

Department of Education & Workforce

ONE FUNDING APPLICATION

March 13, 2025

Department of Education & Workforce

AGENDA

- What is the One Funding Application?
- Access, Role and Navigation
- Menu Item Walk-Through
  - System Searches
  - Grant Tools*
  - Grant Admin*
  - Reports*
- Grant Applications
- Resources

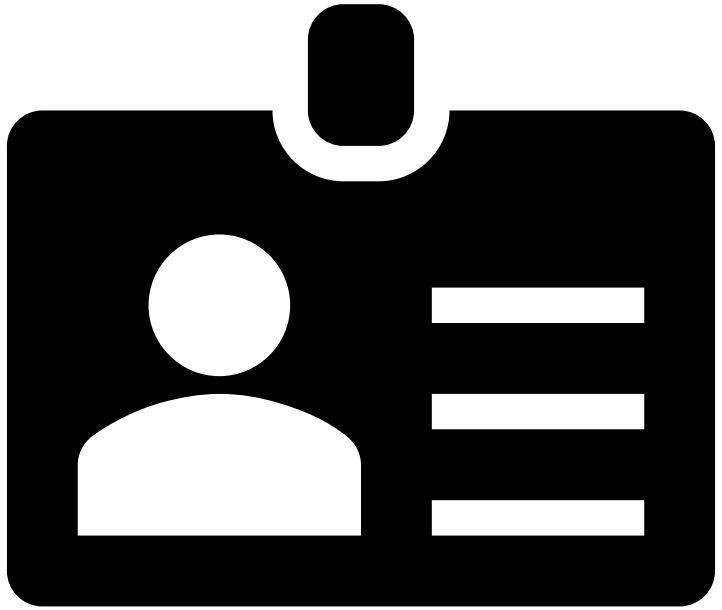
WHAT IS THE ONE FUNDING APPLICATION?

- The One Funding Application (OFA) replaces the Comprehensive Continuous Improvement Process (CCIP) in FY26
    - New and improved e-grant system
- System allows for grantees to maintain grant applications and submit for award reimbursement in a single system

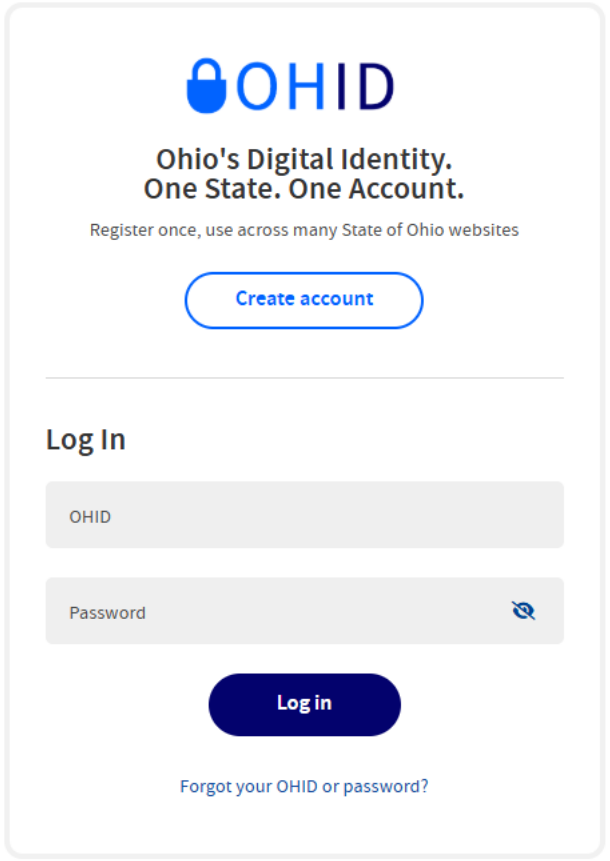
ACCESS, ROLES, NAVIGATION

OEDS ROLES

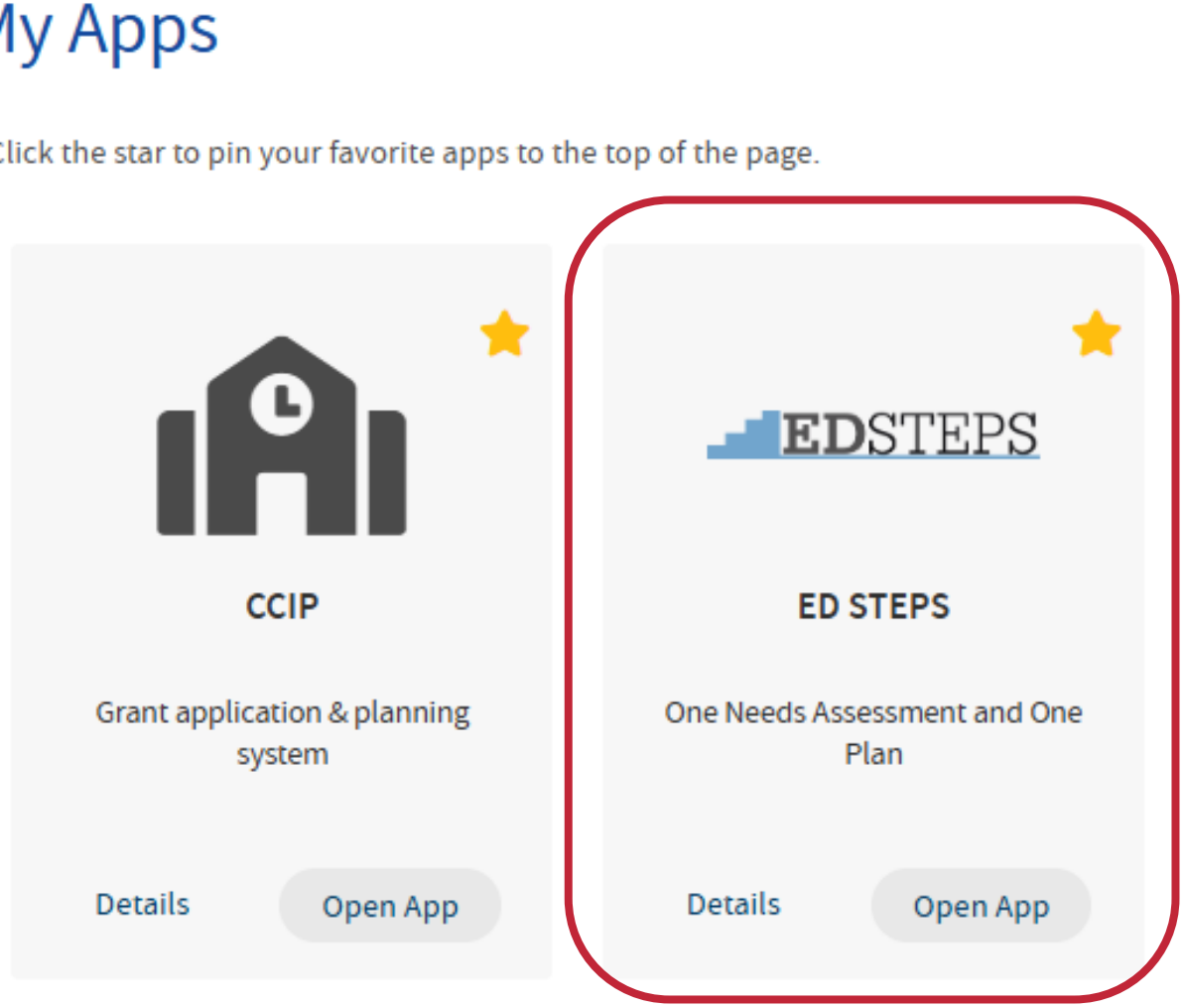
- No need to assign any additional roles
- System will utilize the following OEDS roles:
  - Data View Funding
  - Data Entry Funding
  - Treasurer or Fiscal Representative
  - Superintendent or Authorized Representative



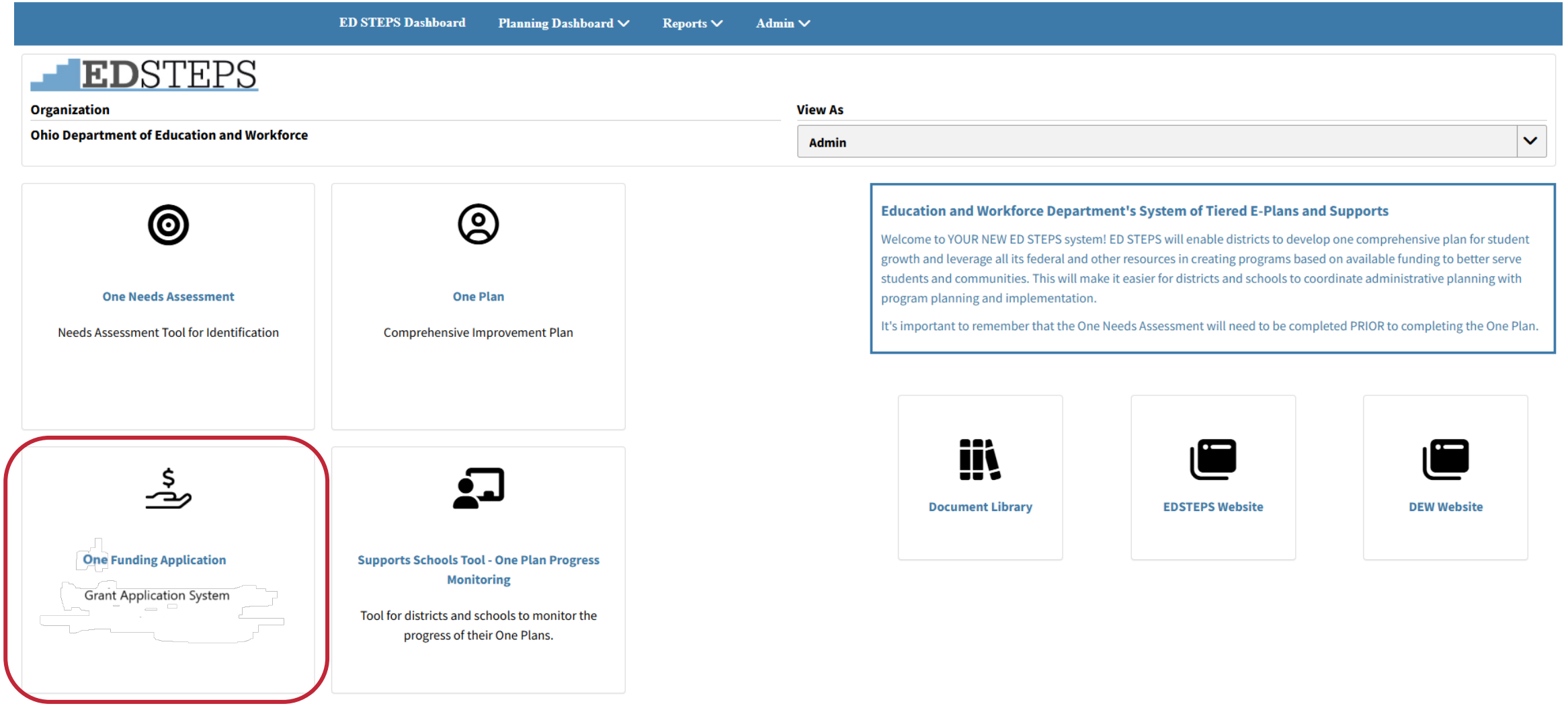
ACCESS


OHID
Ohio's Digital Identity.
One State. One Account.
Register once, use across many State of Ohio websites
Create account
Log In
OHID
Password
Log in
Forgot your OHID or password?

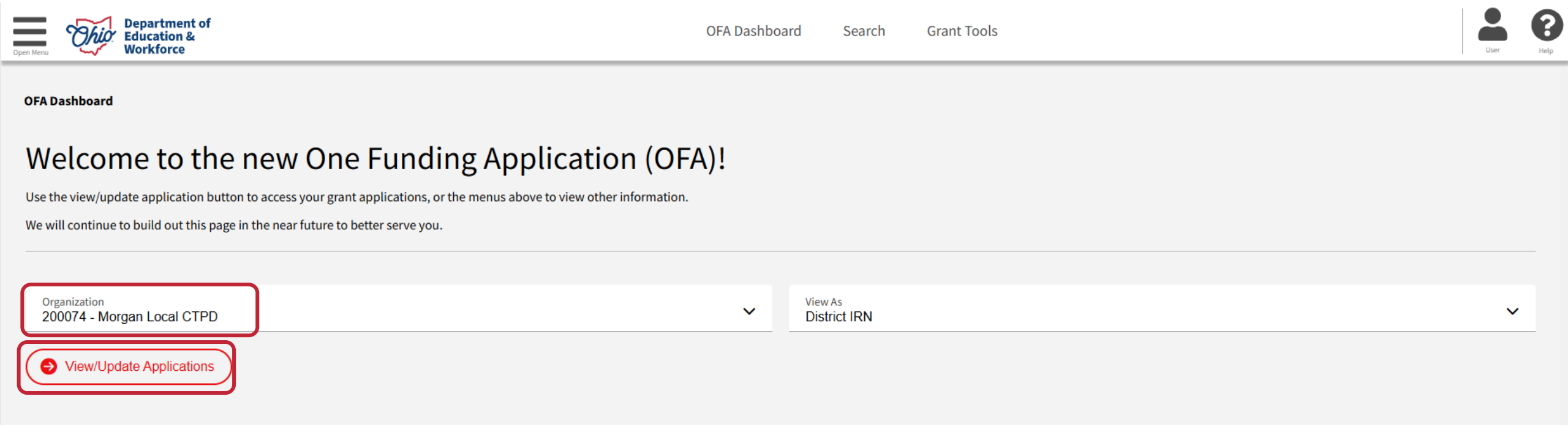



My Apps
Click the star to pin your favorite apps to the top of the page.
CCIP
Grant application & planning system
Details
Open App
EDSTEPS
ED STEPS
One Needs Assessment and One Plan
Details
Open App

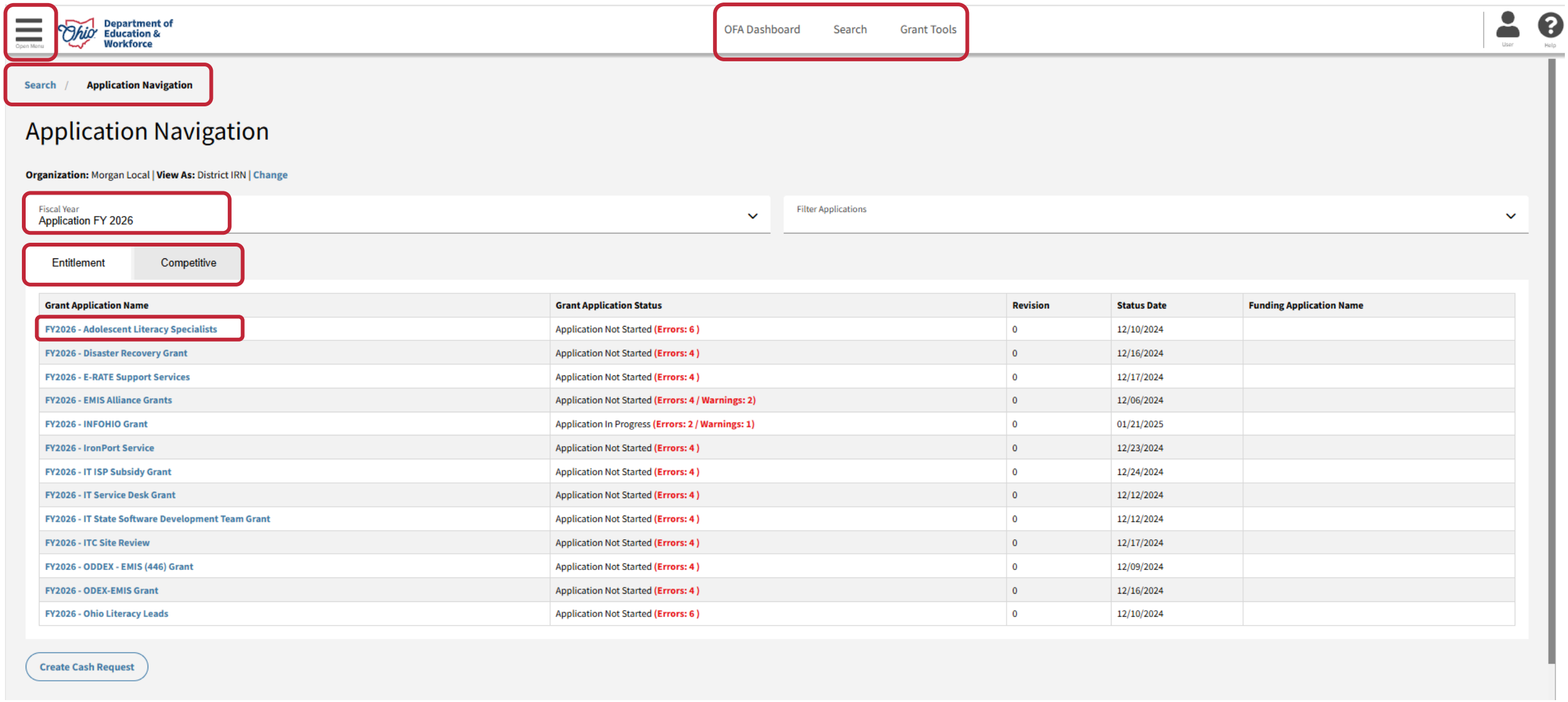
ED STEPS DASHBOARD



ONE FUNDING APPLICATION LANDING PAGE

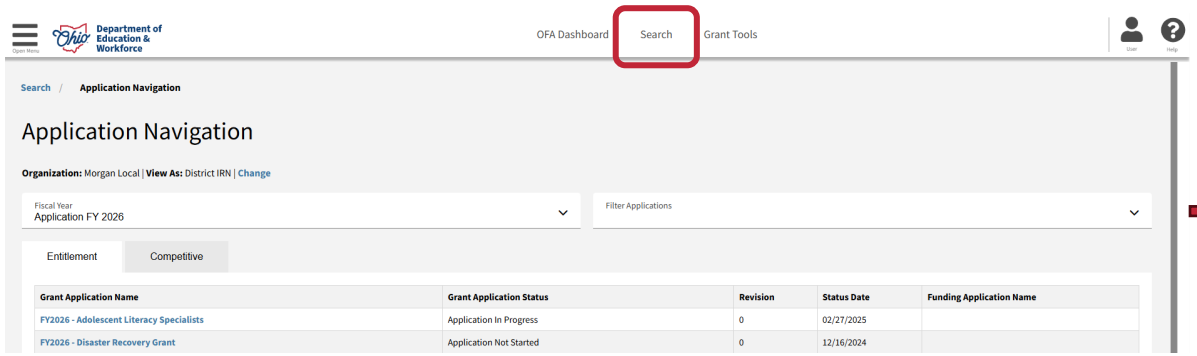


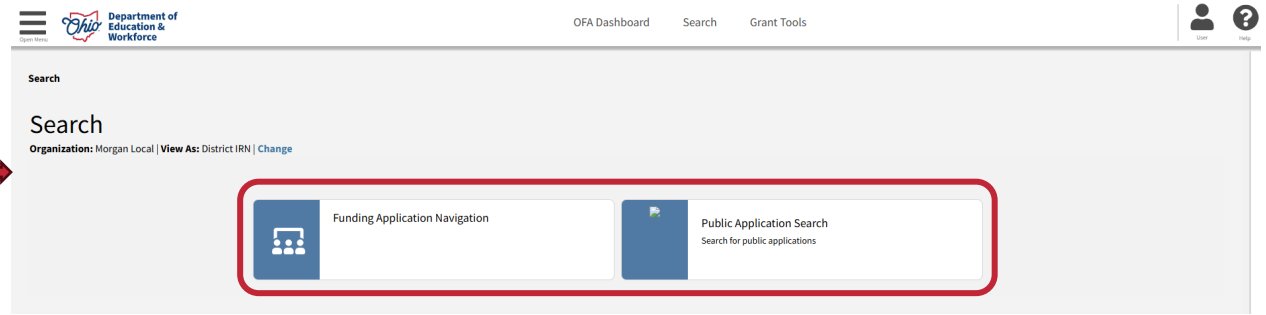
APPLICATION NAVIGATION



SYSTEM SEARCHES

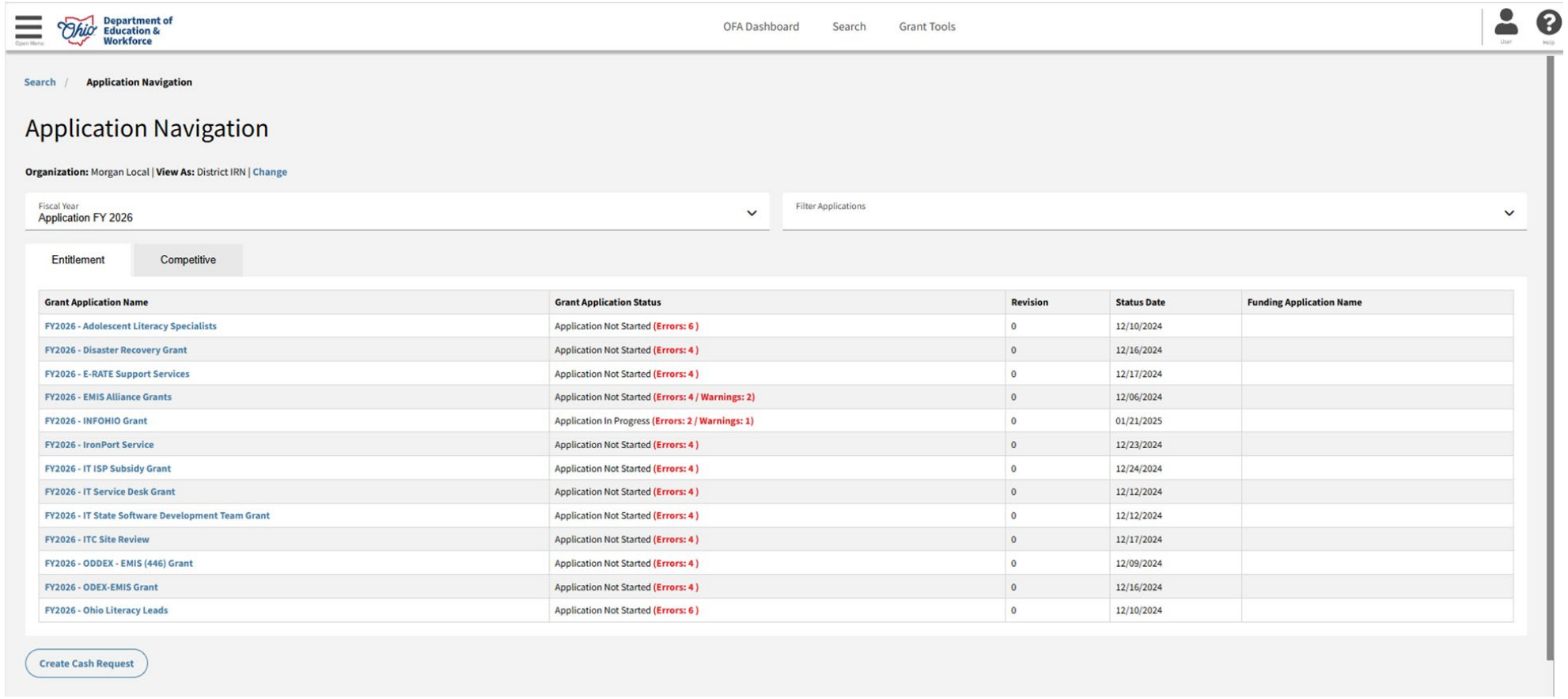
SEARCH LANDING PAGE





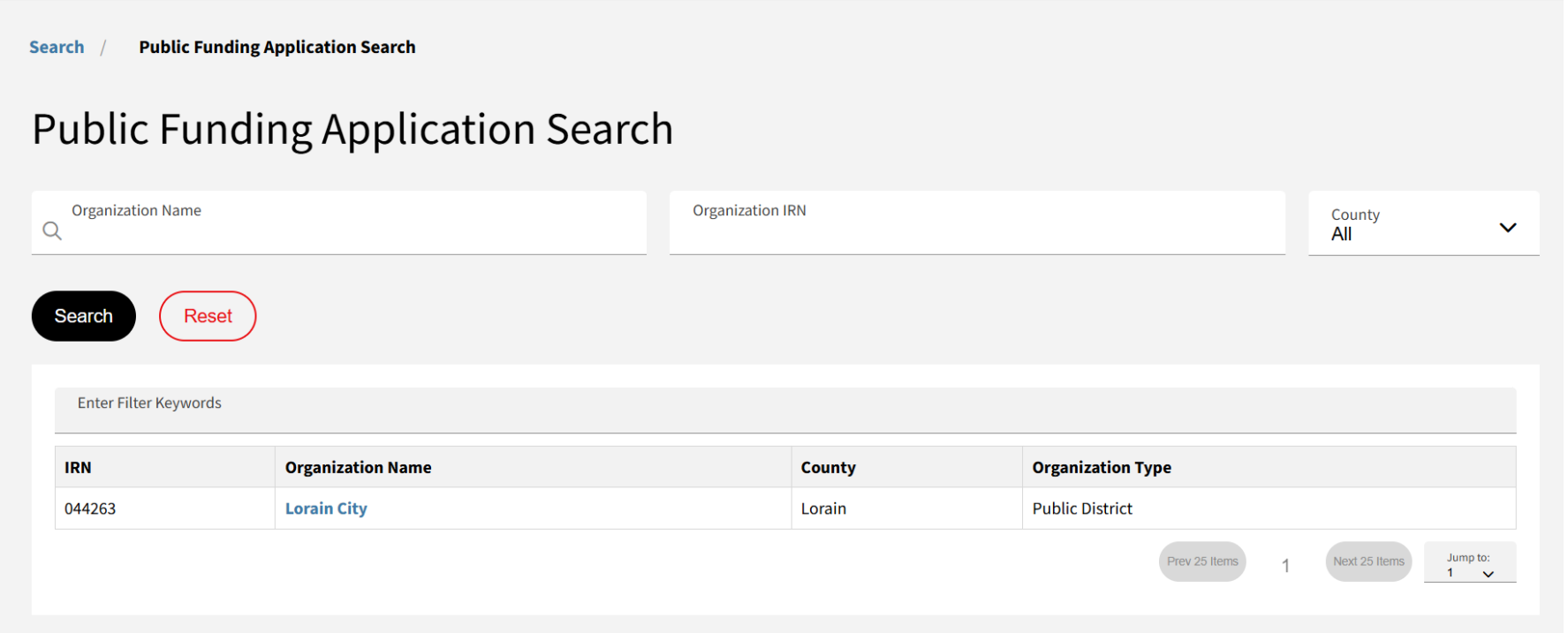
FUNDING APPLICATION NAVIGATION

- Application Navigation page



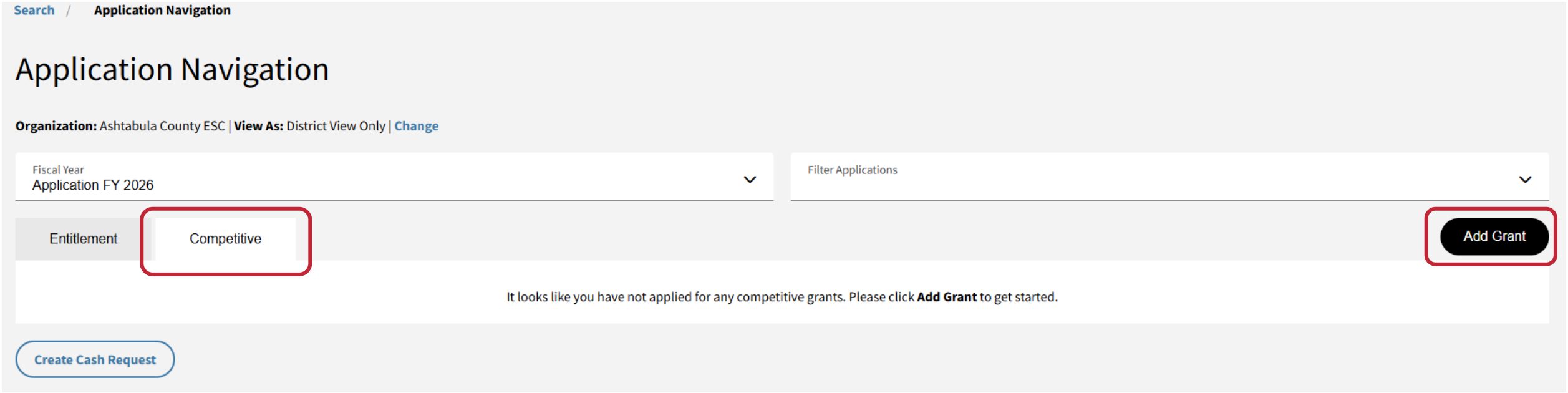
PUBLIC APPLICATION SEARCH

- Available to all users of the system and the public
- Only grant applications that have been Agency Approved will populate in the results

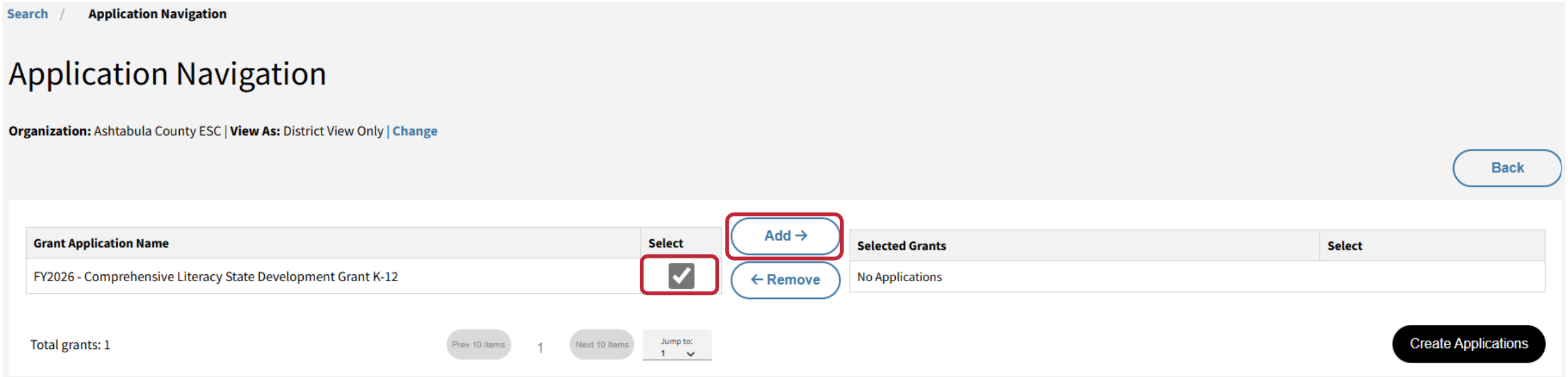


GRANT APPLICATIONS

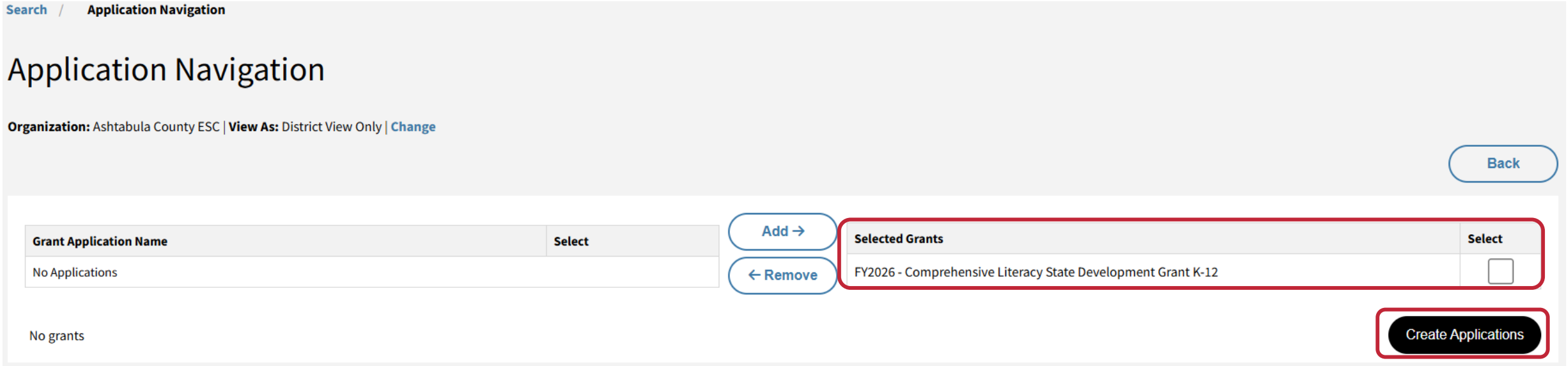
ADDING A NEW COMPETITIVE GRANT



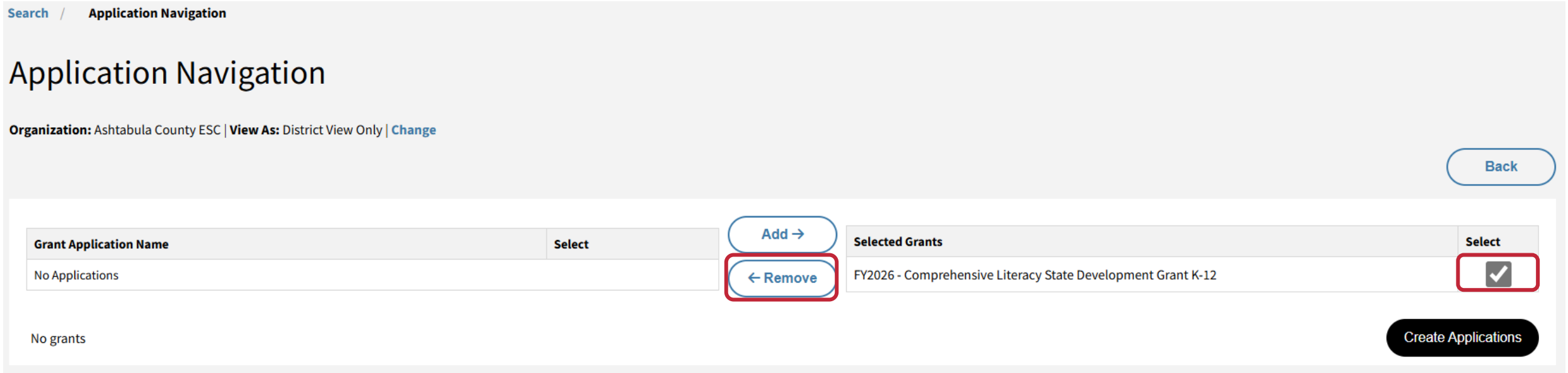
ADDING A NEW COMPETITIVE GRANT



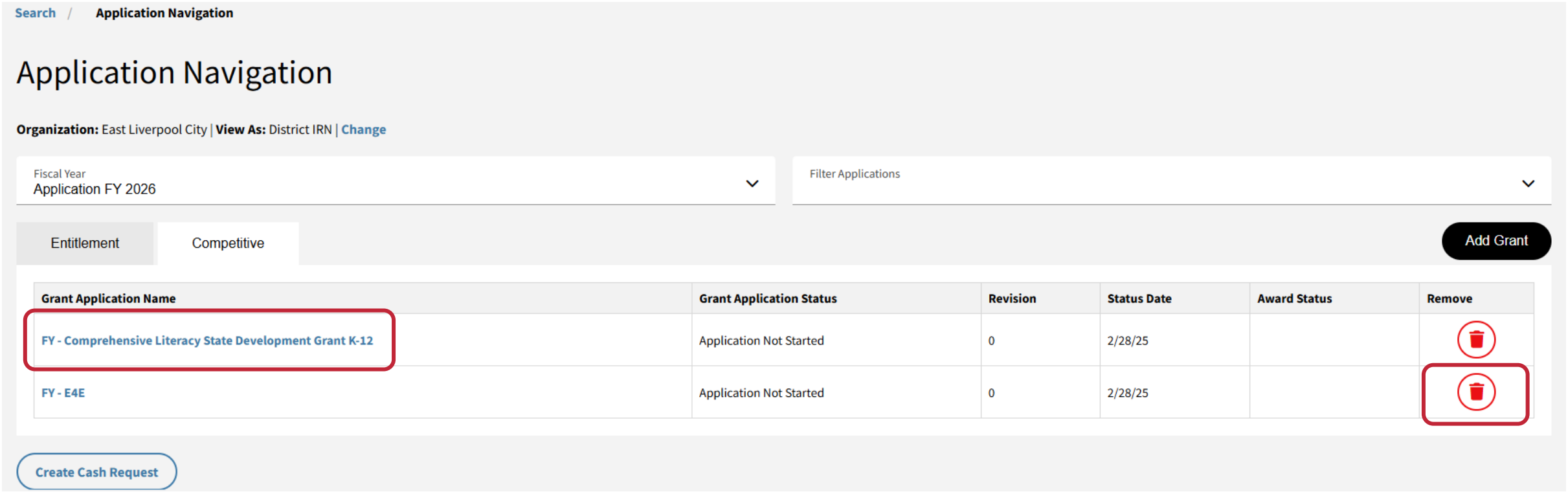
ADDING A COMPETITIVE GRANT



REMOVING A COMPETITIVE GRANT



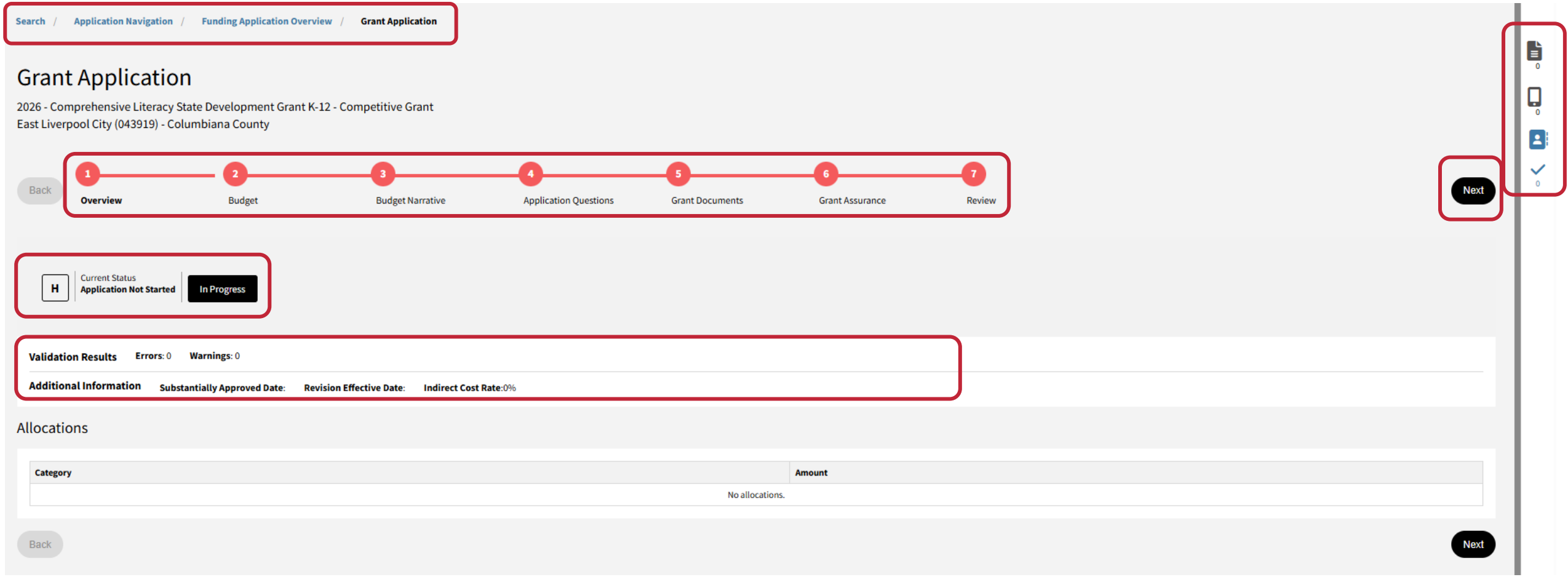
OPENING OR REMOVING COMPETITIVE GRANT



STANDARD GRANT APPLICATION PAGES

- Overview
- Budget
- Budget Narrative
- Grant Documents
- Grant Assurances
- Review

OVERVIEW


Search / Application Navigation / Funding Application Overview / Grant Application
Grant Application
2026 - Comprehensive Literacy State Development Grant K-12 - Competitive Grant
East Liverpool City (043919) - Columbiana County
Back
1 Overview
2 Budget
3 Budget Narrative
4 Application Questions
5 Grant Documents
6 Grant Assurance
7 Review
Next
H
Current Status
Application Not Started
In Progress
Validation Results Errors: 0 Warnings: 0
Additional Information Substantially Approved Date: Revision Effective Date: Indirect Cost Rate:0%
Allocations
Category
Amount
No allocations.
Back
Next

FUNDING APPLICATION OVERVIEW

Search / Application Navigation / **Funding Application Overview**

Funding Application Overview

FY 2026 - Comprehensive Literacy State Development Grant - East Liverpool City

Organization Name: East Liverpool City **IRN**: 043919 **County**: Columbiana **Organization Type**: Public District

Application Name: Comprehensive Literacy State Development Grant **Fiscal Year**: 2026

Grant Application Name	Revision	FY	Status	Deadline	Substantially Approved Date
Comprehensive Literacy State Development Grant K-12	0	2026	Application Not Started	4/8/25	

BUDGET

Back

1 Overview | 2 **Budget** | 3 Budget Narrative | 4 Application Questions | 5 Grant Documents | 6 Grant Assurance | 7 Review

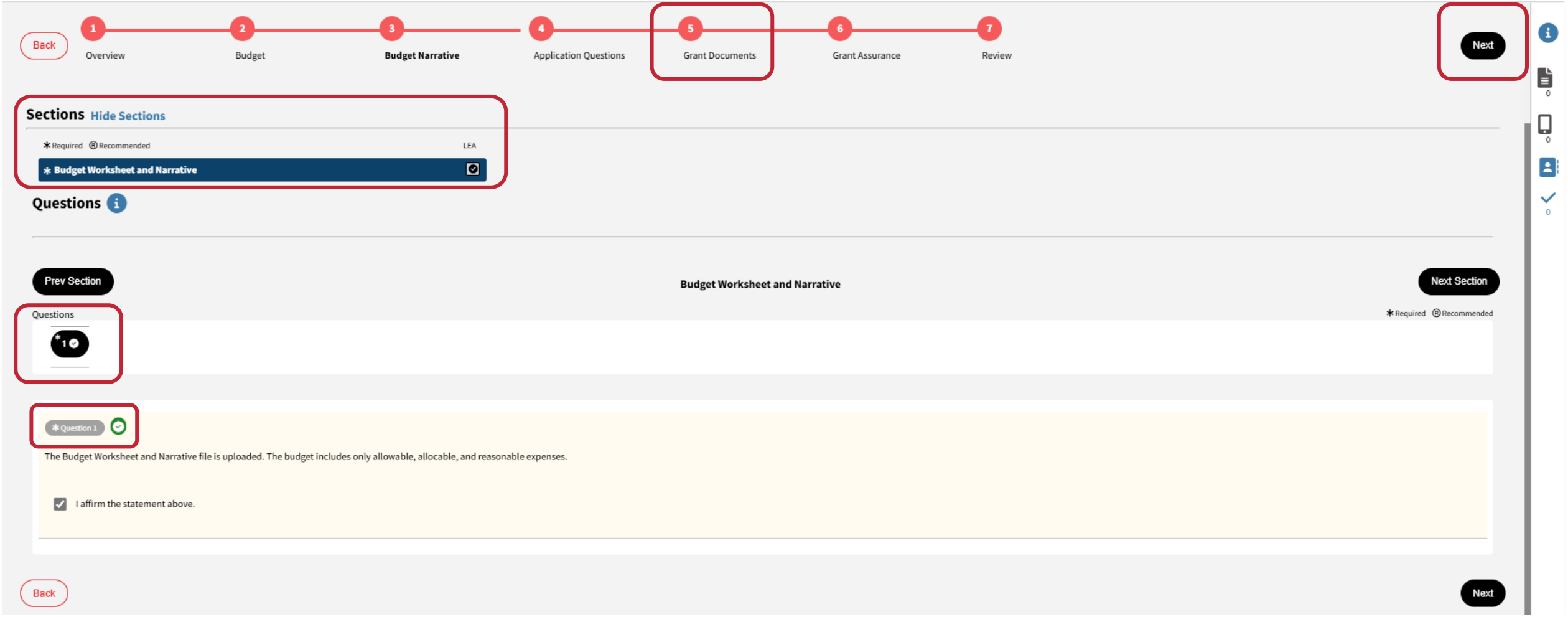
Next

U.S.A.S. Fund Number: **599**

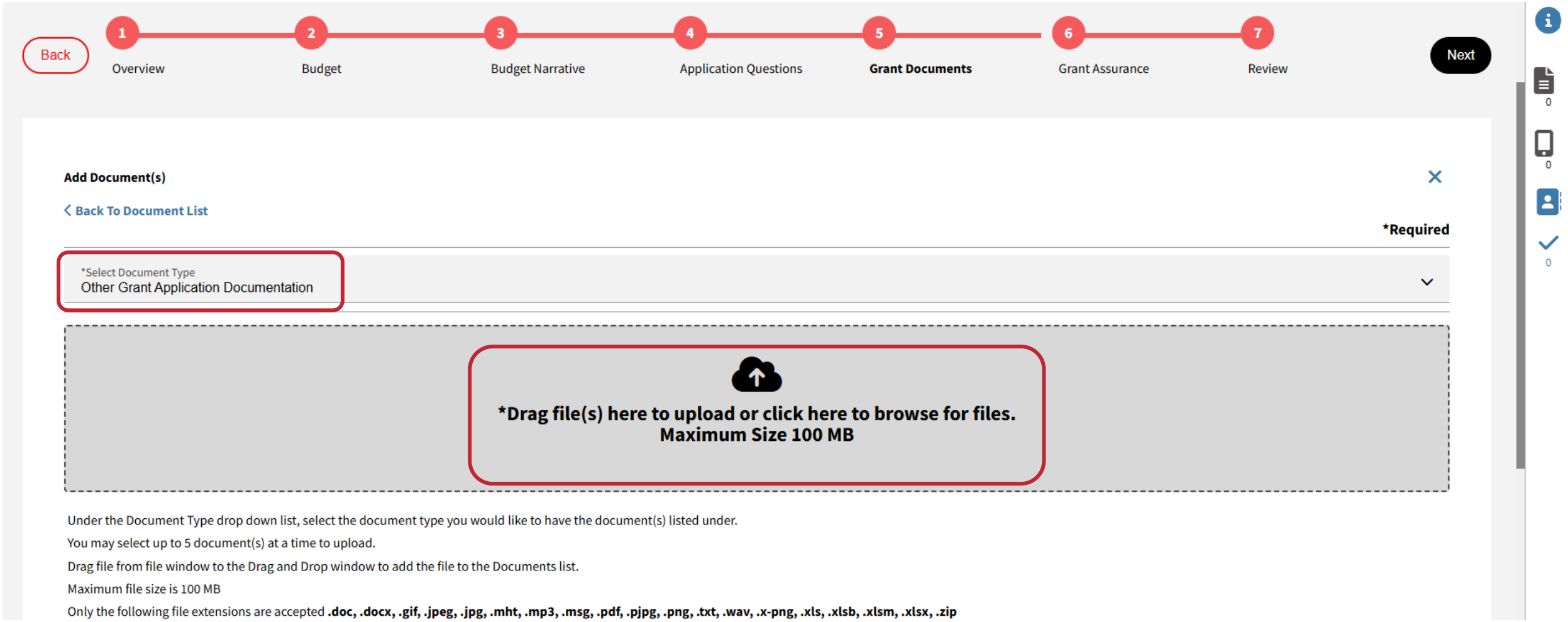
Expand All | Collapse All

	100 Salaries	200 Retirement Fringe Benefits	400 Purchased Services	500 Supplies	600 Capital Outlay	800 Other	Total
1000 Instruction	$150,000.00	$110,000.00	$0.00	$0.00	$0.00	$0.00	$260,000.00
1100 Regular Instruction	$100,000.00	$85,000.00	$0.00	$0.00			$185,000.00
1200 Special Instruction	$0.00	$0.00	$0.00	$0.00			$0.00
1300 Vocational Instruction	$0.00	$0.00	$0.00	$0.00			$0.00
1900 Other Instruction	$50,000.00	$25,000.00	$0.00	$0.00			$75,000.00
2000 Supporting Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00	$0.00			$0.00
2400 Support Services - Administration	$0.00	$0.00	$0.00	$0.00			$0.00
2900 Support Services - Central			$0.00	$0.00			$0.00
2590 Indirect Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$20,000.00	$20,000.00
2590 Indirect Costs						$20,000.00	$20,000.00
3000 Operation Of Non-instructional/shared Services	$0.00	$0.00	$5,000.00	$0.00	$0.00	$0.00	$5,000.00
3200 Community Services			$5,000.00	$0.00			$5,000.00
7000 Other Uses Of Funds	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7600 Pass-through Payment	$0.00	$0.00	$0.00	$0.00			$0.00

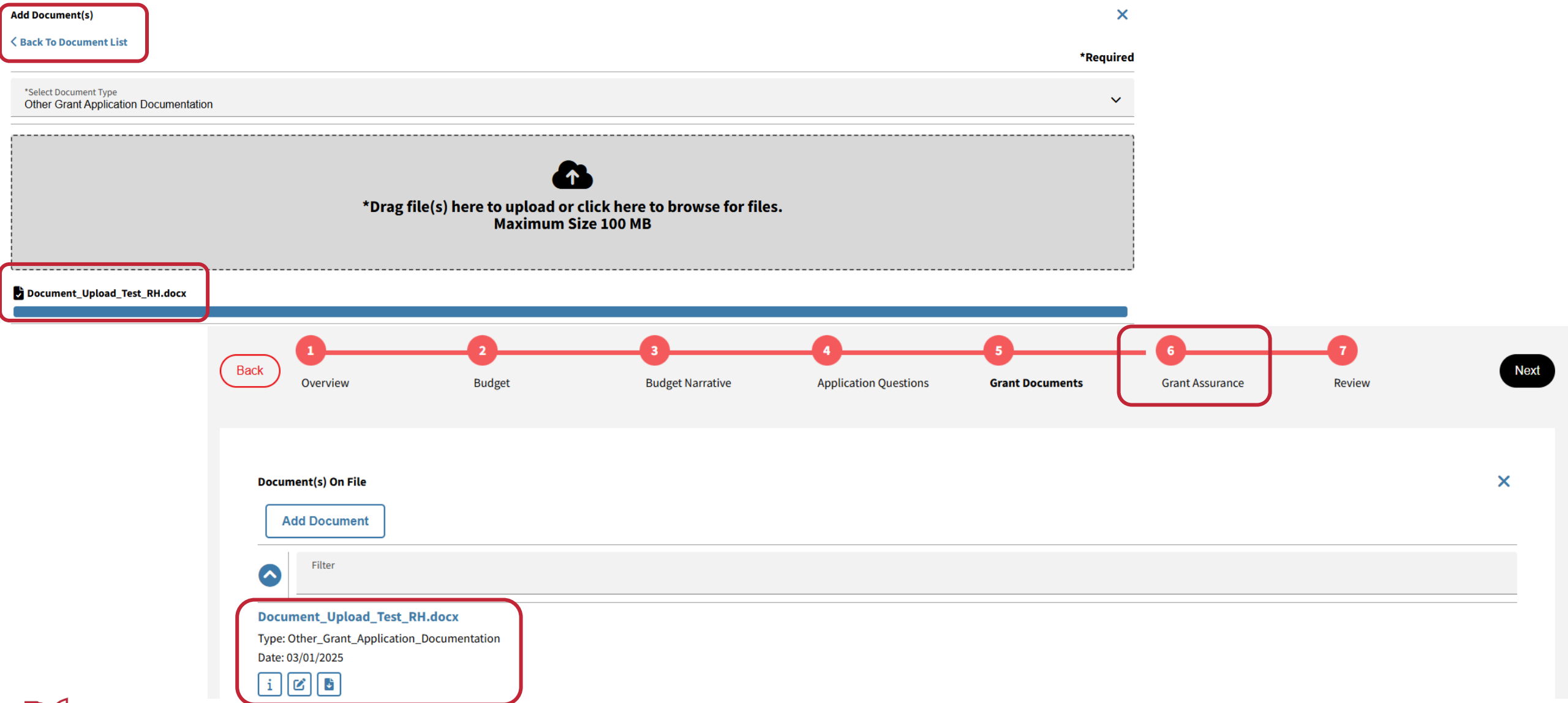
BUDGET NARRATIVE



GRANT DOCUMENTS



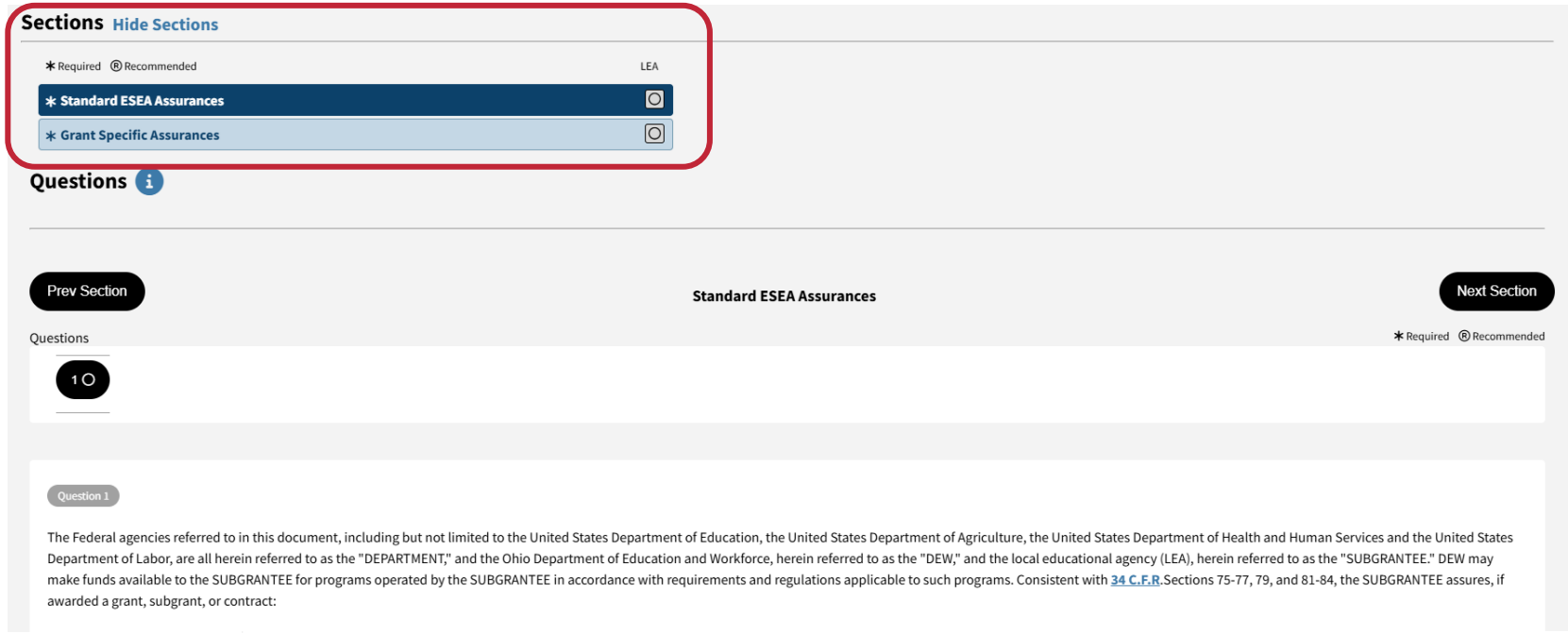
GRANT DOCUMENTS



GRANT ASSURANCE

- There are four different assurance surveys that are applied to grants based on the funding source
  - Standard State
  - Standard Federal
  - Standard ESEA
  - Standard IDEA
  - Standard Perkins
- There are certain grants which might have additional assurances that will appear as another section

GRANT ASSURANCES



Fiscal Representative (Treasurer) Approval:

By selecting yes below, the SUBGRANTEE certifies to the best of their knowledge and belief that the information provided herein is true, complete, and accurate. The SUBGRANTEE is aware that any provision of false, fictitious, or fraudulent information, or the omission of any material fact, may be subject to criminal, civil or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Section 3729-3730 and 3801-3812.

○ Yes ○ No

Authorized Representative (Superintendent) Approval:

By selecting yes below, the SUBGRANTEE certifies to the best of their knowledge and belief that the information provided herein is true, complete, and accurate. The SUBGRANTEE is aware that any provision of false, fictitious, or fraudulent information, or the omission of any material fact, may be subject to criminal, civil or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Section 3729-3730 and 3801-3812.

◉ Yes ○ No

REVIEW

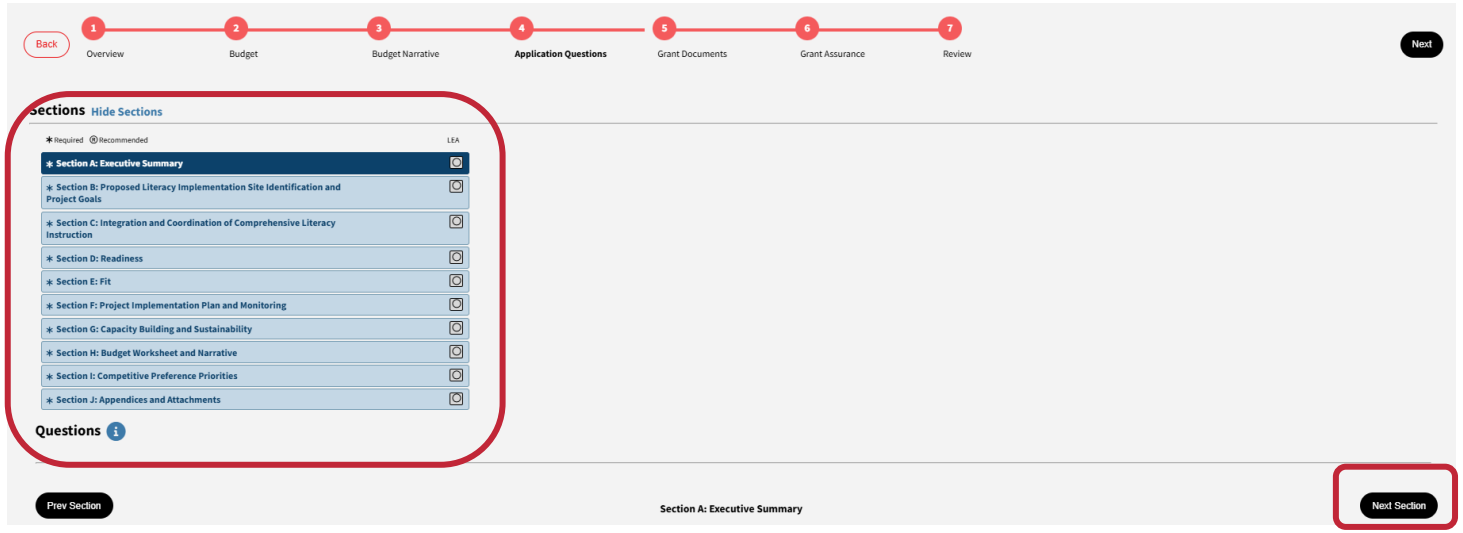
- Page where information entered into the grant is reviewed prior to submission
- Most pages are view only and any edits will need to occur on that specific page
    - Budget narrative, application questions and assurances can be updated directly from the review page
- To change the workflow of the grant, scroll down to the bottom of the review page OR select the overview page

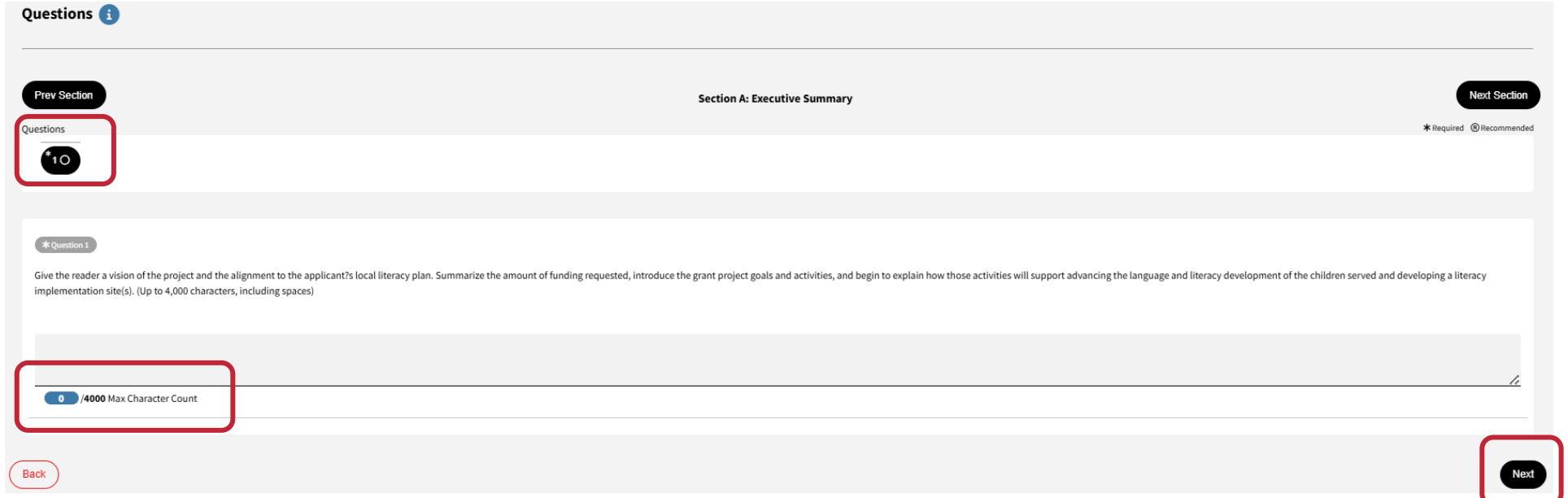


ADDITIONAL GRANT PAGES

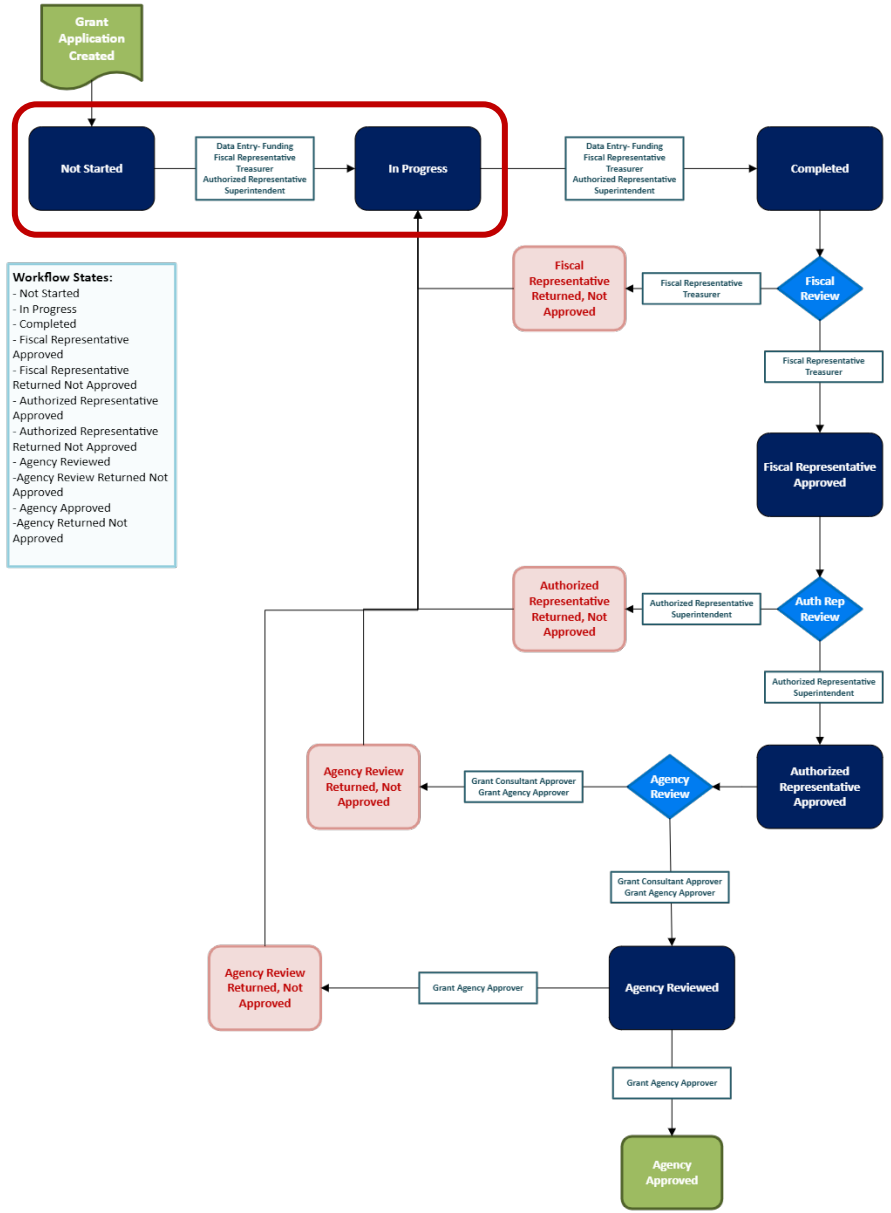
- Pages that are added to grants based on specific requirements
- Examples include the following:
  - Application Questions
    - Most common
  - Building Eligibility
  - School Allocations
  - Nonpublic Equitable Services
  - Comprehensive, Coordinated Early Intervening Services

APPLICATION QUESTIONS



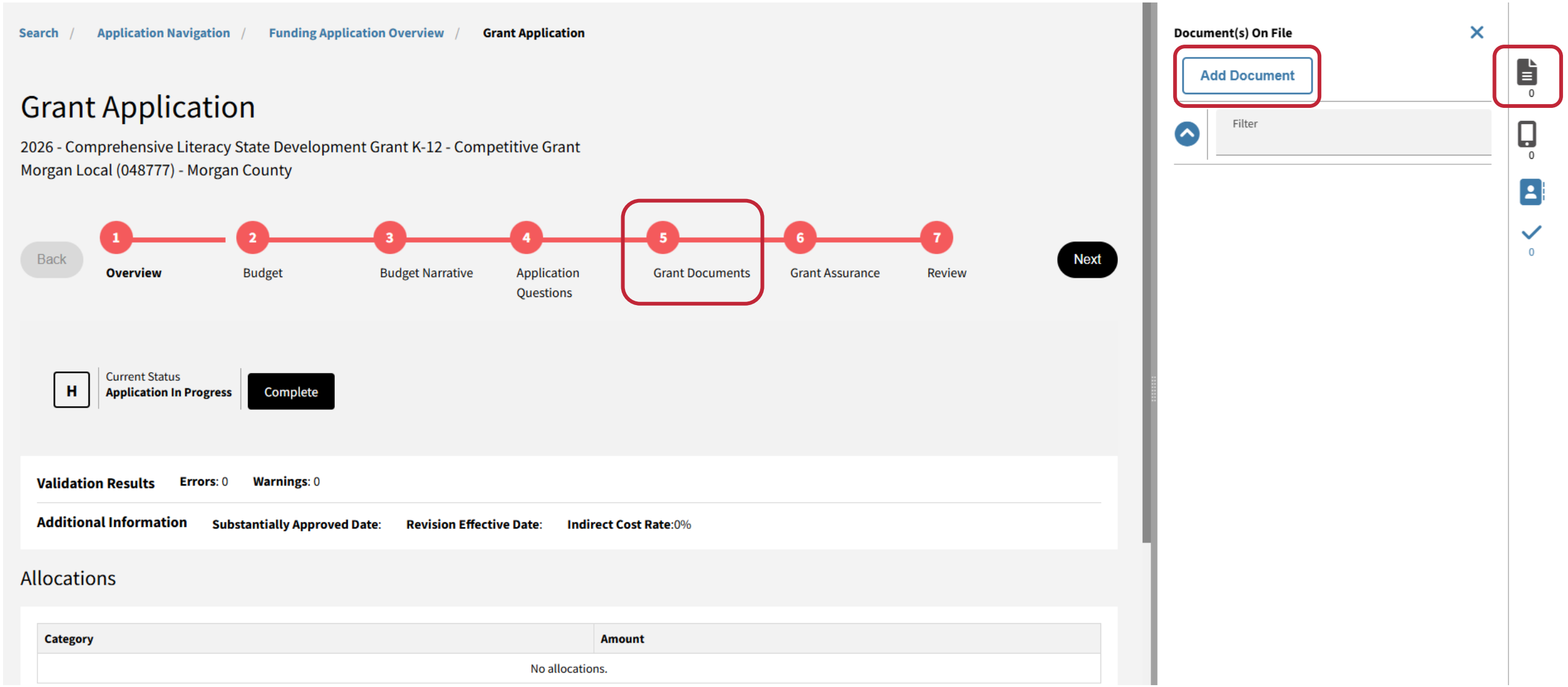


GRANT APPLICATION WORKFLOW

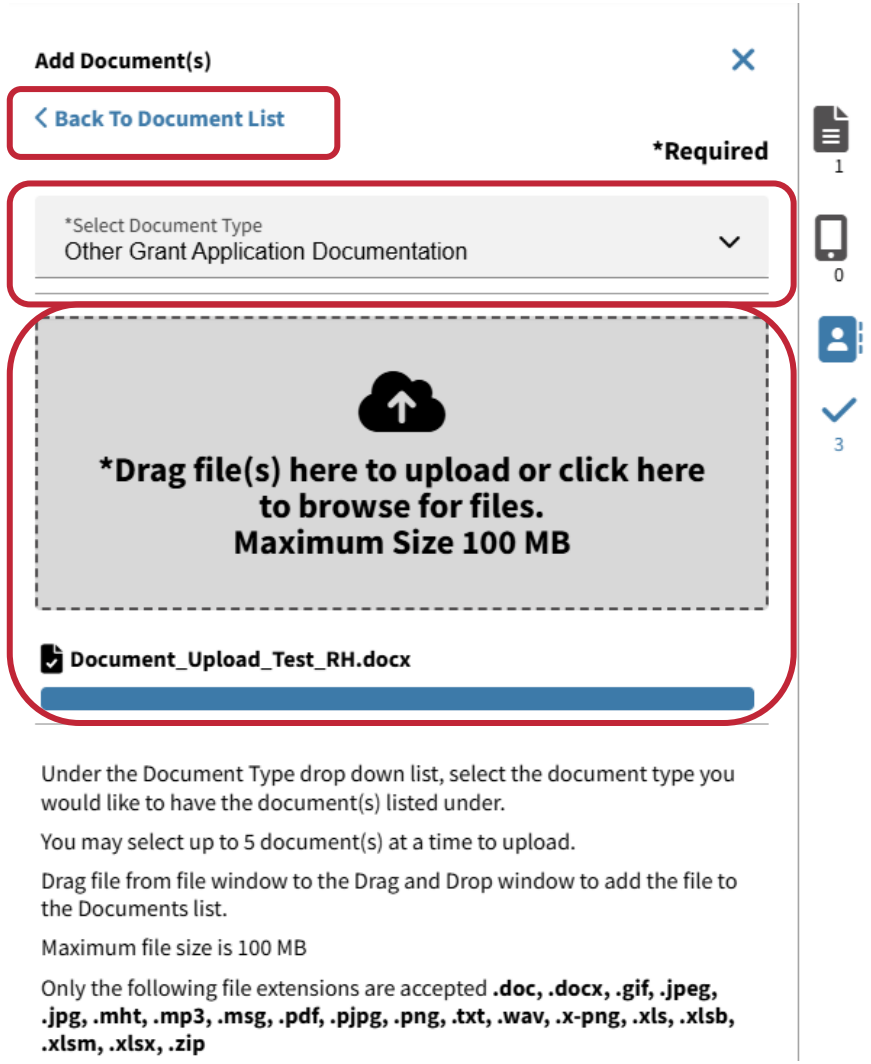


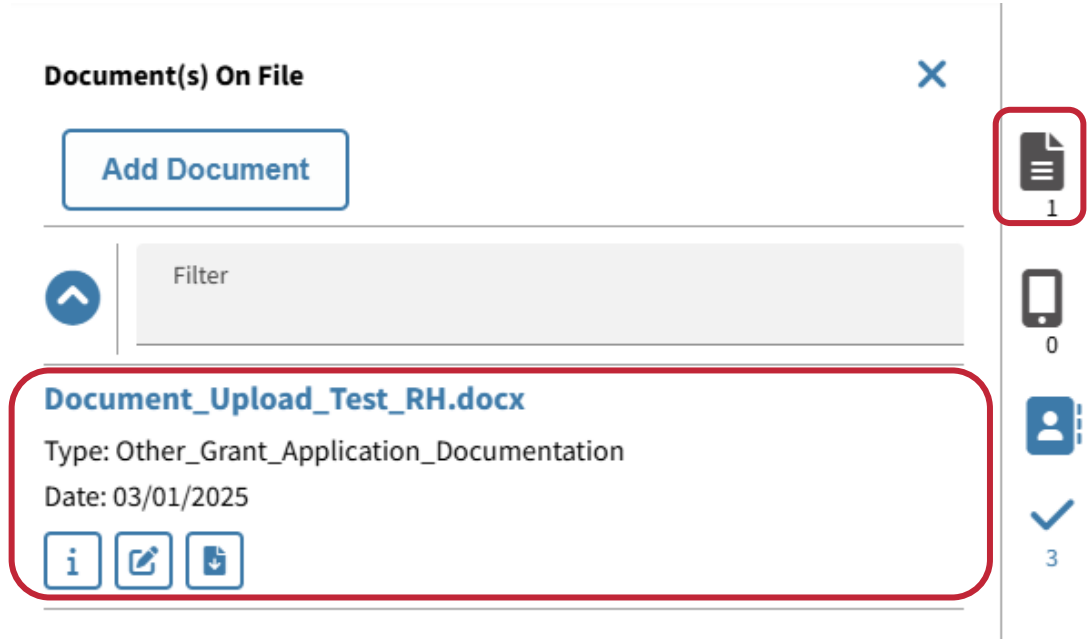
COMMON COMPONENTS

DOCUMENTS

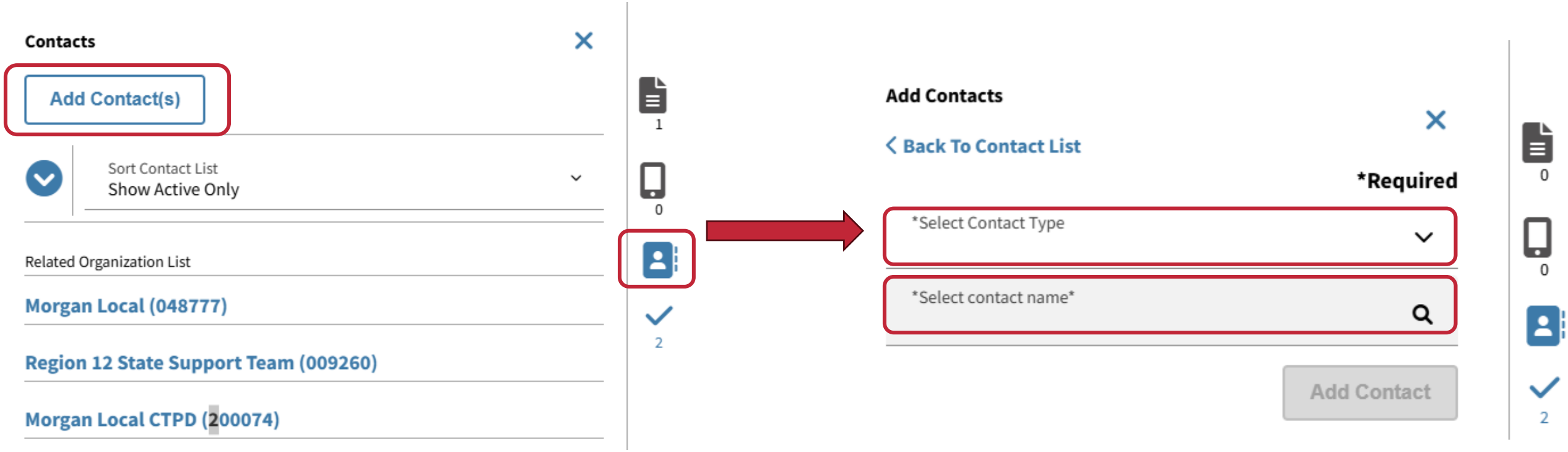

Search / Application Navigation / Funding Application Overview / Grant Application
Grant Application
2026 - Comprehensive Literacy State Development Grant K-12 - Competitive Grant
Morgan Local (048777) - Morgan County
Back
1 Overview
2 Budget
3 Budget Narrative
4 Application Questions
5 Grant Documents
6 Grant Assurance
7 Review
Next
H
Current Status
Application In Progress
Complete
Validation Results
Errors: 0
Warnings: 0
Additional Information
Substantially Approved Date:
Revision Effective Date:
Indirect Cost Rate:0%
Allocations
Category
Amount
No allocations.
Document(s) On File
Add Document
Filter
0
0
0

DOCUMENTS

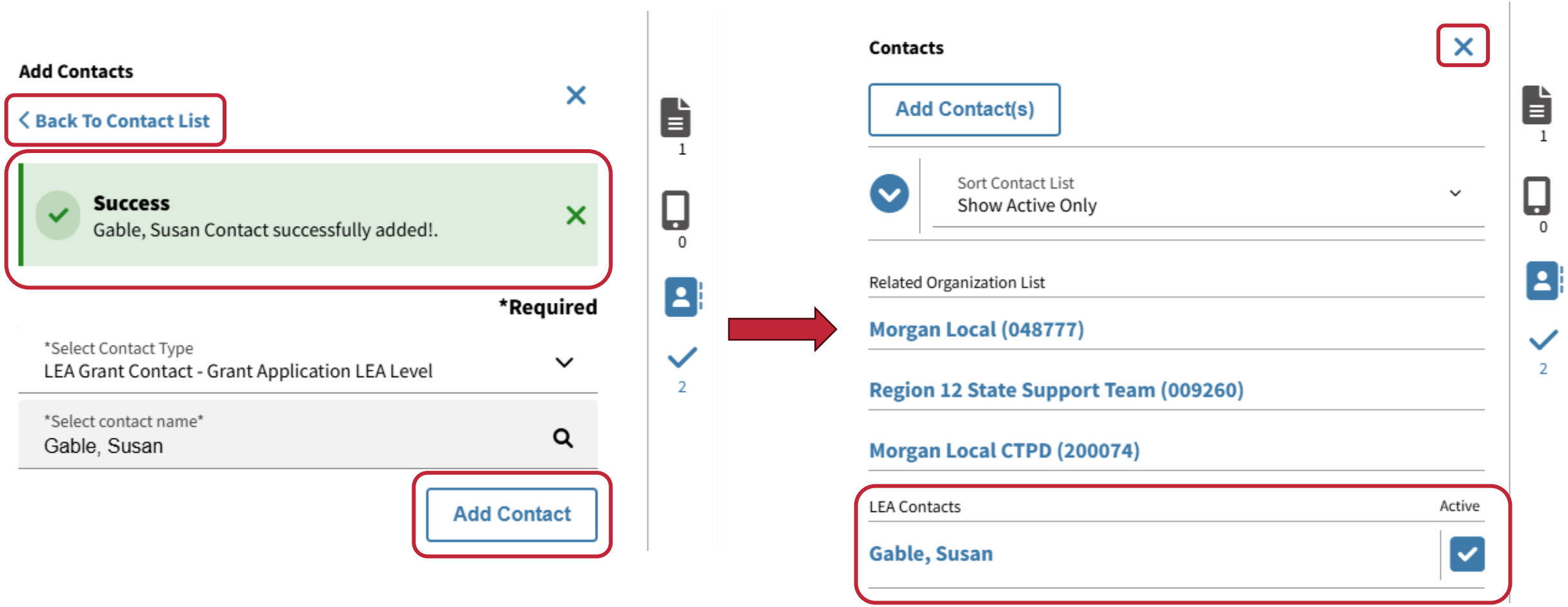

Add Document(s)
Back To Document List
*Required
*Select Document Type
Other Grant Application Documentation
*Drag file(s) here to upload or click here to browse for files.
Maximum Size 100 MB
Document_Upload_Test_RH.docx
Under the Document Type drop down list, select the document type you would like to have the document(s) listed under.
You may select up to 5 document(s) at a time to upload.
Drag file from file window to the Drag and Drop window to add the file to the Documents list.
Maximum file size is 100 MB
Only the following file extensions are accepted .doc, .docx, .gif, .jpeg, .jpg, .mht, .mp3, .msg, .pdf, .pjpg, .png, .txt, .wav, .x-png, .xls, .xlsb, .xlsm, .xlsx, .zip
1
0
3


Document(s) On File
Add Document
Filter
Document_Upload_Test_RH.docx
Type: Other_Grant_Application_Documentation
Date: 03/01/2025
1
0
3

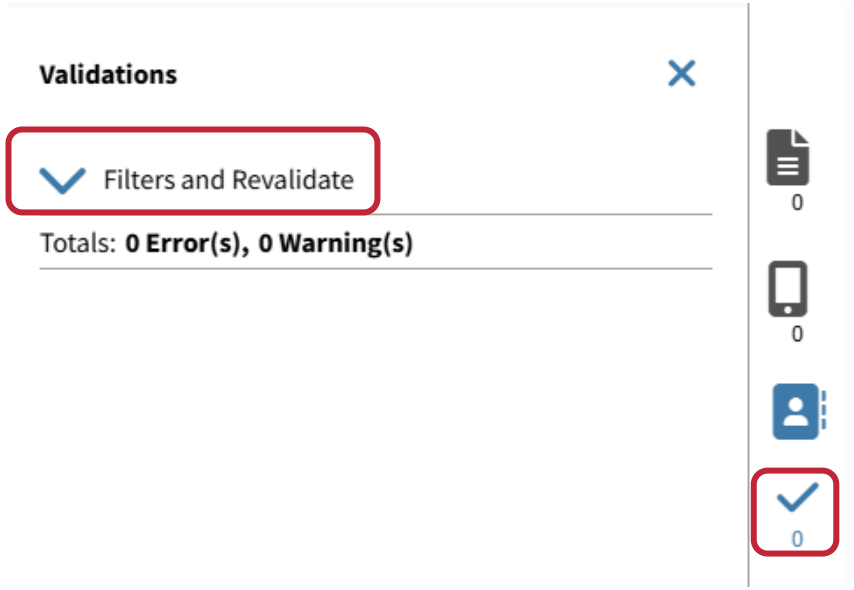
CONTACTS

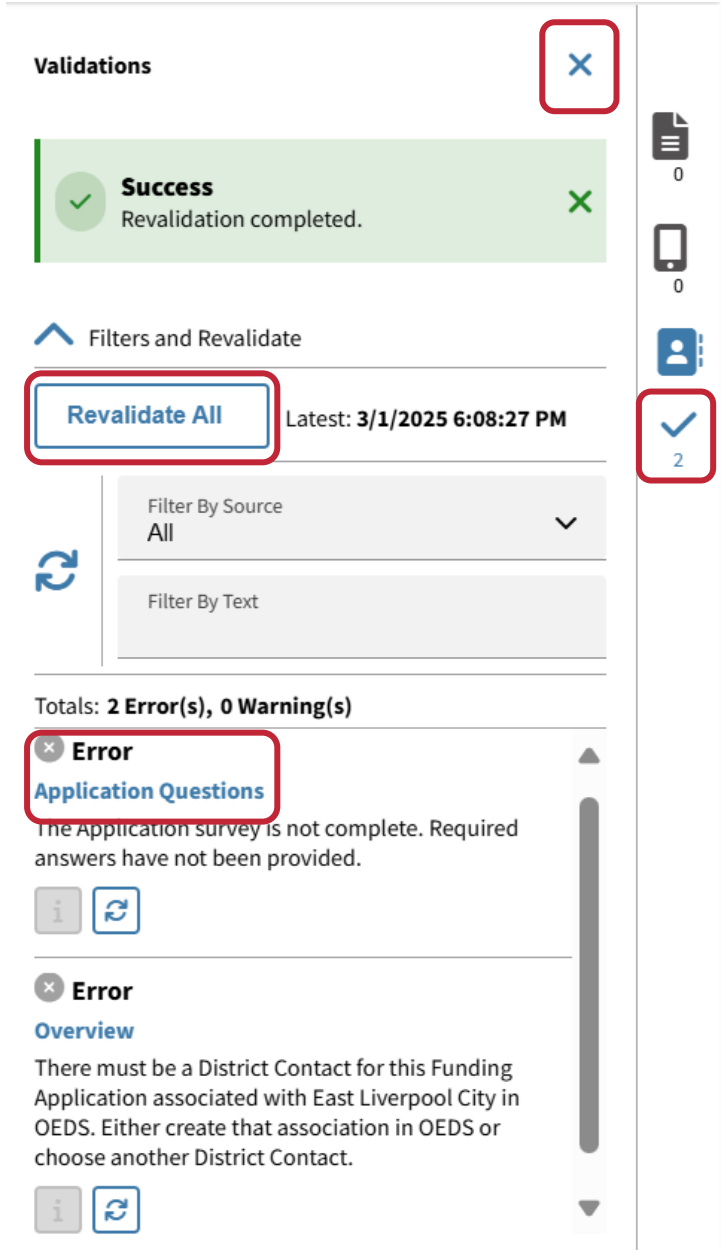

Contacts
Add Contact(s)
Sort Contact List
Show Active Only
Related Organization List
Morgan Local (048777)
Region 12 State Support Team (009260)
Morgan Local CTPD (200074)
1
0
2
Add Contacts
Back To Contact List
*Required
*Select Contact Type
Select contact name
Add Contact
0
0
2

CONTACTS

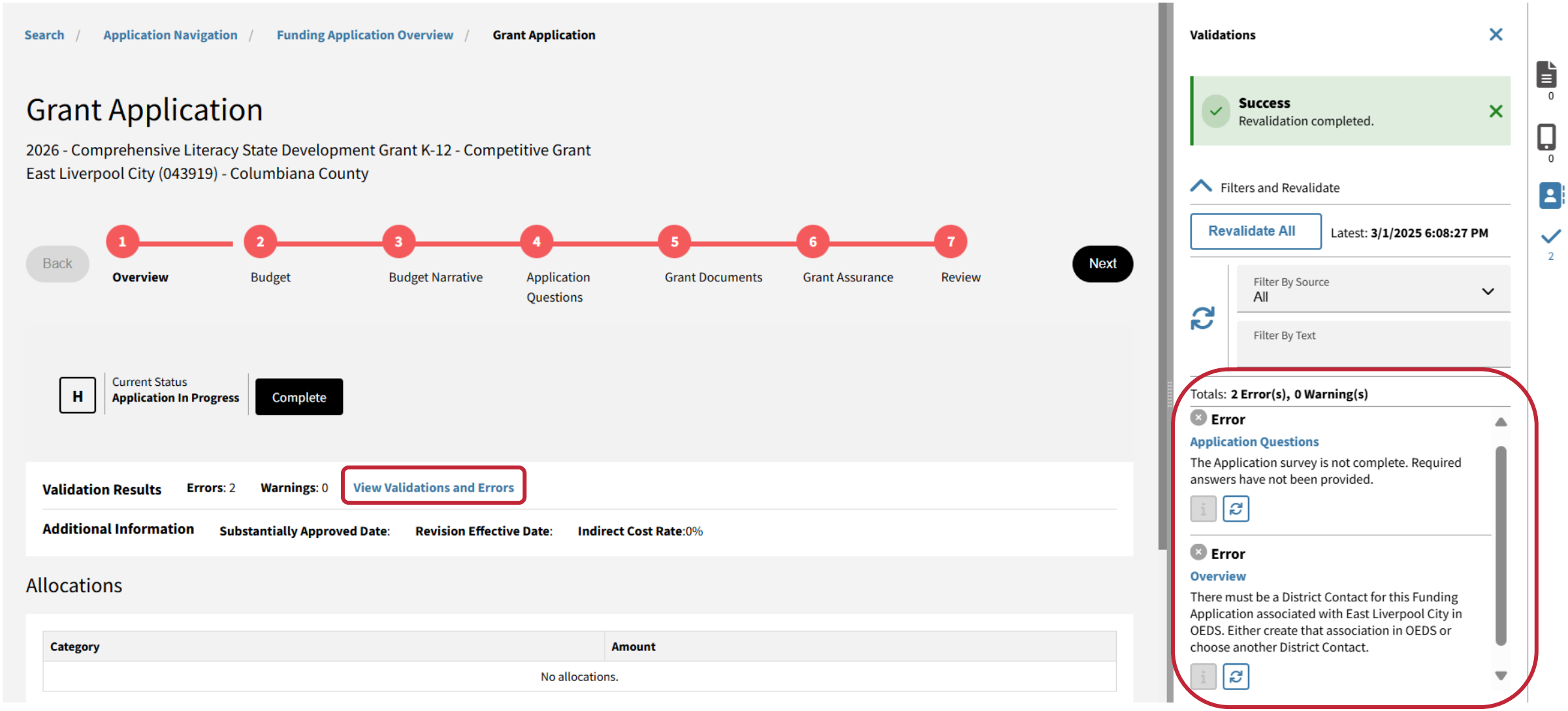

Add Contacts
Back To Contact List
Success
Gable, Susan Contact successfully added!.
*Required
*Select Contact Type
LEA Grant Contact - Grant Application LEA Level
Select contact name
Gable, Susan
Add Contact
1
0
2
Contacts
Add Contact(s)
Sort Contact List
Show Active Only
Related Organization List
Morgan Local (048777)
Region 12 State Support Team (009260)
Morgan Local CTPD (200074)
LEA Contacts
Active
Gable, Susan
1
0
2

VALIDATIONS

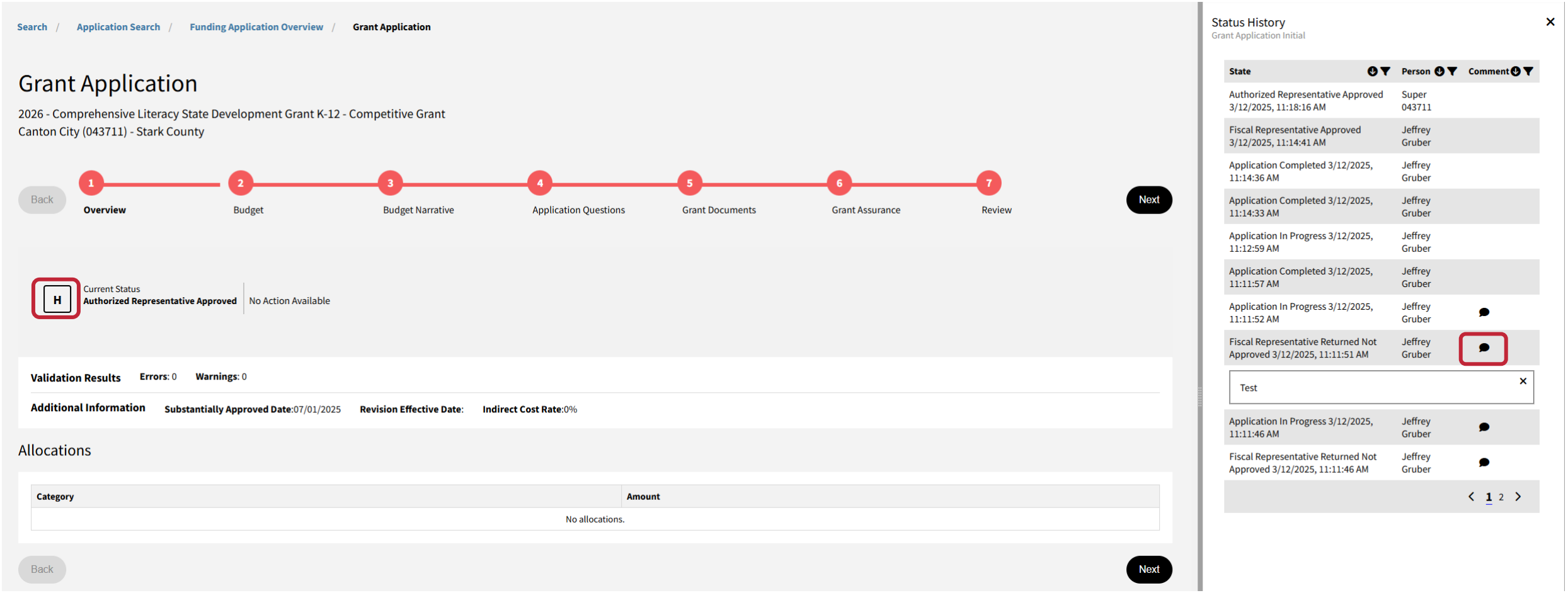




VALIDATIONS



HISTORY LOG


Search / Application Search / Funding Application Overview / Grant Application
Grant Application
2026 - Comprehensive Literacy State Development Grant K-12 - Competitive Grant
Canton City (043711) - Stark County
Back
1 Overview
2 Budget
3 Budget Narrative
4 Application Questions
5 Grant Documents
6 Grant Assurance
7 Review
Next
H
Current Status
Authorized Representative Approved
No Action Available
Validation Results Errors: 0 Warnings: 0
Additional Information Substantially Approved Date:07/01/2025 Revision Effective Date: Indirect Cost Rate:0%
Allocations
Category
Amount
No allocations.
Back
Next
Status History
Grant Application Initial
State
Person
Comment
Authorized Representative Approved 3/12/2025, 11:18:16 AM
Super 043711
Fiscal Representative Approved 3/12/2025, 11:14:41 AM
Jeffrey Gruber
Application Completed 3/12/2025, 11:14:36 AM
Jeffrey Gruber
Application Completed 3/12/2025, 11:14:33 AM
Jeffrey Gruber
Application In Progress 3/12/2025, 11:12:59 AM
Jeffrey Gruber
Application Completed 3/12/2025, 11:11:57 AM
Jeffrey Gruber
Application In Progress 3/12/2025, 11:11:52 AM
Jeffrey Gruber
Fiscal Representative Returned Not Approved 3/12/2025, 11:11:51 AM
Jeffrey Gruber
Test
Application In Progress 3/12/2025, 11:11:46 AM
Jeffrey Gruber
Fiscal Representative Returned Not Approved 3/12/2025, 11:11:46 AM
Jeffrey Gruber
1 2

GRANT TOOLS

MENU ITEMS LOCATED IN GRANT TOOLS

- Data Collections
  - Expired Funds Report
  - Title I-A Carryover Waiver
  - Grant Specific Expenditure Data
- Cash Requests
- Final Expenditure Reports

GRANT ADMIN

MENU ITEMS IN GRANT ADMIN

- Inboxes
  - Approval
    - Grant Applications, Cash Requests, Final Expenditure Reports
    - Based on role
    - Bulk approvals

REPORTS

WHAT INFORMATION CAN BE FOUND IN REPORTS?

- Informational Reports
  - Substantially Approved Dates
  - Indirect Cost
- Fiscal Reports
  - Grant Utilization (allocations and spending)

RESOURCES

- Websites
  - ED STEPS
  - One Funding Application
- Documents
  - OEDS Role Document
  - One Funding Application Manual (coming soon)
- Emails
  - EDSTEPS@education.ohio.gov
- ED STEPS Technical Assistance Bookings

QUESTIONS?

EDUCATION.OHIO.GOV

Department of Education & Workforce

Department of Education & Workforce

EDUCATION.OHIO.GOV