

July 27, 2021

It's that time of year for you to get the FY 21 grant documents closed out and the FY 22 grant all approved for year one of this grant cycle.

The timeliness of these grant documents is crucial. These are all required items and are included as criteria on the Risk Assessment of grantees for managing the Aspire grant(s). If you need a one-week extension, submit the request to your program manager, otherwise, any items received after the due date will be documented as late on the Risk.

#### July 31 – [Applies to ALL FY 2022 grantees](#)

- **FY 2022 Grants approved in CCIP.** Thank you to the 50 of 52 Aspire Instructional grantees and 16 of 16 IELCE grantees that have completed their FY 2022 budgets in CCIP. If your grant is in Reviewed status, that means it has been approved by our office.
- **FY 22 Grants approved by your program manager.** All revisions requested from your program manager are due. As part of your required grant documents, we must have all financial MOUs on record in our office, including the WIOA One-Stop MOU(s), if you are paying into the OhioMeansJobs center. Since the One-Stop MOUs are lengthy documents, you can send only the budget pages with the Aspire itemized costs.

#### July 31 - Final data freeze for the FY 2021 APR – [Applies to FY 2021 Grantees only](#)

#### August 31 – [Applies to FY 2021 Grantees only – All forms and memos explaining how to complete the documents are on the Aspire website.](#)

- **FY 21 End-of-Year Financial Reports** (formerly called Schedule A) – please read the new [Memo](#) documenting the changes to the form and pass the information along to your treasurer.
- **FY 21 Corrections FER**, if applicable
- **FY 21 Data Certification Checklist** – You are certifying your FY21 data, year three of the previous grant cycle. You only need to update any information that is in your current Data Certification Checklist Word document. Please make revisions in a different color font so the program manager can easily see where the updates were made. If there are no changes, change the dates on the certification to 2021 (page 2 of the Word document) and include that no changes were needed when submitting. If you need a

copy of the FY 20 Data Certification Word document to update it for FY 21, please contact your program manager.

Submit all documents to [aspiregrants@highered.ohio.gov](mailto:aspiregrants@highered.ohio.gov)

**September 30** – Aspire Instructional and IELCE FERs, if applicable, due in CCIP **Applies to FY 2021 Grantees only. No extensions are allowed.**

Please contact your program manager if you have any questions regarding these required grant documents.

July 22, 2021

This message is for Aspire administrators who had a grant in FY 2021 and does not pertain to the new FY 2022 grantees.

Financial reports are annual required documents for Aspire grantees. We rely on grantees reporting local data needed for our statewide Federal Financial Report due each year to the U.S. Department of Education. The new End-of-Year FY21 Financial Reports (formally called Schedule A) [Memo](#) and [Reports](#) template are posted on the ODHE website. PLEASE read through the documents, forward this message to your treasurer/fiscal officer, and work together to have these financial reports completed by August 31, 2021. This is a required document; timeliness of completing it accurately and submitting by August 31 is tracked on the Risk Assessment of Aspire grantees.

As you are finalizing your FY21 ABLELink data by July 31, please make sure to capture any postsecondary enrollment self-reported from students or intra-agency data matches that you may have done. We likely will not have an ODHE Postsecondary data match done prior to July 31, so this outcome will need to be self-reported and marked in ABLELink.

From the eGuide:

Programs should use the [Follow-Up Survey](#) to collect data for students who enter postsecondary training and education in agencies and institutions or whose employers are not

covered by the data match. Surveys and the list of students for whom follow-up is done must be kept on file.

July 12, 2021

Registration is now available on the [PDN Calendar](#) for the LACES Basics training. LACES is the online student data management system that will replace ABLELink. The system will be available to local programs in August, after the initial training. Administrators and data entry staff are required to attend the 2-day online training – August 6 and August 13 from 10 am – 12. The training will be recorded and available in the PDN Moodle for staff who are not able to attend the live training.

Happy New Fiscal Year! Hopefully, you are reading through the updated policies on the website and sharing them with your staff. We try to make the changes obvious by putting them in another color. Here are three items added to the [PD Policy](#):

**NEW H.** Instructors teaching occupational training content for an IET only are exempt from required PD. It is up to the administrator's discretion to determine if PD would be relevant for this position.

**This information is not new because it has been referenced in the grant guidance and eGuide/Indicator of Program Quality for several years. We included it in the PD Policy this year to call out the importance of written annual staff evaluations and frequent classroom observations – two items we often find as program noncompliance when completing on-site program reviews.**

- I. The local program is required to keep personnel records, including time and effort documentation, for all paid Aspire staff in accordance with local human resource procedures and grant requirements. Records must include verification of qualifications and professional development for all staff. Programs are required to keep written job descriptions of all paid and volunteer staff, both instructional and non-instructional. Annual written evaluations to include frequent classroom observations are also required.

**NEW- Added LACES Basics is required for data entry and administrators**

|                     |  |               |  |
|---------------------|--|---------------|--|
| <b>LACES Basics</b> | <b>Data Entry Staff<br/>Administrators</b> | <b>Online</b> | <b>Prior to receiving<br/>LACES Access</b> |
|---------------------|--|---------------|--|

Please contact your program manager if you have any questions about these PD policies.