STEP 1: REVIEW AND SUBMIT REQUIRED DOCUMENTATION

- ☐ Thoroughly review your **Grant Agreement.**

- ☐ Provide proof of current **Comprehensive General Liability Insurance and Workers Compensation Insurance** by August 1st.

- ☐ Provide current (dated within the last 5 years) documentation of cleared **Background Checks for all staff that will implement direct services with youth and/or vulnerable adults.** Submit documentation prior to start of services.

- ☐ Provide documentation of **CPS or PPS Credentials** by October 31st.
  - Grantees that *have* received SUPTRS BG funding for the past 2 consecutive years are required to provide documentation that:
    - At least one staff member at your organization holds a current CPS credential, OR
    - At least one staff member at your organization has a PPS and is pursuing their CPS credential via the CPS Training Tracker Form.
  - New grantees, that *have not* been funded consecutively in the past 2 years, have 120 days to receive a PPS credential. The PPS credential requires the completion of two free online courses: 1) *Substance Abuse Prevention Ethics*; and 2) *Fundamentals of Prevention*. Both courses are offered for free via ODP's online Learning Management System. Submit course Certificates of Completion to Jessie Dexter via email.

- ☐ Ensure your organization is **setup as a payee in the State's payment system** prior to the submission of reimbursement requests.
  - If you are a new grantee whose organization has not previously received payment from the State of Idaho you will need to complete W-9 & Direct Deposit Authorization Forms. Submission instructions can be found under the "Financial Forms & Reimbursement Request Information" tab on the SUPTRS Block Grant Prevention Provider Information webpage.

STEP 2: REVIEW AND SAVE GRANTEE SUPPORT RESOURCES

- ☐ Review the **SUPTRS Block Grant Prevention Provider Information webpage** - located on ODP's prevention website (www.prevention.odp.idaho.gov), this webpage houses all of the materials, resources, and trainings for SUPTRS BG grantees.

- ☐ Watch the **SFY2025 SUPTRS BG Grantee Onboarding Webinar** - if you are unable to attend live you can watch the Webinar recording under the "SUPTRS Grantee Training Resources" tab on the SUPTRS Block Grant Prevention Provider Information webpage.

- ☐ Read & save the **SUPTRS BG Grantee Process Guide** - provides detailed information on how to use Neighborly (ODP's grant management software), submit reimbursement requests, complete quarterly activity reports, administer participant surveys, obtain CPS & PPS credentials, and access online trainings.

- ☐ Bookmark the **Neighborly Grantee Portal Link: https://portal.neighborlysoftware.com/ODPIDAHO/Participant**. Neighborly is ODP's online grant management system.