

NEW MEXICO HIGHER EDUCATION DEPARTMENT  
NM GEAR UP



2007-2008 NM GEAR UP  
REVISED AWARD LETTER FOR CHAPARRAL, SANTA TERESA AND GADSDEN MIDDLE  
SCHOOLS

August 24, 2007

Cynthia Nava, Superintendent  
Gadsden Independent Schools  
PO Drawer 70  
Anthony, NM 88021

Dear Superintendent Nava:

The New Mexico Higher Education Department (NMHED) is pleased to announce that we have received continuation funding for New Mexico GEAR UP (NM GEAR UP) from the U.S. Department of Education. GEAR UP stands for *Gaining Early Awareness and Readiness for Undergraduate Programs*. The purpose of the grant is to increase the number of low-income students who graduate from high school prepared to succeed in college. NM GEAR UP anticipates a strong second year of implementation building on the relationships and structures established during year one.

This letter confirms that Chaparral MS will receive \$64,770, Gadsden MS \$122,174 and Santa Teresa \$92,202 to implement NM GEAR UP during the 2007-2008 school year. Please present this letter to your school board for approval and request a Budget Adjustment Request (BAR) through the Public Education Department (PED). **Budget plans and budgets (attached) must be submitted by the NM GEAR UP School Site Team to Rebecca Belletto, NM GEAR UP State Coordinator, for approval by September 7, 2007.** Upon receiving approval via email, the school can spend NM GEAR UP funds.

Please refer to GEAR UP budget rules below and on the Higher Education Department website ([hed.state.nm.us](http://hed.state.nm.us)).

**Your local Regional NM GEAR UP Coordinator is** Corrina Trujillo, Southern Regional Coordinator, at (505) 882-6807 or [Corrina.trujillo@state.nm.us](mailto:Corrina.trujillo@state.nm.us).

**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 NM GEAR UP purchases and submit **monthly** reimbursement requests, Non-Personnel and User Activity Reports, and CompassMatch reports to the Federal Fiscal Officer in Santa Fe. Remember that all expenditures must directly apply to 8<sup>th</sup> grade GEAR UP cohort students and their teachers in the school year 2007-2008.



*Gaining Early Awareness and Readiness for Undergraduate Programs*  
1068 Cerrillos Road, Santa Fe, New Mexico 87505-1650  
Phone: 505-476-6555, Fax: 505-476-6557 [www.hed.state.nm.us](http://www.hed.state.nm.us)

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:

- equipment over \$5,000 per unit
- any expense over \$5,000
- all food
- all travel
- Indirect costs are not allowed

### **Matching Requirement**

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

### **Data Entry and Collection**

All NM GEAR UP students, family and staff activities must be entered into the Compass online evaluation system. 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, 2008.

### **Records Maintenance**

In preparation for a federal audit, all documents pertaining to NM GEAR UP must be saved for the life of the grant ending July 20, 2012.

### **Reimbursement Request Schedule**

Please submit requests for reimbursement monthly. NM GEAR UP will issue reimbursement payments net 30. If the district does not submit monthly reimbursements starting the month of October, your budget/finance officer will be contacted by email.

### **Budgeting for Summer Expenditures**

Given state year-end fiscal deadlines, districts must pre-encumber and request reimbursement for all summer programs by July 10, 2008. Payroll running through June 30, 2008 must also be submitted for reimbursement by July 10, 2007.

### **Carryover**

No carryover will be approved for the 2007-08 award. Please plan to spend all funds in the current school year.

If you have any questions or concerns, please contact your regional coordinator or:

Rebecca Belletto  
NM GEAR UP State Coordinator  
New Mexico Higher Education Department  
1068 Cerrillos Road  
Santa Fe, NM 87505-1650  
Phone: 505-476-6521; fax: 505-476-6557

cc: District Finance Director  
Middle school/junior high school principals