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

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 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.
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**

![Figure E](image-url)
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.
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):

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) __ number(s) protected against ___ mile per hour (mph) winds |

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

Available

- Wetlands
- Water Quality
- Previously Undisturbed Soil
- Floodplain

Engineered projects: If your project has been already designed and engineering information is available, attach to your application ALL calculations, NHLI 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).

Search for address...

* Title Holder

Create Location Data  Manually Enter Geo Coordinates

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Budget</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Labor</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Fees</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Pre-Award Costs</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Subtotal Estimated Project Costs</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>SubTotal</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Sub-Recipient Management Costs</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Update Budget
IV. Budget/Costs

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Amount</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Federal Share</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Recipient Management Costs</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

**Non-Federal Funding Share**

<table>
<thead>
<tr>
<th>Cash</th>
<th>Amount</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Kind</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-House</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Global Match</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Agency Share**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Percent</th>
</tr>
</thead>
</table>

**State**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Percent</th>
</tr>
</thead>
</table>

Estimated State Share

**Total**

$0.00 100%

---

VI. Attachments

- A copy of the Panel Information from the FIRM
- Acquisition-Ongoing 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
- Concurrency from Natural Resource Conservation Service

Select Files

Upload Files

Previously Uploaded

Budget Workbook/TEST.pdf

Cancel Save