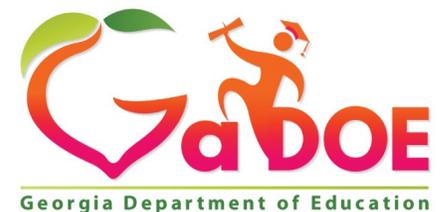


# BOOST Grant Program

Office of External Affairs  
February 24, 2022



# Resources



<https://www.georgiainsights.com/cares-act.html>

## ESSER Funding

In response to the economic outcome of the COVID-19 pandemic in the United States, Congress passed three bills that provided immediate and direct economic assistance to state and local educational agencies through the Elementary and Secondary School Emergency Relief funds. These funds were provided to support areas with the greatest need, where the academic and non-academic components for school districts had the greatest impact due to COVID-19. As additional funding was provided, the intent of the funds was to support States and local school districts' efforts to safely reopen schools, address significant gaps in learning, and support measures of implementation that will continue to reduce the effects of COVID-19 on students and families.

Coronavirus, Aid, Relief & Economic Security (CARES) Act	Coronavirus Response & Relief Supplemental Appropriations (CRRSA) Act	American Rescue Plan (ARP) Act
ESSER I	ESSER II	ESSER III
GA: \$457,169,852	GA: \$1,892,092,618	GA: \$4,252,431,691

### BOOST Grants

- [Georgia Statewide Afterschool Network](#)
- [BOOST Grant Award List](#)

### Helpful Tools

- [Expenditure Pre-Approval Form](#)
- [Educational Field Trip Approval Form](#)
- [Sample Periodic Certification Form](#)
- BOOST Construction Assurance Form
- BOOST Program Training PPT



Completed forms may be emailed to [ARP\\_ESSER@doe.k12.ga.us](mailto:ARP_ESSER@doe.k12.ga.us)

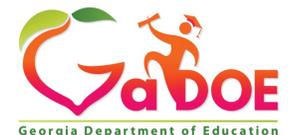
## GaDOE Staff

**Matt Cardoza**  
 Director of External Affairs  
 Office of External Affairs  
[mcardoza@doe.k12.ga.us](mailto:mcardoza@doe.k12.ga.us)  
**(ESSER Project Director)**

**Charmaine Simmons**  
 ESSER Grants Program Manager  
 Office of External Affairs  
[csimmons@doe.k12.ga.us](mailto:csimmons@doe.k12.ga.us)  
**(ESSER Budgets)**

**Courtney Reid**  
 ESSER Budget & Monitoring Specialist  
 Office of External Affairs  
[Courtney.Reid@doe.k12.ga.us](mailto:Courtney.Reid@doe.k12.ga.us)  
**(BOOST Budgets)**

**Krystal Horsford**  
 ESSER Budget & Monitoring Specialist  
 Office of External Affairs  
[Krystal.Horsford@doe.k12.ga.us](mailto:Krystal.Horsford@doe.k12.ga.us)  
**(BOOST Budgets)**



# Alignment With Georgia's System of Continuous Improvement

---



---

BOOST Plan

---

Budgeting

---

Implementation

---

Monitoring

---

Examine Progress

# Consolidated Application BOOST Grantee Training

To access the MyGaDOE Portal, you will need to complete the following:

1



**DEPARTMENT OF EDUCATION  
GRANTS ACCOUNTING SYSTEM ACCESS FORM**

SYSTEM NAME: \_\_\_\_\_

ADD: CONSOLIDATED APPLICATION COORDINATOR (S): EMAIL ADDRESS: _____
CONSOLIDATED APPLICATION SUPERINTENDENT (S): EMAIL ADDRESS: _____
NEW GAORS Preparer (S): EMAIL ADDRESS: _____
NEW GAORS SUBMITTER (S): EMAIL ADDRESS: _____
INVOICE APPLICATION PREPARER (S): EMAIL ADDRESS: _____
INVOICE APPLICATION SUBMITTER (S): EMAIL ADDRESS: _____

<b>CHANGE AND/OR DELETE: (Circle one)</b>
PREPARER (S): _____
SUBMITTER (S): _____

NOTE: This access will allow budgets, invoices, requisitions and reports to be filed electronically via the Internet. Please provide up to two preparers and two submitters. Submitters can also prepare and submit forms. We recommend the assigned personnel be in your accounting management area.

If you have questions concerning this matter, please contact Grants Accounting at [arezoo.oujany@doe.k12.ga.us](mailto:arezoo.oujany@doe.k12.ga.us).

SUPERVISOR SIGNATURE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

2



Accounting Systems Access Form  
to Arezoo Oujany  
[arezoo.oujany@doe.k12.ga.us](mailto:arezoo.oujany@doe.k12.ga.us)  
AND carbon copy  
[BOOST@georgiavoices.org](mailto:BOOST@georgiavoices.org)

3

## Notification e-Mail to User

User receives an e-mail notifying them their account has been created with temporary login information.

Joe Doe,  
This message has been sent to inform you of the status of your request. Please see the details below to review the status of each request item. If you have questions about the contents of this message, please contact your Security Officer.

Request Details:  
Requester Name: Joe Doe  
Organization: Bryan County High School  
Org Role: Teacher Add Status=Approved

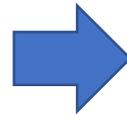
Application: GSO Unit Builder Role: Unit Builder Add Status=Approved  
Application: Student Profile Role: Teacher Add Status=Approved  
Application: Professional Development Role: Student Add Status=Approved  
Application: Professional Development Role: PD Users Add Status=Approved

To login, use your email address and your password.  
Username: [jdoe@doe.k12.ga.us](mailto:jdoe@doe.k12.ga.us)  
Temporary Password: **0\$WordRedressDone**  
After you have logged in for the first time, you will be prompted to fill out your user profile and to change your password.  
If you do not see an Approved or Denied status for a requested App Role, you will be receiving another message when the status is updated by the Application Owner.  
You may click the following link to access the portal login screen: [GADOE Login](#)  
Sincerely,  
DOE Portal Support

# Step 1: BOOST Plan BOOST Grantee Training

## Approved BOOST Application

- The subgrantee submits the preliminary budget template to the GSAN team for review and submission to GaDOE.
- GaDOE completes an initial review providing requested revisions if applicable.
- GaDOE sends notification to GSAN team if subgrantee can move forward with submission into the Consolidated Application.



- ★ Subgrantee should submit the approved pre-approved budget into the Consolidated Application for final approval.

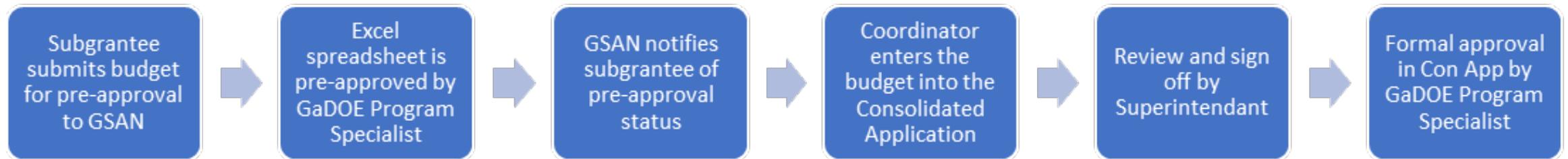
## Pre-Approved Budget Template

GRANTEE NAME: 21st Century Leaders								GaDOE Notes	
Type	Fiscal Year	Grant Program	Function	Object	Units	Price	Amount	Description	Column 1
Summer	2022	ESSER III-BOOST	1000	441	1	\$25,000.00	\$25,000.00	Student & staff housing at Emory University for 75 students and 8 staff members (around \$40 per person/per day) for 6 days, 5 nights. This also includes rental costs for 3-5 classrooms/campus spaces during the 6 day. Student and Housing at Kennesaw State University and 75 students and 8 staff members (\$27-30 per person/per day) for 6 days, 5 nights, including 3-5 classroom and campus space rentals during the 6 day stay. This includes Administrative fees and new cleaning fees.	Approved
Summer	2022	ESSER III-BOOST	2700	519	1	\$3,000.00	\$3,000.00	Busing students from campus to off-site experiences at corporate headquarters/businesses at Emory University and at Kennesaw State University.	Approved
Summer	2022	ESSER III-BOOST	3100	630	1	\$9,200.00	\$9,200.00	University dining hall and catering costs for on-campus meals for breakfast, lunch, dinner, and snacks at Emory University and Kennesaw State University for 75 students, 8-10 staff members for 6 days, 5 nights. Dining Hall costs at Kennesaw State University for 3 meals a day is \$28-\$30 per student/staff, while Emory University dining hall costs for 3 meals a day is \$33.50 (\$8.91 for breakfast, \$11.75 for lunch, \$12.84 for dinner) per student. This also includes catering meals for 10-50 volunteers varying on individual program days like an on or off-site lunch and learn or breakfast roundtable. This also includes our formal leadership dinners on Wednesday evenings which is a catered event on the each Emory and KSU campuses for a minimum of 100 people (including students, staff, and volunteers) with pricing estimated at \$30 per person plus staffing and table/linen fees, etc.	Approved

# Step 1: BOOST Plan

## BOOST Grantee Training

### Preliminary Budgeting Process:



## Step: 2

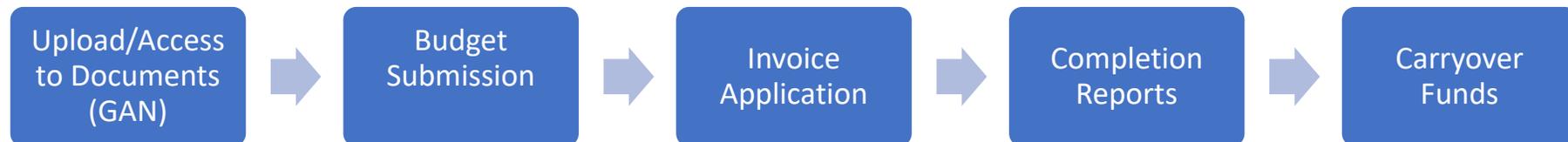
# Operating the Consolidated Application



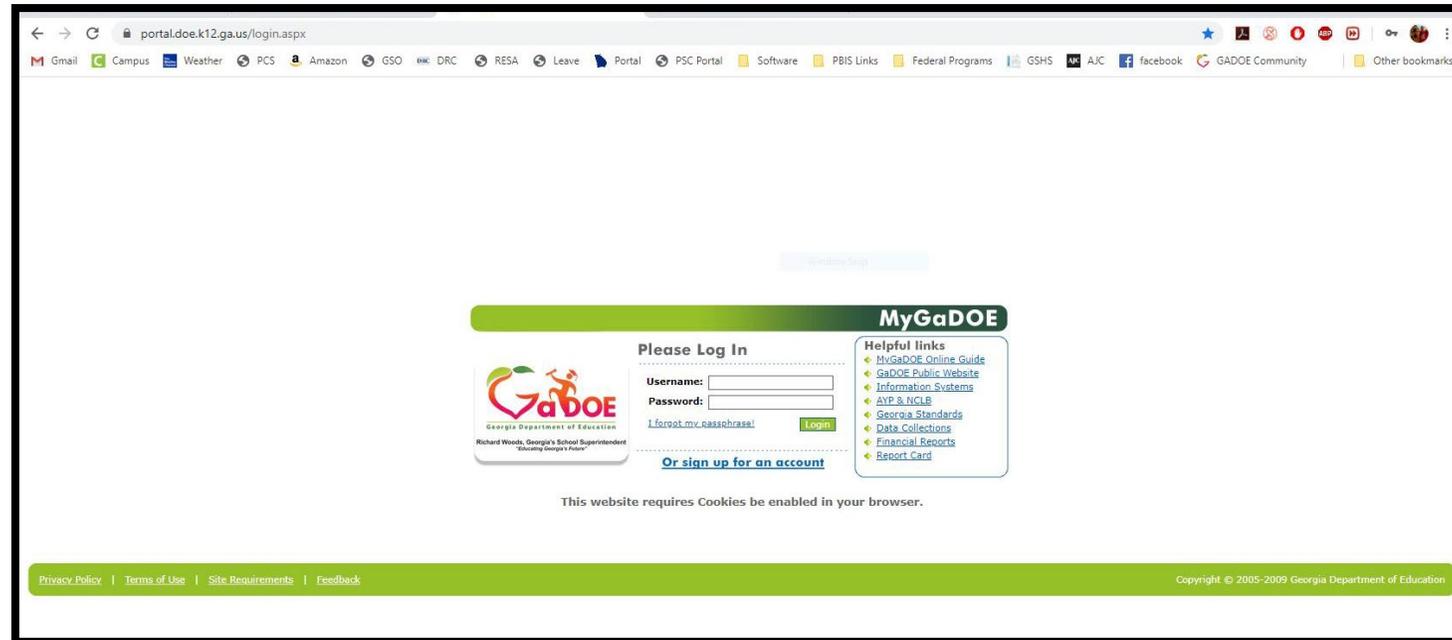
# Consolidated Application

## BOOST Grantee Training

**BOOST subgrantees will utilize the Consolidated Application for:**



# Consolidated Application BOOST Grantee Training



To access the Consolidated Application, you'll need to navigate to the MyGaDOE Portal ([portal.doe.k12.ga.us](http://portal.doe.k12.ga.us))

# Grant Award Notices

Locating the GAN in the Consolidated Application



# Grant Award Notices

## BOOST Grantee Training

1. Locate **“Consolidated Application”** on the left sidebar.
2. Select **“Title Programs”** and **“Title Programs”**
3. Select fiscal year, **“2022”**.
4. Select **“System Name”**



# Grant Award Notices

## BOOST Grantee Training

1. Select “**System Name**”
2. Subgrantee has access to their dashboard

Consolidated Application

### Applications

Fiscal Year: 2022

System: New American Pathways, Inc. - 11410 System Name:

Plan Status:

#### Application List

FY	System ID	System Name	Plan Status
2022	11410	New American Pathways, Inc.	New

Consolidated Application

### Program Status

District Name : New American Pathways, Inc. District Code : 11410

Fiscal Year : 2022

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

#### Federal Grants

Program	Applied As	Budget Status	DC Status	Pro
ESSER III-ARP BOOST Grant	Single District	Approved	New	Or
	Single District	New	New	An

# Grant Award Notices

## BOOST Grantee Training

Georgia Department of Education GRANT AWARD NOTIFICATION													
1 RECIPIENT NAME New American Pathways Inc Paola Mazon Executive Director p.mazon@newamericanpathways.org 404-299-6099 Ext. 235	2 AWARD INFORMATION PR/AWARD NUMBER S425U210012 ACTION TYPE New AWARD TYPE Discretionary												
3 PROJECT STAFF RECIPIENT CONTACT Kristina Hiler 404-299-6099 k.hiler@newamericanpathways.org GaDOE PROGRAM CONTACT Matt Cardoza 404-233-1320 mcardoza@doe.k12.ga.us GaDOE GRANTS ACCOUNTING CONTACT Whitney Metzger 404-491-4676 whitney.metzger@doe.k12.ga.us	4 PROJECT DESCRIPTION 84.425U Elementary and Secondary School Emergency Relief Fund - American Rescue Plan (ARP Act) BOOST Grants Community Grants After School Award: \$41,650.00 Summer Award: \$29,750.00												
5 AWARD PERIOD BUDGET PERIOD 03/24/2021 - 09/30/2023 FEDERAL FUNDING PERIOD 03/24/2021 - 09/30/2023													
6 AUTHORIZED FUNDING FEDERAL GRANT-Elementary and Secondary Emergency Relief Fund-American Rescue Plan AWARD AMOUNT: \$71,400.00													
7 ADMINISTRATIVE INFORMATION DUNS 102003688 REGULATIONS EDGAR AS APPLICABLE 2 CFR AS APPLICABLE ATTACHMENTS 3, 9, 11, 12, 13, 14, ARPESSER-T, TE3, TE4, TE5													
8 LEGISLATIVE AND FISCAL DATA AUTHORITY: PL PUBLIC LAW 117-2 N/A AMERICAN RESCUE PLAN ACT OF 2021 PROGRAM TITLE: EDUCATION STABILIZATION FUND CFDA/SUBPROGRAM NO. 84.425U													
<table border="1"> <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>11402-4190</td> <td>2022</td> <td>2022</td> <td>84.425U</td> <td>4101A</td> <td>\$71,400.00</td> </tr> </tbody> </table>		LUA PROGRAM CODE	FUNDING YEAR	AWARD YEAR	CFDA	OBJECT CLASS	AMOUNT	11402-4190	2022	2022	84.425U	4101A	\$71,400.00
LUA PROGRAM CODE	FUNDING YEAR	AWARD YEAR	CFDA	OBJECT CLASS	AMOUNT								
11402-4190	2022	2022	84.425U	4101A	\$71,400.00								

1

### Program Status

District Name : New American Pathways, Inc.  
Fiscal Year : 2022

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

Federal Grants

Program	Applied As	Budget Status
ESSER III-ARP BOOST Grant	Single District	Approved
	Single District	New

2

### Attachments

District Name : New American Pathways, Inc. District Code : 11410  
Fiscal Year : 2022

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

Group : **Grant Award Notices**

Description :

Upload File : Choose File No file chosen Upload

Item#	Uploaded File	Created Date	Group
1	FY22 Title IV Part B Grant Award Notice - New American Pathways, Inc. - Bright Futures Afterschool and Summer Program.pdf	8/6/2021 11:52:02 AM	Grant Awa
2	New American Pathways Inc - GAN BOOST Community Grant Award Notice.pdf	2/1/2022 2:38:11 PM	Grant Awa

- Select “Attachments”
- Use the drop-down menu to select “Grant Award Notices”
- Subgrantee will be able to view the uploaded GAN



# Budget Submission



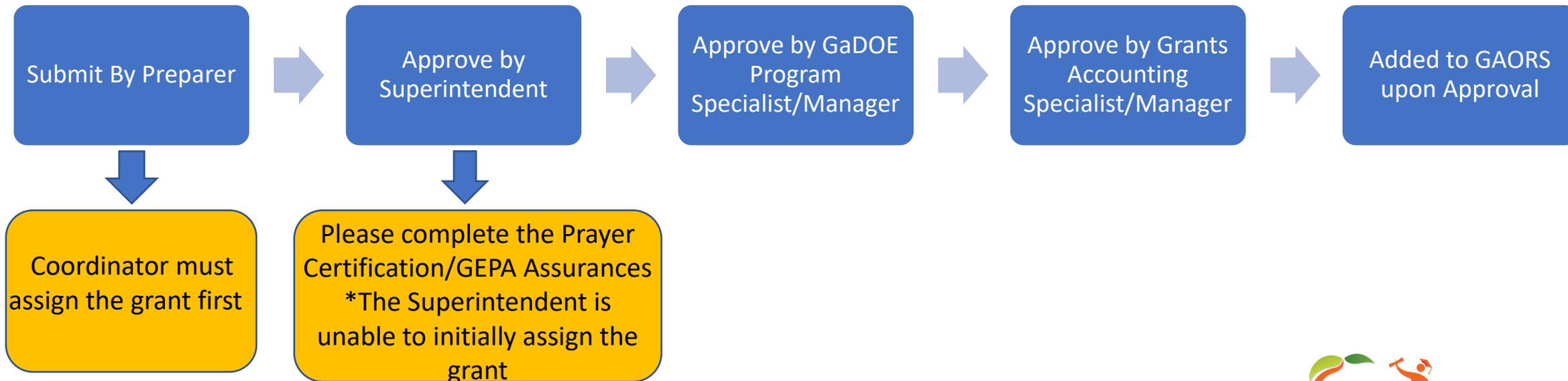
# Consolidated Application

## BOOST Grantee Training

- BOOST subgrantees must submit budgets for their Federal funds within the consolidated application. The original budgets may be submitted when the subgrantee has received approval through GSAN based on their pre-approved budgeting process. Funds cannot be accessed through Georgia's Grants Accounting Online Reporting System (GAORS) until a subgrantee's budget is approved by the Georgia Department of Education (GaDOE).
- Subgrantees must submit budget amendments for any award changes (reduction or increase) or any changes on original approved budgets that exceed 25-percent in any function code using the consolidated application approved process. Additionally, this will need to be reflected in the pre-approved process with GSAN.

# Consolidated Application BOOST Grantee Training

## GaDOE Budget Flow



# Consolidated Application BOOST Grantee Training

Consolidated Application

### Prayer Certification

District Name : Together Friends Organization Inc  
Fiscal Year : 2022

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

Prayer Certification

LEAs must submit the constitutionally-protected prayer certification and submit to the GaDOE on or before October 01, 2021. Please remember to press "Save"

- I, Timothy Buchanan, Superintendent of Together Friends Organization Inc School System, having knowledge of the policies of the aforementioned local education agency (LEA) that the aforementioned LEA does not have a policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as of February 28, 2003.
- I, Timothy Buchanan, certify that the LEA has not received any complaints alleging noncompliance with the Guidance since the most recent certification.
- I, Timothy Buchanan, certify that the LEA has received a complaint (or complaints) alleging noncompliance with the Guidance since the most recent certification.

Consolidated Application

### Title Programs - GEPA

District Name : 21st Century Leaders, Inc. District Code : 11547  
Fiscal Year : 2022

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

GEPA

**Requirement**  
Section 427 of the United States Department of Education's General Education Provisions Act (GEPA) requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take in order to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs. Local education agencies (LEAs) or other eligible applicants that apply for federal funding through the Consolidated LEA Improvement Plan (CLIP) application must provide this description in their application. The Georgia Department of Education (GaDOE) is responsible for ensuring that the LEA or other local entity has submitted a sufficient section 427 statement. For additional information, please see the [GaDOE Federal Programs Handbook](#).

**Developing a Response**  
GEPA allows applicants discretion in developing and describing the activities that are occurring to meet this requirement. *The statute highlights six types of barriers that may impede equitable access or participation: gender, race, national origin, color, disability, or age.* Based on local circumstances, LEAs should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in the Federally-funded project or activity.

Response:

Superintendent Acknowledgement:

- I, Superintendent of 21st Century Leaders, Inc., having knowledge of our LEA policies regarding the procedures to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs do hereby certify that these policies are in place in the district.

Please ensure that the **superintendent** has checked the boxes in the Prayer Certification and GEPA tabs.

\*This will be a one-time activity.

# Consolidated Application BOOST Grantee Training

## Adding the Grant

1. The subgrantee **coordinator** will need to ensure the they have assigned the **ESSER III-ARP BOOST Grant**
2. Locate the system dashboard, under Programs, select the corresponding grant.
3. Click **“Add”**.
4. The grant will appear under the subgrantee’s programs.

\* The superintendent’s role will not be able to complete this action

The screenshot shows the 'Consolidated Application' interface. At the top, it displays 'District Name : Camden County' and 'District Code : 620'. Below this, there are tabs for 'Programs', 'Planning', 'Prayer Certification', 'Attachments', 'Audit Trail', and 'GEPA'. A blue arrow points to the 'System Dashboard' link. The 'Add Program' section is highlighted, showing a dropdown menu with 'ESSER III-ARP BOOST Grant' selected. A red circle highlights the 'Add' button.

The screenshot shows the 'Consolidated Application' interface after the grant has been added. The 'Add Program' section is still visible, but the 'Add' button is no longer highlighted. Below it, a table titled 'Title Programs' shows the 'ESSER III-ARP BOOST Grant' added to the list. A red circle highlights the 'ESSER III-ARP BOOST Grant' entry in the table.

Program	Applied As	Budget Status	DC Status	Program Type	Drawdown%
ESSER III-ARP BOOST Grant	Single District	New	New	Original	

# Consolidated Application BOOST Grantee Training

1. Select the newly added grant, “**ESSER III-ARP BOOST Grant**” under programs.
2. Subgrantee will know grant has been successfully added, if the grant is listed under **Programs**.

Fiscal Year : 2022

Programs Planning Prayer Certification Attachments Audit Trail GEPA

Print

**Add Program**  
Add an applicable program to the application

Program : Charter School - Dissemination Grant

**Title Programs**

Program	Applied As	Budget Status	DC Status	Program Type	Drawdown%
ESSER III-ARP BOOST Grant	Single District	New	New	Original	

**Program Status**

District Name : Appling County  
Fiscal Year : 2021

Programs Planning Prayer Certification Attachments Audit Trail GEPA

**Title Programs**

Program	Applied As	Budget Status
Homeless Education	Single District	New
ESSER III-ARP BOOST Grant	Single District	Approved
	Single District	Approved

Select the grant to operate the budget

# Budget Submission

## BOOST Grantee Training

1. Once you're into the program, you will be able to view the budget screen.
2. Subgrantee will enter information for the fiscal year (2022), function, object, units, description, and price.
3. After each completed line item, click "add" to continue to input all items.
4. After budget is complete, select "sign-off" at the top right of the screen.

**Tip:** Please enter numbers as whole dollars.

Welcome to MyGaDOE

You have (0) new messages.

Help - Docket | Online Documentation

Site Navigation

- Home
- Logout

Pelham City

- Title Programs
- Reports
- Online Help
- Special Education Programs

Vincent Frosteg

- Account Information
- Add to Favorites
- Help - Docket

Hide Navigation

### Consolidated Application

Program : Title I -A, Improving the Academic Achieve

Current FY Allocation : \$0.00

Additional Allocation : \$0.00

Carry Over : \$0.00

Total Grant Award : \$0.00

Transfer Amount : \$0.00

Total Amount to be Budgeted : \$0.00

Not Budgeted Funds : -\$1,450.00

Print | Sign-Off

#### Add Budget Item

Fiscal Year : 2021

School : (Not Required)

To Program : ESSER III-ARP BOOST Grant

Function : 1000 - INSTRUCTION

Object : 642 - BOOKS (OTHER THAN TEXTBOOKS) AND PERIODICALS

Units : 1 Price : 15623

Description : Funds will be used to purchase books to stock little lending libraries, to provide "book of the month" to students, and to support the public library's reading initiative.

1829 characters left

Add Cancel

#### Budget Detail

Fiscal Year	From Program	School	To Program	Function	Object	Units	Price	Amount	Description
								\$1,450	

Show ALL

Privacy Policy | Terms of Use | Site Requirements | Feedback

Copyright © 2005-2009 Georgia Department of Education

# Consolidated Application Superintendent's View

1. The Superintendent will receive a portal notification that the budget is successfully submitted by the preparer.
2. The superintendent will then be able to **print, sign-off, or request revision** for the budget

**1**

Girls on the Run International - ESSER III- ARP -BOOST GRANT - Original Budget Signed Off...

CA\_DEV@doe.k12.ga.us  
To Superintendent

Follow up. Start by Tuesday, February 22, 2022. Due by Tuesday, February 22, 2022.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Superintendent Superintendent of Girls on the Run International has signed off on ESSER III- ARP -BOOST GRANT - Original.  
<https://portal.doe.k12.ga.us/Login.aspx>

Reply Reply All Forward

Tue 2/22/2022 12:12 PM

**2**

Consolidated Application

Budget

District Name : Baker County District Code : 604  
Fiscal Year : 2022 Program : ESSER III-ARP BOOST Grant

Status : Superintendent Signed Off (Date: 02/22/2022 12:58:33) Superintendent Sign off date : 02/22/2022 12:58:33

Program Information Budget Comments Audit Trail Assurances Programs

Program : ESSER CARES ACT - SCHOOL NURSE (CFDA #84.425D)

Current FY Allocation :	\$0.00
Additional Allocation :	\$0.00
Carry Over :	\$5,884.00
Pooling Allocation :	\$0.00
Total Grant Award :	\$5,884.00
Transfer Amount :	\$0.00
Total Amount to be Budgeted :	\$5,884.00
Not Budgeted Funds :	\$0.00

Print | Sign-Off | Request Revision

# Consolidated Application Liability Insurance

1. The subgrantee should access the system dashboard
2. Locate the attachments tab
3. Choose the Group: General
4. Upload proof of active liability insurance coverage

\*Please ensure the subgrantee has uploaded proof of the active liability insurance coverage before submitting budget for formal approval in the Con App

**Attachments**

District Name : STEM Atlanta Women, Inc. District Code :  
Fiscal Year : 2022

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

Group : General

Description :

Upload File : Choose File No file chosen Upload

# Consolidated Application BOOST Grantee Training

## GaDOE Budget Flow

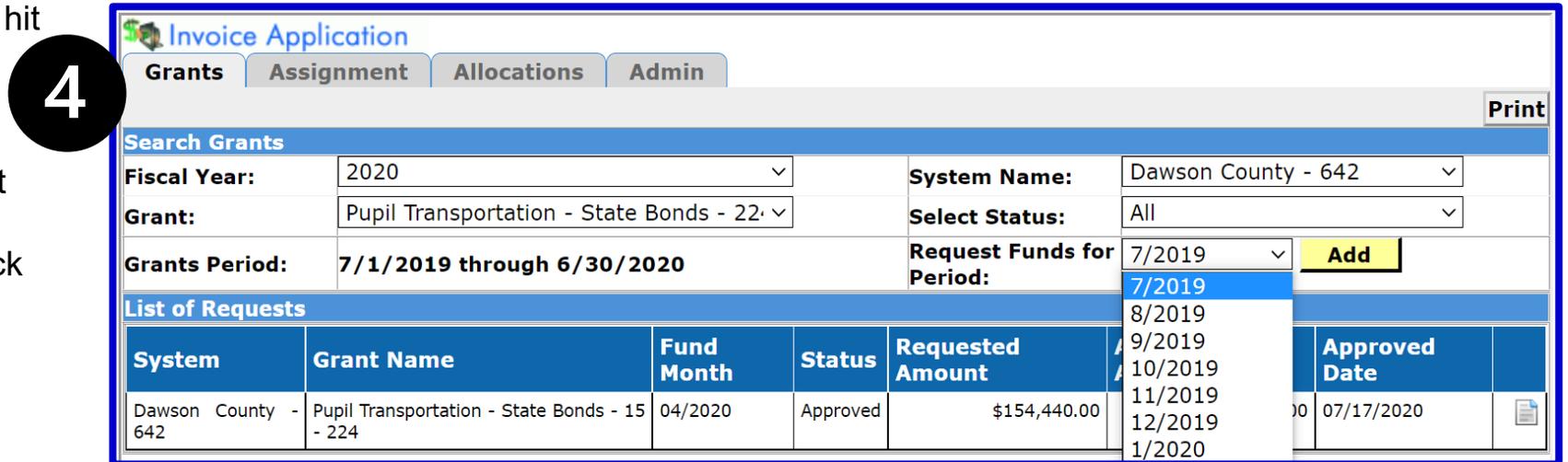
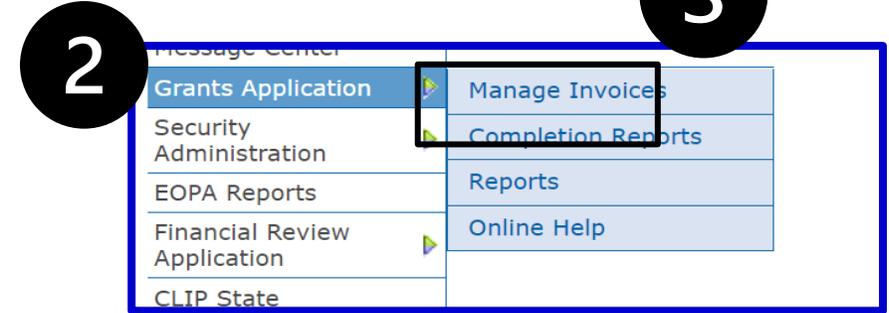
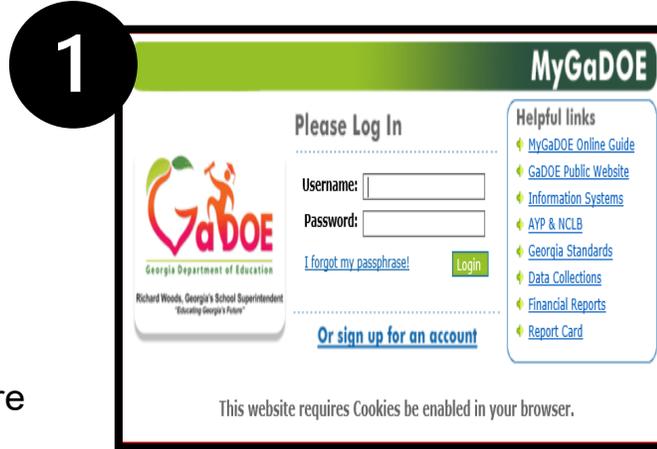


# Step 3: Invoice Application



# 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**

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

---

**Invoice Entry**

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

**Comments:**

---

**Invoice List** Total Amount Requested \$0.0

# 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.

# Helpful Tips: Reimbursement Request Processing in GaDOE Invoice Application

## Contractors

(any non-employee service providers such as enrichment contractors, external evaluators, professional development trainers, consultants)

1. Invoice
2. Program Director's signed approval on the invoice
3. Proof of payment
4. For professional development services: workshop agenda
5. For parent involvement activities: workshop agenda

## Field Trip Admission Fees

1. Invoice
2. Program Director's signed approval on the invoice
3. Proof of payment

## Utilities

1. Utility bill
2. Program Director's signed approval on the invoice/bill
3. Proof of payment text

## Student Transportation

1. Invoice from Transportation Department/ Transportation service provider
2. Program Director's signed approval on the invoice
3. Proof of payment

# Helpful Tips: Reimbursement Request Processing in GaDOE Invoice Application

## National Criminal Background Check (NCBC)

1. Invoice
2. List of persons covered by the NCBC (indicated on the invoice, for example)
3. Program Director's signed approval on the invoice
4. Proof of payment

## Travel Expense

(e.g. for regular commuting, professional development)

1. Travel Expense Statement and expense receipts, if applicable
2. For professional development and non-routine travel: workshop, conference, or meeting agenda
3. Program Director's signed approval on the Travel Expense Statement and invoices (e.g. receipts, bills, airline ticketing invoice)
4. Proof of payment

## Indirect Cost

1. General ledger/expense statement that serves as the basis of the indirect cost with annotation indicating how the cost was calculated
2. Journal Entry/General Ledger that demonstrates that the indirect cost has been charged to the BOOST grant subledger

# Helpful Tips: Reimbursement Request Processing in GaDOE Invoice Application

## Fidelity Bond and General Liability Insurance

1. Invoice
2. Program Director's signed approval on the invoice
3. Proof of payment

## Salary and Benefits

1. Payroll system generated report or spreadsheet (if payroll system generated report is unavailable)
2. Electronic payment/checks (ADP) register
3. Cancelled checks, if requested by GaDOE

## Purchase of goods and other expenses not categorized above

1. Purchase order
2. Invoice
3. Program Director's signed approval on the invoice
4. Proof of payment

# Preparing students for life.

[www.gadoe.org](http://www.gadoe.org)

   @georgiadeptofed

 [youtube.com/c/GeorgiaDepartmentofEducation](https://youtube.com/c/GeorgiaDepartmentofEducation)



Georgia Department of Education

