FY24 Early Childhood Education Grant Comprehensive Continuous Improvement Process (CCIP) Grants Application Guidance

Ohio Department of Education

Part One: Getting Started

INTRODUCTION

The Early Childhood Education Grant funding is managed in the Comprehensive Continuous Improvement Plan (CCIP). The CCIP is a grants application and verification system that includes the Funding Application. The Funding Application contains the budget, the application and other related pages. Access to CCIP requires four things: an OH|ID account, Ohio Department of Education profile, access to the CCIP application and the proper role in the Ohio Educational Directory System (OEDS). Grantees can receive funds once the CCIP Funding Application is submitted and approved.

STEP 1: OBTAIN AN OH|ID

Staff that are responsible for entering information around the CCIP, student data and teacher data must have an OH|ID account. The OH|ID portal is an identity solution from the InnovateOhio Platform. The goal of OH|ID is to create one simple and secure location for all Ohio citizens to access information and conduct business with the State of Ohio. Through OH|ID, Ohio Department of Education users can access Department of Education and other statewide applications in a more secure, streamlined way.

The OH|ID Account Creation Job Aid provides step by step directions on how to create a new OH|ID and Department of Education Profile. Visit Department of Education OH|ID Portal Help for additional information.

STEP 2: ASSIGN OEDS ROLES

Before the CCIP can be started, individuals must be assigned a specific role in OEDS and should begin by assigning the OEDS Administrator. The OEDS Administrator will be responsible for assigning roles to program staff that are responsible for entering budget information in the CCIP. Contact OEDS.ContactUs@education.ohio.gov for information on establishing or changing an OEDS Administrator.

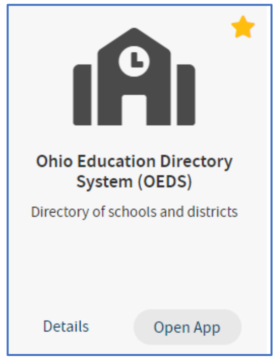
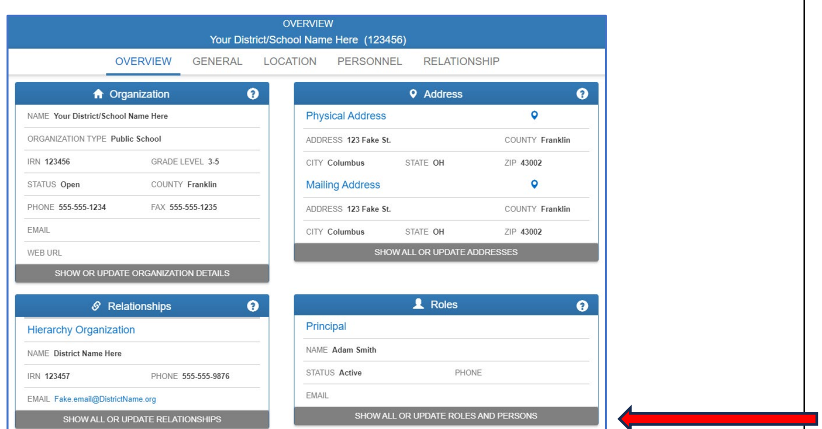
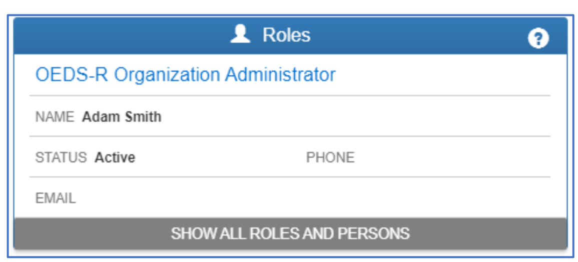
The OEDS Administrator will need to assign the following roles:

- CCIP Authorized Representative is the lead person with ultimate responsibility in a community-based organization. This person gives final approval to the Funding Application, Budget Revision requests and the Final Expenditure Report. The Superintendent is the equivalent to this role in a school district.
- CCIP Fiscal Representative is the person in a community-based organization who has ultimate fiscal responsibility for fiscal matters. This person gives approval to the Funding Application, Budget Revision requests, Project Cash Requests and the Final Expenditure Report. The Treasurer is the equivalent to this role in a school district.

Optional Roles – can be assigned to multiple people:

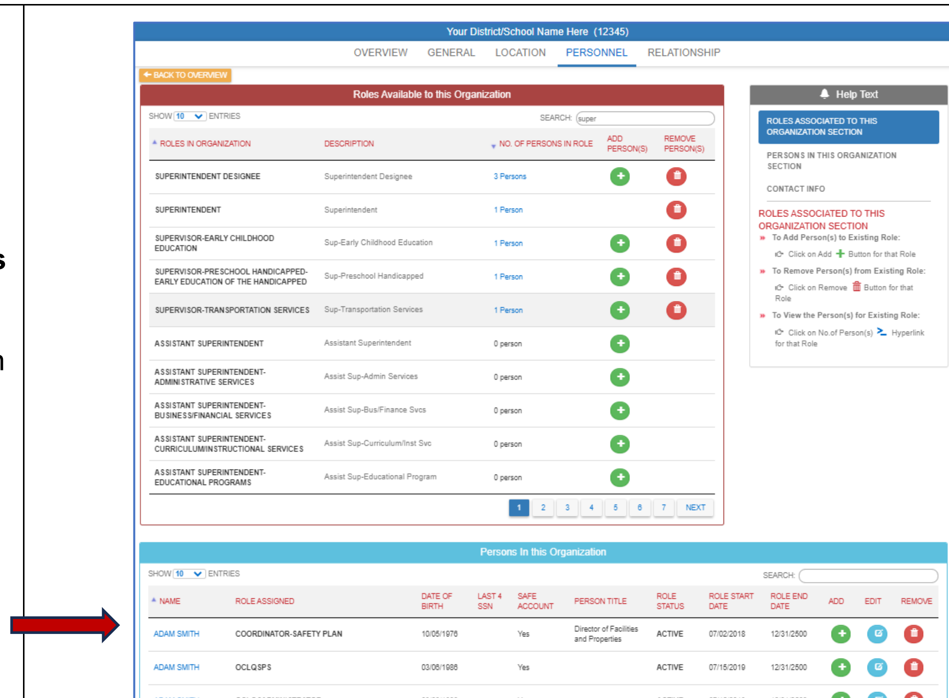
- Data View Funding CCIP person can only look at the grant application data.
- Data Entry Funding CCIP person can enter the application data.

Assigning Roles

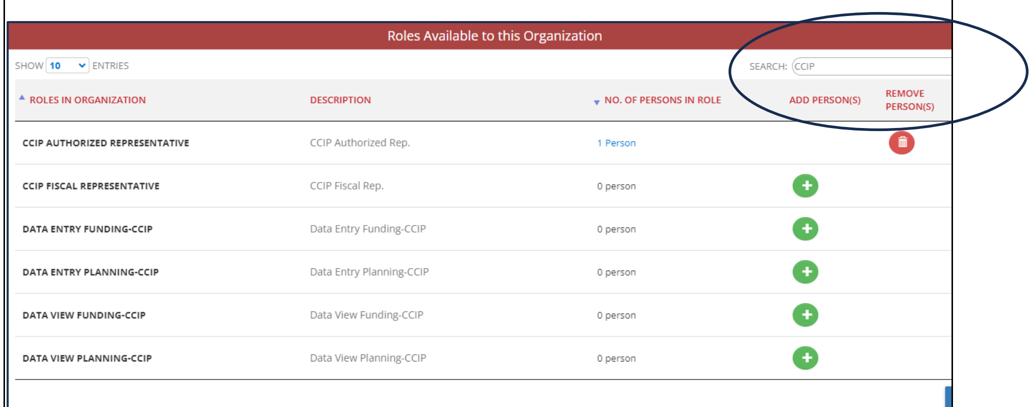
Log in to OH|ID and choose the OEDS Application.	
Click on **Search Organization** and enter your IRN or Organization name.	 
You should see a screen similar to this.	
To add or remove a role, click on **Show All Roles and Persons** in the Roles box. The OEDS Administrator is the only person that can add or remove roles. If you do not have an assigned OEDS Administrator, please email earlychildhoodeducation@education.ohio.gov.	

The Personnel tab details page should look similar to this.

Here you can see the “**Roles Available to This Organization**” box which is where the current list of roles that can be assigned are displayed, as well as the “**Persons in This Organization**” box which is where you can find a list of all roles assigned to a specific person in your organization.



To add or remove a user from a Role, it’s often easiest to search for the role name in the “**Roles Available to this Organization”** box. Using the search bar in this box will simplify the search by filtering the list of roles shown.



With the list of available roles filtered you can now use the **Green +** button to add a user to that role or the red trash can button to remove a user from that role.

Note: Some roles only allow one person to be assigned at a time. In this case, if changing a role to a different person, you will need to remove the currently assigned person before adding a new one.

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Click the **Green +** to the role you wish to assign.

Click "**Assign a New Person to This Role**".

Add the person's First and Last name and date of birth.

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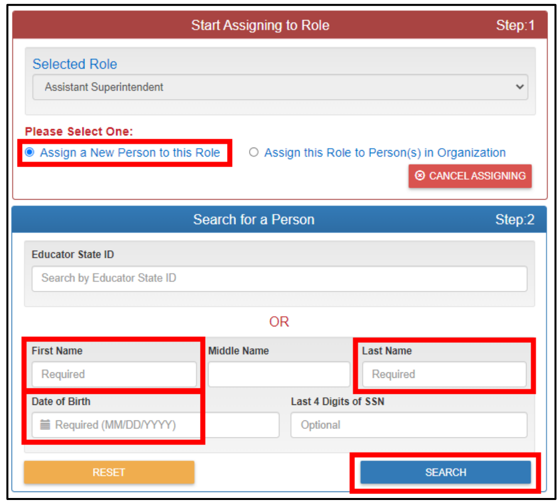

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The search results will display the name and date of birth for any possible matches to your search. Select the person to assign a role.

You may need the last four digits of the Social Security number if more than one names are listed.

Note: If you are unable to find a user, they may not have completed the set up for their OH|ID account or their Department of Education Profile. **Both steps must be completed before a user can be assigned a role in OEDS.**

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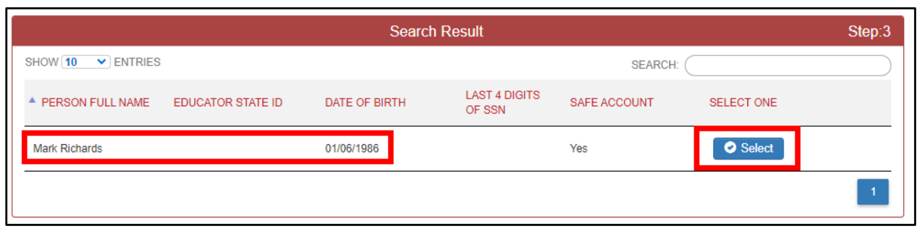

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Once you have selected a user for assignment, a confirmation screen will appear.

If the information is correct, click the green **Save** button to add the user.

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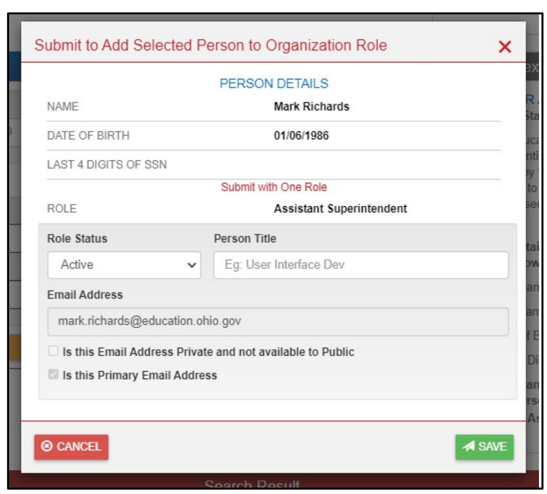

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STEP 3: REQUEST THE CCIP APPLICATION

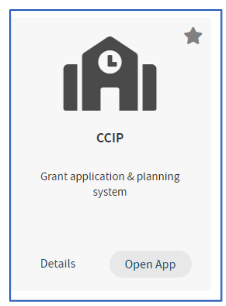
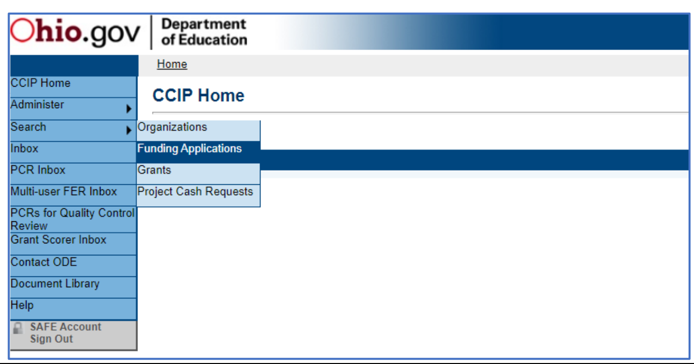
Once the correct roles are established in OEDS, the CCIP Authorized Representative or CCIP Fiscal Representative should be able to set up and launch the CCIP application in their OHIID account. If the applications do not appear, please contact the Help Desk at 877-644-6338 or Profile.Help@education.ohio.gov.

Part Two: CCIP Funding Application

Grantees must submit a CCIP Funding Application and budget before receiving grant funds from the Ohio Department of Education. The budget in the Funding Application outlines how funds will be expended by reporting estimated expense amounts in object and purpose/function code categories.

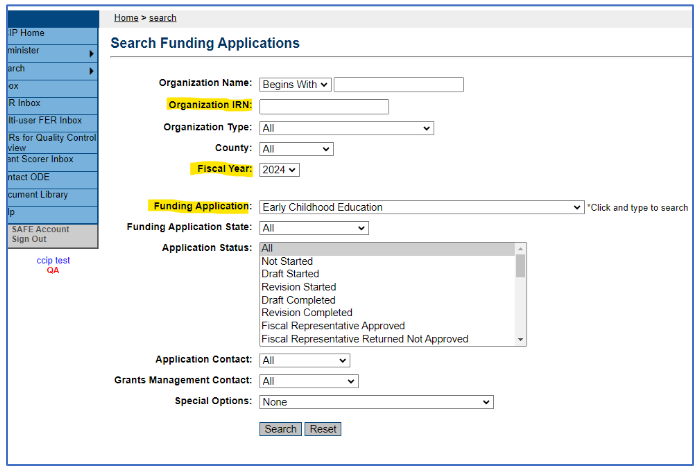
Please keep in mind the following when submitting a CCIP Funding Application:

- A completed project budget must be submitted, reviewed, and approved by the Ohio Department of Education prior to conducting any grant activities.
- Expenditures must be necessary, reasonable and comply with grant requirements as well as other applicable federal and state laws and regulations.
- Grantees should note a description of the item(s) in the Application section of the CCIP.
- Grantees must submit the following into the CCIP Funding Application:
    a. The ECE Site Location Form
    b. A calendar detailing the days of operation for the year and weekly scheduled hours for ECE Grant funded children
    c. The program's sliding fee scale
- Grantees should refer to the ECE Grant Manual or Grants Administration webpage for additional information on allowable expenses before submitting the CCIP application.

Submitting a ECE Budget in the CCIP	
1. Log on to your ***OH|ID account*** and select the ***CCIP*** application tile. Click on your program name.	https://ohid.ohio.gov/wps/portal/gov/ohid/login/ 
2. Go to **Search** and select ***Funding Applications*** from the drop-down menu.	

3. Once on the **Search Funding Application** page, enter the ***Organizational IRN***, select the ***Fiscal Year*** and select ***Early Childhood Education*** from the Funding Application drop-down. Click ***Search.***

   Select the organization from the records list at the bottom.

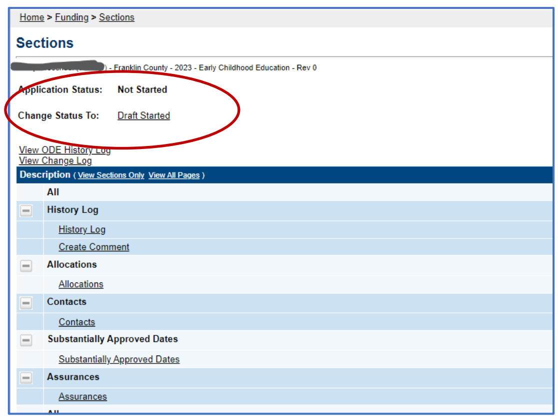


4. The Sections page will display. Click ***Draft Started*** to begin.

   The system will display:

   "You are about to change the status to Draft Started. Click Confirm to change the status." Click ***Confirm***.

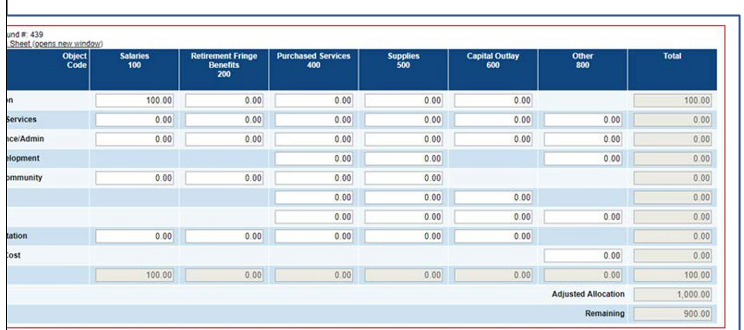
   The application is now started.

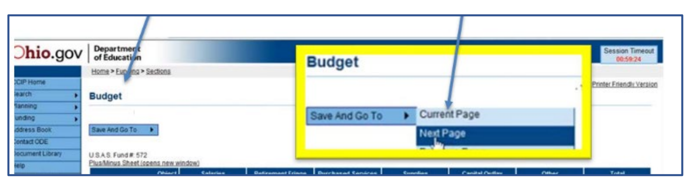


5. Under Early Childhood Education, click on ***Budget***. Once the budget screen appears, plan the use of funds in the appropriate object and purpose codes provided. The uses of funds by object and purpose codes can be found in the [Grantee Manual](). Contact the [ECE Team]() or the [Office of Grants Management]() for additional guidance on how to expense items.

Once the budget page is complete, make sure the remaining amount is zero, meaning all funds are allocated.

Click ***Save And Go To*** box to move to the next page – the Application page.





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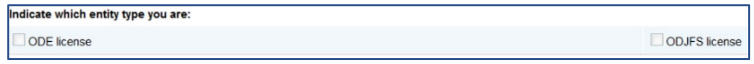
<td>6. Once on the Application page, indicate the entity by checking the appropriate box (ODE or ODJFS).</td>
<td>
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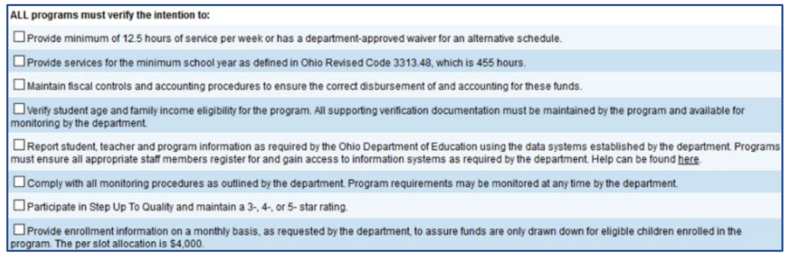
<td>7. Next, Grantees must check the set of assurance boxes.</td>
<td>
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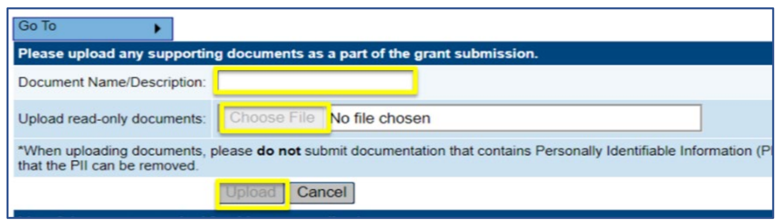
<td>8. Three documents must be uploaded to the CCIP.
ECE Site Location Form: This document provides the site location(s), number of ECE Grant funded children served at each location, SUTQ rating and other demographic information. Use the <u>ECE Site Location Form</u> found in the CCIP or the ECE webpage.
Program Calendar: Grantees must upload a document that provides how it is meeting the required 12.5 hours of service a week and 455 hours a year. The document would identify the days of operation in the year with start/ stop dates and weekly schedule.
Sliding Fee Scale: Grantees must upload a written sliding fee scale outlining tuition rates and fees based on federal poverty level and private-pay rates. The <u>Sliding Fee Scale Samples</u> provides examples of various sliding fee scales.
To upload:
Enter Document Name/Description
Click Choose File and find the document on your computer
Click Upload</td>
<td>
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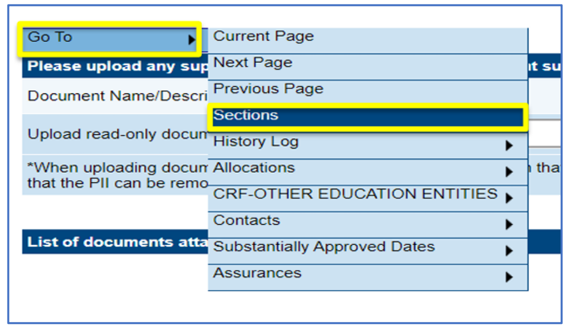
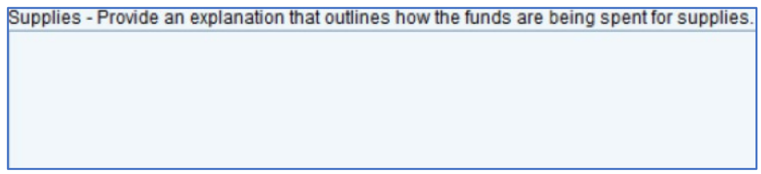
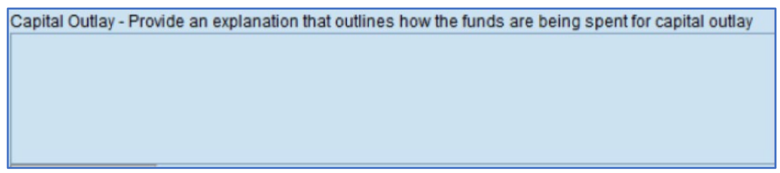
9. Once the documents are uploaded, select ***Go To*** and ***Sections*** from the dropdown menu. Select ***Application***. The next steps are to provide an explanation that outlines how the funds are being spent.



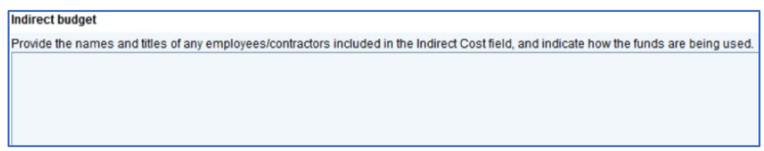
10. **Supplies:** Provide a detailed explanation that outlines how the funds are being spent in supplies if budget exceeded 5% of the total allocation in the Supplies column. Supplies should be no more than 10% of the total allocation.



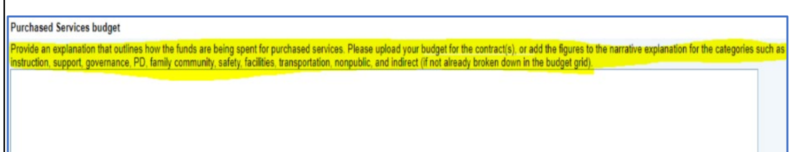
11. **Capital Outlay**: Provide a detailed explanation that outlines how the funds are being spent in Capital Outlay when more than $5000 of funds are allocated in Capital Outlay. Capital Outlay should be no more than 10% of the total budget and requires a detailed explanation.



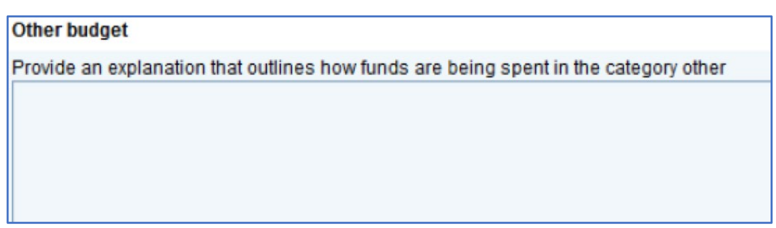
12. **Indirect Budget:** Provide the names and corresponding titles of any employees/ contractors and how funds are being used if Indirect Cost are in the budget. Utilities and rent should be allocated in this section.



13. **Purchased Services:** Provide a detailed explanation to break down how Purchased Service funds will be used. Grantees should include the budget for the contract(s) or add the figures to the narrative explanation for the categories such as instruction, support, governance, PD, family community, safety, facilities, transportation, nonpublic and indirect.

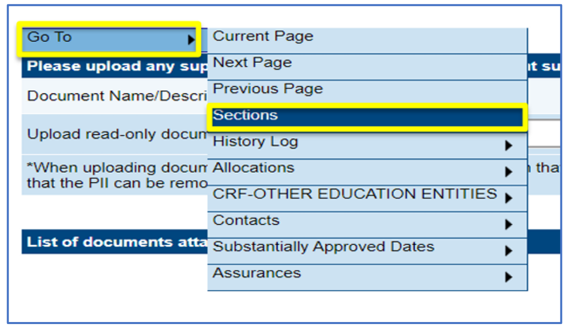


14. **Other:** Provide an explanation that outlines how funds are being spent in the other category.



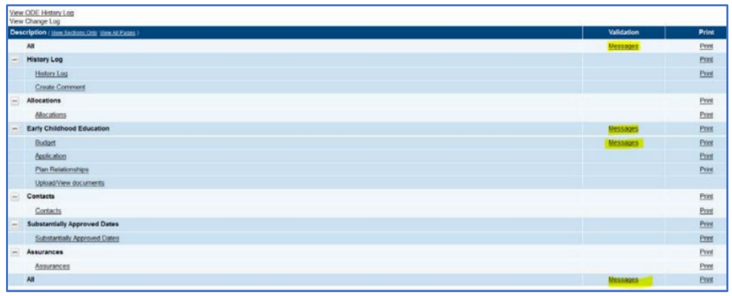
Ohio Department of Education

15. Once all necessary Object and Purposed Codes have been explained in the text boxes, use the ***Save And Go To*** function and move to the ***Sections*** page.

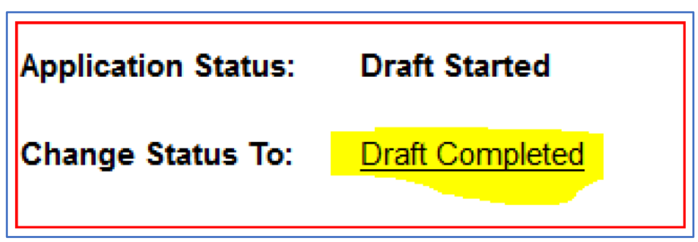


16. The ***validation function*** automatically checks the application for grant requirement errors whenever there is a change of status in the application. The system will display the current validation messages on the Funding Application Sections page.

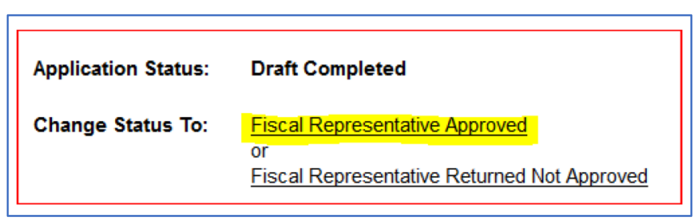
    If there are no errors, the validation column on the Sections page will be blank. If there is an error, the system will display ***Messages***. Click on the ***Message*** link to see a list of errors/omissions. Click on the error or warning message and the system will move to the appropriate page that requires updating. Use the Help screens or the Doc Library to correct errors. Once the errors have been corrected, the system will be automatically updated, and the validation message will be removed on the Sections page.

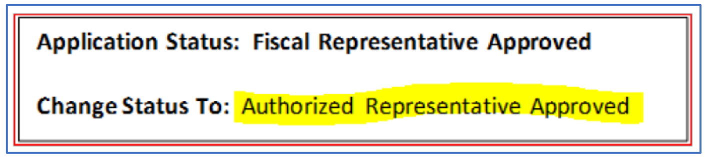


17. The status of the Funding Application may be changed to ***Draft Completed*** once the application is complete, validated and all pages checked for accuracy. Click the ***Draft Completed*** on the top of the Applications Sections page.



18. The treasurer or fiscal representative clicks on ***Fiscal Representative Approved*** at the top of the Funding Application Sections page. Be sure to review for accuracy. A Status Change Confirmation page will appear. Scroll to the bottom and click ***Confirm.*** This will activate an email to the authorized representative in your organization for approval of the application.



19. The ***Authorized Representative*** for the Grantee must log in OH|ID to access the CCIP and approve the Funding Application. To find the application, go to Search, Funding Application (see Step 3). The Authorized Representative should review the application for accuracy and select ***Authorized Representative Approved***. A Status Change Confirmation page will appear. Scroll to the bottom and click ***Confirm.*** This will submit the application to the Department and sends a message to the department specialist for review. **IMPORTANT:** An application is not submitted for review and approval by the department until both the fiscal representative and the authorized representative at your program have changed the status to Approved.	

SUBSTANTIALLY APPROVED DATE (SAD)

The Substantially Approved Date (SAD) is generated the CCIP and is the date a Grantee is legally allowed to begin obligating grant funds**.** When the Grantee submits the Funding Application to the Department as Authorized Representative Approved, in substantially approvable form, it is substantially approved. The date the Funding Application is submitted in substantially approval form becomes the Grantees SAD and as of this date, legal obligations can be charged to the grant for expenses that meet the budget and grant requirements for the allowable use of funds.

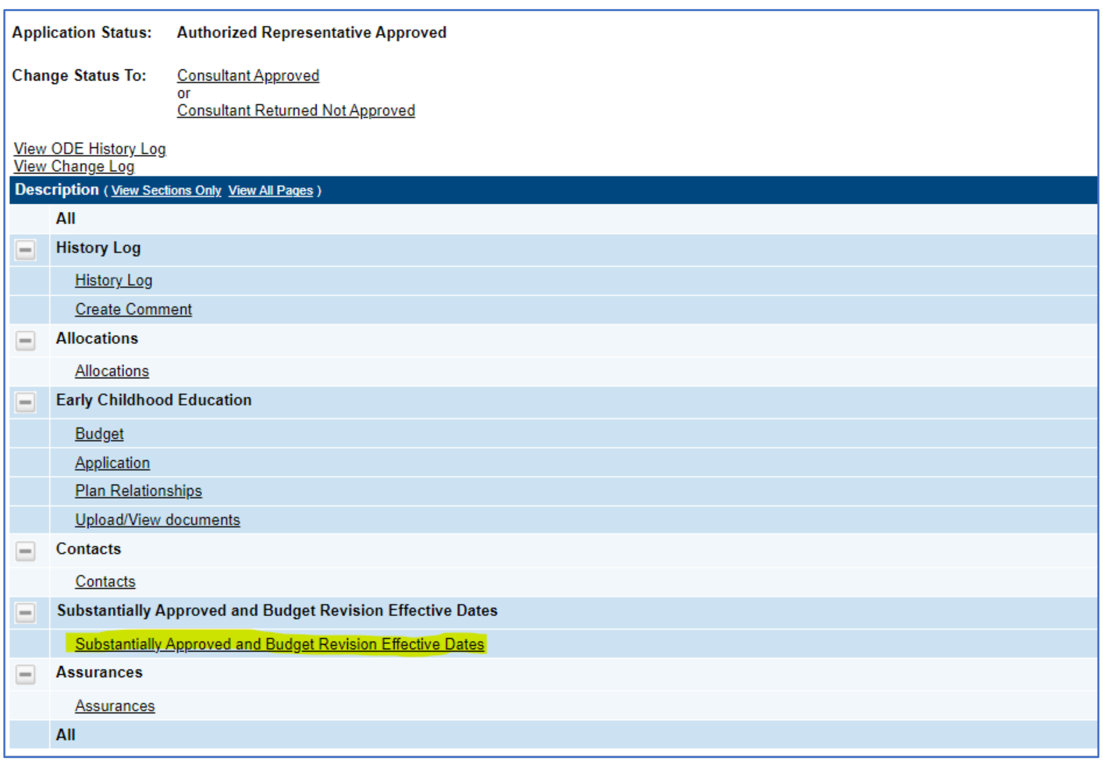
The State may not authorize an applicant for a subgrant to obligate funds until the later of the following two dates:

1. The date that the State may begin to obligate funds (July 1) under Edgar 76.703; or
2. The date that the applicant submits its application to the State in substantially approvable form.

The grants original SAD can be viewed on the project summary page or by navigating to the sections page for Revision 0 and then clicking on “Substantially Approved Date” at the bottom of the Page.

Note: A separate SAD will apply to any budget revisions. Grantees are able to charge obligations in accordance with the revised budget as of the revised budgets substantially approved date.

To view the Substantially Approved Date and Budget Revision Effective Dates, follow Steps 1-3 in Submitting a CCIP Budget Application. Once on the Sections screen, select ***Substantially Approved Date and Budget Revision Effective Dates.***

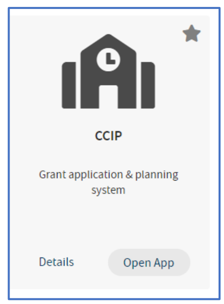
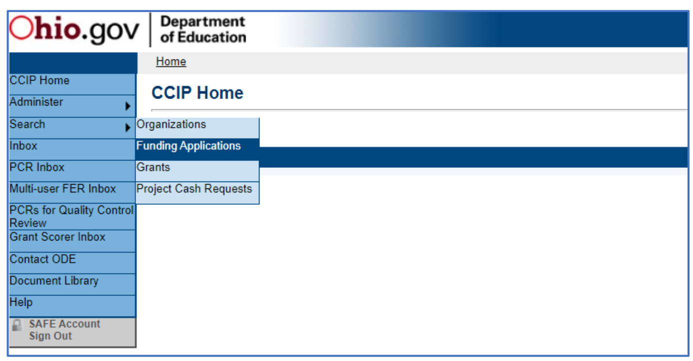


Part Three: Budget Revision

A budget revision is necessary if any cost to a given category increases or decreases by 10% or more after the budget has been approved. Revisions must be electronically submitted through the CCIP and can be submitted at any time throughout the year. The budget revision must include a narrative description in the history log of the CCIP justifying the change. Budget revisions must be completed when the activity is contemplated – **prior to obligating funds**. A new Substantially Approved Date (SAD) is established for the newly budgeted categories. The amendment is effective on the day it is received by the Ohio Department of Education (ODE) in substantially approvable form. All amendments are subject to negotiation and approval by ODE. ODE does not guarantee that the requested revisions will be approved. Expenses incurred prior to the budget revision are not reimbursable.

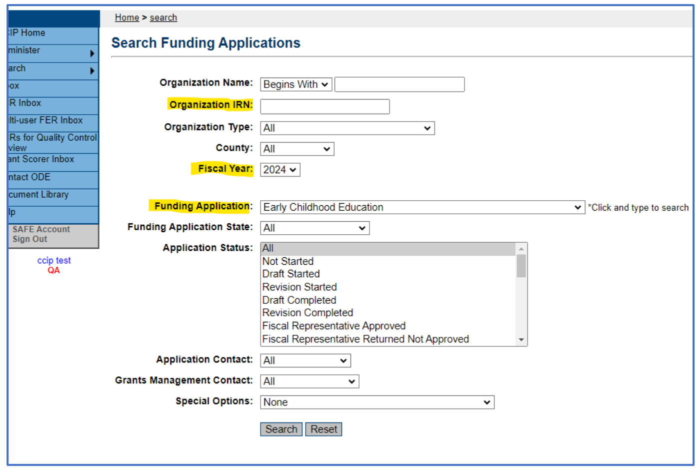
The Funding Application must be in ***Director Approved*** status to begin a budget revision. Only the Fiscal Representative role has access to initiate a Budget Revision.

Submitting a Budget Revision

1. Log on to your ***OH|ID*** account and select the **CCIP application tile**. Click on program name.	https://ohid.ohio.gov/wps/portal/gov/ohid/login/ 
2. Go to **Search** and select ***Funding Applications*** from the drop-down menu.	

3. Once on the Search Funding Application page, enter the ***Organizational IRN***, select the ***Fiscal Year*** and select ***Early Childhood Education*** from the Funding Application drop-down. Click ***Search.***

   Select the organization from the records list at the bottom.



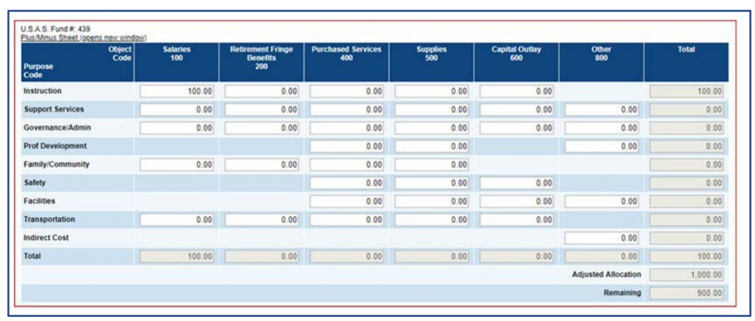
4. The ***Sections*** page will display. The CCIP Fiscal Representative must change the status of the Funding Application from "***Director Approved***" to "***Revision Started***" by clicking Revision Started at the top of the Application Sections page and confirm.

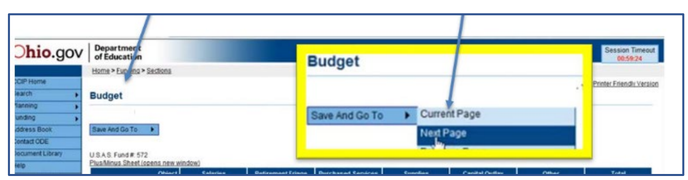
   The revision is now started.

5. Under Early Childhood Education, click on ***Budget***. Once the budget screen appears, plan the use of funds in the appropriate object and purpose codes provided. The uses of funds by object and purpose codes can be found in the Grantee Manual. Contact the ECE Team or the Office of Grants Management for additional guidance on how to expense items.

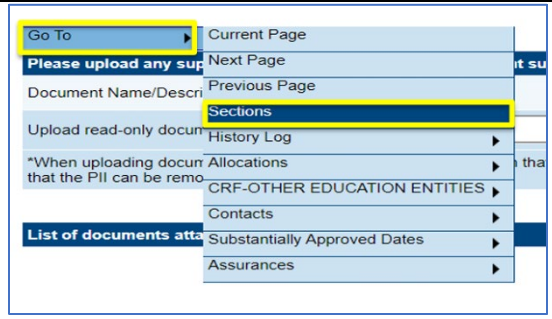
   Once the budget page is complete, make sure the remaining amount is zero, meaning all funds are allocated.

   Click ***Save And Go To*** box to move to the next page – the Application page.





<table>
<tr><td>6. Return to the Application Page by selecting Go To and then Sections. Select Application. The next step is to provide an explanation that outlines how the funds are being spent.

Grantees will need to provide an explanation to the changes they are requesting in the appropriate box.</td><td>
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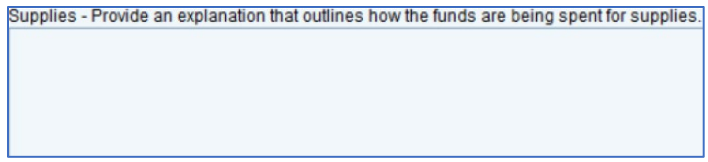
<tr><td>7. Supplies: Provide a detailed explanation that outlines how the funds are being spent in supplies if budget exceeded 5% of the total allocation in the Supplies column. Supplies should be no more than 10% of the total allocation.</td><td>
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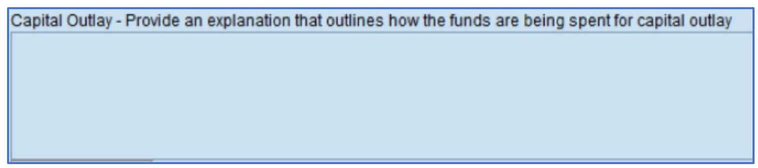
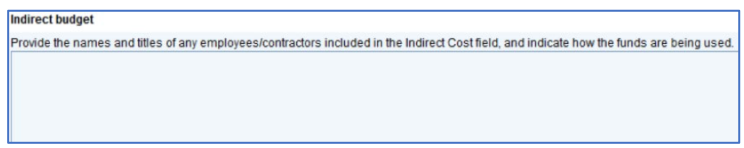
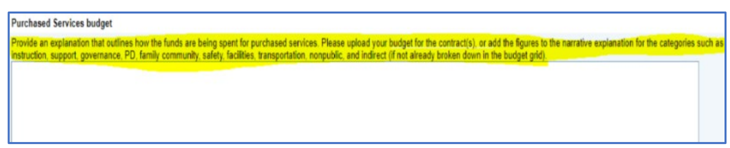
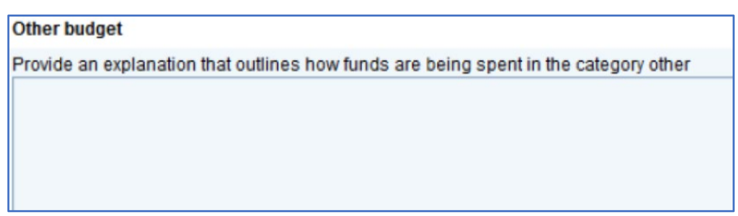
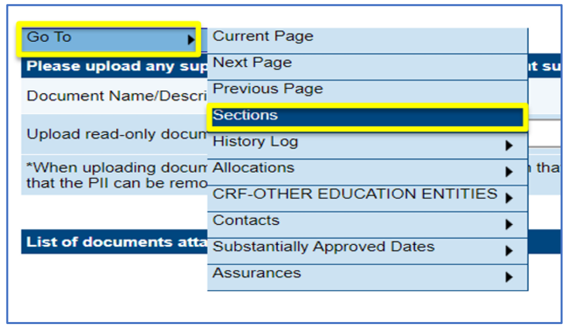
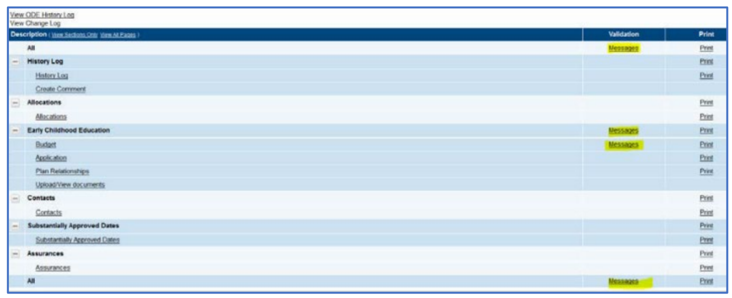
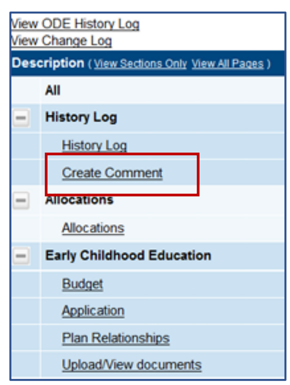
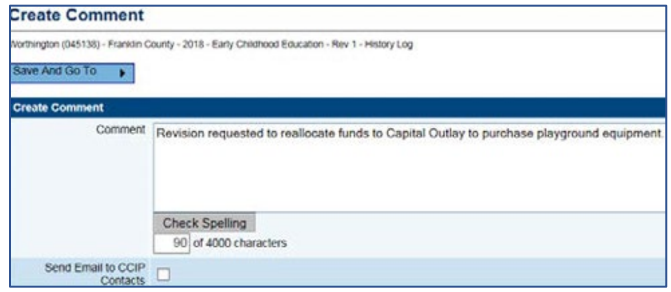
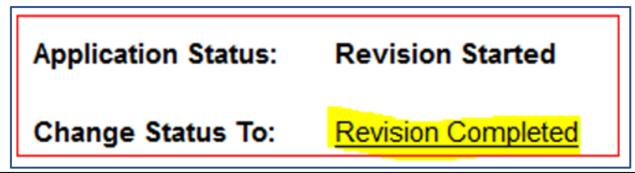
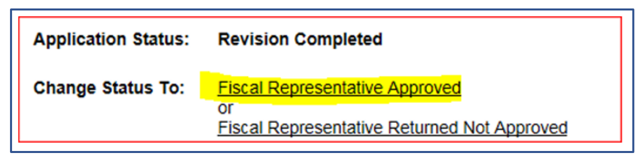
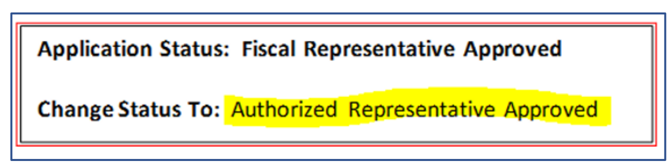
<tr><td>8. Capital Outlay: Provide a detailed explanation that outlines how the funds are being spent in Capital Outlay when more than $5000 of funds are allocated in Capital Outlay. Capital Outlay should be no more than 10% of the total budget and requires a detailed explanation.</td><td>
</td></tr>
<tr><td>9. Indirect Budget: Provide the names and corresponding titles of any employees/ contractors and how funds are being used if Indirect Cost are in the budget. Utilities and rent should be allocated in this section.</td><td>
</td></tr>
<tr><td>10. Purchased Services: Provide a detailed explanation to break down how Purchased Service funds will be used. Grantees should include the budget for the contract(s) or add the figures to the narrative explanation for the categories such as instruction, support, governance, PD, family community, safety, facilities, transportation, nonpublic and indirect.</td><td>
</td></tr>
<tr><td>11. Other: Provide an explanation that outlines how funds are being spent in the other category.</td><td>
</td></tr>
</table>

12. Once all necessary Object and Purposed Codes have been explained in the text boxes, use the ***Save*** and ***Go To*** function and move to the ***Sections*** page.	
13. The ***validation function*** automatically checks the application for grant requirement errors whenever you change the status of the application. The system will display the current validation messages on the Funding Application Sections page. If there are no errors, the validation column on the Sections page will be blank. If there is an error, the system will display ***Messages***. Click on the ***Message*** link to see a list of errors/omissions. Click on the error or warning message and the system will move to the pertinent page that requires updating. Use the Help screens or the Doc Library to correct errors. Once the errors have been corrected, the system will be automatically update and the validation message will be removed on the Sections page.	
14. Click on the ***Sections*** link at the top of page. Go to History Log and click on ***Create Comment***.	

15. Provide an explanation for the budget revision request in the Comment Field. **Note:** Grantees can verify the comment was saved by utilizing the ***Save*** and ***Go To*** function to navigate back to the History Log to view comment.	
16. Navigate to the Sections link at the top of the page. Click on ***Sections***. Click on ***Revision Completed*** and confirm.	
17. The treasurer or fiscal representative clicks on ***Fiscal Representative Approved*** at the top of the Funding Application Sections page. Be sure to review for accuracy. A Status Change Confirmation page will appear. Scroll to the bottom and click ***Confirm.*** This will activate an email to the authorized representative in your organization for approval of the revised application.	
18. The ***Authorized Representative*** for the Grantee must log in OH|ID to access the CCIP and approve the Revised Funding Application. To find the application, go to Search, Funding Application (see Step 3). The Authorized Representative should review the application for accuracy and select ***Authorized Representative Approved***. A Status Change Confirmation page will appear. Scroll to the bottom and click ***Confirm.*** This will submit the application to the Department and sends a message to the department specialist for review. **IMPORTANT:** An application is not submitted for review and approval by the department until both the fiscal representative and the authorized representative at your program have changed the status to Approved.	

Part Four: Project Cash Requests

Grantees request grant funds by submitting a Project Cash Request (PCR). All requests are governed by the Cash Management Improvement Act (codified as 31 CFR part 205), 2 CFR 200, EDGAR, and State regulations. Grantees submit a PCR through the CCIP Funding Application. Only one active PCR can be pending for the designated grant at any given time. The active PCR status must be in to "paid" status before the system will allow Grantees to generate another request. The Creating a Project Cash Request from the Office of Grants Management details how to create a PCR.

Funds requested must be for allowable expenses under the grant that were approved in the grant application and budget. Grantees should only request funds for allowable expenditures that are properly documented and ensure all receipts be in alignment with the category against which it is being charged. All expenses charged to the grant must be for obligations entered into after the substantially approved date. **Expenses do not need to be pro-rated to reflect the number of ECE-funded students versus the total number of students benefitting from the expense.**

Grantees can only draw down funds for the number of Early Childhood Education Grant-funded children that are served in the program. This will assure that Grantees do not receive funding for unfilled slots, resulting in an overpayment of funds. Grantees must report the number of Early Childhood Education Grant-funded children served during the fiscal year via EMIS/EAS, as applicable. If the Grantee draws down more funds than allowable, the Grantee will be required to reimburse the department the difference between the amount they should have received and the amount they were actually reimbursed.

ECE Grant funding is based on a per slot allocation. Grantees can be reimbursed for a child that has attended for a minimum of 50 hours, the equivalent to 12.5 hours a week for one month. Children that do not meet the minimum 50-hour requirement should be withdrawn from the funded slot and not counted as being served. Exceptions to the minimum hour requirement will be made on a case-by-case basis for children in Foster or Kinship care, experiencing a medical or mental health-related absence, or experiencing homelessness. Grantees must maintain documentation of efforts made to problem solve with families regarding chronic absenteeism.

Grantees will be reimbursed for slots that have been vacated and met the minimum hour requirement; however, cannot draw down funding for students served in excess of the allocated number of slots. Grantees may use highest enrollment numbers from any day in the period the PCR covers. For example, a Grantee has $40,000 (10 slots) allocated to them. The maximum number of Early Childhood Education Grant-funded children enrolled at one time is five. The Grantee can only draw down $20,000 total for the fiscal year. If an eligible enrolled child leaves the program and another child takes their place, this counts as one filled spot, not two, as they were not enrolled at the same time.

Grantees must submit sufficient evidential documentation upon request by the Department. Expenditures without proper support documentation are unallowable. A financial report that captures expenses for the entire grant period is highly encouraged when requesting funds. The financial report provides a year-to-date detailed (transaction level) information and is used for the end of the year Final Expenditure Report. Grantees must account for funding on a consistent basis, in accordance with Generally Accepted Accounting Principles (GAAP) and have proper documentation. All grants are subject to state audits, reviews, and department monitoring. Grantees are required to maintain records for 3 years following completion of the activities.

Proper documentation should be submitted with each PCR. Failure to maintain and provide proper documentation will result in expenses being unallowable. Please use the chart below to help determine when an expense is obligated and examples of the type of documentation required:

Expense Type	Obligation is made:	Example of Type of Documentation Required
Employee Salaries	When work performed	Timecards, paycheck stub, cancelled check
Fringe	When service provided	Invoice, cancelled check or bank/credit card statement
Purchased Services	When contract fully executed by all parties	Signed contract, invoice, cancelled check or bank/credit card statement
Supplies	When order is placed	Invoice/receipt, cancelled check or bank/credit card statement
Capital Outlay	When contract fully executed by all parties	Signed contract, invoice, cancelled check or bank/credit card statement
Other	When contract fully executed, order placed or service provided	Signed contract, invoice, cancelled check or bank/credit card statement

Part Five: Final Expenditure Report

At the end of the grant period, Grantees are required to submit a Final Expenditure Report (FER). A FER must be submitted to show how grant funds were expended during the grant period. Any unused funds will be reported on the FER and funds do not carry over to the next year. Grantees should complete the FER online in the CCIP after the end of the fiscal year (June 30th). Each Funding Application within the CCIP has its own separate FER. The FER must be submitted no more than 90 calendar days after the end date of the grant, Sept. 30. The Final Expenditure Reports from the Office of Grants Management provides instructions on how to submit the FER.