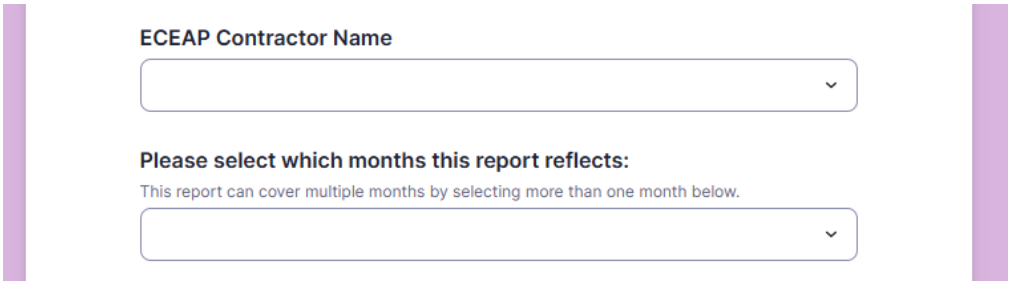
ECEAP Complex Needs Fund (CNF) Spending Report: Step by Step Guide

To Complete an ECEAP CNF Spending Report, Follow the Steps Below:

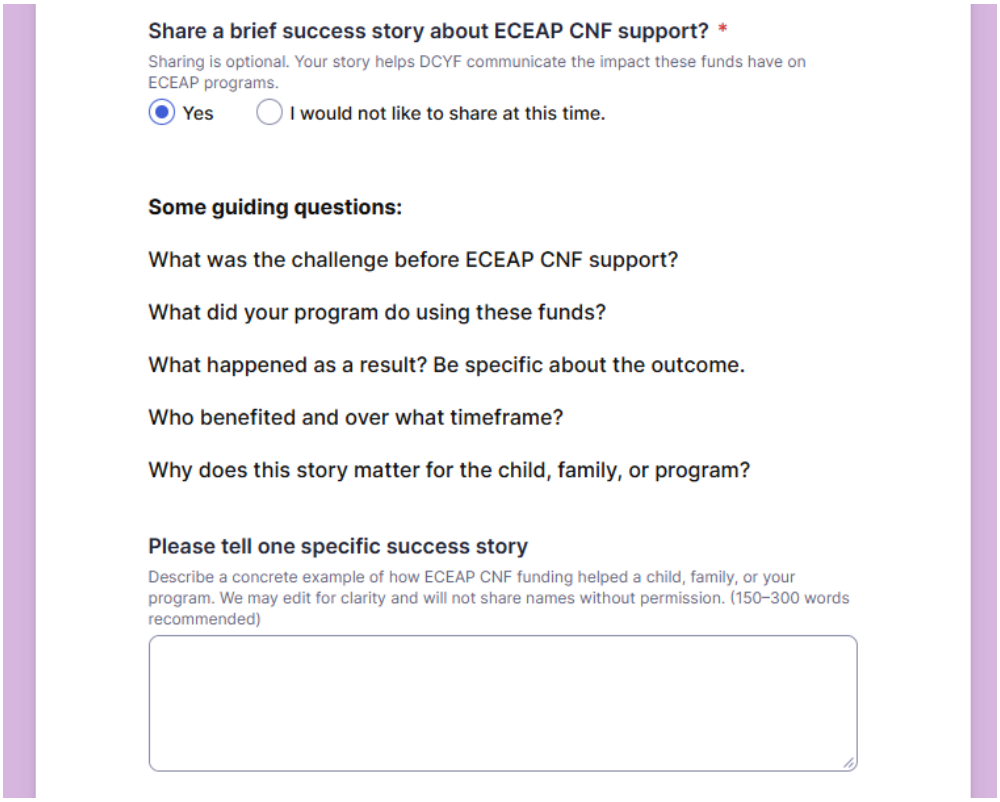
1. Access the Smartsheet report link here. Use this link for the entire award year. All contractors will use the same link.

   Please note: If your organization did not spend any of their ECEAP CNF award during a reporting period or are not submitting a reimbursement request through the most recent A19 submission, you do not need to complete the spending report. This report is only needed when contractors are asking for ECEAP CNF reimbursement on the A19.

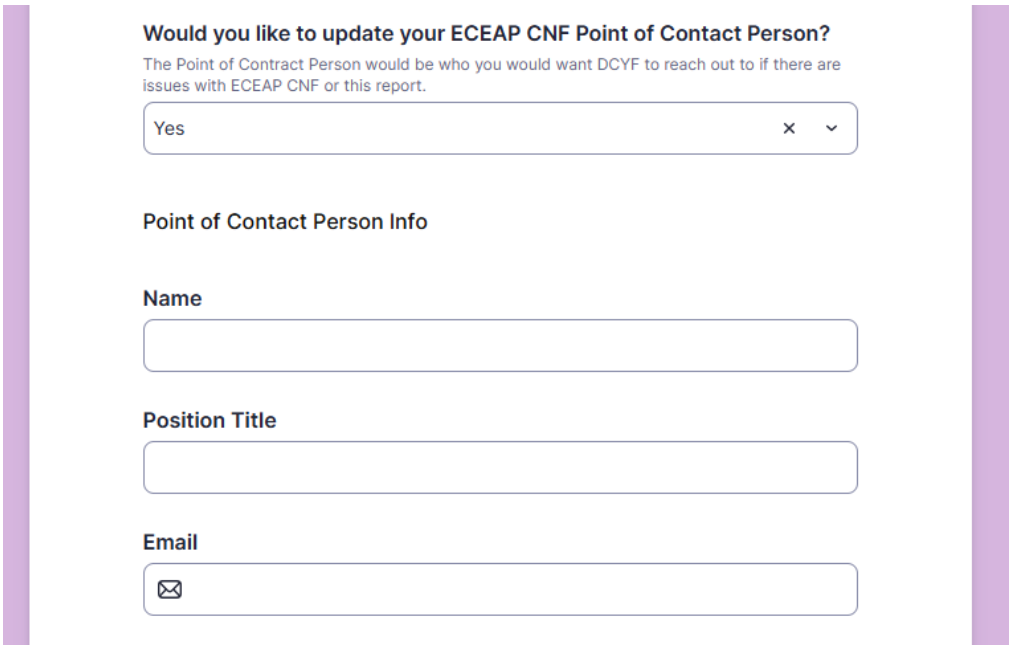
2. Start by selecting your organization from the drop-down. Then, select which reporting periods this report reflects. Contractors can have one report cover multiple months. If covering more than one month, please select all applicable months.



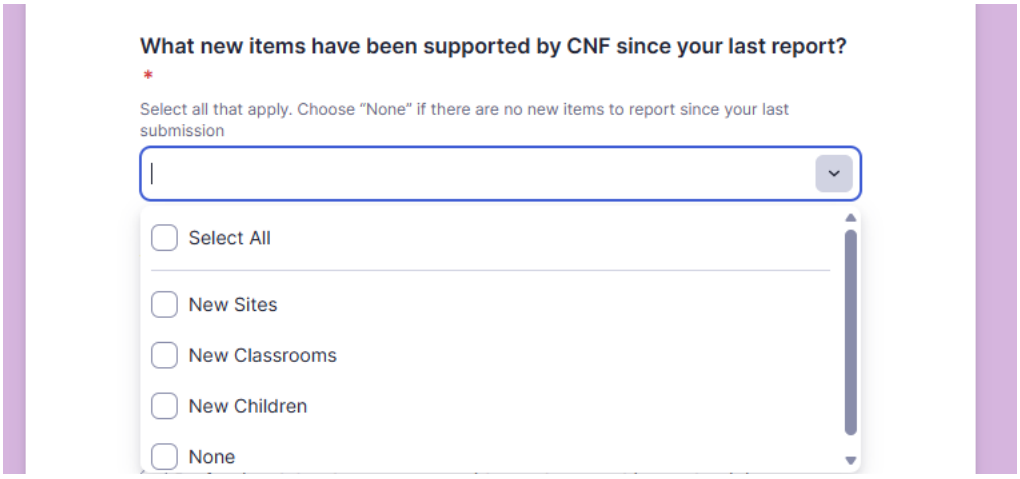
3. Each month contractors will have an opportunity to share a success story because of the funding from the ECEAP Complex Needs Funding. This section is optional and will not impact whether or not your spending report will be approved. If you organization would not like to share at this time, please select the button labeled “I would not like to share at this time.”



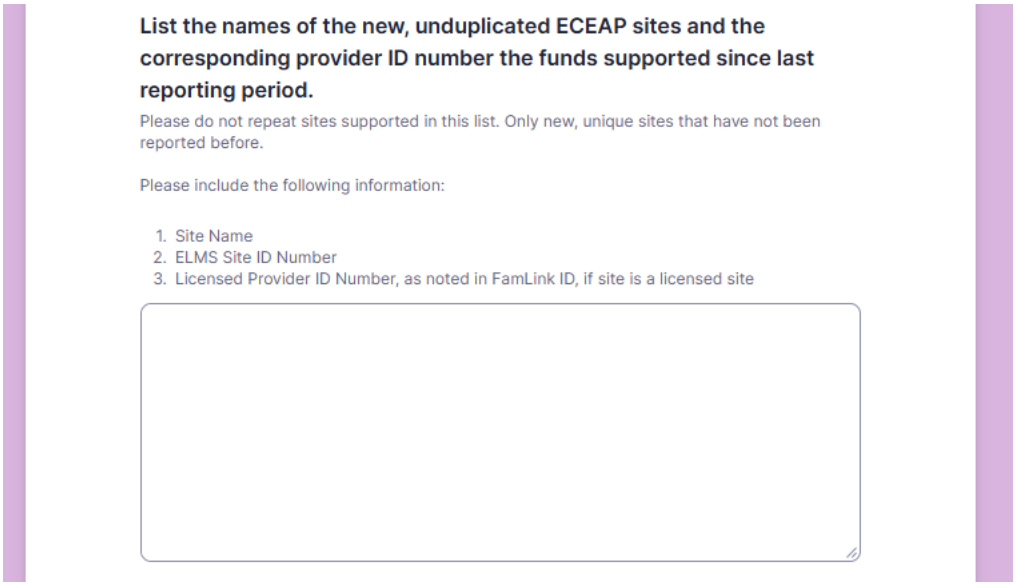
4. Then, please determine who your Point of Contact Person will be. Awardees will have the opportunity to update this each submission. If contractors do not provide a point of contact, DCYF will continue to use the internal information we have available to us. The Point of Contact Person should be who you would want DCYF to reach out to if there are issues with your award or the spending report. If you select “No”, the Point of Contact Person Info will not appear.



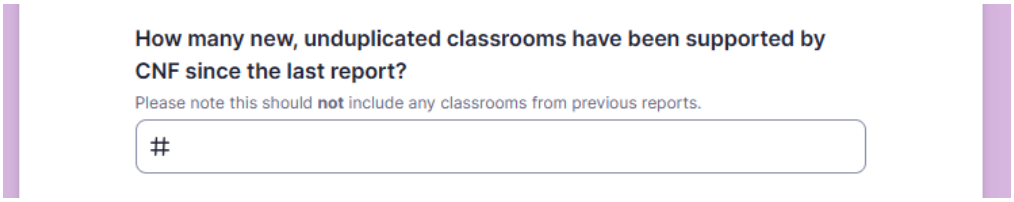
5. Then please select from the drop down list what new items have been supported by CNF dollars during the reporting period. It is okay to select none if there are no new items to report. Each selected item will populate a new question to answer regarding that item.



6. If selected, please list only new, unique ECEAP sites supported by ECEAP CNF funds during the reporting period that have not been reported before. That means once a site is included on a report, it does not need to be listed on subsequent reports.

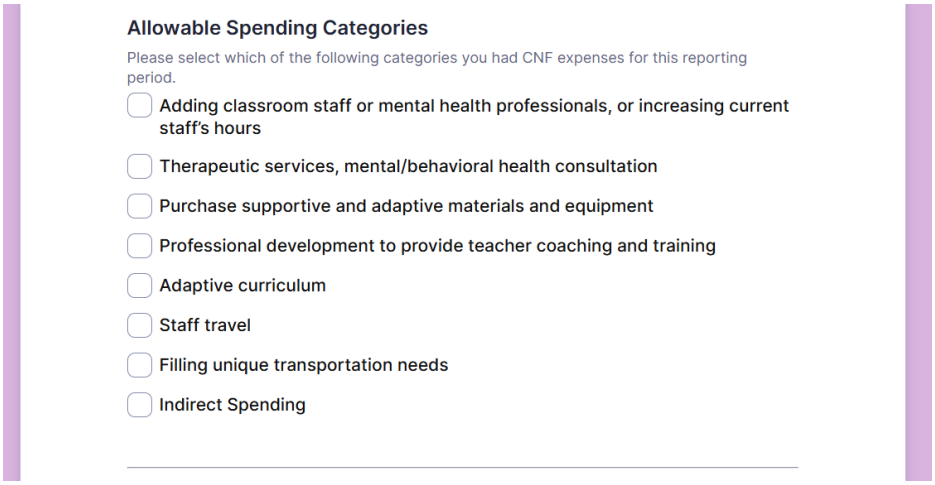


7. If selected, please list only new, unique classrooms supported by ECEAP CNF funds during the reporting period that have not been reported before. That means once a classroom is included on a report, it does not need to be listed on subsequent reports.



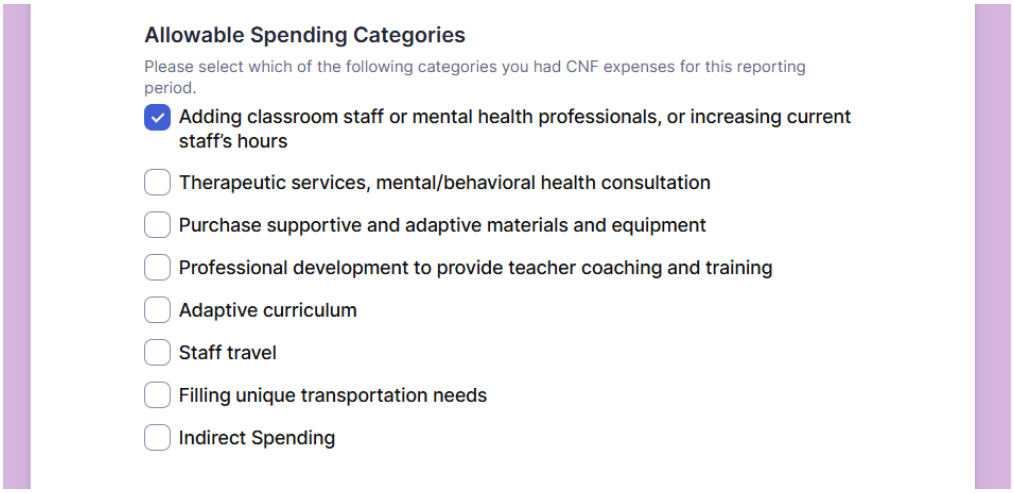
8. If selected, please list only new, unique children supported by ECEAP CNF funds during the reporting period that have not been reported before. That means once a child is included on a report, they do not need to be listed on subsequent reports.

9. Since your organization spent ECEAP CNF funds during the selected reporting periods, select the spending categories used; each selection will open the corresponding section below to complete. If your organization did not spend any ECEAP CNF funds during the reporting period, you do not need to complete a Spending Report unless you are requesting reimbursement on your A19.



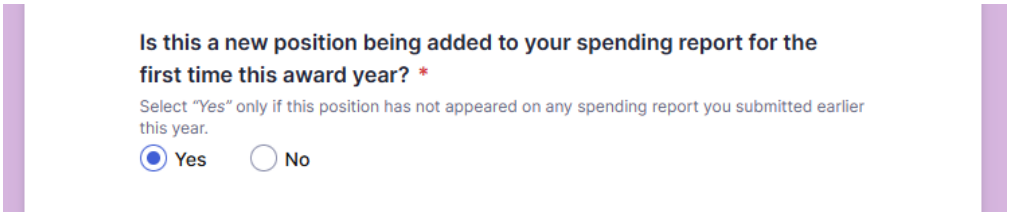
Adding classroom staff or mental health professionals, or increasing current staff member's hours

1. Start by ensuring that the correct spending category has been selected in the Allowable Spending Categories section. For this section "Adding classroom staff or mental health professionals, or increasing current staff's hours" should be selected.
   Please note: In this section if you funded multiple staff of the same job title, please combine them for reporting purposes. For example, if CNF is paying for two 'Behavioral Specialist' positions, add up the total dollar amount spent on both and report that number instead of listing each one separately.

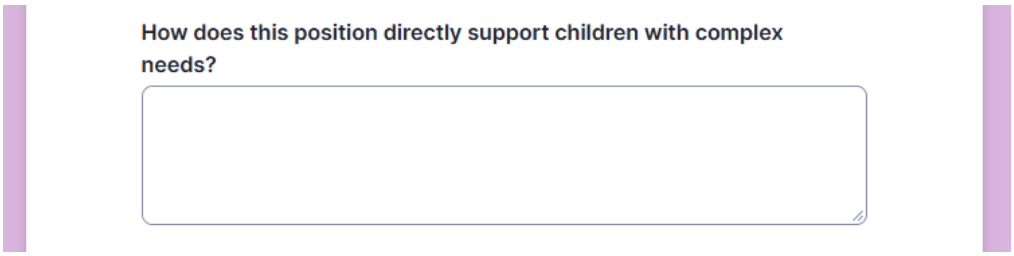


2. Begin by inputting what position title was funded by ECEAP Complex Needs Fund dollars. Please note that if ECEAP CNF dollars supported five Classroom Aides, list all five in this section.

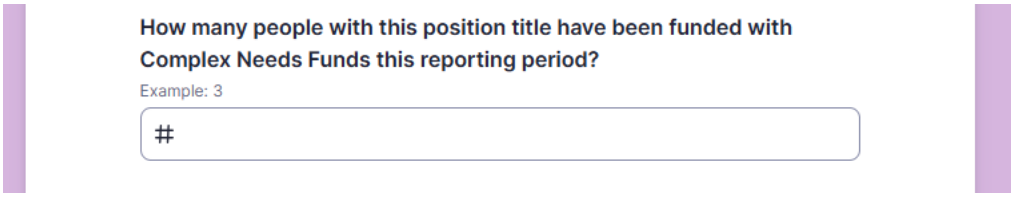
3. Then please select if this is a new position being added to the spending report for the first time this award year. Only select "Yes" if this position has not appeared on any spending report submitted earlier in the year.



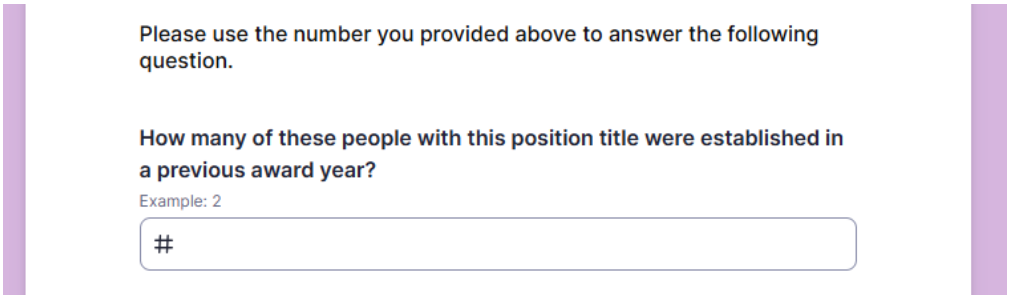
4. Next, please list how the above position directly supports children with complex needs. If you selected “No” above this question will not appear.



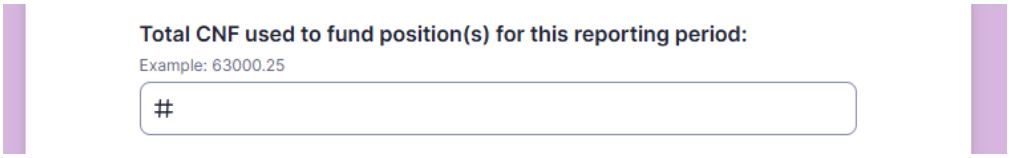
5. Then please list how many staff were supported with this position title. You may only put a number in this box.



6. Using the number provided in the question “How many people with this position title have been funded with Complex Needs Funds this reporting period?” input how many were current, meaning hired before the award year started.

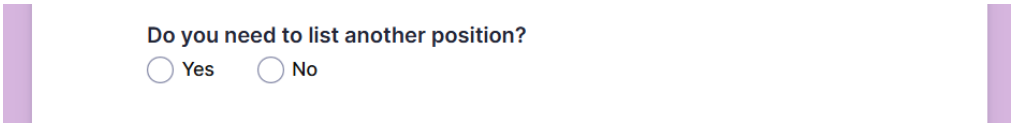


7. Then please input how many dollars from your ECEAP CNF award were used to support all the staff with this position title during the selected reporting periods. Please note that this box will only accept a number with no special characters. This means that a “$” will not be able to be input.

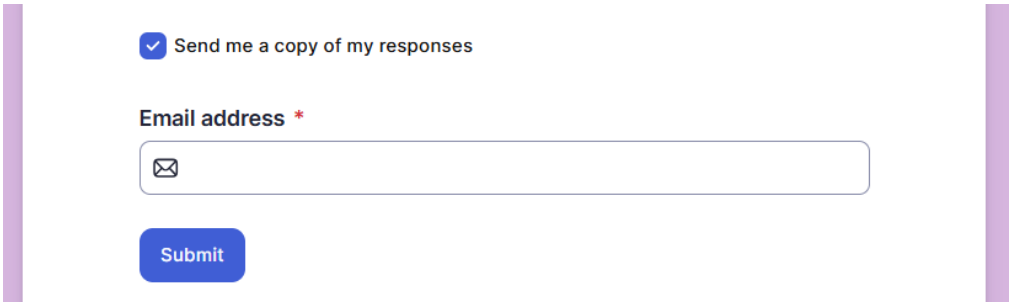


8. If your organization used ECEAP CNF to fund more than one position title, select “Yes” on the “Do you need to list another position?” This will populate another opportunity to report a position. It will be exactly like steps 1 through 6 in this section.

   If you select no, then no additional opportunity will populate to report another position and you will have completed the staffing spending category section.

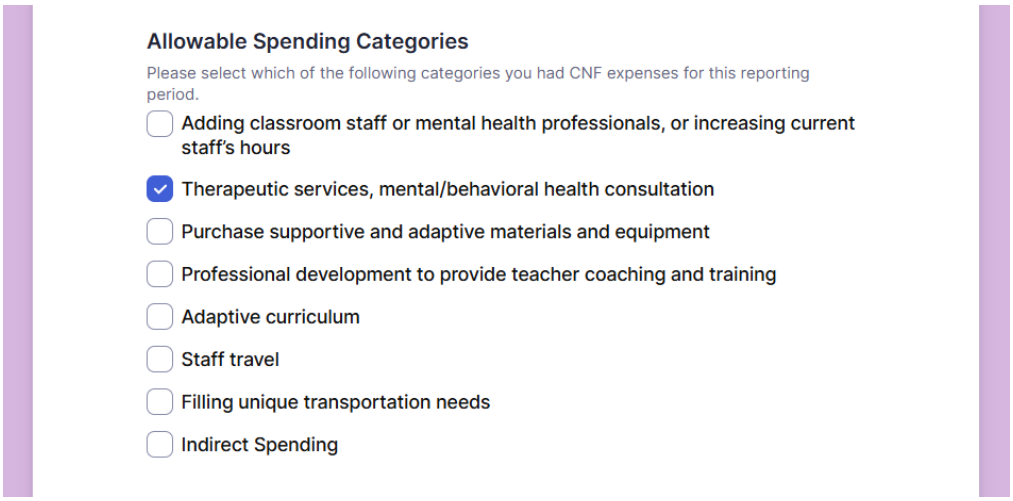


9. When you have completed the sections for all categories that you spent ECEAP CNF funds on in this reporting period, click “submit”. If you would like to receive a copy of your responses for your records, check “send me a copy of my responses” and input your email address.



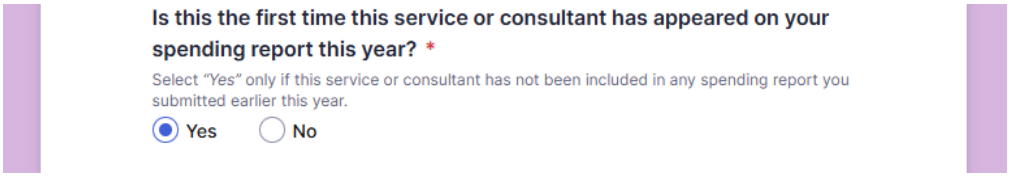
Therapeutic services, mental/behavioral health consultation

1. Start by ensuring that the correct spending category has been selected in the Allowable Spending Categories section. For this section "Therapeutic services, mental/behavioral health consultation" should be selected.

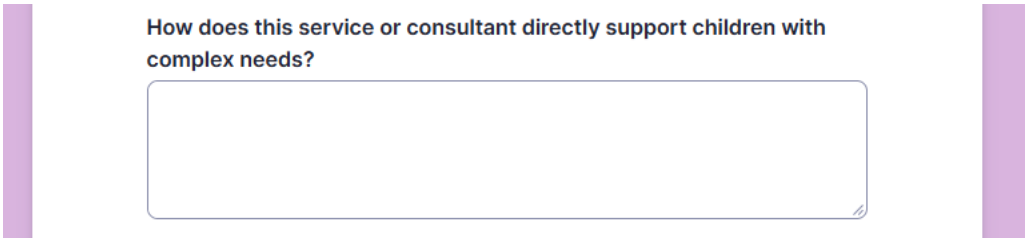


2. Please input the name of service or the job title of the consultant that was supported with ECEAP CNF during the selected reporting periods.

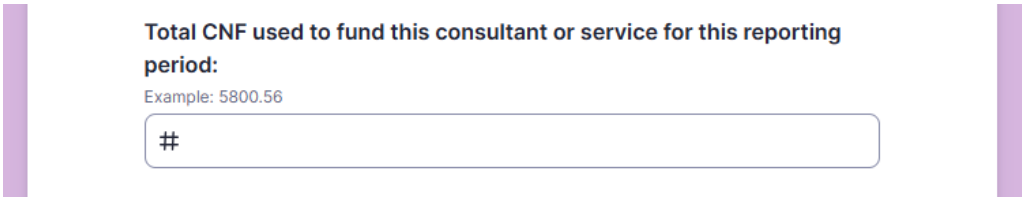
3. Then please select if this is a new service or consultant being added to the spending report for the first time this award year. Only select "Yes" if this service or consultant has not appeared on any spending report submitted earlier in the year.



4. Next please list how this service or consultant directly supports children with complex needs. If you selected “No” above this question will not appear.

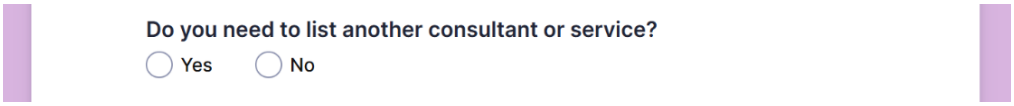


5. Then, input how many dollars from your ECEAP CNF award were used to support the listed consultant or service during the selected reporting periods. Please note that this box will only accept a number with no special characters. This means that a “$” will not be able to be input.

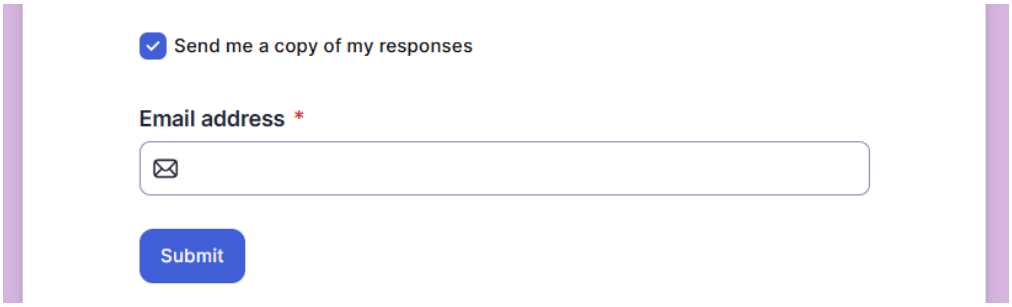


6. If your organization used ECEAP CNF to fund more than one service or consultant, select “Yes” on “Do you need to list another consultant or service?” This will populate another opportunity to report a consultant or service. It will be exactly like steps 1 through 4 in this section.

   If you select no, then no additional opportunity will populate to report another consultant or service and you will have completed the consultant or service spending category section.



7. When you have completed the sections for all categories that you spent ECEAP CNF funds on in this reporting period, click “submit”. If you would like to receive a copy of your responses for your records, check “send me a copy of my responses” and input your email address.



Purchase supportive and adaptive materials and equipment

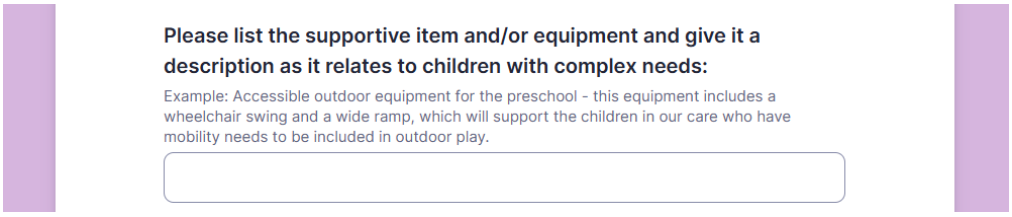
1. Start by ensuring that the correct spending category has been selected in the Allowable Spending Categories section. For this section "Purchase supportive and adaptive materials and equipment" should be selected.

2. In this section, please add supportive and adaptive materials and equipment purchases, and a short description of how it relates to children with complex needs.

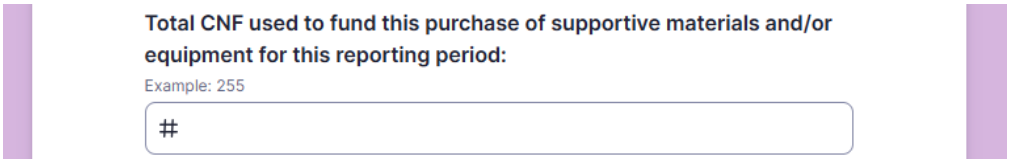
   Please do not combine all purchases on one line. Instead, provide the need that the equipment or material is intended to meet, followed by a description of the equipment and/or materials purchased to address that need.

3. List the supportive item and/or equipment in the area shown below. Please do not list "supportive materials". Instead, list the need being addressed, and then which supportive materials and equipment have been purchased to meet that need.

   For example, your answer could be: We have some children who need additional movement within the classroom setting. We purchased some adaptive chairs that allow them to move while in class so they can remain in the classroom setting.

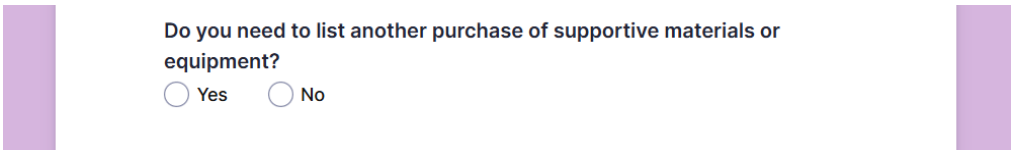


4. Then please input how many dollars from your ECEAP CNF award were used to purchase the above listed supportive materials and/or adaptive equipment during the selected reporting periods. Please note that this box will only accept a number with no special characters. This means that a "$" will not be able to be input.

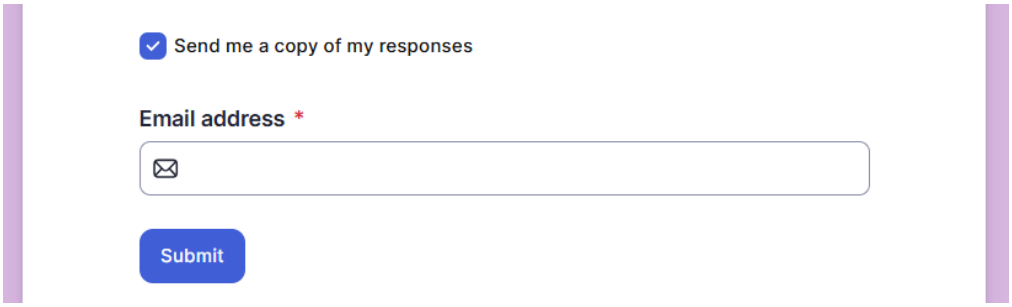


5. If your organization used ECEAP CNF to purchase more than the above listed supportive materials and/or adaptive equipment, select "Yes" on the "Do you need to list another purchase of supportive materials and/or adaptive equipment?" question below. This will populate another opportunity to report another purchase of supportive materials and/or adaptive equipment. It will be exactly like steps 1 through 4 in this section.

   If you select "No", then no additional opportunity will populate to report another purchase of supportive materials and/or adaptive equipment and you will have completed the supportive materials and/or adaptive equipment spending category section.

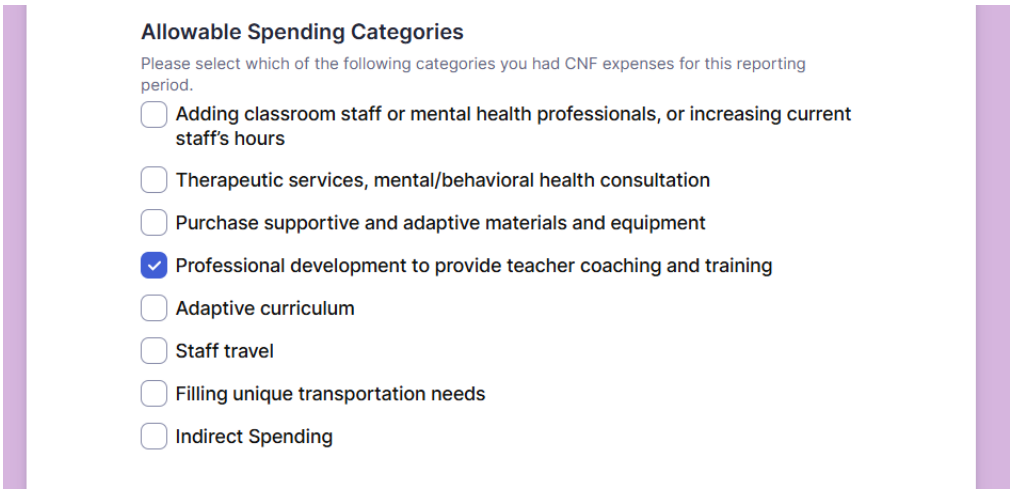


6. When you have completed the sections for all categories that you spent ECEAP CNF funds on in this reporting period, click "submit". If you would like to receive a copy of your responses for your records, check "send me a copy of my responses" and input your email address.



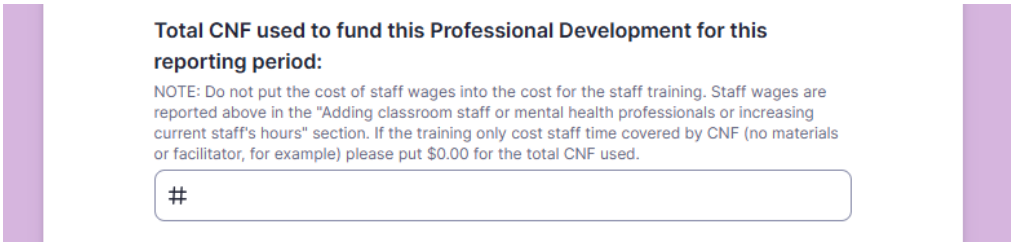
Professional development to provide teacher coaching and training

1. Start by ensuring that the correct spending category has been selected in the Allowable Spending Categories section. For this section “Professional development to provide teacher coaching and training” should be selected.



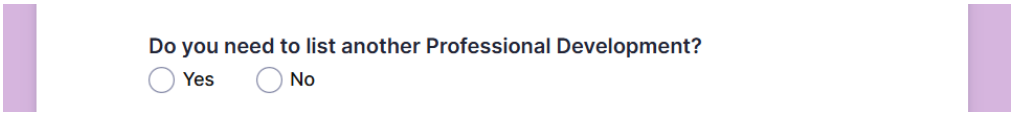
2. Please list the title of the Professional Development.

3. Then please input how many dollars from your ECEAP CNF award were used to purchase the above-listed professional development during the selected reporting periods. Please note that this box will only accept a number with no special characters. This means that a “$” will not be able to be input.

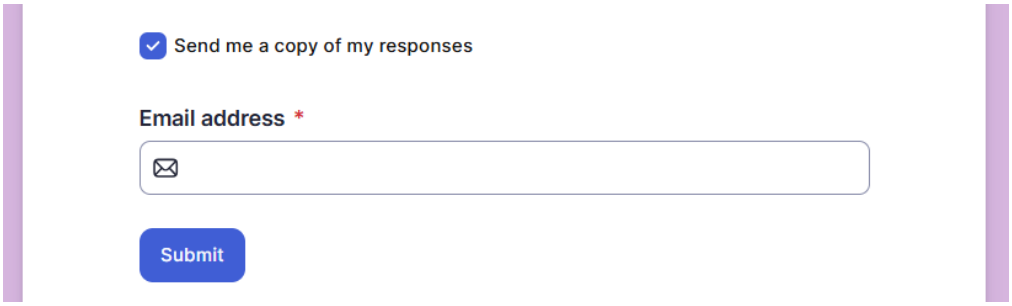


4. If your organization used ECEAP CNF to fund more than the above listed professional development, select “Yes” on the “Do you need to list another listed professional development?” question. This will populate another opportunity to report listed professional development. It will be exactly like steps 1 through 3 in this section.

   If you select “No”, then no additional opportunity will populate to report another professional development, and you will have completed the professional development spending category section.

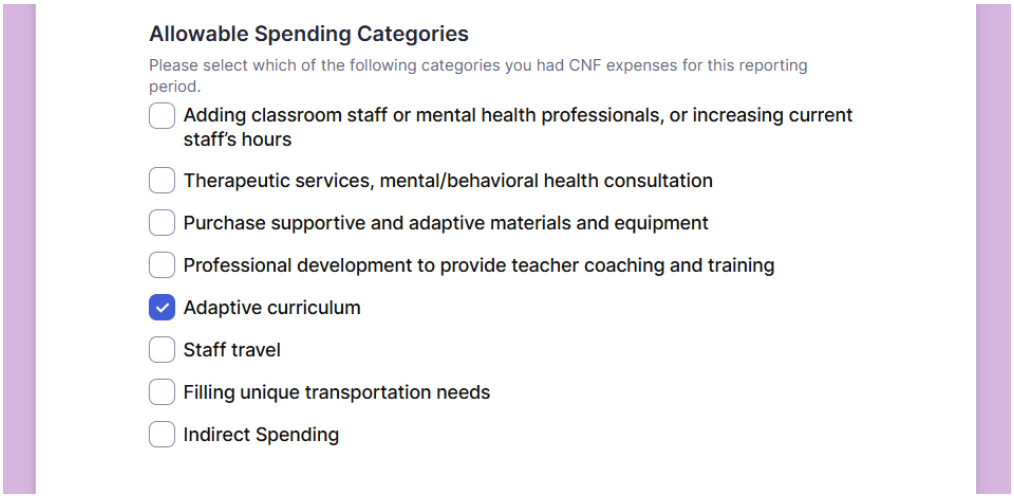


5. When you have completed the sections for all categories that you spent ECEAP CNF funds on in this reporting period, click “submit”. If you would like to receive a copy of your responses for your records, check “send me a copy of my responses” and input your email address.

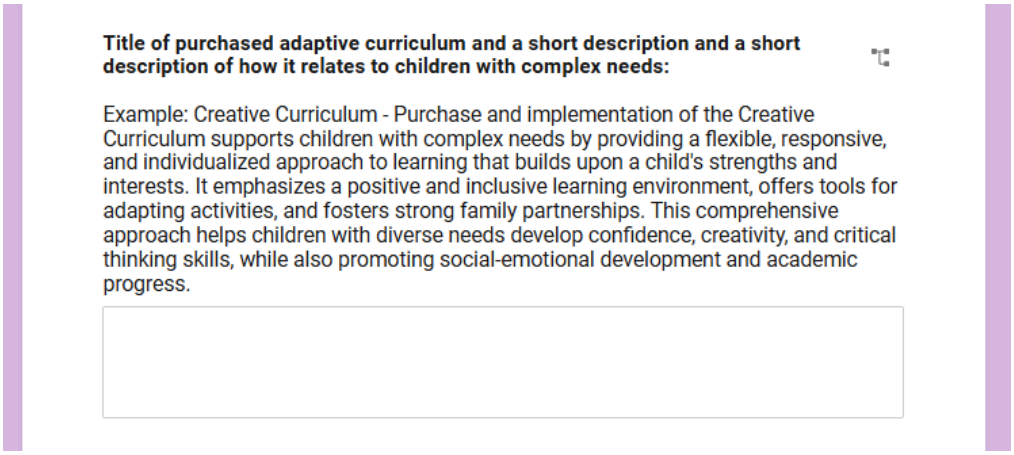


Adaptive curriculum

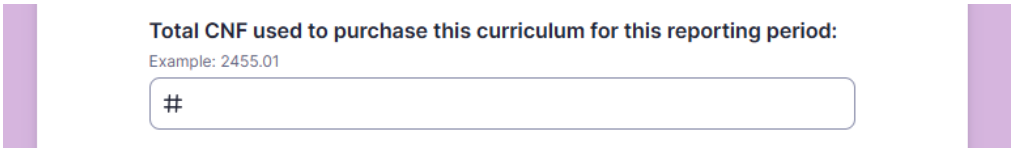
1. Start by ensuring that the correct spending category has been selected in the Allowable Spending Categories section. For this section “Adaptive curriculum” should be selected.



2. Please list the title of adaptive curriculum that was purchased during the selected reporting periods. In addition to the title, please provide a short description of how it relates to children with complex needs.

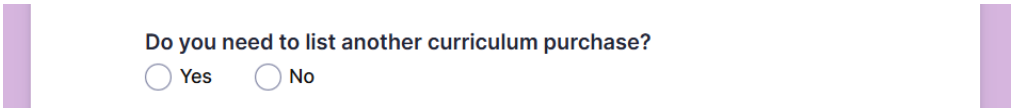


3. Then please input how many dollars from your ECEAP CNF award were used to purchase the above adaptive curriculum during the selected reporting periods. Please note that this box will only accept a number with no special characters. This means that a “$” will not be able to be input.

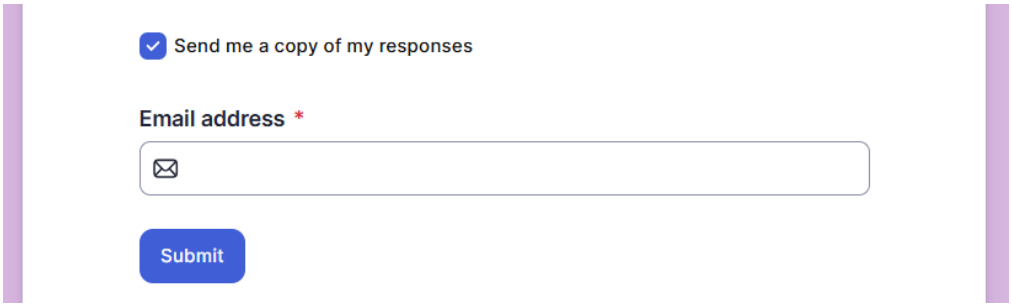


4. If your organization used ECEAP CNF to purchase more than the above adaptive curriculum, select the “Yes” on the “Do you need to list another adaptive curriculum purchase” question below. This will populate another opportunity to report adaptive curriculum. It will be exactly like steps 1 through 3 in this section.

If you select no, then no additional opportunity will populate to report another adaptive curriculum purchase, and you will have completed the adaptive curriculum spending category reporting section.

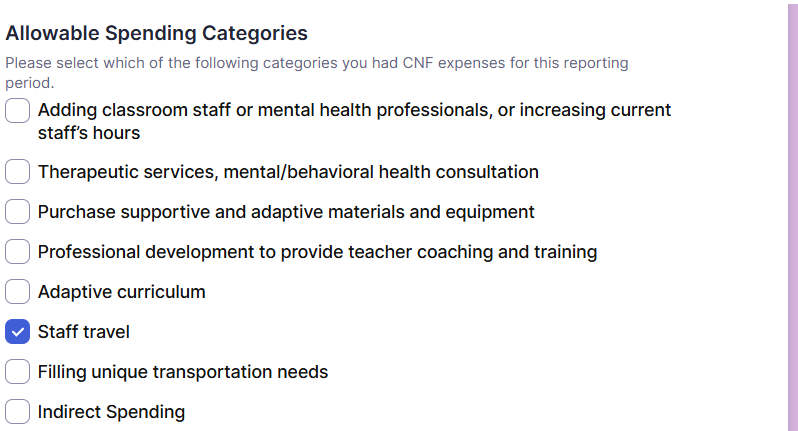


5. When you have completed the sections for all categories that you spent ECEAP CNF funds on in this reporting period, click “submit”. If you would like to receive a copy of your responses for your records, check “send me a copy of my responses” and input your email address.

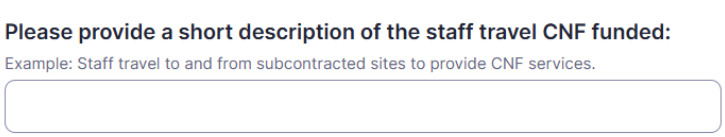


Staff Travel

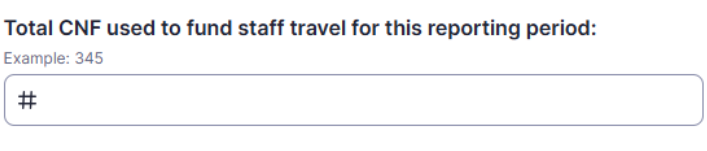
1. Start by ensuring that the correct spending category has been selected in the Allowable Spending Categories section. For this section “Staff travel” should be selected.



2. Please input a short description of the staff travel that ECAEP CNF paid for. This staff travel should be for staff going to locations to support children with complex needs.

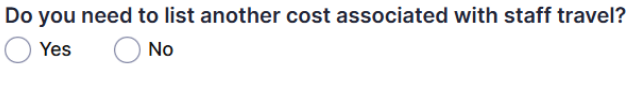


3. Then please input how many dollars from your ECEAP CNF award were used to purchase the above adaptive curriculum during the selected reporting periods. Please note that this box will only accept a number with no special characters. This means that a “$” will not be able to be input.

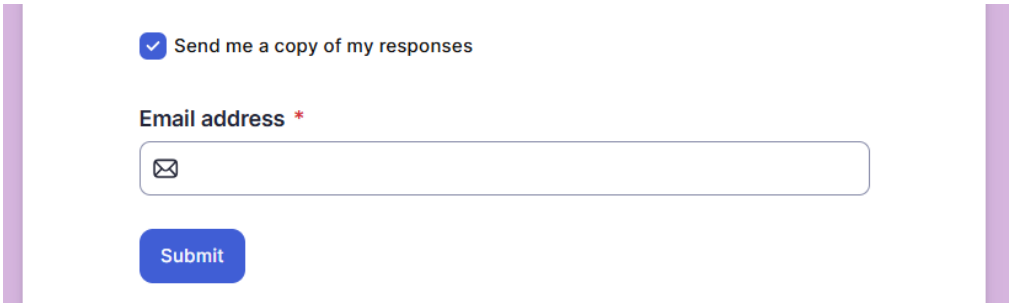


4. If your organization used ECEAP CNF to purchase more than the above staff travel expense, select “Yes” on the “Do you need to list another staff travel expense?” question below. This will populate another opportunity to report a staff travel expense. It will be exactly like steps 1 through 3 in this section.

   If you select no, then no additional opportunity will populate to report another staff travel expense and you will have completed the staff travel spending category reporting section.

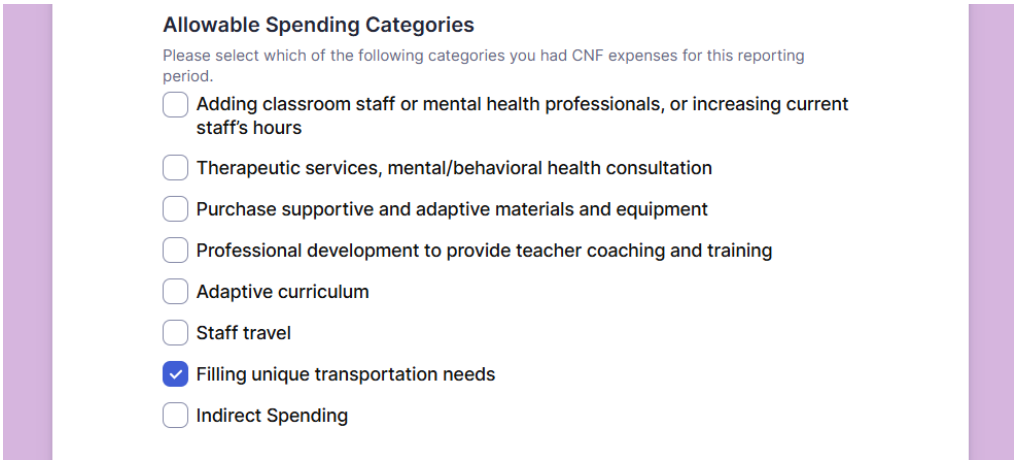


5. When you have completed the sections for all categories that you spent ECEAP CNF funds on in this reporting period, click “submit”. If you would like to receive a copy of your responses for your records, check “send me a copy of my responses” and input your email address.

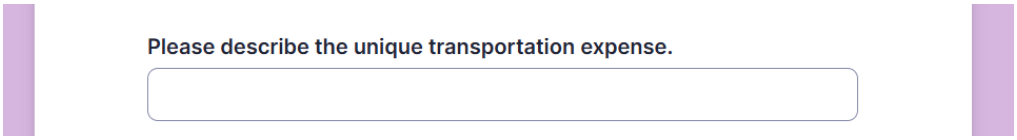


Filling unique transportation needs

1. Start by ensuring that the correct spending category has been selected in the Allowable Spending Categories section. For this section "Filling unique transportation needs" should be selected.



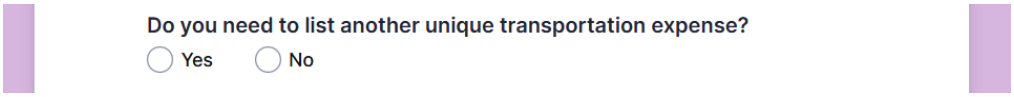
2. Describe the unique transportation expense. This could be to modify or purchase an ADA accessible vehicle to transport a child with complex needs to and from school. If funds are used for this, cost allocation plans must be submitted to the state. It could also pay for transportation for a child with a unique classroom schedule. See the ECEAP Complex Needs Fund manual for more examples and details.



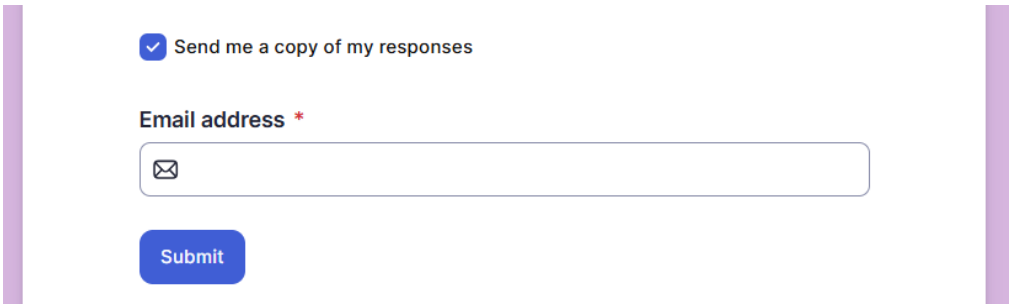
3. Then please input how many dollars from your ECEAP CNF award were used to fund the above unique transportation expense during the selected reporting periods. Please note that this box will only accept a number with no special characters. This means that a "$" will not be able to be input.

4. If your organization used ECEAP CNF to fund another unique transportation expense, select "yes" on the "Do you need to list another unique transportation expense?" question below. This will populate another opportunity to report another unique transportation expense. It will be exactly like steps 1 through 3 in this section.

   If you select no, then no additional opportunity will populate to report another unique transportation expense, and you will have completed the unique transportation expense spending category section.

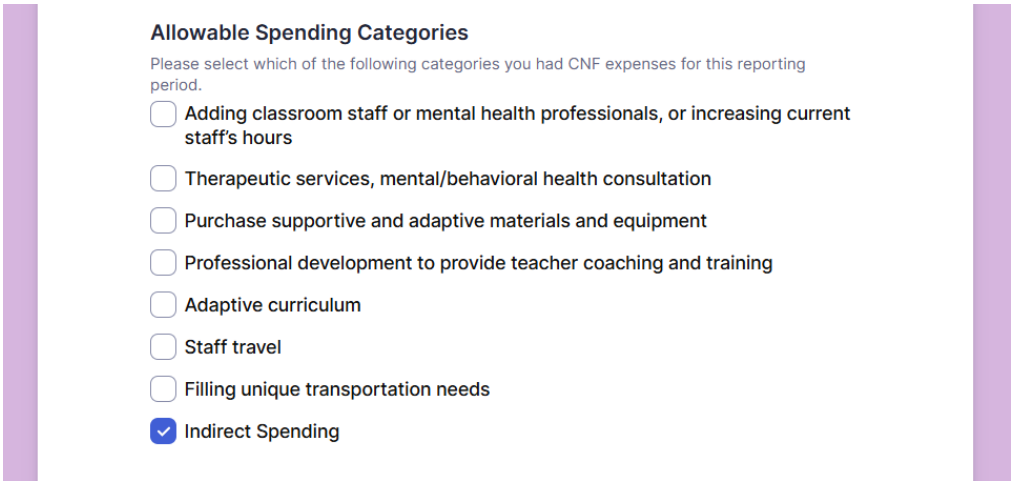


5. When you have completed the sections for all categories that you spent ECEAP CNF funds on in this reporting period, click "submit". If you would like to receive a copy of your responses for your records, check "send me a copy of my responses" and input your email address.

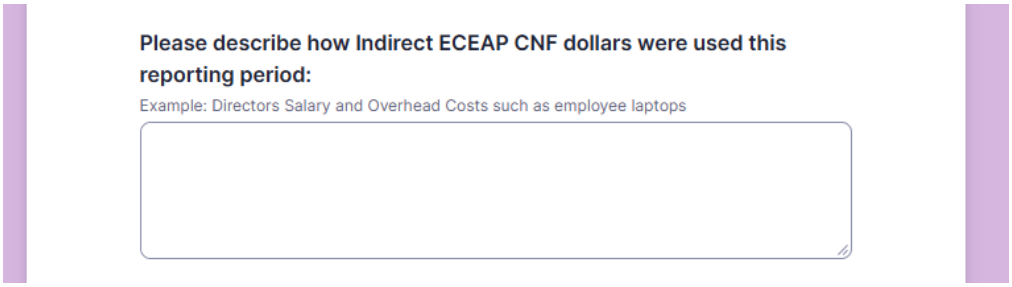


Indirect Spending

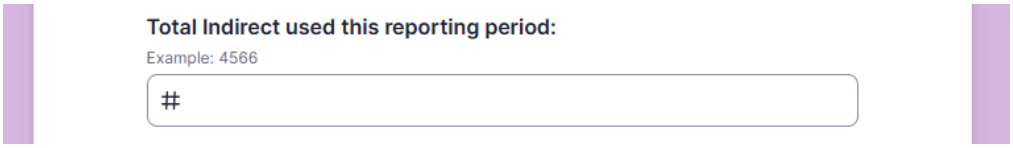
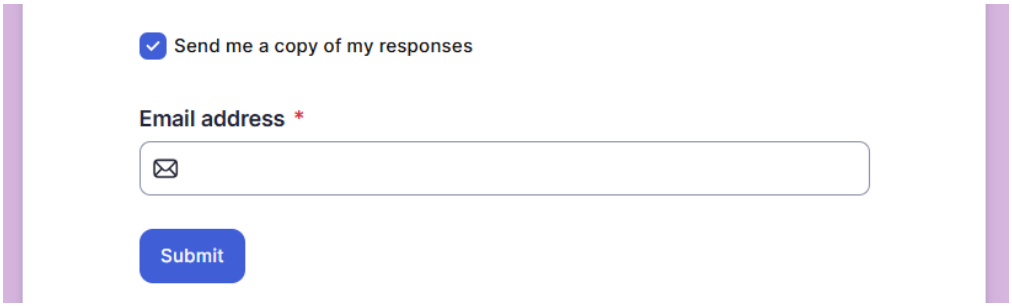
1. Start by ensuring that the correct spending category has been selected in the Allowable Spending Categories section. For this section “Indirect Spending” should be selected.



2. Describe how indirect spending was used during the selected reporting periods. There is only one area to input indirect spending. Please list all expenses in this question.



3. Then please input how many dollars from your ECEAP CNF award were used for indirect costs during the reporting period. Please note that this box will only accept a number with no special characters. This means that a “$” will not be able to be input.



4. When you have completed the sections for all categories that you spent ECEAP CNF funds on in this reporting period, click “submit”. If you would like to receive a copy of your responses for your records, check “send me a copy of my responses” and input your email address.