

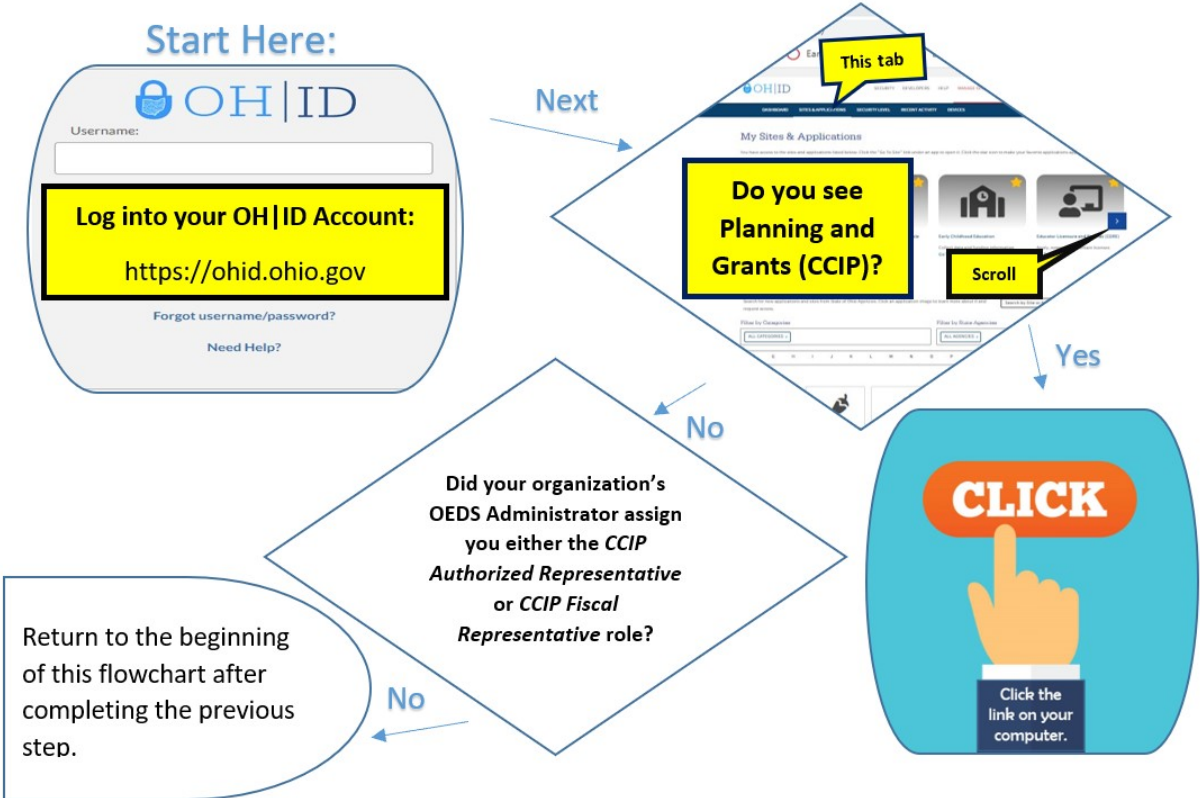


Early Childhood Education

HOW TO COMPLETE THE PLANNING AND GRANTS (CCIP) FUNDING APPLICATION

Early Childhood Education (ECE) Grants provide funding to support high-quality early learning preschool services that prepare children for success in kindergarten. The grant funding allows programs to maximize children’s early educational experiences before kindergarten and provide high-quality early learning services to eligible children.

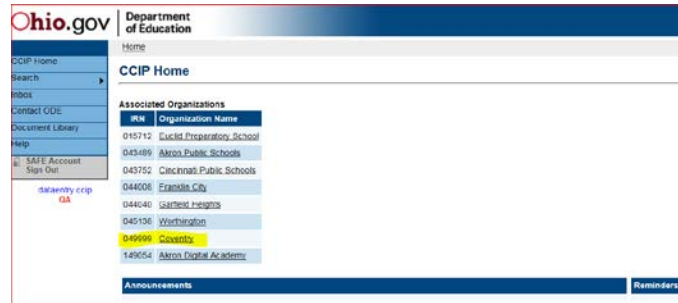
The Comprehensive Continuous Improvement Plan (CCIP) is a grants application and verification system that includes the Funding Application. The Funding Application contains the budget, the application and other related pages. This guide to complete the Funding Application goes through each step of the process. Please view the [corresponding tutorial video](#) for additional support. Contact earlychildhoodeducation@education.ohio.gov with any questions.





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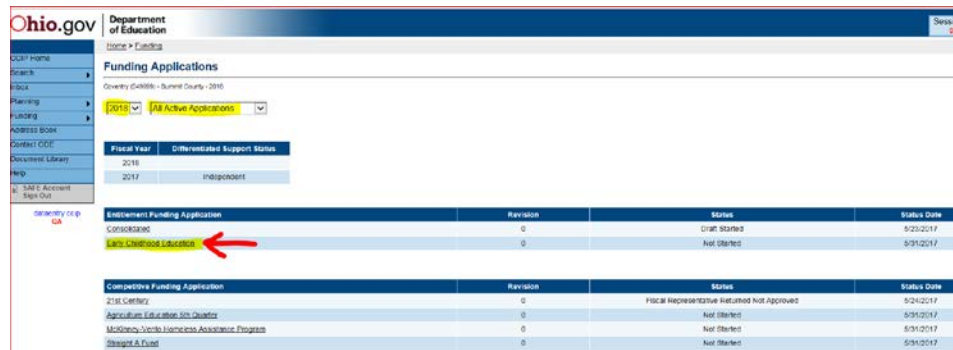
1. Click on your program name.



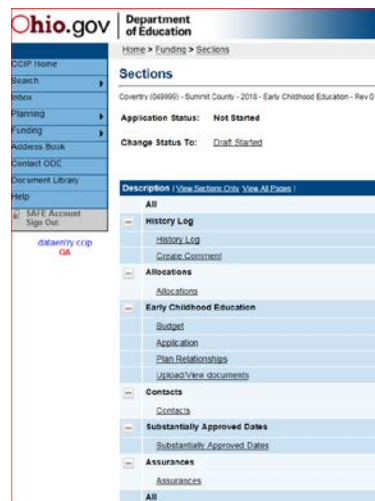
2. When the Funding Application page opens, you will see a fiscal year drop-down box on the top of the screen. Select the appropriate year as the system defaults to display the current fiscal year.

3. In the box to the right of the fiscal year box, select *All Active Applications*.

4. Then, under **Entitlement Funding Application**, click on *Early Childhood Education*.



5. The Sections page will display.





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- To start working on the Funding Application, change the status of the Funding Application from “Not Started” to “Draft Started” by clicking *Draft Started* at the top of the Sections page and confirm. The application is now started.

Application Status: Not Started

Change Status To: Draft Started

- Under **Early Childhood Education**, click on *Budget*. Once the budget screen appears, budget the funds in the appropriate object and purpose codes provided. You can find the uses of funds by object and purpose codes in the [Grantee Manual](#). If you have questions regarding how an expense should be budgeted, contact the Ohio Department of Education’s program office for that expense or the Office of Grants Management for guidance.

Note: Expenses that are not budgeted properly may result in unallowable costs, so please adhere to the guidance in the [Grantee Manual](#). When you have completed the budget page, make sure the remaining amount is zero, meaning all funds are allocated. Utilize the *Save and Go To* function to move to the next page – the Application page.

U.S.A.S. Fund #: 439
[Plus/Minus Sheet \(opens new window\)](#)

Purpose Code	Object Code	Salaries 100	Retirement Fringe Benefits 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Instruction		5.00	0.00	0.00	0.00	0.00		5.00
Support Services		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Governance/Admin		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prof Development				0.00	0.00		0.00	0.00
Family/Community		0.00	0.00	0.00	0.00			0.00
Safety				0.00	0.00	0.00		0.00
Facilities				0.00	0.00	0.00	0.00	0.00
Transportation		0.00	0.00	0.00	0.00	0.00		0.00
Indirect Cost							0.00	0.00
Total		5.00	0.00	0.00	0.00	0.00	0.00	5.00
Adjusted Allocation								5.00
Remaining								0.00

- On the Application page, indicate which entity type you are by checking the appropriate box.

Indicate which entity type you are:

ODE license
 ODJFS license



9. All programs must check the next set of assurances boxes.

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.
- Verify 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. Programs must ensure all appropriate staff members register for and gain access to information systems as required by the department. Help can be found [here](#).
- Comply with all monitoring procedures as outlined by the department. Program requirements may be monitored at any time by the department.
- Participate in Step Up To Quality and maintain a 3-, 4-, or 5- star rating.
- Provide enrollment 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 slot allocation is \$4,000.

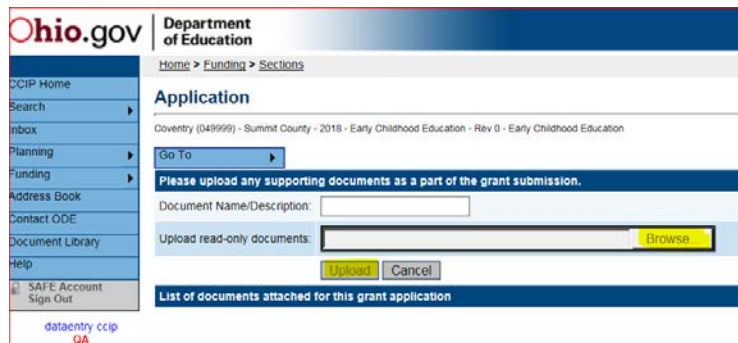
10. Open the [ECE Site Location Reporting Form](#), complete, and save it to your desktop.

11. Click on the link.

Upload a copy of the [Site Level Allocation and Enrollment Information Form](#). A copy of the form can be found [here](#).

[Upload Documents](#)

12. Click on the Browse button and navigate to your saved copy of the ECE Site Location Reporting Form and click Upload. Then utilize the *Save and Go To* function to go back to the Application page.



13. If you have exceeded 5 percent of your total allocation in the Supplies column, provide an explanation that outlines how the funds are being spent for supplies. Please be specific.

Supplies - Provide an explanation that outlines how the funds are being spent for supplies.



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14. If you have allocated items costing more than \$5000 in ECE Funds in the Capital Outlay column, or if your total Capital Outlay allocation exceeds 5% of your total budget, provide an explanation that outlines how the funds are being spent for capital outlay. Please be specific.

Capital Outlay - Provide an explanation that outlines how the funds are being spent for capital outlay

15. If you have entered any amount in the Indirect field, provide the names and corresponding titles of any employees/contractors included and a brief description of how these funds are being used.

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.

16. If you have budgeted any funds in the Purchased Services column, please provide a detailed narrative explanation to break down how these funds will be used. Please note the new additional details required:

Purchased Services budget

Provide an explanation that outlines how the funds are being spent 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, family community, safety, facilities, transportation, nonpublic, and indirect (if not already broken down in the budget grid).

17. If you have entered any amount in the Other column, please provide an explanation that outlines how funds are being spent in this category.

Other budget

Provide an explanation that outlines how funds are being spent in the category other



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- 18. Utilize the *Save and Go To* function to move to the Sections page.
- 19. 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.

View ODE History Log		
View Change Log		
Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
Early Childhood Education	Messages	Print
Budget	Messages	Print
Application		Print
Plan Relationships		Print
Upload/View documents		
Contacts		Print
Contacts		Print
Substantially Approved Dates		Print
Substantially Approved Dates		Print
Assurances		Print
Assurances		Print
All	Messages	Print

- 20. 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*. When you click on the *Messages* link, you will 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.
- 21. When you have completed and validated the grants in the Funding Application and checked all pages for accuracy, the status of the Funding Application may be changed. On the top of the Applications Sections page, click *Draft Completed*. This will activate an email to the fiscal representative for approval of the application.

Application Status: Draft Started

Change Status To: Draft Completed

- 22. The treasurer or fiscal representative for your program must log in to his/her OH|ID account to access the CCIP and approve the Funding Application. The treasurer or fiscal representative places the cursor over the Funding left menu button and clicks on Funding Application in the fly-out menu. After reviewing the application and budget at the top of the Funding Application



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Sections page for accuracy, the district’s fiscal representative clicks *Fiscal Representative Approved*. This will activate an email to the authorized representative for approval of the application.

Application Status:	Draft Completed
Change Status To:	Fiscal Representative Approved or <u>Fiscal Representative Returned Not Approved</u>

23. The authorized representative for your program must log in to his/her OH|ID account to access the CCIP and approve the Funding Application. When the authorized representative approves the application, by changing the status to *Authorized Representative Approved*, the system submits the application to the department and sends a message to the department specialist for review.

Application Status:	Fiscal Representative Approved
Change Status To:	Authorized Representative Approved

IMPORTANT: Your 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*.