

# CREATING A PROJECT CASH REQUEST (PCR)



Revised: 8/6/2024

Office of Grants Management



**Department of  
Education &  
Workforce**

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## INTRODUCTION

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. Together, these guidance pieces outline the requirements and regulations that grantees must adhere to when submitting a project cash request.

This guidance in no way captures all of the federal and state requirements. It only serves as a summary of these requirements. Please be sure to review all federal, state and grant requirements, in addition to program and project cash request assurances. Contact the office of grants management or program office with questions.

## PROJECT CASH REQUIREMENT

Depending on the type of application, submit a Project Cash Request (PCR) either online through the Comprehensive Continuous Improvement Plan ([CCIP](#)), or via paper using the standard and most current form developed by the Ohio Department of Education (Department) and available on the Grants Management [website](#).

When a grantee submits a cash request, the grantee agrees to all the requirements and regulations outlined in the program and project cash request assurances. A **summary** of the assurances relevant to the project cash request follows. To view the complete version of program and project cash request assurances, follow instructions below under “viewing assurances” below. Grantees are responsible for reading and understanding **all** assurances.

### Project Cash Request Assurances:

1. Advance funds must be for immediate cash needs and will be disbursed within five days of receipt.\*
2. Grantees may submit cash requests in July, August, or September to liquidate obligations for a “previous year” grant, but all obligations must have been entered into before June 30<sup>th</sup>.
3. The period of availability begins on the grantees substantially approved date and ends June 30<sup>th</sup>. All obligations were entered into on or after the grants substantially approved date, prior to the grant ending date, and liquidated (paid) by September 30 or as outlined in the grant agreement.
4. The grantee may request multiple advances in one month. Any negative balance plus funds to meet immediate cash needs can be requested. Advance funds must be liquidated within five days of receipt.\*
5. Advance payments must be as close as is administratively feasible to the actual disbursements. Advances must be pro-rated to meet immediate cash needs and advance funds must be disbursed within five days of receipt.\*
6. The grantee acknowledges and agrees to the terms and conditions in the grant assurances.

## Program/Grant Assurances:

1. The grantee will accept funds and administer the program in accordance with Federal and State statutes, regulations, program plans, grant agreements, applications and amendments.
2. The grantee will maintain records and provide access records in the conduct of audits authorized by Federal Law or State Statute. Grantee shall maintain records for 3 years following completion of the activities for which the grantee uses the federal or state funding. View guidance on [required support documentation](#) on the Ohio Department of Education's website.
3. The Grantee has until Sept. 30<sup>th</sup> to pay obligations that existed prior to June 30<sup>th</sup>. If the grant is a paper project, the Grantee must pay the obligation no later than Aug. 30<sup>th</sup>.
4. All of the expenditures (or monies spent) that are charged to the grant provide **benefit to** the grant during its "**period of availability**". For obligations entered into late in the year, the grantee must be able to show how the expense will benefit the current grant period.
5. A PCR cannot be submitted, and likewise will not be approved, if the **Final Expenditure Report (FER)** for a previous project is delinquent. FER discrepancies must be corrected in a timely manner. It is imperative that FER's are submitted on or before the due date. See [Final Expenditure Report](#) instructions for additional information.
6. The Ohio Department of Education may not be able to pay on grants that have been closed (or de-obligated) either by the Federal Agency who awarded the grant; or, by the state when the state's appropriation authority has lapsed.
7. The Ohio Department of Education operates under state payment rules. As a result, the Department will not make payments of \$2.00 or less. Likewise, unspent monies of \$1.00 or less are not required to be refunded by the grantee.

**Note:** Occasionally, the dates detailed above may vary. Be certain to check the grant agreement to verify the period of availability for your grant.

\*Some grants do not allow advance fund payments.

Failure to adhere to grant assurances could result in unallowable expenses, repayment of funds, or temporary suspension of advances and/or grant payments.

## **PCR GLOSSARY**

### **Allocation**

These are funds awarded to a district or agency to develop the program.

### **Available Budget**

This is the amount approved by the Department to operate the program in the most current budget. This amount will be the same as the allocation amount above unless part of the funding is being held by the Department, is not currently budgeted or the grant covers multiple years. Funds may be held by the Department due to possible reduction or elimination by the United States Congress or Ohio General Assembly in accordance with program/grant assurances. Refer to program assurances for additional information.

### **Fiscal Information as Of**

Use ending date reflected on financial report that was generated to capture expenses by object in section Fiscal Summary) of PCR. If expenses are tracked in a file such as excel, enter the date the most recent transaction/expense was paid.

### **Cash Available**

This is cash for this project that has not been requested and is available to request from the Department (available budget minus cash received).

### **Cash Balance on Hand**

This is the unexpended portion of project cash received to date (cash received minus total cash basis expenditures).

### **Cash Received**

This is the amount of monies that has been received for the project as of the date of this request.

**Catalog of Federal Domestic Assistance (C.F.D.A.):** For federal awards only. This number is assigned to grant awards funded by the federal government. For state grants, N/A is displayed in this field.

## Special Cost Center

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

## Total Cash Basis Expenditures

This is the total amount of project cash expended as of the date of the request. This amount equals the total of expenses by object entered in the Total Cash Basis Expenditures by Object Code section of the PCR.

## Uniform School Accounting System (U.S.A.S.) fund number

This number should be used to receipt grant payments and track expenditures. This number is found in the current U.S.A.S. manual (i.e. Title I = 572).

State grant fund  
codes: 4XX  
Federal grant  
fund codes:  
5XX

## HOW TO COMPLETE A PROJECT CASH REQUEST

### Step 1: Financial Report:

Run a year-to-date financial report (summary ) by object: Review and note the monetary amounts that have been spent in each object category.

Note all expenses must be tracked in a financial report. If you do not utilize accounting software, Excel can be used to track your expenses. Review this [sample financial report](#) which shows the level of detailed required.

In addition, [supporting documentation](#) is required to be submitted upon request from the Department.

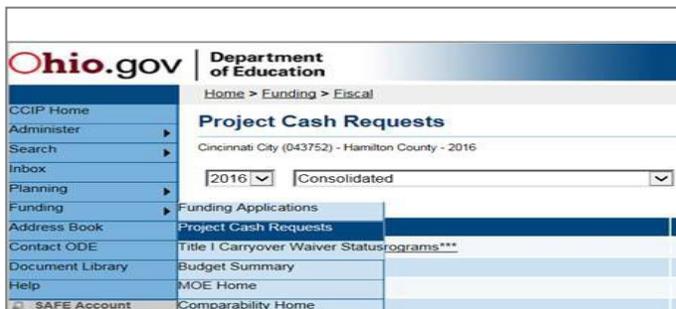
## Step 2: Log into safe: [OH|ID](#)

For Login help click [here](#).

IF INVOLVED IN TRANSFERABILITY, CLICK [HERE](#) FOR INSTRUCTIONS

## Step 3: Navigate or Project Cash Request Screen

- After logging into the OH|ID Portal and CCIP application, go to “Funding” and click on “Project Cash Requests.”



- Using the drop down, select the appropriate year and application then click on the grant for which you want to create a PCR.

**Project Cash Requests**  
Cincinnati City (043752) - Hamilton County - 2016

2016 Consolidated

Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount
Title I-A Improving Basic Programs***	\$23,338,690.21	\$21,004,821.18	\$3,318,415.43	\$17,686,405.75
Title I-D Neglected	\$182,519.62	\$164,267.65	\$35,940.85	\$128,326.80
Title I-D Delinquent	\$265,009.59	\$238,508.63	\$96,500.39	\$142,008.24
Title I-C Migrant	\$0.00	\$0.00	\$0.00	\$0.00
Title I School Improvement Sub A	\$1,093,000.00	\$983,700.00	\$17,911.05	\$965,788.95
Title II-A Improving Teacher Quality	\$3,113,942.04	\$2,802,547.83	\$223,229.00	\$2,579,318.83
Title III LEP	\$366,273.57	\$329,646.21	\$32,262.21	\$297,384.00
Title III Immigrant	\$0.00	\$0.00	\$0.00	\$0.00
Title VI-B Rural and Low-Income	\$0.00	\$0.00	\$0.00	\$0.00
IDEA-B Special Education	\$9,703,921.29	\$8,733,529.16	\$1,633,190.91	\$7,100,338.25
IDEA Early Childhood Special Education	\$194,239.66	\$174,815.69	\$5,365.13	\$169,450.56
Schoolwide Pool***	\$0.00	\$0.00	\$0.00	\$0.00

- On the Project Summary Page, click “Create New PCR”.

**Project Summary**

Manchester Local (050005) - Summit County - 2014 - Special Education, Part B-IDEA

Project Information	
C.F.D.A. Number	84.027
U.S.A.S. Fund Code	516
Initial Substantially Approved Date	7/1/2013
Project End Date	6/30/2014
Allocation	\$241,197.24
Available Budget	\$241,197.24
Project Status	Normal <u>[Hold]</u>
Attention Needed	No
	Disallow Auto Approval? <input type="checkbox"/>

[Create New PCR](#)

PCRs				
Amount	Request Period	Status	Status Date	Voucher #
\$62,589.77	<u>Unspecified</u>	State Accounting System Paid	11/15/2014	409TG4
\$113,557.28	<u>March 2014</u>	State Accounting System Paid	3/12/2014	4090G9
\$25,000.00	<u>December 2013</u>	State Accounting System Paid	11/22/2013	408MW5
\$39,613.25	<u>October 2013</u>	State Accounting System Paid	10/18/2013	408HPB

- Select “Confirm”.
- Click on “Request”. The Project Cash Request screen will open for completion.

Request

Go To

**Section 1** General Information

CFDA Number 34.127

USAS Fund Code 396 Refer to PCR Glossary for definition of auto-populated fields.

Cost Center Number Entry Field - See Step 4 (Cost Center Number) 1500 2405

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

Salaries (100)	\$45,870.00
Retirement/Benefits (200)	\$5,132.00
Purchased Services (400)	\$0.00
Supplies (500)	\$0.00
Capital Outlay (600)	\$0.00
Other (900)	\$0.00
Entry Fields - See Step 5 (Total Cash Basis Expenditures by Object)	\$0.00

**Section 3** Total Summary

Allocation	\$76,571.86
Available Budget	\$76,571.86
Actual Expenditures to Date	\$0.00
Cash Received	\$14,388.00
Total Cash Basis Expenditures	\$45,872.00
Cash Balance On Hand	\$13,311.86
Cash Available	\$14,388.00

Entry Field 0.00000

Refer to PCR Glossary for definition of auto-populated fields.

**Section 4** Fund Request

Request Amount Refer to PCR Glossary for definition of auto-populated fields. \$13,311.86

Amount - AMOUNT REQUESTED MUST BE JOURNALIZED WITH RECEIPT

Amount Period: Between the 1st and the 28th, the amount must be received. Over the 29th, the amount is required.

Entry Field

Entry Field

Total Amount Requested Refer to PCR Glossary for definition of auto-populated fields. \$13,311.86

**Section 5** Attach PCR supporting document here

Upload PCR supporting document

**Section 6** Authorization of Award

Upload need for Award on front end and include date advance will be liquidated. Advance must be liquidated with 3 days of receipt.

Entry Field

Upload need for Advance on front end of Cash Balance On Hand spreadsheet. Upload to the Budget.

Entry Field

Note: Refer to the PCR glossary at the beginning of this document for an explanation of auto-populated fields on the PCR screen. The steps that follow in this section will pertain to entry fields only.

#### Step 4: General Information (Section 1 in the PCR screenshot)

Optional Field: Cost Center Number: This number is used by grantees to recognize a project in their accounting system. The number is assigned by the grantee and helps to easily identify receipts and expenses associated with a specific grant or project. Use the following link to access the [USAS manual](#) for additional information regarding fund and cost center numbers.

## Step 5: Total Cash Basis Expenditures by Object Code - year-to- date (Section 2 in the PCR screenshot)

Enter the amount paid in each budget approved object code 100, 200, etc. This section of the PCR is year-to-date, amounts entered should only reflect the expenses that have been paid-to-date. Do not include any additional expense amounts in this section (i.e. encumbered amounts). Expenses must be reasonable, necessary and within grant [period of availability](#).

Salaries (100) – Gross salaries for employees that are on the payroll (W2 employees).

Benefits (200) – Amounts paid by the grantee on behalf of employees. Not included in the gross salary, these amounts are over and above it. (i.e., workers comp, payroll tax, tuition reimbursement paid directly to employee)

Purchased Services (400) - Amounts paid for personal services rendered by personnel who are not on the payroll. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided in order to obtain the desired results (1099 contracted employees, postage, travel/mileage, tuition reimbursement paid directly to the school).

Supplies (500) – Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated from use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances. (Under federal guidelines, computers under \$5,000 are considered a supply. However, grantees are required to follow their established capitalization policy when determining what qualifies as a supply).

Capital Outlay (600) – Expenditures for the acquisition of, or additions to, fixed Assets – i.e., equipment, school buses. (Under federal guidelines, capital outlay expenditures must be over \$5,000. However, grantees are required to follow their established capitalization policy when determining what qualifies as capital outlay).

Other (800) – Amounts paid for goods and services not otherwise classified above. (Indirect costs -not general management of grant, memberships).

Note: When the total cash basis expenditures are greater than cash received, the system will automatically calculate the negative cash balance on hand in the fiscal summary (section 3) and the negative amount in the fund request (section 4) of the PCR.

## Step 6: Fiscal Summary (Section 3 in the PCR screenshot)

Enter the “Fiscal Information As Of” date. This date is reflecting that “as of this date” these are the amount of payments I have issued against the grant. See the PCR glossary for additional information.

All other fields in the Fiscal Summary section are auto-populated. Please see the PCR glossary for an explanation of these fields.

## Step 7: Fund Request (Section 4 in the PCR screenshot)

Note the following:

- Requesting an advance is optional. If you wish to request only the negative balance, proceed to Step 10 below.
- Multiple advances can be requested in one month. However, all advances must be expended within 5 business days of receipt.
- Some grants do not permit advances. Contact the program office consultant with questions. To find your program consultant in the CCIP, click on “Address Book” then click on the name of the “ODE Application Contact” for the corresponding application to see contact information.
- Click on the drop-down field in the Fund Request section and select the appropriate “Advance Period.”

Between the 1st and the 24th, the current month is required. On or after the 25th, the next month is required. If you submit a PCR on or after the 20th and the Department is unable to approve the PCR prior to the 25th due to weekend, holiday, etc., the PCR will be returned so the advance period can be updated to the next month. System validations prevent the Department from approving a PCR on or after the 25th that reflects the current month since the payment will not reach the grantee until the next month. If the PCR is returned, the grantee should update any necessary information prior to resubmitting the request.

- Enter advance amount (advances must be prorated to meet immediate cash needs and liquidated within five business days of receipt. Payments take between 5-10 days to be received by the grantee).

Entering an advance amount, requires completion of **Step 9** below.

## Step 8: Attach PCR Supporting Document Here (Section 5 in the PCR screenshot)

Supporting documentation is normally not required for PCR approval.\* If the grants management consultant needs additional information to approve the request, you will be notified and your PCR will be returned requesting this documentation be attached. If desired, you may attach a **year-to-date summary** report or **transaction level financial report** prior to submitting the PCR. See the link at the bottom of the PCR to upload documentation.

\*[Supporting documentation](#) is required for reimbursement grants and for grantees that have been placed on reimbursement.

- Click “**Upload PCR supporting document**” to attach a file.

Only one document can be uploaded; therefore, scan all documents into one file. Attaching subsequent documents will override the previous upload. Documents saved in Word, Excel, PDF, Note, etc., can be uploaded. There is a maximum file size. Saving the document as a PDF will allow for the most pages to be uploaded. If your document is too large to upload, email to your grants management consultant. To find your grants management consultant in the CCIP, click on “Address Book” then click on the name of the “Grants Management Contact” to see contact information.

## Step 9: Justification for Need (Section 6 in the PCR screenshot)

Complete the applicable area(s).

- Explain need for Advance Amount and include date advance will be liquidated.
- Explain in detail how funds will be utilized (i.e., payroll, purchased services, supplies), the date and amount to be paid within five business days of receiving funds. Inappropriate business needs such as “closing the project this month” or “want to remove from books”, will NOT be approved.
- Explain need for Advance Amount when Cash Balance On Hand exceeds 5% of Available Budget.
- When cash on hand exceeds 5% of the allocation, you must provide a complete explanation why this cash has not been used in accordance with the Cash Management Guidelines. You must also specify how and when this cash will be immediately liquidated. Repeated violations of cash management guidelines could result in the grantee being placed on reimbursement.

Once you have completed requesting an advance and adding justifications, proceed with approving the PCR.

### Step 10: Approving the PCR

Before Approving the PCR, be sure to review [PCR Assurances](#).

- Approving the PCR: Once you have entered all the necessary information, go to the top of the PCR and hover over “Go To” and then click “Sections”.

Go To	Sections
	History Log
<b>General Information</b>	Create Comment
C.F.D.A. Number	Request
U.S.A.S. Fund Code	Assurances
Cost Center Number	

- Approving the PCR: Once you have entered all the necessary information, go to the top of the PCR and hover over “Go To” and then click “Sections”.
- On the Project Cash Request Sections page, change the status of the PCR to “Draft Completed”. Next, the treasurer/fiscal representative must change the status to “Fiscal Representative Approved”. If the status does not reflect “Fiscal Representative Approved”, then the PCR has not yet been submitted to DEPARTMENT for review and approval.
- Once the status has been changed to “Fiscal Representative Approved”, the PCR has been submitted to your grants management consultant at the DEPARTMENT for approval.

#### Project Cash Request Sections

<b>Request Status:</b>	<b>Draft Completed</b>
<b>Change Status To:</b>	Fiscal Representative Approved or Fiscal Representative Returned Not Approved



If the PCR is in “draft completed” status and corrections are needed, the treasurer/fiscal representative can change the status to “fiscal representative returned NOT approved”. This will allow corrections to be made. Once complete, change the status to “Fiscal Representative Approved”.

## CREATING A COMMENT IN THE HISTORY LOG

- To enter a comment in the PCR History Log (while in the PCR):
  - Hover on “Go To”, click on “Create Comment”.
  - Enter comment
  - To send the comment to recipients, select contacts or add additional recipients under the “available contact groups”. Click Add.
  - Go to “Save and Go To”, click on “History Log” to view comment.

## VIEWING ASSURANCES

- Program Assurances

CCIP grants - Log into the CCIP and if necessary, navigate to the Funding Applications page by going to Funding and clicking on “Funding Applications”. On the Funding Applications page, change dropdown information (application year and type of application), if necessary. Then select the appropriate Funding Application. The sections page will open, click on “assurances”.

### Funding Applications

2018 ▾
All Active Applications ▾

Fiscal Year	Differentiated Support Status
2018	Intensive
2017	Intensive

**Entitlement Funding Application**

- Consolidated
- Career-Technical and Adult Education
- Early Childhood Education
- Parent Mentor Project (State)
- School Psych Intern

### Sections

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**Application Status:** Final Approved

**Change Status To:** [Revision Started](#) or [FER 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
- IDEA-B Special Education
  - Budget
  - Budget Details/Redirection
  - Nonpublic School Service
  - Plan Relationships
- Contacts
  - Contacts
- Substantially Approved Dates
  - Substantially Approved Dates
- Assurances
  - Assurances
- ODE Consultant Checklist
  - ODE Consultant Checklist
- All

Paper Grants – The program assurances can be found in your grant agreement.

- Project Cash Request Assurances

Go to the top of the PCR created in the steps above. Hover over “Go To” and click on “Assurances”.

Go To	Sections
	History Log
<b>General Information</b>	Create Comment
C.F.D.A. Number	Request
U.S.A.S. Fund Code	<b>Assurances</b>
Cost Center Number	

These assurances are attached to every PCR. The entity agrees to the requirements and regulations in the assurances each time a PCR is submitted.

## Assurances

Go To

**By submitting this document, the entity agrees to all of the requirements and regulations outlined below:**

- 1 As required by the Cash Management Improvement Act (codified as 31 CFR part 205 and 2 CFR 200), cash advances are limited to the immediate cash needs of the requesting entity. By submitting this cash request, the entity certifies that this request is in compliance with the Cash Management Improvement Act and 2 CFR 200 and advance funds will be disbursed within five days of receipt.
- 2 For cash requests submitted in July, August or September from a previous year grant, the entity certifies that the underlying obligations were made prior to June 30.
- 3 By submitting this cash request, the entity certifies that the obligations incurred under this project, for which funds are requested, were made within the period of availability outlined in the grant agreement.
- 4 Multiple advance requests may be submitted as long as the funds received are disbursed within five days of receipt. Organization can request advance plus any applicable negative balance.
- 5 Advance payments must be as close as is administratively feasible to the actual disbursements. Advances must be pro-rated to meet immediate cash needs and advance funds must be disbursed within five days of receipt.
- 6 By submitting this cash request, the LEA acknowledges and agrees to the terms and conditions set forth in the [grant assurances](#).

# CREATING A PAPER PCR

## This section is for Paper PCR'S only

1. For projects using paper cash requests, a PCR should be submitted at least 2 weeks before cash for a project is needed.
2. Use the *most* current PCR form to request cash **and do not alter the form in anyway. Discard old forms.** Old forms or forms not prescribed by DEPARTMENT will not be accepted for payment. Go to the DEPARTMENT'S [webpage](#) to obtain the most current version of the paper PCR form (see example below).

### Example of a Paper PCR

Project Cash Request		Invoice Number	
Ohio Department of Education		42302—27315791.4	
Submit to: <a href="mailto:Fiscal.Management@education.ohio.gov">Fiscal.Management@education.ohio.gov</a>			
Example City Schools	123456	Franklin	EDU01-0000012345
Entity Name	IRN	County	Purchase Order Number (Required)
<b>1. General Information</b>			
C.F.D.A. Number	84.027		
U.S.A.S. Fund Code	516		
Cost Center Number	9016		
<b>2. Total Cash Basis Expenditures by Object Code</b>			
Salaries (100s)	\$25,000,000.00		
Retirement Fringe Benefits (200s)	\$500,000.00		
Purchased Services (400s)	\$75,000.50		
Supplies (500s)	\$600,000.00		
Capital Outlay (600s)	\$125,555.55		
Other (800s)	\$15,235.31		
<b>3. Fiscal Summary</b>			
Allocation	\$50,000,000.00		
Available Budget	\$50,000,000.00		
Fiscal Information As Of	10/25/15		
Cash Received	\$1,000,000.00		
Total Cash Basis Expenditures	\$26,315,791.36		
Cash Balance On Hand	-\$25,315,791.36		
Cash Available	\$49,000,000.00		
<b>4. Fund Request</b>			
Negative Amount	\$25,315,791.36		
Advance Amount	- ADVANCE MUST BE LIQUIDATED WITHIN 5 DAYS OF RECEIPT - JUSTIFICATION REQUIRED BELOW \$2,000,000.00		
Advance Period	11/15/15		
Total Amount Requested	\$27,315,791.36		
<b>5. Justification Of Need</b>			
Explain need for Advance Amount and include date advance will be liquidated. Advance must be liquidated within 5 days of receipt.			
Advance needed to cover payroll expenses on 11/15/2015			
Explain need for Advance Amount when Cash Balance On Hand exceeds 5% of Available Budget			
By submitting this document, the entity agrees to all of the following requirements and regulations: (1) As required by the Cash Management Improvement Act (codified as 31 CFR part 205 and 2 CFR 200), cash advances are limited to the immediate cash needs of the requesting entity. By submitting this cash request, the entity certifies that this request is in compliance with the Cash Management Improvement Act and 2 CFR 200 and advance funds will be disbursed within five days of receipt. (2) For cash requests submitted in July, August or September entity certifies that the underlying obligations were made prior to June 30. (3) By submitting this cash request, the entity certifies that the obligations incurred under this project, for which funds are requested, were made within the period of availability outlined in the grant agreement. (4) Multiple advance requests may be submitted as long as the funds received are disbursed within five days of receipt.			
Jane Doe	Jane Doe	10/26/15	
Name of Treasurer or CFO (typed)	E-Signature or Signature of Treasurer/CFO	Date	
Address 123 E Example Street	City Columbus State: Ohio	Zip 43215	
Telephone 614-123-4567	Ext 10000	E-Mail jane_doe@example.schools.com	

3. PCRs for paper projects must be submitted electronically to [Fiscal.Management@education.ohio.gov](mailto:Fiscal.Management@education.ohio.gov). Do **not** send copies of PCRs to your grants management consultant, program consultant, via fax or through the US mail.
4. If including support documentation (final expenditure report, financial report, etc.), ensure the PCR is the **first** page of the document.

Refer to steps 1 and 4-8. (Information that relates to the electronic process is not applicable. However, the guidelines within these sections are also applicable to Paper PCRs)



### **THIS STEP APPLIES TO PAPER ONLY!**

Enter the following information:

- Entity: The complete name of the Grantee or Agency submitting the request.
- IRN: The number of the grantee that was awarded (received) the grant.
- County: Location of the grantee administration office or Treasurer's office.
- Complete Purchase Order Number: As shown on the Grant Award Letter.
- Catalog of Federal Domestic Assistance Fund Number (C.F.D.A): This is found on the DEPARTMENT Grants Management website under the list of federal projects (i.e. Title I = 84.010).

## PCR TROUBLESHOOTING

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

1. While in the PCR, hover the cursor over “go to” and click on “sections.”
2. Under the “validation” column, click on “messages”. Note what needs to be corrected.

Message	Type
<u>The 'Fiscal Information As Of' field cannot be empty.</u>	Error
<u>The 'Total Cash Basis Expenditures' field cannot be empty.</u>	Error
<u>Total Amount Requested must exceed two dollars.</u>	Error

[Return to PCR Sections](#)

3. Click on “return to PCR Sections.”
4. To go back to the PCR, click on “request” and make corrections as necessary.

If you have questions regarding project cash requests, contact your Grants Management Consultant. To find your grants management consultant, click on “address book” and then click on your consultants name to obtain contact information.

## **KNOW WHO TO CONTACT**

**Grants Management Consultants handle calls regarding:**

- Project Cash Request
- Final Expenditure Reports
- Payments not received
- Time & Effort

**Contact your program consultant (DEPARTMENT application contact) listed in the CCIP address book with questions regarding:**

- Budgets
- Allowable expenses
- Maintenance of effort
- Supplement not supplant
- Time & Effort

### **CCIP Technical Issues**

Contact the Office of Federal Programs at 614-466-4161.

### **OEDS-R**

CCIP is updated via OEDS-R. Please ensure this information is kept current. If you need assistance with OEDS-R, click [here](#) to locate the Data Custodian for your organization type.

### **Safe Account**

For assistance with setting up a SAFE account, contact customer service at 1-877-644-6338.

## PCR FREQUENTLY ASKED QUESTIONS

### I am unable to create a PCR. Why?

Two things can cause this issue:

1. You do not have the role of Treasurer/Fiscal Representative. Only the Treasurer/Fiscal Representative can create a PCR. After the Treasurer/Fiscal Representative creates the PCR, anyone assigned the “CCIP Data Entry Funding” role can complete the PCR and update the status through “Draft Completed” status. The Treasurer must change the status to “Fiscal Representative Approved”.
2. You have a pending PCR for that particular grant. In the CCIP, a new PCR cannot be created until the pending PCR status changes to “State Accounting System Paid”. Once the active PCR status changes to “paid”, a new PCR can be created.

### Why and when do I need to attach documentation? [\(Back to section\)](#)

If the grant for which a PCR is being submitted is a *reimbursement grant\** or if your *entity is on reimbursement\*\**, a transaction level financial report must be attached to the PCR. In addition, any related receipts, invoices, contracts and proof of payment should also be submitted. These documents can be scanned and uploaded as one complete file. If the file is too large to attach to the PCR, the documents can be emailed to your Grants Management Contact. You can find your contact by clicking on “address book” in the CCIP. Click on the contacts name to find their email address and telephone number.

For grants that are not restricted to reimbursement only and grantees that are not in reimbursement status, documentation is not required to be attached to the PCR when submitted. However, if Grants Management determines that documentation is needed before the PCR can be approved, the PCR will be returned and an email sent to the treasurer/fiscal representative requesting the appropriate documentation be uploaded to the PCR. Once the documentation has been uploaded, the PCR can be resubmitted for further review. Note that all PCRs are subject to review.

**\*Reimbursement Grant** - Some grants are reimbursement only grants. This means that grantees must incur (pay for) expenses before requesting funds for repayment. No advances funds can be requested.

**\*\*Entity on Reimbursement** – Many grants allow advance payments.

Due to cash management guidelines, advance payments must be liquidated within five business days of receipt. Grantees that continuously violate these cash management guidelines can be placed on reimbursement status. Grantees that are on closing, on the unauditible list, or in fiscal emergency may also be placed in reimbursement only status.

## **What type of documentation do I need to attach?**

If you wish to attach documentation before submitting the PCR, attach a summary report. The summary report should show total amounts spent in each object. If a more detailed report or supporting documentation (invoices, contracts, proof of payment) is needed, the PCR will be returned so the additional information can be uploaded. Uploading the new documentation will override any previous document that was attached to the PCR.

## **How long will it take to receive my funds?**

Grants Managements goal is to review and approve PCRs within 3 days of receipt. PCRs that are selected for a more detailed review in which documentation is required may take longer depending on when the requested documents are submitted to the DEPARTMENT. All PCRs are subject to review by the DEPARTMENT. Please submit requested information promptly to help ensure your request is reviewed in a timely manner.

Once the PCR is approved by the Office of Grants Management, the status of the PCR changes to “ODE Accounting System Accepted” and approximate processing times are as follows:

State funded grants (fund codes 4XX):

3-7 days Federal funded grants (fund

codes 5XX): 5-10 days

The fund code can be found on the project summary screen and on the project cash request in the general information section (section 1). See screen shots on pages 8 and 9, respectively.

## **Why can't I request 100% of my funds?**

Federal and state grant awards are subject to reduction or elimination by the United States Congress or Ohio General Assembly at any time, even following award and disbursement of funds. This information is part of your

program assurances. In addition, some funds are awarded based on student count which needs to be verified late in the fiscal year to ensure the appropriate amount of funds are released. Due to these conditions, the DEPARTMENT withholds 10% of the award until verification has taken place.

## When will I be able to request the last 10% of my grant?

The remaining 10% is normally released in late March or early April after verification of the items described above.

## Why is my available budget amount and total available amount different?

These amounts can vary due to the 10% being withheld by the DEPARTMENT as described above. These amounts can also vary if all funds have not been budgeted and approved.

Grant	Available Budget	Total Available Amount
<a href="#">Title I-A Improving Basic Programs</a>	\$41,944,685.11	\$38,694,838.24
<a href="#">Title I-D Neglected</a>	\$512,021.74	\$470,705.91
<a href="#">Title I-D Delinquent</a>	\$285,656.43	\$273,735.48
<a href="#">Title I-C Migrant</a>	\$0.00	\$0.00
<a href="#">Title I School Improvement Sub A</a>	\$1,430,842.93	\$1,430,842.93

## How do I update contact information in CCIP?

You can assign and update roles in the CCIP via the Ohio Educational Directory System ([OEDS](#)). For help with assigning grant contact roles view guidance [here](#) or contact the [Data Custodian](#) for your organization type. For additional information, [view this webinar](#) for tips on using and updating the CCIP.

## Can I assign two different people in the Fiscal Representative and Treasurer role?

No. These roles have the same responsibility. Only one person can be assigned in this interchangeable role. This role must be assigned before PCRs can be submitted.

## I need to submit my FER but I have a final payment due.

If the FER is submitted and there are funds due to the grantee, payment will automatically generate once the FER is approved by the Department. Be sure to report all expenses on the FER. See [FER guidance](#) for additional information.

## **ADDITIONAL INFORMATION FOR ALL PCR'S**

Grantees are permitted to exceed their approved budget amount by no more than 10%. When obligations are expected to exceed more than 10% of the current approved amount, grantees must request a budget revision. For CCIP grants, validations prevent grantees from entering more than 110% of their approved budget amount. See Grants Management [budget revision guidance](#) for additional information.