



DEMES Florida Nonprofit Security Grant Program (FL-NSGP) Application Requirements

Update November 21, 2023



To apply for FL-NSGP

You will need to register your entity in My Florida Marketplace (MFMP), submit a valid W9, and make sure your entity exists as an account in DEMES, if it does not already. This also requires someone from your entity to register in DEMES to be able to submit your application and associated documents. Please see instructions for registration and application submission in DEMES below:

This guide includes:

- How to register your entity with the State of Florida, if not already registered, including MFMP and W9 submission instructions
- How to register as a user in DEMES
- How to submit your entity's completed application, vulnerability assessment, and associated documentation in DEMES for review

To register your entity with the State of Florida (only if it is not already registered):

Below are the steps to register in the State of Florida purchasing system and payment portal. All entities must be registered to receive funds from any FDEM-administered grant program.

MyFloridaMarketplace (MFMP)

Applicants can register at the link below or call MFMP directly at 1-866-352-3776 for assisted registration. Registration only takes a few moments. Complete the steps below:

1. Visit <https://vendor.myfloridamarketplace.com>
2. Click "Register"
 - Please review the attached "MFMP Vendor_Registration_Quick_Reference_Guide"
 - o You must submit your Tax ID Type and Tax ID Number
3. Follow the prompt of the next pages, inputting the required information for each section.

If you need any additional registration assistance, please contact the Department of Management Services MFMP Customer Service Desk at 866-352-3776.

W9

FDEM will not be permitted to make payments to any entity that does not have a verified Substitute W-9 on file with the Department of Financial Services. Applicants are required to submit a Form W-9 on the State's Vendor Website. Complete the steps below:

1. Visit <https://flvendor.myfloridacfo.com/>
2. Click "Register Here"
3. Please review the "W-9 FAQs"
4. Follow the prompts through each page to complete this process

If you are selected as a recipient of the FL-NSGP, we will share further instruction about setting up electronic funds transfer (ETF) along with the completed agreements.



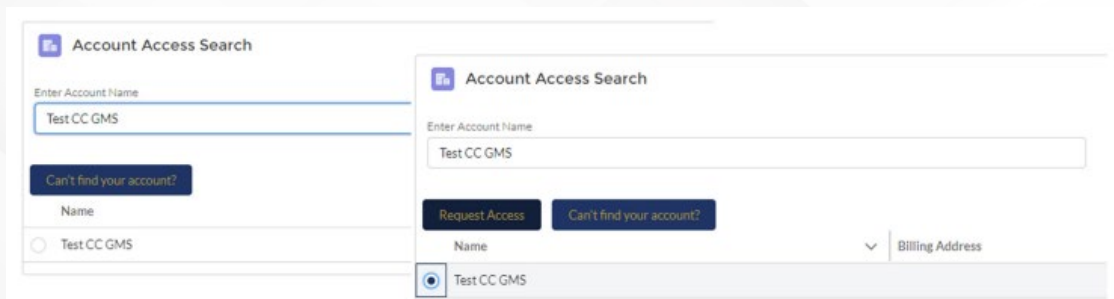
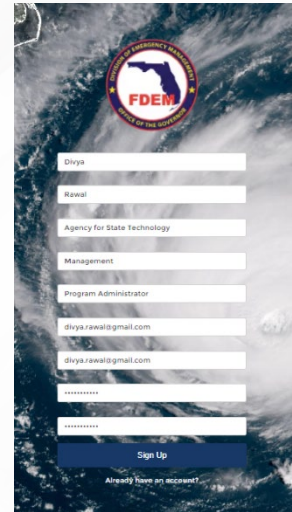
To access DEMES:

If you are already registered in our DEMES platform:

- Log in at www.FDEMPortal.com/grants using your existing username and password
- If you are having issues with your username and/or password, please contact DEMES.Support@em.myflorida.com.

If you are not yet registered in our DEMES platform:

- Go to <https://www.fdemportal.com/grants> and select “Register”. Follow the prompts and make sure to select your appropriate entity account. If you cannot find your entity’s account, please reach out to your grant manager for assistance.
- On the register page, enter in your personal details in the fields provided. Required fields are marked with a red asterisk *
 - Fields include: First Name, Last Name, Entity (i.e. Agency for Health Care Administration), Division, Role, Email, Username (auto populates when you click on it if your email is filled out), Create Password, Confirm Password
- Click **Sign Up** to submit your request.
- Next, you will need to search for your entity’s account in DEMES. This will allow you to see any existing subrecipient agreements your entity has with FDEM. **Type** your entity’s name in the *Enter Account Name* box and **hit enter**.
- A list of accounts that match your query will appear on the screen below the search box. **Select** the appropriate account and click the **Request Access** button.
 - If you can’t find your entity’s account, reach out to your grant manager for assistance or select “Can’t find your account?” to create a new account for your entity if one does not already exist.



- Once you have selected your entity’s account, the final registration page will appear.



- **Type** in your Business phone (required field), extension, and mobile phone
 - Select **Community User** as your **User Type**
 - Select **Preparedness** as the **Bureau** you intend to work with
 - *Note this selection does not limit you to only working with Preparedness.*
 - Reason for Requesting Access: **Apply for FL-NSGP**
 - Please upload a screenshot of your entity's W9 submission in MFMP with the FEIN number visible, as proof of your entity's registration
 - Click **Next**.
- A pop-up confirming the creation of your request will appear. Click **Finish** to submit.
 - Please see here for further instruction on registration: [How to Register for DEMES](#)

The FDEM DEMES team will review and approve your request within 48 hours, upon which you will be able to submit your completed FL-NSGP application and vulnerability assessment.

To submit your completed application and vulnerability assessment in DEMES:

- **NOTE** Please do not start the submission process until your application and vulnerability assessment are complete and finalized, as there will be no way to edit your application once it is submitted in DEMES.
- Once you are logged into the Grants Management portal through the above steps and you have completed your entity's application and vulnerability assessment, select **Legislative Appropriation Program** tile on the home page.



THE UPDATED STATEWIDE MUTUAL AID AGREEMENT IS NOW AVAILABLE

The Statewide Mutual Aid Agreement has been updated and is available for review. [Download Here](#)



[Preparedness Grants](#)

- [Emergency Management Performance Grant \(EMPG\)](#)
- Volunteer Florida



[Recovery Grants](#)

- [Public Assistance Grant Program](#)
- [Fire Management Assistance Grant Program](#)



[Response Grants](#)

- Local Emergency Planning Committee (LEPC) Grant
- Hazard Analysis Contract



[Mitigation Grants](#)

- [Hazard Mitigation Grant Program](#)
- Hurricane Loss Mitigation Program
- Building Resilient Infrastructure and



- Then, click on **Non-Profit Security Grant Program**.

Legislative Appropriation Program Name	Funding Amount	Available Date	Declared Date
2023/2024 Hurricane Legislative Appropriation Program	\$350,000,000		
Hurricane Idalia Legislative Appropriation Program	\$50,000,000	11/17/2023	8/31/2023
Non-Profit Security Grant Program			
SB4A Waiver Program			

- Click on the **New NSGP Application** button in the top right.

Legislative Appropriation Program
Non-Profit Security Grant Program

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

Applications (0)

Legislative Appropriation Program Name: Non-Profit Security Grant Program

Available Date: _____

Funding Amount: _____

Deadline Date: _____

Declared Date: _____

- A pop-up will appear to fill out your Agency, Primary Contact, and Alternate Point of Contact. Fill out the fields then click **Upload Files**.

New NSGP Application

Contact Information and Application Type

Legislative Appropriation Program
Non-Profit Security Grant Program

Agency
Pasco County

Primary Contact
Myron rozler

Alternate Point of Contact
Search Contacts...

Please upload your Vulnerability Assessment and Non-Profit Security Grant Application below:

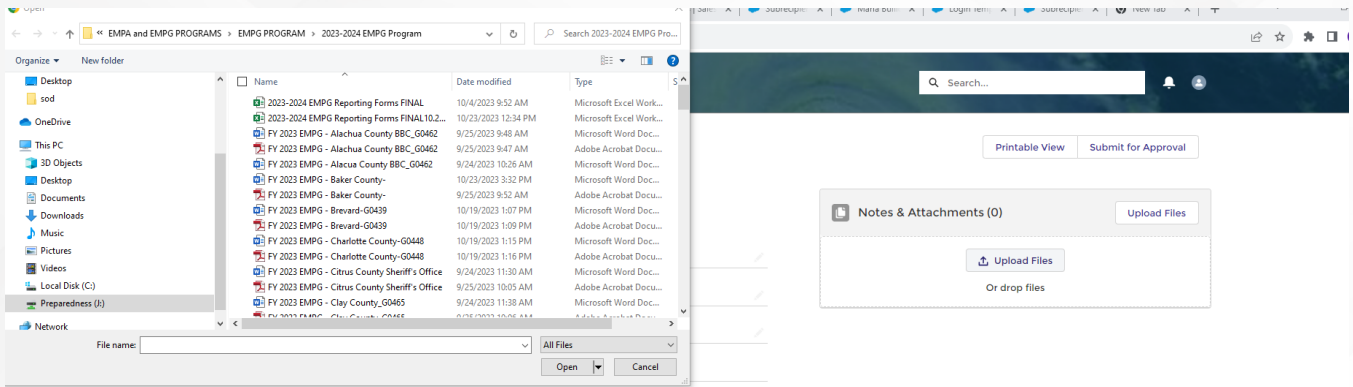
Upload Documents

[Upload Files](#) Or drop files

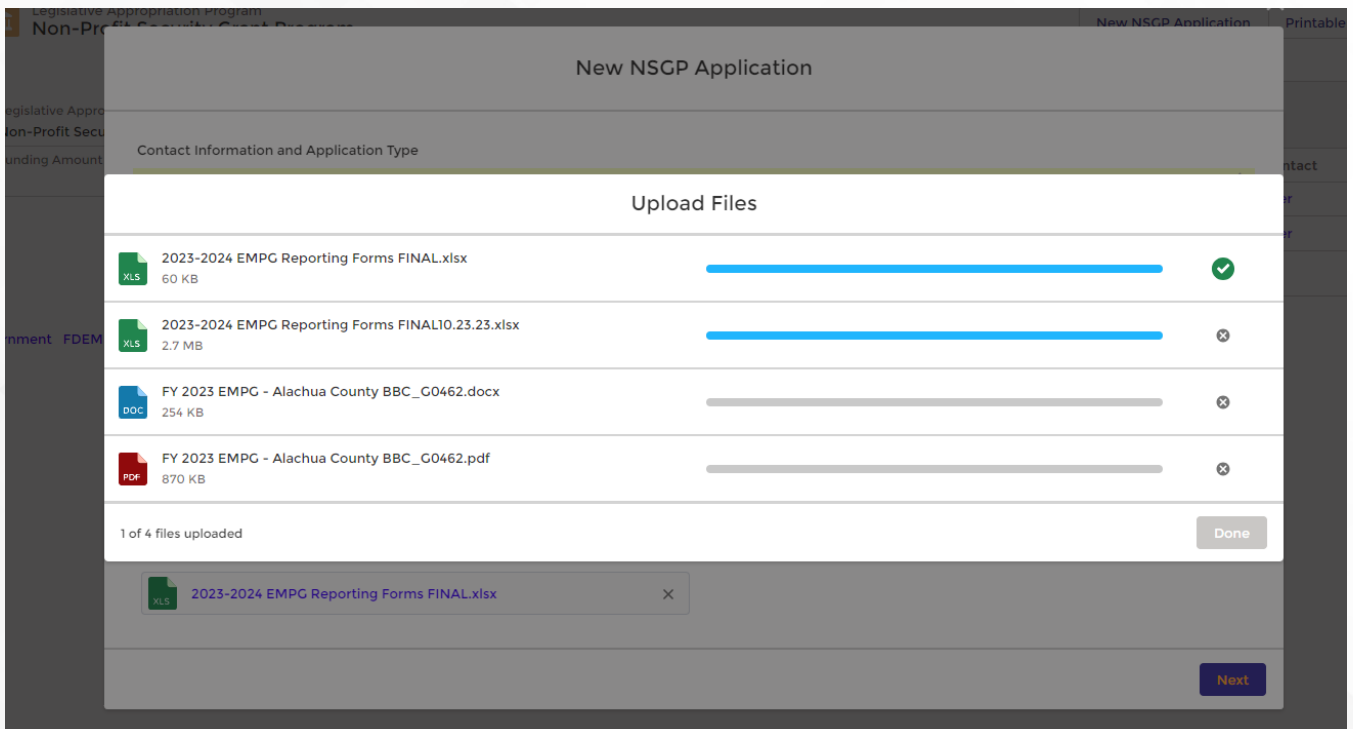
Next



- Then, to upload your completed vulnerability assessment, application, and any associated photos to accompany your application, locate the files on your computer and select **Open**, or drag and drop in multiples files at once directly from your computer.



- When saving all your files to be uploaded as part of your application, please use the following recommended naming convention for your file uploads for our ease of review:
 - **Application:** FY23 – Entity Name – Application
 - **Vulnerability Assessment:** FY23 – Entity Name – Vulnerability Assessment
 - **Photos (optional):** FY23 – Entity Name – <Section of the Vulnerability Assessment your photo is related to>
- Your files will take a minute to upload, and you will see the status bar below.





- Once all your files are uploaded, you should see them all at the bottom of the page. Click the **X** associated with a file to remove one. If you are ready to submit, click **Next**.

New NSGP Application

Contact Information and Application Type

Legislative Appropriation Program

Non-Profit Security Grant Program

Agency

Pasco County

Primary Contact

Myron rozier

Alternate Point of Contact

Search Contacts...

Please upload your Vulnerability Assessment and Non-Profit Security Grant Application below:

Upload Documents

Upload Files Or drop files

2023-2024 EMPG Reporting Forms FINAL.xlsx

2023-2024 EMPG Reporting Forms FINAL10.23.xlsx

FY 2023 EMPG - Alachua County BBC_G0462.pdf

2023-2024 EMPG Reporting Forms FINAL.xlsx

FY 2023 EMPG - Alachua County BBC_G0462.docx

Next

- To submit your final completed application, vulnerability assessment, and associated documents, back on your application page, select **Submit for Approval**.

Home Subrecipient Agreements Projects Search...

Application Non-Profit Security Grant Program

Printable View **Submit for Approval**

Primary Contact	Application Type	Status	Created By
Myron rozier	Legislative Appropriation Program Non-Profit Security Grant Program	New	Myron rozier, 11/17/2023, 2:35 PM

Application Number: APP-0117

Agency: Pasco County

Primary Contact: Myron rozier

Alternate Point of Contact

PW Number

Status: New

Estimated Request Amount

RFI Reason

Notes & Attachments (1)

2023-2024 E...
Nov 17, 2023 ...

Approval History (0)

Financial Activity (0)

New



- You will receive an email notification confirming submission of your entity's application.
- Note that members of your entity should be able to see all applications submitted on behalf of your entity in DEMES.

IMPORTANT: If you do not submit the required files with the correct naming convention and file format by the **January 12 deadline**, your application will not be considered.

The FDEM Preparedness Bureau will update you on the status of your application and we anticipate agreements to be released around March 1, 2024.

Support Available ***DEMES Support Resources***

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

NSGP Resources

If you have questions about this NSGP application, vulnerability assessment, or the process, please reach out to your grant manager.

Feedback

Your feedback and input are important to the success of this initiative. Please share your feedback and ideas for enhancement at DEMES.Support@em.myflorida.com.