

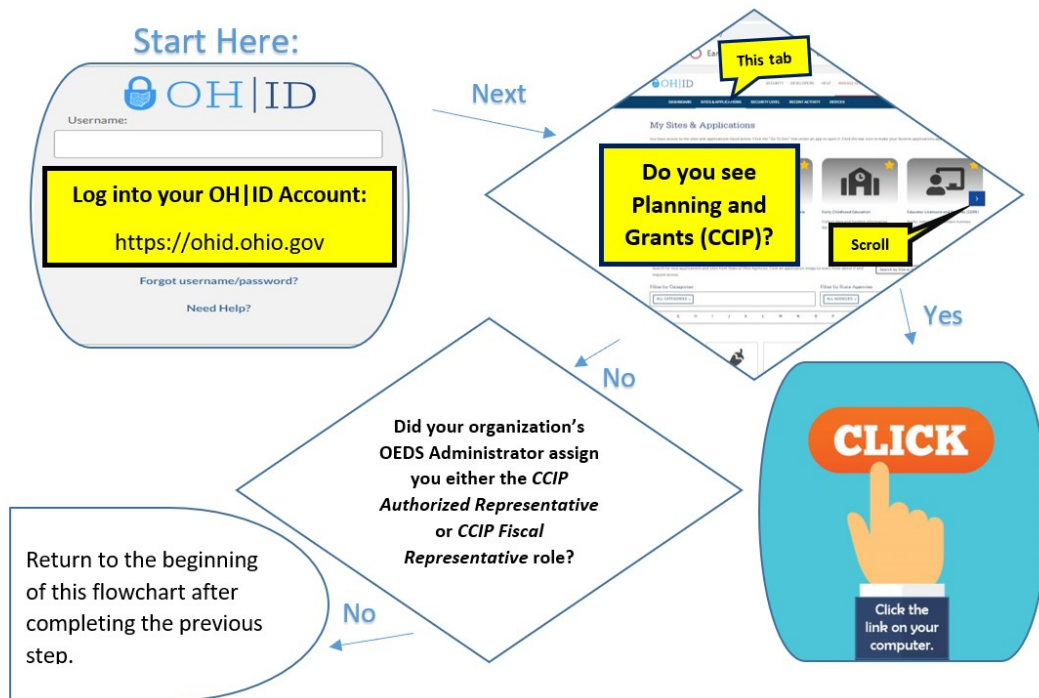


## HOW TO COMPLETE A PROJECT CASH REQUEST IN PLANNING AND GRANTS (CCIP)

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 Project Cash Request (PCR). A Project Cash Request must be submitted to receive funds. This guide to complete the Project Cash Request 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.



Grant funds are requested by submitting a Project Cash Request. All requests are governed by the **Cash Management Improvement Act** (codified as 31 CFR part 205), 2 CFR 200, EDGAR and state regulations. Together, these guidance pieces



# Early Childhood Education

outline the requirements and regulations that must be adhered to when submitting a Project Cash Request. When you submit a request, you agree to the assurances available for review in the CCIP.

## General Information

In the CCIP, you can only have one active Project Cash Request pending for the designated grant at any given time. You must wait until the active project cash request status changes to "Paid" before the system will allow you to generate another request.

### STEP 1:

Run a year-to-date financial report (Fiscal Summary). [Here is a sample](#) financial report you can use as a guide. This format is especially helpful when pro-rating costs allocable to the grant. View and note the monetary amounts that have been spent in each category (according to object code). Use the glossary at the end of this document to help you understand the fiscal terminology.

### STEP 2:

- The Fiscal Representative must log into CCIP and go to "Funding." Click on "Project Cash Requests."
- Using the drop-down, select the appropriate year and application, then click on the grant.
- On the Project Summary Page, click "Create New PCR."
- Select "Confirm."
- On the Project Cash Request Sections page, click "Request."

### STEP 3:

- Enter the Cost Center Number used by the grantee to track current-year funding (the cost center number is a number used by the grantee to identify and track receipts and expenses associated with the grant). The cost center number is assigned by the grantee and use of a cost center number is optional. If a cost center number is not used by the grantee, this field on the PCR should remain blank. Please refer to the Uniform School Accounting System (USAS) manual for additional information regarding cost center numbers. The manual can be found by searching "USAS manual" on the Auditor of State website. Using the financial report, enter the amounts paid in each category (according to object code) in the Total Cash Basis Expenditures by Object section of the Project Cash Request.
- Fiscal Information "As of Date": The grant recipient should have created a current expenditure report to capture expenses as of the date of the Project Cash Request. Therefore, this date will normally reflect the current date. However, if the financial report captures expenses through an earlier date, the earlier date should be used.
- Total Cash Basis Expenditures: Enter the amount of cash payments issued to date by object. Do not include encumbered amounts.



## Early Childhood Education

- This section of the Project Cash Request is cumulative and amounts entered should only reflect the expenses that have been **paid to date**.
- Do not include any additional unpaid expense amounts in this section (i.e., encumbered amounts).
- If the total monetary (cash) amounts spent are greater than the monetary (cash) amounts received, the difference will reflect as a negative amount. If you wish to request only the negative balance, proceed to **Step 4 - Approving the Project Cash Request**. See the note below before approving the Project Cash Request.
- If you need to request an advance in order to meet upcoming obligations that will be paid within five days of receiving the advance funds, please complete the optional steps before completing **STEP 4**.
- **NOTE:** Supporting documentation can be attached to the project cash request but is **not required** for approval. However, if the grants management consultant needs additional information to approve the request, you will be notified and your project cash request will be returned requesting this documentation be attached. If desired, you may attach a **year-to-date summary report or transaction-level financial report** prior to submitting the Project Cash Request (this is optional and not required). See the link at the bottom of the Project Cash Request to upload documentation.

### OPTIONAL STEP TO REQUEST AN ADVANCE:

- Click on the drop-down field and select the appropriate "Advance Period." If you wish to request an advance in order to meet obligations that will be paid within five days of receiving the advance funds, select the appropriate month from the "Advance Period" drop-down field. Then, enter the amount needed to meet obligations through the designated timeframe (advances must be liquidated within five days of receipt and payments normally take between 5-10 days to process).
- Enter **amount of cash needed**.
- When requesting an advance, a "Justification for Need" must be provided. Explain in detail how you will utilize the advance funds. Include information such as vendor name, date funds will be liquidated, amount to be paid to vendors within five days of receiving funds and the amount of monies that will be spent in each object category (salaries, fringe, purchased services, etc.). Inappropriate business needs such as "closing the project" or "want to remove from books" will NOT be approved.
- When cash on hand exceeds 5 percent of the allocation, you must provide a complete justification explaining why this cash has not been used in accordance with the **Cash Management Guidelines**. While in the PCR, hover the cursor over "Go To" and then click "Assurances" to locate these guidelines. You must specify how this cash will be immediately liquidated.
- To comply with the "Cash Management Act" 31 CFR part 205 and 2 CFR 200 the time elapsed between the receipt and disbursement of funds must be minimized; this includes any draw-down of project funds by June 30. Funds **MUST** be for



## Early Childhood Education

immediate cash needs and be expended within five business days of receipt. Failure to spend funds in accordance with these guidelines could result in an audit finding and/or questioned cost and repayment to the Ohio Department of Education as well as placing the entity on “reimbursement only” for grant funding.

- All advances are required to be prorated to meet immediate cash needed and must be expended within five days of receipt.
- Once you have completed requesting an advance, proceed to **Step 4**.

### STEP 4:

- Verify the payment amount is accurate. The payment amount equals any applicable negative amount plus the advance amount and is reflected in the “Total Amount Requested” field.
- Once you have entered all the necessary information, hover over "Go To" and then click "Sections". Change the status of the Project Cash Request to "Draft Completed." Next, change the status to "Fiscal Representative Approved." Only the treasurer/fiscal representative can change the status of the PCR to “Fiscal Representative Approved.” If the status does not reflect "Fiscal Representative Approved," then the Project Cash Request has not yet been submitted to the department for review and approval.
- Once the status has been changed to "Fiscal Representative Approved", the Project Cash Request has been submitted to your grants management consultant at the department of education for review and approval.

### IMPORTANT REMINDER:

Please keep in mind that you can only draw down funds for the number of Early Childhood Education Grants-funded children that are served in the program. This will assure that you do not receive funding for unfilled slots, resulting in an overpayment of funds. At the end of the fiscal year, you will be required to report the maximum number of Early Childhood Education Grants-funded children served at any one time during the fiscal year. If the program draws down more funds than allowable, based on the maximum number served at any one time, the program will be required to reimburse the department the difference between the amount they should have received and the amount they were actually reimbursed. You will be reimbursed for slots that have been vacated; however, any new enrollments will fill those vacated slots before being counted as additional filled slots.

Example: Program has \$40,000 (10 slots) allocated to them. The maximum number of Early Childhood Education Grants-funded children enrolled at one time is five. The program can only draw down \$20,000 total for the program year. If a child is enrolled and leaves the program and another child takes their place, this should be counted as one filled spot, not two, as they were not enrolled at the same time.

### Assurances



## Early Childhood Education

Before submitting a cash request, be mindful of the project cash request assurances which state:

- Cash advances are limited to the immediate cash needs of the requesting entity. By submitting this cash request, the entity certifies that this request is in compliance with the Cash Management Improvement Act and 2 CFR 200 and advance funds will be disbursed within five days of receipt;
- For cash requests submitted in July, August or September from a previous year grant, the entity certifies that the underlying obligations were made prior to June 30;
- By submitting this cash request, the entity certifies that the obligations incurred under this project, for which funds are requested, were made within the period of availability outlined in the grant agreement; and
- Multiple advance requests may be submitted as long as the funds received are disbursed within five days of receipt. An organization can request advance plus any applicable negative balance. Advance payments must be as close as is administratively feasible to the actual disbursements. Advances must be prorated to meet immediate cash needs and advance funds must be disbursed within five days of receipt.

### Project Cash Request Troubleshooting

Occasionally while completing a project cash request, you will encounter error messages. You must resolve any existing issues before the system will allow you to submit the project cash request. Please follow these steps to find the error messages:

1. While in the Project Cash Request, hover the cursor over "Go To" and click on "Sections."
2. Under the "Validation" column, click on "Messages." Note what needs to be corrected.
3. Click on "Return to PCR Sections."
4. To go back to the Project Cash Request and make the required corrections, click on "Request."

If you have questions regarding Project Cash Requests, contact your grants management consultant. To find your grants management consultant, click on "Address Book" and then click on your consultant's name to obtain contact information.

For CCIP technical issues, contact Karl Koenig at [Karl.Koenig@education.ohio.gov](mailto:Karl.Koenig@education.ohio.gov) or (614) 466-4161.

### Project Cash Request Glossary

**Allocation** - These are funds allocated/awarded to a district or agency to develop the program.

**Available Budget** - This is the amount approved by the Department in the most recent budget to operate the program. This amount may not necessarily be the same as the





## Early Childhood Education

allocation amount due to part of the funding being held by the Department for periodic release throughout the fiscal year.

**Cash Available** - This is cash for this project that has not been requested from the department (available budget minus cash received).

**Cash Balance on Hand** - This is the unexpended portion of project cash received to date (cash received minus total cash basis expenditures).

**Cash Received** - This is the amount of cash that has been received for the project as of the date of this request.

**Fiscal Information As Of** - Use ending date reflected on financial report that was generated to capture expenses by object in section 2 (Total Cash Basis Expenditures by Object Code) of the project cash request.

**Special Cost Center** - This dimension is to be used to track receipts and expenditures associated with individual activities which are part of a multi-purpose program and are time or event dependent (i.e., will expire after a certain fixed period of time or after something is accomplished). The assignment of code numbers for this dimension is the responsibility of each grantee and should be done in such a manner so as to most efficiently and effectively account for the costs associated with activities as defined above.

**Total Cash Basis Expenditures** - This is the total amount of project cash expended as of the date of this request. This amount equals the total of expenses by object listed in section 2 (Total Cash Basis Expenditures by Object Code) of the project cash request.

