



HURRICANE RESTORATION REIMBURSEMENT GRANT PROGRAM PORTAL

Office of Resilience and Coastal Protection
Florida Department of Environmental Protection



HURRICANE RESTORATION REIMBURSEMENT (HRR) GRANT PORTAL

- The local government application is divided into two phases. Completion of phase 1 is to confirm eligibility of applicant and project but **does not** constitute a grant award. These steps are designed to help you understand your eligibility, as well as ensure completeness of the application to expedite processing.
- Completion of phase 2 constitutes an application for reimbursement and may only be made once the large scale sand placement construction project has begun, and the applicant has evidence of payment. Phase 2 invoices **do not** have to be held until the entire project is complete and can be submitted as proof of payments for eligible project costs become available.
- Available funds shall be distributed on a first-come, first-served basis, based on receipt of phase 2 documentation.
- Failure to accurately complete this information can result in your grant application being found incomplete.



LOCAL GOVERNMENT GRANT APPLICATION STEPS

Phase 1

Eligibility Determination

- Step 1 Answer applicant questions to determine eligibility
- Step 2 Answer project questions to determine eligibility
- Step 3 Upload submittal requirements (documents needed for eligibility determination)

Phase 2

Reimbursement Request

- Step 1 Select application that has been determined eligible in Phase 1
- Step 2 Enter the disbursement amount being requested
- Step 3 Upload submittal requirements (documents needed for reimbursement)



HRR GRANT PORTAL

To submit a grant application, you must first have a registered user account in the grant portal. A link to the new grant portal will be available on July 1, 2024, at 9 a.m. at:
FloridaDEP.gov/HRRGP.

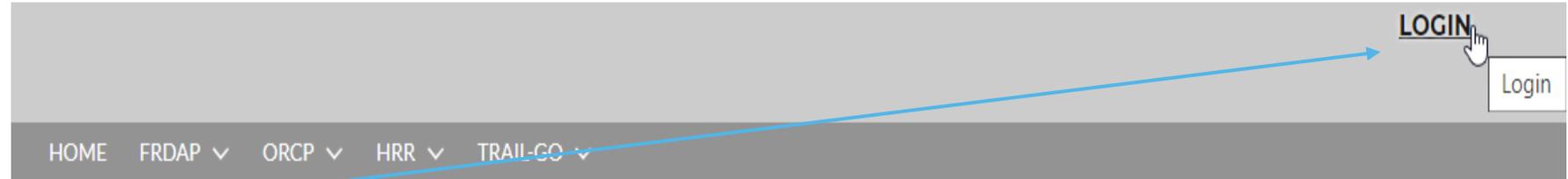
- Updated applications can be submitted beginning July 1, 2024, at 9 a.m. via the grant portal.

FloridaDEP.gov/HRRGP

- Applicants must sign up for a user account at the portal in order to apply (instructions online).
- If an applicant is not eligible, they will not be able to submit the grant application.



CREATING AN HRR GRANT APPLICATION ACCOUNT



Click "LOGIN" if you have a registered account or "Register as a FDEP Grants User" to create a user account.

WELCOME TO FDEP GRANTS

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)
- Office of Resilience and Coastal Protection (ORCP), Resilient Florida Program
- Hurricane Restoration Reimbursement Grant Program (HRRGP)

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. FDEP recommends using Chrome while using this portal.

[Register as a FDEP Grants User](#)

Select the grant program you are here for in the navigation pane to go to the correct home page for that grant program.

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 ProtectingFloridaTogether.gov/grants.

Quick Links

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



CREATING AN ACCOUNT FOR LOCAL GOVERNMENT APPLICATIONS

Select
"Government
Grants."



Instructions: Please select one of the Grants to proceed.

DEP Grant Registration

Hurricane Restoration

Government Grants

[Already have an account?](#)



ENTER YOUR CONTACT INFORMATION FOR THE HRR GRANT PORTAL

Enter your name, email and the account name from your office. The email address will be used to send a verification email that will allow you to set up a password for your account.



DEP Grant Registration

Instructions: Please enter your First Name, Last Name, Phone 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

* Account ⓘ

Previous

Next

[Already have an account?](#)



VERIFY YOUR EMAIL ACCOUNT FOR THE HRR GRANT PORTAL

Once you have submitted your new account information, you will receive an email like this one. Use this personalized link to finalize your account setup.

Sandbox: CommunityWelcomeEmailTemplate NEW



noreply@salesforce.com on behalf of grants <konner.kail@floridadep.gov>

To ● ORCP_Admin_Support

Retention Policy 5 Year Delete and Allow Recovery (5 years)

Expires 1/29/2028



Reply

Reply All

Forward



Mon 1/30/2023 3:56 PM

EXTERNAL MESSAGE

This email originated outside of DEP. Please use caution when opening attachments, clicking links, or responding to this email.



FLORIDA DEPARTMENT OF
Environmental Protection

Carr Building
3900 Commonwealth Boulevard, MS 585
Tallahassee, Florida 32399

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Shawn Hamilton
Interim Secretary

FDEP GRANTS

Registration Complete

Hi ORCP,

Welcome to the Florida Department of Environmental Protection Grants System. Thank you for completing your registration.

Your user name is : orcp_admin_support@floridadep.gov.

You will setup your password with the link below.

Please note, in order to apply for a grant, view application status or submit documentation you must login to the system.

To get started, please visit <https://fdep--rcp-admin-support@floridadep.gov/portal/verify>

~~-----BEGIN PGP MESSAGE-----~~

Thanks,



SET A PASSWORD FOR YOUR HRR GRANT PORTAL ACCOUNT

The email link will open a form to create a unique password for your new account.



Change Your Password

Enter a new password for [REDACTED] Make sure to include at least:

- 8 characters
- 1 letter
- 1 number

* New Password

* Confirm New Password

Change Password

Password was last changed on 1/30/2023 7:25 PM.



HRR PORTAL FOR LOCAL GOVERNMENT GRANTS

HOME FRDAP ▾ ORCP ▾ HRR ▾ TRAIL-GO ▾ CONTACT MANAGEMENT ORCP ▾

- HRR HOME
- HRR APPLICATION
- HRR GOVERNMENT APPLICATION
- HRR EDIT APPLICATION
- HRR EDIT GOVERNMENT APPLICATION
- HRR SUBMITTED APPLICATIONS
- HRR GOVERNMENT REIMBURSEMENT

Select "HRR HOME" from the HRR menu to review information about the application process.

The Florida Department of Environmental Protection manages and stewards the state's natural resources, protecting our air, water and land.

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Select the grant program you are here for in the navigation pane to go to the correct home page for that grant program.

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

OFFICE OF FDEP GRANTS

Quick Links

- [The Department of Environmental Protection \(FDEP\)](#)
- [Register for FDEP Grants](#)
- [Login to FDEP Grants](#)
- [FRDAP Grant Home](#)



HRR PORTAL FOR LOCAL GOVERNMENT GRANTS

Select "HRR GOVERNMENT APPLICATION" from the HRR menu to begin your application.

HOME FRDAP ▾ ORCP ▾ HRR ▾ TRAIL-GO ▾ CONTACT MANAGEMENT ORCP ▾

- HRR HOME
- HRR APPLICATION
- HRR GOVERNMENT APPLICATION**
- HRR EDIT APPLICATION
- HRR EDIT GOVERNMENT APPLICATION
- HRR SUBMITTED APPLICATIONS
- HRR GOVERNMENT REIMBURSEMENT

GO FDEP GRANTS

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- The
- Reg
- Logi
- FRD



HRR PORTAL FOR LOCAL GOVERNMENT GRANTS

Select “HRR EDIT GOVERNMENT APPLICATION” from the HRR menu to edit an application you have already created. Note: You will not be able to make edits to a submitted application until notified by DEP that edits are needed.

HOME FRDAP ▾ ORCP ▾ HRR ▾ TRAIL-GO ▾ CONTACT MANAGEMENT ORCP ▾

- HRR HOME
- HRR APPLICATION
- HRR GOVERNMENT APPLICATION
- HRR EDIT APPLICATION
- HRR EDIT GOVERNMENT APPLICATION
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- The
- Reg
- Log
- FRI



HRR LOCAL GOVERNMENT APPLICATION

BEGIN STEP 1: ELIGIBLE APPLICANT AND ELIGIBLE PROPERTY

In Step 1, you will enter information about your account, local grant manager, and project location.

HRR Government Entity Application

* Indicates a required field.

Name of Applicant

Grantee: *

Search Accounts...



Grantee Grant Manager

If employee contact is not found, please click on the Contact Management tab at the top of the web page to add a new employee contact to the system. Please Note: your application will be lost unless you select the Save button prior to visiting the Contact Management link.

Grantee Grant Manager: *

Search Contacts...



Project Information

County: *

--None--

Monument Start (Start with capital R- and leave no spaces): *

Monument Stop (Start with capital R- and leave no spaces): *

***Financial assistance grants may only be provided to mitigate damage to property located in Brevard, Broward, Charlotte, Collier, Duval, Flagler, Indian River, Lee, Manatee, Martin, Nassau, Palm Beach, Saint Johns, Saint Lucie, Sarasota and Volusia Counties.**



HRR LOCAL GOVERNMENT APPLICATION

CONTINUE STEP 1: ELIGIBLE APPLICANT AND ELIGIBLE PROPERTY

Continue to enter the requested information to complete Step 1.

Cubic Yards of Sand Used: *

Source of Sand: *

Number of Upland Structures Protected: *

Project Benefits: *

Permit Types and Numbers applied for or secured. You will have to upload the permits in the second part of the application. *

Funds

Funds Requested: *

Schedule: (Documentation verifying dates will be required)

Construction Start Date: *

Construction End Date: *



HRR LOCAL GOVERNMENT APPLICATION

COMPLETE STEP 1: ELIGIBLE APPLICANT AND ELIGIBLE PROPERTY

Answer the final question in Step 1 and select the “NEXT” button. Any missing information or errors on this page will be highlighted in RED and you will be prompted to address those items before being allowed to submit the information.

Additional Information

Required insurance has been purchased. Upload your certificate of coverage: *

Complete this field.

Is there any FEMA or DEM funding associated with this project? *

Complete this field.

Is there USACE involvement with this project? *

Complete this field.

In order to access the rest of the application all fields must be filled in and saved.

Next



HRR LOCAL GOVERNMENT APPLICATION

UPLOAD FILES: UPLOAD THE FOLLOWING SUPPORTING DOCUMENTS

To complete the eligibility determination portion of the application, you must upload all required documents.

Upload Files

Please make sure uploaded documents are named appropriately, suggested types of categories are listed below. Avoid using scanner assigned file names. You may also add your community such as 'community_filename'

Upload the following supporting documents:

- A copy of any issued permit (e.g., issued under Ch. 161, F.S.) or applicable statutory exemption or other authorization
- Certificate of Insurance Coverage
- Either current or proposed construction contract, bid documents, or scope of work plan to verify dates listed in schedule.

For each required document select a category and upload. If you are attempting to upload an unsupported file type, please place the file in a ZIP compressed folder before uploading.

* File Category

Select an Option 

 Upload Files Or drop files

Name

Category

Date



HRR LOCAL GOVERNMENT APPLICATION

UPLOAD FILES: SELECT FILE CATEGORY AND UPLOAD

Use the following steps to upload all required files to complete your application.

1. Select the required file category from the dropdown list.

2. Select "Upload Files" and chooses the appropriate files from your computer.

3. Select "Done" when the file has been uploaded.

* File Category

Select an Option

- Copy of relevant / required permits
- Certificate of Insurance Coverage
- Either current or proposed construction contract or request for bid documents files

 Upload Files Or drop files

Upload Files

 Permit file for sand placement.pdf 1.1 MB  

1 of 1 file uploaded 



HRR LOCAL GOVERNMENT APPLICATION

SUBMIT APPLICATION

Once you have completed each section and attached all required documents, select the certification check box and digitally sign the application. Select “Submit for Consideration.”

Note, determination of eligibility through this phase of the application does not constitute a grant award.

 Submit for Consideration

Submission Certification

The selection of the checkbox below acts as your signature. *

Signature: *

Signature Title: *

Signature Date: *

Cancel

Submit for Consideration



HRR LOCAL GOVERNMENT APPLICATION

SUBMIT APPLICATION

[HOME](#) [FRDAP](#) [ORCP](#) [HRR](#) [TRAIL-GO](#) [CONTACT MANAGEMENT](#) [ORCP](#)

You should see the following message if you have submitted your application successfully.

HURRICANE RESTORATION REIMBURSEMENT GRANT PROGRAM

Thank you for your submission.

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



HRR LOCAL GOVERNMENT APPLICATION SUBMISSION NOTICE

Once you have successfully submitted a grant application, you will receive an email like this one. Note that this email is not a notice of award. Someone from the Office of Resilience and Coastal Protection will contact you should additional information be required or once your eligibility as been determined.

Sandbox: Application Submitted



noreply@salesforce.com on behalf of ORCP User <orcp_admin_support@floridadep.gov>

To ● ORCP_Admin_Support



↩ Reply

↩ Reply All

→ Forward



6:44 PM

Retention Policy 5 Year Delete and Allow Recovery (5 years)

Expires 1/29/2028

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FLORIDA DEPARTMENT OF
Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, FL 32399-2400

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Shawn Hamilton
Secretary

FDEP GRANTS: Application Submitted

Greetings,

The Florida Department of Environmental Protection has received your application for the Hurricane Restoration Reimbursement Grant Program. Our team is currently reviewing applications and you will be notified via email when a determination has been made.

Learn more about the Hurricane Restoration Reimbursement Grant Program, emergency permitting and the storm recovery assistance resources available seaward of a coastal construction control line by visiting floridadep.gov/hurricane.

Sincerely,

Florida Department of Environmental Protection

Hurricane Restoration Reimbursement Grant Program

850-245-8558

HRRGP@FloridaDEP.gov

This is not a notice of award



HRR PORTAL FOR LOCAL GOVERNMENT GRANTS

After you have been notified of eligibility, you may submit a request for reimbursement along with proof of expenses and proof of payment. To do this, select “HRR GOVERNMENT REIMBURSEMENT” from the HRR Grant Portal menu.

- HRR HOME
- HRR APPLICATION
- HRR GOVERNMENT APPLICATION
- HRR EDIT APPLICATION
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- FRD



HRR PORTAL FOR LOCAL GOVERNMENT GRANTS

HOME FRDAP ▾ ORCP ▾ HRR ▾ TRAIL-GO ▾ CONTACT MANAGEMENT ORCP ▾

HRR Government Reimbursement Request

Select the HRRGovtRecord that you want to upload for.

HRRGovtRecord ▾	Grantee ▾	Agreement Number ▾	Construction Start Date	Construction End Date
<input checked="" type="radio"/> HG021	City of Tallahassee		Jul 2, 2024	Aug 16, 2024

* Disbursement Amount Requested

Next

On the reimbursement request page select the grant and enter the disbursement amount being requested, then select “Next.”



HRR PORTAL FOR LOCAL GOVERNMENT GRANTS

Continue the reimbursement request by uploading itemized proof of expenses and payments.

After you have uploaded all of your attachments select “Next” for a confirmation. Select “Finish” to return to the portal.

HOME FRDAP ▾ ORCP ▾ HRR ▾ TRAIL-GO ▾ CONTACT MANAGEMENT ORCP ▾

HRR Government Reimbursement Request

Select the files that you want to upload for your HRR Record.

File Upload

 Upload Files Or drop files

Previous **Next**

HOME FRDAP ▾ ORCP ▾ HRR ▾ TRAIL-GO ▾ CONTACT MANAGEMENT ORCP ▾

HRR Government Reimbursement Request

Your request has been received.

Previous **Finish**



THANK YOU

Office of Resilience and Coastal Protection
Florida Department of Environmental Protection

Contact Information:
850-245-8558
HRRGP@FloridaDEP.gov