



DEMES Quick Reference Guide State Agency Event Cost Reporting

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DEMES Support Resources

For more information and to stay informed of project updates, please visit the [DEMES page](#) on the Florida Disaster website. This site contains support resources, including support contacts, FAQs, videos, and additional job aids.

Feedback

Your feedback and input is important to the success of this initiative. The project team encourages you to share your feedback and ideas for enhancement at DEMES.Support@em.myflorida.com.



Introduction

This document outlines the steps a State Agency Contact (FPOC), needs to take to create a new cost report to provide their agency's actual, obligated, and projected costs by different categories/types, so that their data is rolled up into FDEM's disaster reporting. The document also outlines how the FPOC can upload attachments and assign tags to their cost report.

Login

1. External partners can access the Mutual Aid portal via <https://www.fdemportal.com/grants>

Access Event Cost Reporting

1. Once on the portal, click on the **Cost Report** tab: header bar
2. The **Cost Report** page will load providing a list of your agencies' cost reports by disaster.

Add New Event Cost Report

1. On the Cost Report page, click **New** to create a new report for a particular disaster.
2. Search for **Disaster** and select your **Agency**. Click **Save**.
3. Identify the category(s) where costs need to be added
 - a. Categories = A. debris removal, B. Emergency Protective Measures, C Roads & Bridges...
4. Click on **Category** tab.
5. Click on **pencil icon** for the cost type where an estimate is needed.
 - a. Cost Type = Personnel, equipment, travel...
6. Enter in cost amount into one of the items: Actual, Obligation, Projection.
7. Click **Check mark** to record the amount.
8. Verify amounts in header bar have increased by the amount added.
9. Note: to view a full report (all category expenses in one view) click the Attachment tab.
10. Verify Reported Today checkbox on the top is ticked.

Upload Attachments and Assign Tags to Cost Report

1. Once on the portal, click on the **Cost Report** tab: header bar
2. The **Cost Report** page will load providing a list of your agencies' cost reports by disaster.
3. Click on the **Cost Report Link** (blue) for the cost report you want to add an attachment to.
4. Scroll to the bottom and click on **Attachments** tab.
5. Click on **Upload Files** button.
6. Select the file.
7. Once loaded, click **Done**.
8. Select **appropriate Cost Category(s)** and click on right arrow to move category to under Chosen.
9. Select a **Cost Type(s)** and click on right arrow to move type to show under Chosen.
10. Click **Save**.
11. Verify document was uploaded correctly in the document listing.