

EVERETT SCHOOL DISTRICT NO. 2
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 1098
Washington GEAR UP Program Interagency Agreement

WHEREAS, Everett School District No. 2, Snohomish County, Washington, is a first-class school district duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington; and

WHEREAS, it is the intent of the Board of Directors of Everett School District No. 2 to provide appropriate programs which will meet the needs of the district; and

WHEREAS, it is desired to utilize to the best advantage existing programs, services, and facilities thereby eliminating unnecessary duplications; and

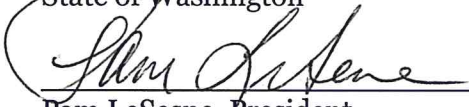
WHEREAS, in so doing, at times it becomes necessary to share programs, services, and facilities on an intergovernmental cooperative basis with other districts/agencies;


NOW, THEREFORE, BE IT RESOLVED, that the administration be authorized to develop such interagency agreements with the Washington Student Achievement Council, and shall implement such programs subject to the final approval of the superintendent or his/her designee.

Adopted by the Board of Directors of Everett School District No. 2, Snohomish County, Washington, at a regular meeting thereof, held on September 23, 2014.

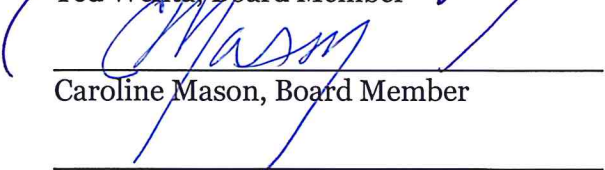
EVERETT SCHOOL DISTRICT NO. 2

A municipal corporation of the
State of Washington


Pam LeSesne, President



Carol Andrews, Vice President


Ted Wenta, Board Member


Caroline Mason, Board Member


Traci Mitchell, Board Member

Attest:


Dr. Gary Cohn
Superintendent & Secretary to the Board of Directors

**INTERAGENCY AGREEMENT
BETWEEN
THE STATE OF WASHINGTON
WASHINGTON STUDENT ACHIEVEMENT COUNCIL
AND
THE EVERETT PUBLIC SCHOOLS**

THIS AGREEMENT is made and entered into by and between the Washington Student Achievement Council, hereinafter referred to as the "WSAC," and the Everett Public Schools hereinafter referred to as the "School District."

IT IS THE PURPOSE OF THIS AGREEMENT to provide services to students and their families enrolled in the School District as outlined in Exhibit A, Statement of Work, of this contract.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

The School District shall furnish the necessary personnel, equipment, material(s) and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in Exhibit A, Statement of Work, attached hereto and incorporated herein.

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on September 1, 2014 and be completed on August 31, 2015, unless terminated sooner as provided herein.

PAYMENT

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have determined that the cost of accomplishing the work herein will not exceed **\$435,702** (four hundred thirty-five thousand seven hundred two dollars). Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount. The school district shall receive compensation for travel expenses at current State travel reimbursement rates. To receive reimbursement, the school district must provide a detailed breakdown of authorized expenses, identifying what was expended and when. Compensation for service(s) shall be based as set forth in accordance with the budget in Attachment B. Budget, attached hereto and incorporated herein.

Districts are required to contribute in-kind or cash match equal to thirty-three percent (33%) of the total grant funds received. For \$435,702, the match requirement is \$143,782. The match rate is subject to change based on total collection accumulation over the grant cycle.

BILLING PROCEDURE

The School District shall **submit invoices by the 25th of the calendar month** following the month in which the expenditures were incurred. Payment to the School District for approved and completed work will be made by warrant or account transfer by the WSAC within 30 days of receipt of the complete and correct invoice.

Unless prior arrangements have been made between the School District and WSAC, interagency **billings for services rendered as of June 30, are to be sent out by vendor agencies no later than July 15, 2015.** If the School District cannot produce actual billings by July 15, the agency is to send out estimated billings by July 15, and follow up with the actual bill as soon as possible. Estimated billings are to be clearly marked as estimates (SAAM 90.20.50 Interagency Accruals).

Upon expiration of the Interagency Agreement, any claim for payment not already made shall be submitted within 60 days after the expiration date or payment will not be made.

RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents, and other evidence that sufficiently and properly reflects all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review, or audit by: Personnel of either party, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration, and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access to, and the right to examine, any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to ensure that records and documents provided by the other party are not erroneously disclosed to third parties.

RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the WSAC. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and transfer these rights.

DATA SHARING AGREEMENT

As a member of the multi-state GEAR UP College and Career Readiness Evaluation Consortium, Washington State GEAR UP will share GEAR UP student level data with the National Student Clearinghouse (NSC) for research and evaluation purposes. Procedures used in this work will be governed by FERPA and all applicable state laws. The Washington Student Achievement Council is a state education authority and adheres to the Federal Family Educational Rights and Privacy Act (FERPA) and in particular 34 CFR 99.31. For the limited purposes of this project, the Washington Student Achievement Council designates the NSC as its authorized representative for the purpose of assisting with this research and evaluation project. The data will be protected as confidential information and redisclosure by NSC will be prohibited, per RCW 50.13. Information will be transferred in a secure file transfer process and

will include: state student identification number, last name, first name, middle initial, GEAR UP entry date, anticipated graduation year, actual graduation year, date of birth, gender, ethnicity, race, grade level, graduation status, and enrollment status. Washington's data will remain the property of Washington State GEAR UP and will not be accessed by or shared with any other entity. The State Memorandum of Understanding with NSC is available upon request.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

TERMINATION

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

TERMINATION FOR CAUSE

If, for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms, and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules.
- b. Statement of work.

- c. Any other provisions of the agreement, including materials incorporated by reference.

ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

CONTRACT MANAGEMENT

The program manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Program Manager for the Washington Student Achievement Council is:

Weiya Liang
Washington GEAR UP Program
PO Box 43430
Olympia, WA 98504-3430
(360) 753-7884

The Program Manager for the School District is:

Jeanne Willard
Everett Public Schools
4730 Colby Avenue
Everett, WA 98203
(425) 385-4015

IN WITNESS WHEREOF, the parties have executed this Agreement.

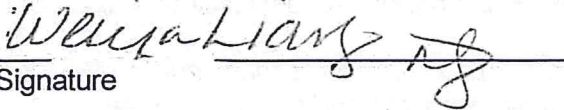
State of Washington
Everett Public Schools


Signature

Superintendent
Title

9/23/14
Date

State of Washington
Washington Student Achievement Council


Signature

Weiya Liang
College Access & Support Director

8/20/14
Date

APPROVED AS TO FORM:

ATTORNEY GENERAL'S OFFICE

EXHIBIT A

STATEMENT OF WORK

GEAR UP partner school districts and schools agree to provide services as described below.

Note: These are the school and district contractual obligations and must be met in order to remain in good standing as a grantee.

1. Activities as described below shall be provided to eligible students:
 - a. Cohort model schools will provide GEAR UP services to all students in the Class of 2017.
 - b. Priority model schools will provide GEAR UP services to low income students, as determined by free/reduced meal eligibility, TANF recipient, foster care, or other established method.
 - c. Other students may participate in GEAR UP activities under the following conditions:
 - i. There is no additional cost; or
 - ii. Costs for other students are paid for by another source.
2. Ensure that students have access to appropriate program activities. Activities shall supplement but not supplant what the school already provides. Program activities will:
 - a. Provide information regarding financial aid;
 - b. Encourage student enrollment in rigorous and challenging curricula and coursework in order to reduce the need for remedial coursework at the postsecondary level; and
 - c. Improve the number of students who:
 - i. obtain a secondary school diploma; and
 - ii. complete applications for and enroll in a program of postsecondary education.
3. At a minimum, GEAR UP programs must provide the following activities to eligible students. These services may be provided by GEAR UP staff, other school staff, community volunteers, or other qualified volunteers.
 - a. Supportive Services, including tutoring and homework assistance.
 - b. Comprehensive Mentoring.
 - c. Financial Aid Counseling and Advising.
 - d. Counseling and Advising, Academic Planning, and Career Counseling.

Student Activities

1. Provide a program orientation to all GEAR UP students by October 31 of each year to ensure that they understand the program and the opportunities available to them.
2. National GEAR UP Week is September 22-26, 2014. You are encouraged to conduct your student and family orientations during this time, or provide another "kick-off" event to celebrate GEAR UP. (Additional information/materials will be provided by Washington State GEAR UP staff prior to the week.)
3. Provide services that support all students in achieving the GEAR UP Career and College Ready Benchmarks, with GEAR UP funding or other resources. The Benchmarks include:

- a. Students complete pre-algebra by the end of 8th grade.
 - b. Students complete algebra by the end of 9th grade.
 - c. Students complete two years of math beyond algebra by graduation.
 - d. Students meet the Washington Minimum College Admission Distribution Requirements (CADRs).
 - e. Students meet standards on the Measure of Student Progress, High School Proficiency Exam and End of Course Exams for math and biology.
 - f. Students complete ACT's College and Career Ready System: EXPLORE (8th grade), PLAN (10th grade), and ACT (11th or 12th grade).
 - g. Students complete college and career research and inventory.
 - h. Students identify and research 5 to 10 post-secondary options.
 - i. 10th and 11th grade students complete in depth research of 3 to 5 post-secondary programs that are aligned with their career interests.
 - j. 10th and 11th grade students have the opportunity to visit at least 3 college campuses that are aligned with their career interests.
 - k. 12th grade students have the opportunity to visit at least 1 college campus that they choose to apply to.
 - l. Twelfth grade students complete at least three post-secondary program applications.
 - m. Eleventh grade students and families complete the FAFSA forecaster.
 - n. Twelfth grade students and families complete the FAFSA.
 - o. Students and families complete "The Vault" during 7th and 8th grade, a financial literacy curriculum provided by Washington State Employees Credit Union.
 - p. Students and families complete "Aspirations to Action" during 9th and 10th grade, an on-line curriculum provided by Washington College Access Network.
 - q. Students and families complete "16 Summers" during 11th and 12th grade, a financial aid and college planning curriculum provided by the National Council for Community and Education Partnerships.
 - r. Students earn a minimum of 3.0 GPA by the end of 11th grade.
 - s. Students are promoted to the next grade level and graduate on time.
4. Use WSAC–Washington State GEAR UP created and/or provided print and electronic resources when working with students. Resources may include The Vault, 16 Summers, Aspirations to Action, GEAR UP student handbooks, and other college awareness and access materials.
 5. By the end of the 8th grade, provide all students with a 21st Century Scholar Certificate as provided by the WSAC–Washington State GEAR UP.
 6. Optional: Schools may provide summer opportunities to support grade level transition, academic readiness, and credit retrieval. Summer activities may include educational field trips to prepare students for careers and college, and college campus visits.

Family Activities

1. Provide a program orientation to families by October 31 of each year to ensure that they understand the program and the opportunities available to their students.
2. Provide quarterly family workshops about preparing for careers and college, including high school graduation requirements, college entrance requirements, financial aid, scholarships, and financial literacy. These may include the curricula referenced above, "The Vault," "Aspirations to Action," and "16 Summers."

3. Use WSAC–Washington State GEAR UP created and/or provided print and electronic resources when working with families. Resources may include GEAR UP handbooks, and other college awareness and access materials.

Staff Activities

1. Provide a program orientation and match training to all building staff by October 31 of each year to ensure that they understand the program and the opportunities available to them. The match training must include what is allowed as match, and how to accurately document match using GEAR UP forms. A training outline is provided in the GEAR UP Coordinator Manual.
2. Make GEAR UP sponsored professional development available to all appropriate staff at both the middle and high school levels, which includes:
 - a. GEAR UP West Conference
 - b. Winter GEAR UP Professional Development Workshop
 - c. Spring GEAR UP Annual Planning Meeting
 - d. August Kick-Off and Training Workshop

Advisory Committee

1. Establish an advisory committee to provide guidance and build community acceptance and support of GEAR UP, and create a college-going culture within the school and community.
2. Committee members shall include one or more representatives from the following groups: school administrators, teachers, counselors, students, parents/families, and business and non-profit partners.
3. Convene the committee at least twice a year.
4. Agendas and meeting minutes from these meetings must be kept on file and available for site visits. Submit meeting agendas and minutes to WSAC via the portal.
5. Provide a roster of Advisory Committee members to WSAC–Washington State GEAR UP by November 1 of each year.

Project Administration

1. Submit an annual work plan and budget to be approved by WSAC–Washington State GEAR UP by the annual deadline for contracts that will begin September 1, 2014. The work plan must include official school district position descriptions for all staff paid under the grant. The description must include the number of hours, or FTE, and the duration of the position.
2. Provide adequate staffing to fulfill the obligations of the contract. Staffing needs will be based on the number of students to be served in the school(s) and must be pre-approved by WSAC–Washington State GEAR UP.
3. Hire, train and supervise GEAR UP staff. It is recommended, that GEAR UP staff have a minimum of a bachelor's degree. It is also recommended that all staff hired have previous

experience working with similar populations, including low-income, first generation and minority students and families. Positions titles may include GEAR UP Coordinator, GEAR UP Graduation Specialist, or similar.

4. Establish a GEAR UP team that includes at least one building administrator, school counselor(s), all GEAR UP paid staff, and other school staff such as class advisors. We also recommend a district representative serve on the GEAR UP team. It is recommended that the team meet a minimum of monthly to ensure that the work plan is followed.
5. Attend or participate in GEAR UP sponsored professional development:
 - a. All staff paid with GEAR UP funds are required to attend all GEAR UP sponsored training and professional development workshops, including the annual GEAR UP West Conference and monthly webinars.
 - b. At least one building or district administrator is required to attend all GEAR UP sponsored training and professional development workshops, including the annual GEAR UP West Conference.
6. Provide adequate classroom and office space for the program that is accessible by all students.
7. Provide appropriate level of supervisory, administrative, clerical, and fiscal support.
8. Document and submit all GEAR UP Expenses and Match:
 - a. GEAR UP expenditures must be submitted during the week of the 25th of each month for reimbursement. Schools must maintain proper cost accounting records for all reimbursed expenses. Refer to OMB circulars A-102 and/or A-87. Follow WSAC-Washington State GEAR UP instructions on submitting reimbursement requests, as provided in the GEAR UP Coordinator Manual.
 - b. Districts are required to contribute in-kind or cash match equal to 33% of the total grant funds received. Match documentation must be submitted by the week of the 25th of each month, including a summary of all match collected and the backup documentation from each contributor or source. NOTE: The match rate is subject to change based on total collection accumulation over the grant cycle.
9. Track student, family, and staff participation in GEAR UP sponsored activities using program sign-in sheets. Activity and participation data will be entered electronically at least weekly into the WSAC-Washington State GEAR UP portal/database.
10. Administer and collect annual U.S. Dept. of Education student and parent surveys. (You must have a return rate of at least 90% for students and 50% for parents.)
11. The principal and GEAR UP staff are required to participate in annual site visits with WSAC-Washington State GEAR UP staff and/or RGI Corporation (external evaluators) to ensure program compliance and effectiveness.

EXHIBIT B

SCHOOL DISTRICT'S WORK PLAN

School District	Everett Public Schools
GEAR UP School (1)	Cascade High School
GEAR UP School (2)	Everett High School

GEAR UP Staff Title	Name	Total # Contract Days for GEAR UP Duties	Total # Hours Per Contract Day for GEAR UP Duties
GEAR UP Coordinator	Anna Selset	260 days	4
Graduation Specialist - CHS	Molly Challman	217 days	6.5
Graduation Specialist - CHS	Sara Cameron	217 days	6.5
Graduation Specialist - EHS	Alicia Naig	217 days	6.5
Graduation Specialist - EHS	Wendy Alcala	217 days	6.5

GEAR UP REQUIRED ACTIVITIES						
Required GEAR UP Activity	Minimum Requirement	Activity Name and Type (for portal entry)	Detailed description of activities. How will you provide this? Who will participate? How will you recruit participants?	Month(s) Activity to be Implemented	Person Responsible for Implementation	Estimated funds required for implementation.
National GEAR UP Week	Schools will conduct at least one activity for	Will vary depending on actual activities. See Portal Manual.	Family Nights at CHS & EHS Presentation to the Board of	September 22-26, 2014	GEAR UP Graduation Specialists	\$250

	NGUW.		Directors *Flyers and banners at school; phone calls to families*			
Student Orientation	All schools provide a student orientation each Fall.	Student Orientation	Student orientation days at CHS & EHS *Postcards, mailings, emails, and phone calls to students and families*	August 2014	GEAR UP Graduation Specialists and school staff	\$250
Family Event 1: Family Orientation	All schools provide a family orientation each Fall.	Family Orientation	Family Nights at CHS & EHS *Postcards, mailings, emails, and phone calls to students and families*	August and September 2014	GEAR UP Graduation Specialists and school staff	\$125
Family Event #2	All schools provide a minimum of 4 family events annually.	Varies, see Portal Manual.	High School & Beyond Nights *Postcards, mailings, emails, and phone calls to students and families*	October 2014	Counselors, GEAR UP Graduation Specialists, and additional school and district staff	\$125
Family Event #3			College-going Course Selection Workshop, including AP	February 2015	Counselors, GEAR UP Graduation Specialists,	\$125

			recruitment *Postcards, mailings, emails, and phone calls to students and families* *Recorded digital content will be created for this event*						
Family Event #4			Parent Night *Parent Night will include launch for Parent Survey administration*	April 2015	GEAR UP Graduation Specialists and school staff	\$125		Teacher-Librarians, and additional school and district staff	
Administer the ACT-ASPIRE to 10 th graders.	At least 90% of students complete the assessment.	Tests/Test Prep	*Everett Public Schools will be administering the PSAT to all tenth grade students. We plan to administer the PSAT in place of ACT-ASPIRE.*	REQUIRED WINDOW: Oct. 15-Dec. 31	School staff	GEAR UP funds the cost of the tests, you do not need to budget. District funds will pay for the PSAT.			
Aspirations to Action	To be provided to all students by the end of 10 th grade.	Counseling/Advising/Academic Planning/Career Planning	Aspirations to Action will be delivered to all GEAR UP students *A2A will be delivered in	September 2014 – August 2015	Counselors, GEAR UP Graduation Specialists, Teacher-Librarians, and	No additional cost (Also included under College & Career below)			

			conjunction with Naviance online platform and counseling curriculum*		additional school and district staff	
Department of Ed Survey Administration	90% of students and 50% of families complete a survey.	<i>Do not enter in the portal.</i>	Parent Survey administration *Survey administration will be launched with Family Event #4/Parent Night*	REQUIRED WINDOW: Mar. 1- Apr. 30	GEAR UP Graduation Specialists and school staff	N/A
Summer Camp	Requirements and options will be shared in Spring 2015	Summer Academic Enrichment	Summer Camp *Postcards, mailings, emails, and phone calls to students and families*	June-July-August	GEAR UP Graduation Specialists	\$2,000
GEAR UP West Conference	Schools teams of 3-5 to include GEAR UP paid staff and one administrator.	Professional Development	GEAR UP West Conference *16 people expected to attend, CHS & EHS teams plan to present*	Oct. 26-28, 2014, Seattle	GEAR UP Graduation Specialists, GEAR UP district team, counselors, and teachers	\$6,608
Monthly Webinars	Various topics, participate as applicable to staff.	Professional Development	GEAR UP Monthly Webinars *GEAR UP team plans to attend*	TBD	GEAR UP Graduation Specialists and GEAR UP district team	N/A

Spring Workshops	GEAR UP staff required to attend.	Professional Development	GEAR UP Spring Workshops *GEAR UP team plans to attend*	Feb/Mar. TBD	GEAR UP Graduation Specialists and GEAR UP district team	\$1,336
Year 5 Planning Meetings	GEAR UP staff and administrator required to attend.	Professional Development	GEAR UP Spring Workshops *GEAR UP team plans to attend*	May TBD	GEAR UP Graduation Specialists and GEAR UP district team	\$2,138
Year 5 Kickoff	GEAR UP staff required to attend.	Professional Development	GEAR UP Spring Workshops *GEAR UP team plans to attend*	Aug. TBD	GEAR UP Graduation Specialists and GEAR UP district team	\$2,560
GEAR UP Advisory Committee Meeting #1	To include required members, per Statement of Work/Contract.	<i>Submit meeting agenda and minutes via portal. Do not enter as an Activity.</i>	GEAR UP Advisory Breakfast (at EHS) *Postcards, mailings, emails, and phone calls to students and families*	November 2014	GEAR UP Graduation Specialists	\$250
GEAR UP Advisory Committee Meeting #2			GEAR UP Advisory Breakfast (at CHS) *Postcards, mailings, emails, and phone calls to students and families*	April 2015	GEAR UP Graduation Specialists	\$250

GEAR UP OBJECTIVES							
Math Completion							
75% of 8 th grade students complete Pre-Algebra.	75% of 9 th grade students complete Algebra.	85% of students complete two years of math beyond Algebra I.	Students pass required EOC exams.				
Activity Description.				Who is responsible for implementation?	Month(s) Activity to be Implemented.	Who will participate? How many students do you expect to participate?	What is the estimated GEAR UP funding needed for this activity?
EOC Algebra and Geometry Boosts				GEAR UP Graduation Specialists and Math Department teachers	November & December 2014, April & May 2015	150 students	\$6,000
Summer Academy for Accelerated Math (SAAM) School-year Support				GEAR UP Graduation Specialists and Math Department teachers	September 2014 – June 2015	40 students (CHS only)	\$250
GEAR UP OBJECTIVES							
Academic Readiness							
40% of students have a minimum 3.0 GPA by the end of 11 th grade.	85% of students promote to the next grade level each year and graduate on time.	All students meet standard on state assessments (MSP, HSPE, and EOC).		Students have access to advanced courses and support needed to be successful (i.e., chemistry, physics, pre-calculus, calculus, advanced biology, AP, honors, and dual credit opportunities)			

Activity Description	Who is responsible for implementation?	Month(s) Activity to be Implemented	Who will participate? How many students do you expect to participate?	What is the estimated GEAR UP funding needed for this activity?
Agendas for Homework Planning and Study Skills	GEAR UP Graduation Specialists	September 2014	850 students	\$5,000
AP and Dual Enrollment Student Support Kits	AP teachers, and Dual Enrollment teachers	September 2014 – June 2015	850 students	\$6,000
Binder Buddy and Study Skills and Organization Clubs	GEAR UP Graduation Specialists	September 2014 – June 2015	400 students	\$500
College Bound Scholar Pep Talks	Career Specialists	September 2014 – June 2015	850 students	\$1,000
Flexible Credit Recovery Options, including Fuel Education	GEAR UP Graduation Specialists and Success Coordinators	September 2014 – June 2015	100 students	\$10,000
GUTC (GEAR UP Tutoring Center), including writing lab	GEAR UP Graduation Specialists and English department teachers	September 2014 – June 2015	400 students	\$1,000
Summer School for Academic Acceleration and College and Career Readiness, including Summer Academy for Accelerated Math (SAAM)	Summer School Principal and GEAR UP Graduation Specialists	June – August 2015	400 students	\$16,500
GEAR UP OBJECTIVES				

College and Career Awareness and Planning						
8 th grade students complete college and career research and interest inventory.	9 th /10 th grade students identify and research 5 to 10 postsecondary options.	11 th grade students conduct in-depth research, including campus visits, for postsecondary programs aligned with their career interests.	12 th grade students complete and submit at least 3 postsecondary applications.			
Activity Description	Who is responsible for implementation?	Month(s) Activity to be Implemented	Who will participate? How many students do you expect to participate?	What is the estimated GEAR UP funding needed for this activity?		
Afterschool College Readiness Events	GEAR UP Graduation Specialists and Career Specialists	September 2014 – June 2015	400 students	\$750		
Aspirations to Action and Naviance Curriculum Planning and Implementation	GEAR UP Graduation Specialists, Success Coordinators, Career Specialists, and Counselors	September 2014 – June 2015	850 students	No additional costs		
Career Fieldtrips (10)	GEAR UP Graduation Specialists	September 2014 – June 2015	850 students	\$11,000		
College 101 Days at Everett Community College (2)	GEAR UP Graduation Specialists	December 2014	850 students	\$11,000		
College Dream Walls	GEAR UP Graduation Specialists	September 2014 – June 2015	850 students	\$1,000		
College Fieldtrips (10)	GEAR UP	September 2014	850 students	\$11,000		

	Graduation Specialists	– June 2015			
March Madness Events	GEAR UP Graduation Specialists and Career Specialists	September 2014 – June 2015	850 students	\$500	
Speed Jobbing Events, Students Quickly Learn About Careers through a Formal Protocol	GEAR UP Graduation Specialists and Career Specialists	September 2014 – June 2015	850 students	\$500	
Technology to support Aspirations to Action and Naviance curriculum	GEAR UP Graduation Specialists, Success Coordinators, Career Specialists, and Counselors	September 2014 – June 2015	850 students	\$20,000	
GEAR UP OBJECTIVES					
Financial Aid Planning					
7 th and 8 th grade students apply for the College Bound Scholarship	9 th and 10 th grade students create a scholarship profile on thewashboard.org.	Students and families complete the FAFSA Forecaster by the end of 11 th grade.	70% of 12 th grade students and families complete the FAFSA.		
Activity Description	Who is responsible for implementation?	Month(s) Activity to be Implemented	Who will participate? How many students do you expect to participate?	What is the estimated GEAR UP funding needed for this activity?	
Financial Aid Events	GEAR UP Graduation Specialists, Success Coordinators,	October – November 2014 and January – March 2015	850 students	\$250	

	Career Specialists, and Counselors				
High School & Beyond Nights	GEAR UP Graduation Specialists, Success Coordinators, Career Specialists, and Counselors	October 2014	850 students	\$250	
The Vault and 16 Summers Student Sessions	GEAR UP Graduation Specialists and Career Specialists	September 2014 – June 2015	200 students	No additional funding	
GEAR UP OBJECTIVES					
Professional Development					
Schools are prepared to implement Common Core State Standards and Next Gen. Science Standards.	School staff is supported in their roles as college and career advisors.	College and career readiness programs are implemented by highly qualified teachers.	School staff can provide accurate information about financial literacy and financial aid planning.		
Activity Description	Who is responsible for implementation?	Month(s) Activity to be Implemented	Who will participate?	What is the estimated funding needed from GEAR UP for this activity?	
			How many staff do you expect to participate?		
Aspirations to Action and Naviance, Professional Development for Staff	GEAR UP Graduation Specialists, Success Coordinators, Career Specialists, and Counselors	September 2014 – June 2015	GEAR UP Graduation Specialists, Success Coordinators, Career Specialists, and Counselors; 50 attendees	No additional cost	

AVID Trainings to Support Academic Strategies, College & Career Readiness, and Tutoring	GEAR UP District Coordinator and AVID school administrators	October 2014 and June – July 2015	EHS & CHS staff; 100 attendees	\$10,000
Grading, Leveling and Proficiency Scaling, Professional Development for Teachers	GEAR UP school administrators	September 2014 – August 2015	EHS & CHS staff; 100 attendees	\$2,000
Growth Mindset for Math, Professional Development for Staff	GEAR UP school administrators	September 2014 – August 2015	EHS & CHS staff; 100 attendees	\$2,000
UW Professional Development Offerings, including Common Core State Standards, Rigor of Writing in the Content Areas, and Next Generation Science Standards	GEAR UP school administrators	September 2014 – August 2015	EHS & CHS staff; 100 attendees	No additional cost
UW Summer Institute	GEAR UP school administrators	September 2014 – August 2015	EHS & CHS staff; 10 attendees	No additional cost

EXHIBIT C**BUDGET**

Salaries, Wages, and Benefits <ul style="list-style-type: none">• Salaries or wages for GEAR UP staff for the period of this contract.• Costs for substitutes for GEAR UP professional development or other GEAR UP sponsored activities.• Costs for GEAR UP sponsored tutors, chaperones, or other part-time staff stipends or hourly pay.• Costs for mandatory employer benefit contributions.	\$232,600
Staff Travel and Professional Development <ul style="list-style-type: none">• Reimbursements for staff travel paid for GEAR UP sponsored professional development and other events.• Reimbursement for approved professional development travel expenses, registration, and other fees.• Travel expenses shall be paid in accordance with district policies <u>and</u> may not exceed state per diem limits for mileage, lodging, and meals.	\$30,142
Goods and Services <ul style="list-style-type: none">• Cost of consumable supplies, including office supplies, photocopies, postage, and other materials required and necessary for GEAR UP operations.• Cost of instructional materials, guest speakers, meals/refreshments, and other related items as allowed by GEAR UP to ensure that students meet the College and Career Ready Benchmarks.• Costs for standardized tests when students do not qualify for waivers.• Costs for college visits, job shadows, and educational field trips, including meals for participants (not to exceed \$8 per participant per meal), and fees for related educational activities. All trips must be pre-approved.• Entertainment expenses are not allowable, including sporting events, movies, and other similar events.	\$128,455
Student Transportation <ul style="list-style-type: none">• Costs for district vehicles, including driver time, for GEAR UP events.• Reimbursement rate is \$0.56 per mile for district owned cars.• Reimbursement rate is per established district rates for other vehicles, including SUVs and buses. District must provide verification of rates to WSAC – GEAR UP to charge more than \$0.56 per mile.	\$29,000
SUB-TOTAL DIRECT COSTS	\$420,197
Everett Public Schools' Restricted Indirect Rate is 3.69 percent of the total direct federal costs.	\$15,505
TOTAL BUDGET AMOUNT	\$435,702

EXHIBIT D**CONDITIONS FOR THE ADMINISTRATION OF FEDERAL GRANTS****1. ADMINISTRATIVE REQUIREMENTS**

As stated in the General Provisions of this contract, the Contractor shall maintain current and accurate books, records, documents, and other materials that are relevant to the provision of goods and services under this contract, and adequate to document the nature and scope of goods and services provided. For federal funds spent under this contract, the Contractor further agrees to comply with the Administrative Requirements of U.S. Office of Management and Budget (OMB) Circular A-102 or A-110 (now CFR, Part 215), as adopted by the federal agency providing the funds.

Type of Contracting Organization	U.S. Office of Management and Budget (OMB) Circular or Other Regulations	As Adopted by the U.S. Department of Education
State and Local Governments (including School Districts) and Federally-Recognized Indian Tribal Governments	Circular A-102 "Common Rule"	ED General Administrative Regulations (EDGAR) contained in the Code of Federal Regulations at 34 CFR 80
Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations	2 CFR, Part 215 (also known as A-110)	ED General Administrative Regulations (EDGAR) contained in the Code of Federal Regulations at 34 CFR 74

2. COST PRINCIPLES

The WSAC will reimburse the Contractor for direct costs and indirect costs incurred in the performance of this contract, provided that:

- a. The total of such costs does not exceed the funding level established in the General Provisions and Exhibit C (Budget) of this contract.
- b. Such costs are allowable by terms of this contract.
- c. Costs are allowable under the federal statute of the Higher Education Act of 1965, as amended, Title IV, Part A, Subpart 2, Chapter 2, 20 U.S.C 1070a-21—1070a-28, any non-regulatory guidance and regulations as subsequently promulgated by the U.S. Department of Education.
- d. Such costs are incurred in accordance with the Contractor's established policy and procedure.
- e. The applicable federal cost principles are followed given the type of organization, as follows:

Type of Contracting Organization	U.S. Office of Management and Budget (OMB) Circular or Other Regulations
Educational Institutions	2 CFR, Part 220 (also known as circular A-21)
State and Local Governments (including School Districts)	2 CFR, Part 225 (also known as circular A-87)
Non-Profit Organizations	2 CFR, Part 230 (also known as circular A-122)
Commercial Firms and Non-Profit Organizations exempt from A-122	Subpart 31.2 of the Federal Acquisition Regulations

3. OTHER FEDERAL COMPLIANCE REQUIREMENTS

The Contractor agrees to comply with federal non-procurement, suspension and debarment, drug-free workplace, and anti-lobbying requirements as regulated in the U.S. Department of Education's General Administrative Requirements at 34 CFR 82, 84, 85 and 86. The contractor further agrees to sign and return to the WSAC a fully executed copy of the attached *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions*.

4. AUDIT REQUIREMENTS

Under the Single Audit Act, entities expending \$500,000 or more in federal funds in a fiscal year are required to have an audit performed in accordance with the provisions of OMB Circular A-133. The WSAC, as a primary recipient of federal funds, must ensure its sub-recipients obtain audits as required and act on certain types of issues reported in these audits. To meet its obligations, the WSAC requires the following:

If the Contractor expended \$500,000 or more in federal funds in either or both of its two most recent preceding fiscal years, the Contractor shall:

- a. Provide a copy of the audit report for the oldest preceding fiscal year prior to execution of the contract.
- b. Provide a copy of the audit report for the most recent preceding fiscal year within 30 days of issuance of the report.

If the Contractor has not expended \$500,000 in federal funds in either of its two most recent fiscal years, the Contractor shall disclose all federal awards for its current fiscal year to the WSAC. Such disclosure shall include:

- a) Known federal awards, including the name of the Federal agency, CFDA title and number, the source of the funds if passed through another entity, federal dollars awarded, and federal dollars expended to date.

- b) Awards for which the Contractor has applied, including the name of the federal agency, CFDA title and number, the source of the funds if passed through another entity, and federal dollars requested.

If the Contractor expends \$500,000 or more in federal funds during any fiscal year under this agreement, the Contractor shall provide a copy of the report within 30 days of issuance of the report.

For Contractors that are included in Washington's Statewide Single Audit, the WSAC reserves the right to waive the requirement for the Contractor to provide copies of audit reports.

The WSAC reserves the right to arrange for or require an audit of this contract whether or not the Contractor expended \$500,000 or more in total federal funds in its fiscal year.

5. RESOLUTION OF AUDIT FINDINGS

In the event the audit report contains audit findings related to the monies provided under this agreement:

The Contractor shall:

- a. Prepare a corrective action plan to submit with the audit report.
- b. If findings from a prior report have been resolved or continue to be in the process of resolution, prepare a Summary Status of Prior Findings to submit with the audit report.
- c. Take timely and appropriate corrective action – corrective action should be initiated within six months after the receipt of the audit report and proceed as rapidly as possible.

The WSAC shall:

- a. Issue a management decision on audit findings within six months after the receipt of the Contractor's audit report, including:
 - i. Stating whether or not the audit finding is sustained and the reasons for the decision.
 - ii. Determining the expected Contractor action to repay disallowed costs, make financial adjustments, or take other action.
 - iii. If corrective action is not yet completed, give a timetable for follow-up.
 - iv. Describe any appeal process available to the Contractor.
- b. Adjust the WSAC's records, if necessary.
- c. Recapture federal funds according to the provisions of A-133, if the finding is monetary in nature and the auditor's finding is sustained in the management decision.

**Certification Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions**

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion – Lower Tier Covered Transactions

1. The prospective lower tier participant certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature	<i>Joyce Stewart</i>
Print Name	Joyce Stewart
Title	Assoc. Superintendent, Teaching & Learning
Telephone Number	425.385.4020
E-Mail Address	jstewart@everettsd.org