

Florida Department of Environmental Protection Grant Portal User Account Creation Guidance

FDEP Grant Portal – New User Account Setup Guide

This document provides step-by-step instructions for new users to create an account in the FDEP Grant Portal in order to submit grant applications.

All applicants must have an active FDEP Grant User account before applying; new users should register through the grant portal, and returning users must verify their information to ensure readiness when the application cycle opens.

Please note: Please ensure that you are only creating a new account if your account does not already exist.

Account Setup:

In order to register as a user of the system or apply for a grant, an account must be setup on behalf of the entity. [Self Register Here](#)

If you do not find your entity when registering as a user, you must request a new account.

1. Visit the [FDEP Grants Portal](#)
2. Next, navigate to the [DSL Home Page](#)

HOME FRDAP DSL ORCP HRR TRAIL-GO SMWWCO

Division of State Lands

Welcome to the Division of State Lands (DSL) Grant Application Portal. Through this portal, you'll be connected to a wide array of impactful grant opportunities offered by the Florida Department of Environmental Protection's Division of State Lands (DSL); Florida's lead agency for environmental management and stewardship.

DSL serves as staff to the Board of Trustees of the Internal Improvement Trust Fund (Governor and Cabinet) and oversees more than 12 million acres of Florida's public lands, including rivers, lakes, islands, and forests. These lands are protected to ensure all Floridians and visitors can enjoy and appreciate our state's diverse natural landscapes.

The application portal opens on April 13, 2024, at 7:00a.m. EDT to begin accepting RTP applications and will remain open through 11:59p.m. EDT on May 28, 2024.

Assistance is only available during regular business hours. Questions can be directed to RecreationalTrailsProgram@FloridaDEP.gov and 850-245-2501

Any information submitted to the department will become a public record, subject to disclosure in accordance with chapter 119, Florida statutes, and article 1, §24 of the Florida constitution.

This portal serves as your gateway to several key funding programs that support conservation, recreation, resiliency, and working waterfronts across the state, including:

- **Florida Recreation Development Assistance Program (FRDAP)** - Provides funding for the acquisition and development of public outdoor recreation areas and facilities.
- **Outdoor Recreation Lease Partnership Program (ORLPP)** - Supports creation or improvement of urban park spaces to provide recreational opportunities for communities with limited access to quality parks.
- **State-Marketed Working Waterfronts Capital Outlay (SMWWCO)** - Provides funding to enhance or preserve working waterfronts, supporting commercial fishing, boating, and maritime industries.
- **Land and Water Conservation Fund (LWCF)** - Supports acquisition and development of public lands for outdoor recreation, funded through the Land and Water Conservation Fund.
- **Recreational Trails Program (RTP)** - Provides funding for non-motorized recreational trails, including hiking, biking, and equestrian trails.
- **Florida Communities Trust Parks and Open Space / Florida Forever Grant Program (FCT)** - Supports acquisition of land for conservation, recreation, and preservation of natural and cultural resources.

Whether you are seeking grant funding, interested in land conservation, or looking to participate in the future of Florida's public lands, this portal is your starting point. Thank you for your commitment to preserving Florida's natural and cultural resources for generations to come.

Getting started is simple! Check out the Instructions for Requesting New Account tab to the right, to select your program area and request a new account. Once your account has been created you will need to register on the DEP Grants portal. Returning users will need to use the login credentials created when their account registered. Replace this text with content of your own.

Instructions for Requesting a New Account

To request a new account you will need to send the following information to the email address associated with the program area which you are wanting to apply.

- Account Name (Business Name as it is registered / SunBiz and My Florida Marketplace)
- Applicant Name
- Federal Employee ID # (FEID)
- Applicant Email Address
- Applicant Phone Number
- Applicant Billing Address
- Website Link (if available)

- Send an email to request New Account for FRDAP
- Send email to request New Account for SMWWCO
- Send email to request New Account for LWCF
- Send email to request New Account for FCT
- Send email to request New Account for RTP

Once you have received confirmation from DEP staff that your account has been created, you will then Register as a DEP Grant User.

DEP Grant User Registration

First-time visitors should register as a DEP Grants User.

To apply for a grant, view application status or submit documentation, you must be a registered user.

Already have a user account? Log in to create or edit an existing application

Florida Department of Environmental Protection
3900 Commonwealth Blvd.
Tallahassee, FL 32399-3000

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3. On the right-hand side of the screen (highlighted), select the “Send an email to request new Account.”

The screenshot shows the Florida Department of Environmental Protection Grant Portal. The navigation bar includes links for HOME, FRDAP, DSL, ORCP, HRR, TRAIL-GO, and SMMWCO. The main content area is titled 'Division of State Lands' and contains a welcome message, a list of programs, and contact information. On the right side, there is a highlighted section titled 'Instructions for Requesting a New Account' which lists the information needed to request an account and provides a link to request a new account. Below this, there is a 'DEP Grant User Registration' section with instructions for first-time visitors and existing users.

HOME FRDAP DSL ORCP HRR TRAIL-GO SMMWCO

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Send email to request New Account for RTP

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DEP Grant User Registration

First-time visitors should register as a DEP Grants User.

To apply for a grant, view application status or submit documentation, you must be a registered user.

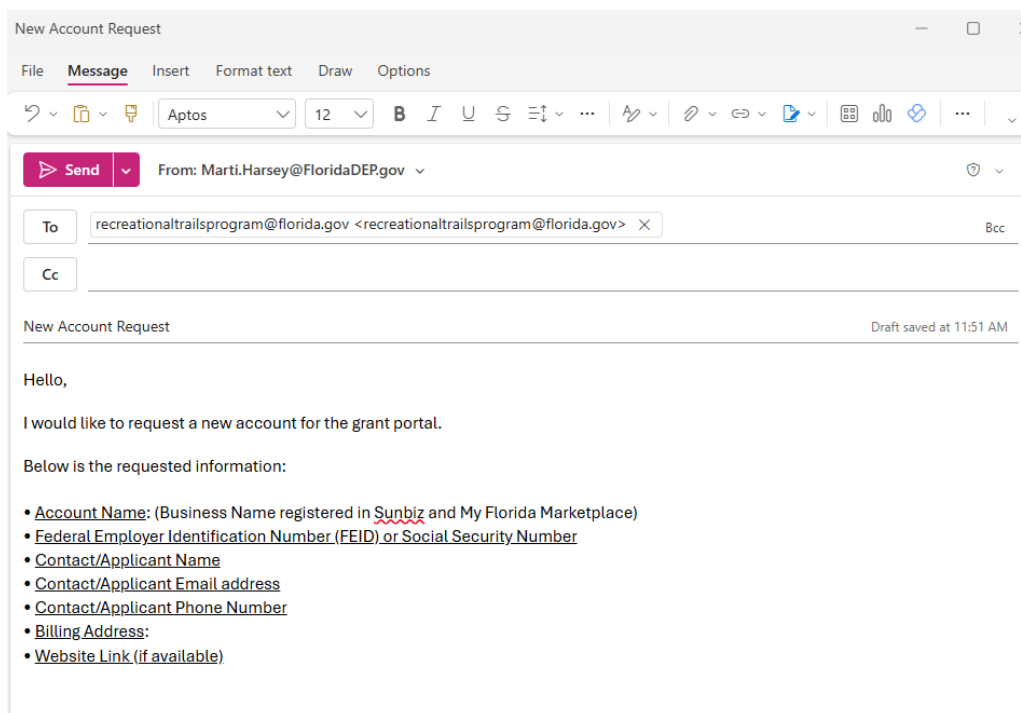
Already have a user account? Log in to create or edit an existing application

4. A draft email addressed to the RTP team will be displayed on your screen. Enter “New Account Request” as the subject of the email.

5. Provide the information below:

- Account Name: (Business Name registered in Sunbiz and My Florida Marketplace)
- Federal Employer Identification Number (FEID) or Social Security Number
- Contact/Applicant Name
- Contact/Applicant Email address
- Contact/Applicant Phone Number
- Billing Address:
- Website Link (if available)

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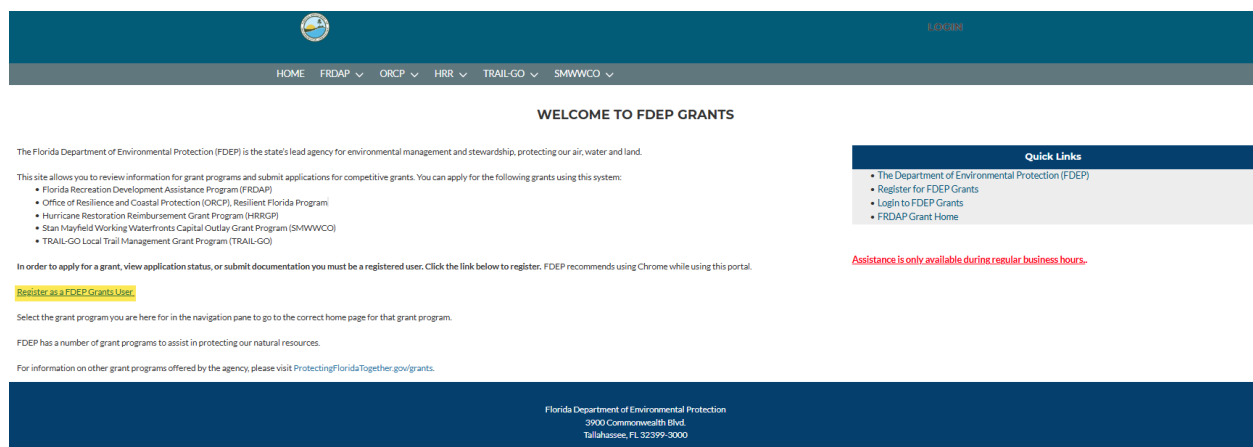


6. Next, send the email.

Should you have any questions throughout this process, please contact Marti Harsey at (850) 245-2501 or RecreationalTrailsProgram@floridadep.gov for further assistance.

Register as a FDEP Grants Portal User:

1. Visit the [FDEP Grant Portal](#) or the [DSL Home Page](#)
2. Select the corresponding link to begin the registration process.



FDEP Grants Portal Home Page

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DEP Grant User Registration

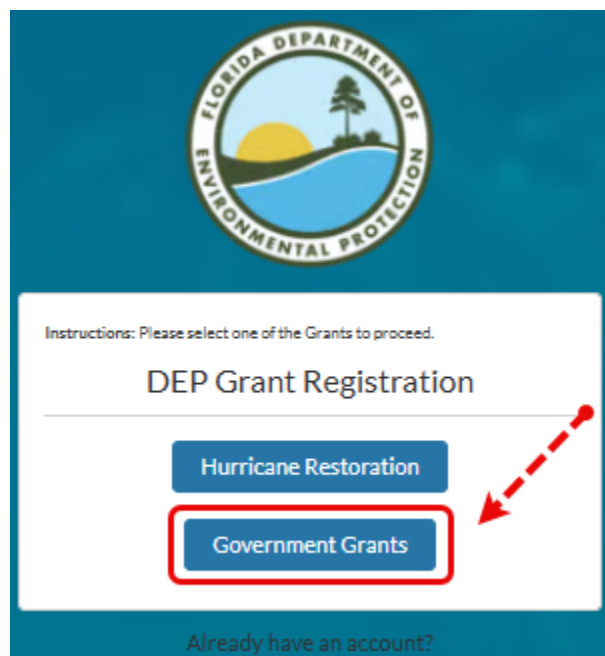
First-time visitors should register as a DEP Grants User.

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Already have a user account? [Log in](#) to create or edit an [existing application](#)

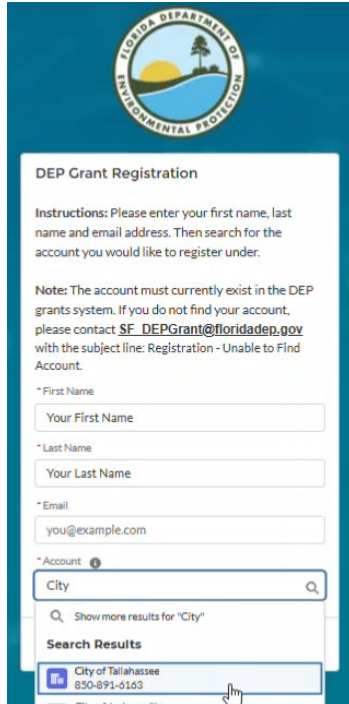
[DSL Home Page](#)

3. On the DEP Grant Registration Screen, choose **“Government Grants”**.

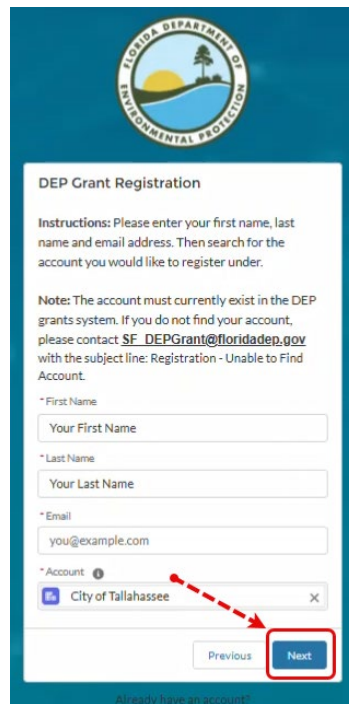


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- The DEP Grant Registration form will appear.
 - Enter **First Name**, **Last Name**, and **Email Address**.
 - Click on the **Account** field to search for your existing account.
- Type in the name of your account. A list of matching accounts will appear.
- Select your account from the list.
- Click the **Next** button to submit your DEP Grant Registration.



The screenshot shows the DEP Grant Registration form with the following fields: First Name (Your First Name), Last Name (Your Last Name), Email (you@example.com), and Account (City). The Account field is expanded to show search results for "City", with "City of Tallahassee" selected. A red box highlights the "Next" button at the bottom right.



The screenshot shows the DEP Grant Registration form with the following fields: First Name (Your First Name), Last Name (Your Last Name), Email (you@example.com), and Account (City of Tallahassee). A red dashed arrow points from the search results to the "Next" button at the bottom right.

- After you submit your registration, a confirmation page will appear on your screen.



The screenshot shows the DEP Grant Registration confirmation page with the following text:

DEP Grant Registration

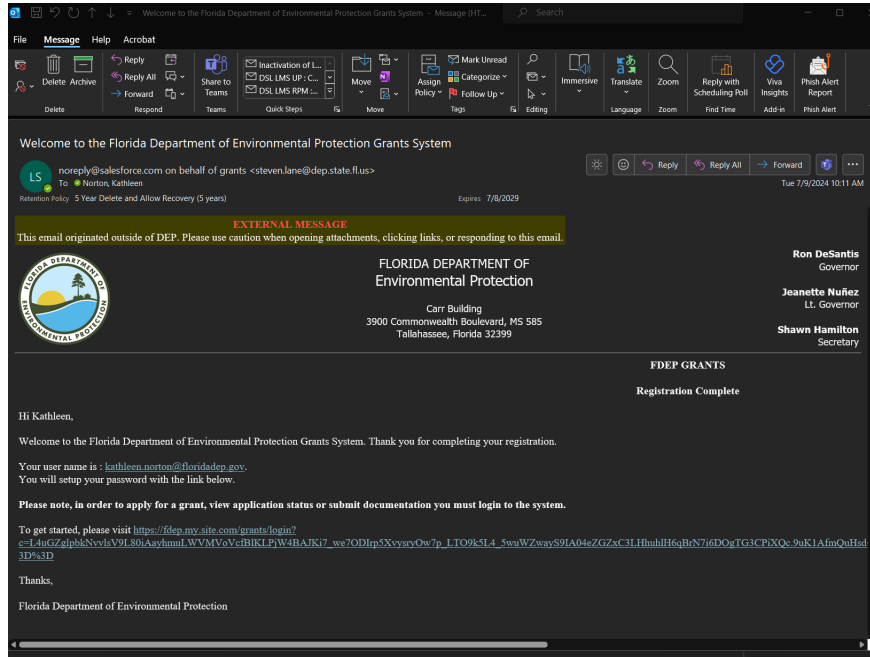
You have successfully registered to this Florida Department of Environmental Protection Grants Community.

You will be receiving an Welcoming Email to get started with the Community.

Thank you.

Florida Department of Environmental Protection Grant Portal User Account Creation Guidance

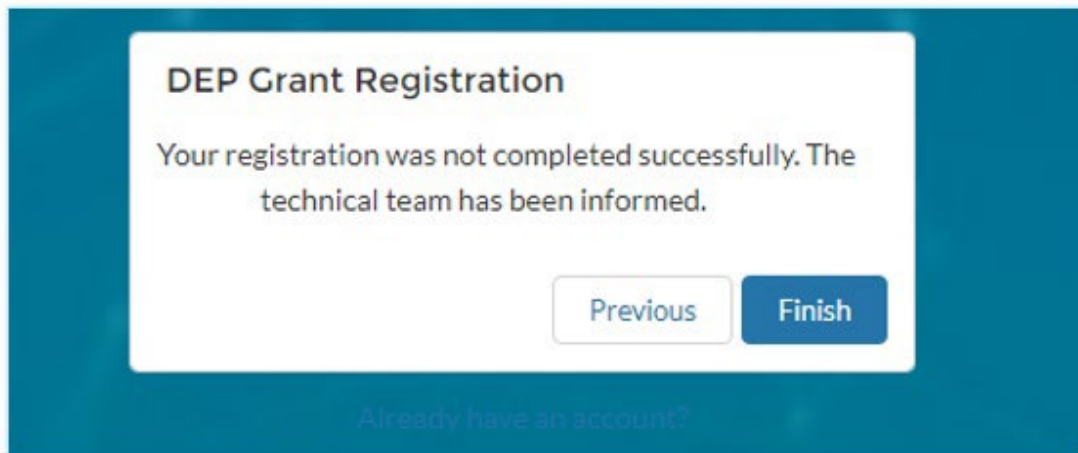
- Next, check your email inbox for a message containing your user credential details. Follow the instructions in that email to set up your password and complete your registration access.



CONGRATULATIONS!

You have successfully registered as a FDEP Grants Portal User.

Please note, if the following message is displayed on the screen, your registration was not successful.



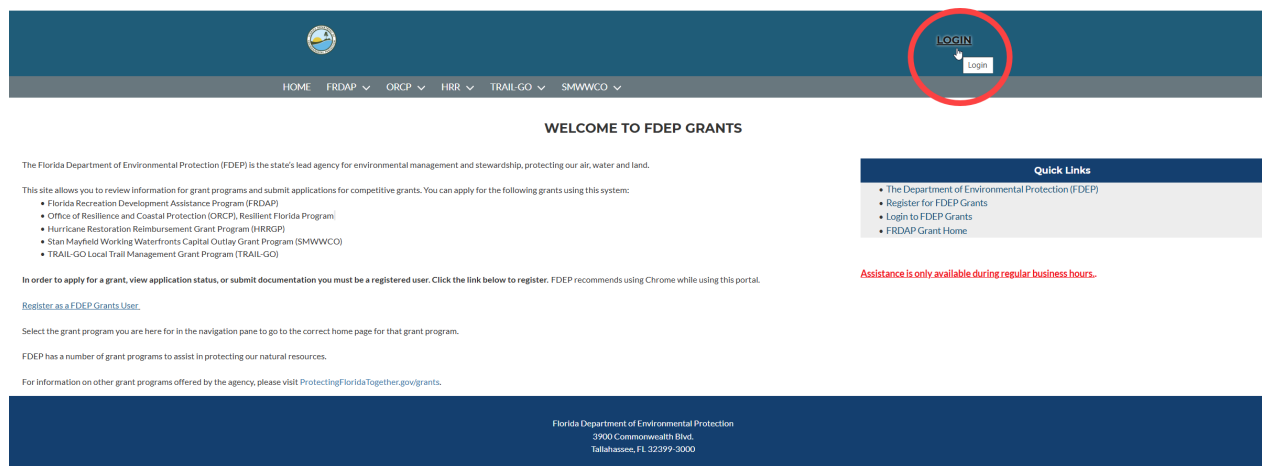
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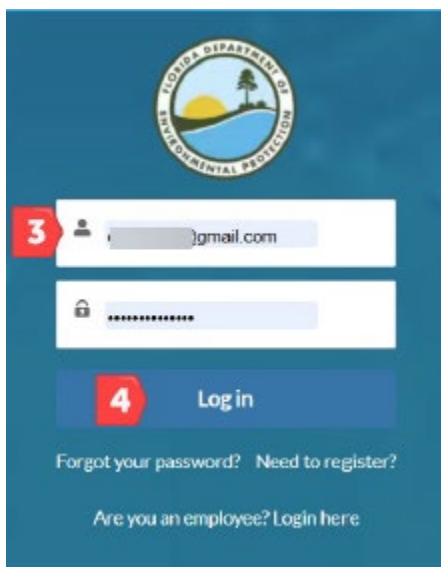
Creating a New Application:

To begin the application process, you must login to create an application.

1. Visit the FDEP Grants Portal. <https://fdep.my.site.com/grants/s/>
2. Click the “LOGIN” button located in the top right corner.

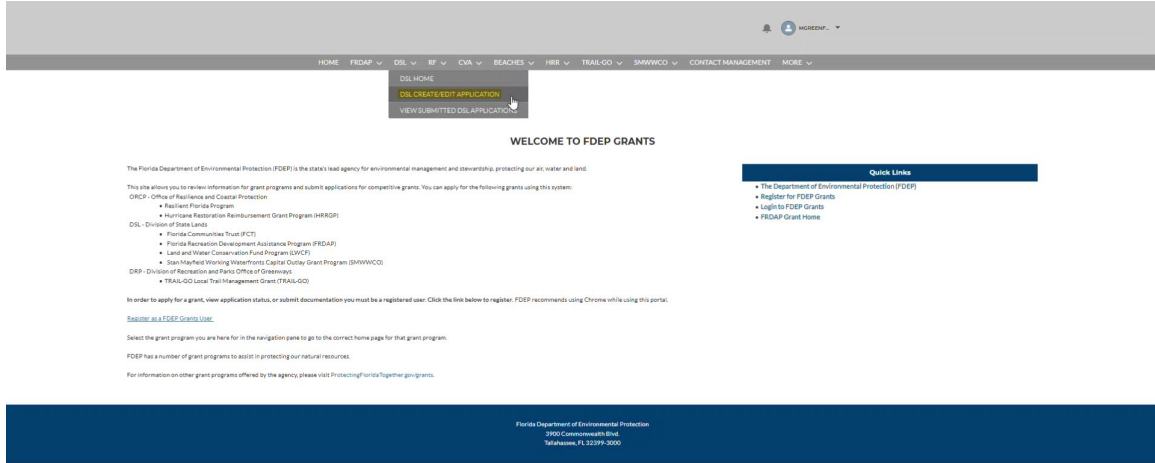


3. Enter your username and password, then click “Log In”
If you encounter issues, select “Forgot your password?” and follow the instructions.



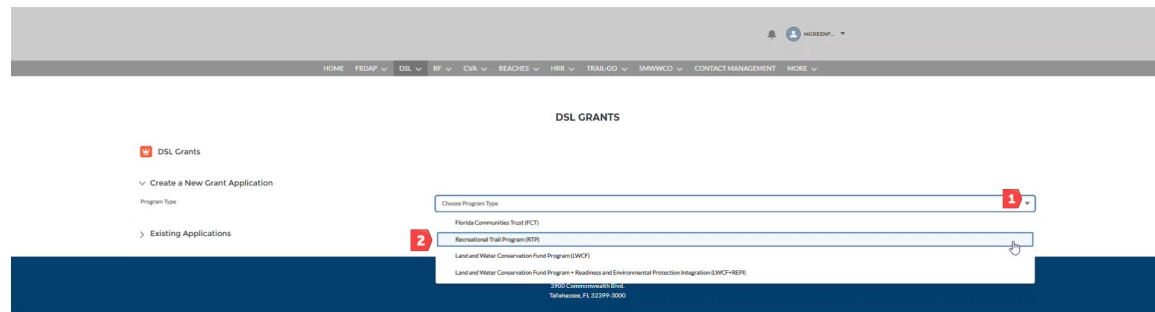
4. After Logging in, you will be redirected to the FDEP Grant Home screen.
5. Select the “DSL” tab to:
 - Navigate to the DSL Home Page
 - Create/Edit DSL Applications
 - View Existing Applications

Florida Department of Environmental Protection Grant Portal User Account Creation Guidance



<https://fdcp-deppauet.sandbox.my.site.com/grants/c/dsl-application>

- Once you have selected the DSL Create/ Edit Application tab, you will be directed to a new page where you will select the type of DSL Application you would like to Create or Edit.
 - Click on the “Choose Program Type” drop down arrow and select the program you would like to apply for.



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Tips for completing RTP Application

Part I- Application Information

Once you select the Recreational Trail Program (RTP) application, Part I: Applicant Information will display.

In this section, you will complete:

- **Applicant Name** (this is the account)
- **Contact Name**

Important:

Although there is a **“Save”** button at the bottom of this section, **you will not be able to save your application yet.**

Instead, after entering the information in Part I, please proceed to **Part II – Project Information** to complete the required field in that section.

Part II – Project Information

After navigating to **Part II: Project Information**, complete the required field:

- **Name of Project**

Once this field is completed:

Scroll to the bottom of Part II and click “Save.”

This step will successfully create your application in the system.

What to Do Next

After saving:

- You may continue working in **Part II** to complete the remaining fields
- Then proceed through the rest of the application (**Parts III–V**) at your convenience

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Helpful Tips

Saving at this stage ensures your application is created and allows you to return later to complete any remaining sections. You must complete the “Name of Project” field before the save button will work.

Ensure that you have attached all required Exhibit documentation to your application before submitting the application.

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