

## Important Dates

When is it due:	What is due:
<b>April 21, 2016</b>	Grant application Cover sheet and calculations Copy of current license Evacuation map Material Inventory Material Request Environmental Survey Remodeling Plan and Budget form Before and After remodeling plan and photos 2 bids from licensed contractors  <i>Any changes made to your application MUST be approved!</i>
<b>TBD</b>	Orientation (by go-to-meeting webinar)
<b>May 27, 2016</b>	Last day for Initial Visit with your Coach. Create a plan for meeting goal and set dates for on-site visits.
<b>July 29, 2016</b>	Last day for ECERS-R and ITERS-R observations and feedback meetings.
<b>4 weeks after feedback meeting</b>	Goal forms must include 1) Listening and Talking goal 2) Interactions goal 3) any subscale scoring below a 3.0
<b>6 weeks after receiving the grant check</b>	PAID Material receipts (due to OCC 6 weeks after receiving the grant check).
<b>12 weeks after receiving the grant check</b>	PAID Remodeling receipts (due to the OCC 12 weeks after receiving the grant check).
<b>January 27, 2017</b>	Goals are met / minimum TA hours are completed
<b>February 24, 2017</b>	Follow-up ERS observations are completed
<b>March 25, 2017</b>	Last day to send TA report and payroll records showing staff were paid to attend TA
<b>March 25, 2017</b>	Final Report

Send your documentation to Vickie Becker at the State of Utah, Office of Child Care (OCC) by FAX (801)526-4432, or by e-mail at [occegrants@utah.gov](mailto:occegrants@utah.gov) or by snail mail to Office of Child Care  
 Att: Vickie Becker 140 East 300 South SLC, UT 84111. Call me with your questions at (801) 526-4354.