How to Create a Project Listing in Floridapa.org

Log into Floridapa.org (if you are unable to log in see last page of this document for guidance)

You will then be on your Home page, as shown by the screenshot below.
In the top center of the Home page banner, click on the “Projects” dropdown and then click on “Project Listing”.

![Screenshot of the Projects page with a search results table]

The table displays various projects with details such as Program, Grant #, Applicant Name, Project Title, Size, Eligible Amt, F %, Expended %, Pede., State, and Status.
Then filter by using the funnel shape filter on the right hand side of the page. Under “Grants/Applicant” check applicable boxes for 1539, 1545, 1551, 1561, 1595, 1602, and 1609. Under “Type”, check applicable boxes for C – G. Then click “Apply Filter” on the bottom right of the page. This will bring up all projects for the 04_05 events that may have insurable risk and require review.
CAT C – G less than $5,000 dollars may have insurable risk included in the project and require review.
You can also create an excel spreadsheet from this page by clicking on the excel icon on the right hand side of the page. This will open a pop-up box that allows you to select which information you want to view in the excel format. If you choose to create the excel spreadsheet, under “Columns” you can click on “Custom” and choose additional filters that will be added as columns and may be helpful to you in your reports.

Excel Spreadsheet custom filter options: Click Custom then check the box desired then click “Export” located at the bottom of the page. Once you click “Export”, a link will appear at the bottom of the page which creates an active spreadsheet once the hyperlink is clicked.
If you click on project instead, you will be taken to the Project Summary page where you can review the details for each individual project worksheet.
Click on “Funding” located on the left of the page and you will see all versions processed and will be able to click on the Approved Project Worksheet Version. Again, remember that you do not need to worry about projects less than $5,000, as they will not have an obtain and maintain requirement.
The Approved Project Version is located on the bottom right of the Project Summary page accessed via the Funding link.

Open the Approved Version then review and add the information to the excel spreadsheet, if you decided to pull one from the system or create one on your own.
Floridapa.org can be accessed at http://floridapa.org/. If you are a new user and account will need to be created and approved by the Authorized Representative.

If you have not logged into your account in the last 60 days, your account has been locked. If you would like your account unlocked, go to the home page of floridapa and click on the access requested link under the login field. Then complete the form, making sure to enter your name prefix and the reason for the requested access (Account Locked) or New User.

Finally, scroll to the bottom of the page and click Register.