Hazard Mitigation Assistance Notice of Intent Submittal User Guide for OKEMGrants

For help/support, email okemgrantssupport@oem.ok.gov

1. Go to ok.emgrants.com and enter your User Login Information
   a. If you do not have a login, please click Register to create an account. (Email okemgrantssupport@oem.ok.gov for help registering)

2. You should now be at your jurisdiction's home page. (Yellow Arrow) Click the "Create New Request" Button in the Action Bar. (Blue Arrow)
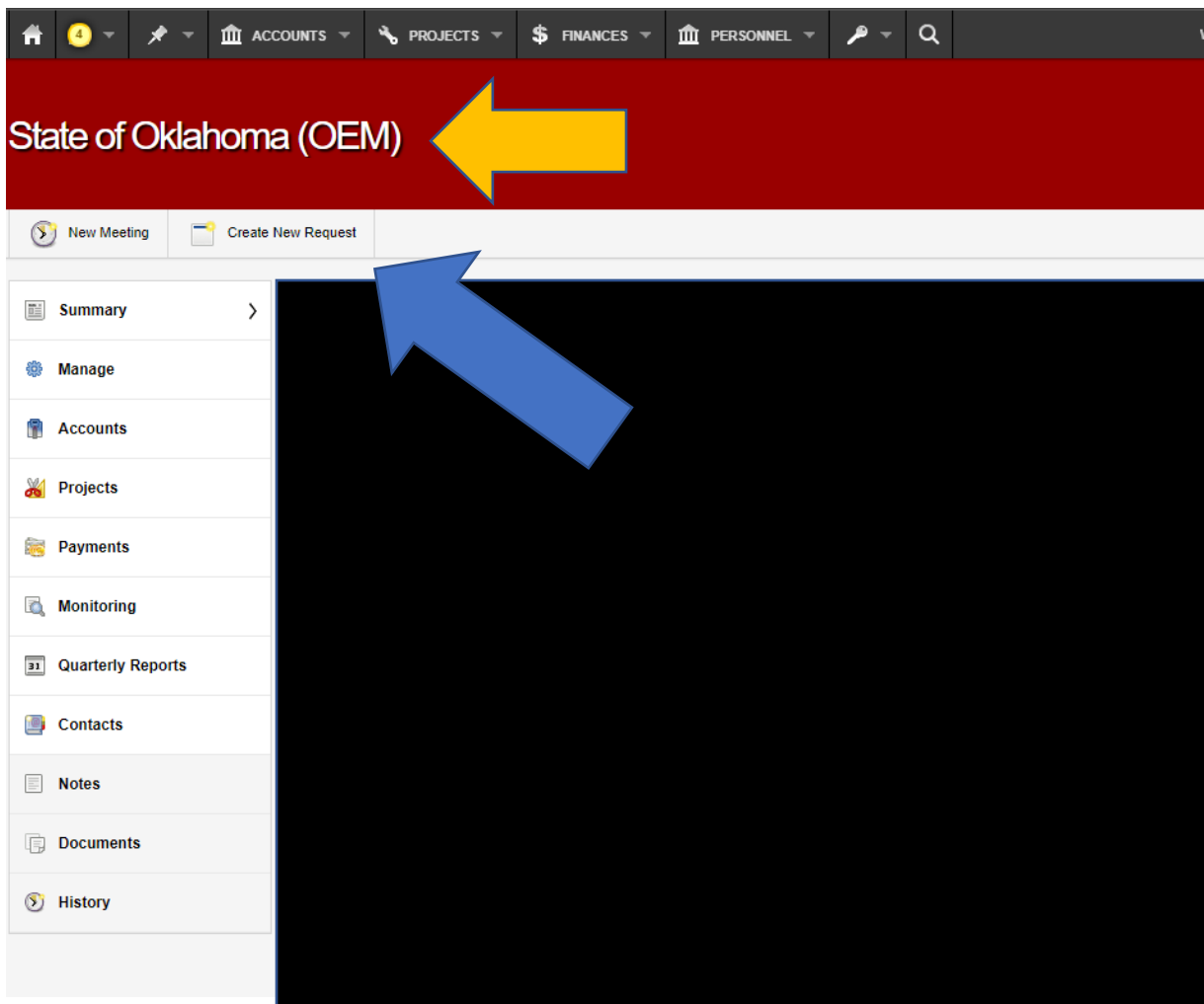
3. In the Pop-up dialog, select "Apply for a Grant",
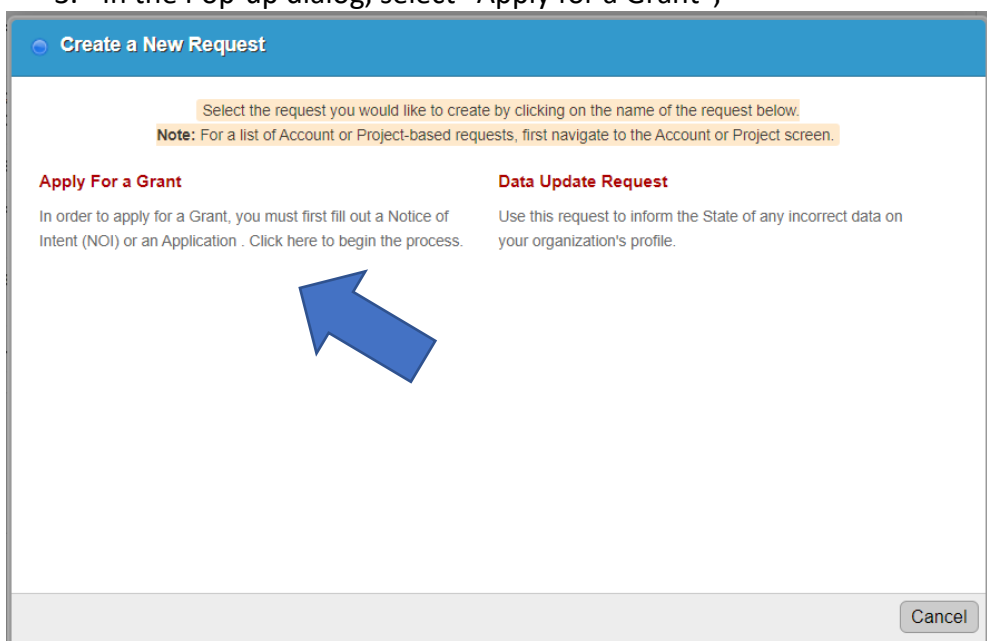
4. Then select ZZZZ-Initial HMGP Project Application (Red Arrow) and Project Type (Blue Arrow)

5. Complete the NOI.
   a. including the 2 CFR 200 Acknowledgement Form (Yellow Arrow) which will need to be completed and an uploaded to the NOI (Add Document) button at bottom of page.
   b. When complete, "Save" the form (Blue Arrow) and then Submit (Red Arrow)

6. The ODEMHS Hazard Mitigation Branch will now review your documentation. If there's an issue, one of us will be reaching out to you. If the NOI is approved, you will receive an invite from OKEMGrants to complete an Application for Funding.   Thanks!