HMGP Job Aid:
Updates to HMGP Portal & Application

Updated July 26, 2023

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Introduction

Purpose & Objectives

The purpose of this document is to orient Grants Management Portal users to the updated Hazard Mitigation Grant Program (HMGP) enhancements and views on the page and application. This document is to be used as a self-service job aid for users who participate in HMGP creation and application process.

Outline of Enhancements

The following enhancements have been added to the HMGP portal landing page and application. Each enhancement will be explained in detail below.

- **Portal:**
  - Portal Landing Page Updates
  - Portal Search
  - Portal List Views
  - Portal Button to Create New Application
- **Application:**
  - Updates to Application landing page
  - Project Location Section
  - Budget/Costs Section
  - Attachments Section
  - Submit Section

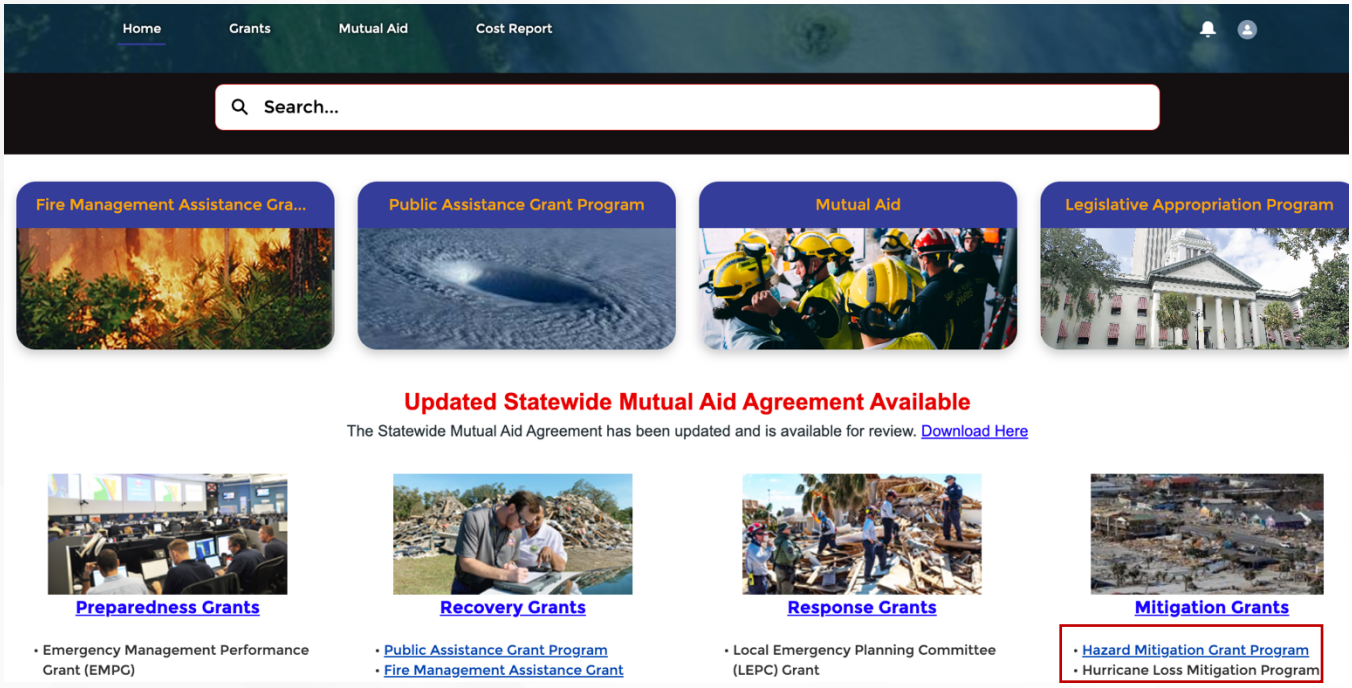
Portal Enhancements

The following are major updates and enhancements that impact the portal users/sub-applicants when they are viewing the HMGP portal landing page as well as searching for, editing, and submitting an HMGP application. The Grants Management portal has been updated to include list views of previously created applications.

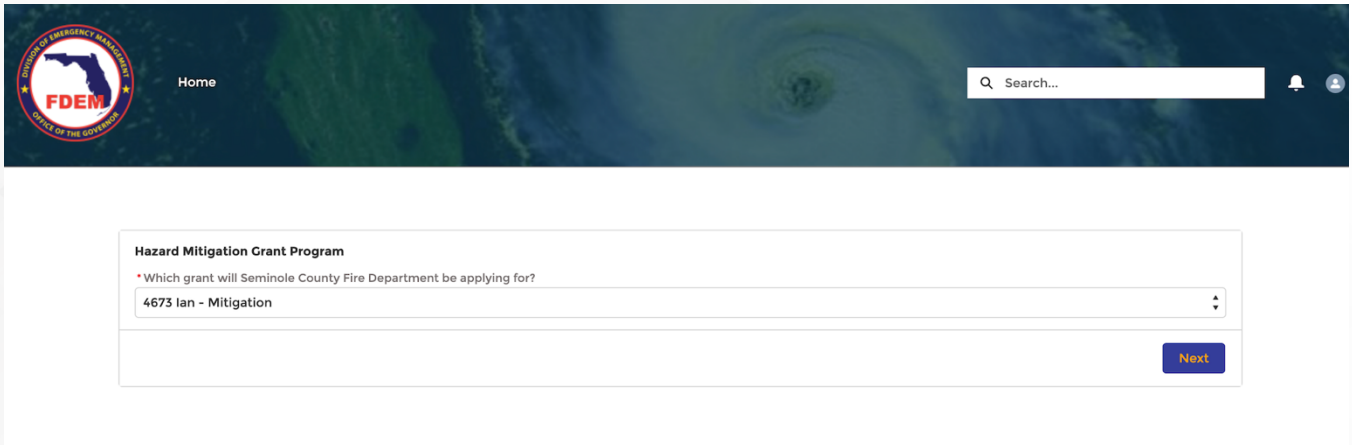
Portal Landing Page Updates

There are several enhancements to the HMGP portal page, including on the Mutual Aid Portal home page itself.

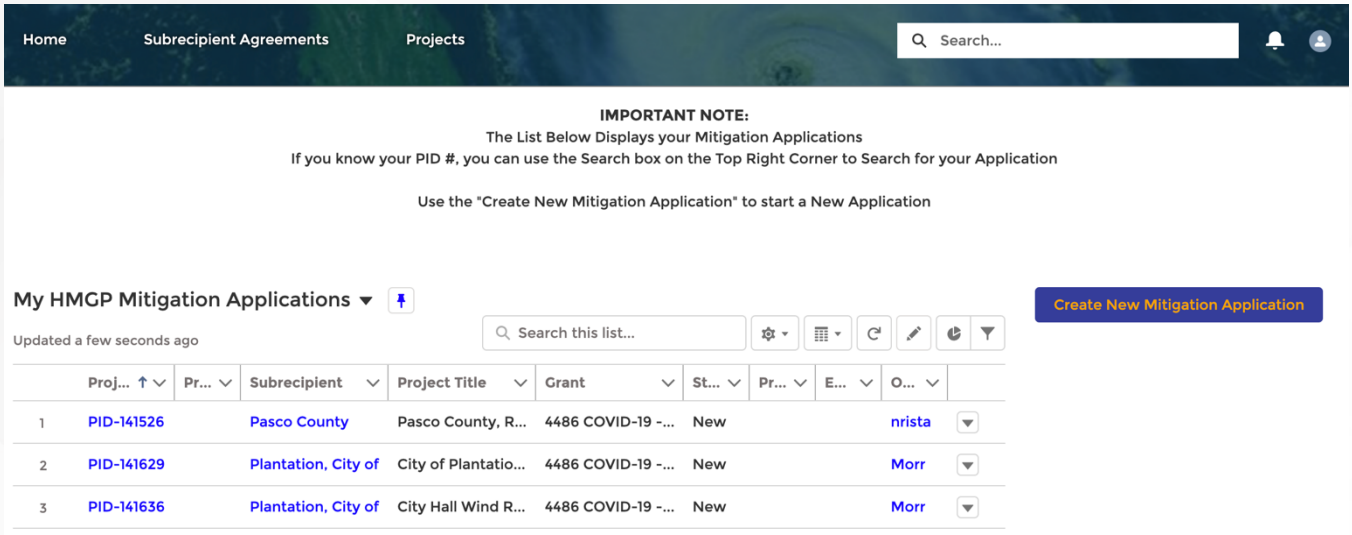
1. Now, we recommend you navigate to the HMGP portal page using the hyperlink titled **Hazard Mitigation Grant** Program on the Mutual Aid Portal. Not only does this take you directly to the HMGP portal page, it minimizes accidentally creating duplicate applications, as we know has been a pain point in the past.



2. There have also been several updates to the portal landing page for ease of use. Previously, the landing page was sparse and not intuitive, as depicted below:



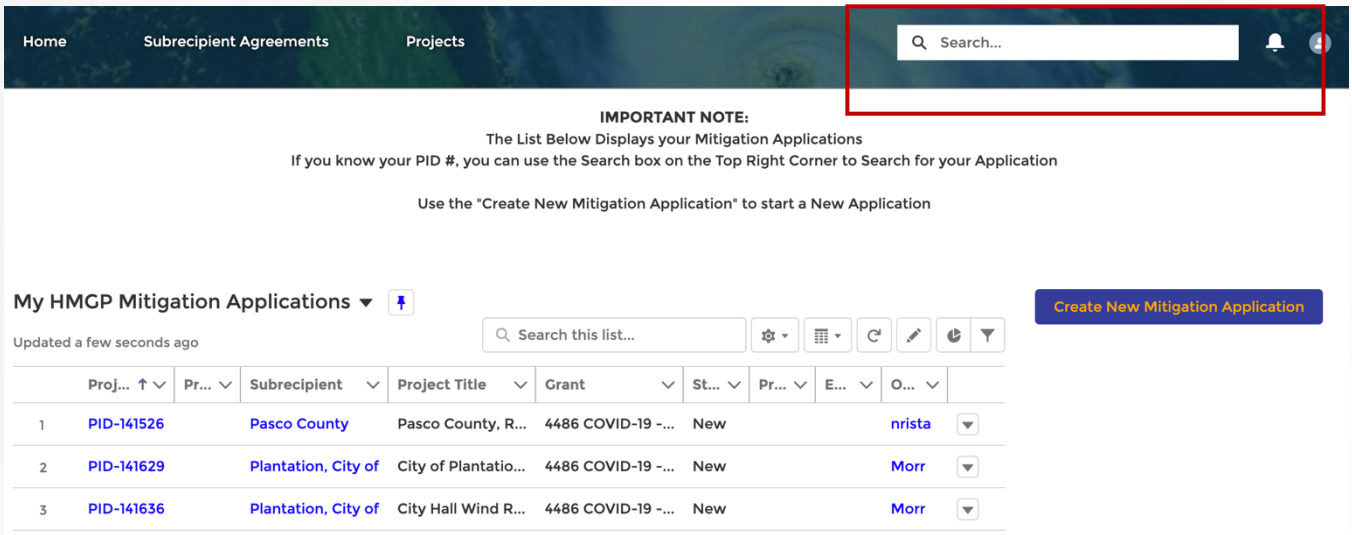
3. Now, the view is more dynamic with multiple options for filtering, searching, and creating HMGP applications. You can now both create new applications and search for them on the portal landing page. Details on enhancements to the portal landing page are continued below.



In addition to more dynamic components covered in the next sections, a new header has been created on the portal landing page to provide guidance– this new header includes instructions on how to navigate the page and search for projects.

Portal Search Enhancements

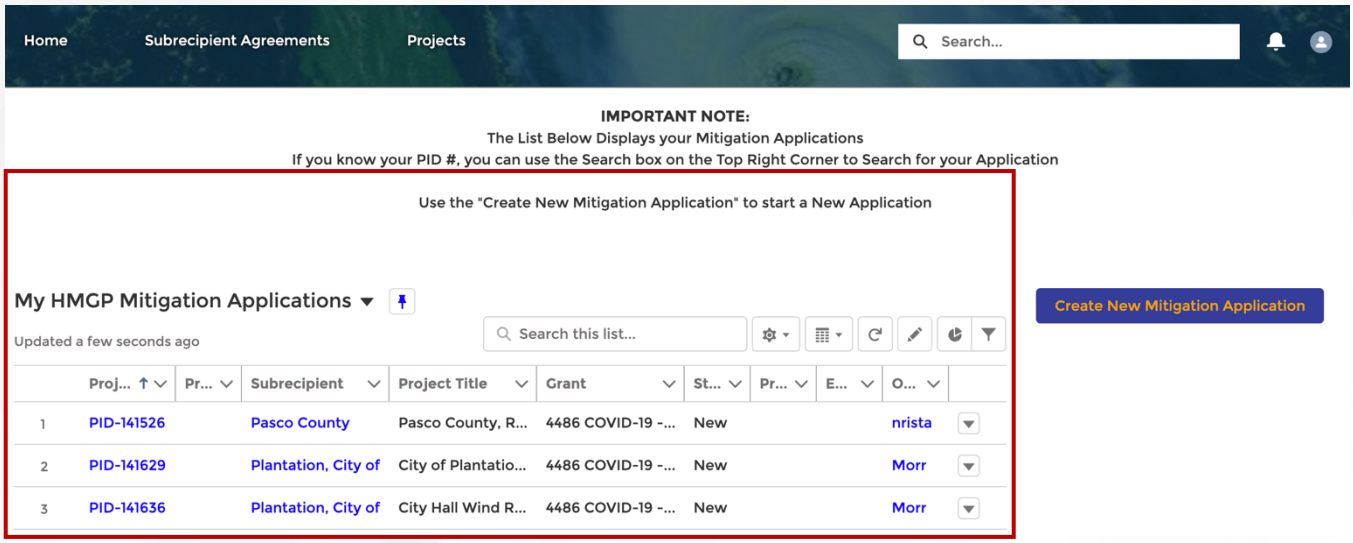
There have been several dynamic enhancements to the functionality of the **Search** field (see below) on the portal landing page. Sub-applicants can utilize the Global Search functionality to search across several factors.



1. Sub-applicants, as users, can search by Project ID (PID) from the Portal so they can quickly access their Projects.
    a. To search using PID, the user chooses the Portal **Search** Functionality in the upper right-hand corner and inputs the PID for one of their Projects. Users should see the returned results listed under the search results in the Portal.
2. Users can search for and filter down project records with an expanded list of fields, including **PID, Project Title, Subrecipient Name, FEMA Disaster Number, Grant, POC First Name, POC Last Name,** and **Program Manager**.

Portal List Views

List Views have also been enhanced to display relevant and useful fields such as grant and owner, to help the user navigate.

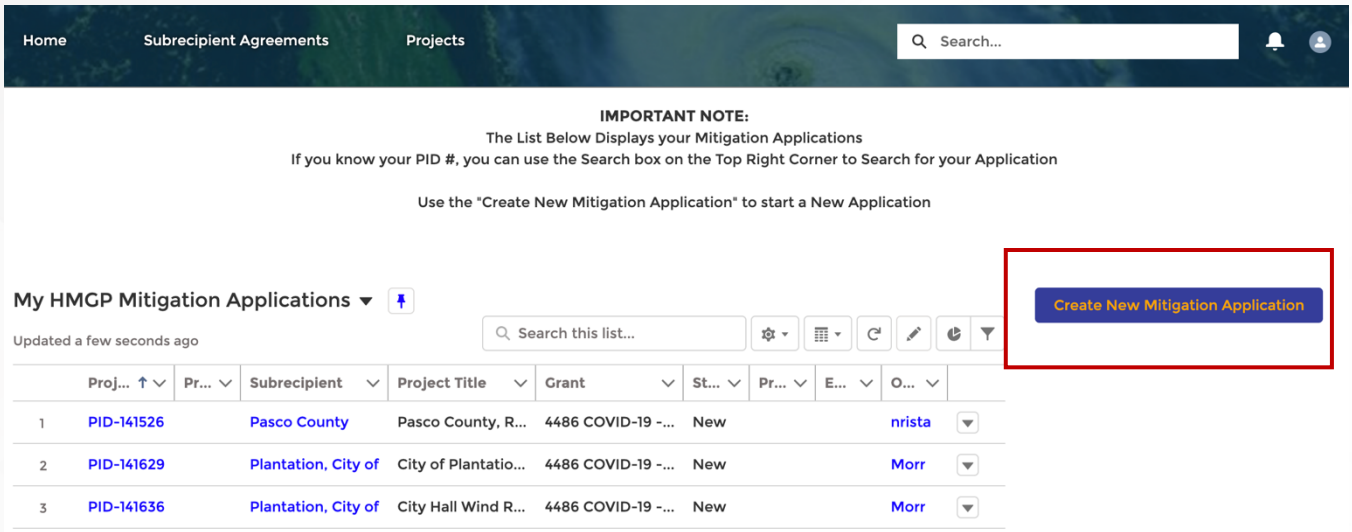


1. New List View of Projects – There is a new List View on the landing page called **My HMGP Mitigation Applications** which includes **HMGP Projects** for the associated Subrecipient Accounts.
    a. Overall columns on the List View are:
        i. Project Name
        ii. Project Number
        iii. Subrecipient
        iv. Project Title
        v. Grant, Status
        vi. Project Start Date
        vii. End Date
        viii. Owner Alias
    b. We have also added **Grant** and **Owner Alias** Columns – the owner is the subrecipient. The user can use the Search functionality to search across any of the columns and filter results accordingly.

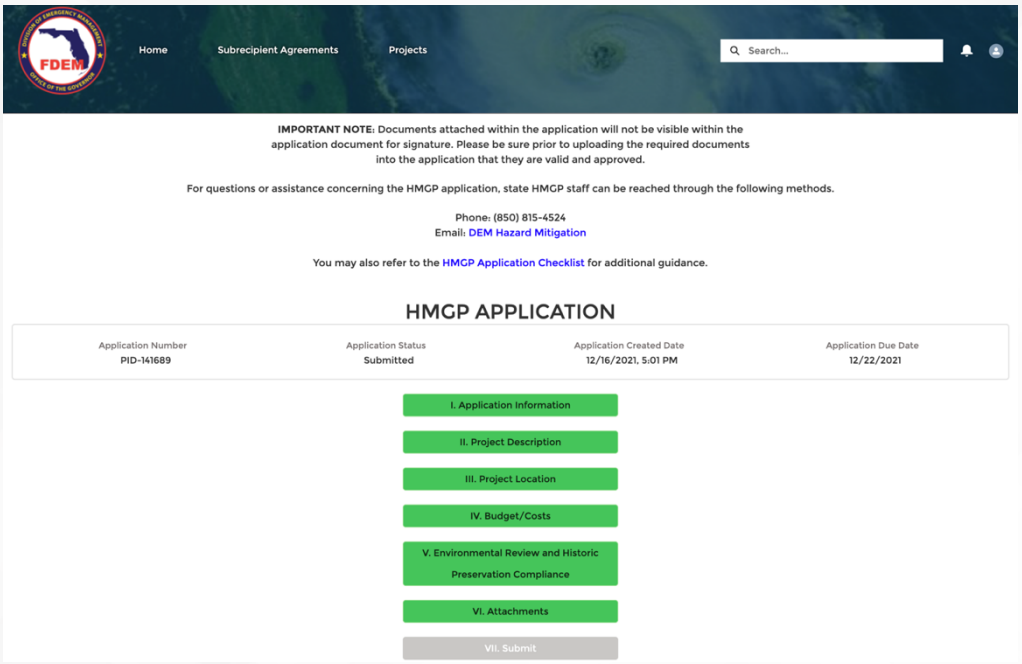
Portal Button to Create New Application

There is now a button to **Create New Mitigation Applications.**

1. To create a new application, sub-applicants click the new button to the righthand side of the screen titled **Create New Mitigation Application.**
2. In order to avoid duplicate applications, utilize the list view on the lefthand side of the screen (**My HMGP Mitigation Applications)** and search for a Project's PID # before creating a new project application.



Application Enhancements



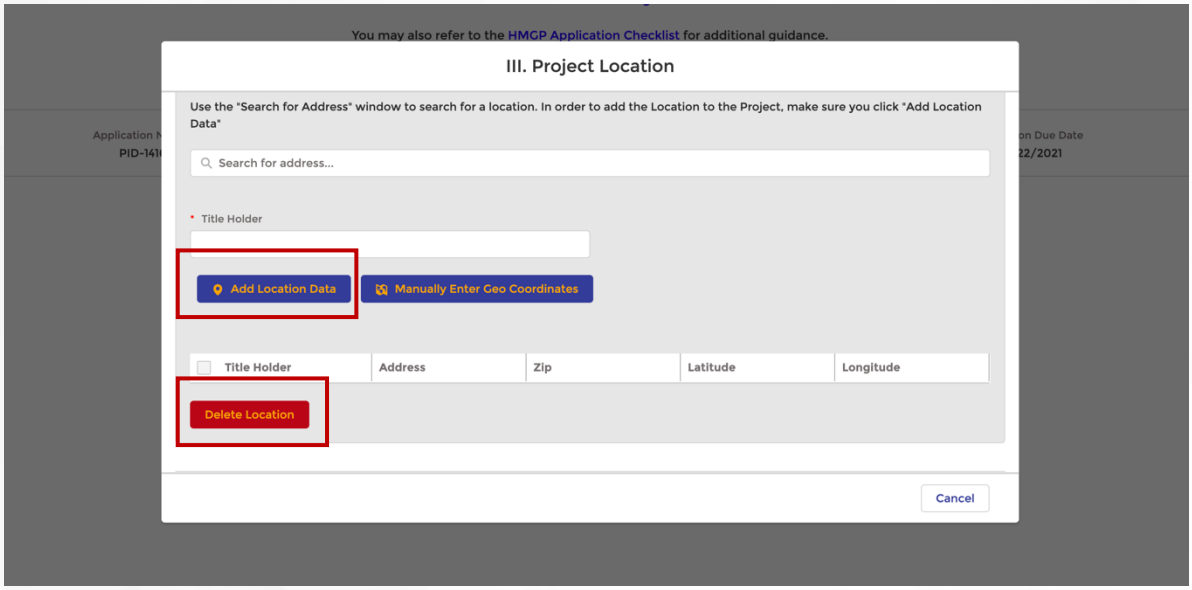
There are several application component enhancements for portal users that will be covered in subsequent sections. First, on the **HMGP Application** page, updated contact information is now included. Additional updates and enhancements are outlined below; if a section of the application isn't listed, no updates have been made to the existing process.

Project Location Section

There is a new look and feel to the **Project Location** section of the HMGP application.

1. The previous "Create Location Data" button is now labeled **Add Location Data** to clarify the action. Rich Text now display over the Location Functionality to provide guidance/instructions.

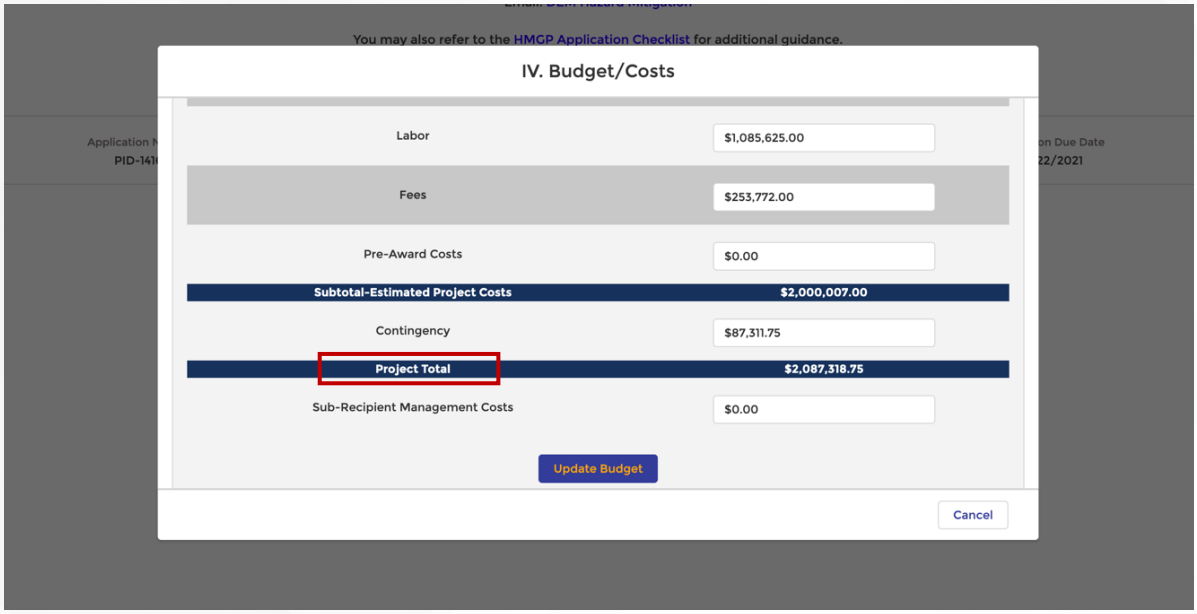
2. There is a new **Delete Location** button to allow users to remove a Project Location once it has been added, if needed. This will allow users to correct any inaccurate Project Locations before submitting the application.



Budget/Costs Section

Within the Budget/Cost section, there have been several updates:

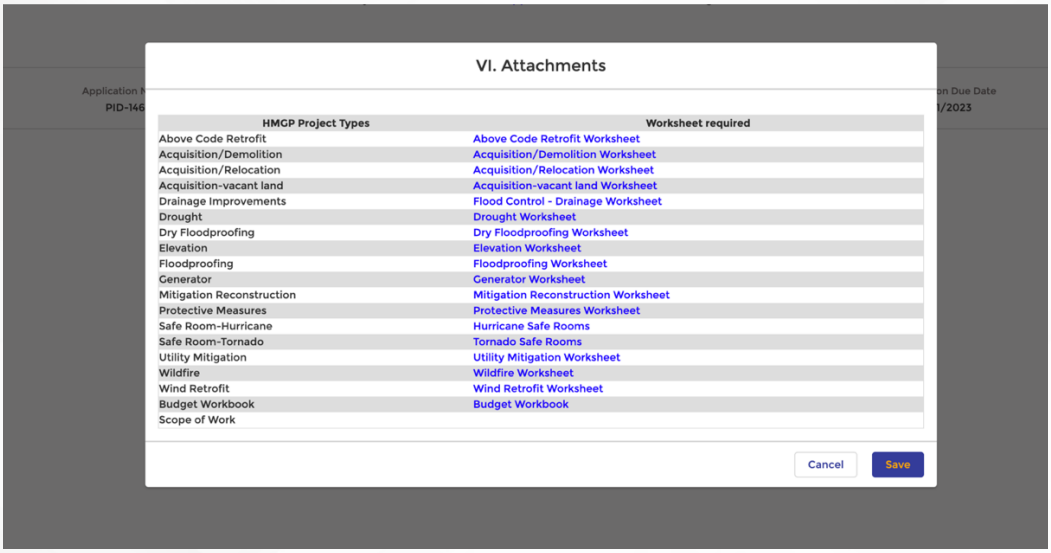
1. For ease of use, we have renamed Subtotal line **Project Total** Under the Budget Section.
2. We have removed the Total from below the Subrecipient Management Cost Section, as it is not relevant.
3. We have also removed the State Share Line since HMGP will not have State Share for users. All other components remain the same.



Attachments Section

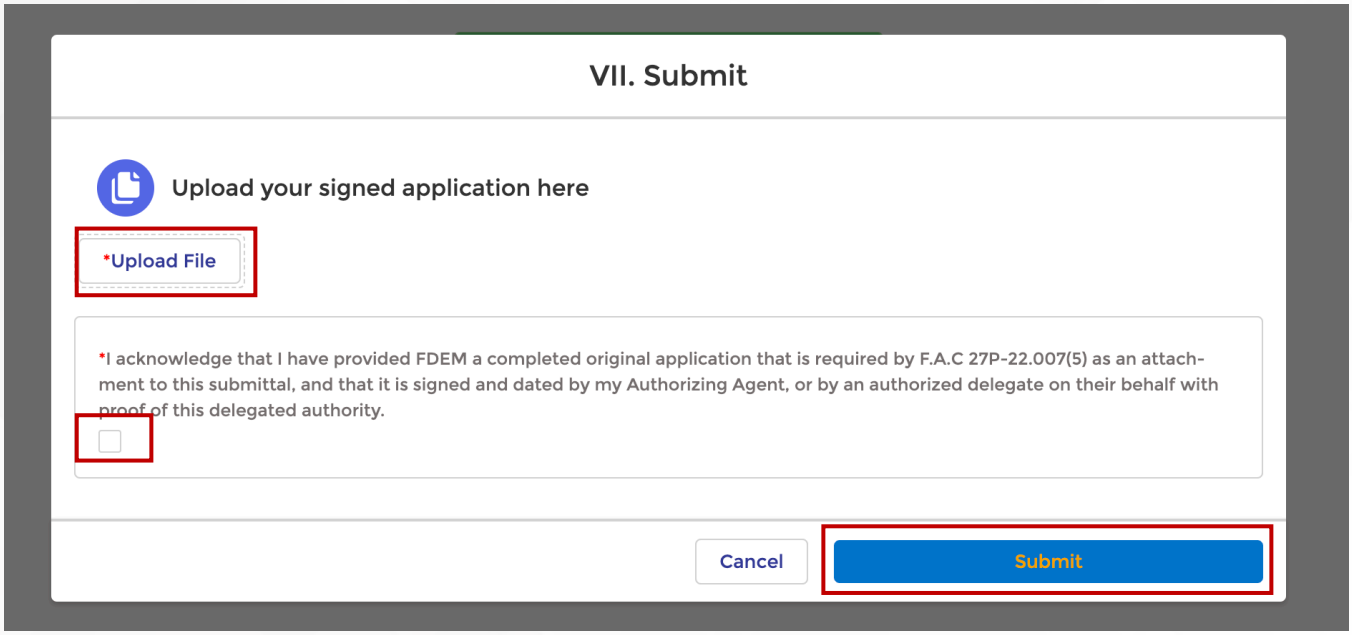
Links to the HMGP Worksheets (on floridadisaster.org) on the **Attachments** section have been updated to route the user to the most up-to-date documentation from the application's Attachments section.

1. **Worksheet Required** labels have been updated to the name of the appropriate form to provide clarity and to match with the form name; those hyperlinks now point to the source of the file: www.floridadisaster.org
2. Note that the link to the **Original Application** required to be signed and submitted is now added to the **Submit** section.



Submit Section

The upload of the Original Application Signed verification has now moved to the Submit Section; additionally, there is now a pop-up window with the ability to attach the Original Signed Application document. Submission of the application also now includes an **Attestation checkbox** for users to acknowledge that they are submitting the original signed application, and provides the ability to attach the application in the same step before submitting for FDEM review.

1. Documents will still be saved available for individual download/view after they are uploaded.
2. The new Attestation Verbiage at the bottom of the page that needs to be checked before submission is as follows:
    a. I acknowledge that I have provided FDEM a completed original application that is required by F.A.C 27P-22.007(5) as an attachment to this submittal, and that it is signed and dated by my Authorizing Agent, or by an authorized delegate on their behalf with proof of this delegated authority.

3. Once both the signed applications has been uploaded and the checkbox has been checked, the user can click **Submit**. Once both the signed applications has been uploaded and the checkbox has been checked, the user can click **Submit**.
4. This will officially submit your application in the system as there is no longer a step for digital signature from your Authorizing Agent via CONGA sign.