

# Funder Focused Technical Assistance GaDOE Funded Organizations

August 6, 2026



# HOUSEKEEPING FOR TODAY'S SESSION



1

**Meeting Format**--Participant mics will be automatically muted upon entry. There will be time allotted at the end of agenda to type questions or un-mute mic to ask aloud.  
**\*Please keep mics muted during the presentation.**

2

**Recording Available:** This session is being recorded and will be posted to the BOOST Grantee Resource Hub by the end of the week. The recording link will also be included in the next Grantee Update Newsletter

3

**We're Here to Support You:** We'll cover a lot today, but your assigned BOOST specialist will be available for 1:1 TA throughout the year to answer questions and support your success.

4

We welcome direct feedback at any time at [boost@georgiavoices.org](mailto:boost@georgiavoices.org)!

5

Acknowledgement – not all info applies to all grantees (i.e., those who don't have project modifications or those that are already a state vendor).



# TOPICS OF FOCUS

## GADOE FUNDED ORGANIZATIONS

01

Vendor Registration &  
Required Documents

02

MyGaDOE Access, GAN,  
Adding Grant

03

Budget Approval  
Process

04

Drawdown/Invoice  
Process

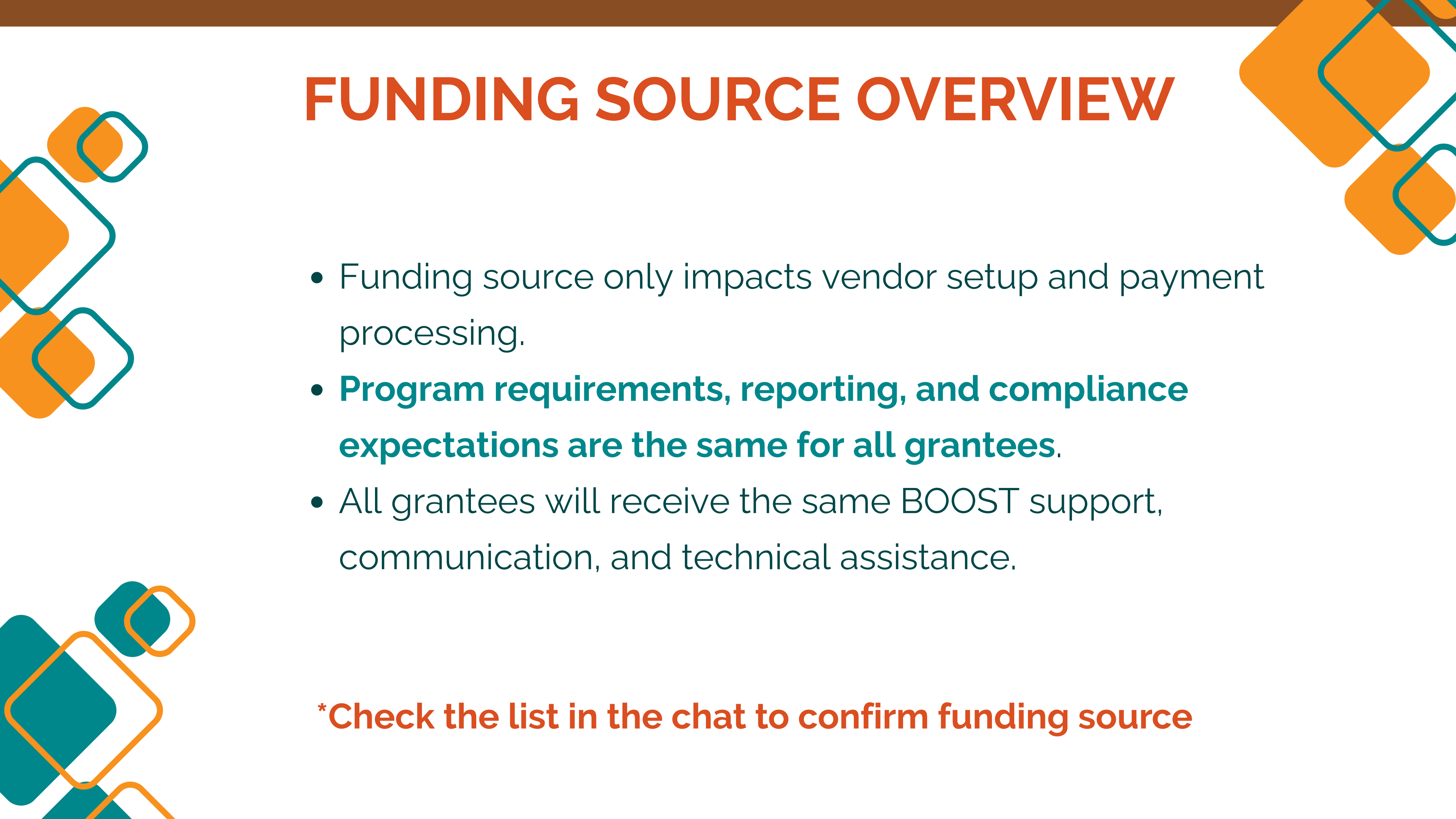
05

Grant Requirements &  
Compliance

06

Q&A





# FUNDING SOURCE OVERVIEW

- Funding source only impacts vendor setup and payment processing.
- **Program requirements, reporting, and compliance expectations are the same for all grantees.**
- All grantees will receive the same BOOST support, communication, and technical assistance.

**\*Check the list in the chat to confirm funding source**



# BOOST DIRECT SUPPORT STAFF



DR. KINYATTA TRICE

Associate Director

**Supports Entire Portfolio**



JUSTIN  
SWARTZWELDER  
Sr. BOOST Program Specialist  
**Blue Portfolio**



COURTNEY REID  
Sr. BOOST Program Specialist  
**Pink Portfolio**



MONICA FREEMAN  
Sr. Quality Specialist



KRYSTAL  
HORSFORD  
BOOST Program Specialist  
**Green Portfolio**



# 1. Vendor Registration & Required Documents





# CONTACT UPDATES

## Organizational Contacts

### Administrative Contacts Information

Please provide the following information for each role that needs updated.

- First Name
- Last Name
- Title
- Work Phone
- Email

Select each role that needs updated **(required)**

- ☐ CEO
- ☐ Primary Grant Contact
- ☐ Finance Contact
- ☐ Quality Improvement/Data & Reporting Contact
- ☐ Additional Contact 1
- ☐ Additional Contact 2

Save Draft

Submit Form

- Available in the Request Forms section of the BOOST Grants Portal
- Complete the form as soon as possible to provide the most current program and staff contact information
- Helps ensure BOOST communications and important grant updates reach the appropriate individuals
- Use the form whenever there are staffing, leadership, or contact information changes
- The form remains available throughout the grant year and may be submitted as often as needed



# ONBOARDING & VENDOR MANAGEMENT SETUP

## GADOE FUNDED

### Register with GA@WORK

Register with  
GA@WORK as a  
Supplier/Vendor with  
the State of Georgia

### Grants Accounting Access & MyGaDOE Portal

Complete document  
to get access to  
MyGaDOE portal and  
await email with login  
credentials to access  
portal.

### Access GANs, Respond to Document Revisions

- Add Grant,
- Submit portal  
certifications
- Locate GAN.
- Conflict of Interest,  
Assurances will be  
reviewed for  
compliance.

### Follow Budget Approval Steps

Step through budget  
approval as Specialists  
prompts.

### Submit Invoice 1 & Upload Insurance

- With approval,  
submit Invoice 1
- Upload COI within  
60 days of GAN

# GADOE FUNDED VENDOR SETUP

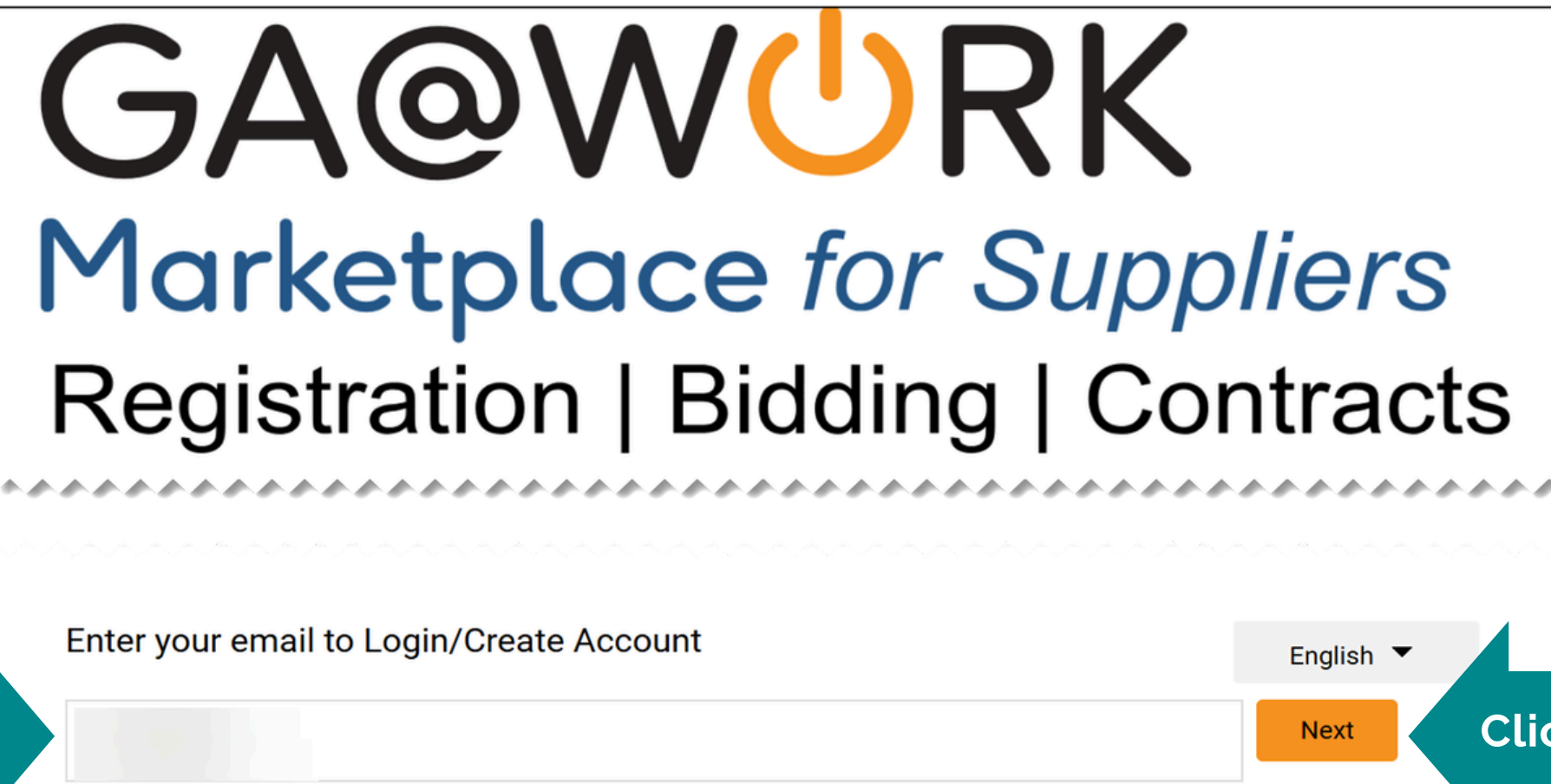
The new vendor management process is to have all existing and prospective suppliers register at the GA@WORK Marketplace for Suppliers. Click the link below for access.

[GA@WORK Marketplace for Suppliers](#)

CLICK HERE!

Enter email address

Create an account



GA@WORK  
Marketplace for Suppliers  
Registration | Bidding | Contracts

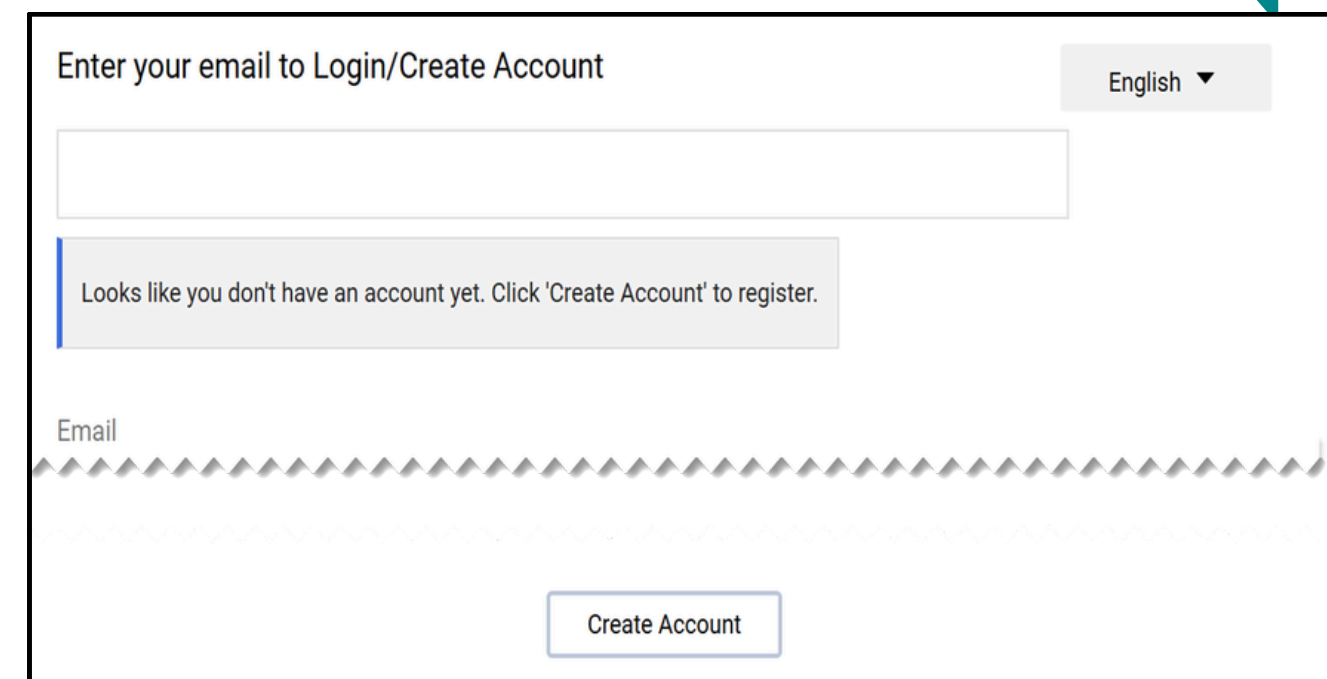
---

Enter your email to Login/Create Account

English ▼

Next

Click Next



Enter your email to Login/Create Account

English ▼

Looks like you don't have an account yet. Click 'Create Account' to register.

Email

Create Account



# VENDOR REGISTRATION



## GA@WORK

### Marketplace for Suppliers

#### Registration | Bidding | Contracts

[Registration Checklist](#)  
[Registration FAQ](#)  
[Registration Tutorial](#)

#### Welcome to Supplier Registration

Lets get started with supplier registration.

Please review the help documents that are hyperlinked to the lefthand side if you need additional help or click "continue registration" to create your account.

If you have any questions or feedback on the registration process, please call Procurement Helpdesk at:  
(404) 657-6000 or email: [TUIT\\_procurementhelp@doas.ga.gov](mailto:TUIT_procurementhelp@doas.ga.gov)

[Continue With Registration](#)

English ▼

Click Continue with  
Registration

If you need assistance with registering with GA@WORK, click below to access resources provided by the Georgia Department of Administrative Services

[GA@WORK Training for Suppliers and Statewide Contract Suppliers](#)

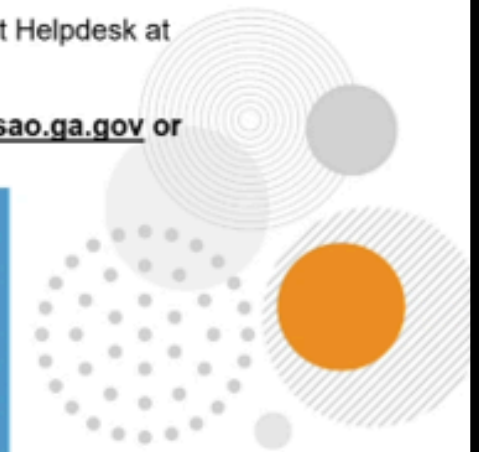
## Contact Jagger Supplier Support

Forgotten your password or having trouble accessing your account?

Contact Jagger Supplier Support at **919-659-2137**.

**Questions related to sourcing:** Please contact DOAS Procurement Helpdesk at [ProcurementHelp@doas.ga.gov](mailto:ProcurementHelp@doas.ga.gov) or **404-657-6000**.

Questions related to payment and banking info updates: [supplier@sao.ga.gov](mailto:supplier@sao.ga.gov) or **770-357-5555**



## SBSD Team Contact Info:



### • Supplier Outreach & Communications

- Julian A. Bailey, [julian.bailey@doas.ga.gov](mailto:julian.bailey@doas.ga.gov)
- Lanique Bradley, [lanique.Bradley@doas.ga.gov](mailto:lanique.Bradley@doas.ga.gov)
- Crystal Langley, [Crystal.Langley@doas.ga.gov](mailto:Crystal.Langley@doas.ga.gov)
- Certification Questions-  
[supplier.diversity@doas.ga.gov](mailto:supplier.diversity@doas.ga.gov)

# REQUIRED DOCUMENTS

ACTIVITY

MESSAGES

FORMS

NOTE

AWARDS & PAYMENTS

Eligibility Form

✔ BOOST 2.0 Eligibility Form

Submitted on June 1, 2026

Initial Form: Voices for Georgia's Children

✔ FY26 BOOST Grants Program Application (TEST)

Submitted on July 6, 2026

Additional Forms

| Title                                   | Submission Date | State |
|-----------------------------------------|-----------------|-------|
| <div><div></div>No form submitted</div> |                 |       |

Request Forms

⋮

FY27 BOOST Budget

Open

⋮

FY27 BOOST Insurance

Open

⋮

FY27 BOOST GAN

Open

⋮

Open

Must Be Uploaded in BOOST Grants Portal after receiving your GAN.

Conflict of Interest (new grantees only)  
Proof of Insurance (within 60 days of GAN)



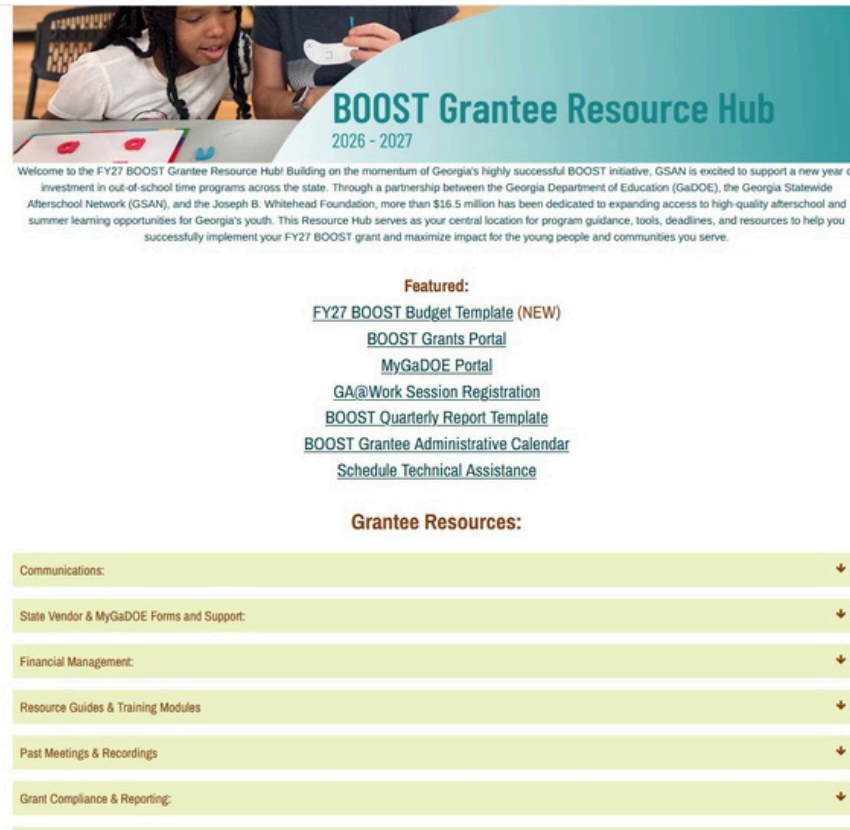
## 2. MyGaDOE Grant Access & Adding The Grant





# BOOST GRANTEE RESOURCE HUB

## IMPORTANT!



### Visual Guides To Support:

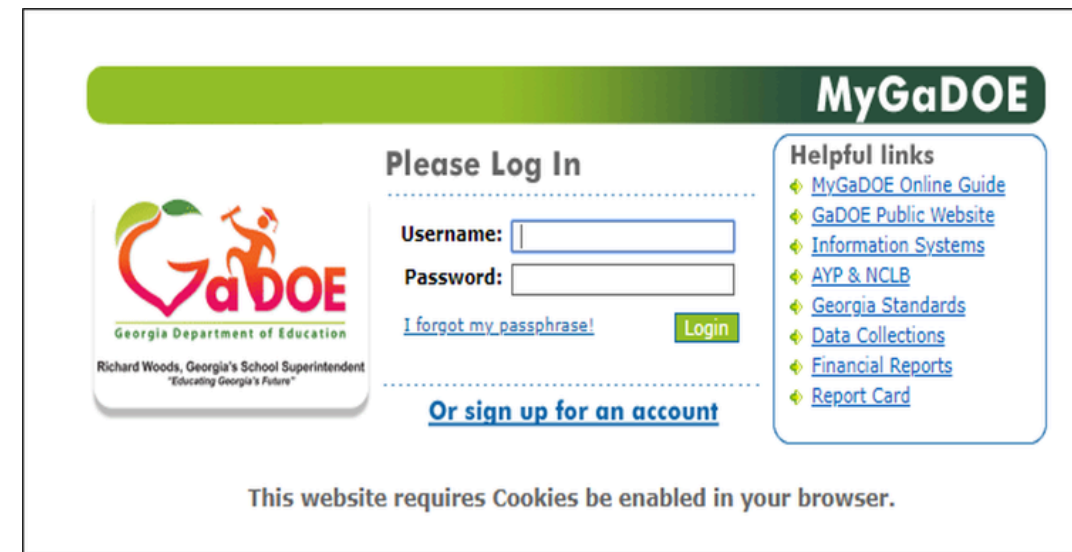
- Completing Grant Access Form
- Locating GAN
- Adding Grant
- Submitting Budget





# MYGADOE PORTAL

## Grants Access Form



The image shows the MyGaDOE portal login page. It features a green header with the 'MyGaDOE' logo. Below the header, there is a 'Please Log In' section with fields for 'Username:' and 'Password:', a 'Login' button, and a link for 'I forgot my passphrase!'. To the right of the login section is a 'Helpful links' box containing links to 'MyGaDOE Online Guide', 'GaDOE Public Website', 'Information Systems', 'AYP & NCLB', 'Georgia Standards', 'Data Collections', 'Financial Reports', and 'Report Card'. At the bottom of the page, there is a link to 'Or sign up for an account' and a message stating 'This website requires Cookies be enabled in your browser.'

Once you are a registered vendor, you will need access to the **MyGaDOE portal** to manage your grant funds,

## 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**



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

SYSTEM NAME: The Best Youth Foundation

CONSOLIDATED APPLICATION  
COORDINATOR (S): Kathy Jones

EMAIL ADDRESS: kjones@bestyouth.org

CONSOLIDATED APPLICATION  
SUPERINTENDENT (S): Jared Mans

EMAIL ADDRESS: jmans@bestyouth.org

NEW GAORS Preparer (S): Kathy Jones

EMAIL ADDRESS: kjones@bestyouth.org

NEW GAORS SUBMITTER (S): Jared Mans

EMAIL ADDRESS: jmans@bestyouth.org

INVOICE APPLICATION  
PREPARER (S): Kathy Jones

EMAIL ADDRESS: kjones@bestyouth.org

INVOICE APPLICATION  
SUBMITTER (S): Jared Mans

EMAIL ADDRESS: jmans@bestyouth.org

# ADDING THE GRANT IN THE CON APP

**Consolidated Application**

**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 | DC Status | Pr  |
|------------------|-----------------|---------------|-----------|-----|
| FY27 BOOST GRANT | Single District | Approved      | New       | Ori |
|                  | Single District | New           | New       | Arr |

Locate the **System Dashboard**

**Consolidated Application**

**Prayer Certification**

District Name : Together Friends Organization Inc  
Fiscal Year : 2022

Programs Planning **Prayer Certification** Attachments

**Prayer Certification**

LEAs must submit the constitutionally-protected prayer certification and submit

☐ I, Timothy Buchanan, Superintendent of Together Friends Organization Inc, 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 restricts participation in, constitutionally protected prayer in public schools as required by the Georgia Constitution, Article I, Section 2, paragraph 1, effective 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.

The Superintendent role must sign off on the Prayer Certification in the Con App

**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**

**GEPA**

**Requirement**

Section 427 of the United States Department of Education's General Education Provisions Act (GEPA) requires each applicant for federal funding (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:**

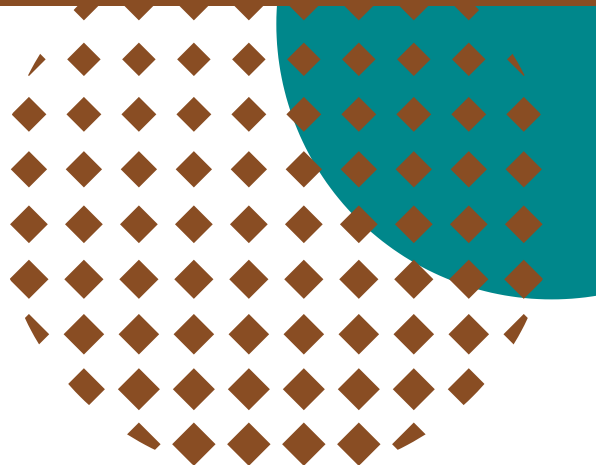
**Superintendent Acknowledgement:**

☐ 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.

The Superintendent role must also complete the **GEPA** in the Con App



# ADDING THE GRANT IN THE CON APP



**Consolidated Application**

**Program Status**

District Name : Camden County      District Code : 620

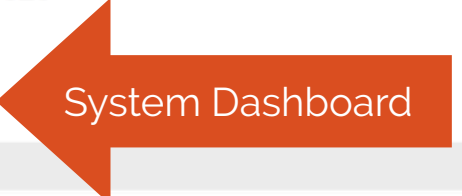
Fiscal Year : 2022

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

**Add Program**

Add an applicable program to the application

Program :



System Dashboard

- Locate **Programs** in the **System Dashboard**
- Select the FY27 BOOST Grant
- Click Add

Fiscal Year : 2022

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

**Add Program**

Add an applicable program to the application

Program :

**Title Programs**

| Program                                       | Applied As      | Budget Status | DC Status | Program Type |
|-----------------------------------------------|-----------------|---------------|-----------|--------------|
| <input type="text" value="FY27 BOOST GRANT"/> | Single District | New           | New       | Original     |



- The FY27 BOOST Grant will appear under the subgrantee's program
- Select the grant to operate the budget

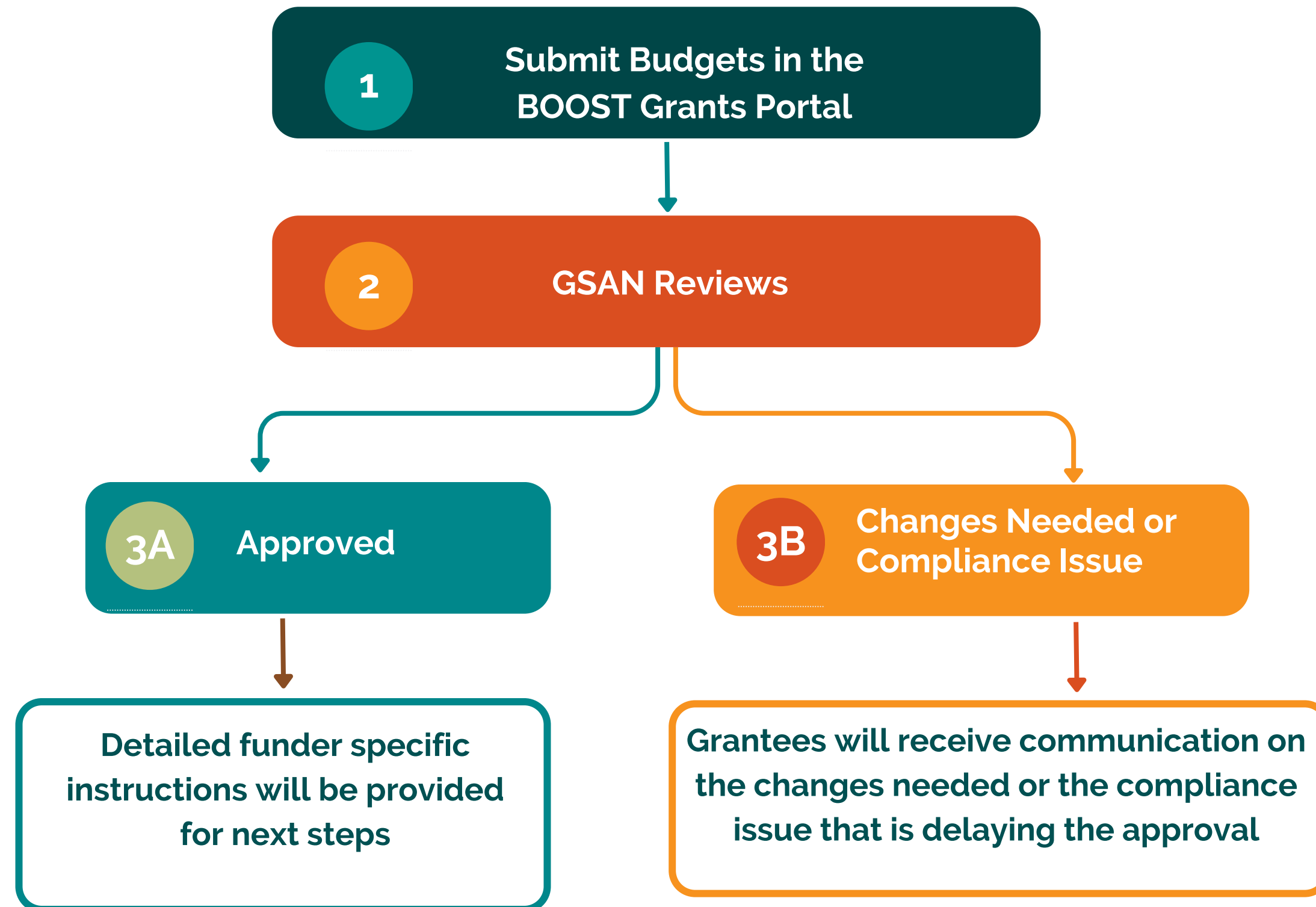


# 3. Budget Approval Process





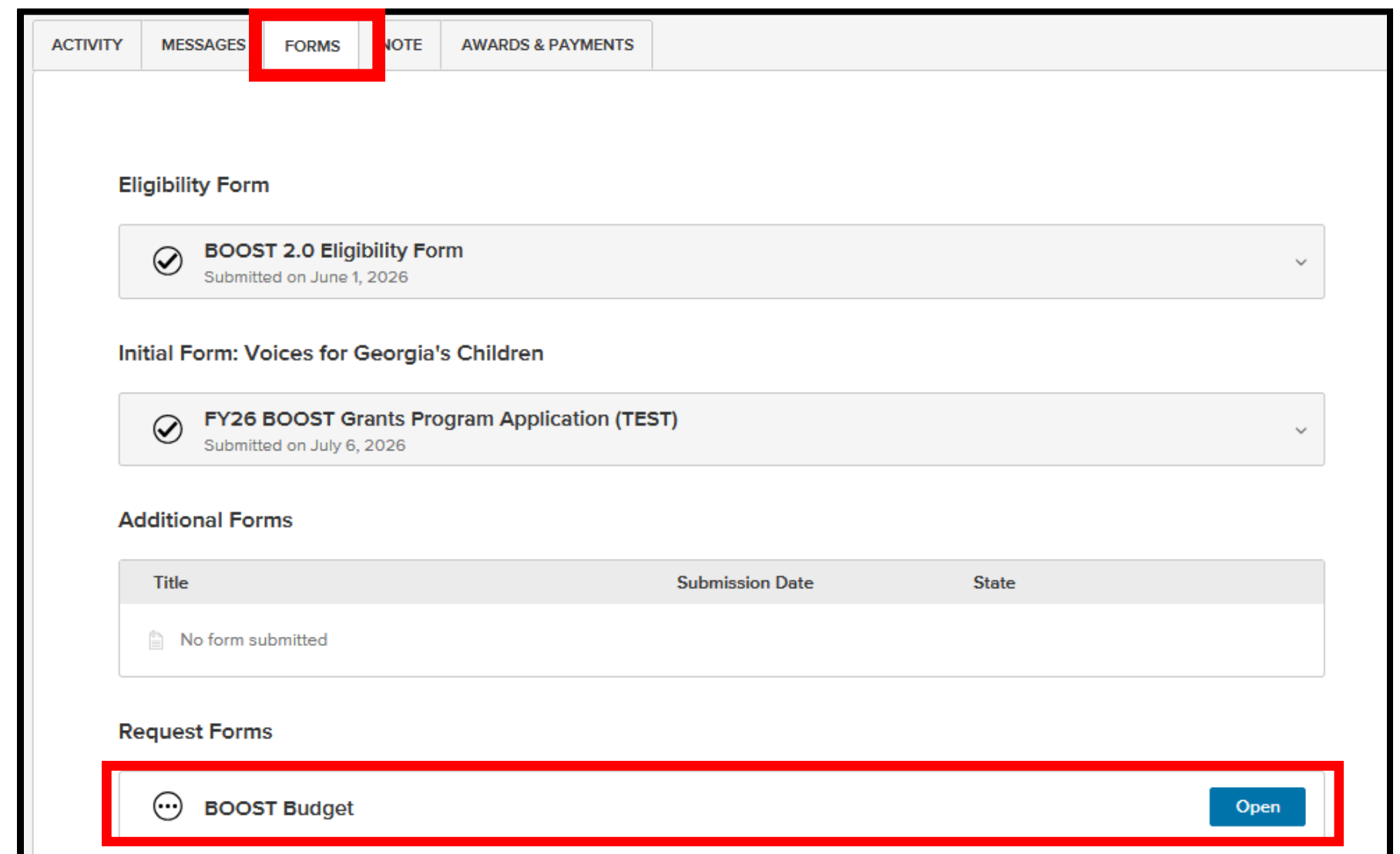
# BUDGET APPROVAL PROCESS



# BUDGET APPROVAL PROCESS

- Grantees will complete the [budget template](#) and upload it into the [BOOST Grants Portal](#) for review and approval.
- The BOOST specialists will review and inform of any revisions and approve the budget for submission in the MyGaDOE- Consolidated Application (ConApp).
- Enter the approved budget into the Con App for approval by the GaDOE Program Manager and the Organization's superintendent .

\*Budget Amendments can be submitted during the submission windows for Invoices 2,3, & 4, if needed.



The screenshot shows the 'BOOST Grants Portal' interface with the 'FORMS' tab selected. The interface is divided into several sections:

- Eligibility Form:** Contains a dropdown menu showing 'BOOST 2.0 Eligibility Form' with a checkmark icon and the text 'Submitted on June 1, 2026'.
- Initial Form: Voices for Georgia's Children:** Contains a dropdown menu showing 'FY26 BOOST Grants Program Application (TEST)' with a checkmark icon and the text 'Submitted on July 6, 2026'.
- Additional Forms:** A table with columns 'Title', 'Submission Date', and 'State'. The table is currently empty, showing 'No form submitted'.
- Request Forms:** A section at the bottom containing a dropdown menu showing 'BOOST Budget' with a three-dot icon. To the right of this dropdown is a blue 'Open' button. This entire section is highlighted with a red box.



# BUDGETS PREPARATION TIPS

1. **Year-round programs:** in the description for each budget line item you will put provide an estimate of how much of the line item will be used for afterschool (ASP) vs summer (SE)
  - i. Sample line item description, \$10,000 for certified teachers to support the BOOST program (60% - ASP and 40% - SE)
2. Up to 15% of the total budget may be allocated to indirect costs
3. Funds are accessible through the **GAORS-DE147 after GaDOE approves** the grantee's budget.
4. Grantees must submit budget amendments to GSAN, during the allowable window, if changes to original budgets exceed 10 percent and \$1,000 in any function code.
5. Will use the [BOOST Grants Portal](#) for GSAN approval and [MyGaDOE Portal](#) for final approval.

# GaDOE Budget Approval Steps



01

## GSAN Approved Budget Submitted by Coordinator

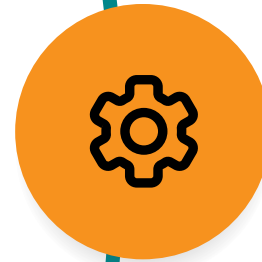
The coordinator must assign the grant in the Consolidated Application before they can enter the approved budget in the Consolidated Application



02

## GaDOE Program Manager Approval

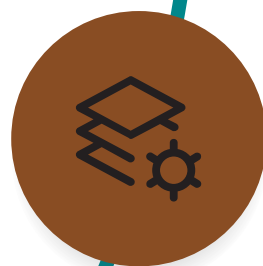
The program manager will approve the budget or request revision.



03

## Superintendent Approval

The Superintendent does a final review of the budget and signs off.



04

## Grants Accounting Manager Approval

Account manager approves the budget and adds your allocation amount to the portal



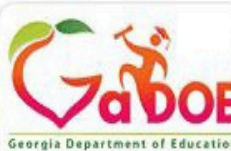
05

## Added to GAORS upon Approval



# BUDGET SUBMISSION

- 1. Once you're in the program, you will be able to view the budget screen.
- 2. Enter information for the fiscal year (2027), 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.



Georgia Department of Education

Site Navigation

- Home
- Logout

Pelham City

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

Vincent Frosteg

- Account Information
- Add to Favorites
- Help - Dticket

Hide Navigation

Welcome to MyGaDOE

You have (0) new messages.

Help - Dticket | Online Documentation

Consolidated Application

Print | Sign-Off

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

Add Budget Item

Fiscal Year : 2021

School : (Not Required)

To Program :

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

Budget Detail

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

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This amount will show your total grant award.

As you create your budget, this amount will automatically adjust to show how much you still need to budget.

After each entry, select add to continue inputting the entire budget.

# BUDGET APPROVAL

The Superintendent will receive a portal notification that the coordinator successfully submits the budget.

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



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

Reply

Reply All

Forward



Tue 2/22/2022 12:12 PM

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>

The superintendent will then be able to print, sign off, or request a revision for the budget

**Consolidated Application**

Application > Programs

**Budget**

District Name : Baker County District Code : 604  
Fiscal Year : 2022 Program : FY27 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)

|                               |            |
|-------------------------------|------------|
| Initial 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



# 4. Drawdown Requests: BOOST Grants Portal MyGaDOE GAORS







# INVOICE REQUESTS PROCESS

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Steps to submitting an invoice in the BOOST Grants Portal:

- Select the **Awards** tab
- Select the **Create Reimbursement Request** under your award
- Enter the *invoice number* under **Request Name** (E.g., Invoice 1)
- Select **Add Expense Item**
- Enter Expense Name (same as the request name)
- Enter expense amount
- Upload completed [\*\*FY27 BOOST Invoice Request Form\*\*](#)
- Date of Expense is the date you submit the request
- After everything is entered, click **Submit Request**
- Once Invoice is approved must enter in the **MyGaDOE GAORS-DE0147 application**





# INVOICE REQUEST PROCESS

ACTIVITY

MESSAGES

FORMS

NOTE

AWARDS & PAYMENTS

Award Summary ⓘ

|               |             |                   |
|---------------|-------------|-------------------|
| Total Awarded | Total Paid  | Remaining Balance |
| \$350,250.00  | \$80,000.00 | \$270,250.00      |

Awards

Budget Category Summary [Show](#)

FY27 TEST

Created on June 9, 2026

Total Award: \$250,000.00

Remaining Balance

\$210,000.00

Used - \$40,000.00

Available - \$210,000.00

Create Reimbursement Request

[View Award Details](#)

## Reimbursement Request

You can add multiple items to the same reimbursement request. The total requesting amount cannot exceed the total award amount.

Request Name (required)

E.g. December reimbursement request

Limit: 50 characters

TEST 2

Total Expense

Total Award: \$100,000.00

\$0.00

Remaining Balance: \$100,000.00

Description (optional)

Limit: 500 characters

+ Add expense Item

Cancel | [Submit Request](#)

Expense Name (required)

new expense 1

Expense Amount (required)

\$

Upload Expense Receipt (required)

Upload all receipts that are applicable to this reimbursement request

Choose File

Receipt file is required

Date of expense (required)

07/14/2026

+ Add expense Item

Cancel | [Submit Request](#)



### GAORS - DE0147 Invoicing Process Guidance

# DE0147 DRAWDOWN PROCESS

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The DE0147 or cash drawdowns in GAORS is an electronic payment process for allowable expenditures incurred in the program.



Effective for FY27 grant year, BOOST grantees will request Invoice Payments via cash drawdowns (DE0147)



The cash drawdown process will no longer require reimbursements to be submitted by function/object code or line by line with supporting documentation attached.



**DE0147 requests must be submitted by 1:00 p.m. on the designated invoice pull date to be included in that payment cycle.**



One drawdown request is permitted per month. Maintain documentation to support all requests, as GaDOE or GSAN may review records at any time. Requests for excess funds may require repayment , adjustment through future drawdown, and/or a compliance finding.



# CASH DRAWDOWN PROCESS - DE0147

| Steps | Action                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Log Into the MyGaDOE Portal using your Username and Password                                                                                                                                                                                                                                                                                                                                                 |
| 2.    | Select <b>GAORS</b> , then <b>GAORS</b>                                                                                                                                                                                                                                                                                                                                                                      |
| 3.    | Select " <b>DE0147-Request for Reimbursement of Monthly Cash Disbursements</b> "                                                                                                                                                                                                                                                                                                                             |
| 4     | Select " <b>Add New DE0147</b> "                                                                                                                                                                                                                                                                                                                                                                             |
| 5     | <ol style="list-style-type: none"><li>1. Select the applicable Fiscal Year</li><li>2. Click on "<b>Retrieve the Grant</b>"</li><li>3. Click on the drop-down arrow under Program Name and select the applicable grant</li><li>4. Click on "<b>Retrieve the Grant</b>" again</li><li>5. Once you retrieve the grant, the screen will populate the fields necessary for you to complete the drawdown</li></ol> |

| Steps | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.    | <ul style="list-style-type: none"><li>• Enter the "<b>Disbursements through Previous Periods</b>." Once entered, enter the amount approved to drawdown for the invoice in the "<b>Estimated Requirements</b>" and select Month/Year. (*Make sure to use a month not previously used)</li><li>• Click on "<b>Recalculate button</b>" and it will calculate the amount of the drawdown based on the previous grant funds received and the cash disbursement through previous period.</li></ul> |
| 7.    | <ul style="list-style-type: none"><li>• Read the certification message and click on the box beside the certification message.</li><li>• Click the save button<ul style="list-style-type: none"><li>◦ <b>Note:</b> If a message is received that the drawdown request is more than the normally allowable percentage, click on the back button and enter an explanation in the Comments box.</li></ul></li><li>• Click the save butron</li></ul>                                              |

# FINANCIAL MANAGEMENT BEST PRACTICES



Plan to fully utilize grant funds by **July 31, 2027**



Review your approved budget and spending progress regularly



Monitor expenditures monthly and address underspending or delays early



Maintain communication between program and finance staff



Identify equipment, supplies, and services needs early



Adjust spending plans as program needs evolve



# 5. Grant Requirement & Compliance





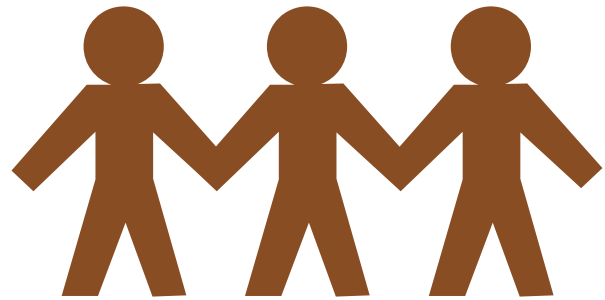
# ASSURANCE AGREEMENTS

**\*INCLUDED IN THE ASSURANCES SIGNED WITH APPLICATION**

- Commit to and participate in GSAN's Assess, Plan and Improve continuous quality improvement framework
- Adhere to the financial requirements and invoicing drawdown deadlines
- Participate in any data collection that is required by the state for the use of this funding
- Submit a report at the end of each grant period to GSAN
- Respond within provided deadlines to program implementation monitoring activities, such as site visits and financial audits



# COMPLIANCE AREAS MONITORED



**Youth Served  
Numbers**



**Fiscal  
Compliance**



**Responsive  
Communication**



**Dosage**



**Reporting &  
Site Visits  
Compliance**



**Quality  
Commitment**

# COMMUNICATION & ENGAGEMENT



Stay engaged throughout the grant year by attending required meetings, trainings, and technical assistance opportunities.



Communicate early if questions, challenges, or program changes arise so we can provide timely support.



Respond to BOOST communications and requests by the stated deadlines.



Be mindful of both **hard deadlines** (required for compliance, reporting, and payments) and **soft deadlines** (requested timelines that help us provide timely support and avoid last-minute issues).



Timely communication and meeting deadlines help ensure smooth grant administration and continued compliance.



# COMPLIANCE -INVOICE RELATIONSHIP

## Compliance Actions:

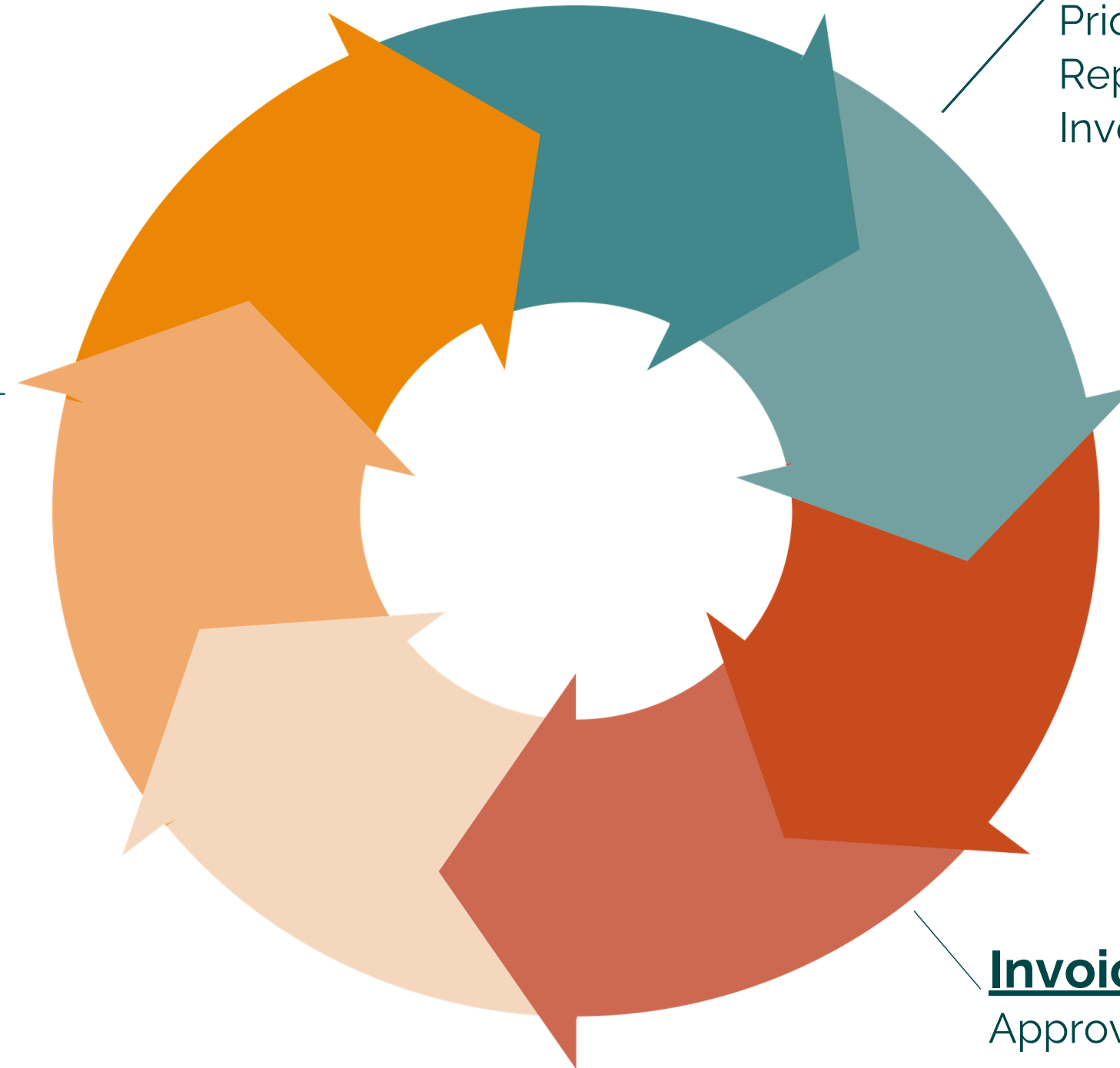
Reports, Invoicing, Comms, Site Visits, Quality, Service Numbers

## Compliance Review:

Prior Expense Reports, Data Reports, Site Visit Results, Past Invoice Behavior

## Invoicing:

Approved with cleared compliance



# WHAT IS NON COMPLIANCE?

Failure to meet agreed-upon assurances or repeated non-compliance following notice and corrective assistance.



**Quality Requirements:** Failure to complete the quality intake survey or engage in aligned quality supports.



**Fiscal Requirements:** Missed quarterly invoicing deadlines or failure to follow the approved budget and invoicing process.



**Reporting:** Late, incomplete, or inaccurate submission of required reports.



**Use of Funds:** Use of grant funds outside approved purposes.



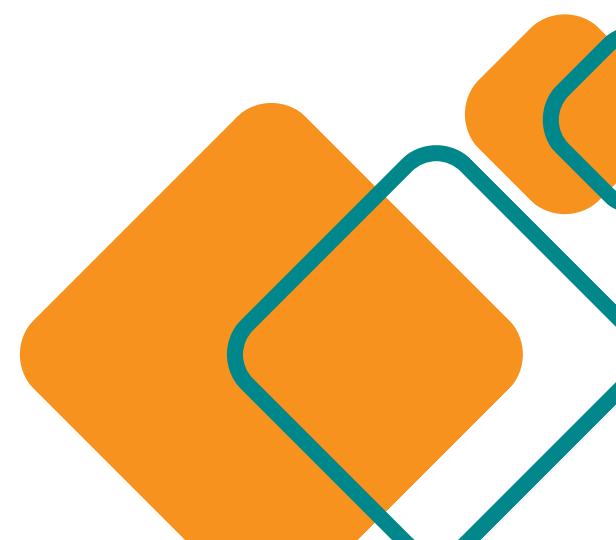
**Responsiveness:** Failure to respond to communications or meet established deadlines.





# NON COMPLIANCE RESPONSES

Failure to be in compliance with any assurance or aspect of the grant award may result in the delay, reduction, or termination of grant funds

- **Written Notice:** The BOOST Team will provide written notification and specify a deadline for corrective action, as applicable.
  - **Financial Non-Compliance:** In cases of financial non-compliance, invoicing may be suspended until corrective action is completed.
  - **Repeated Non-Compliance:** Recurring issues (same issue or multiple areas) will result in a meeting with GSAN leadership, additional support will be provided, and suspension of invoicing ability until resolved.
  - **Severe Non-Compliance:** Serious violations or missed critical deadlines will be escalated; corrective actions may include non-renewal or termination of grantee status.
- 





# QUESTIONS?



GEORGIA STATEWIDE AFTERSCHOOL NETWORK