

Building Opportunities for Out-of-School Time (BOOST) Grants Program

Grantee Orientation Session

October 9, 2025



WELCOME BOOST GRANTEES!

COMMUNITY GRANTEES

Africa's Children's Fund

After-School All-Stars (Georgia State University Research Foundation, Inc.)

Agape Community Center Inc (dba Agape Youth & Family Center)

APEC Family Foundation

Artportunity Knocks Inc

Atlanta Police Athletic League

Boss King Enterprises Inc DBA BK FUTURE LEADERS

Breakthrough Atlanta

Bridging the Gap Educational Services

Camden Connections - Clubhouse Camden

Camp Village, Inc.

Champions Academy of Fine Arts Corp

Change Your Story, Inc.

City of Refuge

College AIM

Corners Outreach

Devereux Georgia

East Atlanta Kids Club, Inc.

Family Support Circle

Favor Academy of Excellence, Inc.

Four Corners Group, Inc.

GENTS&GLAM Community, Family and Youth Services

Girls Incorporated for Greater Atlanta

Harvest Rain Early Learning Academy, Inc

Hopes Journey Youth Services Inc.

Horizons Savannah

Imagine the View Preparatory, Inc.

Impact STEAM Academy After School & Summer Program

Inspiritus, Inc.

Jared's Heart of Success, Inc.

WELCOME BOOST GRANTEES!

COMMUNITY GRANTEES

KidKong Association

Kid's College Summer Camp at Wesleyan College

LIFT Youth Center, Inc.

Los Niños Primero (Children First)

Marietta Police Athletic League, Inc.

Men About Change, Inc.

Men Of Excellence, Inc.

Mentorship Academy Advance Training Institute Inc.

Mercy Housing Southeast

Morehouse College

Mothers Raising Sons, Inc.

Next Generation Focus Incorporated

Nobis Works, Inc., dba Tommy Nobis Center

OneSource Learning & Development Center Inc.

Positive Growth, Inc.

Raising Expectations, Inc.

Sandy Springs Mission, Inc.

South GA Starz Academy INC

STAR House Foundation, Inc.

Team Up Mentoring Inc

The dReam Center Church

The International Rescue Committee in Atlanta

The Salvation Army of Metro Atlanta

The STEAM Generation Inc. (TSG)

The Study Hall, Inc.

The Vashti Center

Thomasville Community Resource Center

W.E. MOVE! Tutoring Group

Wings for Kids

Youth Empowerment through Learning, Leading, & Serving, Inc. (YELLS)

WELCOME BOOST GRANTEES!

STATEWIDE GRANTEES

Georgia Alliance of Boys & Girls Clubs Inc.

Georgia Alliance of YMCAs

Georgia Recreation and Park Association

GSAN BOOST STAFF



KATIE LANDES
Director



DR. KINYATTA TRICE
Associate Director

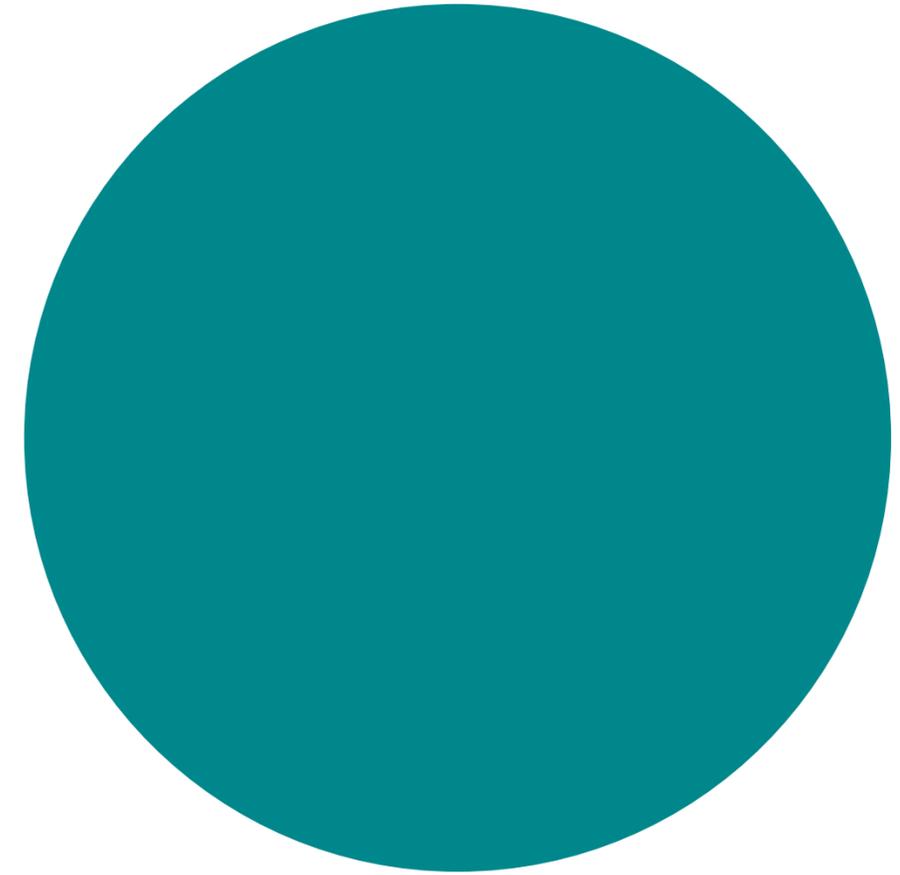


JUSTIN SWARTZWELDER
Senior Program Specialist



MARCUS LIANG
Senior Communications Specialist

HOUSEKEEPING FOR TODAY'S SESSION



- Q&A feature vs. chat -- Please use the Q&A feature of Zoom today!
- Session is being recorded; may be streamed on-demand and link provided in follow-up.
- You will receive the slides in the next Grantee Update and they will be posted to the BOOST Resource Hub by the end of the week.
- 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).

AGENDA

- 01 PROGRAM OVERVIEW
- 02 ONBOARDING & VENDOR SET UP
- 03 API FRAMEWORK & QUALITY INTAKE
- 04 COMPLIANCE & ASSURANCES
- 05 REPORTING & OUTCOMES
- 06 BUDGET & INVOICE APPROVAL
- 07 COMMUNICATIONS & GRANTEE RESOURCE HUB
- 08 MYGADDOE PORTAL NAVIGATION
- 09 Q & A





1. OVERVIEW



GEORGIA STATEWIDE AFTERSCHOOL NETWORK (GSAN)

WHO ARE WE? CHAMPIONS FOR QUALITY TIME FOR KIDS.

Our mission is to advance, connect, and support high quality afterschool and summer learning programs to promote the success of children and youth throughout Georgia.

WHAT DO WE DO? PROVIDE DIRECTION AND RESOURCES FOR HIGH QUALITY AFTERSCHOOL TIME.

We are an effective resource for afterschool and summer learning programs in Georgia. We cultivate environments that allow these programs and the youth they serve to thrive.



BOOST TIMELINE



2021 - 2022
Year 1 : BOOST sites
operated in 87 counties

2022 - 2023
Year 2: BOOST sites
operated in 112 counties

2023 - 2024
Year 3: BOOST sites
operated in 115
counties

Early 2025
Final BOOST
Evaluation Report
Released

Spring 2025
Georgia makes a \$12.5
million annualized
investment to continue
BOOST

Summer 2025
GaDOE & GSAN
partnership:
State Funded BOOST
Grants Program.

Summer 2021
GaDOE & GSAN
partnership:
ARPA funded BOOST
Grants Program.

GSAN'S ROLE IN THE BOOST GRANTS PROGRAM

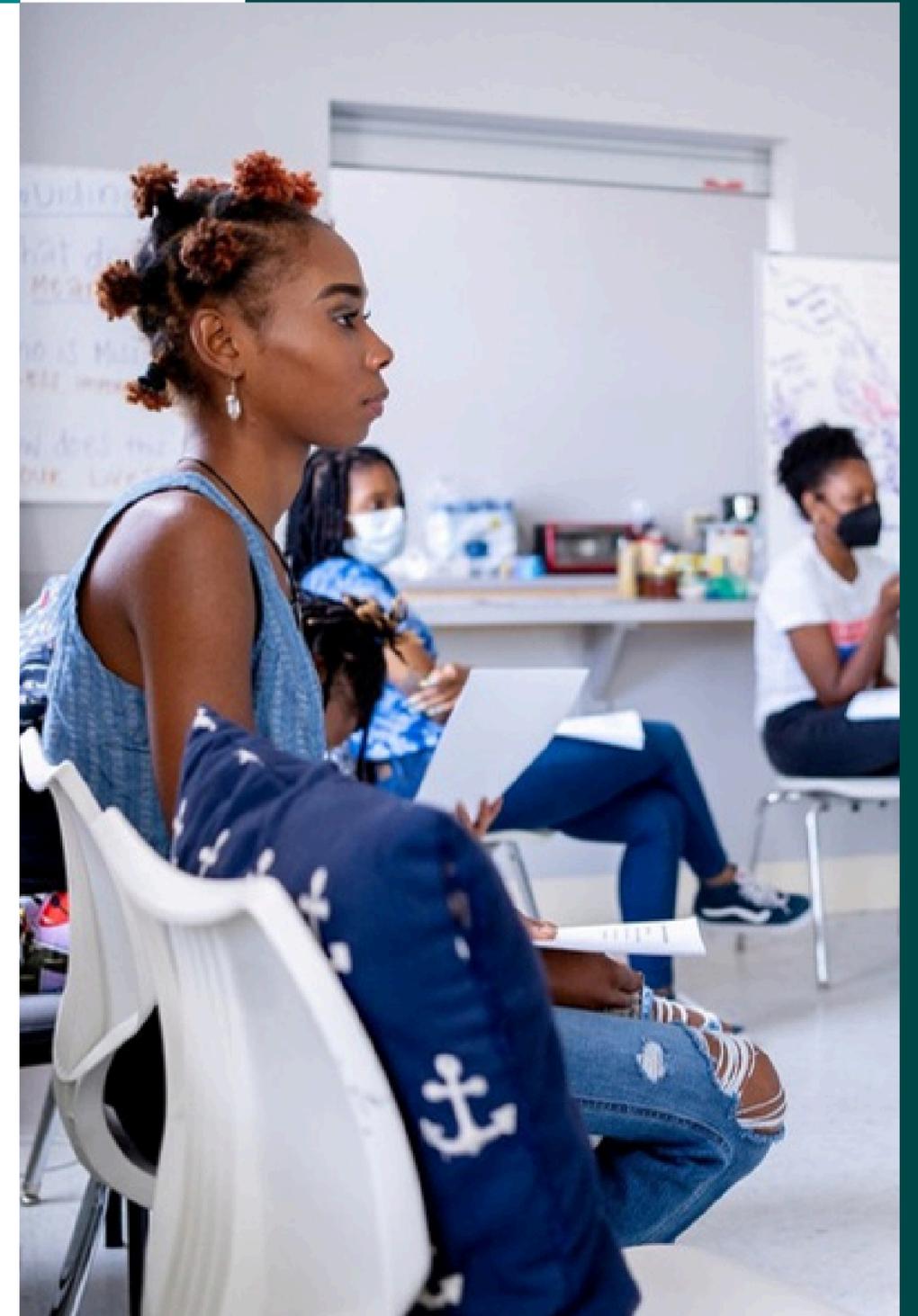
- GSAN is not the grant funder
- GSAN is serving as the grant administrator and provides:
 - Budget development support & initial approval
 - Invoice review & initial approval
 - 1:1 technical assistance for grantees
 - To schedule: [BOOST TA Scheduler](#)
 - Oversight of BOOST program evaluation
 - Compliance support & monitoring
 - Annual site visits, quarterly reports
 - Programmatic quality supports and training
- Grantees may benefit from a number of GSAN's non-BOOST resources for OST as well!
- Bottom line – we want to help you succeed!



BOOST PURPOSE



BOOST Grants are intended to support the learning acceleration, academic development, connectedness, and well-being of Georgia's students, utilizing a whole child approach.



LEARNING ACCELERATION

- Strategically prepares students for success in the present—this week, on this content
- Addresses past concepts and skills in context of future learning
- Jump-starts underperforming students into learning new concepts before their classmates even begin
- Creates opportunities for struggling students to learn alongside their more successful peers
- Establishes and maintains strong and intentional links to the school day



WHOLE CHILD APPROACH

- Develops and prepares students for challenges and opportunities by addressing comprehensive needs
- Acknowledges AND addresses non-academic factors that impact academic outcomes while expanding learning opportunities
- Ensures each student is healthy, safe, engaged, supported, and challenged



GRANT PERIOD

One-year grant that begin October 1, 2025, and end July 31, 2026, with renewal available contingent upon continued state appropriations and grantee performance and compliance.

RENEWAL REQUIREMENTS:

*CONTINGENT UPON CONTINUED STATE APPROPRIATIONS

- Meet all assurances
 - Quarterly reporting
 - Utilization of funds & invoicing according to schedule
 - Site visits
 - Quality commitment
 - Annual reporting
- Compliance with any GSAN administrative requests
 - Responding to communication attempts
 - Adhering to budget and invoice approval processes
 - Maintaining updated contact records
- Sound fiscal management

GRANTEE AWARDS

- **NOT** reimbursement based, but still may require up to 3 month of working capital
- Year-round programs determine the amount of their awards they allocate for afterschool or summer programming
- Grant Award Notices (GAN) can be located within the Consolidated Application in the portal
- Cannot submit approved invoices outside of the dates provided in the RFP

GRANTEE AWARDS: AWARD DETERMINATIONS

Eligible To Request

- The amount an organization was eligible to request was based on the funding matrix and the number of youth reported in your application for each program period
- Could not request more than 40% of the operating budget reported in application

Final Funding Awarded

- Programs with a higher percentile rank based on their application score were awarded a higher % of their eligible ask
- Programs who have a higher dosage of programming were awarded a higher % of their eligible ask

GRANTEE AWARDS: BUDGET UPDATES & PROJECT MODIFICATIONS

Budget Modifications

- Modify your budgets based on the award amounts by October 17, 2025
 - Upload within [BOOST Grants Portal](#)
 - [Use the budget worksheet template](#)
- Budgets must be approved by G·SAN prior to submitting in MyGaDOE Portal
- Remember: Non-BOOST funds can and should be utilized to fulfill your program needs

Project Modifications

- Adjustments to service projections, sites, goals, or scope
- Modifications cannot result in a violation of program requirements or assurances
- Modifications should not significantly alter the program's model/framework that was used to evaluate the application

BOOST GRANTEE IMPORTANT DATES



BOOST Grantee Important Dates

October 2025		
Event	Dates	To Note
Budget, Invoice, Vendor Establishment, and Quality Intake	October 13 th – 31 st	
Invoice # 1 due	October 31 st	Must Invoice a minimum of 25% of award
November 2025		
Budget, Invoice, Vendor Establishment, and Quality Intake	November 3 rd –14 th	
BOOST Grantee Townhall	November 6 th	10:00 AM-11:00 AM
BOOST Statewide Grantee Meeting	November 6 th	11:30 AM-12:30 PM
Quarterly Implementation Report #1	November 21 st	
December 2025		
Budget Revision & Invoice Submission	December 8 th –19 th	
Invoice #2 Due	December 31 st	Must have invoiced a minimum of 50% of award by this date
January 2026		
BOOST Grantee Townhall # 2	January 8 th	10:00 AM-11:00 AM
BOOST Statewide Grantee Meeting #2	January 8 th	11:30 AM-12:30 PM
Site Visits	January 19 th –30 th	We will contact organizations to schedule
Quarterly Implementation Report #2	January 30 th	
February 2026		
Site Visits	February 2 nd –13 th	We will contact organizations to schedule
Budget Revision & Invoice Submission	February 16 th –27 th	
Invoice #3 Due	February 27 th	Must have invoiced a minimum of 75% of award by this date
Invoice #1 Due (Summer Only Programs)	February 27 th	Must invoice a minimum of 50% of award
March 2026		
		We will contact organizations to

Administrative Calendar

WHAT TO EXPECT

- **Onboarding & State Vendor Establishment:** October 13th - November 17th
 - Budget and first invoice approval
 - Quality Intake Survey
 - Financial Readiness Assessment
- Quarterly Townhalls & Statewide Grantee Meetings
 - **November 6th --Focus Topic: Data & Reporting**
- Submission of all reports, budget documents, contact updates, vendor paperwork within [BOOST Grants Portal](#)
- Quarterly implementation reports & an annual report
- Invoicing review and approval during described invoicing windows
- Three budget revision opportunities (two opportunities for Summer-only programs)
- Programmatic quality supports & training
- 1:1 Technical assistance with GSAN staff
- Opportunities to participate in interviews about our programs
- Technical assistance with outcome development



2. ONBOARDING & STATE VENDOR SET UP



GRANT MANAGEMENT TOOLS

- **BOOST Grants Portal**

- Submit all state vendor forms if revisions are needed
- Contact updates
- Budget revisions
- Quarterly and annual reports
- Financial assessment
- Quality Assessment Intake Survey

- **MyGaDOE Portal**

- Consolidated Application (ConApp) (budget/documents)
- Invoice Application (invoices/expense reimbursement)
- Completion Reports



STATE VENDOR FORMS:

*ALL FORMS WERE SUBMITTED WITH APPLICATION

- [GaDOE Conflict of Interest and Disclosure](#)
- [W-9](#)
- [Supplier Request Change](#)
 - Banking information
- [Grants Accounting System Access](#)
 - Obtain access to MyGaDOE Portal (budget management/invoice submission)





DEPARTMENT OF EDUCATION GRANTS ACCOUNTING SYSTEM ACCESS FORM

SYSTEM NAME: _____  **This is your organization's name**

CONSOLIDATED APPLICATION COORDINATOR (S): _____  **This is the person who will enter your pre-approved budget into the MyGaDOE portal**

EMAIL ADDRESS: _____

CONSOLIDATED APPLICATION SUPERINTENDENT (S): _____  **This is the person who will approve your budgets**

EMAIL ADDRESS: _____

NEW GAORS Preparer (S): _____  **This is the person who will prepare your draw-down requests**

EMAIL ADDRESS: _____

NEW GAORS SUBMITTER (S): _____  **This is the person who will approve and submit your drawdown request**

EMAIL ADDRESS: _____

INVOICE APPLICATION PREPARER (S): _____  **This is the person who will prepare your expenditure reports. Recommended this is same person as the New GAORS Preparer**

EMAIL ADDRESS: _____

INVOICE APPLICATION SUBMITTER (S): _____  **This is the person who will approve and submit your expenditure reports. Recommended this is the same person as the New GAORS Submitter.**

EMAIL ADDRESS: _____

CHANGE AND/OR DELETE: (Circle one)  **If you already have access to the MyGaDOE Vendor Portal and need to change or remove access your existing information, use this box.**

PREPARER (S): _____

SUBMITTER (S): _____

KEY THINGS TO REMEMBER

- Each organization must have a minimum of two individuals participating in this process.
- The same person **cannot** be listed as Consolidated Application (ConApp) Coordinator and ConApp Superintendent.
- We recommend having the same person listed as your GAORS preparer and Invoice preparer
- We recommend having the same person listed as your GAORS submitter and Invoice submitter
- Highly recommend the assigned personnel be in your accounting management in consistent communication with program personnel.



DEPARTMENT OF EDUCATION GRANTS ACCOUNTING SYSTEM ACCESS FORM

SYSTEM NAME: The Best Youth Foundation

CONSOLIDATED APPLICATION COORDINATOR (S):	<u>Kathy Jones</u>
EMAIL ADDRESS:	<u>kjones@bestyouth.org</u>
CONSOLIDATED APPLICATION SUPERINTENDENT (S):	<u>Jared Mans</u>
EMAIL ADDRESS:	<u>jmans@bestyouth.org</u>
NEW GAORS Preparer (S):	<u>Kathy Jones</u>
EMAIL ADDRESS:	<u>kjones@bestyouth.org</u>
NEW GAORS SUBMITTER (S):	<u>Jared Mans</u>
EMAIL ADDRESS:	<u>jmans@bestyouth.org</u>
INVOICE APPLICATION PREPARER (S):	<u>Kathy Jones</u>
EMAIL ADDRESS:	<u>kjones@bestyouth.org</u>
INVOICE APPLICATION SUBMITTER (S):	<u>Jared Mans</u>
EMAIL ADDRESS:	<u>jmans@bestyouth.org</u>

STATE VENDOR SET-UP TIMELINE

- **Existing vendors with no changes to MyGaDOE portal access can log into the portal now**
 - Can locate Grant Award Notice (GAN)
 - Initial set up of the Grant-listed in MyGaDOE Portal as “ BOOST 2.0 Grant”
- **New Vendors**
 - If paperwork was submitted correctly, we'll begin processing week of October 13th . Anticipate all accounts being established by Mid-November.
 - If paperwork needs revision, we will begin communicating the needed changes the week of October 13th. We will ask for you to make those revisions and re-submit within 2 business days.



3. API FRAMEWORK & QUALITY INTAKE



COMMITMENT TO QUALITY

To improve program quality and achieve desirable youth outcomes, programs must commit to a quality improvement process that focuses on results. GSAN's **Assess, Plan, Improve Framework** employs various program assessment tools to guide programs in evaluating the state of their program and developing a plan to strengthen it.

ASSESS

QUALITY INTAKE SURVEY

ASYD SELF-ASSESSMENT

Recommended to complete the Afterschool Youth Development (ASYD) Self-Assessment to evaluate the strengths and areas for growth within their current programs. After reviewing their assessment results, grantees should choose to participate in G·SAN quality support offerings that will support with address identified areas for improvement.

YPQA EXTERNAL ASSESSMENT

Organizations that have experience with programmatic quality improvement cycles and are prepared to engage in more advanced quality work will be recommended to participate in an external assessment—The Forum for Youth Investment Youth Program Quality Assessment. After completing this assessment, organizations should plan to participate in one of the regional Methods Training courses that supports improvement related to their results or to participate in other G·SAN quality support offerings aligned with their quality improvement needs.

CUSTOMIZED COACHING

Programs who have YPQA experience will be recommended to connect with a quality coach to support with individualized and program specific quality work.

PLAN



ON DEMAND RESOURCES

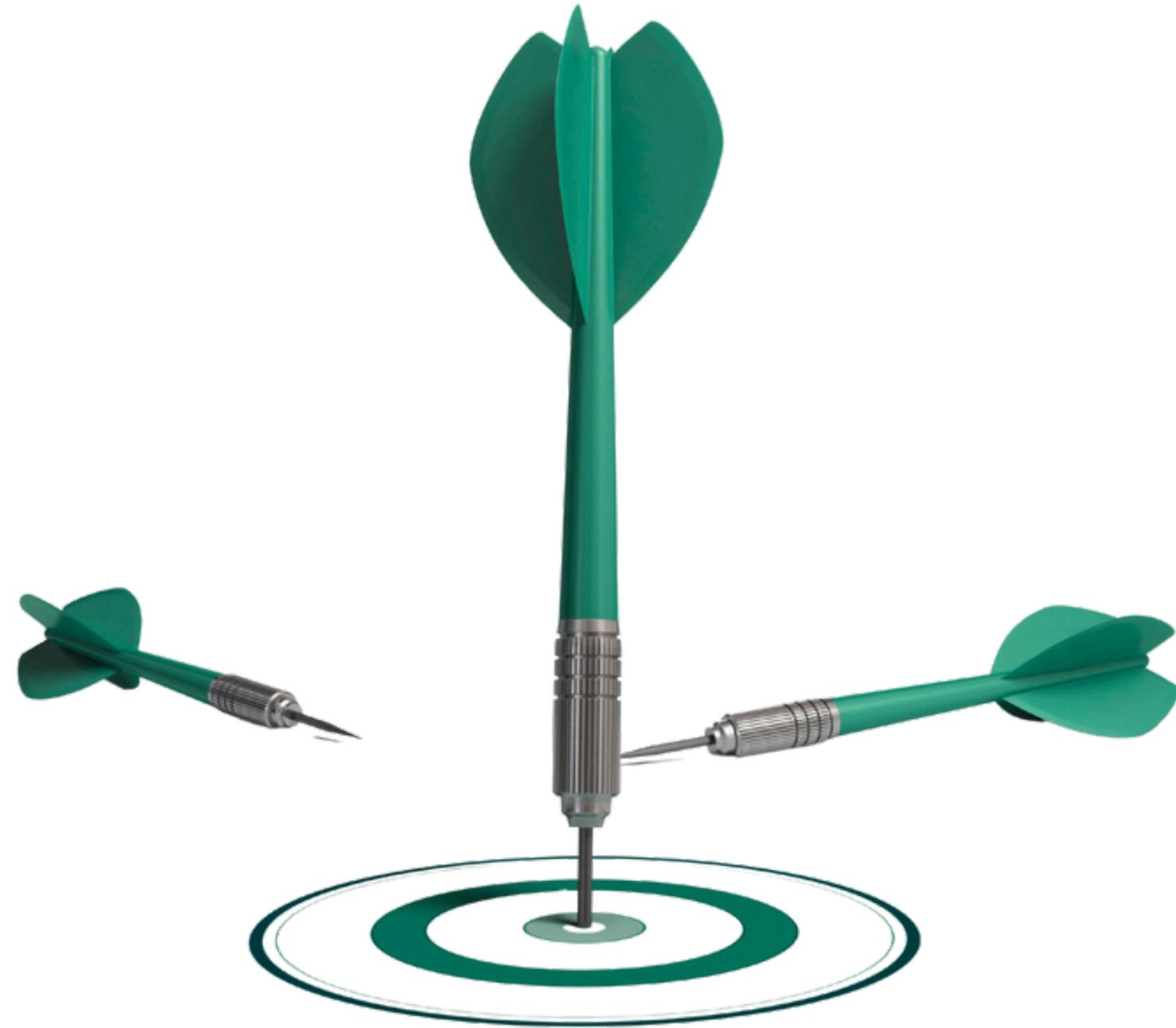
- G•SAN Quality-Evergreen Resources
- Microlearning Videos-Take Home/Reflection Guides
- Methods Asynchronous courses
- Potential program resource offerings relaunch

VIRTUAL & IN-PERSON TRAINING

- In house and external facilitation
- Driven by intake surveys and various assessments
- Possible Virtual
 - STEAM, ASYD Standards, Creating Data Dashboards
- In Person
 - 1-3 Regional Methods events

COACHING SUPPORTS

- In house: YPQA and ASYD Programming Quality Coaching
- External: Customized Vendor List



IMPROVE

Based on the recommendations and suggestions G·SAN makes from your Quality Intake Survey , programs are expected to take intentional actions to execute a plan to improve staff practices and strengthen the organization.



4. COMPLIANCE & ASSURANCES



ASSURANCES

*Click [HERE](#) for the full document

- Commit to and participate in GSAN's Assess, Plan and Improve continuous quality improvement framework
- Adhere to the financial requirements and invoicing draw down deadlines
- Adhere to all applicable licensing and/or exemption rules and regulations from the Georgia Department of Early Care and Learning <https://www.decal.ga.gov/ccs/rulesandregulations.aspx>
- Submit a report at the end of each grant period to GSAN
- Respond within provided deadlines to program implementation monitoring activities, such as site visit and financial audits
- [Complete the Georgia Department of Education Conflict of Interest and Disclosure Policy](#)
- Participate in any data collection that is required by the state for the use of this funding
- Unannounced, on-site monitoring visits conducted by GaDOE staff or their subcontractor at any time during the program
- Make every reasonable effort to be accessible to individuals with disabilities. This includes making materials available in accessible formats (e.g. printed, digital, and web-based information)
- The application must be completed by the entity that maintains full responsibility and therefore is operator of the program, regardless of any partnership, volunteer, or subcontract agreements

PROGRAM SAFETY REQUIREMENTS

****Find the complete list in the RFP****

- Staffing (age and qualifications)
- Staff: student ratios
- Current evidence of required staff completion of American Red Cross lifeguard training
 - only if engaging in water activities
- Have plans and practices related to emergencies



SITE VISITS

All programs will be subject to an in-person site visit by G·San staff during each year of the grant performance period.

*Our goal is to schedule all programs during one of the following windows

January

19th -30th

February

2nd -13th

March

16th -27th

April

6th -24th

May

18th - 29th

June

8th -19th

INVOICE & BUDGET REVISION DATES

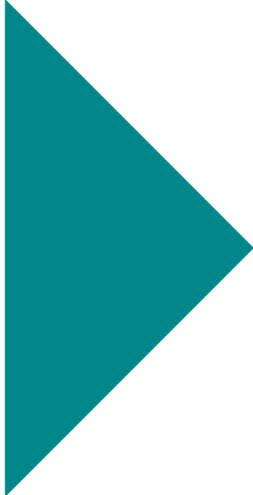
Drawdown Dates	Minimum Drawdown %	Expense Months	Budget Revisions & Invoice Submission Windows
October 31, 2025	25%	October – December	October 13th -October 31st *Budget Revisions Accepted
December 31, 2025	50%	November – February	December 8th - December 19th *Budget Revisions Accepted
Feb 27, 2026	75% Summer-Only 50%	January – April	February 16th -February 27th *Budget Revisions Accepted
May 29, 2026	100% (Final Invoice-ALL)	March – July	April 27th - May 8th *Summer Only Programs Budget Revisions Accepted

Grantees must submit drawdown requests for incurred and anticipated expenses included in the approved budget according to the above schedule, which is subject to change

QUARTERLY REPORTING

- Total Number of Unduplicated Youth Served
- Ages of youth served
- Race/ethnicity of youth served
- Gender of youth served
- Dosage (Hours and Days of Programming)
- Counties of service sites
- Sites (addresses)



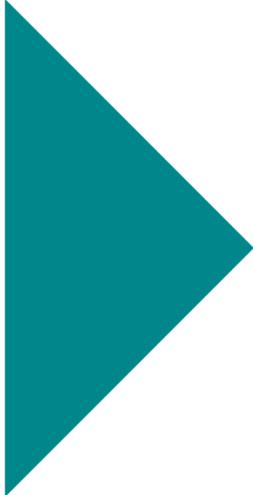


FINANCIAL AUDIT

Each organization will take a financial readiness survey. Based on the survey results organizations will be scheduled for a financial audit that will randomly select expenses from expense reports and invoice narratives to show proof of purchase.



ANNUAL & COMPLETION REPORT



Each organization will be required to submit an annual report on their implementation numbers, programmatic outcomes, and student satisfaction data within the [BOOST Grants Portal](#).

Each organization will be required to submit a completion report at the end of each fiscal year within the [MyGaDOE Portal](#).



5. REPORTING & OUTCOMES



REPORTING

Grantees will report on grant activities, outcomes, and impact on an annual basis with annual reports opening in **August and due in September** of each year.

Grantees will also be responsible for completing quarterly data requests and reporting required.

After completion of the each fiscal year, a completion report is due within 30 days.

REPROTING: WHAT WILL BE REQUESTED

QUARTERLY REPORTING

- Total Number of Unduplicated Youth Served
- Ages of youth served
- Race/ethnicity of youth served
- Gender of youth served
- Dosage (Hours and Days of Programming)
- Counties of service sites
- Sites (addresses)



REPORTING: WHAT WILL BE REQUESTED?

ANNUAL REPORTING

- Number of unduplicated youth served by grade band
- Demographic Information
 - Number of unduplicated youth served by race and ethnicity
 - Number of youth served by gender
 - Number of youth served in special population(s)
- The home county of unduplicated youth served
 - Must list all counties and indicate the number of youth from each county
- Dosage

REPORTING: WHAT WILL BE REQUESTED?

ANNUAL REPORTING

- Youth satisfaction and sense of belonging & well-being
 - *Required Metrics—grantees will be asked to include a required question from each of the required metrics on existing measures. If you do not already measure this, GSAN can provide survey questions for your use.*
 - Overall program satisfaction
 - Sense of belonging and connectedness
 - Feelings of safety
 - Relationships or interactions with teachers/staff

REPORTING: WHAT WILL BE REQUESTED?

ANNUAL REPORTING

- 3 program outcome goals outlined in grant application service areas (learning acceleration, enrichment, healthy eating & physical activity, well-being and connectedness)*
- Types of programming and services offered, including learning acceleration, whole child supports, student well-being and connectedness, and enrichment
- Georgia Testing ID for students enrolled in BOOST-funded programs (*preferred, not required*)

REPORTING: PROGRAM OUTCOMES REVIEW

Metis will review the 3 program outcomes outlined in your grant application to ensure that they are **measurable** and have **quantifiable targets** (October 2025).

Metis will reach out to grantees with one or more outcomes that warrant revision and will work with them individually to make needed adjustments (November-December 2025).

BOOST Grant Outcome Measures Revision

Dear BOOST Grantee,

In the original BOOST grant application, all grantees were required to develop three outcomes for youth participants: one for learning acceleration (required) and two others in any of the four BOOST service areas: learning acceleration, enrichment, healthy eating/physical activity, and well-being and connectedness. Grantees operating both academic year and summer programming were required to propose outcomes for both program periods.

All outcomes need to have **quantifiable targets**. This is so that grantees can report progress toward meeting their unique program outcomes while also enabling outcome results to be aggregated across grantees to assess statewide progress.

Target Setting Tips

A target number is a clear indicator of how the program defines success and what is intended to be accomplished with BOOST funds. Establishing quantifiable targets is part of the process of ensuring that your outcomes are SMART: **s**pecific, **m**easurable, **a**ttainable, **r**ealistic and **t**ime bound. Below is an example of a SMART outcome:

At least 75% of participating students will improve their performance in English Language Arts, as measured by an increase of one letter grade on year-end report cards.

We encourage you to set realistic, yet impactful/meaningful targets for your program. Some suggested steps for developing targets include working with your local evaluator (if applicable) and stakeholders to:

- Review any past results, current context, and known trends to establish targets that are attainable and realistic.
- Consider known or anticipated changes that might affect 2022-2023 outcomes differently from previous years.



6. BUDGET & INVOICE APPROVAL PROCESS



BUDGETS & INVOICE WORKFLOW

- Budgets and Invoices must be uploaded to the [BOOST Grants Portal](#) for review
 - When the budget or invoice has been approved by G·SAN, grantees will receive communication via the portal along with the status of the request being updated to completed
 - If changes need to be made, grantees will receive communication about the changes needed to be made as well as the status will show declined
 - In addition to the portal communications on the status of budgets, G·SAN will also be posting grantee budget status every 2 business days on the [BOOST Resource Hub](#) starting October 20th
- Once you receive approval notification, you will then upload the budget or invoice **exactly as it's been approved** into the [MyGaDOE Portal](#)
- After uploading the information into the [MyGaDOE portal](#), the GaDOE program manager will review for accuracy and complete the final approval

BUDGETS

- Must be submitted on the [BOOST Grants Budget Worksheet](#)
 - Must use GaDOE accounting codes
- Year-round programs can allocate funds between ASP and SE according to program needs
 - ***No need to split evenly between program areas***
 - Must clearly indicate which expenses are ASP or SE
- Up to 15% of the total budget may be allocated to indirect costs
- Three revisions will be allowed during the first three invoicing window periods
 - Summer only programs will have two opportunities to revise
 - **Subgrantees must submit budget amendments if changes to original budgets exceed 10 percent and \$1,000 in any function code, using the approved process.**
- Will be managed in the [BOOST Grants Portal](#) and [MyGaDOE Portal](#)

INVOICE & BUDGET REVISION DATES

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EXPENSE PAYMENTS & INVOICING

- Grantees will be able to drawdown funds for incurred and anticipated expenses that have been described on approved budgets.
- Grantees are expected to have 3 months of working capital to start their grant programs while budgets are approved and processed, trainings are conducted, and initial [expense reports & narratives](#) are reviewed and approved for reimbursement.

**** Please don't submit any invoice documentation until you have your budget has been approved**

ELIGIBLE EXPENSES

****Find the complete list in the [RFP](#)****

- Expansion of existing program: number of summer weeks and hours, number of children served, staffing, space, activities, add a site, etc.
- Establishment of a new program
- Salaries and fringe benefits
- Professional learning and training related to the improvement of the program(s)
- Field trips aligned with learning acceleration activities; college and career awareness; program goals and objectives as listed in the grant application; and have a positive impact on student growth and achievement.
- Consultants, subcontractors, and evaluators

ELIGIBLE EXPENSES

****Find the complete list in the [RFP](#)****

- Program materials and supplies
 - Technology over \$5k per unit need [prior approval form](#)
- Purchase of vehicles for transportation to and from program location (e.g., buses, vans) ([need prior approval form](#))
- Food for healthy meals and snacks for students and participating adults during programs and field trips
- Enrichment activities
- Literacy education programs, including financial literacy
- Family engagement and parenting skills activities that promote parental involvement and family literacy

INELIGIBLE EXPENSES

****Find the complete list in the [RFP](#)****

- Pre-award expenses
- Field trips purely for entertainment purposes
- Field trip tickets purchased in advance for those who do not attend
- Advertisements, promotional or marketing items
- Decorative items
- Purchase of facilities or land acquisition
- Capital improvements and permanent renovations
- Dues to organizations, federations, or societies for personal benefits



7.
COMMUNICATIONS
&
GRANTEE
RESOURCE HUB



BOOST GRANTEE UPDATE

- Monthly updates on critical information regarding your BOOST Grants Program participation
- Delivered via GSAN's EveryAction email system
 - [Visit here to learn how to add GSAN to your Safe Sender list](#)
- Sent off-schedule occasionally for as-needed reminders
- Includes direct links to required documents and/or optional opportunities



The screenshot shows an email newsletter titled "BOOST Grantee Update Year 3" with the GSAN logo in the top right. Below the title is a section "In this Issue:" containing a bulleted list of links: "BOOST Townhall", "Year 3 BOOST Administrative Calendar", "Year 3 Summer Budgets", "Welcome New Targeted Grantees!", and "Updates & Reminders". A note states: "*Expect to see the BOOST grantee as needed throughout the end of the BOOST Grants Program." Below this is a "Spotlight: BOOST Town Hall Meeting #3" section. It features an icon of a computer monitor and a text block: "It is time for our next BOOST Townhall! While attendance is optional, we are requesting that each BOOST grantee have at least 1 person from their organization present for this meeting. We will highlight important administrative updates for year 3, highlight upcoming professional learning and quality supports, and also discuss BOOST close-out details. You will be able to connect in real time with GSAN staff, GaDOE staff, as well as peers in the field. [REGISTER HERE](#) to reserve your spot in the Town Hall." Below the text are the details: "Date: Tuesday, February 27", "Time: 10:00 am", and "Location: Virtual". A green button labeled "Register for Town Hall" is positioned below the details. At the bottom of the newsletter is a "Take Action" section with the text: "Download the updated BOOST Year 3 Critical Administrative Dates! **UPDATED**" and "Please reference this document: [Year 3 BOOST Critical Administrative Dates](#)".

BOOST BLAST TRAINING UPDATE

- Access to training and quality improvement resources from GSAN and beyond
- 2-week priority window exclusively for BOOST grantee organizations
- OST resources designed specifically for afterschool and summer programs
- Archived on GSAN website for quick reference & retrieval



Your update on quality and training support opportunities available through the BOOST Grant and The Georgia Statewide Afterschool Network

Featured in this Issue:

- [Register for GSAN's Virtual Meeting on Chronic Absenteeism](#)
- [Join the Quarterly STEM Professional Learning Community](#)
- [Get Ready for Summer with GSAN's Summer Activity Guide](#)
- [Focus on Quality with Wallace's Summer Learning Planning Resources and Toolkit](#)

Training & Events



Register for GSAN's Virtual Meeting on Chronic Absenteeism
[Chronic absenteeism](#) is a persistent issue that can significantly impact the academic and social development of students. This session will provide insights into effective strategies and interventions that have been successful in engaging students and encouraging regular attendance. Alana Edmond, Research Associate of the Afterschool Alliance will join us for an in-depth conversation on how out-of-school time programs can create supportive environments that promote consistent attendance and foster positive outcomes for students. Register day today to hold your spot!

Presenters: Katie Landes, GSAN, Uzma Azhar, GSAN, Alana Edmond, Afterschool Alliance

Date: May 8, 2025
Time: 11:00 AM
Location: Virtual

[Register](#)

Resources

[Get Ready for Summer with GSAN's Summer Activity Guide](#)

summer

summer

BOOST GRANTEE RESOURCE HUB



- <https://www.afterschoolga.org/boostgranteeresourcehub>
- Central location for all BOOST-related documents and registration pages
- Featured section with the most timely and relevant links
- Communications section with links to the most recent Grantee and BOOST Blast Training updates
 - Access to the Grantee and Training Update archives
- Access to Technical Assistance scheduling

BOOST 2025 Grantee Page

Home > BOOST 2025 Grantee Page



Building off the success of the American Rescue Plan funded Building Opportunities in Out-of-School Time (BOOST) grants program, which launched in 2021 and concluded in 2024, Georgia has an opportunity to continue providing expanded and improved learning and supports for all students. With new state funding included in Georgia's FY26 state budget, the Georgia Statewide Afterschool Network (GSAN) is proud to work with the Georgia Department of Education (GaDOE) to continue the BOOST grants program. Approximately \$11.5 million will be available this year, and annually upon continued state appropriations, through competitive grants to expand access to and improve the quality of summer enrichment opportunities and comprehensive afterschool programming for K-12 youth statewide.

Featured:

[Grants Accounting Access Form](#)

[Schedule Technical Assistance](#)

[BOOST Implementation FAQ](#)

OUT-OF-SCHOOL TIME STORIES: BOOST GRANTEE SPOTLIGHTS

- Produced pieces highlighting the work of afterschool and summer programs in Georgia
 - BOOST Grantee Spotlights series
- Interview with leadership and program-level staff
- 30 min - 1 hour, conducted via zoom
- Hosted on the GSAN website
 - <https://www.afterschoolga.org/resources/boostreports/>

Out-of-School Time Stories

BOOST Grantee Spotlight: **Los Niños Primero**



Growth, belonging, gratitude, and a sense of community, these are the feelings that are evoked in the staff and families alike when they think of Los Niños Primero. Since 2001, the program has provided educational support for 5,300 children, young adults and their families in Sandy Springs, Roswell and Hapeville, Georgia. **The program takes a whole child and multi-generational approach to empower underserved Latino students and their families from early childhood to college through holistic academic, leadership, and community programs.** The program has focused its Building Opportunities in Out-of-School Time (BOOST) grant on expanding programming for youth and families and reducing barriers, including transportation and program costs, to ensure access for more children.

The community served by Los Niños Primero constitutes a high concentration of immigrant families primarily from South and Central America and the Caribbean Islands. The program prides itself on its multi-generational approach and being responsive to community needs. While academic services are provided to children aged 3 – 9 and extracurricular opportunities are provided to youth aged 9 – 12, children age 13 through young adulthood can volunteer and gain work experience. Parents and families can engage in a leadership program that provides them with money management skills and are connected to employment opportunities and resources in the community.

Youth Served:
484 annually



Ages Served:
K-12th grade

Counties Served:
Barrow, Cherokee,
Clayton, Cobb, DeKalb,
Douglas, Forsyth, Fulton,
Gwinnett, Walton

Programming Offered:
Afterschool and Summer

BOOST Grant Purpose:
Expand access,
Reduce barriers, and
Increase quality

OST Government Funding Sources:
BOOST grant and
Learning Loss grant

Website:
www.losninospriero.org





8. MYGADOE PORTAL NAVIGATION



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: _____

CHANGE AND/OR DELETE: (Circle one)
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 arczo.oujan@doe.k12.ga.us.

SUPERVISOR SIGNATURE: _____

TELEPHONE NUMBER: _____

DATE: _____

2



Upload the completed Grants Accounting
Systems Access Form to the
[BOOST Grants Portal](#)

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

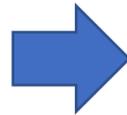
To login, use your email address and your password.
Username: jdoe@doe.k12.ga.us
Temporary Password: [OSWordRedressDone](#)
After you have logged in for the first time, you will be prompted to fill out your user profile and to change your password.
If you do not see an Approved or Denied status for a 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.
- The GSAN team will inform the subgrantee if they can move forward with submission into the Consolidated Application.
- Subgrantee should submit the approved pre-approved budget into the Consolidated Application for final approval.
- ★ The subgrantee's organization must be on the approval list submitted to GaDOE before the budget in the Con App will be approved.



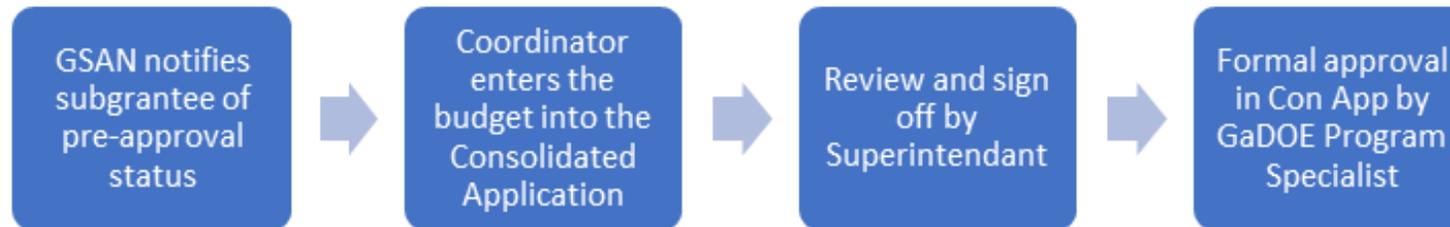
Pre-Approved Budget Template

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

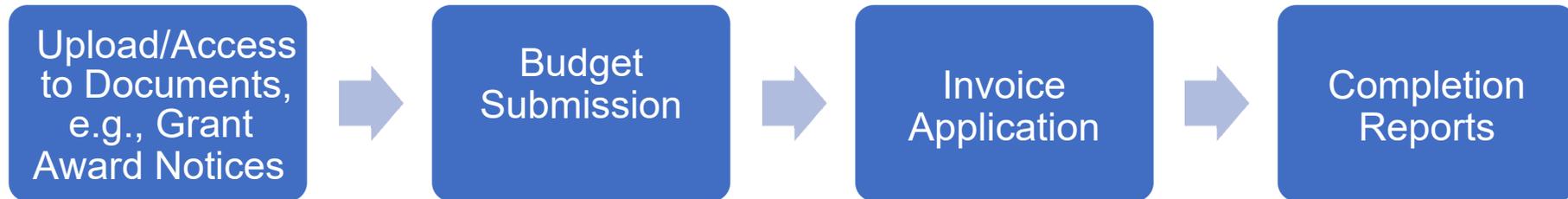
Application



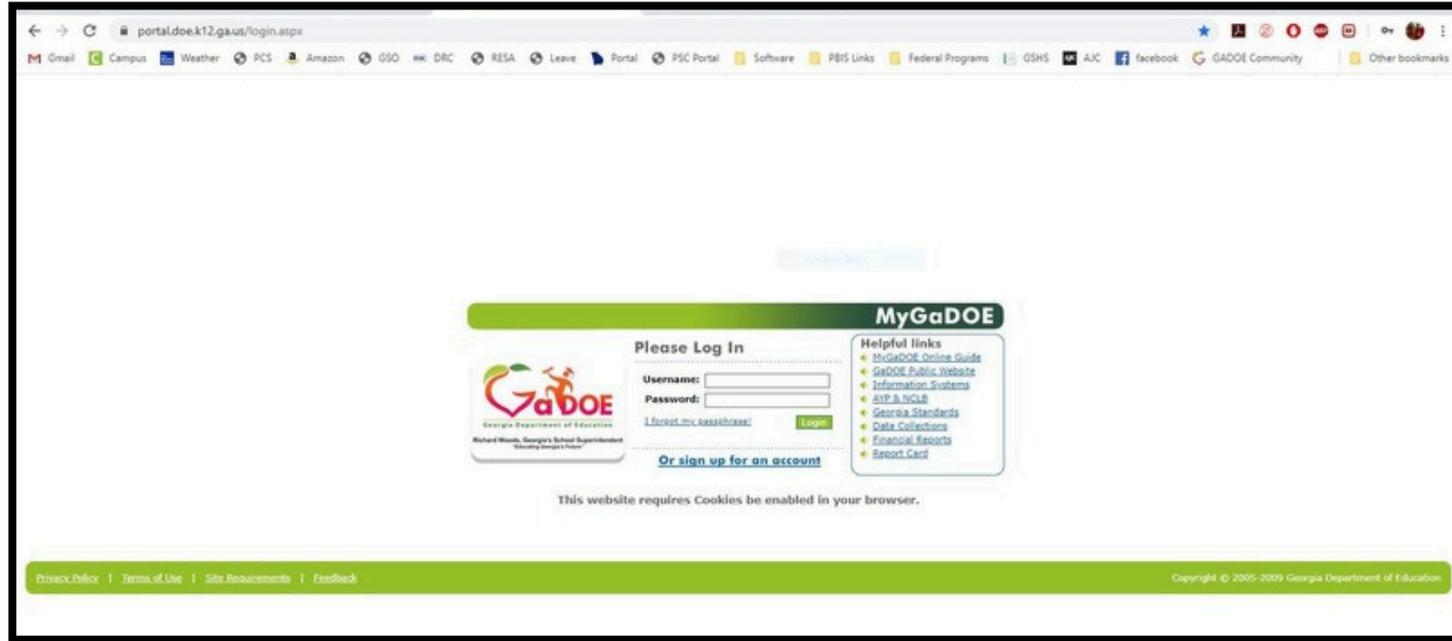
Consolidated Application

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)

*Please do not select the option to sign up for an account if your organization does not have one; it will be null and voided. You must follow the procedures for submitting a Grants Accounting Access form; the account will be created internally, and you will be notified.

Grant Award Notices

Locating the GAN in the
Consolidated Application



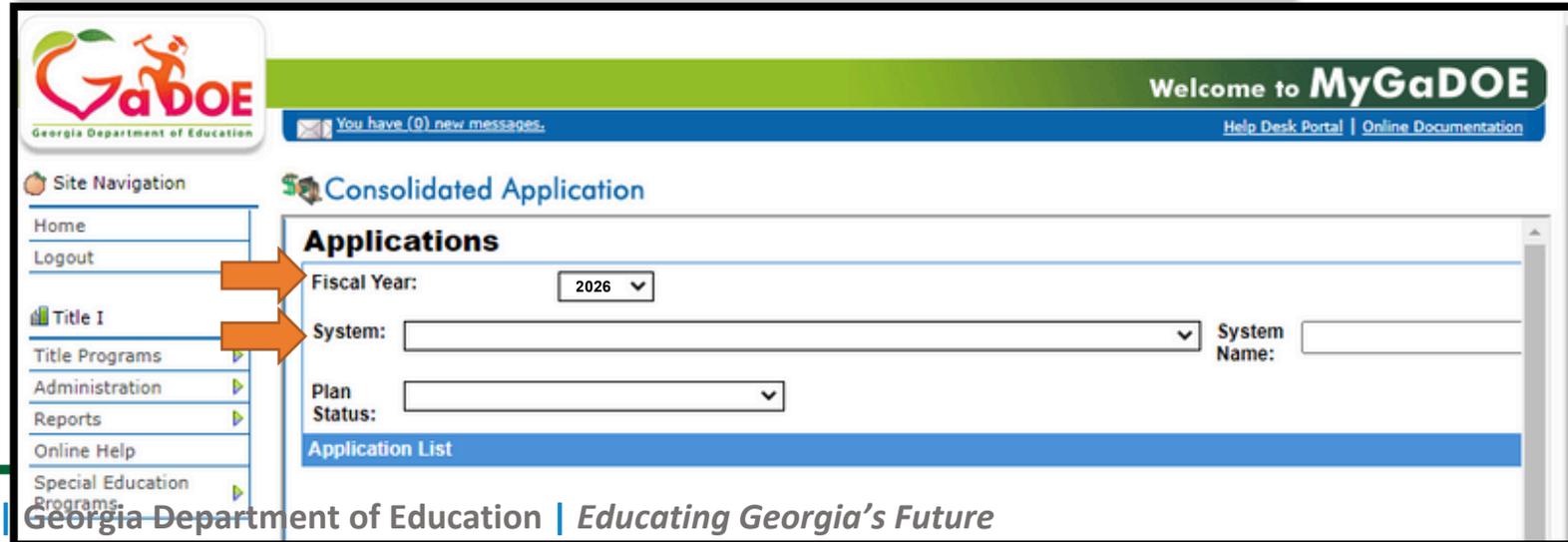
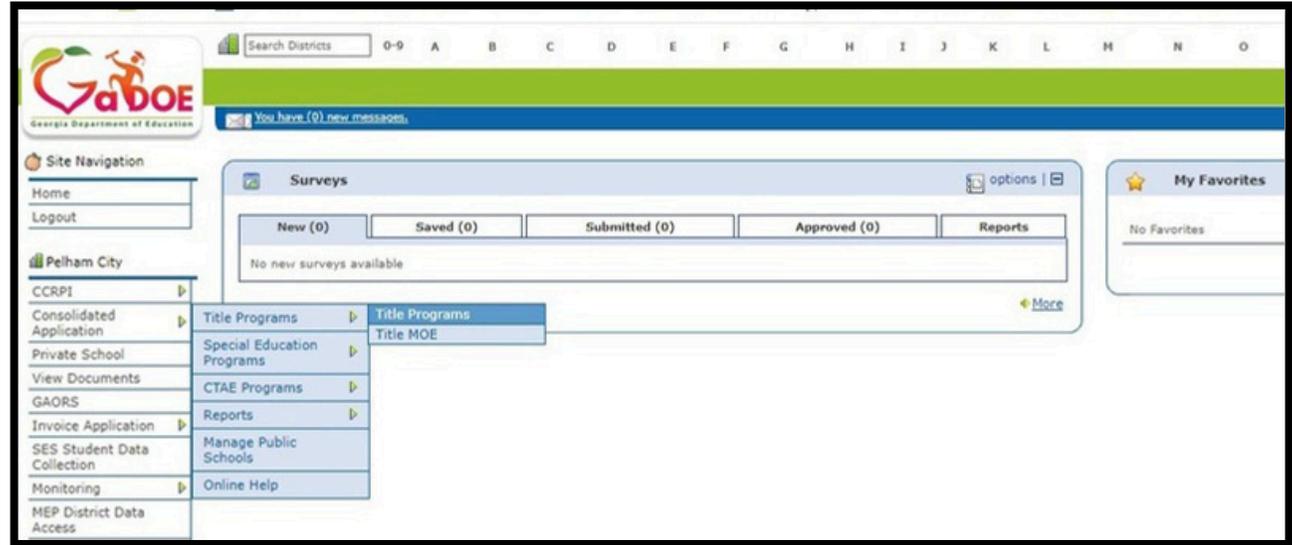
Offering a holistic education to *each and every child* in our state.



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, **“2026”**.
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: 2026

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 : 2026

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

Federal Grants			
Program	Applied As	Budget Status	DC Status
BOOST 2.0 Grant	Single District	Approved	New
	Single District	New	New

Grant Award Notices

BOOST Grantee Training

1

Program Status

District Name : New American Pathways, Inc.
Fiscal Year : 2026

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

Federal Grants

Program	Applied As	Budget Status
BOOST 2.0 Grant	Single District	Approved
	Single District	New

2

Attachments

District Name : New American Pathways, Inc. District Code : 11410
Fiscal Year : 2026

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 Aw
2	New American Pathways, Inc. - GAN BOOST Community Grant Award Notice.pdf	2/1/2022 2:38:11 PM	Grant Aw


Georgia Department of Education

September 25, 2025

Agape Community Center Inc (dba Agape Youth & Family Center)
[Enter Address]

Dear [Enter Name]:

This Grant Award Letter is to advise you that the Georgia Department of Education ("GaDOE") has approved your application for a grant (the "BOOST Grant") described below, to be made upon the following terms and conditions:

Grant Funds Awarded to:

Recipient Information	Agape Community Center Inc (dba Agape Youth & Family Center)
Vendor ID	
System ID	

Georgia Department of Education, 205 Jesse Hill Jr. Drive SE, Atlanta, Georgia 30034

Awarding Official	Tiffany Taylor, Deputy Superintendent
Funding Source	State
Grant Recipient	Out-of-School Program Providers
Grant Period	October 1, 2025, through July 31, 2026
Award Type	Discretionary
Award Amount	\$172,188.00

This Grant is awarded on the condition that the organization meets the following eligibility criteria and selection process:

- Nonprofit organizations, colleges/universities, and municipalities, such as Park & Recreation Departments. Nonprofit organizations will be asked to provide their 501(c)(3) number or that of their fiscal sponsor.
 - Private and independent schools and faith-based organizations are eligible to apply only if the program is open to all children and not just those who are of a particular faith, enrolled in a specific school, or members of the applicant organization.
- Organizations located and providing direct services (see below); must provide one or both) to public school students in grades K-12 in the state of Georgia:
 - Comprehensive afterschool programming during the school year for youth 5-18 years old
 - Summer enrichment programming for youth 5-18 years old

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



Budget Submission

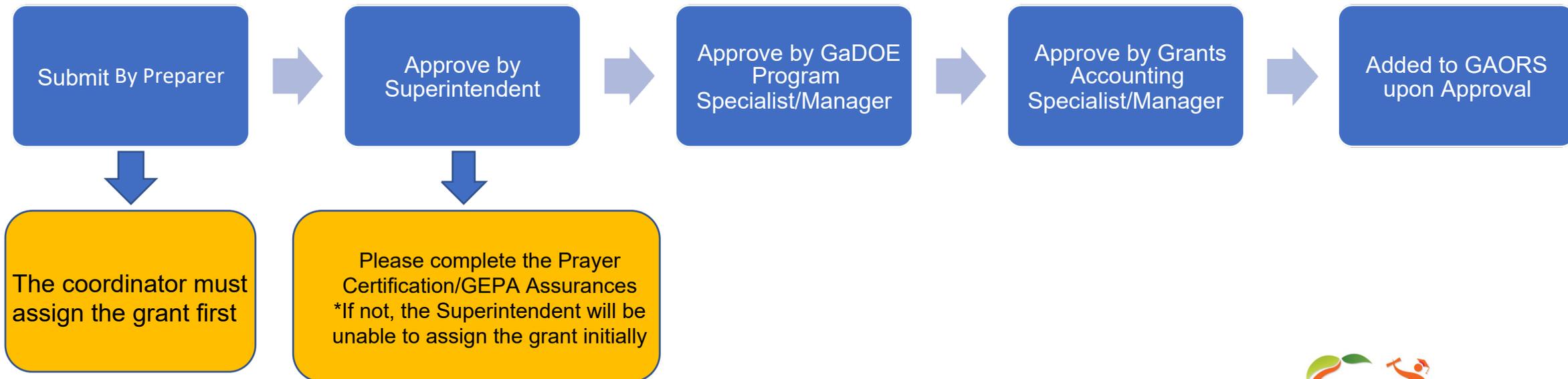
Consolidated Application

BOOST Grantee Training

- Subrecipients must submit all budgets and amendments via the GaDOE Consolidated Application. Original budgets can be submitted after GSAN approval, following the pre-approved process. Funds are accessible through the GAORS-Invoice Application only after GaDOE approves the subgrantee's budget.
- Subgrantees must submit budget amendments if changes to original budgets exceed 10 percent and \$1,000 in any function code, using the approved process. This must also be reflected in the pre-approved process with GSAN.
- Completion reports are due 30 days after the end of the grant period.

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 : 2026

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 that the aforementioned LEA does not have a policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools 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 cert

Consolidated Application

Title Programs - GEPA

District Name : 21st Century Leaders, Inc. District Code : 11547
Fiscal Year : 2026

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 the 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

Adding the Grant

1. The subgrantee's **coordinator** will need to ensure that they have assigned the **BOOST 2.0 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 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' label. The 'Add Program' section is highlighted, showing a dropdown menu with 'BOOST 2.0 Grant' selected. A red circle highlights the 'Add' button.

The screenshot shows the 'Consolidated Application' interface after the grant has been added. The 'BOOST 2.0 Grant' is now listed in the 'Title Programs' table. A red circle highlights the 'BOOST 2.0 Grant' entry in the table.

Program	Applied As	Budget Status	DC Status	Program Type	Drawdown%
BOOST 2.0 Grant	Single District	New	New	Original	

Consolidated Application BOOST Grantee Training

1. Select the newly added grant, “**BOOST Grant 2.0**” under programs.
2. The subgrantee will know the 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 Add

Title Programs

Program	Applied As	Budget Status	DC Status	Program Type	Drawdown%
BOOST Grant	Single District	New	New	Original	

Program Status

District Name : Appling County

Fiscal Year : 2026

Programs Planning Prayer Certification Attachments Audit Trail GEPA

Title Programs

Program	Applied As	Budget Status
Homeless Education	Single District	New
BOOST Grant	Single District	Approved
	Single District	Approved

Select the grant to operate the budget

Budget Submission

BOOST Grantee Training

1. Once you're in the program, you will be able to view the budget screen.
2. Subgrantee will enter information for the fiscal year (2026), function, object, units, description, and price.
3. After each completed line item, click "add" to continue to input all items.
4. After the 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

Home | Logout

Pelham City

Title Programs | Reports | Online Help | Special Education Programs

Vincent Prostep

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 : 2026

School : (Not Required)

To Program : BOOST Grant 2.0

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

Show ALL

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

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Consolidated Application Superintendent's View

1. The Superintendent will receive a portal notification that the preparer successfully submits the budget.
2. The superintendent will then be able to **print, sign off, or request a 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 of Girls on the Run International has signed off on ESSER III- ARP -BOOST GRANT - Original.
<https://portal.doe.k12.ga.us/Login.aspx>

2

Consolidated Application

Budget Application > Programs

District Name : Baker County District Code : 604
Fiscal Year : 2026 Program : BOOST 2.0 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

Print | Sign-Off | Request Revision

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

Consolidated Application BOOST Grantee Training

GaDOE Budget Flow



Step 3: Invoice Application

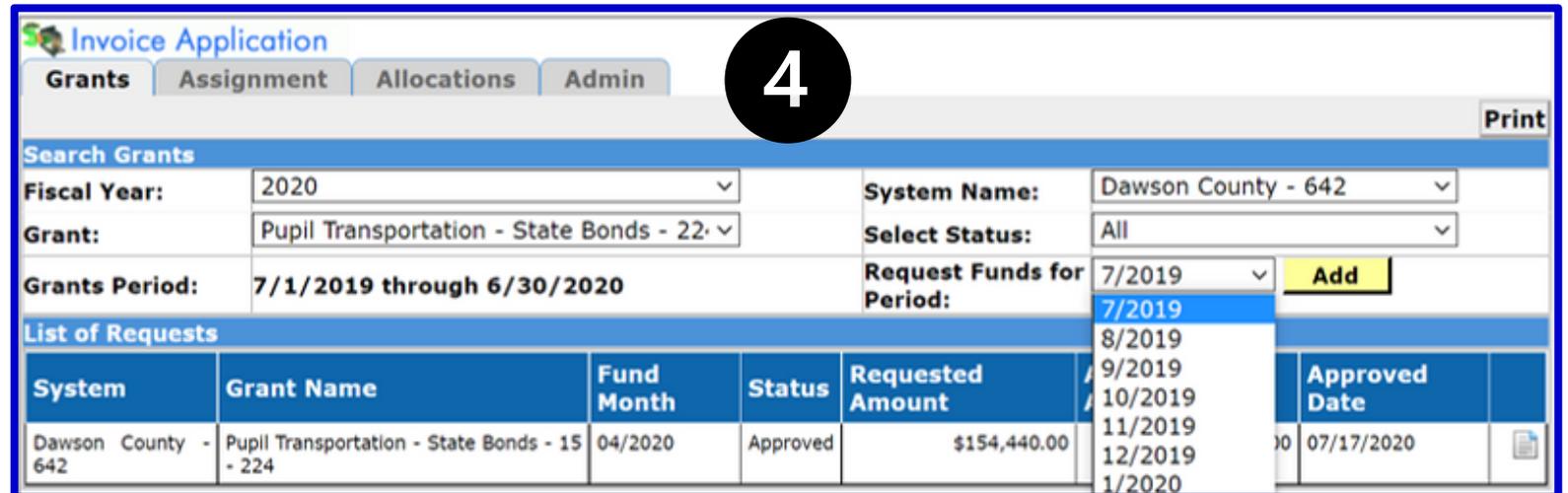
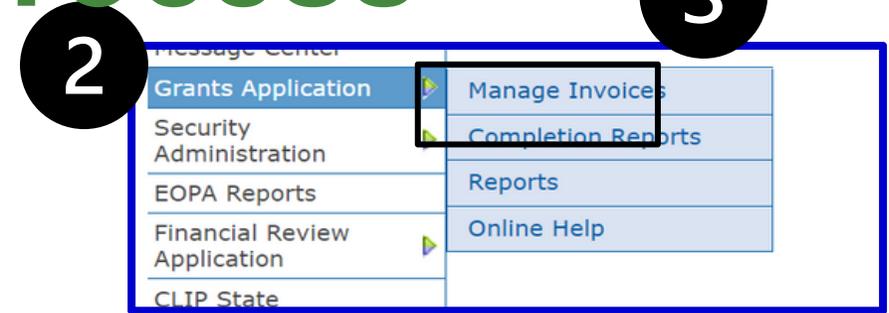


Offering a holistic education to *each and every child* in our state.



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



Sample Documentation

██████████

CARES budget
2019-2021 85%

\$ 96,756.00 \$ 77,405

Funds must be expended by 9/30/2020

Title	Cost Center	Total	Actual Expenditure Drawdown (9/17/2020)	Actual Expenditure Drawdown (12/14/2020)	Actual Expenditure Drawdown 1/14/2021)	Remaining Balance
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	\$ 8,480.82	\$ 44,540.30 53.97%

Percentage drawdown 0.330563550 *Jan*

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.

GRAINGER PAGE 1 OF 1

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

INVOICE

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 36-1150286
FOR QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL 1-800-472-4643

PO LINE #	ITEM #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
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 Pkg #: 12Y6247W0369443233 SHIPPED FROM: DC MINOOKA 005 11 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
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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

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: 2026	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"/> <input type="button" value="Save"/>	Bond Series: <input type="text"/>

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"/>	Object Code: <input type="text"/>	Fiscal Year: <input type="text"/>

Comments:

Invoice List Total Amount Requested \$0.0

Drawdown of Funds

- Recipients participating in the BOOST Grant with GaDOE will draw down funds according to the invoice schedule outlined in the RFP for all allowable expenditures incurred in their respective participating program(s). An expenditure incurred will be defined as an expenditure on 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.

Drawdown Dates	Drawdown Amount	Expense Months
October 31, 2025	25%	October – December
December 31, 2025	50%	November – February
February 28, 2026	75% -Summer Only 50%	January – April
May 31, 2026	100%	March – July

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 the 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 an 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

Proposed Expenses

1. Proposed narrative of expenses. Reviewed and approved by GSAN.

Capital Expenses (\$5,000 or more)

1. Requires prior approval, e.g., large technology purchase or vehicle. (Only for single item cost of \$5,000 or more.)

Salary and Benefits

1. Payroll system-generated report or spreadsheet (if the 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



QUESTIONS?