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BOOST Year 3 Summer Reporting

Year 3 Summer Report Will Take Place September 9th – 27th, 2024!
The annual report for Year 3 summer programming is due by September 27th. Grantees will use the FLUXX system to complete reports; this is the same system you used to complete your BOOST application. **The report will be available on the FLUXX system on September 9th.**

REGISTER FOR 9/5 TECHNICAL ASSISTANCE SESSION

Register for 9/5 TA Session

BOOST Final Invoicing Guidance

The below guidance applies to all BOOST grantees to meet the ESSER III-ARP BOOST Grant liquidation date of September 30, 2024:

Community and Target Grant Organizations
BOOST Grant Year 3 Program expenses should conclude on July 31, 2024.
September 19: All expenditure invoices for BOOST program expenses must be submitted by September 19, 2024, to meet the liquidation deadline. Invoices from any prior fiscal year are eligible ('22, '23, '24) and must be submitted by this deadline.

***To support grantees with closeout, salary expenses may be incurred through September 19, 2024;** however, please remember that your invoices must still be submitted by that date.

Statewide Grantee
Though we strongly recommend all BOOST grantees conclude BOOST Grant Program expenses by July 31, 2024, afterschool and summer expenses through September 30, 2024, will be allowable for statewide grantees.

***To receive reimbursement for expenses incurred after July 31, 2024, all invoices must be received by October 15, 2024.**

Grantees who cannot submit invoices according to the above guidelines due to extenuating circumstances should contact boost@georgiavoices.org immediately. Expenses incurred outside of the grant terms will not be eligible for reimbursement

Identifying Remaining Balances in BOOST Budget

If there are unspent funds in your budget and are unsure of how to identify the line items with remaining balances, please use the balance tracker worksheet below to identify them**.**

- To located specific details about reimbursed invoices please visit the MyGaDOE Portal and *follow the steps below to create a detailed invoice report.*
- If you experience a technical issue of being unable to invoice your remaining balance,
    - Check your list of invoices within the MyGaDOE Portal and remove draft invoices (new payment requests) that you do not intend to submit. Removing these invoices will release the funds to be used.
    - Please schedule a TA session immediately if the above doesn't work
- To track your expenditures by function/object code to identify line items with remaining balances please use the balance tracker spreadsheet below.

Balance Tracker Worksheet

Locating Detailed Invoice Reports in MyGaDOE Portal

To identify the program year/budget of where there are remaining balances, please log into the MyGaDOE Portal to run a **detailed invoice report by using the following steps:**

1. Login into the portal
2. Select "Grants Application"
3. Select "Report"
4. On the reports page, select "Grants Report" in the "Grants Category" drop-down menu.
5. Select "Detailed Invoice Report" in the second drop down
6. On the detailed invoice page,
    1. select FY2022 (FY23 for Foster Year 2 budgets)
    2. select "ESSER-III BOOST ARP" for the grant
    3. select "ALL" for the months
7. An Excel file will be created and downloaded. Open up the Excel file to view the report.

Final Budget Amendments Guidance

As we prepare to closeout the BOOST Grant invoicing please remember that your invoices must align with your approved budgets in the MyGaDOE Portal Consolidated Application(ConApp). We encourage organizations to review their expenditures and remaining balances so that any required budget amendments can be identified and submitted for processing as soon as possible.

RECOMMENDATION: For Community and Target Grantees - Please submit all budget amendments by September 4th to provide enough time for processing and portal approval to meet the final invoicing date of September 19th. For Statewide Grantees - Please submit all budget amendments by September 26th to provide enough time for processing and portal approval to meet the final invoicing date of October 15th.

Read More

Take Action

Grantee Records Update
If you need to update any of your contact or portal information to ensure that you are able to invoice for your remaining funds and to stay connected, please follow the instructions below.

Contact Information—Use the Contact Update From to update primary grant contact, finance contact, etc.

Grant Accounting Access Form—If you need to update the people/roles that can access the MyGaDOE Portal, please fully complete the Grant Accounting Access Form and email it to boost@georgiavoices.org

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BOOST Administrative Calendar
Please reference this document: Year 3 BOOST Calendar to review upcoming deadlines and other important dates.

BOOST Administrative Calendar

Schedule Technical Assistance w/ BOOST Team

Schedule

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