



October 1, 2026



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As we continue through FY27, we want to share important reminders, upcoming deadlines, and resources to support your organization's success. This edition includes reporting and invoicing

guidance, administrative updates, and a preview of compliance, learning, and quality-support activities that will be available later in the year.

Please review the updates below and share them with the appropriate staff members within your organization. Here's what to keep top of mind:

BOOST ANNUAL REPORT (FY26 Cohort)



The BOOST Annual Report collection process is underway for the FY26 cohort. The report opened within the BOOST Grants Portal on **9/22/26**. The annual report provides an opportunity to highlight program accomplishments, document outcomes, share lessons learned, and provide key organizational updates from the previous grant year.

Note: This report is only required of FY26 cohort of grantees.

What You Need to Do:

- Use the fillable PDF Sample Report to help you prepare your submission
 - [FY26 BOOST Annual Report \(Part I\).](#)
 - [FY26 BOOST Home County Data Report \(Part II\).](#)
- Report data for the **entire FY26 program year**.
- If your program is supported by multiple funding sources, including BOOST funds, report **all youth served through the program**, unless otherwise noted.
- Gather programmatic results, participant data, success stories, organizational updates, and any required financial information.
- Complete both the **Annual Report** and the **Home County Data Report**.
 - The Home County Data Report should reflect youth served based on their **county of residence**.
- **All reports must be submitted through the BOOST Grants Portal**
 - **Soft deadline: October 9, 2026.**
 - **Hard deadline: October 16, 2026.**

IMPLEMENTATION REPORT #1 COLLECTION WINDOW

The collection window for Implementation Report #1 is now open! This report is an important early-year checkpoint for documenting progress toward your implementation goals and BOOST supported program sites. It is due on October 16, 2026.

This report is cumulative and should include data from the start of the FY27 program year through the date of submission. Before submitting, please ensure that

Report Submission Best Practice:

- If your program received braided funding, including BOOST funds, report **all youth served by the program**, unless otherwise noted.
- Report all implementation data from the start of your program.
- Use the Site Form included in the report is used. **Do not use old versions of the form.**
- All data has been reviewed for accuracy and completeness.
- Any field that does not apply includes a value of **0**.
- **All reports must be submitted through the BOOST Grants Portal**
 - o **Soft deadline: October 9, 2026.**
 - o **Hard deadline: October 16, 2026.**



INVOICE SUBMISSION SUPPORTS AND GUIDANCE



We are in the process of completing the payments for Invoice Payment #1. Thank you all for your patience as we worked to get your payments out from either GaDOE or Voices.

To help grantees submit complete and accurate invoices, we've prepared invoice submission guides based on funding source. Please use the guide that applies to your organization. These guides are also available on the Grantee Resource Hub.

All Grantees:

- [BOOST Grants Portal Invoice Submission Guide](#)

GaDOE-Funded Grantees (DE147 process):

- [GaDOE InvoiceDE147 Submission Guide](#)

Helpful Reminders for All Grantees:

Tip for Success: Build in time for internal review and possible revisions. Submitting early gives your organization more time to resolve questions before the payment-processing cutoff.

PAYMENT SCHEDULE REMINDERS

To support effective financial planning, please review the FY27 invoicing submission and payment schedule timelines. Final payment timing may depend on the funding source; however, missing the outlined submission timelines will delay the processing of your invoice payment.

Remember:

- Payments are dependent upon compliance with grant requirements and complete, accurate submissions.
- An invoice that requires revisions may not be approved in time for the next scheduled payment cycle.
- Reporting, documentation, or compliance issues may affect payment processing when required items remain outstanding.
- Monitor communications from the BOOST team and your funding source for payment dates, submission cutoffs, and process updates.
- Missing a submission deadline may result in your payment being delayed until the next BOOST invoice submission/payment window.



UPDATING ORGANIZATIONAL CONTACTS



Please ensure that your organization's contact information remains current throughout the grant period. BOOST communications may include reporting notices, invoice questions, compliance requests, training opportunities, and time-sensitive payment updates. Outdated contact information can result in missed deadlines or delayed responses.

All contact record updates must be submitted with the BOOST Grants Portal. We are unable to process contact record updates submitted via the BOOST inbox.

Submit Contact Record Updates When There Are Changes To:

- Executive leadership or authorized signatories
- Program leadership and day-to-day grant contacts
- Fiscal, accounting, or invoice-submission staff
- Grant administrators and reporting contacts
- Staff responsible for compliance, data, or site coordination

CONFLICT OF INTEREST

All GaDOE grantees are expected to maintain and follow conflict-of-interest policies and procedures. These practices support transparent decision-making and help ensure that grant funds, procurement activities, contracting, hiring, and other organizational decisions are managed appropriately. Please make sure to review the COi submitted with your application and to follow outlined instructions if a conflict of interest arises.



UPDATED ADMINISTRATIVE CALENDAR



An updated FY27 Administrative Calendar is available to support planning and compliance activities.

The Calendar Includes:

- Reporting collection windows and due dates
- Invoice-submission deadlines and payment schedule reminders
- Compliance-review activities and document-readiness periods
- Key program milestones, meetings, and site-visit windows

We recommend that organizations review the calendar as a team, add key dates to internal calendars, and assign a responsible staff member for each requirement. Revisit the calendar regularly because additional details or updates may be shared during the year.

FY27 Administrative Calendar

COMING SOON

Compliance Review Window

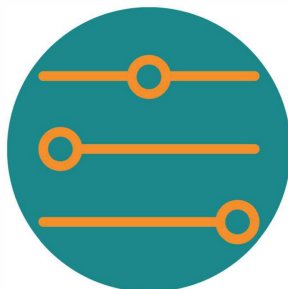
The compliance review will assess submitted reports and invoice behavior. During this window please be attentive to email as your assigned specialist may follow up about your report submissions. Prompt follow-up will help to finalize report data promptly and prevent delays to invoice payment #2.

Statewide Grantee Implementation Report #1

Statewide Grantees will submit Implementation Report #1 November 2nd. The report will only be available to statewide grantees within the BOOST Grants Portal.

Site Visits

The BOOST Team will begin scheduling site visits in October. All site visits will be coordinated via the BOOST inbox and in collaboration with program staff to identify site location, date and time. We are looking forward to seeing you all in the field!



HELPFUL RESOURCES



Schedule Technical Assistance

Need support with reporting, invoicing, compliance, or administrative requirements? Your assigned BOOST Specialist is available to provide individualized technical assistance and help your organization identify the correct resources and next steps.

Schedule Technical Assistance

Need a hand with project modifications, budget planning, state vendor forms, or navigating the MyGaDOE Portal? We're here to support you every step of the way! Book a time with us for personalized, one-on-one guidance-let's make your grant journey easier and more successful together.

Click Here for the [Technical Assistance Scheduler](#).

Schedule

Schedule Technical Assistance w/ BOOST Team



