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Mike DeWine, Governor **Jim Tressel**, Lt. Governor **Mike Duffey**, Chancellor

May 15, 2025

Mr. Kevin Kimmel
Superintendent
Mid Ohio Educational Service Center
890 W 4th Street
Mansfield, Ohio 44903

Mr. Stan Jefferson
Superintendent
Mansfield City School District
856 W Cook Road
Mansfield, Ohio 44907

RE: Change of Fiscal Agent

The purpose of this letter agreement is to set forth expectations and responsibilities for the transfer of fiscal agent duties of the Aspire program from the Mansfield City School District ("MCSD") to the Mid-Ohio Educational Service Center ("MOESC") for state fiscal year 2026. MCSD informed the Ohio Department of Higher Education ("ODHE") on April 16, 2025, that it would not continue as a grant recipient beyond June 30, 2025. MOESC has agreed to be the successor fiscal agent and perform the duties of the grant with no disruption of services to the students beginning July 1, 2025.

MCSD, MOESC, and ODHE agree to coordinate as necessary to ensure a proper closeout of the Mansfield City Schools Aspire program for fiscal year 2025. ODHE agrees to send MOESC any documents received from MCSD regarding the 2025 grant close-out.

MOESC agrees to the following:

1. The MOESC superintendent will read through the attached MCSD grant and send an acknowledgement to aspiregrants@highered.ohio.gov, and agrees to abide by all assurances and grant requirements.
2. MOESC will work with MCSD to effectuate the transfer of all physical assets as needed.
3. MOESC will continue offering established classes and services in Richland, Ashland, and Crawford counties in the approved MCSD grant throughout the current grant cycle (June 30, 2027). MOESC may determine the need for additional classes, testing sites, offices, etc., and make adjustments as needed.
4. MOESC will hire the MCSD Aspire staff at the pay rate determined by MOESC.
5. MOESC will determine the best procedures for handling student administrative files and data entry into the data management system provided by ODHE, ensuring privacy laws are followed. ODHE has policies posted [here](#) for MOESC to review.

MCSD agrees to the following:

1. MCSD agrees to provide MOESC with an inventory of all physical assets to be transferred by July 1, 2025.
2. As part of the fiscal year 2025 close-out, MCSD agrees to complete all required reports. All student data must be entered into the data management system provided by ODHE by July 20, 2025. The Data Certification Checklist, Corrections Education Final Expenditure Report, and End of Year Financial Reports are due by September 2, 2025. The Aspire Instructional FER is completed in CCIP and is due by September 30, 2025.
3. MCSD agrees to return any remaining fiscal year 2025 Aspire funds to ODHE.

If you need additional assistance with this project, please contact T.J. Armstrong, Aspire State Director, at tarmstrong@highered.ohio.gov or Megan Arrington, Aspire program manager, at marrington@highered.ohio.gov.

Sincerely,



Mike Duffey
Chancellor

Mid-Ohio Educational Service Center hereby agrees to the terms and conditions set forth in this letter.

Kevin Kimmel

Superintendent

Name

Title


Kevin Kimmel (May 20, 2025 14:44 EDT)

20/05/2025

Signature

Date

Mansfield City School District hereby agrees to the terms and conditions set forth in this letter.

Name

Title

Signature

Date

Stan Jefferson
Superintendent, Mansfield City Schools
150 W. 5th St. Mansfield, OH 44902
Mansfield, Ohio 44902

Dear Superintendent Jefferson,

Mansfield City Schools has been awarded an adult education grant for the Fiscal Year (FY) 2025 program year, which will run from July 1, 2024 to June 30, 2025. This is the official notice as the Ohio Department of Higher Education received the Grant Award Notification (GAN) from the US Department of Education. Your program has been approved to offer adult education services under the following funding sources.

Section(s): 231, 225

Mansfield City Schools's award, for FY25, is \$440,000.00 to operate your adult education program. Approved administrative caps are detailed in the chart below.

| Approved Administrative Cap(s) | | |
|--------------------------------|--------------------|------------------|
| Section 231: 20.0% | Section 225: 15.0% | Section 243: n/a |

The chart below details the projected amounts of funding you will receive from each funding source.

| FY 2025 Funding Source | Funding Purpose | Projected Allocation |
|---------------------------------|--|----------------------|
| Federal 231 & State Match Funds | Aspire Instructional | \$418,993.00 |
| Federal 225 | Corrections Education | \$21,007.00 |
| Federal 243 | Integrated English Literacy & Civics Education | |
| TOTAL ALLOCATION | | \$440,000.00 |

Note that funded providers for the FY 2025 grant period are not guaranteed additional funds beyond FY 2025. Renewals will be contingent on the grant recipient's ability to successfully implement the terms of the grant, to meet performance expectations, and the availability of the federal funds.

Please review the signature page (final page of document) and submit within the timeline stated.

Sincerely, Stephanie Schab
Aspire State Director

CC: Nikia Fletcher, Andrea Karpiak-Feasel

SUBAWARD GRANT AWARD NOTIFICATION

| | |
|---|--|
| 1 | SUBRECIPIENT INFORMATION Mansfield City Schools 150 W. 5th St. Mansfield, OH 44902 Mansfield, Ohio 44902 Stan Jefferson Phone: 419-525-6400 Email: jefferson.stan@mansfieldschools.org UEI: XLADPJE3FU43 |
| 2 | PASS-THROUGH ENTITY INFORMATION Ohio Department of Higher Education 25 South Front Street Columbus, OH 43215 State Director: Stephanie Schab (614) 728-3097 sschab@highered.ohio.gov |
| 3 | FEDERAL AWARD INFORMATION US Department of Education Washington, DC 20202 Authority: PL113-128 II Workforce Innovation and Opportunity Act Program Title: Adult Education – State Grant Program Project Description: 84.002A Adult Education and Family Literacy State Grant PR/Award Number: V002A240036 Authorized Funding: \$18,966,799.00 State Funding: \$7,083,000.00 |
| 4 | AWARD PERIOD Budget Period: 7/1/2024 – 6/30/2025 |
| 5 | SUBAWARD INFORMATION Fiscal Year 2025 Federal and State Match Award Amount: \$440,000.00 |

GRANT OBLIGATIONS

Federal statute authorizes the ODHE, as the state fiscal agent (pass-through entity), to ensure grantee (subrecipient) compliance with all WIOA, Title II: AEFLA fiscal and legal requirements and Federal Uniform Guidance requirements (2 CFR 200).

Fiscal Obligations

1. Grantees will be reimbursed for expenditures, as approved, by requesting reimbursement through the Ohio Department of Education and Workforce web-based financial budgeting system, Comprehensive Continuous Improvement Plan (CCIP). Requests for reimbursement must be submitted monthly and all documentation must be available upon request. All charges must be reported for the current period. Grant reimbursements are contingent upon satisfactory completion and timely submittal of all program deliverables, including required program and fiscal reports. The ODHE Aspire, at their discretion, may change the financial budgeting system at any time.
2. Program funds must be used solely for activities that directly support the purpose, priorities, and expected outcomes of the program during the award period. All expenditures must be consistent with the approved application as well as applicable state and federal laws, regulations, and guidance including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200). Furthermore, grantees shall ensure that auditable and adequate records are maintained which support the expenditure of all funds received through a grant with ODHE Aspire.
3. Per WIOA §241, funds made available for adult education and literacy activities under this grant shall supplement and not supplant other State or local public funds expended for adult education and literacy activities.
4. Per WIOA §222, the ODHE Aspire is required to provide 25 percent match of the total amount of funds expended for adult education and literacy activities in the State. In order for the ODHE to maintain the federally required match, it expects grantees to contribute at least a 25 percent local match provided in cash or in-kind. The match contribution can include, but is not limited to, the following:
 - Any non-federal and non-state dollars used to provide adult education and literacy activities;
 - In-kind contributions to adult education and literacy activities such as:
 - Infrastructure, facilities, and utilities costs;
 - custodial services;
 - copying and printing costs; and
 - phone, Internet, or other technology costs.
 - The cost of staff time spent in providing adult education and literacy activities either:

- volunteered or
- paid for from non-federal and non-state funds.

Amounts reported for acceptable matching must:

- be properly documented and verifiable from recipient records;
- be necessary and reasonable to accomplish program objectives;
- be allowable under the Uniform Guidance cost principles;
- not be included as contribution for other federally assisted programs; and
- have the value supported by appropriate documentation of fair market value.

5. Grantees will enter into a Memorandum of Understanding (MOU) relating to the operation of the One-Stop delivery system in the local area with the WDB to assure that designated One-Stop partners comply with the requirements governing: (1) the MOU with the WDB and (2) the local One-Stop infrastructure costs of WIOA and its implementing regulations (34 CFR 463.505 and 34 CFR 463.720).

In addition, the grantee will contribute its proportionate share of local infrastructure costs based on corresponding use of the One-Stop center and relative benefit received. Grantee contribution will be designated from federal funds reserved for local administration and may include non-federal resources that are cash, in-kind, or third-party contributions.

6. Per 2 CFR § 200.430 all staff whose salaries are paid in whole or part with federal funds or are used to meet an in-kind or cost share requirement for a grant are required to maintain time and effort reports which accurately reflect the work performed.
7. Grantees must maintain an equipment/inventory report which includes all non-consumable items purchased at a cost of \$500 or more (State Requirement). Per 2 CFR 200.313(d)(1) inventory must be reconciled with the inventory property records at least once every two years. Grantees must adhere to the management and disposition requirements of 2 CFR 200.313.
8. Per State Requirement, adults enrolled in Aspire programs will not be required to pay tuition, fees, or other charges. Students may, but are not required to, purchase books or other materials needed for participation in the program.
9. Per WIOA §502, grantees agree to comply with sections 8301 through 8303 of the Buy American Act.
10. Per 2 CFR 200.501, a non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year.

Programmatic Obligations

1. Grantees are responsible for allocating sufficient resources to collect NRS performance measures and enter data into the statewide data management system (DMS). Programs are required to meet all elements for data collection, entry, verification, and accountability. The DMS is free of charge to providers. All grantees are responsible for using the DMS and are expected to meet federal and state performance targets.
2. Per 2 CFR 200.332 the ODHE Aspire must conduct program monitoring of grantees. The purpose of monitoring is to ensure that grantees are using federal awards for authorized purposes in compliance with the laws, regulations, and provisions of the grant agreement and that performance goals are achieved. Program monitoring is conducted through various means, including risk assessments, on-site reviews, and desk reviews. Grantees are expected to implement corrective action steps given by ODHE Aspire.

Per CFR 200.339, remedies for noncompliance include the ODHE Aspire taking one or more of the following actions:

- Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
- Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- Wholly or partly suspend or terminate the Federal award.
- Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal awarding agency regulations (or in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency).
- Withhold further Federal awards for the project or program.
- Take other remedies that may be legally available.

Per State Requirement, failure of the ODHE Aspire staff to evaluate and provide guidance, technical assistance, and program support will not relieve the fiscal agent of its liability.

3. Per the General Education Provisions Act (GEPA), Section 427, grantees must address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the program and to achieve high standards. Consistent with program requirements and its approved application, grantees may use the federal funds awarded to eliminate barriers it identifies.

1. Per [CFR 200.334](#), the federal records retention period is three years from the end of a fiscal year for all financial and programmatic records kept in paper and/or electronic form. The retention period for equipment records starts on the date of disposition, replacement, or transfer. The following guidelines clarify which programmatic records must be retained:
 - Programs are not required to keep documents such as progress plans, homework, or informal testing papers or results. These documents can be given to the student or destroyed.
 - Programs must retain documents such as student data forms, Individual Education Plans (IEP) from a school district, diagnostic results of standardized tests, and attendance records.
2. Grantees are required to adopt and align instruction to the College and Career Readiness (CCR) Standards to promote the quality of adult education and literacy outcomes to prepare learners for success in adult education, postsecondary education, and employment.
3. Grantees must ensure staff compliance with the Professional Development requirements set forth by the [Aspire Professional Development Policy](#). Grantees will ensure services are delivered by knowledgeable, well-trained staff by using the standards identified in the [Practitioner Standards](#), a framework of what Ohio Aspire professionals should know and be able to do to perform their jobs.
4. Per CFR [200.315](#), if any copyrightable material is developed under this grant, the grantee is free to copyright the material and the ODHE and the U.S. Department of Education (US ED) shall have royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use.

Per State Requirement, the grantee agrees to provide such copyrightable materials to the ODHE or its designee royalty-free for distribution and promotion within and outside the State for State Government purposes. Further, the grantee agrees to provide the ODHE with one (1) copy of such materials for publication and an additional copy of each edition published.

5. The U.S. Department of Education adopts the requirements in the Code of Federal Regulations at [2 CFR 175](#) (Trafficking in Persons) and incorporates those requirements into this grant through this condition. The grant condition specified in 2 CFR 175.15(b) is incorporated into this grant with the following changes. Paragraphs a.2.ii.B and b.2.ii. are revised to read as follows:

- “a.2.ii.B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”
- “b.2.ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

Under this condition, this grant may be terminated without penalty for any violation of these provisions by the grantee or its employees.

6. Per Executive Order 13513, grantees are prohibited from text messaging while driving a government-owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.
7. Per the Certification Regarding Lobbying, grantees certify by submission of this proposal, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title

31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

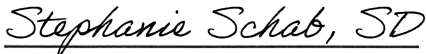
1. Per the Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions grantees certify, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency or the state of Ohio Department of Administrative Services. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

SIGNATURE PAGE

Please sign and date this page, electronically, using Adobe and send back to Aspiregrants@highered.ohio.gov. If signature via Adobe is unavailable then please print off the signature page, sign, and scan and email the signature page back to Aspiregrants@highered.ohio.gov.

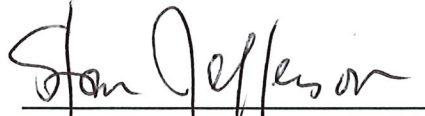
The signature page is due within two weeks after final allocations have been submitted in the financial budgeting system, Comprehensive Continuous Improvement Plan (CCIP).

Aspire Signature
Stephanie Schab, Aspire State Director

| | |
|--|--------------------------|
|  Signature | <u>7-31-2024</u> Date |
|--|--------------------------|

Subrecipient Signature
Stan Jefferson, Superintendent

By signing the Grant Award Notification, the subrecipient agrees to abide by all grant obligations and assurances as listed in the Grant Award Notification and the Aspire RFP Grant Guidance.

| | |
|--|-----------------------------|
|  Signature | <u>Jul 16, 2024</u> Date |
|--|-----------------------------|