



## Memorandum

**TO:** Aspire Program Administrators

**FROM:** Donna Albanese, State Aspire Director

**DATE:** August 28, 2018

**SUBJECT:** FY 2019 Budget Change - Prior Approval

Aspire programs are permitted to revise their budgets to meet unanticipated expenses and, as applicable, reconcile additional Aspire funds. Per the Uniform Guidance 200.308, effective immediately, Aspire budget revisions require approval prior to obligating funds if the revision:

- Exceeds any Object Code line total by 10% or more, and/or
- Moves funds into a cell that was previously approved at \$0.

Prior approval will occur in three steps:

1. The local Aspire administrator will complete the revision in the Budget Narrative of the online grant ([www.ohioaspire.org](http://www.ohioaspire.org)), noting the reason for the revision in the "Description." Submit the revision in the online grant only; submission of the revision in CCIP occurs in step 3.

SAMPLE - APPROVED BUDGET		
	Description	Amount
<b>Instructional – activities/costs directly related to teaching/teachers</b>		
Salary (100)	10 Instructor positions	135,000
Benefits/Retirement (200)	Retirement, Benefits	25,000
Purchased Services (400)		0
Supplies (500)	Textbooks, software, manipulatives	2500
Capital Outlay (600)		0
<b>Total Instructional Costs</b>		<b>\$162,500</b>
<b>Support Services -services that provide technical and logistical support to facilities and enhance instruction</b>		
Salary (100)	Salary for support staff	100,000
Benefits/Retirement (200)	Retirement, Benefits	15,000

**SAMPLE SCENARIO** - The Aspire program has partnered with a local community agency to provide literacy services on-site at the community agency. Funds will be disbursed to the agency as a purchased service.

<b>SAMPLE - REVISION IN PROGRESS</b>		
	<b>Description</b>	<b>Amount</b>
<b>Instructional – activities/costs directly related to teaching/teachers</b>		
Salary (100)	10 Instructor positions	135,000
Benefits/Retirement (200)	Retirement, Benefits	25,000
Purchased Services (400)	<b>REVISED</b> – Funds added to support contracted instructional services per new partnership with ABC Literacy Services.	<b>2000</b>
Supplies (500)	<b>REVISED</b> – Supply budget reduced to support the increase in Purchased Services (400); Textbooks, software, manipulatives	<b>500</b>
Capital Outlay (600)		0
<b>Total Instructional Costs</b>		<b>\$162,500</b>
<b>Support Services - services that provide technical and logistical support to facilities and enhance instruction</b>		
Salary (100)	Salary for support staff	100,000
Benefits/Retirement (200)	Retirement, Benefits	15,000
<b>PLEASE NOTE</b> – The cell formatting above (i.e. bold fonts) only serves to clarify the scenario and are not available as a part of the online grant.		

2. State Aspire staff will review the changes in the online grant to determine approvability. If the revision is not approvable, it will be returned for correction within the online grant. If it is approvable, state staff will approve the changes in the online grant and note the approval in the CCIP History Log (sample note follows):

*“This note serves to confirm prior approval for the addition of funds to Purchased Services (400) to fund contracted instructional services with ABC Literacy Services.”*

3. The designee(s) for the local program can complete and submit the revision in CCIP. The substantially approved date for a revision is the date the appropriate designee submits the revision to the Ohio Department of Higher Education through CCIP as noted by the status of “Authorized Representative Approved.” Revisions must be substantially approved prior to any activities such as purchase orders issued, funds encumbered and/or expended, goods received, or services rendered that are affected by the revision.

Please contact your regional Aspire program manager with any questions or concerns.