



FRDAP GRANT PORTAL ACCOUNT & USER GUIDE



FRDAP APPLICATION PORTAL

SET UP AN ACCOUNT AND REGISTER AS AN FDEP GRANTS USER



FRDAP Grant Portal Account

Project Sponsor(s): Local government entities

- County governments
- Municipalities (incorporated city, town, or village)
- Independent special districts of the State of Florida with the legal responsibility for providing outdoor recreation sites and facilities for use and benefit of the general public



FRDAP Grants User

Project Sponsor Staff

- Directors
- County Administrators
- Grant Managers
- Parks and Recreation Staff



FRDAP APPLICATION PORTAL

REQUEST SETUP OF AN ACCOUNT 1

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

1. Visit the FDEP Grants Portal at <https://fdep.my.site.com/grants/s/>.
2. Next, navigate to the FRDAP Home Page at <https://fdep.my.site.com/grants/s/frdap-home>.

The screenshot shows a web browser window with the address bar displaying "deppauat-fdep.cs196.force.com/grants/s/". A red circle with the number "1" is next to the address bar. The page has a dark blue header with the FDEP logo and a "LOGIN" button. Below the header is a navigation bar with "HOME" and "FRDAP HOME" links, with a red circle and the number "2" next to "FRDAP HOME". The main content area is titled "WELCOME TO FDEP GRANTS" and contains the following text:

The Florida Department of Environmental Protection (FDEP) is the state's lead agency for environmental management and stewardship, protecting our air, water and land.

This site allows you to review information for grant programs and submit applications for competitive grants. You can apply for the following grants using this system:

- Florida Recreation Development Assistance Program (FRDAP)

In order to apply for a grant, view application status or submit documentation you must be a registered user. Click the link below to register.

[Register as a FDEP Grants User](#)

FDEP has a number of grant programs to assist in protecting our natural resources.

For information on other grant programs offered by the agency, please visit <https://floridadep.gov/>

On the right side of the page, there is a "Quick Links" section with the following links:

- The Department of Environmental Protection (DEP)
- Register for FDEP Grants
- Login to FDEP Grants
- FRDAP Grant Home

The footer contains the following information:

Florida Department of Environmental Protection
3900 Commonwealth Blvd.,
Tallahassee, Florida 32399-3000
Phone: 850-245-2118



FRDAP APPLICATION PORTAL

REQUEST SETUP AN ACCOUNT 2

- On the right-hand side of the screen, select the “Send an email to request new Account”.
- A draft e-mail will display on your screen. It will be addressed to the FRDAP team.
- Enter “New Account Request” as the subject of the e-mail.
- Enter the following details into the body of the e-mail:
 - Account Name (Project Sponsor)
 - Mailing Address
 - FEID
 - Website (if available)
- Next, send the email.

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

LOGIN

HOME **FRDAP HOME**

FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

The Florida Recreation Development Assistance Program (FRDAP) is a competitive program which provides grants, subject to legislative appropriation, to local governmental entities for acquisition and development of land for public outdoor recreation use or to construct recreational trails. Section 375.075, Florida Statutes and Rule Chapter 62D-5, Florida Administrative Code govern the FRDAP program.

Below is guidance for each section of our site. You must Login to view the pages described below.

Create/Edit

On this page, more information

To Stop answer

To Edit top of applic existing

View FRDAP

Post Application documentati please contact

The Florida D

Se

Quick Links

- The Department of Environmental Protection (DEP)
- FRDAP Program Website
- FRDAP Application Instructions
- FRDAP Program Rule
- Facts About FRDAP
- Program Staff
- Contact Us
- Exhibit Descriptions

Instructions for Requesting a New Account

Select the link below to contact the FRDAP team. When requesting a New Account, please provide the following information.

- Account Name
- Mailing Address
- FEID
- Website (if available)

3 • Send an email to request new Account

Instructions for Requesting a New Contact

Select the link below to contact the FRDAP team. When requesting a New Contact, please provide the following information.

- Contact Name
- Contact Email Address
- Contact Phone Number
- Contact Mailing Address
- Name of Account the Contact is Associated with

• Send an email to request new Contact

4 New Account Request - Message (HTML)

File Message Insert Options Format Text Review Help Tell me what you want to do

Calibri (Body) 11 A⁺ A⁻

B I U Text Color Background Color Link Signature

Attach File Include

Clipboard Basic Text

Names

Link

Signature

Tags

Sensitivity

Insights

View Templates

My Templates

7 Send

To:

Cc:

Subject: **5** New Account Request

6 Hello,

I would like to request a new account.

Enter the following details into the body of the e-mail:

- Account Name
- Mailing Address
- FEID
- Website (if available)



FRDAP APPLICATION PORTAL

REGISTER AS AN FDEP GRANTS USER 1

Follow the directions to register for the FDEP Grants system.

1. Visit the FDEP Grants Portal at <https://fdep.my.site.com/grants/s/login/>
2. Select the “Register as an FDEP Grants User” link.

The screenshot shows a web browser window with the URL <https://fdep.my.site.com/grants/s/login/>. The page has a dark blue header with the FDEP logo and a "LOGIN" button. Below the header is a navigation bar with "HOME" and "FRDAP HOME" links. The main content area is titled "WELCOME TO FDEP GRANTS" and contains the following text:

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[Register as a FDEP Grants User](#)

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Quick Links

- The Department of Environmental Protection (DEP)
- Register for FDEP Grants
- Login to FDEP Grants
- FRDAP Grant Home

Florida Department of Environmental Protection
3900 Commonwealth Blvd.,
Tallahassee, Florida 32399-3000
Phone: 850-245-2118



FRDAP APPLICATION PORTAL

REGISTER AS AN FDEP GRANTS USER 2

3. The registration screen will display. Enter First Name, Last Name and E-mail Address. Then, click on the Account field to search for an existing Account.
4. Enter the name of the existing Account. The list of accounts will display.
5. Select the name of the account.
6. Select the **Next** button. The confirmation page will display.

DEP Grant Registration

Instructions: Please enter your First Name, Last Name and E-mail address, Then search for the account you would like to register under.

Note: Account must currently exist, If you do not find your account, Please contact SF_recreationgrants@floridadep.gov

3 First Name

* Last Name

* Email

4 * Account ⓘ Search Accounts...

Next

Already have an account?

DEP Grant Registration

Instructions: Please enter your First Name, Last Name and E-mail address, Then search for the account you would like to register under.

Note: Account must currently exist, If you do not find your account, Please contact SF_recreationgrants@floridadep.gov

* First Name

* Last Name

* Email

5 * Account ⓘ

6 Next

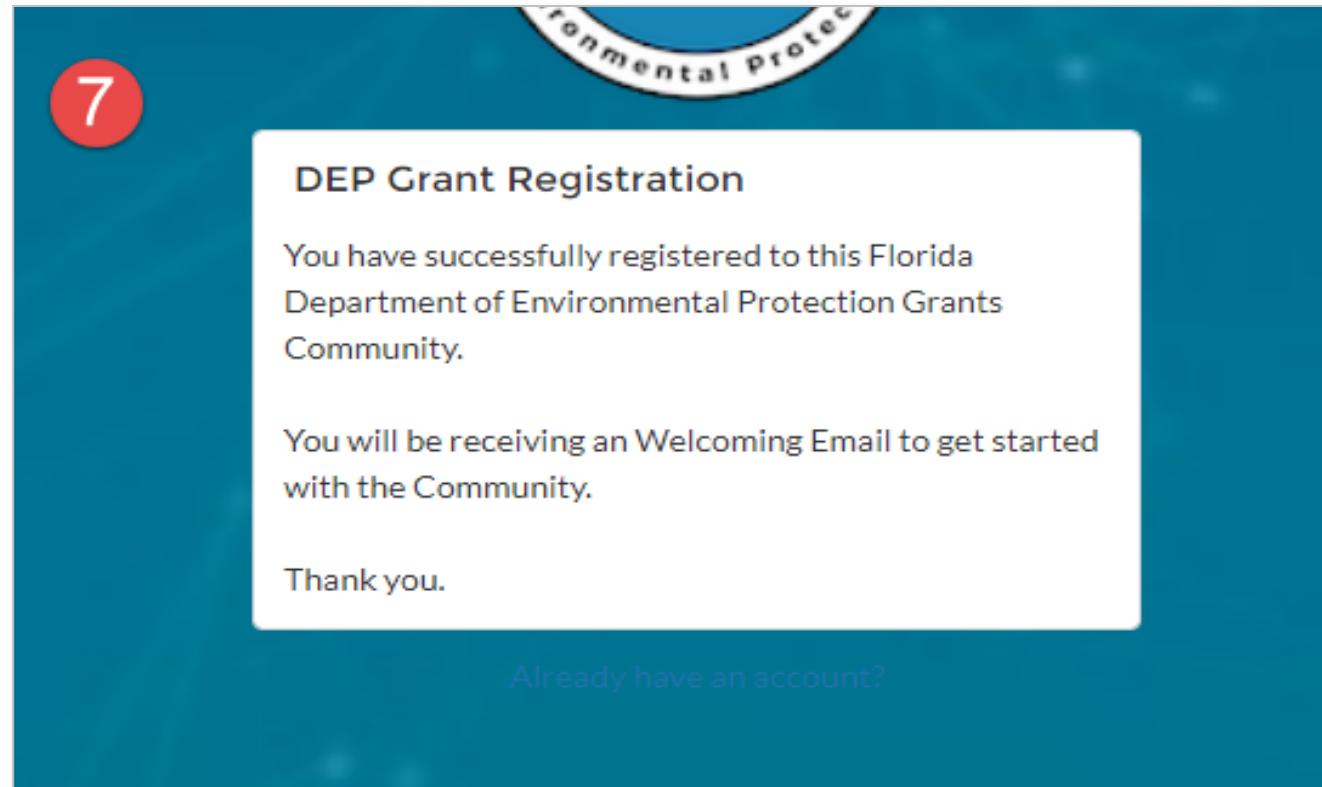
Already have an account?



FRDAP APPLICATION PORTAL

REGISTER AS AN FDEP GRANTS USER 3

7. Check your e-mail inbox to review your user information. Follow the directions in the e-mail notification to set your password.





FRDAP APPLICATION PORTAL

REGISTER AS AN FDEP GRANTS USER 4

Congratulations!

You have successfully registered for FDEP Grants.

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

Contact the FRDAP team,
frdap_mail@floridadep.gov, for additional assistance.

