

Grants Management System

FRDAP Consultant Guidance

[Account Details](#) [FRDAP Home Page](#)

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.

PLEASE NOTE:

If you are starting a new application, please click [Apply for Grant](#) below. If you are returning to complete an existing application, please click the [Account Details](#) Tab above, and navigate to the [Grant Applications](#) Tab. You will see your application records and click the ID in the list. From there you will be able to pickup where you left off with the existing application.

[Grant Requirements](#) [Apply for Grant](#)

The Florida Department of Environmental Protection recommends using Chrome while using this Portal.

Quick Links

- [The Department of Environmental Protection \(DEP\)](#)
- [FRDAP Program Information](#)
- [FRDAP Application Instructions](#)
- [FRDAP Program Rule](#)
- [Facts About FRDAP](#)
- [Program Staff](#)
- [Contact Us](#)

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



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FRDAP Consultant User Overview

The FRDAP Consultant user profile allows a registered Grants Management System (GMS) user to create and submit grant applications for multiple accounts (local governments). FRDAP consultants are not restricted to submitting grant applications for a single account.

As a FRDAP consultant, you are able to:

- ✓ View Primary Account Information
- ✓ View Applications for the Primary Account
- ✓ Add Related Accounts to Your User Profile
- ✓ View Applications for Related Accounts
- ✓ Change the Account (Entity) for an Application

Guidance for completing each of these functions is listed in the following pages. ***Please note: You must be registered as a FRDAP consultant in order to complete the screens shown in this document.*** If you have not registered, please visit <http://myeco.force.com> to complete registration.

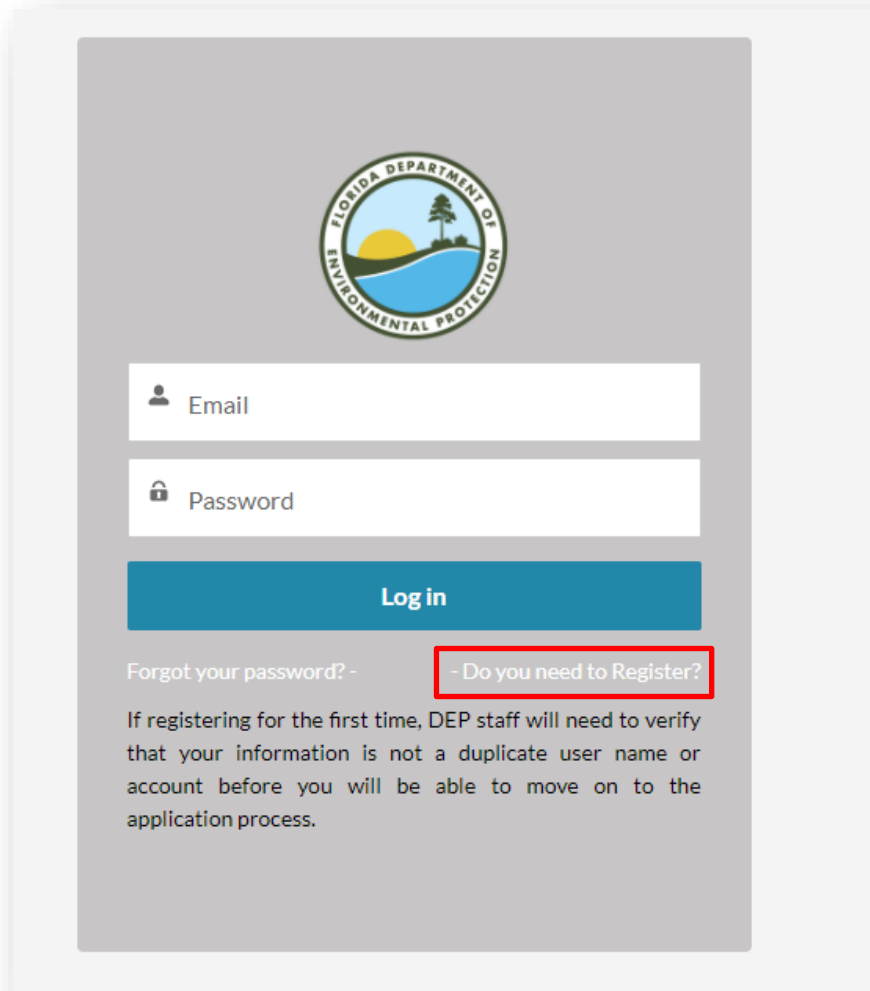
If you need assistance with any of these functions, please contact FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM staff at 850-245-2501 or SF_recreationgrants@floridadep.gov.



A. Registering as a FRDAP Consultant

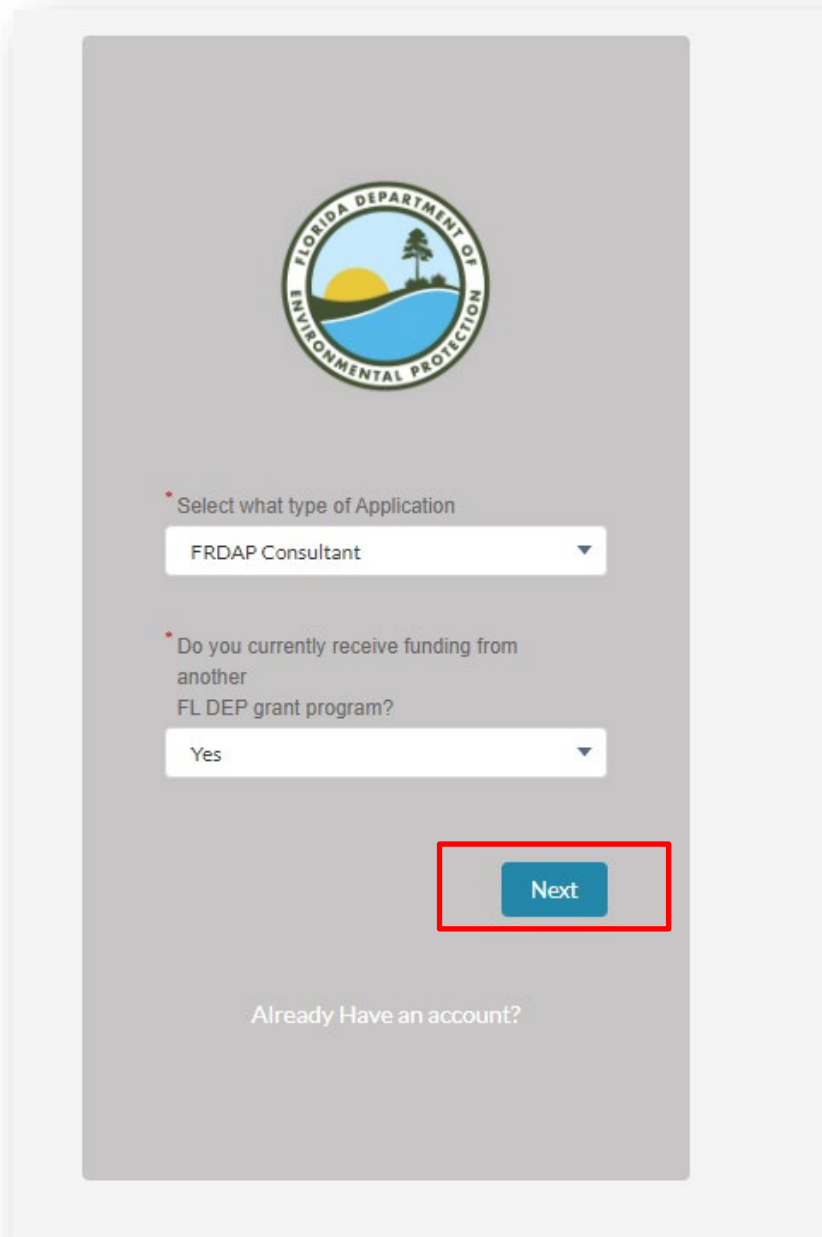
Please visit <http://myeco.force.com> to begin registration.


1. Select "Do you need to Register"

A screenshot of the FRDAP Consultant registration page. At the top center is the Florida Department of Environmental Protection logo. Below the logo are two input fields: "Email" with a person icon and "Password" with a lock icon. A blue "Log in" button is positioned below the password field. Underneath the button, there are two links: "Forgot your password?" and "- Do you need to Register?". The second link is highlighted with a red rectangular box. Below the links, there is a paragraph of text: "If registering for the first time, DEP staff will need to verify that your information is not a duplicate user name or account before you will be able to move on to the application process."



2. Select FRDAP Consultant from the drop down, then select next.

A screenshot of a web application form for the Florida Department of Environmental Protection. The form is displayed on a grey background. At the top center is the Florida Department of Environmental Protection logo. Below the logo, there are two dropdown menus. The first dropdown menu is labeled "Select what type of Application" and has "FRDAP Consultant" selected. The second dropdown menu is labeled "Do you currently receive funding from another FL DEP grant program?" and has "Yes" selected. Below the dropdown menus is a blue button labeled "Next", which is highlighted with a red rectangular border. At the bottom of the form, there is a link that says "Already Have an account?".



* Select what type of Application

FRDAP Consultant

* Do you currently receive funding from another FL DEP grant program?

Yes

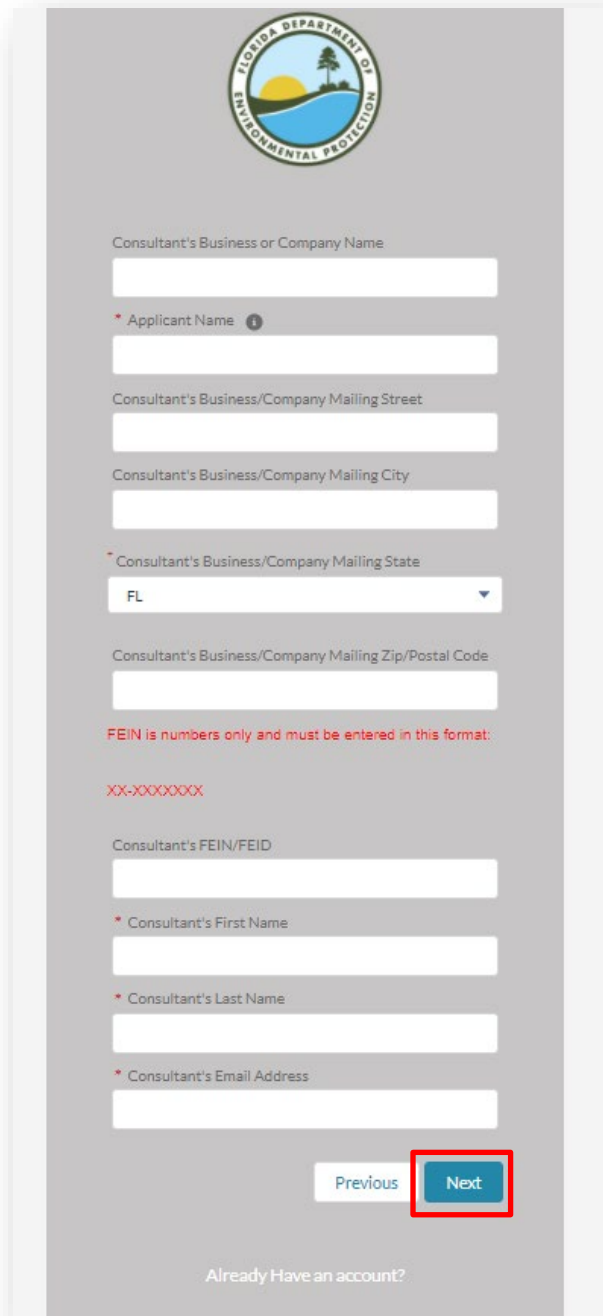
Next

Already Have an account?



3. Complete the information for the consultant then select Next.

The only applicant information entered on this screen is the name of the applicant you are submitting the application on behalf of.




The screenshot shows a web form for entering consultant information. At the top is the Florida Department of Environmental Protection logo. The form fields are as follows:

- Consultant's Business or Company Name:
- * Applicant Name ⁱ:
- Consultant's Business/Company Mailing Street:
- Consultant's Business/Company Mailing City:
- * Consultant's Business/Company Mailing State:
- Consultant's Business/Company Mailing Zip/Postal Code:
- FEIN is numbers only and must be entered in this format:
XX-XXXXXXX
- Consultant's FEIN/FEID:
- * Consultant's First Name:
- * Consultant's Last Name:
- * Consultant's Email Address:

At the bottom, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with a red border. Below the buttons is the text "Already Have an account?"



- Once you have completed the information, you will receive confirmation the registration has been completed. Select Finish. You will receive an email to the consultant email address you input. You will be able to reset your password from the email link provided.



Community Registration

You have been registered in the Community. You will receive an email to create your password.

Account: Florida County
FEIN: 98-4215699
Street: 7481 nw chattahoochee circle
City: crawfordville
State: FL
ZipCode: 32327-9562

First Name: rebecca
Last Name: wood
Email: zwood80@hotmail.com

[Previous](#) [Finish](#)

Already Have an account?

Congrats! You have successfully registered as a Consultant.



B. View Primary Account Information

When you register, you are associated with primary account. Each application that you start will be associated with the primary account for your user account. Follow the steps below to view the primary account information associated with your user profile.

1. Select the “Account Details” link.

The screenshot shows the Florida Department of Environmental Protection (DEP) portal for the Florida Recreation Development Assistance Program (FRDAP). The top navigation bar is dark blue with the DEP logo on the left and a user profile for 'Jas Greene' on the right. A red box highlights the 'Account Details' link in the navigation menu, with a red circle containing the number '1' next to it. The main content area has a white background with the title 'Florida Recreation Development Assistance Program'. On the left is the DEP logo. The main text describes the FRDAP as a competitive program for grants to local governmental entities for public outdoor recreation. A 'PLEASE NOTE' section provides instructions for starting new applications or returning to existing ones. A 'Quick Links' sidebar on the right lists: 'The Department of Environmental Protection (DEP)', 'FRDAP Program Information', 'FRDAP Application Instructions', 'FRDAP Program Rule', 'Facts About FRDAP', and 'Program Staff'. At the bottom, contact information for the DEP is provided.

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.

PLEASE NOTE:
If you are starting a new application, please click [Apply for Grant](#) below.
If you are returning to complete an existing application, please click the [Account Details](#) Tab above, and navigate to the [Grant Applications](#) Tab. You will see your application records and click the ID in the list. From there you will be able to pickup where you left off with the existing application.

[Grant Requirements](#) [Apply for Grant](#)

The Florida Department of Environmental Protection recommends using Chrome while using this Portal.

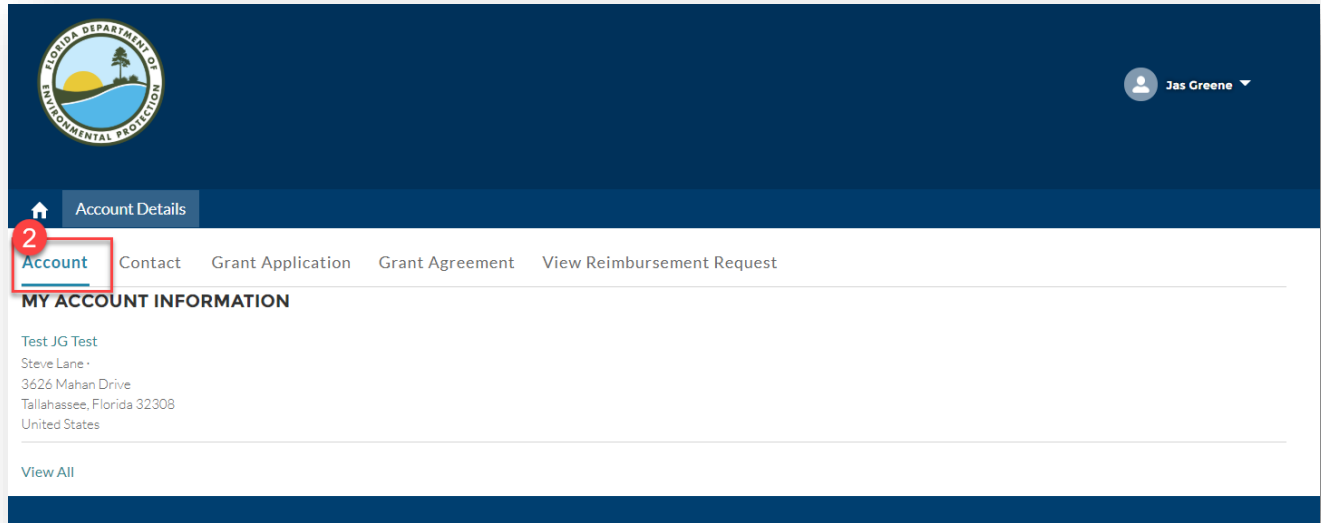
Quick Links

- The Department of Environmental Protection (DEP)
- FRDAP Program Information
- FRDAP Application Instructions
- FRDAP Program Rule
- Facts About FRDAP
- Program Staff

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Phone: 850-245-2116



- The “Account Details” screen will be displayed. Click the “Account” tab to display primary account information. **Please note: Only the primary account information will be displayed.**



- Congrats! You have successfully viewed the primary account information associated with your user profile.



C. View Applications for the Primary Account

Follow the steps below to view applications for a primary account.

1. Select the “Account Details” link.

The screenshot shows the Florida Department of Environmental Protection (DEP) portal. At the top left is the DEP logo. In the top right corner, the user's name 'Jas Greene' is displayed. Below the logo, a navigation bar contains a home icon and a link labeled 'Account Details', which is highlighted with a red box and a red circle containing the number '1'. The main content area is titled 'Florida Recreation Development Assistance Program'. To the left of the main text is a larger DEP logo. The main text describes the FRDAP program and includes a 'PLEASE NOTE' section with instructions on how to start a new application or return to an existing one. Below this is a link for 'Grant Requirements Apply for Grant'. To the right of the main text is a 'Quick Links' box with a list of links: 'The Department of Environmental Protection (DEP)', 'FRDAP Program Information', 'FRDAP Application Instructions', 'FRDAP Program Rule', 'Facts About FRDAP', and 'Program Staff'. At the bottom of the page, contact information for the DEP is provided.

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[Grant Requirements](#) [Apply for Grant](#)

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Grants Management System Workgroup

FRDAP Consultant Guidance

DEP Office of Technology and Information Services

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- The “Account Details” screen will be displayed. Click the “Grant Application” tab to display your list of applications. **Please note: This listing will only display the applications associated with the primary account.**

The screenshot shows the user interface of the Grants Management System. At the top left is the Florida Department of Environmental Protection logo. The user profile 'Jas Greene' is visible in the top right. The 'Account Details' section is active, with the 'Grant Application' tab highlighted and circled in red with a '2' in a red circle. Below the tabs, there is a 'Grant Applications' section with a 'My Applications' dropdown and a 'New' button. A table lists two applications:

	PROJECT NUMBER ↑	ENTITY/FACILITY	APPLICATION STATUS	APPLICATION SUBMIT DATE	
1	A3739	Steve Lane JG Test	Application Submitted	10/7/2019	▼
2	A3745	Steve Lane JG Test	Application Submitted	10/7/2019	▼

- Congrats! You have successfully viewed the applications created for the primary account associated with your user profile.



D. Add Related Accounts to Your User Profile

When you register, you are associated with primary account. Each application that you start will be associated with the primary account for your user profile. Before you are able to complete and submit an application for different entities (accounts), you must add the related account to your user profile.

Follow the steps below to add a Related Account.

1. Select the "Account Details" link.

The screenshot shows the top navigation bar of the FRDAP portal. On the left is the Florida Department of Environmental Protection logo. On the right is a user profile icon for 'Jas Greene'. Below the logo, a red circle with the number '1' is positioned above a red rectangular box that highlights the 'Account Details' link in the navigation menu. The main content area is titled 'Florida Recreation Development Assistance Program' and contains a large version of the DEP logo, a descriptive paragraph about the program, a 'PLEASE NOTE' section with instructions, a 'Quick Links' sidebar with five items, and contact information for the DEP.

Florida Recreation Development Assistance Program

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PLEASE NOTE:
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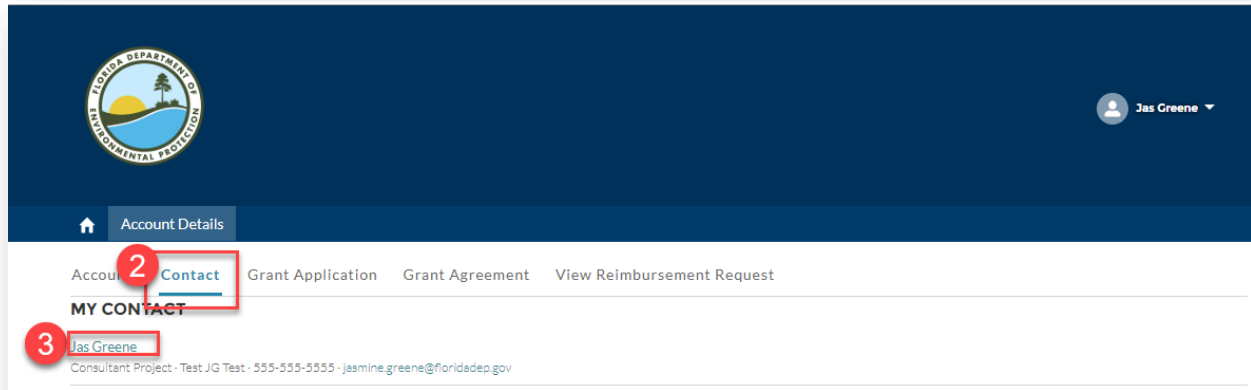
Quick Links

- The Department of Environmental Protection (DEP)
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- Facts About FRDAP
- Program Staff

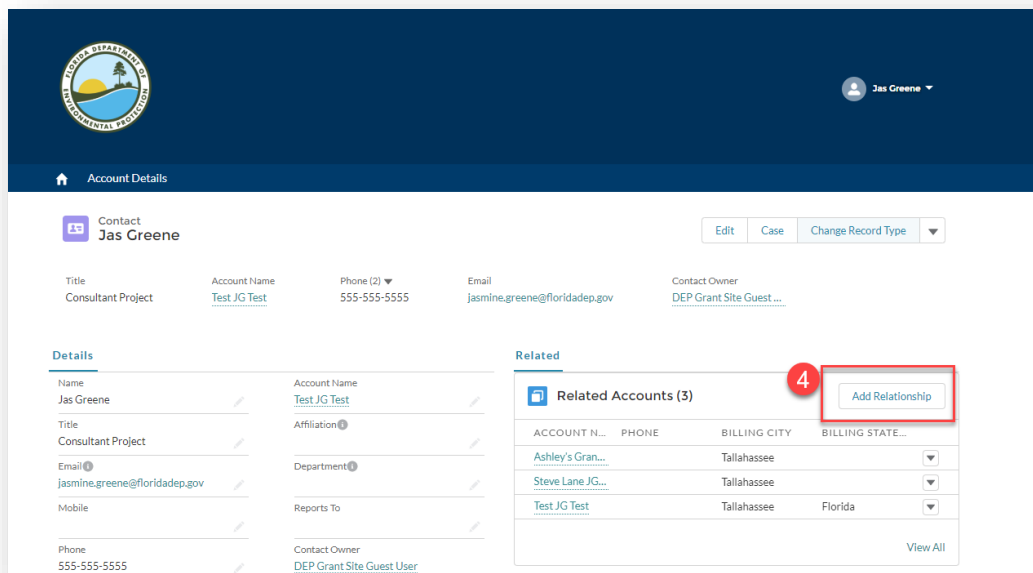
Florida Department of Environmental Protection
3900 Commonwealth Blvd.,
Tallahassee, Florida 32399-3000
Phone: 850-245-2118



2. The “Account Details” screen will be displayed. Click the “Contact” tab to display your contact details.
3. Click the contact link (this should be the name under which you registered).

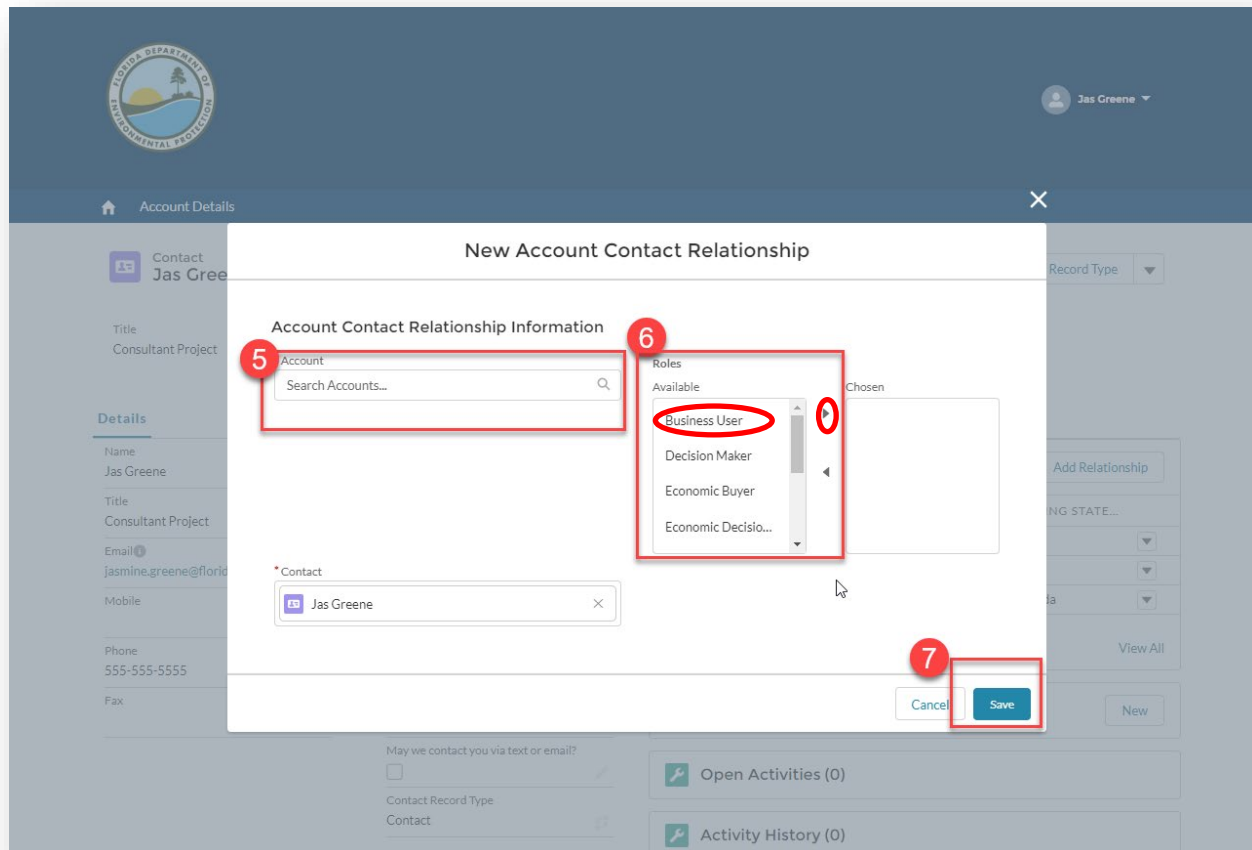


4. The “Contact Detail” screen will be displayed. Click the “Add Relationship” button. **Please note: account relationships added this way will NOT update the default view.**





5. Begin typing the account name in the “Account” field.
6. Next, select a role by clicking the role name and the arrow.
7. Click the “Save” button. **Please note: Accounts must be existing. If you need a new account added, you will need to contact our office.**





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FRDAP Consultant Guidance

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- The “New Account Contact Relationship” window will close. The account name should now be displayed in the “Related Accounts” list. Congrats! You have added a “Related Account”.

Account Details

Contact: **Jas Greene**

[Edit](#) [Case](#) [Change Record Type](#)

Title: Consultant Project | Account Name: [Steve Lane JG Test](#) | Phone (2): 555-555-5555 | Email: jasmine.greene@floridadep.gov | Contact Owner: [DEP Grant Site Guest...](#)

Details

Name: Jas Greene	Account Name: Steve Lane JG Test
Title: Consultant Project	Affiliation
Email: jasmine.greene@floridadep.gov	Department
Mobile:	Reports To:
Phone: 555-555-5555	Contact Owner: DEP Grant Site Guest User

Related

Related Accounts (4) [Add Relationship](#)

ACCOUNT N...	PHONE	BILLING CITY	BILLING STATE...
Ashley's Gran...		Tallahassee	
Jas R Green		Tallahassee	Florida
Steve Lane JG...		Tallahassee	
Test JG Test		Tallahassee	Florida



E. Change the Account (Entity) for an Application

When you register, you are associated with primary account (entity). Each application that you start will be associated with the primary account for your user account. It is important to note that **entering a different FEIN during the application will NOT automatically update the account on the application.** **Once you have entered a new application for each grantee, you must complete the steps below for account changes *BEFORE YOU SUBMIT THE APPLICATION*** in order for the update to be reflected on the application.

1. Select the "Account Details" link.

The screenshot shows the user interface of the Florida Recreation Development Assistance Program (FRDAP) application portal. At the top left is the Florida Department of Environmental Protection logo. At the top right, the user's name "Jas Greene" is displayed. Below the logo, a navigation bar contains a home icon and a link labeled "Account Details", which is highlighted with a red box and a red circle containing the number "1". The main content area features the title "Florida Recreation Development Assistance Program" and a large version of the DEP logo. To the right of the logo is a "Quick Links" section with a list of links: "The Department of Environmental Protection (DEP)", "FRDAP Program Information", "FRDAP Application Instructions", "FRDAP Program Rule", "Facts About FRDAP", and "Program Staff". Below the logo and text is a "PLEASE NOTE" section with instructions for new and returning users. At the bottom of the page, contact information for the Florida Department of Environmental Protection is provided, including the address (3900 Commonwealth Blvd., Tallahassee, Florida 32399-3000) and phone number (850-245-2118).



Grants Management System Workgroup


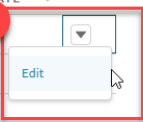
FRDAP Consultant Guidance

DEP Office of Technology and Information Services

Last Saved 9/30/2020

2. The “Account Details” screen will be displayed. Click the “Grant Application” tab to display your list of applications. **Please note: This listing will only display the applications associated with the primary account.**
3. Click the arrow of the application you need to update. Select “Edit”.

The screenshot shows the 'Account Details' page in the Grants Management System. The 'Grant Application' tab is selected and highlighted with a red box and a red circle containing the number '2'. Below the tabs, there is a 'Grant Applications' section with a 'My Applications' dropdown and a 'New' button. A table lists two applications:

	PROJECT NUMBER ↑	ENTITY/FACILITY	APPLICATION STATUS	APPLICATION SUBMIT DATE	
1	A3707	Steve Lane JG Test	Draft		
2	A3739	Steve Lane JG Test	Application Submitted	10/7/2019	 

The 'Edit' button in the dropdown menu for the second application is highlighted with a red box and a red circle containing the number '3'.



4. The "Application Edit" pop-up window will be displayed. Select the pencil icon to edit the account name.

Edit A3707

* Project Number: A3707

Application Status: Draft

Total Project Amount: \$0.00

Application Submit Date:

Total Grant Award Amount: \$0.00

Termination/Application Close Date:

Total Match Amount: \$0.00

Applicant Score: 69

of Hours: 13

Contact Responsible for FRDAP Grant Application and Project Implementation

Application Contact Name: Jas Greene

* Application Contact: Jas Greene

Contact Title: Consultant Project

Contact Phone: 555-555-5555

Contact E-mail Address: jasmine.greene@floridadep.gov

Federal Employer ID #: 12-1234567

Entity/Facility: Steve Lane JG Test

Parent Company Name:

* Facility Address: 7894 Main St

* Facility City: Tallahassee

Facility State: FL

Facility County: --None--

Buttons: Cancel, Save



5. Click the "X" to clear the "Account Name" field. Once the field is empty, begin typing the account name you want to be the primary account. **Please note: Accounts must be existing. If you need a new account added, you will need to contact our office.**

Edit A3707

Project Number: A3707
Application Status: Draft
Total Project Amount: \$0.00
Application Submit Date:
Total Grant Award Amount: \$0.00
Termination/Application Close Date:
Total Match Amount: \$0.00
Applicant Score: 69
of Hours 13

Contact Responsible for FRDAP Grant Application and Project Implementation

Application Contact Name: Jas Greene

Application Contact: X

Contact Title: Consultant Project

Contact Phone: 555-555-5555

Contact E-mail Address: jasmine.greene@floridadep.gov

Federal Employer ID #: 12-1234567

Current Operating Budget:

Entity/Facility: (Dropdown menu open showing: Jas R Green Tallahassee, Steve Lane JG Test Tallahassee, Steve Lane Test B City, Test JG Test Tallahassee, Ashley's Grantee Test Company Tallahassee, FL)

Facility County: --None--

Facility Zipcode:

Buttons: Cancel, Save



6. Select the existing account name.
7. Click the "Save" button.

Edit A3707

*Project Number: A3707

Application Status: Draft

Total Project Amount: \$0.00

Application Submit Date:

Total Grant Award Amount: \$0.00

Termination/Application Close Date:

Total Match Amount: \$0.00

Applicant Score: 69

of Hours: 13

Contact Responsible for FRDAP Grant Application and Project Implementation

Application Contact Name: Jas Greene

Entity/Facility: Test JG Test

*Application Contact: Jas Greene

Parent Company Name:

Contact Title: Consultant Project

*Facility Address: 7894 Main St

Contact Phone: 555-555-5555

*Facility City: Tallahassee

Contact E-mail Address: jasmine.greene@floridadep.gov

Facility State: FL

Federal Employer ID #: 12-1234567

Facility County: --None--

Buttons: Cancel, Save

8. Congrats! The account for the application is now updated. **Please note: This application will no longer be in the "Grant Application" listing.** You may view the application by following the steps in the "View Applications for Related Accounts" section of this document.



F. View/Edit Applications for Related Accounts

Once an account relationship has been established, you will be able to view all applications created for the account. If an application has not been submitted, you may also edit the application.

Follow the steps below to view applications for a related account.

1. Select the "Account Details" link.

The Florida Department of Environmental Protection logo is visible in the top left corner of the screenshot. The user profile 'Jas Greene' is in the top right. The 'Account Details' link is highlighted with a red box and a red circle containing the number '1'. The main content area features the title 'Florida Recreation Development Assistance Program' and a 'Quick Links' box with the following links: The Department of Environmental Protection (DEP), FRDAP Program Information, FRDAP Application Instructions, FRDAP Program Rule, Facts About FRDAP, and Program Staff. The footer contains the following contact information: Florida Department of Environmental Protection, 3900 Commonwealth Blvd., Tallahassee, Florida 32399-3000, Phone: 850-245-2118.



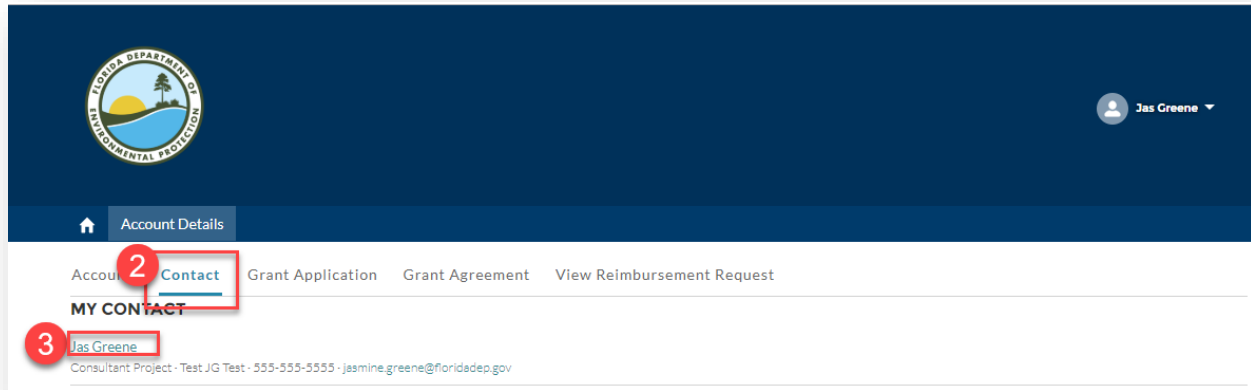
Grants Management System Workgroup

FRDAP Consultant Guidance

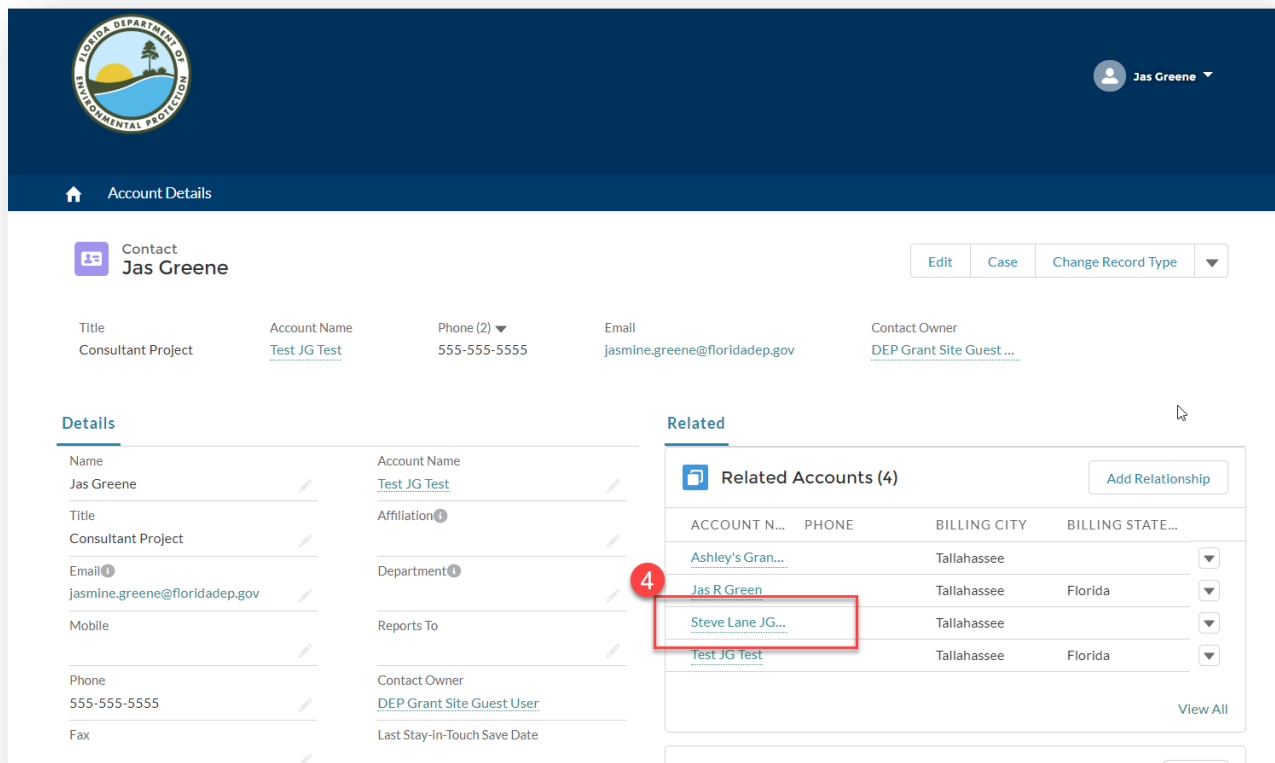
DEP Office of Technology and Information Services

Last Saved 9/30/2020

2. The “Account Details” screen will be displayed. Click the “Contact” tab to display your contact details.
3. Click the contact link (this should be the name under which you registered).



4. The “Contact Detail” screen will be displayed. Under “Related Accounts”, select the link for the account you want to view.





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5. The "Account" screen will be displayed. Under "Grant Applications" select the application number link for the application you want to view.

Account Details

Account
Steve Lane JG Test

Billing Address: 1234 Main St, Tallahassee, 32399-0000, United States

Phone: Entity/Owner Name: Facility Name:

Details

Account Name Steve Lane JG Test	Legal Name Test Account- Jasmine G
Parent Account Steve Lane	Profit or Non Profit
Federal Employer ID # 12-9876543	Type
Parent Company Name	Entity Type
	Common Name

Related

Contacts (0)

Grant Applications (2)

PROJECT N...	APPLICATION ...	APPLICATION ...	TYPE OF FACIL...
A3739	Jas Greene	Application Sub...	
A3745	Jas Greene	Application Sub...	

Grant Agreements (0)

Address Information

Billing Address: Shipping Address:



- The "Application Details" screen will be displayed. Congrats! You have successfully viewed an application for a related account. **Please note: The screen displayed will be different depending on the application submission status.** If the application is in "Draft" status, you can complete updates and enter information as normal. Applications in "Submitted" status cannot be updated.

Account Details

6 Grant Application A3685 Submit for Approval

Florida Department of Environmental Protection
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
GRANT APPLICATION PACKAGE

Checklist

To edit information in a section, please select the appropriate section to make the edits.
List of sections completed or pending.
Section 1: **Not Completed**
Section 2: **Not Completed**
Section 3: **Not Completed**
Section 4: **Not Completed**
Section 5: **Not Completed**

Account Details

6 Grant Application A3739

This screen will be displayed if the application is in "Submitted" status.

Detail		Application Status	
Project Number A3739		Application Submitted	
Total Project Amount \$0.00		Application Submit Date 10/7/2019	
Total Grant Award Amount \$0.00		Termination/Application Close Date	
Total Match Amount \$0.00		Applicant Score 79	
# of Hours 13			
Ineligible Reason Code			

▼ Contact Responsible for FRDAP Grant Application and Proje...

Related	
Files (6+)	Add Files
ExistingProfilesRoles Oct 7, 2019 • 62KB • xlsx	ExistingProfilesRoles Oct 7, 2019 • 62KB • xlsx
ExistingProfilesRoles Oct 7, 2019 • 62KB • xlsx	ExistingProfilesRoles Oct 7, 2019 • 62KB • xlsx
ExistingProfilesRoles Oct 7, 2019 • 62KB • xlsx	ExistingProfilesRoles Oct 7, 2019 • 62KB • xlsx
View All	
Grant Agreements (0)	
Grant Q&A's (6+)	

Application Contact Name Entity/Facility

If you need assistance with any of these functions, please contact FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM staff at 850-245-2501 or SF_recreationgrants@floridadep.gov.