



# How to submit a Notice of Interest (NOI) form in MB3

Iowa Homeland Security & Emergency Management

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**Hazard Mitigation Projects**

**Notice of Interest (NOI) Submittal Process (To complete and submit an NOI in MB3 follow the instructions below)**

Step #1: Click on Accounts (NOI slide #1)

Step #2: Type applicant name in search window (NOI slide #1)

Step #3: Click on Applicant name (NOI slide #1)

Step #4: Click on Create New Request (NOI slide #2)

Step #5: Click on Apply for a Grant (NOI slide #3)

Step #6: Click on Choose a Grant (NOI slide #4)

Step #7: Click on 0000 – NOI Projects in Development (Notice of Interest) (NOI slide #5)

Step #8: Click on Project Type (NOI Slide #6)

Step #9: Click on the Desired Project Type requesting funds for (NOI slide #7)

Step #10: Click on Create (NOI Slide #8)

Step 11: Complete the entire form ensuring all Red Boxes are filled. The NOI cannot be submitted unless all Red Boxes are filled. (NOI Slide #9)

Step 12: Ensure to Save the NOI prior to Advancing. The NOI cannot be advanced without saving it. (NOI Slide #9)

Step 13: Once the NOI is saved, click on Advance. This will forward the NOI to HSEMD for review. (NOI Slide #9)

Step 14: MB3 will ask if you are sure you want to Advance the NOI for submittal. If a note is desired for further explanation, leave a note and Click Yes. (NOI Slide #10)

At this time the NOI will be submitted to the State of Iowa, where it will be reviewed. If it is determined eligible the NOI will be advanced by the State of Iowa where it will be a "Project in Development". If denied it will be returned stating the reason for the denial or requesting further information

# My Home

Search Grants, Applicants and Accounts

Smallville

Type Applicant Name in Search Window

2

Click on Accounts

1

Search Results

City of Smallville (Adair)

Click on Applicant Name

3

- Requests & Forms
- Funding Agreements
- Appeals
- Account Closeouts
- Project Forecasts
- Listings & Reports
- Grant Listing
- Applicant Listing
- Account Listing
- Account Contact Listing
- Meeting Listing
- Issue Listing

Quick Start Guide

Welcome to the updated corner of the screen.

Open Grants

Quick Search:

27 results

Program	Grant #	Grant Name	Declared Date
HMGP	0000	NOI Portal - Projects in Development	May 6, 2013
HMGP	4018	Severe Storms, Flooding	Aug 30, 2011
HMGP	4016	Severe Storms, Flooding, Straight-line Winds	Aug 24, 2011
HMGP	1998	Missouri River Flooding	Jun 27, 2011
HMGP	1977	Severe Storms, Tornadoes, Straight-line Winds	May 5, 2011
HMGP	1930	Severe Storms, Flooding, Tornadoes	Jul 29, 2010
HMGP	1928	Severe Storms, Flooding	Jul 27, 2010
HMGP	1880	Severe Winter Storms	Mar 2, 2010
HMGP	1877	Severe Winter Storms	Feb 25, 2010
HMGP	1854	Severe Storms	Aug 13, 2009
HMGP	1763	Severe Storms, Flooding, Tornadoes	May 27, 2008
HMGP	1737	Severe Winter Storms	Jan 4, 2008
HMGP	1727	Severe Storms, Flooding	Sep 14, 2007
HMGP	1705	Severe Storms, Flooding, Tornadoes	May 25, 2007

Inbox Summary

Inbox | 8 total  
Drafts | 2 total

Recent Time Records

< No Time Records >

View Mine Assigned

Recent Purchase Requisitions

< No Purchase Requisitions >

View Mine Assigned

Recent Travel Authorizations

< No Travel Authorizations >

View Mine Assigned

Recent Travel Vouchers

< No Travel Vouchers >

View Mine Assigned



Create New Request

Click on Create a New Request

# 4

- Summary >
- Manage
- Accounts
- Projects
- Payments
- Quarterly Reports
- Contacts
- Notes
- Documents
- History

### Applicant Details

Name:	City of Smallville
County:	Adair
Classification:	City or Township Government
FIPS #:	< no value >
FEIN #:	< no value >
Account Count:	2 Accounts Open
Project Count:	6 Projects 5 Unobligated 1 Obligated
Eligible Obligated:	\$10,000.00
Federal Obligated:	\$0.00 (0.00%)
State Obligated:	\$0.00 (0.00%)
Local Share:	\$10,000.00 (100.00%)

### Address Information

Physical/Mailing Address:

, IA  
[View Map](#)

### Notes & Comments

Add Note

There are currently no notes.

Be the first to add one

### No Uploaded Documents

Add Document

No Issues

## NOI-Slide #2



Create New Request

Summary

Manage

Accounts

Projects

Payments

Quarterly Reports

Contacts

Notes

Documents

History

Applicant Details

Address Information

Address:

### Create a New Request

Select the request you would like to create by clicking on the name of the request below.

Note: For a list of Account or Project-based requests, first navigate to the Account or Project screen.

**Apply For a Grant**

In order to apply for a Grant, you must first fill Interest . Click here to begin the process.

Click on Apply for a Grant

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Cancel

Notes & Comments

Add Note

No Uploaded Documents

Add Document

There are currently no notes.

Be the first to add one

No Issues



Create New Request

Summary

Manage

Accounts

Projects

Payments

Quarterly Reports

Contacts

Notes

Documents

History

Applicant Details

Address Information

Create a New Request

Select the request you would like to create by clicking on the name of the request below. Note: For a list of Account or Project-based requests, first navigate to the Account or Project screen.

Apply For a Grant

In order to apply for a Grant Interest . Click here to beg

Apply for a Grant

Choose a Grant and a Project Type to apply.

Grant: Choose a Grant

Project Type: Choose a Type

Create Cancel

Click on Choose a Grant

6

Notes & Comments

Add Note

No Uploaded Documents

Add Document

There are currently no notes.

Be the first to add one

No Issues



Create New Request

Summary Applicant Details Address Information

- Manage
- Accounts
- Projects
- Payments
- Quarterly Reports
- Contacts
- Notes
- Documents
- History

**Create a New Request**

Select the request you would like to create by clicking on the name of the request below.

Note: For a list of Account or Project-based requests, first navigate to the Account or Project screen.

**Apply For a Grant**

In order to apply for a Grant, you must select a Grant and a Project Type to apply for. Click here to begin.

**Apply for a Grant**

Choose a Grant and a Project Type to apply.

Grant:

Project Type:

- Choose a Grant**
- 0000 - NOI Portal - Projects in Development (HMGP) (Notice of Interest)
  - 1432 - Severely Light Showers, No Wind (EMPG) (Notice of Interest)
  - 1688 - Severe Winter Storms (HMGP) (Notice of Interest)
  - 1705 - Severe Storms, Flooding, Tornadoes (HMGP) (Notice of Interest)
  - 1727 - Severe Storms, Flooding (HMGP) (Notice of Interest)
  - 1737 - Severe Winter Storms (HMGP) (Notice of Interest)
  - 1763 - Severe Storms, Flooding, Tornadoes (HMGP) (Notice of Interest)
  - 1854 - Severe Storms (HMGP) (Notice of Interest)
  - 1877 - Severe Winter Storms (HMGP) (Notice of Interest)
  - 1880 - Severe Winter Storms (HMGP) (Notice of Interest)
  - 1928 - Severe Storms, Flooding (HMGP) (Notice of Interest)
  - 1930 - Severe Storms, Flooding, Tornadoes (HMGP) (Notice of Interest)
  - 1977 - Severe Storms, Tornadoes, Straight-line Winds (HMGP) (Notice of Interest)
  - 1998 - Missouri River Flooding (HMGP) (Notice of Interest)
  - 2008 - Pre-Disaster Mitigation (PDM) (Notice of Interest)
  - 2008 - Pre-Disaster Mitigation (PDM) (Notice of Interest)
  - 2013 - Pre-Disaster Mitigation (PDM) (Notice of Interest)
  - 2013 - Pre-Disaster Mitigation (PDM) (Notice of Interest)
  - 2013 - EMPG (EMPG) (Notice of Interest)
  - 2013 - HSGP - SHSP (HSGP) (Notice of Interest)
  - 2013 - HSGP (HSGP) (Notice of Interest)
  - 2014 - HSGP (HSGP) (Notice of Interest)
  - 2014 - FFY 2015 HMEP Training Test (HMEP-TR) (Notice of Interest)
  - 2014 - EMPG (HMGP) (Notice of Interest)
  - 2014 - EMPG (EMPG) (Notice of Interest)
  - 2015 - HMEP-TR (HMEP-TR) (Notice of Interest)
  - 4016 - Severe Storms, Flooding, Straight-line Winds (HMGP) (Notice of Interest)
  - 4018 - Severe Storms, Flooding (HMGP) (Notice of Interest)
  - 4114 - Disaster (HMGP) (Notice of Interest)

Click on 0000-NOI Portal-Projects in Development (HMGP) (Notice of Interest)

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Notes & Comments

There are currently no notes. Be the first to add one

No Issues



Create New Request

- Summary
- Manage
- Accounts
- Projects
- Payments
- Quarterly Reports
- Contacts
- Notes
- Documents
- History

### Create a New Request

Select the request you would like to create by clicking on the name of the request below.

**Note:** For a list of Account or Project-based requests, first navigate to the Account or Project screen.

#### Apply For a Grant

In order to apply for a Grant Interest - Click here to begin

#### Apply for a Grant

Choose a Grant and a Project Type to apply.

Grant:

Project Type:

[Create](#) [Cancel](#)

[Cancel](#)

Click here to show all project types

8



Create New Request

Summary

Manage

Accounts

Projects

Payments

Quarterly Reports

Contacts

Notes

Documents

History

Applicant Details

Address Information

### Create a New Request

Select the request you would like to create by clicking on the name of the request below.

Note: For a list of Account or Project-based requests, first navigate to the Account or Project screen.

#### Apply For a Grant

In order to apply for a Grant Interest . Click here to beg

#### Apply for a Grant

Choose a Grant and a Project Type to apply.

Grant: 0000 - NOI Portal - Projects in Devel

- Property Acquisition
- Infrastructure - General
- Infrastructure - Drainage
- Infrastructure - Electric Utilities
- 5% Generator
- 5% Warning Siren
- 5% Other
- Tornado Saferoom
- Planning
- Management

Cancel

Cancel

Click on Desired Project Type

9

Notes & Comments

Add Note

No Uploaded Documents

Add Document

There are currently no notes.

Be the first to add one

NOI slide #7

No Issues



Create New Request

Summary

Manage

Accounts

Projects

Payments

Quarterly Reports

Contacts

Notes

Documents

History

Applicant Details

Address Information

## Create a New Request

Select the request you would like to create by clicking on the name of the request below.  
Note: For a list of Account or Project-based requests, first navigate to the Account or Project screen.

### Apply For a Grant

In order to apply for a Grant of Interest, click here to begin.

### Apply for a Grant

Choose a Grant and a Project Type to apply:

Grant: 0000 - NOI Portal - Projects in Development

Project Type: Planning

Create

Click on Create – This will create the Notice of Interest (NOI) **10**

Cancel

Cancel

Notes & Comments

Add Note

No Uploaded Documents

Add Document

There are currently no notes.

Be the first to add one

NOI slide #3

No Issues

# Create New Notice of Interest

Once the NOI is completed and Saved, click Advance to send to HSEMD

# 13

Save Advance Cancel

Form >

Form

Ensure to SAVE the NOI prior to Advancing

# 12

**Project Overview**

Grant: 0000 NOI Portal - Projects in Development

Category: Select One

Project Title:   
Used to help identify the Project. Ex: "Jurisdiction - Project Name".

Primary Contact: Select One

**Community Information**

Does the community have a local adopted Hazard Mitigation Plan? Choose One  
Community MUST have a current FEMA approved plan in order to be considered for a project grant.

**Project Details**

Project Description:   
Provide a brief but detailed description of the proposed project.

**Estimated Budget**

Total Estimated Cost: \$

Complete the NOI ensuring all RED Boxes are filled

# 11

### Notes & Comments

Add Note

### No Uploaded Documents

Add Document

There are currently no notes. Be the first to add one

NOI slide #9

No Issues

# ★ Notice of Interest

Draft



Save Advance Set on Hold Deny Delete

- Summary
- Form >
  - Form
- Notes
- Documents
- Workflow
- History

## Form

**Are you sure?**

Are you sure you want to Advance this item?

Leave a Note:

On Behalf Of:

Yes Cancel

Project  
Grant:  
Category:  
Project Title:  
Primary Contact:  
Community

project Name".  
Edit

Does the Community MUST have a current FEMA approved plan in order to be considered for a project grant.

### Project Details

Project Description:

Estimated Budget

MB3 will ask if you are sure you would like to Advance the NOI. Prior to Advancing if you would like to leave a note do so. Otherwise click "Yes"

**14**

The NOI will be advanced to Iowa HSEMD for review. You will be contacted upon receipt.