Tips for Entering Match into GEARS

You can access the Match screens either along the left hand side of the Home page of GEARS or along the top. Website: [https://praed.net/mtgearup](https://praed.net/mtgearup). What follows is a description of the following match screens in GEARS: 1) Add Match; 2) List Match; and 3) Match Data Reports.

1. Add Match*
   This page in GEARS is for capturing the documentation that your school/program is using as match to your GEAR UP grant. When entering your match, you can only have one budget category per entry into GEARS, even though you might only have one supporting document that has multiple types of budget categories listed on that one document. For example, you can have an in-kind donation that includes donation of an individual's time as well as related travel expenditures and donated supplies. This would require three separate entries into GEARS. Please enter all related entries one after another so it is easy to tie the entries to the one supporting documentation.

   Entry Screens- all fields must be populated before submitting entry. Arrows indicate there is a pull down menu with different options to populate that field. These are the following fields that need to be completed on the Add Match page before hitting the “Submit” button.

   ✓ Year* Only one year at a time is available. It will default to the current year.

   ✓ Amount* The amount entered must tie to some type of supporting documentation. You can group supporting documentation together by donor, activity, or events and enter one dollar amount as long as the supporting documentation is grouped together and has an attached calculator tape that agrees back to the dollar figure entered into GEARS. Please remember the system automatically applies 30 percent to all salary and wage entries for Employee Benefits so do not include Employee Benefits when entering Wage and Salary amounts. When entering your amounts here, wage and salary amounts should be an hourly rate times the number of hours donated. To determine the allowable valuation for in-kind contributions please refer to the TAM, Section 2. Remember the volunteer rate is updated annually - you can go to [www.independentsector.org/volunteer time](http://www.independentsector.org/volunteer time) or call Kelly Hert at 444-0321 for the current rate.

   ✓ Description* Depends on the type of match:
      - Must include the name of the contributor/donor and their title at a minimum. For Example: Mary Smith, Junior High Principal.
      - For supplies or purchases made by the school that qualifies as match – the name of the vendor and a short description of the item being used as match. For Example: WalMart, iPads purchased for 8th grade Science Lab.
      - Description of the event or activity. For Example: Presenters at the Fall Career Fair.

   ✓ Date of 1st Occurrence* The grant period always starts on September 1 of the current school year and runs through August 31. You can have multiple activities and dates of service from one donor on one Activity log or in-kind form- always enter the earliest date. The system will not allow a date earlier than September 6 when starting a new year of match, but your actual supporting documentation can show match earned starting on September 1. (This is just how the system is set up to allow for late entries of match for the previous year).
Budget Category* This has a drop down screen has eight options for categorizing your match. Below are some tips to help you determine the correct categories for your match.

a) Salaries and Wages*
   - All time donated whether from existing school staff or contributed by volunteers is recorded under Salaries and Wages.
     1. For TEACHER’S time only!!! You cannot count teacher’s time during the contract day so if you are using teacher’s time as match it is time donated by the teachers.
        * Record their match on an in-kind form and make sure to mark on the form “Time outside of Contract Day”.
     2. What rate of pay can teacher’s use? Depends on the situation:
        - If a teacher is accompanying students to an event related to that teacher’s subject matter, such as a Science Teacher taking kids to the Science Olympiad, any time beyond the normal contract day their normal hourly rate can be used. (You will need to determine the hourly rate based upon the annual contracted salary divided by total contracted hours.)
        - Teachers who go on a trip as a chaperone must use the current volunteer rate for the hours outside of the regular contracted day.
        - Anyone chaperoning an overnight event can count sleeping hours as match at the volunteer rate if you are responsible for the students during those hours.
   - Other School Staff - in general if they are tracking activities, or duties done during the normal school day that align with the general GEAR UP goals and they are being paid for their time from the school’s general funds, Impact Aid funds or other non-federal funds, they need to record the date, activity and amount of time contributed on an Activity Log. An Activity Log should be updated as events/activities or duties occur that benefit the GEAR UP program. The activity log should be collected and updated in GEARS monthly.

b) Employee Benefits* This category should not be used under most circumstances. If you think you have an exception to this rule, please call Kelly Hert, Federal Accountant, at 444-0321 before selecting this option.

c) Travel* The type of supporting documentation under this category can vary depending on the situation.
   - For bus mileage claimed for college visits or special GEAR UP events or student travel to academic events, please list the name of the event as part of the entries description. You must have some type of school required form that documents the travel - this will be the only required documentation to support mileage claimed. This form can be a pre-trip authorization form or an after the event bus driver log that outlines the purpose of the trip, date, destination. This form can also be used to document bus driver time and pay if it is not paid with GEAR UP or other federal funds.
   - If you do not have an established per mile bus rate (provided by your bus service) you can use the OPI current Bus Mileage Reimbursement rate found at www.opi.mt.gov/PDF/PupilTransport/Busrates.pdf. Under the Note box please provide the total miles claimed and the rate used, so the accountant can understand the dollar figure used.
• Staff travel to professional development opportunities not paid with GEAR UP funds, or other federal funds if the event meets the GEAR UP goals, can be used as match. Please make a copy of the staff’s travel voucher or invoices/PO’s as supporting documentation: “conference agendas” are also good additional supporting documentation since the tie to GEAR UP goals should be clear. For match purposes, all the travel costs related to the event can be recorded in GEARS as one total amount. You do not need to record meals, lodging and mileage as separate entries in GEARS. (Please remember to include the staff member’s name and title in the description or under the Note field along with a description of the conference that clearly justifies why it is allowable as match.)
• Travel claimed by third party donors on an in-kind form need to be reasonable and provide enough detail to understand the purpose for the travel. You normally would not have any additional documentation beyond the signed in-kind form for these travel costs, but unreasonable amounts listed under travel may be questioned and possibly denied as match.

d) **Materials and Supplies**

You can claim items purchased with the school’s general fund/Impact Aid funds, private grants or donated to the school or directly to the GEAR UP program if they directly benefit the GEAR UP goals. Please include a clear justification of why it qualifies as match under the Notes section of the entry screen. Text books for general academic courses do not qualify as match.

• PO’s/invoices are the best documentation but a detailed accounting ledger from your school’s accounting system can be used in some cases. If not enough detail is provided in those reports, the invoice may be requested for additional support. In limited situations, when supplies are donated by a third party and are listed on an in-kind form, no additional documentation will be required. If possible, secure a copy of the receipt from the donor that justifies the costs. Undocumented materials or donations may or may not be allowed as match depending on the situation and the reasonableness of the items and dollar amounts claimed.

e) **Consultants and Contracts**

This is another category that should not be used frequently. People who donate their time such as volunteers and presenters should be claimed under Salaries and Wages based on the amount of time donated to GEAR UP. There may be times when the school pays to have someone come into the school to speak and an actual contract is created. This would be the correct category when an actual amount exists in the school’s records for an existing agreement/contract.

• This is where you would record substitute pay as well if they are paid a flat fee for their services. You will need a sub request form as supporting documentation to claim sub time as match. The form should include the date, name of teacher requesting the sub, reason for the sub and the name of the sub.

f) **Other**

The items that belong under this category would be:

• **School purchased licenses that benefit the GEAR UP program**

• **Facility Usage** - Please review the TAM, Section 2 - Fiscal Match (Dollar-for-Dollar) for more detail on this. This entry is allowable but complicated and discouraged in most circumstances because the amount of match gained is usually small and the calculation is complicated.

• **Match for utility and custodial cost associated with outlined GEAR UP space based on square footage calculations.** This one is encouraged, easy to capture and a reliable source of match each and every year.
- **Match associated with the maintenance of student used electronics/computers.** *This one is also encouraged, easy to capture and a reliable source of annul match.* A percentage of your IT staff annual pay and operating costs can be used as match based upon the number of computers they work on, set up or maintain that GU students have regular access to.

- **Match for Non GEAR UP Scholarships given from Community Organizations or other donors specific to your school.**

  g) **Indirect Costs** If your school has an approved Indirect Cost Agreement with OPI, you can claim indirect costs as match. The amount you will be able to claim would be the total amount of federal GEAR UP funds spent times the school approved indirect rate not to exceed 8%. A copy of your IDC approval letter is the supporting documentation needed.

  - **Type of Match** Choose one from the drop down list

  - **Notes** – Please use this area to provide clear justification on why an event, supply or other items should be allowable as match, that is, how they clearly tie to GEAR UPs goals.
  - Provide more detail if the description line was not enough room.
  - This is also a good place to provide details that don’t seem to fit anywhere else. “For example, it is a good place to provide the details behind your utility and custodial costs associated with GEAR UP used space.” You can outline GEAR UP specific areas, square footage figures related to each space, provide annual utility costs (must support this with accounting ledgers for utilities) and calculations details that supports the total amount of match claimed.

*When you are done with an entry click on the Submit button on the bottom right side of the screen.*

*Your entry will update into your List Match report. As you can see once an entry is updated in this report, the system assigns an ID number to each entry. Please write that ID number directly on your supporting documentation and make sure to keep your supporting documentation in the same order as the match shows up in the List Match report.*

**Couple of additional facts** If you want to remove an entry, please call Kelly Hert at 444-0321. She can remove an entry for you. If you want to edit an entry, you have the ability to revise and change information under a specific entry by going to the *List Match*, finding the entry in question and clicking on the Amount. It will take you into the details of that entry; at the bottom right corner in red is the words “Edit Match.” Click on that. This allows you the opportunity to change the entry. You can also update the “amount” as you gain additional match from an already established contributor. *If you do this, please submit the supporting documentation “activity logs” as a packet with a calculator tape so I can come back to the same dollar figure that you entered into GEARS.*

2. **List Match**

This report gives you a list of each match entry you have made into GEARS for the current grant year. It typically comes up with the oldest entries first and newest last. But you can sort by any of the column choices by simply clicking directly on the titles. You also have copy and print options available to you. Particularly helpful is being able to copy and paste this list into an Excel spreadsheet to easily email it, save a copy on your computer, or add additional comments or information directly on the list. Make sure you keep a final copy of this report in your grant files so you can quickly review it and understand how you met your match requirements in the previous year.
Please make sure to send an updated copy of the List Match whenever you submit supporting match documentation to Kelly Hert, GEAR UP Accountant at the state GEAR UP office. Scanning and faxing documents are an acceptable method of submitting these documents. Scanned documents can be sent to khert@montana.edu and the fax number is 444-1469.

3. Match Data Reports*
This report rolls up all your entries in your List Match and shows your total match entered to date as well as by expenditures categories. It is also the only place you will see how much additional match you will gain for Employee Benefits. When you want to run this report, you will need to pick Matching Contributions for Budget Year and hit the submit button in the right bottom corner of the screen. You again have the option to copy or print this report.

For mid-year and final year fiscal reports, both the List Match and Match Data Report need to be printed and sent as part of the fiscal reporting process. These reports, along with a copy of the supporting match documentation, needs to be given to your school district clerk. A full copy of your match needs to be kept in the school accounting records since this is the actual documentation for 50% of your GEAR UP grant and must be available for auditor review. The Match Data Report is what your district clerk will use to complete the Match column on the GEAR UP Fiscal Report.

A copy of List Match and Match Data Report must accompany the mid-year and final year GEAR UP fiscal reports plus any original match documentation that had not been already submitted. An original copy of all the School's supporting match documentation must be kept by the GEAR UP Accountant at the state office. Match should be updated in GEARS as earned or at least monthly. Supporting documentation can be collected and sent to the GEAR UP state office at the school’s discretion, but all match entries and supporting documentation should be current for the mid-year fiscal reporting period of January 31. Final match should be updated, and submitted to the state office when the final year fiscal reports are due on August 31. We highly encourage that all match is entered in GEARS before the school year ends and staff leave for summer break. You cannot enter Match for the previous grant year after September 6 of the new school year.

Grant funds are paid out based on a dollar-for-dollar match requirement.