

Instructions for Submitting Homeland Security Grant Program (HSGP) Reallocated Funding Request

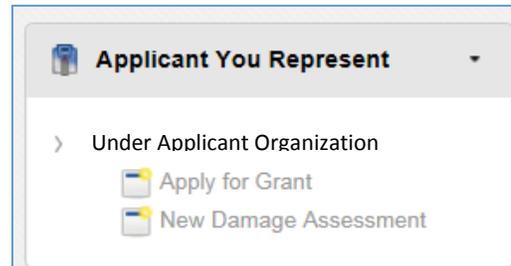
Step 1: For New Users of EMGrants

1. Go to <https://my.iowahomelandsecurity.org>
2. Click **Register for Access**.
3. Complete ONLY the red, required fields.
 - a. Reason for Requested Access: enter “To apply for HSGP grant.”
 - b. Applicant: select your organization name. For new users, if you cannot find it listed, select “Other” at top. If “Other,” then enter the name of your organization in the new red box.
 - c. Register. An Activity Notification will be emailed to the email you provided with login information.
 - d. You only need to complete Step 1 one time. After this process is completed, you may log in and submit a request for any HSGP open funding opportunities.



Step 2: **Log in** to EMGrants using your email address and password. For assistance, click **Forgot Login?**

1. At My Home screen, on the lower, right side of the screen under Applicant You Represent, locate the Applicant Organization, then click Apply for Grant.
2. In Apply for a Grant pop-up:
 - a. At Grant: select Pending – Reallocation (HSGP) (Notice of Interest)
 - b. At Project Type: select HSGP PT – (Homeland Security Grant Program Pass Through)
 - c. Create
3. At the Notice of Interest (NOI) form, complete red, required fields.
 - a. At Project Description: included the following for funding consideration:
 - i. Explain what will be accomplished, by whom, how, why and, when. Provide sufficient detail to support the total amount of the funding request.
 - ii. Discuss the primary [core capability](#) that the project sustains or enhances.
 - iii. Discuss the capability gap (need) the project addresses.
 - b. Enter total financial request in the Federal Share field.
 - c. Submit



Step 3: Allocation – If funds become available and your project is selected for further consideration, you will be contacted with further instructions. Otherwise, the NOI remains under consideration for future reallocated funding.

Contact: Annette Mansheim, 515-725-3291, or annette.mansheim@iowa.gov for assistance.