



Memorandum

To: Treasurers, Fiscal Officers, Aspire Administrators
From: Donna Albanese, Aspire Adult Education Director
Date: April 10, 2019
Subject: Aspire Grants Fiscal Guidelines

Budget Revisions

During the grant period, Aspire programs are permitted to revise their budgets to (1) meet unanticipated expenses and, as applicable, (2) update their budgets after ODHE approves supplemental or carryover funds. Per ODHE guidance, budget revisions require approval prior to obligating funds if the revision:

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

Budget revisions must be completed when the activity is *contemplated – prior to obligating funds*.

Although the budget revision is effective on the day it is received in CCIP in substantially approvable form, all revisions are subject to negotiation and approval by ODHE. ODHE does not guarantee that the requested revisions will be approved. Therefore, we recommend waiting for final approval of the revision by ODHE before entering into obligations against the revised budget.

NEW: No Aspire budget revisions will be accepted after May 31st of the grant year. This policy allows ODHE staff to continue to monitor the use of funds, including end-of-year spending, and assist grantees with budgeting and expending grant funds appropriately.

Carryover Funds

NEW: ODHE Aspire will allow a maximum 15% carryover of the original allocation each fiscal year. After the FER is in Final Approved status, any excess of 15% will be returned to ODHE.

Period of Performance

The funding period for the Aspire grant(s) is July 1 – June 30. The period of performance begins on the Substantially Approved Date, typically July 1 and ends June 30, the last day a grantee may obligate funds. Per Uniform Guidance 200.309, a non-federal entity may charge to the federal award only **allowable costs incurred during the period of performance** and any costs incurred before ODHE made the federal award that was authorized by ODHE.

A fiscal year's funds should be obligated only to meet a *bona fide* need arising in the fiscal year for which the award was made. Therefore, ordering and receiving goods and services at the end of the grant period **may** result in an expense being unallowable if it is determined that the expense belongs in the next fiscal year. ODHE recommends incurring obligations in sufficient time for goods and services to be received and provide a benefit during the award's period of performance.

ODHE recognizes that there may be special circumstances where ordering goods and services late in the grant period is necessary and acceptable. Situations where goods and services are ordered and/or received toward the end of the grant period of performance may be examined by ODHE on a case-by-case basis. The grantee must be able to demonstrate why the goods or services are assignable to the grant period being charged.