



**Department of  
Higher Education**

John R. Kasich, Governor  
John Carey, Chancellor

**DIRECTIVE 2017-31**

March 22, 2017

**RE: ADOPTION OF A RULE OUTLINING PROCEDURES TO OPERATE THE WORKFORCE  
GRANT PROGRAM**

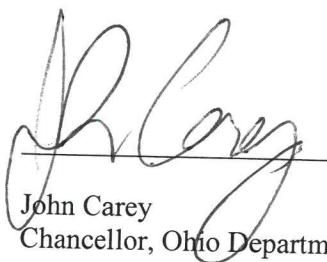
The Chancellor of the Ohio Department of Higher Education ("ODHE") is charged by the Ohio General Assembly pursuant to Section §3333.93 of the Ohio Revised Code with establishing and administering the Ohio Workforce Grant Program. Section §3333.93 (D) specifically directs the Chancellor to adopt rules regarding the operations of the program.

Therefore, to provide eligible institutions with guidance regarding the operations of the program, ODHE has written the attached rules which will be used by the Chancellor to administer the program.

At the recommendation of the staff of the Ohio Department of Higher Education, I hereby adopt the attached rules.

This directive was posted for public comment and no comments were received.

This directive is effective immediately upon signature.



John Carey  
Chancellor, Ohio Department of Higher Education

## Procedures to Operate Workforce Grant Program

### A. Program Purpose

The purpose of the program is for the Chancellor, as authorized pursuant to section 3333.93 of the Ohio Revised Code, to distribute grant funding to public and private institutions, in which eligible students are enrolled, to make awards to those eligible students to complete a qualifying degree, certification, or license.

### B. Definitions

1. An eligible student means a student who is enrolled full-time (not less than twelve credit hours per semester, quarter, or term) in a public or private institution and is pursuing a qualifying degree, certification, or license.
2. In-demand job means a job that is determined to be in demand in this state and its regions under section 6301.11 of the Revised Code.
  - a. Sources may include the governor's office of workforce transformation, OhioMeansJobs, labor market information from the Department of Job and Family Services, and lists of in-demand occupations.
3. Eligible public and private nonprofit institutions to participate in the program means any of the following:
  - a. A state institution of higher education as defined in section 3345.011 of the Revised Code.
  - b. A private nonprofit institution in this state holding a certificate of authorization pursuant to Chapter 1713 of the Revised Code.
  - c. An Ohio Technical Center that provides adult technical education services as recognized by the Chancellor of Higher Education.
4. Qualifying degree, certification, or license, means a degree, certification, or license that is required to qualify an individual for an in-demand job.

### C. Requests for Proposals

1. The Chancellor shall prescribe a process for providing funding under this program to eligible institutions in order for grant funds to be provided to eligible students. The process will include the periodic issuance of a request for proposals.
  - a. The forms that will be used in the proposal process shall be prescribed by the Chancellor and made available each time a request for proposals is issued. The information and forms will be found on the Ohio Department of Higher Education's website, [ohiohighered.edu](http://ohiohighered.edu).
2. The Chancellor shall review a proposal submitted by an eligible institution in response to a request for proposals. Proposals received from entities deemed to be ineligible to submit proposals as defined in the request for proposals shall not be reviewed.
  - a. Each institution deemed ineligible will be notified of this decision by the Chancellor.
  - b. An eligible institution must document in its proposal the following elements:

- i. Procedure for assessing a student applicant's need for financial aid, including sources of income and other financial aid (institutional, state, federal, community-based, etc.) the applicant has been awarded.
- ii. An analysis of whether the degree, certification, or license selected by the institution to be included in the proposal and that is being pursued by an applicant is a qualifying degree, certification, or license leading to an opportunity in an in-demand occupation.
- iii. Milestones that must be attained by a grant recipient in order to continue to receive a grant under this section, including, but not limited to spending thirty to ninety days in a workplace where the degree, certification, or license that is being pursued by the grant recipient is required for employment or participating in a cooperative or internship program in a workplace the degree, certification, or license that is being pursued by the grant recipient is required for employment.
- c. In reviewing institutional proposals and making awards under this section, the Chancellor may give priority to proposals that include, but are not limited to the following:
  - iv. Funds will be targeted to students who have completed more than 50% of the minimum requirements for the degree, certification, or license;
  - v. Funds will be targeted to students who have a grade point average in excess of 2.0;
  - vi. Other priorities as set by the Chancellor.
- d. Institutions must also demonstrate compliance with the following grant recipient activities:
  - vii. The completion of curriculum that includes skills needed by employers;
  - viii. The completion by students of counseling regarding the proper management of student loans and how to minimize the amount of student loan debt prior to receiving a grant.
- e. A method for determining the distribution of a grant to the benefit of a grant recipient including both of the following:
  - ix. The amount of each disbursement
  - x. The schedule for making disbursements to a grant recipient
    - 1. No payment shall be made until after the 60% point in the payment period or period of enrollment. After this period, a student has earned 100% of the grant funds he or she was scheduled to receive during the period.
- f. Establishment and submission of a procedure for the institution to take disciplinary action against a student who fails to continue in an academic program leading to a qualifying degree, certification, or license, after receiving a grant, including determining appropriate reimbursements.

#### D. Program Requirements

- a. The Chancellor may determine a maximum and/or minimum institutional funding request.



- b. Funds shall be awarded to an eligible institution for the purpose of making a grant award to an eligible student for the period of time the student takes to complete a qualifying degree, certification, or license.
- c. On annual basis, the maximum amount of a grant an institution may award to an eligible student shall be five thousand dollars per academic year. The grant shall not exceed seventy-five percent of the cost of tuition (instructional and general fees) during an academic year in which the student is receiving the grant, but shall in no event exceed the combined instructional and general fee expenses of an eligible student at an eligible institution in any academic year.
- d. The greatest portion of the grant shall be distributed to the student as the student is completing the academic program and seeking an in-demand job.
- e. No public or private institution shall use grant moneys dispersed under the program to underwrite a tuition increase imposed on students attending the institution.

#### E. Award Requirements

- a. The Chancellor shall determine which proposals will receive awards and the amount of each award, on the basis of each proposal in such a way that all regions of the state benefit.
- b. Institutions awarded a Workforce Grant Program awarded by the Chancellor shall enter into an agreement with the Chancellor governing the use and disbursement of the award.
- c. Institutions awarded a Workforce Grant Program awarded by the Chancellor may be required to provide the Chancellor with periodic program and fiscal reports as provided in the instructions for proposal and agreement.
- d. Institutions awarded shall agree to maintain financial and non-financial records documenting the activities of the funded program. Such records shall be subject to inspection and review at the discretion of the Chancellor to ensure fiscal accountability, operating progress, and desired outcomes.
- e. The Chancellor may require an institution that violates the terms of its agreement to repay the award plus interest calculated on any outstanding principal balance of that award of not more than four per cent per annum, as described in the request for proposal and agreement. A decision of the Chancellor to require such repayment shall be final.



**Department of  
Higher Education**

**John R. Kasich**, Governor  
**John Carey**, Chancellor

**REQUEST FOR APPROVAL**

The following request has been posted for a 2-week public comment period and is recommended for approval. No public comments were received.

Recommenders: Demitri Johnson      March 22, 2017

**Ohio Workforce Grant Program**

The attached directive and rules will govern the Ohio Workforce Grant Program.

Summary of public comments:  
None