

### 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)		













## Hurricane Restoration Reimbursement (HRR) Grant Portal

To submit a grant application, you must first set up a user account in the grant portal. A link to the new grant portal will be available on February 1, 2023, at 9 a.m. at:

FloridaDEP.gov/hurricane

• Applications can be submitted beginning Feb. 1, 2023, at 9 a.m. via the grant portal.

#### FloridaDEP.gov/hurricane

- 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: Opening Page

HOME FRDAP ∨ RCP ∨ HRR ∨

#### Click "Register as a DEP Grants User" to begin

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

WELCOME TO DEP GRANTS

As part of this charge, DEP's Office of Resilience and Coastal Protection will be implementing several initiatives resulting from Chapter 2022-272 Laws of Florida which passed during the December 2022 Special Legislative Session. Among other provisions, this legislation created the Hurricane Restoration Reimbursement Grant Program which will distribute up to \$50 million to qualifying coastal homeowners to help remedy the damages from coastal erosion sustained from Hurricane lan or Hurricane Nicole.

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

This page will help you register to apply for the **Hurricane Restoration Reimbursement Grant Program** for beachfront homeowners to help remedy the damages from coastal erosion impacts from Hurricanes Ian or Nicole.

1. You must first register as a FDEP Grants User and then click on "Hurricane Restoration" Register as a DEP Grants User

After you have registered and signed in, click on HHR in the navigation box and select:

- 2. From the navigation bar, click on "HRR Home" to read more about the grant process
- 3. From the navigation bar, click on "HRR Application" if you are ready to complete your application.

If you are here for any other grant programs, select use the navigation pane to go to the correct home page for that grant program.

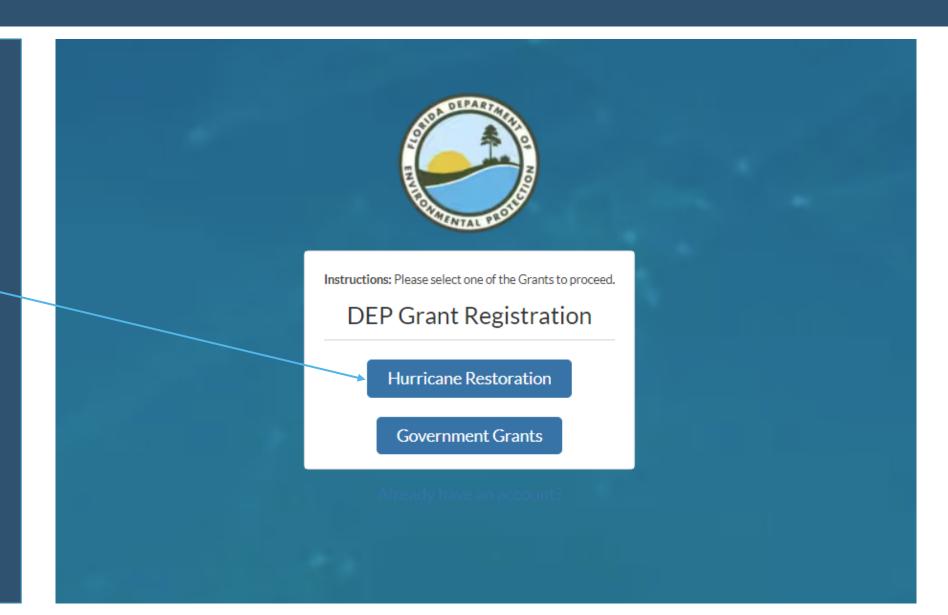
#### **Quick Links**

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



#### Create an account to submit an HRR grant application

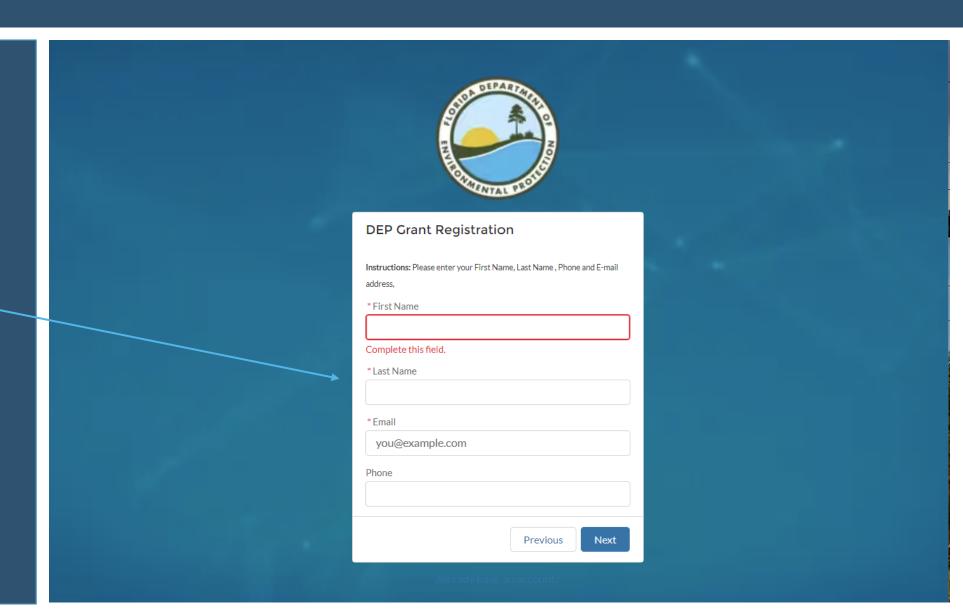
Select Hurricane Restoration to create an account for submitting a Hurricane Restoration Reimbursement Grant Application





#### Enter your contact information for the HRR Grant Portal

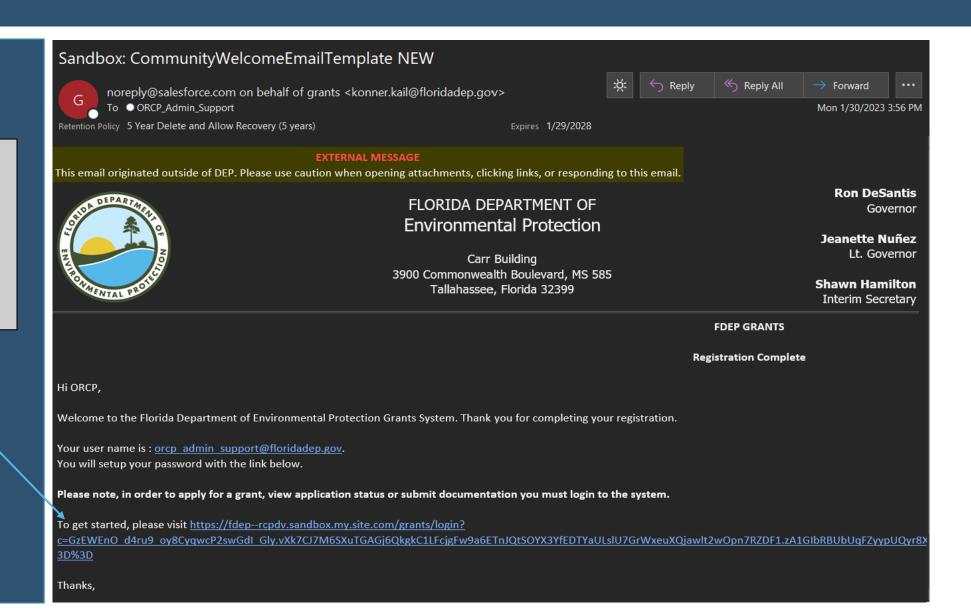
Enter your name, email, and phone number. The email address will be used to send a verification email that will allow you to set up a password for your account.





#### Verify you 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.





#### 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.



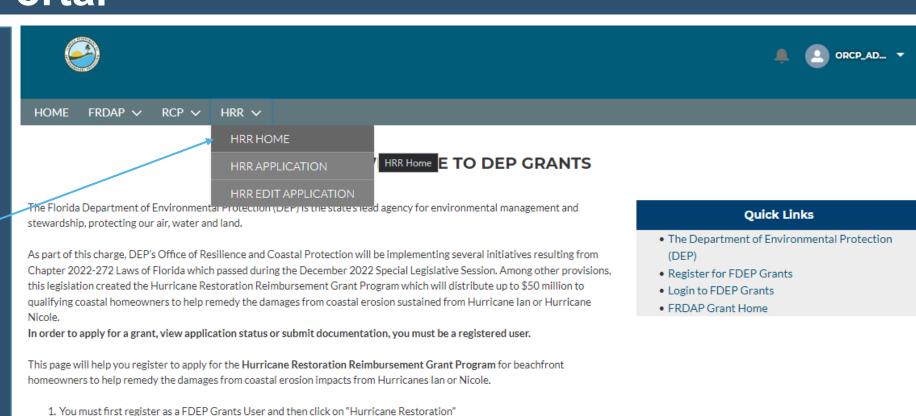
#### Change Your Password

Enter a new password for	Make				
8 characters					
1 letter					
1 number					
* New Password					
	6				
* Confirm New Password					
	0				
Password was last changed on 1/30/2023 7:25 PM.					



# Hurricane Restoration Reimbursement (HRR) Grant Portal

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



If you are here for any other grant programs, select use the navigation pane to go to the correct home page for that grant program.

3. From the navigation bar, click on "HRR Application" if you are ready to complete your application.

After you have registered and signed in, click on HHR in the navigation box and select:

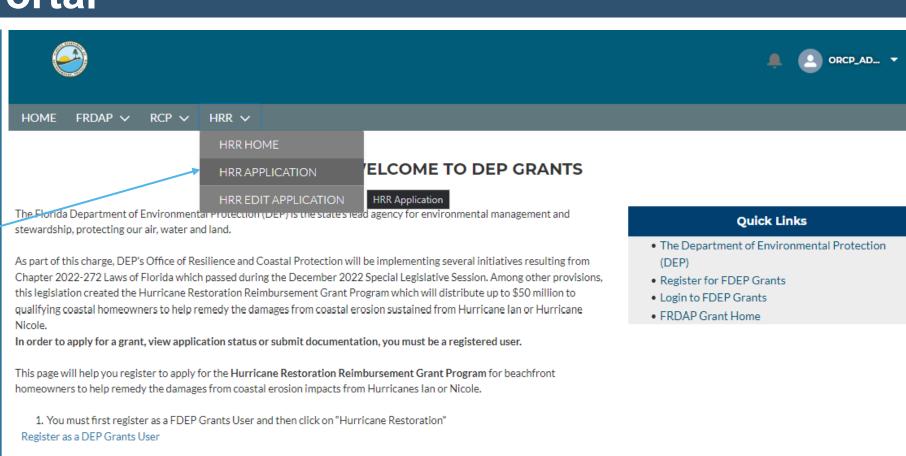
2. From the navigation bar, click on "HRR Home" to read more about the grant process

Register as a DEP Grants User



# Hurricane Restoration Reimbursement (HRR) Grant Portal

Select HHR
APPLICATION from the
HRR menu to begin
your application



If you are here for any other grant programs, select use the navigation pane to go to the correct home page for that grant program.

3. From the navigation bar, click on "HRR Application" if you are ready to complete your application.

After you have registered and signed in, click on HHR in the navigation box and select:

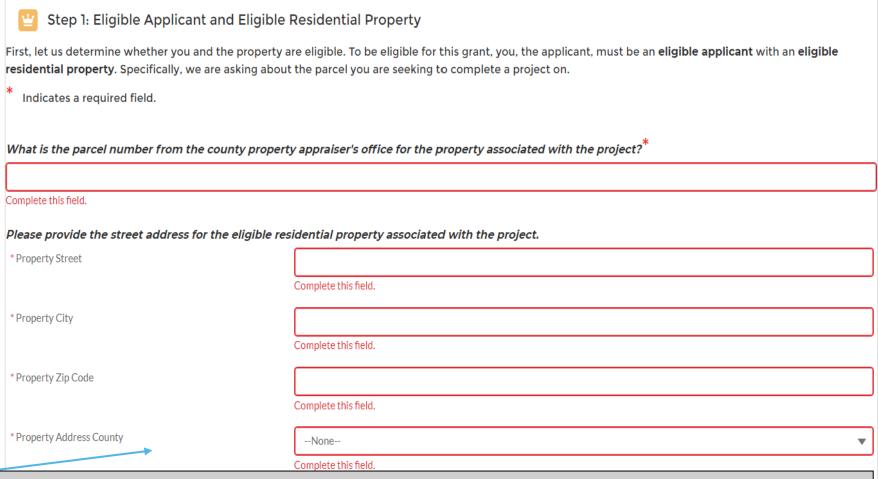
2. From the navigation bar, click on "HRR Home" to read more about the grant process



### HRR Grant Application Begin Step 1: Eligible Applicant and Eligible Property

#### HURRICANE RESTORATION REIMBURSEMENT GRANT PROGRAM APPLICATION

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

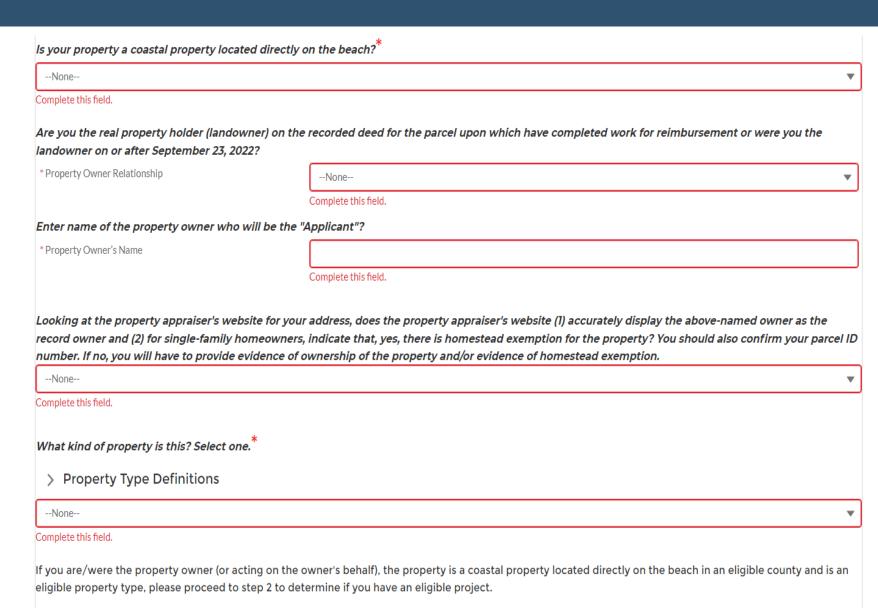


\*Financial assistance grants may only be provided to mitigate damage to property located in Brevard, Broward, Charlotte, Collier, Duval, Flagler, Indian River, Lee, Manatee, Martin, Nassau, Palm Beach, Saint Johns, Saint Lucie, Sarasota, and Volusia Counties



## HRR Grant Application <a href="Continue Step 1">Continue Step 1</a>: Eligible Applicant and Eligible Property

Continue to enter the requested information to complete Step 1.

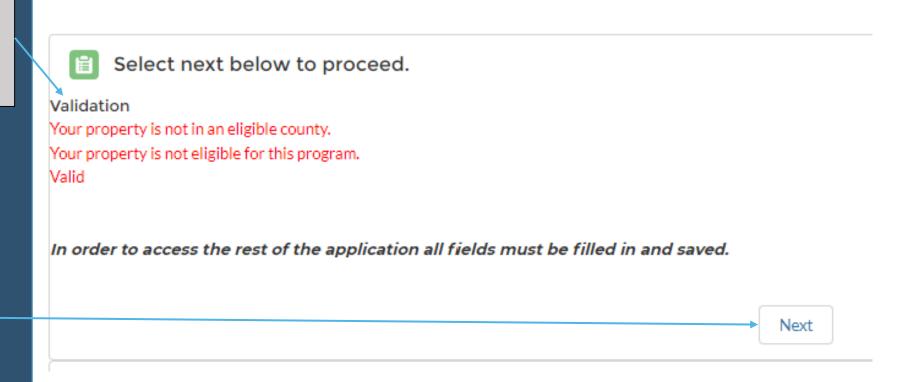




### HRR Grant Application <a href="Complete Step 1">Complete Step 1</a>: Eligible Applicant and Eligible Property

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."

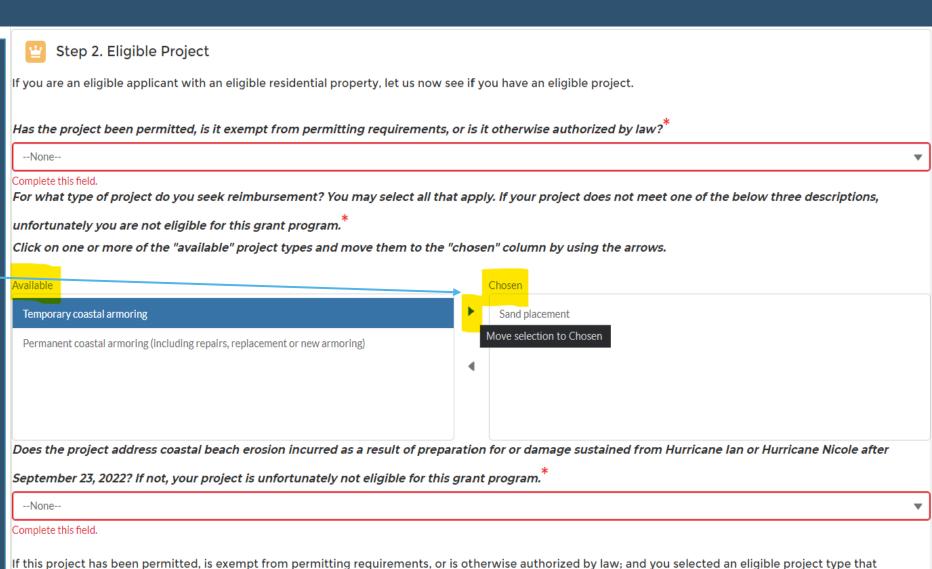




## HRR Grant Application Begin Step 2: Eligible Project

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.



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.



## HRR Grant Application <a href="Complete Step 2">Complete Step 2</a>: Eligible Project

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.

Valid

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

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

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

Next

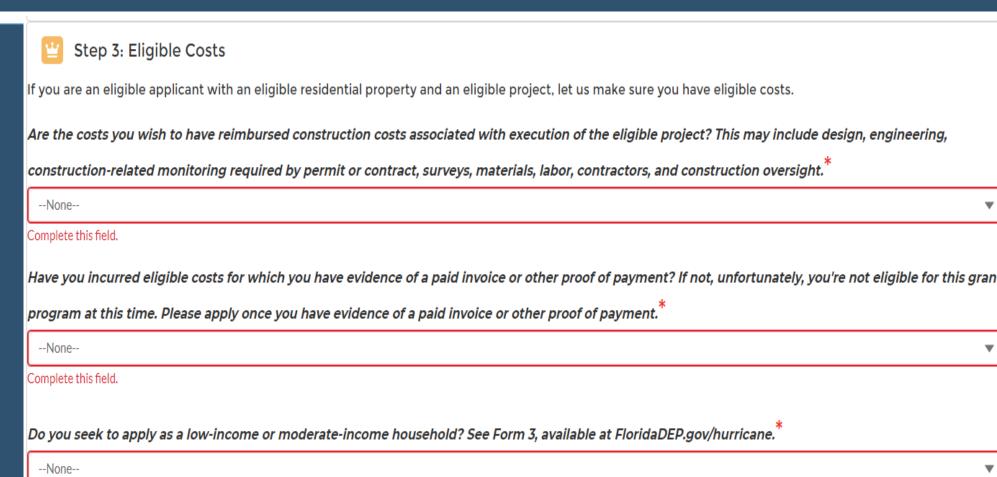


## HRR Grant Application <a href="Step 3">Step 3</a>: Eligible Costs

Complete this field.

Submittals for Reimbursement.

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



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



## HRR Grant Application Begin 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: Require	d Submittals for Rein	nbursement			
	s. The Department will rev	view your applicatio	gibility. To complete the appli n to make a final determinatio		ly include the following information erification of the information
Social Security Number/T	ax Identification Number	r:			
Complete this field.  Verify Social Security Nur.	nber/Tax Identification N	lumber:			
Complete this field.					
Name of all owners on the	e deed to which the chec	k will be made:*			
Complete this field.					
Address to which you wa	nt a check mailed:				
* Mailing Address Street					
		Complete this field.			
* Mailing		* Mailing		* Mailing	
Address City Complete t	his field.	Address State	Complete this field.	Address Zip	Complete this field.



## HRR Grant Application <a href="Continue Step 4">Continue Step 4</a>: Required Submittals for Reimbursement

Continue to enter the requested information to complete Step 4.

Is the address above the same as the street address for the eligible project? If no, you will be asked to provide a copy of a driver's license or other proof of	
identity.*	
None	•
Complete this field.	_
Total expenditure on the eligible project*	
Complete this field.	_
Reimbursement amount requested from the state. This may be no more than \$150,000 per parcel and may not to exceed 50% of total expenditure:*	
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.	_



### HRR Grant Application Complete Steps 3 & 4: Eligible Costs & Required Submittals for Reimbursement

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.



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

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

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

Next



#### HRR Grant Application Upload Files: Upload the following supporting documents

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



### HRR Grant Application <u>Upload Files</u>: Select File Category & Upload

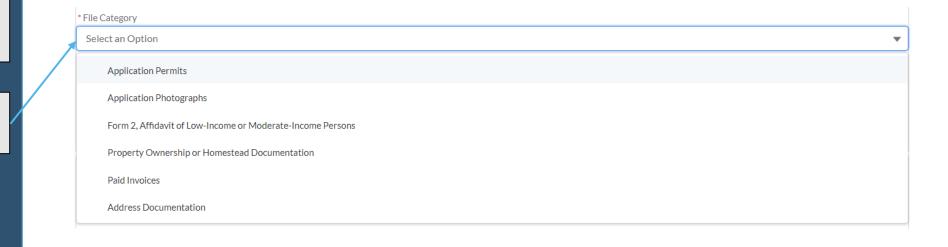
♠ Upload Files

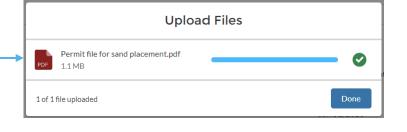
Use the following steps to upload all required files to complete your application.

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.



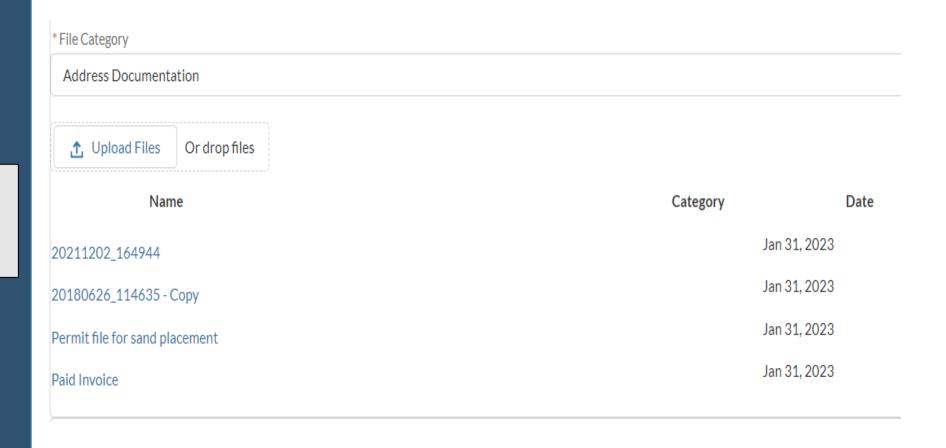


Or drop files



## HRR Grant Application <u>Upload Files</u>: Review files uploaded

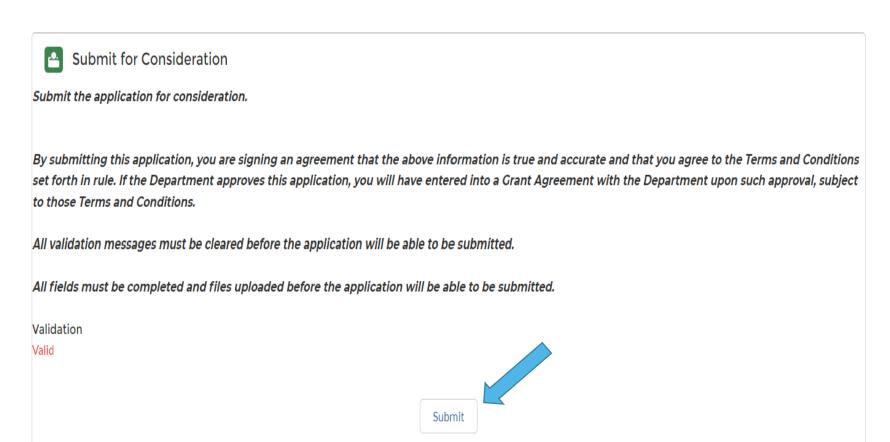
All successfully uploaded files will be listed under "Upload Files." The files will be listed in the order uploaded.





### HRR Grant Application <u>Submit Application</u>

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





## HRR Grant Application <u>Submit Application</u>

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

HOME FRDAP ∨ RCP ∨ HRR ∨

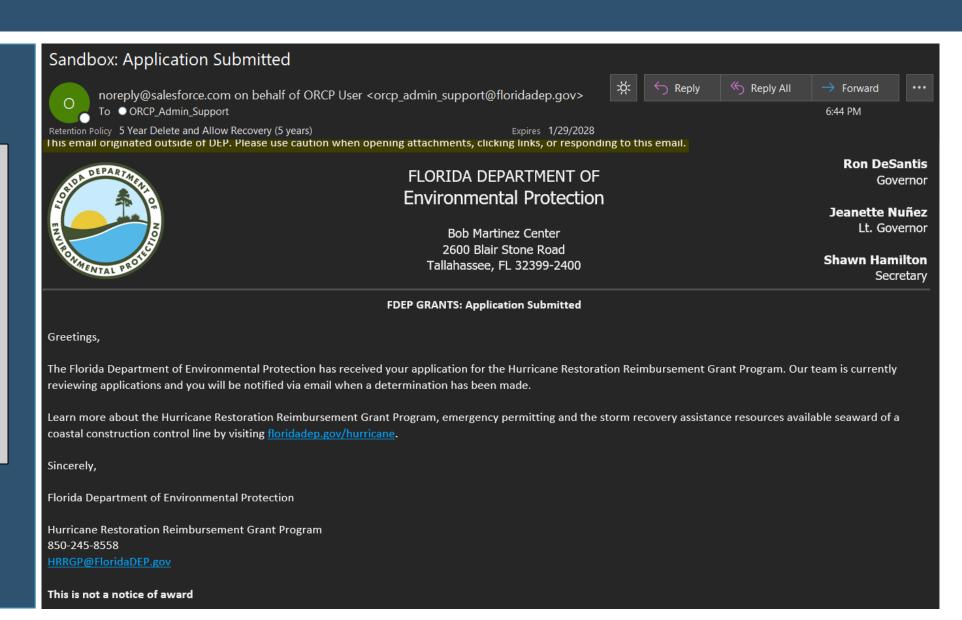
#### HURRICANE RESTORATION REIMBURSEMENT GRANT PROGRAM

Thank you for your submission.



#### HRR Grant 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 application has been approved for funding.





#### THANK YOU

Office of Resilience and Coastal Protection Florida Department of Environmental Protection

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