

New Organization Eligibility

All applicant organizations for a Comprehensive Literacy State Development grant must have the following:

1. A Unique Entity ID (UEI)
2. Individuals in the applicant organization who have OH|ID profiles.
3. Individuals in the applicant organization who have Department of Education Profiles.
4. An Ohio Department of Education and Workforce IRN
5. Individuals in the applicant organization with OH|ID associated with the IRN in the Ohio Education Directory Service (OEDS) with roles including:
 - a. OEDS-R Organization Administrator
 - b. CCIP Authorized Representative/Superintendent
 - c. CCIP Fiscal Representative/Treasurer

Other individuals working on the application should have the Data Entry Funding-CCIP role.

Organizations wishing to apply should begin completing these registrations immediately. It may take 10-15 days for SAM.GOV registration to process, and several business days to complete OH|ID and IRN set-up processes.

If the organization does not have a UEI number, [follow these instructions](#).

In order to obtain a Department IRN, complete the following steps:

1. Create an OHID account and Department of Education Profile by [following these steps](#) (begin on step 13 if the user already has an OHID account).
 - a. In Step 23, select “Other” and enter the comment “Creating new organization profile to apply for Comprehensive Literacy State Development subgrant.”
2. Access the Ohio Education Directory System (OEDS) tile in OHID and [following the instructions](#), beginning on page 14, to submit a request for a new organization and establish an IRN.
 - a. Please use the “community service organization” organization type for this grant.
3. Once the organization is created, the local OEDS-R Organization Administrator will need to add necessary roles for new users by [following the instructions on page 19 of the OEDS Manual](#).
 - a. Reminder that in order to have a role added for a user, the user must have an OHID account and Department of Education Profile.
 - b. If the organization does not have an OEDS-R Organization Administrator, or the administrator is no longer with the organization, email OEDS.ContactUs@education.ohio.gov for assistance. Provide the full name and date of birth of the new OEDS-R Organization Administrator, as well as the IRN for your organization.