

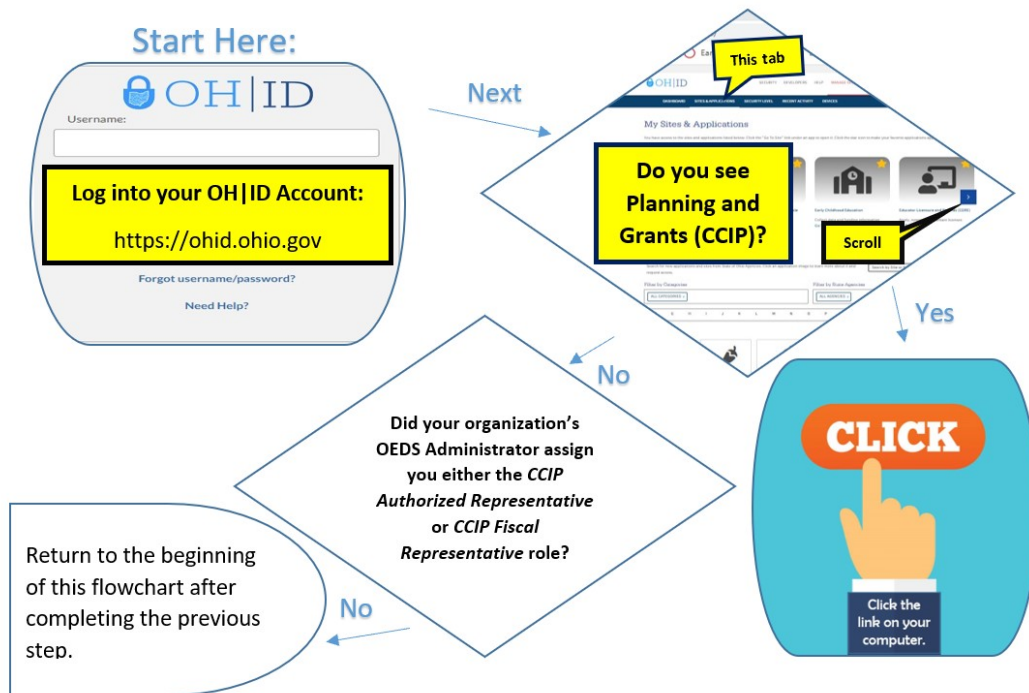


## HOW TO ENTER A BUDGET REVISION IN PLANNING AND GRANTS (CCIP)

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 budget. This guide to complete a Budget Revision goes through each step of the process. Please view [the corresponding tutorial video](#) for additional support. Contact [earlychildhoodeducation@education.ohio.gov](mailto:earlychildhoodeducation@education.ohio.gov) with any questions.

The following diagram will help you with initial steps to access to the CCIP system.



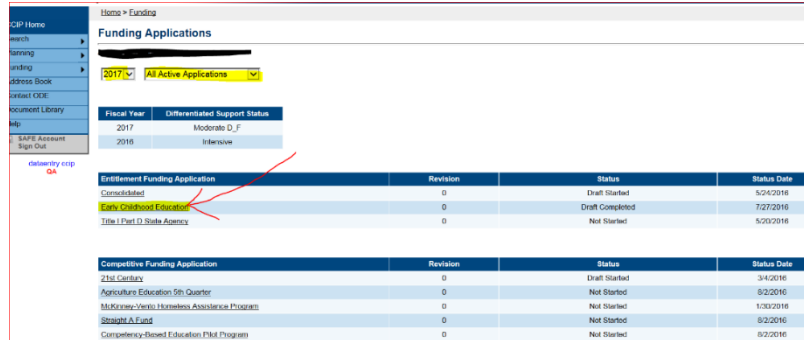
A budget revision is necessary if any cost to a given category increases or decreases by 10 percent or more after the budget has been approved. Revisions must be electronically submitted through the CCIP and can be submitted at any time throughout



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 is established for the newly budgeted categories. The amendment is effective on the day it is received by 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 in order to begin a budget revision. Only the Fiscal Representative role has access to initiate a Budget Revision.

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*.



8. 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.





# Early Childhood Education

- 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 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  
 PWS/Mhus 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		100.00	0.00	0.00	0.00	0.00		100.00
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	0.00	0.00	0.00
Family/Community		0.00	0.00	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
Transportation		0.00	0.00	0.00	0.00	0.00		0.00
Indirect Cost							0.00	0.00
<b>Total</b>		100.00	0.00	0.00	0.00	0.00	0.00	100.00
							Adjusted Allocation	1,000.00
							Remaining	900.00

- Refer to the Site Level Allocation and Enrollment Information Form that you submitted in your initial Funding Application. If you have made changes, open the [ECE Site Location Reporting Form](#), complete, and save it to your desktop.

- Click the YES box and then click on the Upload Documents link.

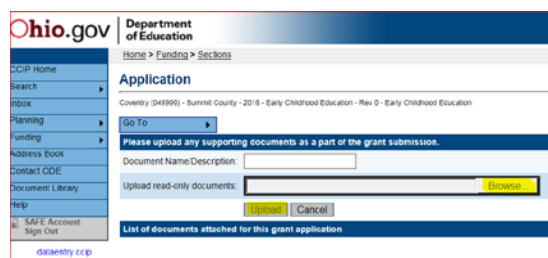
Upload a copy of the Site Location Reporting Form. A copy of the form can be found [here](#).

Yes

No

[Upload Documents](#)

- 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.





# Early Childhood Education

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.

14. If you have exceeded 5 percent of your total allocation in the Capital Outlay column, 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.

Purchased Services budget  
Provide an explanation that outlines how the funds are being spent for purchased services.

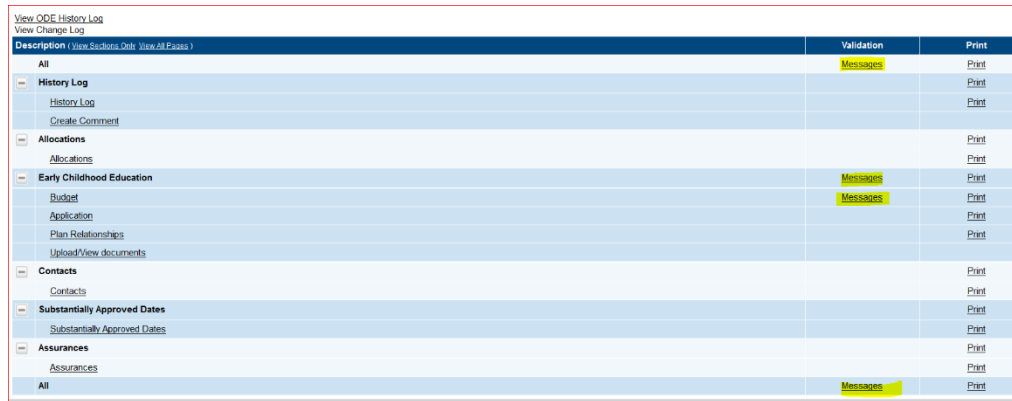
17. If you have entered any amount in the Other column, please provide an explanation that outlines how funds are being spent in this category.

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



# Early Childhood Education

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.

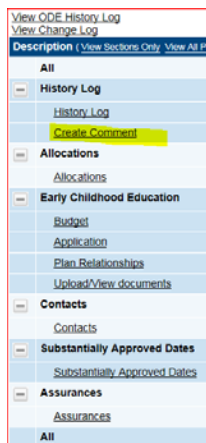


Description (View Sections Only   View All Pages)	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		Print
Allocations		Print
Allocations		Print
Early Childhood Education	Messages	Print
Budget	Messages	Print
Application		Print
Plan Relationships		Print
Upload/View documents		Print
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. Click on the *Sections* link at the top of the page.

22. Click on *Create Comment*.



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



23. Type a sentence to explain the reason for your budget revision request in the Comment field. Examples:
- Updating Site Location Reporting Form
  - Re-arranging budgeted amounts based on actual expenses to date

**Create Comment**

Worthington (045138) - Franklin County - 2018 - Early Childhood Education - Rev 1 - History Log

[Save And Go To](#)

**Create Comment**

Comment: Revision requested to reallocate funds to Capital Outlay to purchase playground equipment.

[Check Spelling](#)

90 of 4000 characters

Send Email to CCIP Contacts

24. Utilize the *Save And Go To* function to navigate to the History Log and select *History Log* to save and verify that your comment was saved.

25. Click on the Sections link at the top of the page.





# Early Childhood Education

26. Click *Revision Completed*, and confirm. This will activate an email to the fiscal representative for approval of the application.

**Application Status:** Revision Started  
**Change Status To:** Revision Completed

27. The treasurer or fiscal representative for your program must log in to his or her OH|ID account to access the CCIP and approve the Funding Application. The district's fiscal representative clicks *Fiscal Representative Approved*, and confirms. This will activate an email to the authorized representative for approval of the application.

**Application Status:** Revision Completed  
**Change Status To:** Fiscal Representative Approved  
or  
Fiscal Representative Returned Not Approved

28. 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* and confirming, 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*.