

Regional Grants – Award Instructions for Programs

Programs that are awarded Regional Grants will receive both a letter (either mailed or emailed) 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.

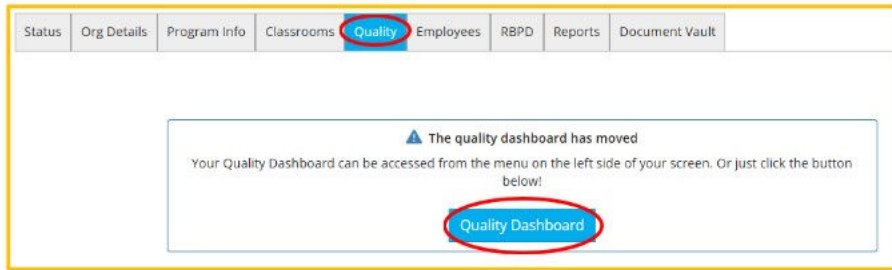
If programs have questions about which items are approved, what documentation is needed, or due dates, contact the assigned Grant Administrator. If there are questions about how to complete steps in Develop, contact the Develop Help Desk at support@develophelp.zendesk.com.

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.

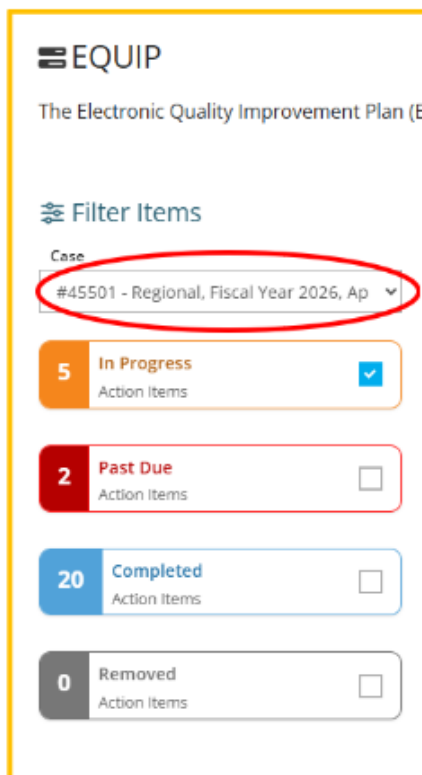


Regional Grants – Award Instructions for Programs

- Click on the **Quality** tab then click **Quality Dashboard**.



- From the **Quality Dashboard** scroll down to the **EQUIP** section and filter for the current Regional Grant case.



Regional Grants – Award Instructions for Programs

- The Action Items entered for the program's Regional Grant case will appear in the EQUIP section. Click **Manage** to view the details of that Action Item.

EQUIP

The Electronic Quality Improvement Plan (EQUIP) allows you to set goals and track your progress.

Filter Items

Case: #45501 - Regional, Fiscal Year 2026, Ap

- 5 In Progress** Action Items
- 2 Past Due** Action Items
- 20 Completed** Action Items
- 0 Removed** Action Items

Action Item #102336:

Enter goals

Assigned to Unassigned / Due by 04/15/2026

Assigned to Case: #45501 - Regional, Fiscal Year 2026, Approved to Spend

☐ Complete

Action Item #102335:

Enter your goal here

Assigned to Unassigned / Due by 04/15/2026

Assigned to Case: #45501 - Regional, Fiscal Year 2026, Approved to Spend

☐ Complete

Action Item #102337:

Test

Assigned to Unassigned / Due by 04/15/2026

Assigned to Case: #45501 - Regional, Fiscal Year 2026, Approved to Spend

☐ Complete

Regional Grants – Award Instructions for Programs

- This will open the details of the Action Item/expenditure request. In the **Investment** section, 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.

Action Item #102336
Enter goals Duplicate

Created 11/04/2025 / by Fue Xiong
Updated 11/07/2025 / by Fue Xiong

☐ Completed ☐ Verified ☒ Approved 11/07/2025 ☐ Denied

Required Info

Case
#45501 - Regional, Fiscal Year 2026, Approved to Spend

Category
Assessment and Planning for Each Individu

Indicator
A1.3b Providing assessment to families

Type
Materials

Goal
Enter goals
11 out of 500 characters

Strategy
Enter a strategy
16 out of 500 characters

Details

Assign To
Assigned To

Due Date
04/15/2026

Classroom
Select Classroom/Group

Intended Outcome
Clearly define how this action will improve your program quality
0 out of 4000 characters

Investment

Description of purchase
purchase
8 out of 500 characters

Total Cost
800.00

Amount Requested
800.00

Grant Award
800.00

Method of Payment
Reimbursement

Cost to Program \$0.00

Population Served
☐ Infants & Toddlers
☒ Preschool
☐ School-Age

Regional Grants – Award Instructions for Programs

7. Programs will need to upload documentation for each Action Item. However, if documentation has items from more than one action item, the documentation only needs to be uploaded once. 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.

Scroll down to the **Documentation** section, click **+File** to upload your document for this Action Item/expenditure request.

The screenshot shows a web interface for uploading documentation. At the top, there is a header labeled "Documentation". Below this, a text prompt says "Upload any documentation obtained during the completion of this item." A checkbox labeled "Require Documentation" is checked, with a sub-note: "Require supportive documentation for this item in order to complete it." To the right of this section is a button labeled "+File". In the center, a warning box with a yellow triangle icon contains the text: "Documents are required. Please click the 'File' button to upload documents." At the bottom left, a small text block lists accepted file types: ".doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif, .odt".

Regional Grants – Award Instructions for Programs

8. To upload files, from the **Documentation** section click **+Files**. Select the file the program wants to upload and click **Open**. (Note: It is best if the documentation is a PDF). Scroll back up to check the **Completed** checkbox then click **Save**. 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.

Documentation

Upload any documentation obtained during the completion of this item.

☒ **Require Documentation**
ⓘ Require supportive documentation for this item in order to complete it.

+ File

Documents are required.
Please click the "File" button to upload documents.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif, .odt

Regional Grants – Award Instructions for Programs

Action Item #102336
Enter goals
Created 11/04/2025 / by Fue Xiong
Updated 11/07/2025 / by Fue Xiong

☐ Completed ☐ Verified ☒ Approved 11/07/2025 ☐ Denied

Required Info

Case
#45501 - Regional, Fiscal Year 2026, Approved to Spend

Category
Assessment and Planning for Each Individual

Indicator
A1.3b Providing assessment to families

Type
Materials

Goal
Enter goals
11 out of 500 characters

Strategy
Enter a strategy
16 out of 500 characters

Details

Assign To
Assigned To

Due Date
04/15/2026

Classroom
Select Classroom/Group

Save Close

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**.