



OK.EMGrants Access Authorization Form

Ok.emgrants.com is the site used by the Oklahoma Department of Emergency Management for the online application and management of Federal, State and Local grants.

Directions: This form should be filled out and signed by the **highest elected or appointed individual** (authorizing agent) representing the listed jurisdiction or organization. After an individual requests access to the ok.emgrants site, they should present this form to their authorizing agent who will determine the appropriate access level for the requestor. Please scan and email the completed form to okemgrantssupport@oem.ok.gov. **Access to ok.emgrants.com will not be granted until a completed Access Authorization Form is received.**

Provide the following information which should reflect the grantee (the organization/jurisdiction that will receive the grant dollars).

- **Unique Entity Identifier (UEI) Number:** _____

Note: Federal regulations require a Unique Entity Identifier (UEI) number be assigned for all entities receiving federal grant dollars, the UEI must be registered and in good standing on SAM.gov.

For support or questions, please reach out to okemgrantssupport@oem.ok.gov and a system administrator will assist. Once the form is received and processed, the requestor will receive an email with instructions for logging on to the system.

Select Program based on jurisdiction availability (may choose multiple if applicable):

Emergency Management Performance Grant (EMPG) - Available to County, City, and Tribal Governments

Enhanced 911 Management Authority (911) – Available to County, City, Tribal Governments, Primary or Secondary Public Safety Answering Points (PSAPs), City or County Fire Departments or Law Enforcement Agencies; Councils of Governments (COGs); Public Districts, Public Trusts and Public Authorities; Other governmental entities that provide 9-1-1 services

- ☐ **Fire Management Assistance Grant (FMAG)** - Available to County, City, and Tribal Governments

Hazard Mitigation Assistance – Available to State Agencies, County, City, Tribal Governments, Local School Districts, Councils of Governments (COGs); Public Districts, Public Trusts and Public Authorities

Hazard Mitigation Grant Program (HMGP)

Flood Mitigation Assistance (FMA)

Building Resilient Infrastructure and Communities (BRIC)

Public Assistance (PA) – Available to State Agencies, County, City, Tribal Governments, Private Non-Profits, Coops, Schools

State Public Assistance Disasters (SPA) – Available to County and City Governments

Emergency Management Assistance Compact (EMAC) – Available to County and City Governments

Additional Program access may be authorized outside jurisdiction/organization availability. Provide preferred program and justification below:

Authorizing Agent Information:

The Access Authorization Form must be completed and signed by the highest elected or appointed individual (authorizing agent) representing the listed jurisdiction or organization.

County Commissioners will sign off on county individuals; Mayors or Town/City Administrators will authorize and sign for town and city individuals; Superintendents for their schools; Chiefs for Tribal Governments, and CEOs for Coops and non-profits.

Authorizing Agent Name:	
Authorizing Agent Title:	
Jurisdiction/Organization:	
Phone Number:	
Email Address:	
Person Requesting Access:	

I _____ (authorizing agent name) hereby authorize _____ (person requesting access, requestor) to act on behalf of _____ (jurisdiction or organization you represent) on ok.emgrants.com, the online disaster grant management tool utilized by the Oklahoma Department of Emergency Management.

Authorized Access Level (access descriptions below, choose only one):

- ☐ Full Access
- ☐ Limited or Contractor Access (Does not include ability to apply for or request funds/reimbursements) Read
- ☐ Only/Upload Only Access

Access Level Descriptions:

Full Access: An individual with full access has the ability to apply for federal grant dollars on behalf of their jurisdiction/organization for all programs they are granted access to. They have the ability to request an advance of funds on a project, request reimbursements, complete quarterly reports, submit project closeout requests, upload documentation, request time extensions, submit scope change requests, submit project appeals, etc.; they have full authority to act on behalf of the jurisdiction/organization in regards to the grant programs they are granted access to. This access level can view all program, project, and payment information for the jurisdiction(s) they are granted access to.

Limited or Contractor Access: An individual with limited access has the ability to complete quarterly reports, submit project closeout requests, upload documentation, request time extensions, submit scope change requests, submit project appeals, etc. They **Do Not** have the ability to apply for federal grant dollars nor do they have the ability to request an advance of funds on a project, or request reimbursements on behalf of the jurisdiction/organization in regards to the grant programs they are granted access to. This access level can view all program, project, and payment information for the jurisdiction(s) they are granted access to.

Read Only/Upload Only Access: An individual with read only/upload only access has the ability to upload supporting documentation on behalf of the jurisdiction/organization as well as the ability to complete quarterly reports for all programs they are granted access to. This individual can view all program, project, and payment information for the jurisdiction(s) are granted access to but can only perform the listed actions.

Authorizing Agent's Signature: _____ Date: _____

Authorizing Agent's Name (Printed): _____

Requestor's Signature: _____ Date: _____

Requestor's Name (Printed): _____