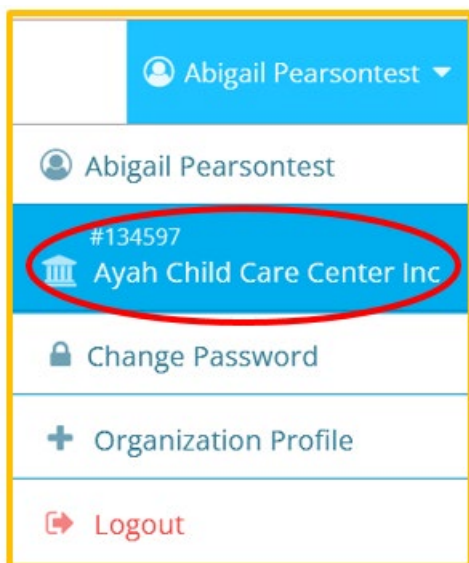


### Regional Grants – Award Instructions for Programs

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.

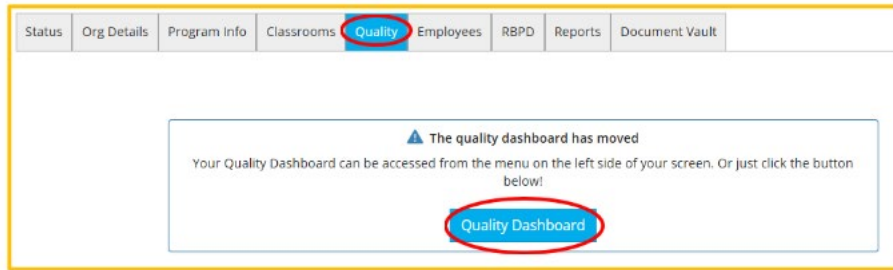
If programs have questions about which items are approved, what documentation is needed, or due dates, contact the assigned Grant Administrator. If there are questions about how to complete steps in Develop, contact the Develop Help Desk at [support@develophelp.zendesk.com](mailto:support@develophelp.zendesk.com).

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.

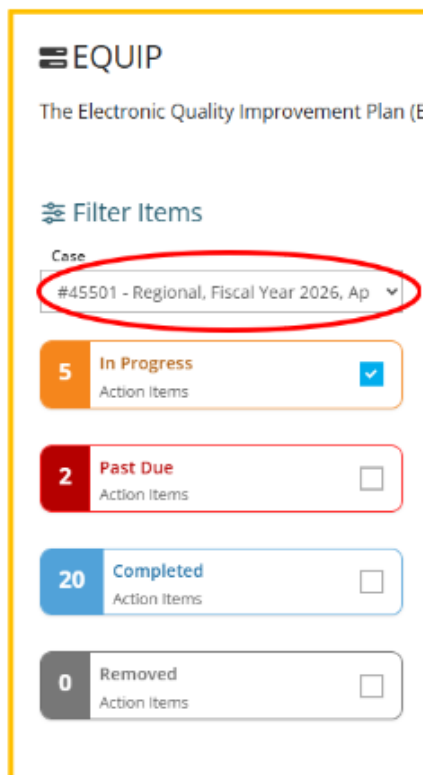


## Regional Grants – Award Instructions for Programs

- 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

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.

**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

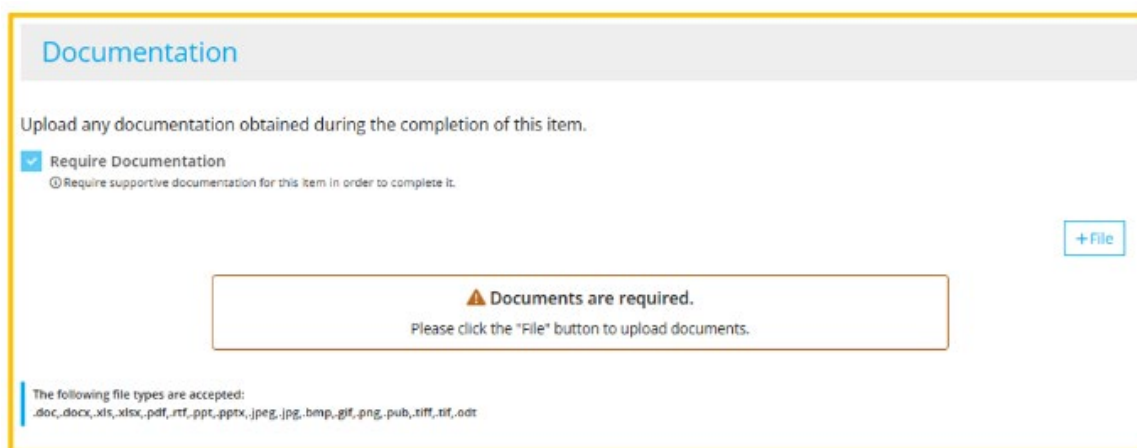
## Regional Grants – Award Instructions for Programs

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 bar with the word "Documentation" in blue. Below this, a grey box contains the text "Upload any documentation obtained during the completion of this item." Underneath, there is a checkbox labeled "Require Documentation" which is checked. Below the checkbox, a small text says "Require supportive documentation for this item in order to complete it." To the right of this section is a blue button with a white plus sign and the word "File". In the center of the page, there is a yellow warning box with a triangle icon and the text "Documents are required. Please click the 'File' button to upload documents." At the bottom left, there is a small text block that says "The following file types are accepted:" followed by a list of file extensions: .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 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 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**.