

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

Electronic Quality Improvement Plan

2 In Progress

View EQUIP

Parent Aware Rating: **3 STARS**
Rating Expires: 12/31/21

Case Status: Active (Final)

Attention
Your program's Rating certificate has been mailed. The Rating is now active and is displayed on the Parent Aware website, ParentAware.org.

View Case Info

#25304 - Regional, Fiscal Year 2022, Approved to Spend

| Action Items | Assigned to | Due by | Approval | Completed? |
|---|----------------|------------|----------|--------------------------|
| #28918 - Complete training in cultural responsiveness | Unassigned | Unassigned | N/A | <input type="checkbox"/> |
| #28919 - Increase available materials which positively displaying diversity | Sammy Haastest | Unassigned | Approved | <input type="checkbox"/> |

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

ChildCare Aware OF MINNESOTA

Summary of Expenditures

| Expenditure Totals | | |
|-------------------------|-----|-----------------|
| Program Contribution | 3% | \$5.00 |
| Grant Award | 97% | \$145.00 |
| Total Investment | | \$150.00 |

Breakdown of Grant Investment by Population Served

| | | |
|-----------------------|------|----------|
| Infants & Toddlers | 100% | \$145.00 |
| Preschool | 100% | \$145.00 |
| School-Age | 100% | \$145.00 |
| Culturally Responsive | 100% | \$145.00 |

Proposed Expenditures

#28918
Take Event 12345

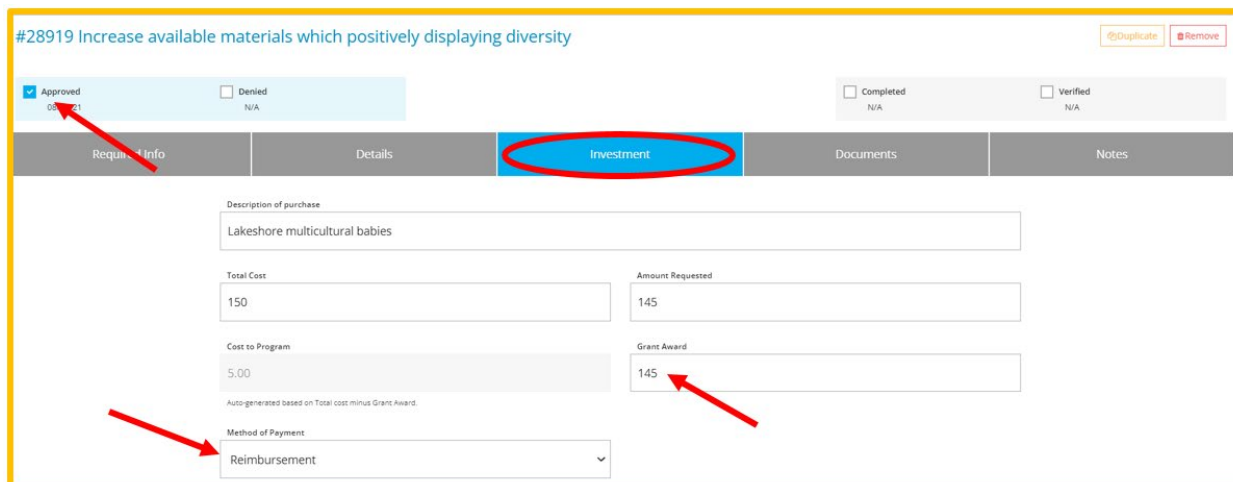
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- The Action Items you entered for your Regional or MNTRECC Grant case will appear under the header “Regional” or “MNTRECC,” depending on your grant type. Click **Manage** to view the details of that Action Item.

The screenshot displays the EQUIP system interface. At the top right, there are navigation tabs: Dashboard, EQUIP (circled in red), Apply, and Case History. Below the navigation, a header states: "The Electronic Quality Improvement Plan (EQUIP) allows you to set goals and track your progress." Underneath, there is a section to "Organize EQUIP by" with a dropdown menu set to "Case" and a "+Action Item" button. A "Filter Action Items" section includes a "General Search" field (placeholder: "search item IDs, keywords, and assigned to name") and a "Case ID Search" field (value: "25304"). Below the search fields, there are status filters: "In Progress" (checked), "Completed" (checked), and "Removed" (unchecked). The main content area shows a list of action items. The first item, "#25304 Regional, Fiscal Year 2022, Approved to Spend", is circled in red. Below it is another item, "#28918 Take Event 12345". For the selected item, there are details: "Due Unassigned / Assigned Unassigned" with a "Completed" checkbox, "Case #25304 - Regional, Fiscal Year 2022 / Case Status Approved to Spend", "Indicator T3.3 Cultural responsiveness", and "Goal Complete training in cultural responsiveness". At the bottom right of the item details, there are buttons for "Notes 0", "Documents 0", and "Manage" (circled in red).

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- 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.



#28919 Increase available materials which positively displaying diversity

Approved
08/21/21

Denied
N/A

Completed
N/A

Verified
N/A

Request Info | Details | **Investment** | Documents | Notes

Description of purchase
Lakeshore multicultural babies

Total Cost: 150

Amount Requested: 145

Cost to Program: 5.00

Grant Award: 145

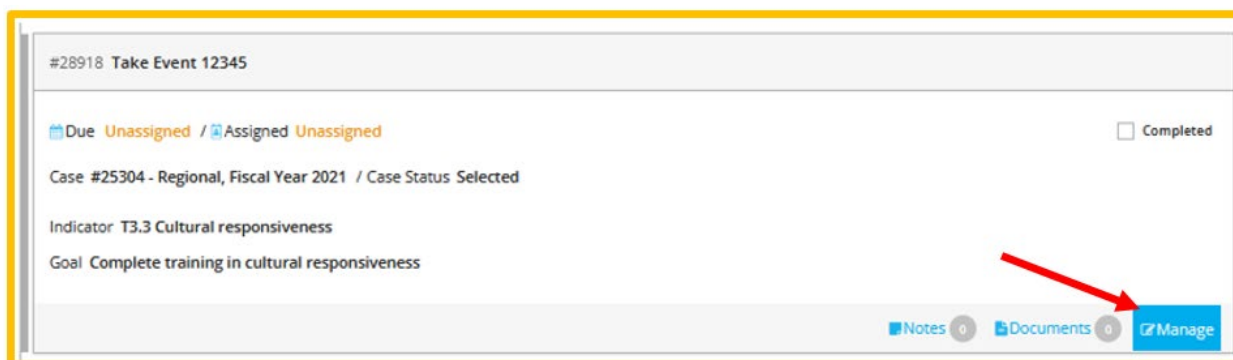
Method of Payment: Reimbursement

- 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.



#28918 Take Event 12345

Due Unassigned / Assigned Unassigned

Completed

Case #25304 - Regional, Fiscal Year 2021 / Case Status Selected

Indicator T3.3 Cultural responsiveness

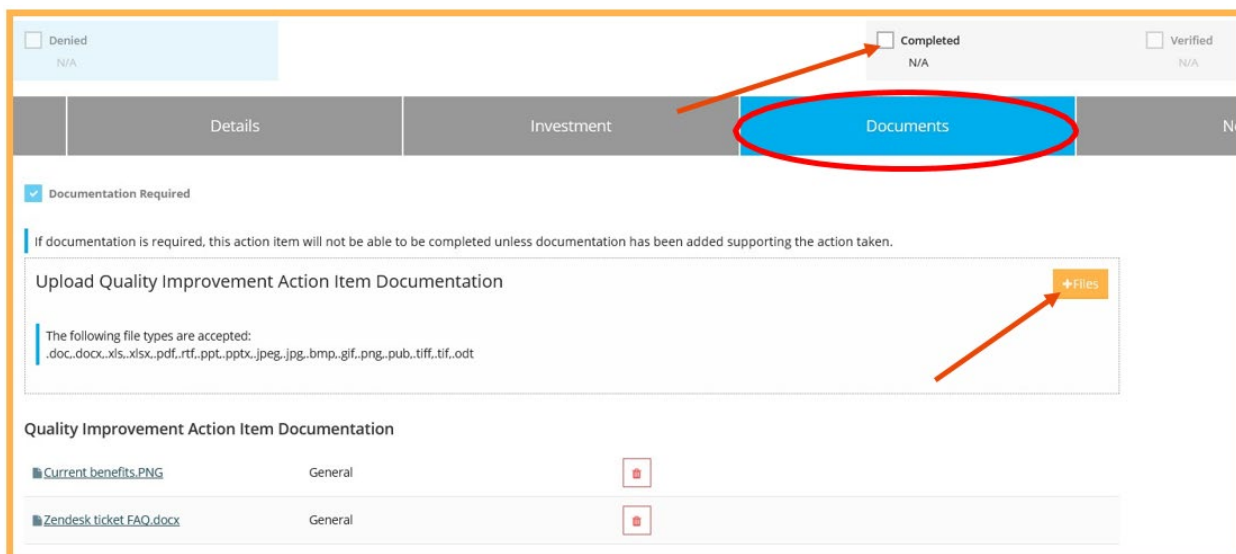
Goal Complete training in cultural responsiveness

Notes 0 | Documents 0 | **Manage**

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- 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.



The screenshot displays a web interface for grant management. At the top, there are three tabs: 'Denied' (N/A), 'Completed' (N/A), and 'Verified' (N/A). Below these is a navigation bar with 'Details', 'Investment', and 'Documents' (highlighted with a red oval). The main content area is titled 'Documentation Required' and includes a warning: 'If documentation is required, this action item will not be able to be completed unless documentation has been added supporting the action taken.' Below this is a section for 'Upload Quality Improvement Action Item Documentation' with a '+Files' button (indicated by a red arrow). Accepted file types are listed: .doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif, .odt. A table below shows two uploaded files: 'Current_benefits.PNG' and 'Zendesk ticket FAQ.docx', both categorized as 'General'.

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**.