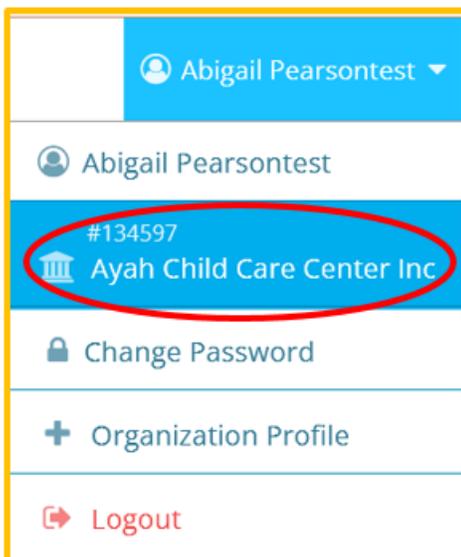


Regional and MNTRECC Grants – Award Instructions for Programs

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 one of these notifications are received, log into the Develop Organization Profile and see which items from the application was approved.

If programs have questions about which items are approved, what documentation is needed, or due dates, contact the assigned Grant Administrator. If there are questions about how to complete steps in Develop, contact the Develop Help Desk at support@develophelp.zendesk.com.

1. Log into the Develop Profile with the program’s email address and password.
2. From the drop-down menu, select the program’s Organization.



Regional and MNTRECC Grants – Award Instructions for Programs

- Click on the **Quality** tab. Scroll down to find this year’s 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 Wisconsin

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

Regional and MNTRECC Grants – Award Instructions for Programs

- The Action Items entered for the program’s Regional or MNTRECC Grant case will appear under the header “Regional” or “MNTRECC,” depending on the 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 buttons: Dashboard, EQUIP (circled in red), Apply, and Case History. Below this, a header states: "The Electronic Quality Improvement Plan (EQUIP) allows you to set goals and track your progress." A dropdown menu for "Organize EQUIP by" is set to "Case", with a "+Action Item" button to its right. 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"). Under "Status", there are checkboxes for "In Progress" (checked), "Completed" (checked), and "Removed" (unchecked). The main list shows an action item for case #25304: "Regional, Fiscal Year 2022, Approved to Spend" (circled in red). Below this, a detailed view for "#28918 Take Event 12345" is shown, including a "Due Unassigned / Assigned Unassigned" status, a "Completed" checkbox, and details for "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 this view, there are buttons for "Notes 0", "Documents 0", and "Manage" (circled in red).

Regional and MNTRECC Grants – Award Instructions for Programs

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

#28919 Increase available materials which positively displaying diversity

Approved
 Denied
 Completed
 Verified

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
Auto-generated based on Total cost minus Grant Award

Method of Payment: Reimbursement

- Programs will need to upload documentation for each Action Item. A program may have more than one expenditure on a receipt, or multiple receipts for one expenditure. Receipts only need to be uploaded once. Programs should mark expenditures as completed even if the documentation for the expenditure is uploaded elsewhere.

The document will depend on whether they are buying the items for their program and being reimbursed or if their Grant Administrator is buying the items for their program.

If the program is buying the item(s): Upload one or more receipts showing the item(s) they 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.

Regional and MNTRECC Grants – Award Instructions for Programs

#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](#)

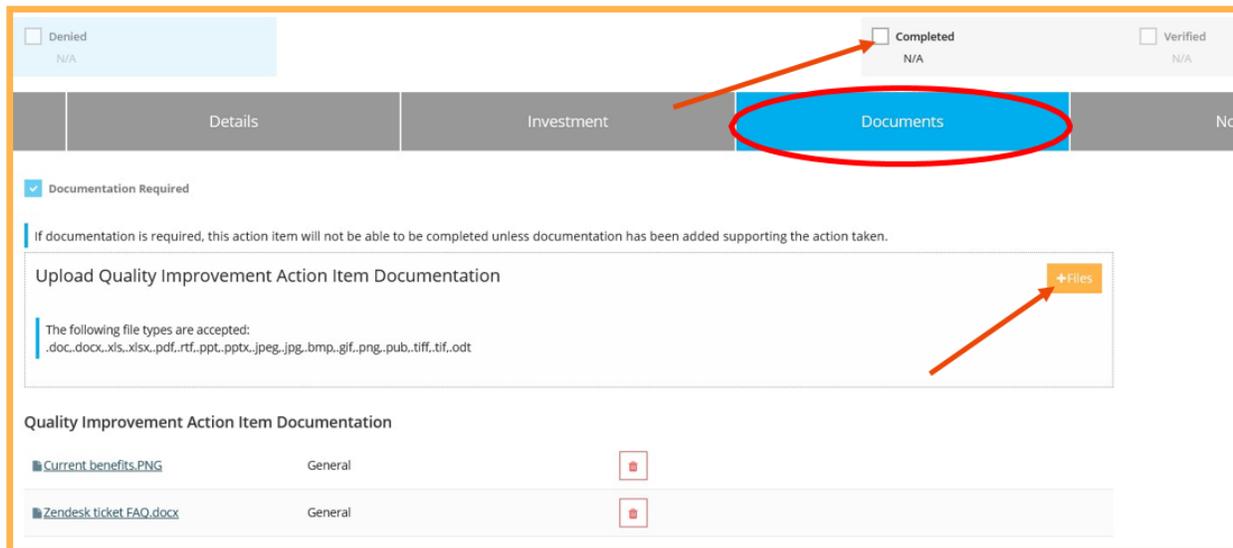
A red arrow points to the 'Manage' button in the bottom right corner of the interface.

Regional and MNTRECC Grants – Award Instructions for Programs

- To upload files, click on the **Documents** tab. Click **+Files**. Select the file the program wants to upload and click **Open**. (Note: It is best if the documentation is a PDF). Check the **Completed** checkbox. Do this for each Action Item.

Training records do not need to be uploaded to any of the action items to verify that the required number of hours has been taken. Grant Administrators are able to view this information in program profiles.

The program's Grant Administrator may ask them to upload other documents, such as a W-9 or agency forms that they were given. The program can upload these under any Action Item.



The screenshot shows a web interface with a top navigation bar containing tabs: Denied (N/A), Completed (N/A), and Verified (N/A). Below this is a secondary navigation bar with tabs: Details, Investment, Documents (highlighted with a red oval), and another partially visible tab. The main content area is titled 'Documentation Required' and includes a note: '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 list of accepted file types: .doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif, .odt. A '+Files' button is present with an arrow pointing to it. At the bottom, there is a table titled 'Quality Improvement Action Item Documentation' with two rows: 'Current benefits.PNG' and 'Zendesk ticket FAQ.docx', both with a 'General' category and a red square icon.

If the program buys. When they have submitted documentation for all Action Items/expenditure requests, the Grant Administrator will review their receipts and let them 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 their 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**.