



## **GEAR UP Utah**

### **Cost-Share Orientation Summary/Time and Effort Reporting**

We appreciate our partners within the Utah System of Higher Education and Districts and Schools participating to support the support services provide to approximately 12,000 students within 13 school districts and over 50 schools statewide. Thank you for your cooperation and willingness to assist Utah's low-income students and families to better prepare themselves academically to graduate from High School and succeed in post-secondary educational goals. You school has signed a Partnership Identification form related to this important \$25 million 7-year GEAR UP project initiative including a commitment to assist us in meeting the required non-Federal Matching support or cost share requirements.

Annually, there are many new contributors of time and effort in support of these requirements and, as such, we regularly receive many questions regarding this matter. Thus, to answer recurring questions and create understanding about this matter we have created this orientation summary and short FAQ for your better understanding information:

**What is Matching or Cost Share?** Answer: The 7 Year US Department of Education Federal Grant Award to the State of Utah with Utah Valley University as the appointed management and fiscal agent, the Statewide GEAR UP Education program award requires that we validate voluntary time and effort and other matching contributions that can readily be identified as being in support of GEAR UP participating schools and students from state and non-federals sources on a 1:1 basis. Cost share can be sourced from any non-Federal source and can be in cash or in-kind. Most of our estimated cost share comes from time and effort contributed by teachers and administrators in local partnering districts and *schools that are a normal part of their daily work in support of these same students and their families.*

**What is my responsibility in this matter?** Answer: Utah Valley University has established a highly efficient and user-friendly way to forecast and validate contributions online with only your minimal participation ongoing personal, school and district cost share contributions. We require contact with you twice annually and have created the process to make sure that it has sufficient detail to meet grant requirements but is very simple and user friendly. We ask that you sign a simple budget form at the beginning of the year (usually in September/October) and then that you meet with us to validate and confirm the contributions at the end of the grant year (June-August). GEAR UP representatives are there to support you any time you have questions. Most importantly, you should know that this process involves:

1. Very little time commitment on your part annually so you can keep first things first.
2. Is totally voluntary and is not legally binding upon you individually.
3. Involves no monetary contributions from you
4. Attempts only to validate the value of the regular time and effort you are already devoting to prepare to teach or support these same students in your school or classroom.

We thank you once again for being willing to work with us to support the children and families of Utah. Please direct any other questions you might have to your local GEAR UP program representative at any time.

Thank you,  
GEAR UP Utah Statewide Administrative Team