



October 20, 2010

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

Dear Senator Nava:

The New Mexico Higher Education Department is pleased to announce that Gadsden Independent School District has been **awarded** continuation funding for the New Mexico *Gaining Early Awareness and Readiness for Undergraduate Programs* (NM GEAR UP). 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 School District will receive \$382,313.00 to implement NM GEAR UP activities at Gadsden Schools during the 2010-2011 school-year. Santa Teresa HS will receive \$97,536.00 plus \$9,961.00 of approved carryover. Gadsden HS will receive \$121,920.00 plus \$13,538.00 of approved carryover. Chaparral HS will receive \$70,866.00 plus \$14,492.00 of approved carryover. The total award also includes \$42,000 for the salary and benefits of a NM GEAR UP district coordinator and \$12,000 for the district coordinator's approved travel and work related expenditures.

A school budget plan must be submitted to NM GEAR UP for approval by the U.S. Department of Education. The steps below outline the budget approval process.

- 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 NM GEAR UP State Coordinator, for state and federal approval. ricky.serna@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 work with NM GEAR UP,

Ricky Serna, State Coordinator, NM GEAR UP
New Mexico Higher Education Department

cc: Steve Suggs, Chief Financial Officer
Mark Rupcich, Chaparral High Principal
Carey Chambers, Gadsden High Principal
Rosa Hood, Santa Teresa High Principal

Attachments: Project Title and Award Information
Budget and Reporting Requirements

2048 GALISTEO
SANTA FE, NM 87505-2100
Phone: 505.476.8400
www.hed.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 Match reports to Josh Gonzales, NM GEAR UP Federal Fiscal Officer at josh.gonzales@state.nm.us in Santa Fe. **Remember that all expenditures must directly apply to 11th grade GEAR UP cohort students and their teachers in the school year 2010-2011.**

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, 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 NM GEAR UP 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, 2011.

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. 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 funds. Requests for reimbursement for all summer programs must be submitted by July 15, 2011. Payroll running through June 30, 2011 must also be submitted for reimbursement by July 15, 2011.

Carryover

The carryover of NM GEAR UP funding is not automatic.