Overview

The Ohio Department of Higher Education (ODHE) Aspire Adult Workforce Readiness Education program oversees grant eligible providers to develop, implement, and improve adult education and literacy activities within the state and to operate programs that provide a comprehensive service model for adult education and literacy services. This funding is made available through the Workforce Innovation Opportunity Act (WIOA), Title II, Adult Education and Family Literacy Act (AEFLA).

Federal and state Aspire funds are administered by the ODHE, which approves local grants submitted by local education agencies, community and four-year colleges, community-based organizations, and other eligible agencies.

Grant Guidance

ohiohighered.org/aspire/grants

The most up-to-date grant information is on the Aspire website.

Grant Systems

The grant is comprised of two separate systems – the online grant and CCIP.

Online grant application

ohioaspire.org -> log in to the PD System

The online grant is available in the PD System to the person who is assigned Director Access. This part contains the grant narrative, plans, projections, and budgets. Both the initial application and any revisions are entered into the online grant for review and approval by the State Aspire Office.

Fund requests

https://safe.ode.state.oh.us/portal

https://ccip.ode.state.oh.us/

Funding is requested through the Ohio Department of Education's web-based financial budgeting system, Comprehensive Continuous Improvement Plan (CCIP), which is accessed through a state Security Application For Enterprise (SAFE) Account.

All awarded funds will be allocated on a cost reimbursement basis. Grantees will be reimbursed for expenditures, as approved, by requesting reimbursement through CCIP. Requests for reimbursement are submitted monthly by the agency's treasurer, and all documentation must be available upon request.

Budget Guidance

ohiohighered.org/aspire/reference -> Financial Management

All Aspire programs should consult with their treasurers or fiscal officers prior to submitting budgets for grants. Programs must maintain a financial management system that provides for accurate, current, and complete disclosure of the grant funds. The financial management system records must adequately identify the source and application of funds and must contain information pertaining to authorizations, obligations, unencumbered balances, assets, outlays (i.e., expenditures), income, and interest. Budgeted expenditures will be shown by purpose and object codes.

When reviewing and creating budgets or revised budgets for programs, administrators should consider the following items as applicable to their particular situations:

- staffing (i.e., administrators, coordinators, managers, data entry personnel, instructors)
- assessment instruments, books, materials, educational software, equipment
- publishing, printing
- Utilities, rent
- professional development, including conference fees
- travel (to class sites, community partner meetings, and conferences; conference fees)
- other needs

All budget questions should be directed to your state Aspire program manager.

Budget Revisions

Programs are permitted to revise their budgets to meet unanticipated needs. The state Aspire program must approve a revision prior to any activities, such as purchase orders issued, funds encumbered or expended, goods received, or services rendered, which are affected by the revision. Revisions received in "substantially approved" form will become effective once the ODHE has approved the revisions on the date that they were "substantially approved."

The budget revision is a multi-step process:
1. Consult the treasurer/fiscal officer prior to making changes
2. Submit the budget revision in the online grant system for review
3. Update the budget in CCIP and submit for approval
4. Update the budget grid and narrative in the online grant application to match the changes in
5. CCIP including updating any sections affected by the revision.

This is a two-part process that takes place in both CCIP and in the Online Grant Application.

Project Cash Requests (PCR)
education.ohio.gov/Topics/Finance-and-Funding/Grants/Grants-Management-Online-Forms

For Aspire Instructional and IELCE grants, the Project Cash Request (PCR) needs to be submitted via the CCIP. The PCR can be found in the Funding Application in CCIP.

All payments must be requested by the districts or agencies by submitting PCRs electronically to the Ohio Department of Education. The PCR form is located both in the CCIP materials and on the ODE website.

"Substantially approved" is defined in the CCIP as "the date that the superintendent or designee has approved the grant."

Final Expenditure Reports

For grants in the CCIP, Final Expenditure Reports (FERs) must be submitted by the treasurer through the CCIP no later than September 30. FERs are on the Sections pages on the Funding Applications sides of CCIP grants. FERs are completed by fiscal representatives.

A separate electronic Corrections FER, on the Aspire website not in CCIP, is required to show how funds were expensed at the prison, jail, and/or community corrections sites.