



STATE OF MICHIGAN

DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT

TALENT INVESTMENT AGENCY

WANDA M. STOKES  
DIRECTOR

RICK SNYDER  
GOVERNOR

ROGER CURTIS  
DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 18-03**

**Date:** January 23, 2018

**To:** Michigan Gaining Early Awareness and Readiness for Undergraduate Programs (MI GEAR UP) Partner Directors:  
Central Michigan University  
Eastern Michigan University  
Ferris State University  
Grand Valley State University  
Lake Superior State University  
Michigan State University  
Michigan Technological University  
Northern Michigan University  
Oakland University  
Saginaw Valley State University  
University of Michigan – Ann Arbor  
University of Michigan – Dearborn  
University of Michigan – Flint  
Wayne State University  
Western Michigan University  
EduGuide  
Employment & Training Designs, Inc.  
University of Michigan – Ann Arbor, The Center for Education, Design, Evaluation and Research (CEDER)  
University of Michigan, College of Engineering, Center for Engineering Diversity and Outreach  
Michigan Campus Compact  
Michigan College Access Network  
Michigan College Advising Corps  
Corporation for National and Community Service

**From:** Wanda M. Stokes  
Director **SIGNED**

**Subject:** MI GEAR UP Funding Allocations and Plan Instructions for Fiscal Year (FY) 2017-18 (September 26, 2017 - September 25, 2018)

**Programs**

**Affected:** MI GEAR UP funded by the United States Higher Education Act and College Day (CD) programs funded by the Michigan Higher Education Act

**References:** Public Law (PL) 105-244 IV Higher Education Act of 1965, as amended by PL 105-244

Code of Federal Regulations (CFR) Part 694

Education Department General Administrative Regulations (EDGAR) as applicable

2 CFR as applicable

Michigan Public Act 108 of 2017, section 277

**Rescissions:** None

**Background:** Enacted in 1998, the federal GEAR UP was signed into law as part of the Higher Education Amendments of 1998 (PL 105-244). The mission of GEAR UP is to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education.

MI GEAR UP's cohort approach requires that the university partner-based MI GEAR UP serve at least one grade level of students, beginning no later than the seventh grade, in a participating school that has a seventh grade, and in which, at least 50 percent of the students enrolled are eligible for free or reduced lunch under the National School Lunch Act.

MI GEAR UP partners, using the Priority Approach, must target students who are eligible to be counted under section 1124 of the Elementary and Secondary Education Act of 1965 (Title I); free or reduced-price meals under the National School Lunch Act, or are eligible for assistance under Temporary Assistance for Needy Families, authorized by Title I of the Personal Responsibility and Work Opportunity Reconciliation Act.

The Michigan Martin Luther King, Jr. - César Chávez - Rosa Parks (KCP) Initiative was created by the Michigan State Legislature in 1986 after a statewide analysis of participation and graduation rates of Michigan's most educationally disadvantaged students. The legislative intent is to improve college access, retention, and graduation rates for students underrepresented in postsecondary education.

In 2011, the KCP Initiative, which is an office based in the Michigan Talent Investment Agency (TIA), was designated as the state agency to apply for and administer MI GEAR UP for the State of Michigan.

Included in the appropriation for fiscal year 2017-2018 for each public university in section 236 is funding for the KCP CD program that is intended to introduce academically or economically disadvantaged schoolchildren to the potential of a college education. Preference may not be given to participants on the basis of race, color, ethnicity, gender, or national origin. Public universities should encourage participation from those who would otherwise not adequately be represented in the student population.

Individual program plans of each public university shall include a budget of equal contributions from this program, the participating public university, the participating school district, and the participating independent degree granting college. The CD funds shall not be expended to cover indirect costs. Not more than 20 percent of the university match shall be attributable to indirect costs. Each public university shall apply the percentage change applicable to every public university in the calculation of appropriations in section 236 to the amount of funds allocated to the CD program.

The program described in this section shall be administered by each public university in a manner prescribed by the TIA.

**Policy:**

MI GEAR UP partners with Michigan's 15 public higher education institutions, Michigan Department of Treasury, EduGuide, Employment & Training Designs, Inc., Michigan College Access Network, Michigan College Advising Corps, Michigan Campus Compact, and CEDER to target and provide services to 51 public, secondary school districts and 69 high schools throughout Michigan. The goal is to improve the college enrollment, retention, and graduation rates of MI GEAR UP students. The project leverages existing KCP funded programs as match dollars, outside partners' match dollars, and GEAR UP funds.

According to the EDGAR, 34 CFR 75.560 – 75.562 and 34 CFR 80.22, the maximum indirect cost rate that an agency of a state or local government receiving funds under GEAR UP may use to charge indirect costs to these funds is the lesser of:

- a) The rate established by the negotiated indirect cost agreement; or
- b) Eight percent of a modified total direct cost base.  
(Authority: 20 U.S.C. 1070a-21 to 1070a-28).

As a result of the EDGAR guidelines, the maximum indirect costs that can be attributed to the CD institution match and/or the MI GEAR UP award is eight percent.

It is the TIA's policy that no more than eight percent can be expended to cover indirect costs.

CD shall provide day, overnight, or extended college experiences on the college campus for 6th-12th grade students. Overnight and extended programs are intended to give students exposure to campus life, including campus housing. Programs should fulfill the intent stated in section 277 of the State of Michigan Public Act 108 of 2017 and should not be designed principally as an academic or athletic skills development program.

In order to adequately succeed in college, each participant and family member participating in MI GEAR UP shall be provided with information describing the Michigan postsecondary education system (2-year and 4-year public and independent degree-granting colleges and universities), the opportunities afforded by a college education, admissions requirements, financial aid availability, and requirements to adequately prepare for college.

MI GEAR UP partners agree to comply with all pertinent federal and state regulations and legislation involving civil rights, equal opportunity, and affirmative action, including but not limited to Title VI of the Civil Rights Act of 1964 and Act No. 453, Michigan PAs of 1976.

MI GEAR UP partners are responsible for providing and maintaining customary institutional liability protection and “hold harmless” provisions at all times for all MI GEAR UP persons and property (as provided to any and all regular programs of the institution).

Because Michigan has obtained a federal waiver of the GEAR UP scholarship requirement, MI GEAR UP will not include a scholarship component as defined by the Higher Education Opportunity Act (HEOA). MI GEAR UP will make a limited number of educational awards to MI GEAR UP students. Unlike the scholarships authorized by the HEOA, the number of educational awards will be limited and individual sites will establish educational award criteria, in partnership with the MI GEAR UP State office and the Michigan Department of Treasury.

**Action:** MI GEAR UP fiscal agent officials shall prepare and submit attachments II, III and IV by the date designated by the State MI GEAR UP office.

- |                           |   |
|---------------------------|---|
| <b>1. Attachment I:</b>   | <b>Year 7 Annual</b>                                      |
| <b>Work Plan</b>          |   |
|                           | (Specific activities to complete for Year 7)              |
| <b>2. Attachment II:</b>  | <b>Year 7 Funding &amp; Program Strategy</b>              |
| <b>3. Attachment III:</b> | <b>Year 7 Proposed Budget and Year 7 Budget Narrative</b> |
| <b>4. Attachment IV:</b>  | <b>Year 7 Plan Approval/Modification Request</b>          |
| <b>5. Attachment V:</b>   | <b>Year 7 Projected Activities and Food Costs</b>         |
| <b>6. Attachment VI:</b>  | <b>Year 7 Calendar</b>                                    |

All prepared attachments must be submitted electronically electronically by the due date to: [WDA-kcpinitiative@michigan.gov](mailto:WDA-kcpinitiative@michigan.gov).

**Inquiries:**

Questions regarding this policy should be directed to Dr. Cliff Akujobi by telephone at 517-373-9700 or by email at [akujobic@michigan.gov](mailto:akujobic@michigan.gov), or to Mr. Kelly Simmons by telephone at 517-335-3009 or by email at [simmonsk3@michigan.gov](mailto:simmonsk3@michigan.gov).

In accordance with the Americans with Disabilities Act, the information contained in this policy will be made available in alternative format (large type, audio recording, etc.) upon request to this office.

**Expiration  
Date:**

September 25, 2018

WMS:KS:ww  
Attachment(s)

## Attachment I

### Michigan Gaining Early Awareness and Readiness for Undergraduate Programs College Day (MI GEAR UP/CD)

Michigan Talent and Economic Development  
Michigan Talent Investment Agency (TIA)/Workforce Development

**Program Period: September 26, 2017 – September 25, 2018**

#### **Year 7 Work Plan**

Revised September 28, 2017

MI GEAR UP/CD supports the P-20 educational pipeline including the Michigan Martin Luther King, Jr. - César Chávez - Rosa Parks (KCP) Initiatives: Future Faculty Fellowship Program, Visiting Professors Program and Competitive Grants (Select Student Support Services, Michigan College/University Partnership, and the Morris Hood, Jr., Educator Development Program). An alignment of existing MI GEAR UP/CD goals offers the opportunity to leverage existing resources, and further strengthen programs. Interaction of the various programs that make up MI GEAR UP/CD includes the development of campus activities that integrate existing services and jointly reinforce each program. MI GEAR UP programs will collaborate with other college access programs such as Michigan College Access Network, Michigan Campus Compact and TRiO to facilitate enrollment of eligible participants across the range of programs sharing the common goal of college access and success. Through increasing P-20 collaboration and college access preparation, MI GEAR UP/CD will maximize available resources and increase the number of students who are able to enter and succeed in postsecondary education.

**Higher Education Opportunity Act (HEOA) Requirements:** When completing the Annual Performance Report, Institutions/Partners should address how they were able to provide services to accomplish these new requirements. The new HEOA requires that all MI GEAR UP/CD programs include activities/services to accomplish the following:

All partner sites must:

- A. Provide activities that will be met by their specific MI GEAR UP/CD program. Partner Institutions are to use the Work Plan template provided when completing the required information.
  - B. Consider whether an activity is allowable, allocable, reasonable, and necessary.
  - C. Understand that activities associated with entertainment, including amusement, diversion, and social activities, with minimal relation to MI GEAR UP/CD goals and objectives are not permissible uses of MI GEAR UP/CD funds.
  - D. Understand that sub-recipients are responsible for the proper use of their grant awards and may have to repay funds to the U.S. Department of Education if they violate the rules on the use of grant funds, including the rules for meeting and conference-related expenses.
- I. Complete MI GEAR UP/CD Work Plan questions. Use the Work Plan template provided to complete the required information.**

1. What is the total number of 2016-17 MI GEAR UP students that are currently enrolled at a postsecondary institution?
2. What is the total number of MI GEAR UP students enrolled at your institution? (Please include students that your program did not previously work with.)
3. What is the total number of MI GEAR UP students proposed to be served?
4. Do you plan on providing services to MI GEAR UP students that do not attend your institution? If so, what postsecondary institution do these students attend?
5. What are the activities/services for objectives listed in the Policy Issuance: 18-XX that the program will implement to meet the goals and objectives (both on and/or off campus)? Please provide them by numbering/bulleted each activity and identifying actions that align with the objective.
6. What professional development activities/strategies do you plan to provide for staff and stakeholders? Please describe them.
7. How will your program collaborate with other programs/resources on campus to provide services to MI GEAR UP students? Please describe them.
8. How will the programs track academic standing of MI GEAR UP students?
9. Will all federal and state funds for 2017-18 be expended? If not, please explain.

## **II. CONTACT INFORMATION**

1. Provide the MI GEAR UP office with current team members' defined roles and up-to-date contact information.
2. **Provide Contact Information for the following:**
  - A) **Principle Investigator**
  - B) **Authorized Grant Signatory**
  - C) **Financial Office authorized to receive federal/state grant cash requests documents**

*\*\*This information is vital and used for sending renewal contract and Grant Award Notifications.*

## **III. Submission:**

The Annual Work Plan must be submitted electronically by the designated due date to the KCP email at [wda-kcpinitiative@michigan.gov](mailto:wda-kcpinitiative@michigan.gov).

- IV. All Annual Work Plans must be approved by the TIA.

## **Attachment II**

### **Michigan Gaining Early Awareness and Readiness for Undergraduate Programs (MI GEAR UP)**

#### **Michigan Talent Investment Agency (TIA)**

Program Period: September 26, 2017 – September 25, 2018

### **Funding and Program Strategy**

#### **Funding Allocations**

Seven-year federal allocations to participating institutions are based on the percentage of state dollars appropriated to each participating College Day (CD) institution to implement a CD program. The United States Department of Education (USDOE) funds will supplement State appropriated funds to implement MI GEAR UP. Annual site allocations are based on this formula and the projected annual federal allocation to the State. Seven-year funding allocations for each site are incorporated in the budget section. Each participating institution must serve the number of students identified in the approved grant proposal. Continued funding allocations to the State and the institutions are contingent on satisfactory site performance, the submission of an acceptable annual report, and the availability of federal funds.

**Projected Distribution of Federal and State Funds for 7 Years**

**Federal Funds**

**State**

Federal allocation to State – \$3,360,140  
 Federal allocation to Partners–\$1,700,000

State allocation to Institutions – \$1,034,163

<b>University/Partners</b>	<b>PA 108 CD 2017-18 Appropriations</b>	<b>Required Minimum 2017-18 Match</b>	<b>GEAR UP 2017-18 Award</b>	<b>Total 2017-18 Estimated Budget</b>
Central Michigan University (CMU)	\$77,706.00	\$77,706.00	\$105,102.99	\$260,514.99
Eastern Michigan University (EMU)	\$92,351.00	\$92,351.00	\$107,111.92	\$291,813.92
Ferris State University (FSU)	\$48,043.00	\$48,043.00	\$64,428.70	\$160,514.70
Grand Valley State University (GVSU)	\$32,743.00	\$32,743.00	\$36,525.53	\$102,011.53
Lake Superior State University (LSSU)	\$12,313.00	\$12,313.00	\$23,815.25	\$48,441.25
Michigan State University (MSU)	\$191,611.00	\$191,611.00	\$216,061.30	\$599,283.30
Michigan Technological University (MTU)	\$31,622.00	\$31,622.00	\$35,316.58	\$98,560.58
Northern Michigan University (NMU)	\$35,354.00	\$35,354.00	\$39,646.81	\$110,354.81
Oakland University (OU)	\$54,665.00	\$54,665.00	\$62,679.56	\$172,009.56
Saginaw Valley State University (SVSU)	\$22,203.00	\$22,203.00	\$35,255.92	\$79,661.92
University of Michigan-Ann Arbor (UM-AA)	\$156,814.00	\$156,814.00	\$175,428.47	\$489,056.47
University of Michigan-Dearborn (UM-D)	\$28,825.00	\$28,825.00	\$47,937.01	\$105,587.01
University of Michigan-Flint (UM-F)	\$25,467.00	\$25,467.00	\$28,340.10	\$79,274.10
Wayne State University (WSU)	\$132,187.00	\$132,187.00	\$148,651.52	\$413,025.52
Western Michigan University (WMU)	\$92,259.00	\$92,259.00	\$114,483.55	\$299,001.55
<b>SUBTOTAL</b>	<b>\$1,034,163.00</b>	<b>\$1,034,163.00</b>	<b>\$1,240,785.21</b>	<b>\$3,309,111.21</b>

University/Partners	PA 108 CD 2017-18 Appropriation s	Required Minimum 2017-18 Match	GEAR UP 2017-18 Award	Total 2017-18 Estimated Budget
EduGuide	\$0.00	\$142,422.45	\$142,422.45	\$284,844.90
UM-AA The Center for Education, Design, Evaluation, and Research (CEDER)	\$0.00	\$119,074.85	\$119,074.85	\$238,149.70
UM-AA Center for Engineering and Diversity Outreach (CEDO)	\$0.00	\$23,001.76	\$23,001.76	\$46,003.52
Michigan Campus Compact	\$0.00	\$0.00	\$0.00	\$0.00
Detroit Area Pre-College Engineering Program	\$0.00	142,815.98	142,815.98	\$285,631.96
Employment & Training Designs, Inc. (ETDI)	\$0.00	\$31,899.75	\$31,899.75	\$63,799.50
<b>TOTAL</b>	<b>\$1,034,163.00</b>	<b>\$1,493,377.79</b>	<b>\$1,700,000.00</b>	<b>\$4,227,540.79</b>

State Administrative Funds - \$931,701.89

**Note: Federal award does not reflect Year 6 carry forward.**

***Students to be served per year***

Recipient	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
CMU	640	640	640	640	640	640	640
EMU	224	224	224	224	224	224	224
FSU	631	631	631	631	631	631	631
GVSU	714	714	714	714	714	714	714
LSSU	272	272	272	272	272	272	272
MSU	1,478	1,478	1,478	1,478	1,478	1,478	1,478
MTU	421	421	421	421	421	421	421
NMU	106	106	106	106	106	106	106
OU	676	676	676	676	676	676	676
SVSU	366	366	366	366	366	366	366
UM-AA	1,143	1,143	1,143	1,143	1,143	1,143	1,143
UM-D	454	454	454	454	454	454	454
UM-F	111	111	111	111	111	111	111
WSU	1,306	1,306	1,306	1,306	1,306	1,306	1,306
WMU	911	911	911	911	911	911	911
<b>Statewide Total</b>	<b>9,453</b>						

## Budget

The budget provided reflects the CD 2017-18 appropriations, local match, and the federal award approved by the USDOE. Each site must prepare and submit an Annual Work Plan and Budget after the partner has received the Grant Award Notification. The MI GEAR UP State office will determine the due date for submission of the Annual Work Plan, Proposed Budget, and Budget Narrative. The Annual Work Plan must include a budget that reflects the CD appropriations, MI GEAR UP match, and GEAR UP award funds. The State MI GEAR UP office must approve the Annual Work Plan, Budget, and Budget Narrative. All budget modifications must be submitted in writing and require approval by the State MI GEAR UP office.

Use the attached Budget Summary form to present projected budget expenditures for Year 7 of grant funding. Please provide a justification for this budget by including a narrative (approximately 2-3 sentences) for each budget line item, which explains: (1) the basis for estimating the costs of professional personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs, and any projected expenditures; and (2) how the major cost items relate to the proposed activities. Sites are reminded that MI GEAR UP funds must be used to supplement, **not supplant**, funds for existing programs.

## MI GEAR UP Coordination and Match

GEAR UP funds received from the USDOE are used to supplement the existing state funded CD program. All federal, state, and matching funds will be used to implement MI GEAR UP. Section 404C of the Higher Education Act of 1965, as amended, requires grantees (states) under GEAR UP to provide not less than 50 percent of the total cost of the project over seven years. Therefore, Michigan is required to provide a dollar-for-dollar match for all grant award funds received from the USDOE. The Michigan legislative directive from Public Act 108 of 2017, section 277 (2) for CD programs requires, "Individual program plans of each public university shall include a budget of equal contributions from this program, the participating public university, the participating school district, and the participating independent degree granting college." In essence, each university must provide 100 percent match for state CD appropriations. While the minimum GEAR UP match contribution is 100 percent of the state allocation, it is *expected* that match contributions should reflect the fiscal year 2017 Pledged CD Grant Match amount as indicated on pages nine and ten in the GEAR UP PI 18-03, Attachment II. The local match requirement does not apply to institutions not participating in the CD program.

MI GEAR UP sites will complete local matching partnership agreements (Budget Narrative form). Agreements should reflect contributions for the entire seven-year project. Agreements shall be updated annually and kept on file at the institution as well as provided to the MI GEAR UP State office. Regardless of whether all CD appropriation funds are used, all matching funds pledged to the MI GEAR UP must be provided and reported annually by September 25<sup>th</sup>.

The total state CD appropriations, CD institution match, and match from local partners will be applied as match towards the approximate \$23,000,000 federal GEAR UP award. No additional match funds from the institutions and partners are required other than those listed above. Match funds may either be in-kind or cash. Annual continuation funding is based upon satisfactory program performance and state and federal appropriations.

### Advertising and Marketing

The TIA King-Chávez-Parks (KCP) Initiative will facilitate MI GEAR UP advertising and marketing in cooperation with local sites. Institutional funds may be used for marketing and public relations on a limited basis.

News releases pertaining to services, study, data, or project to which it relates will not be made without prior written approval from the TIA/KCP, and then, only in accordance with explicit written instructions. No results of the program are to be released without prior approval of the TIA/KCP, and then only in accordance with explicit written instructions. The KCP office requests copies or notification of press coverage of MI GEAR UPs or activities.

MI GEAR UP partners should acknowledge support from the USDOE and the TIA/KCP in all program (printed and/or electronic) materials, program activities, and/or marketing information.

### Evaluation

The TIA will provide for the independent evaluation of MI GEAR UP. Local sites are required to cooperate with all evaluation requests.

### Participation Requirements and Record Keeping and Reporting

Sites will document services provided to students and produce data for the Annual Performance Report required by the USDOE. Data to be collected includes the students' grade in school, school year dates, courses taken by the student, measures of performance, and other student characteristics. Data related to MI GEAR UP activities includes types of service, date of participation, setting, and amount of time that a student participates. MI GEAR UP shall gather, compile, and report the required profile data (specifically identified in the policy) to assess the impact of MI GEAR UP. All required profile data must be submitted according to requirements set by the U of M – Center for Education, Design, Evaluation, and Research. All MI GEAR UPs should maintain a hard copy of all required reports and signature pages within their program office. The hours students participate in the program must be tracked. Students and staff must participate in MI GEAR UP activities to the extent needed to ensure program goals are met. Sites are responsible for maintaining adequate student records.

Reports submitted to the State MI GEAR UP office include cash requests and narrative progress reports. Cash requests and expenditure reports are due four times per year: January 20, 2018, April 20, 2018, July 20, 2018, and October 19, 2018. Notification of any changes to the due dates will be provided by the State MI GEAR UP office.

A final expenditure report that includes a summary of GEAR UP and CD funds is due October 19, 2018. The TIA will reimburse for actual costs expended in the designated reporting period. This Final Report covers only five days, but due to the different federal and state reporting calendars, those five days must be accounted for separately. Expenditure reports will reflect actual expenditures to date vs. planned expenditures. The TIA will provide forms for these reports.

Narrative progress reports are required to be submitted with the expenditure reports. A final year-end program and expenditure report is also required, and is due October 19, 2018. Additional guidance on these reports will be provided under a separate policy issuance.

## Student Enrollment, Cohort, and Priority Approach Selection

MI GEAR UP serves students under the cohort approach. Partners use the single cohort and priority approach to serve students each year. All services started with students enrolled in the seventh grade for the 2011-2012 program year. Students will continue to receive services through September 25, 2018. The school buildings listed below may be revised due to school closings and the decline in student enrollment in the school buildings approved by the USDOE to receive MI GEAR UP services. The total number of students required to be served annually (9,453) as approved by USDOE in the MI GEAR UP application, must be met by the state grant.

**CMU** will serve Harrison High School, International Academy of Flint, Northern Alternative High School, Flint Northwestern High School, Flint Southwestern Classical Academy and Central Michigan University.

**EMU** will serve John F. Kennedy High School, River Rouge High School, Romulus High School, Truman High School and Eastern Michigan University.

**FSU** will serve Baldwin Senior High School, Big Rapids High School, Morley Stanwood High School, Muskegon Heights High School, Muskegon High School and Ferris State University.

**GVSU** will serve Innovation Central High School, Ottawa Hills High School, Union High School and Grand Valley State University.

**LSSU** will serve Malcolm High School, Ojibwe Charter School, Pickford High School, Sault Area High School, Whitefish Township School and Lake Superior State University.

**MSU** will serve Eastern High School, Everett High School, J. W. Sexton High School, Jackson High School, Cass Technical High School, Marshall High School and Michigan State University.

**MTU** will serve Baraga Area High School, Calumet High School, Chassell K-12 School, Dollar Bay High School, Hancock Central High School, Houghton High School, Lake Linden-Hubbell High School, L'Anse High School Michigan Technological University.

**NMU** will serve North Star Academy and Northern Michigan University.

**OU** will serve Pontiac International Technology Academy, Oak Park High School, Pontiac High School and Oakland University.

**SVSU** will serve Arthur Hill High School, Saginaw High School, and Saginaw Valley State University.

**UM-AA** will serve Highland Park Renaissance Academy High School, Southfield High School, Southfield-Lathrup High School, Southfield Regional Academic Campus, Southfield University High School, Ypsilanti Community High School, Ypsilanti New Technical High School and University of Michigan – Ann Arbor.

**UM-D** will serve Chandler Park Academy High School, Cody Academy of Public Leadership, Douglas Academy for Young Men, Medicine and Community Health at Cody, Westwood New Tech High School, Robichaud Senior High School, Winans Academy High School and University of Michigan – Dearborn.

**UM-F** will serve Beecher High School, and University of Michigan – Flint.

**WSU** will serve Cass Technical High School, César Chávez Academy High School, Detroit Collegiate Preparatory High School, Harper Woods High School, King High School, Renaissance High School, University Preparatory Academy High School, University Preparatory Science and Math High School, Western International High School, and Wayne State University.

**WMU** will serve Benton Harbor High School, Eau Claire High School, Fennville High School, Hartford High School, Kalamazoo Central High School, and Western Michigan University.

Sites using the cohort approach must identify a *cohort* and provide services to *all* students in the participating grade level at a school, rather than a selected group of students. Services must be provided to a cohort starting no later than the seventh grade. Based on the MI GEAR UP grant, partners will provide service and support into the first year of postsecondary education. Each cohort must include all the students in a particular grade level at a participating school(s) that has(have) a seventh grade and in which at least 50 percent of the students are eligible for free or reduced-price lunch under the National School Lunch Act. The cohort approach requires that services be provided to all students in a participating grade level or “cohort” until that grade level moves on to the next school — for example, moving from middle school to high school. New students at the same grade level as the students in the MI GEAR UP cohort, who enroll in the school in which the cohort began to receive services, must be considered a part of the cohort and provided the MI GEAR UP services, as well. Those students who leave the cohort by transferring to a school that is not participating in the MI GEAR UP may continue to receive the MI GEAR UP services, but are not required to be served.

University partners using the priority approach to select a cohort of students must target students who are eligible to be counted under section 1124 (c) of the Elementary and Secondary Education Act of 1965 (Title I); receive free or reduced-price meals under the National School Lunch Act, or are eligible for assistance under Temporary Assistance for Needy Families, authorized by Title I of the Personal Responsibility and Work Opportunity Reconciliation Act.

Once the cohort moves on to another school (for example, moving from middle school to high school), the MI GEAR UP project must continue to provide services to at least those students in the cohort who attend participating secondary schools that enroll *a substantial majority* of the students in the cohort. Sites must ensure services are provided through the first year of college. However, the MI GEAR UP project is not required to follow all individual students, regardless of which school they attend.

### Program Design

MI GEAR UP is designed to enable more Michigan citizens to stay in school, study hard, and take the right courses to be successful in college. States are encouraged to emphasize in-school activities and supplement these with after school and summer activities.

A state grantee may opt to have more than one entity deliver service. A strong collaboration between K-12 and higher education is encouraged. College preparation and awareness activities may be provided by service providers such as community-based organizations, schools, institutions of higher education, public and private agencies, nonprofit and philanthropic organizations, businesses, institutions and agencies sponsoring programs authorized under

subpart four of Part A of Title IV of the Higher Education Act of 1965 (the Leveraging Education Assistance Partnership program), and other organizations the State may deem appropriate. State projects must include both 1) an *early intervention component*, under which a GEAR UP project provides early college awareness and preparation activities for participating students through comprehensive mentoring, counseling, outreach and supportive services; and 2) an *educational award* component, under which it establishes or maintains a financial assistance program that awards an *educational award* to eligible students so that they may attend college.

To fulfill the ***early intervention component***, sites are required to provide early college preparation and awareness services through comprehensive mentoring and counseling, including financial aid counseling and information about opportunities for federal financial aid. Activities fostering and improving parent/caregiver involvement in preparing and supporting students for college, college admissions and achievement tests, college application procedures, outreach, and supportive services for participating students may also be provided.

**Annual Work Plans of State Partner Sites must:**

- 1) Define needs of educational attainment and gaps in services.
- 2) Establish program objectives that work from a clearly established baseline of need and that measure progress over time.
- 3) Design a one-year timeline to measure the accomplishment of objectives and outcomes.
- 4) Provide data for evaluation that provides a basis for measuring progress over time.
- 5) Provide activities for objectives listed in the Annual Work Plan that the program will implement to meet the goals and objectives for the MI GEAR UP. All activities reported should be completed annually.

The State's objectives, benchmarks, and outcomes have been established and approved by the USDOE and are provided below. Sites are required to:

- a) Address those objectives, which apply to their program implementation.
- b) Discuss specific activities planned for Year 7.

## MI GEAR UP/TIA

Program Period: September 26, 2017 – September 25, 2018

### OBJECTIVES

#### Early Intervention Component Goal

To ensure that all MI GEAR UP students receive the academic preparation, social support, and guidance necessary to succeed in college and the workforce.

**Goal 1: Educate MI GEAR UP students and families on the importance and accessibility of a college education.**

**Objective 1: Increase access to information for parents/caregivers, students, educators and administrators regarding the benefits and accessibility of postsecondary education in Michigan.**

1.1: One hundred percent of the MI GEAR UP students will receive guidance on postsecondary education planning. Age appropriate information about the benefits of college and increased earning potential, types of college options, locations and programs of study will be provided to one hundred percent of the MI GEAR UP students by the end of the program.

1.2: The State will provide technical assistance to partner institution sites for the provisions of comprehensive early intervention services to low-income and academically at-risk students. By the end of the program, seventy-five percent of the MI GEAR UP students will receive at least one documented early intervention service.

1.3: Ten percent of MI GEAR UP students will participate in a campus college visitation experience each year to expose them to college programs and the admission requirements for that program. At least sixty percent of MI GEAR UP students will have a college visitation experience by the end of the program.

1.4: MI GEAR UP partners and staff will disseminate the MI GEAR UP award eligibility requirements. One hundred percent of students, parents/caregivers, teachers and staff will be informed of award eligibility requirements by the end of Year 6 of the program.

1.5: One hundred percent of the MI GEAR UP students will sign the MI GEAR UP pledge to become academically competitive and graduate from high school by the end of the program.

1.6: One hundred percent of the MI GEAR UP partners and college staff/personnel will have the opportunity to participate in professional development workshops and conferences that highlight the benefits of postsecondary education by the end of the program. The MI GEAR UP partners will provide professional development opportunities to school personnel annually.

<p><b>Goal 2: Provide academic support and guidance to make college enrollment and retention achievable.</b></p> <p><b>Objective 2: Increase the academic standards and expectations of college education through strategies including participation in advanced academics, tutoring, mentoring, advising, summer programs/institutes and professional development.</b></p> <p>2.1: Seventy-five percent of students will participate in educational support services, advising and campus activities which are the requirements for college success by the end of Year 7.</p>
<p><b>Goal 3: Increase the student and family capacity to make college affordable, allowing students to enter the collegiate process and leverage financial options.</b></p> <p><b>Objective 3: Increase the MI GEAR UP student and family knowledge of college education options, preparation, and financing through financial aid workshops, college visits, and publications.</b></p> <p>3.1: One hundred percent of the MI GEAR UP partners will disseminate financial awareness information to parents/caregivers and students throughout the year.</p> <p>3.2: Twenty-five percent of MI GEAR UP parents/caregivers will participate in at least two financial awareness workshops to increase the family's capacity to make college affordable.</p>
<p><b>Goal 4: Collaborate with state, community, and campus-based college access and success initiatives in an effort to maximize available resources.</b></p> <p><b>Objective 4: The MI GEAR UPs will increase collaboration with college access and success initiatives, targeting the pipeline of academically and/or economically disadvantaged students, twelfth grade through graduate school.</b></p> <p>4.1: One hundred percent of the MI GEAR UP programs will develop plans for collaboration with the existing state, community, and campus-based college access and success initiatives.</p>
<p><b>Goal 5: Collaborate with the selected evaluation entity to develop a statewide evaluation process resulting in statewide program improvements.</b></p> <p><b>Objective 5: The MI GEAR UP programs will increase collaboration with the selected evaluation entity to conduct a statewide evaluation of the effectiveness of the MI GEAR UP interventions using student-level data and service-related information.</b></p> <p>5.1: One hundred percent of the MI GEAR UP programs will develop evaluation plans in collaboration with the selected evaluation entity.</p>

## Intervention Activities

Intervention Programs should:

- Promote rigorous academic coursework based on college/program requirements.
- Inform students and parents/caregivers about college options and financial aid, including providing students with an early notification of their eligibility for financial aid.
- Establish or make more effective use of information resources, including providing information about higher education program options, required academic courses, and financial aid.
- Ensure student access to rigorous courses that help college retention.
- Provide staff development such as training and in-service programs for teachers, tutors, academic advisors, and other institutional staff.
- Foster parental/caregiver involvement in the student's college life.
- Provide information and resources on personal and family counseling services for students as needed.
- Provide for student and parent/caregiver visits to colleges.
- Operate summer and year-round programs at institutions of higher education that provide exposure to college programs and courses.
- Provide school activities that promote student achievement and college retention.
- Assist students in obtaining summer jobs, career mentoring, and academic advising.
- Provide or make referrals for skills assessments, tutoring, and other services to improve academic achievement.
- Provide summer instruction in remedial, developmental, or supportive courses.
- Require each student to enter into an agreement to achieve certain academic milestones.
- Inform students of careers with projected high growth rates using labor market information.

Mandatory Early Intervention Services

The state grant approved by the USDOE must incorporate the following activities in their program design to the extent practical. Partner sites **must** incorporate the following activities in their Annual Work Plan, to the extent practical, so that mandatory services for the MI GEAR UP are achieved.

(R) = Required Activity per Annual Performance Report

Activities	First year of college 9/26/2017 - 9/25/2018
GEAR UP Agreement (R)	X
Supportive Services (R)	X
Rigorous Academic Curricula (R)	X
Comprehensive Mentoring (R)	X
Financial aid counseling/advising (R) <ul style="list-style-type: none"> <li>• Financial Literacy Events</li> </ul>	X
Counseling/advising/academic planning/career counseling (R) <ul style="list-style-type: none"> <li>• Advising</li> <li>• Counseling</li> </ul>	X X
Career Pathways <ul style="list-style-type: none"> <li>• Educational Development Plan (EDP) (R)</li> <li>• Workforce Innovation and Opportunity Act (WIOA)/Workforce Development</li> <li>• Science, Technology, Engineering, Mathematics Exploration</li> <li>• Michigan College Access Portal</li> <li>• Financial Planning</li> </ul>	X X  X
College visit	X
College student shadowing within the institution	X
Job site visit/job shadowing	X
Summer programs/enrichment	X
Educational field trips	
Workshops	X
Family/cultural events	X

### SERVICES FOR EDUCATORS AND COUNSELORS

Services	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Bi-annual GEAR UP conferences	X	X	X	X	X	X	X
Professional Development Opportunities							
• Career/Academic Workshops	X	X	X	X	X	X	X
• Equity Within the Classroom Conference	X	X	X	X	X	X	X
College/Program Tours	X	X	X	X	X	X	X

**Special Note:**

- Contact community organizations, businesses, and foundations to raise awareness of postsecondary educational needs and to seek opportunities for developing new local *educational award* funds.
- Develop partnerships with community businesses or seek alternative funding sources to secure additional funds to support the accomplishment of the MI GEAR UP goals and objectives.

**EDPs**

All students participating in the MI GEAR UP must have an EDP. This plan must indicate all services the student will participate in and must be signed by the student.

**MI GEAR UP Pledge: *Setting Rigorous Academic Standards***

The MI GEAR UP pledge is a document that informs parents/guardians and/or students of the MI GEAR UP. The pledge is a commitment toward academic success in high school and in college. The pledge should be distributed to all students and parents/guardians participating in the program. Students and their parents/guardians will acknowledge their commitment by signing and returning the pledge to the MI GEAR UP.

Each of the students and their parents/guardians will be required to sign the MI GEAR UP pledge to pursue not just the minimum course requirements for college admissions, but also to become prepared for college academic success and graduation. Every student will agree to the following:

- Obtain written parental/guardian permission to participate in the MI GEAR UP.
- Graduate from a postsecondary institution.
- Apply for student financial aid at a postsecondary institution.
- Maintain at least a 2.5 grade point average in schoolwork through all grades.

- Consent to provide data needed for evaluating the success of the MI GEAR UP, as well as monitor student academic progress.
- Parents/guardians agree to attend at least one parent/teacher workshop per semester.

### MI GEAR UP Scholarships and Educational Awards

The MI GEAR UP is required by statute to set aside a portion of funding for the GEAR UP scholarships. All MI GEAR UP students will be encouraged to enroll in rigorous high school curricula to prepare for postsecondary education. Those students who meet the minimum eligibility criteria for scholarships may be awarded a scholarship upon graduation. The average scholarship award is between \$500.00 and \$1,000.00 and based on Satisfactory Academic Progress, can be renewed for an additional nine consecutive semesters of continuous enrollment.

The MI GEAR UP will offer a limited number of educational awards to the MI GEAR UP students. These awards are distinct from the GEAR UP scholarships authorized by the Higher Education Opportunity Act. Unlike scholarships, the number of educational awards will be limited, and the MI GEAR UP State office, the Michigan Department of Treasury, and individual sites will establish award criteria.

The MI GEAR UP has partnered with the Michigan Department of Treasury to offer Michigan Education Trust (MET) awards to qualified MI GEAR UP students. The MET is a section 529 prepaid tuition program that allows families, friends, and entity organizations the opportunity to prepay college tuition for any Michigan public university or college. The MET awards, therefore, will encourage students and families to save for college by serving as initial 'seed money' for college to which the student and the student's family may contribute.

To be eligible to receive a MI GEAR UP educational award, a MI GEAR UP student must:

- Be less than 22 years of age at the time of the first educational award.
- Have received a secondary diploma or its recognized equivalent on or after January 1, 2016.
- Be enrolled or accepted for enrollment in a program of undergraduate instruction at an institution of higher education that is located within the state where the partnership resides.
- Have successfully participated in the early intervention component of the MI GEAR UP.

Visit this site for more [scholarship information](#).

### **Partners Supporting Program Implementation and Early Intervention**

#### EduGuide

[EduGuide](#) has been a MI GEAR UP non-profit partner since 2005. EduGuide provides services to improve student persistence and goal achievement. The research-driven e-platform is customizable for small or large groups of students.

### Center for Engineering Diversity and Outreach (CEDO)

The University of Michigan, College of Engineering, [CEDO](#) strategic objective is to establish and lead college-wide efforts to promote and support cultural diversity specifically within the Science, Technology, Engineering, Medicine, and Mathematics fields. The Center exists to enhance the multicultural experience of students, faculty, and staff on campus, as well as key partners in the community. A key strategy is to prepare and attract a diverse population of K-12 students to engineering through outreach programs that excite them to the possibilities and better prepare them and their families for college success.

### University of Michigan, School of Education (UM-SOE) CEDER

The UM-SOE serves as the primary evaluator for the MI GEAR UP. The UM-SOE will assist program partners to identify best practices in program implementation, locate available resources, create "Tool Kits," and support the MI GEAR UP website. The UM-SOE will conduct a statewide evaluation of the effectiveness of the MI GEAR UP interventions using student level data; much of this data will involve information provided by the local district, the Center for Educational Performance and Information, and the Michigan Department of Education.

The statewide evaluation has resulted in the following program improvements:

- MI GEAR UP Student Database. The MI GEAR UP will implement a data utilization program which will involve the creation of a student-level database. Information resulting from this data will be used to assess the impact of the MI GEAR UP interventions on secondary and postsecondary educational outcomes, as well as inform programmatic decisions and resource allocation.
- Common Service Definitions. The MI GEAR UP has worked with several GEAR UP states to develop common service definitions for the purposes of evaluation. These common service definitions will improve the MI GEAR UP reporting by providing standardized classifications for reporting the MI GEAR UP activities.
- Data Driven Decisions. Initially, all of the MI GEAR UP schools agreed to administer the EXPLORE<sup>®</sup> test and release the student-level test data to the MI GEAR UP for the purpose of evaluating the effectiveness of the GEAR UP interventions. From 2015 on, the Pre-Scholastic Aptitude Test, Scholastic Aptitude Test, and Michigan Student Test of Educational Progress data results will be used for this evaluation. Because the MI GEAR UP has traditionally relied on school-level data, the student-level data gathered pursuant to College and Career Readiness Evaluation Consortium participation will provide valuable new information about the impact and effectiveness of the MI GEAR UP services.

### Michigan Campus Compact (MiCC)

MiCC's purpose is to build and sustain a network of colleges and universities to strengthen student engagement through sharing and expanding knowledge and resources, fostering community partnerships, and celebrating service leaders. MiCC currently serves as the sub-grant provider to the MI GEAR UP campuses to develop and promote College Positive Volunteers (CPVs). The CPVs volunteer and serve as student ambassadors through their postsecondary institutions to work with K-12 youth as mentors, tutors, event-specific participants, etc.

The [MiCC](#) promotes the education and commitment of Michigan college students to be civically engaged citizens, through creating and expanding academic, co-curricular and campus-wide opportunities for community service, service-learning, and civic engagement.

#### Employment & Training Designs, Inc. (ETDI)

The [ETDI](#) provides job training and placement services through federal and state funded programs, such as WIOA and GEAR UP. The ETDI provides career development to the MI GEAR UPs in Inkster, River Rouge, and Romulus.

### **Community Resources to Support Program Implementation and College Retention**

#### Michigan Talent Connect

[Michigan Talent Connect](#) is the TIA's comprehensive, user-oriented, online one-stop service solution for Michigan residents. This site is the best way to connect with employment matching opportunities, career planning, skills assessment, education, and training options. There is a resource to accommodate every person's needs.

#### Michigan Works! Agency (MWA)

The MWAs offer One-Stop access to a wide range of career development services for all Michigan residents. Individuals can easily access the State's major workforce development and career development programs and services such as job training, employment guidance and support services, job listings, and information about education and opportunities such as internships and apprenticeships. Employers can list their job openings with no fees or charges. A call to 1-800-285-WORKS connects the caller to the nearest MWA location.

A package of core services is available to employers, job seekers, and students free of charge. Such services include:

- Job, career, and skill self-assessment tools
- Career, job, and labor market information
- Resume writing software and support materials
- Directories of human service agencies and employers
- Information on financial aid, occupational training, and workplace accommodations
- Access to Michigan Talent Connect

#### Michigan Rehabilitation Services (MRS)

MRS helps Michigan students with disabilities achieve employment and self-sufficiency. MRS is part of a network of vocational rehabilitation programs across the U.S. authorized by the Federal Rehabilitation Act of 1973, as amended. Students with a documented disability can access MRS employment support services at the MWA.

#### Hispanic/Latino Commission of Michigan

The Commission supports the MI GEAR UP goal of academic success by encouraging initiatives to reduce the high school dropout rates of Hispanic youth, and facilitate efforts to increase the enrollment of Hispanics in postsecondary education and training programs. The Hispanic/Latino Commission of Michigan publishes a quarterly newsletter, facilitates Hispanic Heritage Month

celebrations, and advocates for Hispanics in career development programs operated by state governmental agencies. For more information, call 517-373-8339 (voice) or 1-888-605-6722 (TTY).

### Adult Education (AE)

As only 25 percent of Michigan residents have graduated with a baccalaureate degree (ranking thirty-fourth in the nation), parents/caregivers without postsecondary education may not understand the expectations and demands of college admission and retention requirements, nor have a realistic view of what postsecondary education can do for their children and/or themselves (Tinto, 2010). By supporting the educational goals of the MI GEAR UP parents/caregivers, Michigan's AE system improves the college access and retention outcomes of the MI GEAR UP students.

AE is tailored to meet the individual needs of adult students by using standardized tests to identify academic skill levels, appropriate instruction, and academic gains due to instruction. AE consists of these six components:

*Adult Basic Education:* Adult Basic Education provides instruction for reading, language, writing and math skills below the ninth grade level for adults with or without a high school diploma.

*High School Completion:* Instruction designed to fulfill requirements for a high school diploma.

*High School Equivalency Test Preparation:* Instruction in language arts, math, social studies, science, and writing to enable successful completion of a GED®, High School Equivalency Test, or Test Assessing Secondary Completion.

*Integrated Education and Training* is a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

*Adult Secondary Education:* Instruction at the ninth to twelfth grade level in reading, English, language arts, math, and civics for adults with or without a high-school diploma.

*English as a Second Language:* Instruction in reading, speaking, writing, and understanding the English language.

*Integrated English Language and Civics Education:* This program helps individuals learn or improve English language skills and civics education in combination with integrated education and training.

*Workplace Literacy:* AE services provided at or customized for a specific workplace.

AE programs are offered through intermediate school districts, school districts, literacy councils, community colleges, and nonprofit organizations. For information about local AE programs, contact your local MWA or call the TIA AE unit at 517-373-8800.

### WIOA Youth Program

The WIOA Youth Services support the MI GEAR UP goals by assisting young people, ages 14-24, who face significant barriers to success in the labor market by providing resources

and support to overcome those barriers and successfully transition to self-sufficient adulthood. Available services include tutoring, study skills training, alternative secondary school offerings, dropout recovery services, paid and unpaid work experiences, including summer employment opportunities, occupational skills training, education offered concurrently with workforce preparation, leadership development opportunities, supportive services, adult mentoring, follow-up services, comprehensive guidance and counseling, financial literacy education, entrepreneurial skills training, provision of labor market and employment information, and activities that help youth prepare for, and transition to, postsecondary education and training. For information about the WIOA Youth Programs contact your local MWA.

### **Additional Allowable Intervention Services**

#### **Tutoring**

Fundamental to supporting classroom instruction, tutoring fosters commitment and incremental progress vital to motivating students. The GEAR UP funds may be used to cover costs associated with tutoring. College students and other community partners may also provide tutoring services to satisfy part of the matching requirement. Program participants from a partner college access organization (i.e. KCP Initiative Programs and CPVs) may be used to provide tutoring services.

#### **Professional Development and Curriculum Improvement**

The MI GEAR UP expressly encourages the support of professional development and curriculum improvement. Strengthening subject matter knowledge and instructional skills of classroom teachers facilitates the MI GEAR UP mission of fostering long-term, sustainable, school-wide improvements. Funds may be used for training, courses, materials, textbooks, and other professional resources to strengthen classroom instruction.

#### **Events, Workshops, and Programs**

Extending instructional time is an integral component of the MI GEAR UP mission to prepare students for the rigor and demands of postsecondary success. The MI GEAR UP funds may be used to provide instructors, classrooms, and materials for workshops. Programs may include remediation, enrichment, or advanced academic preparation and college success information and activities. The MI GEAR UP funds may also be used to provide refreshments and the transportation associated with these programs.

#### **Summer Programs**

The MI GEAR UP funds may support summer programs. Summer programs may incorporate themes such as STEM. Facilities and other resources for such programs may be used as a non-federal contribution (match) to the project's cost. Summer program facilities, materials, and other costs may be paid for by the MI GEAR UP funds or by matching resources from the grantee.

#### **Mentoring**

The MI GEAR UP or institutional matching funds will be used for mentoring opportunities to expose the MI GEAR UP students to 'near peer' mentors to help motivate them to stay in school, succeed in rigorous college courses, explore career opportunities, and encourage college retention. College

students and other community partners may also provide mentoring services to satisfy part of the matching requirement. Program participants from partner college access organizations (i.e. KCP Initiative Programs, TRiO, and MI GEAR UP) may be used to provide mentoring services.

### College Access Advising

College Access Advising fosters a college-going culture in the MI GEAR UP schools through innovative interventions and support. With guidance counselor caseloads reaching 500 students per counselor, these efforts will supplement and not supplant individualized support to students in making postsecondary decisions. The MI GEAR UP funds will support college access advising activities, from college fairs to career nights, informational or promotional materials, to campus visits.

### Financial Awareness and Financial Literacy

Due to a lack of knowledge regarding financial literacy and available financial resources, college may be viewed as inaccessible by the MI GEAR UP students. The MI GEAR UP funds may be used to increase student and family capacity to make college affordable, allowing students to enter the collegiate process and leverage financial options.

Research also shows that communicating with and engaging families in their children's education is a critical step in getting students on the pathway to college.

MI GEAR UP State office and partner sites will coordinate the provision of financial aid, financial literacy, and education financing information to students, parents/caregivers, and school staff.

### Comprehensive Support Services

The MI GEAR UP recognizes that barriers to academic success can arise from circumstances outside the educational setting. The MI GEAR UP funds shall be used to facilitate the range of holistic supports to remove obstacles to college retention and success which may include, but are not limited to, academic support for students, health and nutrition counseling, technology training and/or family support services.

## **MI GEAR UP Grant Important Notes**

### Technology and Supplies

MI GEAR UPs may use funds to purchase supplies. These purchases should be on a limited basis. Expenditures for supplies should be directly linked to achieving the MI GEAR UP goals. MI GEAR UPs are encouraged to enlist support and/or additional resources from corporate and foundation sponsors. MI GEAR UPs are expected to demonstrate the linkage between expenditures and program goals in the budget section of their narrative.

Donations from non-federal partners may be counted as matching commitments to the grant. Supplies and other expenditures not acquired specifically for the implementation of the grant (supplies in the hands of the applicant prior to the grant's start date) may not be counted as part of the match. However, the cost associated with the use of these supplies may be counted toward the non-federal contribution. Grant funds awarded under this program are not for the purchase of large amounts of supplies. In addition, proposals to supplement or supplant spending plans for scheduled replacements or upgrades of equipment will not be supported.

## Equipment

- For the purposes of a federal grant, “Equipment” is defined as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000.00 or more per unit. Equipment is any tool used to implement an operation or activity.
- Purchase of equipment using federal and/or State MI GEAR UP funds must receive prior approval from the MI GEAR UP State office. All requests to purchase equipment must be submitted in writing to the MI GEAR UP State office and must include a justification for the proposed equipment expenditure and its relation to program goals and objectives.
- The request to purchase equipment must include a combination of the MI GEAR UP and matching funds and be submitted in a timely manner. The request to purchase equipment must be submitted prior to the end of the program year and allow at least two weeks for approval notification before purchasing equipment.
- Most technology items should be categorized as “Supplies” and should be listed under the “Supplies” category in the applicant’s budget. The only circumstance where technology items with a unit acquisition cost of less than \$5,000.00 would be listed under the “Equipment” category is when the applicant’s organization has set a lower threshold for “Equipment” (e.g., unit acquisition cost of \$500.00).

As with the use of all grant funds, sites are encouraged to consult the applicable federal cost principles, especially those found in Title II of the CFR, Part 200.

## Travel

Conferences and Technical Assistance Workshops: It is essential for sites to collaborate on strategies for improving the academic experiences of low-income students. To achieve this objective, sites may plan and budget for program staff to attend several meetings. The MI GEAR UP funds may be used to attend bi-annual MI GEAR UP meetings, the annual Equity Within the Classroom conference, the annual GEAR UP conference, and the Capacity-Building Workshop. The National Council for Community and Educational Partnerships sponsors the latter two conferences and contributes to the professional development of the MI GEAR UP staff. All professional development activities must focus on topics associated with the goals and objectives of the grant. Written requests for staff travel outside of the meetings and conferences listed above must receive prior written approval from the State MI GEAR UP office.

Student travel is allowed when it relates to the MI GEAR UP goals and objectives. Prior written approval from the State of Michigan GEAR UP office is required.

## Other considerations

### Create Systemic Change

GEAR UP is committed to sustainable and systemic change. Project goals and activities should be driven by the needs of schools and of K-12 students. Sites should focus on the impact of the project in terms of the depth and breadth of change, as well as the long-term impact. This calls for vision and commitment on the part of all involved — educators, parents/caregivers, students, and partners. It also calls for a commitment to continue the program beyond the term of the

federal grant after the MI GEAR UP funds are expended. Projects awarded MI GEAR UP funds will be expected to have a credible strategy for institutionalization once federal support ends. This involves allocating the resources necessary to continue supporting comprehensive changes after the grant period concludes.

The GEAR UP and CD require matching funds; The GEAR UP funds cannot provide more than 50 percent of the funds for a project and the CD funds must be matched dollar-for-dollar (100 percent). Additionally, the GEAR UP funds must supplement and not supplant funds intended for existing programs. Sites should identify ongoing funding sources that are specifically committed to the project after the grant period, starting with specific steps that will be taken in the first year. A strong indicator of an effective institutionalization strategy is whether the project match is all from in-kind sources or is a combination of in-kind support and cash funds.

Commitment to institutionalization requires leveraging resources to sustain success both in the short- and long-term. Careful planning, proper execution, teamwork, communication, self-reflection, and dedication to continuous improvement contribute to creating systemic change.

Partnerships are required to coordinate and collaborate with existing intervention programs that do not duplicate the services already provided to a school or a community. In the event of a MI GEAR UP school which also receives School Improvement Grant funds, MI GEAR UP activities should be coordinated to compliment and supplement School Improvement Grant strategies and activities. For example, in alignment with a School Improvement Grant goal of increasing student learning time, MI GEAR UPs may offer Saturday Academies and after-school academic support.

**Funds from other federal sources may not be co-mingled with the GEAR UP Grant funds, or counted as matching dollars.** Participation in these complementary federal efforts may make a significant contribution to the success of the program. This potential impact should be described in the narrative, but the budget for each federally funded effort or activity must be administered separately.

Additional sources of support that may contribute to the work of the MI GEAR UP funded under this initiative include: foundation grants, corporate sponsorships, and grants or contracts from other non-federal government agencies.

### Attachment III

#### **Michigan Gaining Early Awareness and Readiness for Undergraduate Programs (MI GEAR UP)**

#### **Michigan Talent Investment Agency (TIA)**

Program Period: September 26, 2017 – September 25, 2018

#### **Year 7: Proposed Budget and Budget Narrative Instructions**

Revised August 15, 2017

#### **1. PROPOSED BUDGET NARRATIVE:**

- Please provide a budget inclusive of a narrative detailing projected expenditures for the year in accordance with the budget line items provided. See section ***“Distribution of Federal and State Funds”*** in Policy Issuance 18-03 for Institution/Partner funding levels.
- The detail budget justification for salaries must include the names of each person attributed to the expenditure, as well as the percentage of time that individual will spend working on the project. Each person’s documented involvement must be directly related to the accomplishment of the MI GEAR UP program goals, objectives, and outcomes. No federal, state, or matching funds may be used for unapproved personnel.
- Activities included in the narrative must not include those associated with “Entertainment.” The 2 Code of Federal Regulations (CFR) Part 200 states, “Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the federal award or with prior written approval of the federal awarding agency.” These costs are unallowable from federal and/or matching funds.

(**Note:** The United States Department of Education has indicated that the cost associated with the purchase of food for meetings and workshops designed to accomplish program objectives may be allowable if prior approval is requested in writing and approved by the Program Officer.)

#### **2. PROPOSED BUDGET:**

- The 2 CFR, Part 200, revised December 19, 2014, indicates that costs associated with expenditures for grantees awarded federal funds must be **reasonable**. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. All costs expended from federal and/or match funds must be based on facts and circumstances directly related to accomplishing the MI GEAR UP program objectives.

#### **DIRECTIONS FOR SETTING UP BUDGET FILE:**

**Step 1:** Right-click on the attached file icon “MI GEAR UP Year 7 Budget Template” and select “SAVE AS”. (The “MI GEAR UP Year 7 Budget Template” icon is an attachment in the email document.)

- Step 2:** Select the location on your computer where you want to save the file.
- Step 3:** Substitute the “MI GEAR UP” with your program partner’s abbreviated name (for example: MSU, WSU, UM-AA).
- Step 4:** Open the file. Note: This is an Excel document and you can only enter information in the designated (shaded) fields. The “Total” fields will be calculated and entered automatically.
- Step 5:** Enter your institution's name in the designated area titled “Partner Institution.”
- Step 6:** Enter your budget figures in the appropriate columns and line items. Enter information in shaded areas only. Save the file and email to [WDA-kcpinitiative@michigan.gov](mailto:WDA-kcpinitiative@michigan.gov) by the due date (refer to attachment VI).

The following provides instructions for completing the Proposed Budget Template. Line Item proposed expenditures must be documented in the appropriate 2017-2018 category; e.g., Year 7 GEAR UP Award, Year 6 GEAR UP Carry Forward, Year 7 College Day (CD) State Appropriations, and Year 7 Institution/Partner Match. Partners not receiving CD State appropriations funds do not need to fill out the “CD” column.

- Line 1 – Salaries: Enter the total expenditure amount to be spent for the year on staff salaries.
- Line 2 – Employee Benefits: Enter the total amount to be spent for the year on staff benefits.
- Line 3 – Travel: Enter the total amount to be spent for the year on staff travel.
- Line 4 – Materials and Supplies: Enter the total amount to be spent for the year on office supplies, materials and printing, software, awards, and incentives.
- Line 5 – Consultants and Contracts: Enter the total amount to be spent for the year on parent/caregiver advocates, speakers, and technical services.
- Line 6 – Other: Enter the total amount to be spent for the year on student travel, phone/fax, postage, special programs, and advertising/public relations.
- Line 7 – Total Direct: This section represents the total amounts to be spent for the year from lines 1 through 6 in the Year 7 GEAR UP Award, Year 6 GEAR UP Carry Forward, Year 7 CD State Appropriations, and Year 7 Institution/Partner Match columns. These figures will be automatically calculated and entered.

- Line 8 – Indirect: Enter the cumulative amount to be spent for the year on indirect costs. Indirect Costs can only be attributed to the GEAR UP Year 7 Federal Award and/or the University/Partner Match. Indirect Costs cannot exceed eight percent of Total Direct Costs in the GEAR UP Year 7 Federal Award, and/or the University/ Partner Match columns. No indirect cost can be attributed to the CD State Appropriations column.
  - Line 9 – Equipment: Equipment is defined as an item that has a current per unit fair market value of \$5,000 or more. No expenditures for equipment can be budgeted without prior approval from the TIA.
  - Line 10 – Scholarships/Tuition Assistance: If applicable, enter the amount your program/institution has pledged or will provide in Scholarships/Tuition Assistance to students in the program. If the university is not providing additional funds for scholarships, enter “0.”
  - Line 11 – Total Costs: This is the total proposed expenditures for the program. This figure will be automatically calculated and entered.
  - The two boxes at the bottom of the Budget Sheet will let you know what percent your Indirect (Line 8) is of your Total Direct (Line 7). Indirect cannot exceed eight percent of Total Direct and is only allowed on the Federal Year 7 GEAR UP, and the University/Partner Match columns. Indirect Costs are not allowed on State College Day columns.
3. The Proposed Budget and Budget Narrative must be reviewed and approved by the TIA.
  4. The Proposed Budget and Budget Narrative must be submitted electronically to [WDA-kcpinitiative@michigan.gov](mailto:WDA-kcpinitiative@michigan.gov) by the designated due date (refer to attachment VI).

**MI GEAR UP**  
**Proposed Budget and Budget Narrative**  
 Program Period: September 26, 2017 – September 25, 2018  
 (TEMPLATE)

MI GEAR UP  
 Proposed Budget  
 Year 7: September 26, 2017 – September 25, 2018  
 Revised August 16, 2017



Complete only the Yellow Fields

University/Partner:

Year 7	2017-2018 BUDGET						
ACTIVITY	FEDERAL BUDGET			STATE BUDGET	PARTNER BUDGET	TOTAL BUDGET (Federal, State & Partner)	
	Federal General Budgets		TOTAL FEDERAL BUDGET Yr 7 GU Budget plus Yr 6 GU Carry Forward Budgets	Year 7 COLLEGE DAY State Appropriations	Year 7 UNIVERSITY/ PARTNER MATCH	YEAR 7 ONLY TOTAL BUDGET (Does not include Year 6 Carry Forwards)	TOTAL BUDGET (Includes All Year 7 Budgets plus All Year 6 Carry Forwards)
	Year 7 FEDERAL GEAR UP Budget	Year 6 FEDERAL GEAR UP Carry Forward Budget					
1. Salaries & Wages			\$0.00			\$0.00	\$0.00
2. Employee Benefits			\$0.00			\$0.00	\$0.00
3. Travel			\$0.00			\$0.00	\$0.00
4. Materials & Supplies			\$0.00			\$0.00	\$0.00
5. Consultants/Contracts			\$0.00			\$0.00	\$0.00
6. Other			\$0.00			\$0.00	\$0.00
7. Total Direct (1-6)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Indirect - Up to 8% of "Total Direct" for GU General and/or Partner Match only			\$0.00	<del>\$0.00</del>		\$0.00	\$0.00
9. Equipment			\$0.00	<del>\$0.00</del>		\$0.00	\$0.00
10. Scholarships/Tuition Assistance			\$0.00	<del>\$0.00</del>		\$0.00	\$0.00
11. Total Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Percent of Indirect Costs (Line 8) as compared to Direct Costs (Line 7). YEAR 6 FEDERAL GENERAL ONLY. (Maximum of 8%)	#DIV/0!
---	---------

Percent of Indirect Costs (Line 8) as compared to Direct Costs (Line 7). UNIVERSITY/PARTNER MATCH ONLY. (Maximum of 8%)	#DIV/0!
---	---------

**Attachment IV**  
**Michigan Gaining Early Awareness and Readiness for Undergraduate Programs  
(MI GEAR UP)**

**Michigan Talent Investment Agency (TIA)**

Program Period: September 26, 2017 – September 25, 2018

**Year 7 Plan Approval/Modification Request Instructions**

Revised October 2, 2017

**Identifying Information**

1. **Partner Identification**: Enter the name of the Fiscal Agent Partner Site, ex: Central Michigan University, Michigan State University, etc.
2. **Plan Title**: Enter the appropriate title for the plan being submitted. "MI GEAR UP" has been preprinted.
3. **Plan/Modification Number**: Enter the appropriate plan/modification number. Each fiscal year will begin with the year, a hyphen, and two zero digits (18-00); subsequent modifications will be the next in sequence from 00 forward (i.e.; 18-01, 18-02, etc.). "18-00" has been preprinted. The Year 7 fiscal year begins with "18" (example: 18-00, 18-01, etc.).
4. **Program Period**: Identify the time period covered by the specific plan action. Example: Year 7 Plan Approval denotes "9-26-17 through 9-25-18" has been preprinted.
5. **Effective Date of Plan/Modification**: Identifies the effective date of the proposed plan action. The date "9-26-2017" has been preprinted.
6. **Fiscal Mailing Address**: Identifies the address at the institution to where reimbursement payments will be mailed.
7. **Fiscal Mailing Code**: Identifies the code at the department at the institution where reimbursement payments should be directed when mailed.
8. **Authorized Official**: Print the name of the individual at the institution who approves the budget expenditures by the program.
9. **Authorized Official Signature**: The Plan Approval Form must be signed in ink by the signatory identified in #8 and mailed by the designated due date. Documents should be mailed to the TIA:

MI GEAR UP PROGRAM  
Victor Office Center  
201 N. Washington Square, 5<sup>th</sup> Floor  
Lansing, Michigan 48913

**Michigan Gaining Early Awareness and Readiness for Undergraduate Programs  
(MI GEAR UP)**

**Michigan Talent Investment Agency**

Program Period: September 26, 2017 – September 25, 2018

**YEAR 7 Plan Approval/Modification Request**

Revised October 2, 2017

<p>AUTHORITY: GEAR UP</p> <p>COMPLETION: MANDATORY</p> <p>PENALTY: NO FUNDS</p>	<p>The TIA does not discriminate in employment nor in the provision of services based on race, religion, color, national origin, sex, age, height, weight, marital status, and arrest without conviction, disability, political affiliation or belief.</p>
---	--

1. FISCAL AGENT NAME	2. PLAN TITLE	3. PLAN/MODIFICATION NO.
	MI GEAR UP	18-00

4. PROGRAM PERIOD		5. EFFECTIVE DATE OF PLAN/MODIFICATION		
START	END	MONTH	DAY	YEAR
9-26-17	9-25-18	09	26	2018

6. Fiscal Agent Mailing Address:	

7. Fiscal Mailing Code:	DATE

**THE AUTHORIZED HEREBY REQUESTS APPROVAL OF THIS DOCUMENT**

8. AUTHORIZED OFFICIAL - Printed Name and Title	

9. AUTHORIZED OFFICIAL - Signature	DATE

## Attachment V

### **Michigan Gaining Early Awareness and Readiness for Undergraduate Programs (MI GEAR UP)**

#### **Michigan Talent Investment Agency (TIA)**

Program Period: September 26, 2017 – September 25, 2017

### **Year 7 Projected Activities Including Food Costs Instructions**

Revised August 16, 2017

The 2 Code of Federal Regulations (CFR) Part 200, revised December 19, 2014, indicates that costs associated with expenditures for grantees awarded federal funds must be:

- Activities included in the narrative that do not include those associated with “Entertainment.” The 2 CFR Part 200, states, “Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency.” These costs are unallowable from federal and/or matching funds.

**(NOTE:** The United States Department of Education (USDOE) has indicated that the cost associated with the purchase of food for meetings and workshops designed to accomplish program objectives **may be allowable if prior approval is requested in writing and approved by the Program Officer.**) The State GEAR UP/College Day office will review the “Projected Activities Including Food Costs” and submit it to the USDOE Program Officer for approval.

- **Reasonable Costs.** A cost is reasonable if, in its nature and amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

#### **1. Name of Institution:**

- Enter the name of the university where the project resides.

#### **2. Date:**

- Enter the date the completed “Projected Activities Including Food Costs” document is submitted.

#### **3. Program Year:**

- Enter the year for the period of the program (ex; Year 7, etc.).

#### **4. Activity:**

- Enter the name or type of activity that will include the purchase of food.

**5. Objective Met:**

- Enter the work plan objective(s) that the projected activity will meet.

**6. Brief Narrative:**

- Provide a brief explanation or summary for the activity.

**7. Number of Activities for the Year:**

- Enter the proposed number of activities that will occur during the current program year.

**8. Number of Attendees:**

- Enter the proposed total number of students, parents/caregivers, staff or others who will attend the activities for the entire year.

**9. Total Cost for Food Only:**

- Enter the total costs for the purchase of food items for all activities reported in this line.

**Submission:**

The completed “Projected Activities Including Food Costs” document must be submitted electronically by the designated due date to the Michigan Martin Luther King, Jr. - César Chávez - Rosa Parks Initiative email at [WDA-kcpinitiative@michigan.gov](mailto:WDA-kcpinitiative@michigan.gov).

**MI GEAR UP**

Program Period: September 26, 2017 – September 25, 2018

**Projected Activities Including Food Costs**  
Revised [August 16, 2017]

Name of University: \_\_\_\_\_ Date: \_\_\_\_\_ Program Year: \_\_\_\_\_

	Activity	Objective Met	Brief Narrative	Number of Activities for Year	Number of Attendees for Year	Total Cost for Food Only
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
					<b>Total Food Costs:</b>	

**Attachment VI**

**Michigan Gaining Early Awareness and Readiness for Undergraduate Programs  
(MI GEAR UP)**

**Michigan Talent Investment Agency**

Program Period: September 26, 2017 – September 25, 2018

**Year 7 Report Responsibilities Calendar**

Revised August 15, 2017

<b><u>Year 7 GEAR UP Contract &amp; Grant Award Notice (GAN)</u></b> (September 26, 2017 – September 25, 2018) Due: Two weeks after receipt of Contract and GAN
<b><u>Year 7 Proposed Budget and Narrative</u></b> (September 26, 2017 – September 25, 2018) Due: 15 days after Funding Allocation Announcement and GAN from State <ul style="list-style-type: none"><li>• Email submission to <a href="mailto:wda-kcpinitiative@michigan.gov">wda-kcpinitiative@michigan.gov</a>.</li></ul>
<b><u>Year 7 Proposed Activity and Food Request Report</u></b> (September 26, 2017 – September 25, 2018) Due: 15 days after Funding Allocation Announcement and GAN from State <ul style="list-style-type: none"><li>• Email submission to <a href="mailto:wda-kcpinitiative@michigan.gov">wda-kcpinitiative@michigan.gov</a>.</li></ul>
<b><u>Year 7 Annual Performance Report</u></b> Reporting Period: April 1, 2017 – March 31, 2018 III September 26, 2016 – September 25, 2017 I, II, IV, V, VI <b>Due: Monday, April 2, 2018</b> <ul style="list-style-type: none"><li>• Email submission to <a href="mailto:wda-kcpinitiative@michigan.gov">wda-kcpinitiative@michigan.gov</a>.</li><li>• Mail one hard copy of signature page to the State of Michigan GEAR UP Office.</li></ul>
<b><u>Year 7 Cash Requests and Narrative Progress Report</u></b> <ul style="list-style-type: none"><li>• <b>1<sup>st</sup> Cash Request – Due Friday, January 19, 2018</b> (covers September 26, 2017– December 31, 2017)</li><li>• <b>2<sup>nd</sup> Cash Request – Due Friday, April 20, 2018</b> (<u>covers January 1, 2018 – March 31, 2018</u>)</li><li>• <b>3<sup>rd</sup> Cash Request – Due Friday, July 20, 2018</b> (<u>covers April 1, 2018 – June 30, 2018</u>)</li><li>• <b>4<sup>th</sup> Cash Request– Due Friday, October 19, 2018</b> (<u>covers July 1, 2018–September 25, 2018</u>)</li><li>• Email submission of Cash Requests, Expenditure Reports, and Narrative to</li></ul>
<b><u>MI GEAR UP Final Year End and Expenditure Report</u></b> GEAR UP Federal Award: September 26, 2017 – September 25, 2018 College Day Appropriations and University Match: September 26, 2017 – September 30, 2018 Due: Friday, October 19, 2018 <ul style="list-style-type: none"><li>• Email submission of Final Year End and Expenditure Report to <a href="mailto:wda-kcpinitiative@michigan.gov">wda-kcpinitiative@michigan.gov</a>.</li><li>• Summary of program objective accomplishments. Brief narrative of program successes for the year and list of strategies to overcome incomplete objectives.</li><li>• Final Expenditure Report that represents expenditures for GEAR UP Award, College Day (CD) Appropriations and University/Partner Match funds. Any unexpended CD funds must be returned and mailed to the State Michigan Martin Luther King, Jr. -</li></ul>