

# Requesting access

If you have already registered for an account in the FDEM Portal then disregard the information on this page.

1. Go to [www.fdemportal.com/grants](http://www.fdemportal.com/grants)
2. The “**Register**” link will allow you to complete the required contact information to log in to the FDEM Grants Management Community Portal (FDEM Portal). Typically, your email address is also your username. Be sure to remember the password that you set on the initial Sign-Up page (Figures A and B).
3. Use the Account search to enter in the name of the organization for which you are requesting access. If the Account search does not render the organization, contact [lanmitigation@em.myflorida.com](mailto:lanmitigation@em.myflorida.com) for assistance before clicking “Can’t Find Account,” as the account you are looking for may exist in a different format (Figure C).
4. The next “**Register for Access**” screens require more information to update your Contact record and to indicate the Organization Account for access purposes. **Make sure to select “Mitigation” as the Bureau you intend to work with** as that is where your registration will go for approval (Figure D).
5. Complete the requested information (red asterisk \* means required field) and click the Next button until you see a confirmation message that your request is under review.

This will submit your Contact information for approval by FDEM. You will receive email communication from FDEM about access to your organization’s account.

If the “Register for Access” page is presented when you login to the community, it means that your request for access is still in the queue for processing by FDEM.

Figure A

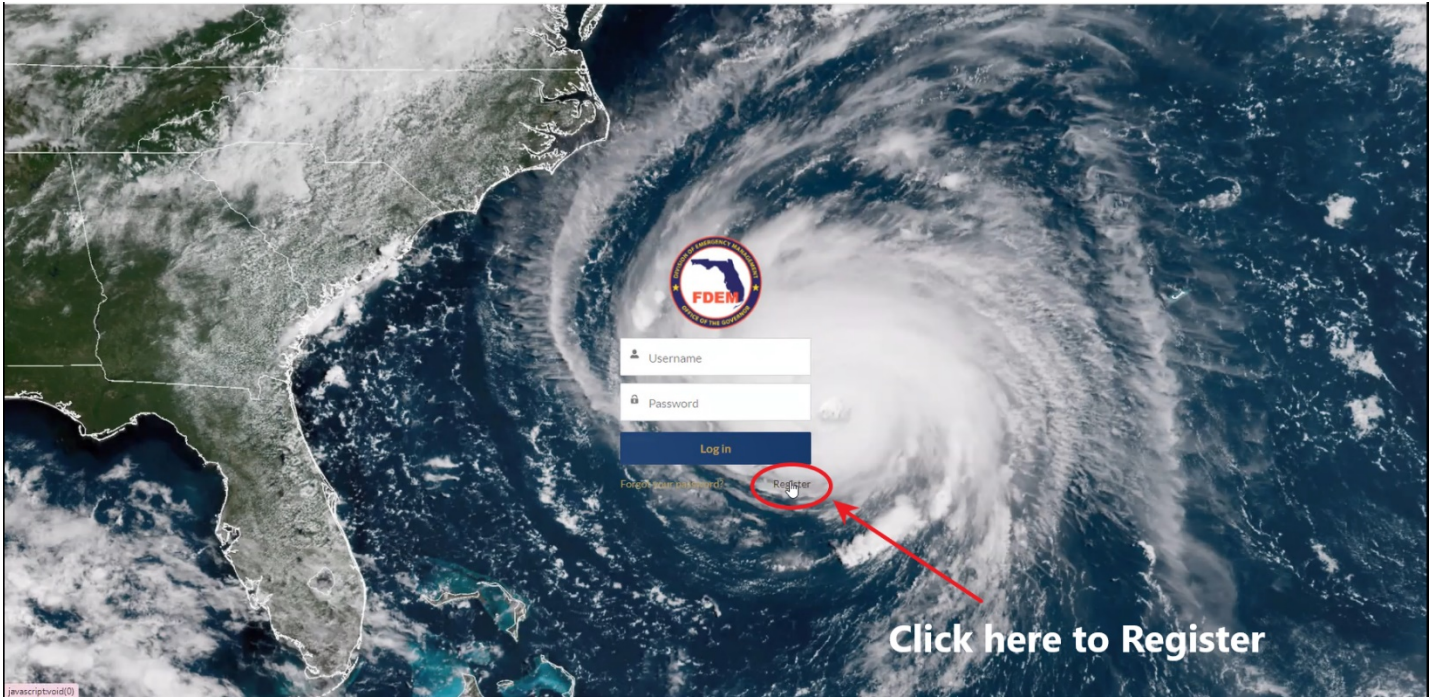


Figure B

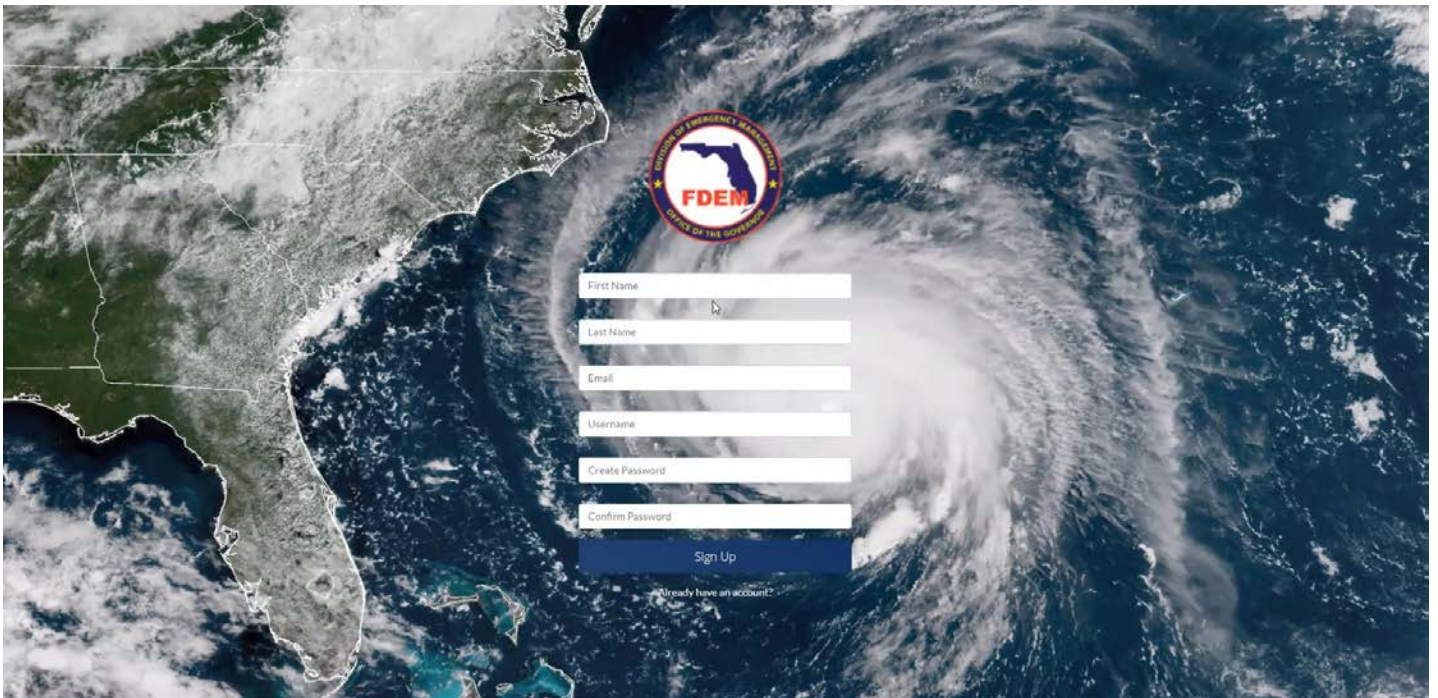


Figure C

**Account Access Search**

Enter Account Name  
Bay County

[Request Access](#) [Can't find your account?](#)

| Name  | Billing Address                                   | Phone                  |
|---|---|------------------------|
| <input type="radio"/> Anchorage Children's Home of Bay County, Inc.                 | 2121 Lisensby Avenue, Panama City, Florida        |                        |
| <input checked="" type="radio"/> Bay County   | 840 W. 11th St., Panama City, Florida             | 850-784-6167           |
| <input type="radio"/> Bay County Chamber of Commerce                                | PO Box 1850, Panama City, Florida                 |                        |
| <input type="radio"/> Bay County Conservancy, Inc                                   | po box 1182, panama city, Florida                 |                        |
| <input type="radio"/> Bay County Department of Health                               | 397 W 11th Street, Panama City, FL                | 850-872-4455           |
| <input type="radio"/> Bay County Emergency Management                               | 700 Highway 2300, Panama City, FL                 |                        |
| <input type="radio"/> Bay County Health System, LLC                                 | 615 North Bonita Avenue, Panama City, Florida     |                        |
| <input type="radio"/> Bay County Sheriff's Office                                   | 3421 North Highway 77, Panama City, Florida       | 850-747-4700 ext. 2202 |
| <input type="radio"/> Bay County Transportation Planning Organization               | 840 WEST 11TH STREET, PANAMA CITY, Florida        |                        |
| <input type="radio"/> Boys & Girls Clubs of Bay County                              | PO BOX 914, PANAMA CITY, Florida                  |                        |
| <input type="radio"/> Callaway Community & Arts Center/Bay County Health Department | 500 Callaway Pkwy, Callaway, FL                   | (850) 819-8678         |
| <input type="radio"/> Central Panhandle Fair in Bay County, Inc                     | PO. Box 35007, Panama City, FL                    |                        |
| <input type="radio"/> Girls Incorporated of Bay County                              | 1100 Fountain Avenue, Panama City, Florida        |                        |
| <input type="radio"/> Panama City-Bay County Airport and Industrial District        | 6300 West Bay Parkway Box A, Panama City, Florida |                        |
| <input type="radio"/> School Board of Bay County Florida                            | 1311 Balboa Avenue, Panama City, Florida          |                        |
| <input type="radio"/> Shelter in Place Bay County                                   | Private Residence.                                |                        |

Figure D

**Register for Access**

Name  
First Name  
Bob  
Last Name  
Test  
\* Email  
bobtest@invalid.com  
\* Business Phone  
9042009001  
Phone extension  
Mobile Phone  
\* Please Select Your User Type:  
Representative for an Applicant Organization  
Representative for an Applicant Organization  
Sub-Applicant or Sub-Recipient  
Contractor for Sub-Applicant or Contractor for Sub-Recipient

[Next](#)

# Community Home Screen

After the user has been granted access by FDEM personnel to one or more Organization Accounts, the logged-in user will see the FDEM Grants Management home page described below (Figure E):

1. Community header provides quick links to return to the HOME screen, the Applications list screen, Agreements list, and Projects list
  - a. **Project:** Use this link to view existing applications. When you create an application, make sure to write down the Project Identification (PID) number that is generated. This will allow you to search for it again.
2. **Preparedness Grants:** Provides additional information regarding preparedness grants
3. **Recovery Grants:** Provides additional information regarding recovery grants and clickable links into recovery grant applications
4. **Response Grants:** Provides additional information regarding response grants
5. **Mitigation Grants:** Provides additional information regarding mitigation grants.
  - a. **Hazard Mitigation Grant Program:** This link will take you to a screen to start a NEW application. DO NOT click here to return to an existing application. Use the “Project” link at the top for this.

Figure E

**CARES Act Grant**

To view your CARES Act Agreement, please click the Subrecipient Agreements Tab in the header and select the CARES Act Agreement from the list. For more information on the CARES Act, you can visit the [US Department of the Treasury Guidance for local governments](#), email [FL.Cares@em.myflorida.com](mailto:FL.Cares@em.myflorida.com), or visit the [FAQ for community](#)

**Preparedness Grants**

- Emergency Management Performance Grant (EMPG)
  - Volunteer Florida
- Emergency Management Preparedness and Assistance (EMPA) Grant
  - Volunteer Florida
  - Civil Air Patrol
- State Homeland Security Grant Program (HSGP)
  - Operation Stonegarden (OPSG)
  - Urban Area Security Initiative (UASI)
  - Nonprofit Security Grant Program (NSGP)

**Recovery Grants**

- [Public Assistance Grant Program](#)
- [Fire Management Assistance Grant Program](#)
- Hurricane Michael State Recovery Grant
- Florida Citrus Recovery Block Grant (CRBG)
- Timber
- [CARES Act](#)

**Response Grants**

- Local Emergency Planning Committee (LEPC) Grant
- Hazard Analysis Contract
- Technological Hazards Federal HMP (Hazardous Materials Emergency Preparedness)

**Mitigation Grants**

- [Hazard Mitigation Grant Program](#)
- Hurricane Loss Mitigation Program
- Building Resilient Infrastructure and Communities
- Pre-Disaster Mitigation
- Flood Mitigation Assistance

**Quick links:**  
MyFlorida.com | Contact Us | Open Government | FDEM Long Range Program Plan | Employment  
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# Mitigation

## Submitting a New HMGP application

Log into your FDEM Portal Account

1. Click “Hazard Mitigation Grant Program” link to create an application for a specific grant (see previous Figure E).
2. If you need to navigate to another application or return to one that you have been working on, click “Projects” at the top of the page and you will see a list of PID numbers associated with your account. Find the matching PID and click through to your application (Figure F).  
**DO NOT** click on “Hazard Mitigation Grant Program” on the home page to get to an existing application, as this will generate a new application.
3. An automated process will walk you through a series of questions to generate the application record. Be mindful of which disaster you are applying for, in the event multiple grant periods are open at one time (Figure G).
4. On the application page you will see on the left-hand side an Application Number (formatted as PID-#####). Write this down so that you can return to the same application at a later time (Figure H).
5. When finished, the application will appear with each section to be completed (Figure H).
  - a. As each section is complete and “Saved”, it will turn green. Clicking “Cancel” while in a section will not save entered data
  - b. Upon ALL sections being complete/green, the Submit button will turn blue and be clickable. Clicking “Submit” will send the application to your Authorize Applicant Agent for final signature. Once that is completed, your application will be fully submitted to FDEM for review.

Figure F

The screenshot shows the FDEM website navigation bar with the following items: Home, Applications, Subrecipient Agreements, and Projects. A red arrow points to the 'Projects' link. Below the navigation bar, the 'My Projects' section is displayed, showing a table of 17 projects. The table has columns for Project Name, Status, Project Number, Project Amount, and Project Title. The projects listed are:

| Project Name | Status    | Project N... | Project A... | Project Title  |
|--------------|-----------|--------------|--------------|--|
| PID-164573   | Inactive  |              | \$0.00       | Jared's Test Application for Fun   |
| PID-164572   | New       |              | \$0.00       |  |
| PID-164571   | New       |              | \$0.00       | Jared's Test Application for Fun Part 2  |
| PID-164568   | Active    |              | \$0.00       | test1015   |
| PID-164539   | Active    | 317          | \$0.00       | Bulk Food Procurement  |
| PID-164500   | Active    |              | \$0.00       | Damaged Vehicles Final Disposal  |
| PID-164499   | Active    |              | \$0.00       | Debris Staging, Hauling, Monitoring and Final Disposal   |
| PID-164496   | Active    |              | \$0.00       | Emergency Work Donated Resources   |
| PID-164465   | Active    |              | \$0.00       | Miami-Dade County - Fire Rescue Department Force Accounts after first 30 days of operations      |
| PID-164464   | Active    |              | \$0.00       | Miami-Dade County Medical Examiner Department - Force Accounts after first 30 days of operations |
| PID-164463   | Active    |              | \$0.00       | Miami-Dade County Police Department - Force Accounts after first 30 days of operations           |
| PID-164458   | Active    |              | \$0.00       | Mutual Aid   |
| PID-164435   | Active    |              | \$0.00       | Restoration of Incidental Damages at the Temporary Staging Site (ESA-2)                          |
| PID-164327   | Withdrawn |              | \$0.00       | AC1 Animal Services Debris Removal   |
| PID-164323   | Withdrawn |              | \$0.00       | Central Support Facility   |
| PID-164322   | Withdrawn |              | \$0.00       | Cooperative Extension Building   |
| PID-164320   | Withdrawn |              | \$0.00       | Cultural Affairs - Cat E - 1   |

Figure G

The screenshot shows the FDEM website navigation bar with the following items: Home, Applications, Subrecipient Agreements, and Project. Below the navigation bar, the 'Hazard Mitigation Grant Program' section is displayed, showing a dropdown menu for the grant type. The dropdown menu is open, showing two options: '4486 COVID-19' and '4684 COVID-19'. The '4684 COVID-19' option is highlighted in blue. A 'Test' button is visible at the bottom right of the dropdown menu.

Figure H



IMPORTANT NOTE: Documents attached within the application will not be visible within the application document for signature. Please be sure prior to uploading the required documents into the application that they are valid and approved.

For questions or assistance concerning the HMGP application, state HMGP staff can be reached through the following methods.

Phone: (850) 815-4524  
Email: [DEM.Hazard.Mitigation](mailto:DEM.Hazard.Mitigation)

You may also refer to the [HMGP Application Checklist](#) for additional guidance.

### HMGP APPLICATION

|                                   |                                  |   |                                     |
|-----------------------------------|----------------------------------|---|-------------------------------------|
| Application Number:<br>PID-164571 | Application Status:<br>Submitted | Application Created Date:<br>10/29/2021, 11:11 AM | Application Due Date:<br>12/31/2021 |
|-----------------------------------|----------------------------------|---|-------------------------------------|

- I. Application Information
- II. Project Description
- III. Project Location
- IV. Budget/Costs
- V. Environmental Review and Historic Preservation Compliance
- VI. Attachments
- Submit

Two red arrows are present. One arrow points vertically upwards from the bottom of the application steps to the Application Number field in the table above. The other arrow points diagonally upwards from the bottom left towards the Submit button at the end of the application steps.

Application sections:

1. **Applicant Information:** Complete requested fields/information
  - a. **NOTE** *Authorized Applicant Agent:* This is the individual who will receive a completed application for signature to be fully submitted to FDEM. Options: Checkbox: I am the authorized agent (Application Prepared By individual), OR Name, Title, Address information for someone OTHER than individual preparing (Figure I).
2. **Project Description:** Complete requested fields/information
  - a. **NOTE** Some questions are multiple select with boxes marked "Available" and "Chosen." For the Available options you want, highlight and use the arrow to move it to the "Chosen" box (Figure J).
3. **Project Location(s):** Complete requested fields/information
  - a. **NOTE** To enter location data, or multiple locations, enter the location address or coordinates and enter the Title Holder. Click "Create Location Data" to add it to the application. It will appear in the list below it if you did it correctly. Continue this process for any additional locations (Figure K).
4. **Budget/Costs:** Complete requested fields/information
  - a. **NOTE** Budget amounts must equal Funding Source Amounts. Percentage of each Funding Source is auto-calculated upon updating the table after amounts are entered (Figures L and M).
  - b. Be sure to click the "Update" button located at the bottom of the Budget table and the Funding Sources table.
5. **Environmental Review and Historic Preservation Compliance:** Complete requested fields/information
6. **Attachments:** There are 8 required documents that must be uploaded prior to submittal. To attach the required document, select the appropriate document from the files drop down list, click "Upload" to attach the file from your local computer. After the upload is complete, the document file name will appear and the required document checkbox will be marked true (Figure N).
  - a. **NOTE** Be aware that once a file is submitted, it cannot be retracted. If you accidentally upload the wrong document or need to update a file already submitted, just upload the new file with an updated file name denoting that it is the correct document.
7. **Submit:** Upon completion of all Application sections, click Submit. This will send an email to the "Authorized Applicant Agent" for signature on the application. Once the document is signed and returned, FDEM will be notified of your submittal and review can begin on your application.



Figure I

### I. Application Information

**Authorized Applicant Agent (proof of authorization authority required):**  
*An authorized agent is the chief elected official of a local government who has signature authority*

I am the Authorized Agent:

\*First Name:  \*Last Name:

\*Title:

\*Street Address:

\*City:  \*State:

\*Zip Code:

\*Telephone:  \*Email:

Local Mitigation Strategy (LMS) Compliance

Figure J

### II. Project Description

Acquisition and Demolition  
Acquisition and Relocation

\*List the total number of persons that will be protected by the proposed project (include immediate population affected by the project only):

\*List how many acres of "Total Impacted Area" is to be protected by the proposed project (include immediate area affected by the project only):

\*Fill in the level of protection and the magnitude of event the proposed project will mitigate. (e.g. 23 structures protected against the 100-year storm event (1% chance)  
( \_\_\_ structure(s) protected against the \_\_\_ -year storm event (10, 25, 50, 100, or 500 year storm event) \_\_\_ structure(s) protected against \_\_\_ mile per hour (mph) winds)

\*Check all item(s) the project may impact:

Available

- Wetlands
- Water Quality
- Previously Undisturbed Soil
- Floodplain

Chosen

**Engineered projects:** If your project has been already designed and engineering information is available, attach to your application ALL calculations, H&H study and design plans (e.g. Drainage Improvement, Erosion Control, or other special project types) in section 6.

Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

Figure K

### III. Project Location

\*Describe the physical location of this project, including street numbers (or neighborhoods) and project site zip code(s).

\* Title Holder

| <input type="checkbox"/> Title Holder | Address | Zip | Latitude | Longitude |
|---------------------------------------|---------|-----|----------|-----------|
|---------------------------------------|---------|-----|----------|-----------|

\*Is the project site seaward of the Coastal Construction Control Line (CCCL)?

--None--

Provide the number of each structure type (listed below) in the project area that will be affected by the project. Include all structures in project area.

Figure L

### IV. Budget/Costs

| Name                                    | Budget | Amount                              |
|---|--------|-------------------------------------|
| Material                                |        | <input type="text" value="\$0.00"/> |
| Labor                                   |        | <input type="text" value="\$0.00"/> |
| Fees                                    |        | <input type="text" value="\$0.00"/> |
| Pre-Award Costs                         |        | <input type="text" value="\$0.00"/> |
| <b>Subtotal-Estimated Project Costs</b> |        | <b>\$0.00</b>                       |
| Contingency                             |        | <input type="text" value="\$0.00"/> |
| <b>SubTotal</b>                         |        | <b>\$0.00</b>                       |
| Sub-Recipient Management Costs          |        | <input type="text" value="\$0.00"/> |
| <b>Total</b>                            |        | <b>\$0.00</b>                       |

Figure M

### IV. Budget/Costs

| Federal                        |  | Funding Sources      | Amount | Percent |
|--------------------------------|--|----------------------|--------|---------|
| Estimated Federal Share        |  | <input type="text"/> |        |         |
| Sub-Recipient Management Costs |  | <input type="text"/> |        | 100%    |

| Non-Federal Funding Share |  | Amount               | Percent |
|---------------------------|--|----------------------|---------|
| Cash                      |  | <input type="text"/> |         |
| In-Kind                   |  | <input type="text"/> |         |
| In-House                  |  | <input type="text"/> |         |
| Global Match              |  | <input type="text"/> |         |

| Other Agency Share   |  | Amount               | Percent |
|----------------------|--|----------------------|---------|
| <input type="text"/> |  | <input type="text"/> |         |

| State                 |  | Amount               | Percent |
|-----------------------|--|----------------------|---------|
| Estimated State Share |  | <input type="text"/> |         |

| Total |  | Amount | Percent |
|-------|--|--------|---------|
|       |  | \$0.00 | 100%    |

[Update Funding Sources](#)

[Cancel](#) [Save](#)

Figure N

### VI. Attachments

|                           |   |
|---------------------------|---|
| Generator                 | <a href="#">Generator Worksheet</a>                 |
| Mitigation Reconstruction | <a href="#">Mitigation Reconstruction Worksheet</a> |
| Protective Measures       | <a href="#">Protective Measures Worksheet</a>       |
| Safe Room-Hurricane       | <a href="#">Hurricane Safe Rooms</a>                |
| Safe Room-Tornado         | <a href="#">Tornado Safe Rooms</a>                  |
| Utility Mitigation        | <a href="#">Utility Mitigation Worksheet</a>        |

- A copy of the Panel Information from the FIRM
- Acquisition-On-going Federal Activities
- Acquisition-Pre-event Value
- Acquisition-Property Owner documentation
- Acquisition-Statement of Assurances
- Acquisition-Voluntary interest
- Alternative Site Map
- Authorizing Agent
- Budget Workbook
- City or County Scale Map
- Concurrence from Natural Resource Conservation Service

Select File

**Files**

[Upload Files](#)

Previously Uploaded

Budget Workbook-TEST.pdf

[Cancel](#)