Early Childhood Education

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

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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 OHID account. The OHID portal is an identity solution from the InnovateOhio Platform. The goal of OHID is to create one simple and secure location for all Ohio citizens to access information and conduct business with the State of Ohio. Through OHID, Ohio Department of Education users can access Department of Education and other statewide applications in a more secure, streamlined way.

The <u>OHID Account Creation Job Aid</u> provides step by step directions on how to create a new OHID and Department of Education Profile. Visit <u>Department of Education OHID Portal Help</u> 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 <u>OEDS.ContactUs@education.ohio.gov</u> for information on establishing or changing an OEDS Administrator.

The OEDS Administrator will need to assign the following roles:

- <u>CCIP Authorized Representative</u> 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 <u>Superintendent</u> is the equivalent to this role in a school district.
- <u>CCIP Fiscal Representative</u> 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 <u>Treasurer</u> is the equivalent to this role in a school district.

Optional Roles – can be assigned to multiple people:

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





Log in to OH ID and choose the OEDS Application.	Ohio Education Directory System (OEDS) Directory of schools and districts Details Open App
Click on Search Organization	
and enter your IRN or	
Organization name.	
organization name.	SEARCH ORGANIZATION
	SEARCH ORGANIZATION
	Q Search Organizations
	Org Name, IRN, County, City
You should see a screen similar to	OVERVIEW
this.	Your District/School Name Here (123456) OVERVIEW GENERAL LOCATION PERSONNEL RELATIONSHIP
	↑ Organization
	NAME: Your District/School Name Here Physical Address O
	ORGANZATION TYPE Public School ADDRESS 123 Fake St. COUNTY Franklin IRN 122456 GRADE LEVEL 3-5 CITY Columbus STATE OH ZIP 43002
	STATUS Open COUNTY Franklin Malling Address Q
	PHONE 555-551234 FAX 555-5551235 ADDRESS 123 Fake St. COUNTY Franklin
	EMAIL CTTY Columbus STATE OH ZIP 40002 WEB URL SHOW ALL OR UPDATE ADDRESSES
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	Hierarchy Organization Principal NAME District Name Here NAUE Adam Smith
	IRN 122457 PHONE 555.555.9876 STATUS Active PHONE
	EMAL Fake small@DistrictName.org EMAL SHOW ALL OR UPDATE RELATIONSHIPS SHOW ALL OR UPDATE ROLES AND PERSONS
To add or remove a role, click on	
Show All Roles and Persons in	
the Roles box.	
The Roles box.	L Roles
The OEDS Administrator is the	OEDS-R Organization Administrator
_	NAME Adam Smith
only person that can add or	STATUS Active PHONE
remove roles. If you do not have	
an assigned OEDS Administrator,	EMAIL
please email	SHOW ALL ROLES AND PERSONS
earlychildhoodeducation@educati	
<u>on.ohio.gov</u> .	

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The Personnel tab details page													
should look similar to this.				OVERVIE		District/School Name		RELATION	SHIP				
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Here you can see the " Roles		* ROLES IN ORGA	NIZATION	DESCRIPTION		VO. OF PERSONS	IN ROLE ADD PERSON(S)	REMOVE PERSON	S)		ON SECTION		
Available to This Organization" box which is where the current list		SUPERINTENDEN	T DESIGNEE	Superintendent Desi	ignee	3 Persons	•	0		SECTION CONTACT IN			
		SUPERINTENDEN	т	Superintendent		1 Person		0		ROLES ASSO	CIATED TO		
of roles that can be assigned are		SUPERVISOR-EAI EDUCATION	RLY CHILDHOOD	Sup-Early Childhood	Education	1 Person	0	0		ORGANIZATI * To Add Per	son(s) to Exis	N iting Role: on for that Role	
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is where you can find a list of all		ASSISTANT SUPE	RINTENDENT	Assistant Superinten	ident	0 person	0				No.of Persor	(s) 🚬 Hyperlin	
roles assigned to a specific person		ASSISTANT SUPE ADMINISTRATIVE		Assist Sup-Admin St	ervices	0 person	0		_				
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•		ADAM SMITH	COORDINATOR-SAFE	TY PLAN	10/05/1978	Yes	Director of Facilities and Properties	ACTIVE	07/02/2018	12/31/2500	Đ	O	
	,	ADAM SMITH	OCLQSPS		03/05/1985	Yes		ACTIVE	07/15/2019	12/31/2500	6		_
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.	SHOW 10 VENTRE ROLES IN ORGANIZE CCIP AUTHORIZED R CCIP FISCAL REPRES DATA ENTRY FUNDI DATA ENTRY FUNDI	ERRESENTATIVE ENTATIVE NG-CCIP		DESCRIPTION CCIP Authoriz CCIP Fiscal Re Data Entry Fu	ed Rep. p. nding-CCIP	ilable to this Or		on	S IN ROLE		CCIP ADD PERSO + + + +	N(S) PEF	MOVE RSON(S)
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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	A ROLES IN ORGA	D REPRESENTATIVE RESENTATIVE NDING-CCIP	8	DESCRIPTION CCIP Authoriz CCIP Fiscal Re Data Entry Fla Data Entry Pla	ed Rep. p. nding-CCIP	able to this Orga	NO. OF P O person O person O person O person O person O person	PERSONS IN		ARCH: (ccp ADD PI + + + + + + + + + +	RSON(5)	REMOVE PERSON(S)	

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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.	Start Assigning to Role Step:1 Selected Role
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	Date of Birth Last A Digits of SSN Image: Reset Optional RESET SEARCH SHOW 10 CHITLES SEARCH SHOW 10 CHITLES SEARCH Mark Richards 0100/1988 Yes Select 1 1
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. 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.	Submit to Add Selected Person to Organization Role × PERSON DETAILS Person DETAILS NAME Mark Richards DATE OF BIRTH 01/06/1986 LAST 4 DIGITS OF SSN If Submit with One Role Role Role Status Person Title Active V Eg. User Interface Dev If
	Email Address mark richards@education ohio gov Is this Email Address Private and not available to Public Is this Primary Email Address Concel Search Pacult Search Pacult





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 <u>ECE Grant Manual</u> or <u>Grants Administration webpage</u> for additional information on allowable expenses before submitting the CCIP application.

Submitting a	ECE Budget in the CCIP
 Log on to your <i>OH</i> <i>ID account</i> and select the <i>CCIP</i> application tile. Click on your program name. 	https://ohid.ohio.gov/wps/portal/gov/ohid/login/
 Go to Search and select Funding Applications from the drop-down menu. 	Department of Education Home CCIP Home Administer Search Organizations Inbox Funding Applications PCR Inbox Grants Multi-user FER Inbox Project Cash Requests PCRs for Guality Control Review Grants Ocontent Library Help Image: SAFE Account Sign Out SAFE Account





 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. 	IP Home Home > tearch Search Funding Applications ox Organization Name: ox Organization RMP: organization RMP: Organization RMP: Brokew FER Hobox Organization RMP: Visit Control (search Hobox nate ODE) Organization RMP: Score Hobox All v Brokew FER Hobox Early Childhood Education Visit Control (search Hobox nate Control (search Funding Application State: All v Brokew FER Hobox Funding Application State: Grants Management Contact: All v Grants Management Contact: All v Special Options: None Special Options: None
 4. The Sections page will display. Click <i>Draft Started</i> to begin. The system will display: "You are about to change the status to Draft Started. Click Confirm to change the status." Click <i>Confirm</i>. The application is now started. 	Hame > Eunding > Sactions Sections Sections Wex Code Market Coder, 2022 - Early Childhood Education - Rev 0 Prince Status Wow Code Market Coder, 2022 - Early Childhood Education - Rev 0 Wex Code Market Coder, 2022 - Early Childhood Education - Rev 0 Wex Code Market Coder, 2022 - Early Childhood Education - Rev 0 Wex Code Market Coder Contacts Contacts Substantially Approved Dates Substantially Approved Dates Substantially Approved Dates Assurances Assurances Assurances
 5. Under Early Childhood Education, click on <i>Budget</i>. 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 <u>Grantee Manual</u>. Contact the <u>ECE</u> <u>Team</u> or the <u>Office of Grants</u> <u>Management</u> 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 <i>Save And Go To</i> box to move to the next page – the Application page. 	and # 4.8





 Once on the Application page, indicate the entity by checking the appropriate box (ODE or ODJFS). Next, Grantees must check the set of assurance boxes. 	Indicate which entity type you are: ODE license ODE license ODJFS license ALL programs must verify the intention to: Provide minimum of 12.5 hours of service per week or has a department-approved waiver for an alternative schedule. Provide services for the minimum school year as defined in Ohio Revised Code 3313.48, which is 455 hours. Maintain fiscal controls and accounting procedures to ensure the correct disbursement of and accounting for these funds. Writhy student age and family income eligibility for the program. All supporting verification documentation must be maintained by the program and available for monitoring by the department. Report student, teacher and program information as required by the Ohio Department of Education using the data systems established by the department. Provide envolument light and members register for an guina access to information systems as required by the department. Provide in Step UP to Quality and maintain a 3-, 4-, or 5-star rating. Provide enroliment information on a monthly basis, as requested by the department, to assure funds are only drawn down for eligible children enrolled in the program. The per stot allocation is \$4,000.
 Three documents must be uploaded to the CCIP. <i>ECE Site Location Form</i>: 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</u> <u>Location Form</u> found in the CCIP or the ECE webpage. <i>Program Calendar</i>: 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. <i>Sliding Fee Scale</i>: 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</u> <u>Samples</u> provides examples of various sliding fee scales. Enter Document Name/Description Click Choose File and find the document on your computer Click Upload 	On To Please upload any supporting documents as a part of the grant submission. Document Name/Description: Upload read-only documents: Choose File: When uploading documents, please do not submit documentation that contains Personally Identifiable Information (P that the Pil can be removed. Upload Cancell





9. Once the documents are uploaded, select <i>Go To</i> and <i>Sections</i> from the dropdown menu. Select <i>Application</i> . The next steps are to provide an explanation that outlines how the funds are being spent.	Go To Current Page Please upload any sur Next Page Document Name/Descri Previous Page Document Name/Descri Frevious Page Upload read-only docum History Log "When uploading docur Allocations that the PII can be remotion CRF-OTHER EDUCATION ENTITIES Contacts Image: Contacts List of documents atta Substantially Approved Dates Assurances Image: Current Page
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.	Supplies - Provide an explanation that outlines how the funds are being spent for supplies.
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.	Capital Outlay - Provide an explanation that outlines how the funds are being spent for capital outlay
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.	Indirect budget Provide the names and titles of any employees/contractors included in the Indirect Cost field, and indicate how the funds are being used.
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.	Purchased Services budget Provide an explanation that outlines how the funds are being sport for purchased services. Please upload your budget for the contract(s), or add the figures to the narrative explanation for the categories such as instruction, support, governance, PD, lently community, safety, facilities, transportation nonpublic, and indirect (if not already broken down in the budget ptd)
14. Other: Provide an explanation that outlines how funds are being spent in the other category.	Other budget Provide an explanation that outlines how funds are being spent in the category other





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.	Go To Current Page Please upload any sup Next Page Document Name/Descri Previous Page Upload read-only docun History Log *When uploading docur Allocations that the PII can be remo CRF-OTHER EDUCATION ENTITIES Contacts Ithat List of documents atta Substantially Approved Dates
 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 	Market Market Notation Notation Notation Notation
 page. 18. The treasurer or fiscal representative clicks on <i>Fiscal Representative</i> <i>Approved</i> at the top of the Funding Application Sections page. Be sure to review for accuracy. A Status Change Confirmation page will appear. Scroll to 	Application Status: Draft Completed Change Status To: Fiscal Representative Approved or or
the bottom and click Confirm. This will activate an email to the authorized representative in your organization for approval of the application.	Fiscal Representative Returned Not Approved





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. Application Status: Fiscal Representative Approved

Change Status To: Authorized Representative 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.**

Appl	lication Status:	Authorized Representative Approved
Char	nge Status To:	<u>Consultant Approved</u> or <u>Consultant Returned Not Approved</u>
View	<u>/ ODE History Log / Change Log</u>	
Des	cription (<u>View Sec</u>	tions Only View All Pages)
	All	
-	History Log	
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	Create Comm	<u>nent</u>
-	Allocations	
	Allocations	
-	Early Childhoo	d Education
	Budget	
	Application	
	Plan Relation	<u>ships</u>
	Upload/View	<u>documents</u>
-	Contacts	
	Contacts	
-	Substantially A	pproved and Budget Revision Effective Dates
	Substantially	Approved and Budget Revision Effective Dates
-	Assurances	
	Assurances	
	All	





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					
 Log on to your <i>OH</i> <i>ID</i> account and select the CCIP application tile. Click on program name. 	https://ohid.ohio.gov/wps/portal/gov/ohid/login/				
	CCIP Grant application & planning system Details Open App				
2. Go to Search and select <i>Funding Applications</i> from the drop-down menu.	Department of Education Loma CCIP Home Administer Mathematical CCIP Home CCIP Home Organizations Inbox Funding Applications PCR Inbox Grants PCRs for Quality Control Review Grant Scorer Inbox Contact ODE Document Library Help SAFE Account Sign Out				





 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. 	IP Home Mamiser inch Search Funding Applications ox Organization Name: inch Organization Name: Begins With v Organization Ref. organization Ref. Organization Ref. Bard Control Fixed Ref. Secont Sign Out Application State: Application State: All Organization Ref. Organization Ref. Piscal Representative Refureed Not Approved Fiscal Representative Approved Fiscal Representative Refureed Not Approved Seeial Options: None Seerial Reseet
 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. 	Application Status: Director Approved Change Status To: Revision Started or FER Draft 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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 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. 	Go To Current Page Please upload any sur Next Page Document Name/Descri Previous Page Upload read-only docum History Log "When uploading docum Allocations that the PII can be remo CRF-OTHER EDUCATION ENTITIES Contacts Ital List of documents atta Substantially Approved Dates Assurances Ital
 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. 	Supplies - Provide an explanation that outlines how the funds are being spent for supplies.
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14. Click on the Sections link at the top of page. Go to History Log and click on Create Comment .	View ODE History Log View Change Log Description (View Sections Only View All Pages) All History Log Create Comment Allocations Allocations Early Childhood Education Budget Application Plan Relationships Upload/View documents





 15. Provide an explanation for the budget revision request in the Comment Field. Note: Grantees can verify the comment was saved by utilizing the <i>Save</i> and <i>Go To</i> function to navigate back to the History Log to view comment. 	Create Comment Normington (045133) - Frankin Courty - 2018 - Eany Cristhood Education - Rev 1 - History Log Same And Go To Create Comment Comment Comment Comment Comment Check Spelling 90 <ord>et 4000 characters Send Email to CCIP Contacts</ord>
 16. Navigate to the Sections link at the top of the page. Click on <i>Sections</i>. Click on <i>Revision Completed</i> and confirm. 	Application Status: Revision Started Change Status To: <u>Revision Completed</u>
17. The treasurer or fiscal representative clicks on <i>Fiscal Representative</i> <i>Approved</i> 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 <i>Confirm.</i> This will activate an email to the authorized representative in your organization for approval of the revised application.	Application Status: Revision Completed Change Status To: Fiscal Representative Approved or Fiscal Representative Returned Not Approved
 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 at your program have changed the status to Approved. 	Application Status: Fiscal Representative Approved Change Status To: Authorized Representative 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 <u>Creating a Project Cash Request</u> from the <u>Office of Grants Management</u> 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 <u>Final Expenditure Reports</u> from the <u>Office of Grants Management</u> provides instructions on how to submit the FER.

