



# DEMES Reference Guide 2023/2024 Hurricane Legislative Appropriation Program

*Instructions on how to submit an application.*

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Updated June 2nd, 2023



## Table of Contents

<b>Introduction .....</b>	<b>3</b>
<b>2023/2024 Hurricane Legislative Appropriation Program Overview.....</b>	<b>3</b>
Legislative Appropriation Program Application Types .....	3
Eligibility .....	4
Basic Requirements.....	4
<b>How to apply to 2023/2024 Hurricane Legislative Appropriation Program? .....</b>	<b>5</b>
General .....	5
Selecting “Public Assistance” with Member project and PW number:.....	8
Selecting “Public Assistance” with No Member project and PW number:.....	13
Selecting “Public Assistance” with Member project and No PW number, considered a Permanent Work:.....	17
Selecting “Public Assistance” with Member project and No PW number, not considered a Permanent Work: .....	21
Selecting “ Loss of Revenue”.....	24
Selecting “ Infrastructure”.....	26
Selecting “ City and County Match” .....	29
Other: .....	33
<b>Support Available .....</b>	<b>35</b>



## Introduction

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.

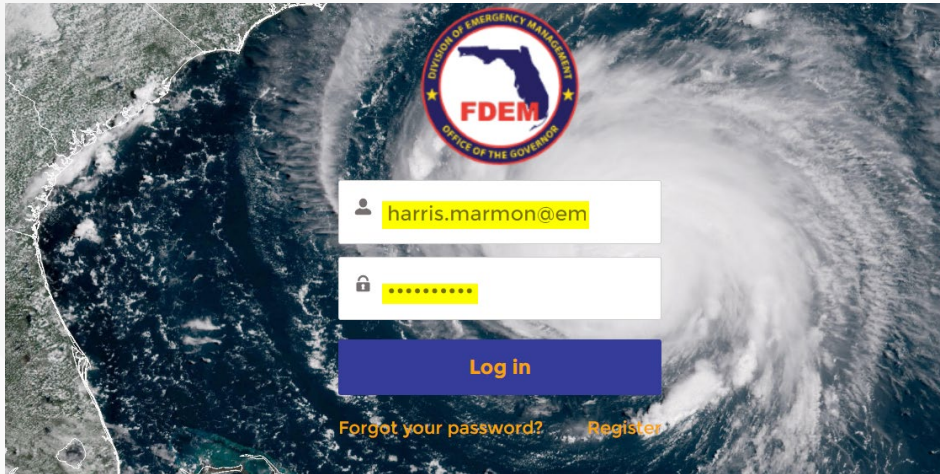


**You need to have an account registered in DEMES. If you do not have an account in DEMES you will need to create an account. Please visit [Division of Emergency Management Enterprise Solution | Florida Disaster](#) to view the steps on how to create a DEMES account.**

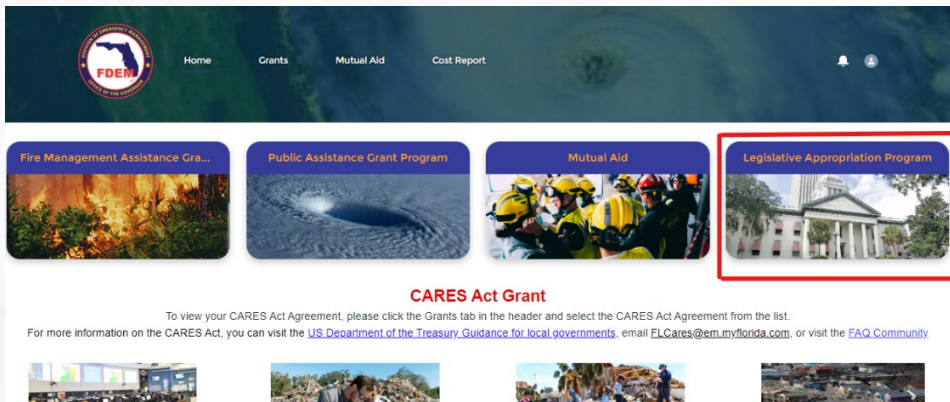
## How to apply to 2023/2024 Hurricane Legislative Appropriation Program?

### 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":

The screenshot shows the FDEM web application dashboard. At the top, there is a navigation bar with the FDEM logo, "Home", "Subrecipient Agreements", and "Projects" links, along with a search bar and notification icons. Below the navigation bar, there are two main sections:

**ALL LEGISLATIVE APPROPRIATION PROGRAMS**

Legislative Appropriation Program Name	Disaster	Funding Amount	Available Date
2023/2024 Hurricane Legislative Appropriation Program		\$350,000,000	

**MY APPLICATIONS**

Application Number	Legislative Appropriation Program	Application Type	Estimated Request Amount
APP-0002	2023/2024 Hurricane Legislative Appropriation Program	Public Assistance	\$150,000
APP-0003	2023/2024 Hurricane Legislative Appropriation Program	Infrastructure	
APP-0004	2023/2024 Hurricane Legislative Appropriation Program	Public Assistance	\$275,000

4. Click on New Application button top right:

The screenshot shows the FDEM web application with the "2023/2024 Hurricane Legislative Appropriation Program" selected. A yellow "New Application" button is visible in the top right corner. Below the button, there is a "Printable View" link. The main content area displays the program details and a table of existing applications:

Legislative Appropriation Program Name: 2023/2024 Hurricane Legislative Appropriation Program  
Disaster: [Empty field]  
Declared Date: 7/1/2023  
Available Date: [Empty field]  
Deadline Date: [Empty field]

**Applications (6+)**

Application Number	Status	Primary Contact
APP-0013	New	Sweta Test
APP-0012	New	Harris Marmon

5. A pop up for new application will appear:

The screenshot shows a "New Application" pop-up form. The form is titled "New Application" and contains the following fields:

- Legislative Appropriation Program: 2023/2024 Hurricane Legislative Appropriation Program
- Agency: Search Accounts...
- What are you applying for? Application Type: --None--
- Estimated Request Amount: [Empty field]
- Primary Contact: Search Contacts...
- Alternate Point of Contact: Search Contacts...

A "Next" button is located at the bottom right of the form.





6. LAP name, Agency and Primary contact will be populated:

The screenshot shows a 'New Application' form with the following fields populated:

- Contact Information and Application Type**
  - Legislative Appropriation Program: 2023/2024 Hurricane Legislative Appropriation Program
  - Agency: Seminole County Fire Department
- What are you applying for?**
  - Application Type: --None--
  - Estimated Request Amount: (empty)
- Primary Contact**
  - Primary Contact: Meredith Walker
  - Alternate Point of Contact: Search Contacts...

A 'Next' button is visible at the bottom right of the form.

7. Enter estimated request amount and select Application Type:

The screenshot shows the 'New Application' form with the following fields updated:

- What are you applying for?**
  - Application Type: Public Assistance
  - Do you have a Member Project?: --None--
  - Do you have an existing PW Number?: --None--
- Estimated Request Amount**
  - Estimated Request Amount: \$50,000

The 'Primary Contact' and 'Alternate Point of Contact' fields remain the same as in the previous screenshot. A 'Next' button is visible at the bottom right of the form.



***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:

The screenshot shows a web form titled "New Application". Under the heading "Contact Information and Application Type", there are several fields: "Legislative Appropriation Program" (2023/2024 Hurricane Legislative Appropriation Program), "Agency" (Seminole County Fire Department), "What are you applying for?" (Application Type dropdown menu set to "Public Assistance"), "Do you have a Member Project?" (dropdown menu set to "--None--"), "Do you have an existing PW Number?" (dropdown menu set to "--None--"), "Estimated Request Amount" (\$50,000), "Primary Contact" (Meredith Walker), and "Alternate Point of Contact" (Search Contacts...). A "Next" button is located at the bottom right of the form.

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

This screenshot shows the same "New Application" form as above, but with the "Do you have a Member Project?" dropdown menu set to "Yes". The "Member Project Number" field is now visible and contains the value "56455". The "Do you have an existing PW Number?" dropdown menu remains set to "--None--".





3. Enter member project number:

New Application

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 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  
564455

\* Do you have an existing PW Number?  
--None--

Estimated Request Amount  
\$50,000

Primary Contact  
Meredith Walker

Alternate Point of Contact  
Search Contacts...

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

New Application

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 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  
564455

\* Do you have an existing PW Number?  
Yes

\* PW Number  
6566785

\* Which Hurricane is this PW for?  
--None--

Estimated Request Amount  
\$50,000

Primary Contact  
Meredith Walker



5. Enter the PW Number:

New Application

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 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  
564455

\* Do you have an existing PW Number?  
Yes

\* PW Number  
6566785

\* Which Hurricane is this PW for?  
--None--

Estimated Request Amount  
\$50,000

Primary Contact  
Meredith Walker

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

New Application

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 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  
564455

\* Do you have an existing PW Number?  
Yes

\* PW Number  
6566785

\* Which Hurricane is this PW for?  
Ian

Estimated Request Amount  
\$50,000

Primary Contact  
Meredith Walker

Alternate Point of Contact

Next



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

New Application

---

Public Assistance Application

\*Verify PW Number

\*Verify Member Project Number

Upload Supporting Documentation

[Upload Files](#) Or drop files

---

[Previous](#) [Next](#)

8. Upload your supporting documents and click next:

New Application

---


Public Assistance Application

\*Verify PW Number

\*Verify Member Project Number

Upload Supporting Documentation

[Upload Files](#) Or drop files

 download.jpg x

---

[Previous](#) [Next](#)

9. 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!

---

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



### 10. 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!

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

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

Home   Subrecipient Agreements   Projects

**Legislative Appropriation Program**  
2023/2024 Hurricane Legislative Appropriation Program

[New Application](#)   [Printable View](#)

<p>Legislative Appropriation Program Name 2023/2024 Hurricane Legislative Appropriation Program</p> <p>Declared Date 7/1/2023</p> <p>Deadline Date</p>	<p>Available Date</p>	<div style="border: 1px solid #ccc; padding: 5px;"><p><b>Applications (6+)</b></p><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Application Number</th><th>Status</th><th>Primary Contact</th></tr></thead><tbody><tr style="background-color: #fff9c4;"><td>APP-0015</td><td>New</td><td>Meredith Walker</td></tr><tr><td>APP-0014</td><td>New</td><td>Meredith Walker</td></tr><tr><td>APP-0013</td><td>New</td><td>Sweta Test</td></tr><tr><td>APP-0011</td><td>New</td><td>Sweta Test</td></tr><tr><td>APP-0010</td><td>New</td><td>Carly Miller</td></tr><tr><td>APP-0009</td><td>New</td><td>Carly Miller</td></tr></tbody></table><p style="text-align: right;"><a href="#">View All</a></p></div>	Application Number	Status	Primary Contact	APP-0015	New	Meredith Walker	APP-0014	New	Meredith Walker	APP-0013	New	Sweta Test	APP-0011	New	Sweta Test	APP-0010	New	Carly Miller	APP-0009	New	Carly Miller
Application Number	Status	Primary Contact																					
APP-0015	New	Meredith Walker																					
APP-0014	New	Meredith Walker																					
APP-0013	New	Sweta Test																					
APP-0011	New	Sweta Test																					
APP-0010	New	Carly Miller																					
APP-0009	New	Carly Miller																					

▼ Funds

Funding Amount  
\$350,000,000



## Selecting “Public Assistance” with No Member project and PW number:

1. Select as application type Public Assistance:

New Application

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 Hurricane Legislative Appropriation Program

Agency  
Seminole County Fire Department

What are you applying for?

Application Type  
Public Assistance

\* Do you have a Member Project?  
--None--

\* Do you have an existing PW Number?  
--None--

Estimated Request Amount  
\$50,000

Primary Contact  
Meredith Walker

Alternate Point of Contact  
Search Contacts...

Next

2. When prompted, if you do not have a member project, select “No”:

New Application

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 Hurricane Legislative Appropriation Program

Agency  
Seminole County Fire Department

What are you applying for?

Application Type  
Public Assistance

\* Do you have a Member Project?  
No

\* Do you have an existing PW Number?  
Yes

\* PW Number  
4656546

\* Which Hurricane is this PW for?  
Nicole

Estimated Request Amount  
\$5,000

Primary Contact  
Carly Miller

Alternate Point of Contact  
Search Contacts...

Next



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

New Application

---

Contact Information and Application Type

\*Legislative Appropriation Program  
2023/2024 Hurricane Legislative Appropriation Program

Agency  
Seminole County Fire Department

What are you applying for?

Application Type  
Public Assistance

\*Do you have a Member Project?  
No

\*Do you have an existing PW Number?  
Yes

\*PW Number  
4656546

\*Which Hurricane is this PW for?  
Nicole

Estimated Request Amount  
\$5,000

Primary Contact  
Carly Miller

Alternate Point of Contact  
Search Contacts...

[Next](#)

### 4. Enter the PW Number:

New Application

---

Contact Information and Application Type

\*Legislative Appropriation Program  
2023/2024 Hurricane Legislative Appropriation Program

Agency  
Seminole County Fire Department

What are you applying for?

Application Type  
Public Assistance

\*Do you have a Member Project?  
No

\*Do you have an existing PW Number?  
Yes

\*PW Number  
4656546

\*Which Hurricane is this PW for?  
Nicole

Estimated Request Amount  
\$5,000

Primary Contact  
Carly Miller

Alternate Point of Contact  
Search Contacts...

[Next](#)





5. Select which hurricane this PW is for: "Ian or Nicole":

New Application

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 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  
564455

\* Do you have an existing PW Number?  
Yes

\* PW Number  
6566785

\* Which Hurricane is this PW for?  
Ian

Estimated Request Amount  
\$50,000

Primary Contact  
Meredith Walker

Alternate Point of Contact

Next

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

New Application

Public Assistance Application

\* Verify PW Number  
4656546

Upload Supporting Documentation

Upload Files Or drop files

Previous Next

7. Upload your supporting documents and click next:

New Application

Public Assistance Application

\* Verify PW Number  
4565

Upload Supporting Documentation

Upload Files Or drop files

download.jpg

Previous 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!

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

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!

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

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

The screenshot shows the FDEM web application interface. At the top, there is a navigation bar with the FDEM logo, 'Home', 'Subrecipient Agreements', 'Projects', and a search bar. Below the navigation bar, there is a section for 'Legislative Appropriation Program' with the title '2023/2024 Hurricane Legislative Appropriation Program'. This section includes fields for 'Legislative Appropriation Program Name', 'Available Date', 'Declared Date' (7/1/2023), and 'Deadline Date'. There is also a 'Funds' section showing a funding amount of '\$350,000,000'. To the right of the program details, there are buttons for 'New Application' and 'Printable View'. Below the program details, there is a table titled 'Applications (6+)'. The table has columns for 'Application Number', 'Status', and 'Primary Contact'. The first row is highlighted in yellow and shows 'APP-0015', 'New', and 'Meredith Walker'. Other rows include 'APP-0014', 'APP-0013', 'APP-0011', 'APP-0010', and 'APP-0009', all with a status of 'New' and various primary contacts.

Application Number	Status	Primary Contact
APP-0015	New	Meredith Walker
APP-0014	New	Meredith Walker
APP-0013	New	Sweta Test
APP-0011	New	Sweta Test
APP-0010	New	Carly Miller
APP-0009	New	Carly Miller



## Selecting “Public Assistance” with Member project and No PW number, considered a Permanent Work:

1. Select as application type Public Assistance:

**New Application**

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 Hurricane Legislative Appropriation Program

Agency  
Seminole County Fire Department

What are you applying for?

Application Type  
Public Assistance

\* Do you have a Member Project?  
--None--

\* Do you have an existing PW Number?  
--None--

Estimated Request Amount  
\$50,000

Primary Contact  
Meredith Walker

Alternate Point of Contact  
Search Contacts...

Next

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

**New Application**

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 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  
56546576

\* Do you have an existing PW Number?  
No

\* Is this considered Permanent Work?  
Yes

Estimated Request Amount  
\$10,000

Primary Contact  
Carly Miller

Alternate Point of Contact  
Search Contacts...

Next



3. Enter the member project number:

New Application

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 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  
56546576

\* Do you have an existing PW Number?  
No

\* Is this considered Permanent Work?  
Yes

Estimated Request Amount  
\$10,000

Primary Contact  
Carly Miller

Alternate Point of Contact  
Search Contacts...

Next

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

New Application

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 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  
56546576

\* Do you have an existing PW Number?  
No

\* Is this considered Permanent Work?  
Yes

Estimated Request Amount  
\$10,000

Primary Contact  
Carly Miller

Alternate Point of Contact  
Search Contacts...

Next



5. You will be asked if this is a Permanent Work, select “Yes” and click next:

New Application

Contact Information and Application Type

\*Legislative Appropriation Program  
2023/2024 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  
56546576

\*Do you have an existing PW Number?  
No

\*Is this considered Permanent Work?  
Yes

Estimated Request Amount  
\$10,000

Primary Contact  
Carly Miller

Alternate Point of Contact  
Search Contacts...

Next

6. Upload your supporting documents and click next:

New Application

Public Assistance Application

Upload Supporting Documentation

Upload Files Or drop files

download.jpg

Previous Next

7. 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!

Previous Finish



### 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!

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

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

The screenshot shows the FDEM web application interface. At the top, there is a navigation bar with the FDEM logo, 'Home', 'Subrecipient Agreements', and 'Projects' links, along with a search bar and user profile icons. Below the navigation bar, the main content area displays the 'Legislative Appropriation Program' for '2023/2024 Hurricane Legislative Appropriation Program'. On the left, there are fields for 'Legislative Appropriation Program Name', 'Declared Date' (7/1/2023), 'Deadline Date', and 'Funds' (\$350,000,000). On the right, there is a 'New Application' and 'Printable View' button. Below these, a table titled 'Applications (6+)' lists the following applications:

Application Number	Status	Primary Contact
APP-0015	New	Meredith Walker
APP-0014	New	Meredith Walker
APP-0013	New	Sweta Test
APP-0011	New	Sweta Test
APP-0010	New	Carly Miller
APP-0009	New	Carly Miller

[View All](#)





## Selecting “Public Assistance” with Member project and No PW number, not considered a Permanent Work:

1. Select as application type Public Assistance:

New Application

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 Hurricane Legislative Appropriation Program

Agency  
Seminole County Fire Department

What are you applying for?

Application Type  
Public Assistance

\* Do you have a Member Project?  
--None--

\* Do you have an existing PW Number?  
--None--

Estimated Request Amount  
\$50,000

Primary Contact  
Meredith Walker

Alternate Point of Contact  
Search Contacts...

Next

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

New Application

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 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  
56546576

\* Do you have an existing PW Number?  
No

\* Is this considered Permanent Work?  
No

Estimated Request Amount  
\$10,000

Primary Contact  
Carly Miller

Alternate Point of Contact  
Search Contacts...

Next



### 3. Enter the member project number:

New Application

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 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  
56546576

\* Do you have an existing PW Number?  
No

\* Is this considered Permanent Work?  
No

Estimated Request Amount  
\$10,000

Primary Contact  
Carly Miller

Alternate Point of Contact  
Search Contacts...

[Next](#)

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

New Application

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 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  
56546576

\* Do you have an existing PW Number?  
No

\* Is this considered Permanent Work?  
No

Estimated Request Amount  
\$10,000

Primary Contact  
Carly Miller

Alternate Point of Contact  
Search Contacts...

[Next](#)



5. You will be asked if this is a Permanent Work, select “No” and click next:

New Application

---

Contact Information and Application Type

• Legislative Appropriation Program

Agency

What are you applying for?

Application Type

• Do you have a Member Project?

• Member Project Number

• Do you have an existing PW Number?

• Is this considered Permanent Work?

Estimated Request Amount

Primary Contact

Alternate Point of Contact

[Next](#)

6. Upload your supporting documents and click next:

New Application

---

Public Assistance Application

Upload Supporting Documentation

Or drop files

[Previous](#) [Next](#)

7. 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!

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



## 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!

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

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

The screenshot shows the FDEM web application interface. At the top, there is a navigation bar with 'Home', 'Subrecipient Agreements', and 'Projects' links, along with a search bar. Below the navigation bar, the main content area displays the 'Legislative Appropriation Program' for '2023/2024 Hurricane Legislative Appropriation Program'. On the left, there are fields for 'Declared Date' (7/1/2023) and 'Funding Amount' (\$350,000,000). On the right, there is a table titled 'Applications (6+)' with the following data:

Application Number	Status	Primary Contact
APP-0015	New	Meredith Walker
APP-0014	New	Meredith Walker
APP-0013	New	Sweta Test
APP-0011	New	Sweta Test
APP-0010	New	Carly Miller
APP-0009	New	Carly Miller

## Selecting " Loss of Revenue"

### 1. Select as application type Loss Revenue:

New Application

---

Contact Information and Application Type

\* Legislative Appropriation Program  
2023/2024 Hurricane Legislative Appropriation Program

Agency  
Seminole County Fire Department

What are you applying for?  
Application Type  
Loss of Revenue

Estimated Request Amount  
\$10,000

Primary Contact  
Carly Miller

Alternate Point of Contact  
Search Contacts...

[Next](#)



2. Enter revenue for the past 3 years and the projected current year:

New Application

Loss of Revenue Application

\* 2020 Revenue  
\$50,000

\* 2021 Revenue  
\$40,000

\* 2022 Revenue  
\$20,000

\* Projected 2023 Revenue  
\$50,000

Upload Supporting Documentation

Upload Files Or drop files

Previous Next

3. Upload your supporting documents and click next:

New Application

Loss of Revenue Application

\* 2020 Revenue  
\$50,000

\* 2021 Revenue  
\$40,000

\* 2022 Revenue  
\$20,000

\* Projected 2023 Revenue  
\$30,000

Upload Supporting Documentation

Upload Files Or drop files

Previous Next

4. 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!

Previous Finish



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!

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

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

Legislative Appropriation Program  
2023/2024 Hurricane Legislative Appropriation Program

Legislative Appropriation Program Name: 2023/2024 Hurricane Legislative Appropriation Program  
Declared Date: 7/1/2023  
Deadline Date: \_\_\_\_\_  
Available Date: \_\_\_\_\_

✓ Funds  
Funding Amount: \$350,000,000

Applications (6+)

Application Number	Status	Primary Contact
APP-0015	New	Meredith Walker
APP-0014	New	Meredith Walker
APP-0013	New	Sweta Test
APP-0011	New	Sweta Test
APP-0010	New	Carly Miller
APP-0009	New	Carly Miller

## Selecting "Infrastructure"

1. Select as application type Infrastructure:

New Application

What are you applying for?

Application Type

--None--

- ✓ --None--
- Public Assistance
- Loss of Revenue
- Infrastructure**
- City & County Match





2. When prompted, select if you have a member project associated to this project:

The screenshot shows the 'New Application' form. The 'Application Type' dropdown is set to 'Infrastructure'. The 'Do you have a Member Project?' dropdown is open, showing options: 'Yes', '--None--', and 'No'. The 'Yes' option is highlighted in blue. A 'Next' button is visible at the bottom right.

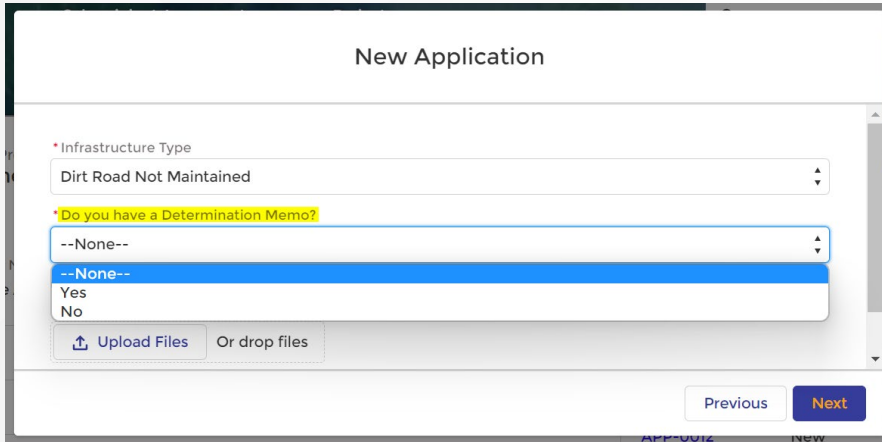
3. If yes, enter the member project number and click next:

The screenshot shows the 'New Application' form. The 'Application Type' dropdown is set to 'Infrastructure'. The 'Do you have a Member Project?' dropdown is set to 'Yes'. The 'Member Project Number' field is filled with '030855762'. The 'Estimated Request Amount' field is empty. A 'Next' button is visible at the bottom right.

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

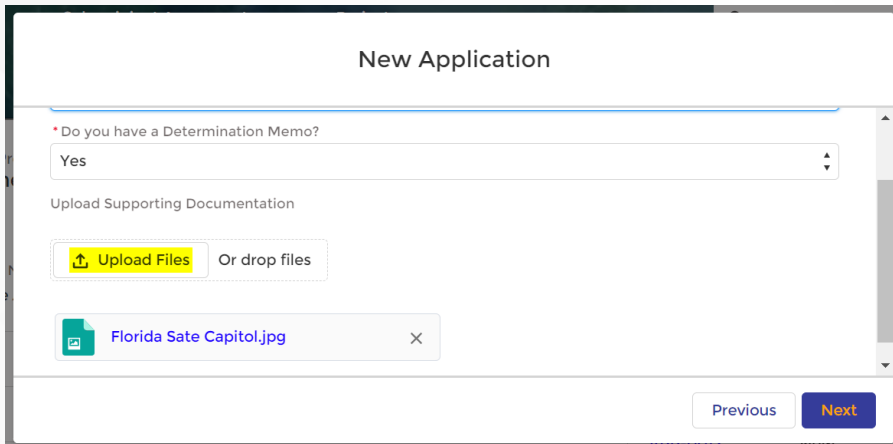
The screenshot shows the 'New Application' form. The 'Infrastructure Type' dropdown is open, showing options: '--None--', 'Non Engineered Beaches', 'Dirt Road Not Maintained', and 'Other'. The 'Non Engineered Beaches' option is highlighted in blue. Below the dropdown is the 'Upload Supporting Documentation' section with 'Upload Files' and 'Or drop files' buttons. 'Previous' and 'Next' buttons are at the bottom.

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



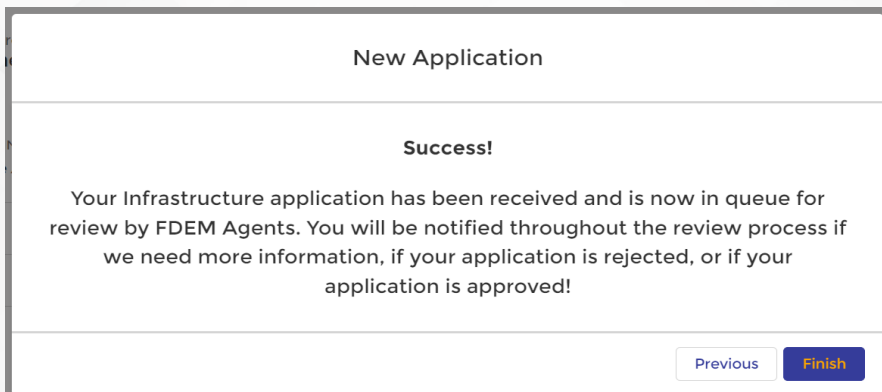
The screenshot shows a web form titled "New Application". The "Infrastructure Type" dropdown is set to "Dirt Road Not Maintained". The "Do you have a Determination Memo?" dropdown menu is open, showing options: "--None--", "Yes", and "No". The "Yes" option is highlighted in blue. Below the dropdowns are "Upload Files" and "Or drop files" buttons. At the bottom right are "Previous" and "Next" buttons.

6. Upload your supporting documents and click next:



The screenshot shows the "New Application" form with "Do you have a Determination Memo?" set to "Yes". Under "Upload Supporting Documentation", there is an "Upload Files" button and "Or drop files" text. A file named "Florida Sate Capitol.jpg" is shown as uploaded with a close button. "Previous" and "Next" buttons are at the bottom right.

7. Verify that a success message is shown:



The screenshot shows a "Success!" message in a box titled "New Application". The message reads: "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!". At the bottom right are "Previous" and "Finish" buttons.



## 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!

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

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

Applications (4)		
Application Nu...	Status	Primary Contact
<a href="#">APP-0016</a>	New	<a href="#">Harris Marmon</a> ▼
<a href="#">APP-0012</a>	New	<a href="#">Harris Marmon</a> ▼
<a href="#">APP-0003</a>	New	<a href="#">Harris Marmon</a> ▼
<a href="#">APP-0002</a>	New	<a href="#">Harris Marmon</a> ▼

[View All](#)

## Selecting “ City and County Match”

### 1. Select as application type City & County Match:

New Application

Application Type

--None-- ▼

- ✓ --None--
- Public Assistance
- Loss of Revenue
- Infrastructure
- City & County Match**

[Next](#)



2. When prompted, select if you have a member project associated to this project:

The screenshot shows a 'New Application' form. The 'Application Type' is set to 'City & County Match'. The dropdown for 'Do you have a Member Project?' is open, showing options: 'Yes' (selected), '--None--', and 'No'. The 'Estimated Request Amount' field is empty. A 'Next' button is at the bottom right.

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

The screenshot shows the 'New Application' form. The 'Do you have a Member Project?' dropdown is now set to 'Yes'. The 'Member Project Number' field contains the value '030855672'. The 'Estimated Request Amount' field is empty. A 'Next' button is at the bottom right.

4. Select an option for your Project Type:

The screenshot shows the 'New Application' form. The 'Application Type' is 'City & County Match Application'. The dropdown for '\*50/50 Project Type' is open, showing options: '--None--' (selected), 'Road Repairs', 'Sewer', 'Water Facilities', 'Beach Renourishment', 'Sea Wall/Armoring', and 'Debris Removal'. 'Previous' and 'Next' buttons are at the bottom.



5. Enter where your 50% match is coming from:

New Application

City and County Match Application

\* 50/50 Project Type  
Road Repairs

\* Estimated Request Amount  
2000000

\* Where is the 50% Match coming from?  
Escrow Account

Previous Next

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

New Application

Road Repairs

\* Estimated Request Amount  
2000000

\* Where is the 50% Match coming from?  
Escrow Account

\* Is the 50% Match in Escrow?  
--None--  
Yes  
No

Previous Next

7. Upload your supporting documents and click next:

New Application

City and County Match Application

\* 50/50 Project Type  
--None--

\* Estimated Request Amount  
45676754

\* Where is the 50% Match coming from?  
County Reserve

\* Is the 50% Match in Escrow?  
Yes

Upload Supporting Documentation

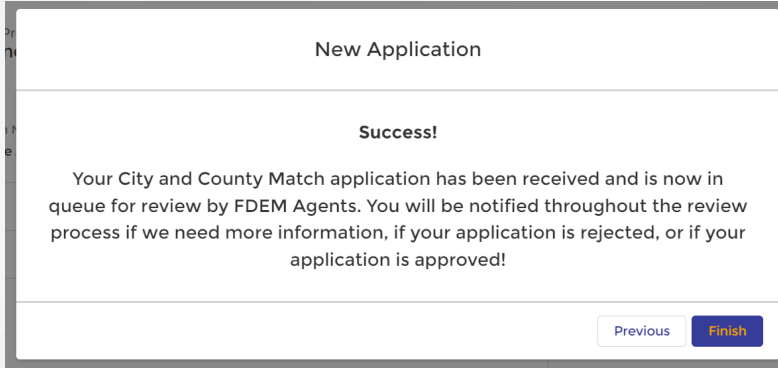
Upload Files Or drop files

download.jpg

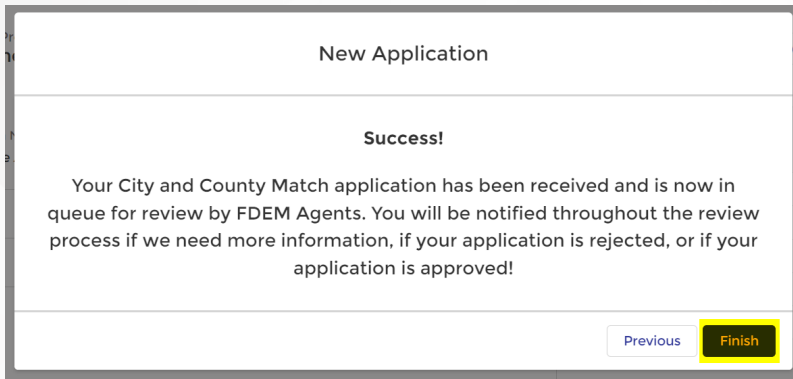
Previous Next



8. Verify that a success message is shown:



9. Click Finish:



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

Applications (5)			
Application Nu...	Status	Primary Contact	
<a href="#">APP-0017</a>	New	<a href="#">Harris Marmon</a>	▼
<a href="#">APP-0016</a>	New	<a href="#">Harris Marmon</a>	▼
<a href="#">APP-0012</a>	New	<a href="#">Harris Marmon</a>	▼
<a href="#">APP-0003</a>	New	<a href="#">Harris Marmon</a>	▼
<a href="#">APP-0002</a>	New	<a href="#">Harris Marmon</a>	▼
<a href="#">View All</a>			

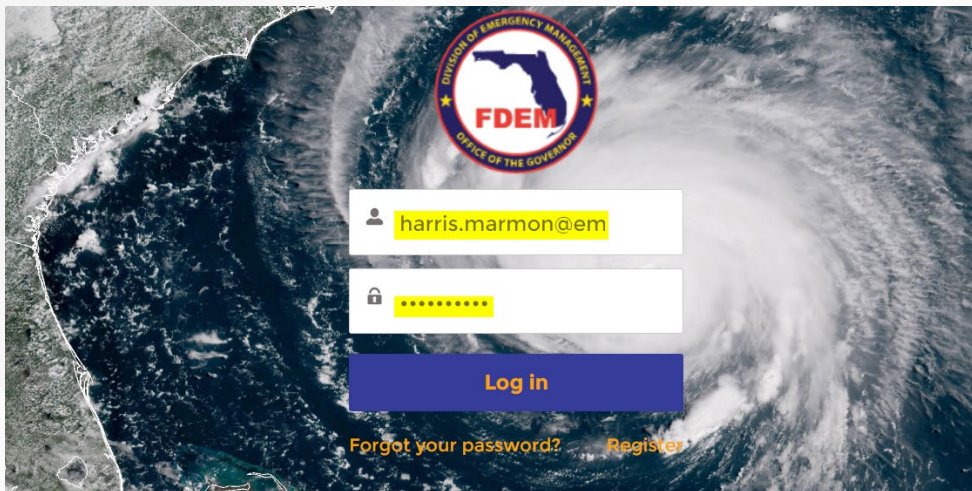




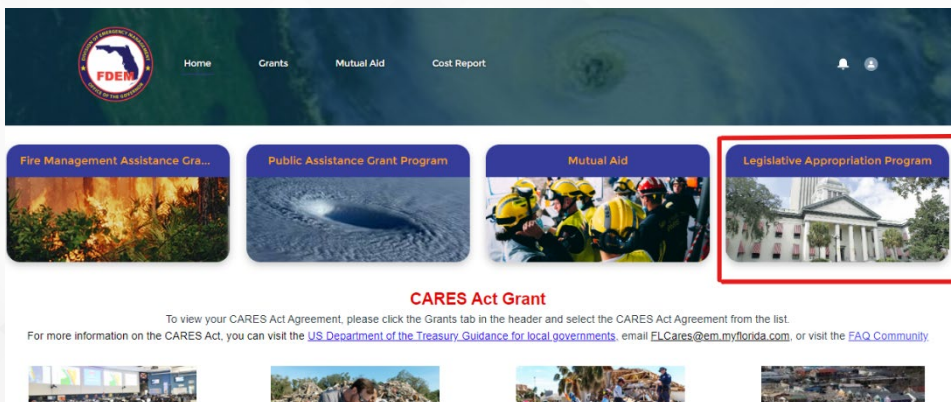
**Other:**

**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.



2. You will land on the home page and click on the LAP tile:





3. Click on “2023/2024 Hurricane Legislative Appropriation Program”:

The screenshot shows the FDEM web application interface. At the top, there is a navigation bar with the FDEM logo, 'Home', 'Subrecipient Agreements', and 'Projects' links, and a search bar. Below the navigation bar, there are two tables. The first table, titled 'ALL LEGISLATIVE APPROPRIATION PROGRAMS', has columns for 'Legislative Appropriation Program Name', 'Disaster', 'Funding Amount', and 'Available Date'. The second table, titled 'MY APPLICATIONS', has columns for 'Application Number', 'Legislative Appropriation Program', 'Application Type', and 'Estimated Request Amount'.

Legislative Appropriation Program Name	Disaster	Funding Amount	Available Date
2023/2024 Hurricane Legislative Appropriation Program		\$350,000,000	

Application Number	Legislative Appropriation Program	Application Type	Estimated Request Amount
APP-0002	2023/2024 Hurricane Legislative Appropriation Program	Public Assistance	\$150,000
APP-0003	2023/2024 Hurricane Legislative Appropriation Program	Infrastructure	
APP-0004	2023/2024 Hurricane Legislative Appropriation Program	Public Assistance	\$275,000

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) :

The screenshot shows a list of applications under the heading 'Applications (6+)'. The list has columns for 'Application Nu...', 'Status', and 'Primary Contact'. Each row includes a link to the application, the status 'New', and the name of the primary contact. A 'View All' link is located at the bottom right of the list.

Application Nu...	Status	Primary Contact
<a href="#">APP-0015</a>	New	<a href="#">Meredith Walker</a>
<a href="#">APP-0014</a>	New	<a href="#">Meredith Walker</a>
<a href="#">APP-0013</a>	New	<a href="#">Sweta Test</a>
<a href="#">APP-0011</a>	New	<a href="#">Sweta Test</a>
<a href="#">APP-0010</a>	New	<a href="#">Carly Miller</a>
<a href="#">APP-0009</a>	New	<a href="#">Carly Miller</a>

[View All](#)



## Support Available

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