

# Submitting a Notice of Interest (NOI) in EMGrantsPro

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Homeland Security and  
Emergency Management

2024

## The first step in every application for mitigation funding from HSEMD is to submit a Notice of Interest (NOI).

# 1

The NOI includes basic information on who is seeking help for what kind of project. This provides HSEMD with a starting point to help you through the process of applying for funding or other assistance. This document will guide you through the NOI submission process.

Once the NOI has been submitted, HSEMD will review for completeness and eligibility. Upon approval, the contacts listed on the NOI will receive an email confirming approval. A project officer will then reach out with the next steps to complete the application. You will also receive notice if more information is needed, or if the NOI is deemed ineligible.

Note: Once the NOI has been approved an application is automatically created in EMGrantsPro. See instructions “How to Complete an Application”.

# Creating the NOI

- 1. Log into <https://my.iowahomelandsecurity.org/> (AKA: EMGrants Pro)**
  - If you have not yet registered for a user account, please see our other instructions that guide you through that process. Once your user account is created, you will also need to request access to your entity's account, if it exists already.
- 2. Click on “Apply Now” on the right side of the screen to begin the process. Or click “Create New Request” near the top, then “New Notice of Interest”**
- 3. Click the dropdown box for “Grant”. Select “0000-NOI Portal-Projects in Development (HMGP) (Notice of Interest)”**
- 4. Click the dropdown box “Project Type”. Select the project type that best fits your request.**
  - See descriptions of the project types later in this guide
- 5. Click “Create”. This action will create the NOI**
- 6. Complete the NOI form that follows**
- 7. Click “Save” and then “Advance” to submit the NOI**



Homeland Security and  
Emergency Management

**The following screen shots will assist with creating and submitting the NOI**



# 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

[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

**Address:**  
Iowa Homeland Security & Emergency Management  
7900 Hickman Road, Suite 500  
Windsor Heights, IA 50324

**Phone:**  
515-725-3231

**Fax:**  
515-725-3260

**Email:**  
[support@iowahomelandsecurity.org](mailto:support@iowahomelandsecurity.org)

Register for an account if you haven't already

# Iowa Homeland Security and Emergency Management Department



New Meeting

Create New Request

More

Summary

Accounts

Projects

Payments

Monitoring

Quarterly Reports

FFATA Reporting

Contacts

Notes

Applicant Details

UEI: LRP1T24SH4N4

Account Count: 253 Accounts (View)  
168 Open  
85 Closed

Project Count:

Quarterly Report Count:

Eligible Obligated:

Federal Obligated:

**Step #1:** From your entity's Account page, click on "Create New Request", then depending on the options available either "Apply for a Grant" or "New Notice of Interest"

**Or:** Click On "Apply Now"

Apply for a Grant

Grant: Select a Grant

Project Type: Select One

Create Cancel

Apply for a Grant

There are currently 50 Grants open. If you wish to apply, please click the Apply Now button below.

Apply Now

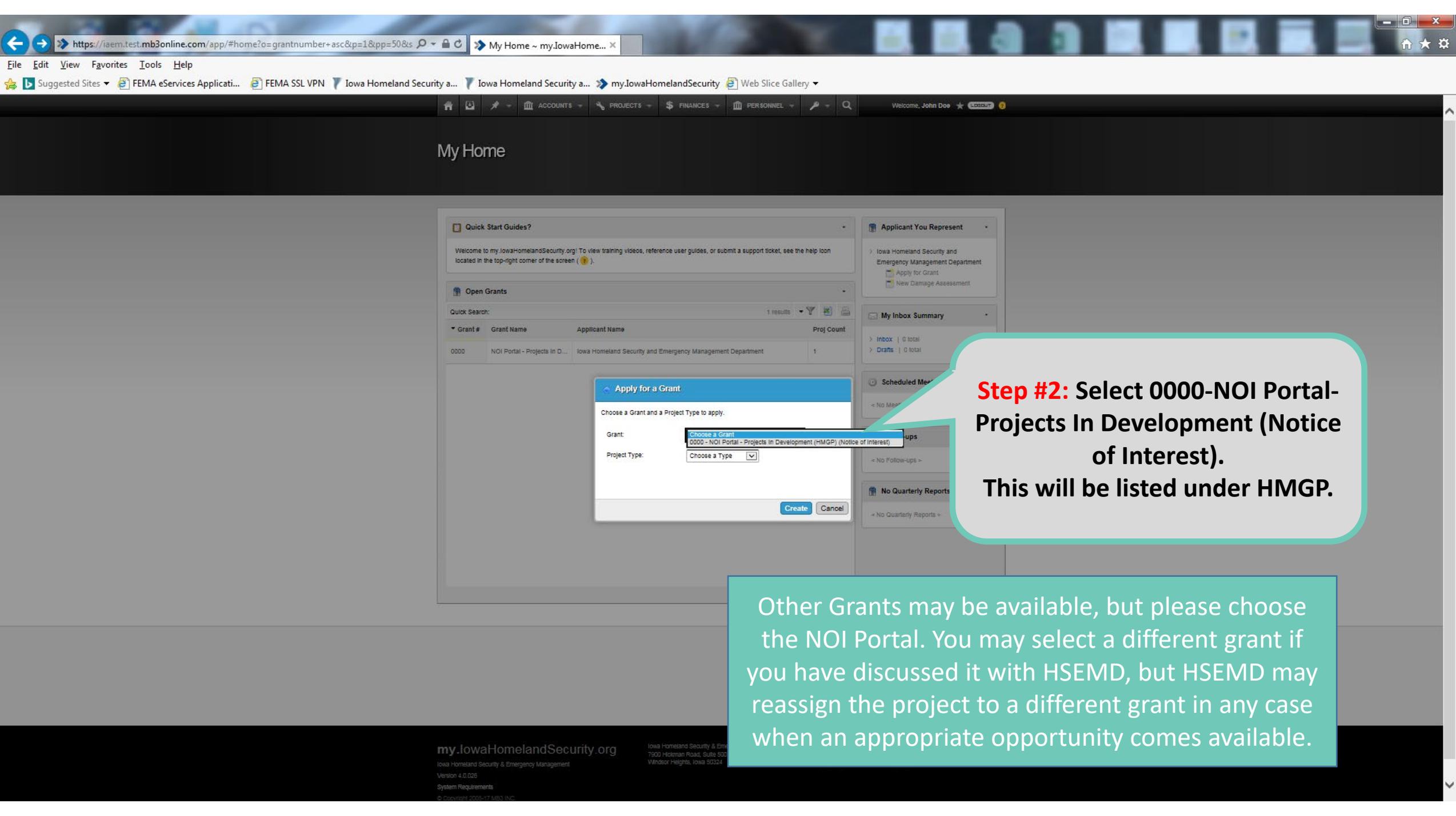
Create New Purchase Requisition

Click the button below to create a new Purchase Requisition

New Purchase Requisition

Pending Notices of Interest

Notice of Interest #7  
2013 - HSGP (HSGP) Cyber Risk Reduction - Local and State Agencies



## My Home

### Quick Start Guides?

Welcome to my.IowaHomelandSecurity.org! To view training videos, reference user guides, or submit a support ticket, see the help icon 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

#### Apply for a Grant

Choose a Grant and a Project Type to apply.

Grant:

Project Type:

**Step #2: Select 0000-NOI Portal-Projects In Development (Notice of Interest). This will be listed under HMGP.**

Other Grants may be available, but please choose the NOI Portal. You may select a different grant if you have discussed it with HSEMD, but HSEMD may reassign the project to a different grant in any case when an appropriate opportunity comes available.

## Project Types

**Property Acquisition:** Acquiring, relocating, and/or demolishing hazard-prone properties

**General Infrastructure:** All infrastructure projects that do not fall under other categories

**Drainage Infrastructure:** Projects improving stormwater management

**Electric Utility Infrastructure:** Projects protecting or improving electric utilities

**5% Initiative Categories:** Projects for which benefit-cost analyses are impossible or difficult to prove cost-effective

**5% Generator:** Backup generation and associated infrastructure

**5% Warning Siren:** Severe weather warning systems (sirens or otherwise)

**Other:** All other 5% projects

**Tornado Saferoom:** Projects to construct tornado- or windstorm-resistant saferooms

**Planning:** Projects to develop or update multi-jurisdictional local hazard mitigation plans

**Capability and Capacity Building (C&CB):** All non-planning, non-construction projects intended to improve a community's capability to mitigate hazards (includes project scoping / advance assistance)

**Management:** Funding for costs associated with the management of another project grant (must be accompanied by another application)

The screenshot displays a web application interface for project management. The main window shows a 'Request' form with a dropdown menu for 'Project Type' open, listing options like 'A - Property Acquisition', 'GMI - Infrastructure - General', 'GMD - Infrastructure - Drainage', 'GME - Infrastructure - Electric Utilities', 'SPG - 5% Generator', 'SPS - 5% Warning Siren', 'SPO - 5% Other', 'S - Tornado Saferoom', 'P - Planning', and 'M - Management'. A callout box points to this dropdown with the text 'Step #3: Select the type of project for which you are requesting funding'. The background shows a navigation menu with 'PROJECTS', 'FINANCES', and 'PERSONNEL', and a user profile for 'John Doe'.

# Iowa Homeland Security and Emergency Management Depar...

Create New Request

- Summary
- Accounts
- Projects
- Payments
- Monitoring
- 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. Click here for more information.

Choose a Grant and a Project Type to apply.

Grant: 0000 - NOI Portal - Projects In Devel

Project Type: GMD - Infrastructure - Drainage

Create Cancel

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

**Step #4: Once Project Type Is Selected Click "Create"**

# Create New Notice of Interest

Save Submit Cancel

Form

### Project Overview

Grant: 0000 NOI Portal - Projects In Development

Category: GMD - Infrastructure - Drainage

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: \$

**Step #5: Enter The Name Of The Project**

### Notes & Comments

Add Note

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

### No Uploaded Documents

Add Document

No Issues

## Create New Notice of Interest

Save Submit Cancel

Form

### Project Overview

Grant: 0000 NOI Portal - Projects In Development  
Category: GMD - Infrastructure - Drainage

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

Primary Contact: **Select One**  
Aaron Burnett - City Administrator  
Annette Mansheim - HSGP Grant Manager  
Blake DeRouchey - E911 Program Manager  
Dan Schmitz - DSHMO  
James Berg - Disaster Project Specialist II  
James Wiese - Disaster Project Specialist  
Jennifer Jones - HM Project Officer  
John Doe - Tester  
Kirk Steinfeldt - Disaster Project Specialist  
Larry Smith - County Coordinator  
Lisa Sexton - HMEP Program Manager  
Mathew Noble - State Mitigation Planner  
Randy Warren - Disaster Project Officer 1  
Sam Spade - Custodian  
Terrell Wilson - City Council Member  
Tricia Boggs - EMPG Program Manager  
William Utter - Disaster Project Specialist I  
Other (Create New Contact)

### Community Information

Does the community have a local adopted Hazard Mitigation Plan?   
A approved plan in order to be

### Project Details

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

### Estimated Budget

Total Estimated Cost: \$

**Step #6:** Scroll through and find the name of the primary contact for the Notice Of Interest. Include an alternate contact if available. Click "Other (Create New Contact)" if the contact is not currently a user on EMGrants

Notes & Comments

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

Add Note

No Uploaded Documents

Add Document

No Issues



Save



Advance



Cancel

\* Form

Category:

Project Title:

**Community Information**

Does the community have a local adopted Hazard Mitigation Plan?

Yes

Date of Plan Approval:

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

Title of Applicant/Community Local Hazard Mitigation Plan:

Mitigation measure(s), action, or objective that this proposed project will address:

Mitigation Plan reference:

Location in the Plan, such as section, page number, etc. that Mitigation Measures are identified.

**Project Details**

In order to add Worksheets, the form must first be saved.

Project Description:

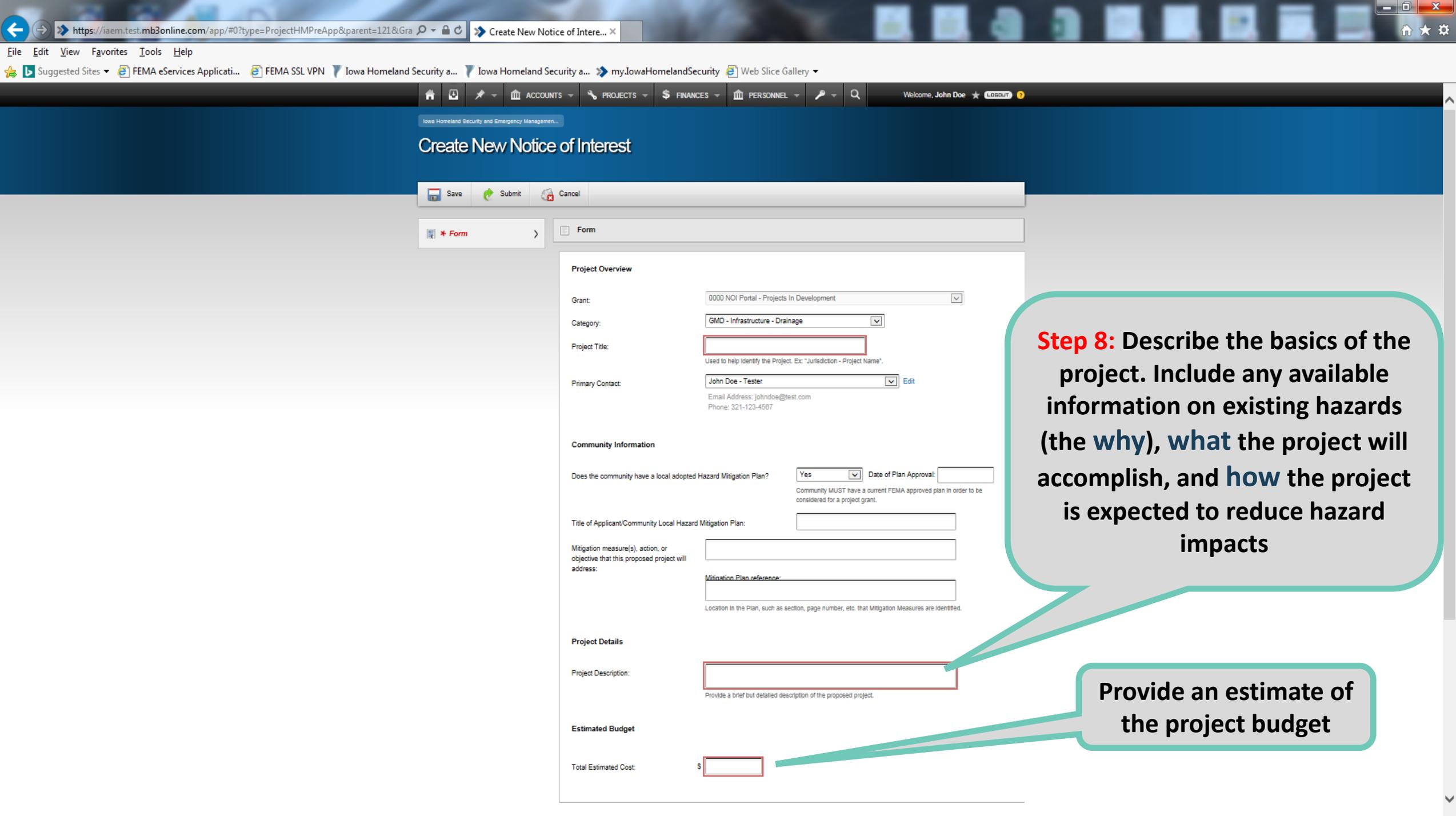
**Step #7: Complete the Local HM Plan information. The project must conform with a current, FEMA-approved plan to be eligible.**

**Enter the date FEMA approved your most recent hazard mitigation plan**

**Enter the title of your most recent hazard mitigation plan**

**Describe how the project conforms to your hazard mitigation plan**

**Include where in the plan the relevant measure, action, or objective is located; or include reference to a plan amendment adding the action/project.**



## Create New Notice of Interest

Save Submit Cancel

Form

### Project Overview

Grant: 0000 NOI Portal - Projects In Development

Category: GMD - Infrastructure - Drainage

Project Title:

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

Primary Contact: John Doe - Tester

Email Address: johndoe@test.com  
Phone: 321-123-4567

### Community Information

Does the community have a local adopted Hazard Mitigation Plan? Yes

Date of Plan Approval:

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

Title of Applicant/Community Local Hazard Mitigation Plan:

Mitigation measure(s), action, or objective that this proposed project will address:

Mitigation Plan reference:

Location in the Plan, such as section, page number, etc. that Mitigation Measures are identified.

### Project Details

Project Description:

Provide a brief but detailed description of the proposed project.

### Estimated Budget

Total Estimated Cost: \$

**Step 8:** Describe the basics of the project. Include any available information on existing hazards (the **why**), what the project will accomplish, and **how** the project is expected to reduce hazard impacts

Provide an estimate of the project budget

**Step #9: Save The NOI**

### Create New Notice of Interest

Save Submit Cancel  
Form Form

**Step #10: Advance the NOI**

Project Overview

is In Development

amage

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

Primary Contact: John Doe - Tester Edit  
Email Address: johndoe@test.com  
Phone: 321-123-4567

Community Information

Does the community have a local adopted Hazard Mitigation Plan? Yes Date of Plan Approval:   
Community MUST have a current FEMA approved plan in order to be considered for a project grant.

Title of Applicant/Community Local Hazard Mitigation Plan:

Mitigation measure(s), action, or objective that this proposed project will address:

Mitigation Plan reference:   
Location in the Plan, such as section, page number, etc. that Mitigation Measures are identified.

Project Details

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

Estimated Budget

Total Estimated Cost: \$

**\*\*\*PLEASE NOTE\*\*\***  
Submitting a NOI is NOT the final step in applying for funding. You MUST complete an application and be approved by HSEMD and FEMA to receive funding.

Once the NOI has been submitted (advanced), HSEMD will review for eligibility and completeness, and notify the identified contacts if the NOI is approved, deemed ineligible, or if more information is needed. A Project Officer will then be assigned and will follow up with next steps for completing the application.

Note: Once the NOI has been approved, an application is automatically created in EMGrantsPro. See instructions "How to Complete An Application"