

## STEP 1: ATTEND VIRTUAL GRANTEE ONBOARDING WEBINAR

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- Join the virtual **SFY24 SUPTRS Grantee Onboarding Webinar** on Wednesday, July 19, from 1:00-2:30pm MT. [Click here for Webinar link.](#)
- Watch the Webinar recording if you are unable to attend live, it will be posted under the "SUPTRS Grantee Training Resources" tab on the [SUPTRS Block Grant Prevention Provider Information](#) webpage.

## STEP 2: REVIEW AND SUBMIT REQUIRED DOCUMENTATION

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- Thoroughly review your **Notice of Award/Grant Agreement**
- Provide proof of current **Comprehensive General Liability Insurance and Workers Compensation Insurance** by August 1, 2023.
- 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 31, 2023.
  - Grantees that have received SABG/SUPTRS Block Grant 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. This is demonstrated by providing proof of staff training that was completed within the past year in an effort to obtain the required training hours for the CPS exam.
  - 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, short courses: 1) *Substance Abuse Prevention Ethics*; and 2) *Fundamentals of Prevention*. Both courses are offered for free online via ODP's [Learning Management System](#). Submit course Certificates of Completion to Jessie Dexter.
- Ensure your organization is **setup as a payee in the State's payment system.** If you are a grantee that has not previously received payment from the State of Idaho you need to complete a **Combined W-9/Direct Deposit/Remittance Advice Authorization Form** and submit it to Jessie Dexter via email prior to submitting any reimbursement requests.

## STEP 3: REVIEW AND SAVE GRANTEE SUPPORT RESOURCES

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- SUPTRS Grantee Process Guide** - the Process Guide provides detailed information for grantees on how to use Neighborly (ODP's grant management software), how to submit reimbursement requests, complete quarterly activity reports, administer pre- and post-surveys, obtain CPS and PPS credentials, and access online trainings.
- SUPTRS Block Grant Prevention Provider Information webpage** - this webpage, located on ODP's prevention website ([www.prevention.odp.idaho.gov](http://www.prevention.odp.idaho.gov)), houses all of the materials, resources, and trainings for SUPTRS Block Grant grantees.