



DEP NPS PORTAL USER AND GRANT MANAGER USER GUIDE

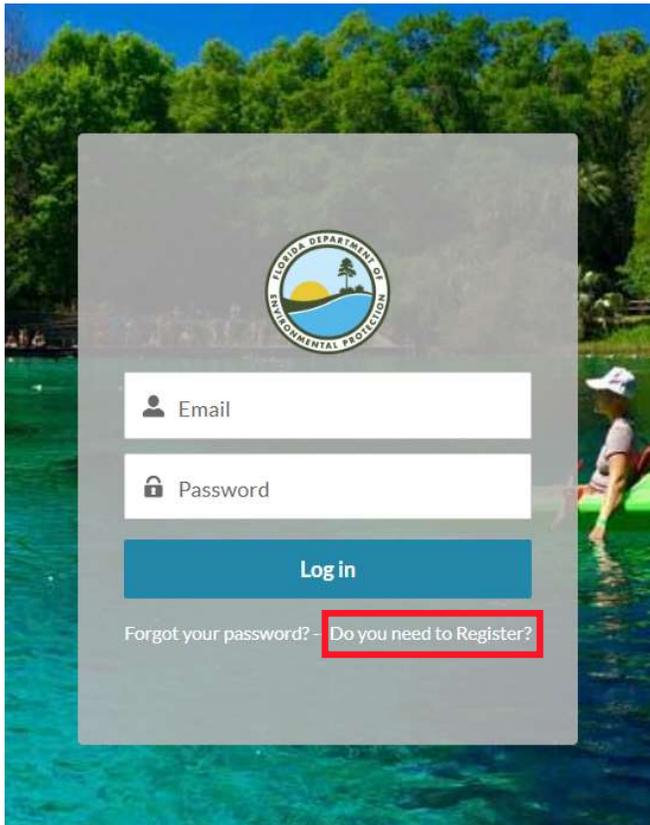
Department of Environmental Protection (DEP)



NPS Portal User

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**
 - You are a NPS APPLICANT registering for a grant, select DWRA Applicant
 2. **Do you currently receive funding from another FL DEP grant program?**
 - You do not receive funding from any grant program, select No.
- Select **Next** to progress to the following screen.



* Select what type of Application

DWRA Applicant

* Do you currently receive funding from another FL DEP grant program?

Yes

Next

Already Have an account?

- **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





* Applicant Name 1
Elaine's Birding LTD

Applicant Mailing Street
12 Pretoria Ave

Applicant Mailing City
Palm Coast

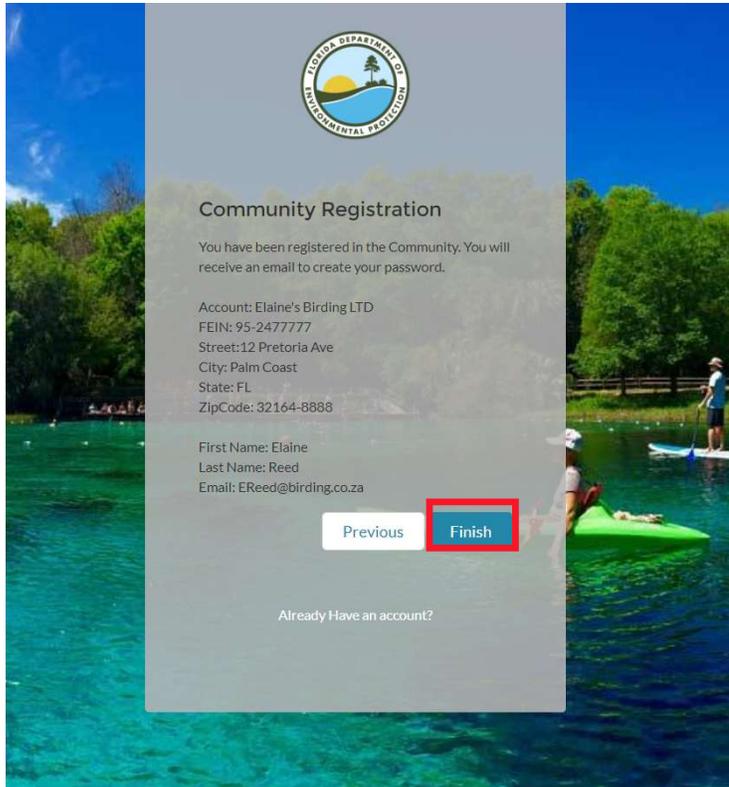
* Applicant Mailing State
FL

Applicant Mailing Zip/Postal Code
32164-8888

FEIN is numbers only and must be entered in this format:
XX-XXXXXXX

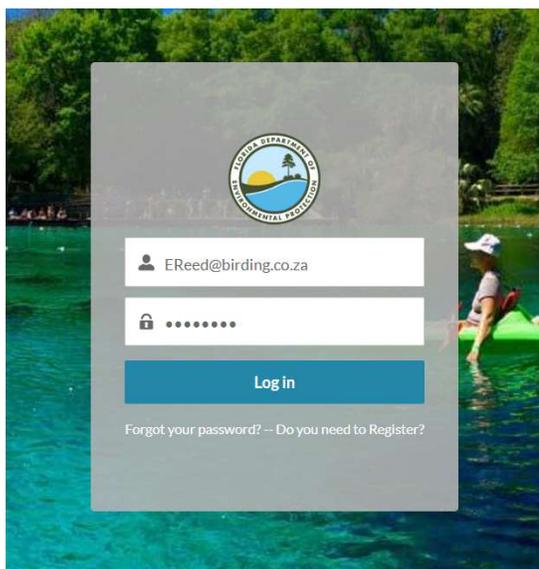
Applicant FEIN/FEID
95-2477777

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



2. Login to the Salesforce Org

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





3. View Account record

- 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

Account Details

DIVISION OF WATER RESTORATION ASSISTANCE PROGRAMS



NONPOINT SOURCE MANAGEMENT PROGRAM PROJECT INFORMATION PROPOSAL FOR GRANT FUNDING CONSIDERATION

Project Information Proposals Accepted from the Following Entities:
Governmental entities in Florida, including state agencies, local governments and special districts, public universities or colleges, state water management districts, and National Estuary Programs. See Subsection 287.012(14), Florida Statutes (F.S.), for the definition of a governmental entity.

[Apply for Grant](#)

The Florida Department of Environmental Protection recommends using Chrome while using this Portal.



SPRINGS, SAND & GRIT AND LEGISLATIVE PROGRAM PROJECT INFORMATION

Protecting Florida's Springs In 2016, the Florida Legislature identified 30 "Outstanding Florida Springs" that require additional protections to ensure their conservation and restoration for future generations. These protections will be outlined in restoration plans, known as Basin Management Action Plans (BMAPs). These plans are focused on reducing nitrogen pollution that is impacting the water quality of these springs. For springs that are not meeting water quality standards, DEP must develop BMAPs by July 1, 2018.

[Complete Springs Information](#)
[Review Grant Agreement](#)

The Florida Department of Environmental Protection recommends using Chrome while using this Portal.

NPS Quick Links

- Division of Water Restoration Assistance
- Best Management Practices efficiencies
- Nonpoint Source Management Program Contacts
- DEP Basin 411 Website for information on WBIDS
- EPA Guidelines for States and Tribes on the 319(h) Grant Program
- Municipal Separate Storm Sewer System (MS4) information
- Basin Management Action Plans information
- Reasonable Assurance Plans information
- Total Maximum Daily Loads information
- University of Central Florida BMPTrains Model
- EPA's Green Infrastructure Website
- EPA Low Impact Development Fact Sheets

All Other Programs Quick Links

- The Department of Environmental Protection (DEP)
- Springs Restoration Program Contacts
- Springs Restoration Funding

- To view Account details, select **Account Details tab**.
- **Click on the Account Name** to view the record.

Account Details

Account Contact Grant Application Grant Agreement Reimbursement Request

MY ACCOUNT INFORMATION

Steve Jobs
121 Pine Lakes Pkwy N
Palm Coast, 32137-4842
United States

[View All](#)



- Grantee **can view Account** record from portal page.

Account Details

Account **Steve Jobs**

Billing Address: 121 Pine Lakes Pkwy N, Palm Coast, 32137-4842, United States

Phone: Facility Name: Entity/Owner Name: Primary Email:

Details

Account Name	Legal Name
Steve Jobs	
Parent Account	Profit or Non Profit
Federal Employer ID #	Type
64-7236498	
Parent Company Name	Entity Type
	Common Name

Related

Contacts (1)

CONTA...	TITLE	MAILING C...	EMAIL
Steve Jobs		Palm Coast	dep@coasta... ▼

[View All](#)

Grant Applications (0)

4. View Contact record

- Click on the **Account Detail** tab
- Click on the **Contact** tab
- Click on the name of the **Contact**

Account Details

Account **Contact** Grant Application Grant Agreement Reimbursement Request

MY CONTACT

[Steve Jobs](#)

Steve Jobs · dep@coastalcloud.us · DEP Grant Site Guest User

[View All](#)



- Grantee can view Contact record from portal page

Contact **Steve Jobs** Edit

Title	Account Name	Phone (2) ▼	Email	Contact Owner
	Steve Jobs		dep@coastalcloud.us	

Details

Name	Steve Jobs	Phone	
Account Name	Steve Jobs	Mobile	
Title		Email	dep@coastalcloud.us

▼ **Address Information**

Mailing Address
121 Pine Lakes Pkwy N
Palm Coast, 32137-4842
United States

Related

Related Accounts (1)

ACCOUNT N...	DIRECT	ROLES
Steve Jobs	<input checked="" type="checkbox"/>	

[View All](#)

Grant Applications (0)

Grant Agreements (Grantee's Grant Ma... (0)

5. Edit Contact record

- From within the Contact record, click on Edit

Contact **Steve Jobs** Edit

Title	Account Name	Phone (2) ▼	Email	Contact Owner
	Steve Jobs		dep@coastalcloud.us	

Details

Name	Steve Jobs	Phone	
Account Name	Steve Jobs	Mobile	
Title		Email	

Related

Related Accounts (1)

ACCOUNT N...	DIRECT	ROLES
Steve Jobs	<input checked="" type="checkbox"/>	



- The edit screen will display with fields that you are able to edit (i.e. Phone field, First Name, Last Name, Mobile etc.)
- **Make an edit to one of these fields.**
- **Click save**

Edit Contact

*Name

Salutation: --None--

Phone:

First Name:

*Last Name:

*Account Name: Steve Jobs ×

Mobile:

Title:

Email:

Cancel
Save

6. Create Grant Application record

- To go back to the home screen, select the **Home** button
- Select the link **Apply for a Grant**.



DIVISION OF WATER RESTORATION ASSISTANCE PROGRAMS



NONPOINT SOURCE MANAGEMENT PROGRAM PROJECT INFORMATION PROPOSAL FOR GRANT FUNDING CONSIDERATION

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[Apply for Grant](#)

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SPRINGS, SAND & GRIT AND LEGISLATIVE PROGRAM PROJECT INFORMATION

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[Complete Springs Information](#)
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All Other Programs Quick Links

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- Springs Restoration Program Contacts
- Springs Restoration Funding



- A screen with overview details regarding the Grant will be displayed. Click **Apply for Grant at the end of the page.**



DIVISION OF WATER RESTORATION ASSISTANCE NONPOINT SOURCE MANAGEMENT PROGRAM
PROJECT INFORMATION PROPOSAL
FOR GRANT FUNDING CONSIDERATION

*Complete all appropriate sections and sign/date (expand writing areas as needed).
 Instructions are included in italics throughout the project information proposal.*

OVERVIEW

Project Information Proposals Accepted from the Following Entities:

Governmental entities in Florida, including state agencies, local governments and special districts, public universities or colleges, state water management districts, and National Estuary Programs. See Subsection 287.012(14), Florida Statutes (F.S.), for the definition of a governmental entity.

Examples of fundable projects or programs include, but are not limited to:

- Demonstration and evaluation of best management practices (BMPs)
<https://floridadep.gov/dear/water-quality-restoration/documents/statewide-best-management-practice-bmp-efficiencies>
- Nonpoint source pollution (NPS) reduction in priority watersheds (*i.e., areas with Water Quality Restoration Plan(s), treatment of impaired waters, etc.*)
- Ground water protection from nonpoint sources
- Public education programs on nonpoint source management (*319(h) Grant only*)
- Septic to sewer projects (laying the lateral from the residence/business to the main sewer line, connection to sewer line, grinding station [if on the resident's property], and abandonment of the septic if the remaining septic tank is a continued source of pollution) (*319(h) Grant only*)

- **Complete - PART I – GENERAL INFORMATION.**
- **Click Next** through each screen.
- **Part 1 must be completed in full to save.**

NPS Proposal

PART I – GENERAL INFORMATION - PART I must be completed in full to save.

PROPOSAL FOR GRANT FUNDING CONSIDERATION (For this project, check all grants that you would like to be under consideration to receive funding. Reviewers will evaluate the project for the applicable funding sources in this project information proposal.)

Federal EPA 319(h)

State Water Quality Restoration Grant

PROJECT CATEGORY: Check all that apply

Stormwater

Agricultural Best Management Practice(s) (BMP)

Onsite Sewage Treatment and Disposal Systems (OSTDS)

Water Quality Monitoring Only (of installed nonpoint source BMP(s))

Education Only

Other Water Quality (describe on next screen)

Hydrologic Restoration

Next

- At the end of Part 1 the system will generate a Proposal Number. **Make a note of your Proposal Number for future reference.**

NPS Proposal

Project Number: NPS0264

Part 1 of 6 Complete.

Next



- Complete - PART II: PROJECT WATERSHED CHARACTERISTICS.
- Click Next through each screen

Account Details

Nonpoint Source Proposed Project Information

PART II: PROJECT WATERSHED CHARACTERISTICS

WATERBODY ADDRESSED:
Provide the name of the waterbody(s) that this project addresses

Name of Waterbody(s) ?

Provide the WBID number(s) for the waterbody segment(s) that this project addresses.
Waterbodies are typically divided into segments which are identified by Water Body Identification (WBID) numbers. Water quality impairments are associated with the WBIDs, not the entire waterbody. Here is a link where that information can be found:
<https://floridadep.gov/dear/watershed-assessment-section/content/basin-411-0>

WBID Number(s) for waterbody segment(s) ?

List the parameter(s) the waterbody is impaired for that this project addresses

- Complete - PART III: DETAILED PROJECT DESCRIPTION.
- Click Next through each screen

Account Details

Nonpoint Source Proposed Project Information

PART III: DETAILED PROJECT DESCRIPTION

Include a full description of the proposed project. Project elements that are described on other submitted attachments but are not described in PART III, PART IV and/or PART V may not be considered as part of the project when evaluating the proposal for funding consideration.

For education-only projects, you may skip Part III and Part IV and complete the information in Part V instead.

Description of only the proposed grant funded and (where applicable) local funds and/or match commitment activities: Provide sufficient detail so that the project evaluators will know exactly what is being constructed/implemented and how it will function. For treatment trains, include how the BMPs are connected and function as a train.

Provide a detailed description of all project activities and best management practices (BMPs) the grant and match funding is expected to be used for, including but not limited to, description of each activity and BMP, type of BMP(s), approximate size of each BMP, number/type of structures in each BMP, pond residence time, etc.

Description

Describe how the project is expected to treat nonpoint source pollution or improve water quality.

Description



- Complete - PART IV – PROPOSED PROJECT ESTIMATED POLLUTANT LOAD REDUCTIONS.
- Click Next through each screen

Account Details

Nonpoint Source Proposed Project Information

PART IV – PROPOSED PROJECT ESTIMATED POLLUTANT LOAD REDUCTIONS

* This proposal is for a structural BMP project.

Yes

If the answer is yes, then enter the estimated load reductions and event mean concentrations (EMCs) in the Pollutant Load Reduction table for each BMP. To check recommended BMP efficiencies, refer to the following link: <https://floridadep.gov/dear/water-quality-restoration/documents/statewide-best-management-practice-bmp-efficiencies>

- Complete - PART V: ADDITIONAL QUESTIONS FOR PROPOSALS WITH EDUCATION COMPONENT(S).
- Click Next through each screen

Account Details

Nonpoint Source Proposed Project Information

PART V: ADDITIONAL QUESTIONS FOR PROPOSALS WITH EDUCATION COMPONENT(S)

Include a full description of the proposed project, if not described in PART III. Proposed project elements that are described on other submitted attachments but are not described in PART III, PART IV (if applicable), and/or PART V may not be considered as part of the project when evaluating the proposal for funding consideration.

PROJECT INFORMATION: Please provide responses to the questions below. The questions in the section pertain to only the grant funded and local funded and/or match funded activities unless otherwise specified.

Describe

|

Previous Next

- Complete - PART VI – CERTIFICATION, ATTACHMENTS, AND REFERENCES.
- Upload relevant files and add a description for each upload. Click Finish when done.



Account Details

Nonpoint Source Proposed Project Information

PART VI – CERTIFICATION, ATTACHMENTS, AND REFERENCES

List the file names for all attachments that are included with this project proposal (such as maps, design plans, GIS files, letters of support, operations and maintenance plan, etc.), a description of what the attachment contains, and the total number of attachments submitted, including the project proposal.

File 1

[Upload Files](#) Or drop files

File 1 Description

File 2

[Upload Files](#) Or drop files

File 2 Description

File 3

[Upload Files](#) Or drop files

File 3 Description

7. Edit Grant Application record

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

Account Details

Account Contact **Grant Application** Grant Agreement Reimbursement Request

MY APPLICATIONS

PROJECT NUMBER	FACILITY NAME	APPLICATION STATUS	APPLICATION SUBMIT DATE
A0216	Reebok Recreation Ltd	Application Submitted	8/26/2018

[View All](#)

- Click on Edit
- Grantee can edit Application record from portal page by clicking the Edit button on the record (the portal user cannot edit the application after it has been submitted for approval.)



8. Submit Grant Application record for Approval

- Select the **Submit for Approval button** to submit the application.
- The Application Status will change from Draft to Submitted. **Once the Application has been submitted it cannot be edited. The application gets locked needs to be approved by Ashley (System Admin).**

Account Details

Grant Application LP123Test Submit for Approval

Details

Information

Project Number LP123Test	Record Type NPS - Community Grant Application
Owner Steve Jobs	Application Status Draft
Application Submit Date	Application Approval Date
Application Review Date	Application Score 1 0

Related

- Grant Q&A's (0)
- Approval History (0)
- Open Activities (0)
- Activity History (0)

9. View Grant Application record

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

Account Details

Account Contact Grant Application Grant Agreement Reimbursement Request

MY APPLICATIONS

PROJECT NUMBER	FACILITY NAME	APPLICATION STATUS	APPLICATION SUBMIT DATE
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