



DEMES Job Aid: Process for SB4-A Waiver Program

Updated October 25, 2023

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Introduction

What is DEMES?

DEMES (formally known as Salesforce) is the solution that modernizes and digitizes FDEM's forms and processes so we can move faster, leverage grant funding more efficiently, and provide an easier navigation experience for our agencies, partners, and internal staff. The SB4-A waiver opt-in and funding agreement portion of the program was built on the DEMES platform.

What is SB4-A?

Senate Bill 4-A (henceforth known as SB4-A) appropriates \$350 million to the Florida Division of Emergency Management (FDEM) to provide the full match requirement for Federal Emergency Management Agency (FEMA) Public Assistance grants to local governments affected by Hurricane Ian and Hurricane Nicole.

For the purpose of the SB4-A waiver local governments are defined as:

- counties
- municipalities (cities, villages, towns)
- special districts
- school boards
- sheriff's offices

Purpose & Objectives

The purpose of this document is to orient SB4-A users—specifically, applicants of the waiver program—to the SB4-A process in DEMES. This document is to be used as a self-service job aid for those who wish to opt-in to the program.

This document serves as a self-guided learning resource with details on DEMES SB4-A features, workflow, and accompanying visuals.

Migration and Criteria for SB4-A Eligibility

The following are major events and scenarios in the first step of the SB4-A process. FloridaPA works in tandem with the DEMES Grants Management Portal; all eligible projects are uploaded into DEMES on a cadenced basis.

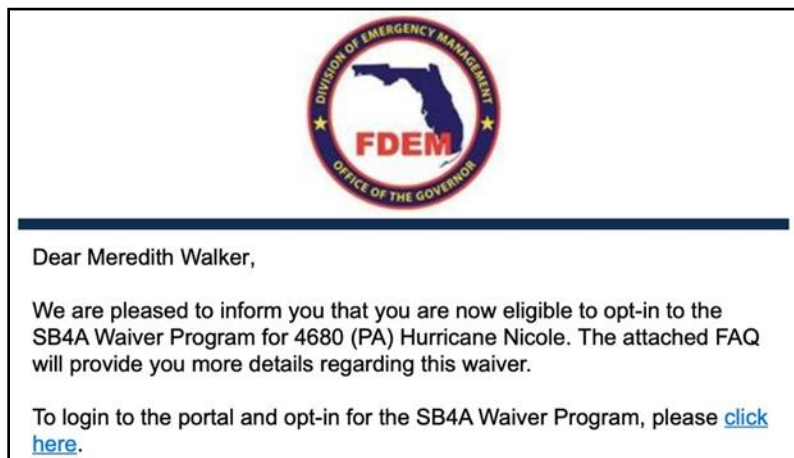
When eligible applicants are identified, there should already be grant managers assigned to that account. If there is not a Grant Manager assigned to that account, the Grant Manager Supervisor can manually assign a Grant Manager. The newly assigned Grant Manager will then receive an email notification that they have been assigned a new account. These will be the folks reviewing and ultimately approving the Funding Agreement once the applicant has gone through the opt-in process on the DEMES Grant Management Portal.

Eligible local governments will receive an email notification acknowledging eligibility for the SB4-A waiver program. It will contain an embedded hyperlink to the DEMES Grant Management Portal allowing them to login. This will take the applicant directly to the Subrecipient Agreement page to opt-in to the SB4-A waiver program.

Note: local governments can be eligible for more than one SB4-A waiver if they have been approved as Subrecipient under both Hurricane Ian and Hurricane Nicole.

Grants Management Portal Login

Below is an example of the email notification local governments will receive once identified as eligible for the SB4-A waiver program. In addition to the email there will be a FAQ sheet included as an attachment. Local governments that are eligible for both Hurricane Ian and Hurricane Nicole will receive one email and hyperlink for each event; it will be specified in the email which of the two (2) events in the body of the email.

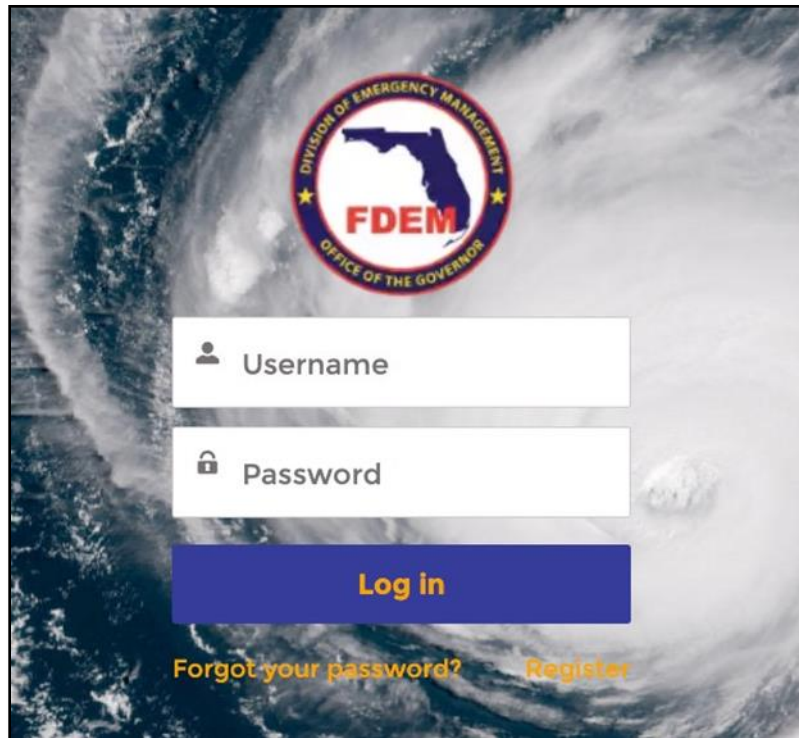


If an applicant wanted to see all of the events, they were eligible for, they could log in directly to the DEMES Grants Management Portal by navigating to <https://fdem.my.site.com/grants/s/login/>.

If this is the first time the applicant is using DEMES, they will need to self-register; see [this document](#) on how to self-register. Individuals must have an active profile in the system that corresponds to their assisting agencies. Applicants who already have a login for DEMES should be able to login from the link that was provided to them in the email with their username and password that was previously assigned.

Once the applicant logs in to the DEMES Grants Management Portal, all information associated with the applicant and their existing Subrecipient Accounts should be integrated and match what they have in FloridaPA.

Note: You can only opt-in to SB4-A through DEMES Grants Management Portal; you cannot opt-in through FloridaPA.




Once you have successfully logged in, the homepage to the DEMES Grants Management Portal will be displayed.


Home Grants Mutual Aid Cost Report

Q Search...


Fire Management Assistance Gra...




Public Assistance Grant Program



Mutual Aid




Legislative Appropriation Program




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
- Emergency Management Preparedness and Assistance (EMPA) Grant
 - Volunteer Florida
 - Civil Air Patrol
- State Homeland Security Grant Program (HSCP)




Recovery Grants

- [Public Assistance Grant Program](#)
- [Fire Management Assistance Grant Program](#)
- Hurricane Michael State Recovery Grant
- Florida Citrus Recovery Block Grant (CRBG)
- Timber
- [CARES Act](#)
- [SB4-A Program Opt-In](#)



Response Grants

- Local Emergency Planning Committee (LEPC) Grant
- Hazard Analysis Contract
- Technological Hazards Federal HMEP (Hazardous Materials Emergency Preparedness)



Mitigation Grants

- [Hazard Mitigation Grant Program](#)
- Hurricane Loss Mitigation Program
- Building Resilient Infrastructure and Communities
- Pre-Disaster Mitigation
- Flood Mitigation Assistance

Select the hyperlink underneath the Recovery Grants section titled **SB4-A Program Opt-In** as depicted below.



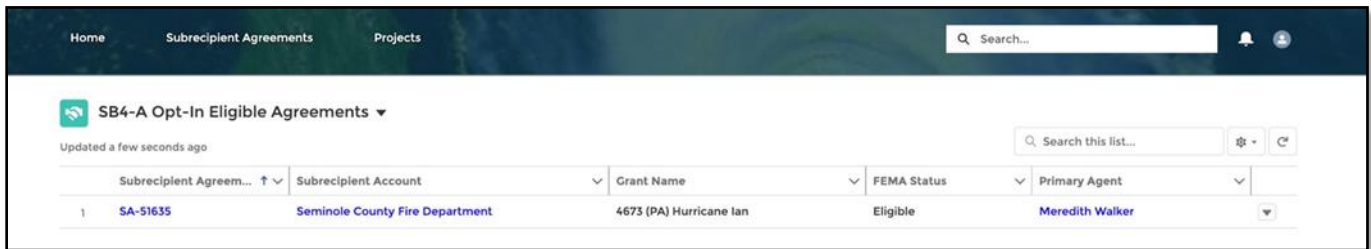
Recovery Grants

- [Public Assistance Grant Program](#)
- [Fire Management Assistance Grant Program](#)
- Hurricane Michael State Recovery Grant
- Florida Citrus Recovery Block Grant (CRBG)
- Timber
- [CARES Act](#)
- [SB4-A Program Opt-In](#)

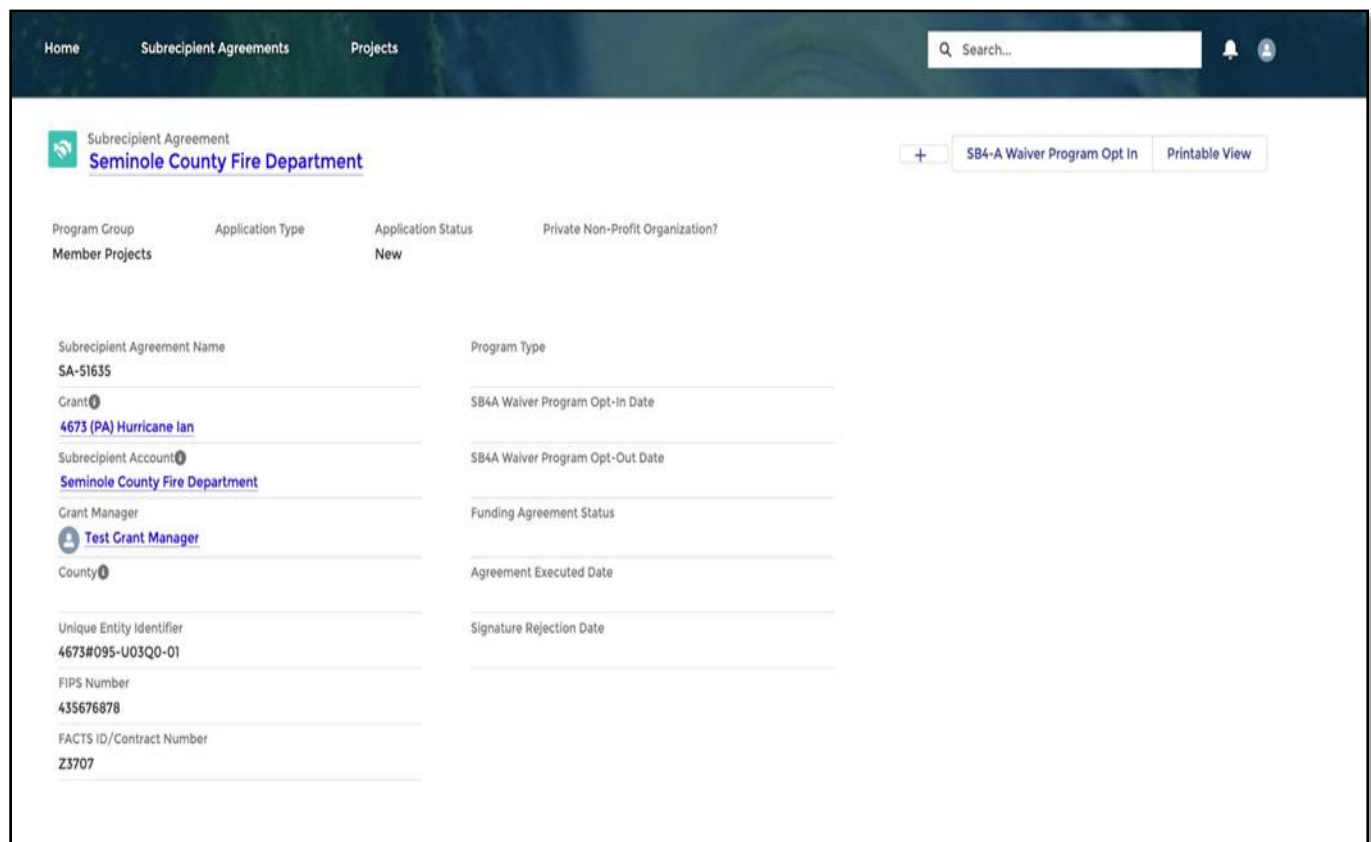
System Displays Eligible Account Agreements

This will navigate you to the Subrecipient Agreements page, where all of your agreements will be displayed that are eligible for the SB4-A waiver program. From here, click on the [Subrecipient Agreement](#) you would like to opt-in for.

Note: If you are eligible to receive SB4-A waiver funding for both Hurricane Ian and Hurricane Nicole. Two (2) Subrecipient Agreements will be displayed, one for each event.



This will open up to a separate account page. If eligible, there will be a button in the upper right-hand corner called the [SB4A Waiver Opt-In](#) button that you will select to begin the opt-in process.



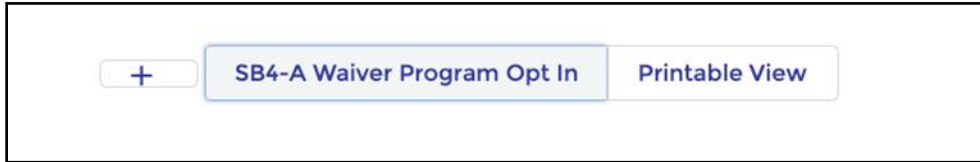
There are several key pieces of information on the account page:

- **Subrecipient Agreement Name:** an auto-generated unique identifier specific to that agreement. *On the previous snapshot, it is SA-51635.*
- **Grant:** the event the Subrecipient Agreement is associated with. *On the previous snapshot, it is 4673 (PA) Hurricane Ian.*
- **Subrecipient Account:** the Subrecipient Name. *On the previous snapshot, it is Seminole County Fire Department.*
- **Grant Manager:** the name of your assigned FDEM Grant Manager. *On the previous snapshot, it is Test Grant Manager.*
- **County:** County that the Subrecipient is associated with. *On the previous snapshot, it is Seminole County*
- **Unique Entity Identifier (UEID):** The federal government requires companies doing business with the government or receiving grants to have a UEID number. Federal acceptance of the DUNS number ended on April 4, 2022 and now you can obtain a free UEID number at the federal government website SAM.gov.
- **Federal Information Processing Standard (FIPS) Number:** is a set of federal security standards applicable to encryption measures used to protect sensitive data.
- **FACTS ID/Contract Number:** is the number assigned to the PA Grant Funding Agreement for a specific Subrecipient and Disaster. *On the previous snapshot, it is Z3707.*
- **Program Type:** All SB4-A eligible agreements should be displayed as SB4A Waiver Program.
- **SB4A Waiver Opt-In Date:** Automatically captured date when the user opts – in.
- **SB4A Waiver Opt-Out Date:** Automatically captured date when the applicant decides to opt-out. Applicants can always go back and opt-in at a later date.
- **Funding Agreement Status:** This will update as the Opt-In Agreement works its way through the Conga Sign process. If you chose the manual option, the assigned grant manager will need to manually update this field for you.
- **Agreement Executed Date:** This will update once the agreement has been signed by the GAR.
- **Signature Rejection Date:** if an applicant ultimately decided not to sign the Opt-In Agreement, the Date and Time will automatically be captured.

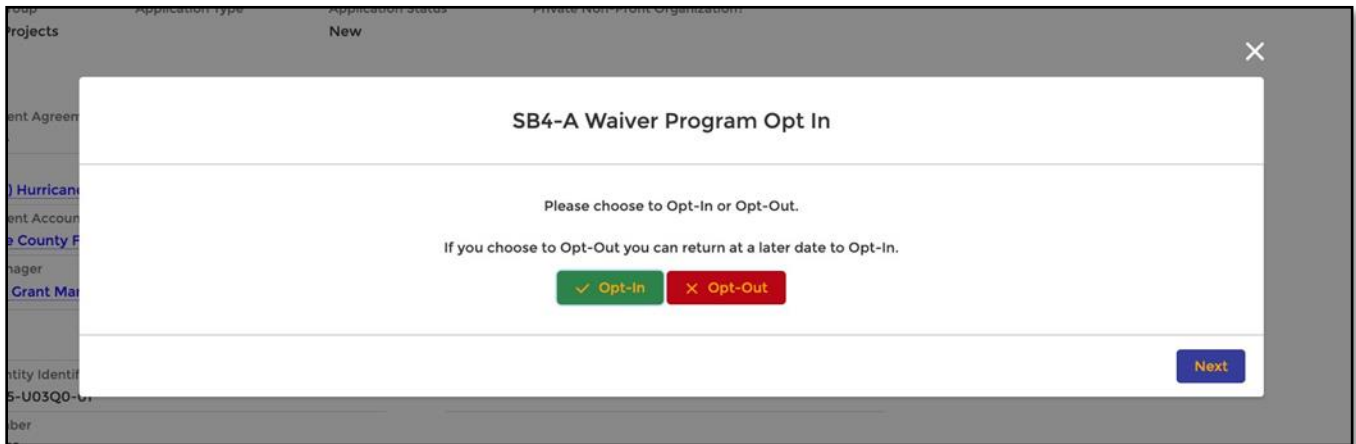
Waiver Opt-In Process

Once you have selected the Subrecipient Agreement you would like to opt-in for, the account page will open up.

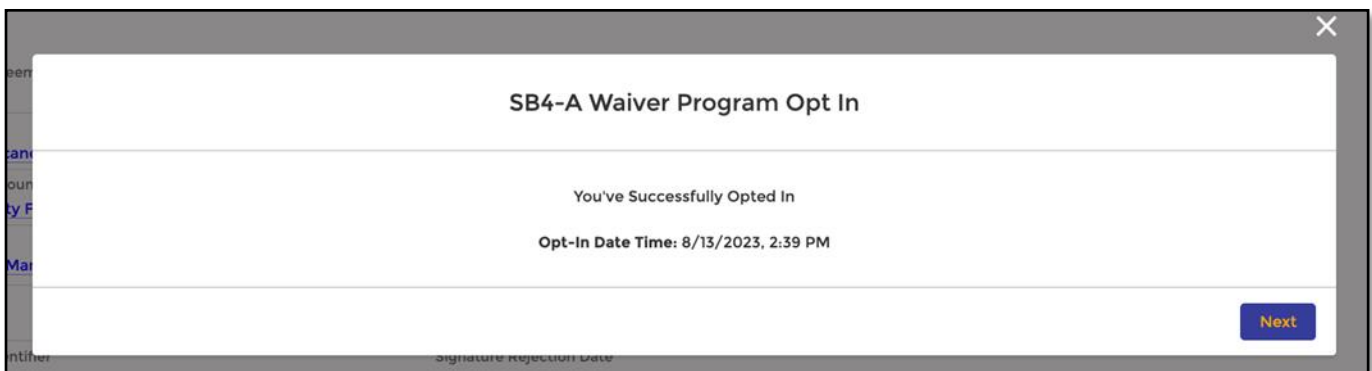
To opt in, the user will press the **SB4-A Waiver Program Opt-In** button on the upper right hand side of the screen.



A screen will appear asking if you want to **Opt-In** or **Opt-Out** of the SB4-A Waiver Program. Select the Option you prefer.



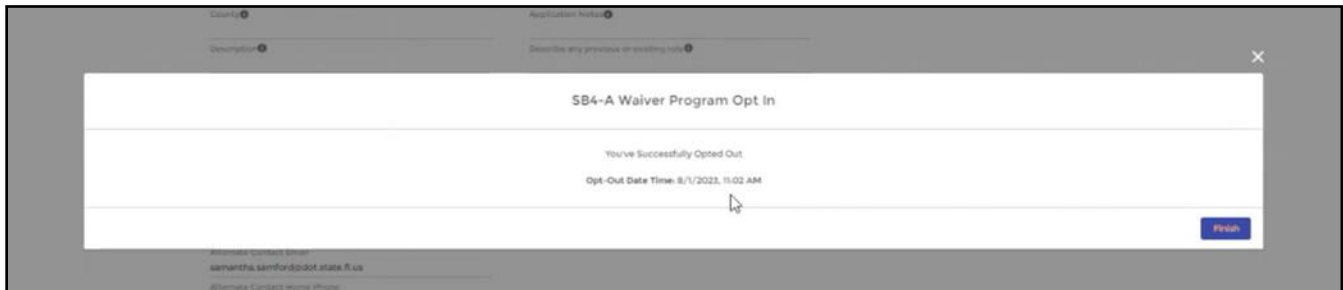
If Opt-In is selected, the system will capture the **Waiver Opt-In Date and Time** when you click **Next**.



Click **Next** Again.

This will then trigger the **Funding Agreement** process which will be discussed in the next section.

If the user selects opt-out, the system will capture the **Opt-Out Date and Time**. Applicant can then click **Finish**. The system will return to the account page where this information is displayed.



Note: If an applicant later wishes to return to the account page and opt-in, they have the option to do so. However, the inverse is not true; once an applicant opts-in they cannot later opt-out.

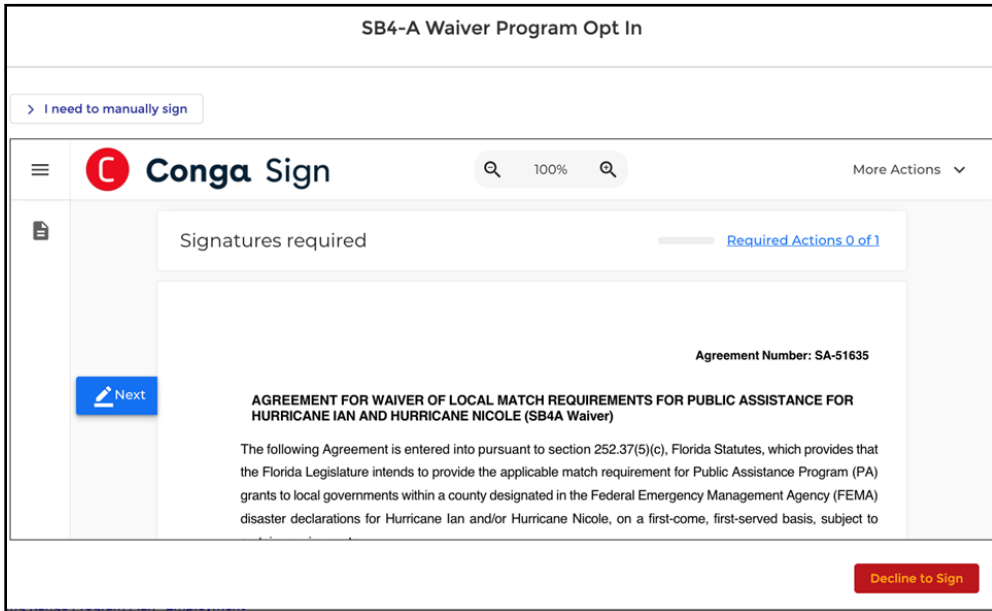
Funding Agreement Process

The SB4A solution on DEMES is integrated with Conga, an online document signing tool. SB4A applicants will be able to leverage Conga to drive document output of the Funding Agreement. Applicants can complete/sign these forms through Conga OR manually. We will cover both scenarios below.

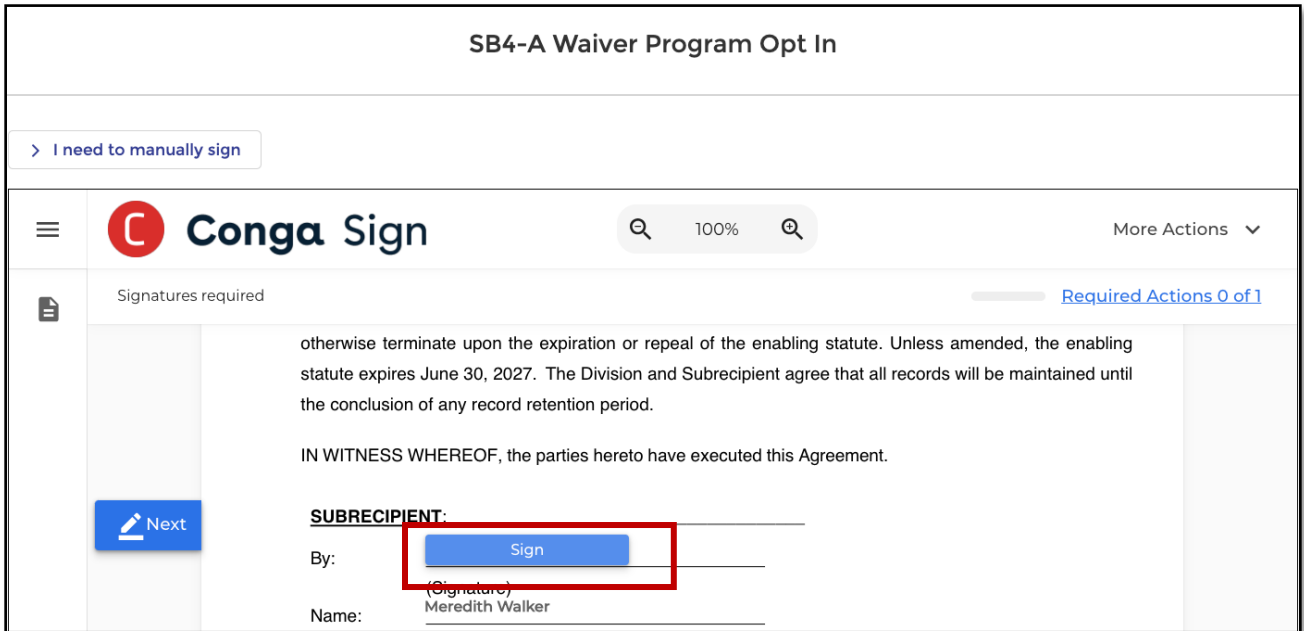
Note: Applicants must ensure their pop-up blocker is enabled to generate forms.

E-Signature Process

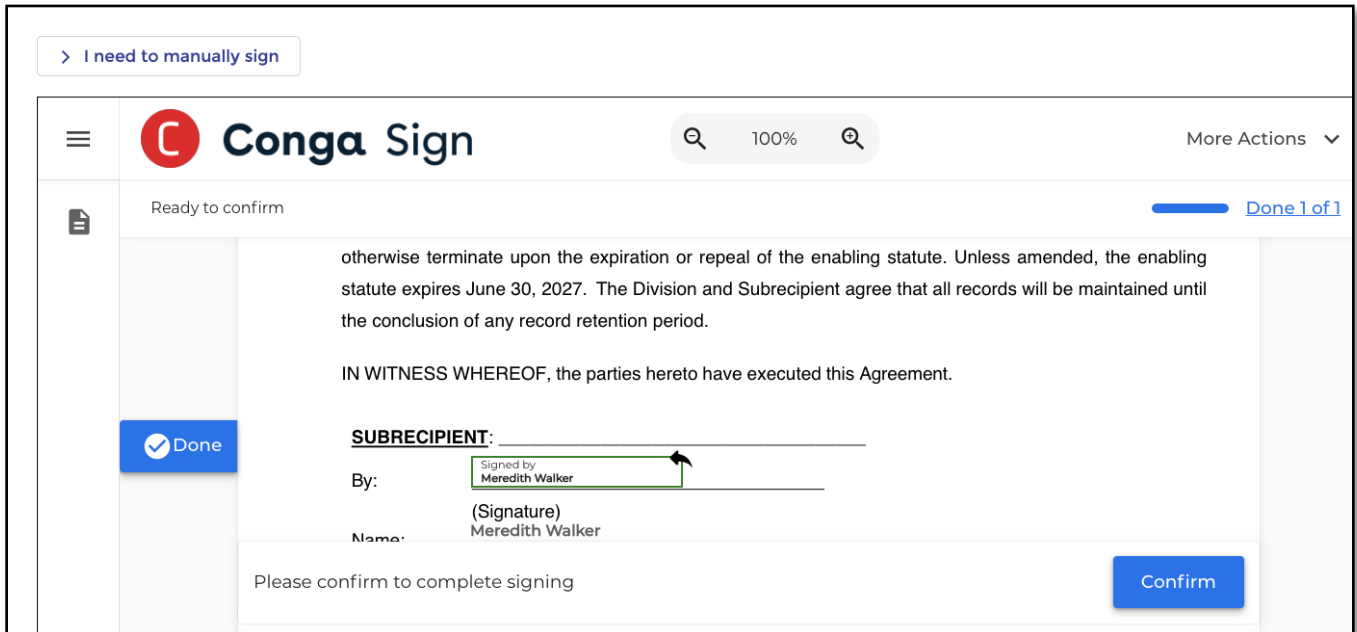
Once the applicant selects **Next** when they have Opted-In, the system will generate the Funding Agreement via Conga. At this point, the applicant has now begun the process of reviewing and opting-in to the Funding Agreement.



Applicant views the document terms and conditions. If they agree with the terms and conditions of the Funding Agreement, the applicant scrolls down to the bottom after reviewing the document and selects **Sign** to sign as the Subrecipient of the Funding Agreement.



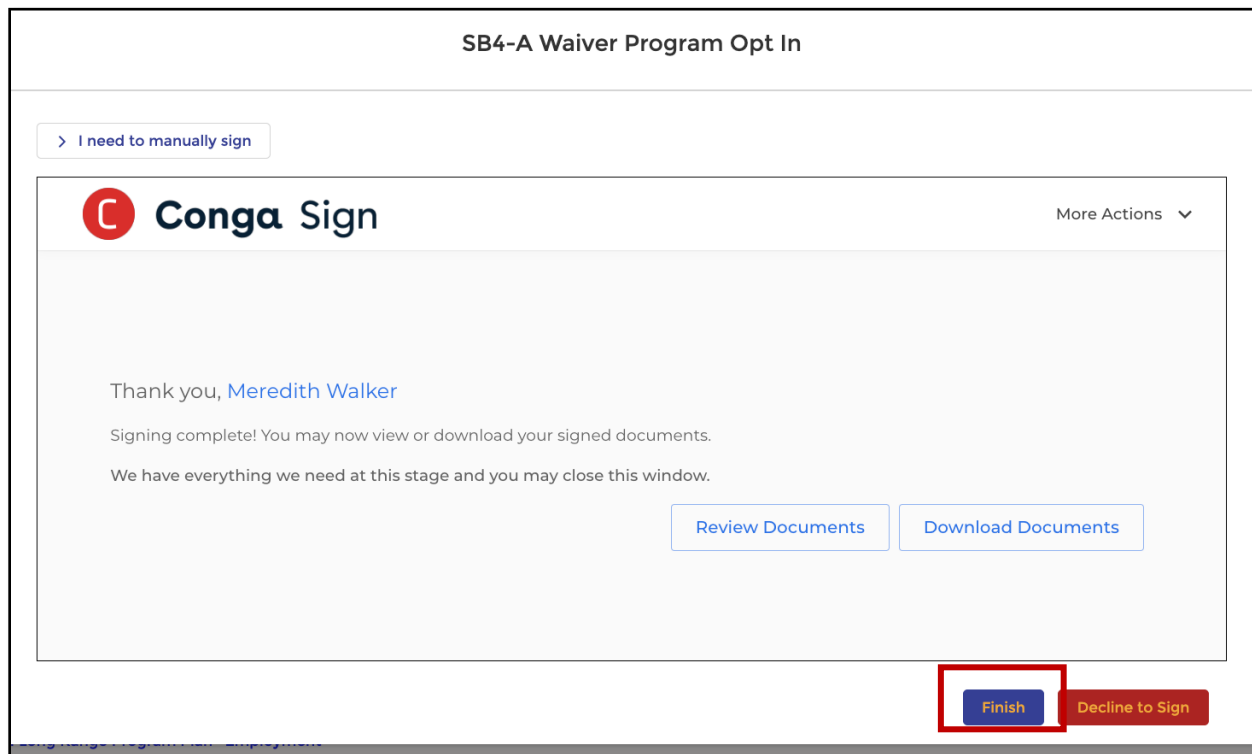
When the applicant presses **Sign**, the system will automatically populate the Signature Field with the applicant's name. The tab next to the signature field will then change to **Done**.



Once the Funding Agreement is signed, the applicant then selects **Confirm**. The system will navigate to a new screen confirming the applicant signature and allowing several actions:

- The applicant can select **Review Documents** to view a pdf of the signed Funding Agreement
- The applicant can select **Download Documents** in order to download, in pdf form, the Funding Agreement that was just signed
- The applicant can select **Finish**, which will close the screen and return the applicant to the Subrecipient Agreement account page.
 - On the account page, the applicant can now see that the **Funding Agreement Status** field has moved from **New** to **Grant Manager Approving**; this means that the signed Funding Agreement has now moved into the FDEM Grant Manager's queue in DEMES for review and approval.

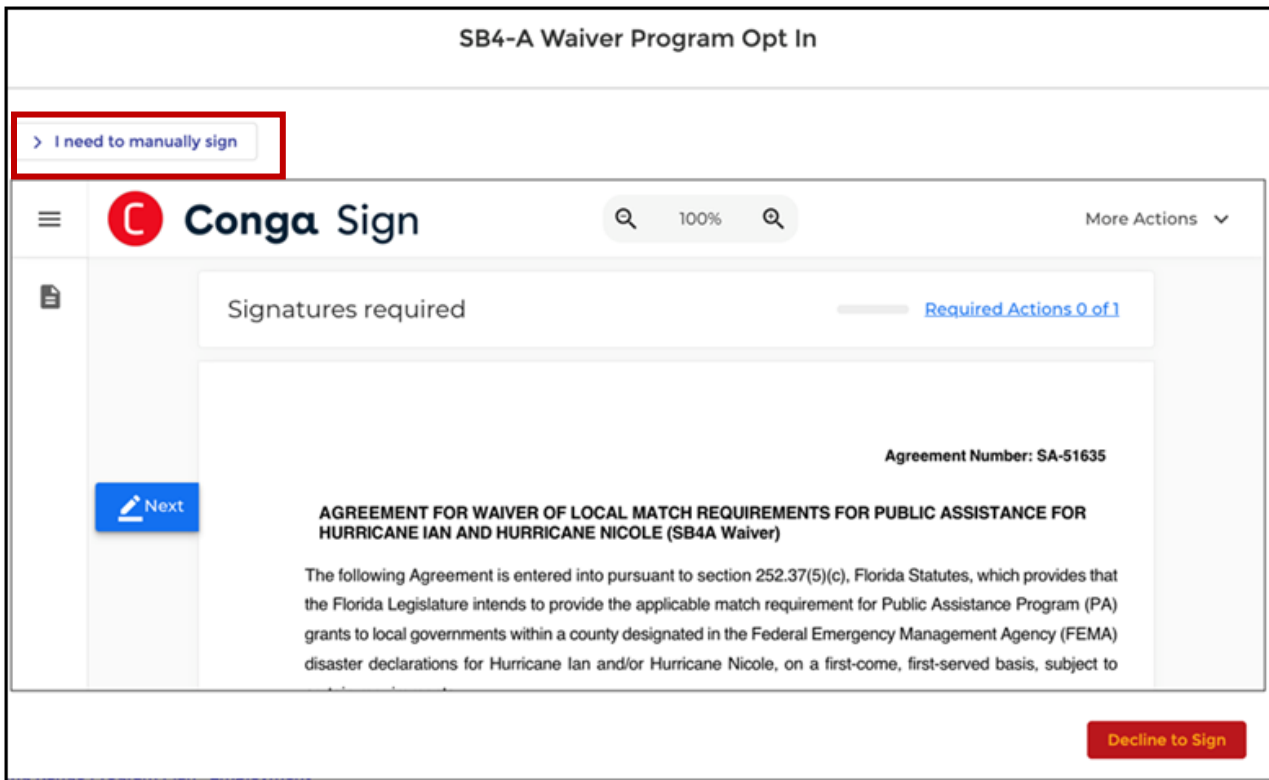
Once the applicant selects **Finish**, The Grant Manager assigned to that account will receive a notification that the Funding Agreement has been signed and can initiate the internal review process in DEMES.



Manual Signature Process

In some cases, an applicant may want to manually sign the Funding Agreement rather than utilize the e-signature process. For a manual signature, once the applicant selects **Next** when they have Opted-In, the system will generate the Funding Agreement via Conga. At this point, the applicant has now begun the process of reviewing and opting-in to the Funding Agreement.

There is a button on the upper left-hand side of the Funding Agreement titled **I Need to Manually Sign**. If the applicant needs to manually sign the document, they will select that button.



A new screen will generate. The drop-down box on the upper left-hand side will now display the text **I am Manually Signing**.

Select the link titled **Download the Funding Agreement**. This will generate and download the Funding Agreement to the applicant's personal machine, at which point they can print out the Funding Agreement and obtain the necessary approvals per their own internal processes.

The applicant will then need to scan and upload those documents to their assigned Grant Manager via email, who will then begin the review and approval process. Once the applicant elects to sign manually, the status on the Funding Status Agreement on the account page changes to **Manually Signing**.

At this point, the Funding Agreement that the applicant has submitted goes through review and approval process by FDEM. This will take place outside of the Grants Management Portal on the internal FDEM DEMES platform system. Reviews and approvals will be made via email correspondence from the Grant Manager to the Legal Department, to the Governing Authorizing Authority (GAR). Once the GAR approves and signs the document, they will send it back to the Grant Manager.

The Grant Manager then uploads the signed Subrecipient Agreement in DEMES, and updates the **Agreement Executed Date** manually. This will then reflect back on the Grants Management Portal and be marked as **Executed**. The applicant will receive an email correspondence from their Grant Manager indicating that all parties have signed the Funding Agreement.

Applicants can also go back to the Subrecipient Agreement Account page to see any updates or status changes to the Agreement. They can navigate there one of two ways:

- Once an applicant is logged into the **Grants Management Portal** and clicked into the **SB4-A Program Opt-In**, they then can select the Subrecipients Agreement tile on the upper left-hand corner of the SB4-A Eligible Opt-In Agreements.

Note: if you have opted in already, nothing will be included on the below list view anymore.

Subrecipient Agreement...	Subrecipient Account	Grant Name	FEMA Status	Primary Agent
1 SA-51635	Seminole County Fire Department	4673 (PA) Hurricane Ian	Eligible	Meredith Walker

- This will navigate the applicant to ALL Subrecipient Agreements associated with the accounts the applicant is tied to. This will also include Mitigation Grants associated with that account.
- From there, the applicant can either click on the **Subrecipient Agreement Name** on the first column and find the account page they seek; for this job aid, the example has been SA-51635.

Subrecipient Agreement Name ↓	Subrecipient Account	Agreement Status	Grant	Start Date	End I
1 SA-51638	Seminole County Fire Department	New			
2 SA-51637	Seminole County Fire Department	New			
3 SA-51636	Seminole County Fire Department	New			
4 SA-51635	Seminole County Fire Department		4673 (PA) Hurricane Ian		
5 SA-51633	Seminole County Fire Department		4673 (PA) Hurricane Ian		
6 SA-51632	Seminole County Fire Department		4673 (PA) Hurricane Ian		
7 SA-51615	Seminole County Fire Department		4673 (PA) Hurricane Ian		

- OR, if the applicant cannot remember the name (though we advise as a best practice to write those names down for easy recall), the applicant can also filter the Subrecipients by using the **Grant Name Column** (Column #4 displayed above) and selected the Grant that you know the Subrecipient Agreement is associated with.
- The applicant can also use the Global Search functionality in the upper right-hand screen of DEMES to search for a variety of key information.


The Statuses are as follows: the applicant will be able to see where their Funding Agreement is in the approval process by returning to the account page and viewing the **Funding Agreement Status**, which are as follows:

- **Primary Agent Signing:** this means that the Primary Agent (applicant) has opted-in to the SB4-A Waiver Program but has not yet signed the Funding Agreement, whether electronically or manually.
- **Grant Manager Approving:** this means the Funding Agreement has been received into the internal DEMES system and is in review by your assigned Grant Manager.
- **Manually Signing:** sets status as manually signing; all reviews and signatures are happening manually.
- **Legal Approving:** a member of the Legal Team is reviewing and signing; it is then marked complete.
- **GAR Signing:** the last step in the review and approval process, this means the GAR is reviewing and signing; it is then marked complete. The signing is done, and the agreement executed date is set. The applicant will receive a notification via email once this has taken place.
- **Expired**
- **Cancelled**

Even if you have selected to Opt-In, you can at any point also select the button on the lower right-hand side titled **Decline to Sign** once you reach the Funding Agreement. This means the applicant does not agree with the terms and conditions of the Funding Agreement, at which point the process will end. This will then return the applicant to the account page of the Subrecipient Agreement which will then have two fields that automatically update:

- **Funding Agreement Status:** Indicates if an applicant elected to manually sign. This status will move to **Manually Signing** whether or not the applicant ultimately decided to sign the Funding Agreement or not.

- **Signature Rejection Date:** Indicates that once the applicant selected Manually Sign, they declined to sign the Funding Agreement. The system will capture the date and time that the applicant declined to sign the Funding Agreement. This applies to both manual sign and e-signature sign.

Subrecipient Agreement		Seminole County Fire Department	
Program Group	Application Type	Application Status	Private Non-Profit Organization?
Member Projects	Public Assistance	New	No
Subrecipient Agreement Name		Program Type	
SA-51632		SB4A Waiver Program	
Grant ⓘ		SB4A Waiver Program Opt-In Date	
4673 (PA) Hurricane Ian		8/10/2023, 11:24 AM	
Subrecipient Account ⓘ		SB4A Waiver Program Opt-Out Date	
Seminole County Fire Department			
Grant Manager		Funding Agreement Status	
 Test Grant Manager		Manually Signing	
County ⓘ		Agreement Executed Date	
		Signature Rejection Date	
Unique Entity Identifier		8/13/2023, 6:01 PM	
3455-UU-S000			
FIPS Number			
46543466			
FACTS ID/Contract Number			

At this point, the applicant has done all of the activities they need to do in order to opt-in and sign the Funding Agreement. The next steps involve the Grant Managers and other key members of the FDEM staff

The applicant will be informed once the agreement has been executed via email by their Grant Manager.

Support Available

Technical Support & Feedback

If you are having access or troubleshooting issues, please contact us at SB4AWaiver@em.myflorida.com.