Due Date/ Substantially Approved Date
for the CCIP Consolidated Funding Application

Issue Date: May 10, 2004 **Revised Date:** Dec. 12, 2005; November 2, 2007 February 6, 2009

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Summary: This document pertains to due dates and substantially approved dates for only the CCIP Consolidated Funding Application (Title I, II-A, II-D, III, IV, V Rural, IDEA-Part B, and Early Childhood Special Education)

Due Date

The recommended due date for all grants in the Consolidated Funding Application is July 1. The later an application is completed and submitted by the district/agency, the longer it will take to be reviewed and approved by the Ohio Department of Education (ODE), and the longer it will take for cash to be released.

To expedite approval, ODE recommends that districts/agencies submit all titles/grants in the Consolidated Funding Application at the same time**.** While a district can submit an application with some programs missing, the substantially approved date is valid only for those programs included in the submitted application. Those programs not submitted with the initial application will not be accessible for inclusion until after the initial application is approved and the application is re-opened to the district/agency. These re-openings can be delayed when there are a number of CCIPs submitted.

Substantially Approved Date

When the district/agency submits a Consolidated Application to ODE as *Authorized Representative Approved*, it is considered to be substantially approved. From this date forward, legal obligations can be incurred for expenses as long as the budgets submitted by the district/agency meet the budget requirements for the use of funds.

In order to be Substantially Approved, each grant in the Consolidated Application must have a budget with activities/expenditures described in the *Budget Details* page. The budget is then linked to the Planning Tool by assigning dollar amounts in the Fiscal resources. The Planning Tool must also have Goals/Strategies/Action Steps that describe the actual planning and use of resources to impact student achievement.

The substantially approved date can be viewed on the Sections page, click *View Substantially Approved Dates* at the bottom of the Sections Page.

Approval Period

The approval period of all grants in the Consolidated Funding Application is the date of the substantially approved application through June 30. If a summer extension is granted, the approval period is the date the application is substantially approved until the end date of the summer extension.

Obligations **cannot** be incurred for the federal grants before the date the application is submitted or after June 30 unless a summer extension is granted by ODE.

ODE may approve a request for a summer extension if a district/agency submits a request through the CCIP Log. ODE will respond to the request for an extension through a note in the CCIP History Log.

Requests for summer extensions should be limited since the district/agency can simply submit its CCIP before the summer school starts and include the summer school in the current Planning Tool and Budget.

27-Month Grant Period
All grants in the Consolidated Funding Application are two-year grants with carryover available after the first year of funding. Title I and Title IV-Safe and Drug-Free Schools have carryover limits of 15 percent and 25 percent respectively. Title I also has a once-in-three-years waiver for districts/agencies that need to exceed the carry over limit. Individuals with Disabilities Education Act (IDEA-Part B) and Early Childhood special Education (ESCE) grants have limitations on how much a district/agency can carry forward. Districts should check the Doc Library, under Financial Information, Carryover, or the Office for Exceptional Children and the Office of Early Learning and School Preparedness Web pages for a listing of these limits. Districts/agencies incurring obligations during the summer must remember to submit the CCIP application before the summer obligations start and the 9/30 Report in November.

Cash
Cash disbursements to districts become available to districts after the Consolidated Funding Application is reviewed by the ODE consultant and approved by the Executive Director. The first payment is automatically generated, usually within two weeks of the Executive Director approved date. The district/agency must request all other payments after the initial payment through the Project Cash Request (PCR) system in the CCIP.

Substantially Approved Date of Carryover and other Revisions
Carryover and other revisions are substantially approved when the district/agency submits the CCIP revised budget to ODE as Superintendent Approved and the Budgets meet the requirements for the uses of funds. The additional grant funds do not become available as cash until the budget revision is reviewed by the ODE consultant and approved by the Executive Director.

Approval Date of Summer Extensions
Districts/agencies must apply for summer extensions and the extensions must be consultant approved before the summer school program starts. Requests must be sent through the CCIP Log to the ODE consultant with the name of the grant, the end date of

the summer school, and the local treasurer's commitment that the Final Expenditure Report will by filed by September 30.

All grants in the Consolidated Funding Application can have summer extensions, if applied for and approved. However, requests for summer extensions should be limited since the district/agency can simply submit its CCIP before the summer school starts and include the summer school in the current Planning Tool and Budget.