

WA State GEAR UP SAMPLE Staff Match Training Outline



SUGGESTED OUTLINE

GEAR UP staff will provide annual match training for all school staff. It must be completed by October 31 each year and cover the following topics. Please get in touch with the Associate Director/Implementation or Feather Wagner, Budget Analyst, if you need assistance.

Definition of Match

- The value of goods, services, or time donated to the project.
- School districts share the program costs and demonstrate the commitment to building a sustainable career and college-going culture.

Definition of In-Kind

- Non-cash contributions of goods, services, or time made by third-party individuals or organizations, including the school district.
- Examples include work by volunteers, waivers, and donations of supplies, facilities, or equipment.

GEAR UP Match Requirement = 55%

- Currently, the GEAR UP grant requires a 55% match for each \$1 of grant funding. Our school's grant award is for \$_____ and requires a match of \$_____.

Match Qualifications

- Is the good or service an allowable expense that could be purchased using federal funds? Generally, the same requirements apply to the cash/in-kind match as to the expenditures.
- Match contributions are necessary, reasonable, allocable, well-documented, consistent, and compliant. The expense must be:
 - Necessary to implement the program.
 - Reasonable, in that a prudent person would determine the appropriate cost.
 - Allocable to the objectives of the award.
 - Consistent in that all costs are incurred for the same purpose and in similar circumstances.
 - Compliant by being well documented and allowable under the federal administrative regulations that govern the program.
- Details need to be specific and clear.
- Match must be met in the year of the grant budget. You cannot play "catch up."
- Match cannot be claimed from other federally funded sources/programs, such as AmeriCorps, Peace Corps, the U.S. Army, Marine Corps, Navy, Air Force, and Coast Guard.
- Match can only be counted once.
- Donations may be counted as match if documented as such.

Teacher Time

- Teacher time beyond the contract day in support of GEAR UP counts as a match. This includes planning time for classroom activities, substitute preparation (if the teacher's absence is related to GEAR UP goals and objectives), developing new rigorous lessons that support GEAR UP objectives, attending field trips, etc. A complete list is on the Staff Time Match Form
- Teacher time attending GEAR UP sponsored professional development counts as match, including travel time.
- All teacher time submitted as a match must support the program's goals and objectives and be in addition to the general tasks expected of a teacher.
- The teacher's normal hourly rate plus benefits calculates the value. *Get this amount from HR/payroll; do not rely on staff for this data.

Other School Staff Time: Administrators and Classified

- All time devoted to GEAR UP-specific activities can be counted as a match at the same rate that person is normally paid, including benefits.
- All staff time submitted as match must support the program's goals and objectives and be in addition to the general tasks expected of the employee.

School Counselors' Time

- A school counselor's time may be counted as match when engaged in GEAR UP activities only if it is outside the contracted school day.

Other Match Items and Notes

- School district physical space and equipment. Value space and equipment using depreciation and cost allowance. Please see a copy of the Depreciation and Cost Allowance section from the OMB Omni Circular (2 CFR 200).
- When documenting volunteer time, spaces, and services, develop a rate sheet to document how you determined the value. Many schools and organizations already have established rates. Sometimes, you may need to research to find the fair market value in your area. Submit your rate sheet to the GEAR UP staff at the beginning of each grant year.