FLORIDA DIVISION OF EMERGENCY

MANAGEMENT

GRANTS MANAGEMENT

COMMUNITY USER TRAINING GUIDE

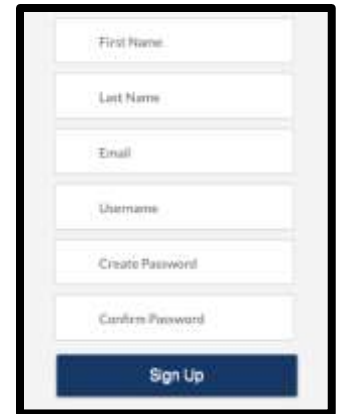# Table of Contents

Requesting access

1. URL: https://www.fdemportal.com/grants
2. The "**Register**" link will allow you to complete the required contact information to log in to the Florida DEM Grants Management Community Portal. Typically, your email address is also your username. Be sure to remember the password that you set on the initial Sign Up page.

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, click the button "Can't Find Account"

4. The next "**Register for Access**" screens require more information to update your Contact record and indicate the Organization Account for access purposes. Complete the requested information (red asterisk * means required field) and click the Next button at the bottom of each page until you receive the following message:
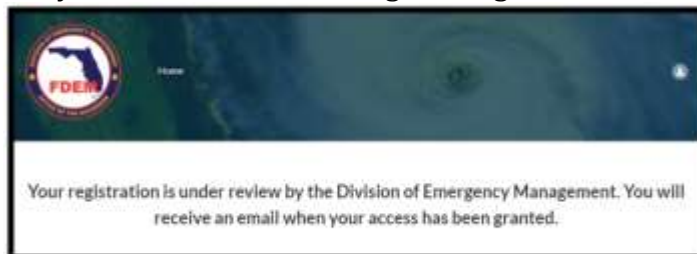
This will submit your Contact information for approval by Florida DEM. You will receive email communication from Florida DEM about access to your Organization's account.

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 Florida DEM.

Community Home Screen

After the user has been granted access by Florida DEM personnel to one or more Organization Accounts, the logged in user will see the Florida DEM Grants Management home page described below:

1. Community header provides quick links to return to the HOME screen, the Applications list screen, Agreements list , and Projects list

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.

To update password, contact or user information, navigate to the person icon in the upper right hand corner. Select "My Profile" to make edits and "Save"

Mitigation

Submitting a new HMGP application (Hazard Mitigation Grant Program ONLY):

An external user logs into the Community and

1. Clicks the Hazard Mitigation Grant Program link to create their application for a specific grant.

2. An automated process walks the applicant through a series of questions to generate the application record.

3. When finished, the application appears with each section to be completed.

    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.

    Application sections:

    i) **Applicant Information**: Complete requested fields/information

        (1) *NOTE* *Authorized Applicant Agent:* This is the individual who will receive a completed application for signature to be 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.

ii) **Project Description**: Complete requested fields/information

    (1) *Note that 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.

iii) **Project Location(s)**: Complete requested fields/information

iv) **Budget/Costs:** Complete requested fields/information

    (1) *NOTE* Budget amounts must equal Funding Source Amounts. Percentage of each Funding Source is auto-calculated upon updating the table after amounts are entered.

    (2) Be sure to click the "Update" button located at the bottom of the Budget table and the Funding Sources table.

v) **Environmental Review and Historic Preservation Compliance**: Complete requested fields/information

vi) **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.

c. Submit: Upon completion of all Application sections, click Submit. This will send an email to the "Authorized Applicant Agent" for signature on the application.

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.

What happens next?
- After the Application has a completed signature, FDEM will begin their review process (they may reach out for additional information) and submittal to FEMA.
  - When the Project has been approved by FEMA:
    - Project Approval Status: Approved
    - Status: Active
- Subrecipient Agreement record will begin the process of the contract development:
  - Throughout this process, you may be prompted to review and sign the developed Contract, and/or provide additional documents and information

HLMP-SR Offer Letter and Acceptance Process

As the County Pass-Through entity, you will receive an email with an attached offer letter and instructions for accepting or declining that offer.

1. Request access to the Florida Division of Emergency Management Grant Portal [see page 2 *Requesting Access*]
2. Upon access approval, login into the portal
3. Click the Projects tab to open the specified PID# within the email.

4. Accept or decline the offer letter by using the drop down and click next
5. <mark>Complete the data for…POC</mark>

Approved Projects with Executed Mitigation Contract

Upon the approval and execution of the Project and Contract, the Project record is where all activities related to that project happen (ex: requesting funds, extensions, submitting quarterly reports, etc). Both Project records and Subrecipient Agreement records can be accessed using the tabs within the portal header.

Subrecipient Agreement Actions and Information:

(Applies to ALL Mitigation Programs)

Navigate to a Subrecipient Agreement

1. Open a CHROME browser
2. Go to Community Url https://www.fdemportal.com/grants
3. Login
4. Select the Subrecipient Agreement tab at the top of the FDEM Home page
5. The list view "My Agreements" will provide a listing of all agreements you have access to

6. Click the blue hyperlink to open the agreement record

Access/view Subrecipient Agreement

History

1. From the Subrecipient Agreement record
   navigate to the Subrecipient Agreement
   History related list on the right side of the screen
2. Click the View All link in order to see all historical action taken on the agreement

View Monitoring actions

1. From the Subrecipient Agreement record navigate
   to the Monitoring related list on the right side of
   the screen
2. Click the View All link in order to see all historical
   approval actions taken on the agreement
3. Click the blue link for the monitoring number to open and view the record details

Files

The Files related list located on the Subrecipient

Agreement record is where appropriate documents

can be added:

1. From the Subrecipient Agreement record navigate
   to the bottom of the record, notice a data box to
   select a document type to upload.
2. Another option is to upload from the Files related list on the right side of several records.
   Any documents uploaded will attach to the record that you are viewing.

Contract documents for review and those that are signed/executed can be found within the
files related list.

Project Actions:

(Applies to ALL Mitigation Programs)

Navigate to Projects from the Agreement

(Project records can also be accessed from the Projects tab within the Navigation bar)

1. Select a Subrecipient Agreement from your My Agreements list view that has projects
2. Navigate to the related list "Projects" on the right side of the screen.
3. Click the blue hyperlink to open the specific project record OR Click the blue "View All" hyperlink to view all projects associated with the agreement
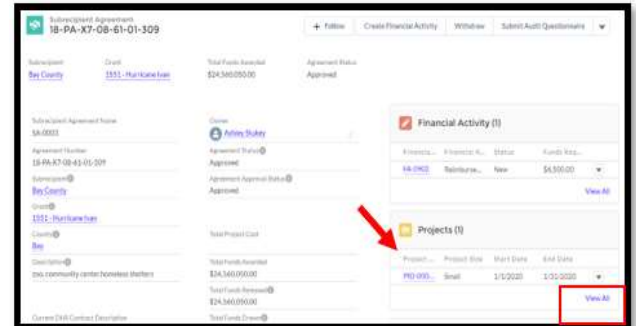
Create/Submit Financial Activity, Re-submit returned Financial Activity

1. Click the "Create a Financial Activity" button

2. Complete the Date fields and activity type

3. Click "Next"

4. Click "Go to Financial Activity"-

   a. Note- this will open the Financial Activity into a new record page- The newly created Financial Activity will show in the Financial Activity History related list on the Project record as well as the Subrecipient Agreement record.

5. Navigate to the Financial Activities Cost Categories table (located on the bottom of the screen)

6. Enter amounts by category in the "Funds Requested" boxes

7. Checkmark "signature" box, SAVE
    a. Attach appropriate backup documentation by clicking the Upload file link within the Files related list
    b. For FINAL PAYMENT: Within the "Details" section of the record, use the pencil icon to check the box for "Final Payment Indicator"
8. Click "Submit for Approval"
9. Add any comments relevant to the Financial Activity for the FDEM Grant Manager, click Submit. (Once the screen is refreshed the newly created Financial Activity is "Pending" approval in the Approval History related list on the right side of the screen.)

NOTE- After submission, Grant Manager can RETURN Financial Activity for more details before approval, if needed. An email will be received with a task to complete on the financial activity. Resubmit by clicking "Submit for Approval" on the Financial Activity record once adjustments/request from Grant Manager is complete.

Amendment Request (Modified Date, Award Change, Release Change, Scope of Work Change)

The request for an Amendment happens within the Project record:
1. Navigate to the Project record
2. Click the "Amendment" button located in the upper right corner
   - For an Extension of Time: Complete the "Modified End Date" field AND within the Other Change Reason drop down, select "Revised End Date"
   - For an Award Change: Complete the "Award Change Amount" field AND within the Award Change Reason drop down, select the appropriate option
   - For a Release Change: Complete the "Release Change Amount" field AND within the Release Change Reason drop down, select the appropriate option
   - For Change to Scope of Work: Complete the Amended Scope of Word field
3. Click Next (this has created the Amendment record and will return you to the Project record page)
4. Navigate to the Amendments related list, click the blue link to open the Amendment record
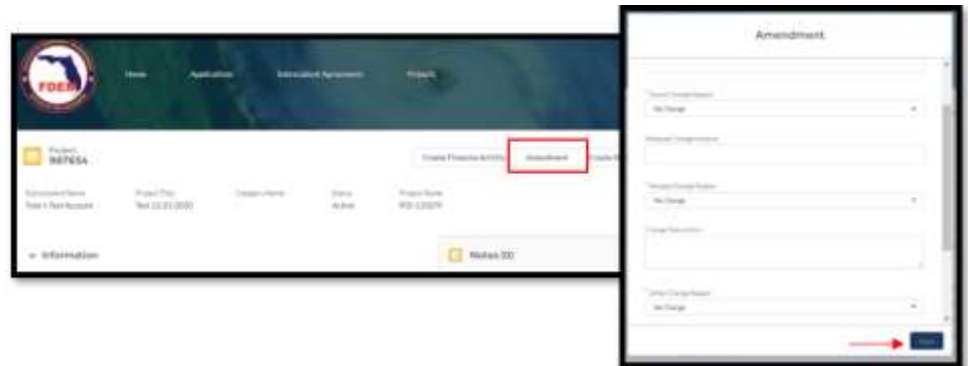
5. Attach any backup documentation to the Amendment record by clicking Upload Files within the Files related list

6. Review details of the Amendment record, then Click the "Submit for Approval" button, add any comments relevant to Amendment, click Submit

7. Once the screen is refreshed the Amendment Status is "Pending" approval in the Approval History related list on the right side of the screen.

Create/Submit a Status Report

1. From the project record, click the "Create Status Report" button located in the upper right corner

2. Select the appropriate Quarter and enter Period Start and Period End dates. Click Next

3. Click the Go to Status Report button, this will open the Status Report Record for completion, review and submittal.

4. Complete sections within the Status Report record, paying close attention to the section labeled **Describe Activities-Milestones completed this reporting period.**

    a. To enter data, click the pencil icon [✎] to enable editing

5. Using the files related list, upload documentation required [Project Workbook] as set by the Florida Division of Emergency Management.

6. To submit the status report to the Florida Division of Emergency Management, click the submit for approval button located in the upper right corner of the Status Report record.
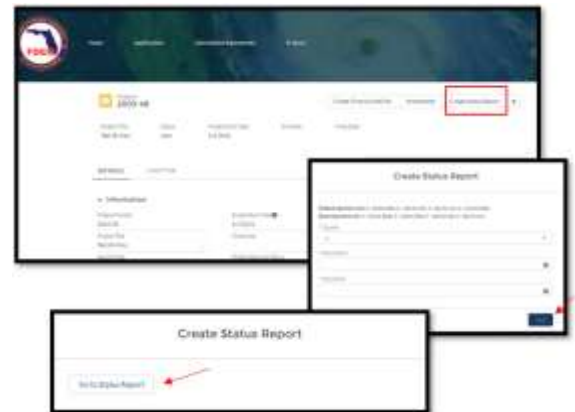
Request a Final Inspection
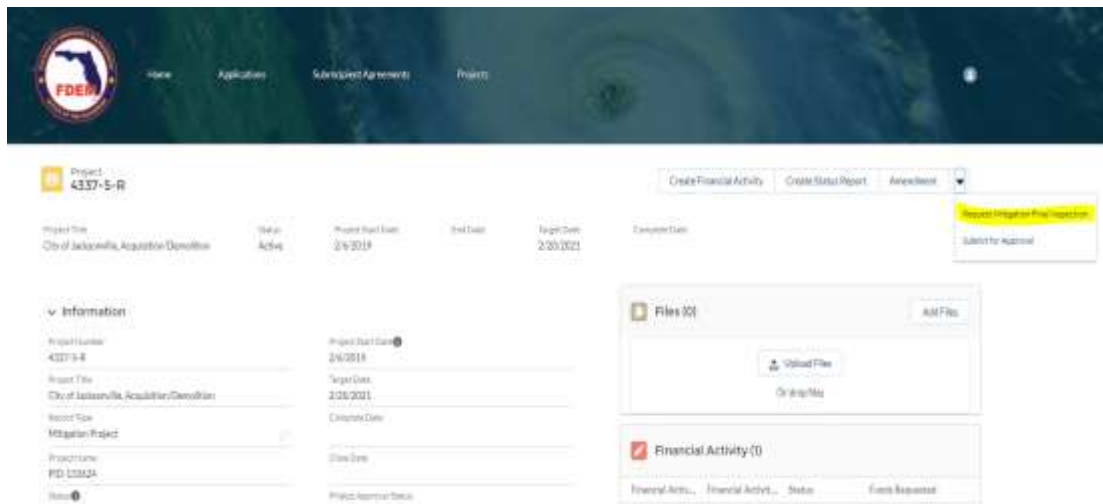
1. From the Project record page, using the button drop down, select "Request Mitigation Final Inspection"

2. A completion window will open, click next.
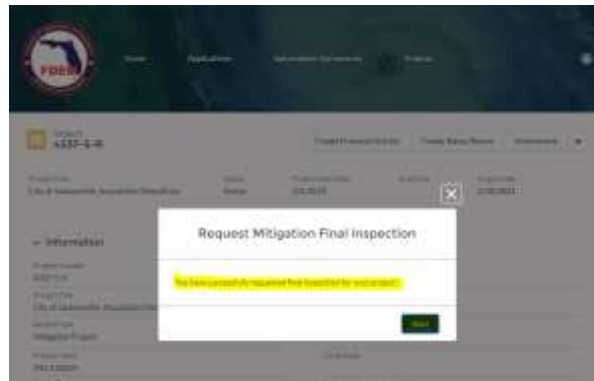
3. This will begin the final inspection process for your project.

4. The Grant Managers will be notified to review your request, perform their tasks and request more information if needed.

   a. During their closeout process:

      i. The Project Status will remain as "Active"
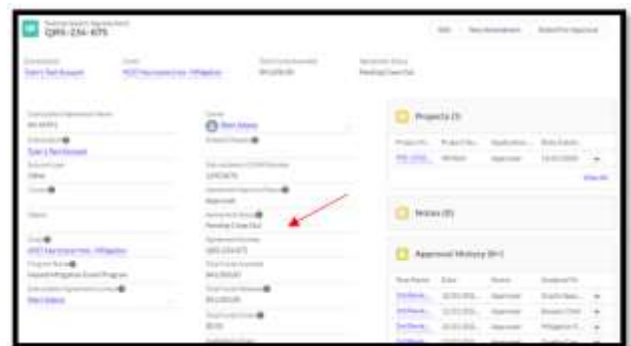
> ii. The Subrecipient Agreement record Agreement Status is updated to "Pending Closeout"

    b. After closeout process is complete and approved:

        i. Project record: Project Approval Status: Approved

        ii. Project record: Status: Closed

5. Upon completion and satisfactory results of the Final Inspection, you will be prompted to request your Final Payment by submitting a Financial Activity [see page 9 *Create/Submit a Financial Activity*]

Required documentation

Throughout the course of a project, certain actions might require the subrecipient to provide documentation. For example, a Financial Activity, (i.e. Request for Reimbursement) may require certain additional items to be provided. All records have a files related list for easy upload of supporting documentation located on the right side of the record page. Prior to submittal for approval, ensure you have all documentation uploaded to the record.