

FY2026 PFS-LE

Grantee Process Guide

Grantee Guidance on Neighborly, Reimbursement Requests, Quarterly Activity Reports, Online Trainings and the Learning Management System, and ODP Resources and Communication Channels.

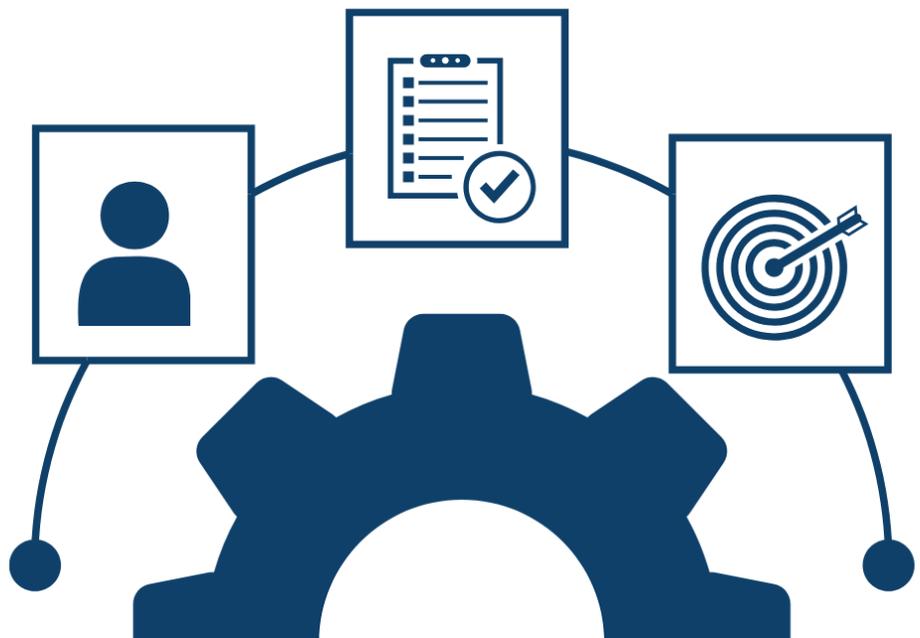


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Accessing Your Organization's Neighborly Grantee Portal

About Neighborly

The Office of Drug Policy (ODP) utilizes Neighborly Software, an online grant management platform, to manage the PFS-LE application, award, and administration processes. PFS-LE grantees will use Neighborly to access their Grantee Portals, where they will submit Reimbursement Requests & Quarterly Activity Reports.

Signing In

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

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

Forgot Your Password – If you already have a Neighborly account but you forgot your password, go to the Neighborly log in page (via the [Grantee Portal link](#)) and select *Forgot Your Password*.

Signing Up for an Account

If you created a Neighborly account to work on your organization's grant application, then you will utilize the same account and log in credentials to access the Grant Portal for your approved grant award. However, if you did not work on the application in Neighborly and do not currently have an account, but need one to support with grant management, you will sign up for a new account by going to the Neighborly log in page (via the [Grantee Portal link](#)) and clicking **Sign up now**. Additional guidance on how to create a new account can be found [here](#).



Go to the next page for details on how to open your FY2026 PFS-LE Grantee Portal in Neighborly...

Opening Your Organization's FY2026 PFS-LE Grantee Portal in Neighborly

When you sign in to your Neighborly account it will open to your Neighborly dashboard. If you are assigned as a user on your organization's FY2026 PFS-LE Grantee Portal, the Portal will be listed on your Neighborly dashboard (see below for information on adding users to your organization's Grantee Portal). It will be listed under the *Grants* tab, and identify your organization name, the PFS Law Enforcement Program, the program year, and the amount of funding approved, dispersed, and remaining in your grant award. To open your organization's FY2026 PFS-LE Grantee Portal, click *View*.

Good Afternoon, Jessie



Welcome to the Idaho Office of Drug Policy Grant Portal

The Idaho Office of Drug Policy is committed to accessibility. If you require any grant application or management material in an alternate format, please contact (208) 854-3040.

Grants

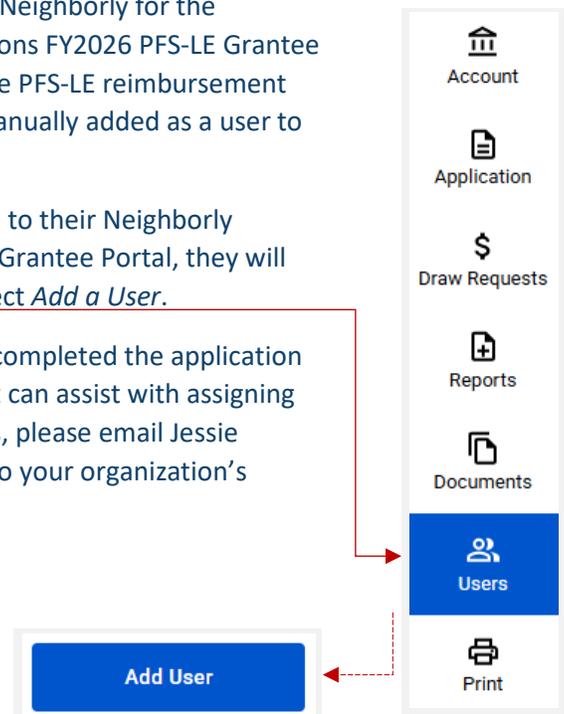
ID	Name	Program	Year	Approved	Disbursed	Remaining	Action
30226	Idaho Office of Drug Policy – FY2026 PFS-LE Test	PFS Law Enforcement Grant	2026	\$7,500.00	\$0.00	\$7,500.00	View

Adding Another User to Your Grantee Portal

The individuals that completed the FY2026 PFS-LE application via Neighborly for the organization are automatically assigned as users to the organizations FY2026 PFS-LE Grantee Portal. If other staff at the organization will be supporting with the PFS-LE reimbursement requests and/or quarterly activity reports, they will need to be manually added as a user to the organization's Grantee Portal.

To do this, an individual that is already an assigned user will log in to their Neighborly account and open the FY2026 PFS-LE Grantee Portal. Once in the Grantee Portal, they will click on the *Users* tab on the left-hand navigation menu, then select *Add a User*.

*If your organization does not have access to the individual who completed the application and/or an individual that has already been assigned as a user that can assist with assigning new users, or if you experience any issues adding additional users, please email Jessie Dexter at jessie.dexter@odp.idaho.gov and she can assign users to your organization's FY2026 PFS-LE on your behalf.



A vertical navigation menu on the right side of the page contains several options: Account, Application, Draw Requests, Reports, Documents, Users, and Print. The 'Users' option is highlighted with a blue background. Below the menu, a blue button labeled 'Add User' is shown. Red arrows indicate the flow from the 'Users' menu item to the 'Add User' button.

How to Complete a Reimbursement Request

Before you begin the reimbursement request process, please note: the PFS-LE award budgets provide funding for each prevention domain activities via three budget categories:

1. Staff – which includes all staff costs related to activity implementation
2. Mileage – which includes mileage costs related to activity implementation
3. Other – which includes costs for all other supplies and materials necessary for program implementation

You can find the prevention domain & budget category details for your PFS-LE award in your Grant Agreement under *Exhibit 1: Grant Funding Allocation Overview* and *Appendix A: Detailed Award Budget Breakdown*.

To submit a reimbursement request (also referred to as a “request for reimbursement” and/or “draws”), [log into Neighborly](#), open your Grantee Portal, and follow these steps:

1. Select the **Draw Requests** tab on the left-hand navigation menu
2. Click **Add a Draw**

2.1. When you click **Add a Draw**, a box will pop up on the screen. Enter the request date and a brief description. The description can be as simple as *March 2026 Reimbursement Request, [Prevention Domain/Activity Name] Reimbursement Request*, etc. Then click **Add**.

IMPORTANT

3. Submitting reimbursement requests is a two-step process – Step #1 involves completing a Detailed Reimbursement Request via JotForm, and Step #2 involves submitting an associated Draw Request via Neighborly. Please follow the steps listed under ****ACTION REQUIRED: *Step-by-step instructions on how to complete the reimbursement request process, including the Detailed Reimbursement Request JotForm and Neighborly Draw Voucher, can be found [here](#).**

3.1. You will click on the [hyperlink](#) to complete a Detailed Reimbursement Request and upload supplemental documents via JotForm. ***Again, step-by-step instructions on how to complete the JotForm can be found [here](#).**

Status: Not Submitted
Date Requested: 3/10/2026
Approver Group: Default

Amount Requested: \$0
Amount Approved: \$0

*****Action Required: This draw request has NOT YET been submitted. In the form below, provide a summary of the draw request, enter the amount requested by category, upload any supporting documentation, and then click Submit.**

Summary

March 2026 reimbursement request for alcohol misuse & underage drinking prevention activities

Documentation

****ACTION REQUIRED:**

SUBMITTING REIMBURSEMENT REQUESTS IS A TWO-STEP PROCESS

STEP 1: Submit a detailed reimbursement request via JotForm. PFS-LE grantees will use the [PFS-LE Grantee Detailed Reimbursement Request JotForm](#).

STEP 2: Once you have submitted the Detailed Reimbursement Request JotForm, return to this draw voucher and enter the *total amount* you are requesting per prevention domain in the table below (the total amount includes the amount requested + the 10% de minimis per domain).

STEP 3: Click the Submit button at the bottom of this page to submit the draw voucher in Neighborly.

Step by step instructions on how to complete a Detailed Reimbursement Request JotForm and submit a reimbursement request/draw can be found [here](#).

How to Complete a Quarterly Activity Report

PFS-LE grantees are required to collect data and report on activity implementation progress and participant demographic information (age, race, ethnicity, and gender of individuals reached and served per activity) via four quarterly reports. Within Neighborly, each Quarterly Report will become available 2 weeks prior to its due date. Grantee reporting is mandated so that ODP can meet its federal reporting requirements to continue receiving PFS funds. Grant reporting period dates and deadlines are as follows:

- **Quarter 1** – Reporting Period: February 1-March 31; Due Date: April 10
- **Quarter 2** – Reporting Period: April 1-May 31; Due Date: June 10
- **Quarter 3** – Reporting Period: June 1-July 31; Due Date: August 10
- **Quarter 4** – Reporting Period: August 1-September 29; Due Date: October 10

ODP is currently working with our Evaluation Services Contractor to finalize the PFS-LE grantee quarterly activity reports. Additional guidance on how to complete the reports will be provided asap. In the interim, here is guidance on what data and information grantees can anticipate reporting on:

- **The Report will contain five identical sections: A. Domain One, B. Domain Two, C. Domain Three, D. Domain Four, and E. Domain Five are identical.** Each domain section includes the same questions to allow grantees to report on activities they received funding to implement for each of the key prevention domains. All grantee reports are structured the same, so you will all have five domain sections regardless of if you were awarded funding for activities in one, two, three, four, or five of the key prevention domains.

In each domain section, you will be asked to provide information on:

- **Participant Information:**
 - Individuals Reached or Individuals Served
 - *Note: these numbers are not cumulative – only include the total number of individuals reached or served during the quarter for which you are currently reporting on.*
 - Participant Demographic Information
 - Participants by Race – American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, White, More Than One Race, Unknown
 - Participants by Ethnicity – Not Hispanic or Latino, Hispanic or Latino, Unknown
 - Participants by Gender – Male, Female, Unknown
 - Participants by Age – 0-4, 5-11, 12-14, 15-17, 18-20, 21-24, 25-44, 45-64, 65+, Unknown
 - Activity Sessions Completed
 - Total number of sessions completed for each activity during the quarter
- **Program Updates:**
 - Overall Progress – Please share a brief update on progress completed during the reporting period related to overall activity implementation.
 - Challenges/Barriers – If applicable, please share challenges faced during the reporting period related to overall activity implementation and identified strategies to overcome them.
 - Successes – If applicable, please share accomplishments achieved during the reporting period related to overall activity implementation.
 - Innovations – If applicable, please share innovations developed and/or implemented during the reporting period related to program initiatives.
 - Any Additional Comments
- **Documentation (Optional):** Grantees have the option to upload additional documents they would like to share, such as materials, newsletters, or outreach flyers. Please do not upload anything that includes personal health information (PHI) or personally identifiable information (PII).

Training & PPS Credentials

To increase the number of qualified providers of substance misuse prevention services in Idaho, ODP requires that at least one staff member in each agency or organization awarded PFS-LE funds must hold or obtain a Provisional Prevention Specialist (PPS) credential. Obtaining a PPS credential requires the completion of two free, short, self-paced online courses: 1) *Substance Abuse Prevention Ethics*; and 2) *Fundamentals of Prevention*. Both courses are offered via ODP's online Learning Management System.

ODP is currently in the process of working with a third-party contractor to redesign the two PPS courses, which are anticipated to go live in August 2026. Once the courses are launched, ODP will notify the PFS-LE grantees and they will have through September 2026 to get them completed.

ODP Resources and Communication Channels

PFS-LE Grantee Information Webpage

PFS-LE grantee support resources, general grant information, and guidance on reimbursement requests, quarterly activity reports, training & PPS requirements, data sources, and more can be found at <https://prevention.odp.idaho.gov/pfs-le-grantee-information>

ODP Campaigns

- **BeTheParents** – Idaho's statewide underage drinking and youth marijuana use prevention campaign. This parent-focused campaign aims to educate parents on the risks of youth substance misuse and provide tools and resources to help them prevent it.
 - Website Link: <https://betheparents.org/>
 - Materials:
 - Convo Cards – [view cards](#) – [order cards](#)
 - 30-Day Parent Challenge – [click here to order the flyer](#) and [here to order the magnet](#)
- **Eat Together Idaho** – a youth and parent-focused campaign that provides education on how regular family meals can help prevent youth substance misuse and provides resources to encourage Idaho families to share more meals together.
 - Website Link: <https://betheparents.org/eat-together-idaho/>

ODP Newsletter

ODP provides quarterly updates on upcoming trainings, events, funding opportunities and other resources each month via our Monthly Newsletter. You can subscribe to the Newsletter, and view past Newsletters, at <https://odp.idaho.gov/newsletter>

ODP Social Media Channels

- ODP's Twitter – <https://twitter.com/idahodrugpolicy>
- ODP's YouTube – <https://youtube.com/IdODP>
- BeTheParents Twitter – <https://x.com/BeTheParents>
- BeTheParents Facebook – <https://www.facebook.com/BeTheParents.org>
- BeTheParents Instagram – <https://www.instagram.com/betheparents/>
- BeTheParents Pinterest – <https://www.pinterest.com/IdahoDrugPolicy/>