

DEP FRDAP PORTAL USER GRANT MANAGEMENT SYSTEM USER GUIDE

Department of Environmental Protection (DEP)

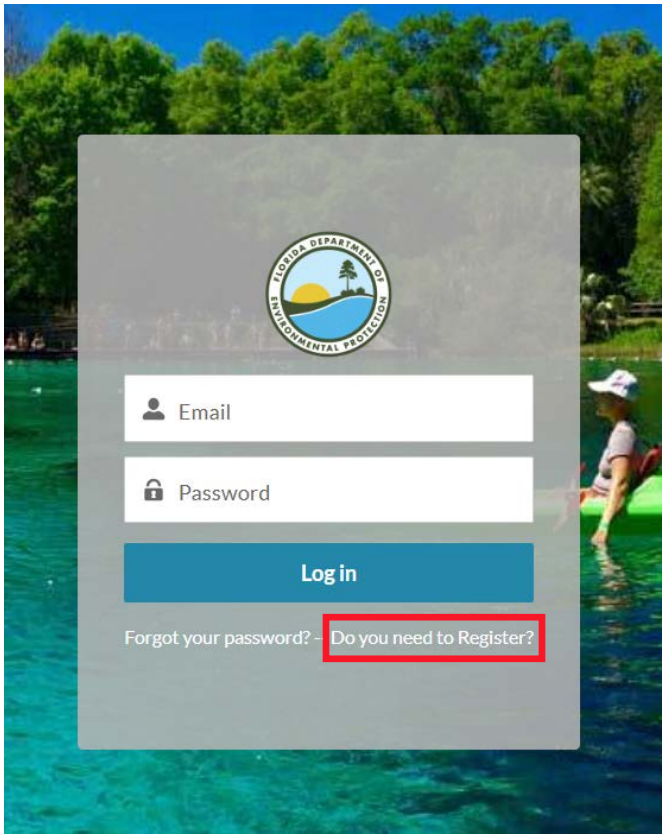
Coastal Cloud LLC
www.coastalcloud.us

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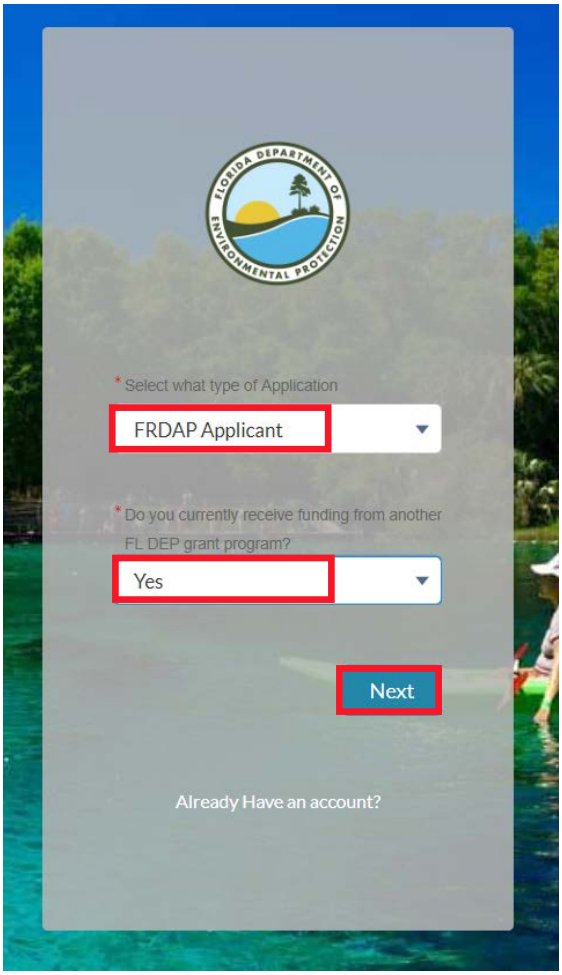
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1. Login to the Salesforce Org

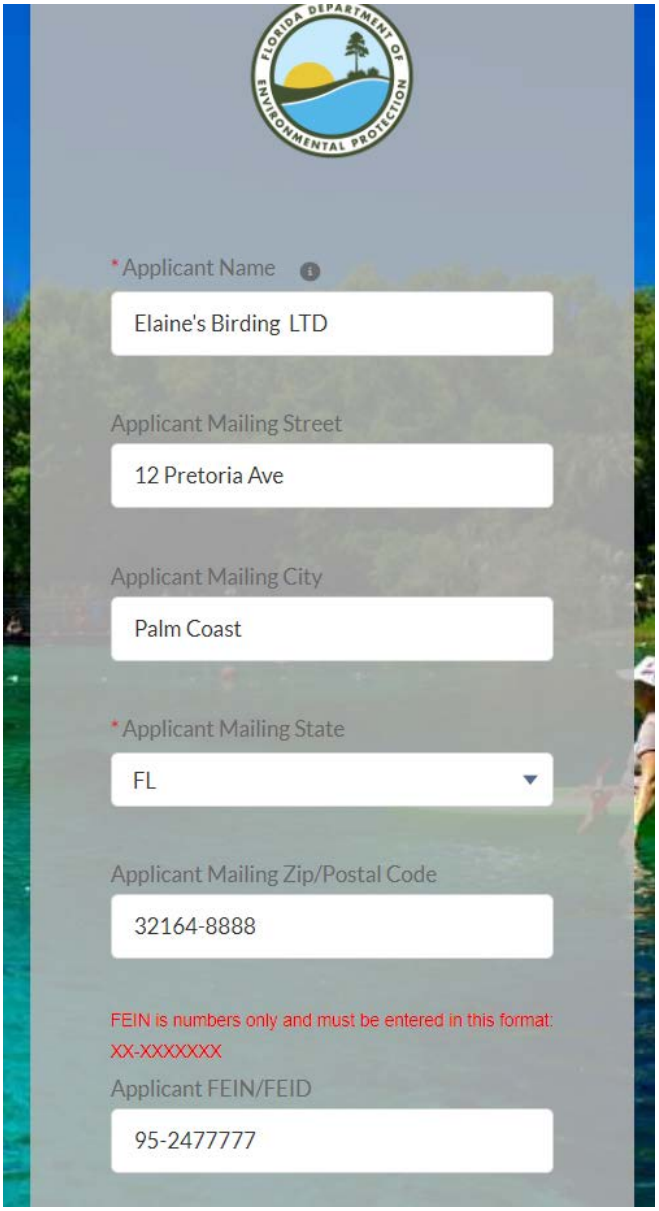
- Click on the link to access the portal - https://myeco.force.com/grants
- If you do not have an account, select "Do you Need to Register?"



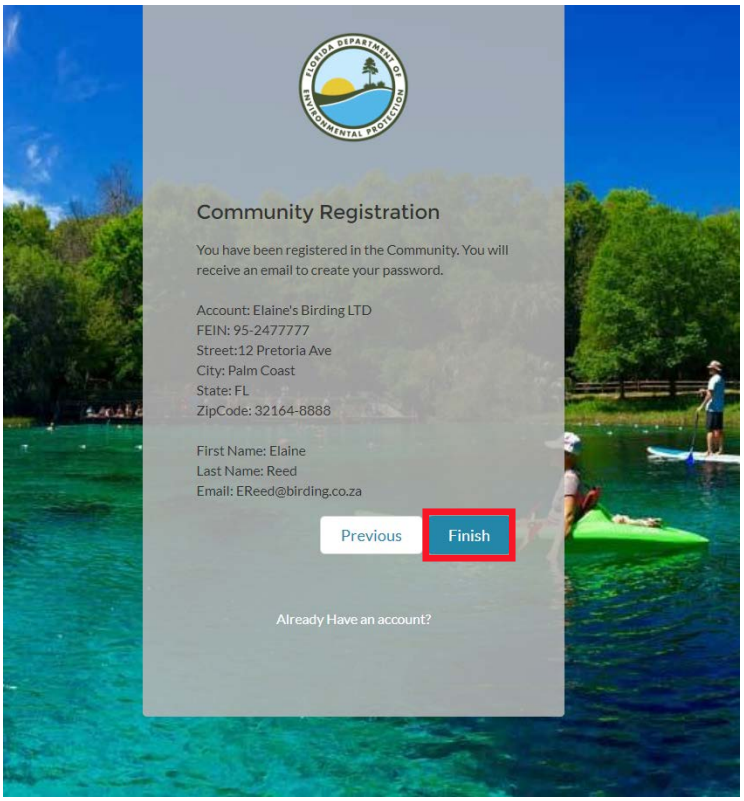
- In the next screen are two questions that are required:
  1. Select what type of Application
     - If you are a CONSULTANT user, select Consultant
     - If you are a FRDAP APPLICANT registering for a grant, select FRDAP Applicant
  2. Do you currently receive funding from another FL DEP grant program?
     - If you receive funding already from another grant program, select Yes.
     - If you do not receive funding from any grant program, select No.
- Select Next to progress to the following screen.



- **Complete the fields** in the next screen to register on the portal and select **Next**.
- Please note:
  - click on to read more information about the field.
  - enter the FEIN number in the following format XX-XXXXXXX
  - enter the post code in the following format XXXXX-XXXX



- The next screen will display confirming you have been registered on the community. Click Finish.



- You will receive an email notification (like the example below) welcoming you to the community and requesting that you click on the link provided within the email to create your password.



Hi Devon,

Welcome to The Florida Department of Environmental Protection's Grant Program Portal!

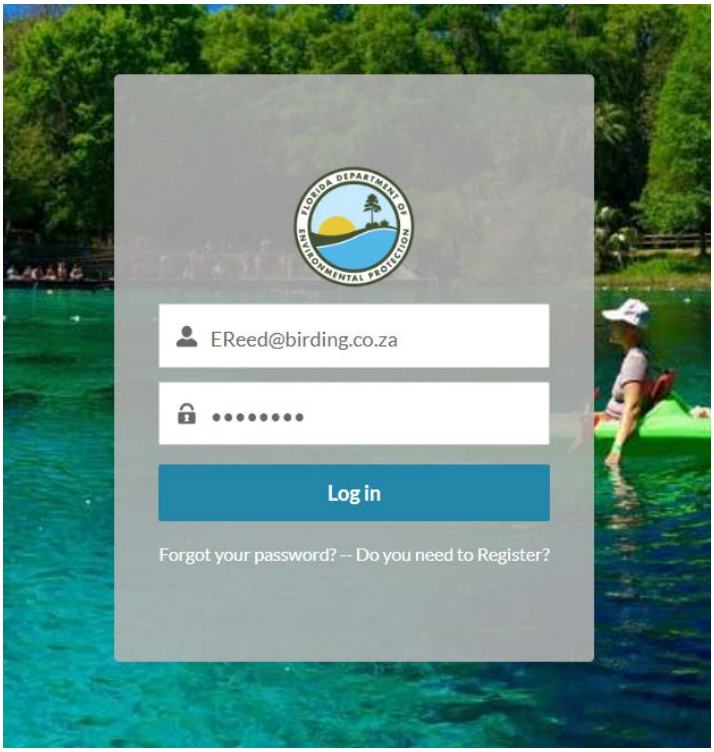
To get started and access your account, you will need to note the Username provided below:

Your username is EReed@birding.co.za

To apply for grant funding, please click here: https://deppartial-myeco.cs54.force.com/grants/login?c=JEXbkC8H.Z.I1QOQK3Xkgo_0kpY3LTQtFSU8oqAy4N4H2P5RxhQ93CasH9.SCjP5rQjUJoUhtCXx8MMjv6fC8Jc4R9W7NIX0HOXlZNIo.GNKdrvvk9ZJUAvFHfO310wFZqJ0dpxnYFdqkKljnJG4iLt2XZ232MHB4JplC

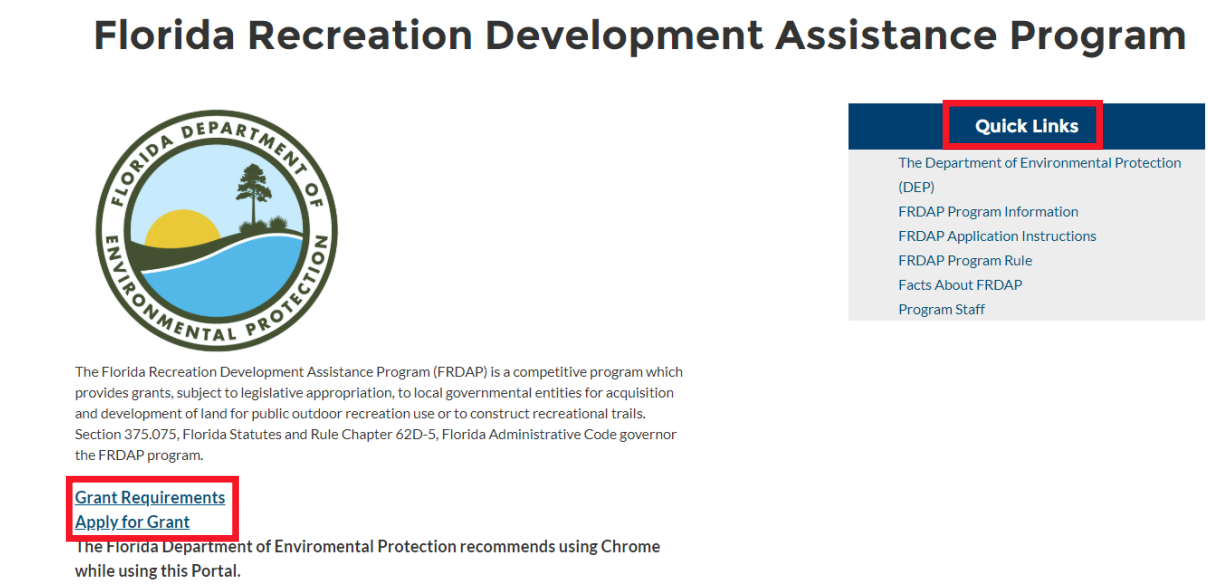
-

- Once your password has been created, you are able to login to the community using the username provided from the email sent to you and the password you have created.



- Once you have logged in using your username and password, you will see the home page.
- There are quick links that the user can select to access:
    - Quick Links for users to access additional information
    - Account Details
    - Grant Requirements
    - Apply for a Grant





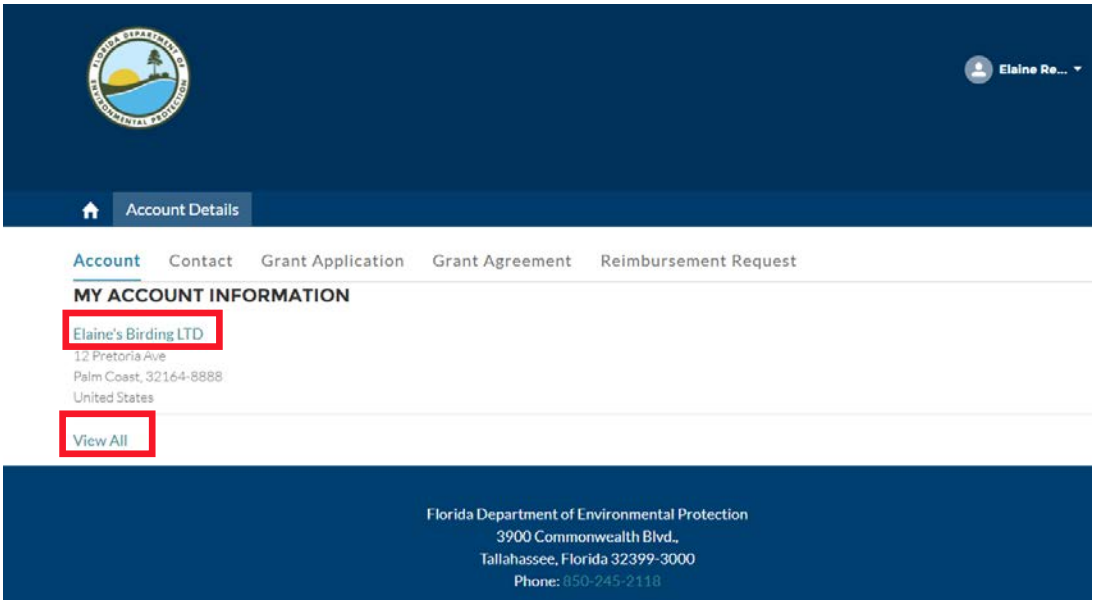
2. Account Details

- To view Account details, select **Account Details object**.

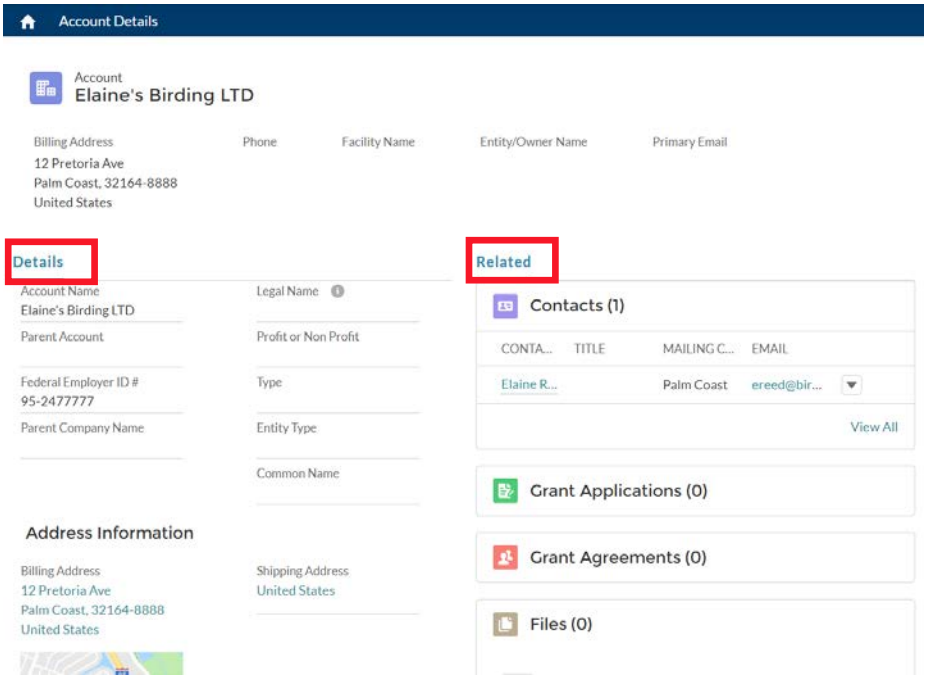


- There are different list views under the Account Details Object:
  - Account
  - Contact
  - Grant Application
  - Grant Agreement
  - Reimbursement Request

- The name of the Account is listed. To view the account details the user can **click on the name of the account or select view all** if there is more than one account for the user (if the user is a Consultant user).

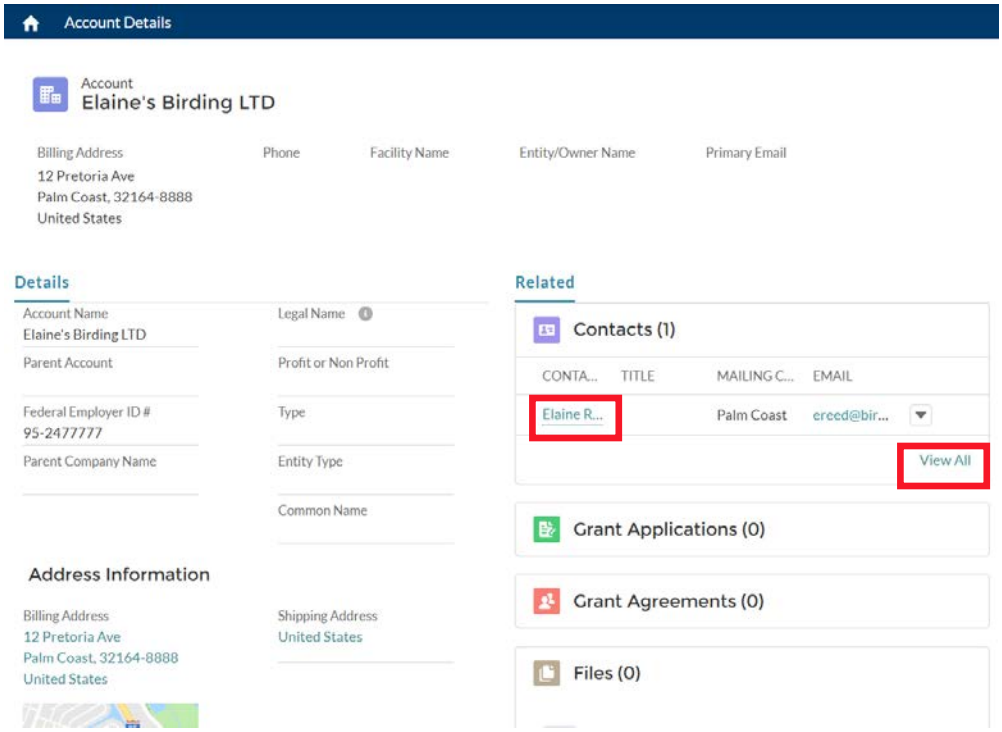


- When the user **clicks on the name of the account**, the account record will display.
- The user will view the **Details tab** (address, contact details etc.) and **Related list tab** (Contacts, Grant Applications and Grant Agreements associated to the account).

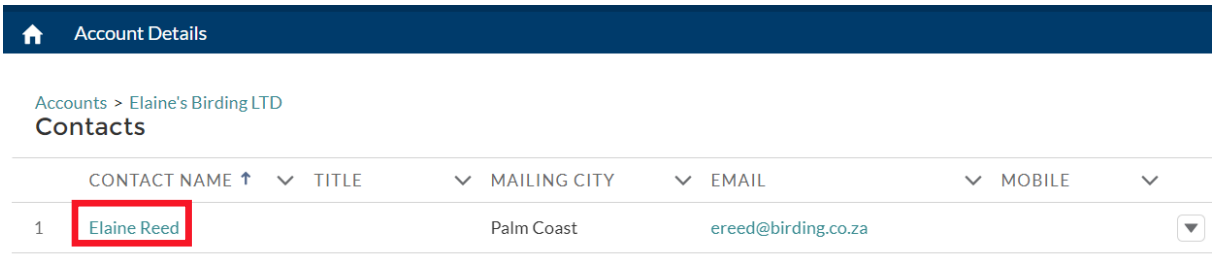


3. Contact

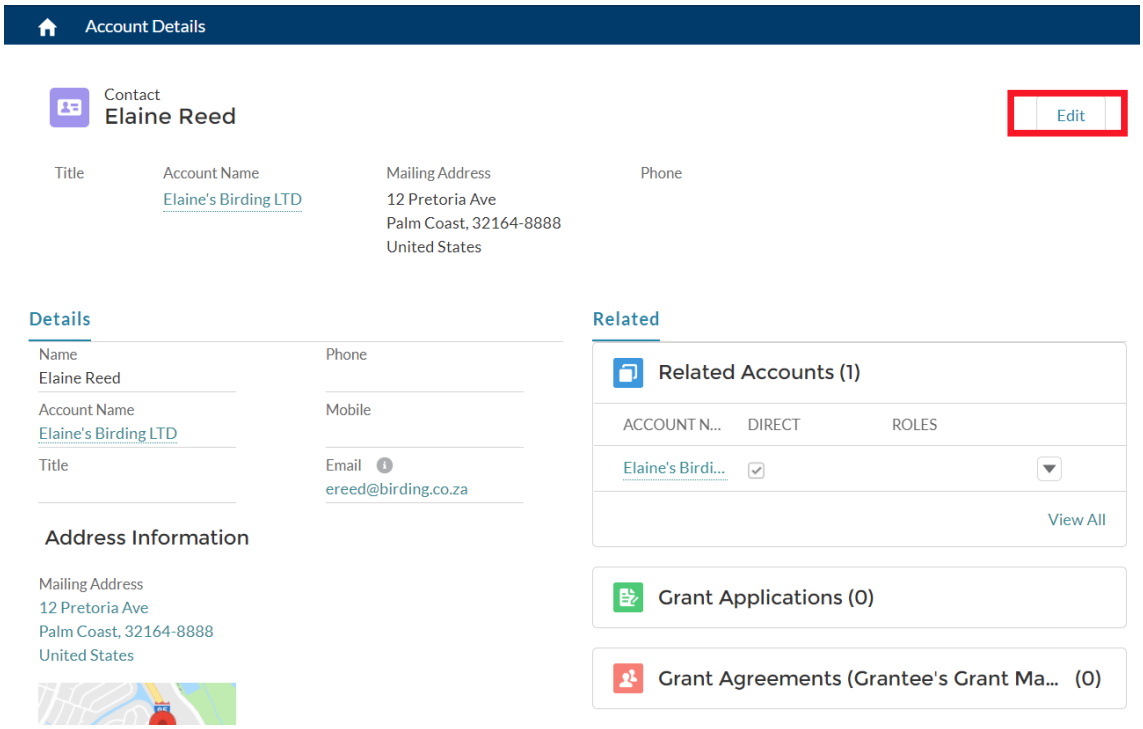
- To view all contacts associated to the account select **View All or** to view the contact record, **select the contact name.**



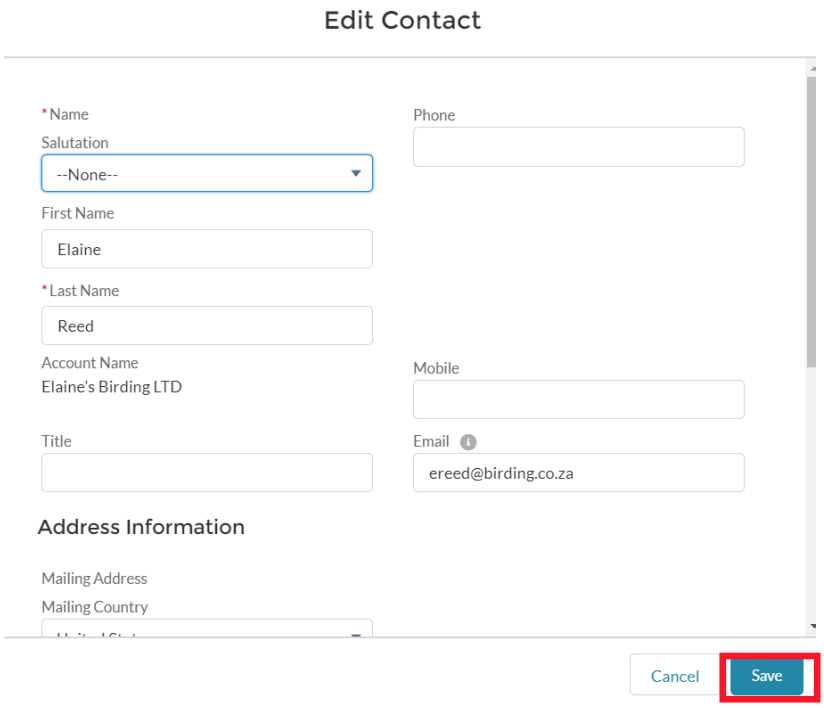
- The list of contacts will be displayed.
- To email the contact, select the contacts email address.
- To view the contact record, select the **contact name.**



- The contact record displays the details for the contact. Select **Edit** to edit the record.



- The Edit Contact screen will display, and updates can be made to the contact record. Click Save.



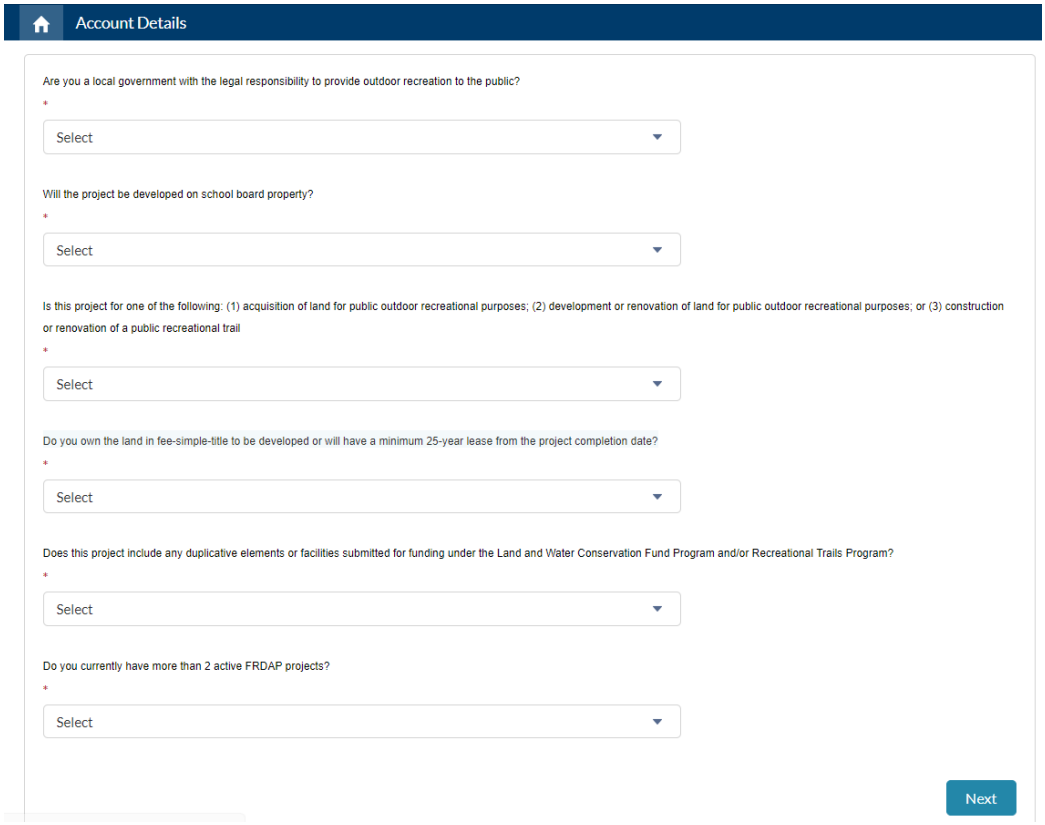
- To go back to the home screen, select the Home button .

4. Apply for a Grant

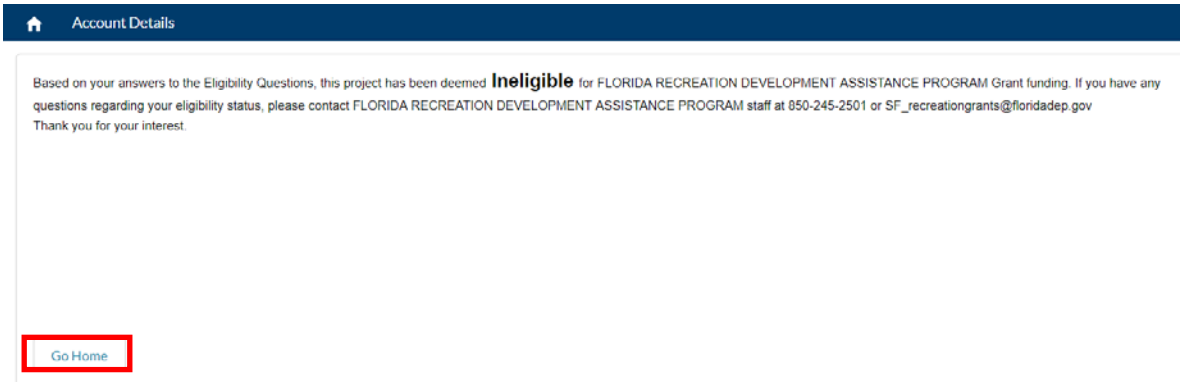
- Select the link **Apply for a Grant**.



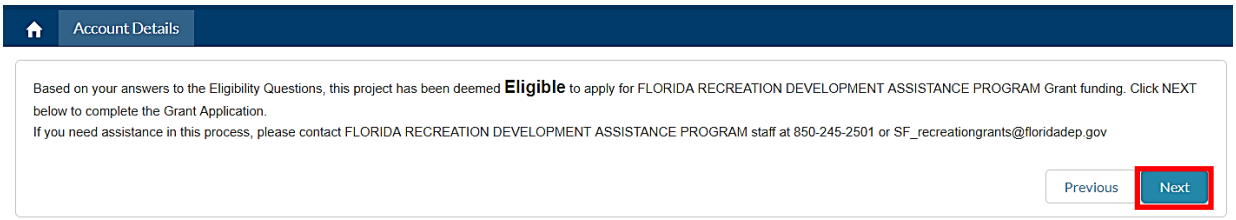
- A screen with eligibility questions will be displayed and users will **select their answer** (Yes or No) from the picklist values. Click **Next**.



- If the user has answered the questions and is determined to be ineligible to apply for Grant funding, they will see a screen saying they are ineligible. **Click on the Go Home button** to go back to the home screen.



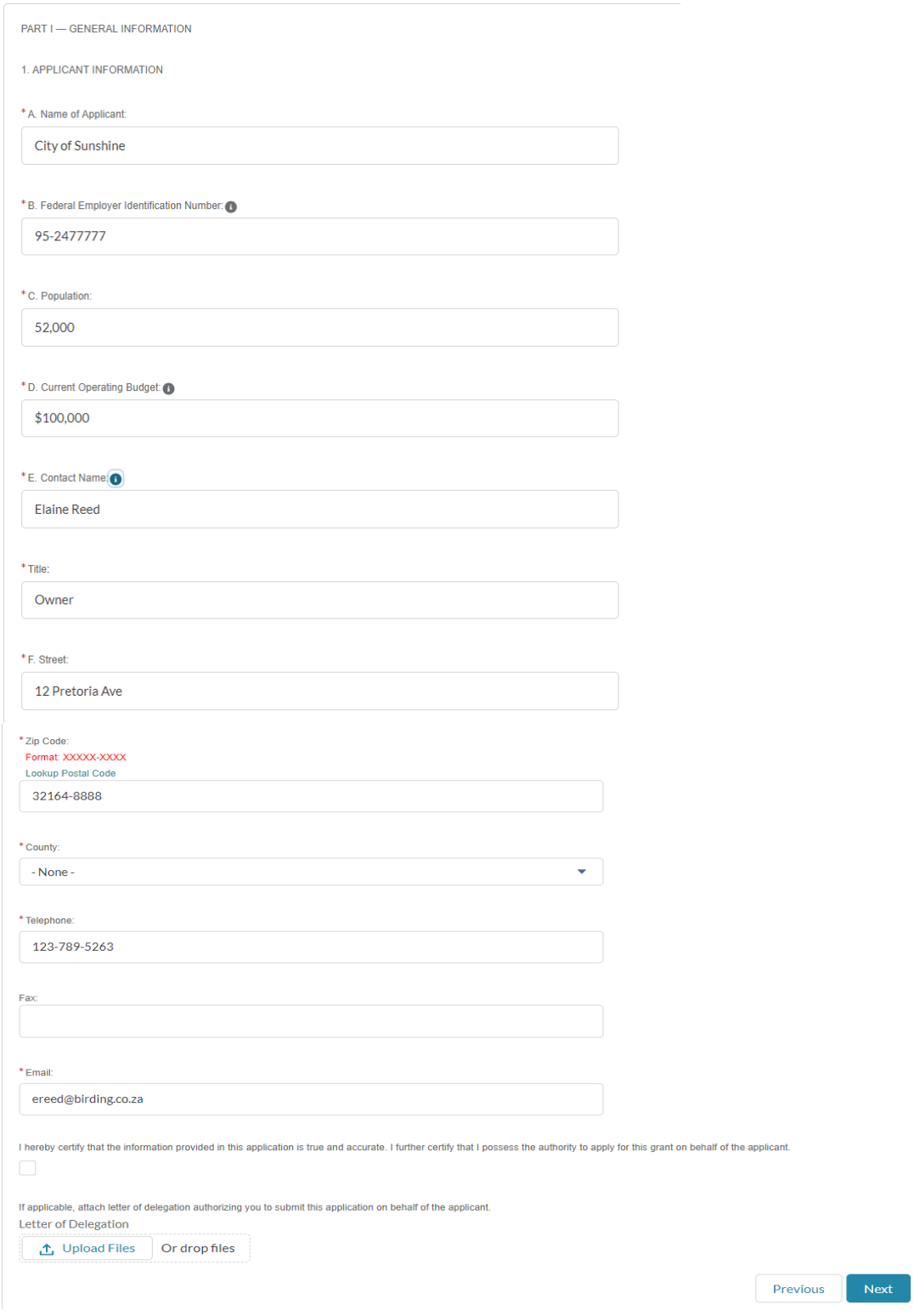
- If the user has answered the questions and they are eligible to apply for the Grant – they will click **Next** to start their grant application.



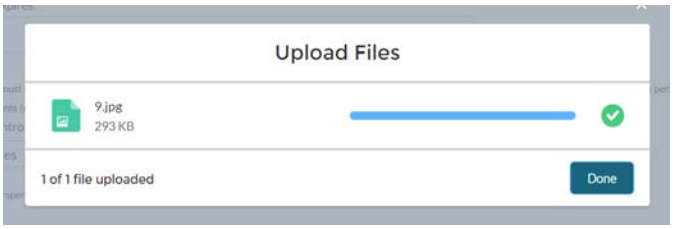
- The Checklist screen will display showing the sections of the application that need to be completed – listed as Not Completed. Select Section 1: APPLICANT INFORMATION to start the application. **Click Next**.



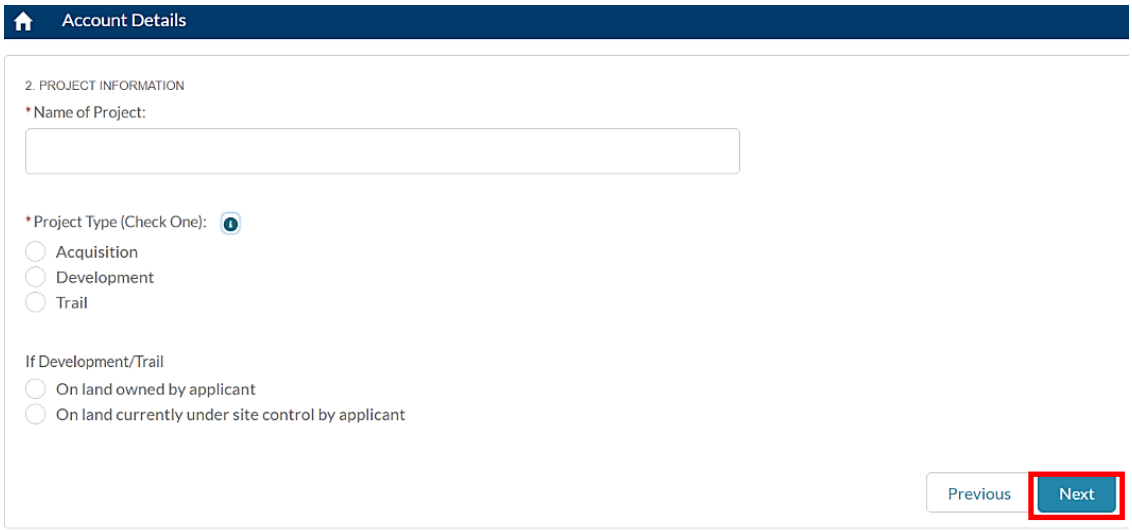
- The Application Information section will display. Complete all the fields and upload the Letter of Delegation.



- When you upload the document – a screen will appear confirming this has been done. Click Done.



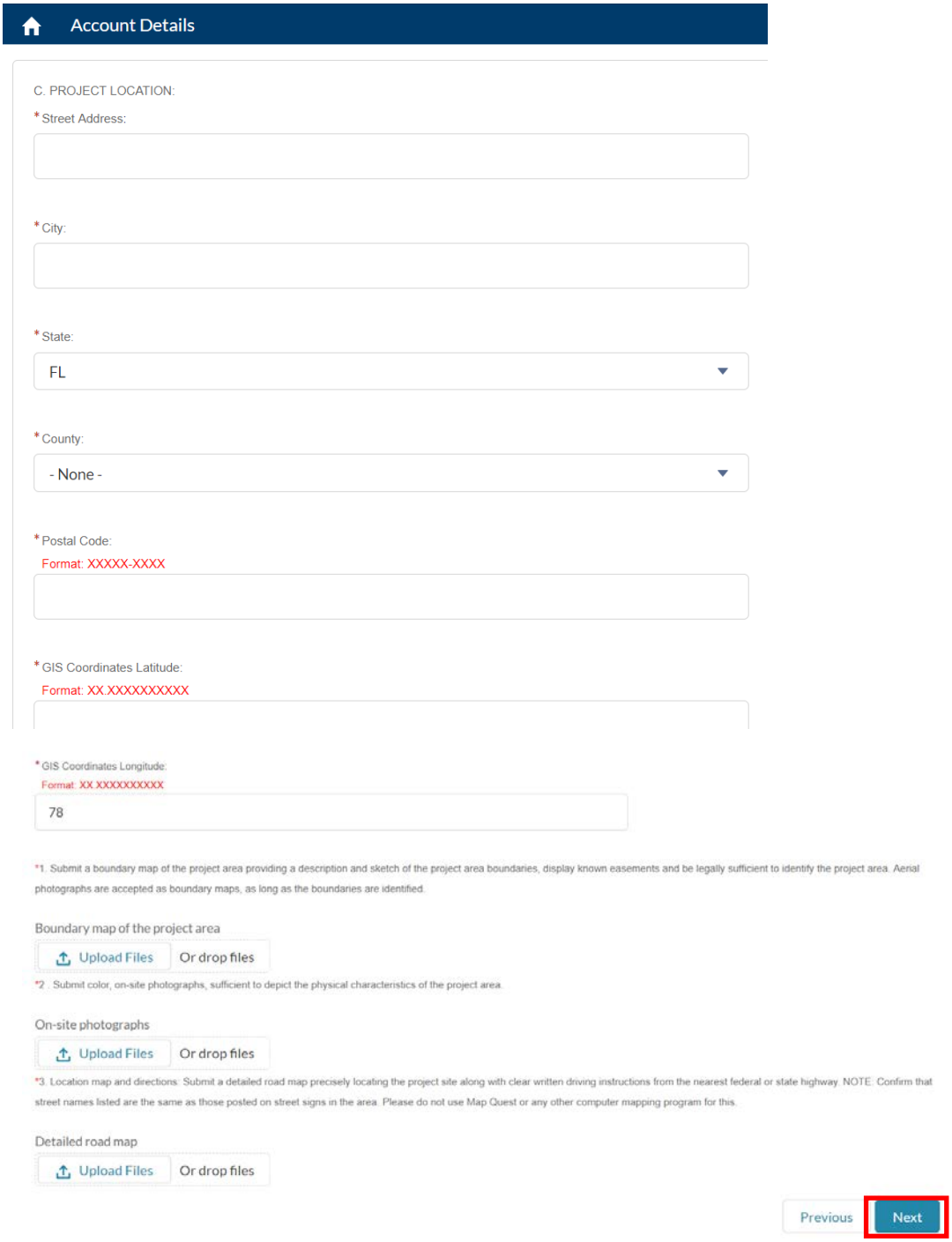
- After completing all the fields - click Next.
- Complete the screen - 2. Project Information.
- If the Project Type is a Development or a Trail, then the last question needs to be answered (If Development/Trail). Please Note: depending on the type of project you select will result in slightly different fields/documents that will need to be completed.
- If the Project Type is an Acquisition, then the last question (If Development/Trail) is not required to be answered.
- Click Next.



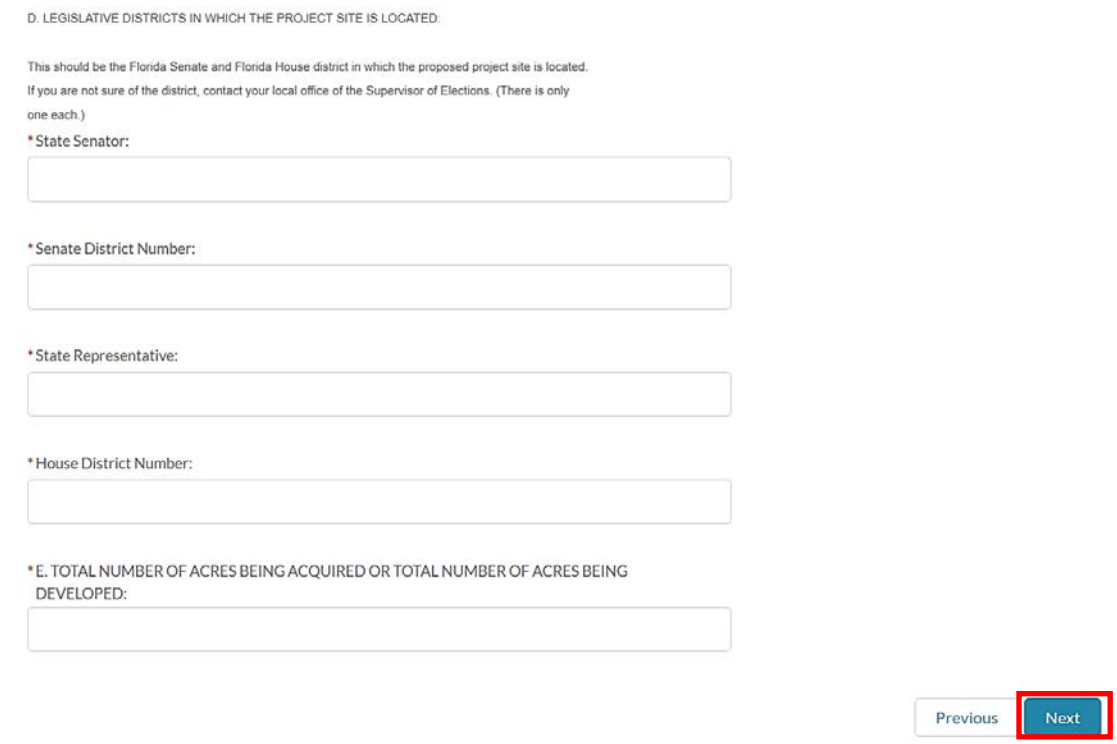
- Complete the next screen and upload the "Copy of Site Control" documents.

When you upload the document – a screen will appear confirming this has been done. Click Done.

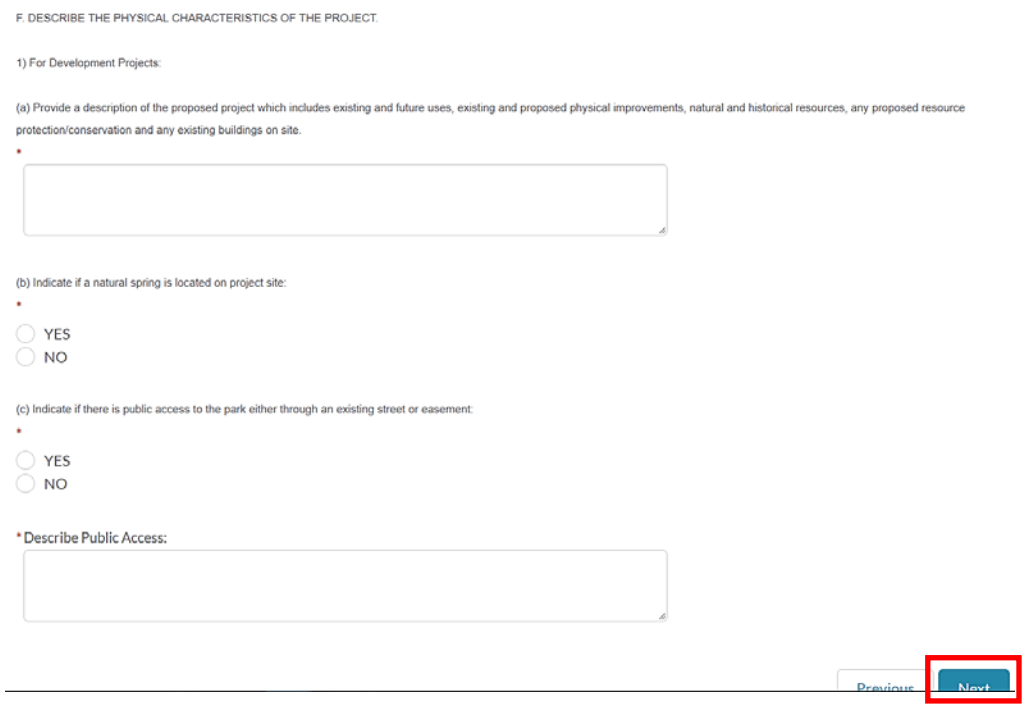
- Complete - C. Project Location section and upload the following documentation:
  - Boundary map of the project area
  - On-site photographs
  - Detailed road map
- Click Next.



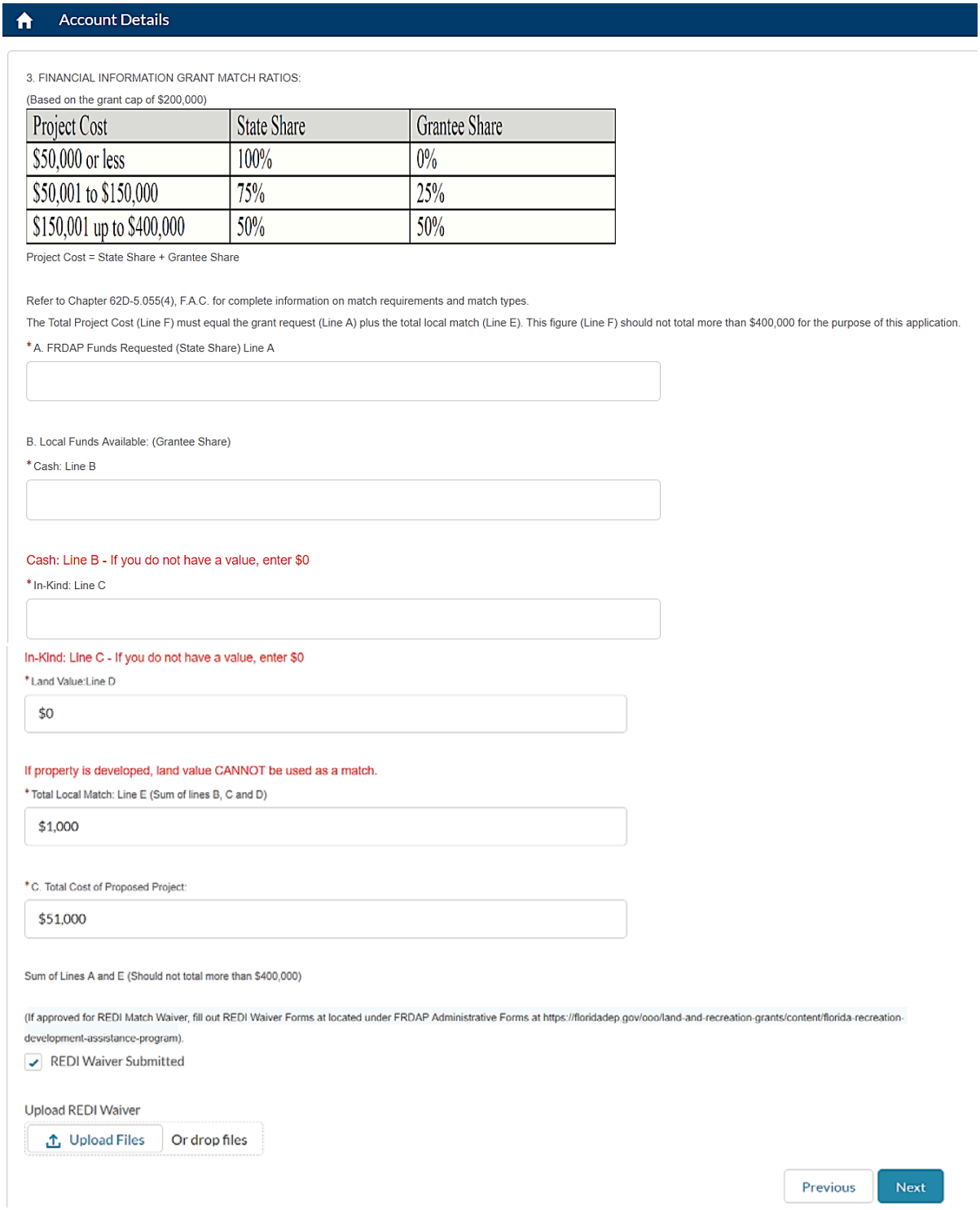
- Complete – D. Legislative Districts in which the project site is located. Click Next.



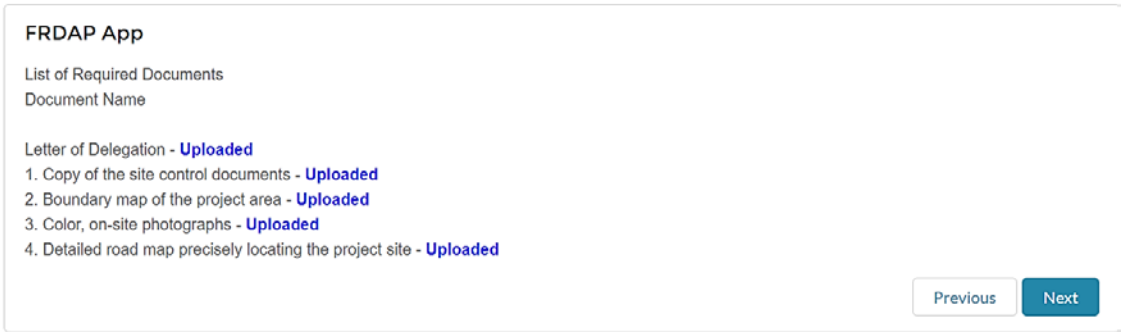
- Complete – F. Describe the Physical Characteristics of the Project. Click Next.



- Complete – 3. Financial Information Grant Match Ratios section.
- If approved for REDI Match Waiver, fill out REDI Waiver Forms located under FRDAP Administrative Forms at https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-recreation-development-assistance-program
    - Check the REDI Waiver Submitted checkbox once the form has been uploaded.



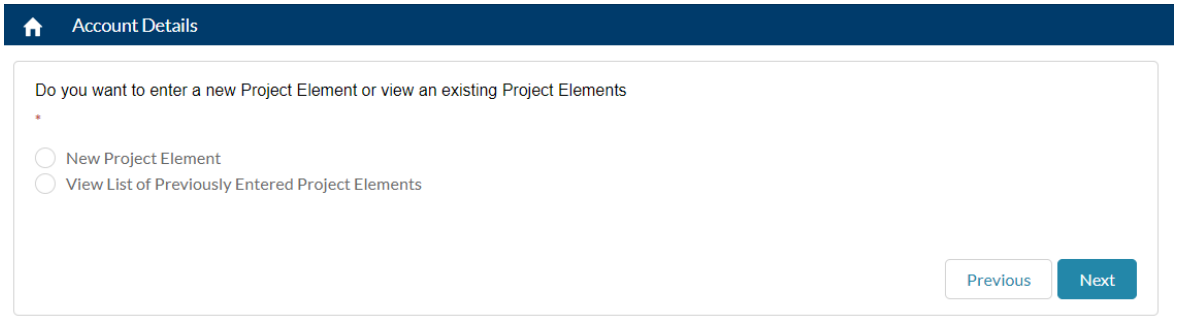
- The next screen will display a list of all the required documentation that has been uploaded.
- If there are documents that are not marked as Uploaded – the user will have the opportunity to upload them towards the end of the application. **Click Next**.



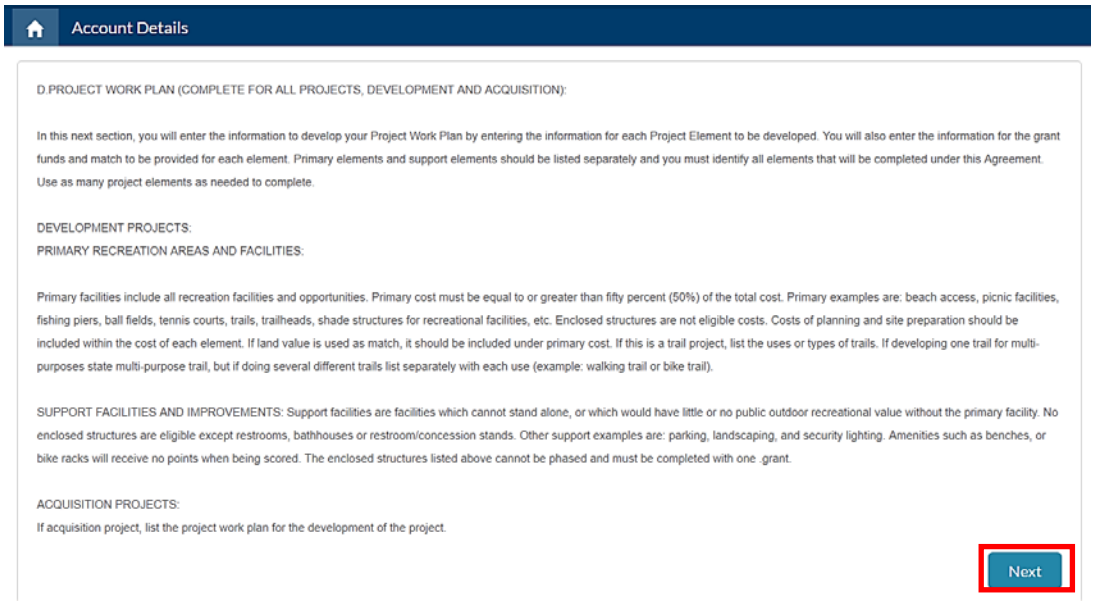
- Click "**Yes**" and **Next**.



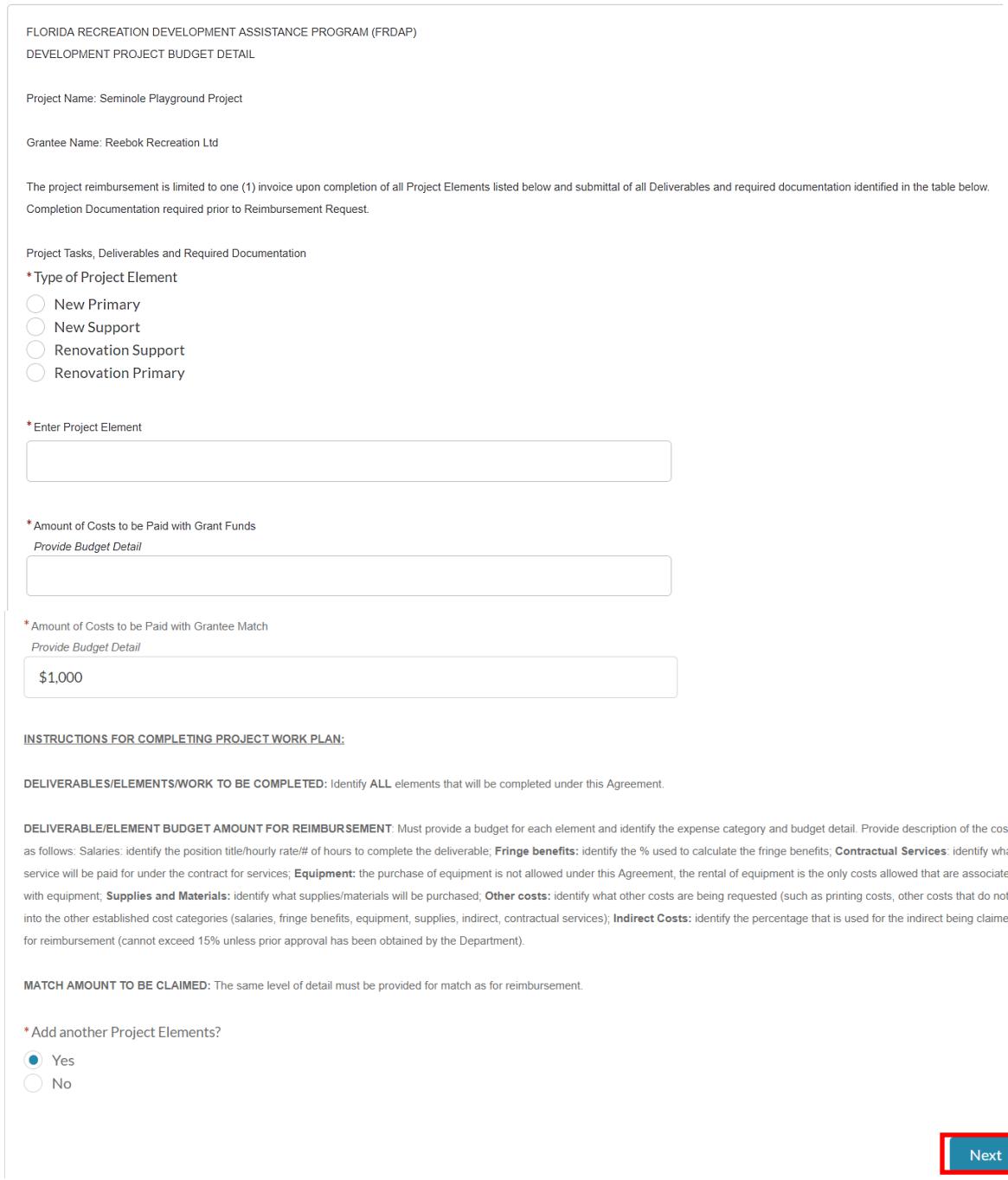
- This is a new application, select "**New Project Element**". **Click Next**
- If it is an existing application that was created previously, you would select "View List Project Elements" to view previously created project elements.



- Click Next after reading through the next screen.



- Complete the fields for the Project Elements section of the application.
- If another Project Element needs to be added, select Yes at the end of the screen where the question is asked – “Add another Project Element?”
- Click Next
- Enter your additional Project Element and when you have entered them all click on “No” at the end of the screen where the question is asked – “Add another Project Element?”
- Click Next



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)
DEVELOPMENT PROJECT BUDGET DETAIL

Project Name: Seminole Playground Project

Grantee Name: Reebok Recreation Ltd

The project reimbursement is limited to one (1) invoice upon completion of all Project Elements listed below and submittal of all Deliverables and required documentation identified in the table below. Completion Documentation required prior to Reimbursement Request.

Project Tasks, Deliverables and Required Documentation

* Type of Project Element

- New Primary
- New Support
- Renovation Support
- Renovation Primary

* Enter Project Element

* Amount of Costs to be Paid with Grant Funds
Provide Budget Detail

* Amount of Costs to be Paid with Grantee Match
Provide Budget Detail

$1,000

INSTRUCTIONS FOR COMPLETING PROJECT WORK PLAN:

DELIVERABLES/ELEMENTS/WORK TO BE COMPLETED: Identify **ALL** elements that will be completed under this Agreement.

DELIVERABLE/ELEMENT BUDGET AMOUNT FOR REIMBURSEMENT: Must provide a budget for each element and identify the expense category and budget detail. Provide description of the costs as follows: Salaries: identify the position title/hourly rate/# of hours to complete the deliverable; **Fringe benefits:** identify the % used to calculate the fringe benefits; **Contractual Services**: identify what service will be paid for under the contract for services; **Equipment:** the purchase of equipment is not allowed under this Agreement, the rental of equipment is the only costs allowed that are associated with equipment; **Supplies and Materials:** identify what supplies/materials will be purchased; **Other costs:** identify what other costs are being requested (such as printing costs, other costs that do not fit into the other established cost categories (salaries, fringe benefits, equipment, supplies, indirect, contractual services); **Indirect Costs:** identify the percentage that is used for the indirect being claimed for reimbursement (cannot exceed 15% unless prior approval has been obtained by the Department).

MATCH AMOUNT TO BE CLAIMED: The same level of detail must be provided for match as for reimbursement.

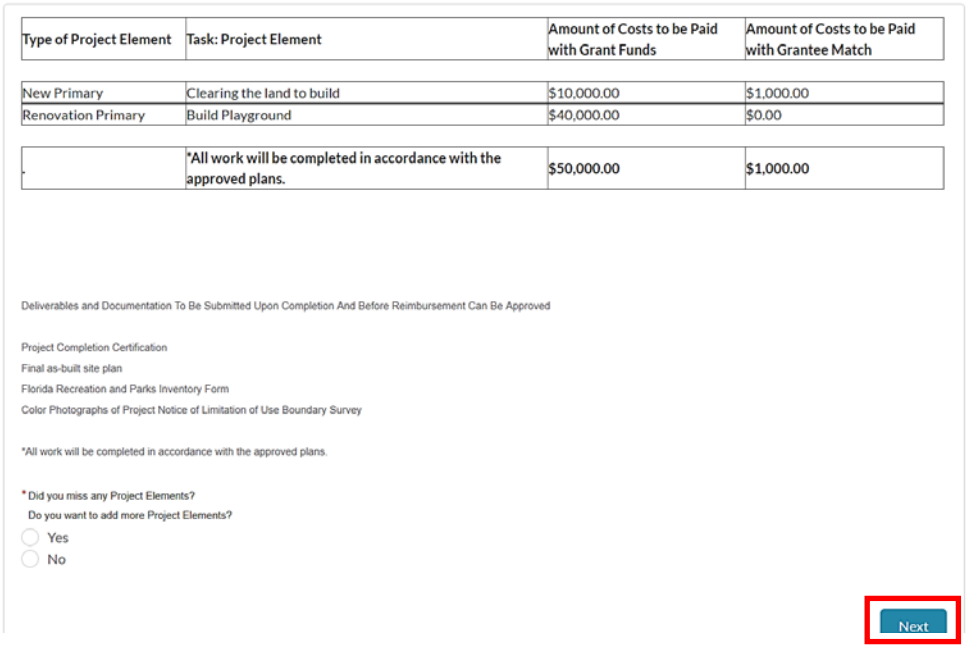
* Add another Project Elements?

- (•) Yes
- ( ) No

Next

- The next screen will display in a table with all the project elements and the amounts that were previously entered.
- At the end of the screen the question is asked if you would like to add more Project Elements. You have the option to continue to add additional Project Elements you may missed.

- If you do not need to add any more Project Elements, select “No” and click Next.



Type of Project Element	Task: Project Element	Amount of Costs to be Paid with Grant Funds	Amount of Costs to be Paid with Grantee Match
New Primary	Clearing the land to build	$10,000.00	$1,000.00
Renovation Primary	Build Playground	$40,000.00	$0.00
-	*All work will be completed in accordance with the approved plans.	$50,000.00	$1,000.00

Deliverables and Documentation To Be Submitted Upon Completion And Before Reimbursement Can Be Approved

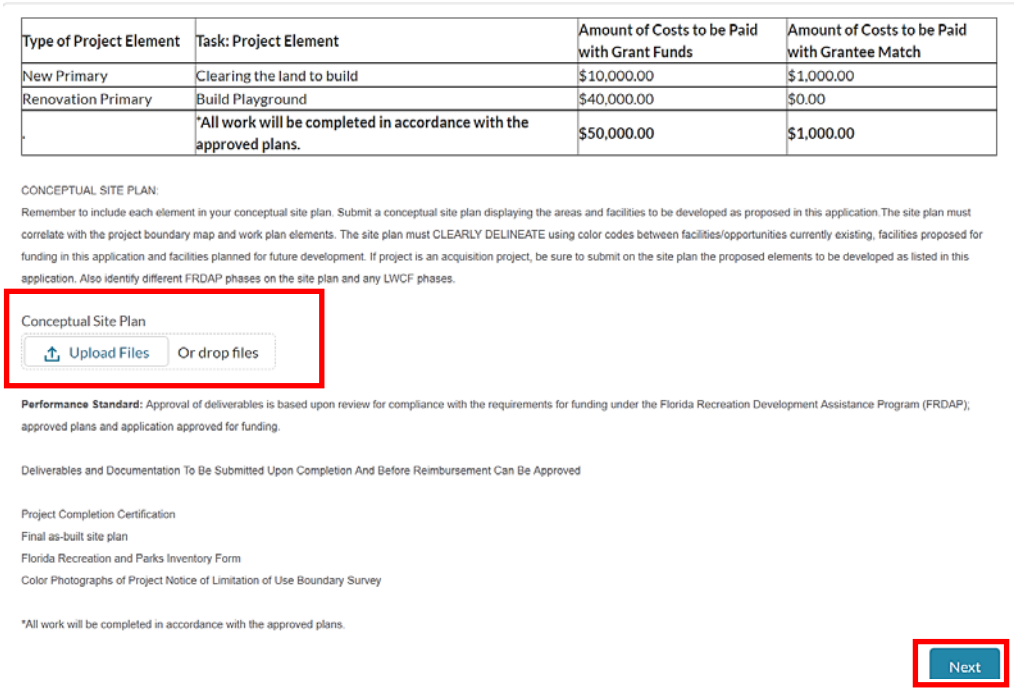
Project Completion Certification
Final as-built site plan
Florida Recreation and Parks Inventory Form
Color Photographs of Project Notice of Limitation of Use Boundary Survey

*All work will be completed in accordance with the approved plans.

* Did you miss any Project Elements?
Do you want to add more Project Elements?
Yes
No

Next

- The next screen displays information regarding the Conceptual Site Plan and you will need to upload a conceptual site plan document. Click Next when this has been done.



Type of Project Element	Task: Project Element	Amount of Costs to be Paid with Grant Funds	Amount of Costs to be Paid with Grantee Match
New Primary	Clearing the land to build	$10,000.00	$1,000.00
Renovation Primary	Build Playground	$40,000.00	$0.00
-	*All work will be completed in accordance with the approved plans.	$50,000.00	$1,000.00

CONCEPTUAL SITE PLAN:

Remember to include each element in your conceptual site plan. Submit a conceptual site plan displaying the areas and facilities to be developed as proposed in this application.The site plan must correlate with the project boundary map and work plan elements. The site plan must CLEARLY DELINEATE using color codes between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. If project is an acquisition project, be sure to submit on the site plan the proposed elements to be developed as listed in this application. Also identify different FRDAP phases on the site plan and any LWCF phases.

Conceptual Site Plan
Upload Files Or drop files

Performance Standard: Approval of deliverables is based upon review for compliance with the requirements for funding under the Florida Recreation Development Assistance Program (FRDAP); approved plans and application approved for funding.

Deliverables and Documentation To Be Submitted Upon Completion And Before Reimbursement Can Be Approved

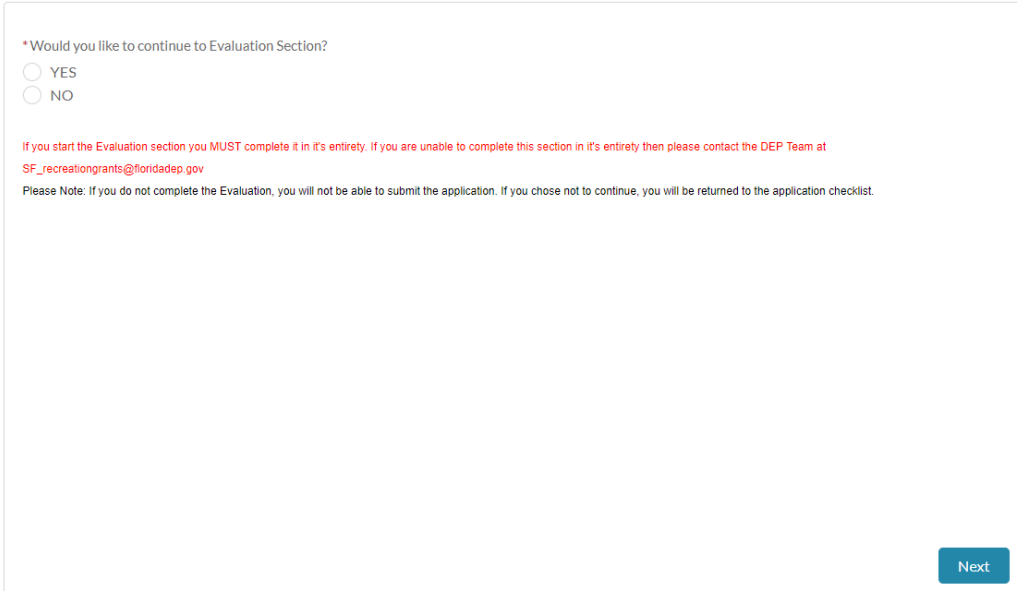
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*All work will be completed in accordance with the approved plans.

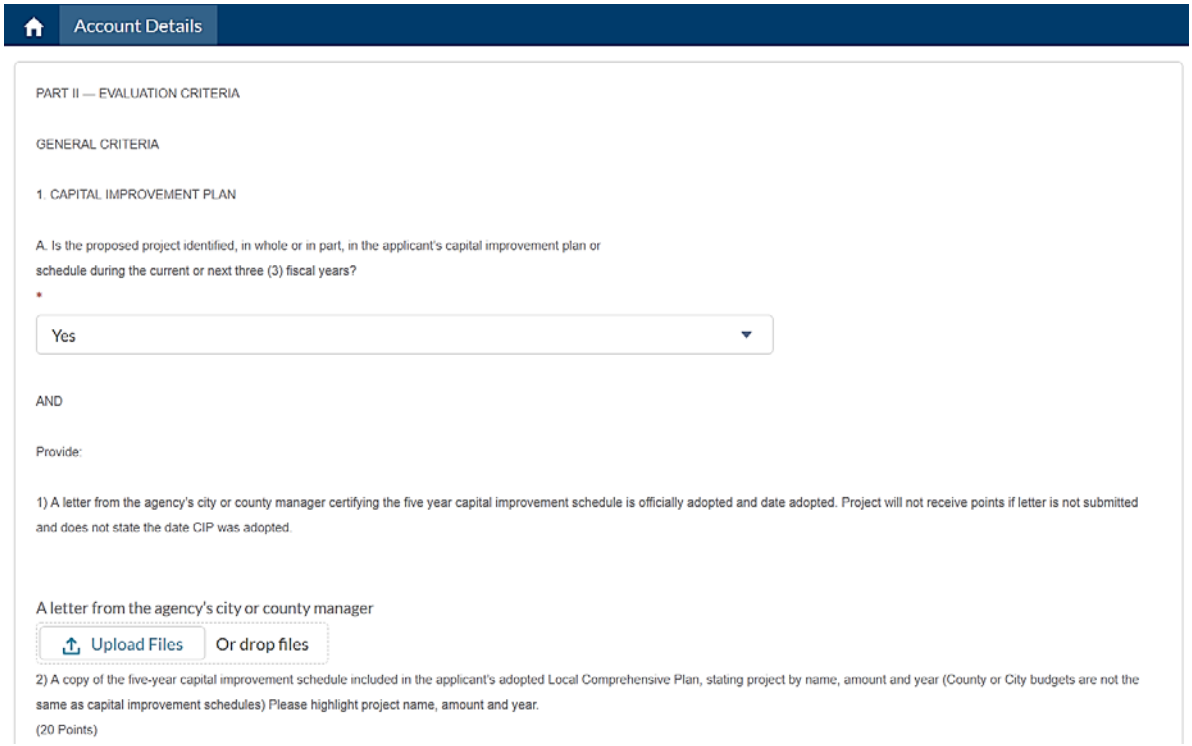
Next

- The next screen will display asking if you would like to continue to the Evaluation section.
- Select Yes and click Next.

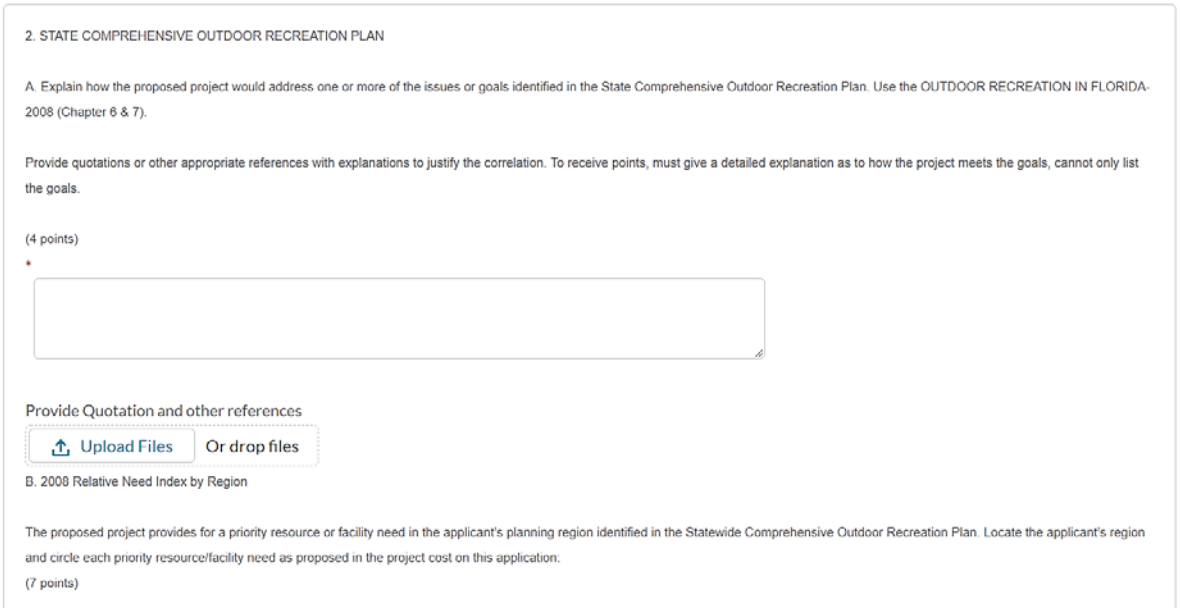
- **Please Note**: You must complete the Evaluation section entirely as you will not be able to go back into this section. If you do not compete this section in its entirety you must contact the FRDAP team at SF_recreationgrants@floridadep.gov so they can delete the Application and you will then need to start the Application process again.



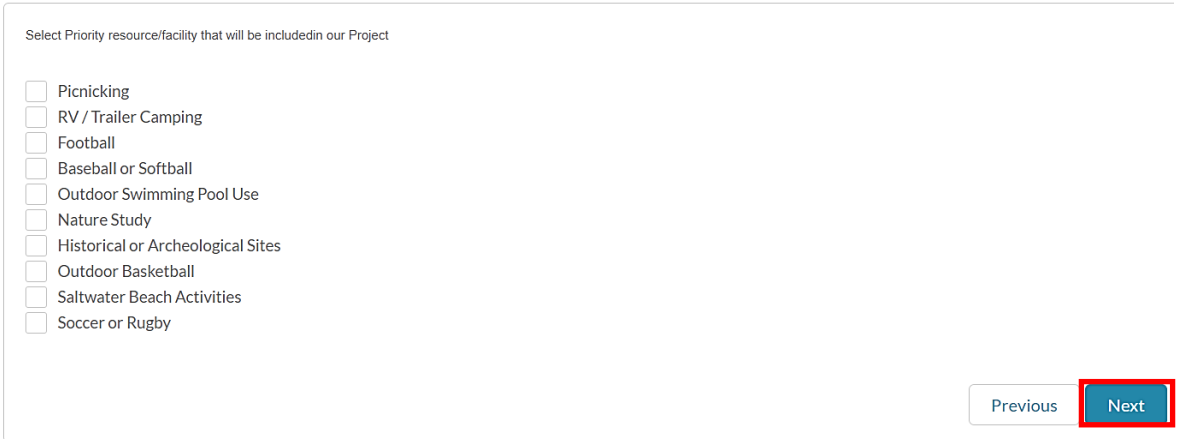
- Complete – Part 2 Evaluation Criteria



- Complete – 2 State Comprehensive Outdoor Recreation Plan



- After selecting the Region and clicking next – you will then need to select the priority resource/facility that will be included in your project. Click Next.



- Complete – 3 Public Participation

3. PUBLIC PARTICIPATION

Indicate which of the following apply (Check ALL that apply): (To receive points for this section any meetings, presentations, or surveys must be held in the current year or within the previous 3 years of application and each of the three meetings must be held separately to receive each set of points. Meetings also must be held prior to the application submittal.)

A. A pre-advertised public meeting was held solely for the purpose of discussing the proposed project.

☐

Attach a copy of ad and proof of publication for the advertisement. Advertisement needs to state where and when advertised. If submitting 2 applications, must hold separate meeting for each project (unless they are phased projects of the same park). If not advertised in a newspaper, need a written explanation as to how, when and where advertised, along with a copy of notice/advertisement. (10 Points)

Attach a copy of ad and proof of publication for the advertisement.

Upload Files Or drop files

B. The project was discussed at a regularly scheduled meeting of the applicant's advisory board responsible for park, recreation or leisure service activities.

☐

Provide a copy of the minutes of the advisory board meeting(s) where this project was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Planning and zoning or similar boards may be used if a parks and recreation advisory board does not exist. CITY OR COUNTY COMMISSIONS ARE NOT CONSIDERED ADVISORY BOARDS.(7 Points)

Copy of the minutes of the advisory board meeting(s)

Upload Files Or drop files

- Complete – 4 Operation and Maintenance

4. OPERATION AND MAINTENANCE

Capability to develop, operate and maintain the project site: (Check ONLY one):

○ The applicant has a full-time recreation or park department staffed to provide facility development, programming and maintenance.(6 Points)
○ The applicant has demonstrated the existence of a full-time ability to provide facility development, programming and maintenance. (4 Points)
○ The applicant has other means of providing facility development, programming and maintenance. (2 points)

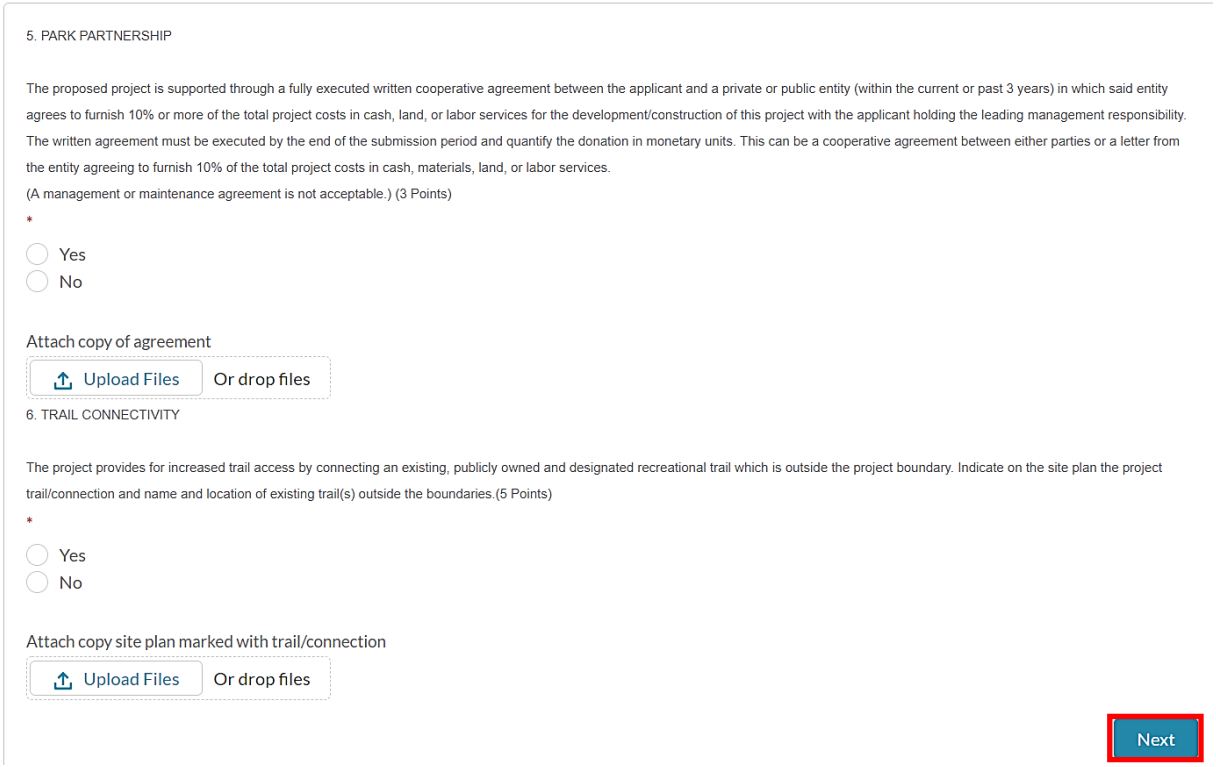
Provide a brief description of how development, programming and maintenance will be provided and a copy of an agency organizational chart. Must provide both to receive points.

Provide a brief description of how development, programming and maintenance

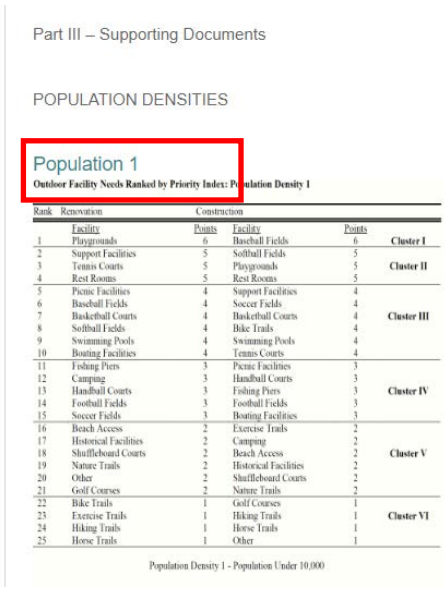
Upload Files Or drop files

Next

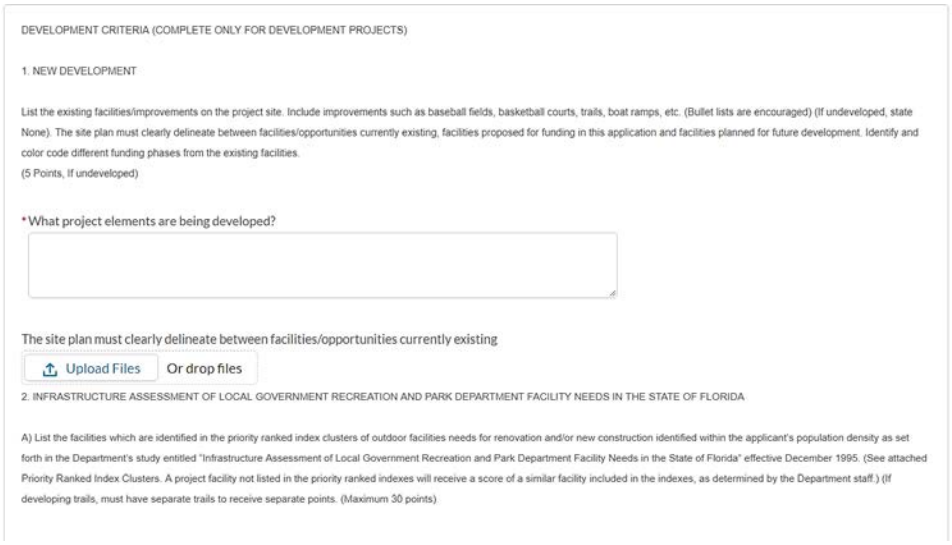
- Complete – 5 Park Partnership



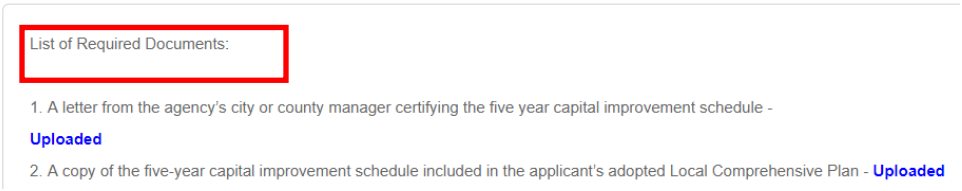
- Part 3 Supporting Documents - the next screen will display the population densities. To view the images in a larger format, click on the links (name of the tables i.e. Population 1).
- Click Next and review the Population densities tables.



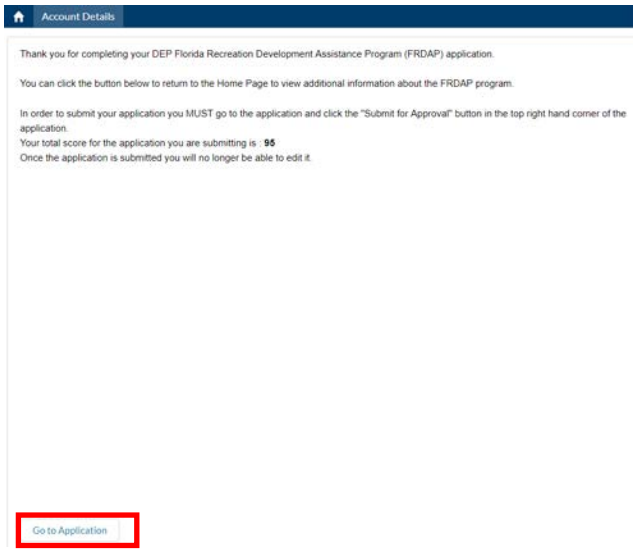
- The next screen will only display if it is a Development project. Complete – Development Criteria questions and click next.



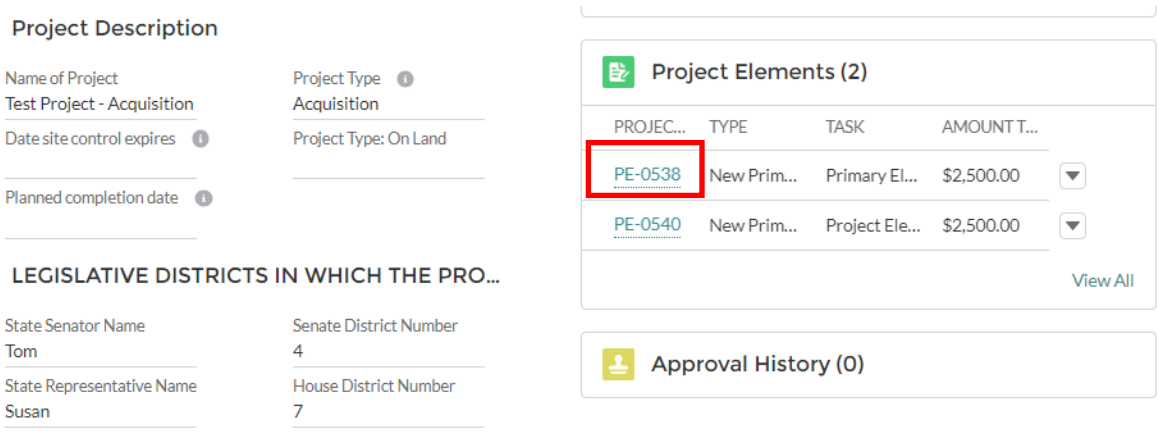
- The list of required documentation screen will display. This screen is a checklist that will indicate if the documentation was uploaded or if the documentation is not needed. Click Next.



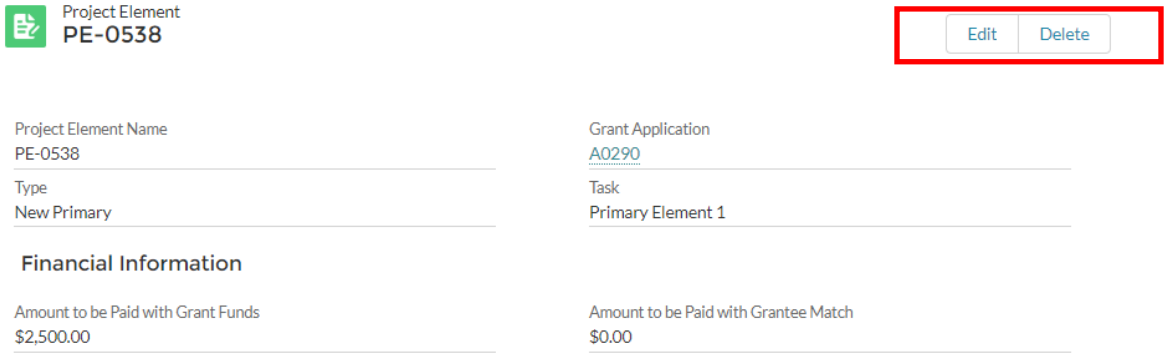
- Select Go to Application.



- Please make sure that you refresh your screen. If the user would like to edit the Project Elements that were entered previously, scroll to the Project Elements related list.
- Click on the Project Element to view the Project Element record.



- Click on Edit to edit the Project Element record or Delete to delete the record.



- To submit your application, you MUST go to the application and click the "Submit for Approval" button in the top right-hand corner of the application. Please refresh the screen.





Grant Application
A0290

Edit | Submit for Approval

Florida Department of Environmental Protection
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
GRANT APPLICATION PACKAGE

Checklist

To edit information in a section, please select the appropriate sectiont to make the edits.

List of sections completed or pending.

Section 1: **Completed**
Section 2: **Completed**
Section 3: **Completed**
Section 4: **Completed**
Section 5: **Completed**
Section 6: **Completed**
Section Project Element: **Completed**
Section Evaluation: **Completed**

Select Section you want to complete

- (●) Section 1: APPLICANT INFORMATION
- ( ) Section 2: PROJECT INFORMATION
- ( ) Section 3: PROJECT LOCATION
- ( ) Section 4: LEGISLATIVE DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED
- ( ) Section 5: DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT
- ( ) Section 6: FINANCIAL INFORMATION GRANT MATCH RATIOS
- ( ) Project Element
- ( ) Evaluation

Next

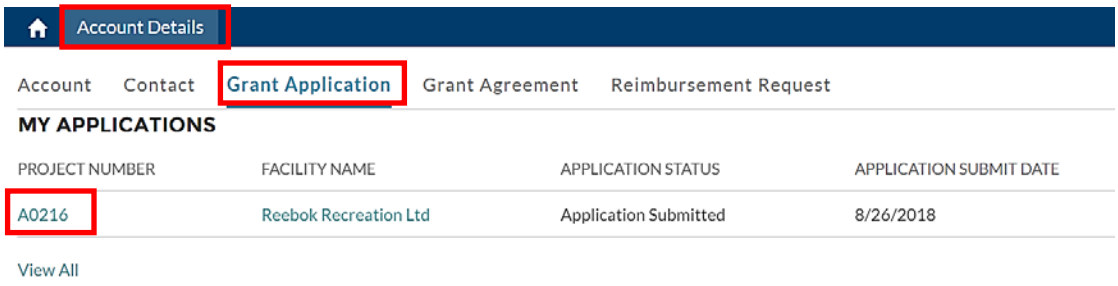
Project Number A0290	Application Status Draft
Total Project Amount $0.00	Application Submit Date
Total Grant Award Amount $0.00	Termination/Application Close Date

Files (6+) Add Files

AA10 Sep 6, 2018 ...	AA9 Sep 6, 2018 ...	A13 Sep 6, 2018 ...
a19 Sep 6, 2018 ...	11 Sep 6, 2018 ...	a28 Sep 6, 2018 ...

5. Grant Application Tab

- Select **Account Details** and then select the **Grant Application tab** to view the grant application. To open the application, click on the Project Number.



- The Grantee will receive an email updating them as to who the Grant Manager is that has been assigned to their application and provides the DEP Grant Manager's contact information.



Thank you for submitting your application for grant funding through the Florida Recreation Development Assistance Program!

Your grant application has been assigned to Angie Bright as your Grant Manager and will be your point of contact should you have any questions regarding [A0216]. Your application is being reviewed and your Grant Manager will be contacting you soon to discuss your project.

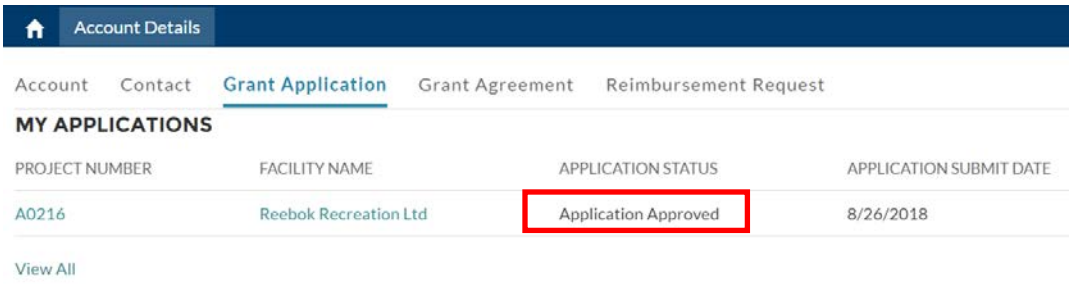
Should you have any questions, please contact us.

Thank you,
Angie Bright
angie.bright@dep.state.fl.us

Thank you,

Florida Department of Environmental Protection
3900 Commonwealth Blvd,
Tallahassee, FL 32399
Phone: 850-245-2118

- Once the Grant Application has been submitted to DEP for approval and they have approved the submitted application, the application status will change to **Application Approved**.

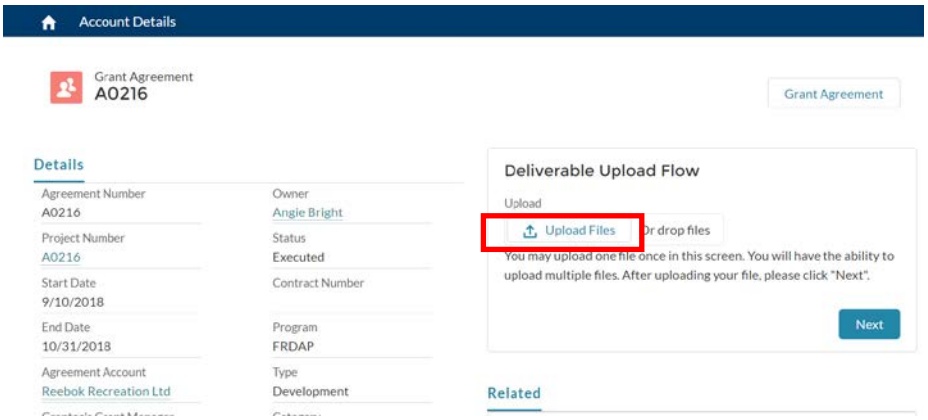


6. The Grant Agreement

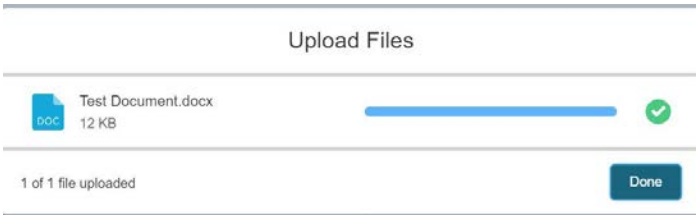
- Select the **Grant Agreement tab** to view the grant agreement. To open the application, click on the Agreement Number.
- The status of the Agreement is displayed.



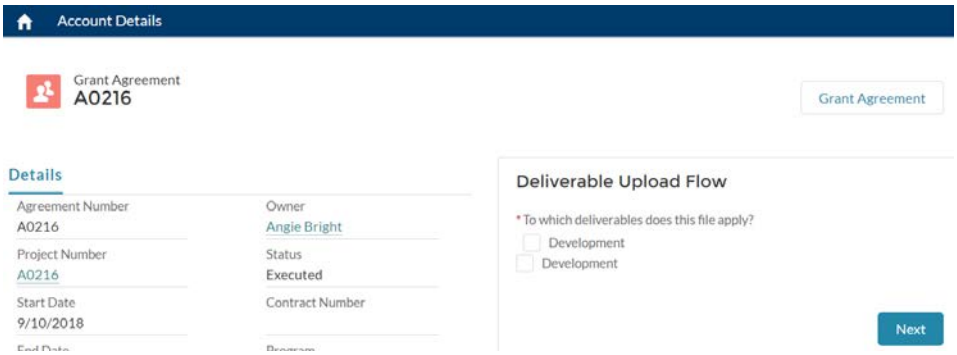
- The user will need to **upload their Deliverables**. To do this, select **Upload Files**.



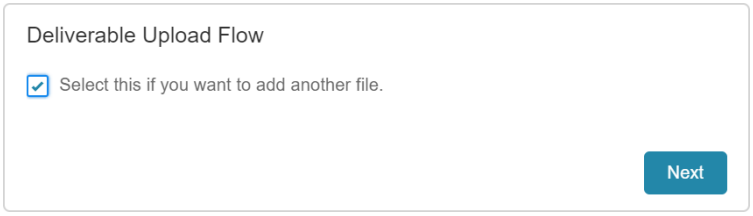
- They will **select the file** stored on their PC and **select Open**.
- The upload screen will display showing that the file was uploaded successfully. Click **Done**.
- Click **Next**



- Select the **Deliverable** that is associated with the file that was uploaded. Click **next**



- Select the **checkbox** to add another Deliverable file upload, (if you do not want to add another deliverable file, do not check the box) and click next.

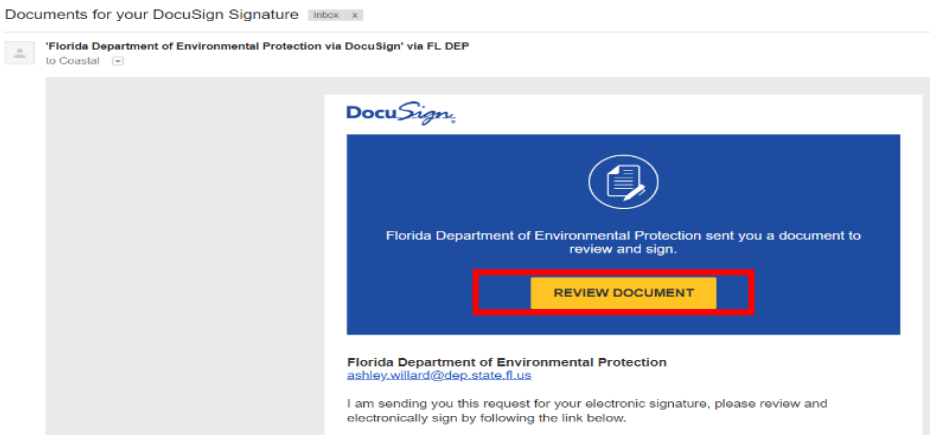


- This will take you to the screen where you can select the file and go through the upload process again.

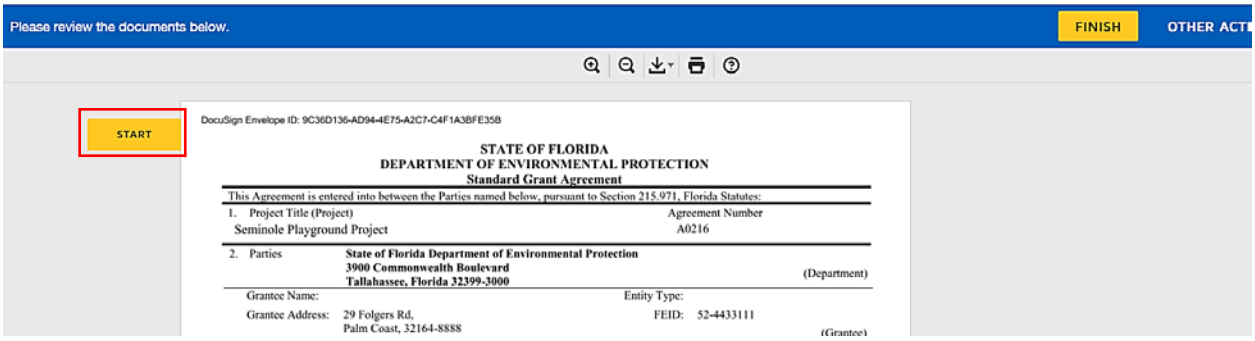


7. DocuSign

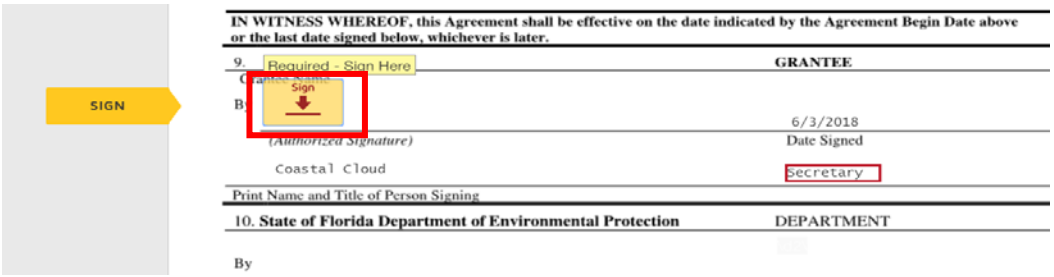
- As part of the Grant Agreement approval process – the Agreement will be sent to the Portal user via email using DocuSign.
- An email will be sent to the Grantee and to DEP. When the email is opened there is a button (Review Document) – click on it.



- Click Start.



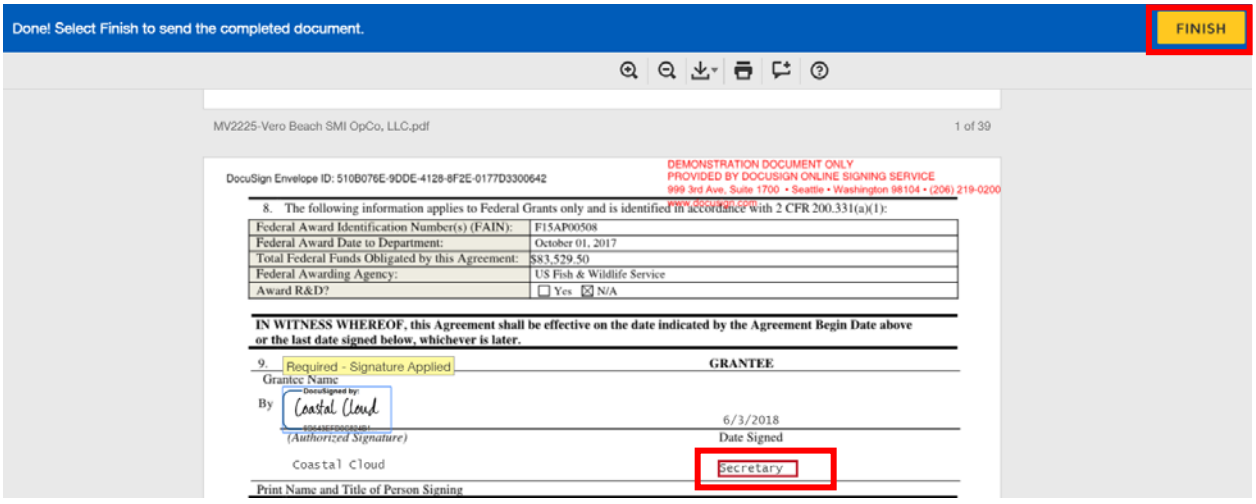
- This will automatically take you to the section where the signature is required in the Agreement. Click on the Sign button.



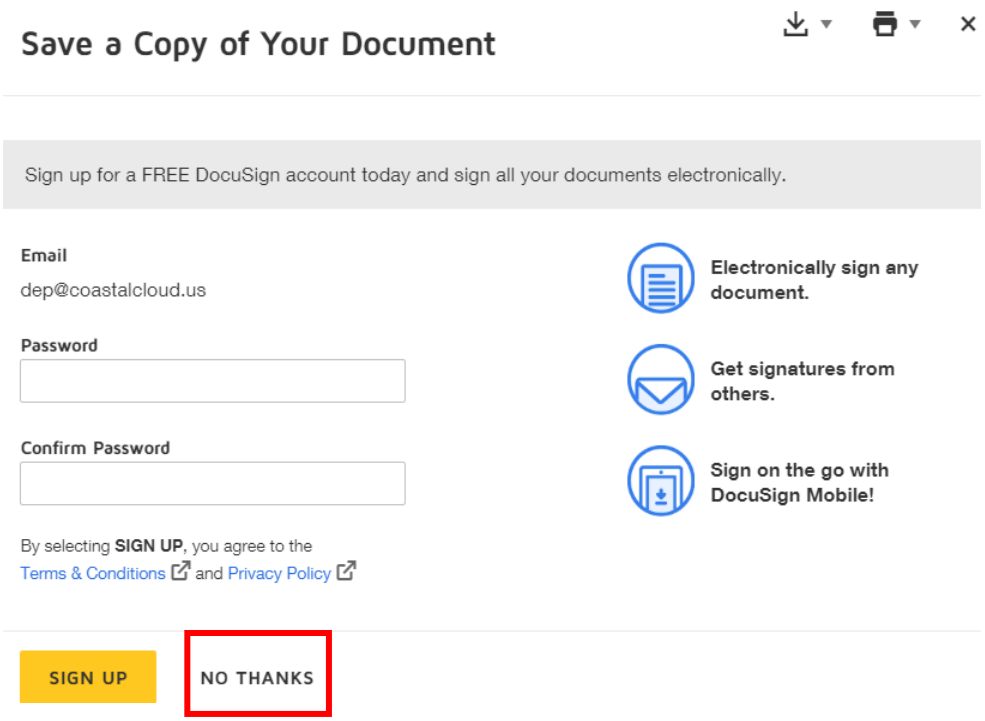
- You can enter your full name and initials if they are not already displayed. A sample signature will then be previewed. You also have the option to draw your own signature by selecting the Draw tab.
- Once you are satisfied with the preview signature, select Adopt and Sign.



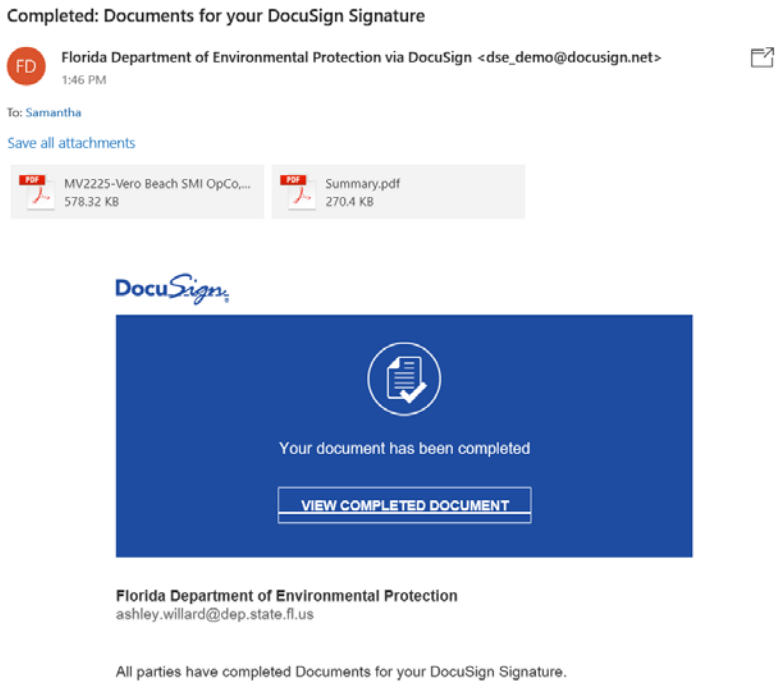
- The Agreement will display with your signature. Select Finish.
- Please Note: The text box below the date is for the Signee's title and is a required field. If there is no data captured in there you will need to enter it here. In the screenshot it is populated with the word Secretary.



- The next screen will display asking you to create an account with DocuSign to save a copy of your document. THIS IS NOT NEEDED. Select No Thanks.

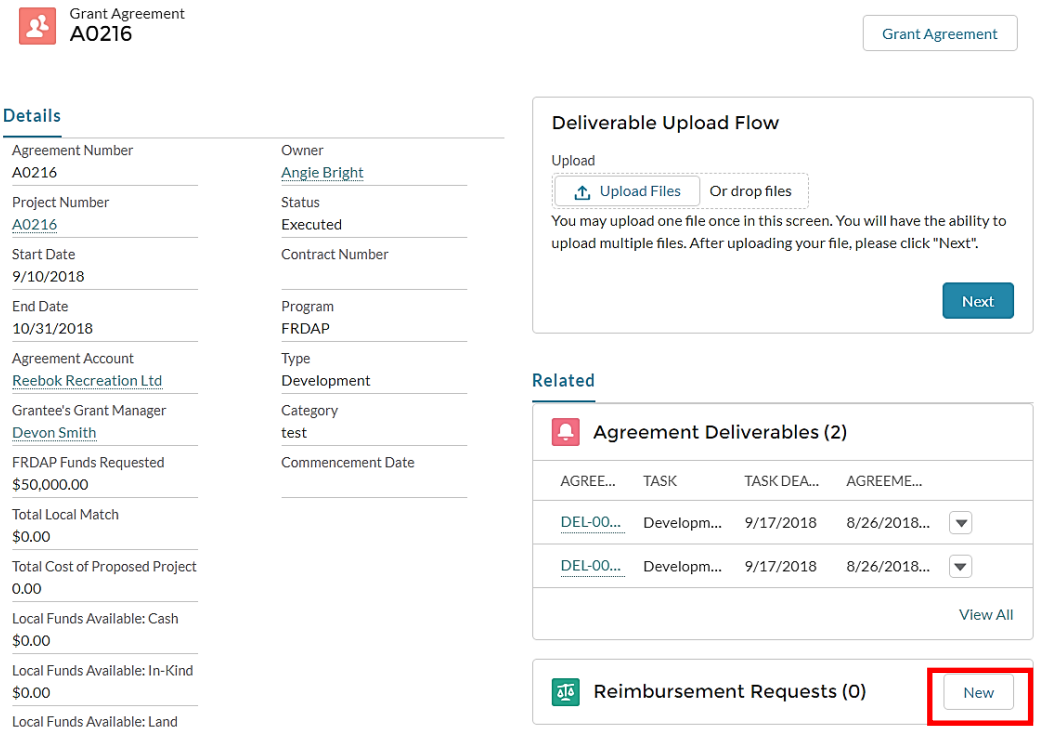


- Once the document has been signed by both parties, the Grantee will receive an email notification with the attached signed Agreement (with both signatures).

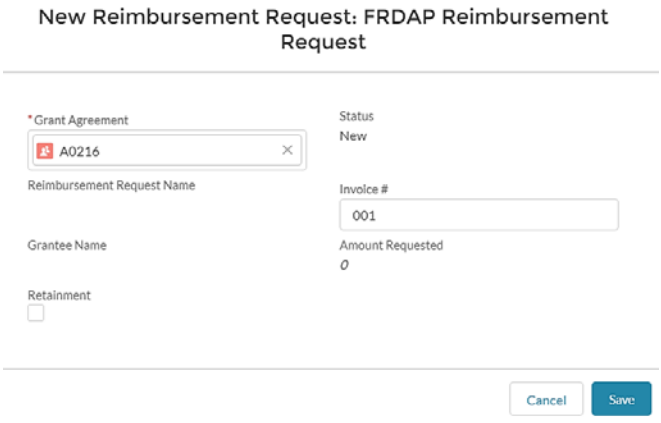


8. Create a Reimbursement Request

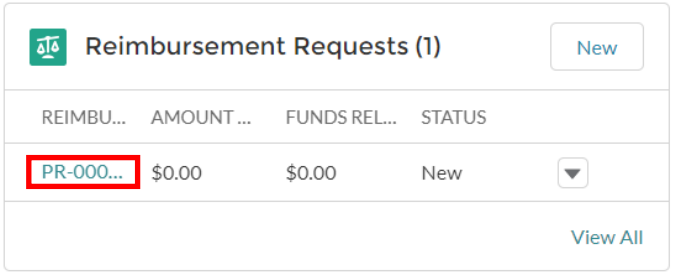
- Navigate to the **Account Tab** and select the **Grant Agreement** by clicking on the Agreement Number.
- The Agreement record will display. Scroll down to the Reimbursement Request related list. Select **New**.



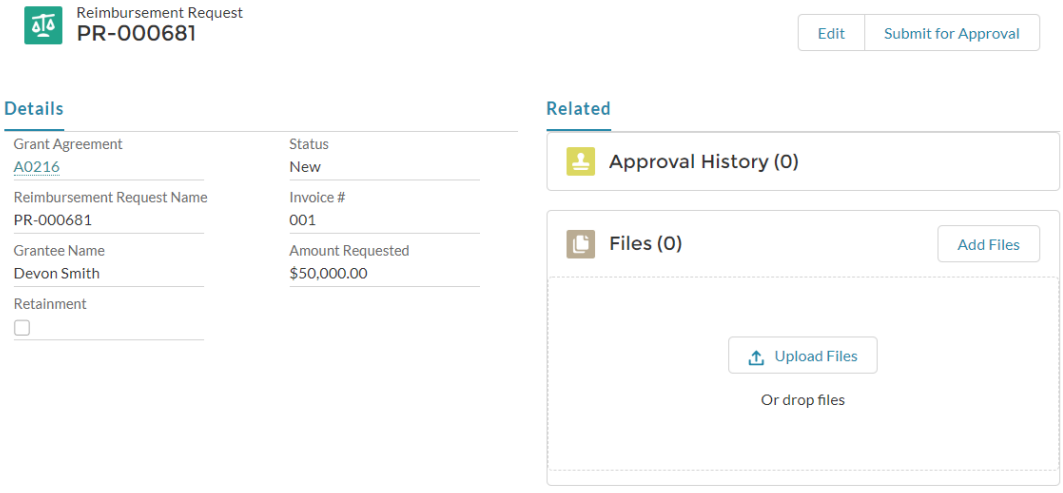
- The Reimbursement Request screen displays. **Complete all the fields** and select **Save**.



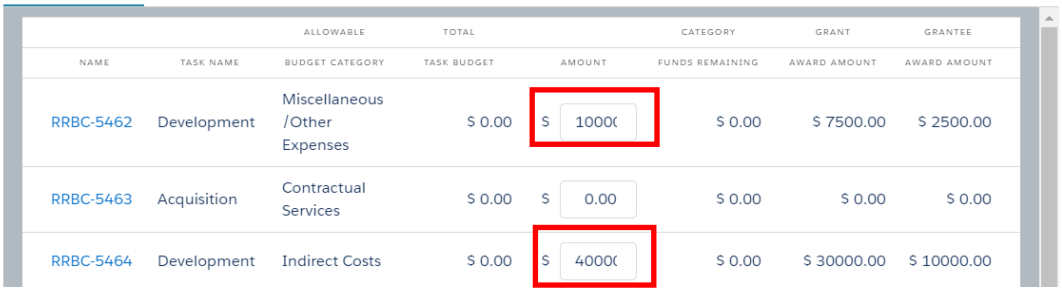
- The Reimbursement Request record is saved. The user can **scroll to the Reimbursement related list** and select the link to open the Reimbursement request.



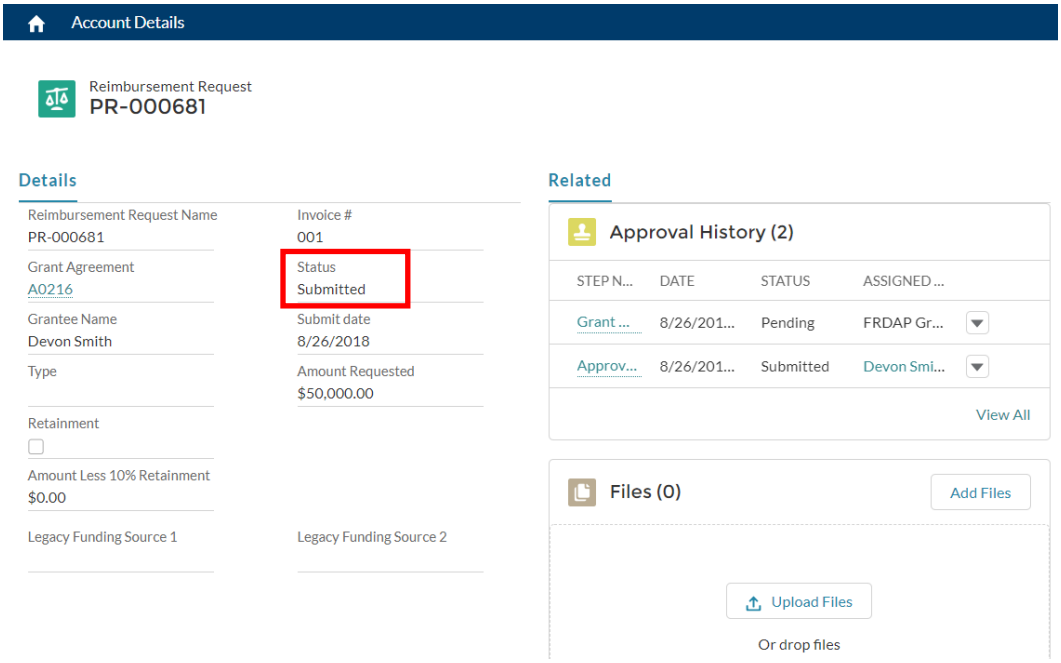
- Update the amount being requested for reimbursement under the **Amount column** for each Budget Category in the Budget Category table below. **Refresh the screen** so that the Amount Requested is populated.
- The user can also upload files that are relevant to the reimbursement request.



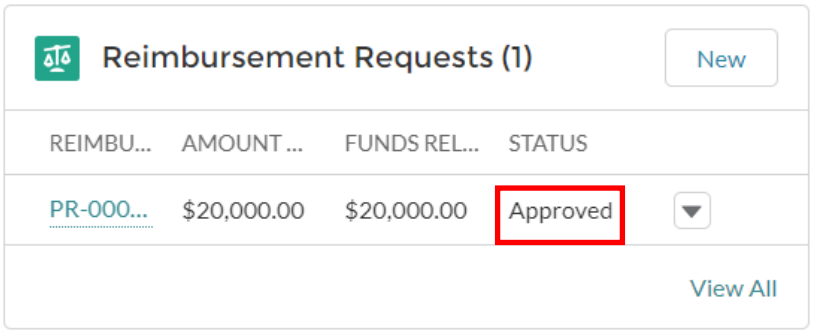
Budget Category



- Note: When adding amounts in the Budget Category table, the values will automatically be saved when you click out of the amount field. There is no save button required. Additionally, the calculations will be adjusted automatically.
- Select **Submit for Approval**. The Submit for Approval comments box will display, add any relevant comments (if any) and select **Submit for Approval**.
- The status will be displayed as Submitted.

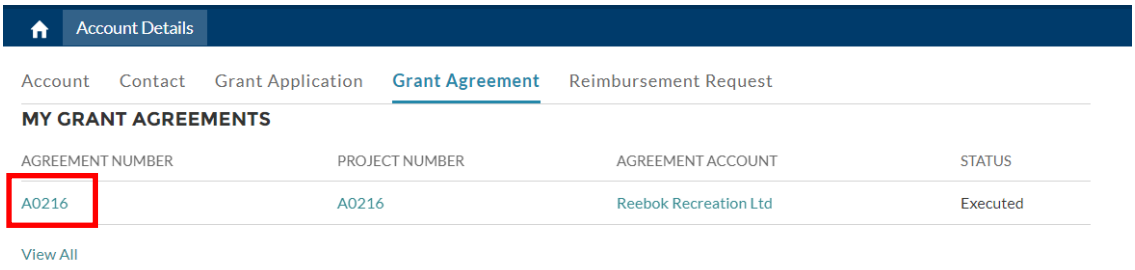


- DEP will process the Payment Reimbursement request and Approve / Reject the request. If approved the status is changed to Approved.



9. Status Reports

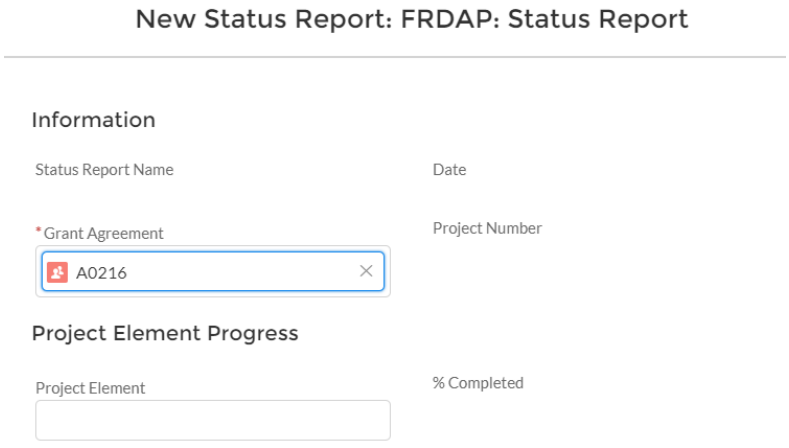
- The portal user will create Status Reports which are due by the following dates:
  - January 5th
  - May 5th
  - September 5th
- The portal user will be sent email reminders to submit their Status report.
- Navigate to the **Grant Agreement** object. Click on the Agreement Number to view the record.



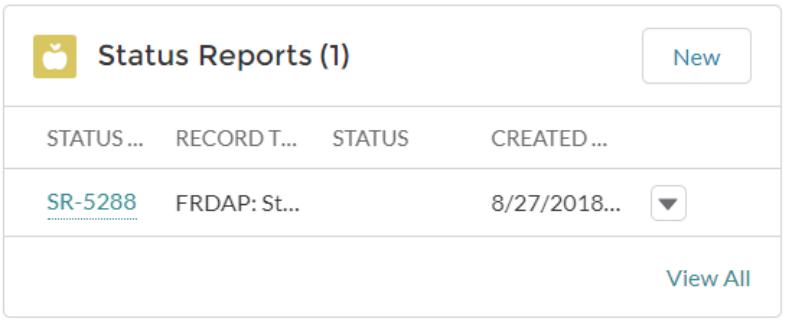
- Scroll to the Status Report related list.
- Select **New**.



- Complete the Project Element field and the Work Accomplished field. Click on **Save**.



- The Status report is submitted, and the record is displayed in the Status related list.



10. Amendments / Change Orders (Read Only)

- The User will have Read Only access to view the Amendment/Change Order records.
- To view the Amendment/Change Order related list navigate to a Grant Agreement record and scroll to the Amendment/Change Order related list.
- Click on the Amendment Name to view the record.

