

# NEW MEXICO HIGHER EDUCATION DEPARTMENT



August 12, 2011

Cynthia Nava, Superintendent  
Gadsden Independent School District  
P.O. Drawer 70  
Anthony, NM 88021

GADSDEN IND. SCH. DIST.

AUG 17 2011

SUPERINTENDENT'S OFFICE

Copy - S. J. Hornal de

Dear Superintendent Nava,

The New Mexico Higher Education Department is pleased to announce that the Gadsden Independent School District has been *awarded* continuation funding for the New Mexico *Gaining Early Awareness and Readiness for Undergraduate Programs* (GEAR UP NM). The purpose of the grant is to increase the number of low-income students who graduate from high school prepared to succeed in college.

This letter confirms that the Gadsden Independent School District will receive a total of \$260,000 to implement NM GEAR UP activities during the 2011-2012 school year. This total award includes \$135,000 to support the salary and benefits of three GEAR UP teachers; a \$25,000 school award for each of the three GEAR UP schools; and \$50,000 to support the hiring of a GU District Coordinator. This amount does not include \$19,063 of previously approved carryover from encumbrances of FY 11 for these schools.

In order to expend these funds, please work with your GEAR UP Regional Coordinator in submitting a school budget plan for approval by GEAR UP NM and the U.S. Department of Education.

- Present this letter to your School Board to obtain budget authority
- Prepare a Budget Adjustment Request and submit to the New Mexico Public Education Department
- Each school site team will work collaboratively with school and district personnel to complete the Budget Plan within the first 10 days of school start date
- Prior to spending any funding, each budget plan must be submitted to the GEAR UP NM State Director, for state and federal approval: [chandler.barrett@state.nm.us](mailto:chandler.barrett@state.nm.us).

Notification of budget approval by the U.S. Department of Education will be sent to you by email. Upon receipt, the school district may proceed to spend the funds.

Thank you for your continued good work with GEAR UP NM.

A handwritten signature in black ink, appearing to read "C. Barrett".

Chandler Barrett, State Director, GEAR UP NM  
New Mexico Higher Education Department

cc: Mark Rupcich, Chaparral High School Principal  
Carey Chambers, Gadsden High School Principal  
Kathryn Harper, Santa Teresa High School Principal

Attachments: Project Title and Award Information, Budget and Reporting Requirements

2048 Galisteo Street, Santa Fe, New Mexico 87505-2100  
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### **Project Title and Award Information**

Project Title -- NM GEAR UP  
PR/Award number -- P334S060009  
NM GEAR UP fund/revenue codes -- 28178/43203

### **Budget and Reporting Requirements**

The NM GEAR UP grant operates on a drawdown basis. Districts pay for GEAR UP NM purchases and submit *monthly* reimbursement requests, Non-Personnel and User Activity Reports, and Match reports to Kerri Segell, GEAR UP NM Interim Federal Fiscal Officer at [kerri.segell@state.nm.us](mailto:kerri.segell@state.nm.us) in Santa Fe. Remember that all expenditures must directly apply to 12th grade GEAR UP cohort students and their teachers in the school year 2011-2012.

Justification for certain purchases must be provided in order to obtain approval from the U.S. Department of Education Program Officer in Washington. The purchases requiring advance approval from U.S. Department of Education:

- any expense over \$5,000
- equipment over \$5,000 per unit
- all food
- all travel
- Indirect costs are not eligible for reimbursement or match

### **Matching Requirement**

The U.S. Department of Education requires a one-to-one match for all GEAR UP dollars. Schools will submit documentation with monthly reimbursement requests. Examples of match include administrators' time, facility use, GEAR UP NM student participation in events paid for by the school, etc.

### **Data Entry and Collection**

All GEAR UP NM students, family and staff activities must be entered into the GEAR UP NM online database. Data on student course-taking, grades and other indicators has been requested from the district STARS Coordinator. This data will inform effective interventions and student outcomes and will be used to complete the Annual Performance Report (APR) due to the U.S. Department of Education April 15, 2012.

### **Records Retention**

Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report.

### **Reimbursement Request Schedule**

Please submit requests for reimbursement monthly. GEAR UP NM will issue reimbursement payments net 30.

### **Budgeting for Summer Expenditures**

Given state year-end fiscal deadlines, districts must pre-encumber funds. Requests for reimbursement for all summer programs must be submitted by July 15, 2012. Payroll running through June 30, 2012 must also be submitted for reimbursement by July 15, 2012.

### **Carryover**

The carryover of GEAR UP NM funding is not automatic.