

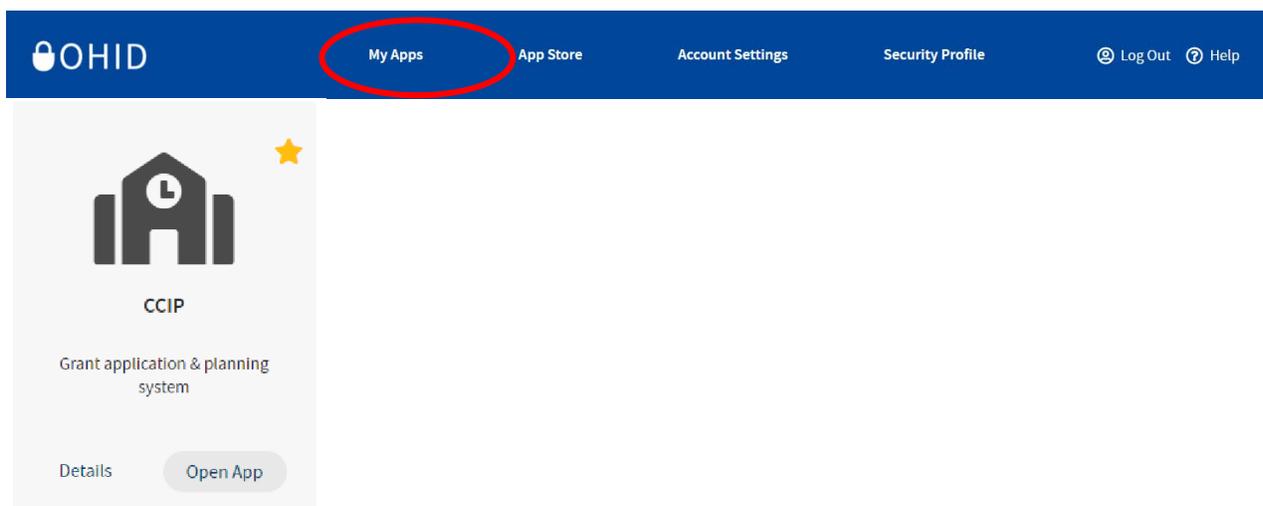
Submitting a Budget Revision in the CCIP and Revision Substantially Approved Dates

[Budget Revision 1+]

A budget revision is necessary if any cost to a given category increases or decreases by 10 percent or more after a budget has been approved. Revisions must be electronically submitted through the CCIP and can be submitted at any time throughout the year. A budget revision must include a narrative description in the history log of the CCIP justifying the change. Budget revisions must be completed when the activity is contemplated – prior to obligating funds. A new substantially approved date is established for the newly budgeted categories. The amendment is effective on the day it is received by the program office in substantially approvable form. All amendments are subject to negotiation and approval by the program office. Submission of a budget revision does not guarantee that the requested revisions will be approved. Expenses incurred prior to the budget revision are not reimbursable.

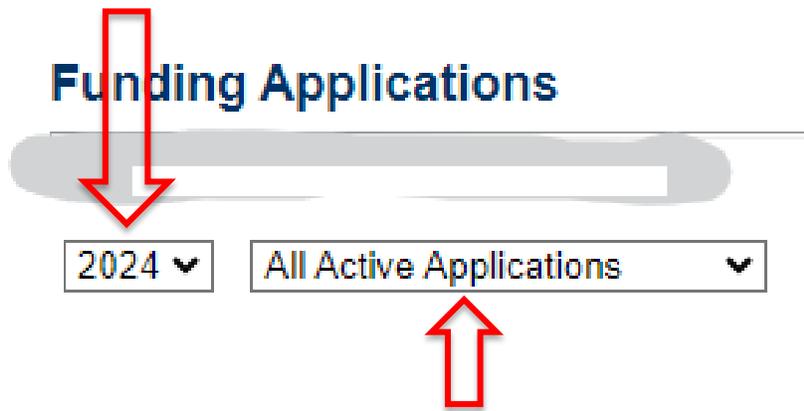
1. Access to the CCIP is through the [OH|ID Portal](#). For Login help click [here](#) for the Ohio Department of Education and Workforce (DEW) OHID Portal Help.

2. Enter your account name and password and click Sign In. CCIP will appear on the user's application menu. Click on the link to CCIP in the list of Web Systems. If you do not see the application tile, you may need to use the scroll arrow to locate it. [Click here](#) for help about Accessing Applications in OHID.



3. When the Funding Application page opens, you will see a fiscal year drop-down box on the top of the screen. Select the appropriate year as the system defaults to display the current fiscal year.

Funding Applications



4. In the box to the right of the fiscal year box, select All Active Applications.

5. Then, under Entitlement Funding Application or Competitive Funding Application, click the appropriate funding application.

Entitlement Funding Application	Competitive Funding Application
Consolidated	21st Century
Career-Technical and Adult Education	Aspire Instructional
Early Childhood Education	Agriculture Education 5th Quarter

6. The Sections page will display. The CCIP Fiscal Representative must change the status of the Funding Application from “Director Approved” to “Revision Started” by clicking *Revision Started* at the top of the Application Sections page and confirm. The revision is now started.

The screenshot shows the Ohio.gov Department of Education website. The main content area is titled 'Sections' and displays the following information:

- Home > Funding > Sections
- Application Status: Director Approved
- Change Status To: Revision Started or FER Draft Started
- Description (View Sections Only | View All Pages)
- All
- History Log
 - History Log
 - Creates Comment
- Allocations

The left sidebar contains navigation links: CIP Home, Search, Funding, Address Book, Contact ODE, Document Library, and SAFE Account Sign Out.

7. Under the grant name, click on **Budget**. Once the budget screen appears, budget the funds in the appropriate object and purpose codes provided. Please see the following guidance for [Budgeting and Required Support Documentation](#). For more detailed coding information, please see the following manual: [Uniform School Accounting System \(USAS\) User Manual](#).

If you have questions regarding how an expense should be budgeted, contact the Ohio Department of Education’s program office.

Note: Expenses that are not budgeted properly may result in unallowable costs. When you have completed the budget revision page, make sure the remaining amount is zero, meaning all funds are allocated. Utilize the **Save and Go To** function to move to the **next page** – If applicable, this will take you to the Budget Details page for a particular grant.

Ohio.gov Department of Education

Home > Funding > Sections

Budget

Save And Go To

U.S.A.S. Fund # 572
Plus/Minus Sheet (opens new window)

Object Code	Salaries 100	Retirement Fringe Benefits 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Instruction	400,000.00	0.00	0.00	0.00	0.00	0.00	400,000.00
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
Nonpublic	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Cost						0.00	0.00
Total	400,000.00	0.00	0.00	0.00	0.00	0.00	400,000.00

Adjusted Allocation 400,000.00

Remaining 0.00

8. **Uploading/View documents.** This is where the uploading of requested document(s) for Application Approval (if applicable) would occur. The program office may require the submission of certain documents based on the grant. For example, a pdf version of the revised application, an updated plan if applicable, signed assurances, a budget page, or available supporting documentation.

Note: *When uploading documents, please do not submit documentation that contains Personally Identifiable Information (PII) such as names, dates of birth, and social security numbers. If documentation with PII is uploaded, the application will be returned so that the PII can be removed.

Please follow these steps to upload any required documents.

Return to the **Section** Page
Click **Go To**
Select **Sections**

Upload/View documents

Go To

Please upload any supporting documents before your application submission.

Document Name/Description

Upload read-only documents

*When uploading documents that the PII can be removed that contains Personally Identifiable Information (PII) such as

List of documents attached

Access the **Upload/View documents** page from the **Sections** page:
 Click the **Upload/View documents** hyperlink located under the **Grant Name**. For example, **CRF-OTHER EDUCATION ENTITIES Grant**

Ohio.gov Department of Education Session Timeout 00:21:59

Home > Funding > Sections

Sections

Application Status: Draft Started
 Change Status To: Draft Completed

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

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
CRF-OTHER EDUCATION ENTITIES	Messages	Print
Budget		Print
Upload/View documents	Messages	
Contacts	Messages	Print
Contacts	Messages	Print
Substantially Approved Dates		Print
Substantially Approved Dates		Print
Assurances		Print
Assurances		Print
All	Messages	Print

SAFE Account Sign Out
 KIMBERLY PALMER

Enter **Document Name/Description** (i.e. Assurances)
 Click **Choose File** and find the document file on your PC that you would like to upload
 Click **Upload**
 You have completed the Uploading of Documents

Upload/View documents

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.

9. Complete any other necessary screens to complete your revised application. Check with the program office consultant if you have questions on what areas of the application are required.

10. Utilize the Save and Go To function to move to the Sections page.

The Validation function automatically checks the application for grant requirement errors whenever you change the status of the application. The system will display the current validation messages on the Funding Application Sections page. If there are no errors, the validation column on the Sections page will be blank. If there is an error, the system will display Messages. When you click on the Messages link, you will see a list of errors/omissions. Click on the error or warning message and the system will move to the pertinent page that requires updating. Use the Help screens or the Doc Library to correct errors. Once the errors have been corrected, the system will be automatically update and the validation message will be removed on the Sections page.

View ODE History Log View Change Log		
Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
Early Childhood Education	Message	Print
Budget	Messages	Print
Application		Print
Plan Relationships		Print
Upload/View documents		
Contacts		Print
Contacts		Print
Substantially Approved Dates		Print
Substantially Approved Dates		Print
Assurances		Print
Assurances		Print
All	Messages	Print

11. Click on the *Sections* link at the top of the page.

12. Click on *Create Comment*.

View ODE 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	

13. Type a sentence to explain the reason for your budget revision request in the Comment field. Examples:
 - a. Updating Site Location Reporting Form
 - b. Re-arranging budgeted amounts based on actual expenses to date

14. Utilize the *Save And Go To* function to navigate to the History Log and select *History Log* to save and verify that your comment was saved.

15. Click on the Sections link at the top of the page.

16. Click *Revision Completed*, and Confirm. This will activate an email to the fiscal representative for approval of the application.

Application Status: Revision Started
Change Status To: Revision Completed

17. The treasurer or fiscal representative for your program must log in to his or her OH|ID account to access the CCIP and approve the Funding Application. The district’s fiscal representative clicks *Fiscal Representative Approved*, and confirms. This will activate an email to the authorized representative for approval of the application.

Application Status: Revision Completed
Change Status To: Fiscal Representative Approved
or
Fiscal Representative Returned Not Approved

18. The authorized representative for your program must log in to his/her OH|ID account to access the CCIP and approve the Funding Application. When the authorized representative approves the application, by changing the status to *Authorized Representative Approved* and confirming, the system submits the application to the department and sends a message to the department specialist for review.

Application Status: Fiscal Representative Approved
Change Status To: Authorized Representative Approved

IMPORTANT: Your 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*.

REVISION SUBSTANTIALLY APPROVED DATE (SAD)

A separate Substantially Approved Date will apply to any budget revisions. You are able to charge obligations in accordance with the revised budget as of the revised budgets substantially approved date. **Note that the grants original substantially approved date does not change.** However, be mindful of expenses you incurred under any previous budget since changes made in subsequent revised budgets affect expenses already incurred. For example, your original budget (Rev 0) reflects \$1000 approved in supplies and you have incurred expenses totaling \$600. In budget revision (Rev 1) you reduce this category to \$500. The reduction results in \$100 in supplies being unallowable. This amount would need to be removed from the grant and charged to another appropriate funding source.

You can view the grants revision substantially approved date on the project summary page or by navigating to the sections page for Revision 1, 2, 3, 4, etc. and then clicking on “Substantially Approved Date” at the bottom of the Page.

Home > Funding > Sections

CCIP Home	
Administer	▶
Search	▶
FER Inbox	

Sections

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[-]	Substantially Approved Dates
	Substantially Approved Dates

Substantially Approved Dates

Consolidated - Rev 0 - Substantially Approved Dates

Grant	Substantially Approved Date
Title I-A Improving Basic Programs	Sunday, July 01, 2018
Title I-D Neglected	Sunday, July 01, 2018
Title I-D Delinquent	Sunday, July 01, 2018
Title I-C Migrant	Not Yet Substantially Approved
Title I School Improvement Sub A	Not Yet Substantially Approved
Title II-A Supporting Effective Instruction	Sunday, July 01, 2018
Title III Language Instruction for English Learners	Sunday, July 01, 2018
Title III Immigrant	Sunday, July 01, 2018
Title IV-A Student Support and Academic Enrichment	Sunday, July 01, 2018
Title V-B Rural and Low-Income	Not Yet Substantially Approved
IDEA-B Special Education	Sunday, July 01, 2018
IDEA Early Childhood Special Education	Sunday, July 01, 2018
Schoolwide Pool	Not Yet Substantially Approved

Note: A separate Substantially Approved Date will apply to any budget revisions. You are able to charge obligations in accordance with the revised budget as of the revised budgets substantially approved date.