Table of Contents

Section 1: Introduction

1.1 What is the FLGAP System?

B2Gnow is proud to offer the **FLGAP System**, a grant management system designed and developed specifically for use by the Florida Department of Transportation (FDOT) and other key transportation industry organizations.

The **FLGAP System** is a secure, web-based system that allows an entire grant program to be automated and managed online. The **FLGAP System** will allow applicants to apply for funding through an online grant application process and will provide an efficient way to report on your grant after funds are awarded. In addition, the system allows users to track their budgets and request payments in one easily accessible database. The system prevents duplication of data and ensures efficient tracking of progress throughout the life cycle of a grant program for both the grantor and the grantee.

1.2 This User Guide

This user guide was created to assist State Users with the efficient use of the **FLGAP System.** This guide will walk you through each step of the grant process, from gaining access through reporting. In addition, this guide will assist you in how to set up the system to properly track funding programs, annual grants, and organizations/users. We suggest utilizing this manual to help walk through each component of the system while you complete the process.

If immediate technical help or support is needed, please contact your BlackCat Project Management Team. You have access to the Project Management team for all your State needs.

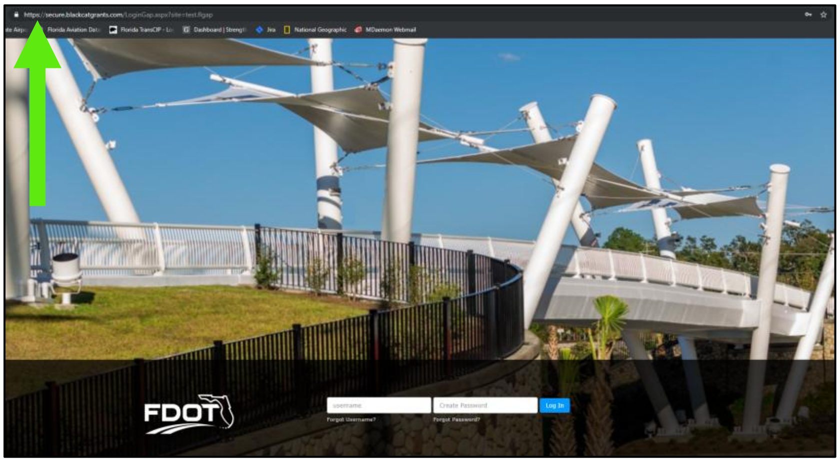
Note: Due to differences between internet browsers, your view may differ slightly from the view in the screenshot utilized to create this manual. While internet browsers may cause a variation in look and feel, all systems components should continue to function in all internet browsers.

Disclaimer: All screenshots in this guide are from our test site and while the names and data may be familiar, the information is test information we have entered and is not accurate.

Section 2: Getting Started

2.1 Access FLGAP System

1) Locate the **FLGAP System** login screen at: **www.flgap.com**

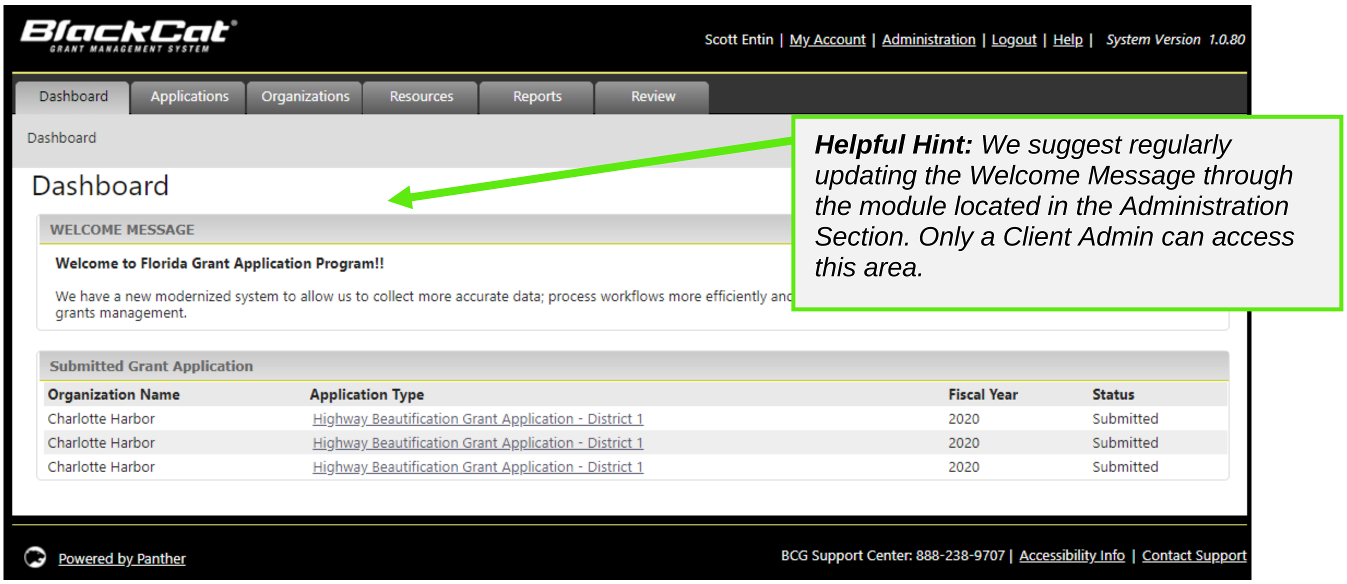


2) Login to the **FLGAP System:**
   a. Enter your username
   b. Enter your password +
   c. Select the Login button

> ***Helpful Hint:*** *If you do not have a username and password, select Request Access on the bottom right of the login screen to be granted access to the system.*

2.2 System Overview

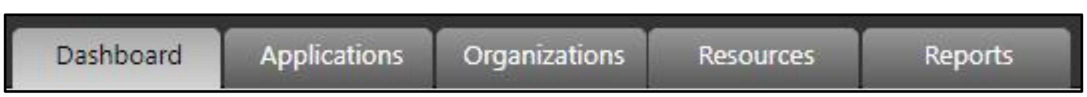
1) **Dashboard:** After logging in, you will see the System dashboard. On the dashboard, you will have quick access to welcome messages and important deadlines. In addition, you will have quick link sections available for fast access to applications and projects.



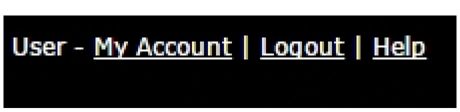
***Helpful Hint:** We suggest regularly updating the Welcome Message through the module located in the Administration Section. Only a Client Admin can access this area.*

2) The System is sub-divided into several components:
   - Dashboard
   - Applications
   - Organizations
   - Resources
   - Reports
   - Review

Access to these components is provided through tabs across the top of the system. Which components are available for you when you login will depend on your user role in the system. *(more details will be provided on each component throughout this guide)*

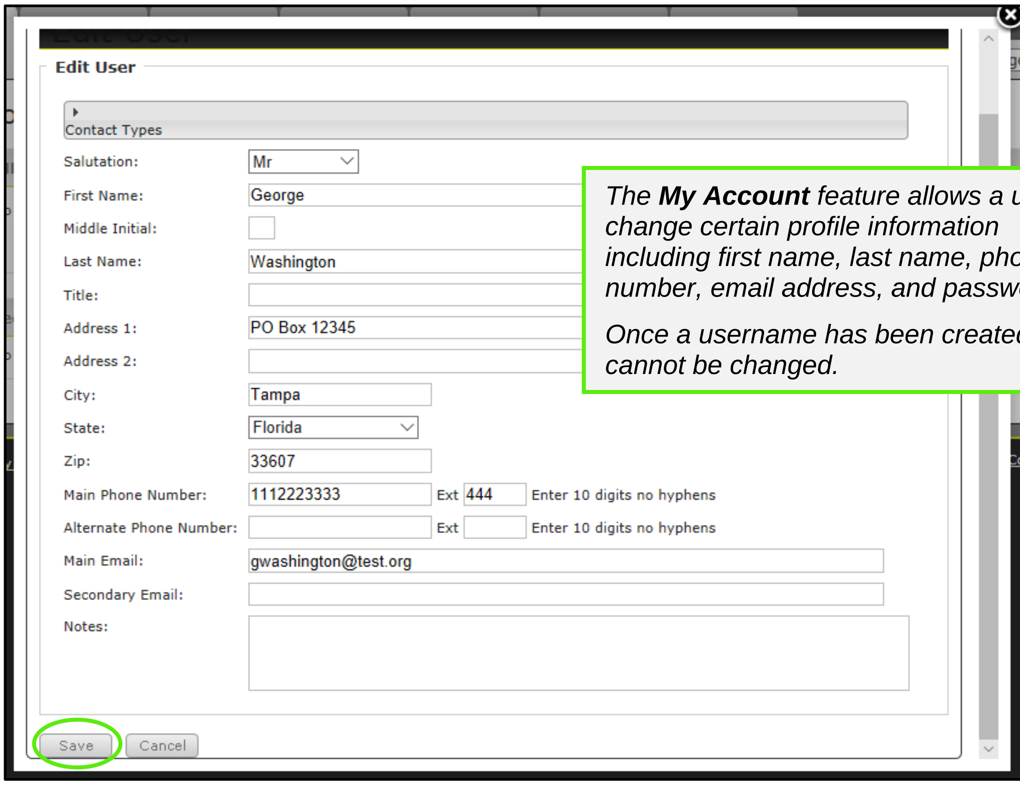


3) User specific features are located in the upper right corner of the screen



My Account:

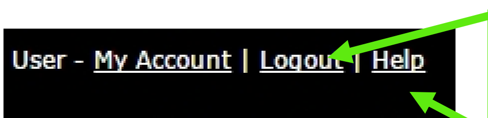
If any changes are made within your account, select the **Save** button



*The **My Account** feature allows a user to change certain profile information including first name, last name, phone number, email address, and password.*

Once a username has been created, it cannot be changed.

Logout and Help:



***Logout** can be used to properly exit the Module and end your session.*

***Help** will download a PDF copy of this user guide.*

4) Support for **the FLGAP System** is available on the lower right side of each screen once you are inside the system. Your Agency Users should contact the **BlackCat Support Center** if they are experiencing any system functionality issues. State Users should contact the BlackCat Project Management Team if they are experiencing any system issues.

BlackCat Support Center Phone Number:
Located at the bottom right corner and should be used by Agency Users to request technical assistance.

Accessibility Info:
Provides information for those users needing accessibility assistance. The Client Admin user has access to update this information

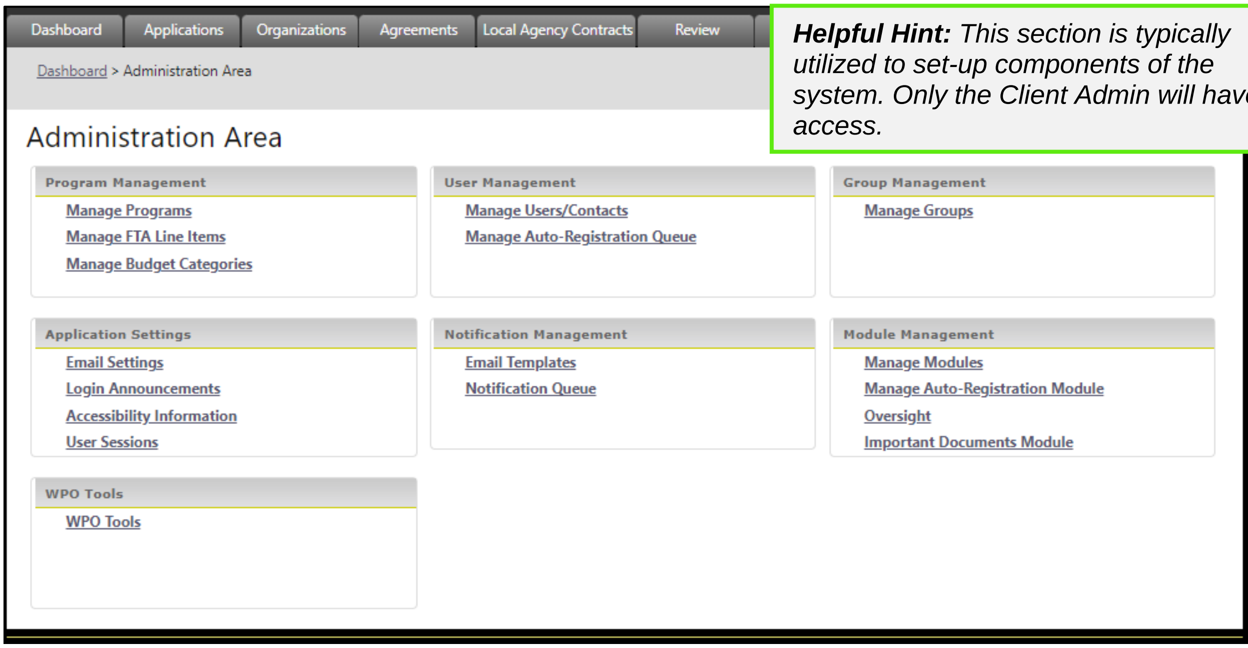
Contact Support:
Allows an Agency User to submit questions, concerns, ideas, or other information directly to the **BlackCat Customer Support Team**.

As a state user, if you need further assistance with the System, please contact your BlackCat Project Management Team.

Section 3: Administration Management

The administration section is used to manage components of the system and is only accessible by the Client Admin within FDOT. If you are the Client Admin, the Administration link will be available in the top right corner of the system.

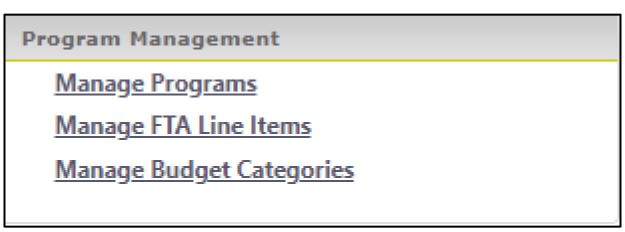
1) Select the **Administration** located in the top right corner.



Helpful Hint: *This section is typically utilized to set-up components of the system. Only the Client Admin will have access.*

3.1 Manage Programs

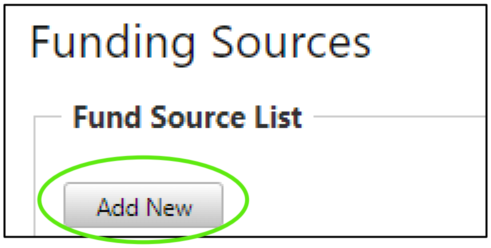
This section is where funding programs will be created. The created funding programs will later be tied to grants and encumbered funds.



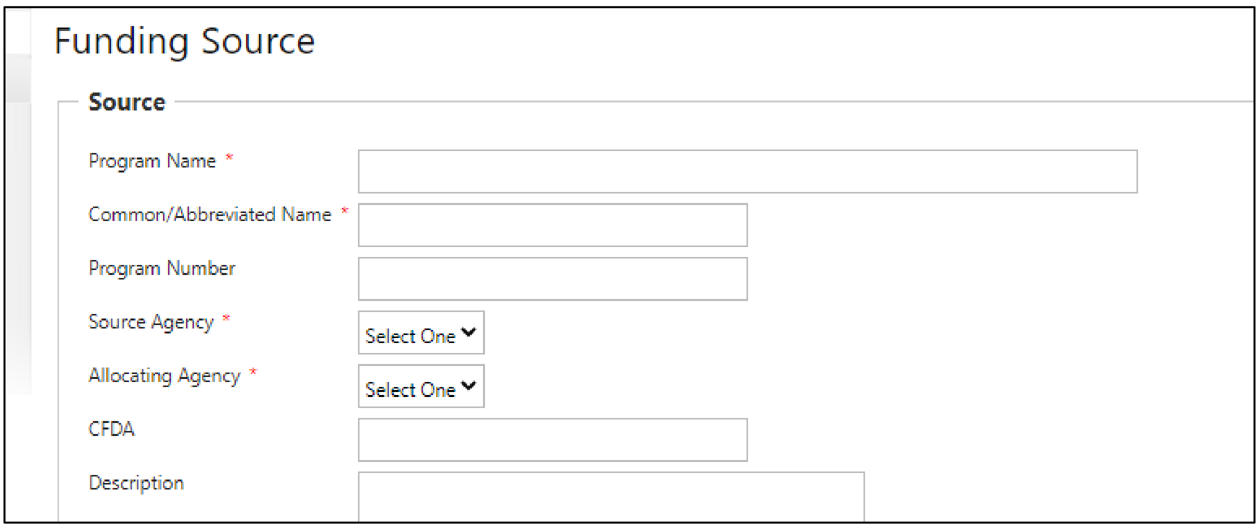
3.1.1 Manage Programs

1) Select Manage Programs

2) Select Add New



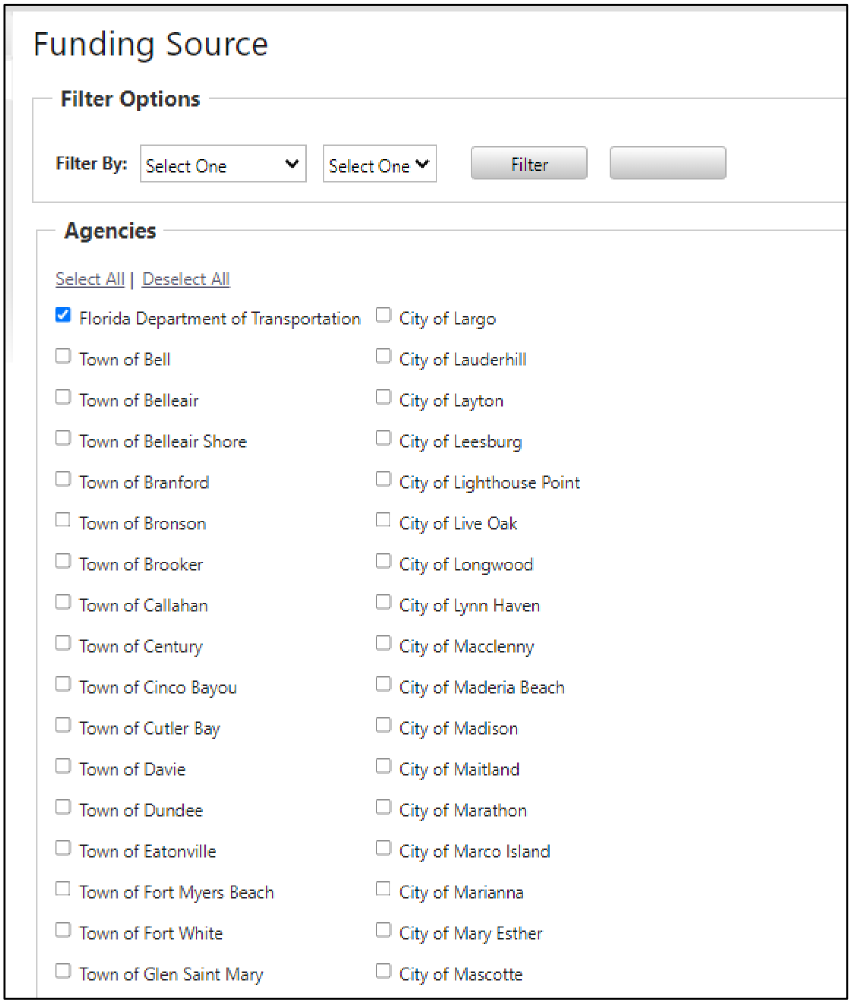
3) Complete Required Fields



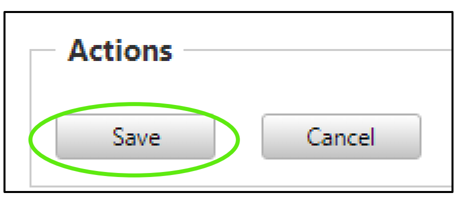
4) Select Insert

5) Select Access

6) Select Agencies



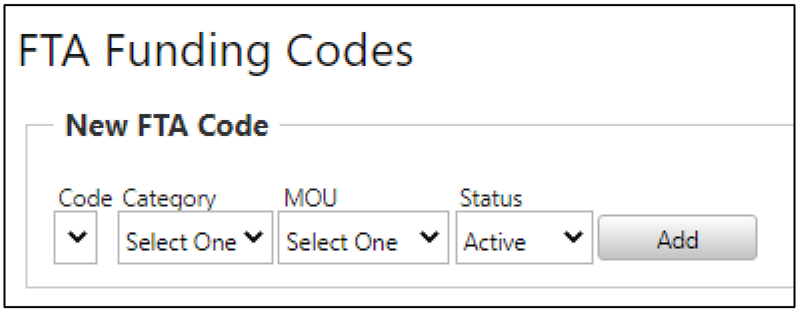
7) Select Save



3.1.2 Manage FTA Line Items

1) Select Manage FTA Line Items

2) Complete Category, MOU, and Status



3) Select Save

3.1.3 Manage Budget Categories

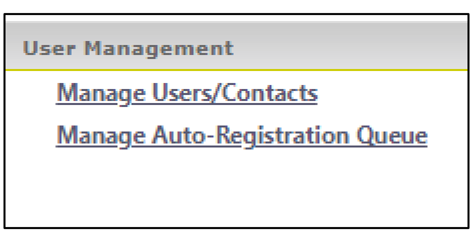
1) Select Manage Budget Categories

2) Select Category, Budge Code, Name, Sequence

3) Select Save

3.2 Manage Users

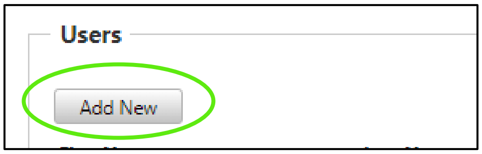
This section allows you to manage information on all users of the system. You can update contact information and organization associations.



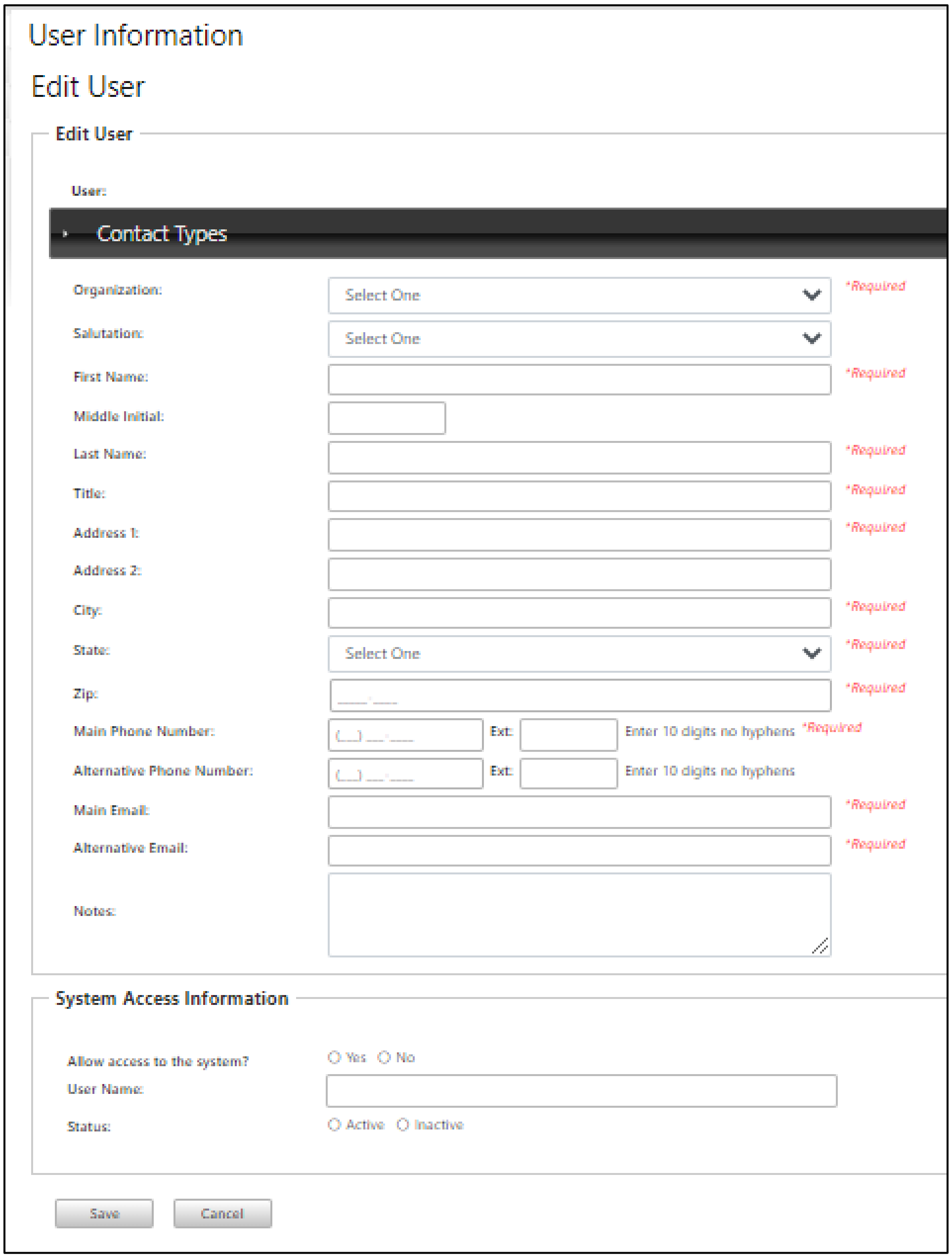
3.2.1 Creating A Contact

1) Select Manage Users/Contacts

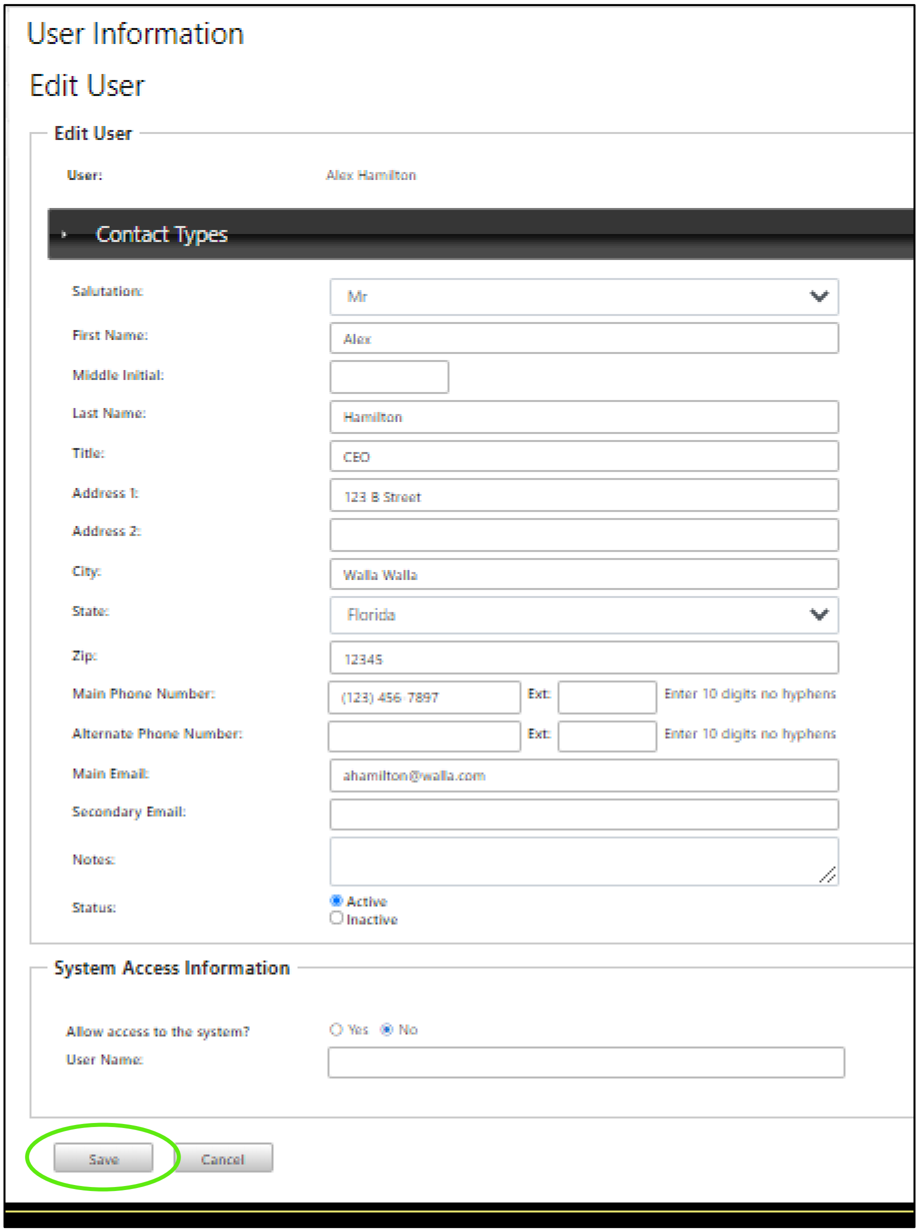
2) Select **Add New**



3) Select Organization and Required Fields



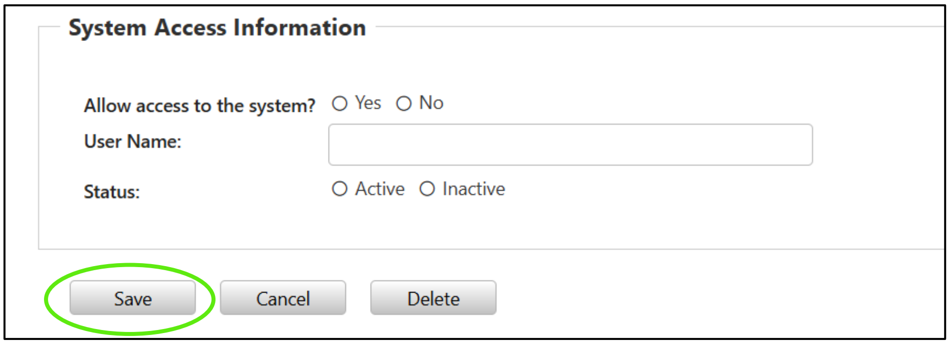
4) Select **Save**



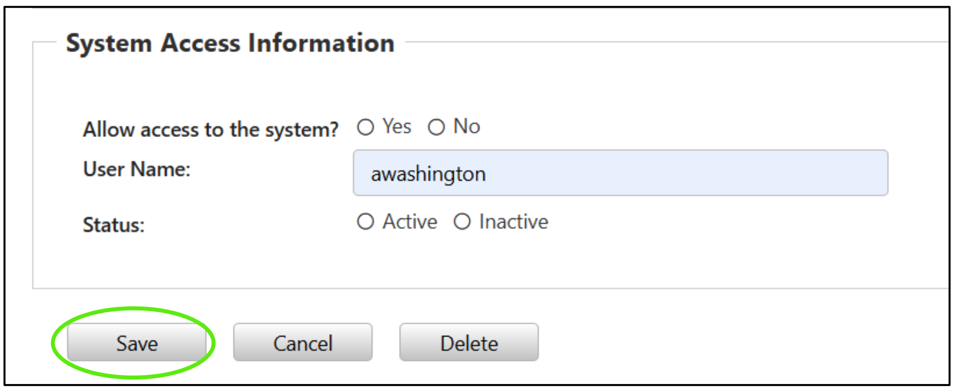
**The status will automatically update on save*

3.2.2 Activating a User

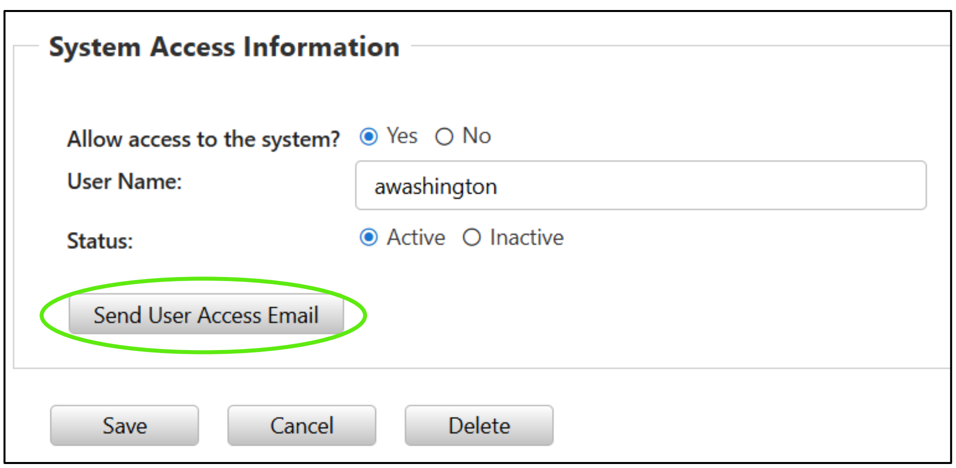
1) Enter Username as first initial and last name, select **Save**



2) Select Yes; allow access to the system. Select Active Status. Select **Save**

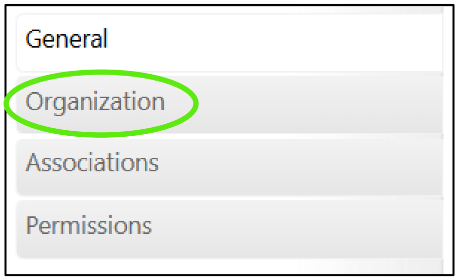


3) Select **Send User Access Email**

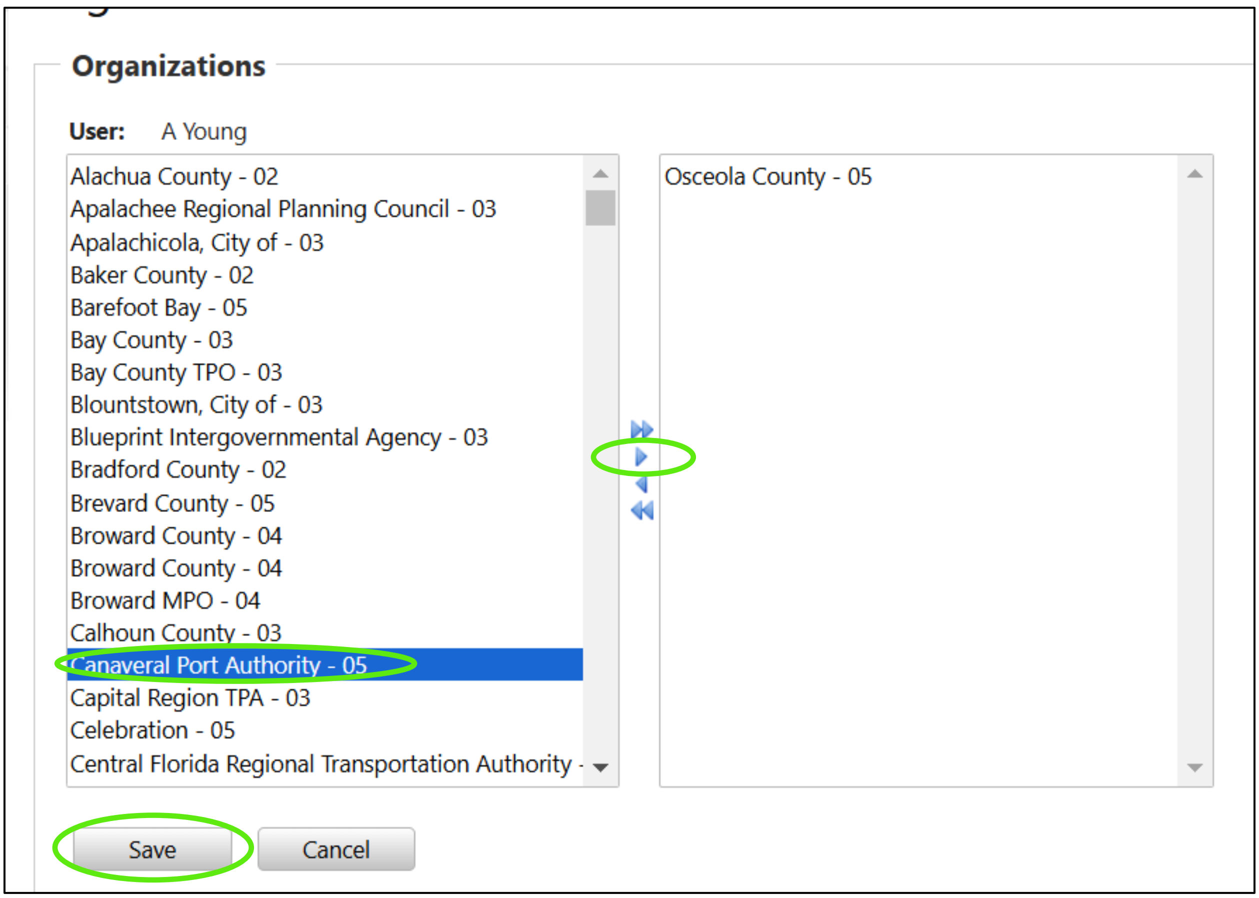


3.2.3 Managing Multiple Organizations & Associating Agreements

1) Select **Organization**



2) Add any additional Organizations, select the arrow, and select **Save**



3) Review Associated Agreements and Applications (listed below the organization listing)

Associated Agreements and Applications

Agreements

	Project	Organization	Phase-Seq	Contact Type
Select	HERCULES SIDEWALK II FROM SHERWOOD ST TO SUNSET POINT RD	Pinellas County	58-01	Consultant
Select	62ND AVE SIDEWALK FROM 62ND ST N TO E OF 58TH ST N	Pinellas County	58-01	Consultant
Select	EMORY CANAL TRAIL NORTH FROM ERNEST STREET TO VINE STREET (US 192)	City of Kissimmee	58-01	Consultant

4) View Applications (listed below the agreements section)

Applications

Organization	Application	Description	Status
No records to display.			

5) View History Log

History Log

Status	Organization Name	Agreement - Project Name	Application	Updated By	Date
User Marked Inactive	City of Winter Haven			Precious Lewis	10/29/2024 5:57:57 PM EST
User Marked Inactive	Flagler County			Precious Lewis	10/29/2024 5:57:57 PM EST
User Marked Inactive	Hendry County			Precious Lewis	10/29/2024 5:57:57 PM EST

i. Manage Auto-Registration Queue

This functionality is not currently available.

3.3 Manage Groups (Associations)

This section allows you to identify permissions for the various groups within the system (ex. District, State, Agency, Application Reviewers, etc.)

Group Management

Manage Groups

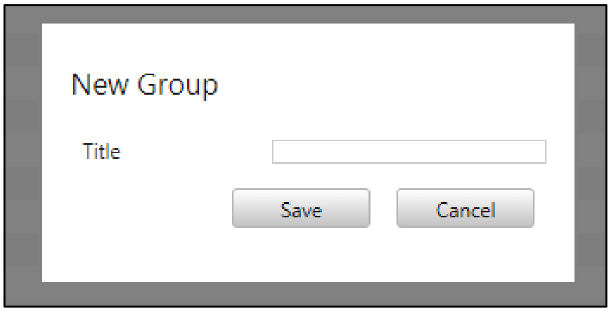
3.3.1 Manage Groups

1) Select Manage Groups

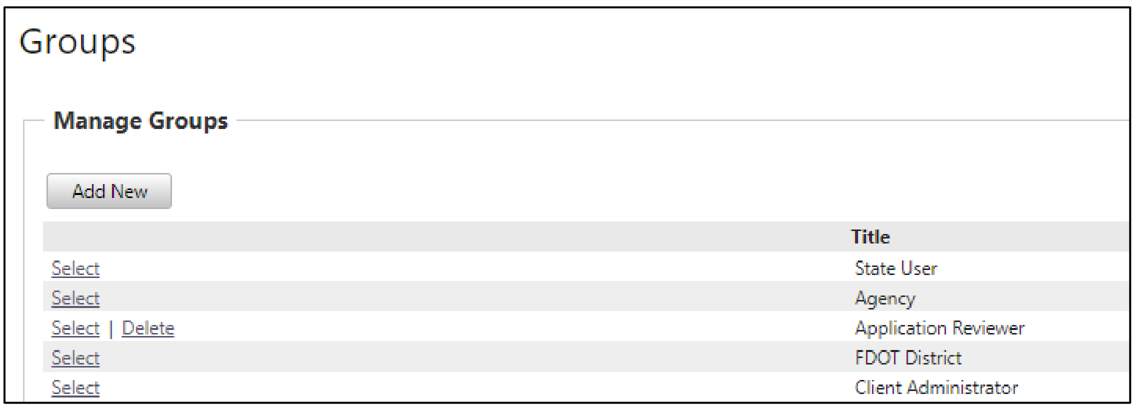
2) Select Add New

3) Enter the Title

4) Select Save or Cancel

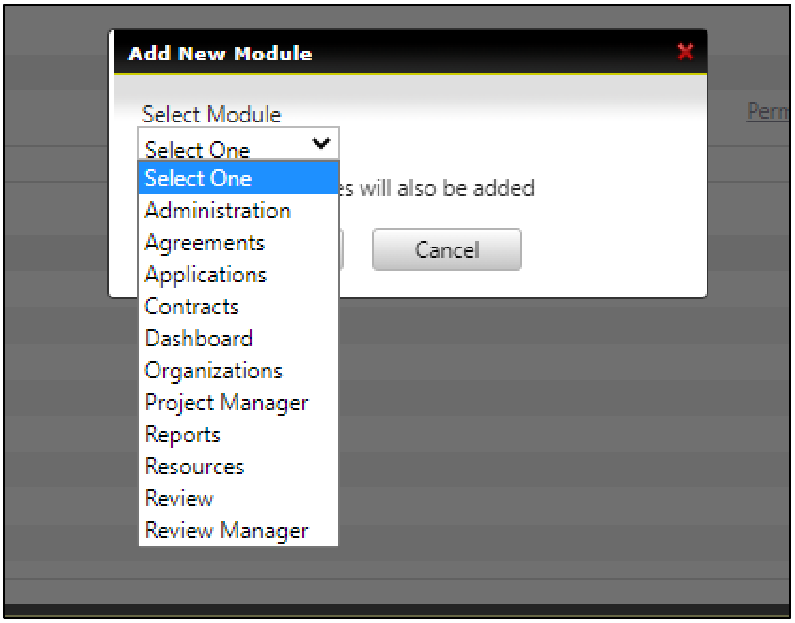


5) Select the Group created

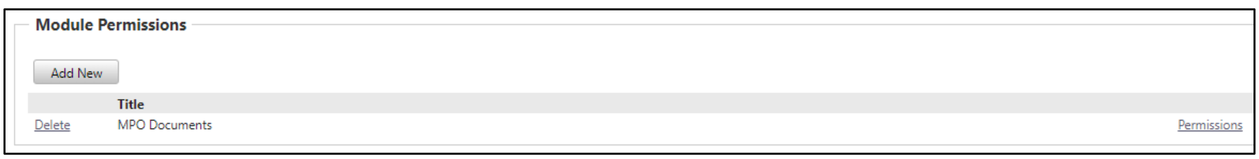


6) Select **Add New**

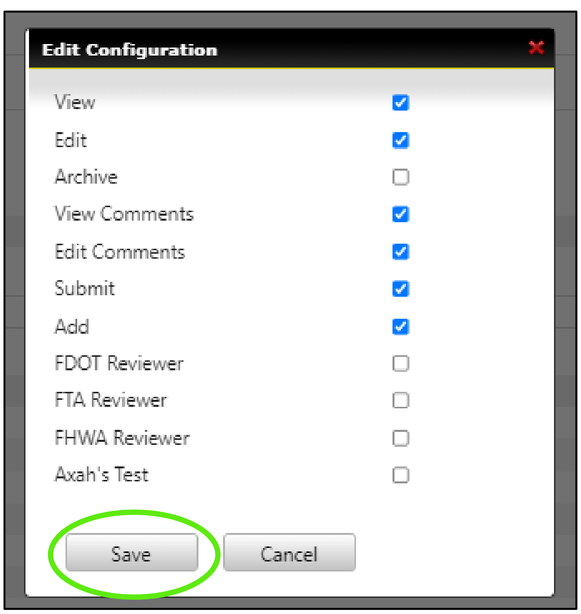
7) Select Module and select **Save**



8) Select Permissions

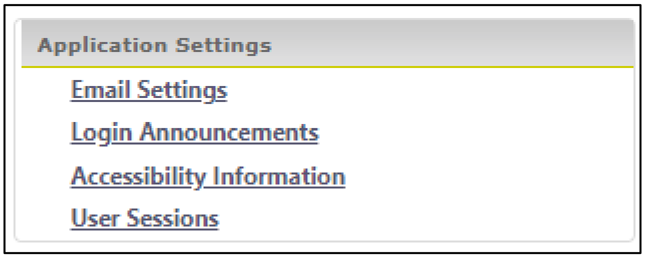


9) Select checkboxes and select **Save**



3.4 Application Settings

This section controls the communications and activities in the system on the dashboard, footer, displays who is in the system as well as controls in notifications are being sent from the system.



3.4.1 Email Settings

This section allows you to temporarily turn the system generated notifications off and on.

3.4.2 Login Announcements

This section is where you will update the message on the Dashboard. We encourage you to update this message on a regular basis and encourage Agency Users to check the message regularly for important bulletins.

3.4.3 Accessibility Information

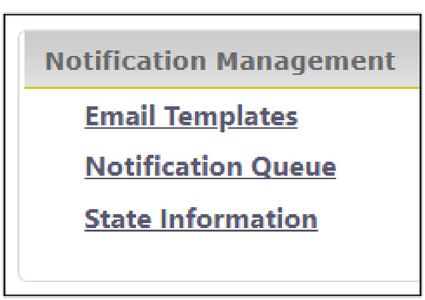
This section is where you will update the accessibility information narrative as needed.

3.4.4 User Sessions

User Sessions displays who is actively in the system and those that have expired. The system will default to the current day but can be searched by date.

3.5 Notification Management

This section provides a log of all system generated notifications that have been sent.



3.5.1 Email Templates

This section is where all the system notification templates are stored. They are here to view only. Please contact your Project Manager with any edits you may need.

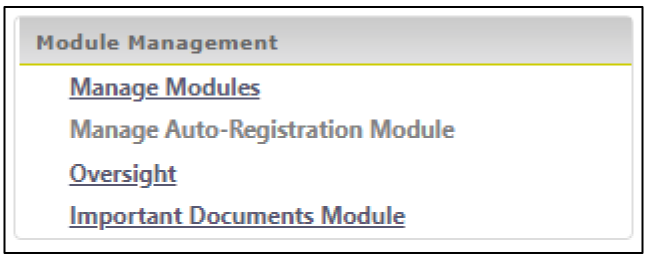
3.5.2 Notification Queue

This section logs what system notifications have been sent from the system and the email it was sent to.

3.5.3 State Information

This section logs the work program emails.

3.6 Module Management



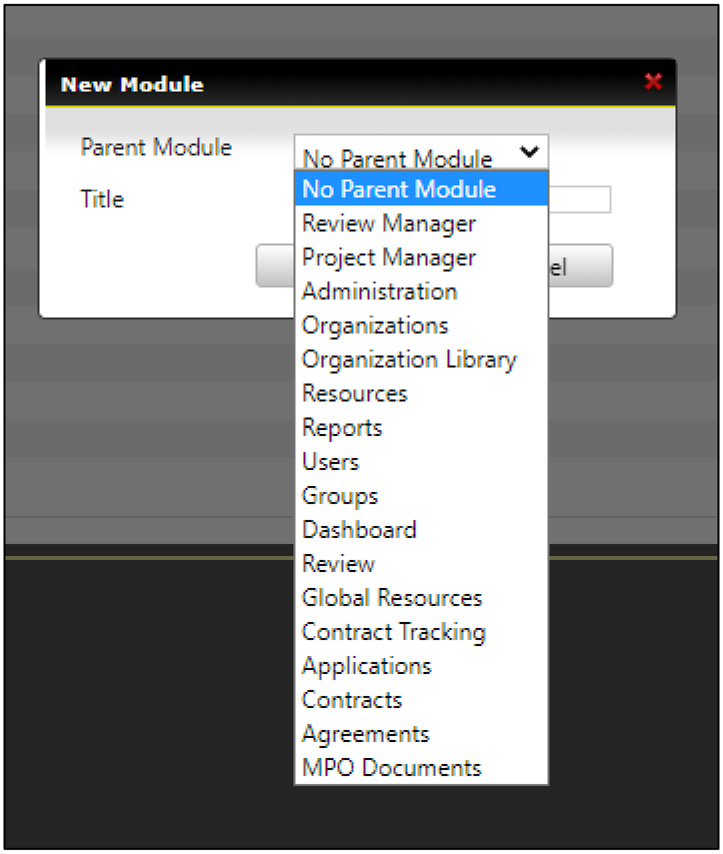
3.6.1 Manage Modules

This section controls the permission of each user association group and the permission on the user profile.

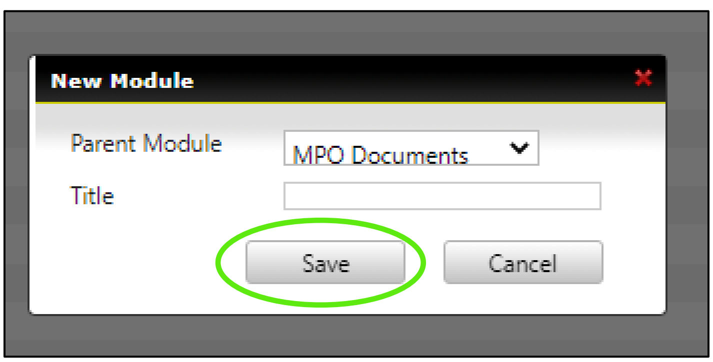
1) Select Manage Modules

2) Select Add New

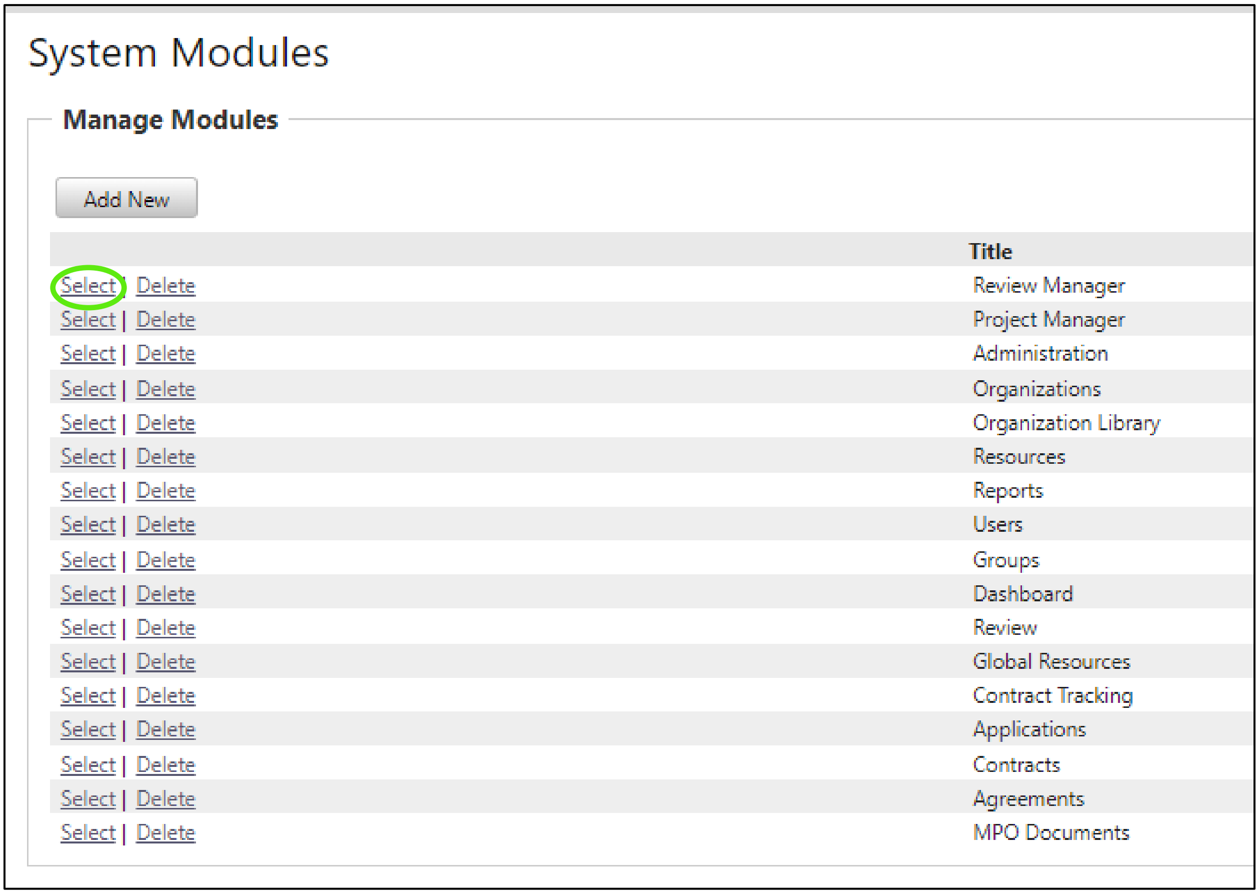
3) Select Parent Module



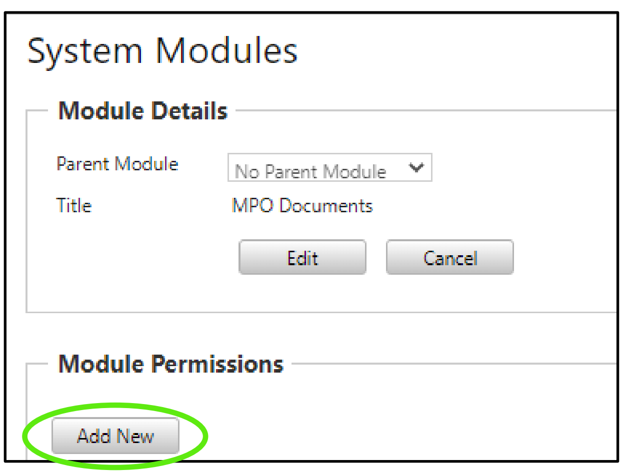
4) Enter Title and select **Save**



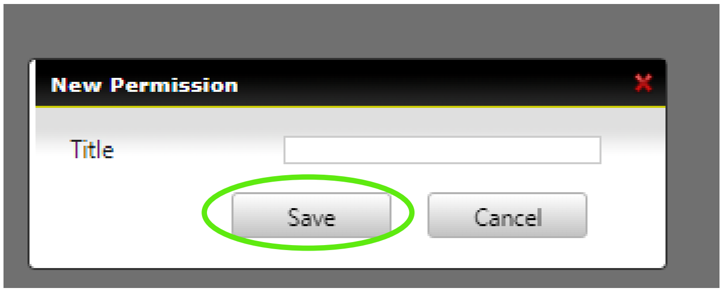
5) Select Module created



6) Select **Add New**



7) Enter Title and select **Save**



8) Repeat until all permissions are added

9) Add to User Association Groups or User Permission as needed

3.6.2 Manage Auto-Registration Module

This functionality is not currently available.

3.6.3 Oversight

This functionality is not currently available.

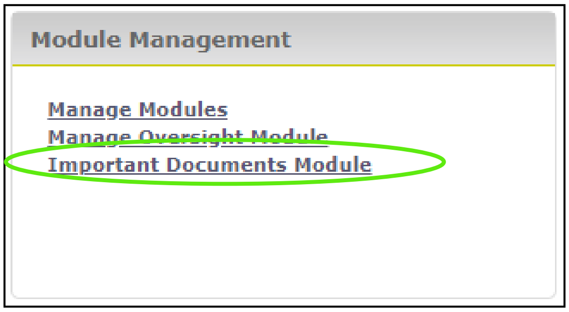
3.6.4 Important Documents Module

The Important Documents section allows agency users to download and execute a single copy of the Federal Transit Administration Certifications and Assurances on an annual basis. This section also allows agency users to provide other required documents to Caltrans. Important Document categories must be setup prior to the Organization uploading their documents. Any documents that do not fall within the categories of the Important Documents may be uploaded into the Organization Library of the Resources tab.

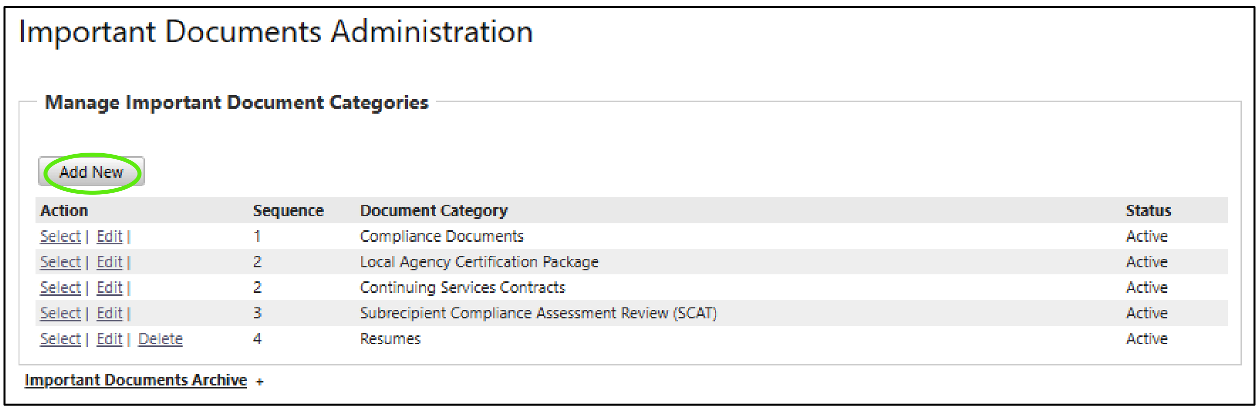
To access, Manage Important Document Categories (Client Administrators Only)

1) Client Administrator users click on the **Administration** in the upper, right-hand corner of the window

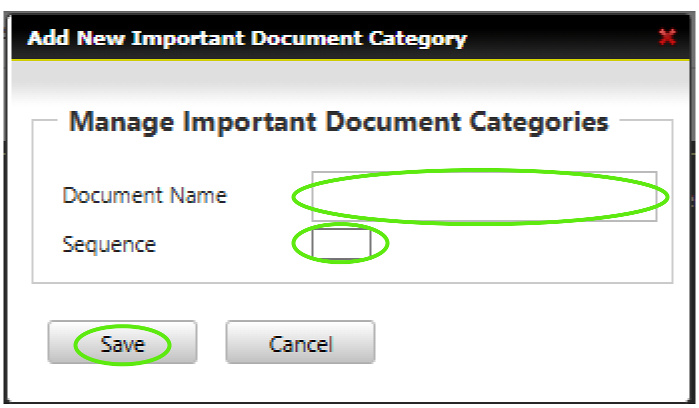
2) Click on the **Important Documents Module** in the Module Management section



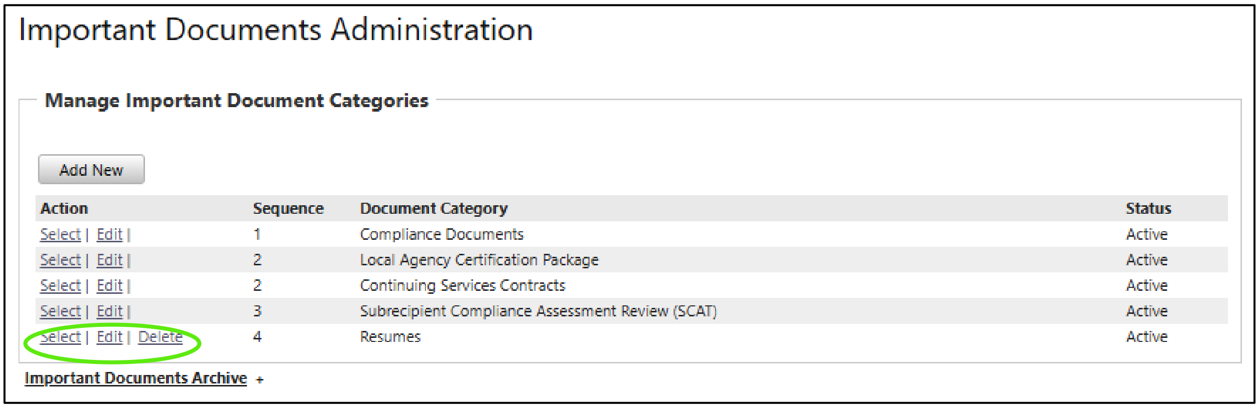
3) To add a new category click **Add New**



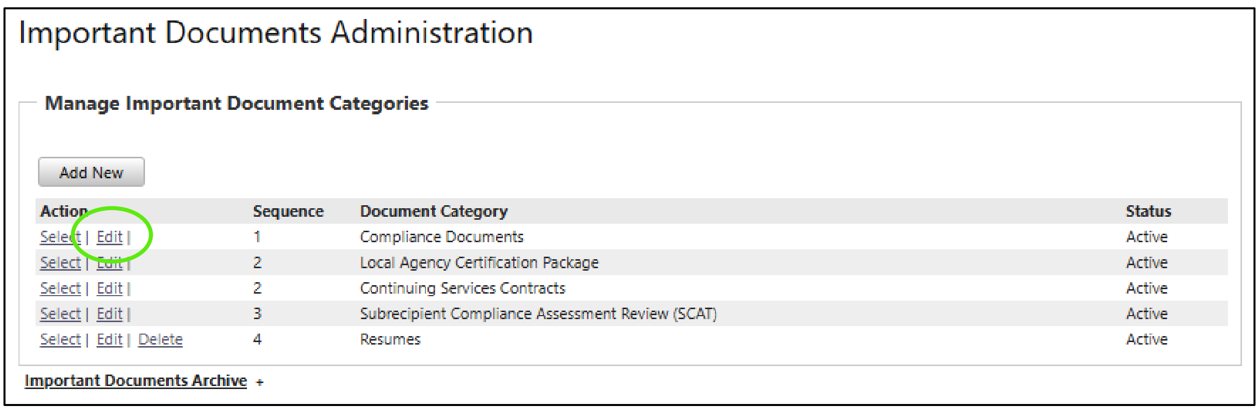
4) Enter the document name, and sequence then select **Save**



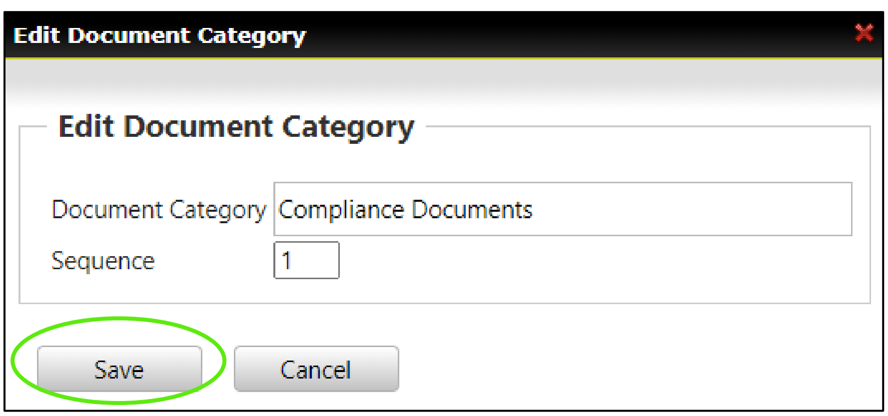
5) To Manage Important Document Types, click on **Select** for the specific Document Category. To edit the title of the Document Category, click **Edit.** To remove the document category, click **Delete.**



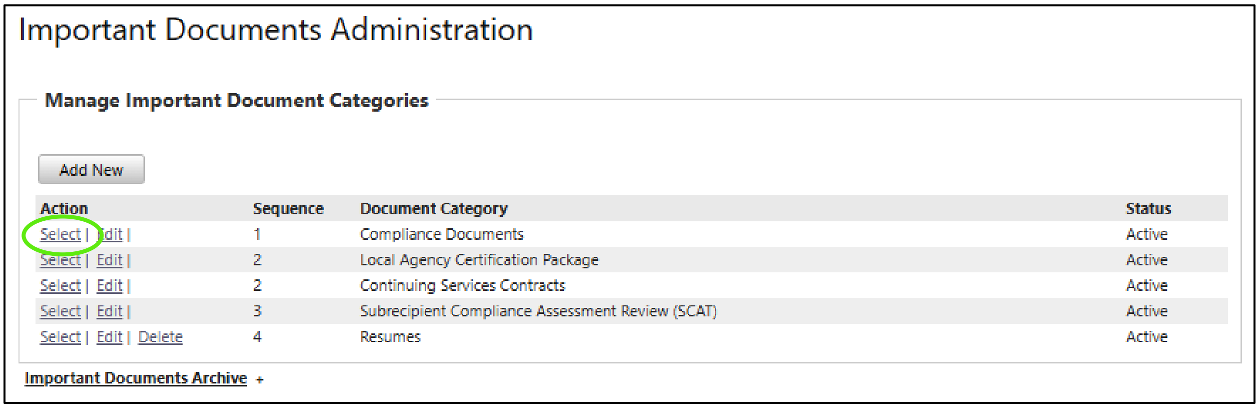
6) To edit a current Document Category select **Edit**



7) Make any changes and select **Save**

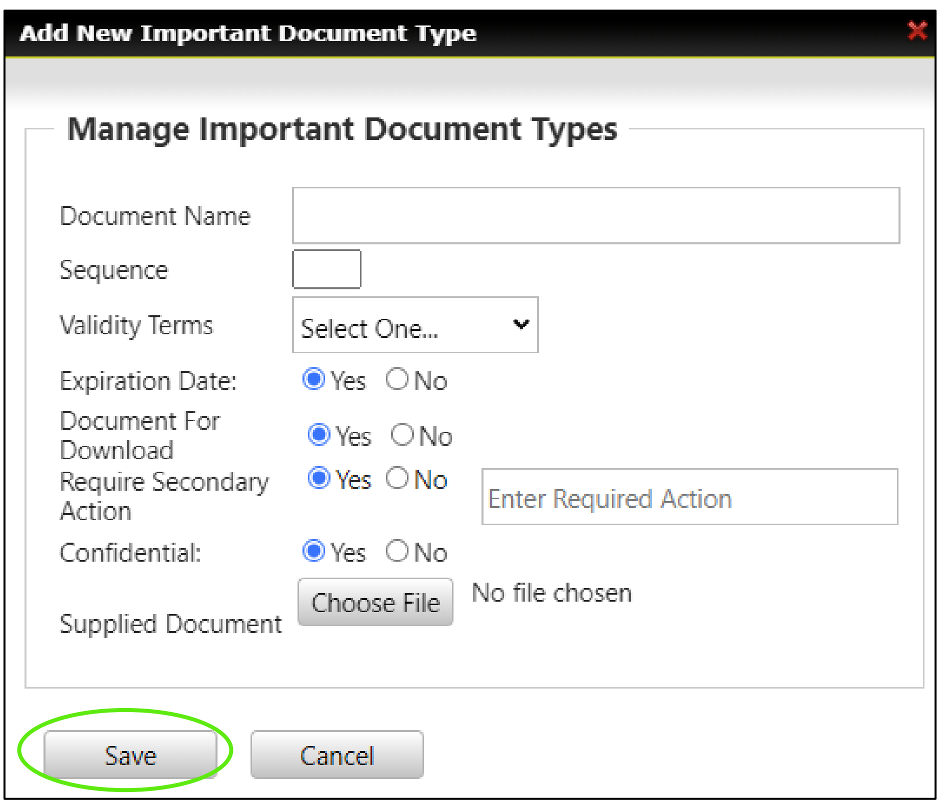


8) To Manage Important Document Types click **Select** next to the Document Category

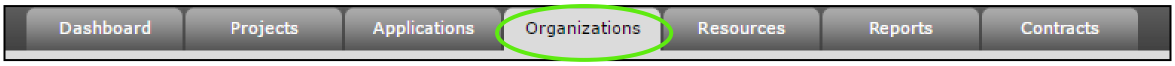


9) Select **Add New**

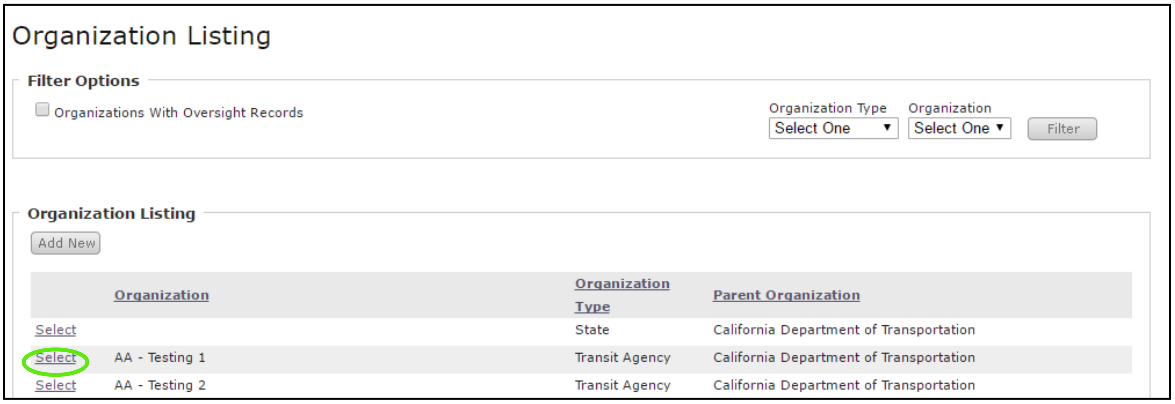
10) Complete the Document Name, Sequence, Validity Terms, Expiration Date, Document for Download, Require Secondary Action, Supplied Document (If Yes is selected for Document Download, Choose File), then select **Save**



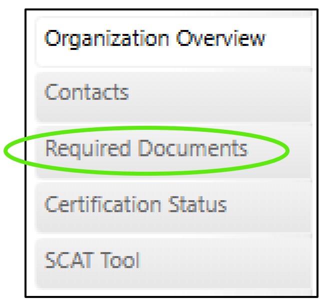
11) To edit or view an organization's Important Documents select the **Organizations** tab



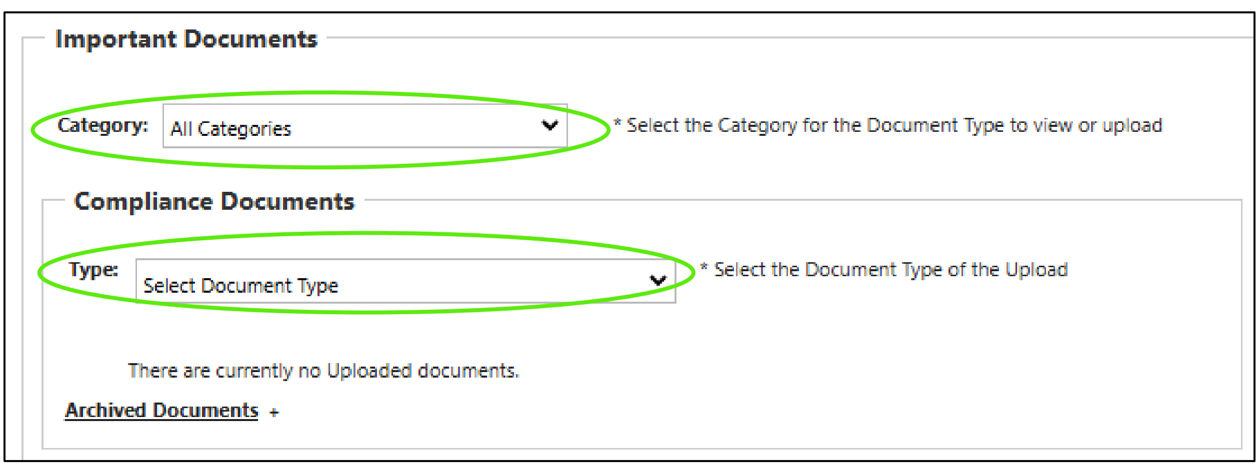
12) Select an **Organization**



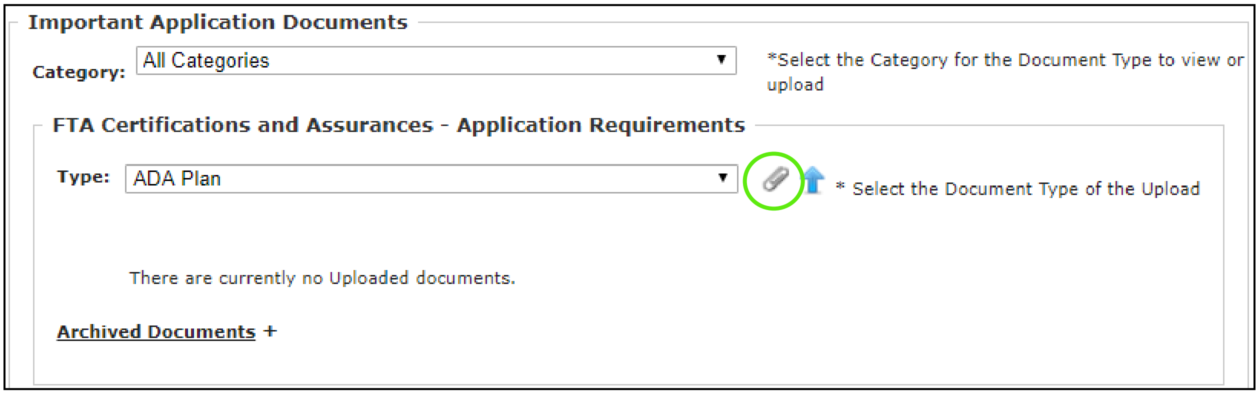
13) Select the **Required Documents** tab



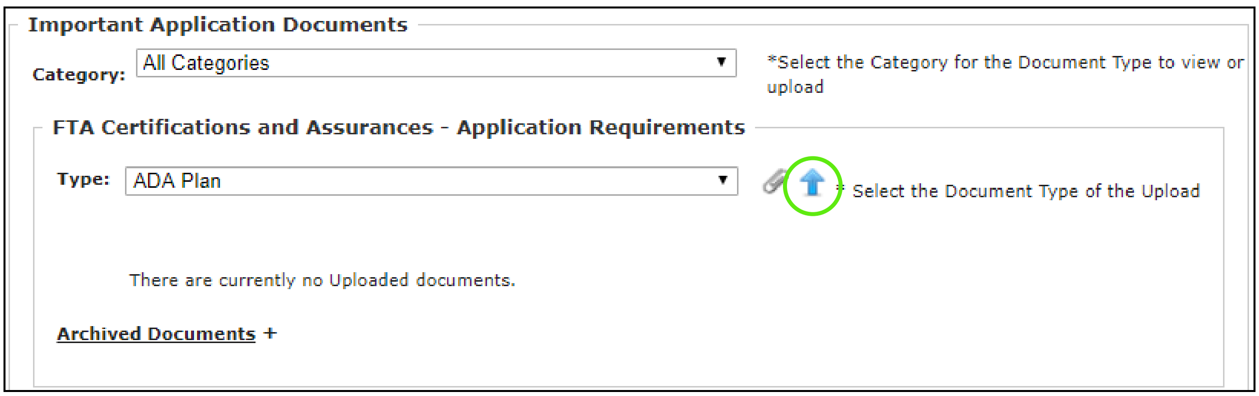
14) Select the **Category** and **Type** from the drop down lists



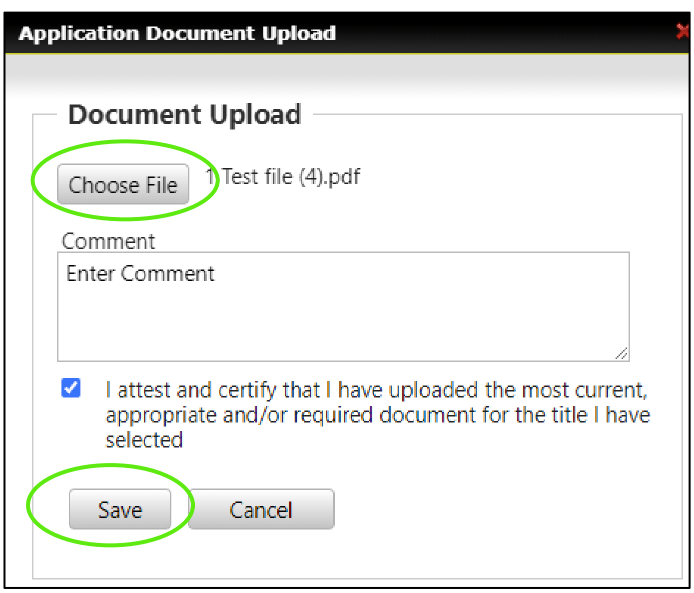
15) If there is a paperclip icon select it to download the provided document to view or edit



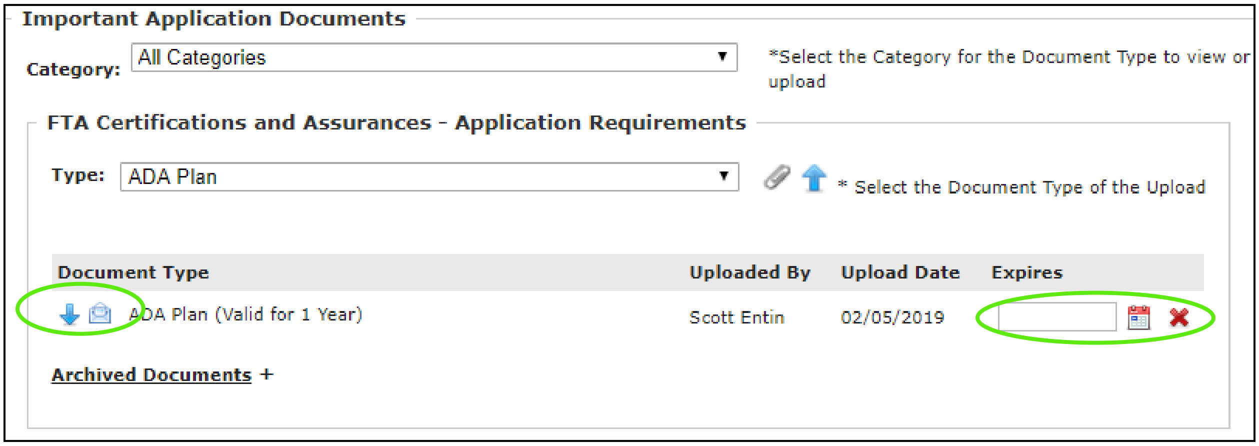
16) Select the Blue Arrow to upload a document into the system



17) Select **Choose File** to attach your document, enter any comments, click the checkbox to attest and certify the document, then select **Save**



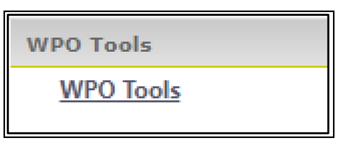
18) Enter an expiration date in the Expires column if applicable. Select the Blue Arrow to download the document. Select the Envelope to email the document. The Red X will delete the document.



19) Repeat steps to upload any Important Documents.

3.7 WPO Tools

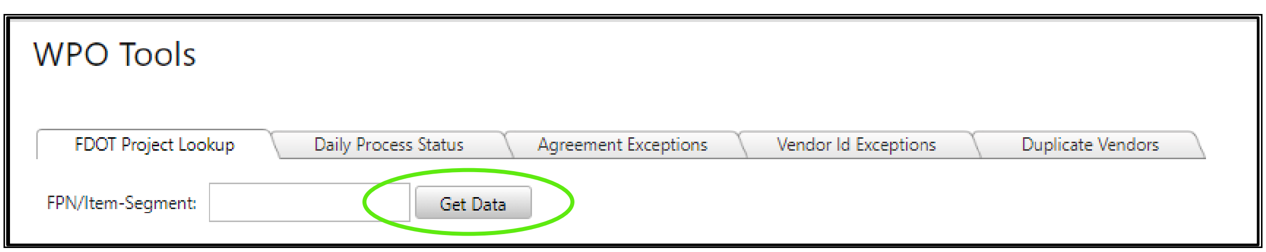
This section provides insight as to what information is being provided from the EDMS and contains data from the work program. It is used to check records for missing information when a record is not pulling in the FLGAP, where items are at in the process, exceptions, and duplicate records. It provides the work program data that will pull into the phases tab (executed dates, estimates, etc.).



3.7.1 Project Record Look Up

1) Select **WPO Tools**

2) Enter **FPN/Item-Segment** and select **Get Data**



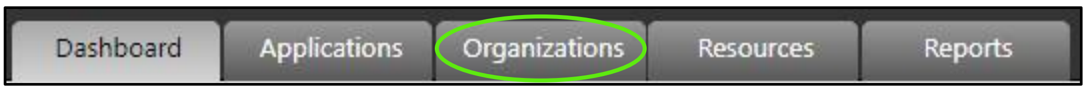
Section 4: Organization Management

The Organization section includes data about agencies, including addresses, contacts, key company information, users, and oversight details. Both Agency and State users have access to edit organizational information.

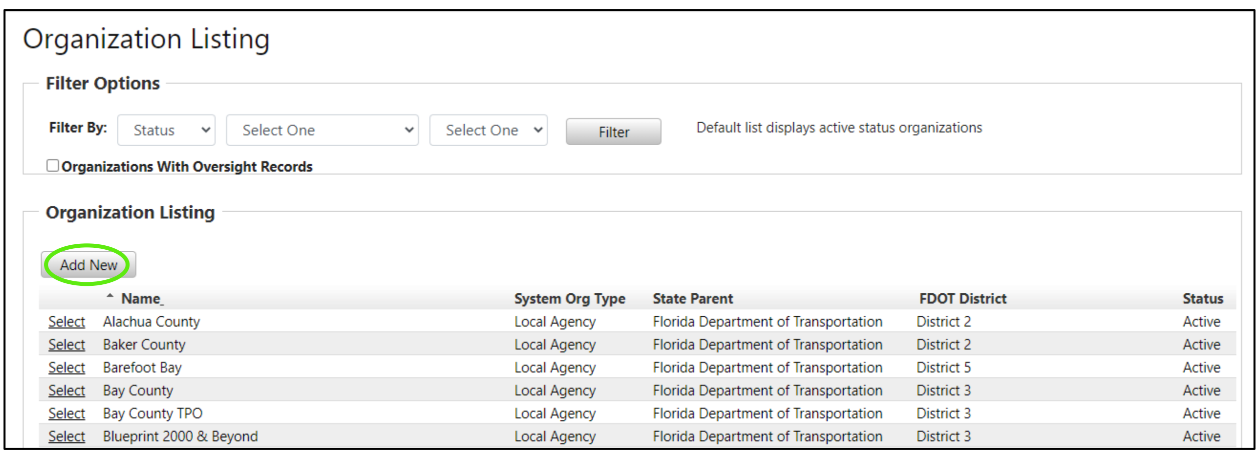
4.1 Adding A New Organization

Only State Users have access to add a new organization in the system.

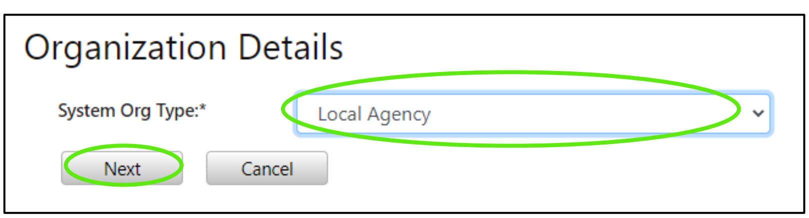
1) Select the **Organizations** tab



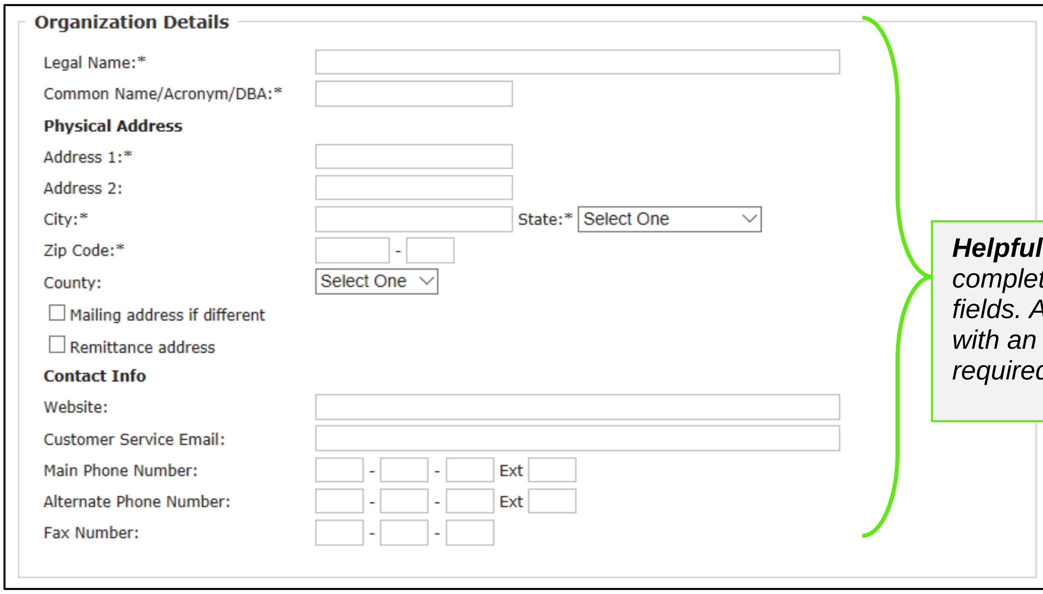
2) Select the **Add New** button



3) Select a System Organization Type, and then the **Next** button

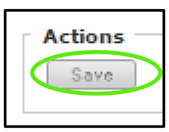


4) Enter information in the fields



Helpful Hint: *Be sure to complete all the appropriate fields. Any field marked with an asterisk is a required field.*

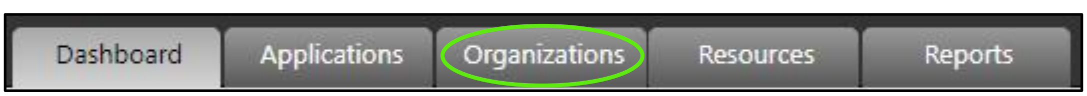
5) Select the **Save** button to ensure the information you entered is saved



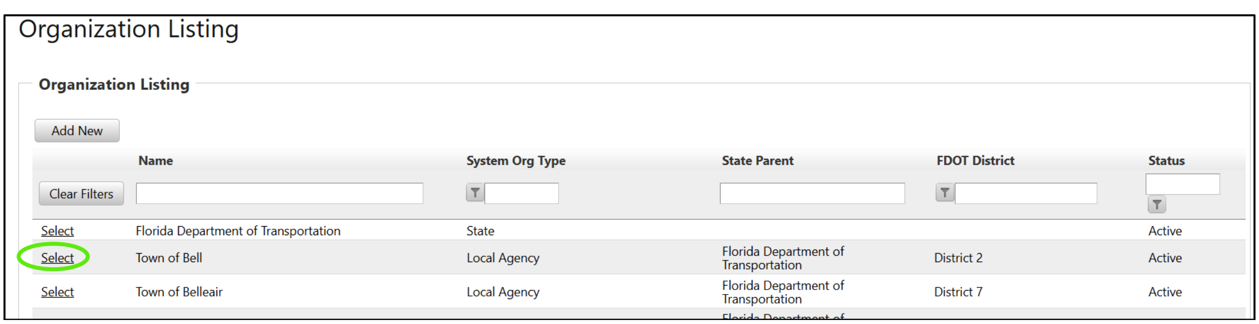
4.2 Editing Organization Details

State Users, District Users, and Agency Users can edit organizations. Agency Users will only have access to their own organization, District Users will have access to all organizations within their District, State Users will have access to all organizations.

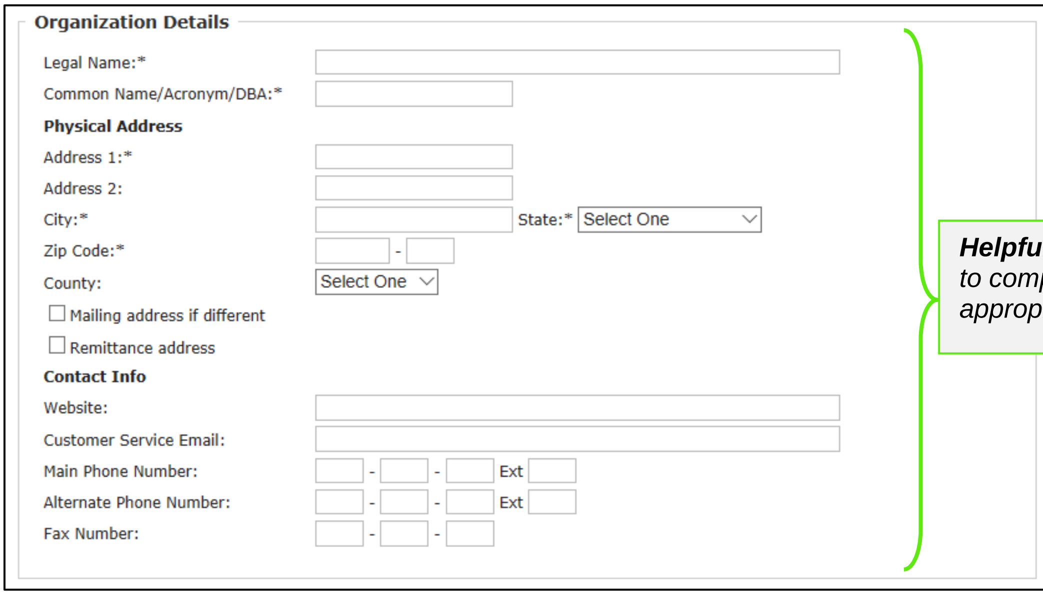
1) Select the **Organizations** tab



2) Select the organization record you would like to review/edit

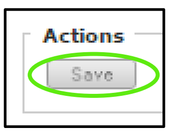


3) Edit the fields you would like to update



Helpful Hint: *Be sure to complete all the appropriate fields.*

4) Select the **Save** button to ensure the information you entered is saved

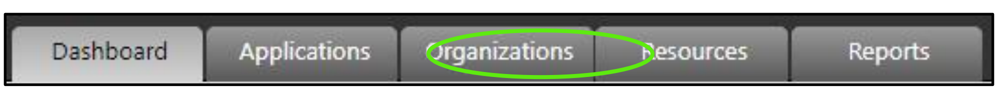


4.3 Contact Management

This section provides the opportunity for an agency to identify the individuals responsible for various tasks within the system. This is also the section State users will utilize to provide access to the system for new agency users.

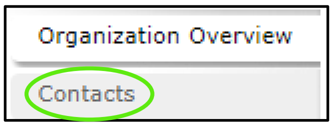
To view an agency's contacts

1) Select the **Organizations** tab



2) Select an **Organization**

3) Select the **Contacts** section

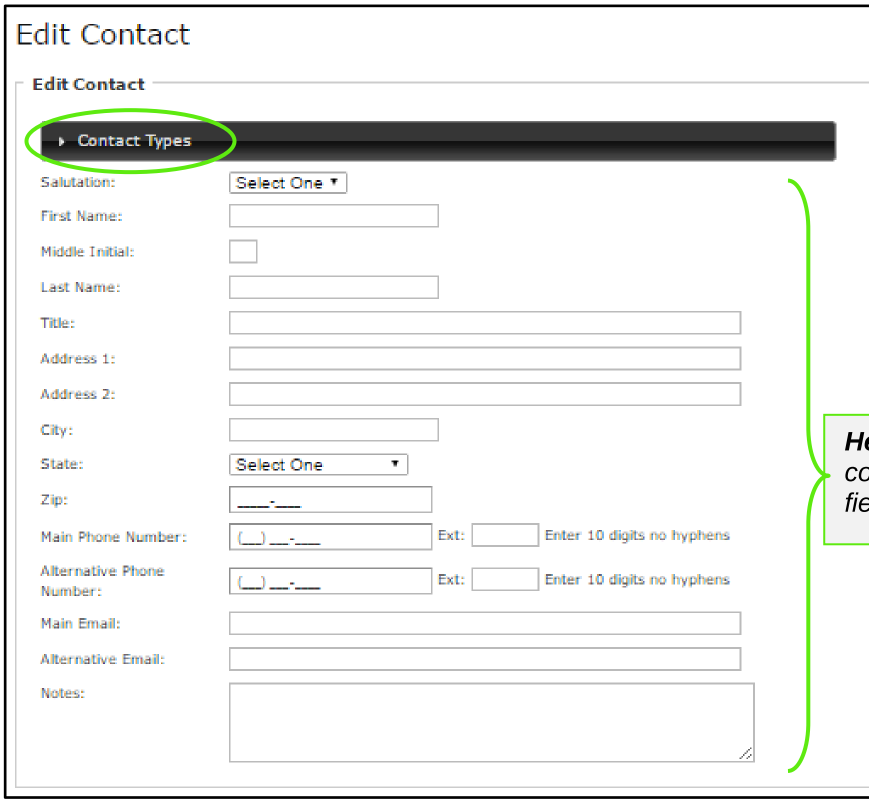


To add a new contact

1) Select the **Add New** button

2) On the resulting Contact Details page, complete all the applicable fields

- **Contact Type**
- **Name**
- **Title**
- **Address**
- **City, State, Zip**
- **Phone, Cell**,
- **Email**


Edit Contact

Edit Contact

Contact Types

Salutation: Select One

First Name:

Middle Initial:

Last Name:

Title:

Address 1:

Address 2:

City:

State: Select One

Zip:

Main Phone Number: Ext: Enter 10 digits no hyphens

Alternative Phone Number: Ext: Enter 10 digits no hyphens

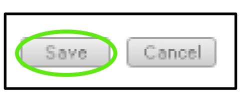
Main Email:

Alternative Email:

Notes:

Helpful Hint: *Be sure to complete all the appropriate fields.*

3) Select **Save**



To provide system access to a user

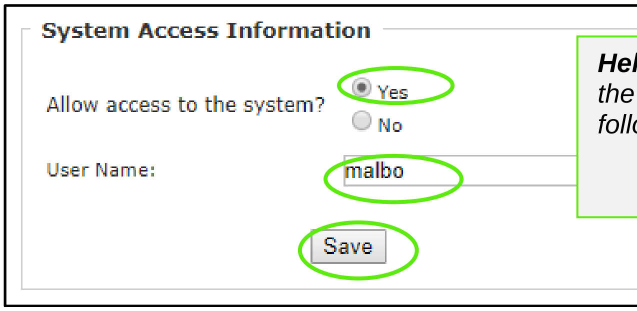
1) Select the user from the user list


Contact

Add New

FirstName	LastName	Title	Main Email	Main Phone	System Access
Maria	Albo		pilar@actioncc.org	(305) 545-9298	No

2) Select Yes to Allow access to the system and type in a username then select **Save**

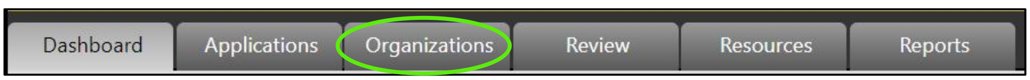


Helpful Hint: *Usernames should be the first initial of the first name followed by the last name.*

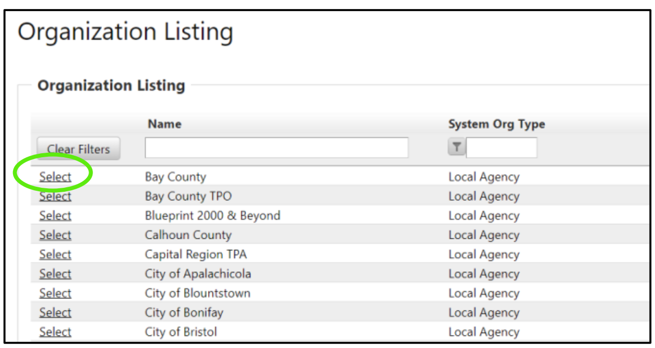
4.4 Required Documents

This section has been configured by Central Office with the different types of required documents that agencies need to provide to the state. This section works in conjunction with the Certification tab reviewed in the following section.

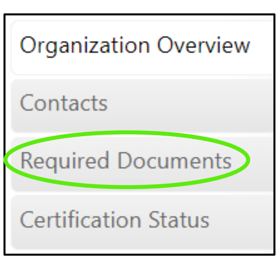
1) Select the **Organizations** tab



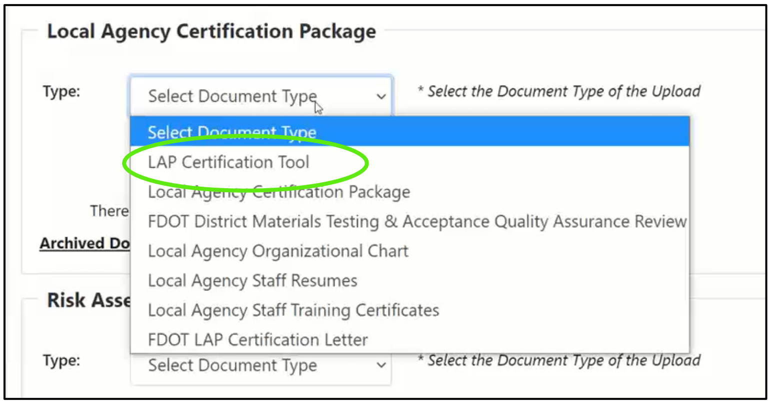
2) Select the Organization



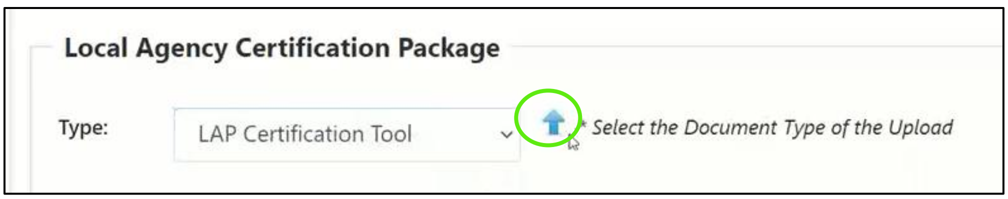
3) Select the **Required Documents** tab



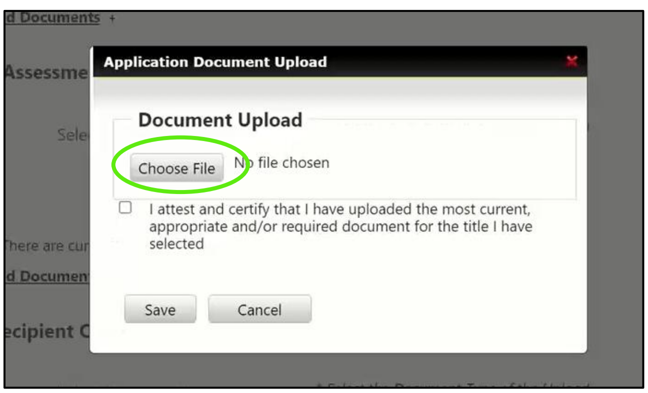
4) Select the Document Type



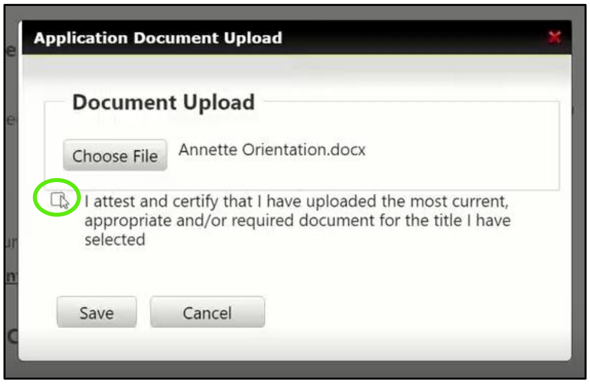
5) Select Upload



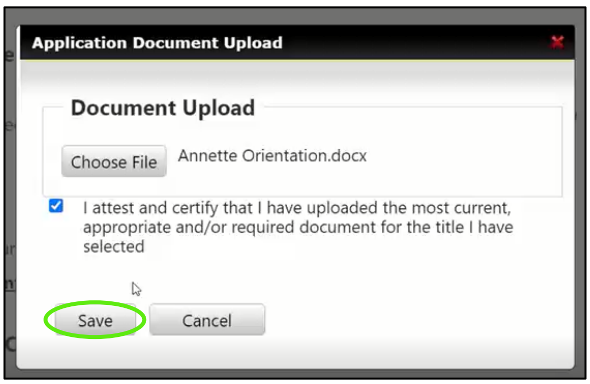
6) Select the document



7) Select the certify checkbox

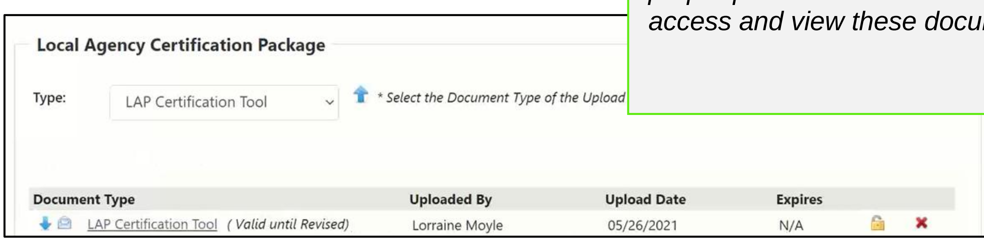


8) Select **Save**



9) The document is now saved

Helpful Hint: *Only users with the proper permissions will be able to access and view these documents.*

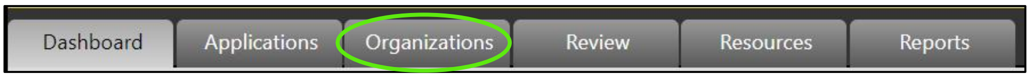


4.5 Certification Status

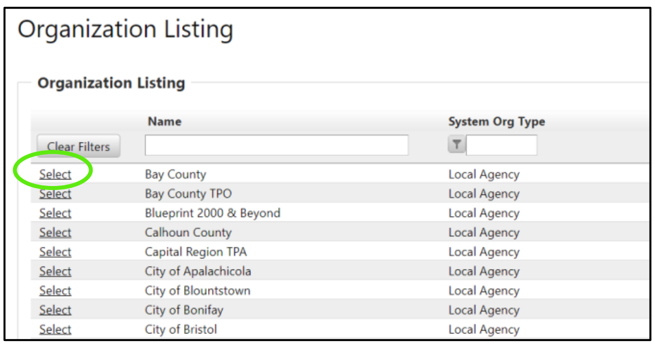
This section has been configured by Central Office with the different types of required documents and certifications that agencies need to provide to the state. This section works in conjunction with the above section.

4.5.1 Organization Assessment

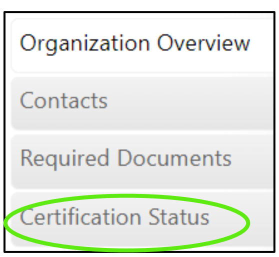
1) Select the **Organizations** tab



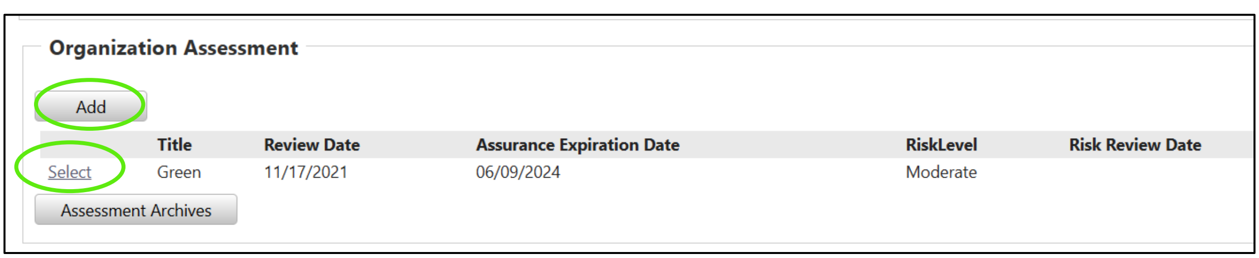
2) Select the Organization



3) Select **Certification Status**



4) Select **Add** to create a new record or press **Select** to modify an existing record

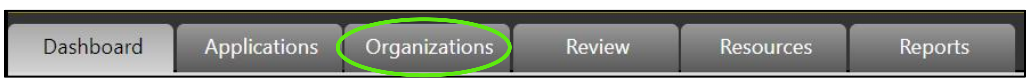


5) Complete the following fields for the SCAT Assessment, or Risk Assessment and select **Save**

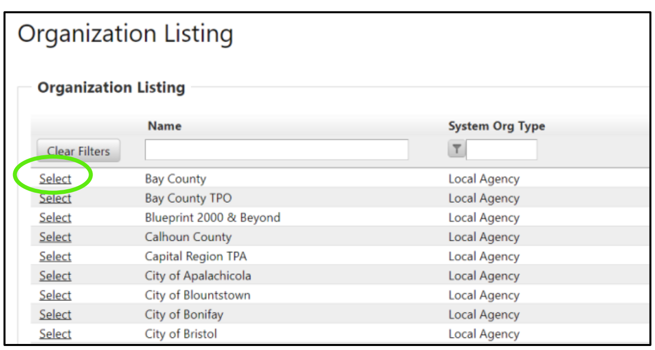
a. Review Date
b. Title VI:
c. Assurance Expiration Date
d. Risk Level
e. Date of Risk Assessment

4.5.2 Adding a Certification

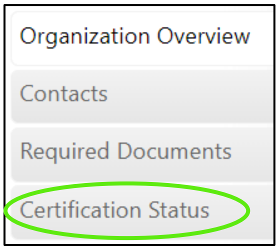
1) Select the **Organizations** tab



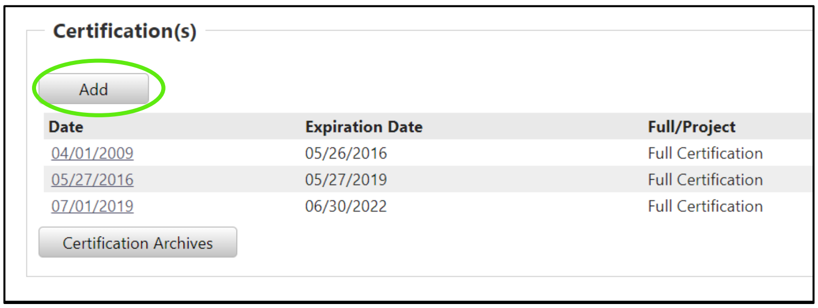
2) Select the Organization



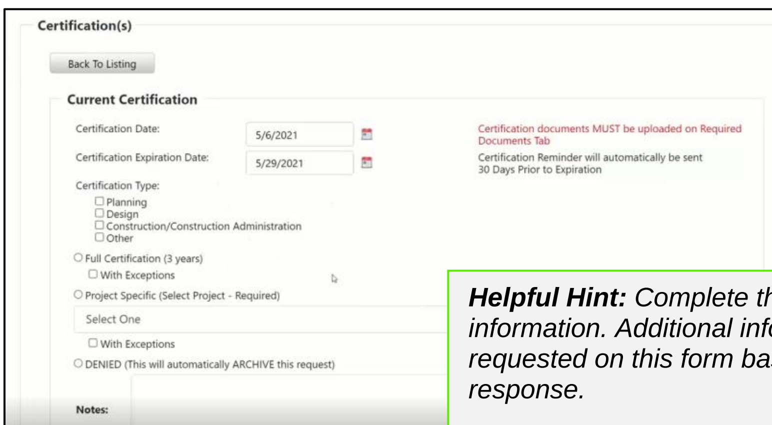
3) Select **Certification Status**



4) Select **Add**

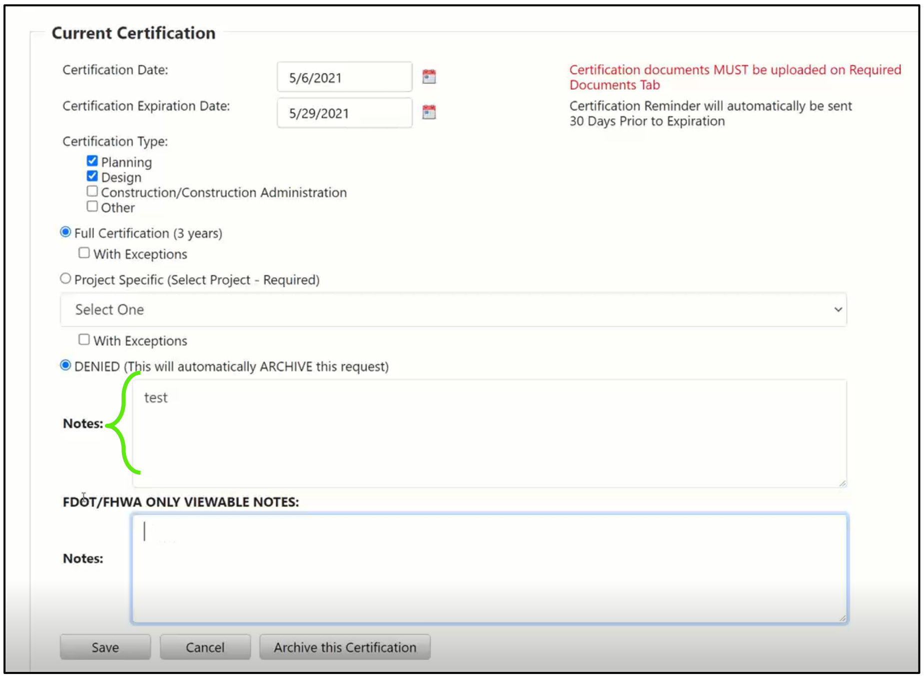


5) Select the Date

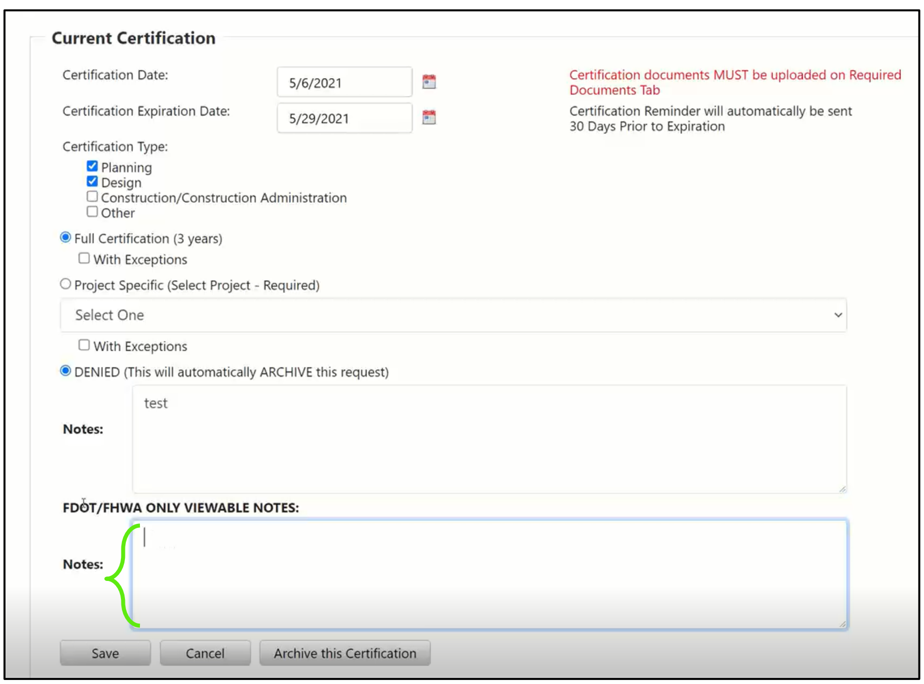


Helpful Hint: *Complete the following applicable information. Additional information may be requested on this form base on the prior response.*

6) Add Notes viewable by the agency



7) Add Notes only viewable by the FDOT/FHWA users



8) Select **Save**

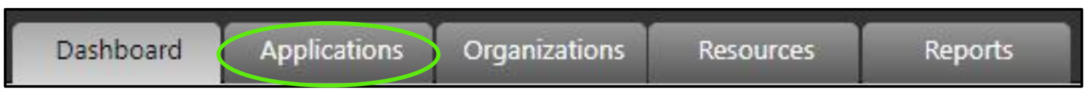
**Repeat for all the certifications. Be sure all the contacts needing to be notified at the agency are selected in the contact type.*

Section 5: Application Management

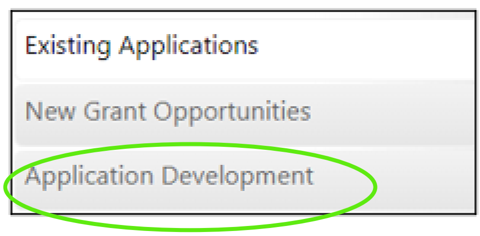
The Application section is a list of all agency applications and the location where the State User will create applications. Applications include application forms, attached projects, and a budget summary. Typically, Agency Users will add their own applications, but this is an area where State Users can also assist agencies and create applications if needed.

5.1 Application Development

1) Select the **Applications** tab



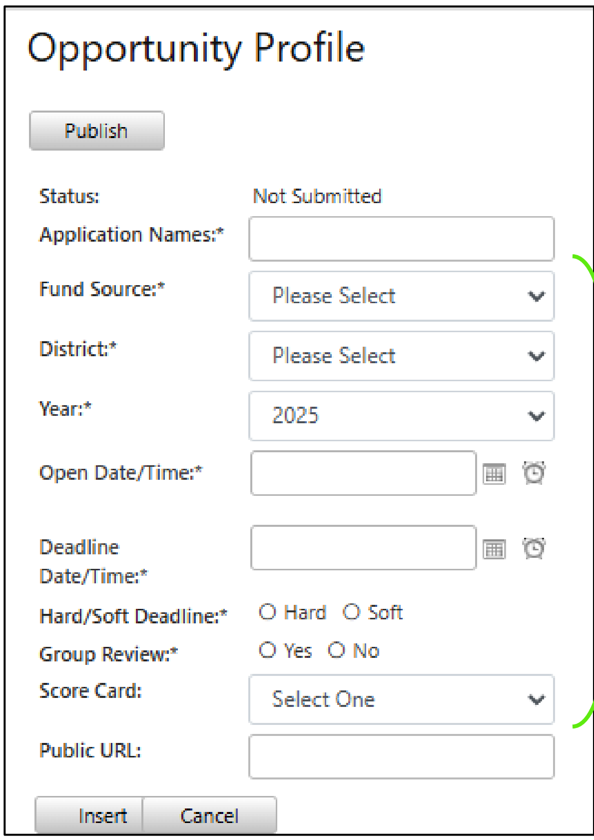
2) Select the **Application Development** sub-section



3) Select **Add New** button

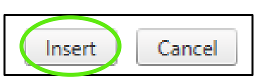
4) Complete all the Application Profile fields

- Application Name
- Year
- Open Date/Time
- Deadline Date/Time
- Hard/Soft Deadline
- Group Review
- Scorecard (If Applicable)
- Public URL

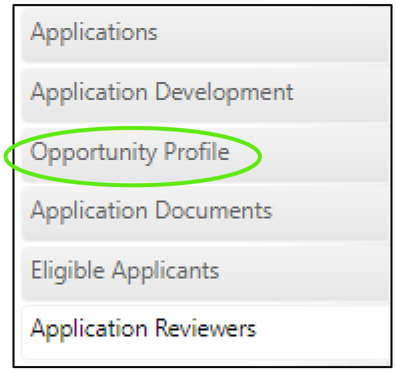


Helpful Hint: *If you select Hard deadline the application will close on the deadline date and time. If group review is needed, a scorecard must be selected.*

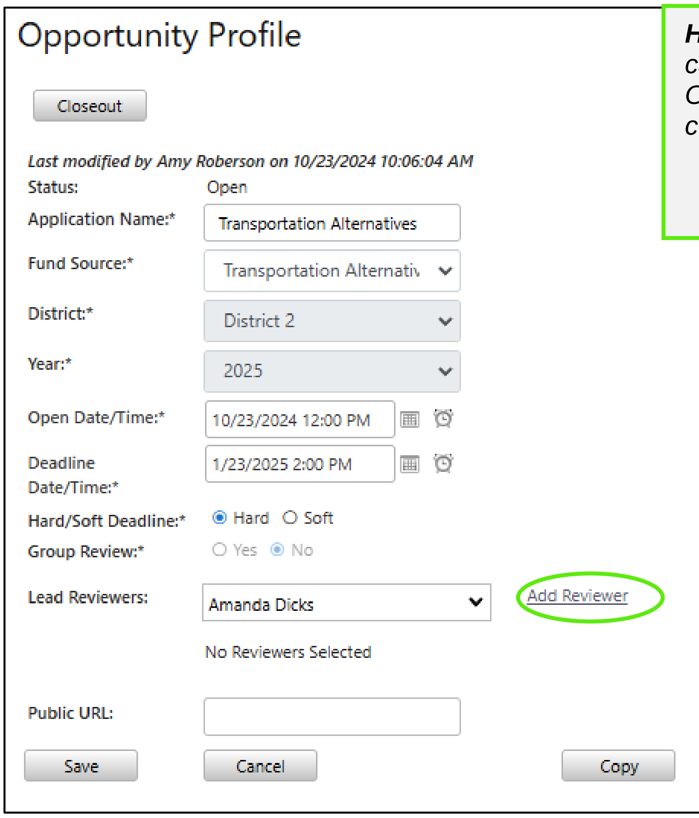
5) Select **Insert**



6) Select the **Opportunity Profile** sub-section

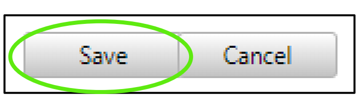


7) Select **Add New** in the Lead Reviewers section. Lead Reviewers are responsibility for doing the initial review on all applications to determine their completeness

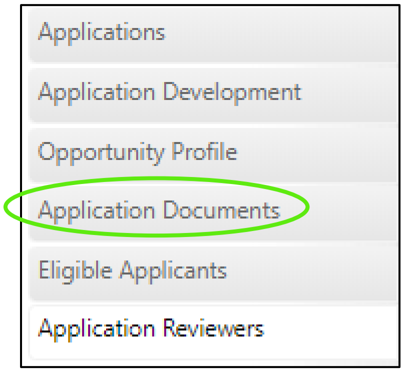


Helpful Hint: *Multiple lead reviewers can be added in this section but only ONE must review the application for completeness.*

8) Select **Save**

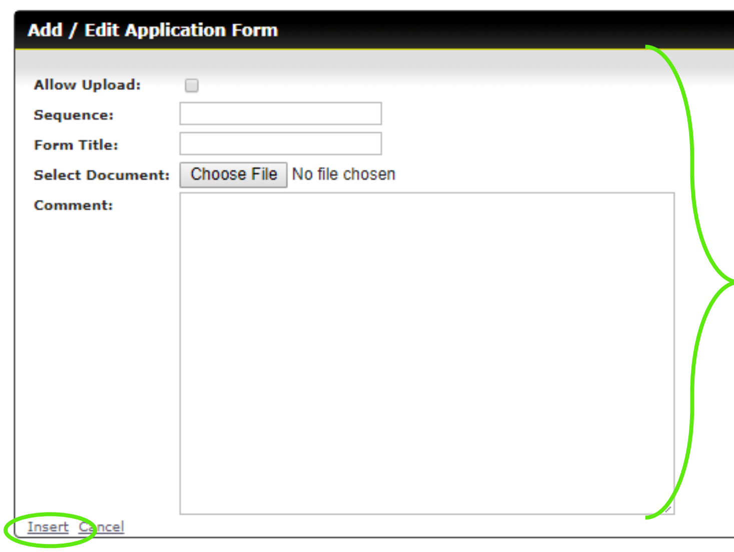


9) Select the **Application Documents** sub-section



10) Select **Add New**

11) Enter applicable information and then select Insert



Allow Upload: *Select this if a document can be uploaded in this space.*

Required: *Select this if a document upload is required.*

Post Submittal: *Select this if users should be able to upload documents after application submission.*

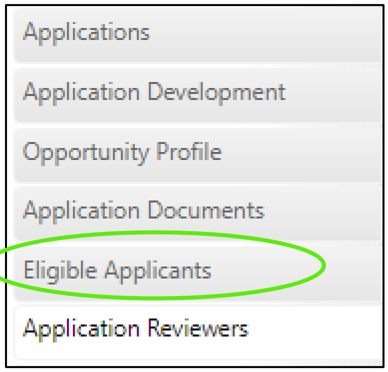
Sequence: *This should be a number that indicates where in the list of forms this document should be.*

Form Title: *This is the name of the document.*

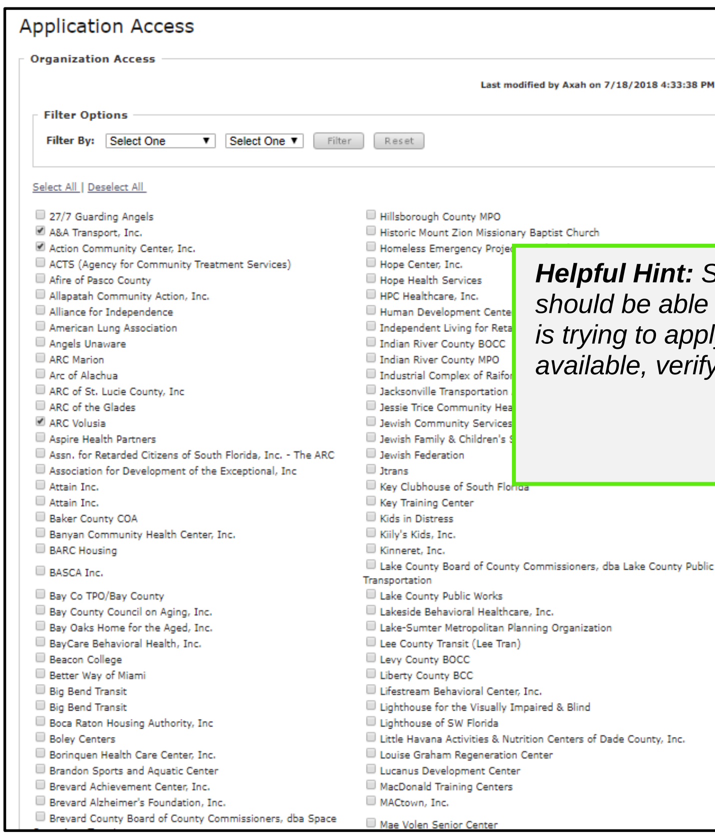
Select Document: *Select browse and find the document associated with the form title (not required).*

**Continue this process as many times as needed, there is no limit to the number of application forms*

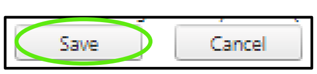
12) Select the **Eligible Applicants** sub-section



13) Select all organizations that are eligible to apply and then select **Save**

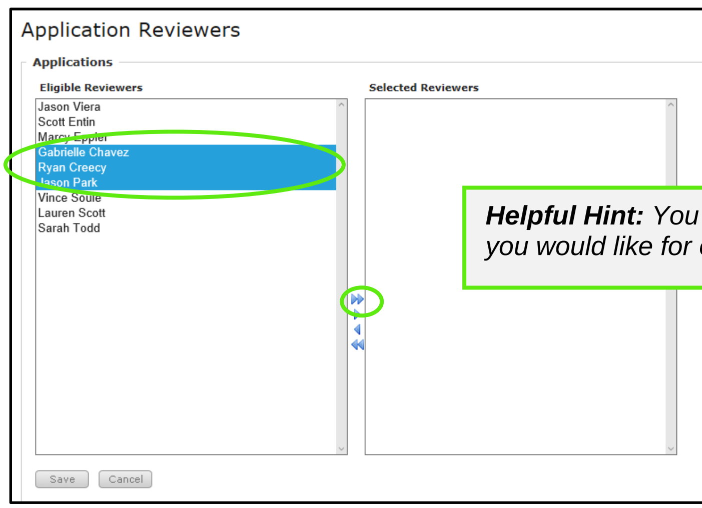


Helpful Hint: *Select the box next to any organization that should be able to apply for an application. If an organization is trying to apply and stating that there are no applications available, verify that they are selected on this page.*

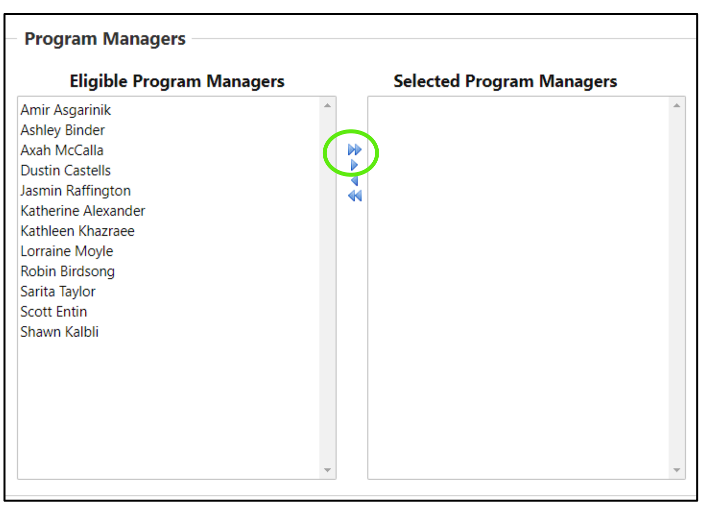


14) Select the **Application Reviewers** sub-section

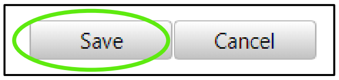
15) Select an eligible reviewer's name, select the blue arrow pointing right and select **Save.** All Reviewers assigned in the Reviewers section MUST complete their reviews for the application to move forward (ex. If 5 reviewers are assigned here, all 5 must complete their step in the group review for the application to move forward). All Program Managers assigned here will be able to assign dollars in the final step of the application review on the Management Review tab.



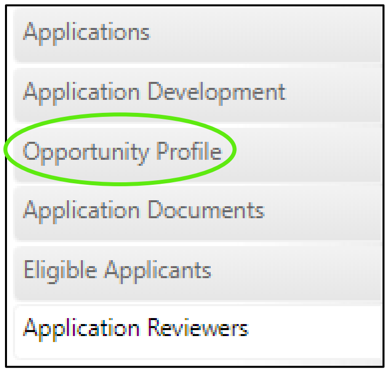
Helpful Hint: *You can add as many selected reviewers as you would like for each application.*



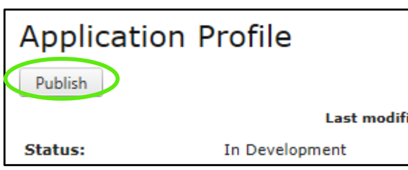
16) Select **Save**



17) Select **Opportunity Profile**



18) Select the **Publish** button

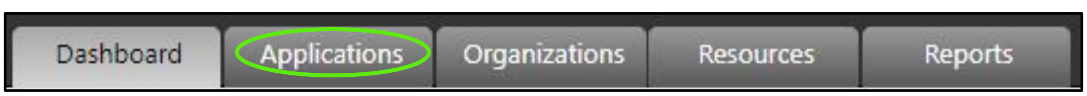


Helpful Hint: *Once you publish an application and it is past the open date, it is available for Agency Users to begin applying until the deadline date.*

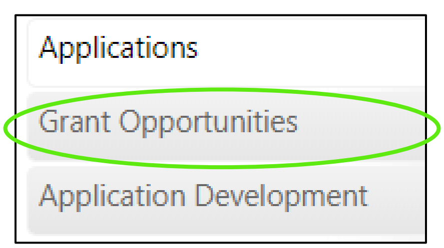
5.2 Creating and Completing an Application

Creating and completing an application is typically completed by an Agency User but as a State User you can assist in creating an application for an organization.

1) Select the **Applications** tab

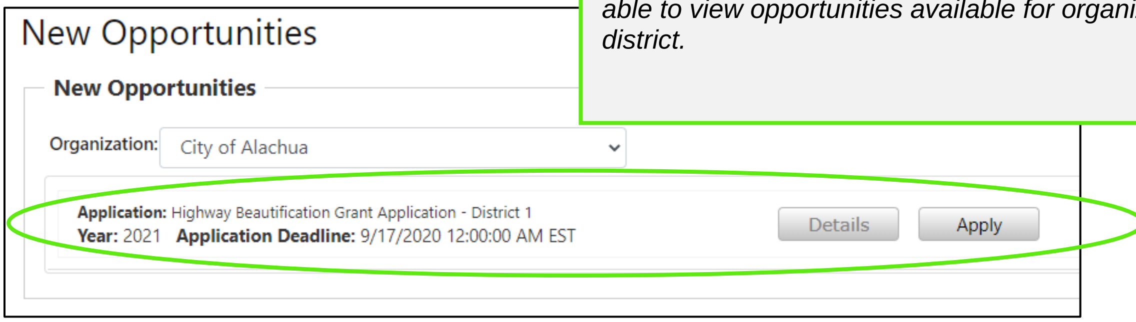


2) Select **Grant Opportunities**



3) Select an **Organization**

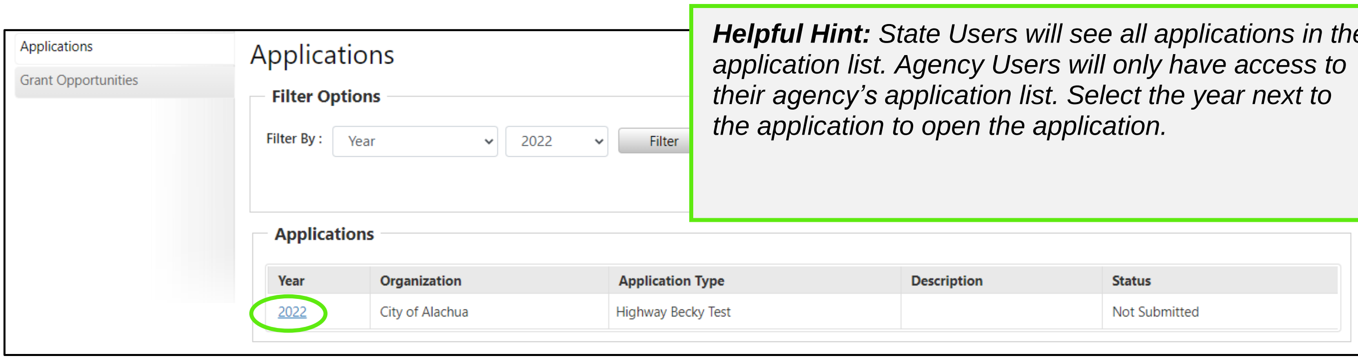
Helpful Hint: Agency Users *will only be able to view the opportunities for their organization.* ***District Users*** *will only be able to view opportunities available for organizations in their district.*



4) Then select the **Apply** button

5) The application you created will then be available in the Application list

Helpful Hint: *State Users will see all applications in the application list. Agency Users will only have access to their agency's application list. Select the year next to the application to open the application.*



The following steps are completed by Agency Users.

There are two sections of the application that must be completed before an application can be submitted

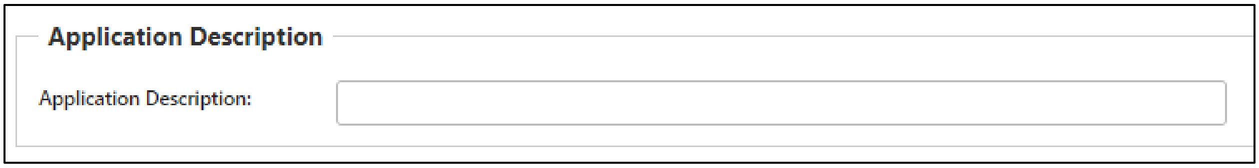
1) **Applications Forms** section (all must be green or blue, indicating completion)

2) **Project Budget section** (all dollars must be entered)

The submit button is **not active** until both steps are completed.

To complete the **Application Forms**

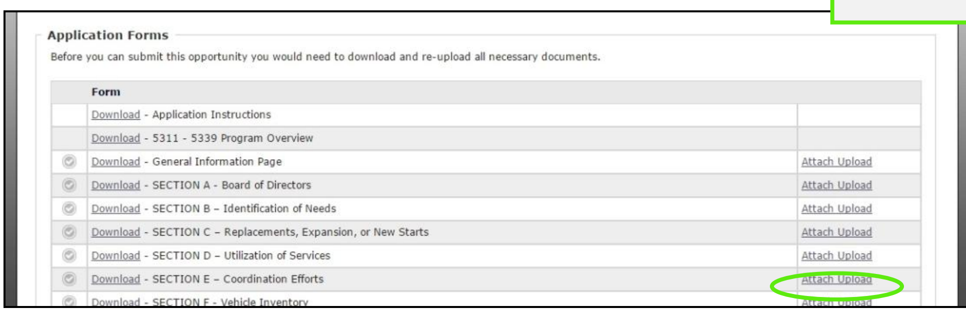
a) Enter **Application Description**



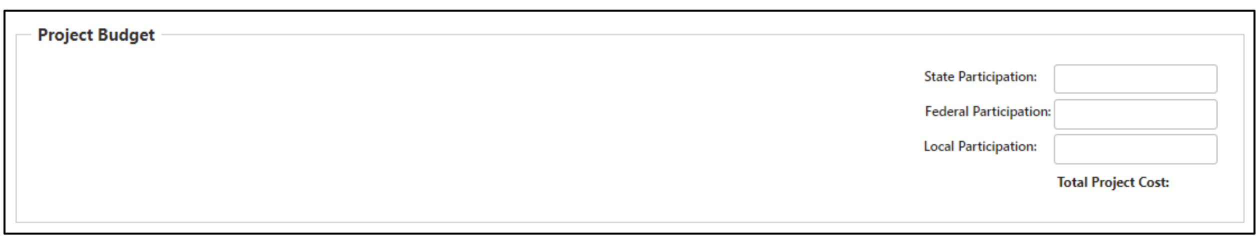
b) Select **Attach Upload** next to the first required document and complete upload process

Helpful Hint: *All forms that you added to the Application forms section will be available in this section for both download and upload.*

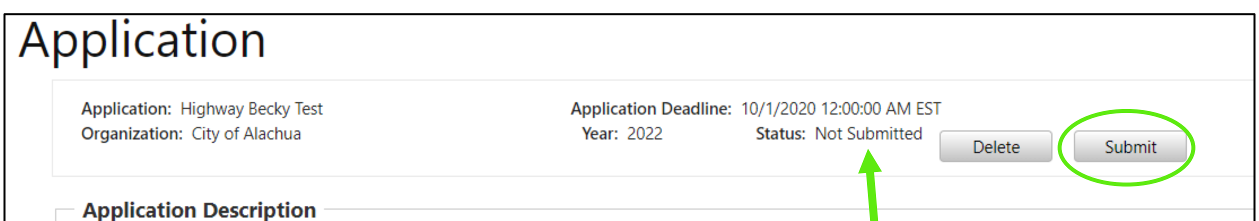
Helpful Hint: *Upon selecting save the Attach Form box will close and the line will now say Re-Upload, for required documents the check will change from grey to green*



c) Complete the **Project Budget**



d) Once both sections are complete, the **Submit** button must be selected



Helpful Hint: *The status section of the application will indicate to Agency and State Users where the application is in the process.*

Section 6: Review Process

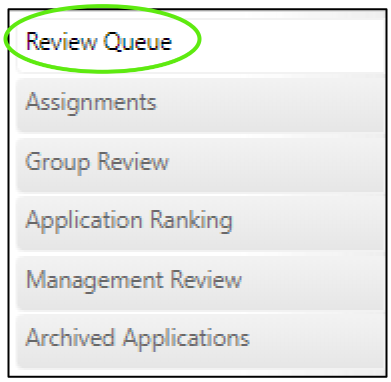
The review process has multiple steps, and each is completed by a State or District User.

6.1 Completeness Review

The completeness review is completed by the Lead Reviewer

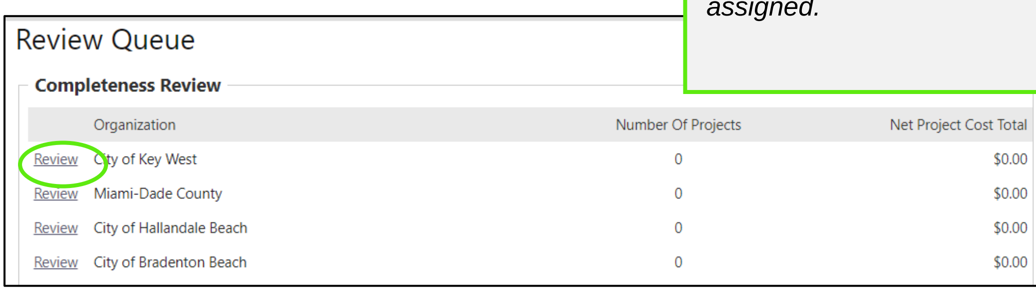
1) Select the **Review** tab

2) Select **Review Queue**



3) Select the **Review** link

Helpful Hint: *Each Lead Reviewer will only have access to the submitted applications to which they are assigned.*

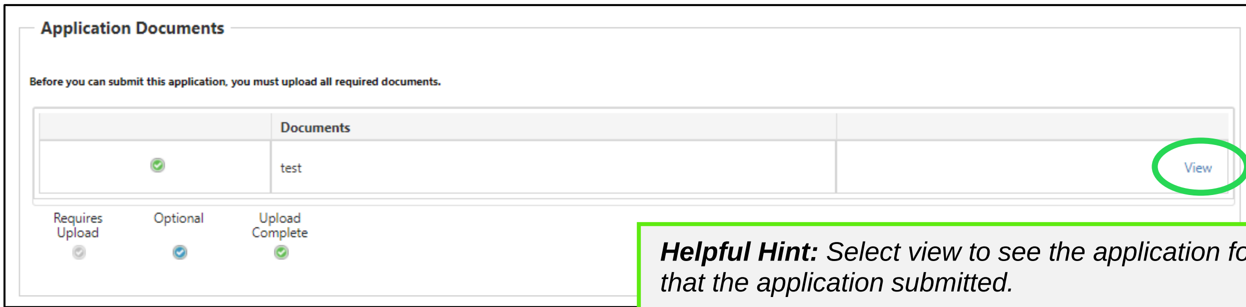


Review Queue

Completeness Review

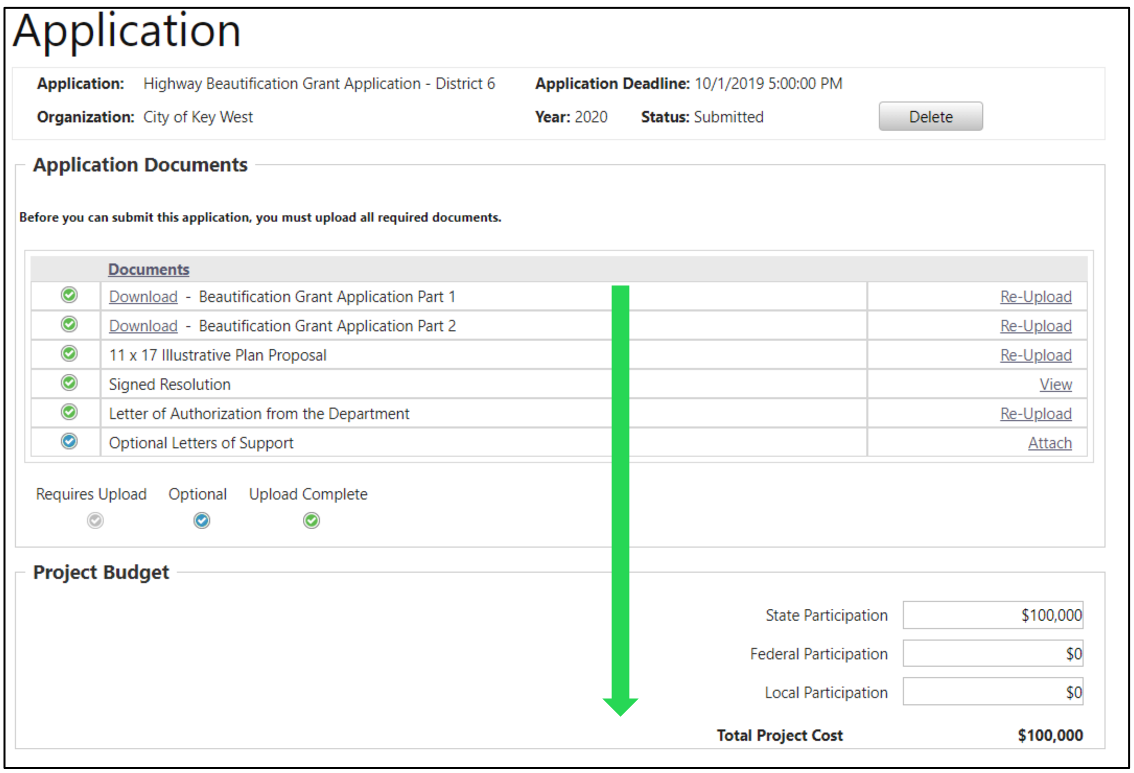
	Organization	Number Of Projects	Net Project Cost Total
Review	City of Key West	0	$0.00
Review	Miami-Dade County	0	$0.00
Review	City of Hallandale Beach	0	$0.00
Review	City of Bradenton Beach	0	$0.00

4) To view the Application Forms, select **Download**



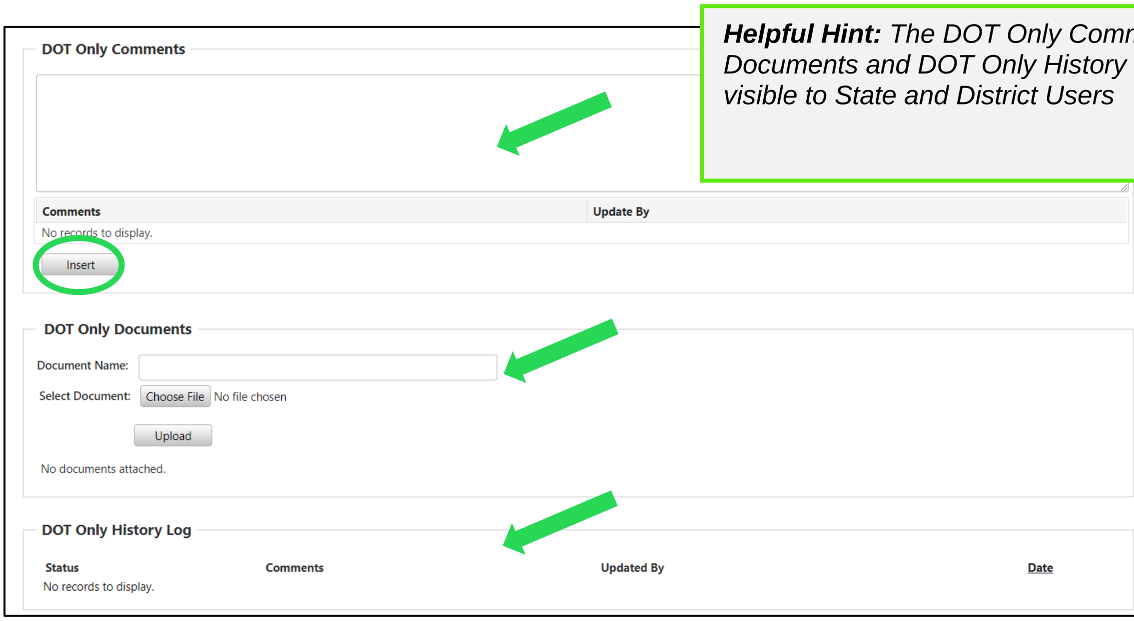
Helpful Hint: *Select view to see the application forms that the application submitted.*

5) Finish Reviewing and scroll down

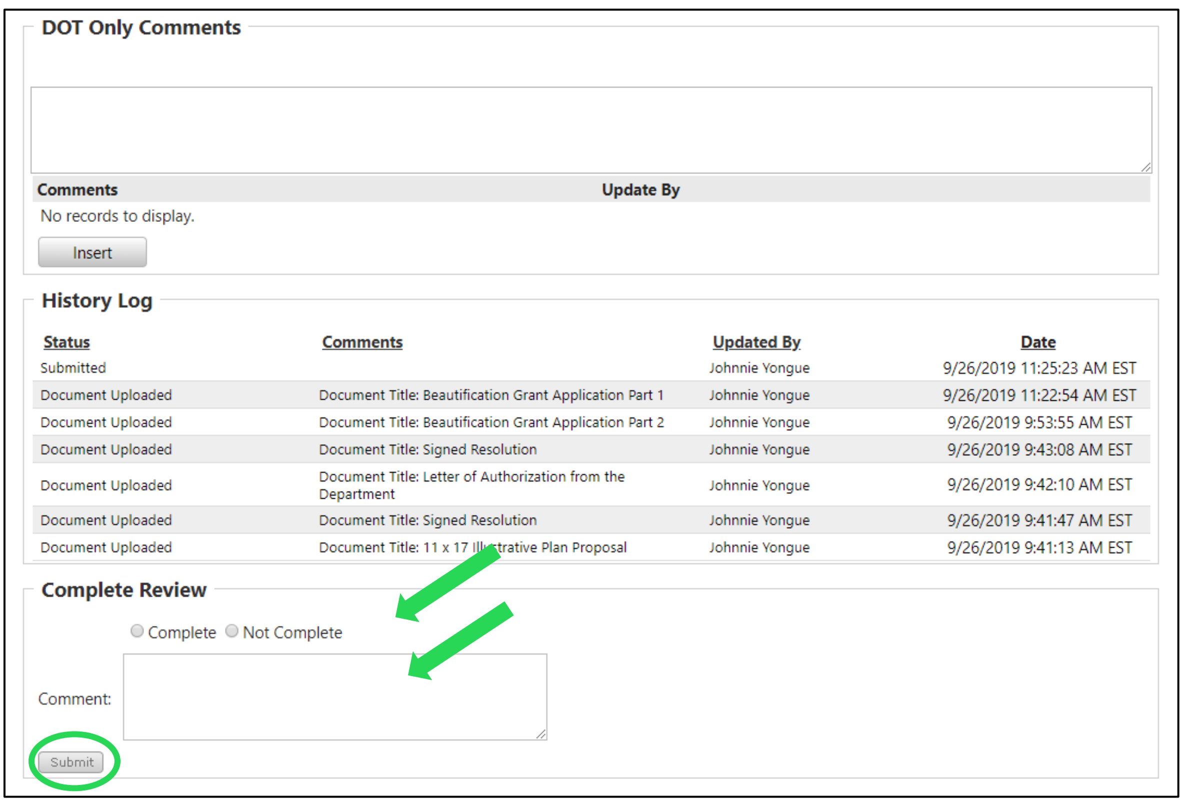


6) Add DOT Only Comments and select **Insert**

Helpful Hint: *The DOT Only Comments, DOT Only Documents and DOT Only History Log will only be visible to State and District Users*



7) Mark the Application as Complete or Not Complete then select **Submit**

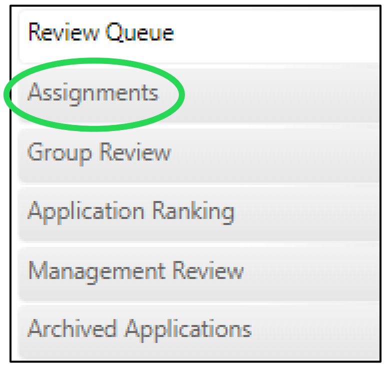


If **Not Complete is selected enter comments regarding the additional information the agency needs to provide and instruct them to resubmit their application. Once resubmitted it will reappear in your Review Queue.*

6.2 Assignment

The Assignment is completed by the Lead Reviewer after the Completeness Review to assign those that need to complete the Group Review:

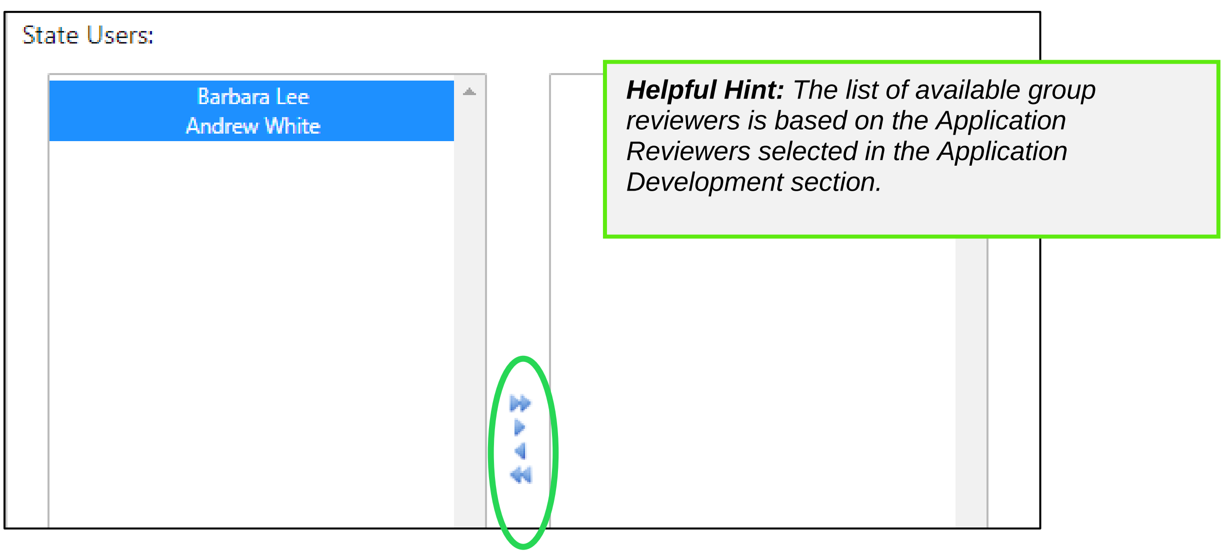
1) Select **Assignments**



2) Select **No Assignment**

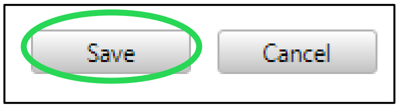
Organization	Application	Description	Year	Status
Calhoun County	Safe Routes to Schools-District 3	Altha Park Sidewalk	2019	No Assignment

3) Select the name of the people that need to be included in the Group Review and use the arrows to move the names over. All reviewers selected here will be required to complete their review before the application moves to the next step.



Helpful Hint: *The list of available group reviewers is based on the Application Reviewers selected in the Application Development section.*

4) Select **Save**



***The application will now be displayed in the Group Review tab for those the application has been assigned to.*

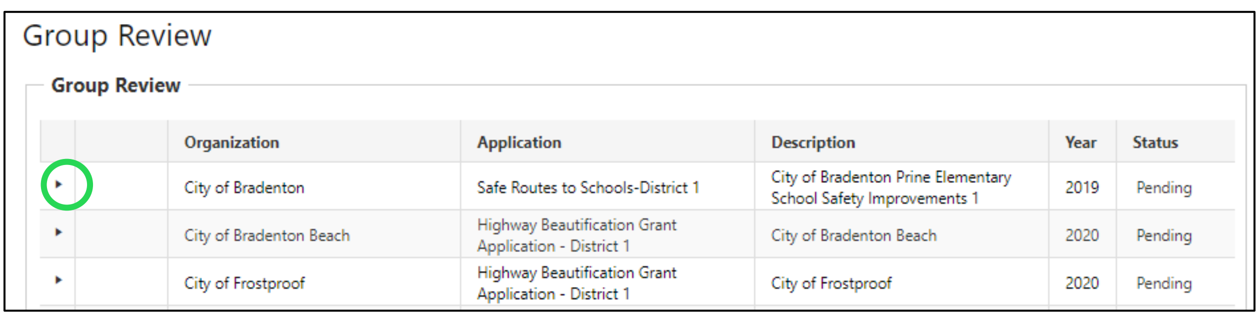
6.3 Group Review

The Group Review is the selection where the group reviewers complete their review including the scorecard if one has been assigned. This is also where the lead reviewer can view the status of the group reviewer's review. If No group review was selected on the Application Development tab it will skip this step.

6.3.1 Group Review as the Lead Reviewer

1) Select **Group Review**

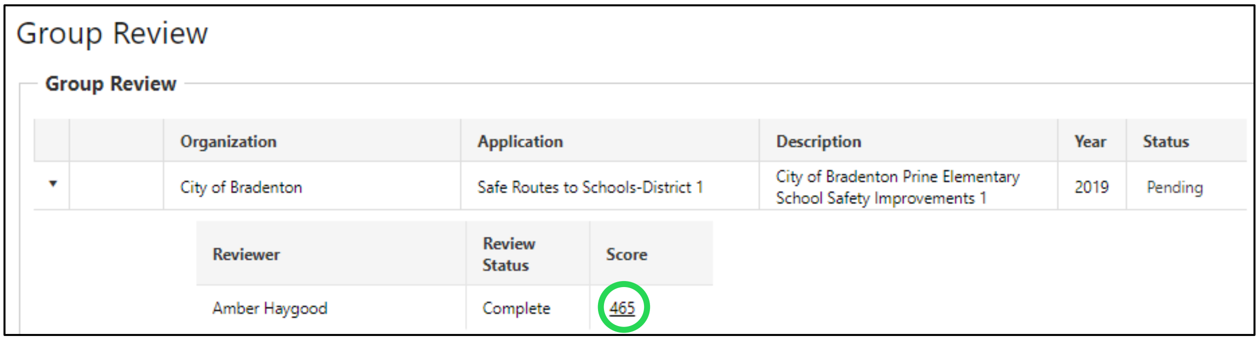
2) Select the **arrow**


Group Review

Group Review

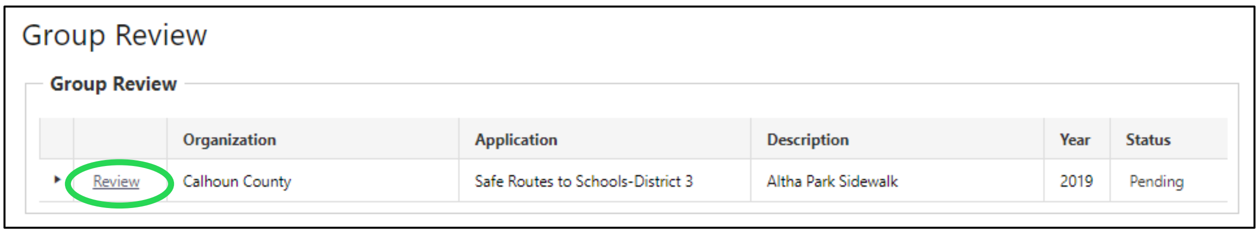
		Organization	Application	Description	Year	Status
▸		City of Bradenton	Safe Routes to Schools-District 1	City of Bradenton Prine Elementary School Safety Improvements 1	2019	Pending
▸		City of Bradenton Beach	Highway Beautification Grant Application - District 1	City of Bradenton Beach	2020	Pending
▸		City of Frostproof	Highway Beautification Grant Application - District 1	City of Frostproof	2020	Pending

3) Select the **score** to see the details

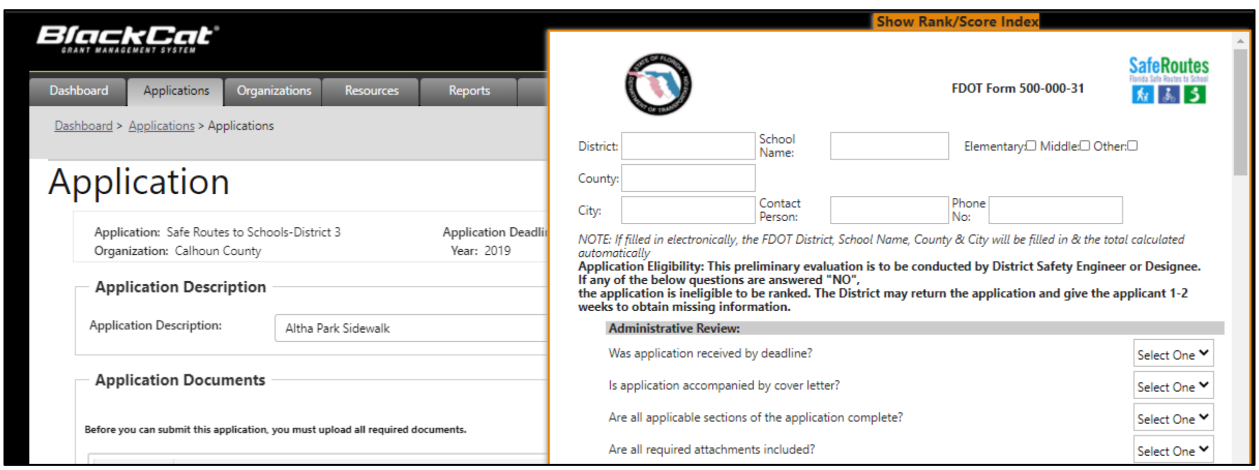


6.3.2 How to Complete the Group Review

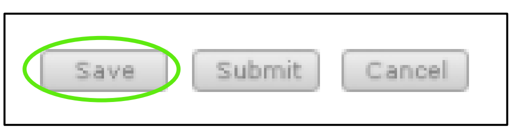
1) Select **Review**



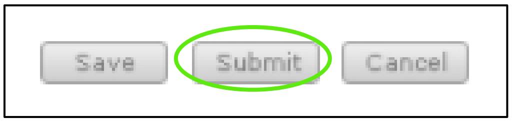
2) Complete the **Scorecard**



3) Select **Save,** this will allow you to come back and edit as needed



4) Select **Submit,** this will finalize your score, and it will be removed from your queue

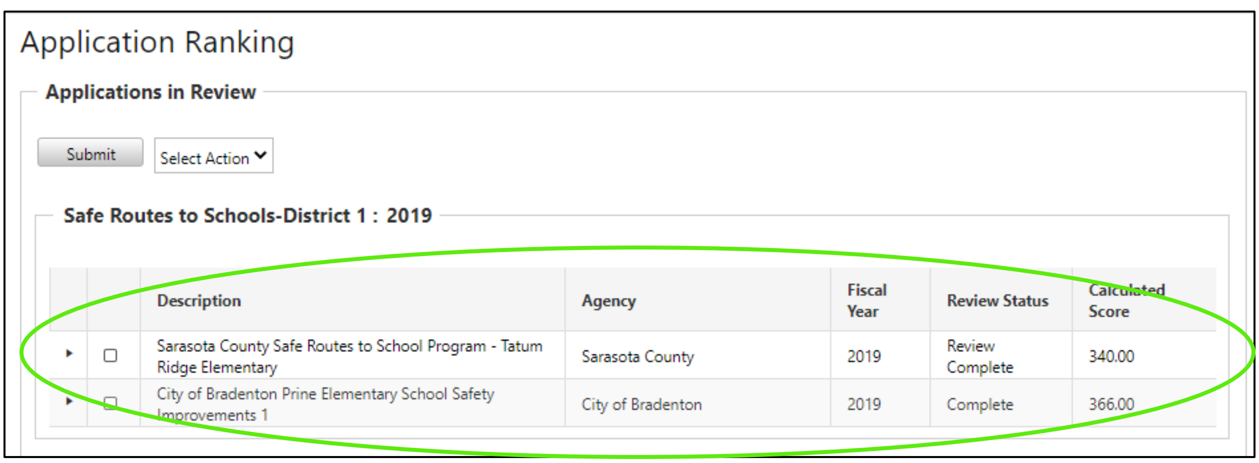


6.4 Application Ranking

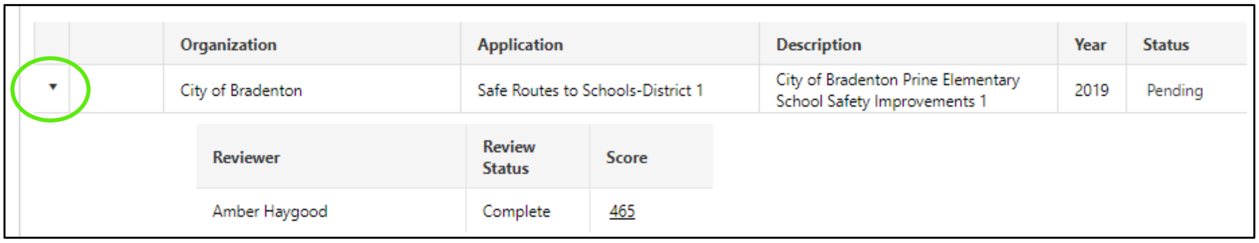
The application ranking that allows the scores to be reviewed against other applications and rank their priority.

1) Select the **Application Ranking** tab

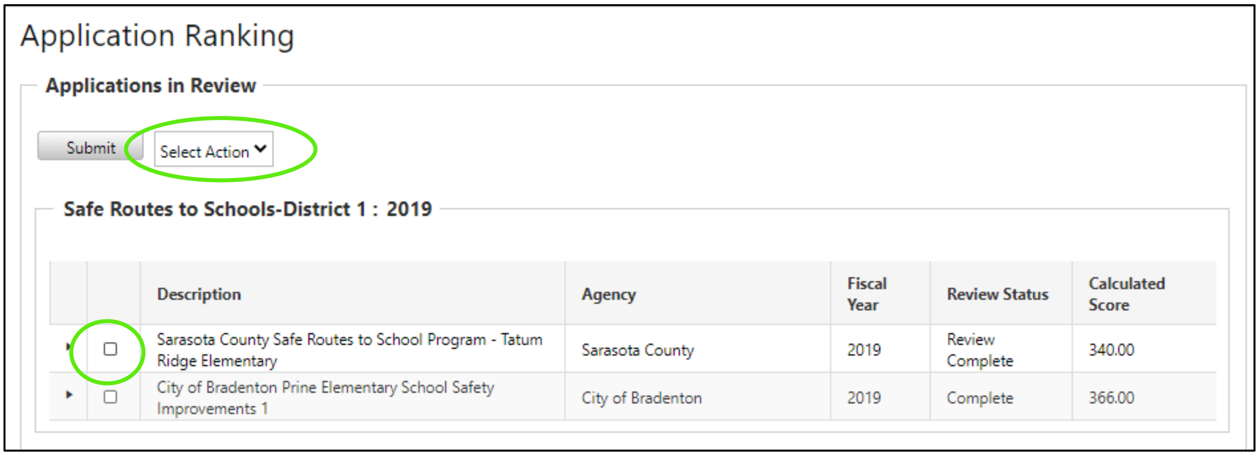
2) Review and drag and drop in the desired ranking



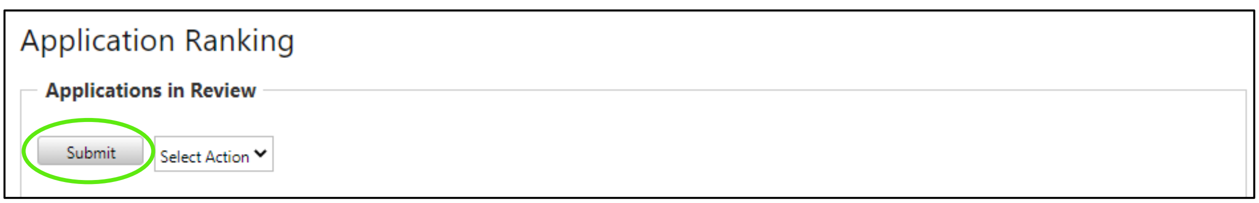
3) Select the arrow to view Scores



4) Select the check and the action



5) Select **Submit**

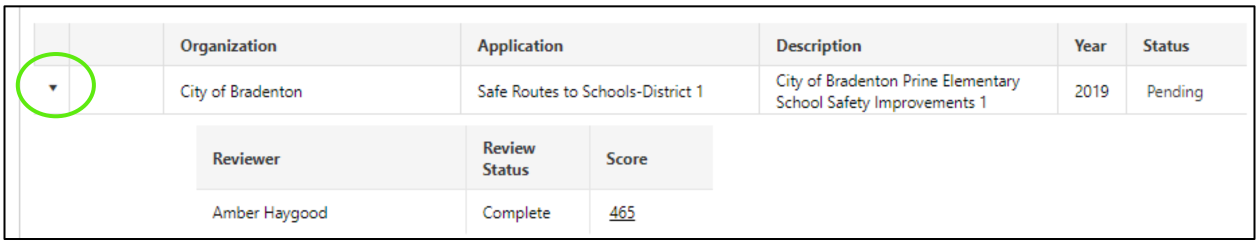


6.5 Management Review

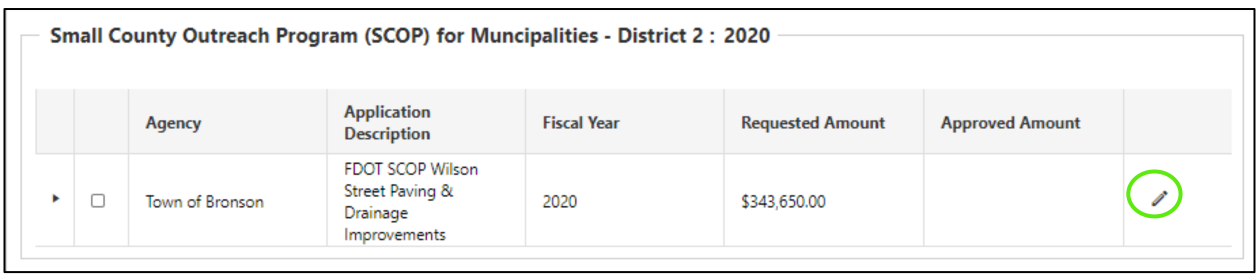
The management review section is where the Program Manager assigns the fund to the project on the application.

1) Select **Management Review**

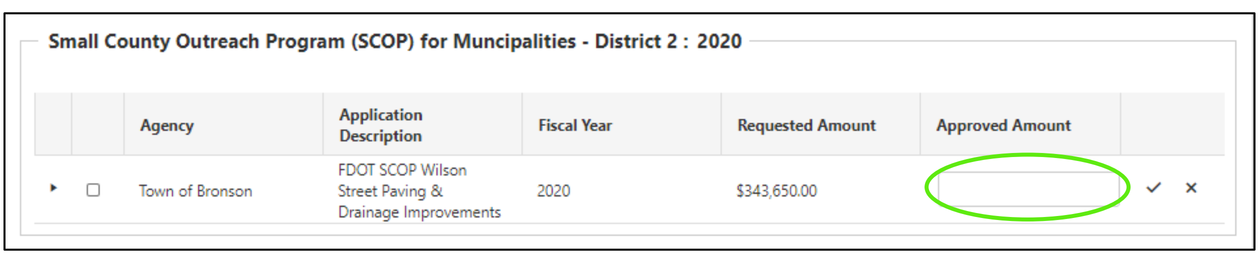
2) Select the arrow to view Scores



3) Select the **Pencil**

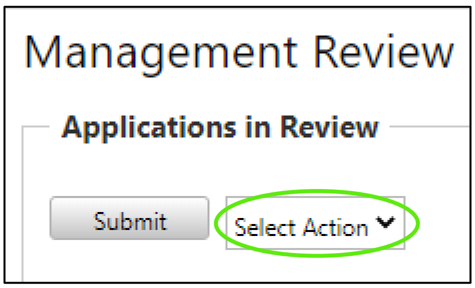


4) Enter the dollar amount

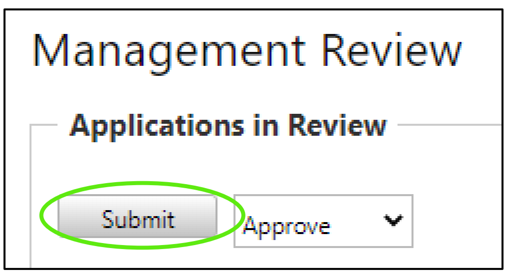


5) Select the **check mark**

6) Select the **Action**



7) Select **Submit**



6.6 Archived Applications

The archived applications section is where all applications that have completed the review process can be found.

1) Select **Archived Applications**

Section 7: Agreements

In this section the user will see agreements for their organization or that need to be tied to their district. For the agreements to display properly in the system they must be tied to the organization's project and tagged in PSEE.

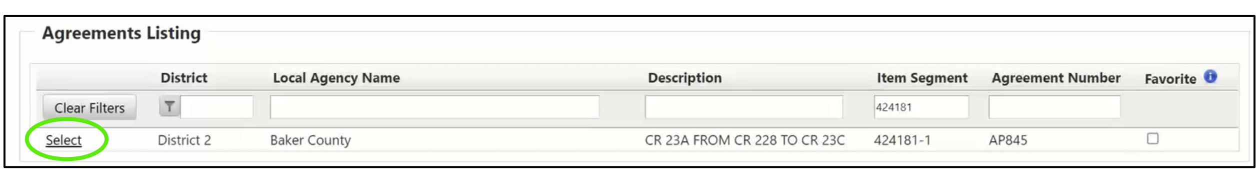
The Following Items may be found on the agreements tab:

- Tracking
- Documents
- Phase
- Invoices
- Drawdowns
- Associated Applications
- FDOT Notes

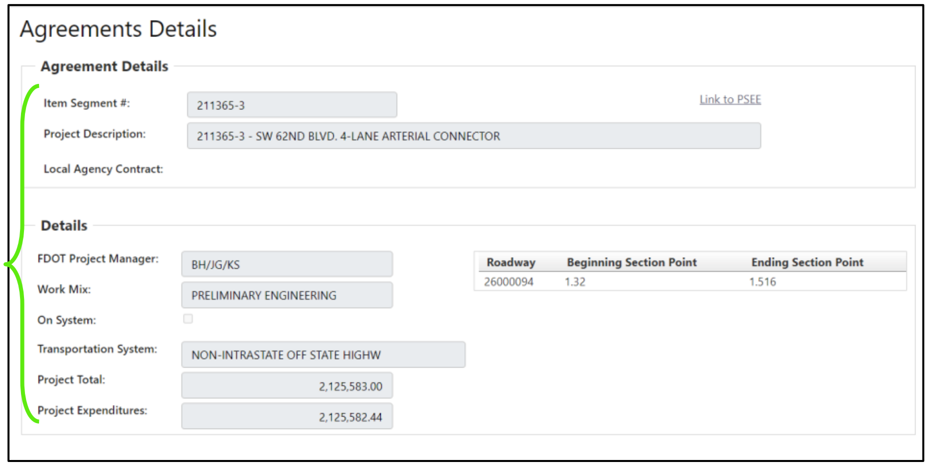
7.1 Accessing Agreement Details

1) Select the **Agreements** tab

2) Select the Agreement

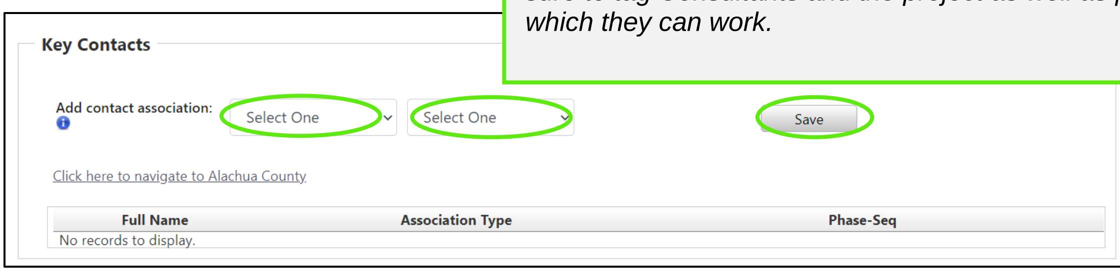


3) Agreement Details will display, the top two sections pull in information and are not editable



4) Scroll down to add Key Contacts

Helpful Hint: *These listed are populated from the contacts in the organization based upon the contact type selected. Be sure to tag Consultants and the project as well as phase on which they can work.*



5) Add notes for the Agency

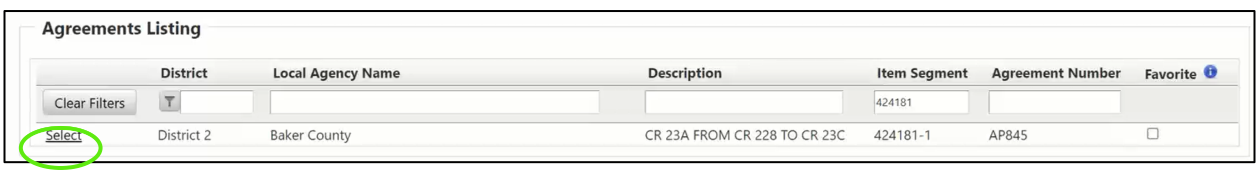
6) Add notes for FDOT/FHWA

7.2 Tracking

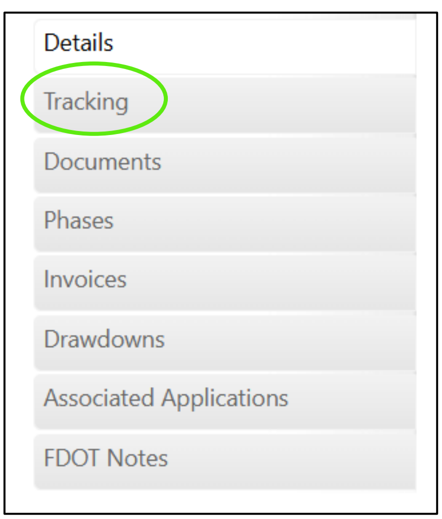
The Tracking section is where compliance associations can be added, and milestones maintained.

1) Select the **Agreements** tab

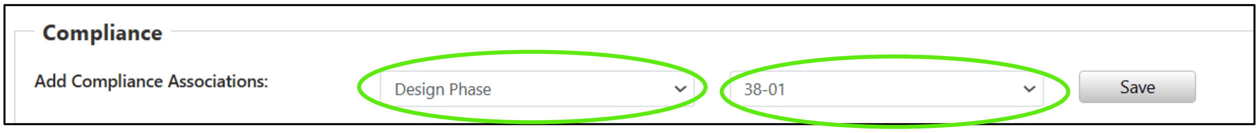
2) Select the Agreement



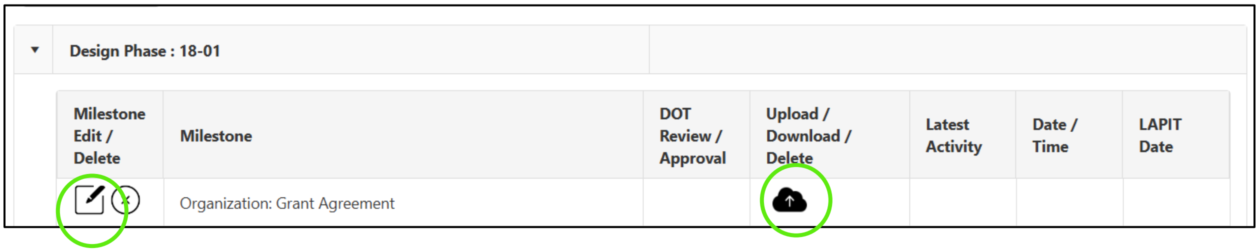
3) Select the **Tracking** Tab



4) Add Compliance Associations by selecting from the dropdowns and selecting **Save**



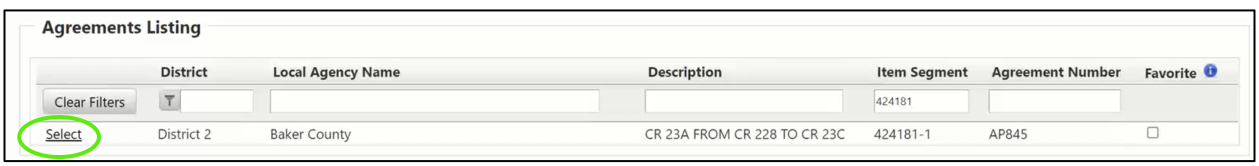
5) Select upload or edit to complete the milestones.



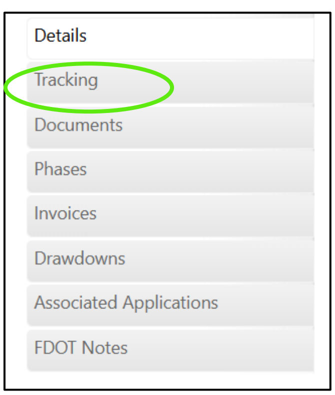
7.3 Documents

1) Select the **Agreements** tab

2) Select the Agreement



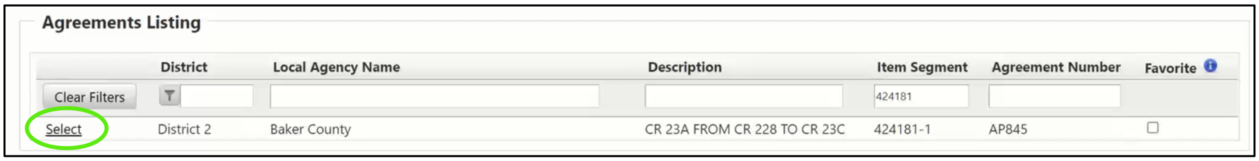
3) Select the **Tracking** tab



7.4 Phase

1) Select the **Agreements** tab

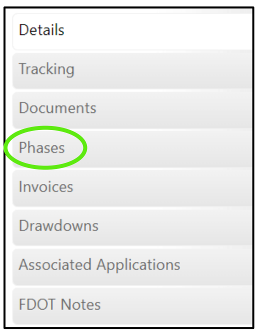
2) Select the Agreement



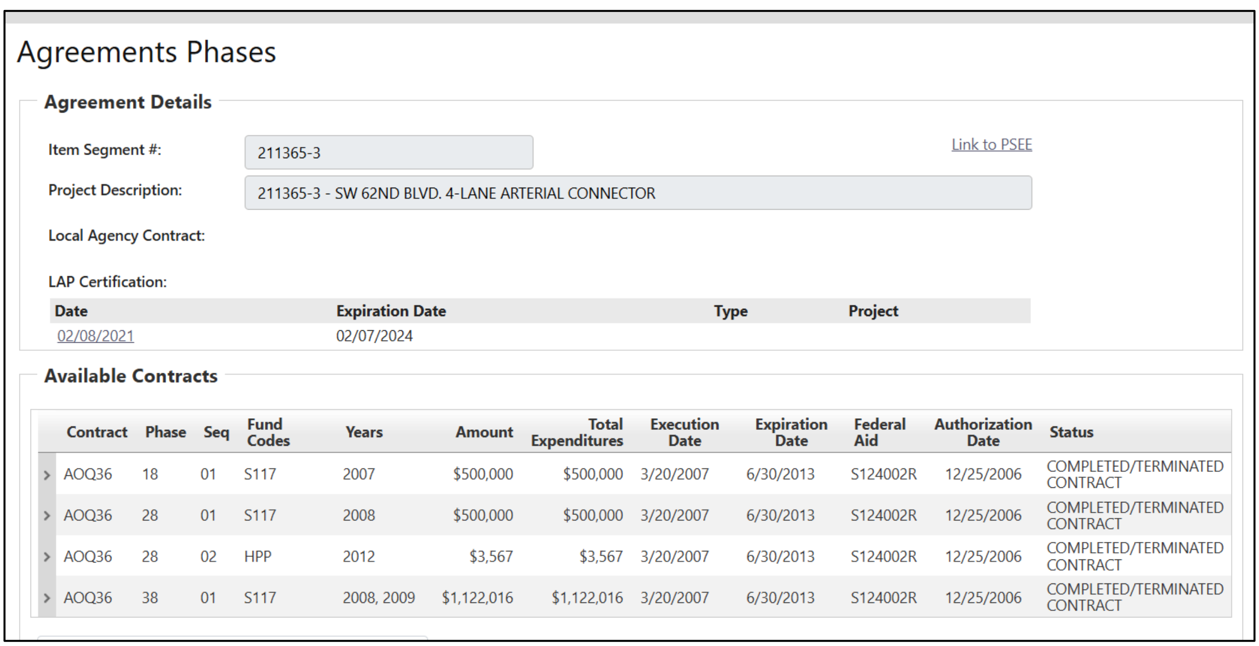
Agreements Listing

	District	Local Agency Name	Description	Item Segment	Agreement Number	Favorite
Clear Filters				424181		
Select	District 2	Baker County	CR 23A FROM CR 228 TO CR 23C	424181-1	AP845	☐

3) Select **Phase**



4) View all the contracts associated with this agreement



Agreements Phases

Agreement Details

Item Segment #: 211365-3

Link to PSEE

Project Description: 211365-3 - SW 62ND BLVD. 4-LANE ARTERIAL CONNECTOR

Local Agency Contract:

LAP Certification:

Date	Expiration Date	Type	Project
02/08/2021	02/07/2024		

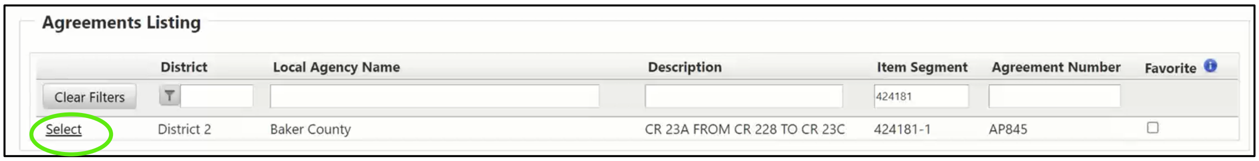
Available Contracts

	Contract	Phase	Seq	Fund Codes	Years	Amount	Total Expenditures	Execution Date	Expiration Date	Federal Aid	Authorization Date	Status
›	AOQ36	18	01	S117	2007	$500,000	$500,000	3/20/2007	6/30/2013	S124002R	12/25/2006	COMPLETED/TERMINATED CONTRACT
›	AOQ36	28	01	S117	2008	$500,000	$500,000	3/20/2007	6/30/2013	S124002R	12/25/2006	COMPLETED/TERMINATED CONTRACT
›	AOQ36	28	02	HPP	2012	$3,567	$3,567	3/20/2007	6/30/2013	S124002R	12/25/2006	COMPLETED/TERMINATED CONTRACT
›	AOQ36	38	01	S117	2008, 2009	$1,122,016	$1,122,016	3/20/2007	6/30/2013	S124002R	12/25/2006	COMPLETED/TERMINATED CONTRACT

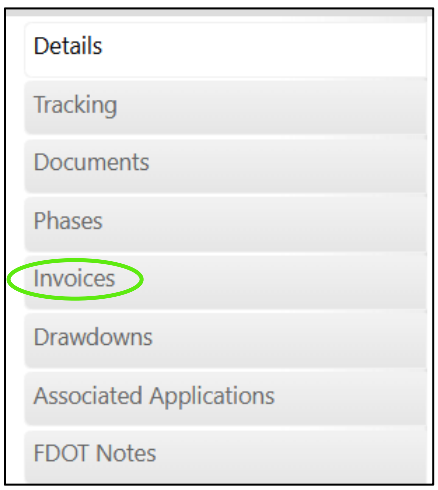
7.5 Invoices

1) Select the **Agreements** tab

2) Select the Agreement



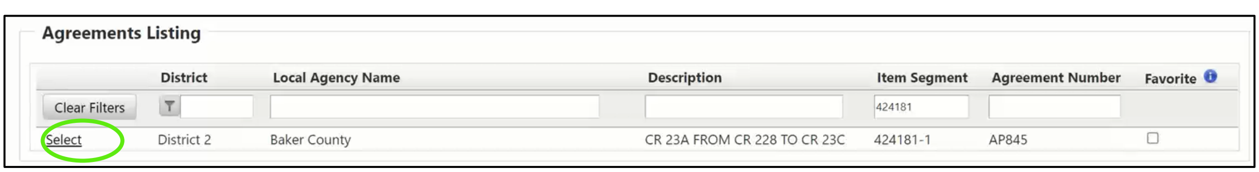
3) Select **Invoices**



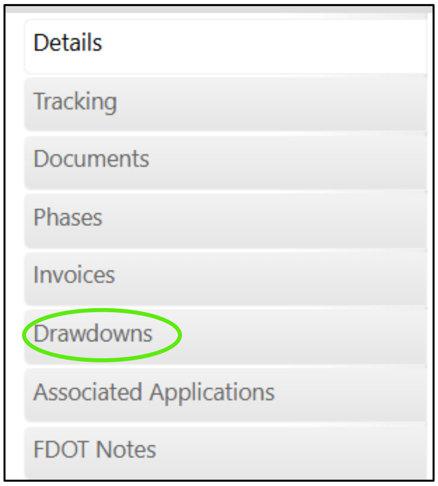
7.6 Drawdowns

1) Select the **Agreements** tab

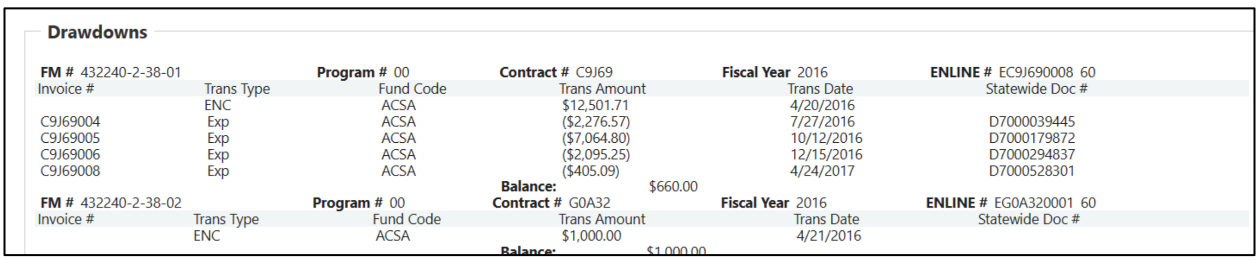
2) Select the Agreement



3) Select **Drawdowns**



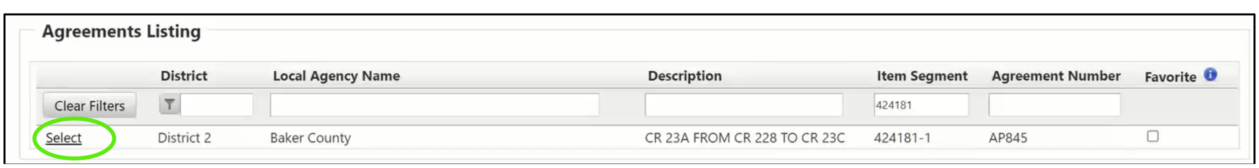
4) View Drawdowns



7.7 Associated Applications

1) Select the **Agreements** tab

2) Select the Agreement



3) Select **Associated Applications**

- Details
- Tracking
- Documents
- Phases
- Invoices
- Drawdowns
- Associated Applications
- FDOT Notes

4) Press select or remove to review selected applications

Select Associated Applications

	Agency	Application	Application Description	Amount
Select	Alachua County	2023 Safe Routes to School - District 2		$0
Select	Alachua County	Shared-Use Nonmotorized (SUN) Trail - District 2	SR 26 from Newberry to Jonesville	$4,001,458
Select	Alachua County	Shared-Use Nonmotorized (SUN) Trail - District 2	Nature Coast Trail Extension	$2,375,000
Select	Alachua County	Shared-Use Nonmotorized (SUN) Trail - District 2	Archer Braid Trail - Kanapaha Section	$8,215,040
Select	Alachua County	2023 District Two Transportation Alternatives Solicitation	Archer Braid Trail Extension	$805,882
Select	Alachua County	Shared-Use Nonmotorized (SUN) Trail - District 2	Waldo Greenway Extension (Phase 1)	$956,118
Select	Alachua County	Transportation Alternatives	SR 26/Black Lake Preserve Multi-Use Path	$1,599,430

Selected Applications

	Agency	Application	Application Description	Amount
Remove	Alachua County	Shared-Use Nonmotorized (SUN) Trail - District 2	Archer to Bronson Trail	$1,434,750
Remove	Alachua County	Transportation Alternatives	NE 27th/Copeland Avenue Sidewalk	$1,832,063
				$3,266,813

7.8 FDOT Notes

1) Select the **Agreements** tab

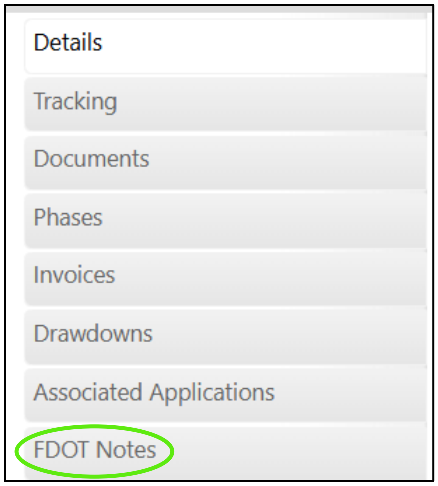
Dashboard | Applications | Organizations | Agreements | Local Agency Contracts | Review | Resources | Reports

2) Select the Agreement

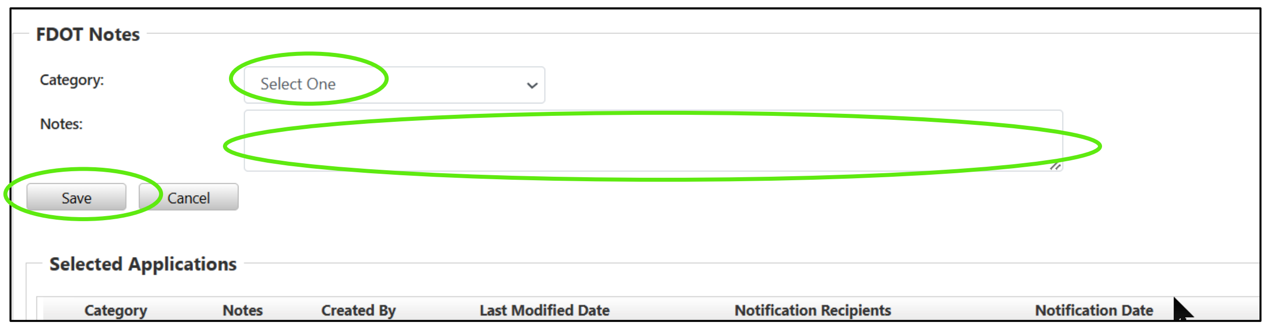
Agreements Listing

	District	Local Agency Name	Description	Item Segment	Agreement Number	Favorite
Clear Filters				424181		
Select	District 2	Baker County	CR 23A FROM CR 228 TO CR 23C	424181-1	AP845	☐

3) Select **FDOT Notes**



4) Select Category, add Notes and select **Save**

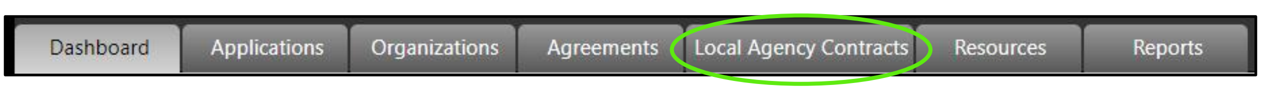


Section 8: Local Agency Contracts

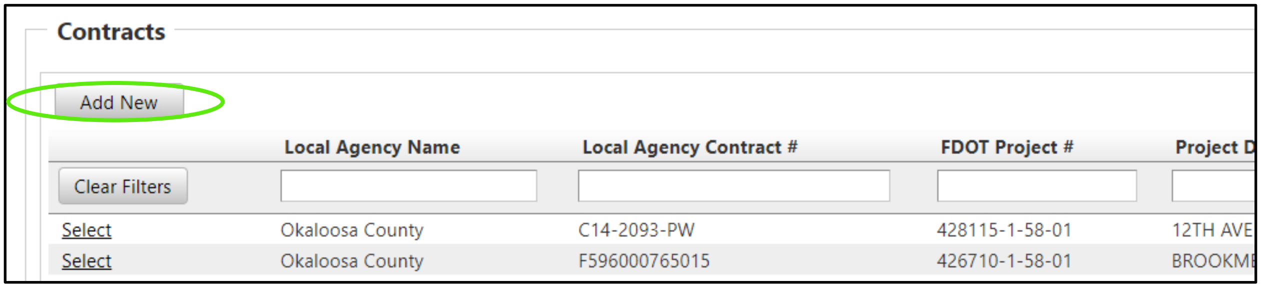
In the Local Agency Contracts section, the agency can create and access local agreements. This is where contracting information, contract dates, contract amounts, and prime contractor information can be reviewed.

8.1 Add New Local Agency Contract

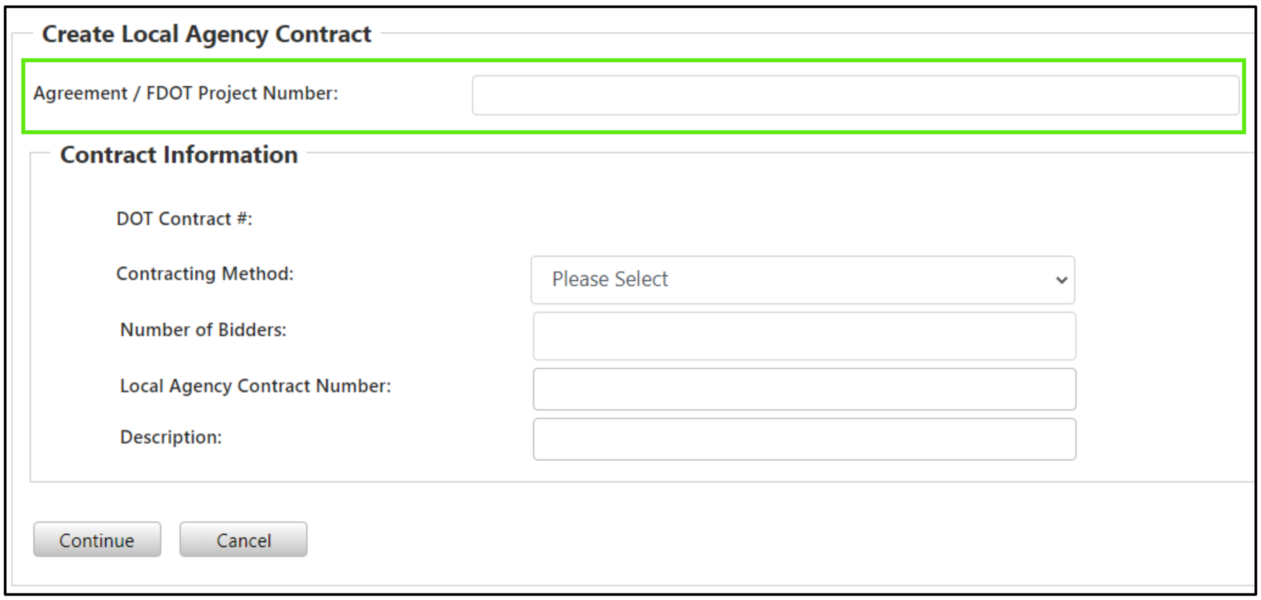
1) Select the **Local Agency Contracts** tab



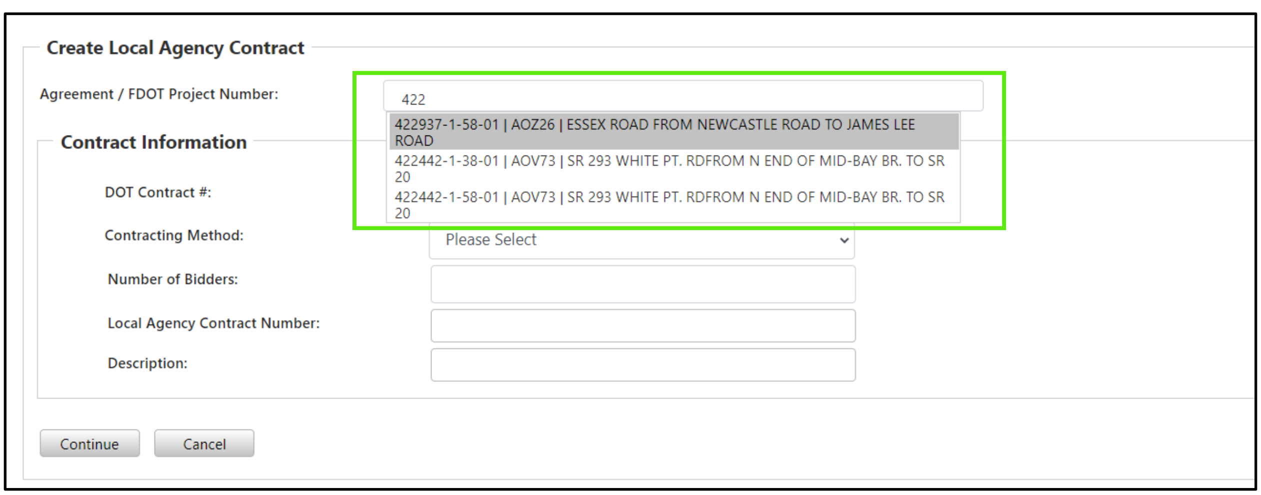
2) Select **Add New**



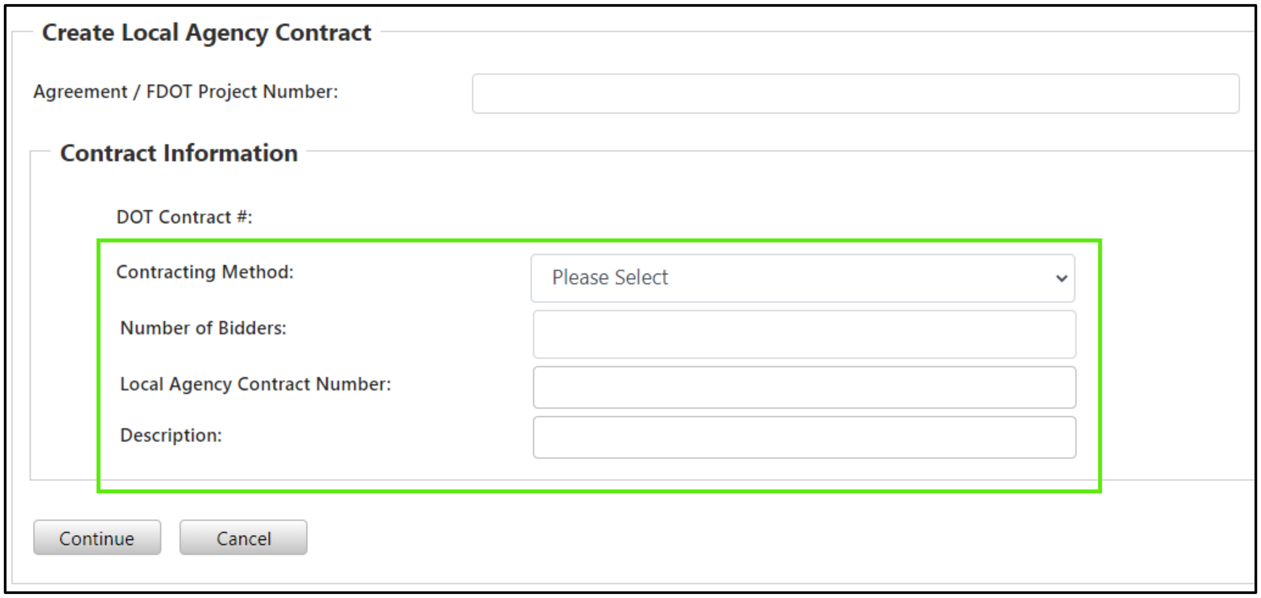
3) Enter the **Agreement / FDOT Project Number**



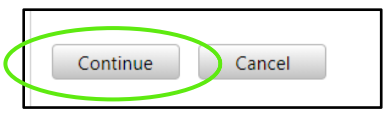
4) The field will populate project numbers as you enter numbers



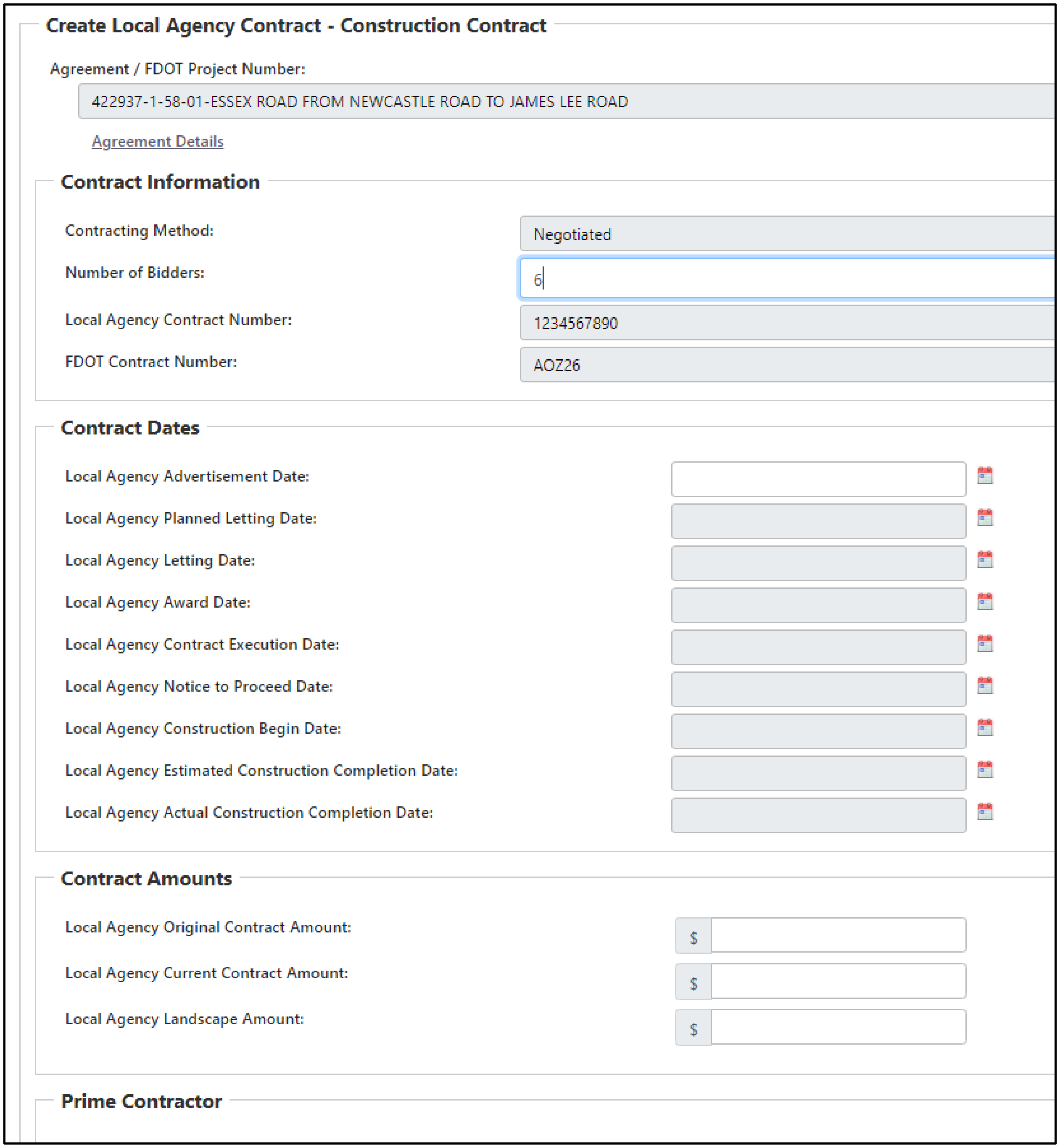
5) Enter the **Contract Information**



6) Select **Continue**



7) Enter data, dates, amounts, and contract information *(Note: Contract entry screen includes different fields depending on what contracting method was selected on step 5) To search by **Contractor** Name at least 5 characters are required **for** search results to **populate**.*



Create Local Agency Contract - Construction Contract

Agreement / FDOT Project Number: 422937-1-58-01-ESSEX ROAD FROM NEWCASTLE ROAD TO JAMES LEE ROAD

Agreement Details

Contract Information

Contracting Method:	Negotiated
Number of Bidders:	6
Local Agency Contract Number:	1234567890
FDOT Contract Number:	AOZ26

Contract Dates

Local Agency Advertisement Date:

Local Agency Planned Letting Date:

Local Agency Letting Date:

Local Agency Award Date:

Local Agency Contract Execution Date:

Local Agency Notice to Proceed Date:

Local Agency Construction Begin Date:

Local Agency Estimated Construction Completion Date:

Local Agency Actual Construction Completion Date:

Contract Amounts

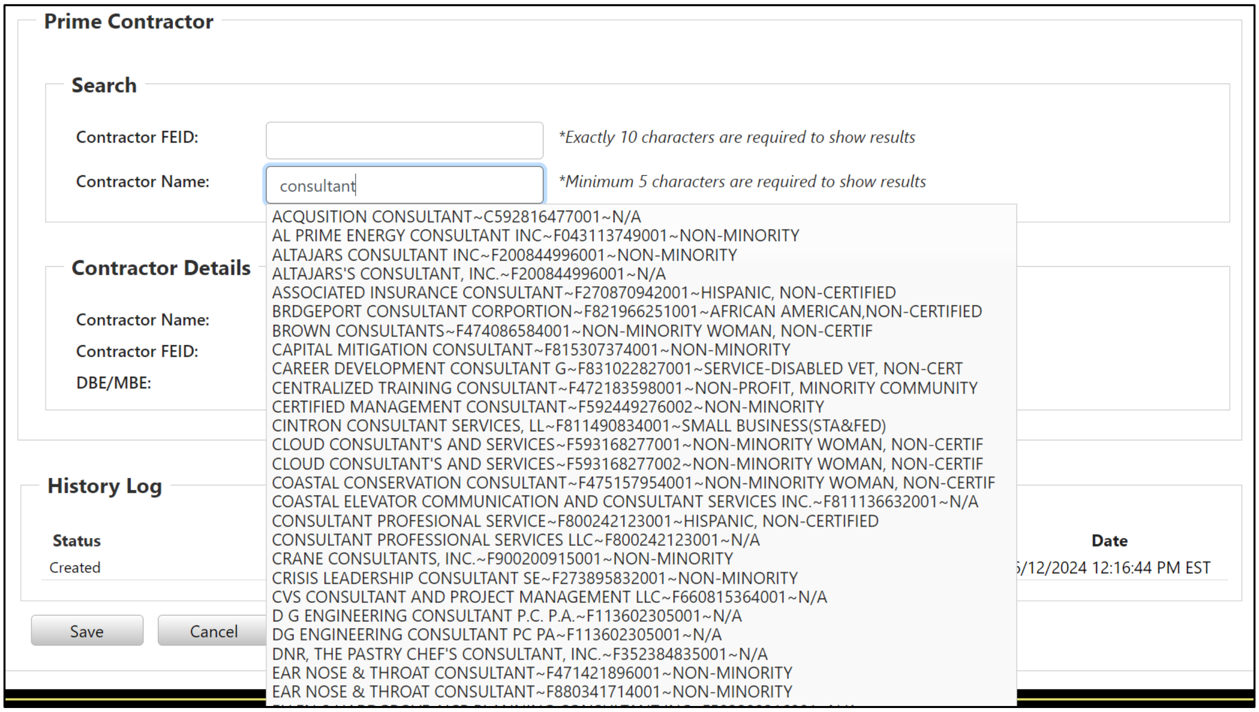
Local Agency Original Contract Amount: $

Local Agency Current Contract Amount: $

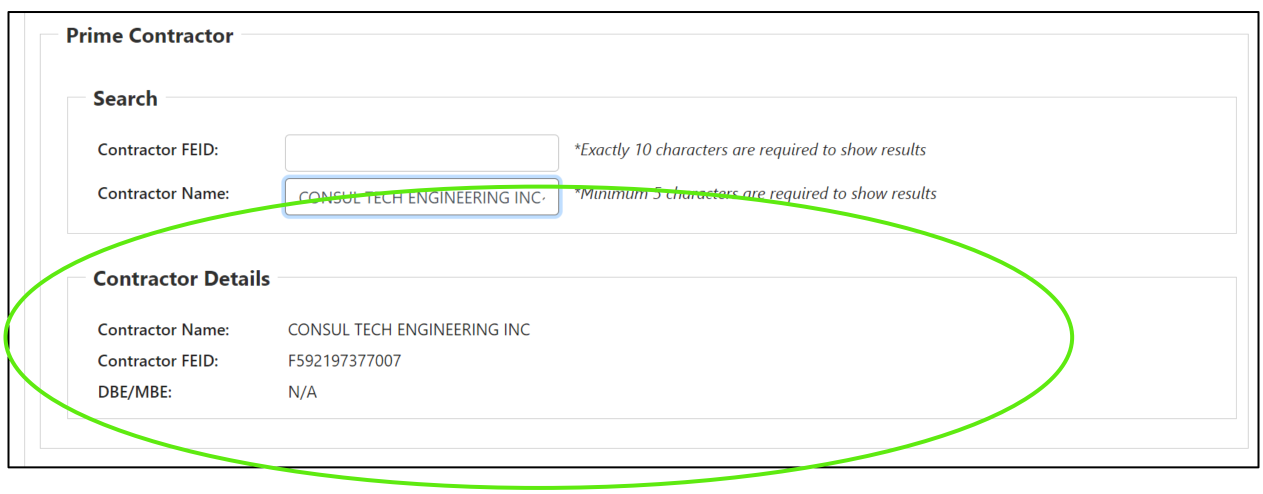
Local Agency Landscape Amount: $

Prime Contractor

8) Select a prime contractor using the search. To search by FEID, enter 10 characters. To search by Contract Name at least 5 characters are required to show search results.

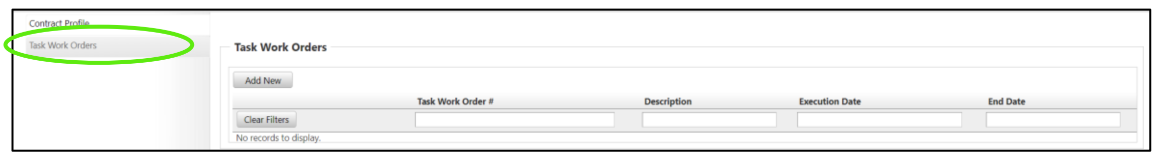


9) Select Contract FEID or Name from the dropdown selections. The Contractor Details will populate.

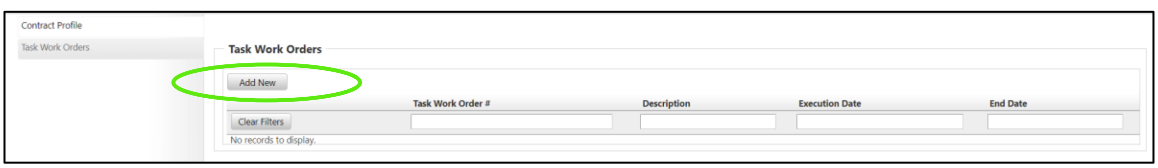


10) Select **Save**. Enter Contractor POC details.

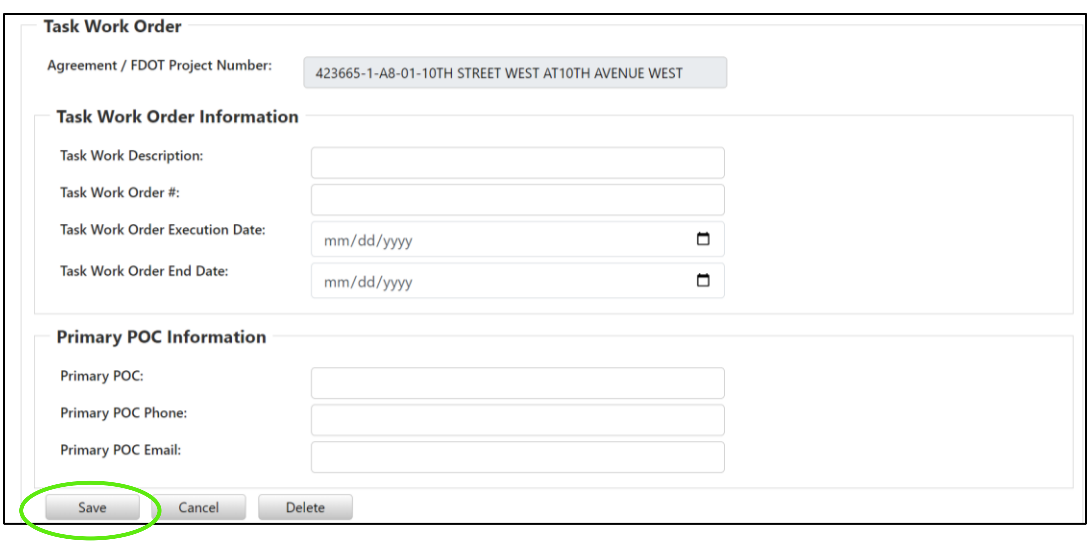
11) If the Contract Method selected in step 5 is for a Metropolitan Planning Organization contract type, you will have an additional tab available on the left for Task Work Order entry.



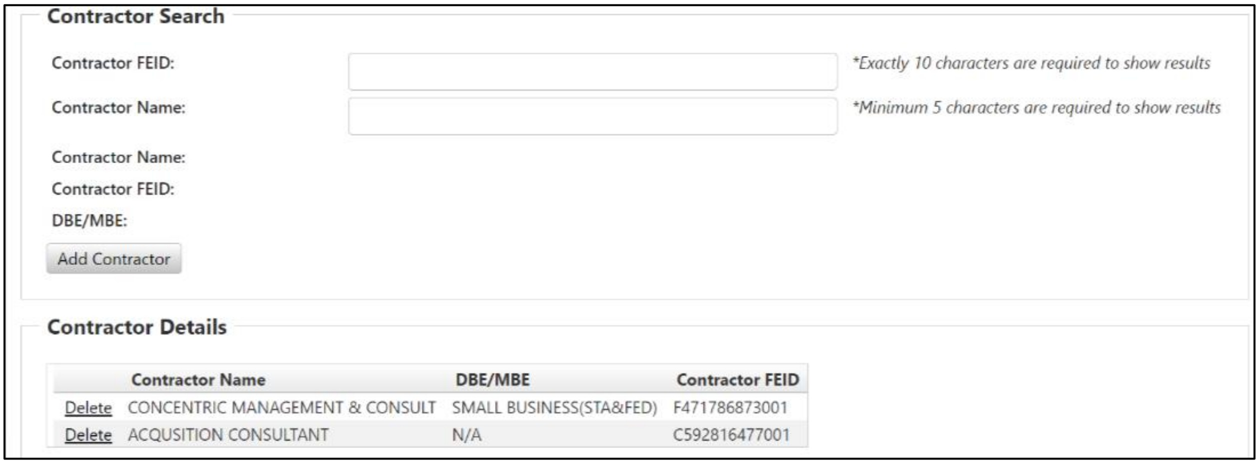
a) To enter a task Work Order select **Add New**.



b) Enter Task Work Order information. Select **Save**.

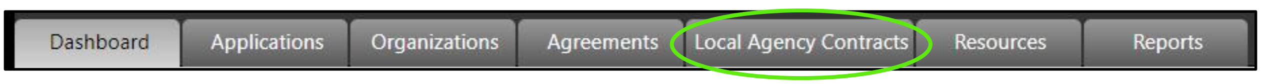


c) Use contractor search. Same as step 9. Select **Add Contractor**. This can be repeated multiple times as needed to add additional subcontractors to the task order.

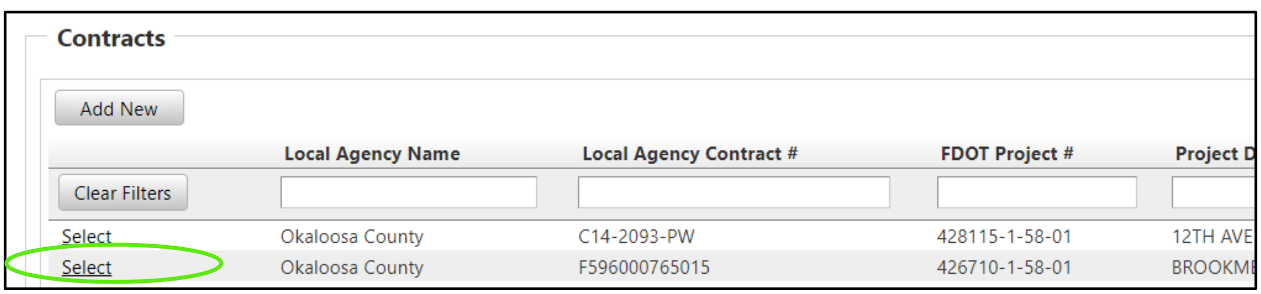


8.2 Review and Update Local Agency Contract

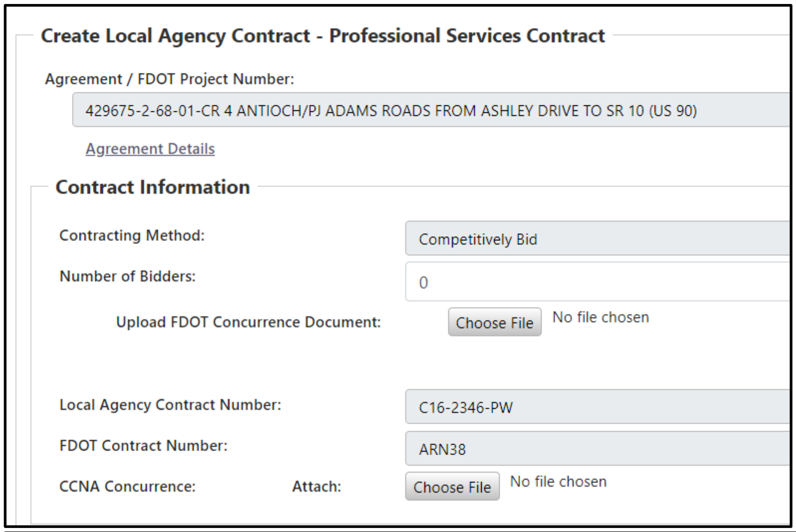
1) Select the **Local Agency Contracts** tab



2) Use **Select** to review more details



3) Enter in data, dates, amounts, and contractor information

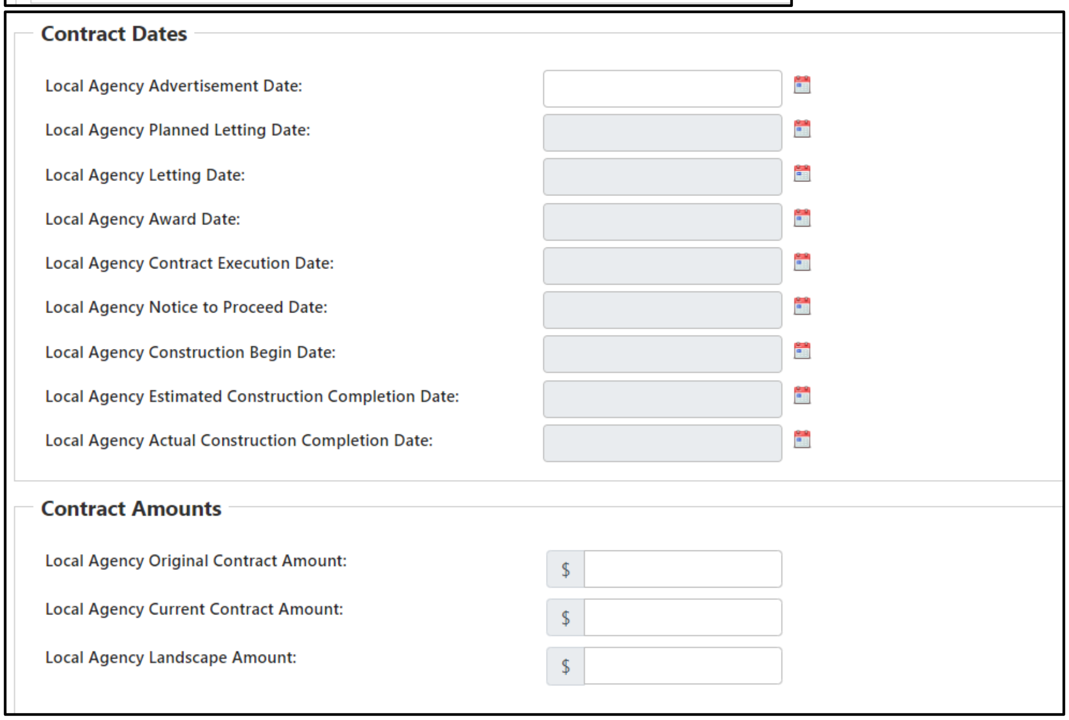


Create Local Agency Contract - Professional Services Contract

Agreement / FDOT Project Number:
429675-2-68-01-CR 4 ANTIOCH/PJ ADAMS ROADS FROM ASHLEY DRIVE TO SR 10 (US 90)
Agreement Details

Contract Information

Contracting Method: Competitively Bid
Number of Bidders: 0
Upload FDOT Concurrence Document: Choose File No file chosen
Local Agency Contract Number: C16-2346-PW
FDOT Contract Number: ARN38
CCNA Concurrence: Attach: Choose File No file chosen



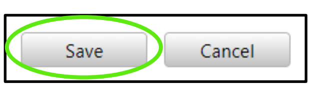
Contract Dates

Local Agency Advertisement Date:
Local Agency Planned Letting Date:
Local Agency Letting Date:
Local Agency Award Date:
Local Agency Contract Execution Date:
Local Agency Notice to Proceed Date:
Local Agency Construction Begin Date:
Local Agency Estimated Construction Completion Date:
Local Agency Actual Construction Completion Date:

Contract Amounts

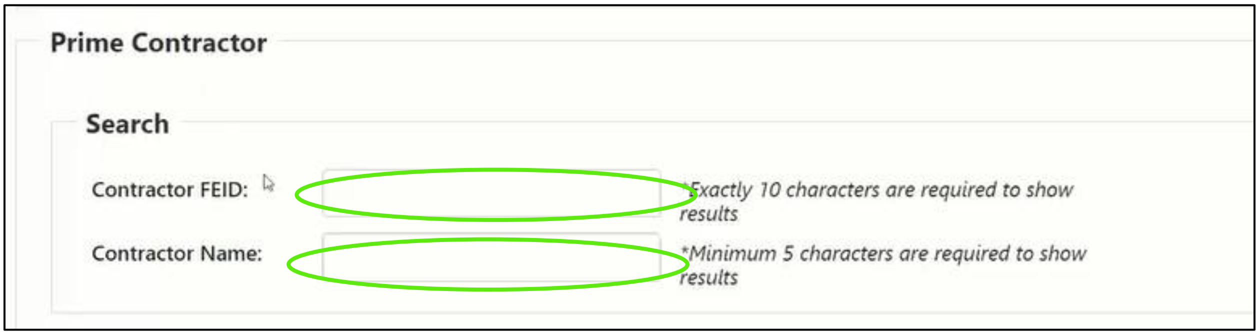
Local Agency Original Contract Amount: $
Local Agency Current Contract Amount: $
Local Agency Landscape Amount: $

4) Select **Save**



8.2.1 How to Add a Prime Contractor

1) Complete the Prime Contractor and Contract name from populated list

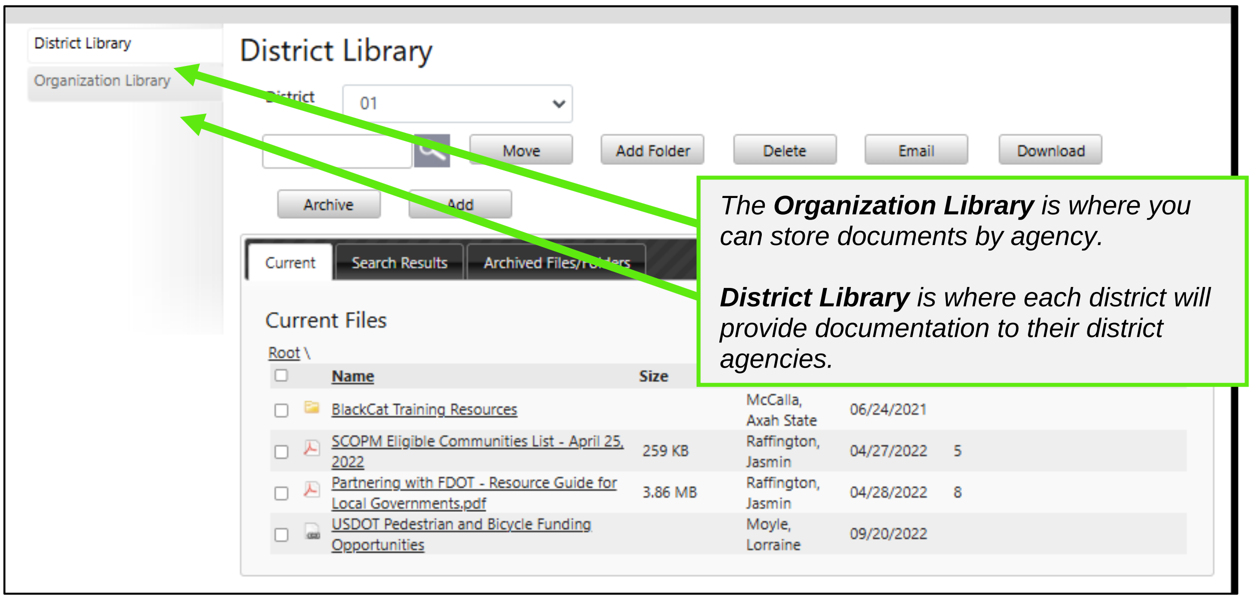


**Please note this search is tied to My Florida Marketplace, please confirm the organization is included on that site AND if new that you have emailed CO-LocalPrograms@dot.state.fl.us to activate it.*

Section 9: Resources

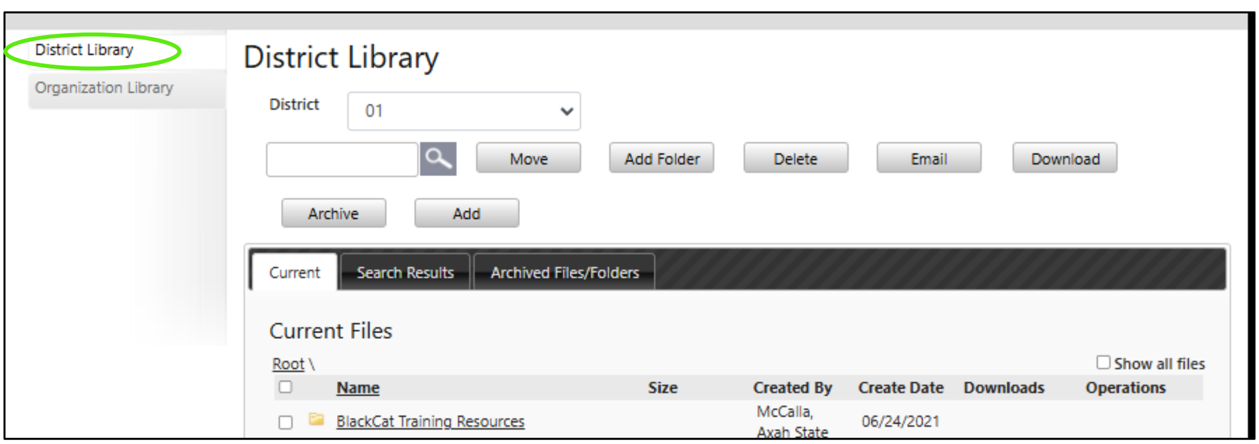
The Resources section is where additional documents and records are kept for the Organization, DOT, and the **BlackCat Support Team**.

1) Select **Resources**

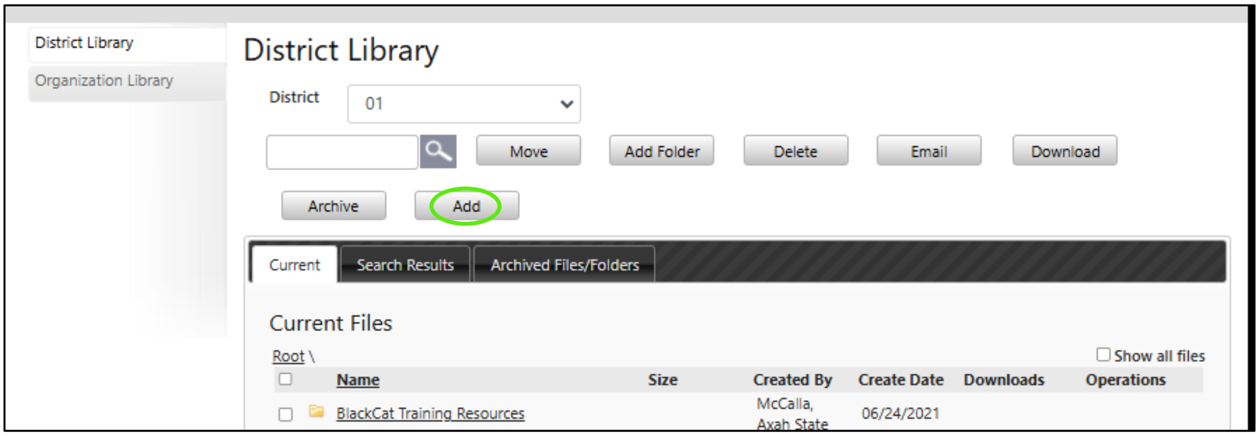


2) To **Add** a document in Resources, select the Library:

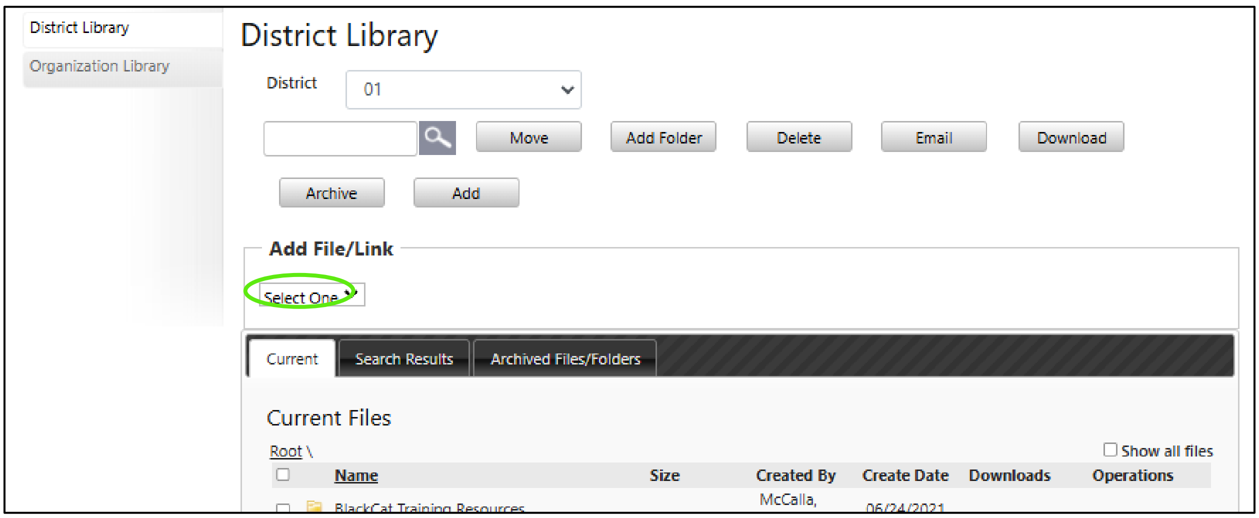
a) Select **Organization Library, or District Library**



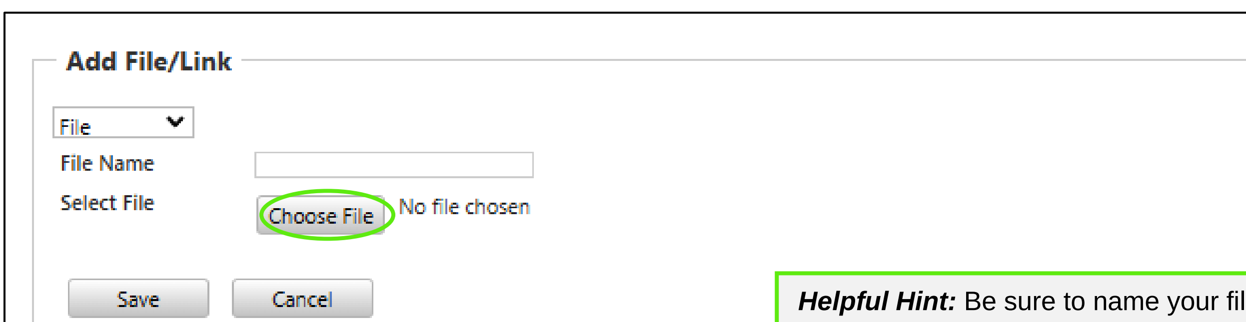
b) Select the **Add** button



c) Select the correct choice under **Add File/Link**

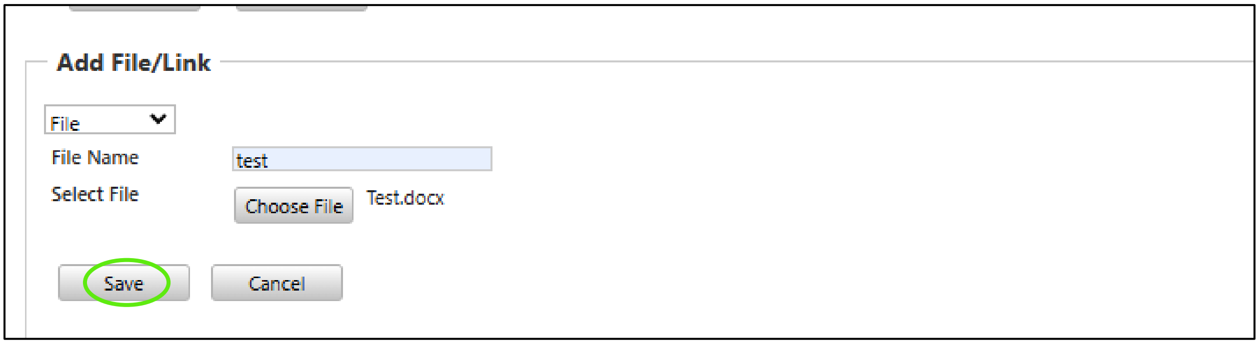


d) If you are adding a file, select **Choose File,** and select the correct file

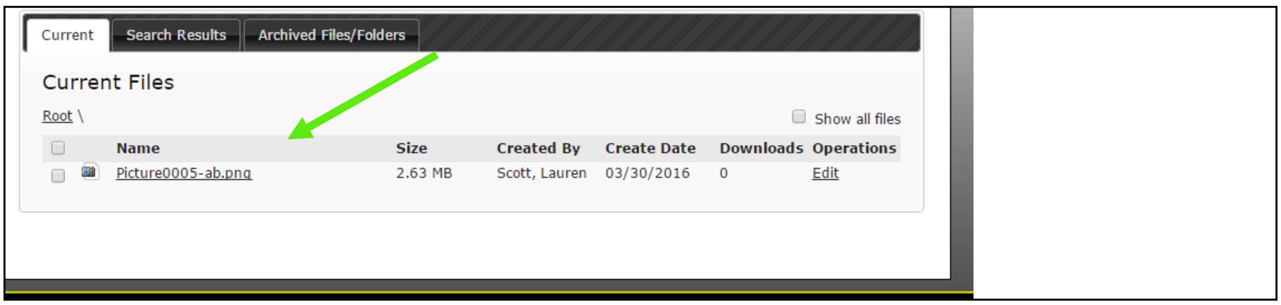


Helpful Hint: Be sure to name your file

e) Select the **Save** button

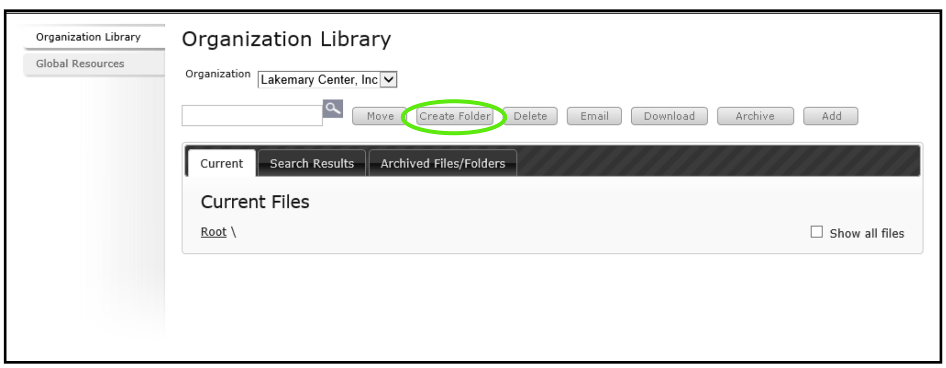


Your document is now loaded:



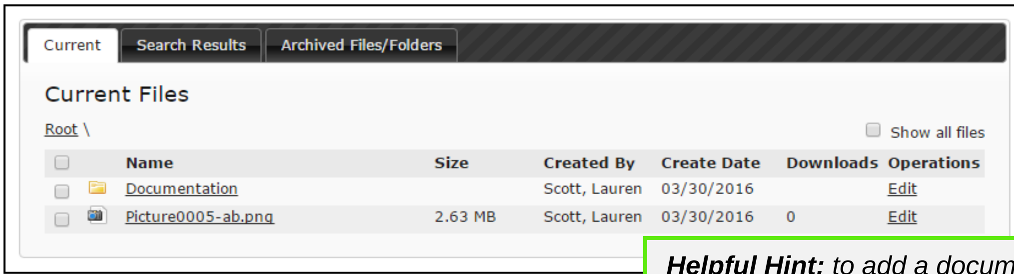
3) How to create a folder:

a) Select **Create Folder**



b) Enter a name for the folder and select the **Save** button

Your folder is now created:

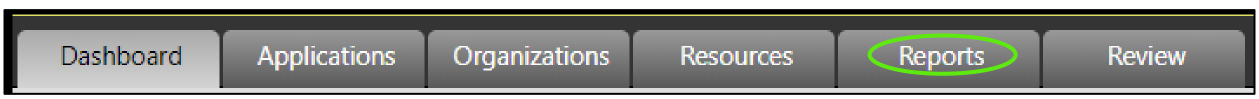


***Helpful Hint:** to add a document to your folder, select the folder and repeat the above steps for adding a document.*

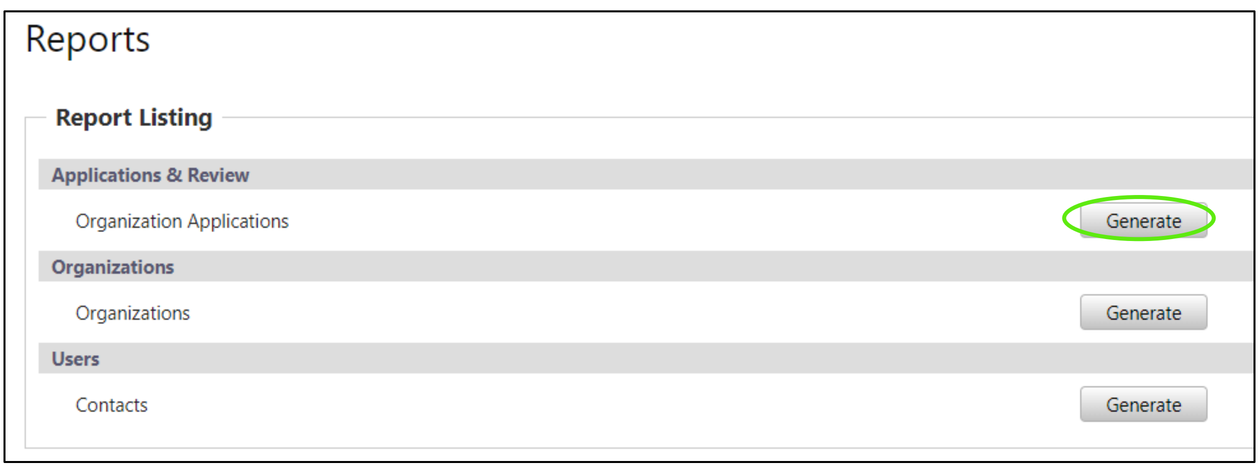
Section 10: Reports

The reports section can be utilized to access information/data from within the system in a neatly formatted document.

1) Select **Reports**



2) Select **Generate**



Section 11: MPO Document Management

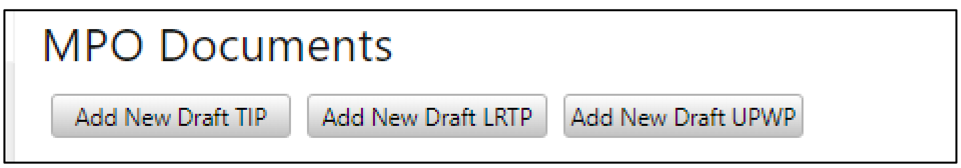
The MPO Document Portal inside GAP is designed to help facilitate the reviews of the three major documents created by the MPOs which include the Long-Range Transportation Plans (LRTP), Transportation Improvement Plans (TIP), and Unified Project Work Programs (UPWP).

11.1 MPO Listing and Record Creation

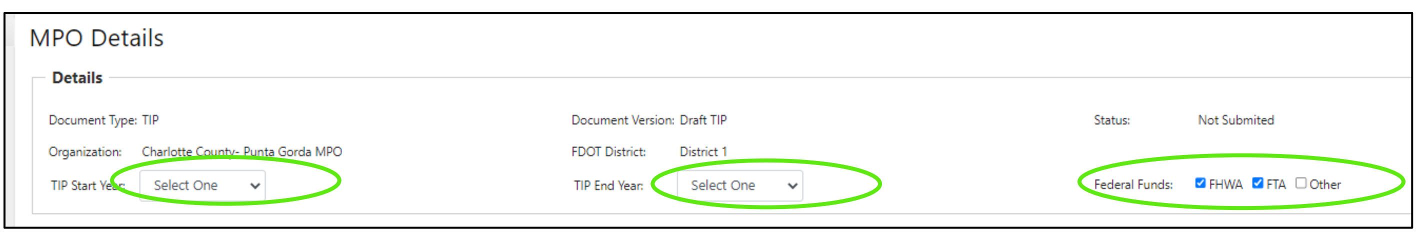
This section applies to MPO Users. Users with only MPO access will only have the MPO tab in the system. MPO Users are responsible for creating their MPO Documents and submitting them for various reviews. If the documents are rejected at any step of the process, the MPO User must start over, creating a new MPO record for review. The following steps are the same for all MPO document types: TIP, LRTP, and UPWP.

1) Select the **MPO Documents** tab

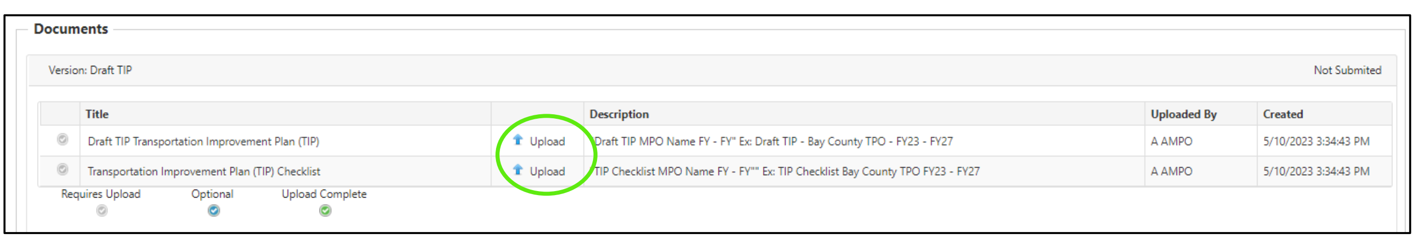
2) Select to Add New **TIP/LRTP/UPWP**



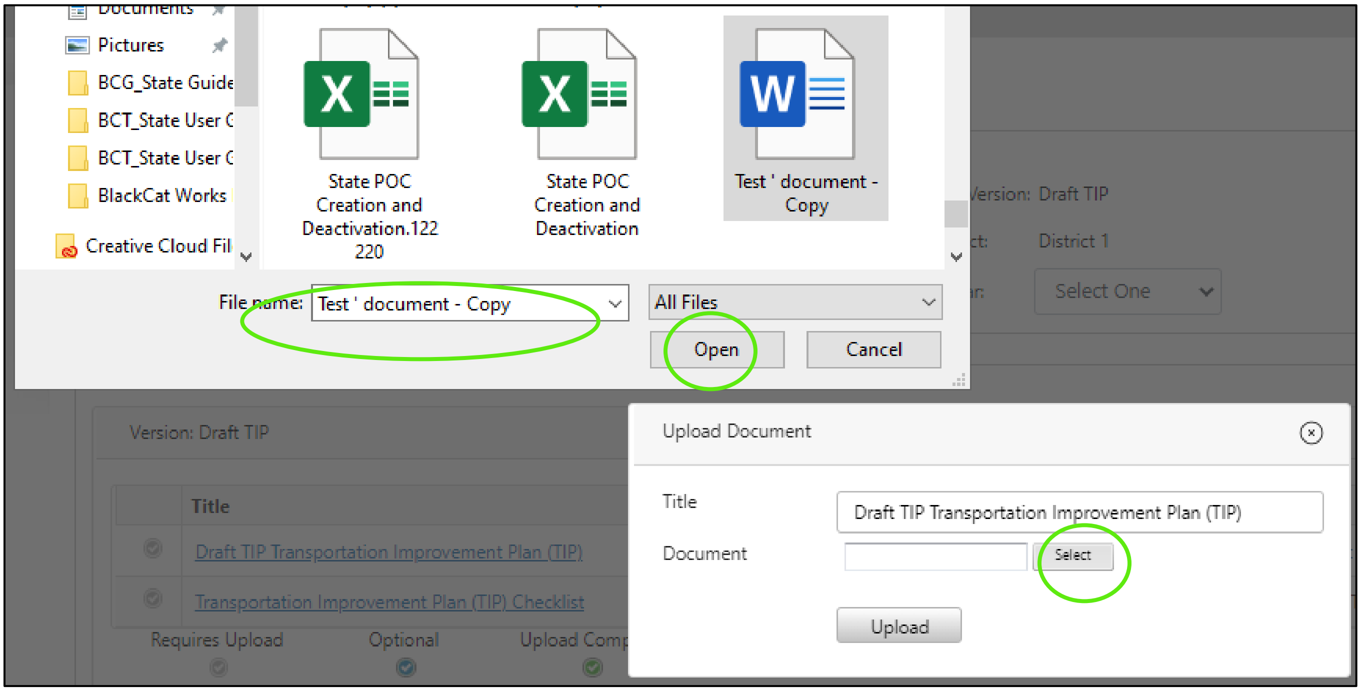
3) Select **Start Year, End Year, and Federal Funds**



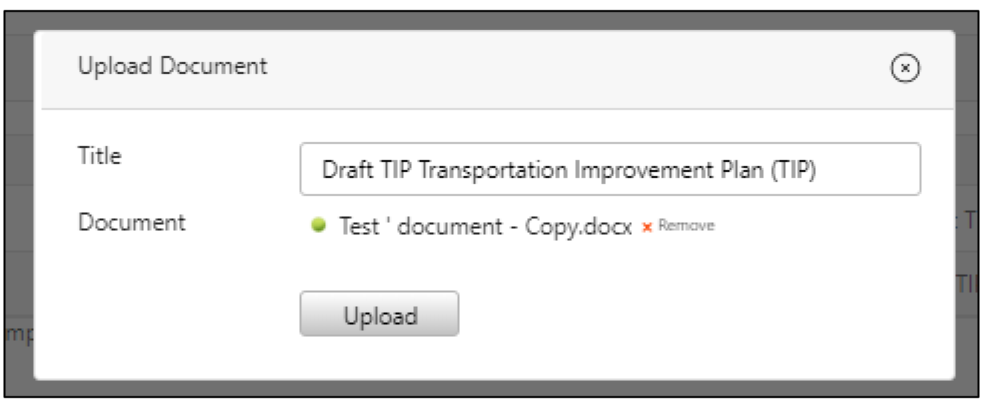
4) Select Upload to complete the required documents



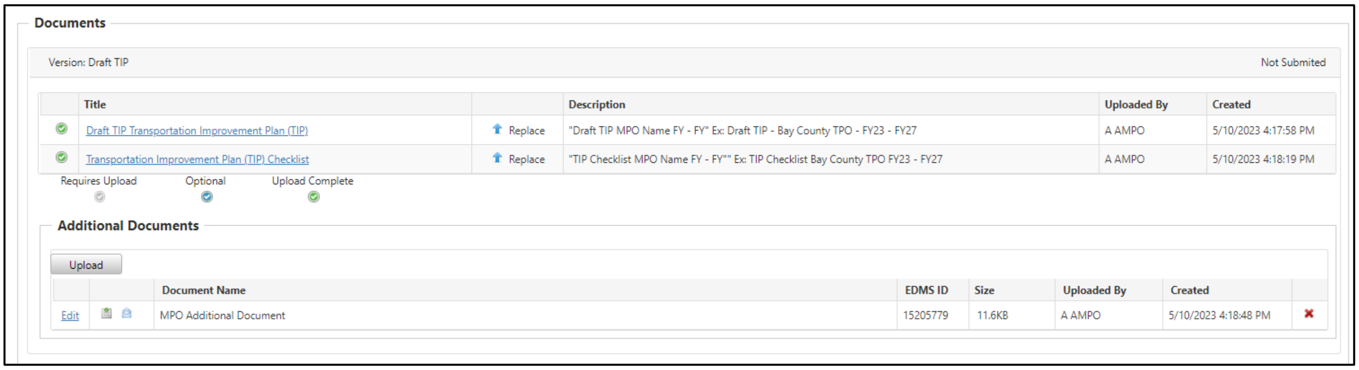
5) Select a document



6) Select Upload

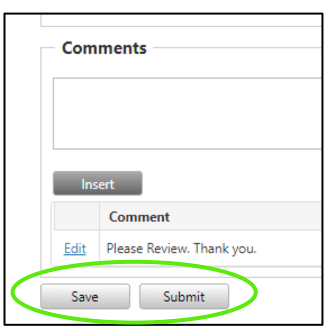


7) Repeat for all Required Documents and Additional Documents

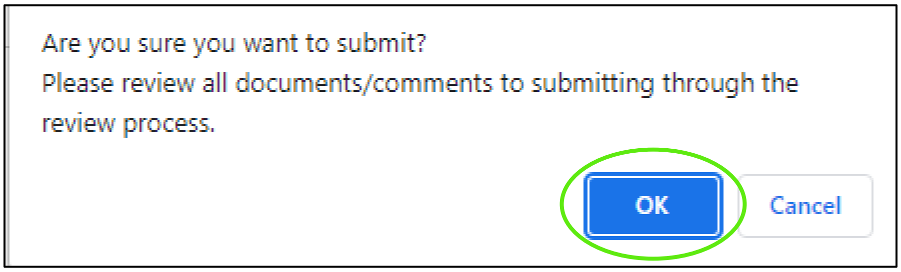


8) Enter any comments and select **Insert**

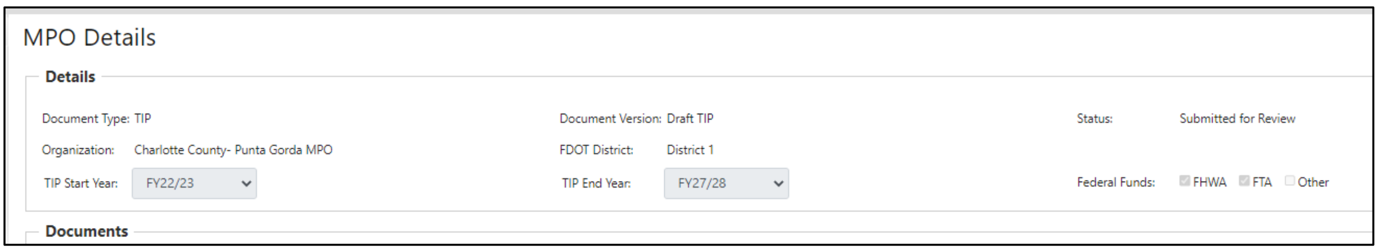
9) Select **Save** and **Submit**



10) Select **OK** to submit



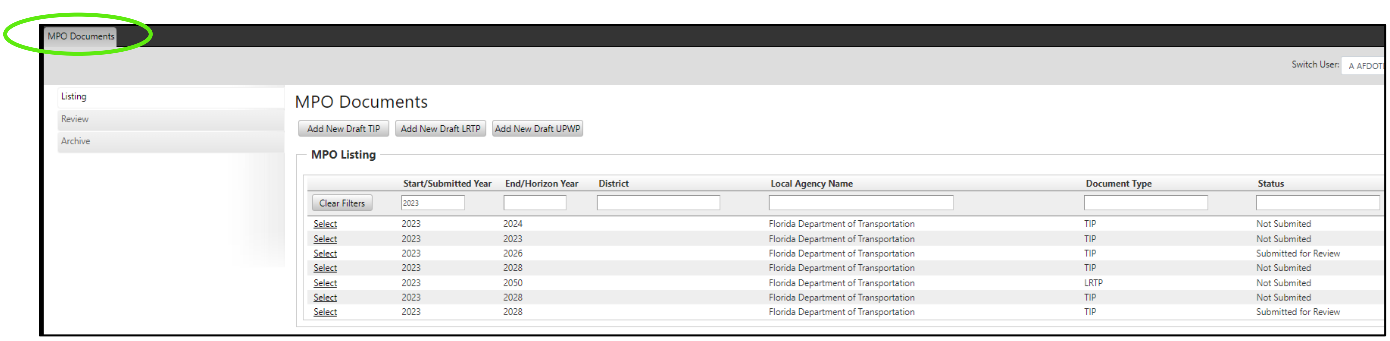
11) The status will now read Submitted for Review



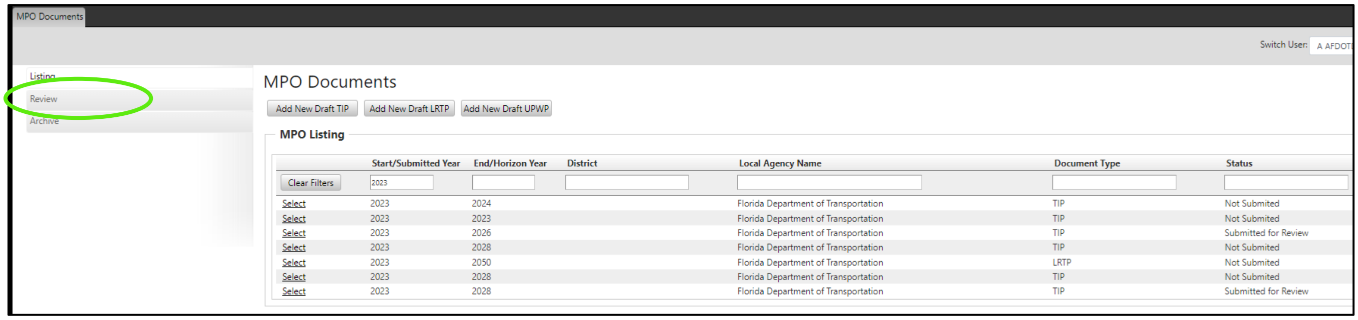
11.2 FDOT MPO Review

Once submitted the MPO documents will need to be reviewed by FDOT. If approved, the MPO Document will advance to the FTA Review and then FHWA Review. To complete the review, complete the following steps.

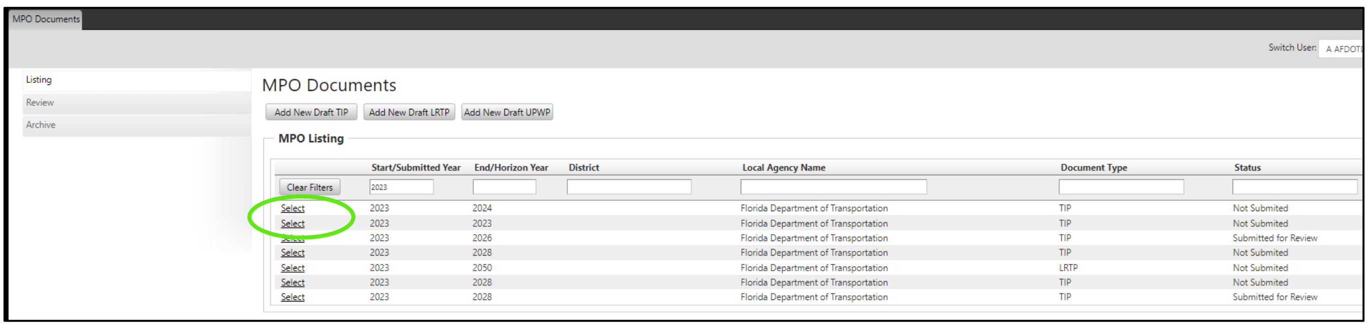
1) Select **MPO Documents**



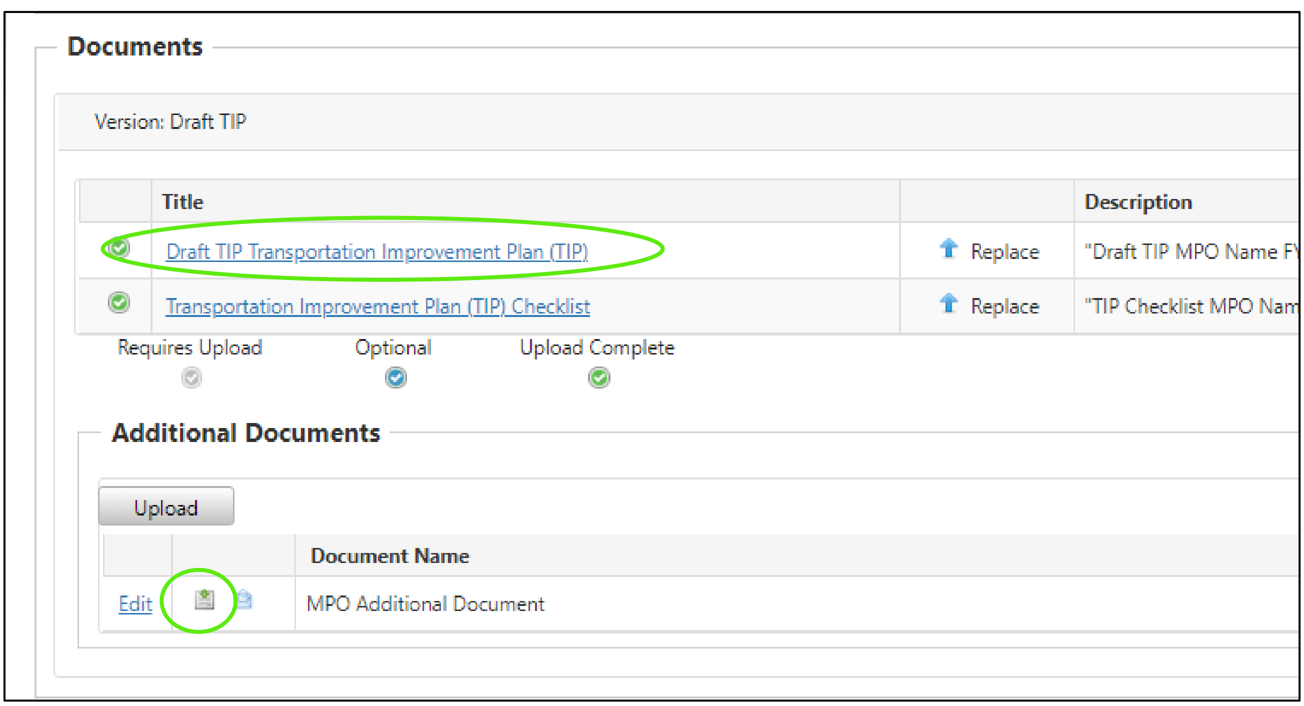
2) Select **Review**



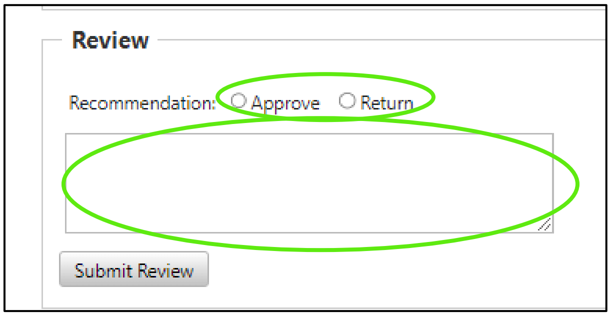
3) Select a record to review



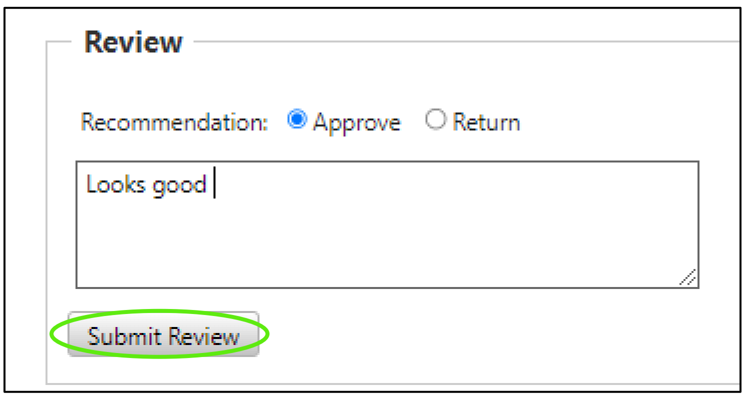
4) Select Document link or icon to review documents



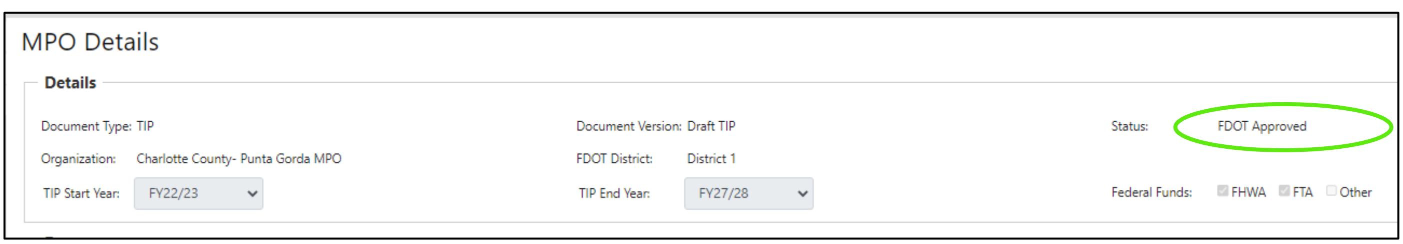
5) Select Approve/Return and enter comment



6) Select **Submit Review**



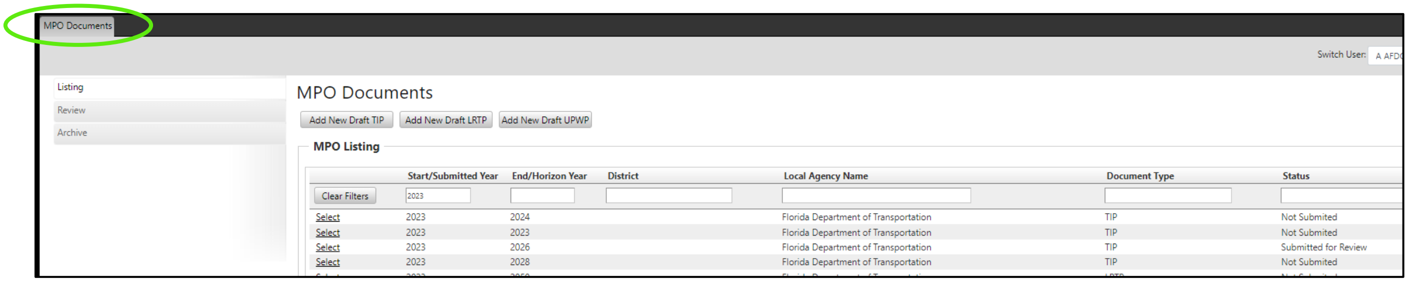
7) The status will now read FDOT Approved and move in the FTA Review



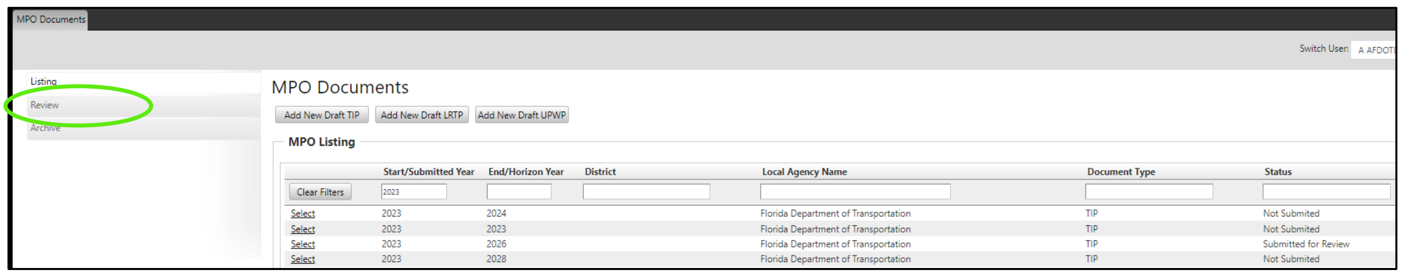
11.3 FTA MPO Review

Once submitted the MPO documents will need to be reviewed by FTA. If approved, the MPO Document will advance to the FHWA Review. To complete the review, complete the following steps.

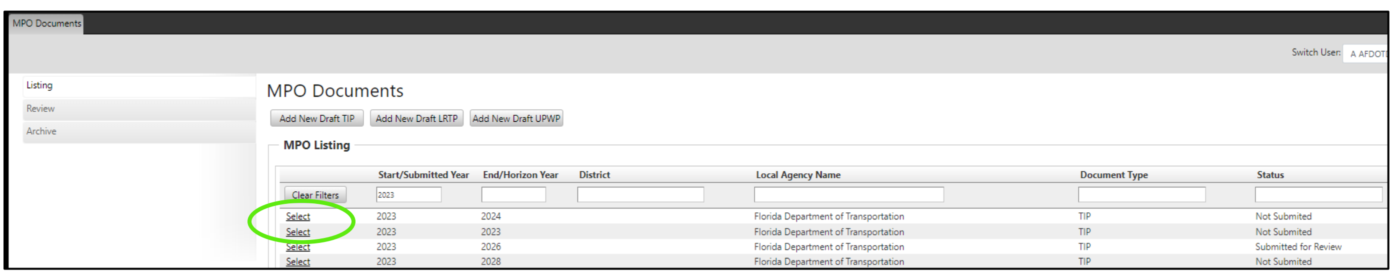
1) Select **MPO Documents**



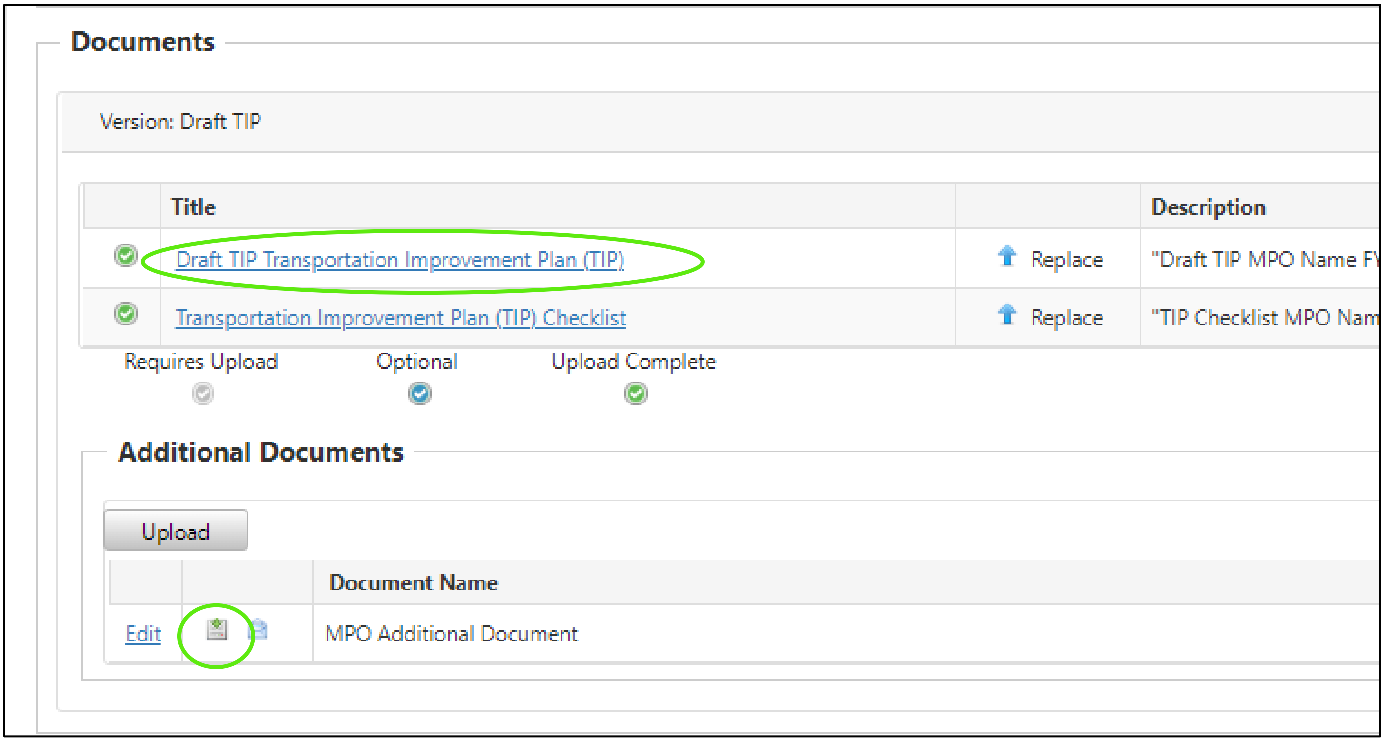
2) Select **Review**



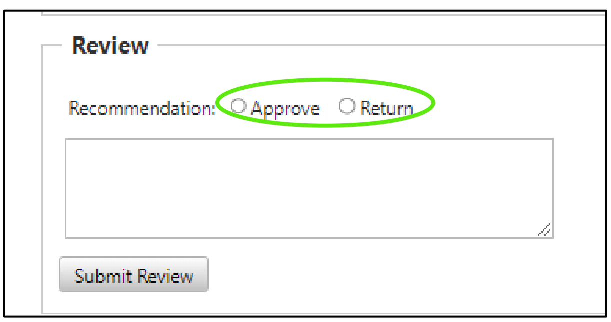
3) Select a record to review



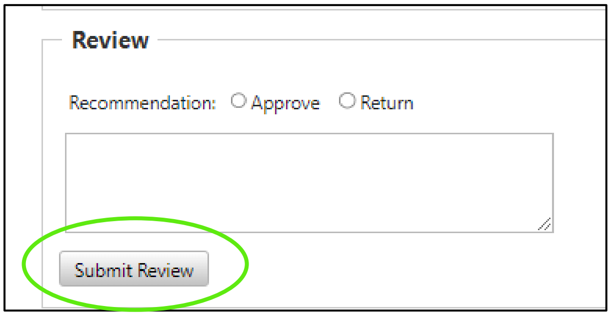
4) Select Document link or icon to review documents



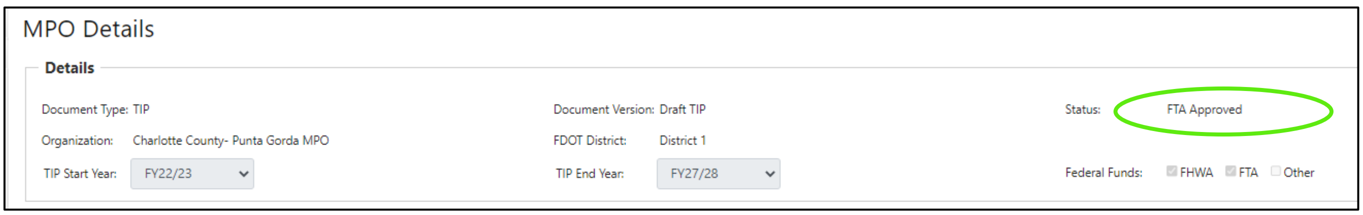
5) Select Approve/Return and enter comment



6) Select Submit Review



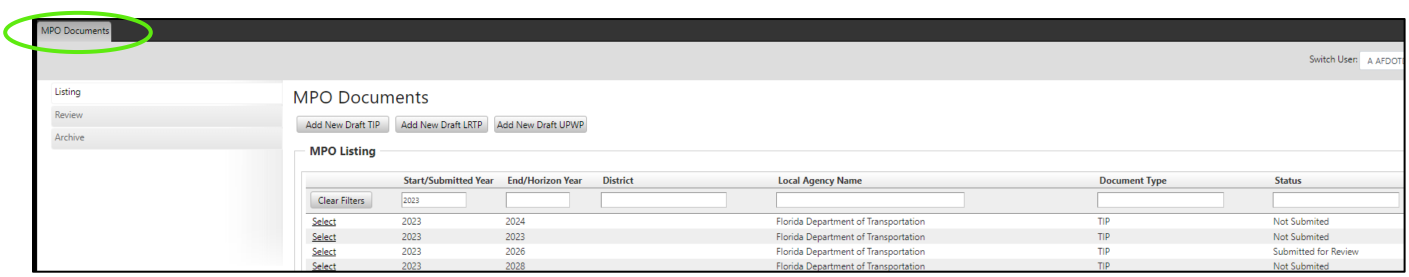
7) The status will now read FTA Approved and move in the FHWA Review



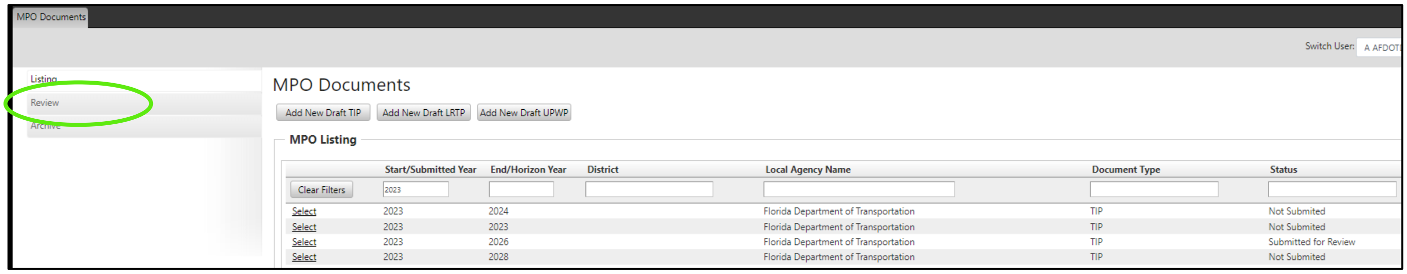
11.4 FHWA MPO Review

Once submitted the MPO documents will need to be reviewed by FHWA. To complete the review, complete the following steps.

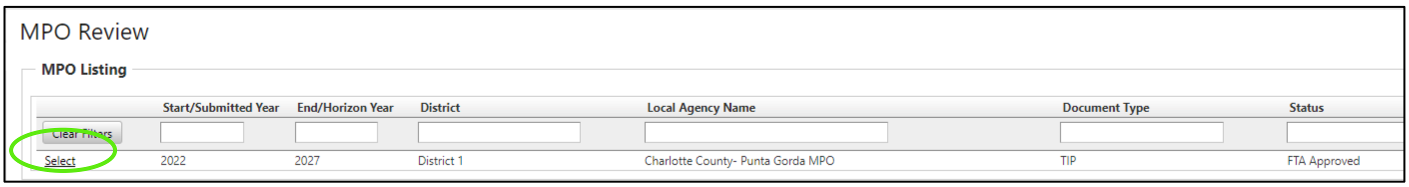
1) Select MPO Documents



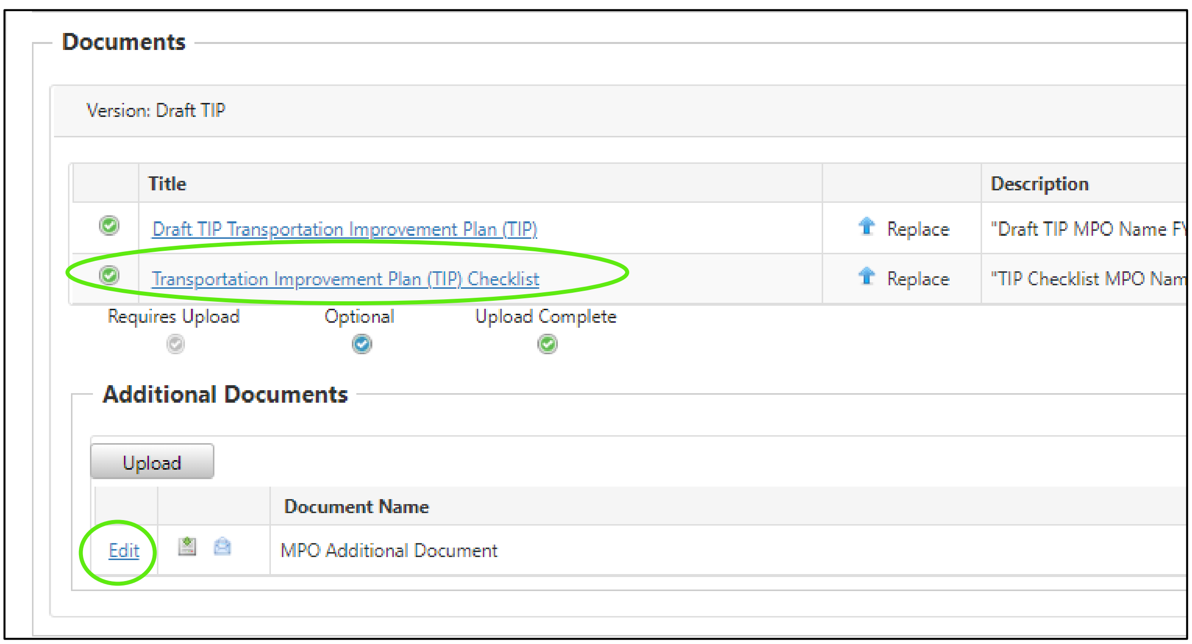
2) Select **Review**



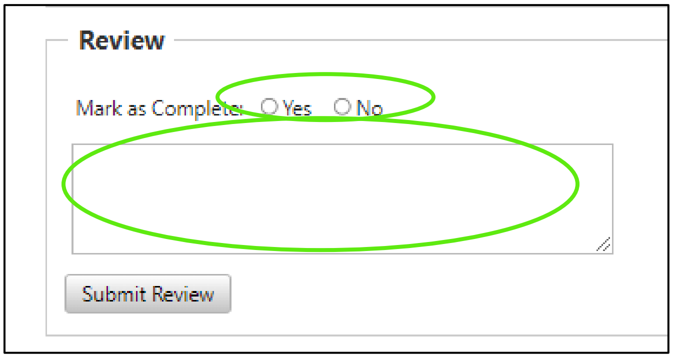
3) Select a record to review



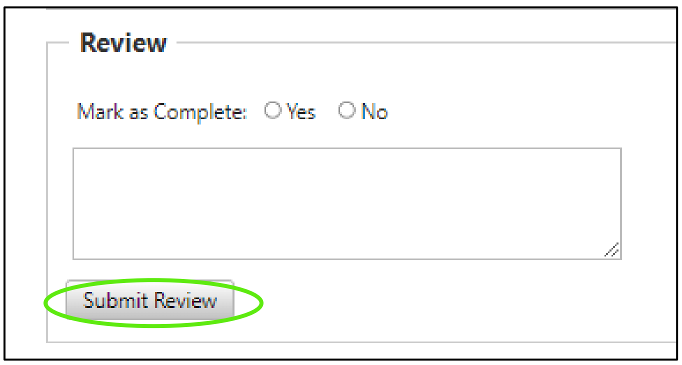
4) Select Document link or icon to review documents



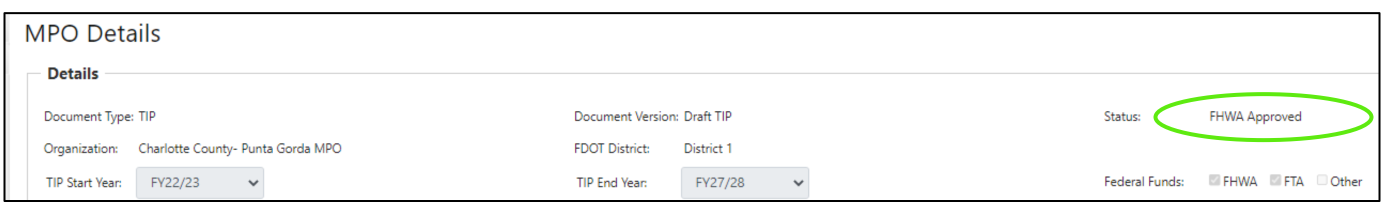
5) Select Approve/Return and enter comment



6) Select **Submit Review**



7) The status will now say FHWA Approved

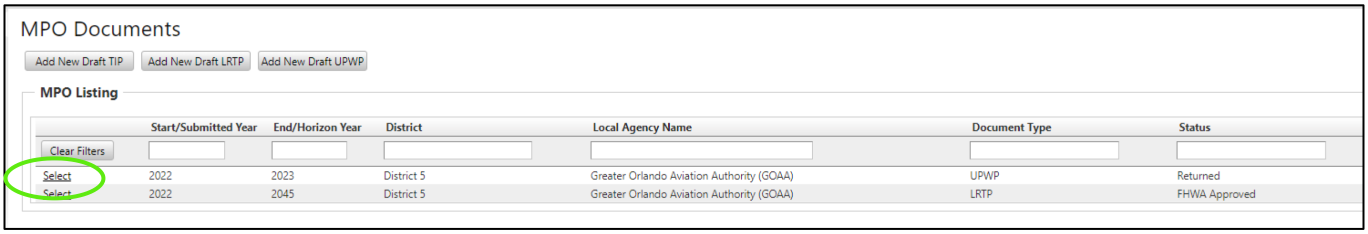


11.5 How to Submit an MPO Amendment/Modification

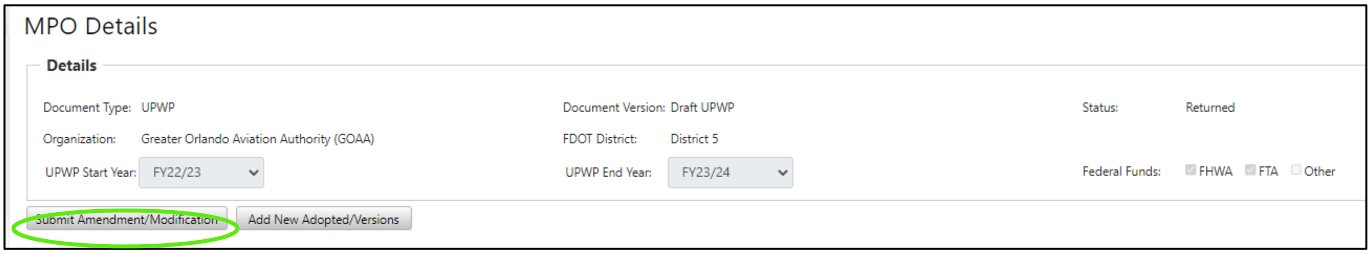
This step is completed by the MPO User.

1) Select **MPO Documents**

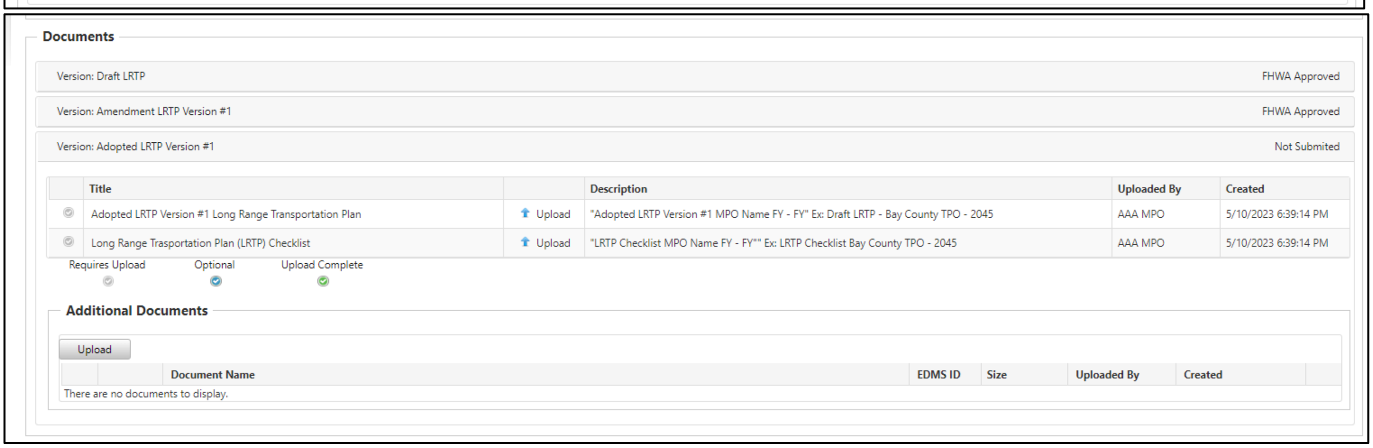
2) Select the record



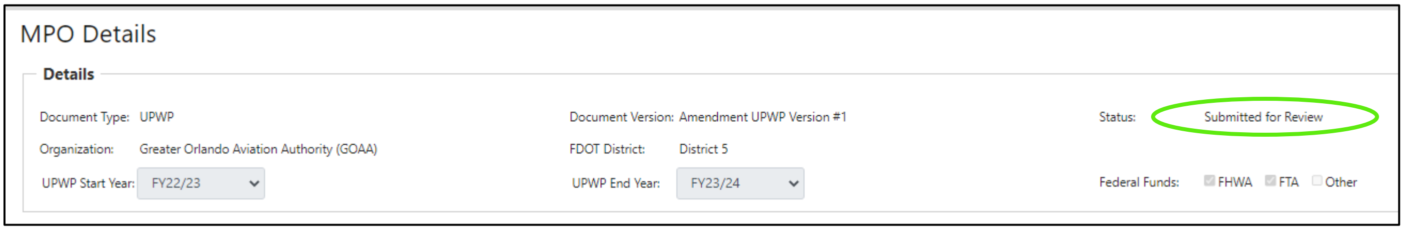
3) Select **Submit Amendment/Modification**



4) **Complete the steps from section 11.1**



5) **Once submitted**

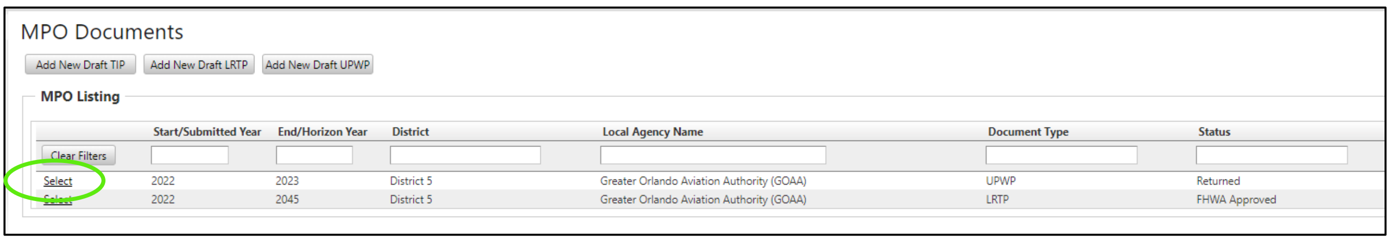


11.6 How to Submit an MPO Adopted/Versions

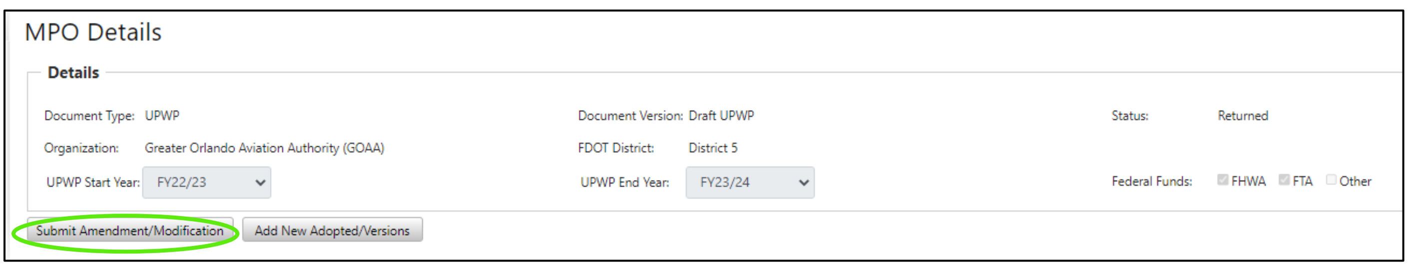
This step is completed by the MPO User.

1) Select **MPO Documents**

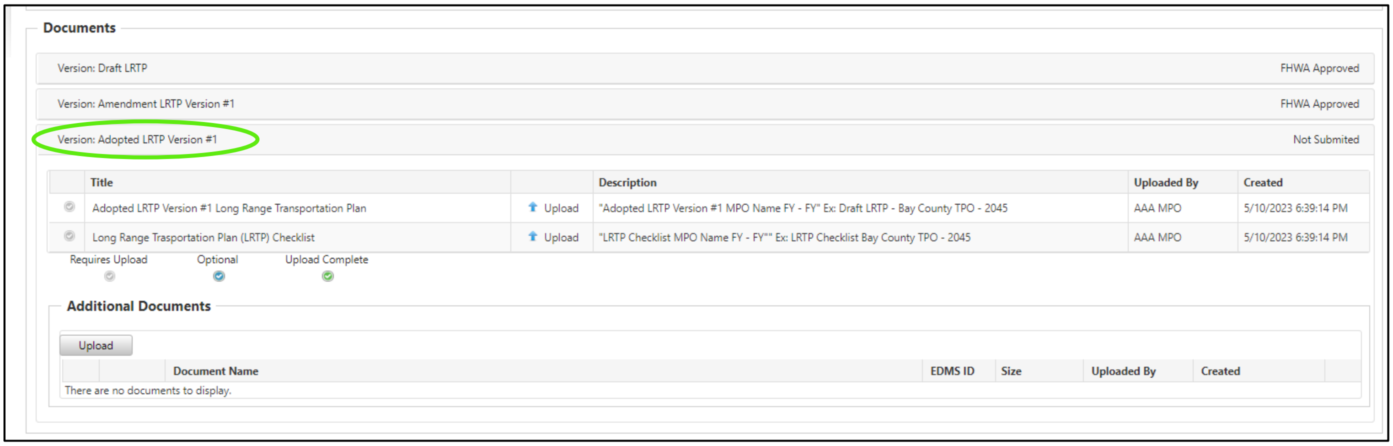
2) Select the record



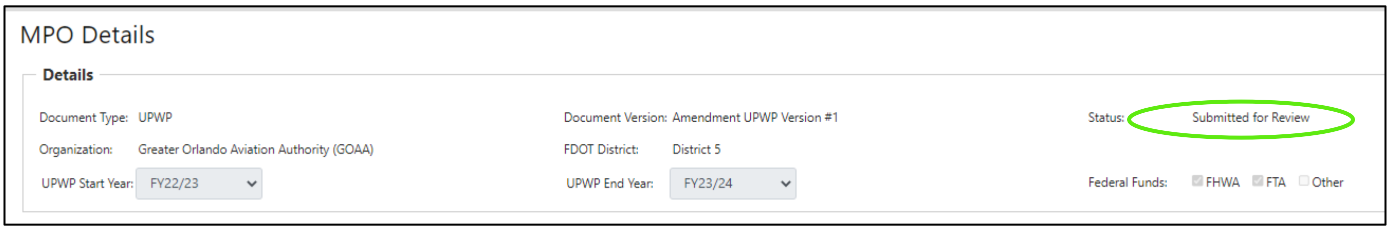
3) Select **Submit Adopted/Versions**



4) **Complete the steps from section 11.1**



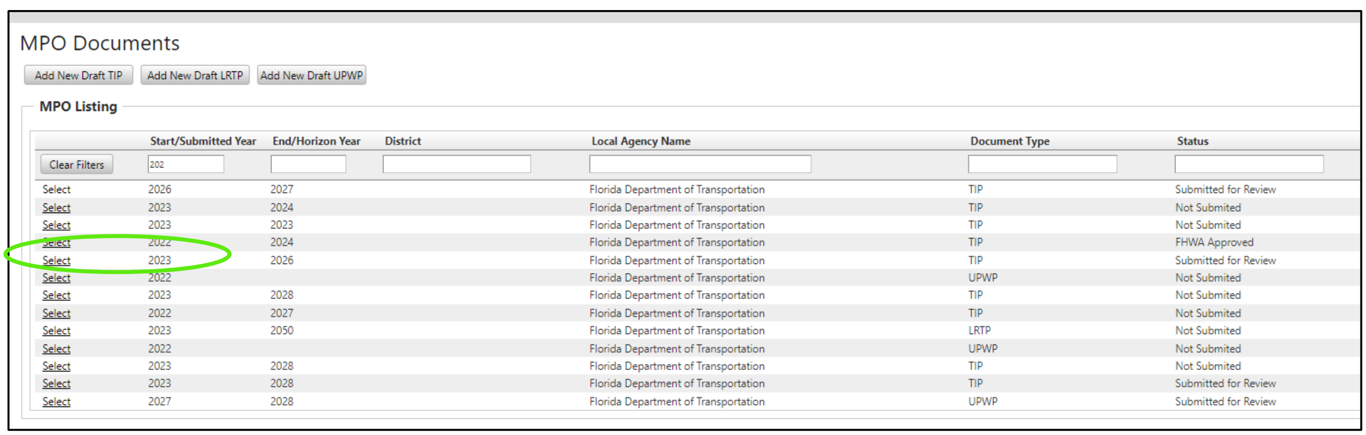
5) **Once submitted**



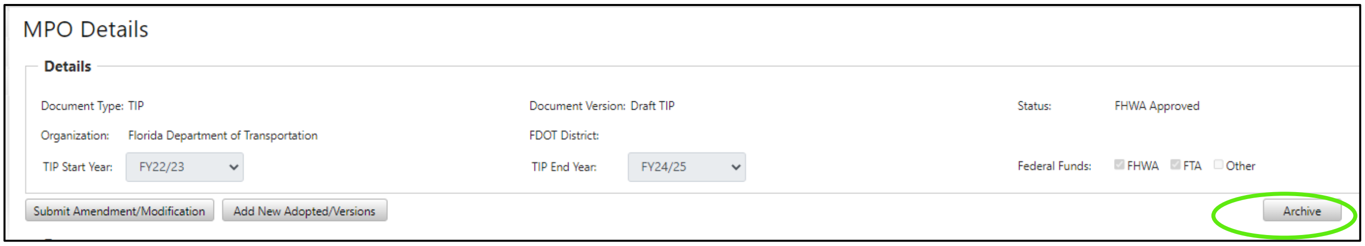
11.7 How to Archive an MPO Record

This step can only be completed by Central Office FDOT users.

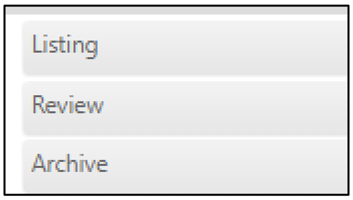
1) Select the MPO Documents tab
2) Select Listing
3) Select Approved/Returned Record



4) Select **Archive**



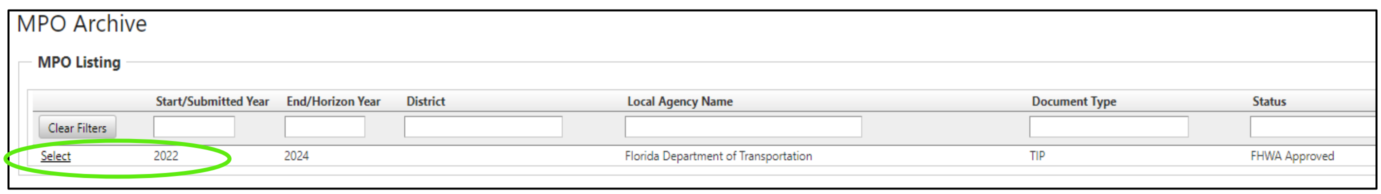
5) The record will now be shown on the Archive tab



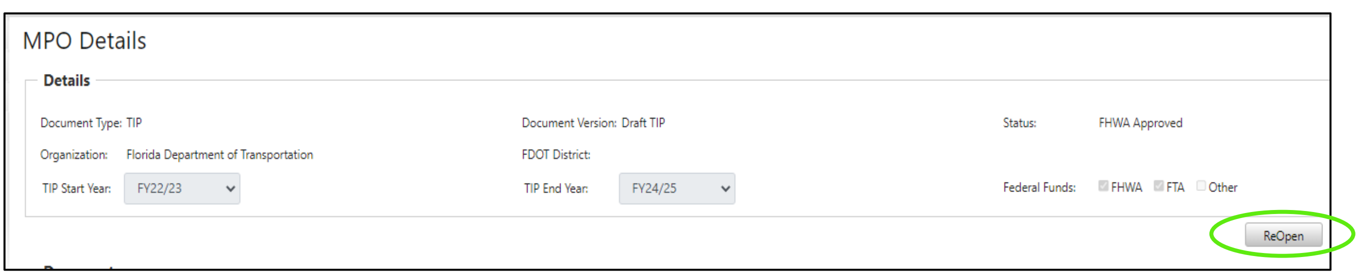
11.8 How to Un-Archive an MPO Record

This step can only be completed by Central Office FDOT users.

1) Select the MPO Documents tab
2) Select Archive
3) Select Record



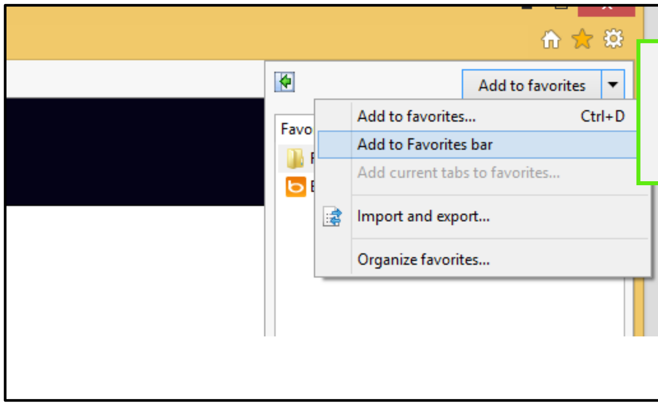
4) Select **Reopen**



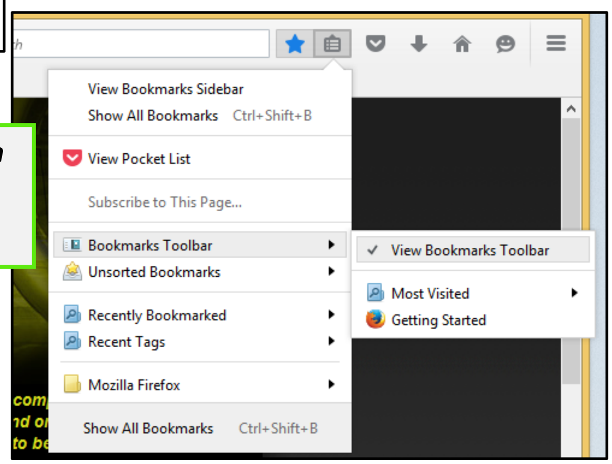
5) The record will now show on the Listing tab

Section 12: Additional Information

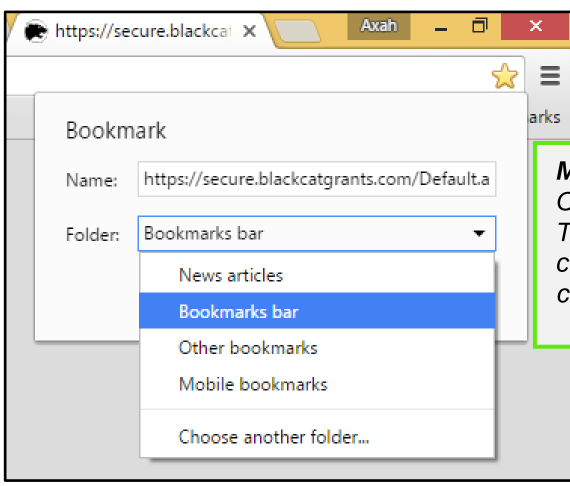
Website Bookmarking: We recommend bookmarking the website (URL) to allow easy access when returning in the future. Below is how to complete this task in each internet browser.



***Google Chrome:** Go to the **FLGAP System** web address. Click on the star icon at the top right had corner. Select the bookmark bar for your folder type.*



***Internet Explorer 11**: Go to the **FLGAP System** web address. Click on the star icon at the top right had corner. Select bookmark bar for your folder type.*



***Mozilla Firefox:** Go to the **FLGAP** web address. Click on the star icon at the top right had corner. To show the bookmark in the toolbar click on the clipboard icon, select Bookmarks Toolbar and check 'View Bookmarks Toolbar.'*