DEMES Reference Guide
Repair and Recovery Program for Hurricane Idalia

Instructions on how to submit an application.

Updated November 16th 2023
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Introduction

The purpose of this document is to provide users instructions on how to submit an application to request funds under the Repair and Recovery Program for Hurricane Idalia using DEMES.

For an overview of DEMES please visit Division of Emergency Management Enterprise Solution | Florida Disaster

$50 Million Repair and Recovery Program for Hurricane Idalia

A funding opportunity is available for hurricane repair and recovery projects within counties declared by the Federal Emergency Management Agency (FEMA) for individual assistance and public assistance (categories A-G) for Hurricane Idalia.

✓ Mitigation of revenue losses and operating deficits;
✓ infrastructure repair and replacement, including road, sewer, and water facilities;
✓ beach renourishment;
✓ debris removal;
✓ dredging of public waterways

The Division is authorized to approve requests for resources by:

✓ Local governments,
✓ Independent special districts,
✓ School boards, including charter schools.

Legislative Appropriation Program Application Types

1. Public Assistance 0% Loans

Local governments with a need to complete permanent work (FEMA Categories C-G) and debris removal (Category A).

2. Infrastructure Grants

Local government issues that are not eligible for FEMA reimbursement due to an eligibility issue, a Determination Memo or some other disqualifying factor. Examples in this category include non-engineered beaches, dirt roads that are not maintained, or dredging of public water ways.

*50% match for counties that are not fiscally constrained.
3. Loss Revenue

Mitigation of revenue losses and operating deficits for jurisdictions when the Department of Economic Opportunity funding has been exhausted, or upon an applicant’s denial of that program funding from the Department.

Basic Requirements

Some examples of the required information may include FEMA project worksheets, insurance claims, denials, determination memos, revenue documentation, etc.

You need to have an account registered in DEMES. If you do not have an account in DEMES you will need to create an account. Please visit Division of Emergency Management Enterprise Solution | Florida Disaster to view the steps on how to create a DEMES account.
How to apply to Repair and Recovery Program for Hurricane Idalia

General

Division of Emergency Management Enterprise Solution | Florida Disaster

1. Login to the portal using your username and password:

![Login Screen](image)

2. Click "Legislative Appropriation Program" tile. This will take you to the home page:

![Home Page](image)
3. Verify that you can see All Legislative Appropriation Program Names. Click on “Hurricane Idalia Legislative Appropriation Program:”

![Image of legislative appropriation program list]

4. Click on New Application button top right:
5. A pop up for new application will appear:

6. Verify that the Legislative Appropriation Program name, Agency, and Primary contact are prepopulated:
7. Select your county. Choose the Application Type. Note there will be outlined steps below depending on the application type selected.

8. Enter the information for the Agency's Grant Manager, Authorized Agent, and an Alternate Point of Contact. Click Next:
Selecting “Public Assistance” as the Application Type:

1. Select Public Assistance for Application Type. Enter the Estimated Request Amount. Then click Next:

2. Select your Public Assistance Category, Project Number, DI Number, and enter the Scope of Work. Upload supporting documents to accompany your application. Click Next:
3. A “Success” message will pop up to indicate a successful submission. Click Finish.

4. Verify that the new application is created under the Applications related list:
Selecting “Infrastructure” as the Application Type:

1. Select Infrastructure for the Application Type. Enter the Estimated Request Amount. Certify your understanding of the disclaimer. Click Next:

2. Select the Infrastructure Type. Then, select yes or no for Determination Memo. Fill out the scope of work and eligibility for other programs. Finally, select yes or no for 50/50 match.
3. Upload supporting documents to accompany your application. Click Next:

New Idalia Application

* Infrastructure Type
  --None--

* Do you have a Determination Memo?
  --None--

Scope of Work

Are you eligible for other programs (including FEMA public assistance)? If so, please describe.

* Do you have the 90% match for this project?
  --None--

Please upload any documentation for Determination Memos, Proof of Damages, Scope of Work, Project Estimate, Permits, etc. below:

Upload Supporting Documentation

4. A "Success" message will pop up to indicate a successful submission. Click Finish:
5. Verify that the new application is created under the Applications related list:

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Status</th>
<th>Primary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP-0096</td>
<td>New</td>
<td>Harris Marmon</td>
</tr>
<tr>
<td>APP-0090</td>
<td>New</td>
<td>Harris Marmon</td>
</tr>
<tr>
<td>APP-0089</td>
<td>New</td>
<td>Harris Marmon</td>
</tr>
<tr>
<td>APP-0088</td>
<td>New</td>
<td>Harris Marmon</td>
</tr>
<tr>
<td>APP-0087</td>
<td>New</td>
<td>Harris Marmon</td>
</tr>
<tr>
<td>APP-0086</td>
<td>New</td>
<td>Harris Marmon</td>
</tr>
</tbody>
</table>
Selecting “Loss of Revenue” as the Application Type:

1. Follow the General steps above. Then, Select Loss of Revenue for Application Type and enter Estimated Request Amount. Click Next:
2. Enter revenues for past 3 years and projected revenue for the current year. Then, fill in your Estimated Amount of Revenue Loss. Upload supporting documents to accompany your application. Click Next.

3. A “Success” message will pop up to indicate a successful submission. Click Finish.
4. Verify that the new application is created under the Applications related list:

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Status</th>
<th>Primary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP-0096</td>
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<tr>
<td>APP-0090</td>
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<tr>
<td>APP-0089</td>
<td>New</td>
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<tr>
<td>APP-0088</td>
<td>New</td>
<td>Harris Marmon</td>
</tr>
<tr>
<td>APP-0087</td>
<td>New</td>
<td>Harris Marmon</td>
</tr>
<tr>
<td>APP-0086</td>
<td>New</td>
<td>Harris Marmon</td>
</tr>
</tbody>
</table>
Other:
As a member of the same agency, the user should be able to see all the Applications submitted by another member of the same Agency.

1. Login to the portal using your username and password.

2. You will land on the home page and click on the LAP tile:
3. Click on "Hurricane Idalia Legislative Appropriation Program."

3. Click on "Hurricane Idalia Legislative Appropriation Program."

<table>
<thead>
<tr>
<th>Legislative Appropriation Program Name</th>
<th>Funding Amount</th>
<th>Available Date</th>
<th>Declared Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023/2024 Hurricane Legislative Appropriation Program</td>
<td>$150,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hurricane Idalia Legislative Appropriation Program</td>
<td>$50,000,000</td>
<td>11/10/2023</td>
<td>6/31/2023</td>
</tr>
</tbody>
</table>

4. You will be able to see ALL Legislative Appropriation applications that are listed under your agency (note – if someone else in your agency submitted an application, you should be able to see that too):

<table>
<thead>
<tr>
<th>Application No.</th>
<th>Status</th>
<th>Primary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP-0015</td>
<td>New</td>
<td>Meredith Walker</td>
</tr>
<tr>
<td>APP-0014</td>
<td>New</td>
<td>Meredith Walker</td>
</tr>
<tr>
<td>APP-0013</td>
<td>New</td>
<td>Sweta Test</td>
</tr>
<tr>
<td>APP-0011</td>
<td>New</td>
<td>Sweta Test</td>
</tr>
<tr>
<td>APP-0010</td>
<td>New</td>
<td>Carly Miller</td>
</tr>
<tr>
<td>APP-0009</td>
<td>New</td>
<td>Carly Miller</td>
</tr>
</tbody>
</table>
Support Available

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