

GEAR UP Virginia
Policies and Procedures Manual
November 2016

This Policies and Procedures Manual is a living document. The information included in this document is derived from federal program regulation language. Some of the information is based on preliminary guidance from the U.S. Department of Education and is subject to change. GEAR UP Virginia will keep you informed about updates in regulation.

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■	Reimbursement & Match Documents Due
■	Data Submission Date
■	Start and End of Program Year
■	Conference/Meeting
■	Other

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Date	Month
	September
1-Sept	Start of Program Year
15-Sept	Final 2014-2015 Reimbursement and Match Due
19-23-Sept	National GEAR UP Week
	October
12-14-Oct	Virginia School Counselor Association Conference
24-Oct	GEAR UP Posters Due
Date TBD	SCRIBE Training in Roanoke
27-Oct	SCRIBE Training in Fredericksburg
	November
2-Nov	1st Reimbursement and Match Due for Western Region
16-Nov	1st Reimbursement and Match Due for North Central and Southeast Regions
	December
30 Nov – 2 Dec	VCAN Conference in Portsmouth
	January
16-Jan	2nd Reimbursement and Match Due for ALL Regions
Date TBD	Summative Evaluation Due
	February
5-8-Feb	NCCEP Capacity Building Conference in New York, NY
	March
1-Mar	3rd Reimbursement and Match Due for Western Region
15-Mar	3rd Reimbursement and Match Due for North Central and Southeast Regions
	May
2-May	4th Reimbursement and Match Due for Western Region
16-May	4th Reimbursement and Match Due for North Central and Southeast Regions
19-May	Permission slips for GUV Summer Enrichment Programs Due
	June
1-Jun	Final Budget Modification Due for 2016-2017
Date TBD	GUV State Wide Meeting
Date TBD	GUV Summer Enrichment Program(s)
	July
14-Jul	5th Reimbursement and Match Due for ALL Regions
16-19-Jul	NCCEP Annual Conference in San Francisco
	August
15-Aug	2017-2018 Final Implementation Plans Due
29-Aug	SCHEV will send out 2017-2018 Award Letters
31- Aug	End of Program Year

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Section 1: Program Information



GEAR UP Virginia Contact Information

Paula Robinson , Assistant Director of College Access and PK12 Outreach	Phone: 804-225-2612 paularobinson@schev.edu
Erin McGrath , GEAR UP Virginia Senior Coordinator/Program Director	Phone: 804-225-4299 (w) 804-274-8797 (c) erinmcgrath@schev.edu
Stacey Garnett , GEAR UP Virginia Fiscal and Administrative Specialist	Phone: 804-225-4357 staceygarnett@schev.edu
Marianna Abraham , GEAR UP Virginia Data Specialist	Phone: 804-225-4306 mariannaabraham@schev.edu
Linda Staylor , GEAR UP Virginia Western Regional Manager	Phone: 434-767-4727 (w) 434-298-7847 (c) lindastaylor@schev.edu
Rebeccah Lystash , GEAR UP Virginia North-Central Regional Manager	Phone: 804-382-0610 rebeccahlystash@schev.edu
Reshaud Rich , GEAR UP Virginia Southeast Regional Manager	Phone: 804-382-3435 reshaudrich@schev.edu
Tierney Jackson , GEAR UP Scholarship Administrator	Phone: 804-225-3778 TierneyJackson@schev.edu
State Council of Higher Education for Virginia	James Monroe Building 101 North 14th Street, 10th Floor Richmond, VA 23219
Web & Social Media Links:	www.Gearupva.org https://twitter.com/gearupva www.schev.edu

Program Overview

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federally funded college access grant program. GEAR UP was authorized by Title IV of the 1998 Amendments to the Higher Education Act of 1965. The purpose of GEAR UP is to increase the number of low-income and first generation students who are prepared to enter and succeed in college.

To meet this goal, legislation enables GEAR UP programs to provide:

- Financial assistance, academic support, counseling, mentoring, outreach and supportive services to secondary school students to reduce the risk of students dropping out of school or the need for remedial education at the postsecondary level.
- Information to students and their families about the advantages of postsecondary education and information about college financing options.

The U.S. Department of Education provides six or seven year GEAR UP grants to states and partnerships to provide college access services at high-poverty middle and high schools. Partnerships consisting of one or more local education agencies and one or more higher education institutions and community organizations may apply for GEAR UP partnership grants. The governor of each state may designate only one agency to apply for and administer a GEAR UP state grant.

The U.S. Department of Education awarded a third GEAR UP grant to the State Council of Higher Education for Virginia (SCHEV) beginning in fall 2014. In effort to increase student college enrollment and success and to transform the lives of low-income families and their communities, GEAR UP Virginia (GUV) began offering college preparatory services and skills development to a cohort of 7th grade students at 28 schools in 15 school divisions beginning in 2014-15. These GUV students will receive support through their first year of college, following high school graduation in 2020. Beginning in Year 2, GUV began offering critical college preparation services annually to 50 homeless youth (priority students), during their senior year at four high schools, and will support them through their first year of college.

Project Goals and Objectives: Goals are to: 1) increase the academic performance and college preparation of GUV students; 2) increase the number of students in rigorous courses; 3) increase knowledge of college and financial aid among students and their families; 4) improve college readiness rates; and 5) increase college enrollment rates.

Benchmark objectives are: to 1) increase the rate of students passing pre-Algebra and Algebra I by 9th grade; 2) increase college readiness rates as defined by ACT and other indicators; 3) increase the number taking SAT and ACT; and 4) reduce the need for college course remediation.

Activities and Services: According to the Code of Federal Regulations, a grantee **must provide** comprehensive mentoring, outreach, and supportive services to students participating in the GEAR UP program. These services must include the following activities:

- a) Providing information regarding financial aid for postsecondary education to eligible participating students.
- b) Encouraging student enrollment in rigorous and challenging curricula and coursework, in order to reduce the need for remedial coursework at the postsecondary level.
- c) Implementing activities to improve the number of participating students who—
 1. Obtain a secondary school diploma, and
 2. Complete applications for, and enroll in, a program of postsecondary education.
- d) In the case of a State grantee that has not received a 100-percent waiver under section 404E(b)(2) of the HEA, providing scholarships in accordance with section 404E of the HEA.

(Authority: 20 U.S.C. 1070a-24(a))

To meet these requirements, GUV services over a seven-year grant will include: 1) tutoring and mentoring; 2) summer programs to promote transition to high school and, later, transition to college; 3) professional development for teachers in core academic areas; 4) college and financial aid awareness workshops for students/parents; 5) visits to a variety of colleges; 6) counseling and advising related to college and career; 7) academic services in high school so that students do not need remediation in college; and 8) outreach to help high school graduates as they transition to postsecondary education.

To review the full Code of Federal Regulations for GEAR UP, see CFR Title 34, Subtitle B, Chapter VI, Part 694.

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GEAR UP Virginia 2014-2021 Original Participating Schools/Districts (69% average Free/Reduced Lunch eligibility rate)

School Division	7 th Grade Cohort School	Superintendent Region
Charlotte County	Central Middle School	8 - Southside
Charlottesville	Buford Middle School	5 - Valley
Covington City	Covington High School	6 - Western
Danville	O. Trent Bonner Middle School	6 - Western
	Westwood Middle School	
Dinwiddie County	Dinwiddie Middle School	1 - Central VA
Fredericksburg	Walker-Grant Middle School	3 - Northern Neck
Harrisonburg	Skyline Middle School	5 - Valley
	Thomas Harrison Middle School	
King & Queen County	King & Queen Central High School	3 - Northern Neck
	Lawson-Marriott Elementary	
Lynchburg*	Linkhorne Middle School	5 - Valley
	Dunbar Middle School	
	Sandusky Middle School	
Newport News City*	Achievable Dream Middle/High School	2 - Tidewater
	Crittenden Middle School	
	Homer L. Hines Middle School	
	Huntington Middle School	
	J.M. Dozier Middle School	
Petersburg*	Peabody Middle School	1- Central
Roanoke City*	Addison Aerospace Magnet Middle School	6 - Western
	Breckinridge Middle School	
	James Madison Middle School	
	Stonewall Jackson Middle School	
	Woodrow Wilson Middle School	
Suffolk	John F. Kennedy Middle School	2 - Tidewater
Sussex County	Sussex Central Middle School	1 – Central
Westmoreland County	Montross Middle School	3 - Northern Neck
15 School Divisions	28 Schools	

*Divisions participating in the homeless youth services pilot initiative (priority)

Partners: Virginia Department of Education, Project Hope – Education for Homeless Children and Youth, University of Virginia, Virginia Community College System, Virginia Latino Higher Education Network, Virginia College Access Network, ACT, College Board, participating school districts and other program stakeholders from surrounding communities.

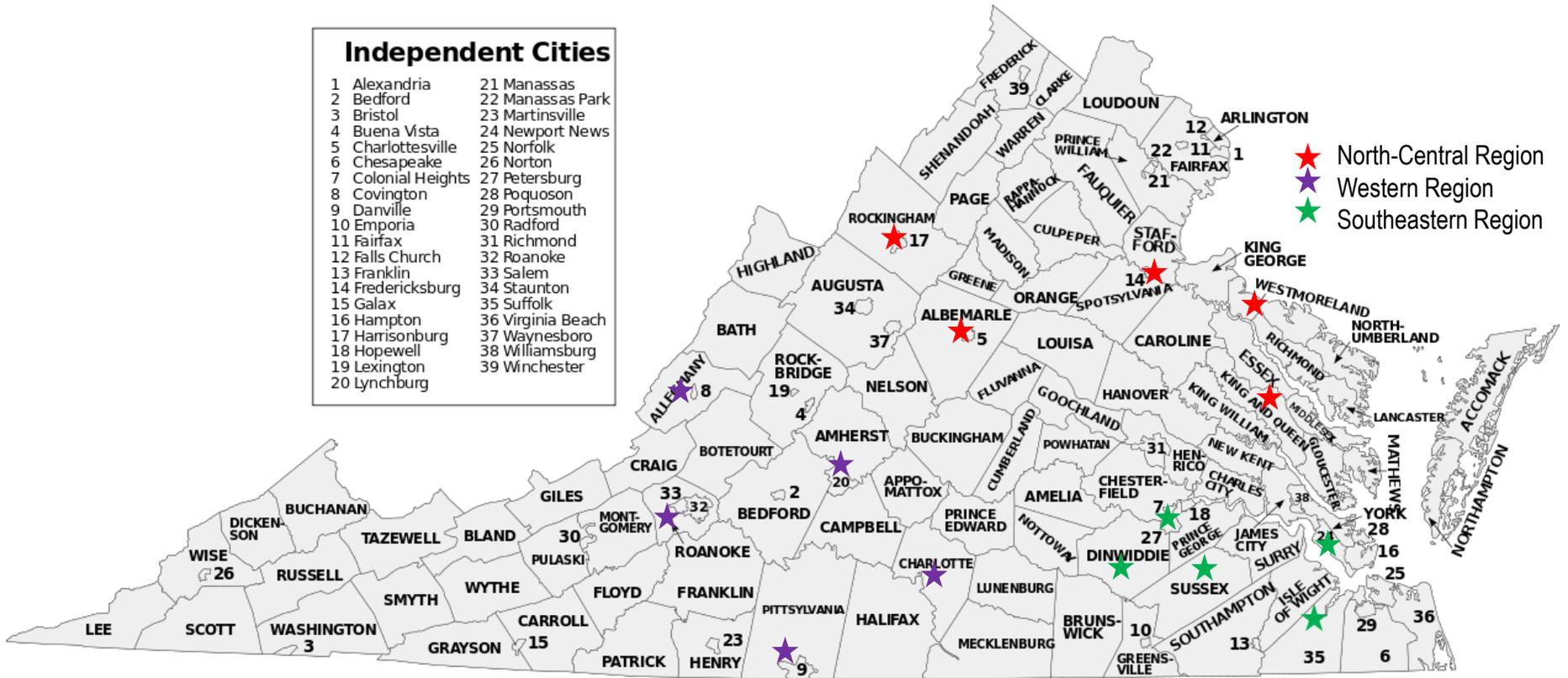
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Independent Cities

- | | |
|--------------------|-------------------|
| 1 Alexandria | 21 Manassas |
| 2 Bedford | 22 Manassas Park |
| 3 Bristol | 23 Martinsville |
| 4 Buena Vista | 24 Newport News |
| 5 Charlottesville | 25 Norfolk |
| 6 Chesapeake | 26 Norton |
| 7 Colonial Heights | 27 Petersburg |
| 8 Covington | 28 Poquoson |
| 9 Danville | 29 Portsmouth |
| 10 Emporia | 30 Radford |
| 11 Fairfax | 31 Richmond |
| 12 Falls Church | 32 Roanoke |
| 13 Franklin | 33 Salem |
| 14 Fredericksburg | 34 Staunton |
| 15 Galax | 35 Suffolk |
| 16 Hampton | 36 Virginia Beach |
| 17 Harrisonburg | 37 Waynesboro |
| 18 Hopewell | 38 Williamsburg |
| 19 Lexington | 39 Winchester |
| 20 Lynchburg | |



GEAR UP Virginia Scholarship Information

In support of the GUV objectives, the 2014-21 GUV cohort participants will be eligible to receive a one-time, one-term scholarship to use during college.

Frequently Asked Questions about the GUV Scholarship

- 1. What is the amount of the scholarship?**

Students may receive a one-time award of up to \$2,000 and no less than \$600 for one term, depending on their enrollment level (full-time, three-quarter-time, half-time, and less than half-time).
- 2. What requirements must students meet to receive the scholarship?**

To be eligible for the GUV Scholarship, students must:

 - Be a GUV participant (must have a signed release form on file at SCHEV)
 - Have earned a high school diploma or recognized equivalent
 - Be enrolled in a two- or four-year degree program at an eligible institution of higher education
 - Be eligible for Federal Student Aid
 - Be less than 22 years old at the time of award
- 3. How do students claim the scholarship?**

To request the scholarship, students must submit an enrollment form that will be provided by SCHEV, a college acceptance letter, and a copy of their Student Aid Report (SAR). Students will receive their SAR shortly after they have completed their Free Application for Federal Student Aid (FAFSA). More information will be provided during students' senior year of high school.
- 4. Are there any income restrictions for the scholarship?**

No; however, GUV students are still required to complete a FAFSA in order to verify eligibility for Federal Student Aid. Every eligible student will be offered some type of Federal Student Aid (grants or loans) no matter how much income the student and family earns.
- 5. Where can students use the scholarship?**

Students must use the scholarship at an institution that:

 - Is a public or private, two- or four-year degree-granting institution; and
 - Participates in Title IV Federal Student Aid Programs.

The College Navigator, available at www.nces.ed.gov/collegenavigator, can be used to determine which institutions of higher education meet the requirements above.
- 6. How will the scholarship funds be distributed and used?**

GUV scholarship funds will be paid directly to the institution where the student is accepted for enrollment; they do not go to the student or family's account. These funds may be used to help pay for tuition, fees, books, supplies, equipment required for enrollment, and expenses for special needs services in connection with enrollment/attendance.
- 7. How long do students have to use the scholarship?**

The GUV scholarship must be claimed by students and disbursed to their institutions before they turn 22 years old. Students must meet all scholarship eligibility requirements at the time of award and disbursement.
- 8. Does the scholarship have to be paid back?**

No. The GUV scholarship is financial aid that does not have to be repaid.

9. What is a term?

For GUV purposes, a term is an academic period that may be called a semester, quarter, or trimester, depending on the type of institution.

10. Who should students contact for information about the GEAR UP Virginia Scholarship?

Students interested in learning more about the scholarship may contact their school's GUV coordinator or the GUV Scholarship Administrator by email at GUVscholarship@schev.edu or phone at (804) 225-2600.

Helpful Resources

- GEAR UP Virginia: www.gearupva.com
- Federal Student Aid: www.studentaid.ed.gov
- Free Application for Federal Student Aid: www.fafsa.gov
- State Council of Higher Education for Virginia: www.schev.edu
- National Center for Education Statistics, College Navigator: www.nces.ed.gov/collegenavigator
- National Association for the Education of Homeless Children and Youth: www.naehcy.org
- Scholarship websites: www.fastweb.com; www.finaid.org; www.petersons.com

The information included in this document is derived from federal program regulation language. Some of the information is based on preliminary guidance from the U.S. Department of Education and is subject to change. Federal program regulations changed for the 2014-21 GEAR UP cycle. Previous cohorts operated under different regulations. The GUV scholarship is contingent upon the availability of funds and adherence to the federal guidelines.

GEAR UP Virginia Position Descriptions

GEAR UP works most effectively with a team approach. Gaining the support of administrators and staff to create a team of dedicated individuals who will help implement college and career readiness efforts throughout the school(s), is essential to the success of the GUV program. Each of the people fulfilling the positions outlined below will be a vital part of your GUV team.

GEAR UP Virginia Central Office Liaison (Superintendent or designee)

- Serve as liaison between school division and SCHEV
- Assist, as needed, in the submission of student data to SCHEV for inclusion in end of the year reports
- In consultation with the GUV School Team Leader and the school division's Fiscal Officer, oversee budget development for each GUV school
- Review school's Implementation Plans to ensure that activities effectively integrate and build upon existing activities and resources and ensure that all GUV program activities are cost effective
- Assist with the detection and documentation of the school division's match/in-kind requirement

GEAR UP Virginia Fiscal Officer (school Bookkeeper/Accountant or central office Finance Director)

- Manage GUV finance and budget functions including development, preparation, and administration of GUV budget
- Maintain accurate accounting of receipts and disbursements
- Serve as fiscal contact to SCHEV's fiscal specialist
- Monitor all financial transactions and ensure compliance with Commonwealth of Virginia and United States Department of Education fiscal policies and procedures
- Submit reimbursements and match/in-kind documentation to SCHEV office every other month
- When appropriate, attend monthly GUV meetings with the Regional Manager

GEAR UP Virginia School Team Leader (School Principal, Assistant Principal or designee)

- Serve on the school-based GUV team
- Provide leadership to GUV teachers and staff
- Communicate with State GUV staff, as needed
- Coordinate development of the school's Implementation Plan by identifying strategies and specific activities that will be implemented
- In consultation with the school's Fiscal Officer and GUV Site Coordinator, develop the GUV program's annual budgetary needs based on the school's Implementation Plan
- Promote GUV activities to students, parents, and staff in order to ensure participation by all students needing services
- Ensure that GUV activities are implemented in accordance with established standards and guidelines
- Assist with the detection and documentation of the school division's match/in-kind requirement
- Oversee the school's College Going Culture Assessment
- When appropriate, attend monthly GUV meetings with the Regional Manager

GEAR UP Virginia Site Coordinator (appointed by School Principal/ should be a member of school staff)

- Work in consultation with SCHEV Regional Manager and school-based GUV team to write the yearly Implementation Plan and budget for the program year
- Implement and coordinate a comprehensive pre-college program for GUV students that includes, but is not limited to, career exploration, academic planning and preparation, college visits, mentoring, and financial planning
- Document GUV program activities and student participation and give records to Data Coordinator in a timely manner
- Assist with the distribution and collection of surveys and other evaluation tools
- Communicate the needs and desires of the school staff to the GUV team
- Encourage GUV students to participate in program activities, targeting specific services to students most in-need
- Serve as a college planning resource for other school staff
- Work collaboratively with other district-based GUV staff, school personnel, families, and the community-at-large, raising awareness of the benefits of a postsecondary education

- Attend meetings and conferences, including monthly meetings with the Regional Manager, the annual Virginia College Access Network Conference, and an annual NCCEP Conference
- Communicate all program expenditures and provide documentation to the GUV Fiscal Officer for submission to SCHEV every other month
- Identify and document matching funds and communicate them with the Fiscal Officer for submission to SCHEV every other month
- Plan and implement programs where GUV scholarship information can be disseminated to students and their parents

GEAR UP Virginia Data Coordinator

- Communicate with Site Coordinators to collect activity logs for entry into GUV's database, SCRIBE
- Enter student participation data from GUV activities and teacher participation in professional development into SCRIBE on a weekly basis
- Maintain hard and digital copies of documentation of GUV activities
- Update student demographic information, including transfers, in SCRIBE on a monthly basis
- Assist in the distribution and collection of student and parent surveys
- In cooperation with the Central Office Liaison, Site Coordinator and other school administrators, prepare and submit comprehensive evaluative and programming reports, including but not limited to the annual Summative Report
- Provide continuous feedback to GUV State office staff regarding project benchmarks and outcomes

GEAR UP Virginia SCHEV Team

- Assist GUV school-based teams with the development of their school's annual Implementation Plan and budget: identifying strategies and specific activities that will be implemented
- Support schools with collection of student and parent surveys
- Support schools with their reimbursements and identifying match/in-kind
- Review and process all school reimbursements and in-kind packets
- Develop partnerships with vendors in support of the GUV program
- Build relationships with industry, institutions of higher education, the Virginia Community College System, and the Virginia Department of Education to connect Virginia's high school students with further educational opportunities
- Collect, analyze, and report data on GUV program outcomes to the US Department of Education
- Collaborate with colleges and universities to provide GUV students with summer enrichment activities
- Oversee and evaluate strategies for achieving program objectives
- Design and implement strategies to gather information from local administrators regarding students, parents, and teachers' impressions of program services
- Conduct workshops and training for GUV staff
- Solicit, identify and document match to meet the annual State match and in-kind commitment
- Develop and maintain GUV external communications, the website, and the database
- Implement and manage accountability of program standards and measures
- Oversee budget preparation, maintenance and audits
- Serve as the liaison between the State and the US Department of Education

**Other team members may include a Career Coach, GRASP Advisor, College Adviser, School Counselor, Counseling Director, Content Area Specialists, AVID Coordinator, Department Chair, Assistant Superintendent, Librarian, etc.

5 Reasons to create a GEAR UP Team

1. **Save staff time:** Creating a team can help ensure that college going activities are implemented in the school, without relying exclusively on school staff, who are often limited on time
2. **Enhance buy-in:** Folks are more likely to support an idea or project if they feel like they're a part of it and can take ownership
3. **Uncover resources:** One of the most valuable resources in any school and community are its people. People can offer time, talent, creativity, knowledge, and connections
4. **Sustain a college-going culture:** A "College Going Culture" Team and their work can become a part of the school norm and culture that continues to exist after GEAR UP funds have expired
5. **Find match funds:** Most team members are volunteers. Time spent attending meetings and working on tasks counts as match.

Implementation Plan Overview

The purpose of an Implementation Plan is to specify the GEAR UP Virginia (GUV) cohort to be served by your school, outline proposed activities for the program year covering September 1- August 31, and to provide a detailed budget showing how you plan to pay for activities and staffing. The GUV Implementation Plan should complement, not supplant existing academic improvement plans.

GUV Regional Managers can provide assistance to divisions in developing and amending Implementation Plans. The Implementation Plans will be based upon the five GUV Objectives (listed below). Plans completed annually for each school will include a set of services required either by GEAR UP regulations, the evaluation model, or by a critical component of the grant proposal. These will be previously entered into your Implementation Plans template to be distributed to Site Coordinators in late spring of each school year. Beyond the minimum services, schools should also provide other services and activities to the GUV cohort and parents in fulfillment of the Objectives and as warranted by student data.

- Objective 1.0: Increase the academic performance and college preparation of GUV students
- Objective 2.0: Increase the number of students in rigorous courses
- Objective 3.0: Increase knowledge of college and financial aid among students and their families
- Objective 4.0: Improve college readiness rates
- Objective 5.0: Increase college enrollment rates

The following list includes approved services that may be provided to students, families, and schools through GUV. Plans to execute these services should be outlined in the Implementation Plan.

Audience	Approved Services
Services to Students	Tutoring (before school, during school, after school, and summer)
	Outreach to recruit priority students to participate in programs
	Mentoring
	College application workshops
	Financial aid workshops
	Graduation and career planning
	STEM programs
	College visits
	College fairs
	Providing assistance to at-risk children in obtaining summer jobs
	Academic counseling
	Financial and economic literacy education or counseling
	Skills assessments
	Programs for students who are limited English proficient
	College entrance examination preparation courses
Enabling eligible students to enroll in Advanced Placement or International Baccalaureate courses	
Services to Parents	Workshops on college preparation and financial aid
	Counseling/advising
	Programs fostering and improving parent and family involvement
	Personal and family counseling, and home visits
	Disseminating information that promotes the importance of higher education, explains college preparation and admission requirements, and raises awareness of the resources and services provided by the eligible entities to eligible students, their families, and communities
Services to Schools	Providing professional development opportunities to individuals working with GUV students
	Supporting the development or implementation of rigorous academic curricula (including college preparatory, Advanced Placement, AVID, or International Baccalaureate programs)
	Supporting dual or concurrent enrollment programs

Completing the Implementation Plan

Requirements

To receive GUV funds, each school will be required to submit an Implementation Plan that has been approved by the Superintendent and GUV Director. The Implementation Plan consists of the following components:

1. Cover Sheet
2. Action Plan
3. Budget Worksheet
4. Budget Narrative
5. Summary

Maximum Award

Allocation of funds to GUV schools will be determined by the number of selected schools in one division, students served and the complexity of the proposed plans.

Match Requirements

Annually, school divisions are required to provide a cash or in-kind match for GUV awards (detailed in the Match and In-kind section of the manual). This amount, to be identified in the budget worksheet, must equal the match/in-kind funds guaranteed in the Partner Identification Form, which was completed by each school division and approved by the U.S. Department of Education in the State grant application.

Components of an Implementation Plan

1. **Cover Sheet-** The cover sheet contains school division's information and must be signed by the Superintendent, Site Coordinator, and School Principal.
2. **Action Plan-** The action plan details the GUV services each school will provide to support the objectives. Schools will report the proposed activity, the target audience, the timeline, the number of students who will be served, and the expected results of the service.

Baseline data- Some objective require baseline data. Baseline data is used to evaluate the effectiveness of each service/intervention in the Implementation Plan. It should come from the class of 2019, which serves as the control group for the GUV cohort. All baseline data should be reported in a fraction rather than in a percentage (i.e. 67/100 students instead of 67% of students).

Expected Results- All expected results should be measurable. For example, the expected result of Language Arts tutoring could be to "improve by 5-10% the academic performance in English as measured by proficient SOL scores."

3. **Budget Worksheet-** Each Implementation Plan requires a budget worksheet. To complete the budget worksheet, Site Coordinators should transfer the proposed strategies and activities into a line-item budget format. That is, for all proposed activities, break-down the total estimated cost of the activity, such as conference registration fees or those dollars that would be budgeted for contractual services, books, or instructional materials. Consult your Fiscal Officer or SCHEV Fiscal Specialist if you are having difficulty identifying proper budget categories for specific line items. The budget worksheet must be signed by the Fiscal Officer of your school division.

If, at any point during the program year (prior to June 1) you want to modify or change your approved budget, you must make your request by submitting a **budget modification form (Appendix E)**. See below for more information about completing a budget modification.

Budget categories- There are six budget categories: Salaries/Wages, Employee Benefits, Travel, Equipment Purchase, Materials and Supplies, and Contractual Services (Consultants, Contracts).

4. **Budget Narrative-** The budget narrative is the qualitative description of how each school plans to spend GUV and matching funds to support the services presented in the action plan. Numbers should match exactly to those presented in the budget worksheet.
5. **Summary-** The summary is a narrative description of the initiatives that each school intends to implement between September 1 and August 31 and an explanation of how they will enable the school to meet GUV objectives.

2016 Implementation Plan Timeline

- Late spring- Implementation Plan templates distributed to Site Coordinators
- July 15- Draft plans due to regional managers
- August 1- Draft plans returned to schools
- August 15- Completed, final Implementation Plans due to regional managers
- August 29- SCHEV approval of Implementation Plans and Budgets

Budget Modification Process

Budget modifications will be accepted on an as-needed basis. The last request for budget changes must be received by June 1st for a given program year. Please use the **Budget, In-Kind and Program Modification Request Form in Appendix E** if you find it necessary to alter your budget. This form should be completed if you plan to move more than 10% of a budget category's funds to another budget category(ies). Please follow the procedures listed below to make your request.

1. Consult your Regional Manager to determine if there is a need to complete a budget modification form.
2. If your Regional Manager agrees that a form should be submitted to SCHEV, complete and sign the form and send it to the GUV Fiscal and Administrative Specialist (Stacey Garnett).
3. SCHEV staff will review your request and a copy will be returned to your school division marked as Approved, Approved with Conditions, or Denied.
4. If your request is Approved or Approved with Conditions, notify your division Fiscal Officer so they can update your budget.
5. Upon budget modification approval, all future requests for reimbursement should reflect the newly approved budget (Column B) on the Request for Reimbursement Form.

Overview of Expenditures and Reimbursements

GEAR UP funds are federal discretionary grant funds awarded to an organization after its application has been reviewed and approved by the U.S. Department of Education. This investment of taxpayer dollars means that the federal government must set up strong controls over grant projects to ensure the proper use of public funds. An award indicates that an application has met program requirements and is approved for certain kinds of expenditures. Federal funds are restricted funds, meaning the grantee must use the dollars awarded in exactly the manner outlined in their application. All expenditures must meet the requirements outlined in the GEAR UP statute and must use the dollars according to requirements of the U.S Department Education and General Administrative Regulations (EDGAR) and federal cost principles.

An approved expenditure is one that has been submitted to the State Council of Higher Education for Virginia (SCHEV), has been reviewed and processed by the Fiscal and Administrative Specialist, contains the signatures of the Program Director and the Assistant Director of Academic Affairs, and gained final approval from the SCHEV Budget & Finance Manager.

The spending guidelines detailed in this manual are provided to advise staff with regards to spending GUV funds. Expenditure guidelines in this manual do not comprise a comprehensive list, but rather serve as a reference resource of the categories of spending, the allowability of expenditures and the parameters for spending in each category.

Note: Expenditure guidelines apply to match even if non-GUV funds are used. If the expenditure is not allowable using GUV funds, it is also not allowable to be documented as match.

Supplement but not supplant

GEAR UP regulations require that GUV funds supplement existing efforts and not supplant them. GUV funds are intended to build the capacity of school divisions to create a college-going culture. Therefore, GUV funding may be used to enhance what is already in place or to create new activities. Funds cannot be used to replace other federal, state or local funding. For example:

- *For the last five years, your school has paid for refreshments at their Back-to-School night. This year, the school has budget constraints so you have been asked to pay for refreshments with GUV funds to free up funding elsewhere. This is supplanting and is not allowed.*
- *For the last several years, your school has annually supported two teachers at a middle school conference. This year you have been asked to use GUV funds to pay for the teachers to attend the conference. This is supplanting and is not allowed.*
- *For the last two years, your school has been unable to purchase any curriculum enhancement materials for algebra class, including an essential software package, because of budget cuts. You have been asked to purchase this software with GUV funds this year. As long as the software is for GUV students and supports GUV objective, this is not supplanting and is allowed because without GUV funding, your school would not be able to make this purchase.*

Cost Policies and Spending Practices

The oversight and management of federal GEAR UP funds by participating schools is carried out by the Regional Manager who serves as the GUV liaison between the SCHEV and division/school. It is the responsibility of the Regional Manager to ensure that an approved Implementation Plan is in place by the schools at all times. Expenditures made without an approved GUV Implementation Plan may not be reimbursed. An approved expenditure is one that has been submitted on the Implementation Plan and reviewed and approved by the GUV Program Director. An approved Implementation Plan will be confirmed with an award letter containing the signature of the GUV Program Director. Implementation Plan can be modified to allow new programs and expenses using the Budget, In-Kind and Program Modification Request Form (Appendix E).

Allowable costs are those expenses that are specifically permitted (or not explicitly prohibited) by the laws, regulations, principles and standards issued by the U.S. Department of Education and other authoritative sources and specifically aligned in the approved GEAR UP Virginia state grant proposal.

To help you decide if costs are allowable or not, ask these questions:

Is the expense...?	
Necessary	The expense is critical to implementing the program
Reasonable	A prudent person would determine that the cost is appropriate
Allocable	The expense can be allocated to the objectives of GUV
Compliant	The expense is compliant with the federal administrative regulations that govern the program

GUV funds must be used to pay for activities that support the GUV goals and objectives, as outlined in the approved state grant application. To be allowable and allocable funds must:

- Support the implementation of GUV goals and objectives.
- Support enrichment or complimentary activities aimed at deepening student experience in GUV.
- Support school personnel participation in GUV sponsored professional development, leadership activities or other GUV-sponsored school improvement services.
- Enable student, parent, and/or school personnel participation in GUV sponsored outreach activities.
- Support parent participation in GUV-sponsored and other approved parent engagement activities.

Funds may be used to support activities for eligible GUV students only. **GUV students are defined as students who were in 7th grade at participating GUV middle schools during the 2014-2015 school year and have a release form signed by the parent and student on file at the SCHEV office by the start of 9th grade.** Schools may elect to serve additional students by including them in GUV activities, but GUV funds may not cover costs for those additional, non-program eligible students. For example, if you take only GUV eligible students on a field trip you may pay the full cost of the trip with GUV funds. If you opt to take both GUV eligible students and other students on a field trip, costs should be proportionately covered by GUV and other funds. An exception is when including non-GUV students will not increase the cost. For example, if you bring in a speaker for GUV students, and there are empty seats in the auditorium, you may invite non-GUV students to participate.

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Common GUV Expenditures

(Sources: GEAR UP Statute, EDGAR, OMB Circular A-21 and A-87)

The following list may help you determine whether your program expenses are allowable or not. Just because a cost is interpreted as being allowable under the OMB cost principals, does not mean that you will be able to make that expenditure. To be eligible for reimbursement of expenditures, they **MUST** be included in your school division's Implementation Plan. If you are not sure about expenditures, we highly recommend you request clarification from your Regional Manager in writing. The information below will review potential expenditures, frequently requested expenditures and/or discussion about their permissibility.

Description	Purpose
Advertising and Public Relations Costs: <i>generally unallowable</i>	<p>For GUV, reasonable advertising costs are allowable when:</p> <ol style="list-style-type: none"> 1. Recruiting and advertising for vacant GUV staff positions in a manner that is acceptable and standard for the hiring entity. <p>For GUV, public relations costs are potentially allowable when:</p> <ol style="list-style-type: none"> 2. The activity is part of your approved application. 3. You are communicating with the public and press pertaining to specific activities or accomplishments which result from your grant performance (these costs are considered necessary as part of the outreach effort). 4. You are conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern.
Advisory Councils: <i>allowable</i>	Costs incurred by advisory councils or committees are allowable as a direct cost when authorized by the awarding agency or as an indirect cost where allocable to the GEAR UP award.
Communication Costs: <i>allowable</i>	Costs incurred for telephone services, local and long distance telephone calls, postage, electronic or computer transmittal services and the like are allowable.
Compensation (Salaries, Wages and Fringe Benefits): <i>allowable</i>	Personnel cost such as salaries, wages and fringe benefits are allowable to the extent that the total compensation to individual employees conforms to the established policies of the institution, consistently applied, and provided that the charges for work performed directly with GUV students.
Consultants and Contracts: <i>allowable</i>	EDGAR states that costs associated with consultants are allowable if there is a need in the project for the services and the grantee cannot meet that need by using an employee rather than a consultant.
Entertainment Costs: <i>unallowable</i>	Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such activities (such as tickets to shows or sports events, amusement parks, recreational activities such as swimming, meals, lodging, rentals, transportation and gratuities) are unallowable. Be sure to distinguish these unallowable expenses from similarly worded and allowable student activities, meetings and conferences that are approved as part of your grant agreement.
Equipment: <i>allowable</i>	Equipment means an article of non-expendable, tangible personal property having a useful life of more than one year and for GUV accounting purposes, has a per-unit cost equal to or greater than \$5,000. Grantees must obtain approval from SCHEV office prior to purchasing any item or set of items costing \$1000 or more.
Food and Beverages: <i>generally allowable</i>	Food and beverages may be offered to students and families only in conjunction with structured GUV activities during standard meal times. Use of federal grant funds to pay for the cost of alcoholic beverages is strictly prohibited.

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Fund Raising: <i>unallowable</i>	Costs of organized fund raising are not allowed.
Incentives: <i>generally unallowable</i>	<p>GUV funds may not be used to purchase incentives for students unless they are necessary for a specific part of the program. For example, t-shirts may only be purchased for student safety on field trips.</p> <p>Purchase of gift cards or other prizes is prohibited with the exception of gas cards, which are justifiable because they help offset travel costs for families.</p>
Memberships, Subscriptions and Professional Activity Costs: <i>allowable, with exceptions</i>	<p>Costs associated with memberships in business, technical, and professional organizations are allowable. In addition, subscriptions to business, professional, and technical periodicals are allowable. Please note that the OMB circulars make the following exceptions:</p> <ul style="list-style-type: none"> • State entities <u>can</u> use federal funds for membership in civic, community, and social organizations which are allowable as a direct cost with the approval of the US Dept. of Education. • State entities <u>cannot</u> use federal funds for membership in organizations substantially engaged in lobbying.
Meetings and Conferences: <i>allowable</i>	<p>Costs of approved meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of speakers' fees, and other items incidental to such meetings or conferences. Be aware of restrictions pertaining to entertainment costs.</p> <p>Technical information should include, but is not limited to, the following points. Each must be related to the implementation of the program or project funded by the grant: (1) Specific programmatic, administrative, or fiscal accountability requirements; (2) Best practices in a particular field; (3) Theoretical, empirical, or methodological advances in a particular field; (4) Effective methods of training or professional development; and (5) Effective grant management and accountability.</p> <p>All meeting or conference materials paid for with federal grant funds must include appropriate disclaimers such as the following, which is provided in EDGAR § 75.620s: <i>The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the U.S. Department of Education. However, those contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government.</i></p>
Publications and Printing: <i>allowable</i>	Publication costs—including the costs of printing, distribution, promotion, mailing, and general handling—are allowable federal costs if they are allocable to project objectives. A copy of document copied or printed must be included with reimbursement.
Rental Costs of Buildings and Equipment: <i>allowable</i>	With stipulations, rental costs are allowable to the extent that the rates are reasonable in light of such factors as: (1) rental costs of comparable property, if any; (2) market conditions in the area; (3) alternatives available; and, (4) the type, life expectancy, condition, and value of the property leased. Rental arrangements should be reviewed periodically to determine if circumstances have changed and other options are available.
Supplies: <i>allowable</i>	Supplies Costs incurred for supplies to carry out the grant are allowable. Supplies have a per-unit cost of less than \$5,000.

<p>Travel Costs: allowable</p>	<p>Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the institution. Travel outside of Virginia for GUV staff or students requires prior approval. Travel costs also may be incurred in relation to local events for students, parents or professionals participating in programs authorized by the GUV.</p> <p>If attending a meeting or conference is necessary to achieve the goals and objectives of the grant, and if the expenses are reasonable (based on the grantee's own policies and procedures and state and local laws), GUV funds may be used to pay for travel expenses of grantee employees, consultants or experts to attend a meeting or conference.</p> <p>A meeting or conference is deemed to be “necessary” when the following conditions exist:</p> <ul style="list-style-type: none">• The goals and objectives of the grant can't be achieved without the meeting or conference.• There isn't an equally effective and more efficient method (in terms of time and money) to achieve the goals and objectives of the grant.• The costs (e.g., lodging, travel, registration fees) compare favorably with other similar events.• The public would view the expenses as a worthwhile use of federal funds.• The number of attendees is reasonable and necessary to accomplish the goals and objectives of the grant.
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Submitting Reimbursements: Requirements and Procedures

Reimbursement (and match) claims are due every other month and must be submitted to the GUV Fiscal and Administrative Specialist. The submitting party is expected to provide documentation for all expenses claimed. All claims documents must be self-explanatory. Payment will be sent by check or electronic transfer within two weeks of receipt of a completed reimbursement packet.

There are three parts required with each submission in order for your division to be reimbursed for expenditures. They are as follows:

1. GUV Reimbursement and Match Summary Sheet (Appendix B)
2. Request for Reimbursement Form (Part I of the GUV Reimbursement and Match Reporting Form) (Appendix A)
3. Required backup documentation

Completing the GUV Reimbursement and Match Summary Sheet

The GUV Reimbursement and Match Summary Sheet is a way for schools to organize their reimbursement requests into categories so the SCHEV team can more easily identify the expenses in the documentation.

1. **“Name/Vendor Name”** column
 - a. For personnel: Type the names of the staff that were paid – each staff member’s name should be listed on their own line
 - b. For other expenses: Type the name that appears on the invoice or receipt. This is who the school district paid.
2. **“Description”** column
 - a. **For personnel**: type why the staff member is being paid with GUV funds.
 - i. Regular GUV staff, including tutors: Type in the space provided the person’s GUV title.
 - ii. Substitutes: Type in the space provided who substitute subbed for, what day(s) they subbed and what event occurred that required a substitute.
 - iii. Other: Type in the space provided what the staff member did, what event occurred that required their work and what day(s) they worked for GUV.
 - b. **For other expenses**: Type why your division made this GUV purchase. What was it for? Who was it for?
3. **“Amount”** column: Type in the space provided the amount that appears on the invoice or receipt.
 - a. If you are asking GUV to pay a different amount than what is shown on the receipt, type in the amount that GUV is supposed to pay (GUV can pay less but cannot pay more than the amount shown on any invoice or receipt) and explain why in the Description column. You may need to include additional documentation.
4. **“Date Purchased”** column: Type the date the purchase was made. This may be left blank if it is not applicable.
5. **“Date Paid”** column: Type the date the invoice was paid.
6. **“Check Number”** column: Type the number of the check the school division used to pay the expense.

Completing the Request for Reimbursement Form

For reimbursements you will only complete the top half of the “GUV Reimbursement and Match Reporting Form” called the Request for Reimbursement Form.

At the top of the spreadsheet, fill in your school division’s name, federal tax ID, address, the name of GUV Fiscal Officer, email address, the date range for which you are requesting reimbursement, and the total amount of reimbursement requested.

Column B: This is your approved budget based on the Implementation Plan. Once you fill it in at the beginning of the year, it should not change unless you submit a budget modification form.

Column C: This column includes any previous expenses for which you have been reimbursed. On your first reimbursement of the year, this column will be blank.

Column D: The column includes the expenses for which you are currently requesting reimbursement. It should match exactly with the “GUV Reimbursement and Match Summary Sheet” and the provided documentation.

Column E: Do not do anything to this column. The template will automatically populate the column based on the amounts you have entered in columns C and D.

Column F: Do not do anything to this column. The template will automatically subtract the amounts you have entered in columns C and D from column B.

The “**Total**” row will automatically add all expenses entered in the columns.

**Each Reimbursement Request Form must have an original signature to be processed at SCHEV.

Required Back-up Documentation

The following table lists the budget categories outlined in the “GUV Reimbursement and Match Reporting Form.” Included are acceptable line items listed under each category and the required documentation to be submitted on claims for **reimbursement and for match**.

GEAR UP Virginia Expenditure & Match Documentation Guide		
Budget Category	Line Item	Required Claim Documentation
Salaries & Wages	All Staff Paid by the Grant (or used as Match)	<ul style="list-style-type: none"> - Time & Effort Form (Appendix C) - Payroll Report - Certification of Volunteer Time Rendered (Appendix D)
Employee Benefits	All Staff Paid by the Grant (or Used as Match)	<ul style="list-style-type: none"> - Time & Effort Form (Appendix C) - Payroll Report - Attendance Roster (if applicable) - Explanation how benefits are calculated (if applicable)

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<p>Travel (Includes Student Events, Professional Development & Required Meetings & Events)</p> <p>**All out-of-state travel for GUV staff or students must have prior approval**</p>	Airfare	- Flight Itinerary - Proof of Payment
	Airport Shuttle / Cab Fare / Car Rental	- Receipt - Proof of Payment
	Parking	- Receipt - Proof of Payment
	Baggage Check Fees	- Receipt - Proof of Payment
	Charter Bus	- Bill or Invoice - Proof of Payment - Attendance Roster
	District Bus	- Bill or Invoice - Proof of Payment - Attendance Roster
	District Bus Driver	- Drivers employed by the district should be listed under "Salaries & Wages."
	Entrance Fees for Educational Activities	- Receipt or Invoice - Proof of Payment - Attendance Roster
	Food & Non-alcoholic Beverages	- Itemized Receipt or Bill - Proof of Payment
	Hotel	- Zero-Balance Hotel Receipt or Bill - Proof of Payment
	Registration	- Agenda, Schedule or Equivalent - Registration Confirmation or Invoice - Proof of Payment
	Staff Mileage	- District approved travel log - Mileage map - Proof of Payment
<p>Materials & Supplies</p>	Educational Materials (Computers, Tablets, Calculators, Projectors, Non-textbook Books, etc.)	- Receipt, Invoice or Catering Order (Internal Food Purchase) - Proof of Payment
	Event Materials & Supplies	- Receipt or Invoice - Proof of Payment - Attendance Roster (if applicable)
	Office Supplies	- Receipt or Invoice - Proof of Payment
	Outreach Materials	- Receipt or Invoice - Proof of Payment
	Postage	- Receipt or Documentation of Meter - Proof of Payment
	Printing	- Receipt or Copy Log Details - Proof of Payment - Copy of printed materials
<p>Consultants & Contracts</p>	Consultant/Speaker	- Invoice or Bill - Proof of Payment - Attendance Roster (if applicable) - Time & Effort Sheet (if staff event)
	Charter Bus	- Invoice or Bill - Proof of Payment

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		-Attendance Roster
	Facility Space or 100% Devoted Office Space	- Invoice or Bill - Proof of Payment - Facility Rate Sheet (Appendix F)
	Food Service/Event Catering	- Receipt or Invoice - Proof of Payment - Attendance Roster (if applicable)
	Stipend	- Time & Effort Sheet - Proof of Payment
	Non-Employee Tutor/Mentor	- Time & Effort Sheet or Certification of Volunteer Time Rendered - Payroll Report
	Volunteers	- Certification of Volunteer Time Rendered

For more information about documentation, the details below explain the specific pieces of information needed on items required for claims documentation.

- Agenda or Schedule
 - Event Begin & End Dates & Times
 - Location (City/State)
 - Event Title
- Attendance Roster
 - Student or Attendee First & Last Name
 - Date of Activity
 - School Name
 - Name of Activity
 - Duration of Event (Start & End Times)
 - Signature of School Personnel Coordinating the Event
 - If traveling, destination is needed
 - If mentoring services are provided, the mentor's first & last names are needed
 - If tutoring services are provided, the tutor's first & last names are needed as well as the subject being tutored
- Bill or Invoice
 - Vendor Information (Name, City/State)
 - Invoice Number
 - Date of Purchase
 - Itemized List of Charges-Item Quantity, Description & Unit Price
 - Order Date
 - Final Total
- Flight Itinerary
 - Traveler First Name & Last Name
 - Destination
 - Travel Dates
 - Flight Cost (If not listed on itinerary, include separate invoice.)
- Payroll Report
 - Employee First & Last Name
 - Pay Period Covered
 - Total Amount Paid

- Itemization of Benefits
- Total Salary & Benefit Amount (Please provide a breakdown of the salary and benefit amounts covered by the grant. This documentation can be a check stub, a payroll report or a journal entry report.)
- Proof of Payment
 - Date Paid
 - Total Paid
 - Who was Paid
 - Payment Method (This documentation can be a copy of a check, a journal report, or a credit card receipt.)
- Receipt
 - Vendor Information (Name, City/State)
 - Date of Purchase
 - Itemized List of Charges (Item Quantity, Description & Unit Price)
 - For transportation receipts, include starting point, destination & rate per mile (if applicable.)
 - Final Total
 - Method & Amount of Payment
- Registration Confirmation
 - Event Name
 - First & Last Name of Attendee(s)
 - Total Registration Amount
- GUV Time & Effort Form (Appendix C)
 - Fill in the sheet completely and sign it. Handwritten or electronically verified signatures are acceptable. Typed names cannot be accepted. Signature must be dated on or after the last day services were provided.
- Travel Log
 - Date of travel
 - Purpose of Travel
 - Starting Point & Destination (include map print out)
 - First Name & Last Name of Travelers
 - Rate per Mile
- Certification of Volunteer Time Rendered (Appendix D)
 - Fill in the sheet completely and sign it. Handwritten or electronically verified signatures are acceptable. Typed names cannot be accepted. Signature must be dated on or after the last day services were provided.

Final Considerations

- Districts will follow their established, official travel policies. GUV may request copies of district policies and contract agreements if warranted.
- GUV reserves the right to deny any claim deemed unallowable, unallocable, and unreasonable.
- Under NO circumstances may federal funds be used to pay for entertainment to include amusement or social activities.

You must retain all records for GUV expenditures and match for **3 years after the Final Performance Report** is approved at the end of the grant. The records may be subject to program review or audit. For this GEAR UP Grant, 2014-2021, records must be retained through 2024, subject to the approval of the Final Performance Report.

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You must spend at least 40% of your awarded funds by February 28, 2017 and full allocation by the close of the performance period. Any funds not spent DO NOT carryforward to the new year.

If you will not spend 40% of your award by February 28, 2017, you must submit a written justification to the GUV Fiscal and Administrative Specialist (Stacey Garnett) explaining the reasoning and your plan to expend your full award amount by the end of the performance period.

Overview of Match and In-kind

Understanding Match

GEAR UP Virginia is required to collect a dollar-for-dollar match, meaning that for every dollar of federal grant money spent on the project, we must collect an equal dollar amount of match in the form of state, local or donated funds. It is our responsibility to collect and document this match with the same care and attention to accuracy, accountability and timeliness as documenting the use of federal grant funds. If we do not meet the match requirement, we could have our federal funds reduced or our award could be terminated. Qualifying match contributions must be necessary to accomplish program activities, verifiable and only allowable according to GEAR UP guidelines. Match follows the same rules as the actual funds spent on GUV. Match must be allocable, allowable and reasonable.

Definition of Match

Match or Cash Match is the non-federal share of program costs, or money spent on the program that comes from a non-federal source. If an organization purchased the goods or services, paid for GUV travel, etc. but did not request reimbursement from the grant, then the generic term *match* applies. If another person or organization donated the goods or services, then the more specific term *in-kind* applies.

Definition of In-Kind

"In-Kind" refers to non-cash contributions of goods or services made by third party individuals or organizations to GUV Projects. Examples of in-kind include work done by unpaid volunteers in support of GUV and donations of supplies, facilities/space usage, or equipment.

School Division Partner Match Requirement

In GUV schools or divisions, the in-kind/match requirement is set at an annual minimum of the amount listed on your Partner Identification Form (PIF). If more in-kind/match is budgeted on your Implementation Plan than is in your PIF, this becomes the obligation and it will be reflected on the award letter. SCHEV also has an annual match commitment and will work to exceed that commitment for every year of the grant. If you have questions about your Partner Identification Form, please direct them to your Regional Manager.

The same guidelines that govern GUV expenditures, apply to match and in-kind

1. Match must be allocable, allowable, and reasonable.
2. Match must be necessary to implement the program.
3. Match must be compliant with the federal administrative regulations that govern the program.
4. If a cost is unallowable, it is not allowable match.
5. Match cannot be claimed from other sources/programs that are federally-funded.
6. Qualifying in-kind match contributions must be verifiable.

Supplement NOT supplant

If the goods or services were being provided prior to GUV, that is supplanting and they cannot be counted as match. If the match isn't exclusively for GUV students or parents, or as a result of GUV activities or services, it cannot be counted as match.

Sharing match

If a partner or vendor works with or serves other federal grants, a match contribution can only be counted once. However, match can be split and proportionally shared between the federally-funded programs. Each grant must document their portion of the contribution separately and the match must be used for the grant to which it was contributed.

Paid GUV Partners

If school-based staff (i.e. Site Coordinator and Data Coordinator) is being paid for their work on GUV with a stipend, none of the time they spend on GUV can be counted as match/in-kind.

Other Federal Funds

Match cannot be claimed from other sources/programs that are federally funded. In other words, if you receive other federal grants, it cannot be used as match to the GEAR UP program. Note: 21st Century Grants, AmeriCorps, the U.S. Army, U.S. Marine Corps, U.S. Navy, U.S. Air Force and the U.S. Coast Guard are all federally funded programs and member time cannot be counted as match.

How to Meet Required Match

Collecting and documenting in-kind/match on an ongoing basis is wise, efficient and much less stressful than attempting to catch up or go back and document it. When collected as part of the day-to-day program, it is easier to record accurately and monitor regularly. Breaking down a grant's match requirement on a monthly or quarterly basis makes it manageable and attainable. Staff are encouraged to create match binders or folders to keep with them as they do their GUV work. Having the information and forms on hand makes it easier to collect match documentation as it occurs.

Sources of In-Kind

Below is a list of sources of match/in-kind. It is not an exclusive list.

1. Teacher Time

- Teacher time **beyond** the contract day, in support of GUV, counts as match. This includes planning time for GUV classroom activities, substitute preparation when the teacher is chaperoning a GUV trip, developing new rigorous lessons that support GUV objectives, etc.
- All teacher time submitted as match must support the goals and objectives of the program and be in addition to the general tasks expected of a teacher.
- The teacher's normal hourly rate plus benefits is used to calculate the value. Schools may submit a rate sheet as documentation.
- Teacher time during the contract day can **never** count as match.

2. Other School Staff Time: Administrators and Classified

- All time devoted to GUV specific activities can be counted as match at the same rate that person is normally paid, including benefits. This includes entering student data, collecting student sign-in information, talking to parents about GUV, fielding GUV related phone calls, GUV meetings, working on GUV mailings, preparing reimbursements, prepping for GUV events, etc.
- All staff time submitted as match must support the goals and objectives of the program and be in addition to the general tasks expected of the employee.
- To document this as match, each employee must complete the Time and Effort Form (Appendix C).

Sample In-kind personnel breakdown from Implementation Plan

Line Item Description	GEAR UP Requested Dollars	In-Kind Contribution	Total
Personnel			
Instructional/Administrative salaries, wages, benefits			
Assistant Superintendent (5%)	\$0.00	\$8,125.83	\$8,125.83
School Principal (10%)	\$0.00	\$9,932.86	\$9,932.86
Assistant Principal (10%)	\$0.00	\$8,701.36	\$8,701.36
Director of Finance (5%)	\$0.00	\$4,209.18	\$4,209.18
Technology Coordinator (5%)	\$0.00	\$4,641.92	\$4,641.92
GUV School Coordinator Stipend	\$2,500.00	\$191.25 (FICA)	\$2,691.25
GUV Data/Record-Keeper Stipend	\$2,500.00	\$191.25 (FICA)	\$2,691.25

3. Volunteer Time

- When members of the community, families, or students volunteer to support GUV students and activities, their time is counted as in-kind.
- GUV recommends using the standard volunteer value set by www.independentsector.org. Per the website, as of May 20, 2016, the published rate for Virginia is \$26.09 per hour, which includes benefits.
- To document this as match, each volunteer must fill out and sign the Certification of Volunteer Time Rendered (Appendix D).

4. Professional Development

- Any professional development paid for by the school division that supports GUV objectives and would not have occurred without GUV can be counted as match.
- Examples include, if the division pays for the GUV coordinator to attend a conference at local community college, a training on financial aid, or for coordinators to attend NCCEP conferences. Also included is on-site or school sponsored PD for GUV teachers that promotes GUV objectives such as rigorous curriculum, STEM, etc.

5. Materials and Supplies

Items purchased with the school's general funds, private grants or items donated to the GUV program that support GUV students and objectives. This includes:

- Copies
- Professional printing of GUV materials
- Envelopes
- Mailings (postage)
- Event supplies
- Food
- School purchased licenses or subscriptions to benefit the GUV Program (1-year at a time)
- Software
- Office supplies
- Books
- Specialized equipment for specific activities i.e., sound system, microphones for special assemblies

6. Discounts

- The documented amount on the price of products or services reduced or waived specifically for the GUV program.

7. Facility Usage

- The value should be from the school's rate sheet (sample rate sheet in Appendix F) or from documented comparable space rentals in the area.
- Facility use donated by a third party (i.e. College Campuses) is allowed as match and can be based on the fair market rental rate, as long as the third party provides facility rental rates that show what they could otherwise would have charged to use the space.

8. Travel

- Travel costs for GUV approved events that were NOT reimbursed by GUV. This includes expenses for transportation (including mileage), lodging, subsistence, and related items incurred by employees who are in travel status.
- Division money spent on transportation for GUV activities. A percentage of bus maintenance costs may also be used.

Questions to ask after each GUV event to find all opportunities for match and in-kind:

1. Are there Partners? If so, what is their contribution/s?
2. Where is the activity, service or event taking place? (facilities, utilities)
3. Are there donations? (Ex: food, paper goods, etc.)
4. Is equipment being used for the activity, service or event? What would it cost to rent the equipment? (Ex: microphone, computer, overhead projector, etc.) ?
5. Who is attending the activity, service or event? (Ex: speakers, personnel, parents, etc.)
6. Are any volunteers helping with the event? (Ex: teachers, administrators, community volunteers)
7. Has travel to and from the activity, service or event been counted? (Ex: bus, gas, airfare, bus driver, mileage reimbursement, hotel fees, etc.)
8. Has setup or cleaning for the activity, service or event been counted? If so who will setup and clean up? (Ex: custodian, parent volunteers)

Submitting Match: Requirements and Procedures

Match claims are due every other month with the request for reimbursement. Schools must submit an in-kind/match packet with each reimbursement request even if the amount of match claimed is zero. **GEAR UP Virginia maintains the right to withhold payment of school divisions' requests for reimbursement until the accompanying in-kind/match submission has been received.** The submitting party is expected to provide support for all match claimed. Documented match will receive the same level of scrutiny as reimbursement requests.

There are three parts required with each submission in order for your district to be credited with in-kind/match. They are as follows:

1. Reimbursement and Match Summary Sheet (Appendix B)
2. Match and In-Kind Reporting Form (Part II of the GUV Reimbursement and Match Reporting Form) (Appendix A)
3. Required backup documentation
4. OPTIONAL: GEAR UP Virginia In-kind Contribution Form (Appendix H)

Completing the Match and In-Kind Reporting Form

Use the Reimbursement and Match Summary Sheet to organize all of your expenses into the appropriate categories. This spreadsheet is a way for schools to organize their in-kind values into categories so the SCHEV team can more easily identify the expenses in the documentation.

7. **"Name/Vendor Name"** column
 - a. For personnel: Type the names of the staff or volunteers who donated time to GUV. Each person's name should be listed on their own line.
 - b. For other expenses: Type the name that appears on the invoice or receipt. This is who the school division paid or a vendor who gave their service for free but would normally charge.
8. **"Description"** column
 - a. **For personnel**: Type how the staff member contributed to GUV efforts. "See Time and Effort Sheet" is sufficient to fill this cell.
 - b. **For other expenses**: Type why your district made this GUV purchase or the vendor donated the services/good? What was it for? Who was it for?
9. **"Amount"** column: Type in the space provided the amount that appears on the invoice or receipt.
10. **"Date Purchased"** column: Type the date the purchase was made or the services were rendered. This may be left blank if it is not applicable.
11. **"Date Paid"** column: Type the date the invoice was paid, if applicable.
12. **"Check Number"** column: Type the number of the check the school division used to pay the expense, if applicable.

Completing the GUV Match & In-Kind Reporting Form

For GUV Match & In-Kind Reporting Form you will need to complete the bottom half of the Reimbursement and Match Reporting Form.

At the top of the spreadsheet, fill in your school division's name, the name of GUV fiscal officer, email address, the date range for which you are reporting match/in-kind.

Budgeted columns: The budgeted columns should be populated with your approved match and in-kind budget, as written in your Implementation Plan, which will be based on the Partner Identification Form. Once you fill it in at the beginning of the year, it should not change.

Provided columns: The column includes all match/in-kind for which you are currently reporting. It should match exactly with the "GUV Reimbursement and Match Summary Sheet" and the documentation.

Match Budgeted: You should fill in the total match budgeted based on your Implementation Plan budget.

Match Previously Reported: You should add together any match previously reported and put the total in this cell. On your first match/in-kind report this cell will be empty.

Match provided this period: Do not do anything to this cell. The template will automatically populate this number based on the match you reported.

The "**Match Due**" cell will automatically subtract the match previously reported and provided this period from the match budgeted.

**Each Match & In-Kind Reporting Form must have an original signature to be processed at SCHEV.

Required Back-up Documentation

Refer to the tables in "Section 4: Expenditures and Reimbursements." Match/in-kind documentation should be the same as reimbursement documentation.

GEAR UP Virginia In-kind Contribution Form

Because in-kind calculations can be tedious and confusing, some schools like to use the GEAR UP Virginia In-kind Contribution Form as a tool for organizing the values of the in-kind services documented in their match packet. Please review form in Appendix H to see if it will be a helpful tool for your process.

You must retain all records for GUV match for 3 years after the Final Performance Report is approved at the end of the grant. The records may be subject to program review or audit. For this GEAR UP Grant, 2014-2021, records must be retained through 2024, subject to the approval of the Final Performance Report.

****All budgeted match should be in by the end of the program year (each September). The last reimbursement payment may be withheld if all match has not been submitted. Significant progress on match must be demonstrated or funds can be suspended or reduced.****

GUV Data and Reporting Requirements

Each April, GEAR UP Virginia (GUV) must demonstrate to the U.S. Department of Education that it is conducting an effective program through the submission of the Annual Performance Report (APR). This includes providing information that show participants in the program are making satisfactory progress toward the objectives established, and that GUV is providing all required services and activities offered in the project; and that those activities and services are consistent with those approved in the GUV grant application. GUV uses the class of 2019 as the control group for data reporting. This means that we compare the performance of GUV students to the students in the class year above them to measure the effectiveness of GUV programming.

GUV collects the data for the APR in three ways -1) Regular updates to SCRIBE, 2) Summative Report, 3) Biennial parent and student survey

Standardized Collection and Reporting of Information Benefiting Education (SCRIBE)

In order to evaluate the progress of GUV in meeting its stated Project Goals and Objectives and associated benchmark objectives, the grant requires rigorous collection of data. Moreover, the ability of GUV to meet federal reporting requirements depends upon the quality of data provided by partner schools. The most important tool GUV school-based data coordinators will use to collect reliable data on GUV students is the SCRIBE database (Standardized Collection and Reporting of Information Benefiting Education).

The Data Collection Plan below outlines the types of information that GUV data coordinators are required to collect, the frequency with which they should be recorded, and the medium through which they should be reported. Recording data, especially data that must be entered in SCRIBE, according to a regular schedule, is the essential task of school-based data coordinators. The SCRIBE Service Taxonomy outlines the system data coordinators should use to classify services entered into SCRIBE. Refer to SCRIBE's online documentation for a current version of the Service Taxonomy, as it may be updated periodically.

Summative Evaluation Report

The Summative Report is a performance report that must be completed annually by school data and site coordinators. The Summative Report requires a qualitative narrative of program progress, reporting of progress made towards accomplishing GUV program objectives, student demographic, course completion, and course enrollment data, data on parent engagement, and data on professional development.

SCHEV will distribute the Summative Report template each November, and the report is due to SCHEV in January. It is imperative SCHEV receives these reports on time so there is enough time to analyze each report to write one unified, state-wide narrative and compile the data for the APR. SCRIBE will help greatly with populating student and parent data.

Parent and Student Survey

The U.S. Department of Education requires that GEAR UP programs administer surveys to GEAR UP students and parents at least every two years. The purpose of the surveys is to gauge the knowledge, attitudes, and experiences of students and parents/guardians in order to measure and increase the effectiveness of GUV at schools and around the state. The U.S. Department of Education has stated that GEAR UP should aim to administer surveys to all current GEAR UP students, and one of his/her parents. The acceptable response rate for Parent/Guardian Surveys is 50% and the acceptable response rate for Student Surveys is 80%. Surveys were last administered in 2016. In future, surveys will be administered through SCRIBE.

POLICIES AND PROCEDURES MANUAL

Section 6: Data Reporting



GEAR UP Virginia Data Collection Plan		
Type of Data to Be Collected	Frequency	Data Reporting Method
Student Demographics	Monthly	SCRIBE; Summative Report
Student Service Participation: <ul style="list-style-type: none"> • Tutoring • Mentoring • Counseling • Workshops • College visit/college student shadowing • Job site visits/job shadowing • Summer camps • Educational field trips • Other (based on individual needs) 	Weekly	SCRIBE
Parent Service Participation: <ul style="list-style-type: none"> • Workshops on college preparation and financial aid • Counseling/advising • Family events • Other (based on individual needs) 	Weekly	SCRIBE
Professional Development Participation and Evaluation	Monthly	SCRIBE
Standardized Test Results	Annually	SCRIBE; Summative Report
Student Course Enrollment & Completion	Annually	Summative Report
Student and Parent Knowledge/Aspirations for College	Biennially	Dept. of Ed. Survey, via SCRIBE; Summative Report
Promotion to Next Grade Level	Annually	Summative Report
Grade Point Average	Semi-annually	SCRIBE
Average Daily Attendance	Annually	Summative Report
FAFSA Completion	12 th Grade	SCRIBE; Summative Report
High School Graduation and Advanced Studies Diploma	12 th Grade	Summative Report
Student Grades	Annually	SCRIBE

Student Service Definitions and Taxonomy

Tutoring/Homework Assistance

Tutoring/homework assistance services provide additional academic instruction designed to increase the academic achievement of students. Tutoring can occur one-on-one or in small groups before school, during school, after school, during study or lunch breaks, or on weekends and be provided by GEAR UP staff, hired tutors, teachers, trained peers, and/or volunteers. Tutoring subject areas include Mathematics, Science, English, Reading, Science, Other.

Virtual tutoring/homework assistance: Virtual tutoring services include services that are provided via remote access through the internet or other means (tutor.com).

Service Taxonomy

- TMT - Math Tutoring
- TSC - Science Tutoring
- TLA - English/Language Arts Tutoring
- TSS - Social Studies Tutoring
- TGN - General Tutoring
- TST - Standardized Test Prep Tutoring

Comprehensive Mentoring

Comprehensive mentoring services are provided when GEAR UP staff, teachers, or other school staff identifies students who would benefit from an ongoing supportive relationship with a trained, caring adult or older student, i.e., “mentor.” Mentors meet regularly with their assigned student(s). Meetings may be on or off campus and either during or outside of the school day. Typical issues addressed during mentoring meetings include academic, social, organization or life skill development. Per the 2008 HEOA, comprehensive mentoring must provide students with financial aid information, and encourage students to stay in school, enroll in rigorous and challenging coursework, apply for postsecondary education, and, if applicable, the GEAR UP scholarship.

Virtual comprehensive mentoring: Virtual comprehensive mentoring includes services that are provided via remote access through the internet or other means.

Mentoring Programs may include:

- Traditional mentoring programs that match one youth and one adult.
- Group mentoring that links one adult with a small group of young people.
- Team mentoring that involves several adults working with small groups of young people, ideally with a ratio of no more than four youth to one adult.
- Peer mentoring that connects caring youth with other adolescents.
- E-mentoring that functions via email and the internet.

Service Taxonomy

- VOL - Volunteering
- MAD - ADULT
- MPR - PEER
- MNP - NEAR-PEER
- MCS - COLLEGE STUDENT

Financial Aid Counseling/Advising

Financial aid counseling/advising services assist students understanding and navigating the complexities of financial aid, including providing hands-on assistance with the FAFSA and scholarship applications, presentations on financial aid or literacy, using financial aid or literacy curriculum, and the benefits and how-to's of participation in college savings plans.

Virtual financial aid counseling/advising: Virtual financial aid/counseling/advising includes services that are provided via remote access through the internet or other means.

Service Taxonomy

- FAC - Financial Aid Counseling / Advising

Counseling/Advising/Academic Planning/Career Counseling

Counseling/advising/academic planning/career counseling services span a spectrum of activities with individual students or small groups of students. Services are defined as follows:

Counseling: Discussing personal growth issues such as decision making, problem solving, goal setting, attendance, behavior concerns, or family issues.

Advising: Providing assistance on course selection (secondary or postsecondary), college and/or career choices, or college and/or career planning.

Academic planning: Providing assistance on coursework selection, course of study choices, college major selection, assessment advising or interpretation of scores, or assistance with placement tests.

Career counseling: Providing assistance about career choices, career planning, internships, or career interests.

Virtual counseling/advising/academic planning/career counseling: Virtual counseling/advising/academic planning/career counseling includes services that are provided via remote access through the internet or other means.

Service Taxonomy

- CAP - Counseling/ Advising/ Academic Planning
- SUP - Support Services
- EXT - Extracurricular Activity with definition or example - GPA recognition

College Visit/College Student Shadowing

College visit/college student shadowing services take place on college campuses.

College visit: A physical visit to a college campus by a student facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. College visits should include an official tour, presentation(s) by admissions, financial aid, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.

College student shadowing: A one-on-one experience in which a middle or high school student spends a day on a college campus with an undergraduate student seeing typical college life.

Virtual college visit: Virtual college visit includes services that are provided via remote access through the internet or other means. Virtual college visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical college visit.

Service Taxonomy:

- CVS - College Visit
- CVS - College Student Shadowing

Job Site Visit/Job Shadowing

Job site visit/job shadowing services offer students exposure to the workplace in an occupational area of interest and reinforces the link between classroom learning, work requirements, and the need for postsecondary education. Students witness the work environment, employability and occupational skills in practice, the value of professional training, and potential career options.

Job site visit: A physical visit to a local business/work environment facilitated/supervised/led by GEAR UP staff, teachers, or other school staff. Job site visits should include visits to local businesses, employers, and agencies to explore different professions or career selections, and can be followed by job shadowing.

Job shadowing: A one-on-one experience in which a middle or high school student spends a day at a business or work environment with an employee seeing typical job duties.

Virtual job site visit: Virtual job site visit includes services that are provided via remote access through the internet or other means. Virtual job visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical job visit.

Service Taxonomy

- JOB - Job Shadowing
- JOB - Job Site Visit

Summer Programs

Summer programs are services that include an experience over one or multiple days during the summer. Summer programs could be a statewide GEAR UP summer camp, a local summer camp funded by GEAR UP, or a residential GEAR UP program hosted by a college/university/community organization, or another camp attended by a GEAR UP student that supports the GEAR UP mission. These programs include academic enrichment, college preparatory programs/camp experience, credit recovery, and/or remediation programs.

Service Taxonomy:

- SPE - Summer Program - Enrichment
- SPR - Summer Program - Remedial

Educational Field Trips

Educational field trips are services during which students leave their school or travel to another location, and include an academic component that is linked to classroom activities. Examples would include a science demonstration on a college campus (the purpose of the event was the science demonstration not a college visit), a class trip to attend a science or history museum linked to curriculum, academic competitions, cultural experiences such as performing arts, museums, or similar activity, and field trips that complement and enhance existing curriculum in key content areas. Educational field trips should be recorded by subject area (Mathematics, English, Reading, Science, Other).

Service Taxonomy:

- EMT - Math
- ESC - Science
- ELA - English/Language Arts
- ESS - Social Studies
- EOT – Other

Student Workshops

Student workshops are services that include interactive informational classroom-level or large- or small-group sessions that involve hands-on experience for each student in the workshop. Workshops are offered to groups of students on topics like secondary school success and college awareness, and general elements of college readiness such as study skills, self-monitoring, goal-setting, time management, and problem-solving. This includes guest speakers that motivate students and highlight careers. Workshops are informational in nature and are not intended to provide direct counseling or guidance to individual or small groups of students. Workshops should be recorded by subject area.

Virtual student workshops: Virtual student workshops include services that are provided via remote access through the internet or other means.

Service Taxonomy:

- SWS - Student Workshops
- CUR - Rigorous Curriculum (delivery outside of school day)
- SUP - Support Services
- EXT - Extracurricular Activity with definition or example - GPA recognition

Parent/Family Service Definitions

Parent/Family Workshops of College Prep/Financial Aid

Workshops of college prep/financial aid services include a parent/guardian or adult family member's attendance with or without their child(ren) at a workshop that demonstrates how to assist their student with college preparation or financial aid information. These services include informational sessions for parents focusing on college entrance requirements and financial aid opportunities.

Virtual parent/family workshops: Include services that are provided via remote access through the internet or other means.

Service Taxonomy:

- FCF - Parent Workshops of College Prep/ Financial Aid

Parent/Family Counseling/Advising

Counseling/advising services span a spectrum of activities that can include one-on-one or small group advising for parents/guardians/adult family member designed to meet the specific needs of the individuals engaged in the activity. These services include when a parent/guardian or adult family member meets with the GEAR UP school staff or counselor, with or without a student, to discuss student's academic goals, college plans, school progress, etc.

Counseling: Meeting with parents/guardians to discuss student's personal growth issues such as decision making, goal setting, behavior concerns, family issues, home visits, etc.

Advising: Providing individual assistance to parents/guardians on their student's college choices, college planning, financial aid planning, etc.

Service Taxonomy:

- FCA - Family Counseling/Advising

Parent/Family College Visit

College visit services take place on college campuses. A physical visit to a college campus by a parent/ guardian, with or without a student, facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. The primary objective of the event would be to conduct a college visit. Should include an official tour, presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments. Virtual college visit: Includes services that are provided via remote access through the internet or other means. Virtual college visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical college visit.

Service Taxonomy:

- PCV - Parent/ Family College Visit

Family Events

Family events are services in which parents or families participate. These services involve GEAR UP students and their families/guardians or just their parents/guardians. Family events include GEAR UP activities that recognize the role of families in student success, and are not defined under a previous category.

Service Taxonomy:

- SFE - Student Family Events
- PFE - Parent/ Family Events
- FCE - Family Cultural Event

GEAR UP Virginia Communications Guidelines

Mission: *“GEAR UP Virginia is a federal grant program with the purpose of significantly increasing the number of low-income students who are prepared to enter and succeed in post-secondary education”*

Discussion Points: GUV communicates with three unique audiences. Below are topics to discuss when engaging each audience.

General Public

- An educated workforce is vital for the continued economic prosperity of Virginia communities
- Developing a college-going culture requires support from the larger community, not just parents and schools.
- GEAR UP Virginia initiatives will:
 - Increase the academic performance and college preparation of GUV students
 - Increase the number of students in rigorous courses
 - Increase knowledge of college and financial aid among students and their families
 - Improve college readiness rates
 - Increase college enrollment rates.

Students

- College is a real and attainable goal
- Having a college degree is important for you long-term goals
- College isn't just a bachelor's degree at a four-year college or university
- GEAR UP Virginia will support you as you navigate the process and help you make decisions
- Students: Instagram, a different email newsletter, occasional group texts

School Personnel/Community Partners

- GEAR UP Virginia relies on your knowledge to help students build confidence so they aspire to attend college and have the resilience to overcome challenges along the way
- College is a realistic goal for every students
- Having a college degree is important for you long-term goals
- College isn't just a bachelor's degree at a four-year college or university

GUV encourages you, when possible, to create or share materials that would be of use to community/school members who are NOT directly involved in GUV. This will help build support from external audiences for the wider goals of the program. You may print resources that are beneficial to the cohort as well as the community at large.

Logo and Print Materials (Appendix G)

To help protect the GUV name and ensure consistence in communication efforts, all schools and partner organizations are required to adhere to the following guidelines:

- All widely disseminated promotional or informational materials will reference GEAR UP Virginia and, when appropriate, may use the language, “This initiative/program is supported with funding provided through GEAR UP Virginia, a federally-funded initiative administered by the State Council of Higher Education for Virginia.”
- Schools and partner organizations will use the official GEAR UP Virginia logo (appendix G) as a prominent visual element on all materials.
- Organizations should avoid the creation or use of alternative GEAR UP Virginia logos.

Websites

GUV encourages schools to make GUV websites or include GUV on their school or division websites. Websites should include the GUV logo and should provide a link to the state website.

Social Media

Social media is a great way to engage the general public, parents, and students. Typically, the best social media platform to engage parents is Facebook. Students follow Instagram and snap chat. To engage the general public, GUV has a state wide twitter account (@GEARUPVa) and strongly encourages schools to use their division twitter accounts, school twitter account, or to create a GEAR UP twitter account to share program highlights. GUV hashtags are: #GEARUPVa #GEARUPWorks #MyGEARUPStory

Tips for Twitter:

- Always retweet or share links or tweets you think your audience would find interesting. This leads others to see you as a source of useful information, not just as a promotional vehicle.
- Tag people or organizations in your tweets who would be interested, particularly if they have lots of followers. This can amplify your message dramatically.
- Use *hashtags* (#keywords) that are being used by others who follow these issues. Don't try to invent hashtags unless you have no choice, as these aren't widely used or searched for.

Social Media Best Practices

- Social media works best when it is *genuine, timely and interactive*.
 - Genuine: transparent, honest, factual, human and original (for example, not copied and pasted from other social media outlets)
 - Timely: speedy replies, regular posts (3-5 a day is best)
 - Interactive: of actual interest to your target audience, not just a source of one-way sales pitches. Ideally, your audience will share, "like," reply to and otherwise engage with your posts.
- Social media is shared most widely when it is *interesting and appropriate* for the audience.
 - Interesting: Data; articles of note; narratives/anecdotes; post features images/videos/photos (a BIG PLUS)
 - Appropriate for audience: About GUV initiatives AND about its stakeholders and what they're interested in. Anything about access issues, education in lower-income communities, etc.
 - (Tip: Use link-shortening services such as bit.ly (free) to minimize character length)
- Different audiences use different social media. The specifics shift often! Here are the main ones, though of course new avenues are invented daily.
 - Facebook = parents
 - Twitter = academics, advocates, other GEAR UP programs, NCCEP
 - Instagram = students (middle-school to college)

POLICIES AND PROCEDURES MANUAL

APPENDIX A: GUV Reimbursement and Match Reporting Forms

(pg. 1 of 2)



State Council of
Higher Education for Virginia

GEAR UP Virginia (GUV) 2014-2021 Request for Reimbursement Form

Organization: _____ Federal ID#: _____

Address: _____

Contact Person: _____ Email: _____

Reimbursement Requested for the Period: ____/____/____ - ____/____/____

Amount Requested: \$ _____ (Equal to "Total" under (D))

Object Code	Column A	Column B	Column C	Column D	Column E	Column F
	Budget	Approved	Previous	Current	Y-T-D	Balance
	Categories	Budget	Expenditures	Expenditures	Expenditures	
					(including Current)	(B - E)
1000	Salaries & Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2000	Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5000	Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6000	Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3000	Consultants & Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Other:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

The organization claims reimbursement for disbursements made under the provisions of the GEAR UP program. This is to certify that the expenditures listed have been paid in accordance with federal/state approved policies and or regulations of SCHEV and the U.S. Department of Education for allowable services and done with prudence. It is further certified that the original attached documentation of expenses and further supporting information are also retained and available in the office of the organization and may be available, upon request, to support the claim which is subject to federal/state audits.

Authorized Representative: _____ Title: _____

Signature: _____ Date: _____

SCHEV Use Only:

Cost Code: _____

Organization Name: _____ Date Invoice Received: _____

Invoice/ Ref. # (if applicable) _____ Amount Approved: _____

Comments:

GUV Senior Coordinator: _____ Date: _____

Asst. Dir. of Academic Affairs, Access: _____ Date: _____

Director of Academic Affairs: _____ Date: _____

****Use the excel file when completing this form**

POLICIES AND PROCEDURES MANUAL

APPENDIX A: GUV Reimbursement and Match Reporting Forms (pg. 2 of 2)



State Council of
Higher Education for Virginia

GEAR UP Virginia (GUV) 2014-2021 Match & In-kind Reporting Form

Organization: _____

Contact Person: _____ Email: _____

Reporting Period: ____/____/____ - ____/____/____

Object Code	Budget Categories	Cash Match		Source
		Budgeted	Provided	
1000	Salaries & Wages	\$0.00	\$0.00	
2000	Employee Benefits	\$0.00	\$0.00	
5000	Travel	\$0.00	\$0.00	
6000	Materials & Supplies	\$0.00	\$0.00	
3000	Consultants & Contracts	\$0.00	\$0.00	
	Other:	\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
	TOTAL	\$0.00	\$0.00	

Object Code	Budget Categories	In-kind Contributions*		Source
		Budgeted	Provided	
1000	Salaries & Wages	\$0.00	\$0.00	
2000	Employee Benefits	\$0.00	\$0.00	
5000	Travel	\$0.00	\$0.00	
6000	Materials & Supplies	\$0.00	\$0.00	
3000	Consultants & Contracts	\$0.00	\$0.00	
	Other:	\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
	TOTAL	\$0.00	\$0.00	

Match Budgeted:	\$0.00
Match Previously Reported:	\$0.00
Match Provided This Period:	\$0.00
Match Due	\$0.00

Authorized Signature: _____ Date: _____

Title: _____

**Use the excel file when completing this form

GEAR UP Virginia Individual Time and Effort Form (In-kind)

As mandated by the U.S. Department of Education, GEAR UP Virginia (GUV) must report all school personnel time that is linked to the GUV cohort.

The Individual Time and Effort form is for school personnel that give part of their time to the GUV students as in-kind. Individuals should use this form only if they are not compensated with GEAR UP funds or any other federal funds for donating their time to the GUV cohort.

Time Period:
Division:
School:
Staff Member, Title:

*Enter the approximate number of hours associated with GUV tasks. All activities must equal total time/effort at bottom and should list the salary percentage listed in the implementation plan if applicable. **Note: Grades impacted can only be GUV students.***

Time/Effort Description:	Time (Hrs.)
TOTAL TIME/EFFORT	

POLICIES AND PROCEDURES MANUAL

APPENDIX C: Time and Effort Form (pg. 2 of 2)



Total Hours _____ X Hourly Rate _____ = Total \$ _____ Salary & Wages Match

Total Match _____ X Benefits % _____ = Total \$ _____ Employee Benefits Match

Total Hours _____ X Hourly Rate _____ = **Total \$ _____ In-kind match**

The information provided on this form is an accurate estimate of the time/effort I contributed to the GEAR UP Virginia program.

Staff Member's Signature: _____

POLICIES AND PROCEDURES MANUAL

APPENDIX E: Budget, In-Kind and Program Modification Request Form



State Council of Higher Education for Virginia GEAR UP Virginia 101 North 14 th Street, 10 th floor Richmond, Virginia 23219 Fax: 804-225-2604	Budget, In-Kind and Program Modification Request Form
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Contact Name:

School Name:	School Division:
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Fax:	Email:
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Check below to indicate a Budget or Program Modification (over 10% change in budget categories):

Budget Modification: *(Detail the line item movement and specific dollar amounts. Additional pages may be attached.)*

Program Modification: *(DeSCRIBE the program changes that will take place as a result of the above budget modification and how objectives will be furthered through this change.)*

AUTHORIZED REPRESENTATIVE SIGNATURE	Authorized Representative: (Print or Type Name)	Title:
	Signature of Authorized Representative:	Date:

FOR SCHEV USE ONLY	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions (see attached) <input type="checkbox"/> Denied	
	Signature of GEAR UP Program Representative:	Date:

SMAPLE RATE SHEET

RATE SHEET - COMMUNITY USE OF SCHOOL FACILITIES

<u>Type of Facility</u>	<u>Base Fees</u>
Classroom	\$25.00/Hour
Auditorium	\$70.00/Hour
Blackbox Theater (CHS) ¹	\$45.00/Hour
Cafeteria no/kitchen	\$40.00/Hour
Cafeteria w/kitchen ²	\$50.00/Hour
Media Center	\$35.00/Hour
Small Gymnasium (Elem/Middle)	\$45.00/Hour
Large Gymnasium (CHS)	\$65.00/Hour
Athletic fields	0
CHS Turf Field	\$100.00/Hour
<u>Personnel Fees</u>	
Custodial Services	\$35.00
Food Service Staff (Require 3 Hrs. Minimum)	\$35.00
Lighting Technician	\$30.00
<u>Equipment Fees</u>	
<u>Small Equipment:</u>	
Overhead Projector & VCRs	\$30.00 per machine/per day
<u>Large Equipment:</u>	
Computer, Big Screen Projectors & Camcorders	\$75.00 per machine/per day

¹Lighting Technician Required

² Food Service Staff Required

NOTE: Refer to Classifications for fee determination.





GEAR UP Virginia In-kind Contribution Form

District Name: _____ School Name: _____ Reporting Period: _____

Date of Contribution	Description of Contributed Item(s) or Service	GUV-specific Purpose for Which Contribution Was Made	Name of Contributor Agency/ Business or Individual	Real or Approximate Value of Contribution	How Was Value Determined? (i.e., Actual, appraisal, fair market value)
Example: 2/01/12-2/14/12	30 volunteer hours	Workshop planning and staffing	Various individuals see volunteer logs	\$734.70	30 hrs. @\$24.49/hr.= \$734.70 Value of volunteer time per www.independentsector.org

By signing this form, I certify that the contributions listed above have been provided in support of the GEAR UP Virginia 2014-2021 grant program's objectives. Supporting documentation of contributions is attached and originals are maintained by the school/district and will be made available upon request

Name: _____

Signature: _____

Title: _____

Date: _____