Instructions for Submitting a Notice of Interest (NOI) in EMGrantsPro

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

Once Registration is complete, the next step in requesting funds is to submit a Notice of Interest (NOI). The NOI provides initial data of the type of project requesting to complete.

1. Type in Username and Password
2. On the right side of the screen there will be an icon to “Apply for Grant” Click on this icon to begin the process.
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.
5. Click “Create”. This action will create the NOI
6. Complete the NOI with assistance from the following screen shots.

Once the NOI has been submitted, it will be reviewed. If complete and eligible an email approving the NOI will be sent to the contact. A project officer will follow up with a phone call/email identifying the steps to complete the application. If further data is required or the NOI is determined ineligible, contact regarding the required data/ineligibility will be made.

Note: Once the NOI has been approved an application is automatically created in EMGrantsPro. See instructions “How to Complete an Application”.
Step #1: Click On “Apply For A Grants”
Step #2: Click On 0000-NOI Portal-Projects In Development (Notice of Interest)
Step #3: Select The Project Type Requesting Funding For
Step #4: Once Project Type Is Selected Click “Create”
Step #5: Enter The Name Of The Project
Step #6: Scroll Through And Find The Name of The Contact For The Notice Of Interest
Step #7: Click On And Complete The Plan Information. Ensure That The Plan Information Is Correct. Without An Approved Plan And The Action Identified In The Plan The NOI Is Ineligible For Funding.
Step 8: Describe The Basics Of The Project And Provide An Estimate Of The Budget
Step #9: Save The NOI Request

Once The NOI Has Been Submitted, It Will Be Reviewed. If Complete And Eligible An Email Approving The NOI Will Be Sent To The Contact. A Project Officer Will Follow Up With A Phone Call Identifying The Steps To Complete The Application. If Further Data Is Required Or The NOI Is Determined Ineligible, Contact Regarding The Required Data/Ineligibility Will Be Made.

Step #10: Submit The NOI Request

Note: Once The NOI Has Been Approved An Application Is Automatically Created in EMGrantsPro. See Instructions “How to Complete An Application”