

# OVERVIEW OF THE CCIP AND PROJECT CASH REQUESTS

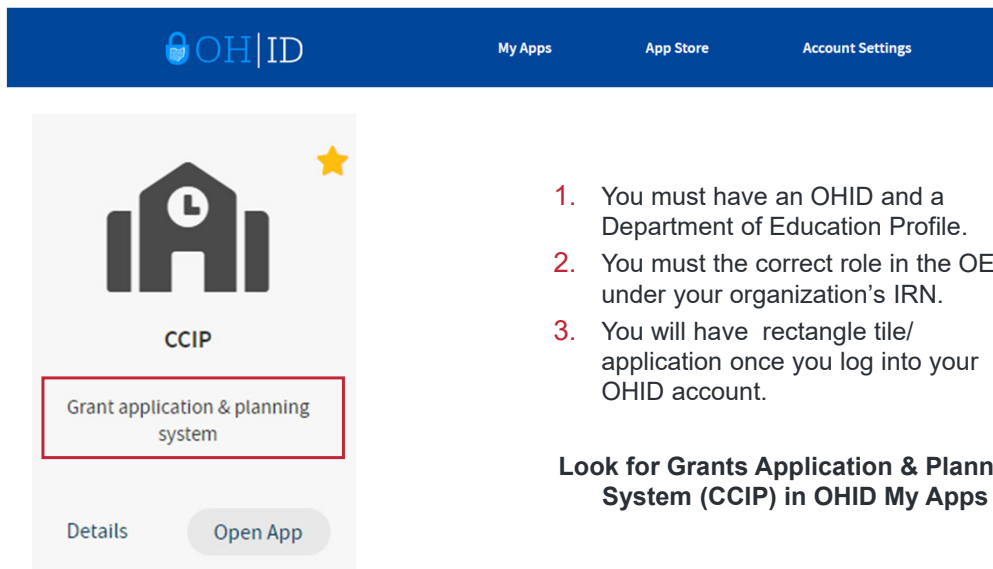
- Basic functions of the CCIP
- How to navigate the CCIP funding application
- How to allocate allowable costs
- Submitting a Project Cash Request



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## HOW DO I ACCESS THE CCIP?



1. You must have an OHID and a Department of Education Profile.
2. You must be the correct role in the OEDS under your organization's IRN.
3. You will have a rectangle tile/application once you log into your OHID account.

**Look for Grants Application & Planning System (CCIP) in OHID My Apps**



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## HOW WILL I BE REIMBURSED?

- To do business with the State of Ohio, each grantee is required to have an OAKS Supplier/Vendor ID and provide banking information to receive payment.
- The Department must have the OAKS Supplier/Vendor ID connected to your IRN for funds to be direct deposited into a banking account. (Fiscal.Management@education.ohio.gov)
- If your organization currently receives payments from the Department or another state agency, it is likely you already have an OAKS Supplier/Vendor ID.)
- Please visit Ohio Pays at <https://ohiopays.ohio.gov/> to set up an account or retrieve your OAKS Supplier/Vendor ID.



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## HOW DO I VIEW THE FUNDING APPLICATION?

- Go to Funding and select Funding Applications.
- Check to see you are in the correct year.
- Click on Early Childhood Education under Entitlement Funding Application



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## WHY CAN'T I ENTER INFORMATION INTO THE BUDGET?

You must change the status to **Draft Started** to enter information into the system.

**Application Status** will tell you the level of your application.

Home > Funding > Sections

**Sections**

2024 - Early Childhood Education - Rev 0

Application Status: **Not Started**

Change Status To: **Draft Started**

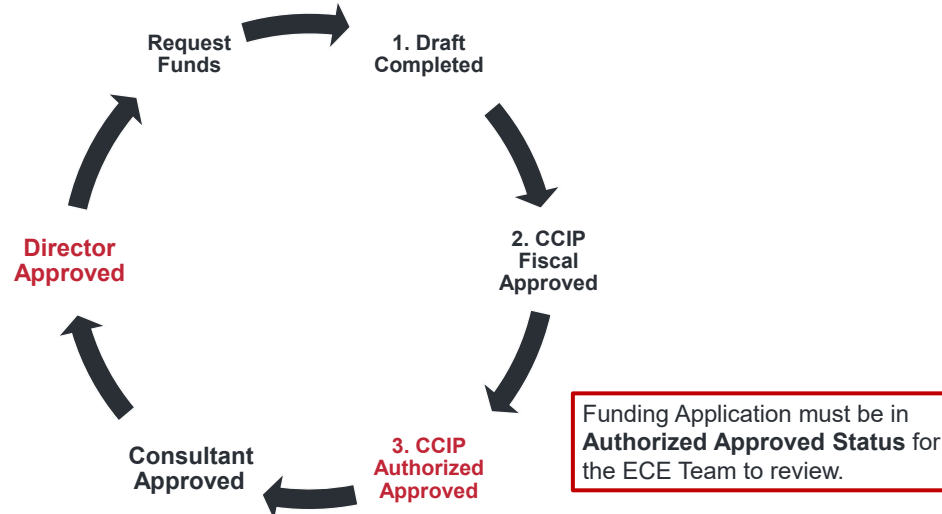
[View ODE History Log](#)

[View Change Log](#)



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## HOW DO I KNOW IF I HAVE SUBMITTED THE FUNDING APPLICATION?

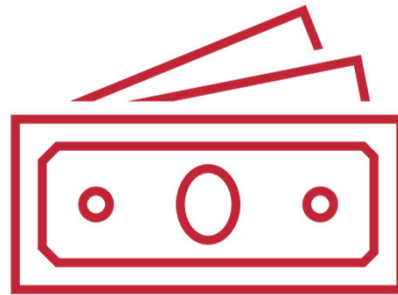


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## WHAT IF I DO NOT HAVE ALL MY SLOTS FILLED? DO I ONLY ALLOCATE THE FUNDS I PLAN TO USE?

Grantees should create a budget that represents all funds being used. When it comes time to request funds, Grantees will only request what they have served.

At the end of the grant year, Grantees will indicate they did not use all the funding in their Final Expenditure Report.



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## HOW DO I COMPLETE THE BUDGET GRID?

- Grantees must decide how they want to be reimbursed for their funds.
- The budget contains Object Codes, which are main categories of funds.
- Funds in Objects Codes are then further defined by Purpose Codes.

**OBJECT CODES:** Salaries (Gross), Retirement Fringe Benefits (Employer Paid), Purchased Services, Supplies, Capital Outlay and Other

**PURPOSE CODES:** Instruction, Support Services, Governance/Admin, Professional Development, Family/Community, Safety, Facilities, Transportation, Indirect Costs.



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## EXAMPLES

Common Expenditure	Object Code	Purpose Code
<b>Teacher Salary</b>	<b>Salaries (100)</b>	<b>Instruction (1000)</b>
Administrator Salary	Salaries (100)	Governance/ Administration (2400)
<b>Classroom Materials</b>	<b>Supplies (500)</b>	<b>Instruction (1000)</b>
Office Supplies	Supplies (500)	Governance/ Administration (2400)
<b>Cleaning Supplies</b>	<b>Supplies (500)</b>	<b>Facilities (5000)</b>



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## ARE THERE RESTRICTIONS TO WHAT IS REIMBURSABLE?

- ECE Preschool Lead and Assistant teacher's Salaries are covered by the grant at 100%. (Instruction)
- Administrator's salaries are allocated to Governance/Administrative costs. An administrator must spend 50% or more of their time in the preschool classroom to be counted as a preschool teacher.
- Rent, utilities, and human resources cost are allocated under Other/Indirect costs.
- Governance/Administration and Indirect costs separate or combined are capped at 15% of the total allocation.
- Supplies and Capital Outlay separate or combined should be 10% of the total allocation. Grantee will need a detailed reason for requesting over 10%.



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## CREATING A PROJECT CASH REQUEST (PCR)

- Funds are not automatically deposited. The Grantee must request reimbursement through a PCR.
- Funding Application must be in Director Approved Status.
- The **CCIP Fiscal Representative** must request and approve the PCR.
- The Grantee decides how often they want to request funds. Typically, no more than once a month. A PCR must be in State Accounting Paid status before another PCR can be submitted.
- Grantee is requesting funds for children severed throughout the year.



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## CREATING A PCR- STEP 1: COMPLETE A FINANCIAL REPORT OR SPREADSHEET

Complete a financial report that tracks how the funds are being reimbursed for each Project Cash Request.

The ECE Grant Sample Financial Data Spreadsheet is an example of what Grantees can use. This form is on our ECE Grant for Administrators webpage.

EMPLOYEE/STUDENT	OBJECT CODE	PURPOSE/FUNCTION	ITEM DESCRIPTION	LIQUIDATION DATE	LIQUIDATION DATE FROM FUNDING PAGE	TOTAL COST OF COSTS	% ALLOWABLE TO THE GRANT	TOTAL ALLOWABLE TO THE GRANT
<b>GRANT USE</b>								
Name of Lead Teacher 1	000	Instruction	Teacher	Jan 6, 2020 - Jan 17, 2020		\$ 1,450.00	100%	\$1,450.00
Administrator	000	Instruction	Administrative/Teacher	Jan 6, 2020 - Jan 17, 2020		\$ 4,400.00	100%	\$4,400.00
Name of Assistant Teacher 1	000	Instruction	Teacher	Jan 18, 2020 - Jan 24, 2020		\$ 1,450.00	100%	\$1,450.00
Name of Lead Teacher 2	000	Instruction	Teacher	Jan 18, 2020 - Jan 24, 2020		\$ 1,450.00	100%	\$1,450.00
						<b>Total</b>		<b>\$4,950.00</b>
<b>PRINCIPAL USE</b>								
Name of Lead Teacher 1	000	Instruction	Headcare	10/1/2019 - 10/1/2019		\$ 20.00	100%	\$20.00
Name of Lead Teacher 2	000	Instruction	40% fee	10/1/2019 - 10/1/2019		\$ 40.00	100%	\$40.00
Name of Lead Teacher 3	000	Instruction	Teacher's Comp	10/1/2019 - 10/1/2019		\$ 20.00	100%	\$20.00
Administrator	000	Instruction	Headcare					
						<b>Total</b>		<b>\$80.00</b>
						<b>Total</b>		<b>\$5,030.00</b>

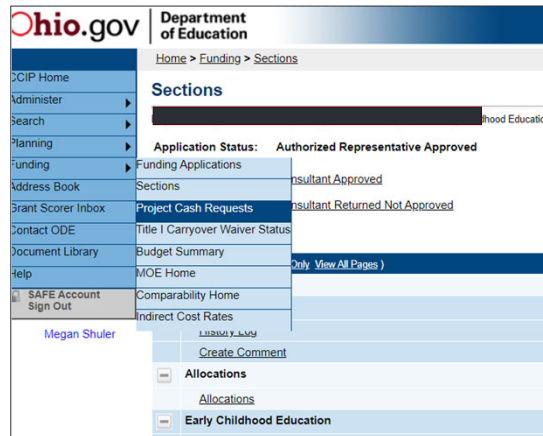


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## CREATING A PCR- STEP 2: LOG INTO OHID AND NAVIGATE TO PROJECT CASH REQUEST SCREEN

Click **Funding** and **Project Cash Request** from the Drop- Down Menu.



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## STEP 3: SELECT THE YEAR AND GRANT (EARLY CHILDHOOD EDUCATION)

### Project Cash Requests

Franklin County - 2024

2024 ▼ Early Childhood Education ▼

Organization - Disallow Auto Approval for FY

Grant	CarryOver Permitted	Available Budget	Total Available Amount	Received Amount	Net Available Amount
Early Childhood Education	No	\$51,000.00	\$45,900.00	\$0.00	\$45,900.00

\*\*\* Denotes a grant involved in an allocation transfer. Grants involved in a transfer must create new PCRs from the Transferability/Schoolwide dropdown.



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## DEFINITIONS

**Available Budget:** This is the amount of your total allocation that was approved by the Department. It is the **maximum amount** of funding the organization can receive. All awarded slots would have to be filled to receive the full available budget amount.

**Total Available Amount:** This is the total amount that is available. It will change once the organization requests funds.

**Received Amount:** This is the amount that have been reimbursed to the organization so far.



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## STEP 4: CLICK CREATE NEW PCR & CONFIRM

Project Information	
Assistance Listing Number (ALN) – Formerly CFDA	N/A
U.S.A.S. Fund Code	439
Initial Substantially Approved Date	9/14/2023
Project End Date	6/30/2024
Allocation	\$51,000.00
Available Budget	\$51,000.00
Project Status	Normal [Hold]
Attention Needed	Yes
	Disallow Auto Approval? <input type="checkbox"/>
Carryover Permitted	No
<a href="#">Create New PCR</a>	

PCRs					
Amount	Request Period	Status	Status Date	Voucher #	PCR Review Status
There are no matching PCRs for this grant.					

[Create New Adjustment](#)

Adjustments			
Amount	Type	Creator	Date
There are no matching Adjustments for this grant.			



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## STEP 5: CLICK REQUEST

Request Status: Draft Started

Change Status To: [Draft Completed](#)  
or  
[Delete PCR](#)

Description
<a href="#">History Log</a>
<a href="#">Create Comment</a>
<b><a href="#">Request</a></b>
<a href="#">Assurances</a>
All

[Return to Project Summary](#)



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## STEP 6: REQUESTING FUNDS

### SECTION 1: GENERAL INFORMATION

General Information	
Assistance Listing Number (ALN) – Formerly CFDA	N/A
U.S.A.S. Fund Code	439
Cost Center Number	<input type="text"/>
Total Cash Basis Expenditures by Object Code (Year to Date)	
Salaries (100s)	\$0.00
Retirement Fringe Benefits (200s)	\$0.00
Purchased Services (400s)	\$0.00
Supplies (500s)	\$0.00
Capital Outlay (600s)	\$0.00
Other (800s)	\$0.00

**Optional Field- Cost Center Number:** This number is used by grantees to recognize a project in their own internal accounting system. This is generally used when a school district or organization has multiple projects and has an internal number used to define the reimbursement. **It can be left blank if none is used.**



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## SECTION 2 : TOTAL CASH BASIS EXPENDITURES BY OBJECT CODE (YEAR TO DATE)

### ENTER THE AMOUNT OF FUNDS IN EACH OF THE OBJECT CODES

Save and Go To Session Timeout 00:27:52

**General Information**

Assistance Listing Number (ALN) – Formerly CFDA N/A  
 U.S.A.S. Fund Code 439  
 Cost Center Number

**Total Cash Basis Expenditures by Object Code (Year to Date)**

Salaries (100s)	\$10,000.00
Retirement Fringe Benefits (200s)	\$0.00
Purchased Services (400s)	\$0.00
Supplies (500s)	\$0.00
Capital Outlay (600s)	\$0.00
Other (800s)	\$0.00

**Fiscal Summary**

Allocation	\$51,000.00
Available Budget	\$51,000.00
Fiscal Information As Of	
Cash Received	\$0.00
Total Cash Basis Expenditures	\$10,000.00
Cash Balance On Hand	\$(10,000.00)
Cash Available	\$51,000.00

**Fund Request**



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## SECTION 2 : TOTAL CASH BASIS EXPENDITURES BY OBJECT CODE (YEAR TO DATE)

### WHAT IS YEAR TO DATE?

Year to date means you are entering the total amount you have requested in the year, not what you are requesting for the individual project cash request.

**Example:** Grantee requested \$10,000 in salaries in November. In the next PCR for January, Grantee would like to request \$15,000 in salaries. They would enter the sum of the total amount, \$25,000 in salaries. The system will automatically calculate the amount for the January PCR and only pay the Grantee \$15,000 because \$10,000 has been previously paid.



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## SECTION 3: FISCAL SUMMARY

Enter the “**Fiscal Information As Of**” Date. This date is reflecting the date of the most recent transaction.



Fiscal Summary	
Allocation	\$51,000.00
Available Budget	\$51,000.00
Fiscal Information As Of	<input type="text"/>
Cash Received	\$0.00
Total Cash Basis Expenditures	
Cash Balance On Hand	\$0.00
Cash Available	\$51,000.00
Fund Request	
Negative Amount	\$0.00
Advance Amount - AMOUNT REQUESTED MUST BE LIQUIDATED WITHIN 5 BUSINESS DAYS OF RECEIPT	
Advance Period - When requesting an advance, the advance period must be the current month or the next month.	<input type="text"/>
Total Amount Requested	\$0.00
Attach PCR supporting document here:	



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## SECTION 4: FUND REQUEST



Fund Request	
Negative Amount	\$0.00
Advance Amount - AMOUNT REQUESTED MUST BE LIQUIDATED WITHIN 5 BUSINESS DAYS OF RECEIPT	
Advance Period - When requesting an advance, the advance period must be the current month or the next month.	<input type="text"/>
Total Amount Requested	\$0.00

The Funds Request section is for Advanced Payments. Grantees will not complete this section.

*Note: Requesting an advancement on funds is rare and generally not allowable.*



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## SECTION 5: ATTACH PCR SUPPORTING DOCUMENTATION

**Attach PCR supporting document here:**

Attach document to justify the amount requested in this PCR. Only one file can be attached with this PCR. The allowable file formats are Text document, Micro

[Upload PCR supporting document](#)

No PCR Supporting document Loaded

**Justification of Need**

**Upload PCR Attachment**

2024 - Early Childhood Education

**Please select a file to upload**

Warning: Please note that uploading a file will overwrite any file that is already attached to this Project Cash Request(PCR)

Upload PCR Attachment:  No file chosen

Only one document can be uploaded. The last one uploaded will be the one saved. PDFs allow more pages.

Grantees can upload the document to their Grants Management Consultant if the file is too large.



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## WHAT KIND OF DOCUMENTATION IS REQUIRED WITH THE PCR?

Object Code	Documentation
Salaries	Payroll Journal/ Earnings Report; proof of payment (cancelled check made payable to the employee or bank statements)
Retirement/Fringe	Invoices received from vendor; proof of payment (cancelled check, credit card statement, back statements)
Purchased Services	Quotes if applicable; purchase order; contract; paid invoices received from vendor; proof of payment (cancelled check, credit card statement, back statements)
Supplies	Purchase order; paid invoices from vendor; proof of payment (cancelled check, credit card statement, back statements)
Capital Outlay	Purchase order; paid invoices from vendor; proof of payment (cancelled check, credit card statement, back statements)
Other	Contract signed by both parties with deliverables and payment terms; paid invoices from vendor; proof of payment (cancelled check, credit card statement, back statements)

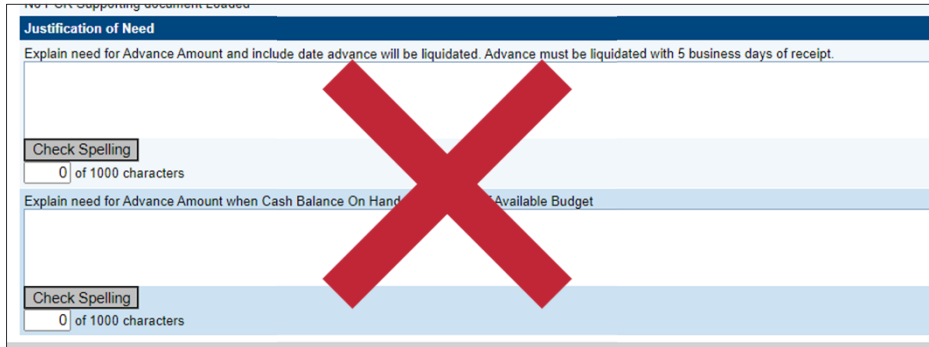
From Budgeting Expenses and Required Support Documentation on Grants Administration – Managing your Grant [webpage](#)



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## SECTION 6: JUSTIFICATION OF NEED

Only used when requesting an Advance. Grantees will leave this section blank.



NOT ON Supporting Document Upload

**Justification of Need**

Explain need for Advance Amount and include date advance will be liquidated. Advance must be liquidated with 5 business days of receipt.

Check Spelling  
0 of 1000 characters

Explain need for Advance Amount when Cash Balance On Hand is less than Available Budget

Check Spelling  
0 of 1000 characters



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## STEP 7: CLICK SAVE AND GO AND DRAFT COMPLETED

Save and Go To ▶

**Request Status:** Draft Started

**Change Status To:** Draft Completed  
or  
Delete PCR

**Request Status:** Draft Completed

**Change Status To:** Fiscal Representative Approved  
or  
Fiscal Representative Returned Not Approved  
or  
Delete PCR

1. Click on **Save and Go To** at the top of the page.

2. Click on Draft Completed and Confirm.

3. Click on Fiscal Representative Approved and then Confirm.



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## HOW DO I COME BACK TO THE PCR?

**Project Summary**

24 - Early Childhood Education

Project Information	
Assistance Listing Number (ALN) – Formerly CFDA	N/A
U.S.A.S. Fund Code	439
Initial Substantially Approved Date	9/14/2023
Project End Date	6/30/2024
Allocation	\$51,000.00
Available Budget	\$51,000.00
Project Status	Normal (Hold)
Attention Needed	Yes
Disallow Auto Approval?	<input type="checkbox"/>
Carryover Permitted	No

Amount	Request Period	Status	PCR Date	Voucher #	PCR Review Status
\$10,000.00	Unspecified	Draft Started	12/3/2023	Not Yet Created	None [Edit]

Create New Adjustment

Amount	Type	Creator	Date
There are no matching Adjustments for this grant.			

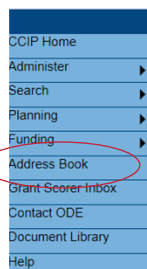


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## HOW DO I FIND MY GRANTS MANAGEMENT CONSULTANT?

1. Select Address Book on the right side of your screen.
2. Click on the Grants Management Contact Name
3. The email and number will pop up.



General Contacts		
Application	Contact Type	Contact
Planning Tool	District Contact	N/A
ODE Grants Management	Grants Management Contact	Knowles, Tracy
Entitlement Contacts		
Application	Contact Type	
Early Childhood Education	District Contact ODE Application Contact	
Competitive Contacts		
Application	Contact Type	

Close

**Name:** Knowles, Tracy

**Phone:** (614) 752-1483

**Fax:**

**Email:** Tracy.Knowles@education.ohio.gov



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## OFFICE OF GRANTS ADMINISTRATION

Grants Administration	Role	Email
Kim Zwyer	Financial Analyst Supervisor	Kim.Zwyer@education.ohio.gov
Tracy Knowles	Senior Financial Analyst	<a href="mailto:Tracy.Knowles@education.ohio.gov">Tracy.Knowles@education.ohio.gov</a>
Tina Stewart	Senior Financial Analyst	Tina.Stewart@education.ohio.gov
Deanna Bradfield	Senior Financial Analyst	Deanna.Bradfield@education.ohio.gov
Shital Vyas	Senior Financial Analyst	Shital.Vyas@education.ohio.gov
Tiffany White	Grants Administrator	Tiffany.White@education.ohio.gov

