DEMES Reference Guide
2023/2024 Hurricane Legislative Appropriation Program

Instructions on how to submit an application.

Updated June 2nd, 2023
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The purpose of this document is to provide users instructions on how to submit an application to request funds under the 2023-2024 Hurricane Legislative Appropriation Program using DEMES.

For an overview of DEMES please visit [Division of Emergency Management Enterprise Solution | Florida Disaster](#).

### 2023/2024 Hurricane Legislative Appropriation Program Overview

A funding opportunity is available to provide hurricane repair and recovery projects within counties designated in the Federal Emergency Management Agency disaster declarations for Hurricanes Ian or Nicole.

The Executive Office of the Governor, Division of Emergency Management is authorized to request budget amendments up to $350,000,000 to provide resources to fund gaps in:

- Restoration of disaster-damaged, publicly owned facilities: (FEMA categories C – G);
- Non-engineered beaches, and non-maintained dirt roads;
- Infrastructure repair and replacement, including road, sewer, and water facilities; beach renourishment; debris removal; and
- Mitigation of local and county revenue losses and operating deficits;

The Division is authorized to approve requests for resources by:

- Local governments,
- Independent special districts,
- School boards, including charter schools.

### Legislative Appropriation Program Application Types

1. **Public Assistance**

Local governments with a need to complete permanent work (FEMA Categories C-G).

Legislative Member projects will also be considered in this category

2. **Infrastructure**

Local government issues that are not eligible for FEMA reimbursement due to an eligibility issue, a Determination Memo or some other disqualifying factor.

Examples in this category include non-engineered beaches, dirt roads that are not maintained, or projects that have a determination memo.
3. **Loss Revenue**

Mitigation of local and county revenue losses and operating deficits for jurisdictions when the Department of Economic Opportunity funding has been exhausted, or upon an applicant’s denial of that program funding from the Department.

4. **City and County Match**

The remainder of the funds, if available, will go to meet the provisions of local governments provided that the grant program requires matching funds by grantees of at least 50 percent of project costs. Examples in this category include infrastructure repair or replacement such as roads, sewer, water facilities, beach renourishment, seawalls/armoring, or debris removal.

**Eligibility**

Funding is available for hurricane repair and recovery projects within counties designated in the Federal Emergency Management Agency disaster declarations for Hurricanes Ian and Nicole.

**Basic Requirements**

Some examples of the required information may include FEMA project worksheets, insurance claims, denials, determination memos, revenue documentation, etc.
You need to have an account registered in DEMES. If you do not have an account in DEMES you will need to create an account. Please visit Division of Emergency Management Enterprise Solution | Florida Disaster to view the steps on how to create a DEMES account.

How to apply to 2023/2024 Hurricane Legislative Appropriation Program?

General

1. Login to the portal using your username and password:

2. You will land on the home page and click on LAP tile:
3. Click on “2023/2024 Hurricane Legislative Appropriation Program”:

4. Click on New Application button top right:

5. A pop up for new application will appear:
6. LAP name, Agency and Primary contact will be populated:

7. Enter estimated request amount and select Application Type:
There will be displayed different steps depending on the application type selected

Selecting “Public Assistance” with Member project and PW number:

1. Select as application type Public Assistance:

2. When prompted if you have a member project, select “Yes”:
3. Enter member project number:

4. When prompted, if you have an existing PW number, select "Yes":

![New Application Form]

Contact Information and Application Type:
* Legislative appropriation program
  - 2021/2022 Hurricane Legislative Appropriation Program
Agency:
  - Seminole County Fire Department
What are you applying for?
Application Type:
  - Public Assistance
  - *Do you have a Member Project?*
    - Yes
Member Project Number:
  - 254450
  - *Do you have an existing PW Number?*
    - Yes
Estimated Request Amount:
  - $40,000
Primary Contact:
  - Meredith Walker
  - Alternate Name of Contact:
  - Search Contacts...
5. Enter the PW Number:

![New Application Form with PW Number and Project Details]

6. Select which hurricane this PW is for: “Ian or Nicole”: 

![New Application Form with Hurricane Selection]

---
7. **Click Next and on next screen verify PW number and Project number:**

![New Application Form](image)

8. **Upload your supporting documents and click next:**

![New Application Form with uploaded files](image)

9. **Verify that a success message is shown:**

![Success Message](image)
11. Verify that the new application is created under Applications related list:
Selecting “Public Assistance” with No Member project and PW number:

1. Select as application type Public Assistance:

2. When prompted, if you do not have a member project, select “No”: 
3. When prompted, if you have an existing PW number, select "Yes":

4. Enter the PW Number:
5. Select which hurricane this PW is for: "Ian or Nicole":

6. Click Next and on next screen verify PW number:

7. Upload your supporting documents and click next:
8. Verify that a success message is shown:

New Application

Success!
Your Public Assistance Application has been received and is now in queue for review by FDEM Agents. You will be notified throughout the review process if we need more information, if your application is rejected, or if your application is approved!

9. Click Finish:

New Application

Success!
Your Public Assistance Application has been received and is now in queue for review by FDEM Agents. You will be notified throughout the review process if we need more information, if your application is rejected, or if your application is approved!

10. Verify that the new application is created under Applications related list:
Selecting “Public Assistance” with Member project and No PW number, considered a Permanent Work:

1. Select as application type Public Assistance:

2. When prompted, if you have a member project, select “Yes”: 
3. Enter the member project number:

4. When prompted, if you do not have an existing PW number, select “No”: 
5. You will be asked if this is a Permanent Work, select "Yes" and click next:

6. Upload your supporting documents and click next:

7. Verify that a success message is shown:
8. Click Finish:

<table>
<thead>
<tr>
<th>New Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Success!</strong></td>
</tr>
<tr>
<td>Your Public Assistance Application has been received and is now in queue for review by FDEM Agents. You will be notified throughout the review process if we need more information, if your application is rejected, or if your application is approved!</td>
</tr>
</tbody>
</table>

9. Verify that the new application is created under Applications related list:

<table>
<thead>
<tr>
<th>Legislative Appropriation Program Name</th>
<th>Available Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/2019 Hurricane Legislative Appropriation Program</td>
<td>Released Date: 7/1/2021</td>
</tr>
<tr>
<td></td>
<td>Status: Disbursement</td>
</tr>
</tbody>
</table>

**Funds**

Funding amount: $300,000.00
Selecting “Public Assistance” with Member project and No PW number, not considered a Permanent Work:

1. Select as application type Public Assistance:

2. When prompted, if you have a member project, select “Yes”.

---

Contact Information and Application Type
- Legislative Appropriation Program
  - 2022/2023 Hurricane Legislative Appropriation Program
- Agency
  - Seminole County Fire Department
- What are you applying for?
  - Public Assistance
- Are you a member project?
  - Yes
- Member Project Number
  - $50,000
- Is this considered Permanent Work?
  - No
- Estimated Request Amount
  - $50,000

Primary Contact
- Curly Miller
- Alternate Point of Contact
  - Search Contact...
3. Enter the member project number:

<table>
<thead>
<tr>
<th>New Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Information and Application Type</strong></td>
</tr>
<tr>
<td>* Legislative Appropriation Program</td>
</tr>
<tr>
<td>2019/2020 Hurricane Legislative Appropriation Program</td>
</tr>
<tr>
<td>Agency</td>
</tr>
<tr>
<td>Seminole County Fire Department</td>
</tr>
<tr>
<td><strong>What are you applying for?</strong></td>
</tr>
<tr>
<td>Application Type</td>
</tr>
<tr>
<td>Public Assistance</td>
</tr>
<tr>
<td>* Do you have a Member Project?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Member Project Number</td>
</tr>
<tr>
<td>35544076</td>
</tr>
<tr>
<td>* Do you have an existing PW number?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Is this considered Permanent Work?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Estimated Request Amount</td>
</tr>
<tr>
<td>$10,000</td>
</tr>
<tr>
<td><strong>Primary Contact</strong></td>
</tr>
<tr>
<td>Carly Miller</td>
</tr>
<tr>
<td><strong>Alternate Point of Contact</strong></td>
</tr>
<tr>
<td>Search Contacts...</td>
</tr>
</tbody>
</table>

4. When prompted, if you do not have an existing PW number, select "No":

<table>
<thead>
<tr>
<th>New Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Information and Application Type</strong></td>
</tr>
<tr>
<td>* Legislative Appropriation Program</td>
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</tr>
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</tr>
<tr>
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</tr>
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<td>Public Assistance</td>
</tr>
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</tr>
<tr>
<td>Member Project Number</td>
</tr>
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<td>Is this considered Permanent Work?</td>
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<tr>
<td>Estimated Request Amount</td>
</tr>
<tr>
<td>$10,000</td>
</tr>
<tr>
<td><strong>Primary Contact</strong></td>
</tr>
<tr>
<td>Carly Miller</td>
</tr>
<tr>
<td><strong>Alternate Point of Contact</strong></td>
</tr>
<tr>
<td>Search Contacts...</td>
</tr>
</tbody>
</table>
5. You will be asked if this is a Permanent Work, select “No” and click next:

![New Application interface](image)

6. Upload your supporting documents and click next:

![New Application interface](image)

7. Verify that a success message is shown:

![New Application success message](image)
8. Click Finish.

New Application

Success!
Your Public Assistance Application has been received and is now in queue for review by FDEM Agents. You will be notified throughout the review process if we need more information, if your application is rejected, or if your application is approved!

12. Verify that the new application is created under Applications related list:

Selecting “Loss of Revenue”

1. Select as application type Loss Revenue:
2. Enter revenue for the past 3 years and the projected current year:

3. Upload your supporting documents and click next:

4. Verify that a success message is shown:
5. Click Finish.

![New Application Success]

Your Public Assistance Application has been received and is now in queue for review by FDEM Agents. You will be notified throughout the review process if we need more information, if your application is rejected, or if your application is approved!

6. Verify that the new application is created under Applications related list:

![Selecting “Infrastructure”]

1. Select as application type Infrastructure:
2. When prompted, select if you have a member project associated to this project:

![Image of New Application with options]

3. If yes, enter the member project number and click next:

![Image of New Application with member project number entered]

4. Select the infrastructure type. If you select other, you will need to enter manually the type of project:

![Image of New Application with infrastructure type options]

5. Choose ‘Yes’ or ‘No’ depending on if you have a Determination Memo or not:

6. Upload your supporting documents and click next:

7. Verify that a success message is shown:
8. Click Finish

New Application

Success!

Your Infrastructure application has been received and is now in queue for review by FDEM Agents. You will be notified throughout the review process if we need more information, if your application is rejected, or if your application is approved!

9. Verify that the new application is created under Applications related list:

Selecting “City and County Match”

1. Select as application type City & County Match:
2. When prompted, select if you have a member project associated to this project:

![New Application](image1)

3. If yes, enter the member project number and click next:

![New Application](image2)

4. Select an option for your Project Type:

![New Application](image3)
5. Enter where your 50% match is coming from:

6. Select if the 50% Match is Escrow (Yes / No):

7. Upload your supporting documents and click next:
8. Verify that a success message is shown:

![Success Message]

9. Click Finish:

![Success Message]

10. Verify that the new application is created under Applications related list:

![Applications Table]
Other:
As a member of the same agency, the user should be able to see all the Applications submitted by another member of the same Agency.

1. Login to the portal using your username and password.

![Login Page]

2. You will land on the home page and click on the LAP tile:
3. Click on “2023/2024 Hurricane Legislative Appropriation Program”:

4. You will be able to see ALL Legislative Appropriation applications that are listed under your agency (note – if someone else in your agency submitted an application, you should be able to see that too):
Support Available

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2023/2024 Hurricane LAP

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