

CCIP Grants Application Guidance Manual



FY25 Early Childhood Education Grant



**Department of
Children & Youth**

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 and Workforce profile, access to the CCIP application and the proper role in the Ohio Educational Directory System (OEDS).

You can skip this section if the CCIP Roles are already assigned.

STEP 1: OBTAIN AN OH|ID

Staff that are responsible for entering information around the CCIP 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 and Workforce users can access Department of Education and Workforce 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 and Workforce Profile. Visit [Department of Education and Workforce 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:

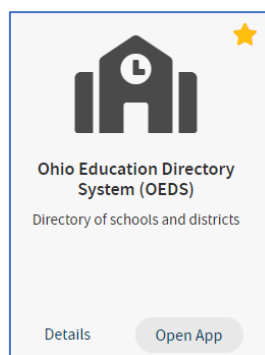
- CCIP Fiscal Representative is the person in a community-based organization who has ultimate fiscal responsibility for fiscal matters. This person gives approval to the Funding Application, Budget Revision requests, Project Cash Requests and the Final Expenditure Report. The Treasurer is the equivalent to this role in a school district.
- 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.

Optional Roles – These are for larger organizations that may need multiple personnel involved in the funding:

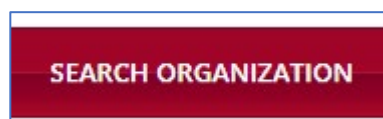
- Data View Funding CCIP person can only look at the grant application data.
- Data Entry Funding CCIP person can enter the application data.

Assigning Roles

Log in to **OH|ID** and choose the OEDS Application.



Click on **Search Organization** and enter your IRN or Organization name.



Search Organizations

Org Name, IRN, County, City

You should see a screen similar to this.

OVERVIEW
Your District/School Name Here (123456)

OVERVIEW GENERAL LOCATION PERSONNEL RELATIONSHIP

Organization

NAME: Your District/School Name Here

ORGANIZATION TYPE: Public School

IRN: 123456 GRADE LEVEL: 3-5

STATUS: Open COUNTY: Franklin

PHONE: 555-555-1234 FAX: 555-555-1235

EMAIL:

WEB URL:

SHOW OR UPDATE ORGANIZATION DETAILS

Address

Physical Address

ADDRESS: 123 Fake St. COUNTY: Franklin

CITY: Columbus STATE: OH ZIP: 43002

Mailing Address

ADDRESS: 123 Fake St. COUNTY: Franklin

CITY: Columbus STATE: OH ZIP: 43002

SHOW ALL OR UPDATE ADDRESSES

Relationships

Hierarchy Organization

NAME: District Name Here

IRN: 123457 PHONE: 555-555-9876

EMAIL: Fake_email@DistrictName.org

SHOW ALL OR UPDATE RELATIONSHIPS

Roles

Principal

NAME: Adam Smith

STATUS: Active PHONE:

EMAIL:

SHOW ALL OR UPDATE ROLES AND PERSONS

To add or remove a role, click on **Show All Roles and Persons** in the Roles box.

The OEDS Administrator is the only person that can add or remove roles. If you do not have an assigned OEDS Administrator, please email Earlychildhoodeducation@childrenandyoung.outh.ohio.gov

The screenshot shows a form titled "Roles" with a sub-header "OEDS-R Organization Administrator". It contains fields for "NAME" (Adam Smith), "STATUS" (Active), "PHONE", and "EMAIL". At the bottom is a button labeled "SHOW ALL ROLES AND PERSONS".

The Personnel tab details page should look similar to this.

Here you can see the **“Roles Available to This Organization”** box which is where the current list of roles that can be assigned are displayed, as well as the **“Persons in This Organization”** box which is where you can find a list of all roles assigned to a specific person in your organization.

The screenshot shows the "Personnel" tab for a district/school. It has two main sections: "Roles Available to this Organization" and "Persons in this Organization". The "Roles Available" section lists various roles like "SUPERINTENDENT DESIGNEE", "SUPERINTENDENT", etc., with columns for "NO. OF PERSONS IN ROLE", "ADD PERSON(S)", and "REMOVE PERSON(S)". The "Persons in this Organization" section lists individuals like "COORDINATOR-SAFETY PLAN" and "ADAM SMITH" with their roles and dates. A red arrow points from the "Persons in this Organization" section to the "Roles Available to this Organization" section.

To add or remove a user from a Role, it's often easiest to search for the role name in the **“Roles Available to this Organization”** box. Using the search bar in this box will simplify the search by filtering the list of roles shown.

The screenshot shows the "Roles Available to this Organization" box. A search bar is highlighted with a red circle, containing the text "CCIP". The table below shows roles like "CCIP AUTHORIZED REPRESENTATIVE", "CCIP FISCAL REPRESENTATIVE", etc., with columns for "NO. OF PERSONS IN ROLE", "ADD PERSON(S)", and "REMOVE PERSON(S)".

With the list of available roles filtered you can now use the **Green +** button to add a user to that role or the red trash can button to remove a user from that role.

Note: Some roles only allow one person to be assigned at a time. In this case, if changing a role to a different person, you will need to remove the currently assigned person before adding a new one.

Roles Available to this Organization				
SHOW: 10 ▾ ENTRIES			SEARCH: CCIP	
ROLES IN ORGANIZATION	DESCRIPTION	NO. OF PERSONS IN ROLE	ADD PERSON(S)	REMOVE PERSON(S)
CCIP AUTHORIZED REPRESENTATIVE	CCIP Authorized Rep.	0 person	+	
CCIP FISCAL REPRESENTATIVE	CCIP Fiscal Rep.	0 person	+	
DATA ENTRY FUNDING-CCIP	Data Entry Funding-CCIP	0 person	+	
DATA ENTRY PLANNING-CCIP	Data Entry Planning-CCIP	0 person	+	
DATA VIEW FUNDING-CCIP	Data View Funding-CCIP	0 person	+	

Click the **Green +** to the role you wish to assign.

Click “Assign a New Person to This Role”.

Add the person’s First and Last name and date of birth.

Start Assigning to Role
Step 1

Selected Role
Assistant Superintendent

Please Select One:
☒ Assign a New Person to this Role.
☐ Assign this Role to Person(s) in Organization

CANCEL ASSIGNING

Search for a Person
Step 2

Educator State ID
Search by Educator State ID

OR

First Name
Required

Middle Name

Last Name
Required

Date of Birth
Required (MM/DD/YYYY)

Last 4 Digits of SSN
Optional

RESET

SEARCH

The search results will display the name and date of birth for any possible matches to your search. Select the person to assign a role.

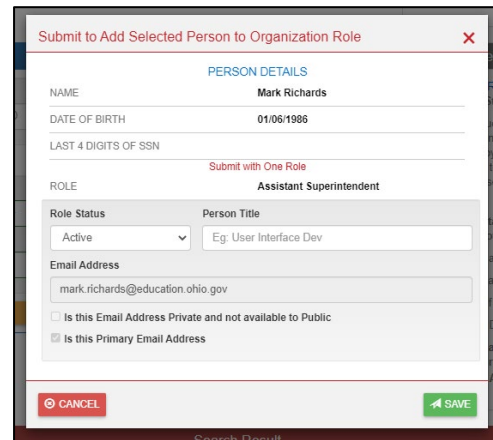
You may need the last four digits of the Social Security number if more than one name is listed.

Note: If you are unable to find a user, they may not have completed the set up for their OH|ID account or their Department of Education and Workforce Profile. **Both steps must be completed before a user can be assigned a role in OEDS.**

Search Result					
SHOW: 10 ▾ ENTRIES			SEARCH:		
PERSON FULL NAME	EDUCATOR STATE ID	DATE OF BIRTH	LAST 4 DIGITS OF SSN	SAFE ACCOUNT	SELECT ONE
Mark Richards		01/06/1986		Yes	Select

Once you have selected a user for assignment, a confirmation screen will appear.

If the information is correct, click the green **Save** button to add the user.



The screenshot shows a web form titled "Submit to Add Selected Person to Organization Role" with a red close button in the top right corner. The form is divided into sections: "PERSON DETAILS" with fields for NAME (Mark Richards), DATE OF BIRTH (01/06/1986), and LAST 4 DIGITS OF SSN; a "ROLE" section with "Assistant Superintendent" selected; and a "PERSON TITLE" section with "Eg: User Interface Dev" entered. Below these is an "Email Address" field containing "mark.richards@education.ohio.gov" and two checkboxes: "Is this Email Address Private and not available to Public" (unchecked) and "Is this Primary Email Address" (checked). At the bottom are "CANCEL" and "SAVE" buttons. A "Submit with One Role" link is visible above the role selection.

STEP 3: REQUEST THE CCIP 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. If the applications do not appear, please contact the Help Desk at 877-644-6338 or Profile.Help@education.ohio.gov.

Part Two: CCIP Funding Application

Grantees must submit a CCIP Funding Application and budget before receiving grant funds from the Ohio Department of Children and Youth, in partnership with Department of Education and Workforce. The budget in the Funding Application outlines how funds will be expended by reporting estimated expense amounts in object and purpose/function code categories.

Please keep in mind the following when submitting a CCIP Funding Application:

- A completed project budget must be submitted, reviewed, and approved by the Department of Children and Youth 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 Application section of the CCIP.
- Grantees must submit the following into the CCIP Funding Application:
 - a. The ECE Site Location Form
 - b. A calendar detailing the days of operation for the year and weekly scheduled hours for ECE Grant funded children
 - c. The program's sliding fee scale
- 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

Log into your **OH|ID account** and select the Planning and Grants (CCIP) tile and click Open App.

Go to the **CCIP Home page**, click on **Funding**, and then select **Funding Application** from the menu.

<https://ohid.ohio.gov/wps/portal/gov/ohid/login/>

Home > Funding

CCIP Home

Administer

Search

Planning

Funding

Address Book

Grant Scorer Inbox

Contact DEW

Document Library

Help

SAFE Account Sign Out

Megan Shuler

Funding Applications

Summit County - 2024

2024 All Active Applications

Sections

Project Cash Requests

Title I Carryover Waiver Status

Budget Summary

MOE Home

Comparability Home

Indirect Cost Rates

Last Page Visited

The **Funding Applications** page should open.

1. Select the **Fiscal Year**
2. Select **All Active Applications**
3. Click on **Early Childhood Education** found under Entitlement Funding Application

Home > Funding

Funding Applications

2024 ▾ All Active Applications ▾

Fiscal Year	Differentiated Support Status
2024	
2023	

Entitlement Funding Application	Revision	Status	Status Date
Early Childhood Education	1	Director Approved	1/2/2024

The **Sections** page will display. Click **Draft Started** to begin.

The system will display:

“You are about to change the status to Draft Started. Click Confirm to change the status.” Click **Confirm**.

The application has now started.

Home > Funding > Sections

Sections

Application Status: Not Started

Change Status To: Draft Started

View ODE History Log

View Change Log

Description (View Sections Only View All Pages)

All

- History Log
- History Log
- Create Comment
- Allocations
- Allocations
- Contacts
- Contacts
- Substantially Approved Dates
- Substantially Approved Dates
- Assurances
- Assurances

Home > Funding > Sections

Sections

- Lorain County - 2024 - Early Childhood Education - Rev 0

Application Status: Not Started

Change Status To: Draft Started

The **Sections** page contains the main functions of the Funding Application.

There will be six sections on the page.

Navigate to the **Early Childhood Education** section and click on **Budget**.

Application Status: Draft Started
 Change Status To: Draft Completed
 View DEW History Log
 View Change Log
 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

The budget grid will appear. Grantees will plan the use of funds in the appropriate object and purpose codes provided. The [FY25 Grantee Manual](#) has additional information and guidance on allowable expenses.

Click **Save And Go To** box 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		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
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		100.00	0.00	0.00	0.00	0.00	0.00	100.00
Adjusted Allocation								1,000.00
Remaining								900.00

Ohio.gov Department of Education
 Budget
 Save And Go To
 Current Page
 Next Page

Troubleshooting Tips

- The **Remaining Amount** box in the bottom right corner should be at zero.
- If you can't change the amounts in the grid, go back to the Section Page and check to see if the application is in Draft Started.
- Go to the top of the screen and click "Sections" if you want to get back to the main screen.

The **Application** page will have a series of questions and a place to upload documents.

Begin by checking the set of assurances.

Next, Grantees can upload the required documents, or come back to it. Go to page 12 for instructions.

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.

Application Narrative Boxes

- Grantees requesting funds in Supplies, Capital Outlay, Indirect Budget, Purchased Services, and Other object codes must have a description of how funds will be used.
- The budget grid and the application narrative **MUST** match.
- Salaries and Fringe Benefits do not require a narrative explanation.
- Costs related to Supplies and Capital Outlay should be no more than 10% of the total budget, combined or stand alone. A detailed explanation must be provided if requesting more than 10%.

Supplies: Provide a detailed explanation that outlines how the funds are being spent on supplies if budget exceeded 5% of the total allocation in the Supplies column. Supplies should be no more than 10% of the total allocation.

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

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. Capital Outlay should be no more

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

than 10% of the total budget and requires a detailed explanation.	
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. Utilities and rent should be allocated in this section.	<div>Indirect budget</div> <div>Provide the names and titles of any employees/contractors included in the Indirect Cost field, and indicate how the funds are being used.</div>
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.	<div>Purchased Services budget</div> <div>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).</div>
Other: Provide an explanation that outlines how funds are being spent in the other category.	<div>Other budget</div> <div>Provide an explanation that outlines how funds are being spent in the category other</div>
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 Sections page.	<div>Go To</div> <div>Current Page</div> <div>Please upload any supporting documents</div> <div>Next Page</div> <div>Previous Page</div> <div>Document Name/Description</div> <div>Sections</div> <div>Upload read-only documents</div> <div>History Log</div> <div>*When uploading documents that the PII can be removed</div> <div>Allocations</div> <div>CRF-OTHER EDUCATION ENTITIES</div> <div>Contacts</div> <div>List of documents attached</div> <div>Substantially Approved Dates</div> <div>Assurances</div>

Once on the Section page, navigate to **Early Childhood Education**. Click on **Upload/ View Documents**.

Application Status: Draft Started
 Change Status To: Draft Completed

[View DEW History Log](#)
[View Change Log](#)

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

There are three documents that must be uploaded into the CCIP.

To upload, Enter Document Name/Description. Click Choose File and find the document on your computer. Click Upload.

Go To

Please upload any supporting documents as a part of the grant submission.

Document Name/Description:

Upload read-only documents: No file chosen

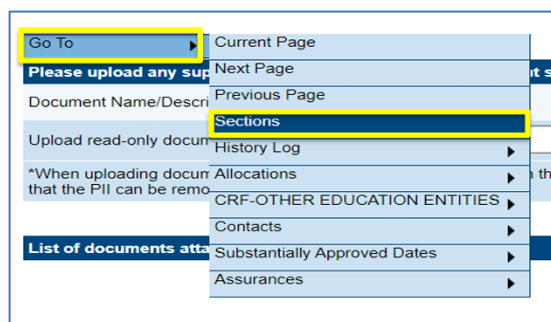
*When uploading documents, please **do not** submit documentation that contains Personally Identifiable Information (PII) that the PII can be removed.

ECE Site Location Form: This document provides the site location(s), number of ECE Grant funded children served at each location, SUTQ rating and other demographic information. Use the [ECE Site Location Form](#) found in the CCIP or the ECE webpage.

Program Calendar: Grantees must upload a document that provides how it is meeting the required 12.5 hours of service a week and 455 hours a year. The document would identify the days of operation in the year with start/ stop dates and weekly schedule.

Sliding Fee Scale: Grantees must upload a written sliding fee scale outlining tuition rates and fees based on federal poverty level and private-pay rates. The [Sliding Fee Scale Samples](#) provides examples of various sliding fee scales.

After the documents are uploaded, select **Go To** and **Sections** from the dropdown menu.



Once these steps have been completed your application should be ready for approval. 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 FundingApplication 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. Click on the error or warning message and the system will move to the appropriate page that requires updating. Once the errors have been corrected, the system will be automatically updated, and the validation message will be removed on the Sections page.

FundingApplication Sections			
	Validation	Messages	Print
All			Print
History Log			Print
History Log			Print
Create Comment			Print
Allocations			Print
Allocations			Print
Early Childhood Education			Print
Budget			Print
Application			Print
Plan Relationships			Print
Upload New Documents			Print
Contacts			Print
Substantially Approved Dates			Print
Substantially Approved Dates			Print
Assurances			Print
Assurances			Print
All			Print

<p>Grantees will need to change the status of the Applications once there are no error messages in the Validation section.</p> <p>Navigate to the top of the Sections Page and change the status if the Application to Draft Completed.</p> <p>Click on <i>Draft Completed</i>.</p>	<div data-bbox="678 174 1360 394"> <p>Application Status: Draft Started</p> <p>Change Status To: <u>Draft Completed</u></p> </div>
<p>Next, the treasurer or fiscal representative clicks on <i>Fiscal Representative Approved</i> at the top of the Funding Application Sections page.</p> <p>A Status Change Confirmation page will appear. Scroll to the bottom and click <i>Confirm</i>. This will activate an email to the authorized representative in your organization for approval of the application.</p>	<div data-bbox="678 573 1360 772"> <p>Application Status: Draft Completed</p> <p>Change Status To: <u>Fiscal Representative Approved</u> or <u>Fiscal Representative Returned Not Approved</u></p> </div>
<p>There are two layers of approval for the funding application. The <i>Authorized Representative</i> for the Grantee must log in OH ID to access the CCIP and approve the Funding Application. The Authorized Representative should review the application for accuracy and select <i>Authorized Representative Approved</i>.</p> <p>A Status Change Confirmation page will appear. Scroll to the bottom and click <i>Confirm</i>.</p>	<div data-bbox="670 1098 1360 1245"> <p>Application Status: Fiscal Representative Approved</p> <p>Change Status To: <u>Authorized Representative Approved</u></p> </div>

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.

The top of the screen should read **Authorized Representative Approved**.

The ECE Grant Consultant will review your funding application.

If there is an error, the consultant will change the status to Consultant Returned Not Approved. Grantees can check the History Log of the funding application for additional information.

Navigate to the CCIP Application and click on your organization's name. The Funding Applications page should open.

1. Select the **Fiscal Year**
2. Select **All Active Applications**
3. Click on **Early Childhood Education** found under Entitlement Funding Application

The Sections Page will display. Navigate to the History Log sections and click on **History Log**. The History Log will contain messages from the ECE team and Grants Management Consultants.

Sections

Application Status: **Authorized Representative Approved**

Change Status To: [Consultant Approved](#)

or

[Consultant Returned Not Approved](#)

Application Status: **Consultant Returned Not Approved**

Change Status To: [Revision Completed](#)

[View DEW History Log](#)

[View Change Log](#)

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 and Budget Revision Effective Dates

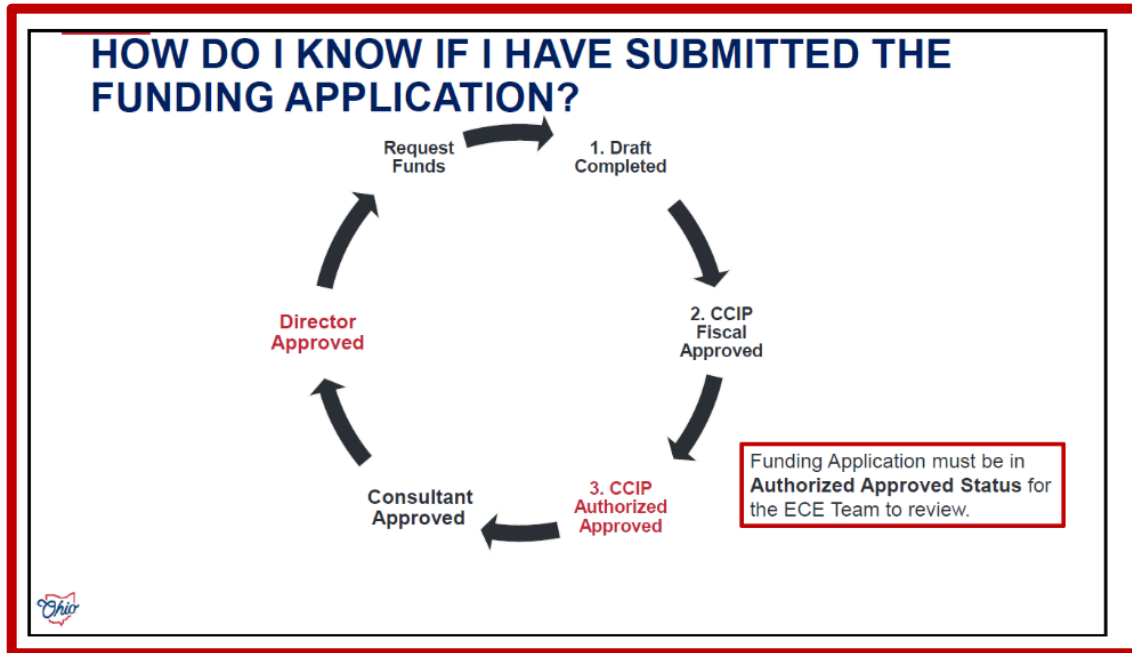
Substantially Approved and Budget Revision Effective Dates

Assurances

Assurances

All

Troubleshooting Tips



SUBSTANTIALLY APPROVED DATE (SAD)

The Substantially Approved Date (SAD) is generated by the CCIP and is the date a Grantee is legally allowed to begin obligating grant funds. The SAD is established when the Grantee changes the status of the Funding Application to Authorized Representative Approved. 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 ECE Grant allows Grantees to have a SAD of July 1 if the funding application has been submitted no later than August 23, 2024. *

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 SAD 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 SAD 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.

** This date is subject to change.*

To view the Substantially Approved Date and Budget Revision Effective Dates, select ***Substantially Approved Date and Budget Revision Effective Dates*** on Funding Application’s section screen.

The screenshot displays the CCIP system interface for a funding application. At the top, the 'Application Status' is 'Authorized Representative Approved'. Below this, there are links to 'Change Status To: Consultant Approved or Consultant Returned Not Approved', 'View ODE History Log', and 'View Change Log'. A navigation bar shows 'Description (View Sections Only View All Pages)'. The main content area lists several sections: 'All', 'History Log' (with sub-links 'History Log' and 'Create Comment'), 'Allocations' (with sub-link 'Allocations'), 'Early Childhood Education' (with sub-links 'Budget', 'Application', 'Plan Relationships', and 'Upload/View documents'), 'Contacts' (with sub-link 'Contacts'), 'Substantially Approved and Budget Revision Effective Dates' (highlighted in yellow), 'Assurances' (with sub-link 'Assurances'), and 'All' at the bottom.

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 (SAD) is established for the newly budgeted categories. The amendment is effective on the day it is received by the Ohio Department of Education and Workforce (DEW) in substantially approvable form. All amendments are subject to negotiation and approval by DEW. DEW 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 to begin a budget revision. Only the Fiscal Representative role has access to initiate a Budget Revision.

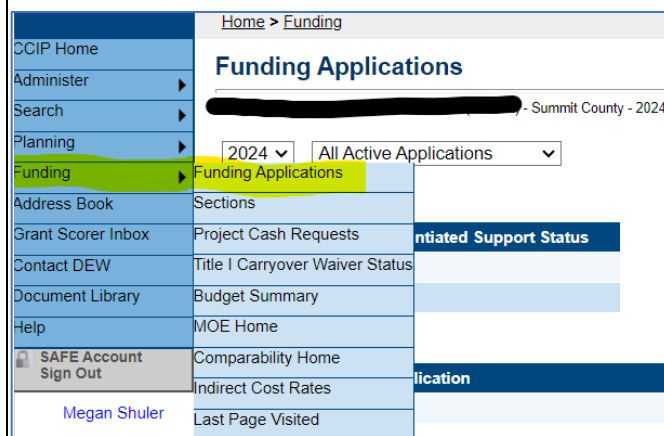
*A budget revision is not needed when a Grantee served less children than the total allocation. Instead, funds will be left unused in the funding application and should not be reimbursed.

Submitting a Budget Revision

Log on to your **OH|ID** account and select the Planning and Grants (CCIP) tile and click **Open App**.

Go to the **CCIP Home page**, Go to the **CCIP Home page**, click on **Funding**, and then select **Funding Application** from the menu.

<https://ohid.ohio.gov/wps/portal/gov/ohid/login/>



The screenshot shows the OH|ID web portal interface. On the left is a navigation menu with items: CCIP Home, Administer, Search, Planning, Funding (highlighted in green), Address Book, Grant Scorer Inbox, Contact DEW, Document Library, Help, SAFE Account Sign Out, and Megan Shuler. The main content area shows the breadcrumb 'Home > Funding' and the title 'Funding Applications'. Below this, there's a dropdown for '2024' and a button for 'All Active Applications'. A list of application items is visible, including 'Sections', 'Project Cash Requests', 'Title I Carryover Waiver Status', 'Budget Summary', 'MOE Home', 'Comparability Home', 'Indirect Cost Rates', and 'Last Page Visited'. Some items have status indicators like 'Initiated Support Status' and 'Application'.

The Funding Applications page should open.

1. Select the **Fiscal Year**
2. Select **All Active Applications**
3. Click on **Early Childhood Education** found under Entitlement Funding Application

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 has now started.

Under Early Childhood Education, click on **Budget**.

The budget screen will open with a grid. Make the necessary changes to how the organization plans to use the funds in the appropriate object and purpose codes provided.

Once the budget page is complete, make sure the remaining amount is zero, meaning all funds are allocated.

U.S.A.S. Fund # 438
Each/Minus Sheet (opens new window)

Purpose 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	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	0.00	0.00	0.00
Facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	100.00	0.00	0.00	0.00	0.00	0.00	100.00
Adjusted Allocation							1.000.00
Remaining							0.00

Grantees requesting funds in Supplies, Capital Outlay, Indirect Budget, Purchased Services, and Other object codes must have a description of how funds will be used.

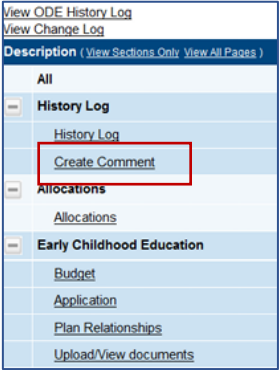
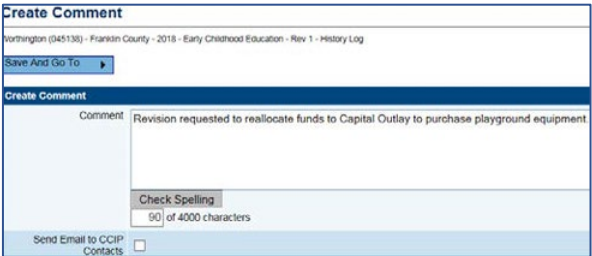
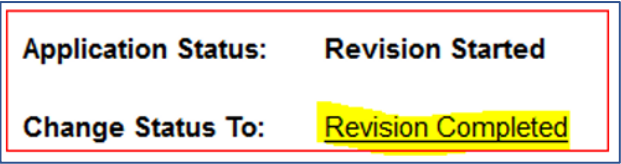
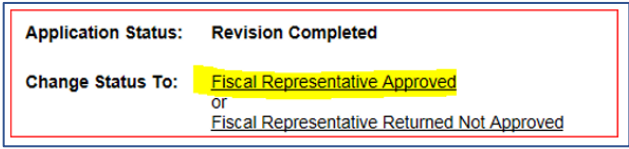
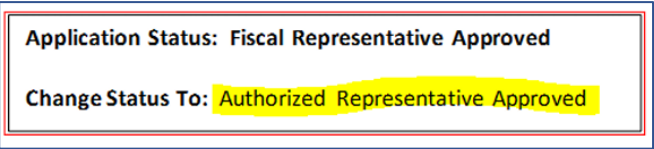
Go To	Current Page	
Please upload any supporting documents	Next Page	
	Previous Page	
Document Name/Description	Sections	
Upload read-only documents	History Log	
*When uploading documents that the PII can be removed	Allocations	
	CRF-OTHER EDUCATION ENTITIES	
	Contacts	
	Substantially Approved Dates	
List of documents attached	Assurances	

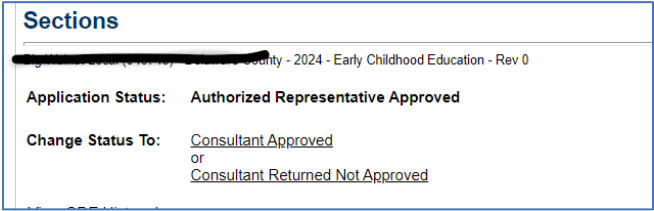
Go To	Current Page
Please upload any supporting documents	Next Page
Document Name/Description	Previous Page
Upload read-only documents	Sections
*When uploading documents that the PII can be removed	History Log
	Allocations
	CRF-OTHER EDUCATION ENTITIES
List of documents attached	Contacts
	Substantially Approved Dates
	Assurances

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. Click on the error or warning message and the system will move to the appropriate page that requires updating. Once the errors have been corrected, the system will be automatically updated, and the validation message will be removed on the Sections page.

View Data History Log				
View Change Log				
View Change Log				
Development	View Data History Log			
	All	Completed	Open	
	History Log		Open	
	History Log		Open	
	Open Comment		Open	
	Allocations		Open	
	Allocations		Open	
	Early Childhood Education	Completed	Open	
	Budget	Completed	Open	
	Application		Open	
	Plan Relationships		Open	
	Upload View documents		Open	
	Contacts		Open	
	Contacts		Open	
	Substantially Approved Decls		Open	
	Substantially Approved Decls		Open	
	Assurances		Open	
	Assurances		Open	
	All	Completed	Open	

<p>Go to History Log and click on Create Comment.</p>	
<p>Provide an explanation for the budget revision request in the Comment Field.</p> <p>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.</p>	
<p>Navigate to the Sections link at the top of the page. Click on Sections.</p> <p>Click on Revision Completed and confirm.</p>	
<p>Next, the treasurer or fiscal representative clicks on Fiscal Representative Approved at the top of the Funding Application Sections page.</p> <p>A Status Change Confirmation page will appear. Scroll to the bottom and click Confirm. This will activate an email to the authorized representative in your organization for approval of the application.</p>	
<p>There are two layers of approval for the funding application. The Authorized Representative for the Grantee must log in OH ID to access the CCIP and approve the Funding Application. The Authorized</p>	

<p>Representative should review the application for accuracy and select <i>Authorized Representative Approved.</i></p> <p>A Status Change Confirmation page will appear. Scroll to the bottom and click <i>Confirm.</i></p>	
<p>IMPORTANT: An application is not submitted for review and approval by the department until both the CCIP Fiscal Representative and the Authorized Representative at your program have changed the status to Approved.</p> <p>The top of the screen should read Authorized Representative Approved.</p>	 <p>The screenshot shows a web interface with a blue header bar. Below the header, there is a section titled 'Sections' in blue. Under this section, the text 'Application Status: Authorized Representative Approved' is displayed. Below this, there is a 'Change Status To:' label followed by two options: 'Consultant Approved' and 'Consultant Returned Not Approved', both underlined. The background of the screenshot is white with a light blue border.</p>

Part Four: Project Cash Requests

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 Funding Application. Only one active PCR can be pending for the designated grant at any given time. The active PCR status must be in to "paid" status before the system will allow Grantees to generate another request. The [Creating a Project Cash Request](#) 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 are in alignment with the category against which it is being charged. All expenses charged under 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 benefiting from the expense.

ECE Grant funding is based on a per slot allocation. Grantees can only draw down funds for the number of Early Childhood Education Grant-funded children that are served in the program. Grantees can be reimbursed for a child that has attended for a minimum of 50 hours for the year, the equivalent to 12.5 hours a week for one month. Children that do not meet the minimum 50-hour requirement should be withdrawn from the funded slot and not counted as being served.

Grantees will be reimbursed for slots that have been vacated and met the minimum hour requirement; however, cannot draw down funding for students served in excess of the allocated number of slots. Grantees may use the highest enrollment numbers from any day in the period the PCR covers. For example, a Grantee has \$42,500 (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 \$21,250 total for the fiscal 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. 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 must submit sufficient evidential documentation upon request by the Department. Expenditures without proper support documentation are unallowable. A financial report that captures expenses for the entire grant period is highly encouraged when requesting funds. The financial report provides a year-to-date detailed (transaction level) information and is used for the end of the year Final Expenditure Report. Grantees must account for funding on a consistent basis, in accordance with Generally Accepted Accounting Principles (GAAP) and have proper documentation. All grants are subject to state audits, reviews, and department

monitoring. Grantees are required to maintain records for 3 years following completion of the activities.

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:

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

Submitting a Project Cash Request

Troubleshooting Tips

- The CCIP Fiscal Representative is the person that completes and approves a PCR.
- The Project Cash Request is separate from the Funding Applications. Grantees should not change the status of the Funding Application when requesting funds. Changing the status causes a revision in the budget, not a request for funds.
- Ensure that attendance is current and up to date to reflect the child has been served the minimum 50-hour requirement for reimbursement.
- Each Project Cash Request builds and funds will reflect year to date, not the current PCR. For example, if a 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.

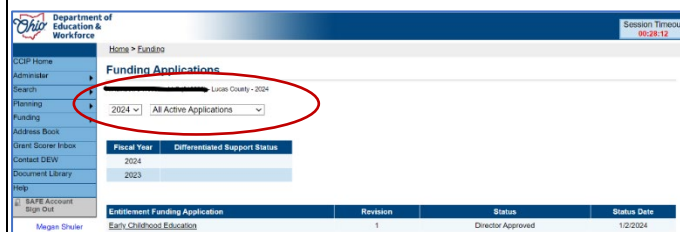
Log on to your **OH|ID** account and select the Planning and Grants (CCIP) tile and click Open App.

<https://ohid.ohio.gov/wps/portal/gov/ohid/login/>

Go to the **CCIP Home** page, Click on your organization's name.

The Funding Applications page should open.

1. Select the **Fiscal Year**
2. Select **All Active Applications**
3. Click on **Early Childhood Education** found under Entitlement Funding Application



Click **Funding** and then **Project Cash Request** from the drop-down menu.

Ohio.gov Department of Education

Home > Funding > Sections

Sections

BrightStart Early Preschool LLC (020955) - Summit County - 2024 - Early Childhood Education

Application Status: Authorized Representative Approved

Sections

Project Cash Requests

Consultant Approved

Consultant Returned Not Approved

Title I Carryover Waiver Status

Budget Summary

MOE Home

Only View All Pages)

Comparability Home

Indirect Cost Rates

Megan Shuler

Create Comment

Allocations

Allocations

Early Childhood Education

Select the year and Grant (Early Childhood Education).

Project Cash Requests

2024 Early Childhood Education

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

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

Click **Create New PCR**. This will create a Draft of the PCR.

Note: To return to a PCR, follow same steps and click on Unspecified under Request Period.

Project Summary

Franklin County - 2024 - Early Childhood Education

Project Information

Assistance Listing Number (ALN) - Formerly CFDA

U.S.A.S. Fund Code

Initial Substantially Approved Date

Project End Date

Allocation

Available Budget

Project Status

Attention Needed

Carryover Permitted

Project Code

Create New PCR

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

Create New Adjustments

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

Project Summary

Franklin County - 2024 - Early Childhood Education

Project Information

Assistance Listing Number (ALN) - Formerly CFDA

U.S.A.S. Fund Code

Initial Substantially Approved Date

Project End Date

Allocation

Available Budget

Project Status

Attention Needed

Carryover Permitted

Project Code

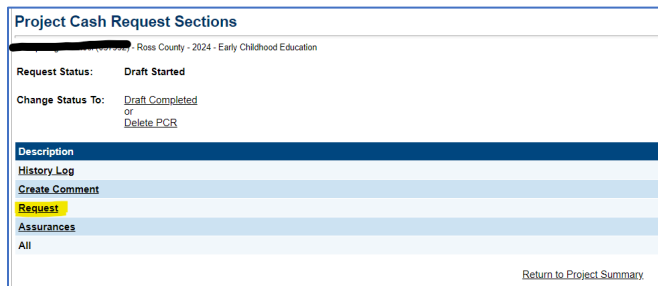
Create New PCR

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

Create New Adjustments

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

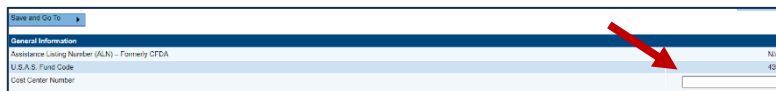
Click **Request**.



The screenshot shows the 'Project Cash Request Sections' interface. At the top, it displays 'Request Status: Draft Started' and 'Change Status To: Draft Completed or Delete PCR'. Below this is a list of sections: 'Description', 'History Log', 'Create Comment', 'Request' (highlighted in yellow), 'Assurances', and 'All'. A 'Return to Project Summary' link is at the bottom right.

Section 1: General Information

Grantees are able to enter a Cost Center Number. This field is optional. Grantees would use a number for their own internal accounting system. It can be left blank if none is used.

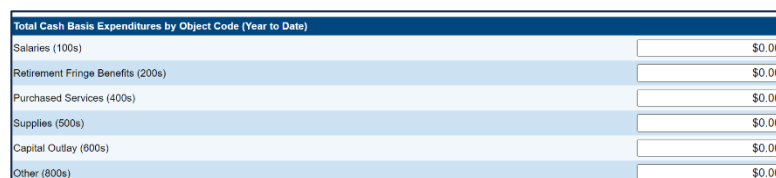


The screenshot shows the 'General Information' section. It includes fields for 'Residence Listing Number (A/N) - Formerly CFDA' (with a value of 'N/A'), 'U.S.A.S. Fund Code' (with a value of '459'), and 'Cost Center Number' (which is empty). A red arrow points to the 'Cost Center Number' field.

Section 2: Total Cash Basis Expenditures by Object Code (Year to Date)

Enter the amount of funds per object code requesting.

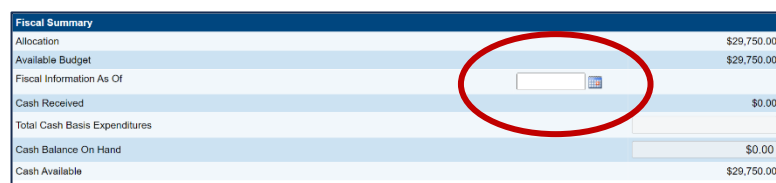
Each time you request funds, you will need to enter a year-to-date amount. After the first PCR, you will add the previous amount paid to the current request.



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

Section 3: Fiscal Summary

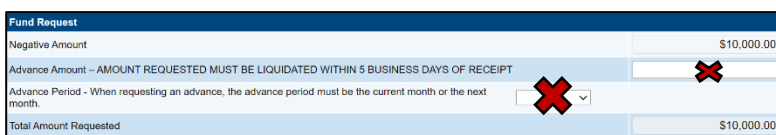
Enter the "**Fiscal Information As Of**" date. This date reflects the date of the most recent transaction of the reimbursement request.



The screenshot shows the 'Fiscal Summary' section. It includes fields for 'Allocation' (\$29,750.00), 'Available Budget' (\$29,750.00), 'Fiscal Information As Of' (with a date field circled in red), 'Cash Received' (\$0.00), 'Total Cash Basis Expenditures' (empty), 'Cash Balance On Hand' (\$0.00), and 'Cash Available' (\$29,750.00).

Section 4: Fund Request

The system will automatically add the amount of funds requested in the **Negative Amount** and **Total Amount Requested**. Advance Amount and Advanced Period should be blank. Requesting an advancement of funds is only allowed in rare and special circumstances.



The screenshot shows the 'Fund Request' section. It includes fields for 'Negative Amount' (\$10,000.00), 'Advance Amount - AMOUNT REQUESTED MUST BE LIQUIDATED WITHIN 5 BUSINESS DAYS OF RECEIPT' (with a red X), 'Advance Period - When requesting an advance, the advance period must be the current month or the next month.' (with a red X and a dropdown menu), and 'Total Amount Requested' (\$10,000.00).

Section 5: Attach PCR Supporting Documentation

Attach financial report or spreadsheet* and documentation of requested funds. Only one document can be uploaded. The last one uploaded will be the one saved. Contact your Grants Management Consultant if your document file is too large.

**Grantees can use the sample Financial Data Spreadsheet from the ECE Team or their own report.*

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, Microsoft Word, Excel, Powerpoint, PDF, JPEG images. Allowable file size limit is 1MB.

[Upload PCR supporting document](#)

No PCR Supporting document Loaded

Upload PCR Attachment

██████████ - Franklin County - 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:

Section 6: Justification of Need

This section is only used when requesting an advancement and should be left blank. Any text in the boxes will cause an error.

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.

0 of 1000 characters

Explain need for Advance Amount when Cash Balance On Hand is 0

0 of 1000 characters

Click **Save and Go** and select **Sections** to move back to the Project Cash Request Section page.

If there are any error messages, correct the issue and return to the Project Cash Request Section Page.

Save and Go To

- Sections**
- History Log
- General Information**
- Create Comment
- Request
- Assurances

Assistance Listing Number
U.S.A.S. Fund Code
Cost Center Number

Click **Draft Completed** and confirm.

Click **Fiscal Representative Approved** and confirm.

The PCR is submitted for review once the status is in **Fiscal Representative Approved**.

Project Cash Request Sections

██████████ - Franklin County - 2024 - Early Childhood Education

Request Status: **Draft Started**

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

Description	Validation	Print
History Log		Print
Create Comment		
Request		Print
Assurances		Print
All		Print

[Return to Project Summary](#)

Click ***Fiscal Representative Approved*** and then confirm.

The PCR is submitted for review once the status is in **Fiscal Representative Approved**.

Project Cash Request Sections

██████████ - Franklin County - 2024 - Early Childhood Education

Request Status: Draft Completed

Change Status To: **Fiscal Representative Approved**
or
[Fiscal Representative Returned Not Approved](#)
or
[Delete PCR](#)

Description	Validation	Print
History Log		Print
Create Comment		
Request		Print
Assurances		Print
All		Print

[Return to Project Summary](#)

Project Cash Request Sections

██████████ - Franklin County - 2024 - Early Childhood Education

Request Status: **Fiscal Representative Approved**

Change Status To: [Grants Management Approved](#)
or
[Grants Management Returned Not Approved](#)
or
[Pending Quality Control Review](#)
or
[ODE Accounting System Accepted](#)
or
[ODE Accounting System Not Accepted](#)
or
[Delete PCR](#)

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. Additional information can be found in the [Final Expenditure Reports](#) from the [Office of Grants Management](#).

The FER should report the following:

- All allowable grant expenditures obligated by the project end date as designated in the grant agreement or CCIP history log.
- Allowable expenditures spent (or liquidated) by the designated liquidation date as indicated in grant agreement.
- Encumbrances, unpaid invoices, etc. that are outside the grant period of availability, should **not** be included in the FER.
- Only “cash basis” expenditures that meet criteria listed above. No **unpaid** encumbrances should be reported on the FER.

The amounts reported on the FER must match or agree with the grantee’s accounting system records. Grantees may report up to 10 percent more than that approved in the most current budget by object (this does not apply to indirect costs or discretionary amounts). For example, under object code 100 - salaries, the total amount approved for salaries is \$1,000.00. If your **actual** expenses exceed the approved budgeted amount, the amount reported on the FER could reflect up to 10 percent more, resulting in a total of \$1,100.00 for salaries. This is the 10 percent rule.

A FER must be completed/submitted even if no monies were spent (zero expenses). If the funding agency has closed (or de-obligated) the grants, payments WILL NOT be made. It is imperative that the FER is submitted by the due date and any discrepancies and/or documentation requests are resolved in a timely manner. Contact the Ohio Department of Children and Youth program office with questions regarding closed grants.

The department will not approve a FER for a “current year” project before the FER for a previous project has been submitted/approved.

Submitting the Final Expenditure Report

Starting the FER in the CCIP

- Only the CCIP Fiscal Representative/ Treasurer can start the FER in the system.
- Project Cash Requests can no longer be created once the funding application status is changed to FER Draft Started.
- Contact your Grant Management Consultant if you start the FER and it needs to be cancelled.

Only the CCIP Fiscal Representative/ Treasurer can start the FER in the system. Log on to your **OH/ID** account and select the Planning and Grants (CCIP) tile and click Open App.

Go to the **CCIP Home** page, click on **Funding**, and then select **Funding Application** from the menu.

<https://ohid.ohio.gov/wps/portal/gov/ohid/login/>

The Funding Applications page should open.

1. Select the **Fiscal Year**
2. Select **All Active Applications**
3. Click on **Early Childhood Education** found under Entitlement Funding Application

Grantees will have two active funding applications in July. Be sure to click on the correct year for the FER.

While on the Funding Application page, check the funding application status at the top of the section page. The application must be in **Director Approved Status** to begin the FER.

If the funding application is not in Director Approved Status, take the necessary steps to complete the funding application.

Home > Funding > Sections

Sections

[Redacted] Licking County - 2023 - Early Childhood Education - Rev 1

Application Status: **Director Approved**

Change Status To: [Revision Started](#)
or
[FER Draft Started](#)

[View DEW History Log](#)

Change the status to **FER Draft Started**.

Note

- All PCRs must be in “paid” status to begin the FER.
- While it is preferred all PCRs be completed and paid before the FER is started, if additional payment is due to the grantee at the time of the FER, an automatically generated payment for the deficit amount will be sent to the grantee. This means a grantee can claim the remaining funds in the FER, rather than submit one last PCR.

Home > Funding > Sections

Sections

[Redacted] Licking County - 2023 - Early Childhood Education - Rev 1

Application Status: **Director Approved**

Change Status To: [Revision Started](#)
or
[FER Draft Started](#)

[View DEW History Log](#)

After the status is changed to FER Draft Started, scroll to the Final Expenditure Report Section and click on **Final Expenditure Report**.

[View DEW History Log](#)
[View Change Log](#)

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 and Budget Revision Effective Dates
Substantially Approved and Budget Revision Effective Dates
Final Expenditure Report
Final Expenditure Report
FER Adjustments
FER Indirect Cost Expenditure
Assurances
Assurances
All

Enter the amount of cash basis expenditures by object code. This amount should reflect the final amount reimbursed in each object code.

Grantees that have requested all the eligible funds, the amount will equal the last Project Cash Request.

Grantees that have additional funds to claim can add the amount to the object code area. The funds will be paid out after the FER is approved.

Note: Reimbursement is based on children served a minimum of 50 ECE Grant hours for the year. (\$4250 per slot)

Final Expenditure Report							
Cuyahoga County - 2023 - Early Childhood Education - Rev 2 - Final Expenditure Report							
Go To	Salaries 100	Retirement Fringe Benefits 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
ECEE	146,417.09	60,179.86	721.00	4,697.00		27,985.05	240,000.00
Total	146,417.09	60,179.86	721.00	4,697.00	0.00	27,985.05	240,000.00

When all cash expenditures have been entered, click on **Go To** and then **Next Page**. This will take you to FER Adjustments.

Final Expenditure Report				
Cuyahoga County - 2023 - Early Childhood Education - Rev 2 - Final Expenditure Report				
Go To	Current Page			
Object Code	Salaries 100	Next Page		
Grant Code		Previous Page		
	Sections			
ECEE	1, History Log	9.86		4,697.00
	Allocations		721.00	
Total	1, Early Childhood Education	9.86	721.00	4,697.00
	Contacts			
	Substantially Approved Dates			
	Final Expenditure Report			
	Assurances			

Review the FER Adjustment page for accuracy. Grantees should see one of the three scenarios.

1. The grantee has been reimbursed the full allocation through PCRs. The Cash Balance on Hand is \$0.00, and Amount Remaining is \$0.00.

FER Adjustments										
Scioto County - 2023 - Early Childhood Education - Rev 1 - Final Expenditure Report										
Go To										
Grant	Adjusted Allocation	Current Allocation	Reported Expenditures	Adjusted Expenditures	Cash Received	Cash Balance On Hand	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining	
ECEE	\$108,000.00	\$108,000.00	\$108,000.00	\$108,000.00	\$108,000.00	\$0.00	\$0.00			


- The grantee is unable to receive the full allocation due to not filling all slots. The reimbursement has been paid through PCRs. The Cash Balance on Hand will be \$0.00, and the Amount Remaining will be the amount not eligible for reimbursement.

FER Adjustments

██████████ - 2023 - Early Childhood Education - Rev 1 - Final Expenditure Report

Go To

Grant	Adjusted Allocation	Current Allocation	Reported Expenditures	Adjusted Expenditures	Cash Received	Cash Balance On Hand	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining
ECEE	\$448,000.00	\$448,000.00	\$360,000.00	\$360,000.00	\$360,000.00	\$0.00	\$88,000.00		




- The grantee has additional funding that has not been paid through a PCR and has requested the remaining amount in the FER. The amount will be in red in Cash Balance On Hand.

FER Adjustments

██████████ - Adams County - 2023 - Early Childhood Education - Rev 2 - Final Expenditure Report

Go To

Grant	Adjusted Allocation	Current Allocation	Reported Expenditures	Adjusted Expenditures	Cash Received	Cash Balance On Hand	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining
ECEE	\$248,000.00	\$248,000.00	\$248,000.00	\$248,000.00	\$238,190.79	(\$9,809.21)	\$0.00		



If the FER Adjustment page is correct, navigate to the section page by clicking on **Sections** at the top of the screen or clicking **Go To** and select **Sections** from the drop-down menu.

Once on the section page, look to see if there is an error message in the **validation** column.

If there is a message link, click on the link to correct the errors. Once correct, navigate back to the Sections page.

FER Adjustments

██████████ Cuyahoga County - 2023 - Early Childhood Education - Rev 1 - Final Expenditure Report

Go To

Grant	Reported Expenditures	Adjusted Expenditures	Cash Received
ECEE	\$320,000.00	\$320,000.00	\$320,000.00

History Log

Allocations

Early Childhood Education

Contacts

Substantially Approved Dates

Final Expenditure Report

Assurances

<p>If no error messages are in the validation column, move forward on submitting the FER.</p> <p>The CCIP Fiscal Representative or Treasurer will change the status of the Application to <i>FER Draft Completed</i>.</p>	<div data-bbox="753 170 1451 401"> <h3>Sections</h3> <p>██████████ - Licking County - 2023 - Early Childhood Education - Rev 2</p> <p>Application Status: FER Draft Completed</p> <p>Change Status To: FER Fiscal Representative Approved or FER Fiscal Representative Returned Not Approved</p> </div>
<p>The CCIP Fiscal Representative or Treasurer will change the status of the Application to <i>FER Fiscal Representative Approved</i>.</p>	<div data-bbox="753 483 1435 703"> <h3>Sections</h3> <p>██████████ - Licking County - 2023 - Early Childhood Education - Rev 2</p> <p>Application Status: FER Fiscal Representative Approved</p> <p>Change Status To: FER Authorized Representative Approved or FER Authorized Representative Returned Not Approved</p> </div>
<p>Last, the CCIP Authorized Representative or Superintendent will confirm the accuracy and change the status of the funding application to <i>FER Authorized Representative Approved</i>.</p> <p>The Grants Management office will review and approve the FER. Any applicable payments or refunds due notices will be generated.</p>	<div data-bbox="753 783 1429 1052"> <h3>Sections</h3> <p>██████████ - Licking County - 2023 - Early Childhood Education - Rev 2</p> <p>Application Status: FER Authorized Representative Approved</p> <p>Change Status To: FER Grants Management Final Approved or FER Grants Management Returned Not Approved or FER Grants Management Primary Approved</p> </div>