develop

The Minnesota Quality Improvement and Registry Tool

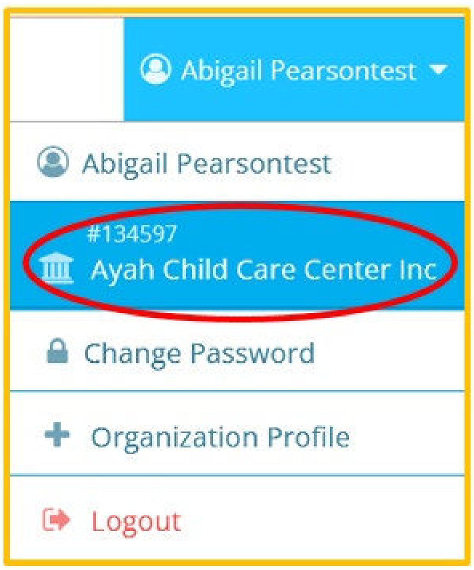
Regional Grants – Award Instructions for Programs

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.

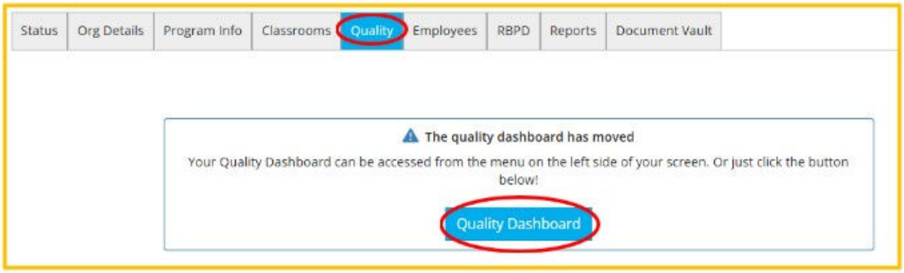
If programs have questions about which items are approved, what documentation is needed, or due dates, contact the assigned Grant Administrator. If there are questions about how to complete steps in Develop, contact the Develop Help Desk at support@develophelp.zendesk.com.

1. Log into the Develop Profile with the program's email address and password.

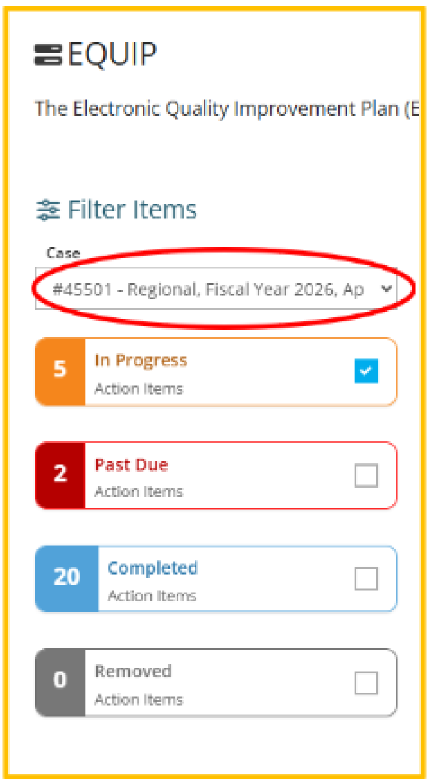
2. From the drop-down menu, select the program's Organization.



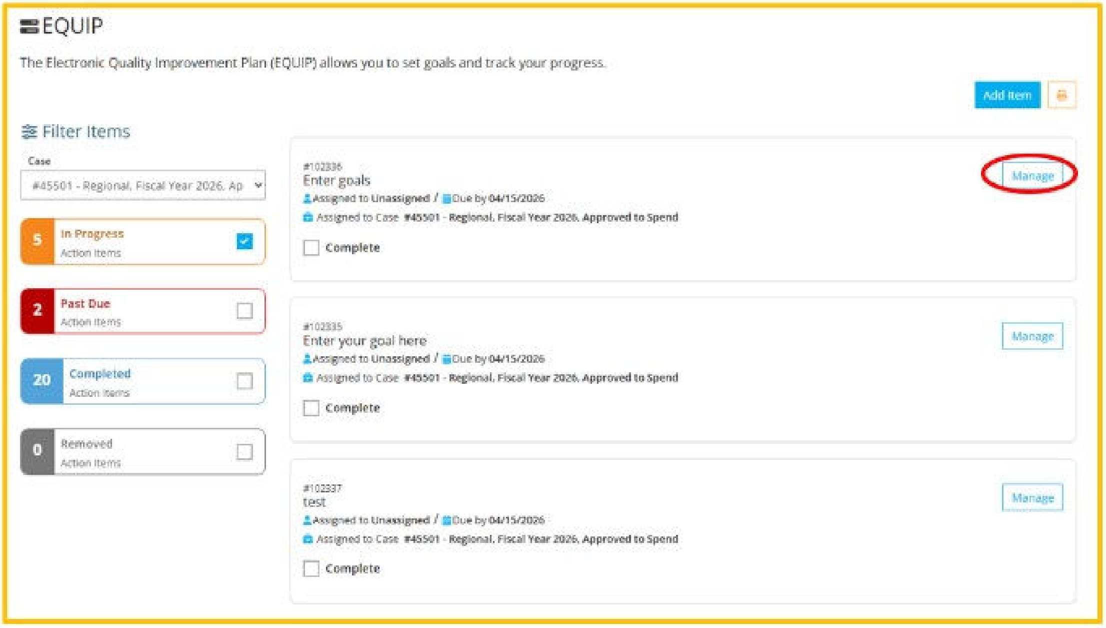
3. Click on the **Quality** tab then click **Quality Dashboard.**



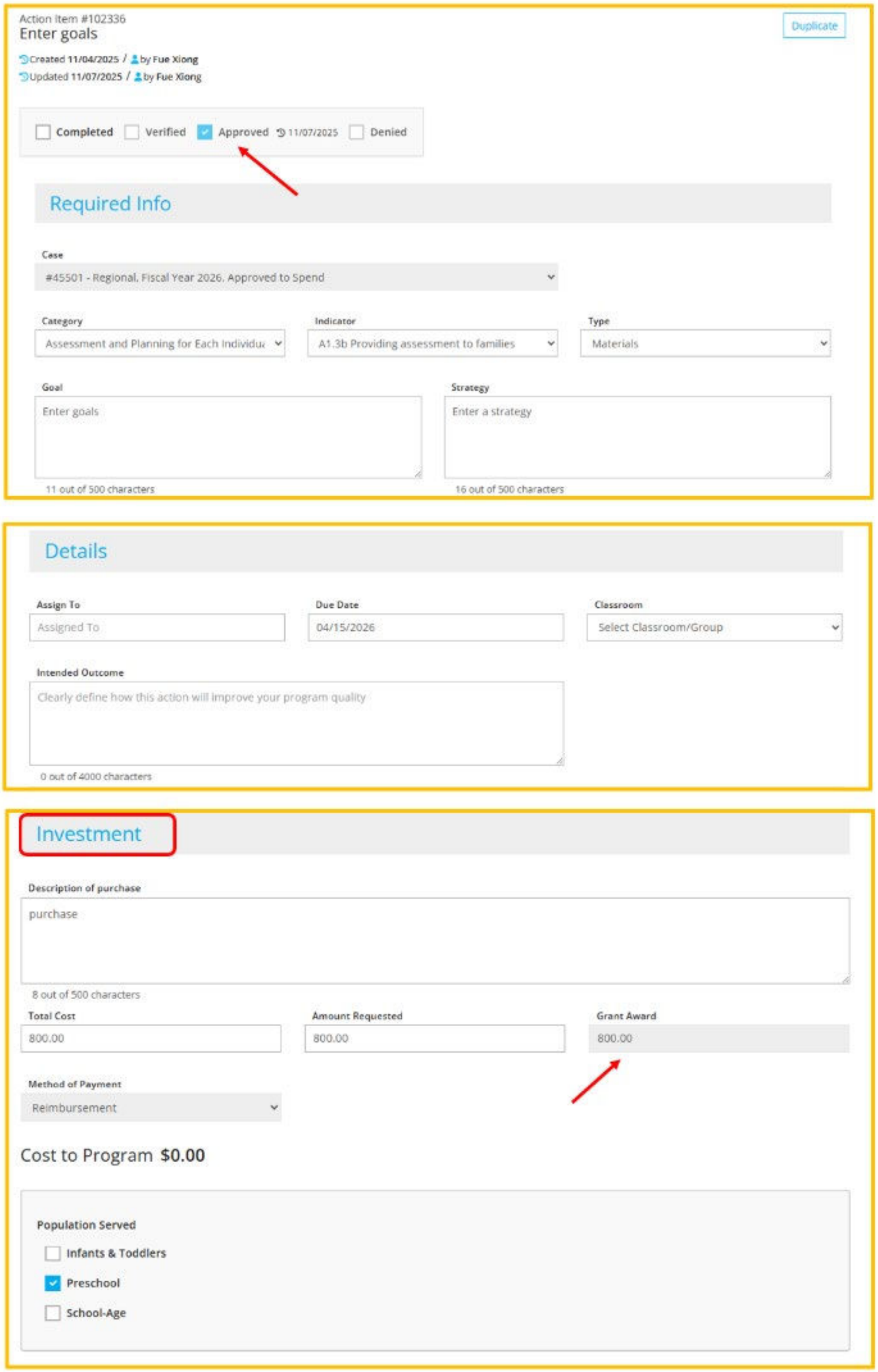
4. From the **Quality Dashboard** scroll down to the **EQUIP** section and filter for the current Regional Grant case.



5. 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.



6. 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.

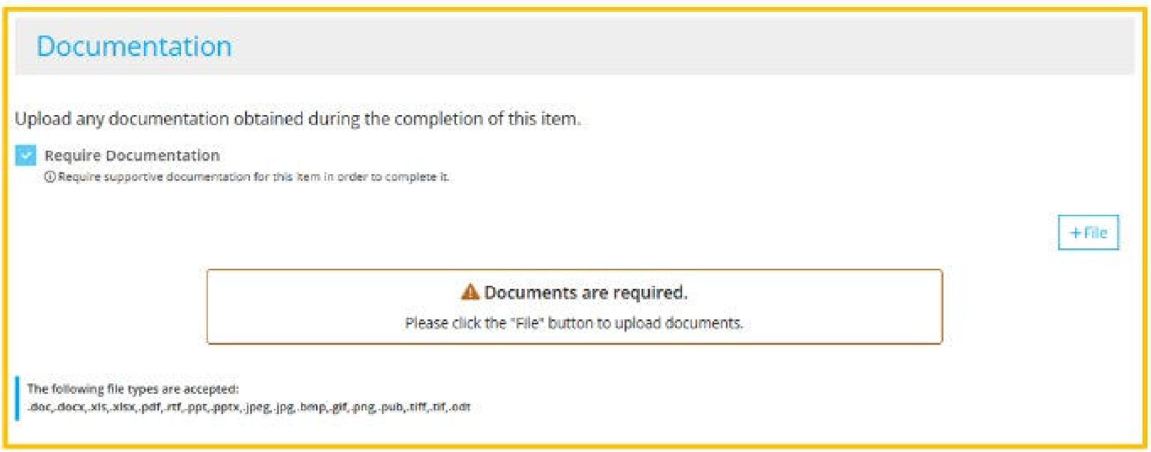


7. Programs will need to upload documentation for each Action Item. However, if documentation has items from more than one action item, the documentation only needs to be uploaded once. The document will depend on whether they are buying the items for their program and being reimbursed or if their Grant 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.

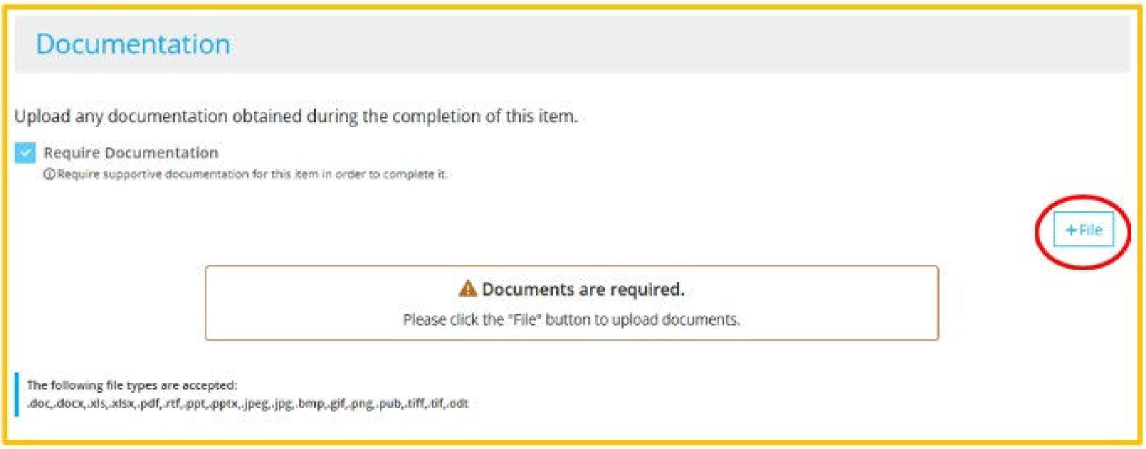
   Scroll down to the **Documentation** section, click **+File** to upload your document for this Action Item/expenditure request.

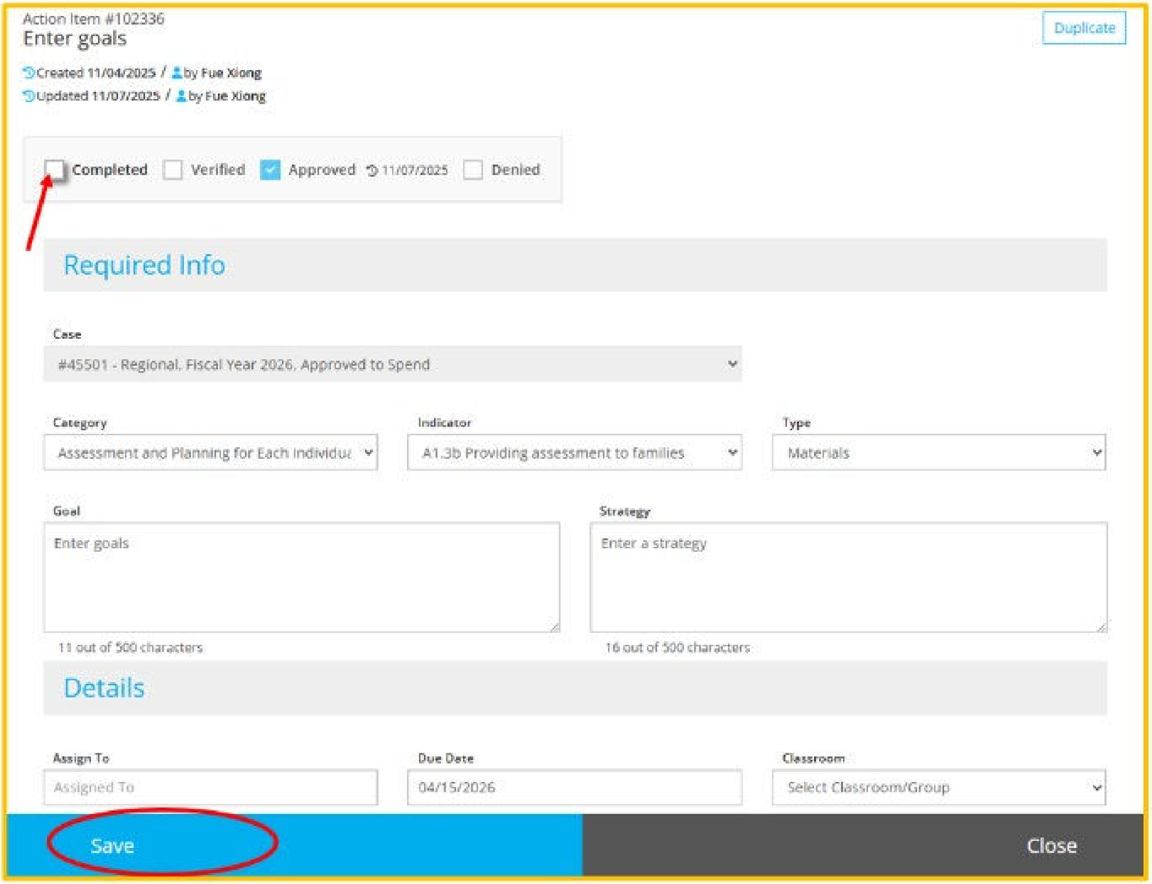


8. To upload files, from the **Documentation** section click **+Files**. Select the file the program wants to upload and click **Open**. (Note: It is best if the documentation is a PDF). Scroll back up to check the **Completed** checkbox then click **Save**. Do this for each Action Item.

   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.





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**.