



GRANTEE CHECKLIST FOR IMPORTANT NEXT STEPS BEFORE IMPLEMENTATION OF SERVICES.

STEP 1: ATTEND VIRTUAL TRAINING

- Join the virtual **FY23 SABG Grantee Training** on Thursday, July 28, from 2-3pm MST. [Click here to register.](#)
- Review and save the **FY23 SABG Grantee Process Guide** ([link](#)).

STEP 2: REVIEW AND SUBMIT DOCUMENTATION

- Thoroughly review your **Notice of Award (NOA)**.
- Provide proof of current **Comprehensive General Liability Insurance (CGLI)** and **Workers Compensation Insurance (WCI)** by August 1, 2022.
- 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.**
- If you are a grantee that has not previously received payment from the State of Idaho, complete and submit a combined Authorization for **Electronic Funds Transfer/W-9 Form** ([click here to access W-9](#)).

STEP 3: CPS & PPS CREDENTIAL

- If you are a grantee with two years of consecutive SABG funding in the past two years, provide proof of your **Certified Prevention Specialist (CPS) certification status.**
- If you are a new grantee, have not been funded consecutively in the past two years, or have not yet obtained your CPS, you have 120 days to receive a **Provisional Prevention Specialist (PPS) credential.**

The PPS credential requires the completion of two online courses:

1. Substance Abuse Prevention Ethics
2. Fundamentals of Prevention

- [Click here to learn more about the CPS and PPS and access the online courses.](#)