Ohio | Department of Education

CCIP Approval Process for the Consolidated Application

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Source: Office of Federal Programs

Keywords: Comprehensive Continuous Improvement Plan (CCIP), Consolidated Application, Approval Process

Summary: ODE initial approval process for the Consolidated Application: what happens to the application after local educational agency submits it; cash payment; revision process. See other related documents, in the Document Library, under CCIP, Using the CCIP Site.

ODE Initial Application Approval Process

This approval process pertains only to the Consolidated Application in the Comprehensive Continuous Improvement Plan (CCIP) online federal application. Other CCIP funding applications--Competitive, Career and Technical Education (CTAE), Community School Competitive, and Adult Basic Literacy Education (ABLE), etc., have their own approval process.

The local educational agency (LEA) should submit all grants in the Consolidated Application at the same time. To see which grants are in this funding application, log onto the CCIP, place your pointer over *Funding* on the left menu and click on *Funding Application* on the fly-out menu. On the next page, select the appropriate year from the Fiscal Year drop-down and click on the desired funding application This will take you to the Sections page of the Consolidated Application.

When the LEA submits the Consolidated Application, it must complete three approval levels on the Sections page: 1) Draft Completed on the original application or Revision Completed for revised applications, both usually submitted by the CCIP Coordinator; 2) Fiscal Representative Approved, usually the Treasurer in school districts, and finally, 3) Authorized Representative Approved, usually the Superintendent in school districts. The intention of three levels of approval is to ensure accuracy, both programmatically and financially. Access to these approvals is on the Sections page of the Consolidated Application, under *Change status to*.

When the Consolidated Application arrives at ODE as **Authorized Representative Approved**, there are two ODE approval steps that follow--1) an ODE Consultant reviews the application and 2) submitted for **Final Approved** status. If items are missing or incorrect at either level, the ODE Consultant returns the application with the message **Consultant Returned Not Approved**, and emails the LEA for the correct/missing information. The ODE Consultant Checklist provides feedback from the ODE Consolidated Funding Application Consultant to the LEA. Consultants can also flag History Log messages that must be addressed. The LEA must then complete the missing information and resubmit the application with the three approvals, ending with **Authorized Representative Approved**. When the application is **Final Approved**, the CCIP system sends an email message to the LEA Authorized Representative, Fiscal Representative, and CCIP Contact. The approval is also displayed in the CCIP Log.

LEA Intervention and CCIP Preparation for the CCIP Approval Process

If the Consolidated Application is returned to the LEA more than twice, or the application is not approved by the end of August, the LEA Fiscal Representative and Authorized Representative should intervene to ensure that ODE's request for missing or incorrect information is answered immediately. Each return to the LEA delays the approval process and the cash payment process significantly.

The time to acquire technical assistance from ODE on completing the application is before July 1, the recommended due date of the application. After July 1, each ODE consultant is required to thoroughly review and process funding applications as quickly as possible to assure on-time payment to LEAs. The LEA should train new CCIP Coordinator in the months before the July 1 due date using the many documents in the CCIP Doc Library. LEAs should also have the new coordinator attend Fall and Spring OAASFEP Federal Programs Conferences in Columbus for a better understanding of the NCLB law and process.

Cash Payment

Once the Consolidated Application is **Final Approved**, the CCIP system automatically generates the first cash payment in one to two weeks. The first payment is 10 percent of the grant allocation. To receive other payments, the LEA Fiscal Representative must complete the Project Cash Request (PCR).

CCIP Revision

To revise the CCIP, the LEA uses the same process as the initial CCIP application. In order to start a revision, the CCIP must be in Final Approved status. This status is displayed in the CCIP at the top of the Sections page. As in the original submission, all revised grants in the Consolidated Application should be completed and submitted at the same time.

Related Information

See the following documents in the Doc Lib under CCIP, Using the CCIP Site:
Address Book
Doc Library
Due Date/Substantially Approved Date
Help Screens for each CCIP Page
Other Features of the CCIP
Education Abbreviations
Overview of the CCIP
CCIP Timeline- Consolidated Application