
COVID-19 SUPPLEMENTAL APPROPRIATIONS APPLICATION GUIDE



FY 2022

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Registering an Account & Accessing Your Grantee Portal

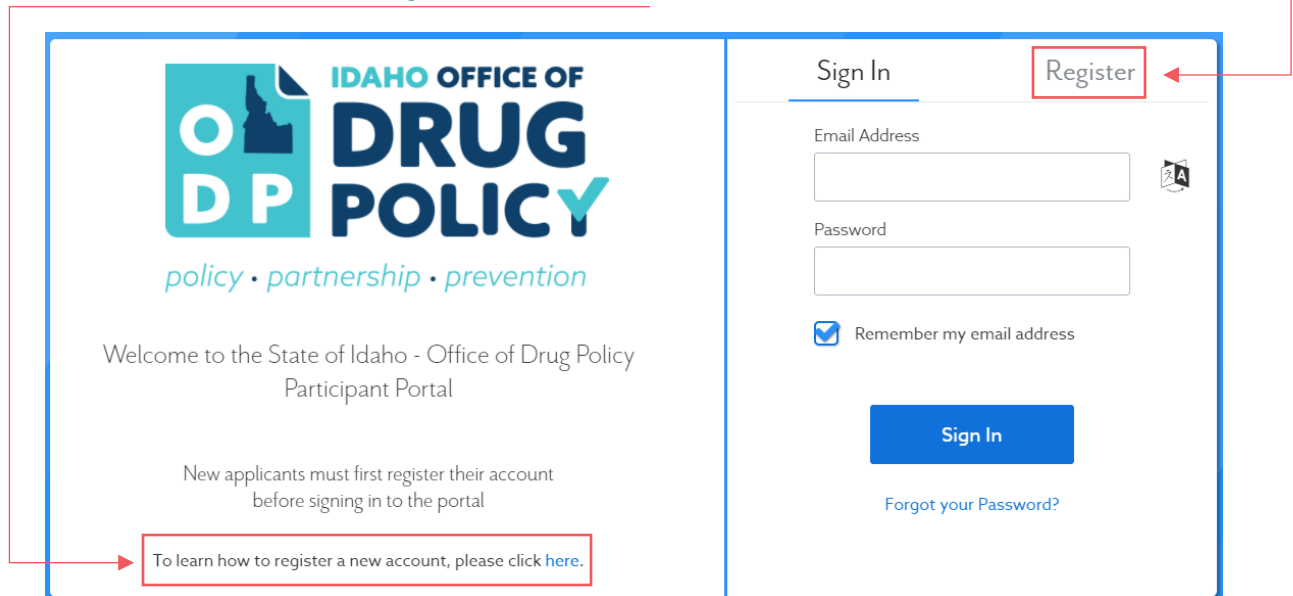
Logging In

The Grantee Portal is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome, but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

★ **Grantee Portal Link:** <https://portal.neighborlysoftware.com/ODPIDAHO/Participant>

Registering a New Account

Don't have an account? To learn how to register a new account go to the [Grantee Portal](#) and select *Register* or click on the link for detailed registration instructions.



Selecting the COVID-19 Supplemental Appropriations Application

Once you sign into your Grantee Portal, the COVID-19 Supplemental Appropriations Application will appear on your dashboard/homepage.

To start the application, select “Click here to start a new application.”

Good Morning, Jessie!

IDAHO OFFICE OF DRUG POLICY

Welcome to the State of Idaho - Office of Drug Policy Participant Portal
The State of Idaho- Office of Drug Policy is committed to accessibility for all applicants. If you require this material in an alternate format, please contact (208) 854-3043.

Start a New Application

Federal SABG Supplemental Application	Select this option if you are a non-profit or public entity applying for FY22 COVID-19 Supplemental Appropriation Grant Funds for Primary Prevention Programs	Click here to start a new application
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What information will be required for the Continuation Grant Application?

The COVID-19 Supplemental Appropriations Grant Application includes the following required information:

1. **Organization Information** and Fiscal Information (if applicable)
2. **Capacity Building.** Agency and staff qualifications.
3. **Program Information** for each individual proposed program, including:
 - a. Planning
 - b. Implementation
 - c. Budget
4. **Evaluation**
5. **Signed Statement of Assurances** (signed by authorized representative)

Additional information can be found at:

www.prevention.odp.idaho.gov/coronavirus-response-and-relief-supplemental-appropriations

With questions, contact Marianne King at (208) 854-3043 or Marianne.King@odp.idaho.gov
