

Capacity Building: Workforce Development Expedited Training (1-E) and Certification (1-F)
(Same form for both submissions)

Agency Name:	Submitted by:
Email:	Date:
Start Up Funds Tuition Participants (1E): (Columns A-D) Due: 9/15/24 Total number (FTE) registered counselors providing direct services hired by agency as of 4.1.23 (\$2500/pp) Expenditure Verification Due: 6/30/25 (Column E) + Expenditures + Invoice Note: Please refer to Capacity Building Package for full requirements	Start Up Funds (9/15/24): Total # Registered Counselors: Total Start Up Funds: \$ Expenditure Verification (6/30/25) Column E, H : Total # Registered Counselors: Total \$ Expenditures Submitted: \$
Certified Counselors (1-F) Total number of Employee Certifications Submitted (\$2500/pp) by Agency. Columns A, B, D, F + Certification + Invoice by 6/30/25. Note: Please refer to Capacity Building Package for full requirements	Certified Counselors (6/30/25): Total # Certifications: Total Certifications Amount: \$

SAPC USE ONLY

Due: 9/15/24 Start Up Tuition Participation (1-E) SAPC Reviewer:	No. of Staff Registered Counselors Confirmed (Columns A-D, G – 9/15/24) Eligible Payment (9/15/24): \$	No. of Staff Registered Counselors Expenditures Confirmed (Column E - 6/30/25):	Eligible Expenditure Payment (Column H - 6/30/25) \$
Due: 6/30/25 Deliverable-Based Certified Counselors (1-E) SAPC Reviewer:	No. of Certifications Confirmed (Column I - 6/30/25):		Eligible Payment (Column I - 6/30/25) \$

No.	A Employee Name <i>(Deliver Direct Services)</i>	B Date of Hire as a Registered Counselor providing Direct Services <i>Must be on or before 4/1/23</i>	C Registration #	D Sage User Number (C-Number)	E Proof of Expenditure Submitted (1-E) (6/30/25) Include Amount of Expenditure Submission	F Certification Number (1-F) (6/30/25)	G Eligibility Confirmed (Not in T.I.P. or included in Year 1) SAPC Eligibility (Y/N)	H Registered Counselors (1-E) \$2,500pp Due 9/15/24 SAPC Validated (Y/N)	I Certification Obtained (1-F) \$2,500pp (Not reimbursed in Year 1) Due 6/30/25 SAPC Validated (Y/N)
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