



## FORM: Administration, Space, & Operations Annual Match

WA State GEAR UP Project Year:	<b>2024-25</b>	School name:	<b>GEAR UP SCHOOL DISTRICT</b>
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Washington State GEAR UP (WAGU) is a 100% cost-sharing grant. While WAGU districts are not required to provide cash contributions, they are **required** to document in-kind cost-sharing contributions in two areas: (a) school leadership time and effort and (b) building space dedicated to WAGU staff. This report is required annually in September from each participating district as part of the annual contract renewal process.

**STEP 1 (REQUIRED):** Documentation of time and effort contributed to the oversight and planning of GEAR UP service implementation for the school administrators at the rates listed below. Other school district staff will complete the In-Kind Match for School Staff Form, based on actual time.

POSITION	NAME	Annual Total Salary & Benefits	Allowable Percentage	Total Match Contributed
Building Principal - 5%	Sam Winstead	\$142,358.00	5%	\$7,117.90
Superintendent (1%)	Sarah Sean	\$184,968.00	1%	\$1,849.68
Lead GEAR UP Administrator (if not principal)	Kelly Encheff, CTE Director	\$138,852.00	5%	\$6,942.60
Other Administrator Position: Dean Of Students	Beth Wagner	\$138,852.00	2%	\$2,777.04
<b>Total Personnel Match Contributed:</b>				<b>\$18,687.22</b>

**STEP 2 (REQUIRED):** Documentation of space dedicated exclusively to the use of GUW staff. If the school district has an existing rate to calculate the value of space, use that rate. Otherwise, the standard rate is \$45/SF. This in-kind match can be claimed annually as long as GUW staff occupies dedicated space in the school building.

Total square footage of GUW-dedicated school space	District Rate per square foot	Total Value of Space (Sq ft x Rate)
1,500	\$1.00	\$ 1,500.00

**STEP 3 (RECOMMENDED):** GEAR UP schools are encouraged to report cost-sharing gained through donated items, school staff travel, or administrative costs such as printing/copying, phone lines, and internet access **that are not provided or reimbursed by WA State GEAR UP.**

Category	Describe calculation or basis of charges	Total Match Contributed
<b>Other Operating Expenses</b>		
IT Services	Monthly computer updates, regular maintenance and troubleshooting, estimated \$125 per month x 12	\$ 1,500.00
Telephone	Monthly phone charge for two GEAR UP staff phones, \$32.75 per month x 12 month x 2 phones	\$ 786.00
<b>Total Operating Expenses Match Contributed:</b>		<b>\$2,286.00</b>
<b>Total Match Contributed: (Total Personnel, Space, and Operating Expenses)</b>		<b>\$22,473.22</b>

I hereby certify that all reported expenditures are in accordance with the fiscal agent's accounting records and that all match contributions are valid, documented, and consistent with the terms of the agreement. In addition, the contributions reported above have not and will not be paid from any federal funds and have not and will not be used as matching for any other federally funded program.

Prepared by (Print Name and Title) - Marcie Pocklington, Fiscal Services	Signature: Marcie Pocklington	Date: 9/30/24
Confirmed by Business Manager (Print Name): Betty Hickle	Signature: Betty Hickle	Date: 9/30/24