## **Escambia County RESTORE Portal Instructions**

1. Go to http://restore.myescambia.com/.



2. Click Register



3. Fill out the directed information.

Register Account × +		
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<ul> <li>Most Vialed Genting Started suggested Silve: web Sice Gallery M Invaire species are automitting on behalf of an organization - a for profit basi Applicant Type list.</li> <li>Point of Contact (POC) Guidelines: You are required to provi you designate for follow-up and additional information.</li> <li>If you are registering as yourself (i.e., "Individual"), er information.</li> <li>For all other Applicant Types (e.g., Non-Profit, For Prevint in the organization in the remaining fields.</li> </ul>	Ne Cath Everyday C ess, non-profit, or other organization/institution type, please select the appropriate ty e POC information, so that if necessary, the County RESTORE team can contact you er your name in the "First Name" and "Last Name" input fields and then enter your ov t, etc.), then you may either enter your own POC information or submit on behalf of s of someone else, enter your name in the "First Name" and "Last Name" input fields ting in the "POC First Name" and "POC Last Name" input fields. Then provide that inc	pe from the Questions(FAQ) Escambia County or someone else U.S. Department of Treasury on POC Downloads onneone else ind then list the lividual's POC
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4. Login with the account you just created.

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5. Explore the site. On the Home page you have the Program Overview and the Application Cutoff Date.



6. The Account Information page allows you review your account information and change your password.



7. On the Contact Us page, we recommend you contact Dewberry for technical assistance. For application questions you can contact the RESTORE email.



## 8. Look over the Frequently Asked Questions document for quick answers to your questions.



9. Clicking the Escambia County Link will take you to the Escambia County RESTORE Website.



10. Clicking the US Department of Treasury Tab will take you to their website for reference documents and information.



11. The Downloads tab will give you access to the application in a pintable format as well as example documents.



## 12. When you are ready to begin inputting your project, click the projects tab.

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Use this page to manage your Escambia County RESTORE program project applications. This page shows both your submitted ap that you have started and saved but not yet submitted. The map shows the location of each project. Click on each location on the primary and secondary qualifying eligible activities (as defined by the Restore program) for the project. The table underneath the n	plications map to see nap provide	and those applications the project name, as additional	Frequently Asked Questions(FAQ)					
information on your saved and submitted project applications.			Escambia County					
Add A Project Print My Projects			U.S. Department o	f Treasury				
NOTE: The blue boundary on the map represents the geographic limits within which projects can be located.			Downloads					
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13. Click the add projects button.



14. Begin inputting your project by adding a title and location on the first tab.



15. Search for a location by adding the address and click search.

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NOTE: the (*) indicates a requir	red field.				
Step 1 - Project Location		ents Step 4 - Status			
Step 1 - Define	Project Title and Location	n			
Enter the project title and th	ne location at which the project will be perform	ed. The project location is stored in the system as a	an address and shown on the		
map as a single point location location. Please be as precis	on. If your project covers a large area, you pla se as possible. You may also add a map - in PD	ce the dot in the approximate center or general vicir F or GIS 'shapefile' format, on the 'Attachments' ta	nity of the actual work b.		
To add the project location, a zip code or a full street ad button to continue to Step drag the red dot to a new k wish before submitting the	, perform the following: (1) Enter a full or parti Idress. Click "Search" and the location will appe 2 - Project Form. (2) If you wish to manually r ocation, then choose "Save Location" to contin project.	al address in the "Enter Address" box. This may be a ear on the map as a red dot. If this location is correc nove the project location, click the "Edit Location" b mue to Step 2 - Project Form. You may move the loc	a county, town or city name, ct, click the "Save Location" sutton in the map image, cation as many times as you		
Enter Project Title	e: Test 1				
Enter Location:	Pensacola, FL 32502	Search			
Where will the P You may enter	Project take place? (e.g. County, city/town nan full or partial addresses as well.)	ne or zip code at a minimum.			
Save Location					
			ad S		
NOTE: The blue	boundary on the map represents the geog	raphic limits within which projects can be locate	-Ma		

16. A red dot will pop up on the map. To move it to the exact project location (or admin building), click the blue button with the pencil to the far right of the legend. The red dot will turn yellow when you are able to drag it to a new location.



17. Click the Save Location button.



18. Next, click the Step 2- Project Form tab.

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The Project Details contains all of the information need	ded to submit a Project Application. The Status of Project Application will be updated based on the					
information provided.						
Save Details						
Notes						
<ol> <li>The reference to points shown on each question question from the Project Selection Criteria that y</li> </ol>	n are the maximum points allocated to that					
2. A project Name and Location are required for e	sach project and are entered interactively on the					
Portal,						
Section A - Requirements and Eligibility						
1. Qualifying Primary Eligible Activity (select only or	ne): *					
Restore and protect natural resources Implement Federally-approved conserv:	ation plans					
Workforce Development						
Improve State parks located in coastal a	areas affected by the spill ly					
Coastal flood protection						
Promotion of tourism						
Promote consumption of seafood for th Mitigate damage to fish, wildlife and nat:	ne Gulf ural resources					
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19. Fill out the application. For questions that do not apply, please put N/A. Click Save Details when complete.

Add Project	× (+		
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	B. Will the proposed project cause displacement of persons or businesses?  Ores Ores No Tres, provide a description of the displacement the proposed project may cause including any known addresses that may be impacted. (100 words maximum – No Points)* 99 Words Remaining Na Save Details Project Details saved successfully.		
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20. The third tab, Step 3 – Attachments is an optional step to upload additional documents, budget forms, photos, ext.

Add Project X +							0	6
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21. Step 4 – Status. Click the Submit Application when your Application is complete. Click the Remove Application Button if you wish to remove it.



22. Click okay after reading the notice.

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23. Click the projects button to review all submitted projects. Click My Projects to review only your submitted projects.

