

Nevada System of Higher Education
Sponsored Programs & EPSCoR



**Request for Proposals:
Gaining Early Awareness and Readiness for
Undergraduate Programs (GEAR UP)
Fiscal Year 2018 Subgrant**

Announcement for:

University of Nevada, Reno; University of Nevada, Las Vegas;
Nevada State College; College of Southern Nevada;
Truckee Meadows Community College;
Great Basin College; Western Nevada College

Submission Deadline:

Tuesday May 23, 2017

 **Table of Contents** 

Note: Table of Contents is interactive and linked to relevant page(s). Click title or page number(s)

Part I: Subgrant Information / Pages 1-3

- A. Overview /1
- B. Nevada GEAR UP Goals /1
- C. Required Components of NSHE Subgrant Proposal /1
- D. Service Areas and GEAR UP Schools /2
- E. FY18 GEAR UP Funding /3

Part II: Program Narrative Requirements / Pages 4-8

- A. NSHE Subgrant Management, Program Leadership, Coordination, & Communications /4-5
- B. UNR Research and Longitudinal Studies /6
- C. UNLV Science, Technology, Engineering, and Math (STEM) Activities for Students and Parents /6
- D. UNR Dean's Future Scholars /7
- E. GEAR UP Student-Direct Outreach Services (Ambassadors & GEAR UP Specialists) /7-8
- F. UNR Vex Robotics Program and STEM /8

Part III: General and Mandatory Requirements / Pages 9-10

- A. GEAR UP Travel and Conferences /9
- B. Assurances /9
- C. Reporting /9
- D. Cost Share Match /9
- E. Application Due Dates and Timeline /10

Part IV: Application Review / Page 10

Part V: Preparation of Proposals / Pages 11-12

- A. Cover Page /11
- B. Abstract /11
- C. Program Narrative /11
- D. Plan of Operation Matrix /11
- E. Program Evaluation Plan /11
- F. Budget and Cost Share /12
- G. Budget Narrative /12
- H. Resume of PI and Key Staff /12

Part VI: Proposal Format Requirement / Page 12

Table of Contents (Continued)

Part VII: Proposal Submission / Page 13

- A. Application Submission Deadline
- B. Electronic Submission
- C. Specific Submission Requirements
- D. Contact Information

Part VIII: Technical Assistance Meeting/ Page 14

Appendix A: Forms

- Cover Page
- Abstract
- Plan of Operation Matrix
- Budget Statement
- Sample template for program narrative

Appendix B: Assurances

Appendix C: Resources

- GEAR UP Subgrant Budget Preparation Guidelines
- Specific Allowable Costs & Guidelines by NDE
- General Guidelines for GEAR UP Service Types
- GEAR UP Service Glossary by NDE



PART I: SUBGRANT INFORMATION

A. Overview

The State of Nevada has been awarded a GEAR UP Grant of approximately \$21 million over a seven-year period by the United States Department of Education (USDE), Higher Education Office. The federal objective of the grant is to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. The amount of approximately \$1,000,000.00 is available in subrecipient funds for postsecondary institutions for Year 6 (fiscal year 2018). These Year 6 funds will be available for activities funded from **September 1, 2017 to August 31, 2018**.

The Nevada State GEAR UP program is a collaboration of efforts between higher education institutions and GEAR UP schools. NSHE subgrantees will be responsible for direct outreach services for GEAR UP students, introducing them to college campuses in an effort to develop a more proactive approach to transitioning students from high school to postsecondary education. Additionally, NSHE subgrantees will provide STEM education and longitudinal studies and research to achieve Nevada GEAR UP goals.

B. Nevada GEAR UP Goals

1. To increase the academic performance and preparation for postsecondary education of GEAR UP students.
2. To increase the rate of high school graduation and participation in postsecondary education of GEAR UP students.
3. To increase GEAR UP students' and families' knowledge of postsecondary education options, preparation, and financing.
4. To create a college-going culture in GEAR UP schools to ensure that all students have the opportunity, support, guidance, and information to obtain the skills and knowledge necessary to apply for and succeed in postsecondary education.

C. Required Components of NSHE Subgrant Proposals

1. **NSHE-** GEAR UP Subgrant Administration, Program Leadership with the Ambassador Program Coordination, and Communications.
2. **University of Nevada, Reno (UNR)-** Research and Longitudinal Studies.
3. **University of Nevada, Reno (UNR) Cooperative Extension –** STEM VEX Robotics Program
4. **University of Nevada Reno (UNR) Dean's Future Scholars (DFS) -** Direct and Indirect Services/Activities for GEAR UP Students, Parents, and Staff.
5. **University of Nevada Las Vegas (UNLV) Science, Technology, Engineering and Math (STEM) –** Direct and Indirect STEM Activities for GEAR UP Students and Parents.
6. **University and College Student Outreach Services (GEAR UP Ambassadors) -** Direct and Indirect Services/Activities for GEAR UP Students, Parents and Staff. Ambassador and GEAR UP Specialist Campus and School-based Activities.



D. GEAR UP Ambassador Service Areas and Schools

GEAR UP School	NSHE Institution	
<ul style="list-style-type: none"> • Chaparral High School • Del Sol High School • Desert Pines High School • Las Vegas High School • East Career & Technical Academy • Southeast Career & Technical Academy 	<p>College Of Southern Nevada</p> <p>Nevada State College</p>	<p>Partner with all colleges and GEAR UP Schools</p> <p>University of Nevada, Las Vegas</p> <p>University of Nevada, Reno</p>
<ul style="list-style-type: none"> ❖ Elko County: <ul style="list-style-type: none"> • Owyhee High School • Jackpot High School • Wells High School ❖ Humboldt County: <ul style="list-style-type: none"> • McDermitt High School ❖ Nye County: <ul style="list-style-type: none"> • Pahump Valley High School • Beatty High School • Tonopah High School ❖ Mineral County: <ul style="list-style-type: none"> • Mineral County High School ❖ Pershing County: <ul style="list-style-type: none"> • Pershing County High School 	<p>Great Basin College</p>	
<ul style="list-style-type: none"> • Hug High School • Wooster High School • Academy of Arts, Career & Technology 	<p>Truckee Meadows Community College</p>	
<ul style="list-style-type: none"> ❖ Lyon County: <ul style="list-style-type: none"> • Silver Stage High School • Yerington High School 	<p>Western Nevada College</p>	

Note: The above listed Service Areas and Schools represent the minimum expectations as they apply to the NSHE institutions and the schools they will serve. It is the intention of this subgrant that all Ambassadors will work together to serve all GEAR UP students to the fullest extent possible.



GEAR UP FY18 Subgrant RFP

E. FY18 GEAR UP Subgrant Funding

GEAR UP Subgrant funding for each program year is appropriated by the Nevada Department of Education based on program evaluations and needs. The Following table shows FY18 GEAR UP Subgrant funding allocations for NSHE subgrant programs and NSHE institutions. Applicants can apply for funds up to maximum funding available. Upon application review, requested funds will be approved or budget revision will be required.

- **Cost Share Match**
100% cost share match for subgrant funds is mandatory (1:1 match is required).
- **Funding Period:** September 1, 2017-August 31, 2018

GEAR UP Subgrant Funding Appropriation for FY18		
Program Code & Name	Institution	Maximum Funding Available
A: GEAR UP Subgrant Administration, Program Leadership. A-1: GEAR UP Ambassador Program Coordination & Communications	Nevada System of Higher Education	\$180,000
B: GEAR UP Research and Longitudinal Studies	University of Nevada, Reno	\$62,000
C: GEAR UP STEM Activities for Students and Parents	University of Nevada, Las Vegas	\$95,000
D: Dean's Future Scholars	University of Nevada, Reno	\$75,000
E: GEAR UP Student Direct Outreach Services (Ambassador Program)	University of Nevada, Reno	\$84,000
	University of Nevada, Las Vegas	\$84,000
	Nevada State College	\$73,000
	College of Southern Nevada	\$73,000
	Truckee Meadows Community College	\$73,000
	Great Basin College	\$73,000
	Western Nevada College	\$73,000
F: VEX Robotics Program/STEM	University of Nevada, Reno	\$55,000

Note: Maximum funding includes 8% indirect costs.



PART II: PROGRAM NARRATIVE REQUIREMENTS

NOTE:

As for the FY18 GEAR UP Subgrant Application, program narrative requirements were updated. The program narrative section in a proposal should be provided per instructions below.

INSTRUCTIONS:

- ❖ *If program narrative is required*, statement of each bullet point of program narrative must be included. Responses to each bullet point should not be more than **one paragraph**.
- ❖ Program narrative is not required for Dean’s Future Scholars program and GEAR UP Student Direct Outreach Services (Ambassador) program.
- ❖ *If program narrative is not required*, Plan of Operation Matrix must be delineated with detail information.

A: Nevada System of Higher Education (NSHE) Subgrant Management and Leadership

Scope of Work	The Nevada System of Higher Education (NSHE) will provide subgrant administration and program leadership, oversight, and coordination of NSHE GEAR UP subawards; ensure compliance of cost share documentation by the of NSHE institutions; and provide interim and annual subgrant performance and cost share reports to Nevada Department of Education GEAR UP. In addition, NSHE will create and facilitate the annual college access, CoNVerge Conference.
Program Narrative	<ul style="list-style-type: none"> • Discuss the roles and responsibilities of subgrant administration and program leadership, including compliance of cost share documentation of NSHE institutions, assistance in the development of annual report for the USDE. • Discuss the role and responsibilities of the NSHE Projector Director in relation to subgrant leadership and oversight. • Describe key project personnel and related responsibilities.



A-1: Nevada System of Higher Education (NSHE) Ambassador Program Coordination and Communications

Scope of Work	<ul style="list-style-type: none">○ Coordination: The NSHE Coordination program will work with GEAR UP Ambassadors and GEAR UP Specialists across the state; offer training to Ambassadors and GEAR UP Specialists; oversee and help with scheduling of the ambassadors (with a tool to still be determined); and provide professional development to GEAR UP Ambassadors and GEAR UP Specialists.○ Communications: Will provide current and pertinent information regarding Nevada GEAR UP via paper and electronic communication, including the website and social media.○ Business Network: Collaborating with NDE to create a business network to help support GEAR UP. Work with NDE to put a plan together to accomplish.
Program Narrative	<ul style="list-style-type: none">● Describe how the Coordination program will support the GEAR UP Ambassadors and GEAR UP Specialists at NSHE institutions.● Describe how the program will coordinate and provide professional development and facilitate communication for GEAR UP Ambassadors and GEAR UP Specialists, especially for activities that involve more than one NSHE institution, e.g. summer camps.● Describe key project personnel and related responsibilities.● Describe plans for use of paper and electronic communication, website and social media regarding the Nevada GEAR UP program.● Describe how program activities relate to the four Nevada GEAR UP goals.



B: University of Nevada Reno (UNR) Research & Longitudinal Studies

Scope of Work	The University of Nevada Reno will produce longitudinal case studies of GEAR UP schools to understand the role relationships play in the development of an academic self-identity and the impact of GEAR UP on persistence in postsecondary settings.
Program Narrative	<ul style="list-style-type: none"> • Describe how this project benefits the statewide GEAR UP program. • Describe how these studies relate to the four Nevada GEAR UP goals. • Discuss the roles and responsibilities of the subgrant Principal Investigator and program staff including a breakdown of time and effort related to the scope of work.
Note	No Plan of Operation Matrix is required

C: University of Nevada, Las Vegas (UNLV) Science, Technology, Engineering and Math (STEM) Activities for GEAR UP Students and Parents.

Scope of Work	The University of Nevada, Las Vegas will engage in STEM outreach activities targeted at GEAR UP schools, students and parents.
Program Narrative	<ul style="list-style-type: none"> • Describe the STEM-related activities for GEAR UP students and parents of Nevada GEAR UP schools. • Describe how UNLV STEM activities directly support STEM education and increase GEAR UP student performance in GEAR UP schools. • Describe key project personnel and related responsibilities. • Describe how these activities relate to the four Nevada GEAR UP goals. • Describe how this project benefits the statewide GEAR UP program.



D: University of Nevada Reno (UNR) Dean’s Future Scholars

Scope of Work	The University of Nevada Reno’s Dean’s Future Scholars program, in collaboration with Washoe County School District and Lyon County School District will identify students with aspirations to be first-generation college students; provide USDE approved GEAR UP services to DFS students and families; provide an intensive six-week summer program to students and maintain regular contact with GEAR UP parents and families.
Program Narrative	A PROGRAM NARRATIVE IS NOT REQUIRED; HOWEVER, A DETAILED PLAN OF OPERATION MATRIX IS A REQUIREMENT FOR THE YEAR 6 SUBGRANT.
Plan of Operation Matrix	<ul style="list-style-type: none"> • A Proposed Objective should be included for each activity or service. • Planned Activities & Deliverables should be detailed enough to clearly understand what it is and for whom. • Timeline should be at minimum a month and year • Estimated costs should not reflect salaries and benefits. • At the end of the Plan of Operation Matrix, please list three priorities on which activities will focus that is specific to the grade level of the GEAR UP students and the benchmarks to be accomplished.

E: GEAR UP Student Direct Outreach Services –Ambassadors Program

Scope of Work	Nevada GEAR UP Ambassadors will promote a college-going culture and provide relevant outreach to the students and schools they serve; provide students and families with information regarding college affordability, admission requirements, financial literacy, college life and other pertinent information regarding college and career readiness. Full-time Nevada GEAR UP College Ambassadors must be available during the summer months for work with GEAR UP district and/or school events. Collaborative planning of all such activities and programs will occur between district or school staff and the NSHE GEAR UP Ambassador Programs under the oversight of the Nevada Department of Education. In addition, GEAR UP Ambassador Programs are strongly encouraged to include a GEAR UP Specialist(s) (undergraduate student) at each NSHE institution. [continued]
----------------------	--



E: GEAR UP Student Direct Outreach Services –Ambassadors Program

Collaboration	GEAR UP program planning is expected to occur as appropriate between NSHE Ambassadors and Ambassador Coordinator, SPIFs and school or district personnel. Authority over the NSHE GEAR UP Ambassadors lies jointly with the Nevada Department of Education (NDE) and NSHE. Any issues that may arise between district or school staff and the Ambassador programs will be communicated to the NSHE Project Director who will then work with NDE toward resolution. NDE is the final authority in making decisions regarding any GEAR UP matter.
Program Narrative	A PROGRAM NARRATIVE IS NOT REQUIRED; HOWEVER, A DETAILED PLAN OF OPERATION MATRIX IS A REQUIREMENT FOR THE YEAR 6 SUBGRANT.
Plan of Operation Matrix	<ul style="list-style-type: none"> • A Proposed Objective should be included for each activity or service • Planned Activities & Deliverables should be detailed enough to clearly understand what it is and for whom. • Timeline should be at minimum a month and year • Estimated costs should not reflect salaries and benefits. • At the end of the Plan of Operation Matrix, please list three priorities on which activities will focus that is specific to the grade level of the GEAR UP students and the benchmarks to be accomplished.

F: University of Nevada Reno (UNR) VEX Robotics Program and STEM

Scope of Work	University of Nevada Reno Cooperative Extension will provide leadership and guidance for STEM programs and projects at Nevada GEAR UP high schools. In conjunction with school faculty, UNR C.E. staff will implement VEX Robotics program; provide students with STEM learning opportunities and coordinate intra-school STEM activities.
Program Narrative	<ul style="list-style-type: none"> • Describe the VEX Robotics program to be implemented, including which grades will participate, program objectives and how the programs will be funded. • List the roles and responsibilities for participating UNR staff. • Describe additional STEM learning opportunities proposed for the school year. • Describe key project personnel and related responsibilities. • Describe how your program activities relate to the four Nevada GEAR UP goals. • Describe how this project benefits the statewide GEAR UP program.



PART III: GENERAL AND MANDATORY REQUIREMENTS

A. GEAR UP Travel and Conferences

Participation is *mandatory* at annual, regional, and state GEAR UP events:

- GEAR UP West Conference, Portland, OR, October, 2017
- CoNVerge Conference, Reno, November 2017
- Professional Development with school teams twice annually, at minimum. Dates and locations to be determined.

Participation is *optional* at national and state GEAR UP events:

- NCCEP Annual Conference, Washington, D.C., July 2018
- NCCEP GEAR UP Capacity Building Workshop, Las Vegas, February, 2018
- Nevada ACT Conference, Las Vegas, February 2018

B. Assurances

Each sub-recipient must adhere to the assurances for accessing the federal GEAR UP funds. FY18 Assurances are found in **Appendix B**. By signing the cover page, a sub-recipient is agreeing to assurances as provided in this application.

C. Reporting

NSHE Subgrantees will be responsible for:

- Providing data to NDE for entry into the GEAR UP database.
- Providing interim and final program reports including certified cost share and in-kind match documentation.

D. Cost Share Match

Cost share match should be non-federal and in-kind resources that contribute toward the activities and success of the students. The resources may be from postsecondary institutions, partners and activities hosted by higher education. A record of matching funds will be required each year of the GEAR UP subrecipient award.



E. Application Due Dates and Timeline

EVENT	DATE
RFP Technical Assistance Call	Wednesday, April 19, 2017
Application Submission Deadline to NSHE	Tuesday May 23, 2017
State Review of Subgrant Applications	June 2 – June 29, 2017
Subgrant Modification Requests	June 2 – June 15, 2017
Responses to Modifications Deadline to NSHE	June 23, 2017
Notice of Intent to Award	July 15, 2017

PART IV: APPLICATION REVIEW

All applications will be reviewed at the state level. The Technical Review will assure that the applications are "technically" complete. For example, the proposal follows the format guidelines and contains all required information as per the subrecipient application. The technical review will be conducted by consultants from the Nevada Department of Education. If the application is technically complete, it will be forwarded to the GEAR UP Subaward Review Team. Evaluation and scoring will be based upon the written application. The State Review Team, however, reserves the right for clarification from respondents and to request additional written or oral data.

Proposals will be evaluated on the following criteria:

- Does the proposal explain how activities are related to the four Nevada GEAR UP goals or proposed objectives?
- Does the proposal describe program activities in detail?
- Does the proposal identify key personnel roles?
- Does the proposal categorize/identify services as direct or indirect?
- Is the proposed budget practical for proposed services and activities?
- Does the proposal take into consideration both past successes and failures as reported in subrecipient final reports for prior years as well as experiences in the current grant year?
- Does the subgrant reflect a collaborative effort with K-12 and/or higher education partners?

Upon completion of the review, providing the application meets all review criteria, and after final approval by the Nevada Department of Education, a formal notice of award will be made.



PART V: PREPARATION OF PROPOSALS

A. Cover Page (PDF Fillable Form in Appendix A- file attachment)

Signatures of PI and authorizing official from Office of Sponsored Projects/Programs or Grants Office are required

B. Abstract (PDF Fillable Form in Appendix A-file attachment)

An abstract containing a synopsis of the narrative for each of the program components must be included as separate documents. The abstract will be used to provide a succinct overview of the subrecipient's planned program activities and will be posted on the GEAR UP Program web page for informational purposes. Length is restricted and should be fit in the form.

C. Program Narrative (Five Page Maximum, No form required, Sample template attached)

A five-page maximum program narrative for each GEAR UP program component of an applicant proposal (except DFS and GEAR UP Ambassador Programs) should include a bullet point statement given by the sponsor and provide *one paragraph* responses to each bullet point.

D. Plan of Operation Matrix (Word Form in Appendix A-file attachment)

The proposal must also contain a Plan of Operation Matrix (unless its exception is indicated) of proposed objectives for activity or service, planned activities and deliverables, grade level of students served, timeline, indication of direct/indirect student services, and proposed budget expenditures excluding salaries and fringe benefits.

E. Program Evaluation Plan (One Page Maximum, No form required)

Explain in *no more than one (1) page* how you will evaluate your project.

- The project evaluation should be an integral part of the project's design and implementation, not something done after the project is completed. The evaluation should be clearly tied to project objectives and outcomes.
- The evaluation should be a systematic means for monitoring and evaluating the program throughout the grant period based on the objectives.
- The evaluation should be a *tool for making mid-grant programmatic changes*. The application should describe a plan for collecting data throughout the project to be used for project improvement.
- The evaluation plan should describe what information will be collected, how frequently, by whom it will be collected, and whether a quantitative and/or qualitative method of analysis will be employed.



GEAR UP FY18 Subgrant RFP

- F. Budget and Cost Share (Excel or Word Form in Appendix A-file attachment)**
- Budgets must be realistic and provide a clear explanation of expenses listed.
 - The budget summary form should present all planned expenditures for GEAR UP program and required one to one (1:1) cost share / in-kind match.
 - The budget summary should clearly link all costs to the project activities detailed in the Plan of Operation Matrix section.
 - Required subgrant budget and cost share numbers should be *rounded up*.
- G. Budget Narrative (No form required)**
- Applicants must provide *delineated* budget narrative for both subgrant funds and cost share match according to the budget preparation guidelines found in Appendix C in this RFP.
 - Use a separate sheet following the budget summary to provide budget narrative descriptions for each budget line item.
- H. Resume of PI and Key Staffs (Two Page Maximum, No form required)**
- *Resume is required for only new hires after September 1, 2016.*
 - Limit two pages per person, include staff resumes, including the PI, Co-PI(s) and support staff involved who are represented as having a major role in the project.

PART VI: PROPOSAL FORMAT REQUIREMENTS

- 1) Proposal MUST be single-sided, *paginated*.
- 2) Proposals MUST be single-spaced with one-inch margins and **12-point Time New Roman font**
- 3) Program narrative MUST NOT exceed **five (5)** single-spaced pages.
- 4) Document orders in proposal: **(1) Cover page, (2) Abstract, (3) Program Narrative and/or Plan of Operation Matrix, (4) Evaluation Plan, (5) Budget Summary, (6) Budget Narrative, and (7) Resume.**
- 5) All proposals MUST be submitted on the required forms provided in **Appendix A-file attachments** except for those sections indicated.

Note: Failure to follow the format provided in the application package or follow the instructions may result in the application not being accepted, but returned to the respondent without consideration.



PART VII: PROPOSAL SUBMISSION

A. **Application Submission Deadline**

The applications must be received by the issuing office by 5:00 pm. PDT.

Tuesday, May 23, 2017 via e-mail. *No extensions of this deadline will be made.*

B. **Electronic Submission**

Submit proposal electronically to NSHE Sponsored Programs & EPSCoR Office via email to nshespo@nshe.nevada.edu and copy to minsun_park@nshe.nevada.edu

C. **Specific Submission Requirements**

- Applicants **MUST** submit their complete proposal including all attachments as **ONE Adobe PDF document** (*.pdf).
- Proposal file **MUST** be named as the GEAR UP subgrant fiscal year-program code, abbreviation of institution, PI last name, and date of submission.
For example: GU FY18-B_UNR_Usinger_5.23.17

Program Code:

- A: NSHE Subgrant Administration, Program Leadership, Ambassador Program Coordination, and Communications
- B: UNR Research and Longitudinal Studies
- C: UNLV GEAR UP STEM Activities for Students and Parents
- D: UNR Dean's Future Scholars
- E: GEAR UP Student - Direct Outreach Services (Ambassadors and Near Peer Mentors)
- F: UNR VEX Robotics Program/STEM

- Proposal **MUST** be reviewed, signed, and submitted by applicants' Office of Sponsored Programs/Projects or Grants Office. (Exception: WNC submission by a PI)

D. **Contact Information**

- **Technical Assistance:** If you have questions about submitting a proposal electronically, please contact MinSun Park at 702-522-7074 or minsun_park@nshe.nevada.edu
- **Questions regarding NSHE GEAR UP Subgrant Programs Narrative** should be addressed to: Janet Stake, NSHE GEAR UP Program Director at 775-784-3445 or janet_stake@nshe.nevada.edu



PART VIII: TECHNICAL ASSISTANCE MEETING

1) Submit questions about this RFP via email to **minsun_park@nshe.nevada.edu** by Tuesday, **April 18**. Answers to all questions will be provided electronically and discussed further during NSHE GEAR UP RFP Technical Assistance Meeting.

2) Technical Assistance Video Meeting for GEAR UP FY18 Subgrant RFP:

- **Date: Wednesday April 19, 1:00-3:30 PM PST**
- **Video Conference Location:**

NSHE Institution	Campus Video Site
NSHE , UNR	NSHE SA conference room 134
TMCC	315-O
UNLV	SCS 306
CSN	NSHE SPO/EPSCoR A117 or UNLV
NSC	RSC 370
GBC	MH 110
WNC	CED 307



APPENDIX A

FORMS-See file attachments*

- **COVER PAGE-Fillable PDF**
- **ABSTRACT-Fillable PDF**
- **SAMPLE TEMPLATE-PROGRAM NARRATIVE**
- **PLAN OF OPERATION MATRIX-Word**
- **BUDGET STATEMENT-Excel and Word**

***Note:**

- 1) In order to see the file attachments, please *download* this RFP file and save it in your computer.
- 2) Make sure to enable all Adobe program features and click *paper clip* usually appeared on the left side of a document.



APPENDIX B

ASSURANCES-See file attachment*

*Note:

- 3) In order to see Assurances file, please *download* this RFP file and save it in your computer.
- 4) Make sure to enable all Adobe program features and click *paper clip* usually appeared on the left side of a document.



APPENDIX C

RESOURCES

- **BUDGET PREPARATION GUIDELINES**
- **SPECIFIC ALLOWABLE COSTS GUIDELINES BY NEVADA DEPARTMENT OF EDUCATION (NDE)**
- **GEAR UP SERVICE TYPE**
- **GEAR UP SERVICE GLOSSARY BY NDE**



GEAR UP Subgrant Budget Preparation Guidelines:

Subgrant Budget and Cost Sharing Numbers Should be Rounded Up.

Budget and Budget Narrative must be delineated for both GEAR UP subgrant funds and cost share match and show breakdown of expenses. If funds are assigned to any given category in the budget, there must be a corresponding explanation in your program plan. All costs associated with the Nevada GEAR UP Program must follow all federal guidelines for use of federal funds.

The following budget guidelines are to be used in budget preparation:

Salaries and Benefits: The grant can pay salaries and benefits of professional personnel, graduate, and undergraduate students dedicated to GEAR UP projects. Time contribution of a person for projects and activities should be indicated and calculations of salaries and fringe benefit should be provided. Base salaries and fringe benefit rate should be complied with institution's HR policies.

Travel: Includes travel budget for the mandatory GEAR UP conferences and meetings. Specify *in-state travel* and *out-of-state travel* and show breakdown of expenses including transportation, accommodations, Per Diem, mileage, etc in budget narrative.

Materials and Supplies: Materials and Supplies must be associated with the program activities and must be fully justified. Routine office supplies and general operating expenses are not allowable. Show breakdown of expense and provide detail explanation in budget narrative.

Food & Beverage Expenses: Food and Beverage budget for *GEAR UP program specific and students-driven events* are allowable. Any food and beverage purchase totaling \$250 or more per event must receive prior approval. Refer to GEAR UP Subgrants Food & Beverage Costs Guidelines provided by Nevada Department of Education (NDE) in Appendix C.

Other: For instance, meeting & workshop, participant supports, etc. Specify expenses and provide detail explanation with associated activities in budget narrative.

Indirect Cost: Indirect Cost cannot be greater than **8%** of Modified Total Direct Cost (MTDC) for the GEAR UP Grant and Applicant's Cost Share Budget. The difference between the 8% limit and the grantee's negotiated rate may NOT be used for cost sharing or matching purposes, charged to direct cost categories, or charged to another Federal award

Equipment: GEAR UP funds allows equipment, but any equipment purchase **must** be required for prior approval.

Tuition Assistance: Tuition assistance for a graduate assistant who works for GEAR UP programs can be paid by GEAR UP funds.



Specific Allowable Costs & Guidelines

The rate tables outlined below are subject to approval from the U.S. Department of Education.

Allowable Incentives

Description	Allowable Amount	Purpose
Drawing Item: Grocery store gift card OR gas gift card OR restaurant gift card OR food gift basket	One item per meeting valued at up to \$50	Attendance incentive for family events
Clothing: <ul style="list-style-type: none"> Items w/ GEAR UP Nevada or college message Any printing/setup charges must be included 	Up to \$15 each	Students, staff, chaperones to wear for field trips, school events, special programs, community service and other events to promote GEAR UP, teamwork and safety *All designs must be submitted for approval to GEAR UP offices
Pencils/Pens	Up to \$1 each	Student reward or incentive
Stickers	Up to \$0.25 each	Student reward or incentive
Backpacks	Up to \$20 each	Student reward or incentive
Coffee Mugs	Up to \$5 each	Appreciation tokens for volunteers
School Supplies (binders, folders, paper, bookmarks, highlighters, lanyards, markers, calculators, and other school supplies)	Up to \$20 per student per year	Student reward or incentive
Hats, scarves, bags w/ GEAR UP Nevada or college message	Up to \$8 each	Student reward or incentive
Career or Educational Books	Up to \$20 each	Student reward or incentive
Educational CD's	Up to \$20 each	Student reward or incentive
Educational DVD's	Up to \$20 each	Student reward or incentive
Decorations for events (Flowers, centerpieces, balloons)	Up to \$25 per event	For GEAR UP Nevada events only
Candy	Up to \$1 each	Student reward or incentive
Educational Games	Up to \$20 each	Student reward or incentive
Flash Drives	Up to \$10 each	Student reward or incentive

(Purchases of music, for example, iTunes gift cards, are considered entertainment and therefore not allowed.)

NOTE: The reward/incentive budget shall be no more than 2% of contractor's total budget each contract year.

NOTE: All GEAR UP Nevada t-shirt designs must be submitted for NDE approval through NSHE.



Meal, Beverage, and Snack Allowance

NOTE: Any food/beverage purchase totaling \$250 or more per event **MUST receive prior approval from the Nevada GEAR UP office.**

Description	Allowable Amount	Purpose
Meals	Up to \$8 per student, parent or staff	Family/Parent Night Event
Meals	Up to \$8 per student per meal NOTE: We will pay up to \$10 for meals at college campus cafeterias when there is no lower option	Field trips, college visits, test taking
Healthy and nutritious snacks (granola bars, string cheese, fruit, popcorn, trail mix, pretzels, crackers, milk, juice, yogurt, bagels, muffins)	Up to \$1 per day per student	Field trips, college visits, after school programs
Coffee and light refreshments or light meals (fruit, bagels, donuts, muffins, cookies or crackers and cheese)	Up to \$5 per person per event	Advisory meetings, volunteer meetings, chaperone meetings

Student Classes, Camps, College Credit

Description	Allowable Amount	Purpose
College Classes, online classes for credit retrieval, AP test costs or similar expenses	Allowable	Academic support or enrichment
Individual student camps, on a college campus	Request prior approval	Field trips, college visits or test taking
SAT or ACT tests	Published amount and allowable only if student is not eligible for a waiver	Pre-college tests
College Placement Tests (Compass, etc.)	Published amount when no waiver is available	Placement tests



General Guidelines for GEAR UP Service Types

Many services and program activities provided by NSHE institutions directly or indirectly support GEAR UP students, family, school teachers, administrators, and overall the Nevada GEAR UP Program. To distinguish services directly provided to students and family, Nevada Department of Education (NDE) requires the institutions to identify services and activities as direct, indirect, or other in GEAR UP Subgrant proposals.

General guidelines for GEAR UP service types are created to assist NSHE institutions with distinguishing direct services from indirect services or other activities.

Direct Services to Students and Family:

1. Services provided *directly* to GEAR UP students and family either in-person or in virtual ways should be considered as direct services.
2. Number of students or family members and the list of such participants received services can be identified in direct services.
3. Direct services are identified in GEAR UP database and these services are required to be entered in the database by SPIFs.

Indirect Services:

1. Services provided *to indirectly support* GEAR UP students and family including planning and/or preparing meetings and events with SPIFs should be considered as indirect services.
For instance, development of college corner with SPIFs and set up assistance of college corner at a school site are deemed as indirect services *whereas* providing university and college information to students and consulting with students at a college corner should be considered as direct services.
2. Services provided to GEAR UP school teachers, principals, administrators, SPIFs, or school districts to support the Nevada GEAR UP goals should be considered as indirect services.

Other:

Any other scope of work than direct or indirect GEAR UP services addressed as above should be considered and identified as other type. For instance, subgrant administration, communication and coordination for NSHE institutions, professional development for ambassadors, and GEAR UP research and longitudinal studies should be considered as other.



GLOSSARY OF SERVICES

DATA ENTRY 2017-2018

The glossary is designed to provide general guidelines for GEAR UP services, matching, staffing and special definitions for use in making data entries. If you have questions, please contact Tammy Bolen at 775-687-9243/tbolen@doe.nv.gov , Lori Botelho at 775-687-9222/lbotelho@doe.nv.gov or Stephanie Swanson at 775-687-9150 /sswanson@doe.nv.gov .

SERVICES

ATTENTION: Service Types are in **bold print** below. Service Codes are below in **blue** below. Services should be supported through GEAR UP funds or match funds. Services are required to be entered into the GEAR UP database as they are provided. Nevada Department of Education will review the database monthly. If services have not been entered by the end of each month – at the latest, funding will be held until services are completed.

I. Student Services:

A. Tutoring/Homework Assistance

Not every student requires tutoring or homework assistance, but for those that do, **Tutoring/homework assistance** services provide additional academic instruction designed to increase the academic achievement of students. Tutoring can occur one-on-one or in small groups before school, during school, after school, during study or lunch breaks, or on weekends and must be provided by GEAR UP staff, hired tutors, teachers, trained peers, and/or volunteers. Tutoring should be recorded by subject area (Mathematics, English/Reading, Science, Other). **Virtual tutoring/homework assistance:** Virtual tutoring services include services that are provided via remote access through the internet or other means.

NOTE: Data entry must indicate whether tutoring is “in-person” or “virtual.”

B. Rigorous Academic Curricula

Rigorous Academic Curricula are provided when GEAR UP students are offered career and college readiness level classes that advance their skills and academic performance. This varies by grade level. The middle grades should be providing classes to accelerate the preparation for high school and beyond. **These courses must either be paid for with GEAR UP funds, or qualify as GEAR UP in-kind/match.**



Examples include:

- AP Classes offered via GEAR UP-paid teacher prep buyouts
- Any course above the student's grade level that is supported by GEAR UP
- Payment of AP/IB examinations by GEAR UP
- Class seniors taking ACT re-tests paid by GEAR UP.

Report **ONLY ONE** service per student per semester (1 hour per session; 90 sessions per semester). Examples include any course work that is above grade level in mathematics or science, English or Foreign Language.

C. Comprehensive Mentoring

Comprehensive mentoring services are provided when GEAR UP staff, teachers, or other school staff identifies students who would benefit from an ongoing supportive relationship with a trained, caring adult or older student, i.e., “mentor.” Mentors meet regularly with their assigned student(s). Meetings may be on or off campus and either during or outside of the school day. Typical issues addressed during mentoring meetings include academic, social, organization or life skill development. Per the 2008 HEOA, comprehensive mentoring must provide students with financial aid information, and encourage students to stay in school, enroll in rigorous and challenging coursework, apply for postsecondary education, and, if applicable, the GEAR UP scholarship.

Virtual comprehensive mentoring: Virtual comprehensive mentoring includes services that are provided via remote access through the internet or other means.

Mentoring Programs may include:

- Traditional mentoring programs that match one student and one adult.
- Group mentoring that links one adult with a small group of young people.
- Team mentoring that involves several adults working with small groups of young people, ideally with a ratio of no more than four youth to one adult.
- Near Peer mentoring that connects caring youth with other adolescents.
- E-mentoring that functions via email and the internet.

NOTE: Data entry needs to indicate whether mentoring is “in-person” or “virtual.”

Identify name of event.

Examples include:

- Nevada University Near Peer Mentoring
- Student Leadership Groups facilitated by GEAR UP
- Regular GEAR UP Ambassador Contact
- Dean's Future Scholars Mentoring
- Mentoring periods – by GEAR UP staff on a continuous basis



D. *Counseling/Advising/Academic Planning/Career Counseling

Counseling/advising/academic planning/career counseling services span a spectrum of activities with individual students or small groups of students. Services are defined as follows:

Counseling: Discussing personal growth issues such as decision making, problem solving, goal setting, attendance, behavior concerns, or family issues.

Advising: Providing assistance on course selection (secondary or postsecondary), college and/or career choices, or college and/or career planning.

Academic planning: Providing assistance on coursework selection, course of study choices, college major selection, assessment advising or interpretation of scores, or assistance with placement tests.

Career counseling: Providing assistance about career choices, career planning, internships, or career interests.

Virtual counseling/advising/academic planning/career counseling: Virtual Counseling/advising/academic planning/career counseling include services that are provided via remote access through the internet or other means.

NOTE: *Data entry needs to indicate whether counseling/advising/academic planning/career counseling services are “in-person” or “virtual.”*

Examples include:

- Academic and Career Counseling/Guaranteed Level of Service (time varies)
- ACT, SAT, IB, AP, ASVAB (4 hours)
- Career Cruising™ software (10 hours)
- Career Fairs (time varies)
- GEAR UP Ambassador Visits
- Student transcript review with GEAR UP staff
- Class schedule review with GEAR UP staff
- Grade checks with GEAR UP staff
- Attendance reviews with GEAR UP staff

**Every student must have an Individual Academic/Learning Plan*

E. *Workshops on Financial Aid Counseling/Advising

Financial aid counseling/advising services assist students understanding and navigating the complexities of financial aid, including providing hands-on assistance with the FAFSA and scholarship applications, presentations on financial aid or literacy, using financial aid or literacy curriculum, and information regarding the how-to's of participation in college savings plans.

Virtual financial aid counseling/advising: Virtual financial aid/counseling/advising includes services that are provided via remote access through the internet or other means.



NOTE: Data entry needs to indicate whether financial aid counseling/advising is “in-person” or “virtual.”

Examples include:

Subjects addressed by GEAR UP Staff or Volunteers

- Financial Literacy/Education Presentations
- Budgeting
- Checking Accounts
- Savings Accounts
- Credit

GEAR UP Ambassador Presentations on Financial/Financial Literacy

- College cost advising
- Money management
- Scholarship opportunities

**Every student must receive financial aid counseling/advising*

F. College Visit/College Student Shadowing

College visit/college student shadowing services take place on college campuses.

College visit: A physical visit to a college campus by a student facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. College visits should include an official tour, presentation(s) by admissions, financial aid, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.

College student shadowing: A one-on-one experience in which a middle or high school student spends a day on a college campus with an undergraduate student seeing typical college life.

Virtual college visit: Virtual college visit includes services that are provided via remote access through the internet or other means. Virtual college visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical college visit.

NOTE: Data entry needs to indicate whether college visit services are “in-person” or “virtual,” as well as the name and/or type of college visited, i.e., 2- or 4-year college.

Examples include:

- College/University presentations (time varies)
- College/University visits (time varies and includes travel time)
- College/University fairs (time varies)

**Every student must participate in at least one college visit*



G. Job Site Visit/Job Shadowing

Job site visit/job shadowing services offer students exposure to the workplace in an occupational area of interest and reinforces the link between classroom learning, work requirements, and the need for postsecondary education. Students witness the work environment, employability and occupational skills in practice, the value of professional training, and potential career options.

Job site visit: A physical visit to a local business/work environment facilitated/supervised/led by GEAR UP staff, teachers, or other school staff. Job site visits should include visits to local businesses, employers, and agencies to explore different professions or career selections, and can be followed by job shadowing.

Job shadowing: A one-on-one experience in which a middle or high school student spends a day at a business or work environment with an employee seeing typical job duties.

Virtual job site visit: Virtual job site visit includes services that are provided via remote access through the internet or other means. Virtual job visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical job visit.

NOTE: *Data entry needs to indicate whether job site visit services are “in-person” or “virtual.”*

Examples include:

- Internships (time varies)
- Job Presentations (time varies)
- Job Shadowing/Job Site Visits (time varies)

H. Summer Programs

Summer programs are services that include an experience over one or multiple days during the summer (or other non-school year time, i.e., for year round schools). Summer programs could be a statewide GEAR UP summer camp, a local summer camp funded by GEAR UP, or a residential GEAR UP program hosted by a college/university/community organization, or another camp attended by a GEAR UP student that supports the GEAR UP mission. These programs include academic enrichment, college preparatory programs/camp experience, credit recovery, and/or remediation programs.

NOTE: *Data entry needs to indicate whether summer programs are providing services for “academic enrichment” or “remedial services.” In addition, summer programs may include other services that should be recorded as such, i.e., college visit.*



Examples include:

Summer School (1 hour; 90 hours or equivalent per summer session)

Summer Special Programs including:

- Dean’s Future Scholars Camp (time varies)
- Talent Search Camp (time varies)
- College orientation (time varies)
- Summer STEM Camp
- Summer High School-to College Bridge Programs

I. Educational Field Trips

Educational field trips are services during which students leave their school or travel to another location, and include an academic component that is linked to classroom activities. Examples would include a science demonstration on a college campus (the purpose of the event was the science demonstration not a college visit), a class trip to attend a science or history museum linked to curriculum, academic competitions, cultural experiences such as performing arts, museums, or similar activity, and field trips that complement and enhance existing curriculum in key content areas.

NOTE: Educational field trips should be recorded by subject area (Mathematics, English/Reading, Science, Other).

Examples include:

- Local businesses and non-profits
- Animal Ark
- Yucca Mountain Nuclear Waste Depository (time varies)
- Atomic Energy Museum (time varies)
- Special exhibitions or fine arts events (time varies)

J. Student Workshops

Student Workshops are services that include interactive informational classroom-level or large- or small-group sessions that involve hands-on experience for each student in the workshop. Workshops are offered to groups of students on topics like secondary school success and college awareness, and general elements of college readiness such as study skills, self-monitoring, goal-setting, time management, and problem-solving. This includes guest speakers that motivate students and highlight careers. Workshops are informational in nature and are not intended to provide direct counseling or guidance to individual or small groups of students.

NOTE: Workshops should be recorded by subject area.

Virtual student workshops: Virtual student workshops include services that are provided via remote access through the internet or other means.



NOTE: Data entry needs to indicate whether workshops are “in-person” or “virtual.”

K. Family Events/Cultural Events

For Family Events/Cultural Events when both students and parents attend, enter one service for Parents and one service for Students.

Examples include:

- Family Awards and Recognition (time varies)
- Family Nights (time varies)
- Financial Literacy and Financial Aid for Families (time varies)
- Presentations on ACT Preparation
- GEAR UP Informational Meetings

Unallowable Services:

- Ballets
- Plays
- Concerts
- Movies
- Theme Parks

L. Other (please specify)

Examples include:

Community Service – Includes Leadership/Student Council and other service-oriented activities related to GEAR UP (time varies)
Dean’s Future Scholars (time varies)
Talent Search (time varies)

II. Parent Services:

Three entries (services) are possible; one for parents in attendance, one for students in attendance, and one for In-Kind/Match money (if applicable). Staff working over their normal hours may be counted as in-kind as well.

A. Workshops on College Preparation/Financial Aid/Financial Literacy

Workshops of college prep/financial aid services include a parent/guardian or adult family member’s attendance with or without their child(ren) at a workshop that demonstrates how to



GEAR UP FY18 Subgrant RFP

assist their student with college preparation or financial aid information. These services include informational sessions for parents focusing on college entrance requirements and financial aid opportunities.

Virtual parent/family workshops: Virtual parent/family workshops include services that are provided via remote access through the internet or other means.

NOTE: Data entry needs to indicate whether workshops are “in-person” or “virtual.”

Examples include:

- Budgeting
- Checking Accounts
- Savings Accounts
- Credit
- Scholarship Information
- College Tuition Requirements
- FAFSA Information

B. Counseling/Advising

Counseling/advising services span a spectrum of activities that can include one-on-one or small group advising for parents/guardians/adult family member designed to meet the specific needs of the individuals engaged in the activity. These services include when a parent/guardian or adult family member meets with the GEAR UP school staff or counselor, with or without a student, to discuss student’s academic goals, college plans, school progress, etc.

Counseling: Meeting with parents/guardians to discuss student’s personal growth issues such as decision making, goal setting, behavior concerns, family issues, home visits, etc.

Advising: Providing individual assistance to parents/guardians on their student’s college choices, college planning, financial aid planning, etc.

Career Cruising

Examples include:

- Individual Learning/Academic Plan
- Grade Report Parent Meetings
- ACT Results
- Student Transcript Reviews



C. College Visits

College visit services take place on college campuses. These include a physical visit to a college campus by a parent/guardian, with or without a student, facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. The primary objective of the event would be to conduct a college visit. The visit should include an official tour, presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.

Virtual college visits: Virtual parent/guardian college visits includes services that are provided via remote access through the internet or other means. Virtual college visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical college visit.

NOTE: Data entry needs to indicate whether college visit services are “in-person” or “virtual,” as well as the name and/or type of college visited, i.e., 2- or 4-year college.

Examples include:

- College/University Presentations
- College/University Visits
- College/University Fairs
- College/University Orientation

D. Family/Cultural Events

Family/Cultural Events are services in which parents or families participate. These services involve GEAR UP students and their families/guardians or just their parents/guardians. Family events include GEAR UP activities that recognize the role of families in student success, and are not defined under a previous category.

Examples include:

- Parent Financial Aid Nights
- College Presentation Nights
- Student Award Nights
- Cultural Awareness Nights

E. Other (Describe in Service Name) – Please specify.



III. *Teacher Services:

A. GEAR UP Sponsored Professional Development

Professional Development that is offered or sponsored by Nevada GEAR UP and is provided to staff at GEAR UP schools.

Examples include:

- STEM Summer Institute for teachers
- GEAR UP trainings, conferences and meetings

****NOTE: Professional Development, Conferences and Trainings will be entered in the GEAR UP database by NDE staff.***

IV. School Services:

A. Curriculum Development

GEAR UP participation in the design of curriculum planned and guided by the school, district and /or state.

B. Reform Efforts

GEAR UP participation in initiatives aimed at improving student learning.

Examples include:

- Implementation of the new Common Core State Standards and Assessments
- International Center for Leadership in Education
- AVID
- Partnership for 21st Century Learning
- Academy models
- Breaking Ranks
- Professional Learning Communities (PLCs)

C. Other

Describe in Service Name



IN-KIND/MATCH

I. In-Kind/Matching Requirements:

GEAR UP requires a dollar-for-dollar match of federal funds. For every dollar received, at least \$1 of state or private funds must be contributed in the form of cash or documented contributions of time or materials. Service time or goods paid for with federal or GEAR UP funds do not qualify. All forms *must* be signed attesting to the information provided on the forms. In-Kind/Match is required to be entered in the GEAR UP database as it is collected.

A. Contribution of Goods or Services Form

This form is used for any in-kind/match earned as the result of a GEAR UP activity or service. This form includes:

- **Description:** Brief sentence about the service.
- **Date Occurred:** For a multi-day service, enter the final date of the event. For an event that lasts throughout a semester or the school year, enter the last day of the event, or the final day of the school year, such as June 30, 2017.
- **Event Name:** The event name should match the name of the service entered in the database.
- **Details:** Details of time, goods or services. Attach receipts if applicable.
- **Time and Effort:** The value of the participant's time in dollars (see below).
- **Travel and Mileage:** Travel time and mileage at the State rate can count as in-kind/match.

- **Common time valuations for volunteers:**
 - \$20.00/hour for college students and parent volunteers
 - \$30.00/hour for business and community-based organization positions and graduate students
 - \$40.00/hour for professional positions and managerial positions
 - \$50.00/hour for executive positions
 - Higher amounts for some consultants/speakers, etc.

B. Administration In-Kind Form

District/administrative personnel who spend a percentage of their time on GEAR UP will use this form; one employee per form. Data entry will show last name, title and the annual amount of salary and benefits. The date will be the end of the school year. **NDE staff will work directly with school district staff to gather the completed Administrative Match forms – SPIFs are not responsible for this data entry.**



C. [In-Kind Teacher/Counselor/Staff Form](#)

Teacher/counselor/staff time spent planning or implementing GEAR UP activities that is beyond the normal contract hours is documented on a monthly basis. This should be actual time, meaning an after- the-fact determination.

D. [GEAR UP Services Sheet](#)

A versatile form that can be customized for multiple uses:

1. Sign-in sheet to record attendees for parent services and/or student services
2. Sign-in sheet for vendors at a career fair, college visit or presentation
3. Document data entry of the service
 - **Description:** Brief sentence about the service.
 - **Date Occurred:**
For a multi-day service, enter the final date of the event.
For an event that lasts throughout a semester or the school year, enter the last day of the event, or the final day of the school year, such as June 30, 2017.
 - **Names of Participants:**
The Services Sheet should be used as a sign-in sheet whenever possible. If need be, a roster or other forms of participant documentation can be attached to the Service Sheet.

MISCELLANEOUS DATA ENTRY

I. ADDING NEW GEAR UP STAFF

Enter each staff person that participates in the GEAR UP program at your school(s).

- **Position Titles:**
 - Assistant Principal
 - Program Assistant / Support Staff
 - Coordinator / Facilitator
 - Counselor
 - State Coordinator
 - District Administrator
 - Principal
 - Professor
 - Teacher
 - Teacher Aid
 - Tutor
 - Data Analyst



GEAR UP FY18 Subgrant RFP

Source of Funding for the Position:

- Staff paid directly by GEAR UP are to be identified as “GEAR UP”. The “MATCH” staff member designation is to be used for individuals that are not directly or indirectly paid by GEAR UP

II. ADDING NEW GEAR UP STUDENTS

The following student information is required in order to add a new student to your GEAR UP roster:

- First Name
- Middle Name (optional)
- Last Name
- Student School ID Number
- Student State ID Number (optional)
- Gender
- Ethnicity
- Date of Birth
- Date Enrolled
- Grade
- School

NDE Contacts

Tammy Bolen
Nevada GEAR UP State Director
Nevada Department of Education
700 East Fifth Street, Suite 110
Carson City, NV 89701
(775) 687-9243 Fax: (775) 687-9250
tbolen@doe.nv.gov

Lori Botelho
Nevada GEAR UP Assistant Director
Nevada Department of Education
700 East Fifth Street, Suite 110
Carson City, NV 89701
(775) 687-9222 Fax: (775) 687-9250
lbotelho@doe.nv.gov

Stephanie Swanson
Nevada GEAR UP Administrative Assistant IV
Nevada Department of Education
700 East Fifth Street, suite 110
Carson City, NV 89701
(775) 687-9150 Fax: (775) 687-9250
sswanson@doe.nv.gov