We recommend you open the navigation pane in order to easily find the FAQ section you are seeking. In Adobe Acrobat, choose the View option in the command ribbon, select Show/Hide, select Navigation Panes, and select Bookmarks.

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.

**BOOST Grants Program Overview**

What is the purpose of the BOOST Grants program?
The purpose of the BOOST Grants program is to expand access to, reduce barriers to participation for, and improve the quality of summer enrichment opportunities and comprehensive afterschool programming for K-12 youth across the state of Georgia.

Where did the funds for the BOOST Grants program come from?
The funds come from the American Rescue Plan Act, which was approved in March of 2021. You can read more about the American Rescue Plan [here](#). Through this plan, Georgia has an unprecedented opportunity to provide expanded and improved learning and supports for all students. The federal stimulus package will help Georgia combat learning loss and support students’ connectedness and well-being utilizing a whole child approach as we move ahead and begin to recover from the setbacks exacerbated by the events of 2020. The American Rescue Plan has made approximately $85 million available over the next 3 years to be awarded through the BOOST Grants program.

Why did the Georgia Department of Education (GaDOE) choose to partner with Georgia Statewide Afterschool Network (GSAN) to award these grants?
Across the country, states have approached the process of awarding these dollars in various ways. GaDOE and GSAN have a long history of partnership and the two started discussing how to administer these dollars shortly after the American Rescue Plan Act was passed. As Georgia’s resource organization for afterschool and summer learning programs, GSAN cultivates environments that allow these programs and the youth they serve to thrive. GSAN’s strong relationships with community-based organizations across the state made them the right partner for this opportunity.

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](mailto: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?
Yes, agencies will receive a Grant Award Notice (GAN) from the GaDOE within the Consolidated Application (ConApp) system of the MyGaDOE portal. This document serves as your agreement between GaDOE (the grantee) and you (the subgrantee).

Will the 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.

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.

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?
Grantees are expected to have 3 months of working capital to start their programs while trainings are conducted and budgets/invoices are reviewed. GaDOE anticipates being able to process reimbursements monthly thereafter. Reimbursements for eligible expenditures cannot start until an organization’s vendor account is active and their grant budget is fully approved by GaDOE in the MyGaDOE portal (with access to the Consolidated Application or ConApp system). At this time, GSAN anticipates that organizations will be able to make their first reimbursement request by mid- to late-December, 2021.

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?
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. Given that the Grant Award Notices will likely not be received until mid- to late-November, it would be acceptable for programs to begin in early 2022.

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.

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?
The media kit is available for download using the link below until November 15th, 2021.

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.
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.

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.

Will we receive confirmation that our Vendor Account is set up?
No. Technically, you will not receive a notification or confirmation when you are an “active” vendor. However, soon after you are an active vendor, you will receive access to the MyGaDOE portal, which will be your notification that your grant setup is progressing. You’ll then use the portal to look for the upload of your Grant Award Notice.

Is the vendor portal a different platform from FLUXX?
Yes. The vendor portal 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.

My budget for years 2 and 3 will grow. Is it possible for my grant award to increase after year 1?
No. At this time, based on GSAN and GaDOE’s funding strategy, we anticipate amounts will remain set for the three years.

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 (like Communities in Schools), 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 have to mirror the expenditures for summer.

**When is the adjusted budget due from the awarded agencies?**

The previously provided due date for draft/modified budget submissions has been cancelled. We have not issued a revised due date at this time.

**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 (non-administrative) costs into discreet 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 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?**

Budget adjustments will be possible at any time during the grant period. After the initial budget approval, adjustments can be requested via the MyGaDOE (ConApp) system. However, at no time can the total budget for your afterschool or summer program change (money cannot be moved between afterschool and summer).

**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?**

While we do not know the exact grant name, which is specified by GaDOE, at this time, we will update you as soon as we know. However, you will automatically be attached to this grant in the vendor portal so it will be obvious when you are creating your budget within that system.
What are administrative costs?
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 administration of the grant. These overhead expenses are related to the organization as a whole and are necessary to administer the grant (as opposed to the operations department delivering BOOST services to children/youth).

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.

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 the FAQ so if you have additional questions about expenses, please send them our way and we'll make sure answers are posted.

Can we use some of the BOOST Grant dollars to pay for administrative/indirect costs?
Yes. Organizations may use up to 10% of BOOST grant funds to support administrative/indirect expenses.

What expenses can applicants include in the administrative 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. Administrative costs include costs (direct and indirect) involved in the proper and efficient performance and administration of the BOOST grant.

Can you explain the difference between Salary & Administration?
Salaries can be a part of your administrative costs, but not all salaries are administrative. If a salary is for a role that is required to effectively administer the grant, then it can be considered part of your administrative expenditures. Typically, examples of administrative salaries include staff who are managing grant reporting, budgeting, planning, HR, supervision, etc.

How can we get field trips approved so that they are eligible for reimbursement?
All subgrantees may 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. The completed form may be submitted to ARP_ESSER@doe.k12.ga.us. Once approved, grantees can upload the form to their Consolidated Application portal in the attachments tab for recorded documentation. GaDOE asks that every effort be made to submit these forms at least 2 weeks in advance of the field trip; however, it is allowable to submit forms 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?
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. On page 2, you can reference pages from your application or give
a brief summary. 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.

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?
We are awaiting an answer from GaDOE on whether all organizations must undergo an audit. We are also awaiting an answer on the eligibility of that expense if organizations are required to undergo an audit.

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.

Could you all go over all incurred expenses that might require a special form, like the technology request form and the field trip form?
The following expenditures require special pre-approval and/or forms: capital expenditures/improvements of $5,000 or greater, technology assets, and field trips. All forms are linked on the Grantee Resource Hub as well as in the RFP.

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 should 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.

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?**
As a contracted vendor for the State of Georgia, you will use the online MyGaDOE system (also known as Team\Works) to submit your requests for reimbursement. At this time, GaDOE has signaled to GSAN that receipt uploads will not be required, and, instead, grantees will need to submit expenditure reports, reflecting high-level line items, that reflect the amount being drawn down. For more details, see Orientation Session #2.

**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.

**When will we receive the Expenditure Report form so we can start tracking our expenses?**
There is no specific form for expenditure reporting. All expenditures will be submitted for reimbursement using the MyGaDOE vendor portal. 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): 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](#).

**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.
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.

**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, 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?**
Please wait for further guidance on this question. We are currently exploring this with GaDOE and attempting to create a process that reduces the burden on statewide grantees.
**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:

- Evidence-Based Interventions: Summer Learning or Enrichment and Comprehensive Afterschool Programs [https://bit.ly/EvidenceBasedAfterschoolandSummer](https://bit.ly/EvidenceBasedAfterschoolandSummer)

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?

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. Grantee training requirements are summarized here:

Tier 1: No requirements

Tier 2:
- 3 hours of training + ASYD Overview (Year 1)
- 6 hours of training + conference attendance (Years 2 and 3)

Tier 3: Participate in ASYD Group Coaching OR Afterschool Institute in Year 1, 2, or 3

Tier 4: No requirements

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.

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.

How do the Training Tiers work? How will we know which training tier we are a part of?
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). 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.

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, we will ensure that the trainings GSAN offers are counted towards Bright from the Start’s training requirement.

When will the 3 hours of training and ASYD overview be held?
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 schedule for the 2022 sessions should be available in December 2021.

**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?**
In Year 1, all Tier 2 training will be virtual with the exception of the conference. The current plan is for the conference to be held in person. 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?**
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.

**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?
Yes, surveys are a good method for collecting youth satisfaction data; however, there are many other acceptable methods.

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 you begin; if your project 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?
No.

Has the deadline for submitting insurance been delayed pending more details coming from the GA DOE?
As of the date of this FAQ update, GaDOE has not clarified a due date for submitting proof of insurance requirements nor have they specified the coverage limit details. These questions remain pending with GaDOE, and GSAN is working on obtaining the answers.

How recent should an audit be?
Grantees should have submitted the most recent audit they had available as part of the application process. This audit will apply to year one. We have not yet determined the due dates of subsequent audits (that question is pending with GaDOE), but each submission should be for the most recent completed fiscal year.

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?
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. However, we are currently working with GaDOE to determine if all organizations receiving federal BOOST funds will be required to obtain an audit. We will update this FAQ as soon as we receive that answer.

Are Georgia teachers considered Department of Education employees for the purpose of the Conflict of Interest Disclosure policy?
GSAN has submitted this question to GSAN, and we are awaiting clarification. We will update this FAQ as soon as we receive an answer.

**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, 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 who 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?
As long as you do not change the total amount allocated to afterschool and the total amount allocated to summer in your award, you can make any line item change you’d like, assuming that the change doesn’t violate a program assurance and that your budget remains in alignment with your approved project model. You 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?
GSAN anticipated that almost all grantees will need to make modifications and remained committed to working flexibly with you to accomplish this so that your program is a success. Scaling down 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. We are using the online Project Modification Summary Form to capture and approve your project changes. Budget modifications will be made as you prepare and submit your budgets for GaDOE approval.

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 kind of modification (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.

Can we add another region that was not officially on the application?
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.

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?
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 (either through the Project Modification Summary form during grant implementation or through an email to boost@georgiavoices.org once the programs are underway). Changes less than 25% do not need to be requested or reported in advance.