# HURRICANE RESTORATION REIMBURSEMENT GRANT PROGRAM PORTAL

Office of Resilience and Coastal Protection
Florida Department of Environmental Protection

# HURRICANE RESTORATION REIMBURSEMENT (HRR) GRANT PORTAL

The application is divided into four steps. These steps are designed to help you understand your eligibility as well as ensure completeness of the application to expedite processing. Failure to accurately complete this information can result in your grant application being found incomplete. To further assist applicants with this process, DEP has created a Frequently Asked Questions document to clarify criteria and application requirements.

| Section of Application | Information Needed |
| --- | --- |
| Step 1 | Home ownership questions to determine if eligible applicant and eligible property |
| Step 2 | Project questions to determine if eligible project |
| Step 3 | Costs questions to determine if you have incurred eligible costs for reimbursement |
| Step 4 | Submittal requirements (documents needed for reimbursement) |

# HRR GRANT PORTAL

**To submit a grant application, you need a 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 July1, 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.**

LOGIN

Login

HOME    FRDAP ⌄    ORCP ⌄    HRR ⌄    TRAIL-GO ⌄

## 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

Select "Hurricane Restoration" to create an account for submitting a Hurricane Restoration Reimbursement Grant Application.

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 phone number. 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,

\* First Name

Complete this field.

\* Last Name

\* Email

you@example.com

Phone

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

G  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

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--rcpdv.sandbox.my.site.com/grants/login?c=GzEWEnO_d4ru9_oy8CyqwcP2swGdI_Gly.vXk7CJ7M6SXuTGAGj6QkgkC1LFcjgFw9a6ETnJQtSOYX3YfEDTYaULslU7GrWxeuXQjawlt2wOpn7RZDF1.zA1GIbRBUbUqFZyypUQyr8X3D%3D

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 ████████████ 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 RESIDENTIAL PROPERTY 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.

## ...O FDEP GRANTS

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

### Quick Links

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

# HRR PORTAL FOR RESIDENTIAL PROPERTY GRANTS

**Select "HHR 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

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**Quick Links**

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

# HRR PORTAL FOR RESIDENTIAL PROPERTY GRANTS

Select "HHR EDIT 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

HRR SUBMITTED APPLICATIONS

HRR GOVERNMENT REIMBURSEMENT

**O FDEP GRANTS**

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**Quick Links**

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

In Step 1, you will enter information about you and your property, such as its address, location and ownership information.

**HURRICANE RESTORATION REIMBURSEMENT GRANT PROGRAM APPLICATION**

### Step 1: Eligible Applicant and Eligible Residential Property

First, let us determine whether you and the property are eligible. To be eligible for this grant, you, the applicant, must be an **eligible applicant** with an **eligible residential property**. Specifically, we are asking about the parcel you are seeking to complete a project on.

* Indicates a required field.

**What is the parcel number from the county property appraiser's office for the property associated with the project?***

Complete this field.

**Please provide the street address for the eligible residential property associated with the project.**

* Property Street

Complete this field.

* Property City

Complete this field.

* Property Zip Code

Complete this field.

* Property Address County

--None--

Complete this field.

*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.

**Continue to enter the requested information to complete Step 1.**

Is your property a coastal property located directly on the beach?*

--None-- ▼

Complete this field.

Are you the real property holder (landowner) on the recorded deed for the parcel upon which have completed work for reimbursement or were you the landowner on or after September 23, 2022?

* Property Owner Relationship

--None-- ▼

Complete this field.

Enter name of the property owner who will be the "Applicant"?

* Property Owner's Name

Complete this field.

Looking at the property appraiser's website for your address, does the property appraiser's website (1) accurately display the above-named owner as the record owner and (2) for single-family homeowners, indicate that, yes, there is homestead exemption for the property? You should also confirm your parcel ID number. If no, you will have to provide evidence of ownership of the property and/or evidence of homestead exemption.

--None-- ▼

Complete this field.

What kind of property is this? Select one.*

> Property Type Definitions

--None-- ▼

Complete this field.

If you are/were the property owner (or acting on the owner's behalf), the property is a coastal property located directly on the beach in an eligible county and is an eligible property type, please proceed to step 2 to determine if you have an eligible project.

**Any errors in Step 1 of the application will be listed below "Validation." All errors must be corrected before the application will show Step 2.**

**To complete Step 1: Eligible Applicant and Eligible Residential Property, select "Next."**

Select next below to proceed.

Validation
Your property is not in an eligible county.
Your property is not eligible for this program.
Valid

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

Next

**In Step 2, you will enter information about the project you conducted.**

**You must select a project type from the box labeled "Available" and then select the arrow to move it to the box labeled "Chosen" to indicate your project type. Only the three project types listed are eligible for this grant program.**

Step 2. Eligible Project

If you are an eligible applicant with an eligible residential property, let us now see if you have an eligible project.

Has the project been permitted, is it exempt from permitting requirements, or is it otherwise authorized by law?*

--None--

Complete this field.

For what type of project do you seek reimbursement? You may select all that apply. If your project does not meet one of the below three descriptions, unfortunately you are not eligible for this grant program.*

Click on one or more of the "available" project types and move them to the "chosen" column by using the arrows.

Available

Temporary coastal armoring

Permanent coastal armoring (including repairs, replacement or new armoring)

Chosen

Sand placement

Move selection to Chosen

Does the project address coastal beach erosion incurred as a result of preparation for or damage sustained from Hurricane Ian or Hurricane Nicole after September 23, 2022? If not, your project is unfortunately not eligible for this grant program.*

--None--

Complete this field.

If this project has been permitted, is exempt from permitting requirements, or is otherwise authorized by law; and you selected an eligible project type that addresses coastal beach erosion incurred as a result of preparation for or damage sustained from Hurricane Ian or Hurricane Nicole after September 23, 2022, please proceed to step 3 to determine if you have an eligible reimbursement.

Any errors in Step 2 of the application will be listed below "Validation." All errors must be corrected before the application will show Step 3.

To complete Step 2: Eligible Project, select "Next."

Select next below to proceed.

Validation
You must select the project permits.
You must select the purpose of the project.
You must which hurricane caused the erosion.
Valid

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

Next

In Step 3, you will provide information about the expenses incurred for the project.

### 👑 Step 3: Eligible Costs

If you are an eligible applicant with an eligible residential property and an eligible project, let us make sure you have eligible costs.

*Are the costs you wish to have reimbursed construction costs associated with execution of the eligible project? This may include design, engineering, construction-related monitoring required by permit or contract, surveys, materials, labor, contractors, and construction oversight.* *

| --None-- ▼ |
|---|

Complete this field.

*Have you incurred eligible costs for which you have evidence of a paid invoice or other proof of payment? If not, unfortunately, you're not eligible for this grant program at this time. Please apply once you have evidence of a paid invoice or other proof of payment.* *

| --None-- ▼ |
|---|

Complete this field.

*Do you seek to apply as a low-income or moderate-income household? See Form 3, available at FloridaDEP.gov/HRRGP*

| --None-- ▼ |
|---|

Complete this field.

Form 3 DEP-62ER23-3 Hurricane Restoration Reimbursement Grant Program Effective June 30, 2023.pdf (floridadep.gov)

If you have incurred construction costs associated with execution of the eligible project as indicated in the above questions, please proceed to step 4 Required Submittals for Reimbursement.

In Step 4, you will provide information about who will receive approved grant funds and where the funds should be sent.

## Step 4: Required Submittals for Reimbursement

The questions in this application are designed to help you determine eligibility. To complete the application, you must additionally include the following information and supporting documents. The Department will review your application to make a final determination of award. This includes verification of the information submitted in this application as well as all related documentation.

**Social Security Number/Tax Identification Number:**

Complete this field.

**Verify Social Security Number/Tax Identification Number:**

Complete this field.

**Name of all owners on the deed to which the check will be made:** *

Complete this field.

**Address to which you want a check mailed:**

*Mailing Address Street

Complete this field.

*Mailing Address City

Complete this field.

*Mailing Address State

Complete this field.

*Mailing Address Zip

Complete this field.

**Continue to enter the requested information to complete Step 4.**

*Total expenditure on the eligible project**

ⓘ

Complete this field.

*Sand Construction Reimbursement amount requested from the state:**

ⓘ

Complete this field.

*Armoring Reimbursement amount requested from the state:**

ⓘ

Complete this field.

*Armoring reimbursement projects may not exceed $300,000 per parcel for eligible single family or multi-family residential property or $600,000 for eligible residential condominium or cooperative properties and may not exceed 50% of the total cost incurred for the construction.**

*Does the invoice provided with the application cover work conducted on more than one parcel for an eligible multi-family dwelling? If yes, additional documentation will be required.**

ⓘ

--None--  ▼

Complete this field.

*Are you in compliance with any issued permit issued under Ch. 161, F.S., including any requirement that work be completed by a licensed professional or contractor?**

--None--  ▼

Complete this field.

**Any errors in Step 3 or 4 of the application will be listed below "Validation." All errors must be corrected before the application can be submitted.**

**To complete Steps 3 and 4: Eligible Costs and Required Submittals for Reimbursement, select "Next."**

Select next below to proceed.

Validation

You must enter the Owner Social Security Number or Employer Identification Number.

You must enter the Reenter Owner Social Security Number or Employer Identification Number.

You must enter the Owner Mailing Address Street.

You must enter the Owner Mailing Address City.

You must enter the Owner Mailing Address State.

You must enter the Owner Mailing Address Zip.

You must enter if the project address and mailing address are the same.

You must indicate the total project production costs.

You must indicate the total project reimbursement costs.

You must indicate Owners name(s) on the deed.

You must indicate that you are in compliance with any issued permit issued under Ch. 161, F.S.

Valid

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

Next

To complete 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
- If applicable, Form 3, Affidavit of Low-Income or Moderate-Income Persons
- Photos of the completed project (e.g., completed projects must show the project and the house/property)
- Paid invoices, receipts and associated documentation. The invoice(s) must provide:
  - Description of work completed
  - The dates of work
  - The invoice, receipts and paid amounts
  - The paid amount covers the request for reimbursement and the homeowner match. The Department will not process a reimbursement for more than 50% of the total paid invoice(s) or receipt submitted as documentation of eligible cost.
- If applicable, a valid driver's license showing your address or other documentation showing both name of the Applicant and address to which you are requesting payment be mailed (e.g., a utility bill).
- If applicable, for properties where the property appraiser's website does not reflect the owner or homestead status, alternative documentation proving ownership of eligible property or homestead exemption

*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 ▼

Complete this field.

⬆ Upload Files    Or drop files

**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

Application Permits

Application Photographs

Form 2, Affidavit of Low-Income or Moderate-Income Persons

Property Ownership or Homestead Documentation

Paid Invoices

Address Documentation

⬆ Upload Files    Or drop files

### Upload Files

PDF  Permit file for sand placement.pdf
1.1 MB

1 of 1 file uploaded                    Done

All successfully uploaded files will be listed under "Upload Files." The files will be listed in the order uploaded.

*File Category

Address Documentation

⬆ Upload Files    Or drop files

| Name | Category | Date |
|---|---|---|
| 20211202_164944 | | Jan 31, 2023 |
| 20180626_114635 - Copy | | Jan 31, 2023 |
| Permit file for sand placement | | Jan 31, 2023 |
| Paid Invoice | | Jan 31, 2023 |

Once you have completed each section and attached all required documents, select "Submit" to finalize your application. *Note, once you select Submit, you will NOT be able to edit your application further.*

### Submit for Consideration

Submit the application for consideration.

By submitting this application, you are signing an agreement that the above information is true and accurate and that you agree to the Terms and Conditions set forth in rule. If the Department approves this application, you will have entered into a Grant Agreement with the Department upon such approval, subject to those Terms and Conditions.

All validation messages must be cleared before the application will be able to be submitted.

All fields must be completed and files uploaded before the application will be able to be submitted.

Validation
Valid

Submit

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

HOME    FRDAP ∨    RCP ∨    HRR ∨

## HURRICANE RESTORATION REIMBURSEMENT GRANT PROGRAM

Thank you for your submission.

**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 application has been approved for funding.**

Sandbox: Application Submitted

noreply@salesforce.com on behalf of ORCP User <orcp_admin_support@floridadep.gov>
To ● ORCP_Admin_Support
6:44 PM

Retention Policy  5 Year Delete and Allow Recovery (5 years)          Expires  1/29/2028

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

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**

# THANK YOU

Office of Resilience and Coastal Protection
Florida Department of Environmental Protection

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