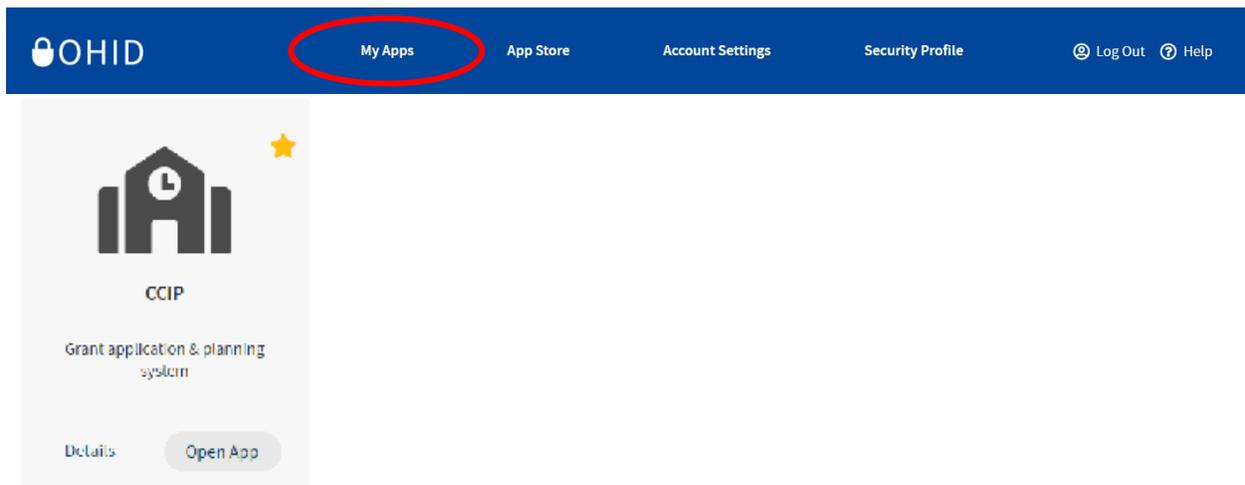


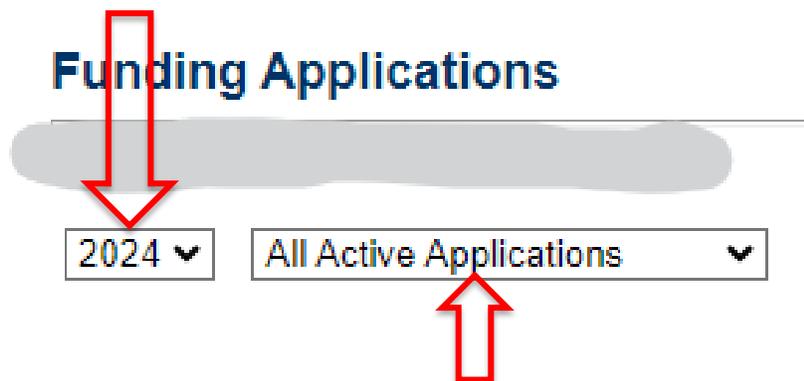
Submitting a Budget in the CCIP

[Budget Revision 0]

1. Access to the CCIP is through the [OHID 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.



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, and the “Rev” or Revision number will be “0”.

Home > Funding > Sections

Sections

South-Western City (044800) - Franklin County - 2025 - Innovative Workforce Incentive Program Grant 2 - Rev 0

Application Status: **Not Started**

Change Status To: Draft Started

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

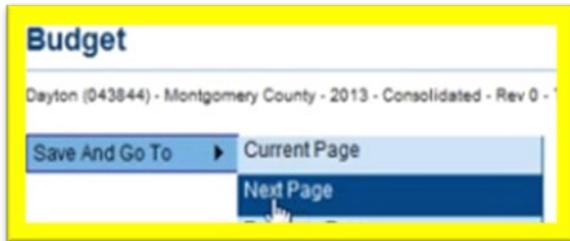
Description (View Sections Only View All Pages)
All
<input type="checkbox"/> History Log
History Log
Create Comment

7. To start working on the Funding Application, change the status of the Funding Application from “**Not Started**” to “**Draft Started**” by clicking Draft Started at the top of the Sections page and confirm. The application is now started.

8. 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 and Workforce’s program office.

Note: Expenses that are not budgeted properly may result in unallowable costs. When you have completed the budget 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 | Session Timeout 00:59:24

Home > Funding > Sections

Budget

Montgomery County - 2013 - Consolidated - Rev 0 - Title I

U.S.A.S. Fund # 572
[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		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

9. 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 original 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.

3| Submitting a Budget in the CCIP

Please follow these steps to upload any required documents.

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

Upload/View documents

A navigation menu with a 'Go To' dropdown arrow highlighted in yellow. The dropdown menu is open, showing options: Current Page, Next Page, Previous Page, **Sections** (highlighted in yellow), History Log, Allocations, CRF-OTHER EDUCATION ENTITIES, Contacts, Substantially Approved Dates, and Assurances. The background shows a document upload interface with a 'Please upload any supporting documents' prompt and a 'Document Name/Description' field.

To 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

The screenshot shows the Ohio.gov Department of Education 'Sections' page. The page title is 'Sections' and the application status is 'Draft Started'. A table lists various sections with columns for 'Description', 'Validation', and 'Print'. A blue arrow points to the 'Upload/View documents' link under the 'CRF-OTHER EDUCATION ENTITIES' section.

Description	Validation	Print
All	Messages	Print
History Log		Print
Allocations		Print
CRF-OTHER EDUCATION ENTITIES	Messages	Print
Budget		Print
Upload/View documents	Messages	
Contacts	Messages	Print
Substantially Approved Dates	Messages	Print
Assurances		Print
All	Messages	Print

4| Submitting a Budget in the CCIP

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.

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

11. 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.

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

12. When you have completed and validated the grants in the Funding Application and checked all pages for accuracy, the status of the Funding Application may be changed. On the top of the Applications Sections page click *Draft Completed*. This will activate an email to the fiscal representative for approval of the application.

13. The treasurer or fiscal representative for your program must log in to his/her SAFE account to access the CCIP and approve the Funding Application. The treasurer or fiscal representative places the cursor over the Funding left menu button and clicks on Funding Application in the fly-out menu. After reviewing the application and budget at the top of the Funding Application Sections page for accuracy, the district's fiscal representative clicks Fiscal Representative Approved. 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](#)

14. The authorized representative for your program must log in to his/her SAFE 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, 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.

Substantially Approved Dates

City School District - Franklin County - 2019 - Consolidated - Rev 0 - Substantially Approved Dates

Go To

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 can charge obligations in accordance with the revised budget as of the revised budget's substantially approved date.