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 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to [OH</td>
</tr>
<tr>
<td>2.</td>
<td>Choose the <strong>OEDS Application</strong> under My Sites and Applications and navigate to the organization’s <strong>Overview</strong> page. Click on the <strong>Personnel</strong> tab located under the organization’s name.</td>
</tr>
<tr>
<td>3.</td>
<td>Review the list of <strong>Roles Associated to the Organization</strong> found in the top panel of the Personnel page to see what roles are already assigned and to whom. Use the <strong>SEARCH</strong> box to limit the list of roles. Type in CCIP in the search box and select the green plus sign.</td>
</tr>
<tr>
<td>4.</td>
<td>Review the <strong>Persons in this Organization</strong> found in the bottom panel of that same page to see persons already assigned to roles within organization. Use the <strong>ADD</strong>, <strong>EDIT</strong> and <strong>REMOVE</strong> buttons as appropriate. <strong>Note</strong>: Grantees can also search for the person’s name if it does not appear in the bottom panel. If the person does not appear, go back and double check the data entered. If the person still does not appear, then they will need to apply for a OH</td>
</tr>
</tbody>
</table>
5. Click **Save** to confirm the assignment.

**Note:** Refer to **Help Text** located on the right-hand side of the screen for directions related to each panel on the page.

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**Step 3: Request the CCIP (Grants Application and Planning Systems) 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. Users should make sure after adding the Department of Education Profile tile from the **Available Apps** section (see Figure 1), to click on the Department of Education Profile tile again when it appears under the **My Apps** section (see Figure 2). Doing this will start the matching process. If the OHIID and Department of Education Profile match, the user’s applications will appear. For a more detailed explanation, please see [steps 8 through 12a in this guide](#).

If the applications still do not appear, please contact the Help Desk at 877-644-6338 or [Profile.Help@education.ohio.gov](mailto:Profile.Help@education.ohio.gov).

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**Figure 1**

**Figure 2**
PART TWO: CCIP FUNDING APPLICATION

Grantees must submit an application and budget before receiving grant funds from the Ohio Department of Education. The budget outlines how funds will be expended by reporting estimated expense amounts in object and purpose/function code categories. 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. 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 budget details section in the CCIP for any amount over 5% of the total budget allocation. In addition to the budget, grantees must submit the Site Location Form. This form provides the point of contacts and the amount of funding at each location. 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log on to your OH</td>
</tr>
<tr>
<td>2.</td>
<td>Once on the Funding Application page, select the current fiscal year (at top of screen) and All Active Applications.</td>
</tr>
<tr>
<td>3.</td>
<td>Click on the funding application name, Early Childhood Education, found under the title Entitlement Funding Application.</td>
</tr>
</tbody>
</table>
4. The Sections page will display, and the “Rev” or Revision number will be “0”.

5. To start 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.

6. 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 the Office of Grants Management for additional guidance on how to expense items.

   **Note:** Expenses that are not budgeted properly may result in unallowable costs. Once the budget page is complete, 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.

7. Once on the Application page, indicate the entity by checking the appropriate box (ODE or ODJFS).
8. Next, Grantees must check the set of assurance boxes.

9. The **ECE Site Location Form** must be uploaded to the CCIP Funding Application. The form can be downloaded from the CCIP Application page or [ECE webpage](#).

   A. Enter Document Name/Description (Site Location Form)
   B. Click Choose File and find the Site Location Form
   C. Click Upload

10. 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.

11. **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.

12. **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 or if the Capital Outlay allocation exceeds 5% of the total budget.
13. **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.

14. **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 (if not already broken down in the budget grid).

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

16. 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 Section page.

17. 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 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 updated, and the validation message will be removed on the Sections page.

| 18. 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. This will activate an email to the fiscal representative for approval of the application. |

| ![Application Status: Draft Completed](image) |
| Change Status To: **Draft Completed** |

| 19. The treasurer or fiscal representative for the Grantee must log in to OH|ID 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. Click **Fiscal Representative Approved** at the top of the Funding Application Sections page after reviewing the application and budget for accuracy. This will activate an email to the authorized representative for approval of the application. |

| ![Application Status: Draft Completed](image) |
| Change Status To: **Fiscal Representative Approved** or **Fiscal Representative Returned Not Approved** |

| 20. The **Authorized Representative** for the Grantee must log in OH|ID 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](image) |
| Change Status To: **Authorized Representative Approved** |

**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)

This is the date a grantee is legally allowed to begin obligating grant funds. When the grantee submits an application to the department as Authorized Representative Approved, in substantially approvable form, it is substantially approved. The date the application is submitted in substantially approval form becomes the grantee's Substantially Approved Date, 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 substantially approved date 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 Substantially Approved Date 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.

Please see Viewing Substantially Approved Dates for additional information.
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 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 second reason a budget revision is necessary is when a Grantee wishes to reallocate existing slots to a different site. Grantees are required to submit a Site Location Reporting Form as part of the budget approval process at the beginning of the program year. If the grantee would like to change any locations at which they are serving Early Childhood Education Grant funded children after originally submitting the budget, they must notify and receive approval from the department prior to moving the slots. This should be done by submitting an updated copy of this form as a budget revision.

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/](https://ohid.ohio.gov/wps/portal/gov/ohid/login/)

2. Once on the Funding Application page, select the current fiscal year (at top of screen) and All Active Applications.
3. Click on the funding application name, *Early Childhood Education*, found under the title Entitlement Funding Application.

![Entitlement Funding Application](image)

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](image)

5. Go to *Early Childhood Education* and click on **Budget**. The Budget screen will appear. Grantees will follow the same process as in the initial funding application and will create an updated budget that reflects what needs to be allocated in each of the object and purpose codes. 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.

**Note:** Expenses that are not budgeted properly may result in unallowable costs. Once the budget page is complete, make sure the remaining amount is zero, meaning all funds are allocated.

Once complete, utilize the **Save** and **Go To** function to move to the next page – the Application page.

![Budget](image)

6. Review the Site Location Form that was submitted in the initial Funding Application. Make any necessary changes if needed.

![Site Location Reporting Form](image)

Upload a copy of the Site Location Reporting Form. A copy of the form can be found [here](#).
**Grantees that are moving enrollment/slots to another site location must upload a revised Site Location Form.** The Site Location Form can also be used for changing grantee contact information.

Grantees that are making changes to the site location form will click the **Yes** box and click Upload Documents.

7. 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.

8. **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.

9. **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 or if the Capital Outlay allocation exceeds 5% of the total budget.

10. **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.

11. **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 (if not already broken down in the budget).
12. **Other:** Provide an explanation that outlines how funds are being spent in the other category.

13. 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 Section page.

14. 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.
15. **Click on the Sections link at the top of page. Go to History Log and click on Create Comment.**

16. **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.

17. **Navigate to the Sections link at the top of the page. Click on Sections.**

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

18. **The treasurer or fiscal representative for the Grantee must log in to OHID 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. Click **Fiscal Representative Approved** at the top of the Funding Application page Sections after reviewing the application and budget for accuracy. This will activate an email to the authorized representative for approval of the application.

19. **The authorized representative for the Grantee must log in to OHID 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.

**IMPORTANT:** The budget revision 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 REQUEST

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 application. Only one active project cash request can be pending for the designated grant at any given time. The active project cash request status must be in to "paid" status before the system will allow grantees to generate another request. The Project Cash Request Instructions 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.

Keep in mind that Grantees can only draw down funds for the number of Early Childhood Education-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. Grantees will be reimbursed for slots that have been vacated; however, you cannot draw down funding for students served in excess of your 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 program 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 should capture expenses for the entire grant period in a detailed financial report using a program such as QuickBooks, Excel, etc. The financial report should be submitted with each PCR and grantee should add new expenditures each month. The Sample Financial Sample Financial Data Spreadsheet is an example of a financial report.

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:

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