

Completing FY-27 CCIP PRC 0105 Application Step-by-Step

Office of Federal Programs (OFP)
Comprehensive and Targeted Support (CTS)



NORTH CAROLINA
State Board of Education
Department of Public Instruction

STEP 1: Sign into the CCIP application for FP-Comprehensive and Targeted Support (CSI / TSI) – PRC 0105

Sections

Regular Local School District - FY 2027 - FP - Comprehensive and Targeted Support (CSI / TSI) - PRC 0105 - Rev 0

Application Status:

NCDPI FP-School Improvement-CSI / TSI - PRC 0105 Division Administrator Approved

Change Status To:

[Revision Started](#)

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Description ([View Sections Only](#) [View All Pages](#))

All

History Log

[History Log](#)

[Create Comment](#)

Allotments

[Allotments](#)

Assurances (with Waiver Option)

[Assurances \(with Waiver Option\)](#)

All



STEP 2: To open Grant Details, ensure the Application Status is in “Revision Started”.

Sections

Regular Local School District - FY 2027 - FP - Comprehensive and Targeted Support (CSI / TSI) - PRC 0105 - Rev 0

Application Status: NCDPI FP-School Improvement-CSI PRC 105 Division Administrator Approved

Change Status To: Revision Started

STEP 2

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[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

All

☐ History Log

[History Log](#)

[Create Comment](#)

☐ Allotments

[Allotments](#)

☐ Assurances (with Waiver Option)

[Assurances \(with Waiver Option\)](#)

All

Sections

Regular Local School District - FY 2027

Application Status: Revision Started

Change Status To: Revision Completed

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[View Change Log](#)
[Delete This Application Revision](#)

Description ([View Sections Only](#) [View All Pages](#))

All

☐ History Log

AFTER STEP 2

Pause: If WAIVING FY-27 PRC 0105 Funds, please follow the steps listed next. If **NOT** waiving funds, [skip to Step 3](#).

Waiving FY-27 PRC 0105 funding does NOT remove or alter the compliance requirement associated with CSI / TSI identification. If the PSU indicated they were waiving funds during Substantial Approval, no further actions needed.

A. Click Budget on the Sections Page

Sections

Regular Local School District - FY 2027

Application Status: **Revision Started**

Change Status To: [Revision Completed](#)

[View NCDPI History Log](#)
[View Change Log](#)
[Delete This Application Revision](#)

Description ([View Sections Only](#) [View All Pages](#))

All

☐ **History Log**

[History Log](#)
[Create Comment](#)

☐ **Allotments**

[Allotments](#)

☐ **Assurances (with Waiver Option)**

[Assurances \(with Waiver Option\)](#)

☐ **School Improvement - CSI PRC 105**

[Budget](#)
[Grant Details](#)
[Related Documents](#)

☐ **Contacts**

[Contacts](#)

☐ **Substantially Approved Dates**

[Substantially Approved Dates](#)

☐ **Grant Award Notification (GAN)**

[GAN Information](#)
[GAN Organization Data](#)

All



Steps for waiving funds continued...

Budget

Regular Local School District - FY 2027 - FP - Comprehensive and Targeted Support (CSI / TSI) - PRC 0105 - Rev 1 - School Improvement - CSI PRC 105

Go To 

☐ By checking this box the LEA is waiving allocation for this grant or submitted a budget in error and acknowledges that doing so could result in the reallocation of these funds, to another Program Report Code (PRC) or LEA/charter.

Budget has not yet been received by CCIP.

**B. Click
the box
to waive.**

C. Jump to [slide 17](#) & 18, step 9, to follow the steps to change the status to "Chief Administrator Approved."



Step 3: Click on Grant Details

Sections

Regular Local School District - FY 2027

Application Status: Revision Started

Change Status To: [Revision Completed](#)

[View NCDPI History Log](#)
[View Change Log](#)
[Delete This Application Revision](#)

Description ([View Sections Only](#) [View All Pages](#))

All

History Log

[History Log](#)
[Create Comment](#)

Allotments

[Allotments](#)

Assurances (with Waiver Option)

[Assurances \(with Waiver Option\)](#)

School Improvement - CS/PRC 105

[Budget](#)
[Grant Details](#)
[Related Documents](#)

Contacts

[Contacts](#)

Substantially Approved Dates

[Substantially Approved Dates](#)

Grant Award Notification (GAN)

[GAN Information](#)
[GAN Organization Data](#)

All

STEP 3



STEP 4: Complete Grant Details – Section I

 **IMPORTANT:** The Public School Unit (PSU) must respond to each question by checking the applicable box or providing the necessary information in the text field. If a box is checked anywhere in the application, upload the PSU support Plan to the FY-27 Related Documents section for review. If the uploaded plan does not fully address the question, provide additional information in the corresponding text field. If the application is returned for revisions, update the applicable text field(s) with the requested information.

* 1. Describe the PSU's process for Data Review to address identified needs of CSI and/ or TSI Schools. (ESEA section 1111(d)(1)(B)(iv) and (2)(C); ESEA sections 1111(d)(1)(B) and 8538)

Describe (1) how the PSU has reviewed accountability data (inclusive of subgroup performance) and synthesis of school level Resource Allocation Review Self Assessment(s) to identify needs of the CSI and/or TSI school(s), (2) any school level or PSU trends discovered as a result of the data review, and (3) how the CSI and/or TSI plans are informed by all indicators in the statewide accountability system, including student performance against State determined long-term goals.

☐ Question 1 is fully addressed in the uploaded PSU Support Plan. If checked, move to the next question.

For question 1, reviewers are looking for evidence that the PSU has a systematic process for analyzing data, identifying root causes, and using those findings to develop and monitor CSI / TSI improvement plans. The response should address all three components from the prompt.



STEP 4 Continued: Grant Details - Section I

*** 2. Describe the PSU's process for (a) notifying school(s) of Federal CSI and/or TSI designation and the PSU's process for the (b) development and dissemination of Parent Notification Letters.**

(a) School-level notification must occur before October 31. (b) School Parent Notification letter must occur by November 30. (ESEA section 1111(d)(1)(B); ESEA section 1111(d)(2)(A)(ii))

☐ Question 2 is fully addressed in the uploaded PSU Support Plan. If checked, move to Section III.

For question 2, reviewers are looking for evidence that the PSU has a defined, documented process for meeting the federal notification requirements. The response should explain both how schools are notified of their CSI / TSI designation and how parents are informed within the required timelines.

*** 3. How many CSI/ATSI schools were previously identified (Cohort 1, Cohort 2, Tier 2, Group 1, Tier 2 Group 2, or CSI-AT)?**

Describe the PSU's process for (a) differentiated support(s) for previously identified CSI/ATSI school(s) and the PSU's process for (b) differentiated support(s) for CSI/ATSI school principals and (c) plan for exit-ready monitoring. (ESEA section 1111(d)(3)(A)(i)(I))

☐ Question 3 is fully addressed in the uploaded PSU Support Plan. If checked, move to the next question.

For question 3, reviewers are looking for evidence that the PSU provides additional, differentiated support to schools that have been identified for multiple years and has a clear process for helping them exit CSI / TSI status. The response should address all three required components.



STEP 4 Continued: Grant Details - Section I

* 4. Summarize the PSU's process for Stakeholder Engagement.

Describe the PSU's process for engaging stakeholder and securing diverse perspectives inclusive of federally low performing, low graduate rate, and/or student subgroups. (ESEA sections 1111(d)(1)(B), 1111(d)(2)(B), and 8538)

☐ Question 4 is fully addressed in the uploaded PSU Support Plan. If checked, move to the next question.

For question 4, reviewers are looking for evidence that the PSU has a meaningful, ongoing stakeholder engagement process that includes diverse voices in the development, implementation, and monitoring of CSI / TSI improvement efforts. The response should explain who is engaged, how they are engaged, when engagement occurs, and how feedback influences decision making.

* 5. PSU Support of CSI and/or TSI Plan.

Describe the PSU's support approach for schools in developing a CSI and/or TSI plan. (a) How were schools supported in constructing CSI and/or ATSI plans that target required NCStar indicators (D1.02/CSI/ATSI.02, A4.01/G1.02 and/or A4.10)? (b) Who will be reviewing school improvement team monthly meeting records, while providing guidance on required indicators and ensuring they are publicly available? (c) Detail the PSU's strategies (if applicable) and alignment with related resources as well as the PSU's process for monitoring implementation of the initiatives. (ESEA sections 1111(d)(1)(B), 1111(d)(2)(B), and 8538)

☐ Question 5 is fully addressed in the uploaded PSU Support Plan. If checked, move to the next question.

For question 5, reviewers are looking for evidence that the PSU has an active role in supporting, monitoring, and sustaining school improvement efforts. This question is not just about helping schools write a plan, it is about how the PSU ensures that plans are implemented with fidelity and monitored throughout the year.



STEP 4 Continued: Grant Details-Section II

Section II is to be completed if the PSU has one or more TSI schools.

Section II: To be completed if the PSU has one or more TSI schools

*** 6. TSI Only: Summarize the implementation of TSI strategies. (ESEA section 1111(d)(2)(B) and (C); ESEA section 8101(21))**

Provide a brief description of (a) evidence-based strategies supported by PRC 0105 funding (b) how the strategies will impact identified schools' ability to exit TSI status (c) sustainability plan and (d) describe the PSUs process for monitoring implementation.

☐ The PSU does not operate any TSI identified schools. If checked, move to Section III.

☐ Question 6 is fully addressed in the uploaded PSU Support Plan. If checked, move to Section III.

*

For question 6 (TSI Only), reviewers are looking for evidence that the PSU and school have a comprehensive plan to help the identified school(s) exit TSI status. The response must address all four required components.



STEP 4 Continued: Grant Details - Section III

To be completed for each CSI school (ESEA sections 1111(d)(1)(B) and 8538' ESSEA section 8101(21); ESEA section 1111(d)(1)(B)(v))

- The assigned Comprehensive and Targeted Program Administrator will review the NCStar required indicators and active action steps as part of the CSI plan and application approval process.

Section III: To be completed for each CSI school (ESEA sections 1111(d)(1)(B) and 8538; ESEA section 8101(21); ESEA section 1111(d)(1)(B)(v))

☐ The PSU does not operate any CSI schools. [Checking this box will remove any responses entered in the prompts below.]

☐ * By checking this box, the PSU acknowledges that the NCStar required Indicators and active Action Steps will be reviewed as part of the CSI plan and application approval process.

☐ **CSI School #1**

* Name:

* Site Code (Example: 600348):

1. Summarize the school's implementation of strategies.

* Provide a brief description of (a) evidence-based strategies supported by CSI funding (b) how the strategies will impact the schools' ability to exit CSI status and (c) sustainability plan.

2. Describe the school's process for monitoring implementation.

* Include a bulleted list of documentation/tools that will be used to monitor the implementation. Include the metric that will be used to gauge effectiveness in terms of success or improvement: percent, number, value, etc.

3. Summarize the school's process for Stakeholder Engagement.

* Describe the school's process for engaging stakeholder and securing perspectives inclusive of federally low performing, low graduate rate, and/or student subgroups. (ESEA sections 1111(d)(1)(B), 1111(d)(2)(B), and 8538)

☐ **CSI School #2**

☐ **CSI School #3**

For Section III (CSI Only), reviewers shift from evaluating PSU processes to evaluating the individual school's CSI improvement plan. For each CSI school the three narrative prompts must be completed, and reviewers will also review the NCStar Comprehensive Plan Report with required indicators as well as the budget. They are looking for alignment, specificity, and evidence that the school has a viable plan to exit CSI status..



STEP 5: On the Section Page, click "Related Documents" to upload the PSU CSI / TSI Support Plan if any of the indicator boxes from Questions 1-6 are checked.

Sections

Regular Local School District - FY 2027

Application Status: Revision Started

Change Status To: [Revision Completed](#)

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☐ Allotments

[Allotments](#)

☐ Assurances (with Waiver Option)

[Assurances \(with Waiver Option\)](#)

☐ School Improvement - CSI PRC 105

[Budget](#)
[Grant Details](#)
[Related Documents](#)

☐ Contacts

[Contacts](#)

☐ Substantially Approved Dates

[Substantially Approved Dates](#)

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[GAN Information](#)
[GAN Organization Data](#)

All

STEP 5



STEP 5 Continued:

Related Documents

Regular Local School District - FY 2027 - FP - Comprehensive and Targeted Support (CSI / TSI) - PRC 0105 - Rev 1 - School Improvement - CSI PRC 105

Go To ▶

Optional Documents		
Type	Document Template	Document/Link
Public School Unit (PSU) CSI / TSI Support Plan	N/A	

Link will be here.

An upload link is available under Documents/Link. Please use this link to upload the PSU CSI / TSI Support Plan if any of the indicator boxes from Questions 1-6 are checked.



STEP 6: On the Section Page, click Contact to share who the Funding Application Contact will be.

Sections

Regular Local School District - FY 2027

Application Status: Revision Started

Change Status To: Revision Completed

[View NCDPI History Log](#)
[View Change Log](#)
[Delete This Application Revision](#)

Description (View Sections Only View All Pages)

All

History Log

History Log

Create Comment

Allotments

Allotments

Assurances (with Waiver Option)

Assurances (with Waiver Option)

School Improvement - CSI PRC 105

Budget

Grant Details

Related Documents

Contacts

Contacts

Substantially Approved

Substantially Approved

Grant Award Notification (GAN)

GAN Information

GAN Organization Data

All



Contacts

Regular Local School District - FY 2027 - FP - Comprehensive and Targeted Support (CSI / TSI) - PRC 0105 - Rev 1 - Contacts

Go To

Type	Contact(s)	Address
Funding Application Contact		



STEP 7: On the Section Page, click GAN Organization Data

Sections

Regular Local School District - FY 2027

Application Status: Revision Started

Change Status To: [Revision Completed](#)

[View NCDPI History Log](#)
[View Change Log](#)
[Delete This Application Revision](#)

Description ([View Sections Only](#) [View All Pages](#))

All

History Log

[History Log](#)
[Create Comment](#)

Allotments

[Allotments](#)

Assurances (with Waiver Option)

[Assurances \(with Waiver Option\)](#)

School Improvement - CSI PRC 105

[Budget](#)
[Grant Details](#)
[Related Documents](#)

Contacts

[Contacts](#)

Substantially Approved Dates

[Substantially Approved Dates](#)

Grant Award Notification (GAN)

[GAN Information](#)
[GAN Organization Data](#)

All

STEP 7



STEP 7 Continued

Share the UEI, address, superintendent/charter chair or director with email and a separate contact for key personnel with email.

GAN Organization Data

Regular Local School District - FY 2027 - FP - Comprehensive and Targeted Support (CSI / TSI) - PRC 0105 - Rev 1 - Grant Award Notification (GAN)

Go To ▶

* Unique Entity Identifier (UEI):
[Text Field]

* Address
[Text Field]

Superintendent

* Name [Text Field] * Email Address [Text Field]

Key Personnel:

Name	Email Address
* [Text Field]	* [Text Field]

Note: For the Unique Entity Identifier (UEI) field, please enter your PSU's Unique Entity Identifier and not your PSU number.



STEPS 8 and 9: Submit Budget(s) and Update Status

Submit the FY-27 PRC 0105 budget and, if applicable, a Remaining Funds PRC 0105 budget from FY-26 for review with the application.

Sections

Regular Local School District - FY 2027 - FP - Comprehensive and Targeted Support (CSI / TSI) - PRC 0105 - Rev 0

Application Status: NCDPI FP-School Improvement-CSI PRC 105 Division Administrator Approved

Change Status To: 

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[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

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History Log

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Allotments

[Allotments](#)

☐

Assurances (with Waiver Option)

[Assurances \(with Waiver Option\)](#)

All



STEP 9: Update Application Status

Change the Application Status from Revision Started to Revision Completed, from Revision Completed to Fiscal Representative Approved, and from Fiscal Representative Approved to Chief Administrator.

Sections

Regular Local School District - FY 2027

Application Status: Revision Started

Change Status To: Revision Completed



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[View Change Log](#)
[Delete This Application Revision](#)

Description ([View Sections Only](#) [View All Pages](#))

All

☐ **History Log**

[History Log](#)

[Create Comment](#)

☐ **Allotments**

After Step 9 is complete, the application and budget will be under review by your assigned CTS PA.

Troubleshooting

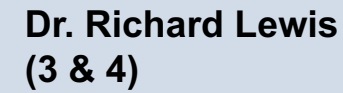
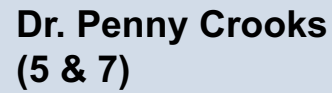
- **CCIP won't let me update the status to Chief Admin Approved:**
 - Ensure the contact information is current. Once verified, you should be able to update status.
- **What is the “PSU Support Plan” referred to?**
 - The PSU Support Plan is the plan developed by the PSU during the planning year and submitted, in part or in full, with the year-end documentation. PSUs may use this plan to respond to application questions by uploading the plan in the FY-27 PRC 0105 application related documents and provide additional information in the application as needed.
- **Our PSU Support Plan attachment answers some of the questions, but not all of the questions:**
 - You can indicate “Parts 1 and 3 are in the plan” and then address part 2 in Grant Details. You do not need to update the PSU Support Plan attachment. Add updated information in the text box associated to the question within Grant Details.
- **There is no link to upload documents in “Related Documents”.**
 - Ensure that the application status is at “Revision Started”. If not, the link for upload will not be accessible.



Application Timeline and Funding Requirement

- The FY-27 PRC 0105 Application **opened on July 1, 2026**. (Per the PRC 0105 Allotment Policy, PSUs must submit an application within 90 days of the application becoming available.)
- The FY-27 PRC 0105 Application is **due Monday, August 31, 2026**. (Extensions may be approved on a case-by-case basis; however, all applications must be submitted no later than September 28, 2026.)
- Funding Requirement: At least 80% of funds must directly support identified schools, with up to 20% allowed for district level administrative costs, contracted Charter Management Organization (CMO) support, or contracted Institutions of Higher Education (IHE) Lab Schools support.





Julie Higdon
(6 & 8)



NCDPI Office of Federal Programs

Link: Comprehensive and Targeted Support (CTS) Contacts

Feedback

<https://forms.gle/ivuT1Fbqq9RTFa8L7>

