develop

The Minnesota Quality Improvement & Registry Tool

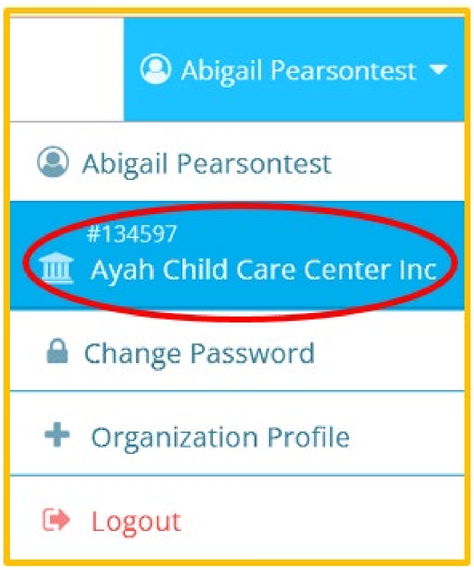
Regional and MNTRECC Grants – Award Instructions for Programs

Programs that are awarded Regional or MNTRECC Grants will receive both a paper letter from their Grant Administrator and an automatic email from Develop. When you receive one of these notifications, you can log into your Develop Organization Profile and see which items from your application were approved.

Throughout this process, if you have questions about which items are approved, what documentation is needed, or due dates, contact your Grant Administrator. If you have questions about how to complete steps in Develop, contact the Develop Help Desk at support@develophelp.zendesk.com.

1. Log into your Develop Profile with your email address and password.

2. From the drop down menu, select your Organization.



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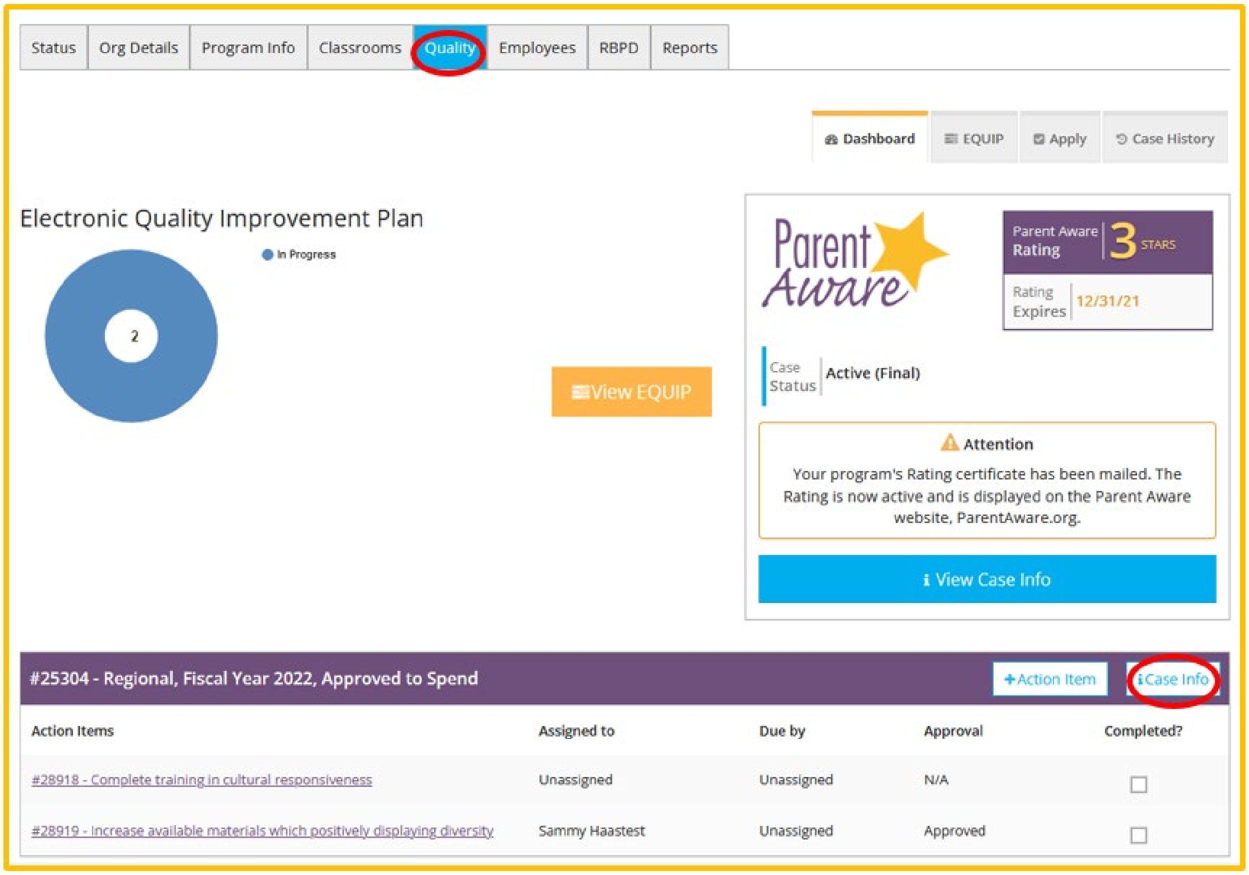
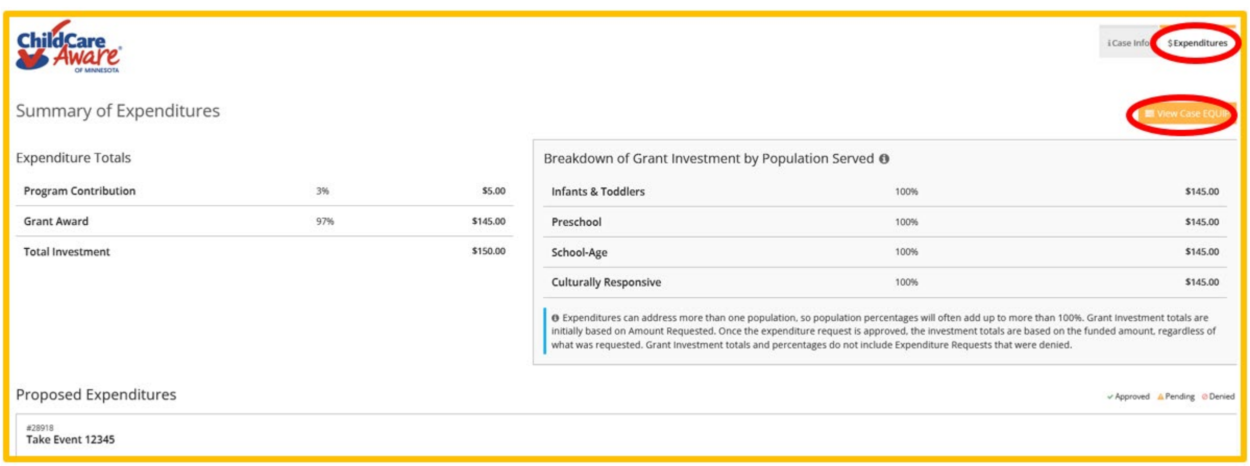
3. Click on the **Quality** tab. Scroll down to find your Regional or MNTRECC Grant case, then click **Case Info**.



4. Click on the **Expenditures** tab, then **View Case EQUIP**.



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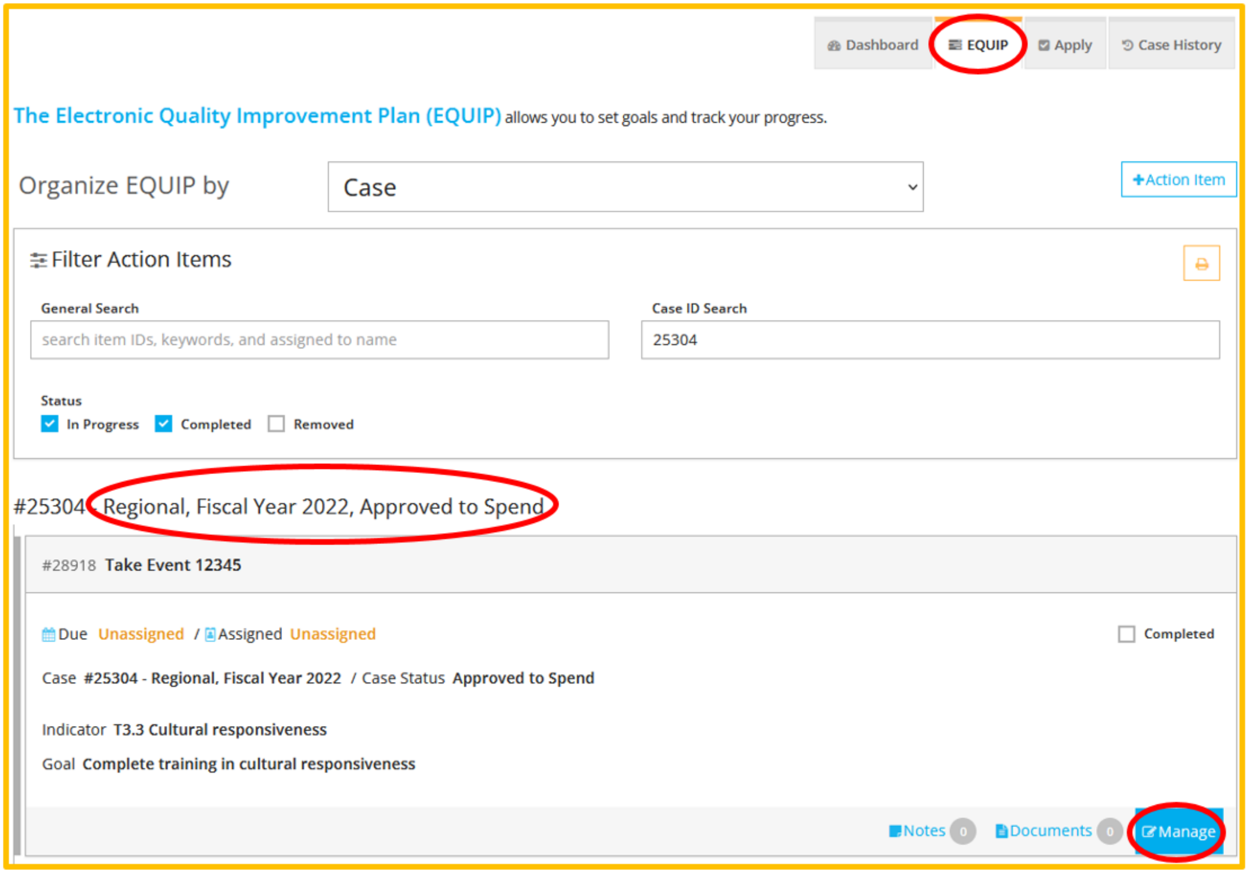
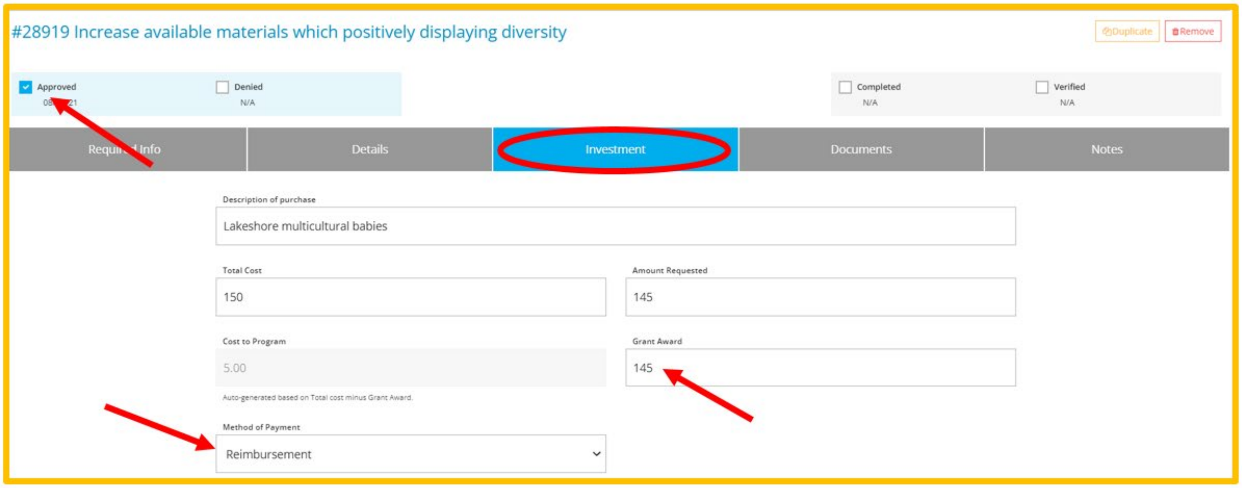
5. The Action Items you entered for your Regional or MNTRECC Grant case will appear under the header "Regional" or "MNTRECC," depending on your grant type. Click **Manage** to view the details of that Action Item.



DEPARTMENT OF HUMAN SERVICES

6. This will open the details of your Action Item/expenditure request. On the **Investment** tab, carefully review the information, including whether the items was approved or denied, the amount that was approved, and the method of payment. This will tell you which item(s) were approved from your application. Do this for each Action Item/expenditure request you entered for your grant application.

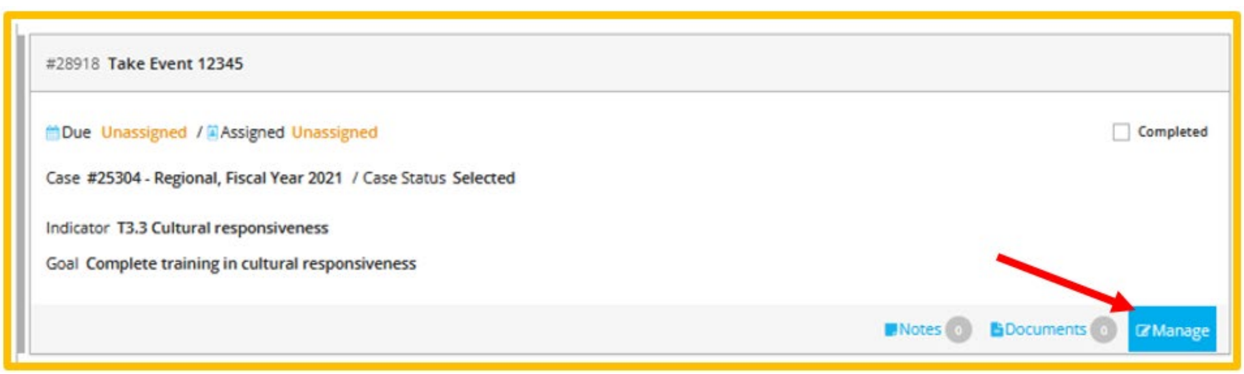


7. Programs will need to upload documentation for each Action Item. Your document will depend on whether you are buying the items for your program and being reimbursed or your Grant Administrator is buying the items for your program.

   If the program is buying the item(s): Upload one or more receipts showing the item or items you purchased for that Action Item.

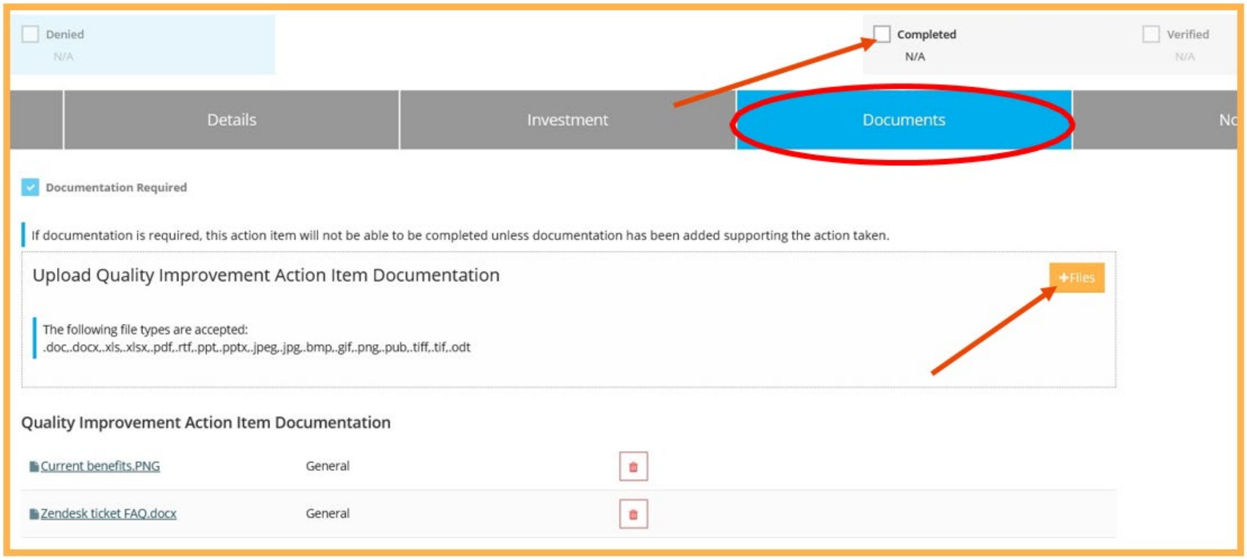
   If the agency buys on behalf of the program: Upload a shopping cart or a link to an online shopping cart.

   To upload documentation, click **Manage** on the Action Item/expenditure request.



8. To upload files, click on the **Documents** tab. Click **+Files**. Select the file you want to upload and click **Open**. Check the **Completed** checkbox. Do this for each Action Item.

   Your Grant Administrator may ask you to upload other documents, such as a W9 or agency forms that you were given. You can upload these under any Action Item.



If the program buys. When you have submitted documentation for all Action Items/expenditure requests, the Grant Administrator will review your receipts and let you know if any other information is needed. When all Action Items/expenditure requests have been checked as **Completed** and **Verified**, the Grant Administrator will change the status of the grant case to **Finalized** and mail your reimbursement.

If the agency buys on behalf of the program. When all Action Items/expenditure requests have been checked as **Completed** and **Verified**, the Grant Administrator will change the status of the grant case to **Finalized**.