Please follow the instructions below to register and submit a Letter of Interest. Should you have any issues please contact Steve McGugan at steve.mcgugan@ncdps.gov.

**North Carolina Applicant Training**

**How To Get Into The System**


2. Fill out form and all required fields and press Register at bottom of the page.

3. You will get email once you have been approved by the System Admin.
Once You Are In The System

1. When you log in, you should see your jurisdiction as the homepage.
2. You can navigate using the sidebar (Accounts, Projects, Payments, Progress Reports, Notes, etc.)
How to Apply for a New Grant and Fill Out Letter Of Interest and Application

1. On the Applicant Homepage, click on the Create New Request

2. Click Apply For a Grant. Choose Grant and Project Type.
3. This creates a Letter of Interest Form. Fill out Letter of Interest as completely as possible, identifying the problem and proposed solutions in a thorough way. If doing residential mitigation, please utilize the Property Worksheet function available in the menu on the left hand side. Please be sure to submit the LOI by the deadline.