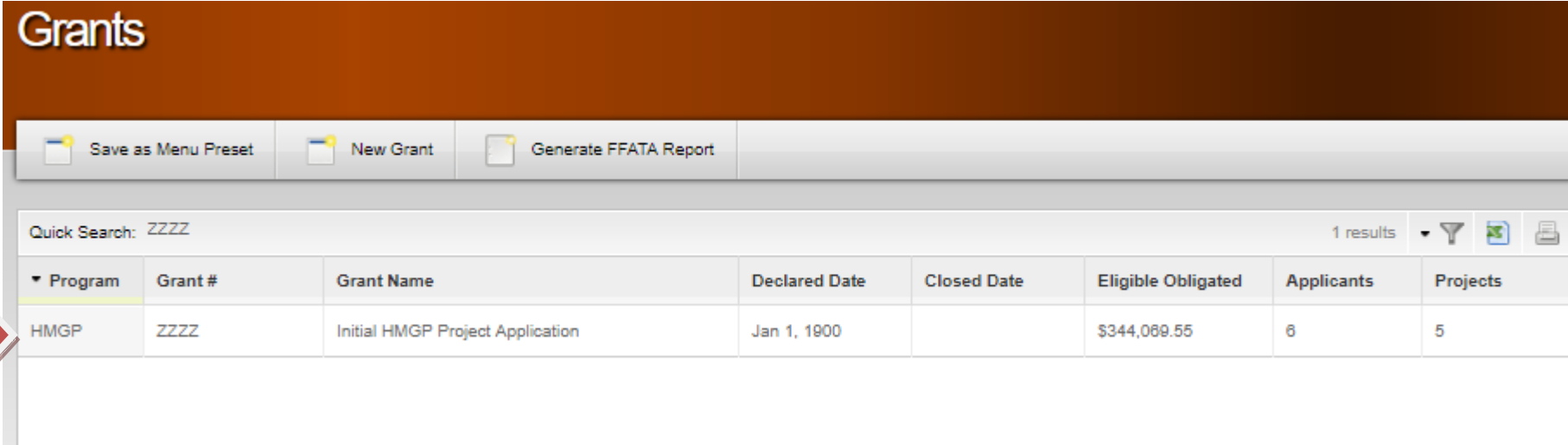


Instructions for Submitting a Notice of Interest (NOI) in OEMGrants

Log into your OEMGrants account through; <https://ok.emgrants.com/>

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 top menu bar, select “Accounts”, then select Grants Listing.
3. Enter ZZZZ in the Grant Search, and select Apply Filters
4. Click on the Grant listed as HMGP ZZZZ Initial Grant Application



The screenshot shows the 'Grants' section of the OEMGrants application. At the top, there is a search bar with 'ZZZZ' entered and a 'Quick Search' label. Below the search bar, there are three buttons: 'Save as Menu Preset', 'New Grant', and 'Generate FFATA Report'. The search results are displayed in a table with the following columns: Program, Grant #, Grant Name, Declared Date, Closed Date, Eligible Obligated, Applicants, and Projects. A red arrow points to the first row of the table, which contains the following data: Program: HMGP, Grant #: ZZZZ, Grant Name: Initial HMGP Project Application, Declared Date: Jan 1, 1900, Closed Date: (empty), Eligible Obligated: \$344,069.55, Applicants: 6, and Projects: 5.

Program	Grant #	Grant Name	Declared Date	Closed Date	Eligible Obligated	Applicants	Projects
HMGP	ZZZZ	Initial HMGP Project Application	Jan 1, 1900		\$344,069.55	6	5

5. Click the dropdown arrow on the right side to create a new account.

ZZZZ Initial HMGP Project Application (HMGP)
Open

Grant Details

Name:	ZZZZ Initial HMGP Project Application
Program:	Hazard Mitigation Grant Program
Description:	Initial Project application for HMGP funds for sub-grantees
Account Count:	6 Accounts Open
Project Count:	5 Projects 3 Unobligated 2 Obligated
Eligible Obligated:	\$344,069.55 Federal: \$258,052.16 (75.00%) State: \$86,017.39 (25.00%) Local: \$0.00 (0.00%)

Federal Funds

Obligated: \$258,052.16

100%

Paid (\$0.00)
In Process (\$0.00)
Un-Paid (\$258,052.16)

State Funds

Obligated: \$86,017.39

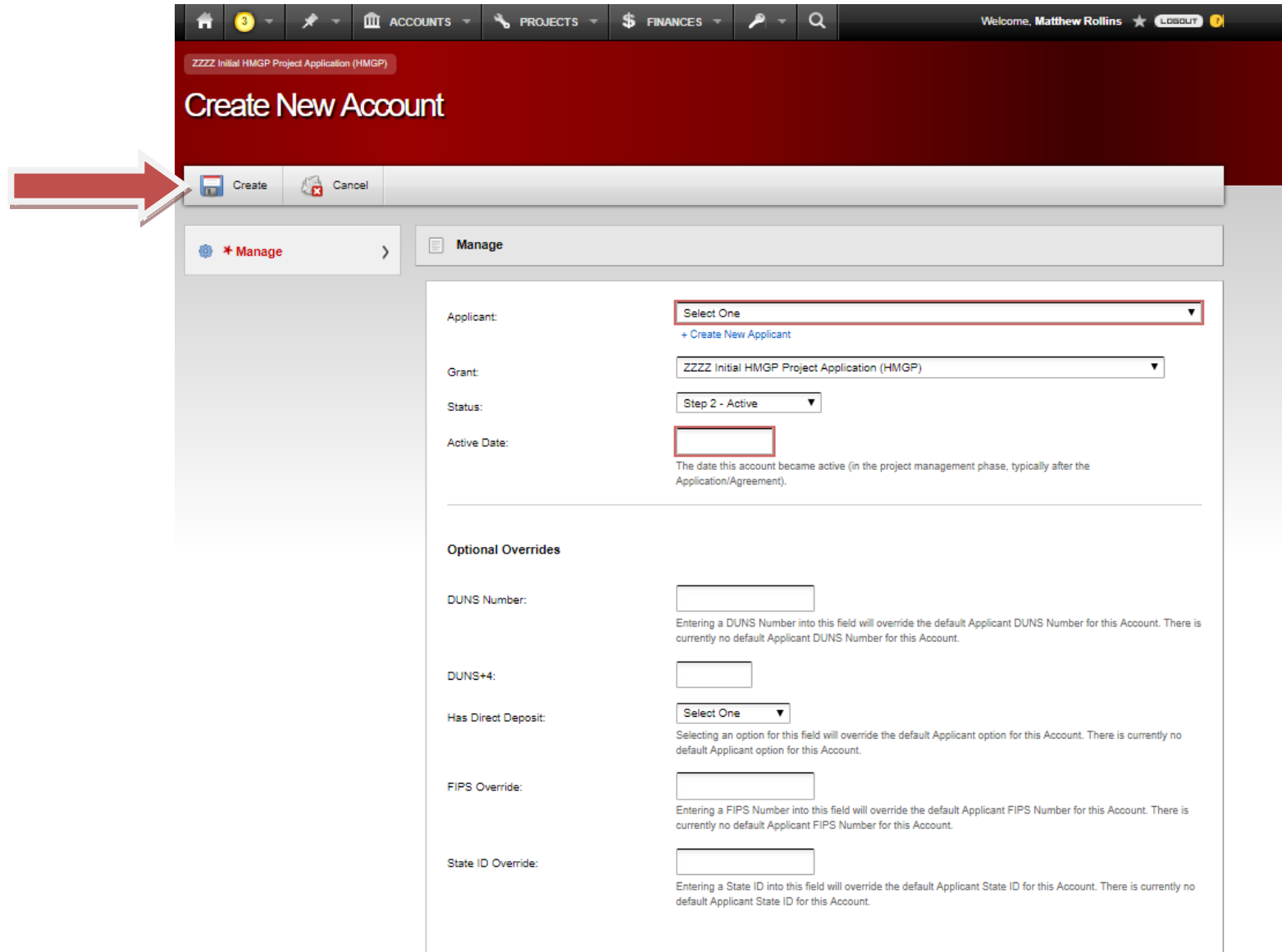
100%

Paid (\$0.00)
In Process (\$0.00)
Un-Paid (\$86,017.39)

Process Checklist

- Initial Declaration
Declared: January 1, 1900
- Application Processing
Application due date: January 1, 2100
- Grant Management
- Work Deadline:
- Grant Closeout

6. Complete the red cells, and select Create.



The screenshot shows a web application interface for creating a new account. At the top, there is a navigation bar with icons for Home, Accounts, Projects, and Finances, along with a search icon and a user profile for Matthew Rollins. Below the navigation bar, the page title is "ZZZZ Initial HMGP Project Application (HMGP)" and the main heading is "Create New Account".

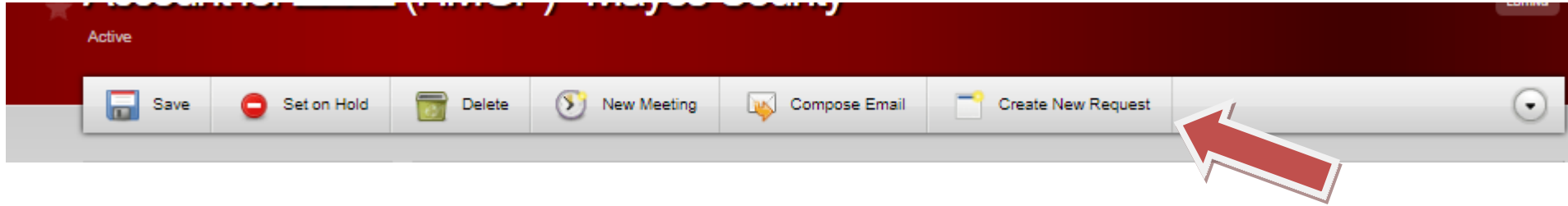
A red arrow points to the "Create" button in the top-left corner of the form area. The form itself is titled "Manage" and contains several fields:

- Applicant:** A dropdown menu with "Select One" selected. Below it is a link "+ Create New Applicant".
- Grant:** A dropdown menu with "ZZZZ Initial HMGP Project Application (HMGP)" selected.
- Status:** A dropdown menu with "Step 2 - Active" selected.
- Active Date:** An empty text input field. Below it is a tooltip: "The date this account became active (in the project management phase, typically after the Application/Agreement)."

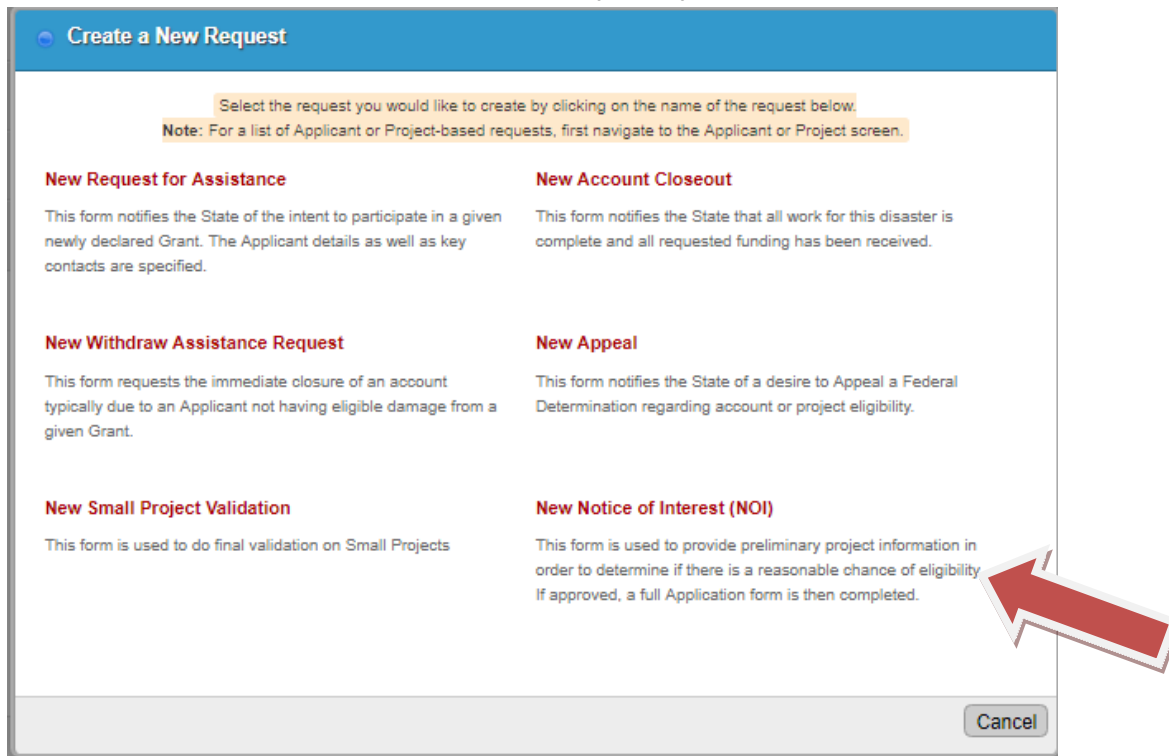
Below these fields is a section titled "Optional Overrides" with the following fields:

- DUNS Number:** An empty text input field. Below it is a tooltip: "Entering a DUNS Number into this field will override the default Applicant DUNS Number for this Account. There is currently no default Applicant DUNS Number for this Account."
- DUNS+4:** An empty text input field.
- Has Direct Deposit:** A dropdown menu with "Select One" selected. Below it is a tooltip: "Selecting an option for this field will override the default Applicant option for this Account. There is currently no default Applicant option for this Account."
- FIPS Override:** An empty text input field. Below it is a tooltip: "Entering a FIPS Number into this field will override the default Applicant FIPS Number for this Account. There is currently no default Applicant FIPS Number for this Account."
- State ID Override:** An empty text input field. Below it is a tooltip: "Entering a State ID into this field will override the default Applicant State ID for this Account. There is currently no default Applicant State ID for this Account."

7. Select Create New Request from Action Bar after creating the Account.



8. Select New Notice of Interest (NOI)



9. Complete the NOI form, and when complete, select Advance to submit for review

Create New Notice of Interest (NOI)

Save Advance Cancel

* Form

Project Overview

Grant: ZZZZ Initial HMGP Project Application

Category: Select One

Project Title:

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

Once the NOI has been submitted, it will be reviewed by OEM for eligibility and either advanced or returned..
Note: Once the NOI has been approved an application is automatically created in OEMGrants. This application will need to be completed and submitted in OEMGrants for review by OEM.