Instructions for Completing an Application in EMGrantsPro

Log into" https://my.iowahomelandsecurity.org/app/#home?o=startdate+desc&p=1&pp=50&s=

Once the NOI has been approved, the next step is to complete the application.

1. Type in Username and Password
2. Click on the appropriate account for the desired application to be completed.
3. Click on the "Projects" icon. This will provide access to items related to the project. To complete the application, click on "Applications".
4. Click on the desired application to be completed.
5. On the left side of the screen click on "Form" This will open the sections of the application.
6. Complete the application with assistance from the following screen shots.

During the application development process a project officer will assist with completing and ensuring compliance with program regulations.

EMGrantsPro

Home   Damage Self Reporting   Open Grants
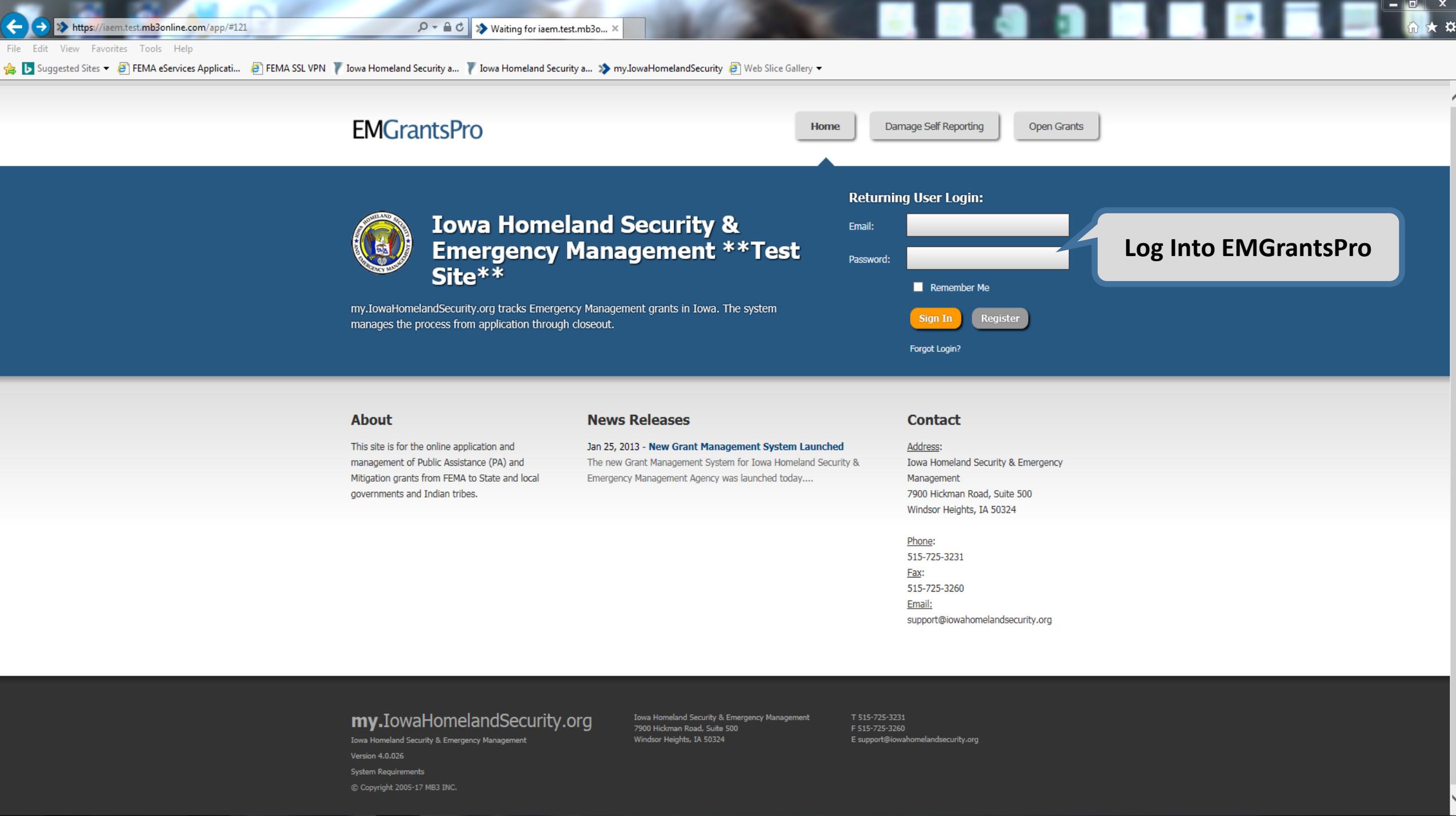
Iowa Homeland Security & Emergency Management **Test Site**

my.IowaHomelandSecurity.org tracks Emergency Management grants in Iowa. The system manages the process from application through closeout.

Returning User Login:

Email:

Password:

☐ Remember Me

Sign In   Register

Forgot Login?

Log Into EMGrantsPro

About

This site is for the online application and management of Public Assistance (PA) and Mitigation grants from FEMA to State and local governments and Indian tribes.

News Releases

Jan 25, 2013 - **New Grant Management System Launched**
The new Grant Management System for Iowa Homeland Security & Emergency Management Agency was launched today....

Contact

<u>Address</u>:
Iowa Homeland Security & Emergency Management
7900 Hickman Road, Suite 500
Windsor Heights, IA 50324

<u>Phone</u>:
515-725-3231
<u>Fax</u>:
515-725-3260
<u>Email</u>:
support@iowahomelandsecurity.org

my. IowaHomelandSecurity.org
Iowa Homeland Security & Emergency Management
Version 4.0.026
System Requirements
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Iowa Homeland Security & Emergency Management
7900 Hickman Road, Suite 500
Windsor Heights, IA 50324

T 515-725-3231
F 515-725-3260
E support@iowahomelandsecurity.org

online.com/app/#home?o=grantnumber+asc

Help

eServices Applicati... FEMA SSL VPN Iowa Homeland Security a... Iowa Homeland Security a... my.IowaHomelandSecurity Web Slice Gallery ▼

My Home ~ my.IowaHome... ✕

HOME 📥 📌 ▼ 🏛 ACCOUNTS ▼ 🔧 PROJECTS ▼ $ FINANCES ▼ 🏛 PERSONNEL ▼ 🔑 ▼ 🔍   Welcome, **John Doe** ★ LOGOUT ❓

My Home

Step #1: Click Specific Application Desired

📋 Quick Start Guides? ▼

Welcome to my.IowaHomelandSecuri[...]ew training videos, reference user guides, or submit a support ticket, see the help icon located in the top-right corner of the [...]).

📇 Open Grants ▼

Quick Search: 1 results ▼ 🔽 📊 🖨

▼ Grant #	Grant Name	Applicant Name	Proj Count
0000	NOI Portal - Projects In D...	Iowa Homeland Security and Emergency Management Department	1

📇 Applicant You Represent ▼

> Iowa Homeland Security and Emergency Management Department
>> 📄 Apply for Grant
>> 📄 New Damage Assessment

✉ My Inbox Summary ▼

> Inbox | 0 total
> Drafts | 0 total

🕐 Scheduled Meetings ▼

< No Meetings Scheduled >

📁 Follow-ups ▼

< No Follow-ups >

📇 No Quarterly Reports Due ▼

< No Quarterly Reports >

🏠   📥   📌 ▾   🏛 ACCOUNTS ▾   ✎ PROJECTS ▾ $ FINANCES ▾   🏛 PERSONNEL ▾   🔧 ▾   🔍   Welcome, **John Doe** ★ LOGOUT ●

Iowa Homeland Security and Emergency Management Depar...

READ-ONLY

➕ Create New Request   ▾

📊 Summary ⟩	
👥 Accounts	
📈 Projects	
💲 Payments	
🖥 Monitoring	
📅 Quarterly Reports	
📇 Contacts	
📝 Notes	
📄 Documents	
🕐 History	

Step #2: Click On Projects →

📋 Applicant Details   ▾

Name:	Iowa Homeland Security and Emergency Management Department
County:	Statewide
Classification:	State Government (Agency)
FIPS #:	000-U0001-00
FEIN #:	00-0000583
Vendor Number:	< no value >
Account Count:	65 Accounts
	52 Open
	13 Closed
Project Count:	1568 Projects
	13 Unobligated
	1555 Obligated
	⛔ 1249 overdue (view)
Eligible Obligated:	$141,735,186.88
Federal Obligated:	$107,454,627.75 (75.77%)
	(Federal = $107,393,756.82, Admin = $60,870.93)
	View Graph
State Obligated:	$29,903,229.54 (21.10%)
	View Graph
Local Share:	$5,722,429.52 (3.13%)
Pending Issue(s):	Issue TEST Due: Feb 10, 2017

📋 Address Information   ▾

Physical/Mailing Address:
7900 Hickman Road, Suite 500
Windsor Heights, IA 50324
View Map

Notes & Comments   [Add Note]

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

No Uploaded Documents   [Add Document]

No Issues

File   Edit   View   Favorites   Tools   Help

Suggested Sites ▼   FEMA eServices Applicati...   FEMA SSL VPN   Iowa Homeland Security a...   Iowa Homeland Security a...   my.IowaHomelandSecurity   Web Slice Gallery ▼

ACCOUNTS   PROJECTS $ FINANCES   PERSONNEL

Welcome, John Doe   LOGOUT

Iowa Homeland Security and Emergency Management Depar…

READ-ONLY

Create New Request

Summary

Accounts

Projects
- Projects
- Project Versions
- Notices of Interest
- Applications
- Time Extensions
- Project Closeouts
- Scope Changes
- Project Appeals
- Project Denials

Payments

Monitoring

Quarterly Reports

Contacts

Notes

Documents

History

Step #3: Click On Applications. Only Current Active Applications Will Be Visible

Projects

Quick Search: 1 results

▼ Prog…	Grant #	Proj F#	Proj S#	Project…	Eligible Amt	F %	Feder…	Status	Project Offi…
HMGP	0000		14	State Pl…	$0.00	0%	n/a	Un-obligated	

Notes & Comments   Add Note

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

No Uploaded Documents   Add Document

No Issues

https://iaem.test.mb3online.com/app/#121?t=projects--hmapps&o=programshortn

File   Edit   View   Favorites   Tools   Help

Suggested Sites ▾   FEMA eServices Applicati...   FEMA SSL VPN   Iowa Homeland Security a...   Iowa Homeland Security a...   my.IowaHomelandSecurity   Web Slice Gallery ▾

ACCOUNTS   PROJECTS $ FINANCES   PERSONNEL

Welcome, John Doe   LOGOUT

Iowa Homeland Security and Emergency Management Depar…

READ-ONLY

Create New Request

- Summary
- Accounts
- Projects
  - Projects
  - Project Versions
  - Notices of Interest
  - ▸ Applications
  - Time Extensions
  - Project Closeouts
  - Scope Changes
  - Project Appeals
  - Project Denials
- Payments
- Monitoring
- Quarterly Reports
- Contacts
- Notes
- Documents
- History

Projects ›› Applications

Quick Search: 1 results

▾ Progr...	Grant #	Proj S#	Proj F#	Project...	Amount	WS Count	Due Date	Workflow Step
HMGP	0000	14		P	$0.00	0		1) Submission

Step #4: Click On Application To Complete

Notes & Comments   Add Note

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

No Uploaded Documents   Add Document

No Issues

ACCOUNTS ▾   PROJECTS ▾ $ FINANCES ▾   PERSONNEL ▾   🔍   Welcome, John Doe ★   LOGOUT

0000 NOI Portal - Projects In Deve... › Iowa Homeland Security and Emergen... › Account for 0000 (HMGP) - Iowa Hom... › Project F0-S14 - State Plan Mitiga...

Project F0-S14: Application - State Plan Mitigation Activities

Routing in Progress: Submission (Step 1 of 8)

🔒 EDITING

↪ Submit   ▾

Step #5: Click on "Forms" to Work On The Application

📊 Summary ›
📝 ✱ Form
📄 Notes
📋 Documents
🗂 Workflow
🕐 History

📋 Application Summary   ▾

This form outlines all project details, including Scope of Work, all costs, and location worksheets.

Title:	State Plan Mitigation Activities
Cost:	$0.00
Funding Sources:	Federal - $0.00
	State - $0.00
	Local - $0.00
DUNS #:	079171326
Districts:	US Congressional - < no value >
	State Legislative (House) - < no value >
	State Legislative (Senate) - < no value >
FEMA Obligation Data:	Federal Number - < no value >
	Date of Obligation Letter - < no value >
	CATEX Comments - < no value >
	Project ACT Date - < no value >
Related Links:	View Notice of Interest, View Project

📋 Workflow Summary   ▾

Current Step:	1) Submission
	Description: Submission of form
Recipients:	Team Lead (State), Lead Administrative Coordinator (State), HM Project Officer
Last Returned:	Sep 16, 2014 at 10:20 AM by Dan Schmitz 1133 days ago
	⚠ Approved in Error
Last Modified:	Oct 23, 2017 at 9:01 AM by John Doe 0 days ago
Submission:	Oct 1, 2013 at 1:34 PM by Dan Schmitz 1483 days ago

📇 Grant   ▾

0000 NOI Portal - Projects In Development
Hazard Mitigation Grant Program
Declared:

📇 Applicant   ▾

Iowa Homeland Security and
Emergency Management Department
Statewide County
FIPS #: 000-U0001-00
Vendor #:
DUNS #: 079171326
Has Direct Deposit:
Billing Address: 7900 Hickman Road, Windsor Heights, IA, 50324

📇 Project   ▾

F # S #14
State Plan Mitigation Activities
P Planning
Project POP Deadline:
Eligible: $0.00
Federal: $0.00 (0%)

Notes & Comments   Add Note   No Uploaded Documents   Add Document

File   Edit   View   Favorites   Tools   Help

Suggested Sites ▾   FEMA eServices Applicati...   FEMA SSL VPN   Iowa Homeland Security a...   Iowa Homeland Security a...   my.IowaHomelandSecurity   Web Slice Gallery ▾

ACCOUNTS ▾   PROJECTS ▾ $ FINANCES ▾   PERSONNEL ▾   🔍   Welcome, John Doe ★ LOGOUT

0000 NOI Portal - Projects In Deve... › Iowa Homeland Security and Emergen... › Account for 0000 (HMGP) - Iowa Hom... › Project F0-S14 - State Plan Mitiga...

EDITING 🔒

Project F0-S14: Application - State Plan Mitigation Activities

Routing in Progress: Submission (Step 1 of 8)

💾 Save   ↪ Submit   ⊙

▤ Summary
▤ ✱ Form   ›
› Introduction
Project Information
Costs
Timeline
Documentation
▤ Notes
▤ Documents
▤ Workflow
▤ History

📄 Form ▸▸ Introduction

Summary Information

Grant: 0000 NOI Portal - Projects In Development

Project Type: Planning (change)

Title: [State Plan Mitigation Activities]
                                              Used to help identify the project. Ex: "St Thomas Bridge Reinforcement".

Description of Project & Location(s):   [   ]
                                              Neighborhood, Subdivision, Geo-Boundaries, Directions, etc.

Primary Contact: [Select One   ▼]

Alternate Contact: [Select One   ▼]

Authorized Contact: [Select One   ▼]

Step #6: Click On Each Section To Complete The Application.

Click on "Add Document" To Add Supporting Documents To The Application

Notes & Comments   [Add Note]   **No Uploaded Documents**   [Add Document]

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

No Issues

my.IowaHomelandSecurity.org

Iowa Homeland Security & Emergency Management
Version 4.0.026
System Requirements

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