



Gaining Early
Awareness & Readiness for
Undergraduate Programs

Postsecondary Success Initiative Pre-Proposal Meeting

December 6, 2017

Welcome

Daniel L. Kain, Provost and Vice President for Academic Affairs
Principal Investigator, Arizona GEAR UP

Getting Started ...

- ▶ GEAR UP in Arizona
- ▶ Early College Readiness
- ▶ The Transition to Higher Education & Students' First-Year Experience
- ▶ Introductions
- ▶ Overview of afternoon

The Postsecondary Success Initiative for Select Community Colleges

Teena Olszewski, Executive Director, Arizona GEAR UP

Why this Initiative ... how we got here

- ▶ **NAU's role**
- ▶ **Arizona GEAR UP 2012-19**
- ▶ **Beginning with the end in mind**
 - More students enroll in PSE
 - More students placed in credit-bearing courses as freshmen
 - More students complete freshman year in 'good academic standing'

Why this Initiative ... how we got here

- ▶ **Considerations**
 - Students' PSE plans
 - Capacity
 - Research on PS success, esp. FYE – for first gen, low-income
 - Service-delivery options
 - Duration – having 'but one year'
 - Location – expertise/resources at institutions
 - Higher Ed Goals – common ground with grant objectives
- ▶ **Desired Partnerships ... Request for Proposals**
 - Select community colleges; ASU, NAU, UA; College Success AZ

RFP Overview ...

- Eligibility
- Funding
- Project Period
- Services
 - Academic Support
 - Integration & Connections
 - Transition Activities
 - Financial Support
 - Academic Advising



Proposal Process / Timeline ...

- | | |
|----------------------|--|
| Dec 6, 2017: | Pre-Proposal Meeting |
| Feb 16, 2018: | Proposals Due |
| Mar 30, 2018: | Proposal review / preparation of 'Scope of Work.'
Subrecipient Commitment forms completed |
| Apr 15, 2018: | Award notification |
| Apr 30, 2018: | Partner Agreements issued |
| May 1, 2018: | Earliest Project-Period Start Date |
| Jun 30, 2019: | Latest Project-Period End Date |

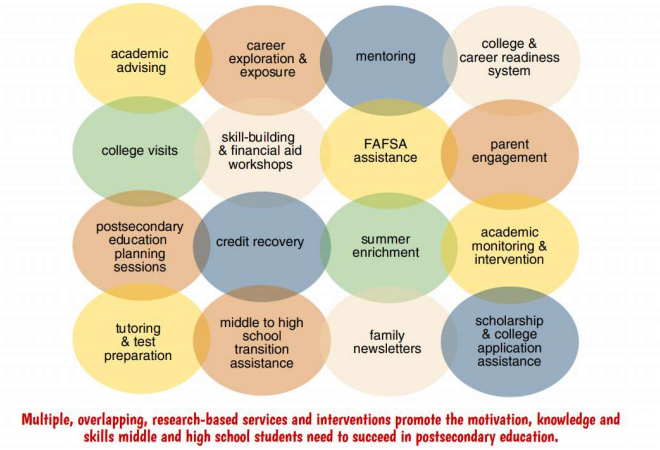
Proposal Review ... *what are we looking for?*

- ▶ Proposed services aligning with one or more of the domains
- ▶ Scope (%age) of GEAR UP students benefiting from service(s)
- ▶ Budget (and staffing plan) appropriate to accomplishing scope of work
- ▶ Indicators of success aligning with GEAR UP objectives

The GEAR UP Class of 2018 / project ... a snapshot

- ▶ ≈ 3,500 seniors enrolled in 13 high schools across rural Arizona
- ▶ 63% Hispanic or Native American
- ▶ nearly 70% of students qualify for FRL
- ▶ 45% of cohort have been with GEAR UP since 7th grade (2012)
- ▶ GU-paid district employees, trained by the State GU Office
- ▶ data-driven, annual work plans and budgets
- ▶ multiple, overlapping strategies

The GEAR UP Class of 2018 / project ... a snapshot



The Proposal Format / Program Considerations


Barbara Soby, Associate Director, Arizona GEAR UP

Accessing the Proposal Template

Download the Proposal Template (a fillable pdf):

nau.edu/coe/gear-up/psi2018/

Save it to your own network/ computer to work on it. Email completed proposal to teena.olszewski@nau.edu by deadline – Feb 16, 2018



CONNECT WITH US...

PROPOSAL TEMPLATE

[Blank Proposal Template \(fillable PDF\)](#) for community colleges to use when completing proposal

NORTHERN ARIZONA UNIVERSITY

Gaining Early Awareness & Readiness for Undergraduate Programs

PROPOSAL

Postsecondary Success Initiative for Select Community Colleges

Due no later than February 16, 2018 at 5:00 p.m.
Email completed proposal to: teena.olszewski@nau.edu

I. CONTACT INFORMATION & PROPOSAL OVERVIEW

Name of Institution: _____ Funding Request: \$ _____

1. Designated individual for NAU GEAR UP to contact with any questions about the proposal:

Name: _____
Title: _____
Phone number(s): _____ Email address: _____

2. Designated liaison to NAU GEAR UP, post-award (progress oversight and reporting):

Name: _____
Title: _____
Phone number(s): _____ Email address: _____

3. Designated contact for financial reporting:

Name: _____
Title: _____
Phone number(s): _____ Email address: _____

4. Designated contact for academic reporting (data sharing):

Name: _____
Title: _____
Phone number(s): _____ Email address: _____

NAU GEAR UP • Postsecondary Success Initiative for Select Community Colleges • PROPOSAL 1

Proposal Format - Overview

Four Sections

1. Contact Info & Overview
2. Narrative description of services
3. Data sharing description
4. Budget

See Sample Proposal

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I. CONTACT INFORMATION & PROPOSAL OVERVIEW

Name of Institution: Sample Community College Funding Request: \$ \$88,900.00

1. Designated individual for NAU GEAR UP to contact with any questions about the proposal:

Name: Dr. Andy Anderson
Title: Vice President of Student Affairs
Phone number(s): 555-555-2018 Email address: aanderson@samplecollege.edu

2. Designated liaison to NAU GEAR UP, post-award (progress oversight and reporting):

Name: Patricia Parkerson
Title: Academic Advisor
Phone number(s): 555-555-2019 Email address: pparkerson@samplecollege.edu

3. Designated contact for financial reporting:

Proposal Section I: Contact Info & Overview

I. Contact Info & Overview

- ✓ Institution Name
- ✓ Funding Request
- ✓ Four Contacts
 - 1. Re: Proposal
 - 2. Post-Award
 - 3. Financial
 - 4. Academic Data

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1. Designated individual for NAU GEAR UP to contact with any questions about the proposal:
Name: Dr. Andy Anderson
Title: Vice President of Student Affairs
Phone number(s): 555-555-2018 Email address: aanderson@samplecollege.edu

2. Designated liaison to NAU GEAR UP, post-award (progress oversight and reporting):
Name: Patricia Parkerson
Title: Academic Advisor
Phone number(s): 555-555-2019 Email address: pparkerson@samplecollege.edu

3. Designated contact for financial reporting:

Proposal Format Section I, continued

I. Contact Info & Overview, continued

- ✓ Domains of Service Proposed
- ✓ Terms services will be provided
 - A = Summer 2018
 - B = Fall Semester 2018*
 - C = Spring Semester 2019*
 - D = Summer School 2019

5. Domains of service addressed by proposal:
(check all that apply)

☒ Academic Support (e.g., tutoring, co-requisite remediation)

☒ Integration and Connections (e.g., mentoring, residence-based or major-based initiatives)

☒ Transition Activities (e.g., summer bridge programs, expanded orientations)

☒ Financial Support (e.g., FAFSA completion initiatives)

☒ Academic Advising (e.g., information on degree progress, intrusive advising)

6. Place an X in the box or boxes below, to indicate -- by domain -- the term(s) in which services will be provided:

Domain	TERM A May – Aug 2018	TERM B Sept – Dec 2018	TERM C Jan – May 2019	TERM D Jun 2019
Academic Support				
Integration and Connections				
Transition Activities				
Financial Support				
Academic Advising				

Proposal Section II: Narrative

II. Narrative description of services

✓ Instructions

- Name of Service
- Term(s) offered
- Brief Description
- Target Population
- Outreach / Marketing Plan
- Primary Responsible Party
- Evaluation

✓ Organized by Domain

- May include more than one service per Domain
- Do not need a service in every domain
- Up to 2 pages per domain

Concise language and brevity is encouraged

II. NARRATIVE - INSTRUCTIONS

For each domain for which services are proposed under this Initiative, please provide a narrative response, on the subsequent page(s), that address each of the following:

Name of Service
Term(s) offered (A, B, C, D per above)
Description including the rationale for the service(s), whether it's a new service, expansion or enhancement of an existing service, return of a service, etc.

Target Population
-- Will the service be offered to GEAR UP students exclusively or all freshmen at your institution?
-- Estimate of the number of students who will be served.
-- Will GEAR UP students be flagged or otherwise denoted in your student information system to facilitate implementation/delivery of the service (locating, contacting, monitoring, etc.), and if so, how?

Outreach / Marketing
-- How will GEAR UP students learn of the availability of the service, encouraged/motivated and/or required to participate, engage, etc.?
-- How will personnel at your institution learn of this service, and what are their roles in ensuring its success?

Primary Responsible Party
-- Who will be responsible for providing/delivering the service?
-- What are the qualifications of the individual(s) providing the service? How will they be retained, trained, and/or supervised (as applicable)?

Evaluation - A brief description of how you will measure, evaluate, or otherwise determine the success of the service.


Concise language and brevity is encouraged. Please do not exceed two pages per domain, Calibri or Times New Roman 11 pt. font.

AZ GEAR UP • Postsecondary Success Initiative for Select Community Colleges • PROPOSAL 2

Program Considerations

Examples of Services by Domain

- Academic Support
 - e.g., tutoring, co-requisite remediation
- Integration and Connections
 - e.g., mentoring, residence-based or major-based initiatives
- Transition Activities
 - e.g., summer bridge programs, expanded orientations
- Financial Support
 - e.g., FAFSA completion initiatives
- Academic Advising
 - e.g., Info on degree progress, intrusive/proactive advising



Pre-Proposal Meeting 12/06/17

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Program Considerations

Eligible Services – some details

- 1. Co-requisite remediation
- 2. Text Messaging provided by NAU
- 3. Supplement, not supplant
- 4. Serve GEAR UP students
- 5. All services don't need to be all year, but must serve students, at minimum, Fall & Spring Semester (Terms B & C)

Domain	TERM A May – Aug 2018	TERM B Sept – Dec 2018	TERM C Jan – May 2019	TERM D Jun 2019
Academic Support				
Integration and Connections				
Transition Activities				
Financial Support				
Academic Advising				

Planning Considerations

PLANNING -- Consider:

- ✓ Who
- ✓ Scope
- ✓ How Much Time
- ✓ Resources Needed

See Fiscal Guidance & Sample Proposal

PLANNING & BUDGETING CONSIDERATIONS

Allowable Costs:

Allowable costs are those necessary to achieve approved plans aimed at increasing freshmen academic achievement and retention during the project period, May 1, 2018 through June 30, 2019. Requested funds must directly link to a service, activity, initiative or program described in the proposal.

Each eligible college is *permitted* (encouraged) to request funding up to the available maximum for the project period, but may request less; that is, colleges can expect maximum funding available but are not *required* to request the maximum level. Further, proposals need not include activities for the *full* project period to receive maximum funding, but may request 'full funding' for the academic year only. No award will exceed the designated maximum level, as indicated in the table on Page 4.

Eligible institutions are advised to read the Fiscal Guidance provided for this Initiative to ensure compliance when crafting the budget and administering the grant once funded.

Planning considerations:

- Who will devote the time necessary to effectively implement the proposed activity or activities
 - Will new staff need to be hired? Can existing staff be special-assigned during the project period? Are consultants needed? Are volunteers a viable option? Will training be required, and if so, by whom?
- How much time, and what is the cost of that time (salaries + benefits, consultant fees, etc.)
- Other resources (supplies, fees, transportation) necessary to accomplish tasks
- Scope (how many students/families are involved, etc.)

Planning Considerations

“We will provide mentoring for GEAR UP students.”

- **who** will serve as mentors?
- **who** will recruit/select/train/supervise the mentors?
- **how many** mentors are needed?
- **how many** GU students will receive this service?
- **how will you motivate** GU students to take advantage of the service?
- **how long** will the mentoring last/ how many weeks of the year and how many hours or contacts per week?
- **what materials** will be needed?

See Page 4 of Sample for well-articulated mentoring plan proposal

Proposal Logistics

- Q. Access to Application?**

A. Proposal Template on our website:
nau.edu/coe/gear-up/psi2018/
- Q. Expectations about communications?**

A. We are partners.
- Q. Standards for narrative?**

A. See Sample
- Q. Submittal?**

A. teena.olszewski@nau.edu by 2/16/18
- Q. Progress Post-Award?**

A. Reporting/Communication critical

NORTHERN ARIZONA UNIVERSITY

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2. Designated liaison to NAU GEAR UP, post-award (progress oversight and reporting):

Name: Title: Phone number(s): Email address:

3. Designated contact for financial reporting:

Budgeting Considerations Post-Award Reporting

Stephen Hart , Fiscal Operations Director, Arizona GEAR UP

Proposal Section IV: Budget

➤ Follow Instructions

➤ See Sample

➤ Contact Steve Hart

- 602-776-4614
- stephen.hart@nau.edu

IV. BUDGET

[Please reference GEAR UP Fiscal Guidance]

In the table below, enter the name of your institution and the total amount of GEAR UP funds requested (not to exceed the maximum allowed, per RFP guidelines).

By domain, enter a shorthand description of the cost-bearing service / strategy, the resources required / cost components, and the estimated cost / \$ requested.

Additionally, describe how the costs associated with each service were determined. If necessary, attach additional pages to explain / document how estimated GEAR UP costs were determined (e.g., copies of quotes, job descriptions, cost estimates from vendors, etc.).

AZ GEAR UP

Postsecondary Success Initiative for Select Community Colleges

May 1, 2018 through June 30, 2019

Institution: _____ Funds Requested: \$ _____

DOMAIN	BRIEF DESCRIPTION OF SERVICE / STRATEGY(IES)	RESOURCE(S) REQUIRED / DIRECT COST COMPONENT(S)	EST. COST / REQUESTED
Academic Support	*	*	+\$
SUBTOTAL ACADEMIC SUPPORT			+\$
Describe how the estimated costs (GEAR UP \$ Requested) were determined for each cost component.			
Integration & Connections	*	*	+\$
SUBTOTAL INTEGRATION & CONNECTIONS			+\$
Describe how the estimated costs (GEAR UP \$ Requested) were determined for each cost component.			
Transition	*	*	+\$

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Budgeting Considerations

See RFP Pages 6 & 7 and Fiscal Guidance pages 1,2,3

- Allowable (and non-allowable) costs
- ◆ Read RFP + Fiscal Guidance carefully — Uniform Guidance applies!
- ◆ Proposed costs must be clearly linked to service/activity/initiative/program
- ◆ Consider: Who; How Much Time; Cost of Time; Operating Costs; Scope
- ◆ No award will exceed maximum funding; may request < maximum

Eligible Institution	Estimated # of GEAR UP enrollees in 2018-19	x \$500 per GEAR UP enrollee in 2018-19	Maximum Funding Available (for project period)
Arizona Western College	250 students	x \$500 per student =	\$125,000
Central Arizona College	450 students	x \$500 per student =	\$225,000
Cochise College	140 students	x \$500 per student =	\$70,000
Mohave Community College	230 students	x \$500 per student =	\$115,000
Northland Pioneer College	100 students	x \$500 per student =	\$50,000
Yavapai College	200 students	x \$500 per student =	\$100,000

PLANNING & BUDGETING CONSIDERATIONS

Allowable Costs:
Allowable costs are those necessary to achieve approved plans aimed at increasing freshmen academic achievement and retention during the project period, May 1, 2018 through June 30, 2019. Requested funds must directly link to a service, activity, initiative or program described in the proposal.

Each eligible college is encouraged (encouraged) to request funding up to the available maximum for the project period, but may request less; that is, colleges can expect maximum funding available but are not obligated to request the maximum level. Further, proposals need not include activities for the entire project period to receive maximum funding, but may request "full funding" for the academic year only. No award will exceed the designated maximum level, as indicated in the table on Page 4.

Eligible institutions are advised to read the Fiscal Guidance provided for this initiative to ensure compliance when crafting the budget and administering the grant once funded.

Planning considerations:

- Who will devote the time necessary to effectively implement the proposed activity or activities
 - Will new staff need to be hired? Can existing staff be special-assigned during the project period? Are consultants needed? Are volunteers a viable option? Will training be required, and if so, by whom?
- How much time, and what is the cost of that time (salaries + benefits, consultant fees, etc.)
- Other resources (supplies, fees, transportation) necessary to accomplish tasks
- Scope (how many students/families are involved, etc.)

Common cost components (Federal) include:

- Institutional Personnel (salaries + benefits)
- Non-Institutional Personnel (consultants, independent contractors, AmeriCorps members, etc.)
- Materials & Supplies (associated with program implementation)
- Printing, Photocopying & Postage
- Student Transportation
- In-State Travel (registration, mileage, meals, lodging)
- Technology Purchases (computers, apps, software, etc.)

Notes: Costs for software licenses, software or computer hardware should be discussed with AZ GEAR UP staff prior to including in your proposal.

Important Reminders:

- ◆ **GEAR UP FUNDS ARE TO SUPPLEMENT, NOT SUPPLANT:** Approved costs must "supplement" existing resources and not "supplant" them.
- ◆ **INDIRECT COSTS:** The maximum indirect rate allowed by the United States Department of Education (USDOE) for GEAR UP partnerships is 8%.
- ◆ **COST ALLOCATION:** Costs can be shared (split) among sources; for example, a task / initiative can be paid with 50% GEAR UP funds and with 50% institutional funds.

AZ GEAR UP • Postsecondary Success Initiative for Select Community Colleges • REQUEST FOR PROPOSALS 6

Budgeting Considerations

- Common Cost Components
- ◆ People (college personnel, consultants, independent contractors, AmeriCorps member(s))
- ◆ Stuff (supplies, printing costs, transportation, technology)
- ◆ Keep in mind that your organization must be prepared to submit to NAU GEAR UP detailed accounting records of every cost incurred
- ◆ If in doubt: ask NAU GEAR UP fiscal operations — Steve Hart; ultimately, we share the same goal of ensuring a "fundable" proposal, and we invite close collaboration throughout the proposal/budget preparation period

NORTHERN ARIZONA UNIVERSITY
Gaining Early Awareness & Readiness for Undergraduate Programs

FISCAL GUIDANCE

Postsecondary Success Initiative for Select Community Colleges

Costs for the Postsecondary Success Initiative are funded by federal GEAR UP resources. Therefore, federal cost principles apply to expenditure of funds. This document provides information on allowable and non-allowable costs for the initiative. Eligible institutions are encouraged to review this guidance before completing and submitting proposals, and during the administration of the grant, post-award.

ALLOWABLE COSTS

Allowable costs are those necessary to achieve approved plans aimed at increasing freshmen academic achievement and retention during the project period, May 1, 2018 through June 30, 2019. Requested funds must directly link to a service, activity, initiative or program described in the proposal.

Costs for the Postsecondary Success Initiative are funded by federal GEAR UP resources (on a reimbursement basis). Therefore, federal cost principles apply to expenditure of funds. This document provides information on allowable and non-allowable costs for the initiative. Eligible institutions are encouraged to review this guidance before completing and submitting proposals, and during the administration of the grant, post-award.

- Are allowable as defined in federal government Uniform Guidance – U.S. Code of Federal Regulations Title 2 Subtitle A, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Are in accordance with institutional policies and procedures; and,
- Clearly serve their designated public purpose; in this case, implementing plans to help GEAR UP college freshmen succeed academically during their first year of FSE and return to college for their sophomore year.

Common cost components (Federal) include:

- Institutional Personnel (salaries + benefits)
- Non-Institutional Personnel (consultants, independent contractors, AmeriCorps members, etc.)
- Materials & Supplies (associated with program implementation)
- Printing, Photocopying & Postage
- Student Transportation
- In-State Travel (registration, mileage, meals, lodging)

AZ GEAR UP • Postsecondary Success Initiative for Select Community Colleges • FISCAL GUIDANCE 1

Budgeting Considerations

- Important Reminders
 - ◇ **This is one-time funding to serve a very specific subset of students for up to a 14-month period**
 - ◇ **Think / Plan strategically to ensure maximum sustained benefit**
 - ◇ **Supplement Don't Supplant**
 - ◇ **Indirect Costs: unless waived, IDC is very likely applied at 8% of MTDC base (can waive IDC)**
 - ◇ **Costs can be shared (split) among sources**
 - ◇ **Not Allowable: costs for entertainment and socializing; travel-related costs not itemized in approved plan or budget; equipment costs (single item costing \$5K+); text messaging services; anything specifically identified as not allowable in federal Uniform Guidance and by your institution**
 - ◇ **Cost Share not required as part of this Agreement**

The AZ GEAR UP Postsecondary Success Initiative for Select Community Colleges makes one-time funding available to serve a subset of students for a project period that may include up to 14 months (May 1, 2018 to June 30, 2019). Colleges may choose to begin services as early as May 1, 2018 (i.e., while students are still in high school), and/or may offer services during the summer of 2018. By design, all Colleges must serve students throughout the entire 2018-19 academic year, at minimum.

Because funding beyond June 30, 2019 (i.e., to continue services to students in subsequent years) is, unfortunately, not available, institutions are encouraged to think and plan strategically, and creatively, about how this unique initiative might be structured to provide maximum, sustained benefit.

Post Award Reporting Overview

Reporting Requirements

- Progress – Quarterly
- Financial – Quarterly
- Academic – Annually or per plan with Dr. Fetsco

- Progress – Quarterly
- ◇ Customized template (for each institution's approved plan)
- ◇ Indicate status of each contracted activity ("Upcoming" vs. "In Progress" vs. "Completed") followed by explanatory detail of the status
- ◇ Submit on the 20th of each month after a quarter ends

PSI Reporting Schedule	
REPORTING PERIOD	DUE ON OR BEFORE
May 1 – Sept 30, 2018	October 22, 2018
Oct 1 – Dec 31, 2018	January 21, 2019
Jan 1 – March 31, 2019	April 22, 2019
April 1 – June 30, 2019	July 22, 2019

<h1 style="margin: 0;">NORTHERN ARIZONA </h1> <h2 style="margin: 0;">UNIVERSITY</h2>	
<h3 style="margin: 0;">Gaining Early Awareness & Readiness for Undergraduate Programs</h3>	
<h4 style="margin: 0;">POSTSECONDARY SUCCESS INITIATIVE 2018 – 2019</h4>	
Progress Report Template	
Partner: X	
Allocation: \$X	Reporting Period: Quarter 1 May 1, 2018 – September 30, 2018

OBJECTIVES

Significantly more GEAR UP students will be:

- enrolled in postsecondary education by the fall semester following their graduation from high school;
- on track for graduating from college by completing their freshman year in good academic standing;
- placed into college level English and math without the need for remedial courses.

Instructions for completing narrative:

For each **Contracted Activity** on the left, begin by indicating the status in the **Results** column (see below definitions) followed by explanatory detail of the status.

Statuses:

Upcoming: No actual progress to date, though activity may be scheduled and/or preparations underway. (Indicate when the activity has been scheduled and what preparation/planning has occurred to date.)

In Progress: Actions have been taken and/or are underway. (Describe progress in detail and identify anticipated completion date.)

Completed: All actions to accomplish contracted activity are complete. (Provide a detailed account of how the activity was completed and your reflections. Did it meet your expectations? Does the activity contribute to systemic change? If so, how?)

Community College PSI Progress Report

Page 1

- Financial – Quarterly
 - ◇ Customized template (for each entity's approved budget)
 - ◇ Summary page: states actual expenditures for the quarter by category; calculates / compares budget vs. cumulative actual
 - ◇ Detail pages: itemizes and briefly describes every expenditure for that quarter, by expenditure category (Personnel, Operating, Travel)
 - ◇ Attach supporting documentation for every expenditure requested for reimbursement (payroll records, invoices, POs, contracts, etc.)
 - ◇ Submit on the 20th of each month after a quarter ends (with progress report)
 - ◇ "Quasi-Reimbursement" approach: disbursements are made in five equal payments; final reimbursement may be adjusted to ensure that total amount disbursed = total amount expended up to award amount
 - ◇ See sample

UNIVERSITY OF ALABAMA

Gaining Early Awareness & Readiness for Undergraduate Programs

POSTSECONDARY SUCCESS INITIATIVE FOR SELECT COMMUNITY COLLEGES

2018-19 QUARTERLY FINANCIAL PACKET 1

To be completed in accordance with GEAR UP Guidelines and Instructions, and submitted within 20 days after quarter end.

SUMMARY & CERTIFICATION

Partner: _____	Allocation: _____
Check payable to: _____	Completed by: _____
Mailing address: _____	Phone number: _____
	Date prepared: _____
Signature of GEAR UP Authorized official: _____	Date signed: _____

By signing this form, the GEAR UP Partner's Authorized Official certifies to the best of his/her knowledge and belief that the financial packet is true, complete and accurate, and that a expenditure is requested for reimbursement or reimbursement in accordance with GEAR UP Postsecondary Success Initiative Partner Agreement terms and conditions. I am aware that any false, fictitious or fraudulent information for the preparation of any report or form, may subject me to criminal, civil or administrative consequences for fraud, false statements, false claims or otherwise, U.S. code 18 USC, Section 1001 and Title 28, Section 3720-3730 and 3891-3912. This GEAR UP Partner financial packet will not be processed for payment by AUSA without the AUSA or the Authorized Official's signature.

ACTUAL EXPENDITURES BY QUARTERS OF:

	PERSONNEL	OPERATING	TRAVEL	TOTAL
Q1: 05/01/18 - 05/31/18				\$ -
Q2: 06/01/18 - 12/31/18				\$ -
Q3: 01/01/19 - 03/31/19				\$ -
Q4: 04/01/19 - 04/30/19				\$ -
TOTAL DIRECT	\$ -	\$ -	\$ -	\$ -
			INDIRECT @ 8%	\$ -
			TOTAL	\$ -

BUDGETED TOTAL VS. ACTUAL EXPENDITURE \$ TOTAL

CATEGORY	BUDGETED TOTAL	ACTUAL EXPENDITURE \$ TOTAL	BUDGETED TOTAL LESS ACTUAL EXPENDITURE \$ TOTAL	
PERSONNEL	\$ -	\$ -	\$ -	SX May 30, 2019
OPERATING	\$ -	\$ -	\$ -	SX October 31, 2019
TRAVEL	\$ -	\$ -	\$ -	SX January 31, 2019
TOTAL DIRECT	\$ -	\$ -	\$ -	SX April 30, 2019
INDIRECT @ 8%	\$ -	\$ -	\$ -	SX July 31, 2019
TOTAL	\$ -	\$ -	\$ -	

NUC shall continue as a fee agreement to receive and make any report to be not to exceed \$5,000 per year or a percentage of the estimated of \$5,000, whichever is less, in order to maintain a complete financial record. Payment instructions are as follows:

NUC shall indicate the final payment amount to receive that NUC shall not receive more than total costs incurred.

Financial Reports

Two Final Fiscal Operations Points of Emphasis

(topics that seem to inevitably come up when administering almost any federal grant)

- Time and effort certification: All personnel costs incurred / requested for reimbursement will require submittal of both payroll records and time and effort certification / documentation (using existing systems)
- Food cost scrutiny: "...there is a very high burden of proof to show that paying for food and beverages with federal funds is necessary to meet the goals and objectives of a federal grant...there may be some circumstances where the cost would be permissible..."

From "Using Federal Grant Funds to Host A Meeting or Conference" [May 2013]
<http://www2.ed.gov/policy/fund/guid/eposbul/gposbul.html>

Data Sharing

Dr. Thomas Fetsco, Evaluator, Arizona GEAR UP

Proposal Section III: Data Sharing

- Follow Instructions
- See Sample
- Contact Tom Fetsco
 - 602-728-9529
 - thomas.fetsco@nau.edu

III. DATA SHARING DESCRIPTION

The Evaluation Plan approved by the US Department of Education for the Arizona GEAR UP 2012-19 grant requires the following data:

- Course titles for any developmental (remedial) courses in English and math taken by GEAR UP students and comparison students
- Grades earned by GEAR UP students and comparison students in developmental (remedial) courses including withdrawals and incompletes (grades may be pass/fail)
- GEAR UP students' and comparison students' end of freshman year GPA based on a four-point scale

Minimally the expectation is de-identified student-level data for GEAR UP students and aggregate level data for comparison students.

NOTE: Your institution's qualification for award, as a subgrantee, allows NAU to include language in the Partner Agreement to meet the requirements of 34 CFR 99.31(a)(6)(i), allowing for the release of specified identified student level academic information to NAU/AZ GEAR UP under the **exception** outlined in 34 CFR § 99.31 (which provides that schools can disclose, without consent, students' education records to authorized representatives for purposes of evaluating a federally-funded program, as long as the partner agreement ensures specific data security requirements are met).

Please prepare your institution's plan for sharing data in collaboration with Dr. Thomas Fetsco, 602-728-9529, thomas.fetsco@nau.edu, and describe that plan in the space below.

PRELIMINARY CONTACTS WITH INSTITUTIONAL RESEARCH

- Mary Schall (Arizona Western College)
- Judy Yip-Reyes (Northland Pioneer College)
- Tom Hughes (Yavapai College)
- Robert Faubert (Mohave Community College)

GRANT EVALUATION PLAN

Two Postsecondary Success Outcomes

- Significantly more GEAR UP students will complete their freshman year in good academic standing than students in a comparison group.
- Significantly more GEAR UP students will be placed into college level math and English without the need for remediation than students in a comparison group.

DATA ELEMENTS

The Evaluation Plan approved by the US Department of Education for the Arizona GEAR UP 2012-19 grant requires the following data:

- Course titles for any developmental (remedial) courses in English and math taken by GEAR UP students and comparison students
- Grades earned by GEAR UP students and comparison students in developmental (remedial) courses including withdrawals and incompletes (grades may be pass/fail)
- GEAR UP students' and comparison students' end of freshman year GPA based on a four-point scale

DATA FORMAT

Minimally the expectation is de-identified student-level data for GEAR UP students and aggregate level data for comparison students.

NOTE: Your institution's qualification for award, as a subgrantee, allows NAU to include language in the Partner Agreement to meet the requirements of 34 CFR 99.31(a)(6)(i), allowing for the release of specified identified student level academic information to NAU/AZ GEAR UP under the **exception** outlined in 34 CFR § 99.31 (which provides that schools can disclose, without consent, students' education records to authorized representatives for purposes of evaluating a federally-funded program, as long as the partner agreement ensures specific data security requirements are met).

NEXT STEPS

The GEAR UP Research and Evaluation team will continue to work with each partner to ensure that the data sharing process is consistent with FERPA requirements and the policies and procedures of the partners and Northern Arizona University.

The goal would be for GEAR UP to receive the requested data no later than the **first week of September 2019**.

AZ GEAR UP Contact Info

<p><u>GENERAL/ADMINISTRATIVE</u> Teena Olszewski Executive Director Arizona GEAR UP 602-776-4613 teena.olszewski@nau.edu</p>	<p><u>PROGRAMMATIC</u> Barbara Soby Associate Director Arizona GEAR UP 602-776-4617 barbara.soby@nau.edu</p>
<p><u>FISCAL OPERATIONS</u> Stephen Hart Director of Operations Arizona GEAR UP 602-776-4614 stephen.hart@nau.edu</p>	<p><u>DATA SHARING</u> Dr. Thomas Fetsco Director ISCCR 602-728-9529 thomas.fetsco@nau.edu</p>

Arizona Ready for College & Career (ARCC) Program

Rosemary Liversedge, ARCC Director, Civic Service Institute - NAU

Who we are...

- NAU AmeriCorps program
- Focus: To increase on-time HS graduation & postsecondary enrollment
- Partners statewide increasing capacity of student services
- Over 4,500 HS Seniors received one-on-one assistance (16-17)
 - FAFSA, College & Scholarship Applications
 - Mentoring & Tutoring
 - Test Prep, ECAPs and more

Using ARCC members in your plan...

- Summer Melt (Term A)
 - Support GEAR UP students through the summer.
 - Expand current summer programming and/or create new.
- Summer melt & Continued Support (Terms A-D)
 - This member can work with GEAR UP students in the summer as well as continue to support students through their first year.

How to apply...

- Incorporate appropriate cost match in GEAR UP Proposal
- Complete ARCC Partner Site Application

NAU AmeriCorps Opportunity

Rosemary Liversedge, Coordinator
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Arizona Ready for College and Career (ARCC)
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