



BOOST Grants Program.

Grantee Orientation Session #2

*Administered in partnership with the Georgia Department of
Education and made possible by the American Rescue Plan Act*





Are you
viewing a
recording of
this
webinar?

If yes, please ensure that you refer to the published BOOST Implementation FAQ found on our grantee page for the most up-to-date information:

<https://www.afterschoolga.org/boostresourceshub/>



WELCOME!

*on behalf of GSAN and our partners
at GaDOE!*

GSAN BOOST TEAM

Katie Landes, GSAN Director

Jed Dews, Associate Director

Tyiska Demery, Senior Quality Specialist

Marcus Laing, Communications Specialist

Session 2

Vendor Readiness & Reimbursements

Special Guest:

Charmaine Simmons

ESSER Grants Program Manager

Office of External Affairs

Georgia Department of Education



Housekeeping For Today's Session

- Chat available! Say hello and be sure to choose “Everyone”
- Please use the Q&A feature of Zoom today for all questions!
- Session is being recorded! Orientations will be available “on demand” for future viewing.
- **You will receive the slides** by the end of the week in a Grantee Update.
- Orientation survey scheduled for mid-November, but we welcome direct feedback at any time at boost@georgiavoices.org!
- Acknowledgement: Not *all* info applies to *all* grantees (i.e., those that are already a state vendor).





**Contact Us
for
Technical
Assistance!**

boost@georgiavoices.org

- **Vendor Account Setup**
- **Grant Award Notices**
- **Budget Approvals**
- **Project Modifications**
- **Eligible Expenses**
- **Financial Management Requirements**
- **Vendor Portal Training**
- **Q&A**



Goals for Today



Vendor Account Setup

Establishing a vendor account requires:

- Current W-9
 - New *and* established vendors
- Completed Vendor Management Form
 - New vendors only (unless established vendors would like to make changes, i.e., bank account)

Vendor Management Form Challenges:

- State Accounting is reviewing and modifying many forms.
- May require one final step to obtain signature from grantees; GSAN will coordinate.



Grant Award Notices

- Your formal agreement with GaDOE is your Grant Award Notice (not the email you received from G·san on 9/30/21).
- Your award makes you a subgrantee.
- Receipt of the Grant Award Notice in the vendor portal “starts the clock” for your program assurances. *i.e., being “fully operational”*
- Reflects the grant details as well as a reiteration of basic program assurances and regulatory requirements.



Grant Award Notices

- **GSAN and GaDOE are finalizing Grant Award Notices in early November with a goal of delivering them by the end of November. These are not contingent on budgets.**
- *Note: All summer-only programs will be issued a written extension for the requirement to be fully operational within 60 days.*
- *Note: Other amendments or extensions are not guaranteed and require a written request to GSAN to initiate the review process.*



Budget Approvals

- The budget submitted with application IS NOT the final BOOST budget.
- BOOST budget will be pre-approved by GSAN and officially approved by GaDOE. The vendor portal will send email notifications when GaDOE approves.
- Budgets require the use of DOE Chart of Accounts
 - “function codes” and “object codes” (expense categories and expense types).

GSAN will provide:

Budget Drafting Template (includes Chart of Accounts)

We will provide this template on the grantee website and via email by 11/5/21 or sooner!





Budget Approvals

By Monday, November 22, 2021 at 9 a.m.:

- Using the provided template, grantees must create and submit a project budget.
- Your budget must not exceed your allocated grant *unless you are using non-BOOST funds, which must be clearly marked.*
- Year-round programs may submit a combined, single budget or two separate budgets. However, the expenses for afterschool must be clearly distinguished from the expenses for summer.





Budget Approvals

After budget submission:

- GSAN will confirm the budget aligns with your approved project and send you a pre-approval confirmation.
- After pre-approval, you must create your budget in the ConApp portal using the same function and object codes and line items.
- GaDOE will provide final approval. **You can then begin drawing down reimbursements.**





Project Modifications



Grantees will use the Project Modification Summary online form to describe any changes to the following:

- **Children/youth to be served**
- **Program sites**
- **Program fees and/or transportation**
- **Learning acceleration component**
- **Other whole child content/service components**
- **Program dosage**
- **Staffing and/or partnerships**
- **Outputs and outcomes**
- **Other: Service environment, nutrition, outreach efforts, etc.**



Project Modifications



***GSAN will provide:
Project Modification Summary Form
(Online Form)***

***We will provide this link on the grantee website
and via email by 11/5/21 or sooner!***



Project Modifications



GSAN will follow-up with one of three responses:

- Project modification cleared with no follow-up required
- Project modification clearance pending further discussion
- Project modification denied; further discussion required

Reminder: Project modifications cannot result in non-compliance with any program assurances, Grant Award Notice requirements, or local/state/federal regulations and laws.

Can we move forward with our project as originally described in our application?

YES! Project modifications are not required.

See pages 4-5 of RFP!



ELIGIBLE EXPENSES

See page 5 of RFP!

Request technical
assistance from

boost@georgiavoices.org
for guidance on expenses.



**INELIGIBLE
EXPENSES**



Financial Management



- Reimbursable Grant
- Up to 3 months of working capital required
- Up-to-date financial management policies required for all grantees (and will be a factor in grant renewal).
- Grantees must use fiscal controls and appropriate accounting procedures that ensure proper disbursement and account for all grant dollars.



Financial Management



- Grantees must maintain adequate fiscal records and provide access to those records, as necessary, for GSAN and GaDOE to do their duties.
- GaDOE, at any time during the agreement, shall have access to, and the right to audit any pertinent books.
- Any effective financial management system requires maintaining copies of receipts and invoices!



Financial Management



- All grantees should be prepared to submit a copy of their financial management policies if requested as an aspect of grant monitoring.

GSAN will provide:
Minimum financial policy requirements and resources

***We will provide this info on the grantee website and via email by
11/12/21 or sooner!***



Tutorial on the Consolidated Application (ConApp) Portal

Reimbursements

Budgeting

Vendor
Info



Q&A



BOOST Grant Program

Office of External Affairs
November 2, 2021



Alignment With Georgia's System of Continuous Improvement



BOOST Plan

Budgeting


Implementation

Monitoring

Examine Progress

Consolidated Application

Consolidated Application

 Consolidated Application

Program Status Application

District Name : Camden County District Code : 620
Fiscal Year : 2022

Programs | Planning | Prayer Certification | Attachments | Audit Trail | GEPA

Print

Add Program
Add an applicable program to the application

Program :

Fiscal Year : 2022



Programs | Planning | Prayer Certification | Attachments | Audit Trail | GEPA

Print

Add Program
Add an applicable program to the application

Program :

Title Programs

<u>Program</u>	<u>Applied As</u>	<u>Budget Status</u>	<u>DC Status</u>	<u>Program Type</u>	<u>Drawdown%</u>	
<u>Title I -A, Improving the Academic Achieve</u>	Single District	New	New	Original		 

Grant Award Notices

- Recipient Name
- Award Information
- Project Staff
- Award Amount
- Project Description
- Administrative Information
- Legislative & Fiscal Data
- Attachments



1 RECIPIENT NAME Dr. Lisa Williams Superintendent Thomas County Schools 200 North Pinetree Boulevard Thomasville, Georgia 31792	2 AWARD INFORMATION <u>PR/AWARD NUMBER</u> S425U210012 <u>ACTION TYPE</u> New <u>AWARD TYPE</u> Formula												
3 PROJECT STAFF <u>RECIPIENT LEA CONTACT</u> Susan Weakland (229)-225-3910 sweakland@tcjackets.net <u>GaDOE PROGRAM CONTACT</u> Matt Cardoza 404-232-1320 mcardoza@doe.k12.ga.us <u>GaDOE GRANTS ACCOUNTING CONTACT</u> Regina Hailey (404) 656-4676 rhailey@doe.k12.ga.us	4 PROJECT DESCRIPTION 84.425U Elementary and Secondary School Emergency Relief Fund – American Rescue Plan (ARP)- GNETS												
5 AWARD PERIOD <u>BUDGET PERIOD</u> 03/24/2021 - 09/30/2023 <u>FEDERAL FUNDING PERIOD</u> 03/24/2021 - 09/30/2023													
6 AUTHORIZED FUNDING CURRENT AWARD AMOUNT: \$62,500 FEDERAL GRANT-Elementary and Secondary Emergency Relief Fund-American Rescue Plan UNRESTRICTED INDIRECT COST RATE N/A													
7 ADMINISTRATIVE INFORMATION <u>DUNS</u> 080105372 <u>REGULATIONS</u> EDGAR AS APPLICABLE 2 CFR AS APPLICABLE ATTACHMENTS 3, 9, 11, 12, 13, 14, ARPESSER-T, TE3, TE4, TE5													
8 LEGISLATIVE AND FISCAL DATA <u>AUTHORITY:</u> PL PUBLIC LAW 117-2 N/A AMERICAN RESCUE PLAN ACT OF 2021 <u>PROGRAM TITLE:</u> EDUCATION STABILIZATION FUND <u>CFDA/SUBPROGRAM NO:</u> 84.425U <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>LUA PROGRAM CODE</th> <th>FUNDING YEAR</th> <th>AWARD YEAR</th> <th>CFDA</th> <th>OBJECT CLASS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>736-4190</td> <td>2021</td> <td>2021</td> <td>84.425U</td> <td>4101A</td> <td>\$62,500</td> </tr> </tbody> </table>		LUA PROGRAM CODE	FUNDING YEAR	AWARD YEAR	CFDA	OBJECT CLASS	AMOUNT	736-4190	2021	2021	84.425U	4101A	\$62,500
LUA PROGRAM CODE	FUNDING YEAR	AWARD YEAR	CFDA	OBJECT CLASS	AMOUNT								
736-4190	2021	2021	84.425U	4101A	\$62,500								

Consolidated Application-GAN


- All GANS will be uploaded in the Consolidated Application under Grant

Consolidated Application

Attachments

District Name : Appling County
Fiscal Year : 2022

Programs Planning Prayer Certification **Attachments** Audit Trail GEPA

Group : Grant Award Notices 

Description :

Upload File : No file chosen

Item#	Uploaded File
1	FY22 Title IV A GANS - Appling County Schools.pdf
2	Appling County Title I, Part A FY22 GAN.pdf
3	Title_IIA_FY22_GAN_601_APPLING.pdf
4	FY22 IDEA 611 Flowthrough GAN Appling.pdf
5	FY22 IDEA 611 AMERICAN RESCUE PLAN ACT (ARP) GAN Appling.pdf
6	FY22 Grant Award Notice Title I C - Appling County Schools.pdf
7	FY 22 REAP Grant Award Notice - Appling County Schools.pdf
8	FY22 Georgia Parent Mentor GAN (CM) Appling.pdf
9	Appling County Title III, Part A FY22 GAN.pdf
10	FY22 IDEA 619 American Rescue Plan Act (ARP) - GAN Appling.pdf
11	FY22 IDEA 619 Preschool Grant - GAN Appling.pdf
12	Appling County Schools - GAN ARP HCY II FY 22.pdf
13	FY 22 Grant Award Notice - ARP HCY I - Appling County Schools.pdf

Budget Review Approvals

1. Submit budget for review to GSAN personnel.
2. GaDOE staff will review budget based on GSAN review and approval in alignment with recipient's submitted plan and application.
3. GaDOE staff will review for allowability and correct use of GaDOE Chart of Account codes.
4. Amendments to original budgets are accepted throughout the grant period.



Consolidated Application

District Code : 736 District Name : Thomas County
 Fiscal Year : 2022 Program : ESSER III - ARP - LL - GNETS (CFDA #84.425U) - Original
 Status : Approved
 Superintendent Sign off date : 10/20/2021 13:04:38

Budget Details

Allocation : \$0.00
 Additional Allocation : \$62,500.00
 Carryover : \$0.00
 Total Grant Award: \$62,500.00
 Transfer Amount : \$0.00
 Total budgeted funds for this Fiscal Year : \$62,500.00 Not Budgeted Funds : \$0.00

Budget Details

Fiscal Year	From Program	To Program	School	To Sub-Grant	Category	Function	Object	Units	Price	Amount	Description
2022	ESSER III - ARP - LL - GNETS (CFDA #84.425U)	ESSER III - ARP - LL - GNETS (CFDA #84.425U)				2100	176	1	\$41,902.00	\$41,902.00	Partial salary for Pathways social worker that provides evidence-based behavioral/therapeutic interventions for students.
2022	ESSER III - ARP - LL - GNETS (CFDA #84.425U)	ESSER III - ARP - LL - GNETS (CFDA #84.425U)				2100	210	1	\$7,787.00	\$7,787.00	Partial employer health insurance cost for Pathways social worker that provides evidence-based behavioral/therapeutic interventions for students.
2022	ESSER III - ARP - LL - GNETS (CFDA #84.425U)	ESSER III - ARP - LL - GNETS (CFDA #84.425U)				2100	220	1	\$3,108.00	\$3,108.00	Partial fica/medicare tax for Pathways social worker that provides evidence-based behavioral/therapeutic interventions for students.

Georgia Department of Education
 Richard Woods, State School Superintendent

All Rights Reserved
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Chart of Accounts Function & Object Codes

1. www.gadoe.org
 2. Office & Divisions
 3. Financial Review
 4. LUA Chart of Accounts
- Excel file of the codes are accessible [here](#).

The screenshot shows the top navigation bar of the Georgia Department of Education website. On the left is the logo for the Georgia Department of Education (GaDOE). On the right are social media icons for Facebook, Twitter, Instagram, YouTube, Pinterest, and RSS, along with the text "Richard Woods, Georgia's School Superintendent" and a search box. Below the navigation bar is a green menu with the following items: "Offices & Divisions", "Programs & Initiatives", "Data & Reporting", "Learning & Curriculum", "State Board & Policy", "Finance & Operations", and "Contact". Below the menu is a breadcrumb trail: "Home" icon followed by "Finance and Business Operations", "Financial Review", and "Chart of Accounts". The main heading "Chart of Accounts" is displayed in blue text.

The screenshot shows the "Chart of Accounts - Relationship" web application interface. At the top is a blue header with the title "Chart Of Accounts - Relationship". Below the header are three tabs: "Search", "Classification", and "Relationship", with "Relationship" selected. A "Print" button is located on the right side. The main content area is titled "Chart of Accounts" and contains two dropdown menus: "*Fiscal Year:" with "2022" selected, and "*Relationship:" with "Function - Object" selected. Below these are two sections: "Function" and "Object". The "Function" section has a table with columns "Code", "Name", and "Description". The "Object" section has a table with columns "Code", "Name", and "Description". Both tables have expandable rows indicated by a minus sign icon.

Code	Name	Description
- 1000	INSTRUCTION	

Code	Name	Description
110	TEACHERS	
112	PREKINDERGARTEN TEACHER	
113	SUBSTITUTE/TEMPORARY EMPLOYEE	
114	SUBSTITUTE/TEMPORARY EMPLOYEE	

GaDOE Budget Flow



Internal Controls

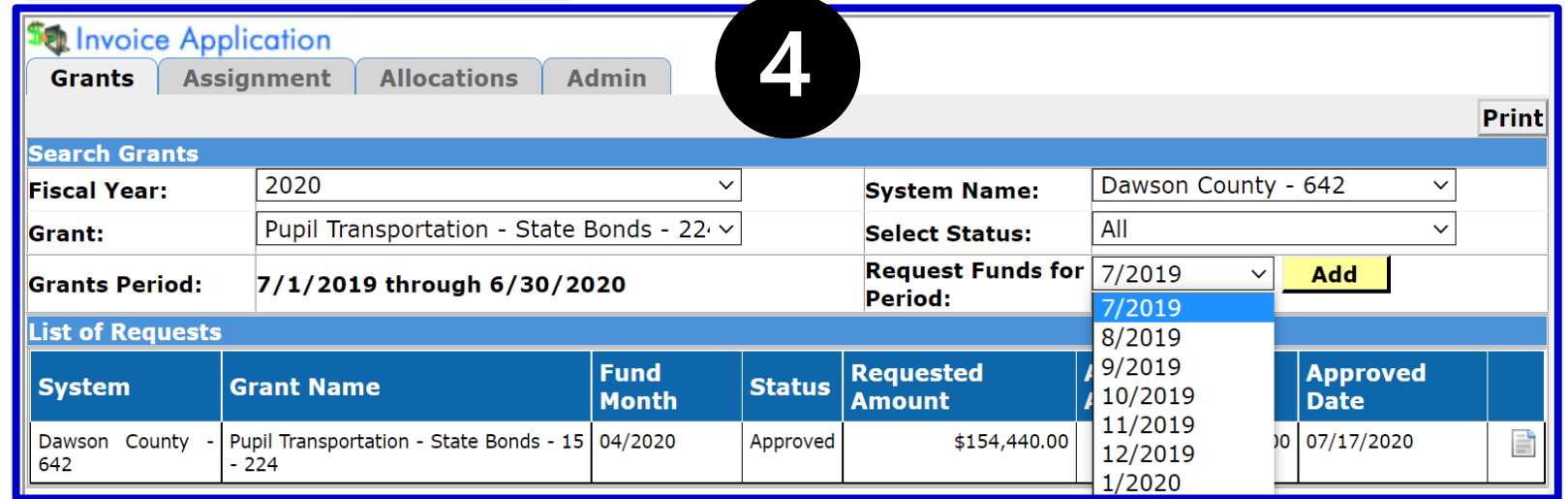
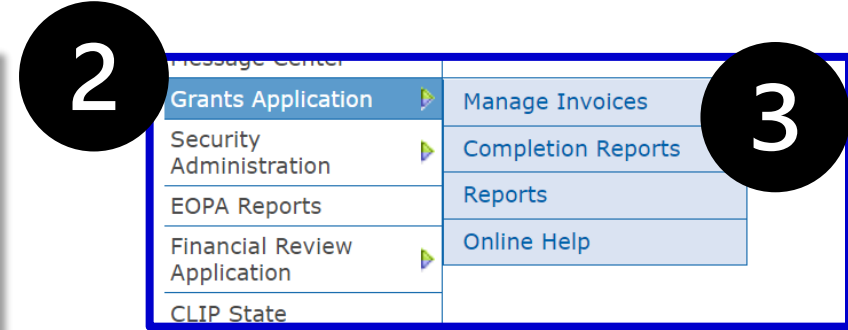
- Code of Federal Regulations

Recipients must operate their federal grants in accordance with the [Code of Federal Regulations](#).

- Recipients must establish and maintain effective fiscal control and fund accounting procedures (internal controls) over the Federal award that provide reasonable assurance that the recipient is compliantly managing the federal award. **Internal controls can be defined as a process, implemented by an recipients designed to provide reasonable assurance regarding the achievement of objectives in the following categories: effectiveness and efficiency in operations, reliability of reporting for internal and external use, and compliance with applicable laws and regulations (2 CFR §200.61).** The goal of internal controls is to reduce fraud, waste and abuse in the use of Federal funds. Recipients must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Invoice Application Process

1. Log into the portal.
2. Select Grants Application
3. Select Manage Invoices
4. Select the Fiscal Year
5. Select the appropriate grant
6. Select the fund month that you are processing and hit add
7. Input the invoice information and hit add
8. Add all required invoices and attachments to list
9. Once all invoices are updated, hit send to submitter
10. Then go to "submit invoices". Click on the paper
11. Open the request and hit submit.
12. The request goes to Program Manager for approval.



Invoice Application Process

Invoice Application

Grants
Invoice
Assignment
Audit Trail
Allocations
Admin

Print All | Submit | Load Data | Print

Grant Details

Status: New Payment Request	State Project Number: 100
Fiscal Year: 2021	LEA Fund Code: 100
System: Dawson County - 642	LEA Program Code: 2411
Grant: Pupil Transportation - State Bonds - 224	Approved Budget: \$154,440.00
Grant Period: July - 2020 to December - 2023	Funds Received: \$0.00
Request of Fund for Period: November - 2021	Available Budget: \$154,440.00
Local ID: <input type="text"/> Save	Bond Series: <input type="text" value="v"/>

Invoice Entry

Invoice Number:	<input type="text"/>	Vendor Name:	<input type="text"/>	Date Item Received:	<input type="text"/>
Invoice Amount:	<input type="text" value="0"/>	Paid From other Sources:	<input type="text" value="0"/>	Amount to be Reimbursed:	<input type="text" value="0"/>
Function Code:	<input type="text" value="v"/>	Object Code:	<input type="text" value="v"/>	Fiscal Year:	<input type="text" value="v"/>
Comments:					

Add
Cancel


Invoice List
Total Amount Requested \$0.0

Sample Documentation

CARES budget		85%			
2019-2021					
\$	96,756.00	\$	77,405		
Funds must be expended by 9/30/2020					
		Actual Expenditure	Actual Expenditure	Actual Expenditure	Remaining Balance
Title	Cost Center	Drawdown (9/17/2020)	Drawdown (12/14/2020)	Drawdown (1/14/2021)	
Salaries - to cover furlough days	1000-110	\$ 42,000.00	\$ 29,383.60	\$ 5,876.72	\$ 6,739.68
TRS - for furlough days	1000-230	\$ 8,005.00	\$ 5,600.51	\$ 1,120.10	\$ 1,284.38
Cleaning & Sanitizing building	2600-300	\$ 29,021.00	\$ 4,750.00		\$ 24,271.00
PPE Supplies	2600-610	\$ 17,730.00	\$ 4,000.76	\$ 1,484.00	\$ 12,245.24
					\$ -
Total Allocation		\$ 96,756.00	\$ 8,750.76	\$ 34,984.11	\$ 44,540.30
				\$ 8,480.82	\$ 53.97%
			Percentage drawdown 0.939663659		

If recipients are only uploading detailed expenditure reports that fully align to the drawdown request, the recipient will need to sign off on the report with the following statement:

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.



5300 FRONTAGE ROAD
FOREST PARK, GA 30297-2516
www.grainger.com

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INVOICE
993206360

SHIP TO

BILL TO

Pay invoices online at:
www.grainger.com/invoicing
 Sign up for paperless invoicing at:
www.grainger.com/paperlessinvoicing

THANK YOU! FEI NUMBER 36-1150280
 FOR QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL **1-800-472-4643**

PO LINE #	ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1	40KJ68	HAND SANITIZER DISPENSER, WHITE, 1200ML MANUFACTURER # 3141-0071 Delivery #: 6493335228 Date: 12/21/2020 Carrier: UPS GROUND No: of Pkgs: 1 Wt: 26.800 Trk #: 1ZY6247W03B9443233 SHIPPED FROM: DC MINOOKA 005 701 GRAINGER WAY, MINOOKA, IL 60447-9998	8	15.00	120.00

THIS PURCHASE IS GOVERNED EXCLUSIVELY BY GRAINGER'S TERMS OF SALE, INCLUDING: (i) DISPUTE RESOLUTION REMEDIES, AND (ii) CERTAIN WARRANTY AND DAMAGES LIMITATIONS AND DISCLAIMERS IN EFFECT AT THE TIME OF THE ORDER, WHICH ARE INCORPORATED BY REFERENCE HEREIN. GRAINGER'S TERMS OF SALE ARE AVAILABLE AT WWW.GRAINGER.COM PRODUCT RETURN INSTRUCTIONS ARE AVAILABLE AT WWW.GRAINGER.COM/RETURNS	INVOICE SUB TOTAL 120.00 SHIPPING 5.71 TAX 9.74 CR. CARD OR CASH RECEIVED 135.45
These items are sold for domestic consumption. If exported, purchaser assumes full responsibility for compliance with US export controls. Diversion contrary to US law prohibited. Reprint	
NO PAYMENT DUE - PAYMENT TERMS: MasterCard .THIS INVOICE FOR YOUR RECORDS. AMOUNT DUE \$0.00	

NO PAYMENT DUE - THIS INVOICE FOR YOUR RECORDS

Drawdown of Funds

- Recipients that participate in Federal Programs with the Georgia Department of Education (GaDOE) will draw down Federal funds on a reimbursement basis for all allowable expenditures incurred in their respective participating Federal Program(s). An incurred expenditure will be defined as an expenditure for goods and/or services that the recipient has received, even if no payment was made. This will include goods and services received such as salaries, consumed utilities, rent, and supplies.
- 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. The cut off for monthly drawdowns will be each Thursday at 3 PM, with funds disbursed to the recipients the subsequent Thursday.

Drawdown of Funds- Expenditures

- Incurred expenditures and paid expenditures are not the same thing. For example, a recipient would have incurred an allowable program expenditure when they ordered and received computers, but they may not have paid the invoice. The obligation to pay was established when the recipient contracted to purchase the computers and payment was due when received. When the expense is incurred and equipment received, the recipient can seek reimbursement as part of its monthly drawdown in the GAORS. The recipient does not have to wait until final payment is made on the invoice.
- However, recipients must meet all cash management requirements and should have a policy in place to ensure cash is not held more than 3 days after receipt of the federal funds drawdown. Recipient must also ensure that equipment/supplies are purchased and received during the period of performance (2 CFR 200.77) of the grant award.

Drawdown of Funds-Salaries

- Salaries are paid each month in sum unpaid. Therefore, at the end of each month the recipient has incurred a salary expense for that month. It is our recommendation that recipients seeking salary reimbursements should submit their drawdown the third Thursday of each month. This would make their funds available the subsequent Thursday in time to meet the end of the month's payroll. If this methodology is used, the recipient will have to develop a reconciliation process to ensure any differences from the amount requested and the actual amount paid at the end of the month are corrected the subsequent month. It is the expectation that any differences are insignificant in amount and will not create a cash management issue. However, if the excess cannot be corrected in the subsequent month, the recipient should notify their proper federal programs specialist and/or GaDOE Grants Accounting Office to determine the appropriate refund of excess funds drawn down.

Drawdown of Funds

- Monthly drawdowns (or DE0147) in the GAORS system is an electronic payment process. The recipient will request the amount to be reimbursed and upon approval from grants accounting they will receive their money the subsequent Thursday. A monthly drawdown is limited to 20% of the approved budget balance. Monthly requests for amounts more than the 20% require a comment/explanation before approval is granted. Recipients should drawdown funds as needed, however, no more than one drawdown per month. It is the recommendation of GaDOE that a best practice for a recipient is to include in their drawdown procedures and practices a copy (paper or electronic) of the complete expenditure detail report that directly relates to each DE0147 drawdown request.

Drawdown of Funds

- If funds are not drawn down appropriately for approved budgeted expenditures or if the drawdowns are not based on actual expenditures already incurred, the recipient could be required to return the funds to GaDOE.

The UAR section on required certifications (2 CFR § 200.415) states that on all completion reports and vouchers requesting payment (DE0147), the following legally binding certification must be included:

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. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Sec. 1001 and Title 31, Secs. 3729-3730 and 3801-3812).