Reminders and Deadlines

• **Competition opens Week of June 1\(^{st}\) at 8AM EDT**
• **Competition closes August 11\(^{th}\) at 12PM (Noon) EDT**
• Only applications submitted through Draft Completed status in CCIP will be reviewed (no paper copies)
• Allow plenty of time to enter data and upload files in CCIP – absolutely **no exceptions** after the due date
• Once submitted to NCDPI, after the due date, cannot submit additional information
• Please refer to the ELISS 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
You Need a Valid NCID to become ‘known’ to CCIP… 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*

* Only Non-LEAs are eligible to compete for ELISS funding – refer to the RFP for further eligibility questions
How Do I Get an NCID? (Non-LEAs)
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 page)
How Do I Get an NCID? (Non-LEAs)

- 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
  - Call NC DIT (919.754.6000 or 800.722.3946)
What Do I Do with the NCID? (Non-LEAs)

• Go to https://ccip.schools.nc.gov
• Fill out CCIP Access Request Form in NCDPI Resources/FY22 ELISS – ESSER II PRC 175 folder
• The County Name is where the Fiscal Agent is located – use pulldown lists where available
• If the non-LEA/organization has competed before, but was not awarded, enter the same name to avoid duplicates in CCIP
### CCIP Roles for ELISS

<table>
<thead>
<tr>
<th>CCIP Role Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA Extended Learning and Integrated Student Supports Data Entry</td>
<td>Allows the user to change a Funding Application status to <strong>Draft Started</strong>, edit and change the status to <strong>Draft Completed</strong> when application is Error-free. Specific to the grant.</td>
</tr>
<tr>
<td>LEA Fiscal Representative</td>
<td>Allows user to change any of the LEA’s funding applications status to <strong>Draft Started</strong>, edit and change the status to <strong>Draft Completed</strong> and <strong>Fiscal Representative Approved</strong> (or Returned Not Approved).</td>
</tr>
<tr>
<td>LEA Chief Administrator</td>
<td>Allows user to change any of the LEA’s funding applications status to <strong>Draft Started</strong>, edit and change the status to <strong>Draft Completed</strong> and <strong>Chief Administrator Approved</strong> (or Returned Not Approved).</td>
</tr>
</tbody>
</table>

- A person can have more than one role
- A role can have more than one person assigned to it
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
Once You’re Logged In...

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

- By default, when you first log in to CCIP, you’ll be in ‘FY2021’, which you must change to ‘FY2022’
  - On or after July 1st, you’ll be in FY2022
- You should see ‘ELISS-ESSER II PRC 175’ in the list under Competitive Funding Application
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 changed to ‘Draft Started’ to enter data
Sections Page – Changing Status to Draft Started to Start Entering Data

When the cursor hovers on **Draft Started**, the personnel with the roles listed can change the status, as the application process progresses.
Funding Application Page Navigation

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

• 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
Proposed 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 the Validation column on the Sections page

<table>
<thead>
<tr>
<th>Purpose Code</th>
<th>Object Code</th>
<th>Salaries 100</th>
<th>Employer Provided Benefits 200</th>
<th>Purchased Services 300</th>
<th>Supplies and Materials 400</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000 - Instructional Services</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6000 - System-Wide Support Services</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7000 - Ancillary Services</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>8000 - Non-Programmed Charges</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Adjusted Allocation:** 0.00

**Remaining:** 0.00
# Matching Funds

## Matching Funds Table

<table>
<thead>
<tr>
<th>Purpose Code</th>
<th>Object Code</th>
<th>Salaries 100</th>
<th>Employer Provided Benefits 200</th>
<th>Purchased Services 300</th>
<th>Supplies and Materials 400</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000 - Instructional Services</td>
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<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00</td>
</tr>
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<td>$</td>
<td>$</td>
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<td>$</td>
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<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td><strong>0.00</strong></td>
</tr>
</tbody>
</table>

**Proposed Budget Total**: $0.00

**Project Total**: $0.00

Minimum Local Match Amount: $0.00

Remaining: $0.00
NOTE: An entry of ‘N/A’ in a narrative box will yield a score of zero (0) points for that item.

| $ | Total Amount Requested for 2021-2022: Total amount requested may not exceed $500,000. |
| $ | Matching Funds Year for 2021-2022 |

1. Organization Type:
   - Indicate the organization type that is submitting the application. Check one box only
     - Nonprofit corporation
     - Nonprofit corporation working in collaboration with local education agency (LEA) (must submit Partnership Agreement in the "Related Documents" section signed by the local superintendent)

2. Program Type:
   - *Indicate the type of program activities proposed. Check all boxes that apply.
     - Extended Learning
     - Integrated Student Support

3. Absolute Priority:
   - Programs must serve one or more of the following groups of at-risk students whose learning has been negatively affected by COVID-19 impacts:
     - (i) at-risk students not performing at grade level as demonstrated by statewide assessments or not on track to meet year-end expectations, as demonstrated by existing indicators, including teacher identification, and/or
     - (ii) students at-risk of dropout, and/or
     - (iii) students at-risk of school displacement due to suspension or expulsion as a result of antisocial behaviors.
   - *Indicate the students that will be served by the program. Applicants must check at least one of the groups to meet the Absolute Priority. Check all that are addressed by proposed program.
     - At-risk students not performing at grade level as demonstrated by statewide assessments, or not on track to meet year-end expectations, as demonstrated by existing indicators, including teacher identification, and/or
Special Note for Grant Details Page

- If narrative exceeds the character count limitation in a particular section, which includes special or hidden characters in the formatting, a message will show at the top of the Grant Details page
  - Correct that section before continuing down the page
  - CCIP will not allow you to move on to another page in application until corrections are made
### Required Documents

<table>
<thead>
<tr>
<th>Type</th>
<th>Document Template</th>
<th>Document/Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELISS Basic Organization Information</td>
<td>ELISS HB:196 Basic Info Sheet 2021-2022</td>
<td>Upload New</td>
</tr>
<tr>
<td>ELISS Articles of Inc. &amp; Registered Agent (Template not provided)</td>
<td>N/A</td>
<td>Upload New</td>
</tr>
<tr>
<td>ELISS Debarment Certification</td>
<td>ELISS HB:196 Debarment Certification 5.19.21</td>
<td>Upload New</td>
</tr>
<tr>
<td>ELISS Budget Worksheet &amp; Total Cost Certification Form</td>
<td>ELISS HB:196 Budget Worksheet &amp; Total Cost Certification</td>
<td>Upload New</td>
</tr>
<tr>
<td>ELISS Data Integrity and Confidentiality Certification</td>
<td>ELISS HB:196 Data Integrity and Confidentiality Certification</td>
<td>Upload New</td>
</tr>
<tr>
<td>ELISS Proposed Feeder School &amp; Low-Performing Status</td>
<td>ELISS HB:196 Proposed Feeder School &amp; Low Performing Status</td>
<td>Upload New</td>
</tr>
<tr>
<td>System for Award Management (SAM) Entity Registration - TEMPLATE NOT PROVIDED</td>
<td>N/A</td>
<td>Upload New</td>
</tr>
</tbody>
</table>

### Optional Documents

<table>
<thead>
<tr>
<th>Type</th>
<th>Document Template</th>
<th>Document/Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELISS Partnership Agreement with LEAs (Only for non-profits working in collaboration with LEAS)</td>
<td>ELISS Partnership Agreements with LEAs - SAMPLE PROVIDED</td>
<td>Upload New</td>
</tr>
<tr>
<td>ELISS Other Collaborative Agreements - TEMPLATE NOT PROVIDED</td>
<td>N/A</td>
<td>Upload New</td>
</tr>
</tbody>
</table>
Adding a Related Document

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

![Before Upload]

<table>
<thead>
<tr>
<th>Type</th>
<th>Document Template</th>
<th>Document/Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELISS Basic Organization Information</td>
<td>[Upload 1 document(s)]</td>
<td>Upload New</td>
</tr>
<tr>
<td>![ELISS HB199 Basic Info Sheet 2021-2022]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![After Upload]

- [Select a file to upload](#)
Identifying a Funding Application Contact

• On the Sections page, below the ELISS application section, click on Contacts
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
Validations...continued

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

- REMINDER: Until you enter $ on the Budget page, no Errors/Warnings will show in the Validation column on the Sections page
Print Function

• From the Sections page, you can click on Print (last column)
  – ‘All’ prints every page in the entire Application
  – ‘Section’ will print Proposed Budget, Matching Funds, Grant Details and Related Documents pages (though not each document)
  – Can choose to print just one page of the application

• You can print multiple pages by checking the box next to ‘Print Select Items’
Print Function...continued

<table>
<thead>
<tr>
<th>Description</th>
<th>Validation</th>
<th>Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Messages</td>
<td>Print</td>
</tr>
<tr>
<td>History Log</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History Log</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Comment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allotments</td>
<td></td>
<td>Print</td>
</tr>
<tr>
<td>Allotments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELISS-ESSER II PRC 175</td>
<td>Messages</td>
<td>Print</td>
</tr>
<tr>
<td>Proposed Budget</td>
<td></td>
<td>Print</td>
</tr>
<tr>
<td>Matching Funds</td>
<td></td>
<td>Print</td>
</tr>
<tr>
<td>Grant Details</td>
<td></td>
<td>Print</td>
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<tr>
<td>Related Documents</td>
<td></td>
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<td>Contacts</td>
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<td>Contacts</td>
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<tr>
<td>Assurances</td>
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<tr>
<td>Assurances</td>
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<tr>
<td>All</td>
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<td></td>
</tr>
</tbody>
</table>

ELISS-ESSER II PRC 175 CCIP Introduction and Training
Print Function...continued

<table>
<thead>
<tr>
<th>Description</th>
<th>Validation</th>
<th>Print</th>
<th>Select Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Messages</td>
<td>Print</td>
<td></td>
</tr>
<tr>
<td>History Log</td>
<td></td>
<td>Print</td>
<td></td>
</tr>
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<td></td>
<td>Print</td>
<td></td>
</tr>
<tr>
<td>Create Comment</td>
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<td>Print</td>
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<td>ELISS-ESSER II PRC 175</td>
<td>Messages</td>
<td>Print</td>
<td></td>
</tr>
<tr>
<td>Proposed Budget</td>
<td></td>
<td>Print</td>
<td></td>
</tr>
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<td>Related Documents</td>
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<td>Print</td>
<td></td>
</tr>
<tr>
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<td>Print</td>
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</tr>
<tr>
<td>Contacts</td>
<td></td>
<td>Print</td>
<td></td>
</tr>
</tbody>
</table>

Print Request

Printing requires that pop-ups are permitted for this site in your browser.

If the print job is created within 30 seconds, it will display as a PDF file. If it takes longer to create, you will receive an email in your inbox when it is finished and the PDF file will be placed in a section at the top of the NCDPI Resources page.

Please enter a name for the Print Request and your email address. You will be notified via email when it is finished. Check your email application or the inbox on the main menu to the left. You can also check the NCDPI Resources page periodically to see if the job is complete.

Document Name: ELISS-ESSER II PRC 175 - ELISS-ESSER II PRC 175 - Grant Data

Email Address: Train1_***@ChiefAdmin.com

Print  Cancel
Assurances Page

• Read-only list of Assurances for this Funding Application
  – Taken from statute/legislation

• By submitting application, organization is agreeing to be bound by the listed Assurances

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The parties referred to in this document are all Federal agencies, including but not limited to the United States Department of Education, the United States Department of Agriculture, the United States Department of Health and Human Services and the United States Department of Labor, all herein referred to as the "DEPARTMENT," and the North Carolina Department of Public Instruction, herein referred to as the "North Carolina Department of Public Instruction", and the local educational agency, herein referred to as the "SUBGRANTEE." The North Carolina Department of Public Instruction may make funds available to the SUBGRANTEE for programs operated by the SUBGRANTEE in accordance with requirements and regulations applicable to such programs. Consistent with 34 C.F.R. Sections 74.85, the SUBGRANTEE assures, if awarded a grant, subgrant, or contract:

1. Maintain records to demonstrate that the program serves one or more of the following groups: 1) at-risk students not performing at grade level as demonstrated by statewide assessments or not on track to meet year-end expectations, as demonstrated by existing indicators, including teacher identification, 2) students at-risk of dropout, and 3) students at-risk of school displacement due to suspension or expulsion as a result of anti-social behaviors.

2. Implement the proposed Extended Learning and Integrated Student Support Competitive Grant Program for at-risk students whose learning has been negatively affected by COVID-19 impacts.

3. Use funds solely for the purposes set forth in this grant program as approved in the application addendum.

4. Ensure the proposed Extended Learning and Integrated Student Support Competitive Grant Program is distinguishable from any 21st Century Community Learning Center program that is run concurrently to ensure funds do not overlap or supplant services.

5. Implement a program in a safe and easily accessible facility.

6. Maintain records to demonstrate that grants shall be matched on the basis of three dollars ($3.00) in grant funds for every one dollar ($1.00) in non-grant funds.

7. Ensure that matching funds shall not include other State funds.

8. Report to the North Carolina Department of Public Instruction for the year in which grant funds were expended on the progress of the program, including alignment with State academic standards, data collection for recording student progress, the source and amount of matching funds, and other measures.

9. Grant recipients shall also submit a final report on key performance data, including statewide test results, attendance rates, graduation rates, and promotion rates, and financial sustainability of the program.

10. Use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for state funds allotted to the organization.

11. Be responsible for repayment of Extended Learning and Integrated Student Supports Competitive Grant Program funds in the event of an audit exception or compliance issue.

12. Conduct operations in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, if applicable.
Sections - 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
Changing Application Status on Sections Page

- Successfully changing status to **Draft Completed** indicates the application is Error-free and will be considered for scoring.
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 Extended Learning and Integrated Student Supports 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
  – This does NOT mean it has been Approved for funding
History Log

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

<table>
<thead>
<tr>
<th>Date</th>
<th>User</th>
<th>Status (S)/Comment (C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/24/2021 10:25:51 AM</td>
<td>Train1 ChiefAdmin</td>
<td>This Comment was entered for Training purposes only, so you can see the difference between an 'S' and a 'C'.</td>
</tr>
<tr>
<td>5/24/2021 10:12:08 AM</td>
<td>Train1 ChiefAdmin</td>
<td>Status changed to 'Draft Started'.</td>
</tr>
<tr>
<td>5/21/2021 12:02:49 PM</td>
<td>NCCCP Admin</td>
<td>Status changed to 'Not Started'.</td>
</tr>
</tbody>
</table>
What Can I Do Now?

• If you don’t already have one, obtain your NCID and become “known” to CCIP
  – Fill out ELISS CCIP Access Request Form, send to anita.harris@dpi.nc.gov

• **NCDPI Resources/FY22 ELISS - ESSER II PRC 175** folder has templates and forms available, ahead of the competition opening the week of June 1st at 8:00AM EDT
Questions?

• ELISS program-related
  – Susan.Briganman@dpi.nc.gov
  – Jennifer.Smith@dpi.nc.gov
• CCIP-related (access issues, etc.)
  – Anita.Harris@dpi.nc.gov
• NCID-related (lockout, PW reset)
  – Contact DIT 919.754.6000 or 1.800.722.3946 (toll-free)