of \$750,000 during its fiscal year does not have to obtain or submit evidence of an audit to GaDOE. They should, however, maintain compliant financial statements of all funds and activities as a best practice. Under federal guidelines, the cost of an audit that is not required due to the BOOST grant cannot be allocated to the BOOST grant. For example, an organization that spends less than \$750,000 in federal funds during its fiscal year but completes an audit anyway to satisfy Secretary of State requirements cannot allocate those audit costs to the BOOST grant.

This BOOST audit guidance in no way replaces or supersedes Georgia Secretary of State audit compliance requirements for charitable organizations. All grantees should consult with legal and financial counsel to ensure compliance with all State requirements are met.

If we have not received an audit before, will we need to have one done? For those agencies that submitted balance sheets, not audits during the application process, will we be able to continue to submit balance sheets

rather than audits for future years? If our organization is small enough to not do an annual audit - would financial statements from a third-party accountant suffice? *Updated 1/24/22*

Not all applicants were required to submit an audit at the application phase and are typically not required to have an audit under GA Secretary of State regulations. See the question above for more details regarding BOOST audit requirements. In most cases, an organization that does not typically have to complete an audit under GA regulations will not need to complete one due to BOOST funds unless they meet the federal requirement for a single or program-specific audit. For more information regarding the single audit, consult the Grant Award Notice. GSAN plans to provide additional resources on the single audit as part of its training plan.

How should we submit our audit to GaDOE? *Updated 1/24/22*

Despite the language in the Program Assurances, grantees are not required to send in their required audits. A member of the GaDOE Finance team will solicit this from you directly based on their records of your federal subaward. If you believe that you are subject to a Federal single audit but you do not receive a GaDOE request within 6 months of the close of your fiscal year, contact ARP_ESSER@doe.k12.ga.us and notify them of your concern.

Are Georgia teachers considered Department of Education employees for the purpose of the Conflict-of-Interest Disclosure policy? *Updated 1/24/22*

No. Employees of school districts are not considered DOE employees for the purpose of the Conflict-of-Interest Disclosure policy. However, if you have questions about this or would like to submit a conflict-of-interest report in accordance with the program assurances, you can contact ARP_ESSER@doe.k12.ga.us.

Grant Renewals, Budget Revisions, & Project Modifications

What is considered “significantly less” as far as the projected number of students to be served? 10% / 20% / 50%? 25%. If your Year 1 or 2 service numbers are 25% or more below the original funding threshold you chose in the application process, your award may be reduced but only if there is no reasonable narrative explanation or appropriate plan to address the shortfall.

Are current grantees guaranteed two additional years of funding beyond Year 1?

Renewed funding is not guaranteed. However, it is the intent of GaDOE and GSAN to renew BOOST grants for two additional years of funding for organizations that meet all required assurances and program requirements and demonstrate reasonably successful program implementation from year to year. Grantees do not have to meet all stated program service projections or outcome goals to receive continued funding, nor do they have to draw down all of their allocated award in a grant period. However, the organization should be able to provide a sound rationale for any unmet projections and unspent funding allocations in their report narratives or in interviews with GSAN staff. If an organization’s lack of progress or program success cannot be well-justified or if any program requirements (such as safety conditions) are unmet, GSAN may not recommend future funding.

What type of changes can we make to our project budgets? Is it permissible to add an eligible expense that was not included in our original budget? Can we change other line items such as salaries?

Yes, you can make changes to your budgets with a few guidelines. Grantees cannot change the total amount allocated to afterschool programming and the total amount allocated to summer programming. Additionally, changes cannot violate a program assurance and budgets must remain in alignment with a grantee’s approved project model. Grantees may add or remove line items, adjust line items, etc.

Is there a % maximum allowable change to budget line items?

No.

How can we request modifications to our approved project budgets or project plan? *Updated 6/14/22*

GSAN anticipated that almost all grantees would need to make modifications and remained committed to working flexibly with grantees to ensure programs' successes. Revising budgets and service projections in the first year is a straightforward process. Any modification made cannot result in a violation of the program requirements or assurances, and if a project's framework or scope is altered drastically, it will require special review. For more information on project modifications, see Orientation Session #2 ([slides](#) and [recording](#)). We are using the [Project Modification Summary Form](#) to capture and approve your project changes.

Budget adjustments or revisions are possible at any time during the grant period. However, at no time can the total budget for your afterschool or summer program change (money cannot be moved between afterschool and summer). To begin the budget revision process, reach out to us at BOOST@georgiavoices.org and share your proposed budget adjustments using the Excel spreadsheet for your pre-approved budget. Highlight the changes in the Excel spreadsheet and provide us with brief rationale.

We need to modify our budget, but it's already been approved in the Consolidated Application. How do we do that? *New 6/14/22*

Once you've received the green light from GSAN and GaDOE on your proposed budget revisions, follow the instructions in the [MyGaDOE Budget Amendment Guide](#) provided by GaDOE.

Can we add or delete the number of sites we initially put on the application?

Yes. However, changes to sites will be a part of the project modification process and will be subject to review. We anticipate that all organizations will need to make some modifications (since no organization received 100% of the funds requested), and we are committed to being flexible and supportive of that process. We will need to ensure that the primary aspects of the program remain similar and that the program can still meet the stated program assurances (from the GaDOE). If the reduction in sites or youth served is disproportionate to the funding gap, then we will follow up with discussion. In some rare cases, a grant amount may be decreased if the scope shifts drastically without a clear financial or programmatic rationale, but we hope to avoid those situations through collaboration. Grantees that need to make program modifications may submit the [Project Modification Summary Form](#) to capture proposed changes and begin the modification process.

Can we add another region that was not officially on the application? *Updated 6/14/22*

Yes, this should not be a problem. It will be a part of the project modification process, and you can add sites at any time. Grantees that need to make program modifications may submit the [Project Modification Summary Form](#) to capture proposed changes and begin the modification process.

To clarify - if we aren't sure yet that we can serve all of the students we proposed but will be close - is that a modification for now or something to address later? *Updated 6/14/22*

You can modify at any time during the grant period; however, formal modifications are only necessary for significant changes. If you would like to modify your service numbers by 25% or more, you can request a formal modification using the [Project Modification Summary Form](#). Changes less than 25% do not need to be requested or reported in advance.

Given the administrative delay in obtaining a Grant Award Notice and initializing reimbursements, can we roll-over any unspent Year 1 funds for afterschool programs? *New 1/10/22*

Yes. Though not initially planned, a roll-over of unspent funds in Year 1 has been approved. These unspent funds will be added to the Year 2 award, allowing Year 2's funding to be larger than anticipated. This roll-over applies only to afterschool funding (not summer funding) allocations. The maximum amount of the roll-over will be determined based on the amount of time in the Grant Period that the grantee actually had a Grant Award Notice. For example, if grantees receive the Grant Award Notice in late January 2022, they will effectively have 6 out of 12 months in the Grant Period remaining; therefore, 50% of their Year 1 afterschool award will be eligible for roll-

over into Year 2. Rolling over funds is not required – if an organization can expend all awarded Year 1 funds in the limited time, that is acceptable. GSAN will support grantee in making budget modifications as needed to expend funds, but we will also be supportive of rolling over funds into Year 2 when that is the best course of action for the grantee.

We are expanding transportation for students to get to afterschool programming and want to pay for professional development/fees so that employees can complete their CDL training and get their CDL license and transport students. How should we categorize this expense with GaDOE function and object codes? *New 6/14/22*
In order to gain access to your grant funds as quickly and easily as possible it is critical that grantees code the expenses within their budgets accurately and appropriately. Thoroughly read the descriptions in [this document](#) to determine how to properly code your expenditures, and refer back to the [step-by-step budget guide](#) for further assistance. The appropriate code for the description above would be 2600/810.

MyGaDOE Portal Access, Budget Approvals, and Invoice Approvals

Will updates be provided on budget approvals?

GSAN updates the [BOOST Budget Status list](#) daily at the end of the day.

Will we be able to access the MyGaDOE Portal now?

Organizations will only be able to access the portal once they have been set up as a State vendor, submitted their Grants System Access Form, registered on the portal, and been verified by our partners at GaDOE. It can take 1-2 weeks for full verification once all paperwork has been submitted for system access. Once you are fully approved, your organization's name will appear in the "system" dropdown menu. This will allow you to connect to your account, pull down the grant, and build your electronic budget.

Do we need to provide receipts in addition to the expenditure reports in the MyGaDOE portal?

Grantees may use detailed expenditure statements in lieu of receipts if they choose to, but it is not explicitly required. You may use other supporting documentation, such as receipts or paid invoices, instead. Regardless, we recommend you keep your receipts for your records, particularly for use in any potential audit.

Will we have someone to talk us through the MyGaDOE setup process?

The BOOST team has produced a step-by-step guide to help you get set up with portal access [HERE](#). As always, we are more than happy to provide personalized supports as requested. You may also consult the [February 8, 2022 recording](#) of the MyGaDOE technical assistance session or [view the slides](#).

If we are already pre-approved, can we begin entering our Budget information in the MyGaDOE Portal?

Yes, if your budget has been pre-approved by GSAN then you have the "green light" to begin adding your budget information to the system. If you have not received GSAN's pre-approval on your budget, you should not yet enter your electronic budget in the portal.

Will reimbursements only be processed once a month? *Updated 6/14/22*

It is the procedure in Grants Accounting, due to system limitations in the Grants Accounting Online Reporting System (GAORS), that recipients are limited to **one drawdown each month** (15 payments for federal grants) during the grant period. In other words, once you submit an invoice and select a specific month/year – e.g., January 2022 – you won't be able to submit select that month again. GSAN's understanding is that grantees can submit expenditures from any prior month and can roll multiple months together into a single submission. We recommend that each expenditure report clearly indicate the time frame for the expenses it contains. For example, if you submit an invoice in June for all of May's expenses and you want to include some April expenses that you missed, make sure that is clearly noted on the expenditure report. **Reimbursement requests that receive approval by the two GaDOE staff who have to approve each drawdown request by Thursday at 3 PM will receive**

payment the subsequent Thursday. Grantees should be aware that GaDOE receives hundreds of drawdown requests weekly and that at times, it can take 5-7 business days for a request to be approved.

How long after the end of this year's grant period (July 31) will we be able to send in reimbursement requests?

Technically, due to the way in which the prime award is structured with GaDOE, subgrantees can submit reimbursement requests until the end of the overall grant period (09/30/2024). However, GSAN requests that all reimbursements for the Year 1 period be completed by August 31, 2022.

Will we need to send an expenditure report and receipts; and is the expenditure report a GSAN/BOOST or MyGaDOE document? Updated 6/14/22

There is no specific form for expenditure reporting. All expenditures will be submitted for reimbursement using the MyGaDOE vendor portal (portal.doe.k12.ga.us). The expenditure report used as supporting documentation should be produced out of your financial management system and should clearly identify the expense description, date of expense, amount, and category. You will need to use the GaDOE Chart of Accounts to code expenses appropriately, and it is helpful to reflect these codes in your expenditure reports as well; many organizations choose to set up the codes as "cost centers" in their financial management system to allow for this. All expenditure reports should include this statement (along with a signature from your Superintendent): *By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award.*

For more information on expenditure reports, please see [Orientation Session #2's slide deck](#) or [recording](#). You can find a sample of an approved expenditure report [HERE](#) and a [template](#) if you want to go this route.

What do all the different statuses mean in the audit trail? New 6/14/22

- Ready for submission by Submitter – the preparer has entered the invoice into the system and the Superintendent needs to approve that invoice for GaDOE to review it
- Ready for review by Program Manager – the invoice has been submitted by the Superintendent and is ready for the first step in the GaDOE approval process. Once the GaDOE BOOST Grant Program Specialists review the submission, they will either approve it (see below) or request revisions from the grantee (see below).
- Revisions requested – GaDOE has requested specific revisions to the submission. Once the grantee has revised their submission, they will resubmit, and it will be reviewed by the Program Manager again.
- Ready for approval – the GaDOE BOOST Grant Program Specialists approved the invoice and it is now ready for Grants Accounting to review.
- Approved – Grants Accounting has approved the invoice and the payment will be made. If an invoice is approved by Thursday at 3 PM will receive payment the subsequent Thursday. *Grantees should be aware that GaDOE's Grants Accounting team receives hundreds of drawdown requests weekly and that at times, it can take 7-10 business days for a request to be approved.*

My organization's preparer submitted the invoice and our superintendent approved it. What happens next and how long does it take for my organization to receive the payment? New 6/14/22

Once you have submitted a reimbursement request, the GaDOE BOOST Grant Program Specialists will review the submission and either approve it or request revisions. If there are requests for revisions, the grantee will see the specific nature of those revisions in the comments in the invoice audit trail. Once the grantee has revised their submission, they will resubmit, and it will be reviewed by the Program Manager again. At this point additional revisions may be requested, or the request will be approved and move on to being reviewed and approved by

GaDOE's Grants Accounting team. GaDOE's Grants Accounting Team processes all drawdown requests for GaDOE, which means that this final stage of approval may take 7-10 business days.

How do I document indirect expenses? *New 6/14/22*

Since the BOOST grants are new, GaDOE requests the calculation documentation for the 10% indirect cost to ensure it is applied appropriately. A subgrantee should not request to draw down the total cost of what was identified as an indirect cost, but the cost should be drawn down after it is appropriately applied. If it was appropriately applied, they could provide the potential documentation to verify the requested amount.

Essentially, grantees must reflect the indirect cost on an expenditure report OR provide other documentation.

Potential documentation to provide:

- General ledger/expense statement that serves as the basis of the indirect cost with an annotation indicating how the cost was calculated
- Journal Entry/General Ledger that demonstrates that the indirect cost has been charged to the BOOST sub-ledger

Keep in mind:

- Capital equipment cannot be claimed as indirect costs. Therefore, if the subgrantee claims indirect costs, all capital expenditures must be subtracted from the program's allocation before applying the restricted indirect cost rate.
- The indirect costs must be removed from the balance before the indirect rate can be applied (this prevents paying indirect costs on indirect costs).
- The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs
- Must consider applying the indirect cost rate to actual expenditures incurred.

MyGaDOE Portal Roles and Terminology

What is a Consolidated Application Coordinator in the MyGaDOE Portal?

In the MyGaDOE Portal, Consolidated Application Coordinator refers to the person in your organization who will prepare your budget for upload to the system.

What is a Consolidated Application Superintendent in the MyGaDOE Portal?

In the MyGaDOE Portal, Consolidated Application Superintendent refers to the person in your organization who will approve your budget for upload to the system.

What is a NEW GAORS Preparer in the MyGaDOE Portal?

In the MyGaDOE Portal, NEW GAORS Preparer refers to the person in your organization who will prepare your draw-down requests.

What is a NEW GAORS Submitter in the MyGaDOE Portal?

In the MyGaDOE Portal, NEW GAORS Submitter refers to the person in your organization who approves your draw-down requests. This person must also submit draw-down requests to the system.

What is an Invoice Application Preparer in the MyGaDOE Portal?

In the MyGaDOE Portal, Invoice Application Preparer refers to the person in your organization who will prepare your expenditure reports that must be included with all draw-down requests. It is recommended that your GAORS Preparer and Invoice Preparer be the same person within your organization.

What is an Invoice Application Submitter in the MyGaDOE Portal?

In the MyGaDOE Portal, Invoice Application Submitter refers to the person in your organization who will approve your expenditure reports that must be included with all draw-down requests. This person must also submit expenditure reports to the system. It is recommended that your GAORS Submitter and Invoice Application Submitter be the same person within your organization.

Can any of the MyGaDOE portal roles be fulfilled by the same individual? Can more than 2 of my team get into the system with their own credentials/password?

Yes, but the Coordinator/Superintendent and Preparer/Submitter should not be the same person; a second person should be approving what the first person is doing to ensure financial controls. You may have more than 1 individual registered for each role EXCEPT the superintendent role.

When doing invoices for salaries, some wanted taxes taken out and others did not. When budgeting we include taxes on each individual. What do I do? Does the budget need to be amended?

While payroll taxes are eligible expenses for this grant, please consult an accountant for all payroll procedures. You are welcome to amend your budget at any time if you discover that your original projections or calculations were incorrect.

If we have changes to the pre-approved budget (based on staffing changes), should we send it to BOOST before loading it in the portal?

Yes. If there are changes for staffing etc., and it changes the actual dollar amount of the expenditure, it should be pre-approved by GSAN, then submitted to GaDOE in the Con App. Note that if the electronic budget has already been approved in the portal, the subgrantee would obtain pre-approval from GSAN and then submit an amendment following the steps outlined in the training handout.

Do we need approval if we need to re-budget? *Updated 6/14/22*

If your budget hasn't been pre-approved, send us your change and we will work with you to incorporate the change before we issue that pre-approval. If you have been pre-approved and would like to make a change, reach out to us at BOOST@georgiavoices.org and share your proposed budget adjustments using the Excel spreadsheet for your pre-approved budget. Highlight the changes in the Excel spreadsheet and provide us with brief rationale. If you have fully submitted your budget in the MyGaDOE portal and need to make a revision, you can do so but you first must obtain pre-approval from GSAN and GaDOE.

Will we need to submit a separate expenditure report for each line item (ie: object/function code) in our reimbursement request or one expenditure report for the entire reimbursement request?

If you are using a detailed expenditure report as your documentation, you can upload that report to the first line in your online invoice. You'll have to enter each expense, line item by line item, in the MyGaDOE portal when you are requesting a reimbursement, but you can use the same expenditure report over and over again as your supporting documentation (assuming that expenditure report accurately reflects the needed information for all of those line items). Note that you can lump all expenses that share a function code and object code into one line item for reimbursement (for example, all certified teacher expenses can be entered at once).

Are timesheets or bank statements/cancelled checks considered receipts?

Bank statements, canceled checks, or copies of paid invoices may be submitted during reimbursement as proof of the expenditure.

How does the GaDOE grant period timeline align with the BOOST grant period timeline?

GaDOE, as the prime grantee, has a grant period of 03/24/2021 - 09/30/2023, with an additional year (Carryover or Tydings Period) (10/02/2023-9/30/2024) of spending to ensure all funds are expended. You received a Grant Award Notice for 03/24/2021 - 09/30/2023 and will receive an amendment to your existing GAN for the Tydings

However, this is NOT the same as your BOOST Grant Periods, which are:

Year 1: August 1, 2021-July 31, 2022

Year 2: August 1, 2022-July 31, 2023

Year 3: August 1, 2023-September 30, 2024

You will be required to refer to and use the BOOST Grant Periods and all reporting and spending timelines issued by GSAN. When GSAN recommends Year 2 funding amounts and the GA Board of Education approves them, the amounts will be added to your grant in the MyGaDOE portal. Due to the GaDOE grant timeline, it will not appear as a “second” grant in the system but as additional funds.

What is a GaDOE close-out report and when will we be required to submit one? *Updated 6/14/22*

A close-out report is a form you will be required to complete and submit at the end of each GaDOE grant year (different than the GSAN BOOST grant year). This is completed in the MyGaDOE portal and is different than regular annual outcomes and data reporting. These reports require the subgrantee to record actual expenditures for the grant period from the beginning of the grant through the end of September 30, 2023. The completion report for GaDOE's first year (which is GSAN BOOST Years 2 and 3) is due by October 30, 2023. A grant analysis will be completed to record the amount carried over as remaining funds for the subgrantee to use for allowable costs.

What applications within the MyGaDOE Portal should we be using to complete routine submission and reporting functions?

Grantees should be using the Consolidated Application (or ConApp) exclusively to submit information.

We recently received our Grant Award Notification via email. Where can we find it in the MyGaDOE portal?

All GANS will be uploaded in the Consolidated Application under Attachments-> Grant Award Notices.

How do we access the budget dashboard within the MyGaDOE portal?

Once you've logged in, select Consolidated Application, then Title Programs. You will choose your “System Name” (the name of your organization) and the fiscal year for BOOST Year One (2022) (which will also be the fiscal year for BOOST Year Two). With this information, you will be able to access the budget dashboard.