



NC Comprehensive Continuous Improvement Plan (NCCCIP)

**21st Century Community Learning Centers
FY22 Summer Mini Grant
“CCIP Introduction and Training”**

Presented January 4th, 2022



Reminders and Deadlines

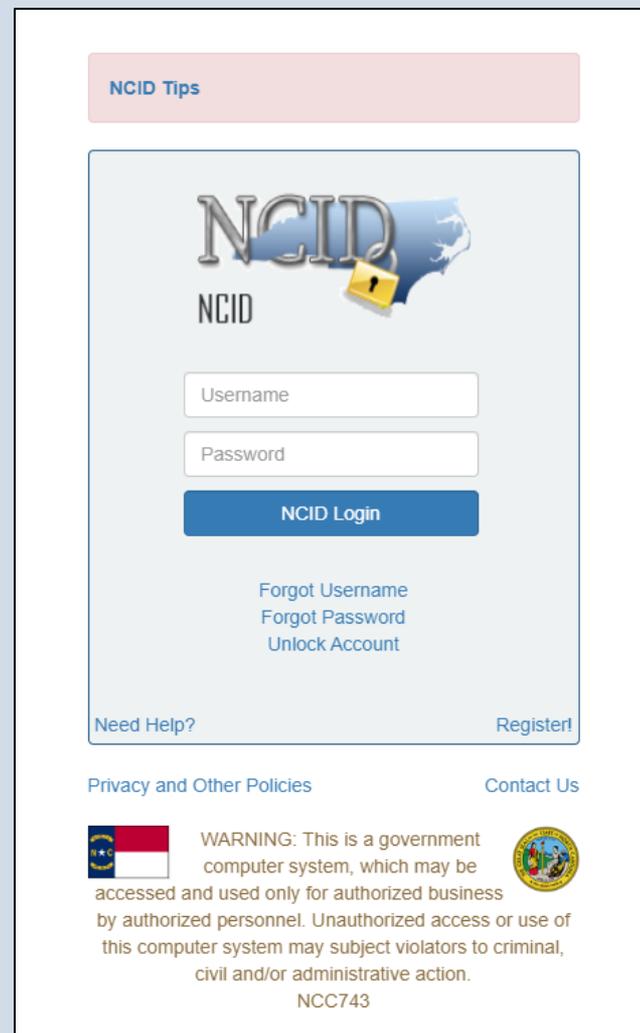
- **Competition opens January 10th at 8AM EST**
- **Competition closes February 9th at 12PM (Noon) EST**
- Only applications submitted through CCIP will be reviewed (no paper copies)
- Allow plenty of time to enter data and upload files in NCCCIP – absolutely **no exceptions** after the due date
- Once submitted to NCDPI, after the due date, cannot submit additional information
- Please refer to 21st CCLC RFP available for this competition in NCDPI Resources
- You will see the acronym ‘LEA’ in CCIP – it is an overarching term for any organization that provides educational services

Obtaining an NCID in Non-LEAs (CBOs, FBOs, For Profit, Non-Profit, etc.)

You Need a Valid NCID to become 'known' ... How Do I Get an NCID? (Non-LEAs*)

- Go to <https://ncid.nc.gov>
- Click on 'Register!'
- *You do NOT need a new NCID for this competition if your NCID has remained Active*

* District, Charter and Lab school personnel must go through their NCID Administrator, then the CCIP User Access Administrator (UAA) listed in CCIP for access



The screenshot shows the NCID login interface. At the top, there is a pink header with the text "NCID Tips". Below this is a large white box containing the NCID logo, which features the letters "NCID" in a stylized font with a blue map of North Carolina and a yellow padlock. Underneath the logo are two input fields: "Username" and "Password". A blue button labeled "NCID Login" is positioned below the password field. Below the button are three links: "Forgot Username", "Forgot Password", and "Unlock Account". At the bottom left of the white box is a link for "Need Help?" and at the bottom right is a link for "Register!". Below the white box, there are two links: "Privacy and Other Policies" and "Contact Us". At the bottom of the page, there is a warning message: "WARNING: This is a government computer system, which may be accessed and used only for authorized business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action." followed by the code "NCC743". There are also two small circular logos on either side of the warning message.

How Do I Get an NCID? (Non-LEAs)



North Carolina Identity Management



New User Registration

Please indicate your user type from one of the following categories:

Individual

Request access to the State of North Carolina services as an individual or citizen.

Business

Request access to the State of North Carolina services on the behalf of a business.

State Employee

Currently employed or assigned to work for an agency within the State of North Carolina government.

Local Government
Employee

Currently employed or assigned to work for a North Carolina county or municipality.

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

North Carolina
www.nc.gov

[Privacy and Other Policies](#)

[Contact Us](#)



How Do I Get an NCID? (Non-LEAs)

Required Fields

- Requested ID (usually *firstname_lastname*, but can be anything you want, if it's unique)
- First and Last Name
- Email Address
- Phone Number
- Street Address (City, State and Zip)
- Password (minimum 8 characters, rules on NCID page)

How Do I Get an NCID? (Non-LEAs)

To verify your identity, an email has been sent to you. Please click the link in the email to complete the verification process. You must activate your account within 3 days or for security reasons it will be deleted.

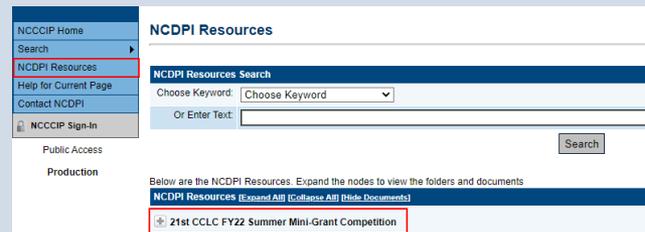
To ensure that NCID messages will always be delivered to your Inbox, please verify that your email client and email provider are set up to accept messages from ncid.notifications@nc.gov.

If you do not receive the email in your Inbox within a few minutes, please verify that the message was not marked as spam and sent to the Junk Email folder. If this happens, please move the message to the Inbox so you can validate your account. You may now close this window.

- Check your email, including your SPAM folder!
- After verification, go onto the NCID site and choose your password reset questions and responses
- If you forget your password or get locked out, DPI cannot help you
- Non-LEAs must call NC DIT (919.754.6000 or 800.722.3946)
- LEAs must contact their local NCID Administrator

What Do I Do with the NCID? (Non-LEAs)

- Go to <https://ccip.schools.nc.gov>
- Fill out CCIP Access Request Form, located in NCDPI Resources folder
- Use pulldown lists where available
- The County Name is where the Fiscal Agent is located
- If the non-LEA/organization has competed before, but was not awarded, enter the same name to avoid duplicates in CCIP



Non-LEA Name	County Name						
	Alamance						
NCID User ID	First Name	Last Name	Role (Required)	Email (Required)	Phone # (Required)	Phone Ext. (optional)	Fax # (optional)
			LEA 21CCLC Data Entry				
			LEA Fiscal Representative				
			LEA Chief Administrator				

PSUs should go through the listed User Access Administrator (UAA) for access to CCIP.

*** INCLUDE YOUR NON-LEA NAME AND THE COUNTY IN WHICH YOU'RE LOCATED!!! THE COUNTY LIST IS A PULLDOWN LIST.**

*** If your NCID is currently active and being used in an NCDPI system, you do NOT need a new NCID.**

*** A valid NCID User ID is required for CCIP access. Please request an NCID at <https://ncid.nc.gov/> if you haven't already.**

*** One user can be in multiple roles, each role can have multiple users. Add as many rows as you need.**

*** NO SHARING OF NCIDS**

*** Please return this form by email to anita.harris@dpi.nc.gov**

ONLY ONE FORM PER ORGANIZATION - The form should come from the Program Director or Fiscal Agent

CCIP Roles for 21st CCLC

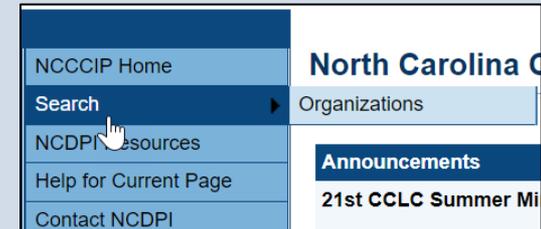
CCIP Role Name	Description
User Access Administrator <i>(Only available in LEAs)</i>	Allows the user to create, update, and delete users/roles for an organization. This role does not give the user any access to edit the Funding Application.
LEA 21st CCLC Data Entry	Allows the user change Funding Application status to <u>Draft Started</u> , edit and change the status to <u>Draft Completed</u> .
LEA Fiscal Representative	LEA user who can change any of the LEA applications' status to Draft Started, edit and change the status to Draft Completed and Fiscal Representative Approved or Returned.
LEA Chief Administrator	LEA user who can change any of the LEA's funding applications' status to Draft Started, edit and change the status to Draft Completed and Chief Administrator Approved or Returned.

- A person can have more than one role
- A role can have more than one person assigned to it

Obtaining an NCID in LEAs (Districts, Charter, Lab Schools)

How Do I Become 'Known' to CCIP? (LEAs)

1. Select Search in CCIP menu then Organizations
2. Enter the name of the organization
3. Click on the organization in the returned information
4. Click on Address Book in menu on left



NCCCI Home

Search

NCDPI Resources

Help for Current Page

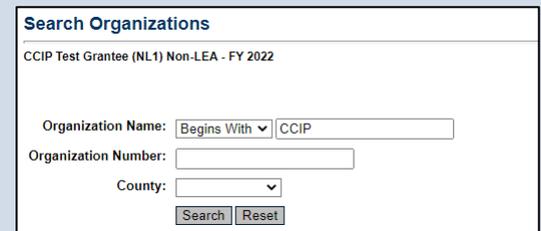
Contact NCDPI

North Carolina C

Organizations

Announcements

21st CCLC Summer Mi



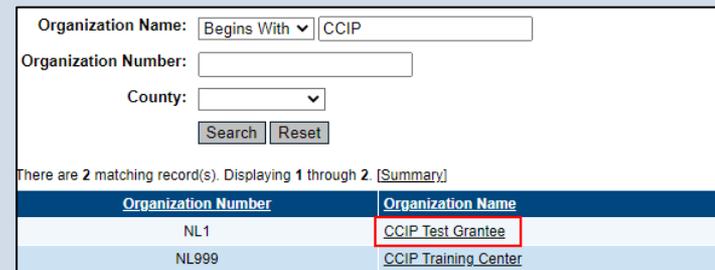
Search Organizations

CCIP Test Grantee (NL1) Non-LEA - FY 2022

Organization Name: CCIP

Organization Number:

County:



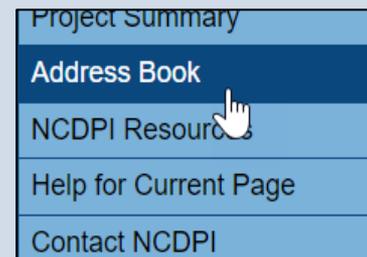
Organization Name: CCIP

Organization Number:

County:

There are 2 matching record(s). Displaying 1 through 2. [\[Summary\]](#)

Organization Number	Organization Name
NL1	CCIP Test Grantee
NL999	CCIP Training Center



Project Summary

Address Book

NCDPI Resources

Help for Current Page

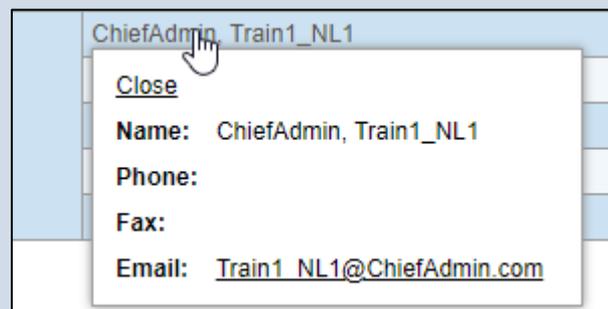
Contact NCDPI

How do I become 'known' to CCIP? (LEAs)

5. Scroll down the Address Book page towards the lower half and find the User Access Administrator

User Access Administrator	ChiefAdmin_Train1_NL1
	ChiefAdmin_Train2_NL1
	ChiefAdmin_Train3_NL1
	ChiefAdmin_Train4_NL1
	ChiefAdmin_Train5_NL1

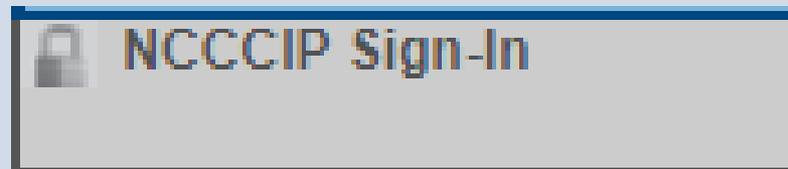
6. Click on the name to find the contact information. Clicking on the Email address will launch an email



We're Ready to Log into CCIP

I Have My NCID and I'm Known to CCIP... What Do I Do Now?

- Go to <https://ccip.schools.nc.gov> and click on the gray box



- Fill in your NCID and NCID password, and click on the 'Submit' button

A screenshot of the NCCCIP Sign-In web form. The form has a white background with a dark blue header bar containing the text "NCCCIP Sign-In". Below the header, there is a dark blue bar with the text "Sign-In" in white. Underneath, there are two input fields: "NCID User ID:" followed by a white text box, and "NCID Password:" followed by a white text box. Below the password field, there is a link that says "Forgot your password?". At the bottom right of the form, there is a gray button labeled "Submit".

Once You're Logged In...

- Click on your underlined **Organization Name** or in the menu on **Funding > Funding Applications**
- Either way will bring you to your **Funding Applications** page

The screenshot shows the NCCIP Home dashboard. On the left is a navigation menu with items like 'NCCIP Home', 'Administer', 'Search', 'Inbox', 'Planning', 'Funding', 'Project Summary', 'LEA Document Library', 'Address Book', 'Budget Inquiry Reports', 'NCDPI Resources', 'Help for Current Page', 'Contact NCDPI', and 'NCCIP Sign Out'. The 'Funding' menu item is highlighted with a red box. The main content area is titled 'North Carolina CCIP Home' and shows 'CCIP Test Grantee (NL1) Non-LEA'. Below this is a table with columns 'Organization Number' and 'Organization Name'. The table contains one row with 'NL1' and 'CCIP Test Grantee', where the latter is also highlighted with a red box. There are also sections for 'Associated Organizations', 'Reminders', and 'EC Fiscal Updates'.

Organization Number	Organization Name
NL1	CCIP Test Grantee

Funding Applications Page

Funding Applications

CCIP Test Grantee (NL1) Non-LEA - FY 2022

2022 ▾ All Active Applications ▾

Entitlement Funding Application	Revision	Status	Status Date
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There are no matching Entitlement applications for this fiscal year.

Competitive Funding Application	Revision	Status	Status Date
FPMS-21st CCLC New	0	Not Started	1/2/2022
FPMS-21st CCLC Summer Mini-Grant 2022	0	Not Started	1/2/2022
FPMS-CRRSA ESSER II ELISS PRC 175	0	Not Started	1/2/2022

Sections

CCIP Test Grantee (NL1) Non-LEA - FY 2022 - FPMS-21st CCLC Summer Mini-Grant 2022 - Rev 0

Application Status: Not Started

Change Status To: [Draft Started](#)

[View Change Log](#)

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

Description (View Sections Only View All Pages)	Validation	Print ■ Select Items
All	Messages	Print
[-] History Log		Print
History Log		Print
Create Comment		
[-] Allotments	Messages	Print
Allotments	Messages	Print
[-] 21st CCLC Summer Mini-Grant 2021		Print
Budget		Print
Related Documents		
Grant Award Notification (GAN)		Print
[-] Contacts	Messages	Print
Contacts	Messages	Print
[-] Substantially Approved Dates		Print
Substantially Approved Dates		Print
[-] New Applicant Summary		Print
New Applicant Summary		Print
[-] Grant Award Notification (GAN)		Print
GAN Information		Print
GAN Organization Data		Print
All	Messages	Print



Sections Page – Application Status

- Displays current status and next possible status(es)
- Only displays next possible status for application
- If user lacks permission, the Status Change Confirmation screen will indicate that
- **Application Status must be at 'Draft Started' to enter data or upload documents**

Sections Page – Changing Status to Draft Started to Start Entering Data

Sections

CCIP Test Grantee (NL1) Non-LEA - FY 20

Application Status: Not Started

Change Status To: Draft Started

Application Status: Not Started

Change Status To: Draft Started

[View Change Log](#)

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

All

- [-] **History Log**
 - [History Log](#)
 - [Create Comment](#)
- [-] **Allotments**
 - [Allotments](#)
- [-] **21st CCLC Summer Mini-Grant 2**
 - [Budget](#)
 - [Related Documents](#)

Role(s) that can perform this status change:
LEA 21st CCLC Data Entry
LEA Chief Administrator
LEA Fiscal Representative

User(s) that can perform this status change:
Train1_NL1 ChiefAdmin
Train2_NL1 ChiefAdmin
Train3_NL1 ChiefAdmin
Train4_NL1 ChiefAdmin
Train5_NL1 ChiefAdmin
Train1_NL1 DataEntry
Train2_NL1 DataEntry
Train3_NL1 DataEntry
Train4_NL1 DataEntry
Train5_NL1 DataEntry
Train1_NL1 FiscalRep
Train2_NL1 FiscalRep
Train3_NL1 FiscalRep
Train4_NL1 FiscalRep
Train5_NL1 FiscalRep
Gwendolyn Glenn
Cenithia Tice

When the cursor hovers over Draft Started, the personnel with these roles can change the Status, as the application process progresses

Status Change Confirmation

CCIP Test Grantee (NL1) Non-LEA - FY 2022 - FPMS-21st CCLC Summer Mini-Grant 2022 - Rev 0

You are about to change the status to Draft Started. Click Confirm to change the status.

Sections

CCIP Test Grantee (NL1) Non-LEA - FY 20

Application Status: Draft Started

Change Status To: Draft Completed

Funding Application Page Navigation

- **Go To / Save and Go To** menu allows navigation between any pages in funding application

Save And Go To	▶	Current Page	
		Next Page	
		Previous Page	
		Sections	
		History Log	▶
		Allotments	▶
		21st CCLC Summer Mini-Grant 2021	▶ Budget
		Contacts	▶ Related Documents
		Substantially Approved Dates	▶ Grant Award Notification (GAN)
		New Applicant Summary	▶
		Grant Award Notification (GAN)	▶

Save and Go To

- Using Save and Go To refreshes session timeout
- Save and Go To Current Page: Saves changes to the page and keeps user on that page
- Save and Go To Next Page: Saves changes to the page and moves user to next page in that section
- Save and Go To Previous Page: Saves changes to the page and moves user to previous page in that section
- If no previous or next page exists, user is returned to Sections page

Budget Page

- You will enter highest level amounts (rolled up to Parent codes) into cells; Totals for columns and rows are done automatically as you move down or across
- Refer to RFP documentation for allowable items
- **TIP: Until you enter \$ on the Budget page, no Errors/Warnings will show in Validation column on Sections page**

Budget

CCIP Test Grantee (NL1) Non-LEA - FY 2022 - FPMS-21st CCLC Summer Mini-Grant 2022 - Rev 0 - 21st CCLC Summer Mini-Grant 2021

Go To ▶

[Download Budget Data]

Object Code	Salaries 100	Employer Provided Benefits 200	Purchased Services 300	Supplies and Materials 400	Total
Purpose Code					
5000 - Instructional Services	0.00	0.00	0.00	0.00	0.00
6000 - System-Wide Support Services	0.00	0.00	0.00	0.00	0.00
8000 - Non-Programmed Charges	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00
				Adjusted Allocation	0.00
				Remaining	0.00

Go To ▶

Sections Page – Related Documents

Sections		
CCIP Test Grantee (NL1) Non-LEA - FY 2022 - FPMS-21st CCLC Summer Mini-Grant 2022 - Rev 0		
Application Status: Not Started		
Change Status To: Draft Started		
View Change Log		
Description (View Sections Only View All Pages)	Validation	Print ■ Select Items
All	Messages	Print
[-] History Log		Print
History Log		Print
Create Comment		
[-] Allotments	Messages	Print
Allotments	Messages	Print
[-] 21st CCLC Summer Mini-Grant 2021		Print
Budget		Print
Related Documents		
Grant Award Notification (GAN)		Print
[-] Contacts	Messages	Print
Contacts	Messages	Print
[-] Substantially Approved Dates		Print
Substantially Approved Dates		Print
[-] New Applicant Summary		Print
New Applicant Summary		Print
[-] Grant Award Notification (GAN)		Print
GAN Information		Print
GAN Organization Data		Print
All	Messages	Print

Related Documents

Required Documents		
Type	Document Template	Document/Link
21st CCLC Summer Mini-Grant Application [Upload 1 document(s)]	 21st CCLC Summer Mini-Grant Application	Upload New
21st CCLC Basic Organization Information [Upload 1 document(s)]	 21st CCLC Basic Organization Information	Upload New
Statement of Assurances [Upload 1 document(s)]	 Statement of Assurances	Upload New
Debarment Certification [Upload 1 document(s)]	 Debarment Certification	Upload New
Criminal Background Check Certification [Upload 1 document(s)]	 Criminal Background Check Certification	Upload New
21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status [Upload 1 document(s)]	 21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status	Upload New
Private Schools Consultation [Upload at least 1 document(s)]	 Private Schools Consultation	Upload New
21st CCLC Conflict of Interest Certification [Upload 1 document(s)]	 21st CCLC Conflict of Interest Agreement	Upload New
Total Cost Worksheet [Upload 1 document(s)]	 Total Cost Worksheet	Upload New
System for Award Management (SAM) Active Registration Confirmation - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	Upload New
Optional Documents		
Type	Document Template	Document/Link
Partnership Agreement w LEAs (for nonprofits working in collaboration with LEAs)	 Partnership Agreement w LEAs (for nonprofits working in collaboration with LEAs)	Upload New
Other Collaborative Agreement(s) - No template provided	N/A	Upload New

Adding a Related Document

- Click on Upload New in Document/Link column
- Enter a Document Name (optional)
 - If left blank, name of document (Type column) is used
 - Displays on Related Documents page, under “Document/Link” column

Create Related Document - 21st CCLC Summer Mini-Grant Application

CCIP Test Grantee (NL1) Non-LEA - FY 2022 - FPMS-21st CCLC Summer Mini-Grant 2022 - Rev 0 - 21st CCLC Summer Mini-Grant 2021

Please select a file to upload.

Upload Data File:

Document Name:

Type	Document Template	Document/Link
21st CCLC Summer Mini-Grant Application [Upload 1 document(s)]	21st CCLC Summer Mini-Grant Application	[Update] [Delete] FY22 Summer Mini-Grant Application for NL1
21st CCLC Basic Organization Information [Upload 1 document(s)]	21st CCLC Basic Organization Information	Upload New
Statement of Assurances [Upload 1 document(s)]	Statement of Assurances	Upload New

Let's Talk About Page Locking

- Pages are locked down when application is in approval process (any status other than Draft Started)
 - Application must be Returned Unapproved at the next step if changes are desired to an application that is in approval process
 - Be careful! 'Fiscal Representative Returned Not Approved' is equivalent to Draft Started – always look at the next Status the application can be changed to on the Sections page
- CCIP prevents multiple users from editing the same page simultaneously
 - User will see message indicating the user that is locking the page; lock is released after that user leaves the page or his/her session times out

Validations

- Business rule checks
- System automatically runs validation as application is completed
- Validation issues appear on the **Sections** page, under the **Validation** column
 - Messages do not appear on the page as user fills out data
- Two types of validation messages
 -  • Errors: Prevent submission of application
 -  • Warnings: Point out potential issues but allow submission

Validations...continued

- Filtering Messages in Validation column on Sections page
 - All: Show every message
 - Section: Show all messages for pages in that section
 - Page: Show all messages for that page
- Until you enter \$ on the Budget page, no Errors/Warnings will show in the Validation column on the Sections page

Description (View Sections Only View All Pages)	Validation	Print <input type="checkbox"/> Select Items
All	Messages	Print
<input type="checkbox"/> History Log		Print
History Log		Print
Create Comment		
<input type="checkbox"/> Allotments		Print
Allotments		Print
<input type="checkbox"/> 21st CCLC Summer Mini-Grant 2021	Messages	Print
Budget		Print
Related Documents	Messages	
Grant Award Notification (GAN)		Print
<input type="checkbox"/> Contacts	Messages	Print
Contacts	Messages	Print

Validations...continued

- Clicking Review will take user to the screen on which the issue occurred, but not the exact spot

Validation Messages		
CCIP Test Grantee (NL1) Non-LEA - FY 2022 - FPMS-21st CCLC Summer Mini-Grant 2022 - Rev 0		
Return To Sections Page		
21st CCLC Summer Mini-Grant 2021		
Related Documents		
Review	At least 1 document(s) must be uploaded for the required Related Document '21st CCLC Basic Organization Information'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document 'Statement of Assurances'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document 'Debarment Certification'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document 'Criminal Background Check Certification'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document '21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document 'Private Schools Consultation'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document '21st CCLC Conflict of Interest Certification'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document 'Total Cost Worksheet'.	Error
Review	At least 1 document(s) must be uploaded for the required Related Document 'System for Award Management (SAM) Active Registration Confirmation - TEMPLATE NOT PROVIDED'.	Error
Review	The optional Related Document Partnership Agreement w LEAs (for nonprofits working in collaboration with LEAs) has not been uploaded. Please be certain this is the intention.	Warning
Review	The optional Related Document Other Collaborative Agreement(s) - No template provided has not been uploaded. Please be certain this is the intention.	Warning
Contacts		
Contacts		
Review	The Contact 'Funding Application Contact' has 0 contacts selected. It requires a minimum of 1 contact(s).	Error
Grant Award Notification (GAN)		
GAN Organization Data		
Review	Questions marked with an asterisk (*) require a response.	Error

History Log

- Comprehensive list of all Status changes and Comments that have occurred in a funding application
 - Who did it
 - When

History Log

CCIP Test Grantee (NL1) Non-LEA - FY 2022 - FPMS-21st CCLC Summer Mini-Grant 2022 - Rev 0 - History Log

Save And Go To ▶

[View All Status/Comments](#)

Attention Needed	Date	User	Status (S)/Comment (C)	S/C
	1/3/2022 11:23:49 AM	Train1_NL1 ChiefAdmin	Status changed to 'Draft Started'.	S
	1/2/2022 3:23:52 PM	Train1_NL1 ChiefAdmin	Status changed to 'Not Started'.	S

Changing Application Status on Sections Page

- Does user have permission?
- Successfully changing status to Draft Completed indicates the application is Error-free and will be considered for scoring

Application Status:	Draft Started
Change Status To:	<u>Draft Completed</u>

Status Change Confirmation

By submitting this automated application, the local education agency representatives assure that the application has been authorized by the board of education of the local education agency, and the undersigned representatives have been duly authorized by formal action of the board to file this application for, and on behalf of, the local education agency, and otherwise to act as the authorized representatives of the local education agency in connection with this application. By submitting this automated application, the local education agency is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application.

You are about to change the status to Draft Completed. Click Confirm to change the status.

What Happens When Status Changes?

- Entry added to History Log documenting the change with an 'S'
- Next person/role in approval chain (submission workflow) notified by email
 - LEA 21st CCLC Data Entry → LEA Fiscal Representative → LEA Chief Administrator
- Application may be locked down or unlocked
 - Unlocked: Application Status = **Draft Started** (it might say “_____ Returned Not Approved”)
 - Locked: Any status other than **Draft Started**
- Grants may receive **Substantial Approval** (does not mean it has been approved for funding)

What Can I Do Now?

- If you don't already have one, obtain your NCID and become "known" to CCIP
 - Non-LEAs: Fill out CCIP Access Request Form, send to anita.harris@dpi.nc.gov
 - LEAs: Contact your User Access Administrator
- *NCDPI Resources/21st CCLC FY22 Summer Mini-Grant Competition* folder has templates and forms ahead of the competition opening on January 10th at 8:00AM EST



Questions?

- 21st CCLC program-related
 - Wendy.Buck@dpi.nc.gov
 - Megan.Orleans@dpi.nc.gov
 - Eric.Rainey@dpi.nc.gov
- NCCIP-related (access issues, etc.)
 - Anita.Harris@dpi.nc.gov
- NCID-related (lockout, PW reset)
 - Non-LEAs: Contact DIT **919.754.6000** or **1.800.722.3946** (toll-free)
 - LEAs: Contact your local NCID administrator