Instructions for Completing an Application in EMGrantsPro

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

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.

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

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Log Into EMGrantsPro
Step #2: Click On Projects
Step #3: Click On Applications. Only Current Active Applications Will Be Visible
Step #4: Click On Application To Complete
Step #5: Click on "Forms" to Work On The Application
Step #6: Click On Each Section To Complete The Application.

Click on “Add Document” To Add Supporting Documents To The Application.
Step #7: When The Application Has Been Completed, Click on “Save”

Step #8: When The Application Has Been Saved Click on “Submit”
When The Application Has Been Submitted, It Will Be Advanced To Initial Review. Progress Can Be Monitored In The Workflow.