

Registering a User in EMGrantsPro



Homeland Security and
Emergency Management

In order to apply for and manage funding from HSEMD, you must first register a user account on EMGrants, and receive appropriate authorization on your entity's account.

Only registered users can

- Submit notices of interest (NOIs)
- Review and submit applications
- Submit requests for reimbursements, time extensions, scope or budget changes, or quarterly reports

Registering is simple!

What you'll need:

- An email address
- A phone number
- An eligible applicant organization
- Your job title relative to the organization applying

Registering in EMGrants & Accessing Organizations

1. Go to <https://my.iowahomelandsecurity.org/> (AKA: EMGrants Pro)

- Later we'll cover the process of submitting a support ticket to gain access to an organization's account, in case you have already registered for a user account, but need access to a different organization

2. Click on “Register” to begin the process.

3. Complete the form on the registration page (<https://my.iowahomelandsecurity.org/site/register.cfm>)

- All fields with red borders must be completed to advance.

4. Click “Register” after the completing the form.

5. HSEMD will review your registration and email you when it is approved.

- Watch your spam / junk folder in case the email is misidentified as such.

6. Submit a support ticket if you need access to another organization

The following screen shots will assist with registering on EMGrants and requesting additional access to your organization



Iowa Homeland Security & Emergency Management

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 Password?](#)

Several Grants are now open for application.

[APPLY NOW](#)

Register for an account

About

This site is for the online application and management of grants to State and local subrecipients and Indian tribes.

News Releases

There is currently no news - please check back for updates.

Contact

Address:

Iowa Homeland Security & Emergency Management

7900 Hickman Road, Suite 500

Windsor Heights, IA 50324

Phone:

515-725-3231

Fax:

515-725-3260

Email:

emgsupport@iowa.gov

Register

- ◉ Damage Self Reporting
- ◉ Open Grants

Register for Access

Name Prefix:

Mayor, Executive, Mr., Mrs., Dr.

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone - Business:

Is Direct Line:

Is the number indicated above a direct line to this contact?

Phone - Fax:

Phone - Cell:

First and last name are required

Provide your job title in relation to the applicant entity

Provide the best phone number and email address to reach you

Phone - Fax:

Phone - Cell:

Please select your user type:
 I am representing Iowa Homeland Security & Emergency Management
 I am a representative for an Applicant Organization.

Applicant Organization:

If your specific Applicant Organization does not appear on the list, please create a new organization in the required fields.

Requested Permission Level:

Reason for Requested Access:

Grant Number:
BRIC
2020 - Building Resilience Infrastructure and Communities (Sep 30, 2020)
2021 - Building Resilience Infrastructure and Communities (Aug 9, 2021)
2022 - Building Resilience Infrastructure and Communities EMK-2022-BR-003 (Sep 30, 2022)
2023 - Building Resilience Infrastructure and Communities (Apr 26, 2023)

Position:

Assignment Description:

If you don't want this user assigned to all Grants & Projects for the given organization, specify the ones which they should be restricted to.

Choose your organization (the one applying for funds). If it is not listed, select the top option in the dropdown: "Create New Applicant Organization". See next slide for more

Select "Full Access" for the permission level, unless another is more appropriate

Explain your reason for requesting the account and access to your organization's account

Choose an appropriate position in the organization

Click "Register" to finish the process

Note on Positions:
Authorized Agent: Has authority to sign for entity
Primary: Person to be contacted regarding grant/app
Alternate: Secondary contact regarding grant/app (may specify that this user has no signature authority, or read-only [cannot edit forms])

Creating a New Applicant Organization

Applicant Organization:

Create New Applicant Organization

If your specific Applicant Organization does not appear on the list, please select "Create New Applicant Organization" and fill in the required fields.

Applicant Name:

Enter the organization's name

County:

Select One

Classification:

Select One

If spanning multiple counties, select "Multiple Counties"

Is your organization a County Entity/Subdivision?

Select one

Is your organization a State Agency?

Select one

Choose the best description of the type of organization

Is your organization a Private Non-Profit (PNP)?

Select one

Includes county departments and townships

FIPS:

FEIN:

Unique Entity Identifier (UEI):

A UEI is required to apply for federal funding. Check SAM.gov to see if your organization has one. If not, register for a UEI on SAM.gov.

Physical Address

Address Line 1:

Address Line 2:

City:

State:

Select One

Zip Code:

My Home

Note that you must be logged in to submit a support ticket

Click on the question mark in the upper right

Submitting a Support Ticket Requesting Access to Your Organization

Quick Start Guides?

Welcome to my.iowaHomelandSecurity.org! To view training videos, reference user guides, or submit a support ticket, see the help located in the top-right corner of the screen (?).

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

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 >

My Home

Quick Start Guides?
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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

Click on "Open a Support Ticket" in the help window that pops up

Help and Support

Training Videos
These videos provide an overview of different areas in the system.

[Go to Training Videos](#)

The Help Guide
Have a look through our help guide. It will provide instructions on how to use the system.

[Go to the Help Guide](#)

Open a Support Ticket
Can't find the answer to your question? Click the button below to send a message to our Support Team.

[Open a Support Ticket](#)

[Cancel](#)

Create New Support Ticket



Save



Advance



Cancel

* Form

Form

Type:

- Help Request Bug/Error Product Enhancement
 Request Additional Access
 Applicant Data Update Request

Priority:

- High Medium Low

Title:

Please provide a short title describing the reason for this support ticket. (Example: Unable to access account)

Reference Page:

<https://my.iowahomelandsecurity.org/app/#121?>

System Area:

Applicant

Description:

Please provide a detailed description of the request or issue.

Select the appropriate type of request

Enter a subject

Describe the issue or need, e.g., "As city clerk, I am requesting access to the account for the City of Dreams"

When these forms are complete, click "Save". After saving, you can upload any supporting documentation

Select the item you need help with. By default, it will be the type of page you were on when you opened the ticket (e.g., account, or contact)

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

When the form is complete and any documentation is uploaded, click "Advance" to submit the request

Please provide a short title describing the reason for this support ticket. (Example: Unable to open attachment.)

Reference Page: <https://my.iowahomelandsecurity.org/app/#121?>

System Area: Applicant

Test

Please provide a detailed description of the request or issue.

Click here to upload supporting documentation (screenshots, authorizations, etc.)

Notes & Comments

Add Note

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

No Uploaded Documents

Add Document

No Issues