



**Year 5 Work Plan Development Guide**  
**Funding period: July 1, 2016 through June 30, 2017**

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GEAR UP TN Collaboratives that plan effectively tend to have the best outcomes. The annual work plan process is designed to assist Collaboratives in clearly articulating their plans to serve students and meet GEAR UP TN goals and objectives, and help anticipate administrative and statewide expectations set forth by the GEAR UP TN central office. The work plan outlines the services and activities, by program objective, that are planned for the upcoming year, in addition to the anticipated dates, number of students, costs, and budget line items impacted by the activity. GEAR UP TN goals, objectives and required services should guide work plan development as they outline what you must do and what you may do.

There are two primary work plan development documents:

1. **GEAR UP TN Year 5 Collaborative Work Plan and Budget** – Collaboratives must complete one Collaborative Work Plan for their entire grant program.
2. **GEAR UP TN Year 5 School Work Plan** – Collaboratives must complete one School Work Plan for **each** of their direct-service schools.

A detailed description of work plan development documents is available starting on page 4.

A draft of Year 5 Work Plans should be submitted to your regional coordinator by **April 13th**. Work Plans submitted on April 13th do **NOT** require signatures. In an effort to minimize the number of times district and school-level administrators have to sign planning documents, the Year 5 Work Plans do not require signatures until a final version is agreed upon between the GEAR UP TN central office and Collaborative personnel. A final version of the Work Plans are due on or before **May 20th**.

The plan will be reviewed and, if needed, you will be contacted to make revisions. This document will serve as the roadmap for your Collaborative's GEAR UP TN grant implementation.

**Questions?** Please contact your regional coordinator with any questions or concerns regarding the Year 5 Work Plan.

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## 1. WORK PLAN DEVELOPMENT BASICS

### Work Plan Purpose

All GEAR UP TN Collaborative services must follow an approved annual GEAR UP TN work plan and budget. The purpose of the work plan is to outline a framework for service provision focused around GEAR UP TN goals and objectives. A GEAR UP TN Year 5 School Work Plan must be created for **each** direct-service school serving either cohort or 12<sup>th</sup> grade students. Additionally, sites must complete **one** Collaborative Work Plan and Budget outlining implementation details and expenditure plans.

### GEAR UP TN Goals

- 1) Increase the academic performance and preparation for postsecondary education for GEAR UP TN students.
- 2) Increase the rates of high school graduation and enrollment in postsecondary education for GEAR UP TN students.
- 3) Increase GEAR UP TN students' and their families' knowledge of postsecondary education options, preparation, and financing.

### GEAR UP TN Objectives

- 1) Increase student academic achievement and course completion.
- 2) Increase student performance on college entrance exams.
- 3) Increase student high school graduation rates.
- 4) Increase student postsecondary participation and success.
- 5) Increase student and family educational expectations.
- 6) Increase student and family knowledge of and access to financial assistance for postsecondary education.
- 7) Increase parent and community engagement in activities associated with student preparation for college.
- 8) Increase educator knowledge and understanding of postsecondary access and success.

### Students Served

The grades of GEAR UP TN Collaborative students that will be served, by academic year, are:

| Academic Year | Grades Served                       |
|---------------|-------------------------------------|
| 2016 – 2017   | 11 <sup>th</sup> , 12 <sup>th</sup> |

### Ideal Work Plan Development Team

The ideal Work Plan development team will include:

- Project director
- Site coordinator(s)
- School and district administrators
- Counselors, key teachers
- Collaborative partners
- Fiscal officer
- College Access Steering Committee members

## 2. COLLABORATIVE WORK PLAN AND BUDGET

Collaboratives are required to complete one Collaborative Work Plan. The Collaborative Work Plan consists of 6 parts:

**Section 1: Collaborative Contact Information** – this section provides basic contact information for key grant and district personnel. Most of this section can be copied from your Year 4 Work Plan.

**Section 2: Direct-service School Contact Information** – this section provides basic contact information for direct-service schools and school personnel. Most of this section can be copied from your Year 4 Work Plan.

**Section 3: Adequacy of Facilities and Equipment** – this section provides information about resources school districts are providing to local GEAR UP TN staff.

**Section 4: Grant Implementation Activities** – this section provides sites an opportunity to articulate their plans to fulfill the grant implementation activities outlined in the GEAR UP TN Year 5 Required Services Chart located in Appendix A.

**Section 5: Collaborative Budget** – this section allows sites to outline a budget for Year 5 implementation. Sites should use the state budget form provided. Approved budgets for Year 5 will become the site's contract budget.

**Section 6: Signature Page** – certifying signatures by the GEAR UP TN project director and grantee director of schools.

### 3. SCHOOL WORK PLANS

Use the GEAR UP TN Year 5 School Work Plan form provided by the GEAR UP TN central office to create the work plan for each direct-service school. The School Work Plan is divided into two sections: (1) Proposed Student and Family GEAR UP TN Services and (2) Proposed Professional Development Activities. For each service listed on the work plan, sites are to indicate the number of individuals to be served, objectives met, and details regarding projected cost. **The project director, direct-service school principal, and site coordinator responsible for the school are required to sign off on work plans once the planned activities and budget are agreed upon between central office and Collaborative.**

*When developing school work plans, include activities that:*

1. Are required in the Required Services Chart (see Appendix A).
2. Support the GEAR UP TN goals and objectives listed above.
3. Support the performance measures in Appendix C.
4. Will be sponsored by the GEAR UP TN central office.
5. Will be used to satisfy GEAR UP TN matching requirements.

*Activities may include the following (see Appendix B for a detailed description of services):*

#### Student Services

- Tutoring/homework assistance
- Rigorous academic curricula
- Comprehensive mentoring
- Financial aid counseling/advising
- Counseling/advising/academic planning/career counseling
- College campus visits/college student shadowing
- Job site visit/job shadowing
- Summer programs
- Educational field trips
- Workshops supporting any of the GEAR UP TN objectives

#### Family Services

- Workshops on college preparation/financial aid
- Counseling/advising
- College visits
- Family events

#### Professional Development for Educators

- Conferences
- Workshops/trainings

#### **Collaboration**

To implement the variety of services outlined in Appendices A and B, GEAR UP TN site coordinators are expected to collaborate with school counselors, teachers, the local community, Collaborative partners, and the GEAR UP TN central office. GEAR UP TN site coordinators should leverage the expertise of others to ensure the most robust services are being provided to students in eligible grades at the identified GEAR UP TN target schools.

**APPENDIX A**

**GEAR UP TN YEAR 5 REQUIRED SERVICES CHART**

Matrix Reflects *Minimum* Level of Activities for Grant Year 5

Note: Additional activities may occur as your budget will allow.

| <b><i>Minimum</i> Site<br/>Coordinator<br/>Grant Services<br/><br/>(Per School)</b>                           |             |             | <b>Incentives</b> | <b>COMPLETION<br/>DEADLINE<br/><i>Event Must be<br/>Completed By:</i></b> | <b>Comments and Clarifications</b>   |
|---|-------------|-------------|-------------------|---|--|
|   | <b>11th</b> | <b>12th</b> |                   |   |  |
| <b>Student and Family Services</b>  |             |             |                   |   |  |
| <b>One</b> GEAR UP TN Orientation/High School - Cohort<br><b>One</b> Welcome to GEAR UP TN event - 12th Grade | X           | X           | \$150             | <b>September 30, 2016</b>   | Provide a program orientation to all GEAR UP TN students to ensure they understand the GEAR UP TN program and the opportunities available to them. Sites have the option to provide separate events for parents or invite parents to the student event. Think about ways to maximize student participation. Prior years of implementation indicate that an event during school hours results in greater student participation.   |
| College Planning Sessions   | X           |             |                   | <b>February 28, 2017</b>  | College Planning Sessions are one-on-one meetings between a GEAR UP TN student and a trained adult - typically the GEAR UP coordinator, liaison, mentor or faculty member. On or before February 28, 2017, GEAR UP TN Collaboratives are responsible for conducting at least one individual College Planning Session with each student. The sessions are designed to be conducted annually and will serve as the primary vehicle for ensuring that prior to high school graduation all GEAR UP TN cohort students: <ul style="list-style-type: none"> <li>• Decide upon a postsecondary plan</li> <li>• Decide upon a career or career interest area</li> <li>• Submit at least one application to a college or university</li> <li>• Submit at least one scholarship application</li> </ul> |

|                               |   |  |  |   |
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|                               |   |  |  | <ul style="list-style-type: none"> <li>• Complete the FAFSA, if eligible</li> <li>• Are directed to appropriate GEAR UP TN services based on individual goals and academic preparedness</li> <li>• Are provided additional support if identified as at-risk based upon early warning indicators (attendance, course grades, etc.)</li> </ul> <p>College Planning Sessions may be implemented as part of a comprehensive mentoring program. The GEAR UP TN central office will provide resources, forms, and training to help facilitate College Planning Sessions. Site Coordinators are encouraged to help each student build a portfolio. The basic portfolio should consist of a college application, a local or national scholarship application and a completed FAFSA.</p>   |
| Data-driven academic tutoring | X |  |  | <p><b>Ongoing</b></p> <p>Tutoring must be available for all cohort students through GEAR UP funding or existing school-based resources. In order to fulfill the tutoring requirement, sites must meet one of the following: 1) implement a tutoring program through GEAR UP funding; 2) enhance an existing school tutoring program through technology, transportation, staff, etc.; or, 3) request a tutoring exemption from the central office. Sites requesting an exemption must demonstrate that high-quality tutoring is accessible to all students through existing school or district resources. Sites also must articulate how they will support increased academic achievement through other GEAR UP services. <b><u>Tutoring exceptions must be submitted to regional coordinators at the time of final Year 5 Work Plan submission.</u></b></p> |
| Student mentoring             | X |  |  | <p><b>Ongoing</b></p> <p>Sites must develop and implement a robust mentoring program involving near peer mentoring, college students, recent college graduates, industry professionals or community leaders or in partnership with Collaborative partners.</p>  |

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| <p><b>Two</b> College visits to a regional college - Cohort</p>                                    | <p>X</p> |          | <p>\$50</p> | <p><b>May 31, 2017</b></p> | <p>College visits should include an official tour and presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other departments. <b>It is expected that a good faith effort is made for every cohort student to attend a college visit. Compass/CPS data should also be utilized to target visits to colleges and students who attend those visits.</b> At Midterm and Semester End Central Office staff will send each coordinator a no participation report, listing cohort and senior students that have not attended a college visit. Each site coordinator will work with their Regional Coordinator to increase student participation prior to the due date.</p>                                   |
| <p><b>One</b> College visit to a regional college - 12th Grade</p>                                 |          | <p>X</p> | <p>\$50</p> | <p><b>May 31, 2017</b></p> | <p>For 12th graders, college visits should focus on the transition to higher education and the resources available on campus to help students succeed - student support services, academic resources, etc. An effort should be made to organize college visits to institutions that match students' academic credentials and interests, including colleges of applied technology, community colleges, universities, etc. <b>The use of Compass data to target student visits is strongly encouraged.</b></p>  |
| <p><b>Four Additional</b> Student services supporting GEAR UP TN goals and objectives - Cohort</p> | <p>X</p> |          | <p>\$50</p> | <p><b>May 31, 2017</b></p> | <p><b>Services outlined in this section must be above and beyond any other service explicitly outlined in this document. GEAR UP TN Collaboratives will tailor student services and programming to the specific needs of schools and students. Planned services must support GEAR UP TN goals and objectives and address students' needs. A student service is defined as a meaningful interaction with a student that fits into one of the GEAR UP TN service definitions.</b><br/>At least one service must address the academic needs of GEAR UP TN students as identified using school and student level data. Data sources may include ACT Engage, TCAP scores, EXPLORE data, course grades, etc. At least one service must be an ACT Intervention that focuses on</p> |

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|   |   |   |      |  | <p>students that are 3 or fewer points from reaching HOPE eligibility. At least one event must be a Youth Summit Ambassador Event.</p> <p>Examples of services may include: college/career fairs, study skill workshop series, job shadowing, career counseling, etc. To count as a GEAR UP TN service, student services must be either a new initiative sponsored by GEAR UP TN or an existing initiative enhanced using GEAR UP TN funds. RT12 may be an ideal time to implement a GEAR UP intervention. Please refer to the Implementation Guide for resources to assist in planning student services.</p>   |
| <p><b>Two Additional</b> Student services supporting GEAR UP TN goals and objectives - 12th Grade</p> |   | X | \$50 | <b>May 31, 2017</b>                      | <p>One service must be FAFSA related and the other service must include the completion of a scholarship application outside of the completion of the TN Promise Application. Other events and services should focus on one or more of the following topics: college transition, increasing high school graduation rates, increasing the number of students completing a postsecondary admissions application, or college advising. Services may include: college/career fairs, job shadowing, career counseling, ACT/SAT preparation, etc. <b><u>Services outlined in this section must be above and beyond any other service explicitly outlined in this document.</u></b></p> |
| College Planning Night  | X |   | \$50 | <b>May 31, 2017</b>                      | <p>College Planning Night is an event targeted at underclassmen who are preparing to apply to college. An evening event, College Planning Night brings together parents, students and counselors to talk in depth about college choice, what to expect senior year and financial aid and scholarship opportunities. The GEAR UP TN central office will provide resources to assist in the planning and implementation of College Planning Night.</p>  |
| College Application Week  | X | X | \$50 | <b>September 26 - September 30, 2016</b> | <p>College App Week is a statewide event designed to build excitement around the college application and going process. High schools participating in College App Week set aside time and space during the school day for seniors to complete at least one application for admission while</p>  |

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|   |   |   |      |                          | receiving the encouragement and assistance of school, college and community volunteers. Activities may include: college admissions visits, college spirit days, workshops, college door decorating contest, etc. Regional coordinators will work with sites to devise College App Week plans.   |
| College Signing Day                                       |   | X | \$50 | <b>June 30, 2017</b>     | College Signing Days are simple ways to celebrate students, their accomplishments, and their futures. During a College Signing Day graduating seniors publicly announce the college they have chosen to attend in front of families, supporters, and the entire student body. The GEAR UP TN central office will provide resources to assist in the planning and implementation of College Signing Days.  |
| <b>One</b><br>Parent/Guardian/Family services - Cohort    | X |   | \$50 | <b>March 15, 2017.</b>   | Events and services must focus on increasing GEAR UP students' and their families' knowledge of postsecondary education options, preparation, and financing. Sample event topics include: how to help your student study, financial aid awareness, admission standards, utilizing CollegeforTN.org (as a family), etc. Services outlined in this section must be above and beyond any other service explicitly outlined in this document.                                   |
| <b>Two</b><br>Parent/Guardian/Family service - 12th Grade |   | X |      | <b>December 15, 2016</b> | Events and services must focus on one or more of the following topics: increasing high school graduation rates, increasing the number of students completing a postsecondary admissions application, college advising/choice, or financial literacy. An example would be hosting a College Goal Tennessee or Tennessee FAFSA Frenzy event. <b><i>Services outlined in this section must be above and beyond any other service explicitly outlined in this document.</i></b> |
| <b>One</b> In-State Job Site Visit                        | X |   |      | <b>May 31, 2017</b>      | A job site visit is defined as a <b><i>physical</i></b> visit to a local business/work environment (i.e., employer, factory, hospital, etc.). Site visits should expose students to the workplace in an occupational area of interest and reinforce the link between classroom learning, work requirements, and the need for postsecondary education. Event may be  |

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|   |   |   |       |  | combined with the college visit. Site visit locations should be chosen based on students' interests and in fields which require higher education and provide a living wage.  |
| 21st Century Scholar Certificate  | X |   | \$50  | <b>May 31, 2017</b>  | As required by Federal GEAR UP requirements, all GEAR UP TN cohort students must receive a 21st Century Scholar Certificate. The 21st Century Scholars Certificate, provided by the GEAR UP TN central office, will include a summary of Federal and State financial aid that may be available to students. Only students who have not previously received a Certificate should receive one. All documentation pertaining to the 21st Century Scholar Certificates must be kept in the Documentation Notebook.   |
| <b>One</b> Summer academic enrichment program                                     | X |   |       | <b>June 30, 2017</b>   | May include enrichment, credit recovery and course bridge programs. Summer activities should encourage student enrollment in rigorous and challenging curricula and coursework with a focus on reducing the need for remedial coursework at the postsecondary level and may include supporting existing post secondary camps, providing educational field trips to prepare students for careers and college, academic camps, and college campus visits. Sites should strive to have 10 percent of their cohort student population participate in summer academic enrichment programming. |
| In conjunction with central office: One Statewide Summer Youth Summit (June 2017) | X |   | \$100 | <b>June, 2017</b>  | Sites should plan on bringing a team of students and chaperones to participate in a multi-day GEAR UP TN Youth Summit which will take place on a college campus in June of 2017. Sites will be responsible for providing travel costs to the event. The number of student slots will be determined based on the size of the Collaborative cohort size.   |
| Newsletter  | X | X |       | <b>Cohort - Once a semester (at minimum)<br/>Senior - Sent before College App Week</b> | Newsletters may be formatted using the template provided by the GEAR UP TN central office. Each issue of the newsletter must focus on building college aspiration among GEAR UP students. Additional topics may include: student success strategies; parent involvement and support; upcoming GEAR UP events and dates; highlights of recent   |

|  |   |   |  |                                    |  |
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|  |   |   |  |                                    | GEAR UP events or successes; information about a specific major, career area, or higher education institution; etc. The GEAR UP TN central office may provide articles for use in the newsletters. Newsletter drafts should be submitted for review to Courtney Rogers by email (courtney.rogers@tn.gov) at least one week before printing. Refer to the Implementation Guide for guidance outlining what counts as a parent or student contact with regards to newsletters.   |
| <b>Educator Professional Development</b>   |   |   |  |                                    |  |
| <b>One</b> GEAR UP TN Educator Orientation   | X | X |  | <b>September 30, 2016</b>          | Provide a program orientation to all school staff to ensure that they understand the GEAR UP TN program and the opportunities available to both them and GEAR UP TN students.  |
| <b>One</b> Pre-Approved Professional Development Activity for Educators - Cohort   | X |   |  | <b>June 30, 2017</b>               | Deliver PD covering College 101 PowerPoint (provided by the GEAR UP TN central office), or similar presentation, providing school faculty with information about the college-going process with specific emphasis on the TCATs.  |
| <b>One</b> Pre-Approved Professional Development Activity for Educators - 12th grade   |   | X |  | <b>June 30, 2017</b>               | Deliver PD covering College 101 PowerPoint (provided by the GEAR UP TN central office), or similar presentation, providing school faculty with information about the college-going process with specific emphasis on the TCATs.  |
| Travel to the National Council for Community and Education Partnerships (NCCEP) Annual Conference (July 2016) and Capacity-Building Workshop (February 2017) | X | X |  | <b>July 2016 and February 2017</b> | Include travel funds to attend the July 2016 Annual Conference (required) and the February 2017 GEAR UP Capacity Building Workshop (optional) hosted by the National Council for Community and Education Partnerships. GEAR UP TN project directors and site coordinators are expected to attend the July 2015 Annual Conference. Other key grant personnel, such as directors of schools and principals, may also attend with prior approval. Attendance to the February 2017 Capacity Building Workshop is optional and should only include GEAR UP TN site coordinators and project directors. Each Collaborative should budget \$3,000 for grant personnel to attend each event. |
| <b>Grant Implementation</b>  |   |   |  |                                    |  |

|   |   |   |  |                                   |  |
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| GEAR UP TN Texting Initiative   | - | - |  | <b>Ongoing</b>                    | Details to follow  |
| Regular Site Coordinator Meetings   | - | - |  | <b>Ongoing</b>                    | Central office staff will convene site coordinators on a regular basis to share best practices, report on grant implementation, and discuss opportunities for collaboration among sites.   |
| Completion of Monthly Activity Plan (MAP), Completed Activity Report (CAR), COMPASS data entry, Reimbursement Request, match documentation, and Over \$1000/\$5000 Purchase Requests. | - | - |  | <b>15th of Each Month</b>         | GEAR UP TN sites will complete and submit the Monthly Activity Plan (MAP), Completed Activity Report (CAR), reimbursement requests, Match and any Over \$1000 or \$5000 Purchase Requests, by the 15th of each month. Additionally, all COMPASS entries for the prior month must be entered by the 15th of each month.   |
| <b>Two</b> College Access Steering Committee meetings   | - | - |  | <b>December 2016 and May 2017</b> | The College Access Steering Committee meetings should focus on developing project sustainability, resource development, building new partnerships, and expanding a college-going culture in direct-service schools. central office can provide materials.  |
| Update the College Access Steering Committee Roster   | - | - |  | <b>September 30, 2016</b>         |  |
| Update District Contact Information   | - | - |  | <b>September 30, 2016</b>         |  |
| Collaborative Annual Performance Report   | - | - |  | <b>February 28, 2017</b>          | Each GEAR UP TN Collaborative will complete a Collaborative Annual Performance Report. This report will provide a narrative update on GEAR UP TN grant implementation and will be a means of collecting information for Tennessee's statewide GEEAR UP TN Annual Performance Report. Collaboratives will receive the Annual Performance Report template prior to the end of the Fall semester. |
| Travel to the mandatory GEAR UP TN Kickoff meeting  | - | - |  | <b>August 2016</b>                | Project directors, directors of schools (or administrative designee) and site coordinators from each Collaborative are required to attend the kickoff meeting held in Nashville, TN.   |

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|  |   |   |  |                               | Teachers and other stakeholders are also encouraged to attend. Topics covered will include college access professional development, data collection, and fiscal policies.  |
| Professional development offered by the GEAR UP TN central office                  | - | - |  | <b>Dates To Be Determined</b> | During Year 5, the GEAR UP TN central office plans to offer several professional development opportunities offered via webinar and in-person. Please budget travel expenses for the site coordinator and at least one additional Collaborative representative to attend three separate day-long professional development sessions to be held in Nashville, TN. |
| <b>Statewide Activities (these activities do not need to be on your Work Plan)</b> |   |   |  |                               |  |
| <b>One</b> Programmatic Site Visit   |   |   |  | <b>June 30, 2017</b>          | A site visit scheduled by the GEAR UP TN central office to discuss Year 5 implementation. Attendees should include Superintendent (or designee), Project Director, Site Coordinator(s), relevant GEAR UP staff, and others as needed.  |
| <b>One</b> Fiscal Site Visit   |   |   |  | <b>Spring 2017</b>            | A site visit scheduled by the GEAR UP TN fiscal manager to audit grant financial records.  |

## **APPENDIX B**

### **GEAR UP TN SERVICE DEFINITIONS**

#### **Student Services**

##### **Tutoring/ homework assistance**

- Tutoring provides additional academic instruction outside the classroom designed to increase the academic achievement of students that can occur one-on-one or in small groups before school, after school, during study or lunch breaks, or on weekends. Tutoring should be provided by GEAR UP TN staff, hired tutors, teachers, and/or volunteers. Tutoring should be entered into the GEAR UP TN data system by subject area.
- Homework assistance services assist students in completing homework and/or make-up work due to absences.

##### **Comprehensive mentoring**

- Comprehensive mentoring services are one-on-one, long-term, structured relationships that pair an identified academically and/or emotionally at-risk student with an older student or adult (typically one hour per week) either during or after the school day. This type of comprehensive mentoring is long term and can include academic, social, organizational, life skills, or college access elements.

##### **Financial aid counseling/advising**

- Financial aid counseling/advising services provide assistance to students to understand and navigate the complexities of financial aid, including providing hands-on assistance with the FAFSA and scholarship applications, financial aid or literacy presentations, financial aid or literacy curricula, and participation in college savings plans.

##### **Counseling/ advising/academic planning/career counseling**

- Behavioral counseling: meeting with students one-on-one or in small groups to discuss personal growth issues such as decision making, goal setting, behavior concerns, family issues, or home visits.
- College Advising: providing assistance to students on college choices or college planning.
- Academic planning: providing individual or small group assistance to students on course selection, course of study choices, college major selection, assessment advising (EXPLORE, PLAN, ACT, PSAT, or SAT), interpretation of scores, or assistance with placement tests.
- Career counseling: providing individual or small group assistance to students about career choices, career planning, internships, or career interests.

##### **College visit/college student shadowing**

- College visits: a physical visit to a college campus by a student which should include an official tour, presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.
- Virtual college visit: a virtual college tour by a student via remote access including the internet, webinar, etc. Virtual college visits must be supervised/ led by a teacher or other GEAR UP TN staff.
- College student shadowing: a one-on-one experience in which a middle or high school student spends a day on a college campus with an undergraduate student seeing college life for a typical undergraduate.

### **Job visit/job shadowing**

- Job site visits include visits to local businesses, employers, and agencies in which students learn the benefits of specific jobs or careers and the skills and education requirements needed. Job site visits expose students to the workplace while reinforcing the link between education and careers.
- Job shadowing: A one-on-one experience in which a student spends time at a work place with an employee, observing and learning about career professions. Job shadowing can follow a job site visit.

### **Summer programs**

- Summer programs include any GEAR UP TN enrichment program held during the summer. Summer programs may include the GEAR UP TN Youth Summit, college visits, academic enrichment, credit recovery programs, or other college preparatory programs.

### **Educational field trips**

- Educational field trips include an activity that occurs when students leave their school or travel to another location that includes an academic component and is linked to classroom activities and enhances the existing curriculum in key content areas such as math, science, or language arts.

### **Workshops**

- Workshops are group presentations or informational sessions aligned with GEAR UP TN goals and objectives. Examples include workshops about financial aid, kick-off events, assemblies, or awareness events about the benefits of college.

### **Family Services**

#### **Workshops on college preparation/ financial aid**

- Workshops for families should be aligned with GEAR UP TN goals and objectives. Examples include classes about financial aid, college choice, financial literacy, and programs about the benefits of college.

#### **Counseling/advising**

- Counseling: GEAR UP TN school staff or counselors meet with families with or without students to discuss personal growth areas that may present potential barriers to enrolling and succeeding in college. These areas may include academic goals, college plans, school progress, life skills, etc.
- Advising: GEAR UP TN or counselors meet with families with or without students to discuss college choices, coursework, college planning, or financial aid planning.

#### **College visits**

- A physical visit to a college campus which should include an official tour, presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments. Families can also attend college visits as a group chaperone.

#### **Family events**

- Often held during the evening, family events are to encourage family engagement in students' progress toward success in postsecondary education. Family events include parent nights and might take place in a church or community center.

## **Professional Development for Educators**

### **Conferences**

- Conferences, including NCCEP or the Tennessee College Access and Success Conference, that directly support the three goals of the GEAR UP program outlined by the US Department of Education or assist in meeting the GEAR UP TN objectives.

### **Training/workshops**

- Trainings provided by GEAR UP TN may include technology, curricular, ACT, financial literacy or common core professional development. Trainings directly support the three goals of the GEAR UP program outlined by the US Department of Education that assist in meeting the goals and objectives set by GEAR UP TN.

### **Meetings**

- Meeting with teachers might include an orientation to GEAR UP TN, sharing of information such as best practices or student achievement data, or other topics that directly support the three goals of the GEAR UP program outlined by the US Department of Education that assist in meeting the goals and objectives set by GEAR UP TN.

**APPENDIX C**  
**GEAR UP TN PERFORMANCE MEASURES CHART**

| Goal  | Objective  | Success Measure  | Progress Assessed  | Comparison Group   |
|---|--|--|--|--|
| Increase the academic performance and preparation for postsecondary education for GEAR UP students. | Increase student academic achievement and course completion. | 65% of GEAR UP cohort students will pass Pre-algebra by the end of the 8th grade.  | Cohort year 2  | Class of 2017  |
|   |  | 65% of GEAR UP cohort students will pass Algebra I by the end of the 9th grade.  | Cohort year 3  | Class of 2017  |
|   |  | 80% of GEAR UP cohort students will take two years of mathematics beyond Algebra by the 12th grade.  | Cohort year 6  | Class of 2017  |
|   |  | GEAR UP cohort students will have knowledge of, and demonstrate, necessary academic preparation for college: <ul style="list-style-type: none"> <li>a. Cohort students will meet the college and career readiness benchmark on at least one test subject of the PARCC or other relevant state standardized test at a rate 15% higher than the comparison group.</li> <li>b. 100% of GEAR UP cohort students enrolled by the end of 11th grade will complete the ACT by the end of the 11th grade.</li> <li>c. 75% of GEAR UP cohort students will have an unweighted grade point average (GPA) of at least 3.0 on a 4-point scale by the end of the 11th grade.</li> </ul> | <ul style="list-style-type: none"> <li>a. All years</li> <li>b. Cohort year 5</li> <li>c. Cohort year 5</li> </ul> | Class of 2017  |
|   |  | Increase the percentage of GEAR UP cohort students enrolled in advanced coursework by 5% relative to the comparison group. Note: Advanced coursework will be defined as any of the following: Courses designated as Honors, AP, Dual Enrollment, or Dual Credit, as listed on transcripts.   | Cohort years 4-6   | Program seniors or Class of 2017 (in cohort senior year) |
|   | Increase performance on college entrance exams.              | GEAR UP cohort students will meet standards of college readiness as follows: <ul style="list-style-type: none"> <li>a. 50% of 8th graders will meet the college and career readiness benchmark on at least one EXPLORE test subject.</li> <li>b. 75% of 11th and 12th graders will meet the college and career readiness benchmark on at least one ACT test subject.</li> </ul>  | Cohort years 2,5,6<br>All years for seniors  | Class of 2017  |
|   |  | GEAR UP cohort 11th and 12th graders will be 5% more likely than   | Cohort years   | Class of 2017  |

|   |  |  |   |   |               |                                       |
|---|--|--|---|---|---------------|---------------------------------------|
|   |  | students in the comparison group to score 21 or above on the ACT, and 10% more likely to score 19 or above.  | 5, 6<br>All years for seniors             |   |               |                                       |
| Increase the rate of high school graduation and enrollment in postsecondary education for GEAR UP students. | Increase student high school graduation.                   | GEAR UP high schools will have a 90% graduation rate (four year longitudinal cohort method) at the end of the cohort's senior year (2017-2018).  | Cohort year 6                             | Class of 2017   |               |                                       |
|   |  | 85% of GEAR UP cohort students will be promoted on time to successive grade levels annually.   | All cohort years                          | Class of 2017   |               |                                       |
|   |  | 15% fewer GU students will have 7 or more total absences annually than do students in the comparison group.  | All cohort years                          | Class of 2017   |               |                                       |
|   | Increase student post-secondary participation and success. | There will be a 2% annual increase in college enrollment during the fall term after high school among GEAR UP seniors compared with rates prior to program implementation. GEAR UP cohort students will enroll in college during the fall term after high school at rates 15% higher than rates prior to program implementation. | Cohort years 6,7<br>All years for seniors | Program seniors or Class of 2017 (in cohort senior year)  |               |                                       |
|   |  |  |   | Of cohort students enrolled in college, 50% of GEAR UP students will place into college-level Math and English without need for remediation.  | Cohort year 7 | Class of 2017 (in cohort senior year) |
|   |  |  |   | 80% of GEAR UP cohort students who are enrolled in college will be on track to graduate college (determined by students who complete 24 hours of coursework within 1 year and return the following fall). | Cohort year 7 | Class of 2017 (in cohort senior year) |
| Increase GEAR UP students' and families' knowledge of   | Increase student and family educational expectations.      | 95% of GEAR UP cohort students will expect to obtain education beyond high school (certificate or greater) by their senior year.   | Cohort year 6                             | n/a   |               |                                       |
|   |  | 80% of parents of GEAR UP cohort students will expect their children to  | Cohort years                              | n/a   |               |                                       |

|   |   |   |  |     |
|---|---|---|--|-----|
| postsecondary education options, preparation and financing. |   | obtain education beyond high school (certificate or greater) by their senior year.  | 2,4, 6   |     |
|   | Increase student and family knowledge of and access to financial assistance for post-secondary education. | Increase the percentage of cohort students and parents of GEAR UP cohort students who demonstrate knowledge of available financial aid and the costs and benefits of pursuing postsecondary education:<br>a. 90% of eligible cohort students will complete a FAFSA.<br>b. Also measured by biennial survey questions. | a. Cohort year 6; All years for seniors<br>b. Cohort years 2, 4, 6 | n/a |
|   | Increase parent and community engagement in activities associated with student preparation for college.   | Increase the percentage of parents of GEAR UP cohort students who actively engage in activities associated with assisting students in their academic preparation for college by 2% annually (measured by participation in college visits, workshops, teacher communication and advising).                             | Cohort all years   | n/a |
|   | Increase educator content-area knowledge and understanding of postsecondary access and success.           | 90% of teachers of GEAR UP cohort students will participate in grant-sponsored professional development by year six.  | Cohort all years<br>Cumulative by year 6                           | n/a |

**APPENDIX D**  
**GEAR UP TN PRE-APPROVED INCENTIVES AND COST LIMITS**

**GEAR UP TN PROGRAM**  
**SPECIFIC ALLOWABLE COSTS AND GUIDELINES**

The rate tables and guidelines outlined in Appendix C are subject to approval from the U.S. Department of Education.

**Site Coordinator Salary**

The salary and benefits (total compensation) for any one GEAR UP TN Site Coordinator may not exceed \$75,000 using GEAR UP funds. Any amount in excess must be paid from a non-GEAR UP source. These additional expenditures may be reported as match if this source is non-federal.

| Allowable Incentives   |  |   |
|--|--|---|
| Description  | Amount                                     | Purpose   |
| Drawing item: grocery store gift card <b>OR</b> gas gift card <b>OR</b> restaurant gift card <b>OR</b> food gift basket.       | One item per meeting valued at up to \$50. | Attendance incentive for family events.   |
| Clothing items w/GEAR UP TN or college message. Any printing/setup charges must be included.                                   | Up to \$15 each.                           | Students, staff, chaperones to wear for field trips, school events, special programs, community service and other events to promote GEAR UP TN, teamwork, and safety. |
| Pencils/pens.  | Up to \$1 each.                            | Student reward or incentive.  |
| Stickers.  | Up to \$0.25 each.                         | Student reward or incentive.  |
| Backpacks.   | Up to \$20 each.                           | Incentive for academic achievement, attendance, or service.   |
| School Supplies (binders, folders, paper, bookmarks, highlighters, lanyards, markers, calculators, and other school supplies). | Up to \$20 per student per year.           | Student reward or incentive.  |
| Coffee mugs.   | Up to \$5 each.                            | Appreciation tokens for volunteers.   |
| Hats, scarves, bags w/GEAR UP TN or college message.   | Up to \$8 each.                            | Student reward or incentive.  |
| Career or educational books.   | Up to \$20 each.                           | Student reward or incentive.  |
| Educational CD's.  | Up to \$20 each.                           | Student reward or incentive.  |
| Educational DVD's.   | Up to \$20 each.                           | Student reward or incentive.  |
| Decorations for events (flowers, centerpieces, balloons).  | Up to \$25 per event.                      | For GEAR UP TN events only.   |
| Candy.   | Up to \$1 each.                            | Student reward or incentive.  |
| Educational games.   | Up to \$20 each.                           | Student reward or incentive.  |
| Flash drives.  | Up to \$10 each.                           | Student reward or incentive.  |

**(Purchases of music, for example, iTunes gift cards, are considered entertainment and therefore not allowed.) NOTE: The reward/incentive budget shall be no more than 2% of contractor’s total budget each contract year.**

Food and beverages may be offered to participants **only** in conjunction with GEAR UP TN training, workshops, and structured activities where the participants are receiving GEAR UP TN information. Use the following guidelines when planning to provide food for a GEAR UP TN event.

| <b>Meal, Beverage, and Snack Allowance</b>  |   |   |
|---|---|---|
| Description   | Amount  | Purpose   |
| Meals   | Up to \$8 per student, parent, or staff.  | Family/Parent Night Event                                 |
| Meals   | Up to \$8 per student per meal.<br>Note: We will pay up to \$10 for meals at college campus cafeterias when there is no lower option. | Field trips, college visits or test taking                |
| Healthy and nutritious snacks (e.g. granola bars, string cheese, fruit, popcorn, trail mix, pretzels, crackers, milk, juice, yogurt, bagels, muffins) | Up to \$1 per day per student.  | Field trips, college visits, after-school programs        |
| Coffee and light refreshments or light meals (e.g. fruit, bagels, donuts, muffins, cookies, or crackers and cheese)                                   | Up to \$5 per person per event.   | Advisory meetings, volunteer meetings, chaperone meetings |

GEAR UP TN allows expenses related to dual credit options, credit recovery, student camps and placement tests. Use the following guidelines when planning for these expenses.

| <b>Student Classes, Camps, College Credit</b>  |  |  |
|--|--|--|
| Description  | Amount   | Purpose  |
| College classes, online classes for credit retrieval, AP test costs or similar expenses. | Allowable.   | Activities associated with academic college credit |
| Individual student camps, on a college campus.   | Request Pre-Approval.  | Academic support or enrichment                     |
| SAT or ACT tests   | Published amount and allowable only if student is not eligible for a waiver. | Pre-College Tests                                  |
| College Placement Tests (Compass, etc.)  | Published amount when no waiver is available.                                | Placement Tests                                    |

**Indirect Costs**

Consistent with section 76.563 – 76.569 of EDGAR, all grant recipients are limited to a **maximum indirect cost rate of eight percent of a modified total direct cost base or the amount permitted by its negotiated restricted indirect cost rate agreement, whichever is less**. This rule applies to grantees under programs with a statutory requirement prohibiting the use of Federal funds to supplant non-Federal funds, and to the subgrantees under these programs. GEAR UP legislation contains a requirement prohibiting the use of GEAR UP funds for supplanting. As outlined in section 76.564 of EDGAR, therefore, Collaboratives must use the restricted indirect cost rate when developing their budget.

Restricted Indirect Cost Rate for GEAR UP TN funded Collaboratives:

| School System    | Restricted Rate |
|------------------|-----------------|
| Anderson County  | 2.21            |
| Bradley County   | 1.70            |
| Campbell County  | 1.04            |
| Claiborne County | 0.18            |
| Davidson County  | 3.82            |
| Grainger County  | 0.17            |
| Hardeman County  | 2.28            |
| Haywood County   | 2.37            |
| Henderson County | 2.19            |
| Johnson County   | 1.18            |
| McNairy County   | 0.82            |
| Shelby County    | 3.30            |
| Robertson County | 1.42            |
| Union County     | 2.14            |
| Wayne County     | 0.38            |

## **APPENDIX E**

### **WORK PLAN GUIDANCE AND EXAMPLES**

Remember your work plan is a comprehensive planning document that should be detailed and easily understood. Below are a few pointers to consider:

- A separate School Work Plan is required for **every** school. The Collaborative Work Plan is for the entire collaborative.
- Make sure that you are meeting the Minimum Required Services that you were previously given.
- **NCCEP Conference Budget** - \$3000 per person for the NCCEP Conference in July and Capacity Building Workshop in February. We expect that most sites will be sending the Project Director and Site Coordinator only. Please provide justification for additional staff.
- **GEAR UP TN Surveys and Steering Committee** - The work plan needs to contain information about completing the GEAR UP surveys and the formation and meetings of the steering committee.
- **Food** - Providing food on college or job site visits is optional. We recognize that some college visits allow you to make it back to school by lunch time or make other arrangements. This also may be a good opportunity to partner with local businesses.
- **Payment** - Paying teachers and school employees for tutoring, counseling, and attending trips, is only allowable during times that they are **not** being paid as regular school employees.
- **Professional Development** - Expenses for professional development and training over \$1000 will be approved for software or license fees when they will support the cohort for many years or for training over an extended period of time.
- **Summer Youth Summit** - You are only responsible for the travel costs and food during travel to and from the Summer Youth Summit.
- **Speakers** - Expenses for motivational speakers and trainers over \$1000 will only be approved if you can show that there is a long-term commitment with follow-up by the vendor.
- **Equipment** - When planning costly equipment purchases, think carefully about whether this is the best use of GEAR UP funds to serve your students. How will the equipment be used? How will the educators be trained to use it and how will it be worked into the work plans and activities? Will the equipment move with the cohort group that it is intended to serve? How will the equipment be secured and maintained?
- **Recreational Expenses** - Expenses for entertainment, recreation or cultural activities are **not** allowable.
- **Accessibility of Services** - Services required for a certain grade level, should be **available** (not necessarily used) by all students in that grade (i.e. college visit, job site visit, tutoring, and mentoring).

**APPENDIX F**  
**SAMPLE SITE COORDINATOR POSITION DESCRIPTION**

**Position: GEAR UP TN Site Coordinator**

**Status: Full-time; grant funded position, contingent upon continued funding**

**Location: School(s) Name/ Address**

**Background**

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) Tennessee is a pre-college initiative funded by the U.S. Department of Education and administered by the Tennessee Higher Education Commission (THEC). GEAR UP TN's goals aim to:

- Increase academic performance and preparation for postsecondary education.
- Increase the rate of high school graduation and participation in postsecondary education.
- Increase GEAR UP TN students' and their families' knowledge of postsecondary education options, preparation, and financing.

To achieve these goals, GEAR UP TN provides Tennessee students with a clear path to college. GEAR UP TN works with Collaboratives of community partners in 15 counties across the state to promote college readiness and success. Each GEAR UP TN Collaborative includes at least one priority high school, one middle school, a higher education institution, the local board of education, and at least two community-based partners. GEAR UP TN, through the Collaboratives, provides students with direct services, including mentoring, tutoring, college visits, financial aid counseling, and academic interventions.

The GEAR UP TN Site Coordinator is a professional student-support position responsible for managing daily GEAR UP TN program operations and activities for students and parents. To implement GEAR UP TN services, site coordinators are expected to collaborate with school counselors, teachers, the local community, Collaborative partners, and the GEAR UP TN central office. GEAR UP TN site coordinators should leverage the expertise of others to ensure the most robust services are being provided to students in eligible grades at the identified GEAR UP TN target schools.

**Key Responsibilities**

- In collaboration with district and school administration, develop an annual work plan and budget that support GEAR UP TN students in meeting GEAR UP TN college and career readiness benchmarks. Develop and submit a monthly activity report to the central office.
- Maintain ongoing data collection on GEAR UP TN student academic records and student, family, and teacher service participation in an online database, as required by federal program requirements.
- Ensure accurate and complete records of student data and participation in GEAR UP TN activities and submit documentation –e.g. activity sign in sheets- on a timely basis to the central office.
- Prepare and submit comprehensive annual program reports in collaboration with other school personnel.
- Implement and coordinate comprehensive college access and success services and programs for middle and high school students that include, but are not limited to, academic planning and preparation, career exploration, tutoring, mentoring, college visits, financial planning, summer enrichment activities, annual orientation events, and college application completion.
- Encourage eligible students to participate in GEAR UP TN activities. Compile, analyze, and use academic data to support targeted services to individual students.

- Coordinate all tasks as specified in the annual work plan.
- Create positive relationships with GEAR UP TN students and families. Provide individual support to students to ensure they have access to college and career information and planning tools. Provide mentoring and advising for academic success, college readiness skills, and post-high school planning to both students and parents.
- Work collaboratively with other GEAR UP TN staff, school personnel, families, and the local community to raise awareness of the benefits of postsecondary education.
- Work collaboratively with a Regional Coordinator, hired by the central GEAR UP TN office.
- Participate in quarterly GEAR UP TN meetings at the central GEAR UP TN office and GEAR UP-sponsored professional development opportunities.
- Participate in monthly regional GEAR UP TN meetings.
- Plan and promote GEAR UP TN-sponsored professional development to appropriate school and district staff.
- Collaborate with other GEAR UP TN site coordinators to share best practices and promote efficient use of resources in meeting GEAR UP TN goals and objectives.
- Monitor success of the project, including levels of participation, quality of activities and impact in terms of student achievement, attendance, educational expectations, and behaviors.
- Provide records or written reports, as needed, to the central GEAR UP TN Office ensuring grant compliance.
- Work in collaboration with school and district business office staff to ensure timely and accurate submission of expenditures for reimbursement.
- Leverage community resources, solicit in-kind contributions of goods and services, and maintain proper records for all expenditures.

### **Qualifications**

- Bachelor's Degree in education, counseling, social work, child development, or related field; Master's Degree preferred.
- At least two years of work experience working with middle or high school students in a school- or community-based setting.
- Strong knowledge of postsecondary education requirements, options, application procedures, financial aid, and scholarship opportunities.
- Ability to work effectively with school personnel, parents, community leaders, and students.
- Ability to serve as a role model for students.
- Excellent interpersonal and communication skills. Demonstrated ability to conduct effective workshops and presentations.
- Strong program management skills, including demonstrated record of completing tasks on time and within budget.
- Commitment to working with young people and to the value of postsecondary education.

**APPENDIX G**  
**BUDGET LINE-ITEM DEFINITIONS**

**Line 1 Salaries and Wages**

On this line, enter compensation, fees, salaries, and wages paid to site coordinators, project directors, and/or other staff paid using GEAR UP funds. An attached schedule may be required showing client wages included in the aggregations.

**Line 2 Employee Benefits & Payroll Taxes**

Enter (a) the organization's contributions to pension plans and to employee benefit programs such as health, life, and disability insurance; and (b) the organization's portion of payroll taxes such as social security and Medicare taxes and unemployment and workers' compensation insurance. An attached schedule may be required showing client benefits and taxes included in the aggregations.

**Line 3 Total Personnel Expenses**

Add lines 1 and 2.

**Line 4 Professional Fees**

Enter the organization's fees to outside professionals, consultants, and personal-service contractors. Include legal, accounting, and auditing fees. An attached schedule may be required showing the details in the aggregation of professional fees.

**Line 5 Supplies**

Enter the organization's expenses for office supplies, housekeeping supplies, food and beverages, and other supplies. An attached schedule may be required showing food expenses or other details included in the aggregations.

**Line 6 Telephone**

Enter the organization's expenses for telephones, cellular phones, beepers, telegram, fax, E-mail, telephone equipment maintenance, and other related expenses.

**Line 7 Postage and Shipping**

Enter the organization's expenses for postage, messenger services, overnight delivery, outside mailing service fees, freight and trucking, and maintenance of delivery and shipping vehicles. Include vehicle insurance here or on line 14.

**Line 8 Occupancy**

Enter the organization's expenses for use of office space and other facilities, heat, light, power, other utilities, outside janitorial services, mortgage interest, real estate taxes, and similar expenses. Include property insurance here or on line 14.

**Line 9 Equipment Rental and Maintenance**

Enter the organization's expenses for renting and maintaining computers, copiers, postage meters, other office equipment, and other equipment, except for telephone, truck, and automobile expenses, reportable on lines 6, 7, and 11, respectively.

**Line 10 Printing and Publications**

Enter the organization's expenses for producing printed materials, purchasing books and publications, and buying subscriptions to publications.

**Line 11 Travel**

Enter the organization's expenses for travel, including transportation, meals and lodging, and per diem payments. Include gas and oil, repairs, licenses and permits, and leasing costs for company vehicles. Include travel expenses for meetings and conferences. Include vehicle insurance here or on line 14.

**Line 12 Conferences and Meetings**

Enter the organization's expenses for conducting or attending meetings, conferences, and conventions. Include rental of facilities, speakers' fees and expenses, printed materials, and registration fees (but not travel).

**Line 13 Interest**

Enter the organization's interest expense for loans and capital leases on equipment, trucks and automobiles, and other notes and loans. Do not include mortgage interest reportable on line 8.

**Line 14 Insurance**

Enter the organization's expenses for liability insurance, fidelity bonds, and other insurance. Do not include employee-related insurance reportable on line 2. Do not include property and vehicle insurance if reported on lines 7, 8, or 11.

**Line 15 Grants and Awards**

Enter the organization's awards, grants, subsidies, and other pass-through expenditures to individuals and to other organizations. Include allocations to affiliated organizations. Include in-kind grants to individuals and organizations. Include scholarships, tuition payments, travel allowances, and equipment allowances to clients and individual beneficiaries.

Pass-through funds are not included when computing administrative expenses reported on Line 22.

**Line 16 Specific Assistance to Individuals**

Enter the organization's direct payment of expenses of clients, patients, and individual beneficiaries. Include such expenses as medicines, medical and dental fees, children's board, food and homemaker services, clothing, transportation, insurance coverage, and wage supplements.

**Line 17 Depreciation**

Enter the expenses the organization records for depreciation of equipment, buildings, leasehold improvements, and other depreciable fixed assets.

**Line 18 Other Nonpersonnel Expenses**

NOTE: Expenses reportable on lines 1 through 17 should not be reported in an additional expense category on line 18. A description should be attached for each additional category entered on line 18. The contracting state agency may determine these requirements.

**Line 19 Total Nonpersonnel Expenses**

Add lines 4 through 18.

**Line 20 Reimbursable Capital Purchases**

Enter the organization's purchases of fixed assets. Include land, equipment, buildings, leasehold improvements, and other fixed assets. An attached schedule may be required showing the details for each such purchase.

**Line 21 Total Direct Program Expenses**

Add lines 3, 19, and 20.

Includes direct and allocated direct program expenses.

**Line 22 Administrative Expenses**

The distribution will be made in accordance with an allocation plan approved by your cognizant state agency.

**Line 23 Total Direct and Administrative Expenses**

Line 23 is the total of Line 21, Total Direct Program Expenses, and Line 22, Administrative Expenses. Line 23, Total Direct and Administrative Expenses Year-to-Date should agree with the Total of Column B, Year-to-Date Actual Expenditures of the *Invoice for Reimbursement* - (see Exhibit 2).

**Line 24 In-kind Expenses**

In-kind Expenses (Line 24) is for reporting the value of contributed resources applied to the program. Approval and reporting guidelines for in-kind contributions will be specified by those contracting state agencies who allow their use toward earning grant funds.

**Line 25 Total Expenses**

The sum of Line 23, Total Direct and Administrative Expenses, and Line 24, In-kind Expenses, goes on this line.