



Memorandum

To: Aspire Program Administrators and Treasurers/Fiscal Officers

From: Donna Albanese, State Aspire Director

Date: June 15, 2017

Subject: FY 2017 Schedule A (3 parts) – Non-Federal Local Funds Expended for Aspire Budget Grid, Itemization of Non-Federal Local Funds Narrative, and Non-Federal Local In-Kind Matches Maintenance of Effort (MOE) Fiscal Reporting Form

For Ohio Aspire programs to achieve and maintain the necessary non-federal expenditure of funds on an equitable and annual basis, the state must document all local programs' non-federal expenditures and in-kind contributions that support the delivery of Aspire services. The state must maintain its highest level of non-federal expenditures reported or at least 90% of that amount to receive full federal funding. If it does not, federal funding levels are reduced proportionately in subsequent years.

1. Part 1 - Non-Federal Local Funds Expended for Aspire Budget Grid - this shows the amount of **non-federal** local funds (not in-kind) expended to support the local Aspire program during Fiscal Year 2017.
2. Part 2 - Itemization of Non-Federal Local Funds Narrative - this includes only actual local cash expenditures (salaries and benefits, materials, equipment, rent, etc.) made in direct support of this project. Only include fund expenditures that are incurred as a result of your organization's participation in the Aspire grant program. Do not include expenditures that are not in direct support of the project and that would have been made for other purposes regardless of the presence of the Aspire program.
3. Part 3 – Non-Federal Local In-Kind Matches Maintenance of Effort Fiscal Reporting Form - this documents **in-kind matches** (not actual cash), including prorated personnel costs of staff time spent in service to the Aspire program paid from other non-federal local funds as well as other in-kind program supports for which a dollar value can be assigned. This should include paraprofessional Aspire volunteers calculating their value at a rate comparable to a compensated rate of other paid staff in an equivalent position.

Please complete the three forms and return by **September 30, 2017** to aspiregrants@highered.ohio.gov.

Sincerely,

Donna Albanese, State Aspire Director