



...COLLEGE IS POSSIBLE FOR ALL MONTANA STUDENTS

September 1, 2018

Superintendent Corrina Guardipee-Hall  
Browning High School  
P.O. Box 809  
105 Hwy. 89 N  
Browning, MT 59417

**Subject: 2018-19 Montana GEAR UP Annual Award Notification**

Dear Superintendent Guardipee-Hall:

Welcome back and congratulations on another successful year of implementing GEAR UP in your school!

Montana GEAR UP is pleased to inform you that Browning High School's Year 2 Implementation Plan (IP) and Budget in the amount of **\$204,751.16** have been approved for the 2018-19 academic year. The annual grant award period begins September 1, 2018, and ends June 30, 2019. Your school's GEAR UP local management team has received an email with approved versions of the 2018-19 IP and Budget. By signing and returning the enclosed Approval Signature Page, GEAR UP local management team members verify they have carefully reviewed all approval documents and indicate their support for the approved IP and Budget. It is the responsibility of your GEAR UP liaison to ensure that the Approval Signature Page is signed by all team members and returned to the Montana GEAR UP office.

Funds are available for cash draws after September 1, 2018, upon successful completion of all previous year's reporting requirements, return of the Approval Signature Page, and compliance with general cash guidelines outlined directly on the Cash Request Form.

All grant expenditures must be authorized before purchases or cost can be incurred. Authorizing documents include pre-approvals, approved IPs and Budgets, emails stating expenses are authorized prior to IP and Budget approval, and amended IPs and Budgets. Any operating costs incurred prior to 9/1/2018 for the benefit of incoming students must have been requested in your Implementation Plan and approved by the Montana GEAR UP office prior to 9/1/2018. Any personnel services occurring prior to 9/1/2018 must coincide with district-sanctioned contract start dates and are allowable based on your approved budget.

By accepting this award, you are agreeing to execute the following GEAR UP program requirements:

- Utilize and support the GEAR UP local management team to meet at least once per month and to implement the GEAR UP goals and school specific services with fidelity.
- Support the GEAR UP liaison(s) to participate in liaison meetings (including webinars) throughout the school year at Montana GEAR UP's expense.
- Ensure that members of the GEAR UP local management team (administrator, counselor, liaison, and core content teacher) attend the annual Spring Implementation Planning Workshop (aka Spring Planning Meeting) with dates TBD, in Helena, Montana.
- **Enter student demographic and performance data into the GEARS database by assigned deadlines. Please refer to the GEAR UP calendar for all assigned deadlines.**

- **Administer the annual GEAR UP surveys to students, educators, and parents, meeting required response rates (see section 3.3 of Technical Assistance Manual), by assigned deadlines.**
- **Enter service data (student, parent, and staff activities) into the GEARS database by assigned deadlines.**
  - GEAR UP service data and corresponding progress reporting must be entered in the GEARS database on a monthly basis. Data and reporting must be ready for state review at the **end of each month**.
  - A “Mid-Year” progress report with service statuses given for all services must be ready for state review by **January 31, 2018**.
  - A “Final Year” progress report with service statuses given for all services must be ready for state review by **June 28, 2018**.
- Commit to match GEAR UP funds dollar-for-dollar. The matching requirement for schools is 100% of the federal GEAR UP grant funds spent and may be in the form of an in-kind contribution. Ensure documentation is provided for all expenditures and in-kind donations counted as match. See Technical Assistance Manual (Section 2).
- Perform an audit, if you expend \$750,000 or more in federal awards during the 2018-19 school year in accordance with OMB Circular A133.
- Maintain appropriate records that substantiate the finances and programmatic impact of GEAR UP funds in your school. GEAR UP-related records must be held for three years after the close of the grant (2024).
- **Complete required fiscal reporting by assigned deadlines.**
  - Complete quarterly fiscal reports (including accounting ledgers and supporting documents as requested) and all corresponding match documentation must be submitted no later than
    - **January 31, 2019** for expenditure period ending 12/31,
    - **April 30, 2019** for expenditure period ending 3/31, and
    - **August 1, 2019** for expenditure period ending 6/30 (Final Fiscal Report).
- Maintain regular communication with state GEAR UP staff.
- **Respond to requests for information from state GEAR UP staff in a timely manner.**
- Host onsite visits of state GEAR UP staff and external evaluation staff with school staff as requested.
- Coordinate with the Montana GEAR UP College Access Manager (TBD) for presentations and financial aid outreach for GEAR UP students and families.
- Administer grade level ACT Tessara to all 7<sup>th</sup> and 9<sup>th</sup> grade students, Aspire to all 8<sup>th</sup> grade students, Pre-ACT to 10<sup>th</sup> grade students, and administer ACT to all 11<sup>th</sup> grade students.
- Actively promote GEAR UP-sponsored summer programs.

It is expected that GEAR UP expenditures will:

- Supplement, not supplant other funds.
- Be spent in accordance with your approved budget, which corresponds to services outlined in your approved IP. \*Any proposed budget changes must support GEAR UP goals and objectives and be approved by your school grant manager. No changes will be made after **May 1, 2019**.
- Benefit your current GEAR UP students in the 2018-19 school year. Funds cannot be carried over to the next year.
- Not exceed your total approved 2018-19 budget amount.

Finally, by accepting GEAR UP funds you are agreeing to the responsibilities and provisions outlined in the Montana GEAR UP Memorandum of Agreement signed in Year 1 of the grant.

**Please note, failure to comply with program requirements for this 2018-19 (Year 2) award will immediately halt your school's receipt of GEAR UP funds. In cases of non-compliance, your school will be notified promptly of non-compliant status.**

The state team is eager to assist you in administering your GEAR UP grant. To this end we (school grant manager and federal accountant) will schedule a conference call with your clerk and liaison to review your approved plan and corresponding fiscal requirements. Additionally, we have provided the Montana GEAR UP Technical Assistance Manual (TAM), which is updated on an ongoing basis (at least yearly). Once 2018-19 TAM updates are finalized, GEAR UP local management teams can request a hardcopy (the TAM is also available on our website at [www.mus.edu/gearup](http://www.mus.edu/gearup)). Please use this resource in the planning, implementation, and reporting of GEAR UP services at your school.

Thank you for continuing to support the mission of Montana GEAR UP. We look forward to working with your school to ensure students are college and career ready. If you have any questions, please don't hesitate to contact me.

Sincerely,

*Zach Hawkins*  
Montana GEAR UP Director  
(406)449-9139  
[zhawkins@montana.edu](mailto:zhawkins@montana.edu)

Enclosures (5): Signature Page, Approved 2018-19 IP, Approved 2018-19 Budget, Cash Request Form, *Required Duties of a GEAR UP Liaison*

CC: | John Salois | Melanie Magee | Cinnamon Crawford | Glenda Eaglefeathers | Kathy Broere | Matthew Johnson | Tammy Hall-Reagan | Karen Salisbury | Stacy Edwards | Carlene Adamson | Karen Wilson | Kelly Hert | Angela McLean |