

Submitting a Budget in the CCIP and Substantially Approved Dates

[Budget Revision 0]

1. Access to the CCIP is through the [OHID Portal](#). For Login help click [here](#).
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 if you do not see the CCIP tile



My Sites & Applications



CCIP
Grant application & planning system
[Go To Site](#)

3. Click on the funding application name.

Entitlement Funding Application

Consolidated

Career-Technical and Adult Education

Early Childhood Education

Competitive Funding Application

21st Century

Aspire Instructional

Agriculture Education 5th Quarter

4. 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

2019 ▾ All Active Applications ▾

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

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

7. The Sections page will display, and the “Rev” or Revision number will be “0”.

Ohio.gov | Department of Education

Home > Funding > Sections

Sections

- Consolidated - Rev 0

Application Status: **Draft Started**

Change Status To: Draft Completed

8. 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.

Application Status: **Not Started**

Change Status To: **Draft Started**

9. 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 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.

The screenshot shows the 'Budget' page for U.S.A.S. Fund # 572. The interface includes a navigation menu on the left, a session timeout indicator, and a 'Printer Friendly Version' link. The main content area features a table for budgeting funds across various object and purpose codes. A yellow box highlights the 'Save And Go To' dropdown menu, which has 'Next Page' selected. A red circle highlights the 'Remaining' field at the bottom right, which shows '0.00'.

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

10. **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.

Please follow these steps to upload any required documents.

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.

To Return to the **Section** Page

Click **Go To**

Select **Sections**

Upload/View documents

Go To ▾

- Current Page
- Next Page
- Previous Page
- Sections**
- History Log
- Allocations
- CRF-OTHER EDUCATION ENTITIES
- Contacts
- Substantially Approved Dates
- Assurances

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.

List of documents attached:

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 web application. The page is titled 'Sections' and displays the application status as 'Draft Started'. A yellow box highlights the 'CRF-OTHER EDUCATION ENTITIES' section, which contains links for 'Budget' and 'Upload/View documents'. A blue arrow points from the 'Upload/View documents' link in the yellow box to the 'Upload/View documents' link in the main table below.

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

11. 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.

12. 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.

13. When you have completed and validated the grants in the Funding Application and checked all pages for accuracy, the status of the Funding Application maybe 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.

14. 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.

15. 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.

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.

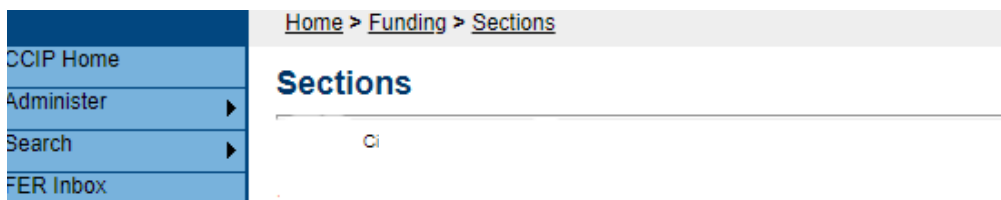
SUBSTANTIALLY APPROVED DATE (SAD)

This is the date a grantee is legally allowed to begin obligating grant funds (See chart under obligation's definition for information regarding when obligations are made). When the grantee submits an application to the department as *Authorized Representative Approved*, in substantially approvable form, it is substantially approved. The date the application is submitted in substantially approval form becomes the grantees Substantially Approved Date and 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 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.

You can view the grants **original** substantially approved date 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.




 **Substantially Approved Dates**

[Substantially Approved Dates](#)

Substantially Approved Dates

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 are able to charge obligations in accordance with the revised budget as of the revised budgets substantially approved date.