

## 2024-2025 DPP Director Achievement Awards

(Effective for Achievements Earned September 2024 – August 2025)

The Denver Preschool Program recognizes the time and effort it takes to build early childhood professional knowledge and skills. The Director Achievement Awards detail the achievements critical to meeting DPP's core values of intentional teaching, highly effective teachers, and positive teacher-child interactions as well as the awards a lead director or assistant director of a DPP Program can earn for completing each one.

**Eligibility Requirements**: Director must work at a DPP Program located in Denver County.

Achievement (Must occur between September 2024 – August 2025)	Award	Verification	Frequency Director Can Earn
<u>Coaching in Classrooms</u> : Director's program participates in an average of four DPP-funded coaching sessions OR an average of six DPP-funded coaching hours per preschool classroom	\$195	DPP will verify from coaching logs	Once per school year
Additional Coaching in Classrooms: Director's program participates in an average of four additional DPP-funded coaching sessions per preschool classroom (eight total sessions per classroom on average) OR an average of six additional DPP-funded coaching hours per preschool classroom (12 total hours per classroom on average)	\$205	DPP will verify from coaching logs	Once per school year
Colorado Early Childhood Coaching Credential: Director earns Colorado EC Coaching Credential: Click here to learn how to earn the credential	\$375	DPP will verify from the copy of the coaching credential certificate	Once per school year
<b>DPP Featured Training Series</b> : Director attends a complete DPP Featured Training Series during the school year	\$325	DPP will verify from the training logs	Once per school year
Good to Great or PLC Training Series: Director attends at least three sessions in a DPP-funded Good to Great module training series or four DPP-funded Professional Learning Community (PLC) trainings	\$290	DPP will verify from the training logs	Once per school year. Only one of these types of series awards can be earned per person per school year.
Total Maximum Director Award for September 2024 – August 2025	\$1,390		To be provided via a personal check

Timeline for receiving your check: In order to begin processing your achievement as quickly as possible, DPP must receive all required documentation including the completed payment form, W9 and any additional attachments listed on the payment form. Please send all required documents within two months of earning your achievement. All payment forms/required documents are due no later than October 31, 2025. DPP will review data and mail checks on a monthly basis. Due to the large amount of forms received, it could take up to 90 days to review all documentation and mail the check. <u>After you receive your check</u> it will be valid for six months, so please claim your Award by cashing the check within this time period. If you have not cashed the check within six months from the date of issue, we will assume you no longer **FUNDING** wish to participate in the Achievement Awards, and we will cancel the check.

720.287.5055



FOR DENVER

dpp.org



Eligibility Requirements: Director must work at a DPP Program located in Denver County.

## 2024-2025 DPP Director Achievement Payment Form

(Effective for Achievements Earned between September 2024 – August 2025)

Congratulations and thank you for applying for a DPP Teacher Achievement Award! In order to receive payment, please complete this form – all info below, a completed W-9 Form and any additional attachment listed are required - and have your program's lead director sign and date where indicated. Your check will be mailed to the address listed after we verify completion of the achievement. Please upload your completed payment form, W-9 Form and any required attachments listed below to the following link: https://www.dropbox.com/request/wfP68VQVcZlLv2Lyle9M

Alternatively, if you do not want to upload them to Dropbox, you can email them to achievement@dpp.org. Any missing information will delay processing. Please send all required documents within two months of earning your achievement. All payment forms/required documents are due no later than October 31, 2025. Due to the large number of forms received, it could take up to 90 days for you to receive your check after sending all required information. If you do not receive a confirmation email within 30 days of sending your form, W-9 and any required attachments, please email achievement@dpp.org.

Director Information - all info required. To be completed by the director who earned the achievement. **Director's Legal Name** (as it will appear on your check and W9): **Nickname** (if your name might be listed differently on coaching logs, etc.): **Mailing Address** (for check delivery): City, State, Zip Code: **Email** (so we can verify info/follow up if needed): **Phone** (so we can verify info/follow up if needed):\_ Preschool Name: Achievement Earned Between September 2024 - August 2025 (please check all that apply): Director's program participates in an average of four DPP-funded coaching sessions OR an average of six DPP-funded coaching hours per preschool classroom (\$195) (no attachment needed except W9) Director's program participates in an average of four additional DPP-funded coaching sessions per preschool classroom (eight total sessions per classroom on average) OR an average of six additional DPP-funded coaching hours per preschool classroom (12 total hours per classroom on average) (\$205) (no attachment needed except W9) Director earns the Colorado EC Coaching Credential (\$375) (must attach copy of the credential certificate and W9) DPP Featured Training Series (\$325) (must attach copies of the complete DPP Featured Training Series certificates between Sept. 2024-Aug. 2025 and W9) Good to Great or PLC Training Series Completion (\$290) (must attach copies of the training certificates and W9) Only one of these awards can be earned. Please fill in only one circle below for the training series award for which you are applying. O Good to Great Series (director attends three DPP-funded Good to Great trainings between Sept. 2024-Aug. 2025) O Professional Learning Community (PLC) (director attends four DPP-funded PLCs between Sept. 2024-Aug. 2025) Lead Director Verification - all info required. To be completed by the Program's director. (**lead director's printed name**), verify that I am the lead By signing below, I, (name of preschool) and the person listed in the Director Information section is either the lead or assistant director at this preschool.

> QUALITY PRESCHOOL FOR DENVER





**Date of Signature** 

(Director's Signature)

(Rev. October 2018) Department of the Treasury

# **Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Internal	Revenue Service	Go to www.irs.gov/rormw9 for instructions and the latest information.			_	
	1 Name (as shown	on your income tax return). Name is required on this line; do not leave this line blank.				
	2 Business name/o	isregarded entity name, if different from above				
Print or type. See Specific Instructions on page 3.	3 Check appropriation following seven by Individual/solesingle-members	certain entities instructions of	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):			
	Limited liabilit	Exemption fro	Exemption from FATCA reporting			
Prin ecific In	LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  Other (see instructions)			(Applies to accounts maintained outside the U.S.)		
See Sp	<ul><li>5 Address (number</li><li>6 City, state, and Z</li></ul>		ne and address (or	otional)		
	7 List account num	per(s) here (optional)			-	
Par	Taxpay	ver Identification Number (TIN)				
backu reside	p withholding. For nt alien, sole prop s, it is your employ	propriate box. The TIN provided must match the name given on line 1 to avoid individuals, this is generally your social security number (SSN). However, for a rietor, or disregarded entity, see the instructions for Part I, later. For other ver identification number (EIN). If you do not have a number, see How to get a or	security number	-		
Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and		yer identification	identification number			
Numb	er To Give the Red	nuester for guidelines on whose number to enter.	\ <u>-</u>			
Part	Certific	cation				
Under	penalties of perju	y, I certify that:	8:			
1. The	number shown or	this form is my correct taxpayer identification number (or I am waiting for a number to be i	issued to me); a	and		
		the state of the second				

- 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- 3. I am a U.S. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of		
Here	Signature of U.S. person ►	Date ►	

#### **General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,