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## Take Action!

### BOOST Town Hall Coming Up!

Date: **March 3, 10:00-11:30 a.m.**

Registration Link: [REGISTER HERE](#)

These informal forums afford grantees the opportunity to hear about program updates, share what has been working well throughout the grant process, and suggest areas in which the program can improve. Connect in real time with GSAN staff, GaDOE staff, as well as peers in the field!

### 2023 Summer Budgets Requested

Have you already submitted your Year 2 summer budget? If so, thank you! If not, please remember that **all budgets are due to GSAN by February 10, 2023**. We are pre-approving budgets at a record pace!

Steps for Budget Submission:

1. Access the new [Year 2 Summer Budget Template](#) and download it to your computer. When you open it, it will likely be in Protected View so click Enable Editing to edit the file.
2. Do you have a balance from Year 1 summer remaining that you'd like to **repurpose** for use in Year 2?
  1. If yes, complete the **Year 1 SE Update** worksheet, found in the template.
  2. If you have \$0 balance *or* if you have a balance but want to use the funds in Year 2 summer for the same line items, leave this worksheet blank.
3. Go to the **Budget Analysis** worksheet and enter your Year 2 summer award in the appropriate cell. You can now refer back to this worksheet as you budget to ensure that you have fully accounted for the new award.
4. On the **YEAR TWO SE** worksheet, build your budget using the same function and object codes as you have in the past. If you are unsure about a code, put your best guess and GSAN staff will make corrections as necessary.
  1. **Important:** Following the most recent state auditing guidelines, we've asked that **each line item's description begin with the "SE Year 2:" tag**. The template models that on the first line item.
5. Email the completed budget to [boost@georgiavoices.org](mailto:boost@georgiavoices.org).

Please consult the [BOOST Implementation FAQ](#) for more budgeting resources and reach out to us if you require technical assistance for the budgeting process.

### Invoice Errors & Old Invoices

GaDOE and GSAN collaborated to explore a number of errors experienced by grantees when attempting to submit an invoice in the MyGaDOE Invoice Application. Grantees were

experiencing an error in which the system indicated that the invoice exceeded their allocated grant award, although this did not seem accurate based on balances and past drawdowns. It was determined that this was due to *old invoices that were drafted but never submitted* -- the amounts in those abandoned invoices were being held against the award total.

*Please have your Invoice Preparer remove (or "zero out") any old invoices that were drafted in error and then disregarded. This includes invoices that were never sent to the Approver, were sent to the Approver but not signed, or returned by GaDOE. Failure to take this step could lead to future invoice submissions being rejected by the automated system.*

## Learning Opportunity: Georgia Afterschool & Youth Development (ASYD) Quality Standards

Date: **Friday, February 24, 2023**

Time: **9 am - 4 pm**

Location: **Clayton State University**, Harry S. Downs Center (2000 Clayton State Boulevard, Morrow, GA 30260)

Cost: **FREE for all BOOST grantee staff** (GSAN will cover costs)

Facilitators: **HTI Catalysts & VOX ATL**

Description: The Georgia Afterschool & Youth Development Standards is a collaborative project funded and endorsed by several state agencies and offered to all youth development programs across the state as an opportunity to increase program quality. The Standards are grounded in research and best practices and include an easy-to-use self-assessment tool. This session will give participants insight into the Standards and how they could be used to evaluate and increase program quality. Participants will:

- Understand the ASYD Quality Standards program improvement process;
- Learn how to use the ASYD Quality Standards Assessment Tool;
- Practice observing program practices; and
- Apply ratings to program practices.

**Registration for this training closes on Friday, February 17, 2023.** When registering, please choose the **General Admission (BOOST) (\$0)** ticket option.

[Register](#)

## Reminders & Updates

### BOOST Evaluation Process & Outcomes TA

Do you want to:

- Learn more about this year's evaluation efforts, including grantee reports?
- Request technical assistance to strengthen your outcome measures?
- Find assistance to identify an evaluation tool for your organization?
- Gain assistance with analyzing your program data?

If so, please check out the [BOOST Evaluation Information flyer](#) from Metis Associates, GSAN's evaluation partner. The process for requesting technical assistance (and much more!) is described there!

## Update: BOOST Training Requirements Suspended

Based on grantee feedback, the suspension on training requirements for the BOOST program remains in place. While we look forward to re-launching our quality supports and professional development opportunities, **there are no requirements for grantees at this time.**

[Visit BOOST Grantee Resource Hub](#)



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