

# **21<sup>st</sup> Century Community Learning Centers Cohort 16 CCIP Introduction and Training (FY23)**

**Presented March 2, 2022  
Anita Harris**

# Reminders and Deadlines

- Competition opens Monday, March 17<sup>th</sup> at 8AM EDT
- Competition closes Wednesday, May 4<sup>th</sup> at 12PM (Noon) EDT
- 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 21<sup>st</sup> 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' 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*

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

**NCID Tips**



NCID

Username


Password

**NCID Login**

[Forgot Username](#)  
[Forgot Password](#)  
[Unlock Account](#)


[Need Help?](#) [Register!](#)

[Privacy and Other Policies](#) [Contact Us](#)



**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.

NCC743



# 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 page)

- NOTE: Your NCID will NOT be what you see on the NCID screen but what you created in the “Requested ID” field

~~NCID - PROD Environment - NCC750~~

# 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](mailto: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 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 in NCDPI Resources 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

**NCDPI Resources** [\[Expand All\]](#) [\[Collapse All\]](#) [\[Hide Documents\]](#)

☐ 21st CCLC Cohort 15 Competition

☐ Related Documents - Templates

☒ **Non-LEAS ONLY - 21st CCLC CCIP Access Request Form**

<b>Non-LEA Name</b>	<b>County Name</b>						
	Alamance						
<b>NCID User ID</b>	<b>First Name</b>	<b>Last Name</b>	<b>Role (Required)</b>	<b>Email (Required)</b>	<b>Phone # (Required)</b>	<b>Phone Ext. (optional)</b>	<b>Fax # (optional)</b>
			LEA 21CCLC Data Entry				
			LEA Fiscal Representative				
			LEA Chief Administrator				
<p><b>PSUs should go through the listed User Access Administrator (UAA) for access to CCIP.</b></p> <p><b>* INCLUDE YOUR NON-LEA NAME AND THE COUNTY IN WHICH YOU'RE LOCATED!!! THE COUNTY LIST IS A PULLDOWN LIST.</b></p> <p><b>* If your NCID is currently active and being used in an NCDPI system, you do NOT need a new NCID.</b></p> <p><b>* A valid NCID User ID is required for CCIP access. Please request an NCID at <a href="https://ncid.nc.gov/">https://ncid.nc.gov/</a> if you haven't already.</b></p> <p><b>* One user can be in multiple roles, each role can have multiple users. Add as many rows as you need.</b></p> <p><b>* NO SHARING OF NCIDs - different NCID for each user to access CCIP</b></p> <p><b>* Please return this form by email to <a href="mailto:anita.harris@dpi.nc.gov">anita.harris@dpi.nc.gov</a> in its native form, meaning Excel.</b></p> <p><b>ONLY ONE FORM PER ORGANIZATION - The form should come from the Program Director or Fiscal Agent</b></p>							



# CCIP Roles for 21<sup>st</sup> CCLC

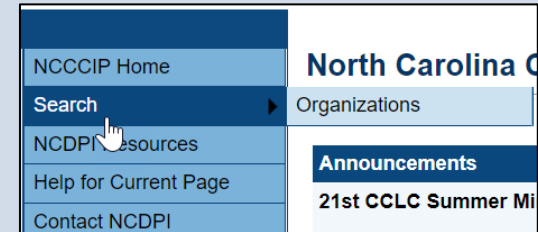
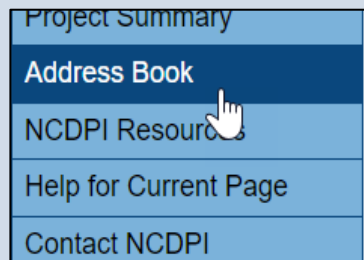
CCIP Role Name	Description
User Access Administrator Only available in LEAs	Allows the user to create, update, and delete users/roles for an organization. This role does not give the user any access to edit the Funding Application.
LEA 21 <sup>st</sup> CCLC Data Entry	Allows the user change Funding Application 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 or number of the organization, click 'Search'
3. Click on the organization in the returned Search results
4. Click on Address Book.

A screenshot of a search form titled 'Search Organizations'. It contains three input fields: 'Organization Name' with a 'Begins With' dropdown, 'Organization Number' with the value '010', and 'County' with a dropdown arrow. Below the fields are 'Search' and 'Reset' buttons.

Organization Name: Begins With

Organization Number: 010

County:

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

Organization Number	Organization Name
010	Alamance-Burlington Schools

# 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	<a href="#">ChiefAdmin_Train1_NL1</a>
	<a href="#">ChiefAdmin_Train2_NL1</a>
	<a href="#">ChiefAdmin_Train3_NL1</a>
	<a href="#">ChiefAdmin_Train4_NL1</a>
	<a href="#">ChiefAdmin_Train5_NL1</a>

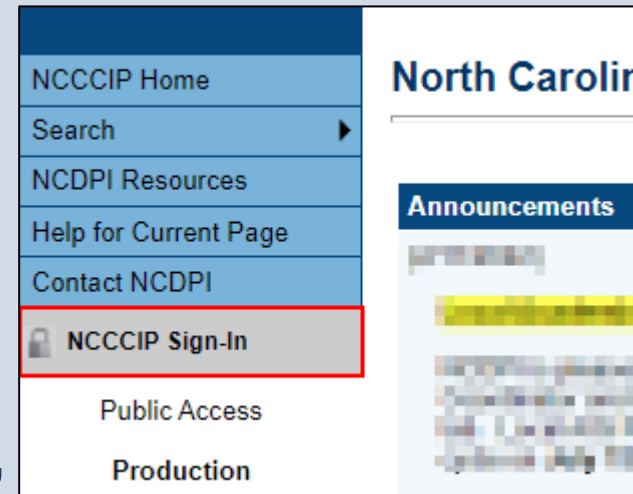
6. Click on the name to find the contact information. Clicking on the Email address will launch an email

ChiefAdmin_Train1_NL1
<a href="#">Close</a>
<b>Name:</b> ChiefAdmin_Train1_NL1
<b>Phone:</b>
<b>Fax:</b>
<b>Email:</b> <a href="mailto:Train1_NL1@ChiefAdmin.com">Train1_NL1@ChiefAdmin.com</a>

# **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 form. The form has a title 'NCCCIP Sign-In' and a 'Sign-In' section. It contains two input fields: 'NCID User ID:' and 'NCID Password:'. Below the password field is a link that says 'Forgot your password?'. At the bottom right of the form is a 'Submit' button.

# 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

NCCCIP Home	<b>North Carolina CCIP Home</b>		
Administer	CCIP Test Grantee <b>(NL1)</b> Non-LEA		
Search			
Inbox			
Planning	<b>Associated Organizations</b>		
<b>Funding</b>	<b>Funding Applications</b>	<b>Organization Number</b>	<b>Organization Name</b>
Project Summary	Budget Summary	NL1	<b>CCIP Test Grantee</b>
LEA Document Library	Application Supplements		<b>Reminders</b>
Address Book	<b>EC Fiscal Updates (9/13/2021)</b>		<b>(9/22/2021)</b>
Budget Inquiry Reports	<b>PRC 32</b> A portion of PRC 032 was allotted under the state's continuation budget. If you received an allotment for your state EC funding and it was less than expected, be advised this was only a partial allotment until a state budget is approved.		<b>HOW TO ADD/MODIFY U</b> If you have the LEA User, an 'Administer' button in th (change NCID, contact inf never <u>delete</u> a user, but yo <b>UID (all numbers) is NO</b>
NCDPI Resources	<u>Special Grants (Risk Pool, Special State Reserve, Developmental Day, Community Residential, Group/Foster Home and Out of District)</u> Grant applications opened on September 7, 2021.		To create/add a user:
Help for Current Page			
Contact NCDPI			
NCCCIP Sign Out			

# Funding Applications Main Page

- By default, when you first log in to CCIP, you'll be in 'FY2022', which you must change to 'FY2023'
- You should see **'FPMS-21<sup>st</sup> CCLC New'** as the first in the list under Competitive Funding Application

## Funding Applications

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

2022 ▾

2023

2022

2021

2020

All Active Applications ▾

Entitlement Funding Application

There are no matching Entitlement applications for this fiscal year.

## Funding Applications

CCIP Test Grantee (NL1) Non-LEA - **FY 2023**

2023 ▾

All Active Applications ▾

### Entitlement Funding Application

There are no matching Entitlement applications for this fiscal year.

### Competitive Funding Application

	Revision	Status	Status Date
<b>FPMS-21<sup>st</sup> CCLC New</b>	0	Not Started	2/25/2022
FPMS-CRRSA ESSER II ELISS PRC 175	0	Not Started	2/25/2022



# After Clicking on the Application Link

## Sections








CCIP Test Grantee (NL1) Non-LEA - FY 2023 - FPMS-21st CCLC New - Rev 0

Application Status: Not Started

Change Status To: Draft Started

[View Change Log](#)

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

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )		Validation	Print Select Items
All		<a href="#">Messages</a>	<a href="#">Print</a>
 History Log			<a href="#">Print</a>
	<a href="#">History Log</a>		<a href="#">Print</a>
	<a href="#">Create Comment</a>		
 Allotments		<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Allotments</a>	<a href="#">Messages</a>	<a href="#">Print</a>
 FPMS-21st CCLC New			<a href="#">Print</a>
	<a href="#">Budget</a>		<a href="#">Print</a>
	<a href="#">Grant Details</a>		<a href="#">Print</a>
	<a href="#">Related Documents</a>		<a href="#">Print</a>
 Contacts		<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Contacts</a>	<a href="#">Messages</a>	<a href="#">Print</a>
 Substantially Approved Dates			<a href="#">Print</a>
	<a href="#">Substantially Approved Dates</a>		<a href="#">Print</a>
 Assurances			<a href="#">Print</a>
	<a href="#">Assurances</a>		<a href="#">Print</a>
 New Applicant Summary			<a href="#">Print</a>
	<a href="#">New Applicant Summary</a>		<a href="#">Print</a>
All		<a href="#">Messages</a>	<a href="#">Print</a>

# 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

# 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](#)

☐ FPMS-21st CCLC New

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

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 2023 - FPMS-21st CCLC New - Rev 0

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

**Confirm**

Cancel

## 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 ▶	
	<b>FPMS-21st CCLC New ▶</b>	Budget
	Contacts ▶	Grant Details
	Substantially Approved Dates ▶	Related Documents
	Assurances ▶	
	New Applicant Summary ▶	

# 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

# Sections Page – Budget

## Sections

CCIP Test Grantee (NL1) Non-LEA - FY 2023 - FPMS-21st CCLC New - Rev 0

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )		Validation	Print Select Items
All		<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log			<a href="#">Print</a>
<a href="#">History Log</a>			<a href="#">Print</a>
<a href="#">Create Comment</a>			
<input type="checkbox"/> Allotments		<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Allotments</a>		<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> FPMS-21st CCLC New			<a href="#">Print</a>
<a href="#">Budget</a>			<a href="#">Print</a>
<a href="#">Grant Details</a>			<a href="#">Print</a>
<a href="#">Related Documents</a>			<a href="#">Print</a>
<input type="checkbox"/> Contacts		<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Contacts</a>		<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> Substantially Approved Dates			<a href="#">Print</a>
<a href="#">Substantially Approved Dates</a>			<a href="#">Print</a>
<input type="checkbox"/> Assurances			<a href="#">Print</a>
<a href="#">Assurances</a>			<a href="#">Print</a>
<input type="checkbox"/> New Applicant Summary			<a href="#">Print</a>
<a href="#">New Applicant Summary</a>			<a href="#">Print</a>
All		<a href="#">Messages</a>	<a href="#">Print</a>

# Budget Data

- 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 2023 - FPMS-21st CCLC New - Rev 0 - FPMS-21st CCLC New

Save And 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
7000 - Ancillary 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

Save And Go To ▶

# Sections Page – Grant Details

## Sections

CCIP Test Grantee (NL1) Non-LEA - FY 2023 - FPMS-21st CCLC New - Rev 0

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )		Validation	Print Select Items
All		<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log			<a href="#">Print</a>
	<a href="#">History Log</a>		<a href="#">Print</a>
	<a href="#">Create Comment</a>		
<input type="checkbox"/> Allotments			<a href="#">Print</a>
	<a href="#">Allotments</a>		<a href="#">Print</a>
<input type="checkbox"/> FPMS-21st CCLC New		<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Budget</a>		<a href="#">Print</a>
	<a href="#">Grant Details</a>	<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Related Documents</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> Contacts		<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Contacts</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> Substantially Approved Dates			<a href="#">Print</a>
	<a href="#">Substantially Approved Dates</a>		<a href="#">Print</a>
<input type="checkbox"/> Assurances			<a href="#">Print</a>
	<a href="#">Assurances</a>		<a href="#">Print</a>
<input type="checkbox"/> New Applicant Summary			<a href="#">Print</a>
	<a href="#">New Applicant Summary</a>		<a href="#">Print</a>
All		<a href="#">Messages</a>	<a href="#">Print</a>



# Grant Details

## Grant Details

CCIP Test Grantee (NL1) Non-LEA - FY 2023 - FPMS-21st CCLC New - Rev 0 - FPMS-21st CCLC New

Save And Go To

**NOTE:** An entry of 'N/A' in a narrative box will yield a score of zero (0) points for that item.

**1. Total Amount Requested:** Total amount requested may not be less than \$50,000 and may not exceed \$400,000 per year, inclusive of both school-year and summer program components. To determine the level of funding eligibility, organizations will utilize the Wallace Foundation Out-of-School Time Cost Calculator and the NC Department of Commerce's County Distress Rankings (Tiers) (links available below).

[Wallace Foundation Out of School Time Cost Calculator](#)  
[NC Department of Commerce County Tier Designations](#)

\$  \*


\* Proposed Number of Afterschool Programming Slots (not inclusive of summer slots):

Proposed Number of Summer Programming Slots (not inclusive of afterschool slots):

**NOTE:** Must attach a copy of the Wallace Foundation Out-of-School Time Cost Calculator results (for afterschool and summer, if applicable) in the Required Documents section of the Funding Application in the CCIP grants management system.

**\*2. Absolute Priority:** Legislation requires that the State award grants only to applicants that will primarily serve students who attend public schools with high concentrations of low-income students defined as those schools with a minimum forty percent (40%) poverty rate. For the purposes of this grant, 'primarily' can be defined as having fifty one percent (51%) or more of the identified proposed feeder schools qualifying for Title 1 eligibility. List below, only the names of participating feeder schools for the proposed 21st CCLC program. A "feeder school" is the school that participating students attend during the school day. The poverty percentages for all public schools is listed at: [Poverty Percentages for All NC Public Schools](#)

**NOTE:** In the Required Documents section, in the *21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status* template applicants must 1) list the public schools and 2) indicate the average percentage of low-income children attending the public (feeder) schools that will participate in the 21st CCLC program.

Documents		
Type	Document Template	Document/Link
21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status [Upload 1 document(s)]	 <a href="#">Proposed Feeder School Low Performing Status</a>	<a href="#">Upload New</a>

\*

 "Times New ... Size

# Sections Page – Related Documents

## Sections

CCIP Test Grantee (NL1) Non-LEA - FY 2023 - FPMS-21st CCLC New - Rev 0












Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )		Validation	Print Select Items
All		<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log			<a href="#">Print</a>
	<a href="#">History Log</a>		<a href="#">Print</a>
	<a href="#">Create Comment</a>		
<input type="checkbox"/> Allotments			<a href="#">Print</a>
	<a href="#">Allotments</a>		<a href="#">Print</a>
<input type="checkbox"/> FPMS-21st CCLC New		<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Budget</a>		<a href="#">Print</a>
	<a href="#">Grant Details</a>	<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Related Documents</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> Contacts		<a href="#">Messages</a>	<a href="#">Print</a>
	<a href="#">Contacts</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> Substantially Approved Dates			<a href="#">Print</a>
	<a href="#">Substantially Approved Dates</a>		<a href="#">Print</a>
<input type="checkbox"/> Assurances			<a href="#">Print</a>
	<a href="#">Assurances</a>		<a href="#">Print</a>
<input type="checkbox"/> New Applicant Summary			<a href="#">Print</a>
	<a href="#">New Applicant Summary</a>		<a href="#">Print</a>
All		<a href="#">Messages</a>	<a href="#">Print</a>

# Related Documents

Required Documents		
Type	Document Template	Document/Link
21st CCLC Basic Organization Information [Upload 1 document(s)]	 <a href="#">21st CCLC Basic Program Information</a>	<a href="#">Upload New</a>
21st CCLC Organizational Chart - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	<a href="#">Upload New</a>
Statement of Assurances [Upload 1 document(s)]	 <a href="#">21st CCLC Statement of Assurances</a>	<a href="#">Upload New</a>
Debarment Certification [Upload 1 document(s)]	 <a href="#">Debarment Certification</a>	<a href="#">Upload New</a>
21st CCLC Data Integrity and Confidentiality Certification [Upload 1 document(s)]	 <a href="#">21st CCLC Data Integrity and Confidentiality Certification</a>	<a href="#">Upload New</a>
Criminal Background Check Certification [Upload 1 document(s)]	 <a href="#">21st CCLC Criminal Background Check Certification</a>	<a href="#">Upload New</a>
Organization's Written Fiscal Procedures - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	<a href="#">Upload New</a>
Financial Audit/Status Statement (or explanation of current status) - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	<a href="#">Upload New</a>
Private Schools Consultation [Upload at least 1 document(s)]	 <a href="#">21st CCLC Private Schools Notification</a>	<a href="#">Upload New</a>
Total Cost Worksheet [Upload 1 document(s)]	 <a href="#">Total Cost Form</a>	<a href="#">Upload New</a>
Wallace Foundation Cost Calculator Outputs - TEMPLATE NOT PROVIDED [Upload between 1 and 2 document(s)] 	N/A	<a href="#">Upload New</a>
21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status [Upload 1 document(s)]	 <a href="#">Proposed Feeder School Low Performing Status</a>	<a href="#">Upload New</a>
System for Award Management (SAM) Active Registration Confirmation - TEMPLATE NOT PROVIDED [Upload 1 document(s)]	N/A	<a href="#">Upload New</a>
Optional Documents		
Type	Document Template	Document/Link
21st CCLC Letter of Commitment – TEMPLATE NOT PROVIDED 	N/A	<a href="#">Upload New</a>
Memorandum of Understanding (MOU) [Upload up to 1 document(s)]	 <a href="#">Sample MOU Template</a>	<a href="#">Upload New</a>

# 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 Basic Organization Information**

CCIP Test Grantee (NL1) Non-LEA - FY 2023 - FPMS-21st CCLC New - Rev 0 - FPMS-21st CCLC New

Please select a file to upload.

Upload Data File:



Document Name:

Required Documents		
Type	Document Template	Document/Link
21st CCLC Basic Organization Information [Upload 1 document(s)]	 <a href="#">21st CCLC Basic Program Information</a>	<a href="#">[Update]</a>   <a href="#">[Delete]</a>  <a href="#">21st CCLC Basic Org Info</a>
21st CCLC Organizational Chart - TEMPLATE NOT PROVIDED [Upload 1	N/A	<a href="#">Upload New</a>

# 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 Select Items
All		Messages	Print
History Log			Print
History Log			Print
Create Comment			
Allotments			Print
Allotments			Print
FPMS-21st CCLC New		Messages	Print
Budget			Print
Grant Details		Messages	Print
Related Documents		Messages	Print
Contacts		Messages	Print
Contacts		Messages	Print
Substantially Approved Dates			Print
Substantially Approved Dates			Print
Assurances			Print
Assurances			Print
New Applicant Summary			Print
New Applicant Summary			Print
All		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 2023 - FPMS-21st CCLC New - Rev 0		
<a href="#">Return To Sections Page</a>		
FPMS-21st CCLC New		
Grant Details		
<a href="#">Review</a>	Questions marked with an asterisk (*) require a response.	Error
<a href="#">Review</a>	One and only one organization type checkbox must be checked.	Error
Related Documents		
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document '21st CCLC Organizational Chart - TEMPLATE NOT PROVIDED'.	Error
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document 'Statement of Assurances'.	Error
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document 'Debarment Certification'.	Error
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document '21st CCLC Data Integrity and Confidentiality Certification'.	Error
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document 'Criminal Background Check Certification'.	Error
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document 'Organization's Written Fiscal Procedures - TEMPLATE NOT PROVIDED'.	Error
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document 'Financial Audit/Status Statement (or explanation of current status) - TEMPLATE NOT PROVIDED'.	Error
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document 'Private Schools Consultation'.	Error
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document 'Total Cost Worksheet'.	Error
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document 'Wallace Foundation Cost Calculator Outputs - TEMPLATE NOT PROVIDED'.	Error
<a href="#">Review</a>	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
<a href="#">Review</a>	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
<a href="#">Review</a>	At least 1 document(s) must be uploaded for the required Related Document 'Building Maintenance and Fire Inspection Reports - TEMPLATE NOT PROVIDED'.	Error
<a href="#">Review</a>	The optional Related Document 21st CCLC Letter of Commitment – TEMPLATE NOT PROVIDED has not been uploaded. Please be certain this is the intention.	Warning
<a href="#">Review</a>	The optional Related Document Memorandum of Understanding (MOU) has not been uploaded. Please be certain this is the intention.	Warning
Contacts		
Contacts		
<a href="#">Review</a>	The Contact 'Funding Application Contact' has 0 contacts selected. It requires a minimum of 1 contact(s).	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 21<sup>st</sup> 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
- You will need this when the competition opens to become “known” to
  - Non-LEAs: You will go the NCID site at <https://ncid.nc.gov>
  - LEAs: Contact your User Access Administrator
- *NCDPI Resources/21<sup>st</sup> CCLC – Cohort 16 Competition* - Templates and forms will be made available on March 17<sup>th</sup> at 8:00AM EDT

# Questions?

- 21<sup>st</sup> CCLC program/competition-related
  - [Wendy.Buck@dpi.nc.gov](mailto:Wendy.Buck@dpi.nc.gov)
  - [Megan.Orleans@dpi.nc.gov](mailto:Megan.Orleans@dpi.nc.gov)
  - [Eric.Rainey@dpi.nc.gov](mailto:Eric.Rainey@dpi.nc.gov)
  - [Susan.Brigman@dpi.nc.gov](mailto:Susan.Brigman@dpi.nc.gov)
- NCCCIP-related (access issues, etc.)
  - [Anita.Harris@dpi.nc.gov](mailto: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