



# Washington State GEAR UP Program Allowable Costs Quick Reference

GEAR UP funds, per federal guidelines, must be used to SUPPLEMENT school services, but cannot SUPPLANT existing funding.

The table below is a guideline and may not include all unallowable and/or allowable costs.

Subrecipients will submit an annual budget and work plan detailing planned expenditures to be approved by WSAC-GEAR UP prior to implementation. Appropriate documentation must be provided to the WSAC-GEAR UP to meet state and federal audit requirements. All expenses are subject to review and final approval by WSAC-GEAR UP.

Determinations as to allowability in each case will be the responsibility of the subrecipient and be made according to the applicable federal regulations (2 CFR Part 200). Expenditures determined to be unallowable under 2 CFR 200 or other state, federal, or program guidelines will be the responsibility of the subrecipient.

| Intervention                    | Purpose  | Allowable Expenses  | Unallowable Expenses  |
|---------------------------------|--|---|---|
| <b>GEAR UP Staff</b>            | Provide intentional intervention and support to students to ensure they graduate from high school on time and are eligible for the postsecondary program or school of their choice. The majority of GEAR UP staff time is spent providing direct services to students and families. Additional tasks may include grant management, data collection/entry, and similar tasks. | <ul style="list-style-type: none"> <li>Funded at a minimum of 1.0 FTE per 200 students.</li> <li>Salary/wages commensurate with experience and district personnel policy.</li> <li>Benefits as required and allowed by law and district contracts.</li> <li>Substitutes required for staff participation in GEAR UP activities.</li> <li>Bus drivers to transport GEAR UP students on GEAR UP activities.</li> <li>Summer school staff.</li> <li>Tutors, mentors, including students.</li> <li>State Work Study student fees.</li> <li>See staffing requirements for qualifications.</li> </ul> | <ul style="list-style-type: none"> <li>GEAR UP cannot supplant existing staff pay. Position must be new to the district.</li> <li>AmeriCorps program match or site fees.</li> <li>Staff time to work with non-GEAR UP students.</li> <li>Staff time for non-GEAR UP related activities.</li> </ul>                                      |
| <b>Professional Development</b> | Increase the schools capacity to provide career and college advising and support to all students. Examples include: <ul style="list-style-type: none"> <li>GEAR UP West Conference.</li> <li>Washington Council for High School and College Relations Fall Tour.</li> </ul>  | <ul style="list-style-type: none"> <li>Registration and travel expenses as allowed under state travel guidance, as detailed in the Coordinator Manual.</li> <li>Professional development must be closely tied to GEAR UP goals, including the (5) What Works Clearinghouse.</li> </ul>  | <ul style="list-style-type: none"> <li>Out of state professional development costs are not allowed <i>except</i> to attend AVID training if it is not available in state.</li> <li>Additional costs related to extending travel for personal reasons.</li> <li>Clock hours or fees for credit for pro-dev are not allowable.</li> </ul> |

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|                                    | <ul style="list-style-type: none"> <li>Washington Counselors Association Conference.</li> <li>National Council for Community and Education Partnerships.</li> <li>Go Alliance Academy Modules.</li> </ul>  | <ul style="list-style-type: none"> <li>School based professional development aligned with GEAR UP goals and objectives.</li> <li>Recommendations found in the RFP.</li> </ul>  |  |
| <b>Consumable supplies</b>         | Supplies necessary for program implementation.   | <ul style="list-style-type: none"> <li>General office supplies, printing, postage.</li> </ul>  | <ul style="list-style-type: none"> <li>Furniture.</li> <li>Equipment.</li> </ul>   |
| <b>Computers &amp; Technology</b>  | Support student academic performance and achievement and provide access to career and college information.   | <ul style="list-style-type: none"> <li>Computers on Wheels (COWs). Must include plan for teacher training for implementation.</li> <li>Up to two GEAR UP staff computers per grant cycle per staff member. Years 1 and 4 are recommended purchase years.</li> <li>Up to two GEAR UP staff printers per grant cycle. Years 1 and 4 are recommended purchase years.</li> <li>Related repairs and supplies required to use and maintain staff technology.</li> <li>Internet access for students who do not have access at home (hotspots).</li> </ul> | <ul style="list-style-type: none"> <li>Computers for other staff, including teachers, administrators, counselors.</li> </ul>       |
| <b>Furniture</b>                   | GEAR UP staff office/work space.   | <ul style="list-style-type: none"> <li>File cabinets or storage required to adequately safeguard and store GEAR UP materials.</li> </ul>   | <ul style="list-style-type: none"> <li>Furniture, desks, chairs. These items should be provided by the school district.</li> </ul> |
| <b>GEAR UP Partner Programming</b> | Seeds Training <a href="http://seedstraining.com/or ms814/">http://seedstraining.com/or ms814/</a> , FOCUS Training, <a href="http://www.focustraining.com/">http://www.focustraining.com/</a> , Challenge Applications, <a href="http://www.challengeapplications.com/">http://www.challengeapplications.com/</a> , are all official partners of Washington State GEAR UP. You may book up to one event with any partner per school year to support GEAR UP students. | <ul style="list-style-type: none"> <li>Negotiated fee for services is allowable for one event per year.</li> <li>Other expenses related to event are allowable if necessary.</li> </ul>  | <ul style="list-style-type: none"> <li>Other providers may be allowable, please confirm with WSAC staff before booking.</li> </ul> |

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| <b>Guest Speakers</b>  | Provide motivational and educational guest speakers to increase aspirations and knowledge of life options.                      | <ul style="list-style-type: none"> <li>Up to one speaker per year, not to exceed \$1,000.</li> </ul>  | <ul style="list-style-type: none"> <li>Speakers who do not have a message focused on preparing students for careers and college.</li> </ul>                           |
| <b>Tutoring or homework assistance</b>   | In-class support, before/after school or at lunch tutoring/homework assistance.   | <ul style="list-style-type: none"> <li>Extra pay for teachers beyond the contract day.</li> <li>Wages for other trained staff, including students.</li> </ul>   | <ul style="list-style-type: none"> <li>Staff pay for existing tutoring or homework assistance programs.</li> <li>Meals or snacks provided during sessions.</li> </ul> |
| <b>Advanced Placement Courses</b>  | Additional teachers trained to increase the number of AP or IB courses offered and the number of students who take AP tests.    | <ul style="list-style-type: none"> <li>AP Summer Institute and IB training expenses including registration and travel.</li> <li>AP and IB test fees for students less subsidized support from OSPI.</li> </ul>  | <ul style="list-style-type: none"> <li>Full price tests for FRPL students who are eligible for waivers.</li> </ul>  |
| <b>College in the High School (CiHS)</b>   | Increasing the number of students who have access to CiHS courses.  | <ul style="list-style-type: none"> <li>Tuition and fees, less any subsidized funds from OSPI or other source.</li> </ul>  | <ul style="list-style-type: none"> <li>Full price for any students who were eligible for subsidy.</li> </ul>  |
| <b>Running Start</b>   | Increasing the number of students who have access to Running Start.   | <ul style="list-style-type: none"> <li>Required fees.</li> <li>Books.</li> <li>Bus passes.</li> </ul>   | <ul style="list-style-type: none"> <li>Tuition.</li> <li>Parking.</li> <li>Mileage reimbursement.</li> <li>Late fees.</li> </ul>                                      |
| <b>PSAT, Aspire, SAT, ACT, Accuplacer or other pre-college or postsecondary education assessment</b> | Reduce the barriers to students taking the pre-college assessments, increase the number of students who have access to testing. | <ul style="list-style-type: none"> <li>Test preparation activities and materials.</li> <li>Test fees, less any waivers for FRPL students.</li> <li>Cost of sending scores to colleges.</li> <li>Up to two tests per student, preferably in separate years.</li> <li>Healthy snacks for test days.</li> <li>Transportation to/from off campus testing center.</li> </ul> | <ul style="list-style-type: none"> <li>Late fees.</li> <li>Full price for students who were eligible for waivers.</li> </ul>  |
| <b>Smarter Balanced Assessment, End of Course Exams</b>  | Increase participation and performance on state required tests.   | <ul style="list-style-type: none"> <li>Test preparation activities offered beyond the school day.</li> <li>Health breakfast/snacks on test days.</li> </ul>   | <ul style="list-style-type: none"> <li>Test preparation that is part of the regular school day.</li> <li>Test proctors.</li> </ul>                                    |
| <b>Credit Retrieval and Advanced Online Courses</b>  | Support for students to remain on track to graduate on time and/or complete remedial or advanced coursework that is not         | <ul style="list-style-type: none"> <li>Subscription to online credit recovery program.</li> <li>Tuition for credit recovery or advanced online courses.</li> </ul>  | <ul style="list-style-type: none"> <li>Staff pay during the regular school day.</li> </ul>  |

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|  | otherwise available in the school.   | <ul style="list-style-type: none"> <li>Staff pay, if offered as a summer program, or outside of the contract day.</li> </ul>  |   |
| <b>College Campus visits, including 2 year, 4 year, and vocational or technical programs</b> | <p>Assist students in making good decisions about college fit and match and aligned with their career interests.</p> <p>GEAR UP will approve visits to schools in Washington that are Washington College Grant (formerly State Need Grant) and College Bound Scholarship participating institutions. The complete list is available here: <a href="http://readyssetgrad.org/sites/default/files/oo.participatinginstitutions.pdf">http://readyssetgrad.org/sites/default/files/oo.participatinginstitutions.pdf</a>.</p> <p>GEAR UP will not approve visits to most for-profit institutions. The majority of the time, these schools are not affordable for our GEAR UP students because they do not have access to the state financial aid needed for them to attend.</p> | <ul style="list-style-type: none"> <li>Transportation costs.</li> <li>Meals and snacks.</li> <li>Lodging.</li> <li>Cultural experience fees.</li> <li>Allowable travel includes Washington, Oregon, and Idaho.</li> </ul>   | <ul style="list-style-type: none"> <li>Charter buses may be approved when school transportation is not available or the trip is over 3 hours one-way. Required pre-approval.</li> <li>Entertainment costs.</li> <li>Out of state travel except as noted in allowable column.</li> </ul> |
| <b>AVID</b>  | Increase the school's capacity to offer AVID courses and build a school-wide AVID philosophy and practice.   | <p>Summer Institute:</p> <ul style="list-style-type: none"> <li>Early bird registration.</li> <li>Lodging.</li> <li>Airfare, airport parking.</li> <li>Transportation to/from airports.</li> <li>Meals not provided by AVID.</li> </ul> <p>AVID Courses:</p> <ul style="list-style-type: none"> <li>AVID library materials.</li> <li>AVID membership fee.</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>Director training participation costs.</li> </ul> | <ul style="list-style-type: none"> <li>Rental cars.</li> <li>Over per diem, non-conference lodging.</li> <li>Rental cars.</li> <li>AVID gear (shirts, bags, etc.).</li> </ul> <p>No funding will be provided to schools that have had AVID prior to GEAR UP (supplanting).</p>          |
| <b>Student School Supplies</b>   | Ensure students have the supplies they need to   | <ul style="list-style-type: none"> <li>Up to \$20 per student per year who is in need of</li> </ul>   | <ul style="list-style-type: none"> <li>Materials that are required for a specific course that</li> </ul>  |

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|   | complete school assignments and fully participate in class.  | supplies. May include binders, paper, pens, pencils, calculators, or similar.  | would normally be the responsibility of the school to provide.  |
| <b>Family Events</b>  | Ensure family members have the information they need in order to support their child in the preparation and planning for graduating on time and being prepared for postsecondary options. Includes financial resources, academic resources, and social and emotional resources. Increase family event participation. | <ul style="list-style-type: none"> <li>Supplies and materials needed for promotion and implementation.</li> <li>Postage.</li> <li>Language interpretation services.</li> <li>Childcare at the events.</li> <li>Up to \$25 incentive may be awarded in a random drawing at each family event.</li> <li>Meals or refreshments.</li> </ul>  | <ul style="list-style-type: none"> <li>Gift cards must exclude alcohol or tobacco purchases.</li> </ul>   |
| <b>College Gear</b>   | Incentive for student activities and participation.  | <ul style="list-style-type: none"> <li>College logo gear up to \$20 in value may be purchased as an incentive to participate.</li> </ul>   | <ul style="list-style-type: none"> <li>Expenses for this item may not exceed 1% of the total budget.</li> <li>College gear may not be purchased for staff.</li> </ul> |
| <b>College Application Campaign Events</b>  | Support students in applying to postsecondary programs and institutions.   | <ul style="list-style-type: none"> <li>Supplies and materials needed for promotion and implementation.</li> <li>USB drives.</li> <li>College application fees, less any waivers for eligible students.</li> <li>Incentives for participation.</li> <li>Meals/refreshments for activities conducted outside of the school day.</li> </ul> | <ul style="list-style-type: none"> <li>Meals/refreshments for activities conducted during the school day.</li> </ul>  |
| <b>FAFSA Forecaster, FSA ID, FAFSA/WASFA – 12<sup>th</sup> Year Campaign Events</b> | Support students in applying for financial aid.  | <ul style="list-style-type: none"> <li>Supplies and materials needed for promotion and implementation.</li> <li>Meals/refreshments for activities conducted outside of the school day.</li> </ul>  | <ul style="list-style-type: none"> <li>FAFSA application fees – these are fraudulent fees, the FAFSA is always free.</li> </ul>                                       |
| <b>Scholarship Search Activities</b>  | Support students in applying for scholarships, including using <a href="http://www.thewashboard.org">www.thewashboard.org</a>  | <ul style="list-style-type: none"> <li>Supplies and materials needed for promotion and implementation.</li> <li>USB flash drives to save documents.</li> <li>Meals/refreshments for activities conducted outside of the school day.</li> </ul>   | <ul style="list-style-type: none"> <li>Scholarship application or service fees.</li> </ul>  |

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| <b>College or Senior Signing Day</b>     | Events to celebrate students making a decision on their plan for after high school.   | <ul style="list-style-type: none"> <li>Supplies and materials needed for promotion and implementation.</li> <li>Meals/refreshments for activities conducted outside of the school day.</li> </ul>   | <ul style="list-style-type: none"> <li>Events for non-GEAR UP students.</li> </ul>  |
| <b>Math Completion</b>                   | Activities to support advanced math completion.   | <ul style="list-style-type: none"> <li>Classroom calculator sets.</li> <li>Teacher professional development.</li> <li>Supplemental materials to enhance curriculum.</li> </ul>  | <ul style="list-style-type: none"> <li>Textbooks.</li> </ul>  |
| <b>Summer Programs</b>                   | Provide extended school year activities to ensure students are prepared to transition to the next grade level. May be remedial or advanced coursework.                          | <ul style="list-style-type: none"> <li>Staff salaries/wages and benefits.</li> <li>Materials and supplies necessary to program.</li> <li>Tuition and fees for students not eligible for waivers.</li> </ul>   | <ul style="list-style-type: none"> <li>Cannot supplant/replace an existing summer program.</li> </ul>   |
| <b>Summer Camp</b>                       | Encourage students to explore the world of postsecondary options by participating in a program, camp, or event at a postsecondary institution during the summer months.         | <ul style="list-style-type: none"> <li>Registration fees, lodging, transportation, and meals not provided by the camp.</li> <li>Chaperone costs may be allowable depending on the camp.</li> </ul>  | <ul style="list-style-type: none"> <li>Fees when students cancel or do not attend.</li> <li>Out of state summer camps.</li> </ul>   |
| <b>Student Conferences</b>               | Support students in building leadership and non-cognitive skills by encouraging participation in college campus events.   | <ul style="list-style-type: none"> <li>Registration fees, lodging, transportation, and meals not provided by the event.</li> <li>Chaperone costs.</li> <li>Conferences must be open to all students interested and not based on a selective process.</li> </ul> | <ul style="list-style-type: none"> <li>School club activities and conferences, including DECA, FCCLA, FFA, ASB, etc.</li> <li>Out of state student travel.</li> </ul>                   |
| <b>Job Shadowing or Service-Learning</b> | Support students in exploring career options and building workplace skills by providing them access to work environments and employees.   | <ul style="list-style-type: none"> <li>Transportation, meals, chaperones.</li> <li>Job Shadow and/or Service-Learning curriculum and materials.</li> </ul>  | <ul style="list-style-type: none"> <li>Costs associated with any projects done on behalf of the employers.</li> <li>Funds to the employer or organization for participation.</li> </ul> |
| <b>Mentoring</b>                         | Provide students with support through an organized, structured mentoring program. This may include Boys and Girls Club, Check and Connect, Link Crew, or other similar program. | <ul style="list-style-type: none"> <li>Supplies and materials needed for promotion and implementation.</li> <li>Salaries/wages for staff beyond the contract day to provide mentoring services.</li> </ul>  | <ul style="list-style-type: none"> <li>Student pay for peer or near peer mentoring.</li> <li>Fees not normally associated with the program services.</li> </ul>                         |

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|   |   | <ul style="list-style-type: none"> <li>• Training and implementation costs or fees required by the program.</li> </ul>   |  |
| <b>Career Guidance Washington or other advisory curriculum</b>            | Ensure students have access to college planning and readiness information throughout their middle school and high school experience.  | <ul style="list-style-type: none"> <li>• Library and classroom materials.</li> <li>• WOIS or Career Cruising subscription.</li> <li>• Staff time for coordination and planning for school wide implementation.</li> <li>• Student led conference support.</li> <li>• Meals and refreshments for activities outside the regular school day.</li> <li>• Printing costs.</li> </ul> | <ul style="list-style-type: none"> <li>• Any staff time, product or service provided by the district prior to GEAR UP (supplanting).</li> </ul>  |
| <b>GEAR UP Orientation/ Back to School Events and Commencement Events</b> | Encourage participation in GEAR UP activities and celebrate student achievements.   | <ul style="list-style-type: none"> <li>• Meals/refreshments for activities outside of the regular school day and that are not traditionally been provided are allowable, if GEAR UP specific information is provided at the event.</li> </ul>  | <ul style="list-style-type: none"> <li>• Expenses for non-GEAR UP students.</li> </ul>   |
| <b>College &amp; Career Fairs</b>   | Provide access to information from college and career representatives. Events may be on school campus or another venue.   | <ul style="list-style-type: none"> <li>• Supplies and materials needed for promotion and implementation.</li> <li>• If off campus, costs of transportation and chaperones. Meals or snacks may be included.</li> <li>• If on campus, meals or refreshments for presenters.</li> </ul>  | <ul style="list-style-type: none"> <li>• Meals for school staff or students if the activity is on campus and during the school day.</li> <li>• National College Fair is typically not approved except for 11<sup>th</sup>/12<sup>th</sup> grade students who plan to attend college out of state.</li> </ul> |
| <b>Indirect Costs</b>   | The cost to the district for administering the grant may be billed at the Federal Restricted Rate, up to 8%, posted here: <a href="http://www.k12.wa.us/safs/FinancialResources.asp">http://www.k12.wa.us/safs/FinancialResources.asp</a> , | The AGENCY recommends that the district contribute the Indirect Cost rate as match to the program, but not required.   | Costs for district staff and other district expenditures that are included in the indirect rate calculation.   |