

These Frequently Asked Questions (FAQs) were developed to support programs and providers in spending their QI Grant funds, and in understanding their Quality Improvement Grant reporting requirements. Questions not addressed in this document can be directed to your local Great Start to Quality Resource Center by calling 1-877-614-7328. Questions may also be submitted via email to: GSQIncentives@ecic4kids.org.

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Reporting

1. When will I receive the report form?

- Programs and providers who are awarded a Quality Improvement Grant are required to complete a grant status report. Awardees will receive an email with the link to access the reporting form within 45 business days of receiving funds. Grant awardees will have up to 6 months to complete and submit the report.

2. When is my grant status report due?

- The date that your reporting requirement is due is dependent on the QI Grant Cycle in which you were awarded funds. Please see the table below to determine when your reporting requirements are due.

| Cycle Awarded | Reporting Requirement Due |
|---------------|---------------------------|
| Pilot | May 30, 2017 |
| Cycle 2 | September 1, 2017 |
| Cycle 3 | TBD |

3. What should I do if I did not receive the reporting link within 45 business days of receiving my funds?

- The reporting form is sent to the email address that was included in your QI Grant application. If any error appears in the email address included on your application, it is likely that you would not have received the link. If you have not received your QI Grant reporting link, and believe that you should have, please send an email requesting the link to GSQIncentives@ecic4kids.org. We would be happy to re-send the link to you!

4. How should I inform Great Start to Quality that my license number is different from what was included on my application, due to a change in my childcare location or change in my program's licensing type?

- The QI Grant report includes a section which asks the question, "Is there anything else that you would like to share with Great Start to Quality, in relation to your QI Grant reporting?" This question creates a space where QI Grant awardees are able to share additional information that would be useful for someone reviewing the report to know, such as changes in program location or licensing type.

Use of Funds

5. Can I purchase something different than what was included on my application if it supports a goal included on both the application and QIP?

- To the best of your ability you should purchase the items that were included on your application if there are no barriers in making purchases.
- If the items approved on your application are still available, at the same price originally included on your application, you should not make different purchases or redistribute funds.
- If an item is no longer available, or is now a different price than what was included on the original QI Grant application, funds may be redistributed.
- QI Grant Awardees should NOT redistribute funds unless they are unable to purchase items originally requested in their QI Grant application, or the cost of an item(s) has changed.

6. What should I do if I have additional funds left over after making all purchases included on my application?

- Great Start to Quality realizes that funds *may* need to be redistributed. Please always adhere to the following guidance when spending QI Grant funds:
 - To the best of their ability, providers should adhere to purchasing items requested on their application.
 - Funds should be spent on like items.
 - Funds must be spent on items to support *the same activities and QIP goals* included on the approved application.
 - Receipts must be submitted for all items purchased with QI Grant funds.
 - Funds cannot be used to purchase non-allowable or restricted item(s) under any circumstance.

7. What should I do if an item I planned on purchasing is no longer available, or the price of the item has changed?

- Great Start to Quality realizes that funds may need to be redistributed. Please always adhere to the following guidance when spending QI Grant funds:
 - To the best of their ability, providers should adhere to purchasing items requested on their application
 - Funds should be spent on like items.
 - Funds must be spent on items to support *the same activities and QIP goals* included on the approved application.
 - Receipts must be submitted for all items purchased with QI Grant funds.
 - Funds cannot be used to purchase non-allowable or restricted item(s) under any circumstance.

8. If there are additional funds remaining after purchasing all of the items I requested for a particular goal, can I use those funds to support a different goal that was approved on my application?

- If the goal was included in the originally approved application, additional funds can be used towards purchasing items that support obtaining this goal. In other words, remaining funds from one goal can be moved to support a different goal.

Miscellaneous

9. Are Quality Improvement Grants tax free?

- Programs and providers should consult their tax advisor to make sure the treatment of these funds are in accordance with Federal and/or State income tax laws.

10. What documentation is needed to show proof of payment?

- If a packing slip, an order form, or a Purchase Order (PO) does not include explicit evidence that payment was made, we will need additional information to show proof of payment. The following documents are examples that show proof of payment:
 - An invoice or packing slip(s) with payment information (i.e. payment type; credit card, cash, check)
 - A bank account statement or credit card statement indicating the purchase was made to the appropriate vendor. Please hide/blackout/whiteout any personal information except for the vendor, transaction date, and amount.
 - A copy of a canceled check made to the appropriate vendor showing vendor name, payment date, and amount. Please hide/blackout/whiteout any personal information except for the vendor, transaction date, and amount.

11. How can I obtain proof of payment information?

- If you do not have these documents in your current files, the best solution would be to contact the vendor, such as Discount School Supplies, Lakeshore Learning, Kaplan, etc. They are able to gather information regarding past orders and payments. You also may be able to access this documentation from your online account.
- If you need additional support, please contact GSQIncentives@ecic4kids.org.