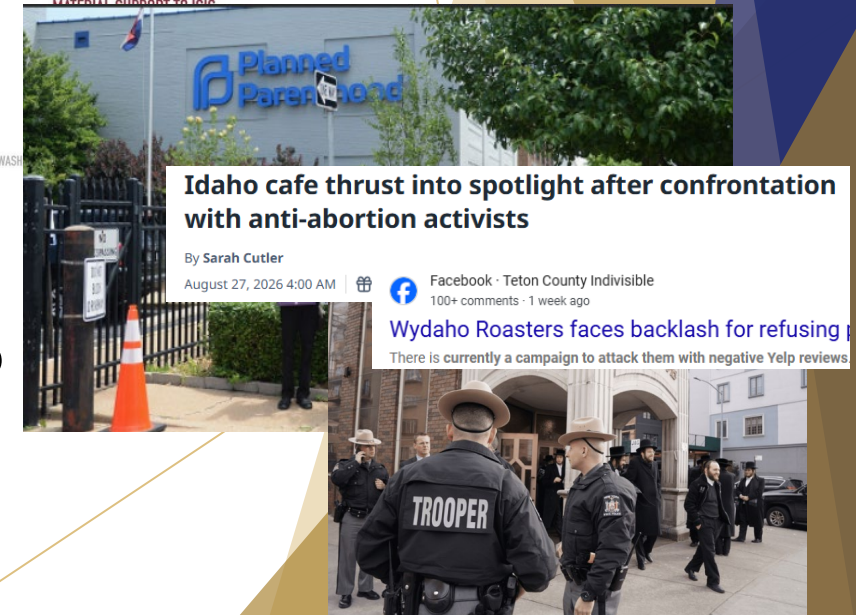
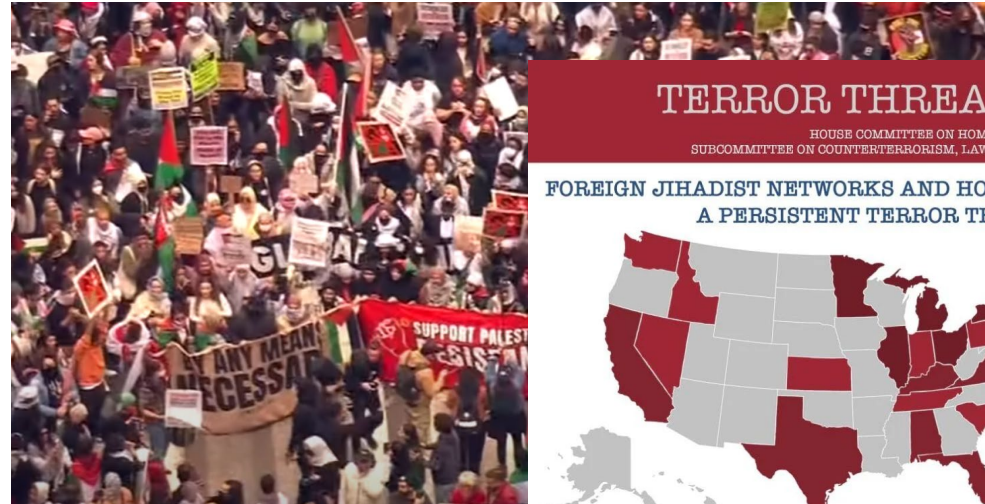


2025 Nonprofit Security Grant Program (NSGP)



Subrecipient Procedures Kickoff
11:00 a.m. MT Wednesday Sept. 23, 2026



Goals for the Morning

- ▶ Welcome to the 2025 DHS/FEMA/NSGP Kickoff
- ▶ Before You Spend Any Funds: ✓ Countersigned GAN ✓ FEMA EHP letter
- ▶ Prohibitions
- ▶ Expectations
- ▶ Monitoring
- ▶ Your First Week Checklist: ✓ Sam.gov ✓ PaymentWorks
 - ✓ Euna Activation ✓ EHP Process
- ▶ Questions & IOEM Contacts
- ▶ **New in NSGP FY 2025**
 - ▶ Security Review - NSGP NOFO page 31 FEMA - were completed when awarding your organization
 - ▶ Subrecipients include organizations who have never received a federal grant.

2025 Nonprofit Security Grant Program (NSGP) Guidance

Welcome

- Congratulations on your award!
- At the end of this kickoff your grant manager and finance contact will understand when and how to initiate and manage the grant, reporting and reimbursement procedures, and who to contact at IOEM for more information.



2025 Nonprofit Security Grant Program (NSGP) Guidance

Before You Spend Any Funds

- Funds on hold until GAN & EHP are addressed:
 - ***Grant Award Notice (GAN)*** has been signed by your official and countersigned by IOEM's Bureau Chief.
 - IOEM Finance will send your GAN by email for your official's signature, IOEM Bureau Chief Ben Roeber will counter sign, and a copy will be returned to you and uploaded in Euna.
 - EHP (if applicable) FEMA letter is received (if EHP applies to your work).
 - You'll send your completed EHP with pictures to IOEMLogistics@imd.Idaho.gov and they'll coordinate with FEMA who'll issue an EHP letter to your organization



Prohibition on Telecommunication, Video Surveillance Equipment and Services

Subrecipients may not use any FEMA funds to procure or obtain China made or China affiliated telecommunication, video surveillance equipment or services. Reference FEMA policy #405-143-1

https://www.fema.gov/sites/default/files/documents/fema_policy-405-143-1-prohibition-covered-services-equipment-gpd.pdf

System for Award Management (SAM) provides a consolidated exclusion list of subsidiaries of telecommunication companies <https://sam.gov/SAM/>

Contact IOEM for assistance in determining if equipment or services are eligible under this program.



Expectations for Successful NSGP Applicants

All subrecipients should have submitted a final IJ as of 8/20/2026. The dollar value for your expected final IJ was provided in early August.

No significant changes to statements of work are allowable since FEMA has approved the investment justifications. There are two types of new IJ(s)

1. Final IJ submitted with new dollar value.
2. Final IJ submitted for new amount with disallowances removed, additional information provided and updated or modified explanations in the body of the IJ for the modified budget items.

If there are remaining disallowances or holds based on the Final IJ, we'll work with FEMA to resolve issues that necessitated these holds. When the issues are resolved, the allowable funds will be released.



All grants will have periodic monitoring.

Monitoring may be in the form of emails, phone calls, desk reviews or site visits. Quarterly reports and financial records are also monitored for timeliness and accuracy. Monitoring is intended to:

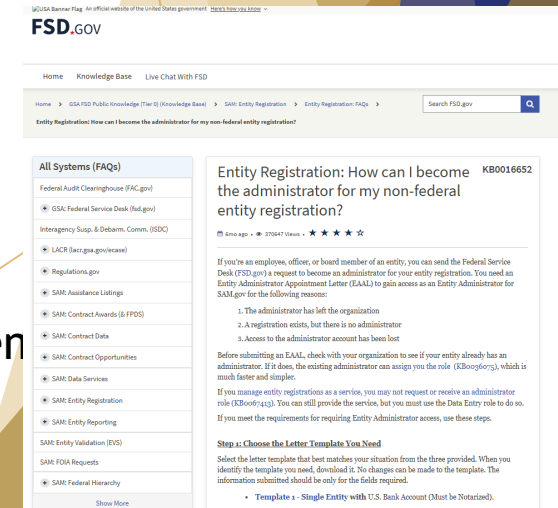
- Identify areas of need for technical assistance and guidance
- Review artifacts, policies, ledgers, and other documentation to assure compliance with 2 CFR 200
- Identify and document bright spots / great practices
- Build relationships
- Contribute to smooth audits
- Assure the SAA and subrecipients adhere to grant guidelines



2025 Nonprofit Security Grant Program (NSGP) Guidance

Your First Week Checklist

- Sam.gov
 - Ensure registration is active
 - [SAM.gov Entity Registration Refresh](#) video
 - [Knowledge Base - Federal Service Desk](#) FAQ list
- PaymentWorks
 - Ensure organization is signed up [Information You May Need During Onboarding](#)
 - Provide Finance POC email to IOEMFinance@imd.idaho.gov to get started.
 - Payment Works is the State Controllers Office mechanism to establish vendors.
- EUNA
 - Assure grant manager and finance POC are signed up
 - Create account at <https://www.gotomygrants.com/>
 - Once the PaymentWorks process is complete, payments and reimbursen will be processed in Euna.



Let's get into the EUNA and EHP details next

“Euna” is IOEM’s grant management system

➤ To Register, send your request to IOEMFinance@imd.Idaho.gov

➤ Euna is online at: <https://gotomygrants.com>.

➤ Activation of account (and reset password) email comes from no-reply@gotomygrants.com

➤ *User Guide* is available in Euna

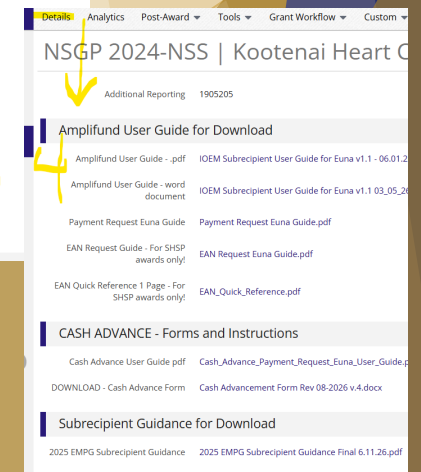
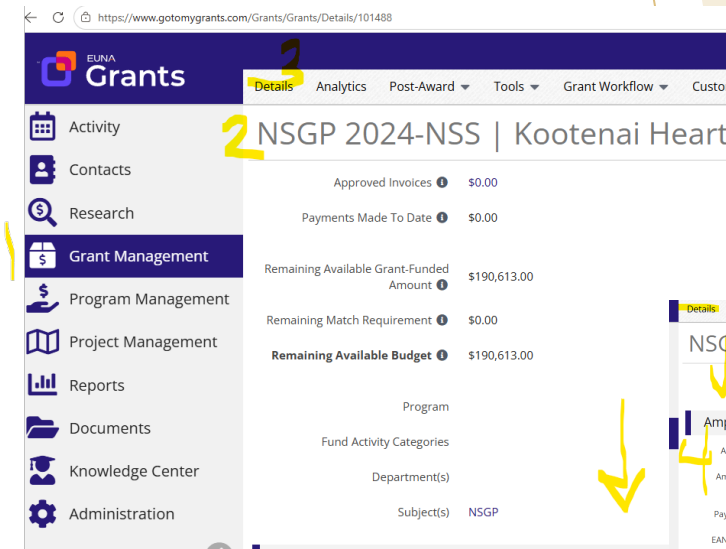
➤ From your grant

➤ Details -> scroll down to Guide

➤ and by email request to

➤ IOEMFinance@imd.Idaho.gov

➤ * *Use the latest forms in Euna such as for monitoring or advance payment requests (vs. the subrecipient user guide, bidder’s workshop or this document).*



First Time using Euna

- If it is the first time you have used Euna, click the **link in the invitation email** to register.

This should take you to a screen like this

Hello Admin,

You are receiving this notification because your organization has been given an award from **Funder**

This award of **Award Length**

If you currently use AmpliFund, please [login](#) to see the details of your award and get started.

If you have never used AmpliFund, please use [this link](#) to set your password and login.

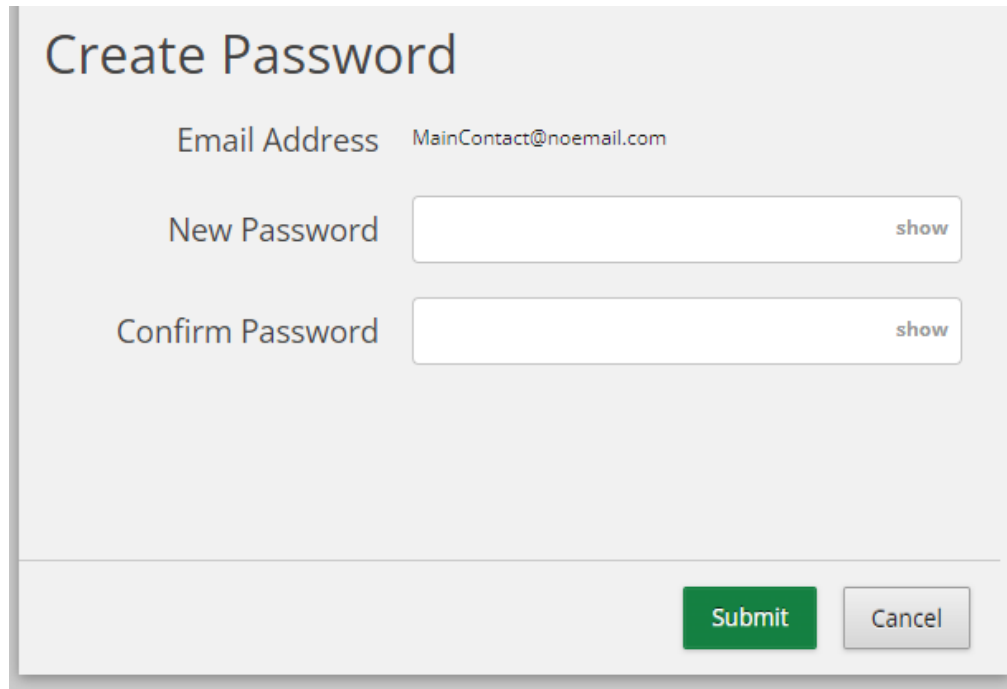
Regards,
AmpliFund Administrator

Funder

AmpliFund is the leading enterprise grant management platform designed for nonprofit and public sector organizations to manage every phase of the grant management process.

That will bring you here:

1. In the pop-up, enter a **New Password**.
2. Re-enter your password in **Confirm Password**
Click **Submit**



Create Password

Email Address MainContact@noemail.com

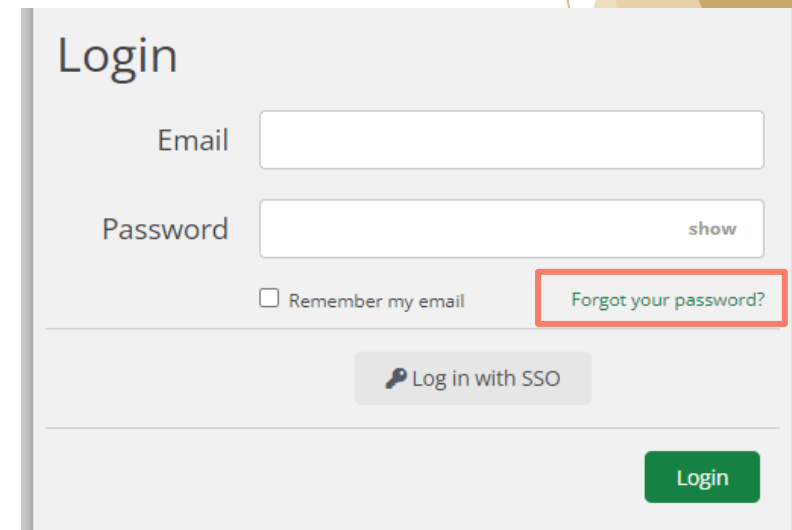
New Password show

Confirm Password show



Or if you have an account but forgot your password, go to <https://gotomygrants.com>

And click on Forgot....



Login

Email

Password show

☐ Remember my email [Forgot your password?](#)

You will enter information that will come directly from the Investment Justification (IJ) you prepared to receive this grant. Information from Section IV-B is an example.

Section IV-B: In this section, list all proposed facility hardening equipment, projects, or activities as allowable per the Authorized Equipment List (AEL), NSGP Notice of Funding Opportunity (NOFO), and Preparedness Grants Manual (PGM). Select the AEL number and title, list the vulnerability the equipment/project/activity addresses, and enter the estimated funding requested (round up to the nearest dollar).		
AEL NUMBER & TITLE – EQUIPMENT, PROJECT, OR ACTIVITY	VULNERABILITY TO BE ADDRESSED	ESTIMATED FUNDING REQUESTED (Round to nearest dollar)
14SW-01-PACS: System, Physical Access Control	Access Control	\$25,815
14SW-01-VIDA: Systems, Video Assessment, Security	Video Surveillance System	\$46,608
04AP-09-ALRT: Systems, Public Notification and Warning	Paging/Intercom/Mass Notification	\$31,585
14SW-01-SNSR: Sensors/Alarms, System and Infrastructure Monitoring	Halo Sensors for staged attack areas	\$15,621
14EX-00-BSIR: Systems, Building, Blast/Shock/Impact Resistant	Bollards to stop vehicles	\$20,000
14SW-01-LITE: Lighting, Area, Fixed	Exterior Lighting Upgrades	\$1,820

You will also enter your stated Milestones from Part V.

PART V. MILESTONE (5 POSSIBLE POINTS OUT OF 40)		
Provide descriptions and associated key activities that lead to the milestone event over the NSGP period of performance.		
Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. Milestones should reflect considerations to Environmental Planning and Historic Preservation reviews when applicable. (10 milestones maximum)		
KEY ACTIVITIES & CORRESPONDING MILESTONES	START DATE	COMPLETION DATE
Environmental Planning and Historical Preservation review.	01/01/2025	01/31/2025
Receive, Review and Accept Award from Idaho Office of Emergency Management (IOEM).	10/01/2024	10/31/2024
Sign Contract with IOEM, receive IOEM training, and work on Environmental Planning & Historic Preservation (EHP), start preparing RFP, finish and submit EHP.	10/01/2024	12/31/2024
Put out RFP for bid, apply for permits (if needed), start procurement process (once EHP is approved).	02/01/2025	05/30/2025
Collect and confirm bids, review RFP bid packets and choose vendor.	06/01/2025	06/30/2025
Sign contracts with Vendors and coordinate trades and timelines. Plan for altered school year services as applicable prepared and provided to Staff.	07/01/2025	08/15/2025
Start project and secure applicable permits. Vendors begin purchasing and installation upon securing applicable permits.	08/18/2025	09/01/2025

Please see the following topics In the IOEM Subrecipient User Guide for Euna v1.1

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2025 Nonprofit Security Grant Program (NSGP) Guidance

Your First Week Checklist - EHP

Environmental Planning and Historic Preservation (EHP) Compliance

Most Projects are likely to require EHP Screening. Projects that include AEL Categories 10, 13, 14 & 15 will require EHP Screening.

Proposed Projects that have the potential to impact the environment, including but not limited to construction, modification, renovation of existing buildings, structures, and facilities must participate in the DHS/FEMA EHP review process. This includes any changes to the structure such as adding security cameras, security doors, security glass, etc.

Projects selected for award will complete and submit the [EHP Screening Form](#) to IOEM for EHP review and then forwarded to FEMA. The FEMA EHP Screening Form must be approved by FEMA prior to starting approved work.

Delays in completing the EHP Screening Form will result in delays in the release of grant funds.



DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

OMB Control Number: 1660-0115
Expiration: 3/31/2026

Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 7.2833 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, Washington, DC, 20472, Paperwork Reduction Project (1660-0115).

PRIVACY NOTICE

The collection of this information is authorized by the National Environmental Policy Act of 1969, as amended, Pub. L. No. 91-190, § 102, 42 U.S.C. §§ 4321-4347; and National Historic Preservation Act of 1966, as amended, Pub. L. No. 89-665, § 102, 16 U.S.C. § 470.

This information is being collected for the primary purpose of determining eligibility and administration of FEMA Preparedness Grant Programs and to ensure compliance with existing laws and regulations regarding the environment and historic preservation.

The disclosure of information on this form is required by law and failure to provide the information requested may delay or prevent the organization from receiving grant funding.

Directions for completing this form: This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. ***Be advised that completion of this form does not complete the EHP review process.*** You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

This form should be completed electronically. The document is available in both Word and Adobe Acrobat (pdf) formats at this website: <http://www.fema.gov/library/viewRecord.do?fromSearch=fromsearch&id=4802>. The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: <https://www.fema.gov/environmental-planning-and-historic-preservation-compliance>.

Submit the completed form through your grant administrator who will forward it to GPDEHPInfo@fema.dhs.gov. Please use the subject line: ***EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345; 2011-SS-0xxxx).***

SECTION A. PROJECT INFORMATION

DHS Grant Award Number: EMW-2024-UA-05009

Grant Program: NONPROFIT SECURITY GRANT PROGRAM

Recipient: Idaho Office of Emergency Management

Recipient POC: Matt McCarter

Mailing Address: 4040 Guard St., Bldg. 600 Boise, ID 83705-5004

E-Mail: IOEMLogistics@imd.idaho.gov

Sub-recipient:

Sub-recipient POC:

Mailing Address:

E-Mail:

Estimated cost of project:

Project title:

Project location (physical address or latitude-longitude):

Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, and how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

No facility modifications should begin prior to receiving a Grant Award Notification document and receiving FEMA approval notification of your Environmental and Historical Protection Screen. When those are completed, you will **receive an email**. Then you can begin work.

2025 NSGP Allowable Costs

Personnel- Contracted security protection is the only allowable personnel cost in this category under NSGP.

- Funds may not be used to purchase equipment for contracted security.
- Applicant must justify proposed contracted security personnel spending in the facility hardening narrative section of the application.
- **Sustainment** planning for non-NSGP-funded contract personnel capability is required as part of IJ narrative and **will be revisited in the audit portion of the closeout actions.**
 - ✓ i.e. number of personnel, frequency of use, hourly rate



2025 Nonprofit Security Grant Program (NSGP) Guidance

Guidance and implementation resources:

- FY25 NSGP NOFO The U. S. Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) Fiscal Year 2025 Nonprofit Security Grant Program | FEMA.gov
- DHS/FEMA Preparedness Grants Manual
- FY25 NSGP Subrecipient Guidance on [IOEM.Idaho.gov/grants/](https://ioem.idaho.gov/grants/)
- IOEM Subrecipient User Guide for Euna v1.1 - 06.01.2026
- IOEM Payment Integration User Guide - v1 dated 08.03.2026
- SOP 04A Advance Payment Request Processing_revised 8.17.2026
- Request for Advancement of Grant Funds Rev 01-2026 v.4
- 2 CFR 200
- Euna reference files are in your account's *details page*, at bottom.



IOEM support is available to help if you have questions.

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Questions?