Process for applying for Mitigation Grant Funding

1. **The first step is to register for access to MB3. MB3 utilizes a web-based grant system called EMGrantsPro. HSEMD uses this system to process grant requests.**
   a. To register for access, click the link: **How to register in MB3**.
   b. If you have previously registered for access you may need to register again or request additional access (e.g., requesting access for another project, grant or applicant).
   c. Ensure to register as a contact for the applicant requesting funds (e.g., city, county, school district, REC).
   d. All registrations must be submitted in **0000-NOI Portal-Projects in Development**. Mitigation funds are not disaster-dependent. Funding for an eligible project will be determined from an eligible funding source.
   e. Permission levels should be submitted as "Full Access" unless as a county coordinator wanting to access to "read only" projects in their county.
   f. Provide a complete explanation for the reason requesting access (e.g., submit an NOI and complete an application for the "City of Smallville" in 0000-NOI Portal-Projects in Development)

   Refer to (How to register in MB3) for more detail in the registration process

2. **To submit a Notice of Interest (NOI) for the project type you are seeking grant assistance for, NOIs must be completed in the MB3 web-based grant system. (Note: previous Excel versions of the NOI will no longer be accepted).**
   a. To submit an NOI click the link: **How to submit a NOI in MB3.**
   b. In order to submit an NOI, registering for access as a contact for the applicant is required.
   c. Complete the NOI with as much detail as possible to allow for an initial review.
   d. All NOIs must be submitted in **0000-NOI Portal-Projects in Development**. Mitigation funds are not disaster-dependent. Funding for an eligible project will be determined from an eligible funding source.
   e. Once the NOI is received and reviewed, a reply regarding its eligibility will be sent to the point of contact, normally within 1-2 business days.
   f. Once the NOI is approved, an application will be created. An invitation to apply will be sent identifying a project officer assigned to assist with the application process.

   Refer to (How to submit a NOI in MB3) for more detail in submitting an NOI

3. **To submit an application, your assigned project officer will contact you to assist in the process.**
   a. To submit an application click **How to submit an application in MB3.**
   b. Much of the application will be submitted as attachments.
   c. Additional requirements for each specific application can be obtained by working with the project officer assigned to you.

   Refer to (How to submit an application in MB3) for more detail in submitting an application