One Funding Application Facts & Questions

This document provides a comprehensive set of frequently asked questions regarding the One Funding Application. The questions are broken out into the following groups: Roles, Process, Grant Applications, and Other.

OEDS ROLES

If I do not have the ED STEPS Tile on my OH|ID account, how to I get access to it?
Please reach out to your organization's OEDS Administrator to assign roles based on the OEDS role chart. The One Funding Application (OFA) and CCIP use roles assigned at the IRN level within the Ohio Educational Directory System (OEDS) to manage access and permissions. These roles include Data Entry Funding-CCIP, Treasurer or Fiscal Representative, and Superintendent or Authorized Representative.

If I have roles under multiple IRNs, how will that work in the One Funding Application?
On the One Funding Application dashboard, there will be a dropdown for the organization where you will be able to select organizations based on the OEDS roles assigned.

PROCESSES

How do I access the One Funding Application?
To access the One Funding Application, you will need to login to your OH|ID account and open MyApps. From MyApps, select the ED STEPS Tile. This will take you to the ED STEPS dashboard which will contain mini tiles based on your assigned roles. To enter the One Funding Application, select that tile from the dashboard.

Will the Treasurer need to check and populate the assurance check box prior to submission for Treasurer approval?
Yes, the assurances must be approved prior to approving the application.

How can I add a contact to my grant application?

1. While on a grant application page, look at the right-hand side of the page in the white utility bar.
2. Click on the phone book icon, which represents the contacts icon. This will display the contact information.
3. To add a contact, simply click on the "Add Contacts" button.

Who should be added as a contact?
The data entry person, treasurer, and superintendent ideally should be added as a contact.

What are the 3 Levels of contacts within the One Funding Application?
LEA for all applications (contact will appear with all applications), LEA by Funding Application (contact will appears for all grants that are grouped by funding application e.g. Consolidated), LEA by Grant Application (contact is only assigned for a grant e.g. Title I-A)

Is my application complete?
Once your One Funding Application is in the status of Authorized Representative Approve, it comes to the Department of Education and Workforce for additional review and approval. To see the workflow of a grant application, check out the appendixes in the One Funding Application Manual.

What does the process look like for approving a grant application?
The grant application has all required pages completed and the stepper is completely highlighted in red. A user will say the application is completed. The fiscal representative will then need to sign-in and select "yes" on all applicable assurance selections before clicking "Approve". Following the fiscal representative, the authorized representative will need to sign-in and select "yes" on all the assurances sections before clicking "Approve".

GRANT APPLICATION

How does the One Plan connect to the One Funding Application?
The One Plan, One Needs Assessment, and the One Funding Application are interconnected designed to streamline the organization's processes. Within the One Plan, action steps are assigned to fiscal resources. These connections are then transferred to the top of the budget narrative page of the One Funding Application. The integration allows the Department to reduce the number of questions asked within the grant application, making the process more efficient. Essentially, the information entered into each component feeds and builds into the next, ensuring a cohesive and comprehensive approach to managing resources and planning.

How can grantees add competitive grants to their list of active grants within the One Funding Application?
The OFA includes a page for grantees that lists all active grants for a given fiscal year. Users can add competitive grants by selecting the competitive grant tab and click on "Add Grant".

OTHER

How long is CCIP going to be available?
The CCIP will remain available for historical purposes until a couple of years following the full transition into the One Funding Application

If I have grant specific questions, who do I reach out to?
Please reach out to the assigned contact for the grant in question or e-mail EDSTEPS@education.ohio.gov.