

# WA State GEAR UP Annual GEAR UP Work Plan and Budget Summary



## What is the Work Plan and Budget?

The Work Plan and Budget template is the planning tool for GEAR UP sites. Once completed, it provides a roadmap for when and how GEAR UP services will occur throughout the school year. School administrators and GEAR UP staff receive the template each spring to plan for the following school year.

WAGU will lead a workshop each spring to assist school staff in understanding the requirements and completing the template.

The Work Plan and Budget document allows for revisions throughout the school year, subject to approval by WAGU. The current, approved version guides implementation for the year.

## What is a Statement of Work?

The Statement of Work is an attachment to the district's GEAR UP contract that outlines the responsibilities for complying with GEAR UP requirements.

## How is the Work Plan and Budget different from the Statement of Work?

The Work Plan and Budget is a planning document that describes HOW the district will implement the program's requirements, as outlined in the Statement of Work.

The plan's details ensure agreement between the school district, GEAR UP staff, and school administration about how GEAR UP services will be provided.

## What is the timeframe for the Work Plan and Budget?

The Work Plan and Budget follow the contract cycle. It covers September 1 through August 31 each year. Funding continues through August 31, 2031, subject to annual federal appropriations.

## Can I revise the Work Plan and Budget?

Yes, both activities and funding may be revised if the changes are within GEAR UP's allowable activities and expenditures and address the needs of the school community.

You may add, delete, and revise activities with WAGU approval. Revision requests should be discussed during the weekly implementation meetings with WAGU, and identified school community needs should support revision requests.

## What if the school already provides something that GEAR UP requires?

Sometimes, the school may already be providing a service that GU requires. If that is the case, it will be removed from the plan to avoid supplanting existing resources with GU resources.

You may consider how GU might enhance or supplement that activity by providing additional time or resources.

### Is the Work Plan, Budget, and Scope of Work the same yearly?

WSAC reviews the templates each year and will update them if needed to reflect our efforts for continuous improvement and the evolving needs of our GU schools, students, and families. All changes will be communicated to GU staff and district leadership during the annual planning workshop and the contracting process.

Funding allotments and match requirements are also reassessed each year and may be adjusted based on funding available, staffing costs, and school needs, including past spending and match collection.