Take Action Summary!

COMPLETE YEAR 1 GRANT REIMBURSEMENTS BY AUGUST 21, 2022

- All invoices for eligible BOOST Year 1 expense reimbursements should be submitted **by August 31, 2022.** This includes both Year 1 afterschool and summer expenses. Any amounts not expended will "rollover" to Year 2. Please ensure that you are preparing your invoices and closing out your Year 1 spending! As a reminder, this should include all eligible expenses from August 1, 2021 through July 31, 2022. All eligible expenses incurred or paid in August 2022 are part of your Year 2 budget.
- Are you waiting on a budget amendment pre-approval? If so, continue to check on GSAN's Budget Status List for updates.

SUBMIT YOUR YEAR 2 AFTERSCHOOL BUDGET (DUE JULY 31, 2022 11:59 P.M.)
If you are a summer-only funded program, you do not need to complete an afterschool budget.
It's time to prepare and submit your budget for Year 2 afterschool awards. Please use the provided template to draft your budget and email it to boost@georgiavoices.org no later than July 31, 2022 at 11:59 p.m.

- Note that this template is updated and improved; please complete the green Budget Amount & Analysis worksheet FIRST to ensure that you account for the correct amount. We have also adjusted some codes related to food and field trip fees.
- YOU will decide the amount to roll over from your Year 1 afterschool programming. Decide what you can draw down by the end of August and put the rest in your Year 2 rollover; however, **do not include any summer allocation -- you will account for this in your Year 2 summer budget.**
- To find your Year 2 award amount, refer to the recent funding email you received (for any applicable afterschool programming) or the Year 2 Afterschool BOOST Award List online.
- Remember that BOOST funds cannot be used to pay for food on field trips, student incentives or awards, or to account for scholarships/fee waivers.
- If your afterschool budget includes field trips or capital expenditures, please go ahead and prepare the proper form, which can be found on the BOOST Grantee Resource Hub. If you send this form along with your budget, the pre-approval process will go much more quickly.
- Use this opportunity to check your insurance documentation; if your Certificate of Insurance is expired, please provide an updated version with your budget.

OBTAIN OR PROVIDE YOUR UNIQUE ENTITY ID (REQUIRED - DUE DATE EXTENDED TO JULY 29, 2022)

- *We originally shared this information with you on July 6; please note that **we are extending the deadline to July 29** due to the backlog of requests for UEIs. Please*

keep GSAN updated on any challenges you are encountering. Organizations who cannot provide a UEI by July 29 will not be penalized, but access to additional Year 2 funding may be delayed.

- On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID, which is generated by SAM.gov. All further federal subgrantee awards (including BOOST awards) will require the Unique Entity ID of the recipient to be used. Details can be found in the Unique Entity Identifier Fact Sheet.
- **My organization already has a Unique Entity ID!**
    - If you already have your Unique Entity ID from SAM.gov, please use the BOOST UEI Collection Form to report this to GSAN as soon as possible. ***Thank you to the 43 organizations who have already completed this form!***
- ***My organization does not have a Unique Entity ID!***
    - If you do not have a Unique Entity ID from SAM.gov, please visit that website to obtain one. The website contains extensive instructions, which will assist you through the process. Note: You have the option to simply "Get a Unique Entity ID" instead of fully registering with SAM.gov. Either approach is acceptable, but simply getting a UEI will be quicker. Once obtained use the BOOST UEI Collection Form to report this to GSAN as soon as possible.
- Be sure to use your full legal business name and current address on all forms and plan to keep your information current with SAM.gov over time.

REGISTER FOR A MONITORING WEBINAR (REQUIRED)

- All grantees should make plans to attend ONE of the two special grant monitoring webinars available in August. The webinar will provide an overview of the process in which GaDOE will monitor subgrantees' internal controls, expenditures, inventory, drawdowns, and cost principles regarding the received BOOST grant funds. It will also highlight GSAN's approach to program monitoring. **Organizational leadership, grant management, and/or fiscal management should attend.**
    - August 4, 2022 10:00a-11:30a GaDOE Monitoring Overview and Process
    - August 10, 2022 10:00a-11:30a GaDOE Monitoring Overview and Process
- **What is monitoring?** Federal regulations and administrative procedures require that the state educational agency (GaDOE) monitor the implementation of program requirements and the expenditure of federal funds. Monitoring of the ESSER-ARP Act program is conducted to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. Monitoring emphasizes accountability for using resources wisely. It serves as a vehicle for the Georgia Department of Education to help subgrantees achieve high-quality implementation of educational programs.

Reminders & Updates

- **Waiting on an Invoice Payment?**
  GSAN recently learned that Grants Accounting paused payment on any invoices submitted after June 16 in order to focus on closing out GaDOE's fiscal year. While we were aware that July would have some payment delays, we did not know the extent of it. Please note that invoices submitted after June 16 will be paid on July 28. Thank you for your patience! The payment schedule should return to normal after July 28th. Please contact boost@georgiavoices.org for assistance with any unpaid invoices successfully submitted before June 16.

Visit BOOST Grantee Resource Hub

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If you believe you received this message in error or wish to no longer receive email from us, please unsubscribe.