

Grants Management System

Quick Tips for Submitting Multiple Applications

A. 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.

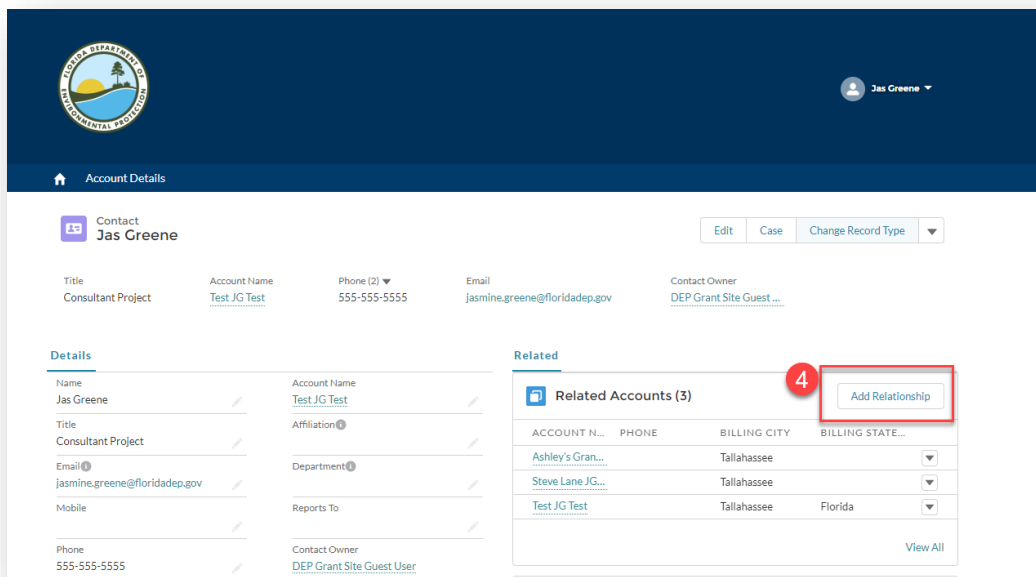
1. Select the “Account Details” link.

The screenshot shows the Florida Recreation Development Assistance Program (FRDAP) website. The header is dark blue with the Florida Department of Environmental Protection logo on the left and a user profile '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 is white and contains the FRDAP title, a description of the program, a 'PLEASE NOTE' section, and a 'Quick Links' sidebar with items like 'The Department of Environmental Protection (DEP)', 'FRDAP Program Information', and 'FRDAP Application Instructions'. The footer is dark blue with contact information for the Florida Department of Environmental Protection.

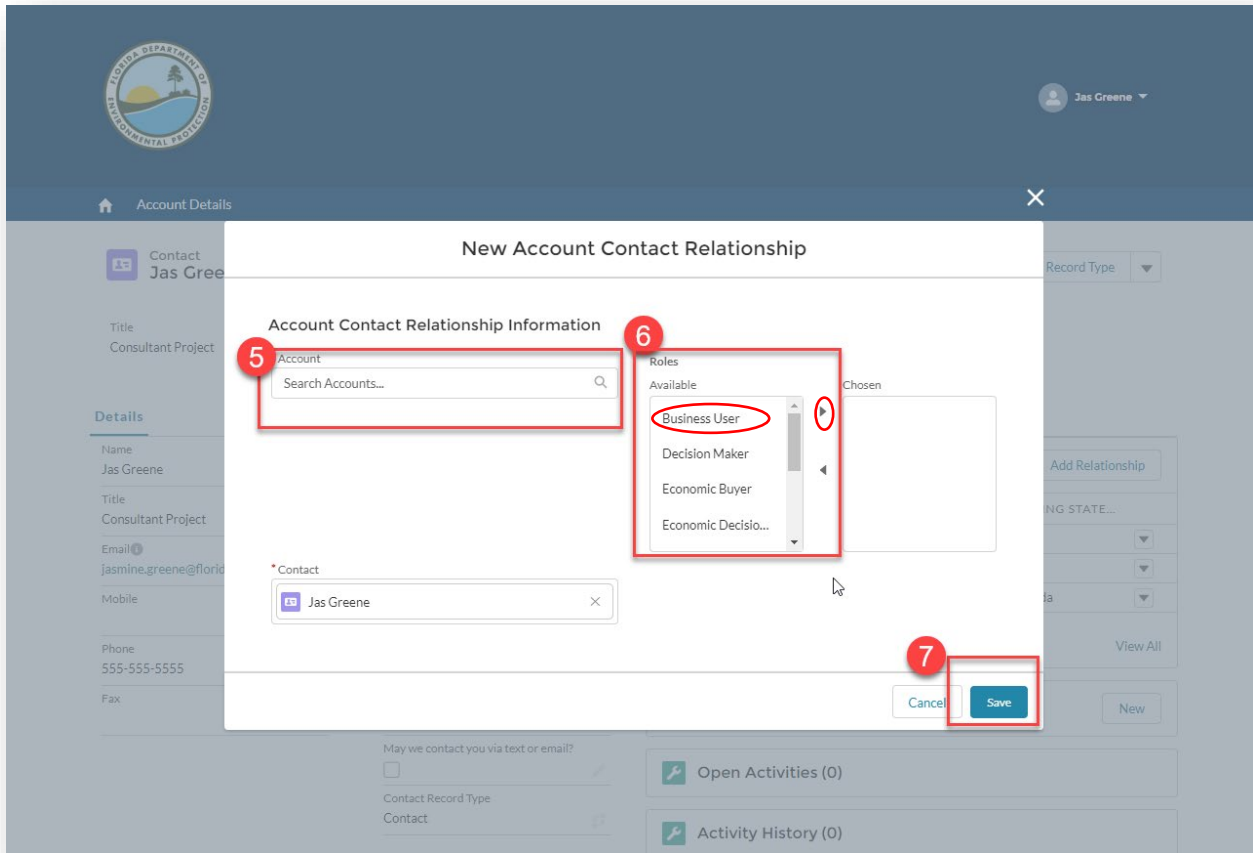
2. The “Account Details” screen will be displayed. Click the “Contact” tab to display your contact details.
3. Click the contact link (this should be the name under which you registered).



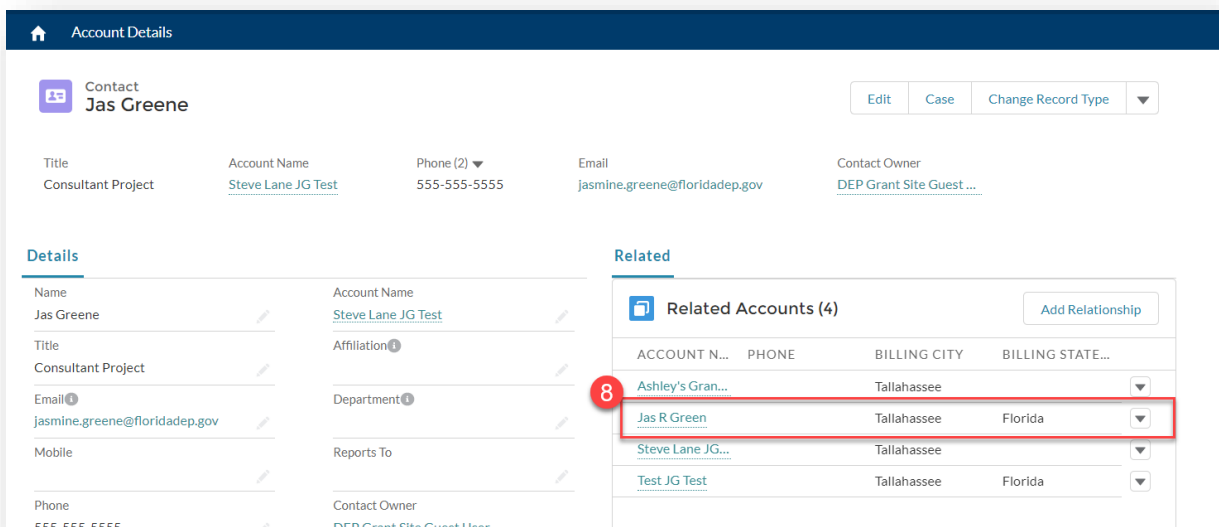
4. The “Contact Detail” screen will be displayed. Click the “Add Relationship” button. **Please note: account relationships added this way will NOT update the default view.**



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.**



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”.




B. Enter the application information for each applicant

1. For each applicant, you will need Select “Apply for Grant” each time.

[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 and navigate to the Grant Applications Tab. You will see your application ID and click the ID in the list. From there you will be able to pickup where you left off on 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

2. Answer the eligibility questions and
3. Select "Next"

Are you a local government with the legal responsibility to provide outdoor recreation to the public?

2

Select

Will the project be developed on school board property?

Select

Is this project for one of the following: (1) acquisition of land for public outdoor recreational purposes; (2) development or renovation of land for public outdoor recreational purposes; or (3) construction or renovation of a public recreational trail

Select

Do you own the land in fee-simple-title to be developed or will have a minimum 25-year lease from the project completion date?

Select

Does this project include any duplicative elements or facilities submitted for funding under the Land and Water Conservation Fund Program and/or Recreational Trails Program?

Select

Do you currently have more than 2 active FRDAP projects?

Select

3

Next

4. If you deemed eligible, click "Next"

Account Details

Based on your answers to the Eligibility Questions, this project has been deemed **Eligible** to apply for FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM Grant funding. Click NEXT below to complete the Grant Application.
If you need assistance in this process, please contact FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM staff at 850-245-2501 or SF_recreationgrants@floridadep.gov

4

Previous Next

5. Selection "Section 1" to start the application and
6. Click "Next"

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**
Section 6: **Not Completed**
Section Project Element: **Not Completed**
Section Evaluation: **Not Completed**

Select Section you want to complete

- Section 1: APPLICANT INFORMATION
- Section 2: PROJECT INFORMATION
- Section 3: PROJECT LOCATION
- Section 4: LEGISLATIVE DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED
- Section 5: DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT
- Section 6: FINANCIAL INFORMATION GRANT MATCH RATIOS
- Project Element
- Evaluation

6 Next

7. Enter the information for the application you are working on then
8. Select "Next"

7

1. APPLICANT INFORMATION

* A. Name of Applicant:

* B. Federal Employer Identification Number:

Format: XX-XXXXXX

* C. Population:

* D. Current Operating Budget: ⓘ

* E. Contact Name: ⓘ

* Title:

* F. Street:

* City:

* State:

* Zip Code:

Format: XXXXX-XXXX

Lookup Postal Code

* County:

* Telephone:

Format: XXX-XXX-XXXX

Fax:

* Email:

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

If applicable, attach letter of delegation authorizing you to submit this application on behalf of the applicant.

Please note: The letter of delegation is required in order to submit this application.


Letter of Delegation

8

Next

Some of the information may pre-populate. Be sure to clear each field and enter the information specific to the application you are working on.

9. Complete all sections of the application and then select “Go to Application”

 Grant Application
A3987

[Submit for Approval](#)

[Download Files](#)

Thank you for completing your DEP Florida Recreation Development Assistance Program (FRDAP) application.

You can click the button below to return to the Home Page to view additional information about the FRDAP program.

In order to submit your application you MUST go to the application and click the “Submit for Approval” button in the top right hand corner of the application.

Your total score for the application you are submitting is : 78

Once the application is submitted you will no longer be able to edit it.

9

[Go to Application](#)

C. 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 Florida Department of Environmental Protection logo is visible in the top left corner of the page. The user profile 'Jas Greene' is visible in the top right corner. 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 the DEP logo. The text describes the FRDAP as 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.
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[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

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 “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”.

Florida Department of Environmental Protection

Jas Greene

Account Details

Account Contact **Grant Application** Grant Agreement View Reimbursement Request

Grant Applications My Applications New

	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

Edit

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

Entity/Facility: Steve Lane JG Test

Parent Company Name:

* Application Contact: Jas Greene

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

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: Jas Greene

Contact Title: Consultant Project

Contact Phone: 555-555-5555

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

Federal Employer ID #: 12-1234567

Entry/Facility: [Dropdown menu open showing list of accounts]

Facility County: --None--

Current Operating Budget: [Field]

Facility Zipcode: [Field]

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--

Cancel Save

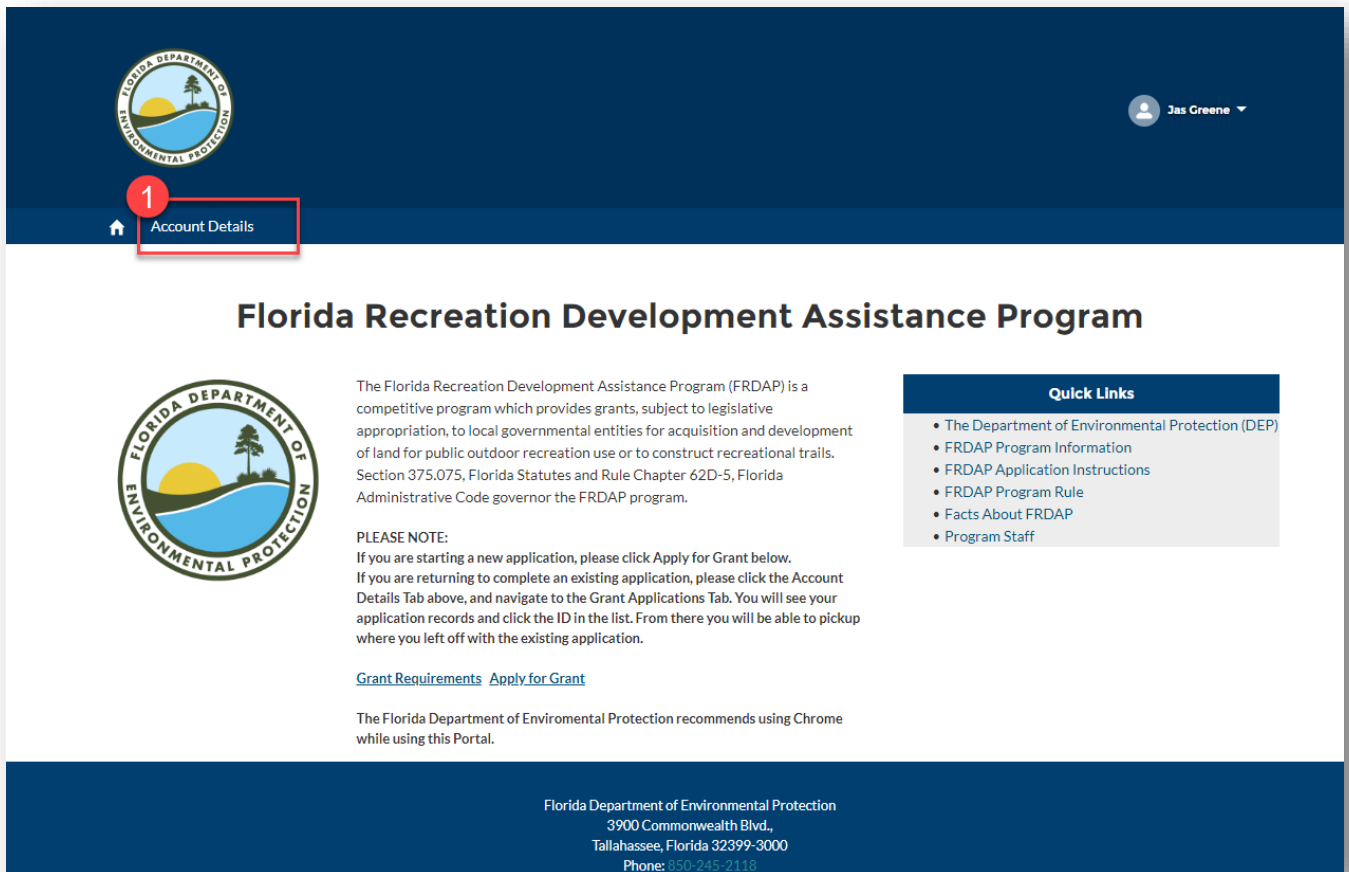
8. Congrats! The account for the application is now updated. **Please note: This application will no longer be in the "Grant Application" listing.** You may view the application by following the steps in the "View Applications for Related Accounts" section of this document.

D. 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 located in the top left corner of the header. The user profile 'Jas Greene' is in the top right corner. The 'Account Details' link is highlighted with a red box and a red circle with the number '1'. The main content area is titled 'Florida Recreation Development Assistance Program'.

The Florida Department of Environmental Protection logo is located on the left side of the main content area.

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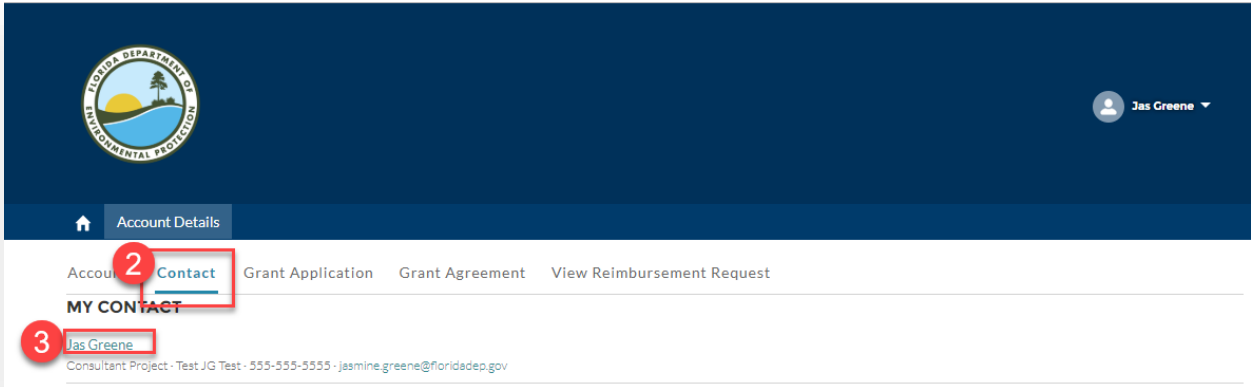
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Quick Links

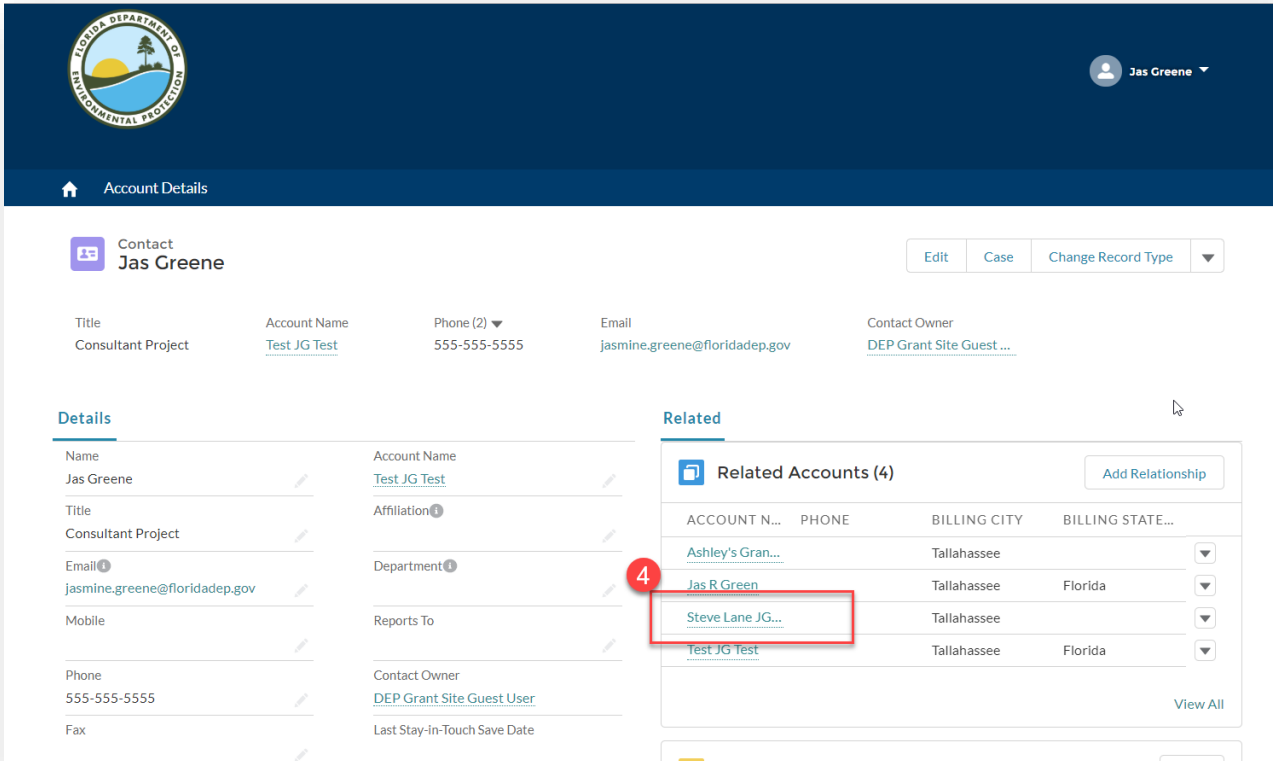
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Phone: 850-245-2118

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



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



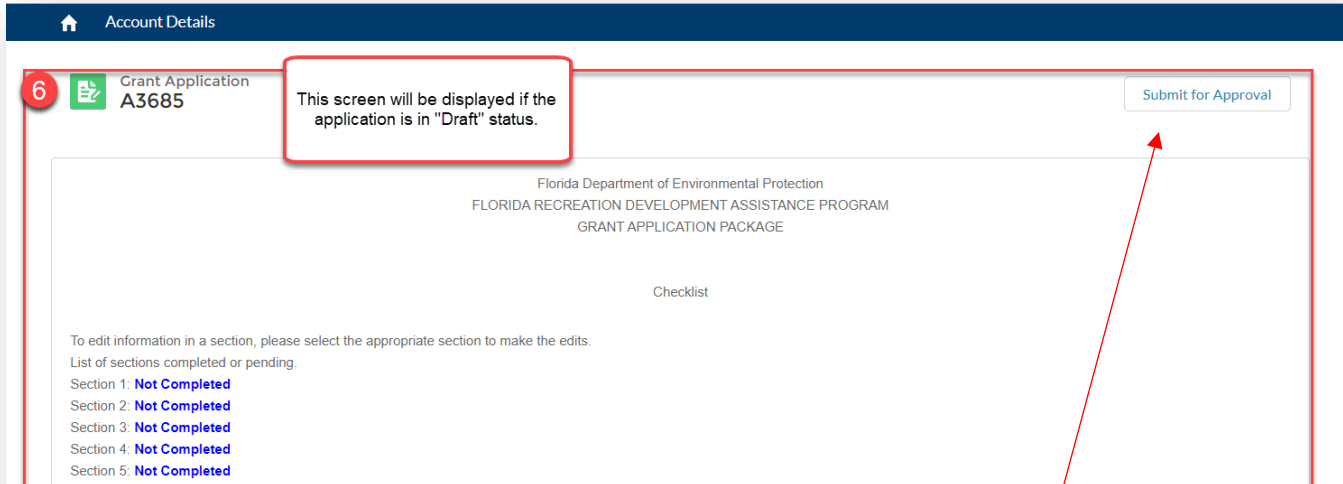
5. The "Account" screen will be displayed. Under "Grant Applications" select the application number link for the application you want to view.

The screenshot shows the 'Account Details' page for 'Steve Lane JG Test'. The page is divided into several sections:

- Account Details:** Displays the account name 'Steve Lane JG Test' and a grid of fields for Billing Address, Phone, Entity/Owner Name, and Facility Name. The Billing Address is filled with '1234 Main St., Tallahassee, 32399-0000, United States'.
- Details:** A list of fields with edit icons, including Account Name, Parent Account, Federal Employer ID #, Parent Company Name, Legal Name, Profit or Non Profit, Type, Entity Type, and Common Name.
- Address Information:** A section with expandable fields for Billing Address and Shipping Address.
- Related:** A section containing three panels: 'Contacts (0)', 'Grant Applications (2)', and 'Grant Agreements (0)'. The 'Grant Applications (2)' panel contains a table with two rows of data.

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

- 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.



Once you have confirmed everything is accurate, select “Submit for Approval”