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Section 1: Introduction

1.1 What is the FLGAP System?

Panther International, LLC is proud to offer the **FLAGAP 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 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 Panther Project Management Team. You have access to the Project Management team for all of 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 as well as important deadlines. In addition, you will have quick link sections available for fast access to applications and projects.

![Dashboard Image]

**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 for these components are provided through tabs across the top of the system. Which components are available for you when your login will depend on your user role in the system. *(more detail 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 Panther 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 Panther Project Management Team.
2.3 Administration
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 left corner of the system.

1) Select the Administration link

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

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

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

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.

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

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

Helpful Hint: This section is typically utilized to set-up components of the system. Only the Client Admin will have access.
Manage Groups:
This section allows you to identify permissions for the various groups within the system (ex. District, State, Agency, Application Reviewers, etc.)

Section 3: 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.

3.1 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 an organization type, and then the Next button
4. Enter information in the fields

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

### 3.2 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

![Organization Listing]

3) Edit the fields you would like to update

![Organization Details]

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

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

![Actions]
3.3 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

![Organizations Tab](image)

2) Select an Organization

![Organization Listing](image)

3) Select the Contacts section

![Contacts Section](image)
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

3) Select Save

Helpful Hint: Be sure to complete all the appropriate fields.
To provide system access to a user:
1) Select the user from the user list

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

### 3.4 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 Organization 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.
3.5 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.

3.5.1 Organization Assessment
1. Select the Organization tab

2. Select the Organization

3. Select the Certification tab

4. Select the Title VI status:

5. Select the Date
6. Select the Risk Level

7. Select Save

3.5.2 Adding a Certification

1. Select the Organization tab

2. Select the Organization
3. Select the Certification tab

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 to all of the certification. Be sure all the contacts needing to be notified at the agency are selected in the contact type.

**Section 4: 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.

**4.1 Application Development**

1) Select the **Applications** tab

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

3) Select **Add New** button

4) Complete all of the Application Profile fields
   - Application Name
   - Year
   - Open Date/Time
   - Deadline Date/Time
   - Hard/Soft Deadline
   - Group Review
   - Scorecard (If Applicable)
   - Public URL
4) Select Insert

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

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

8) Select the **Application Documents** sub-section
9) Select Add New

10) Enter applicable information and then select Insert

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

11) Select the Eligible Applicants sub-section

12) Select all organizations that are eligible to apply and then select Save
13) Select the Application Reviewers sub-section

14) Select an eligible reviewers 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: 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.
15) Select **Save**

[Save]  [Cancel]

16) Select Opportunity Profile
17) Select the **Publish** button

![Application Profile](image)

**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.

### 4.2 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

   ![Applications Tab](image)

2) Select **Grant Opportunities**

   ![Grant Opportunities](image)

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 agencies 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 Budge section** (all dollars must be entered)

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

1) To complete the **Application Forms**
   a. Enter **Application Description**

   ![Application Description](image)

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

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

   **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**

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

![Application](image)

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

### Section 5: Review Process
The review process has multiple steps and each is completed by a State or District User.

#### 5.1 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 they are assigned to.

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
*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.

5.2 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**

```markdown
<table>
<thead>
<tr>
<th>Organization</th>
<th>Application</th>
<th>Description</th>
<th>Year</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colhoun County</td>
<td>Safe Routes to Schools-District 3</td>
<td>Althea Park Sidewalk</td>
<td>2019</td>
<td>No Assignment</td>
</tr>
</tbody>
</table>
```

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 display in the Group Review tab for those the application has been assigned to.*
5.3 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.

5.3.1 Group Review as the Lead Reviewer

1) Select **Group Review**

   ![Group Review](image1)

2) Select the **arrow**

   ![Group Review](image2)

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

   ![Group Review](image3)

5.3.2 How to Complete the Group Review

1) Select **Review**
2) Complete the **Scorecard**

![Scorecard Image]

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

![Save, Submit, Cancel Buttons]

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

![Save, Submit, Cancel Buttons]

### 5.4 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**

5.5 **Management Review**

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

1) Select **Management Review**
1) Select the arrow to view Scores

<table>
<thead>
<tr>
<th>Organization</th>
<th>Application</th>
<th>Description</th>
<th>Year</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Bradenton</td>
<td>Safe Routes to Schools-District 1</td>
<td>City of Bradenton Prime Elementary School Safety Improvements 1</td>
<td>2019</td>
<td>Pending</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Review Status</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amber Haygood</td>
<td>Complete</td>
<td>465</td>
</tr>
</tbody>
</table>

2) Select the Pencil

<table>
<thead>
<tr>
<th>Agency</th>
<th>Application Description</th>
<th>Fiscal Year</th>
<th>Requested Amount</th>
<th>Approved Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town of Bronson</td>
<td>FDOT SCOP Wilson Street Paving &amp; Drainage Improvements</td>
<td>2020</td>
<td>$340,650.00</td>
<td></td>
</tr>
</tbody>
</table>

3) Enter the dollar amount

4) Select the check mark
5) Select the **Action**

6) Select Submit

### 5.6 Archived Applications

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

1) Select **Archived Applications**
Section 6: Agreements

In this section, users will see agreements for organizations or those that have been tied to your district. In order for the agreements to display properly in the system, they must be tied to the organization's project and tagged in PSEE.

6.1 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 they can work on.

5. Add notes for the Agency
6. Add notes for FDOT/FHWA

6.2 Tracking
1. Select the Agreements tab

2. Select the Agreement

3. Select Tracking
6.2.1 How to Add Compliance Associations

1. Select the Compliance Associations

2. Select the Phase/Sequence

3. Select Save

6.2.2 How to Add a Milestone

1. Select Add Milestone
2. Add Milestone Name

3. Select a Section

4. Select a DOT Review
5. If yes, Add Related Milestone and Review Notification

6. Indicate if it is Confidential
7. Indicate if documents can be uploaded

8. Select Save Milestone
6.2.3 How do Users Complete Milestones

1. Select Tracking

2. Select project phase
3. Select Milestone to complete

4. Select Upload Icon

5. Select Choose File
6. Select File

7. Select Save

6.2.4 How to send FDOT Notifications to the Agency

1. Select the gear icon
2. Complete notification as required

3. Select Send

6.3 Documents
This is where all the LAPIT documents are stored in the same structure as the prior system. The Confidential Documents will only be available to a user if they have to permissions to view them.
6.3.1 How to View and Add Documents

1. Select the Agreements tab

2. Select the Agreement

3. Select Documents

4. Select Folder

5. Enter Title
6. Choose the File

7. Select the file and Save

6.3.2 How to add folders to a Phase folder

1. Select the Phase
2. Select Add New

3. Enter the Name

4. Select Insert
6.4 Phase
This section is where different project details are pulling in from the mainframe and allow for them to be viewed.

1. Select the Agreements tab

2. Select the Agreement

3. Select Phase

4. The information pulling over from the Mainframe will now display

6.4.1 How to view Available Contracts
1. Select Phases
2. Select the arrow next to the available contract number to see the funding details

3. Select the Fund Code for the Agreement

4. Select the New Group Or Create a New Group
5. Select the Agreement Type

6. Select Update Association

7. The new grouping will display under its group name
8. Select the grouping for the Agreement

9. Select Generate Agreement

10. A Pop Window will open that is connected to FDOT dashboard containing all of the agreements and forms
11. Select Agreement Form

12. Edit Forms as needed

13. Select Save
*Repeat these steps for all Agreement Forms

6.4.2 How to add New Agreement Forms

1. Select Generated Files

2. Select Add New Form

3. Select the Form Type

4. Select Insert

5. Select Generate Package
6.4.3 How to Start Over on an Agreement

1. Select Regenerate Forms

2. Select Ok, by selecting okay you will lose any edits there had already been completed

6.5 Invoices
This section is how an agency request funds and the state/district evaluates those requests.

6.5.1 How to Create Invoice as an Agency User
1. Select the Agreements tab

2. Select the Agreement
3. Select Invoices

4. Select Add New

5. Add Title, Service From date, Service End Date and File

6. Select Save and Submit
6.5.2 How to Review an Invoice

1. Select the Invoice

2. Select Reject or Approve

3. If Rejected, add comments

4. Select Submit
6.6 **Drawdowns**
This section pulls in data from the mainframe and matches to the project and item segment number for your viewing.

1. Select the Agreements tab

![Agreements tab screenshot](image1)

2. Select the Agreement

![Agreements listing](image2)

3. Select Drawdowns

![Drawdowns selection](image3)

4. The Drawdowns will now display

![Drawdowns table](image4)

6.7 **Associated Applications**
This section is to allow the applications to be tagged to the projects that they resulted in.
1. Select the Agreements tab

   ![Agreements Listing](Image)

2. Select the Agreement

3. Select Invoices

   ![Invoices](Image)

4. Select the application and tag to project

6.8 **FDOT Notes**

This section is only viewable by dot to organize notes

1. Select the Agreements tab

   ![Agreements Listing](Image)

2. Select the Agreement

3. Select Invoices
4. Select Category

5. Add Notes

6. Select Save

7. Notes will log at the bottom
8. Select the email icon

9. Complete email

10. Select Email

**Section 7: Local Agency Contracts**
This section contains the contracts between the local government and the contractor. By default, the contracts tied to a district will display for District users. A State user will see all. Agencies will only see their agency. Consultant users will only see what they have been tagged to by the state.

**7.1 How to Add a Contract**

1. Select the Local Agency Contracts tab
2. Select the Agreement

3. Select the Agreement/ FDOT Project Number, this will populate a list to select from

4. Select Category

5. Select Number of Bidders
6. Select Local Agency Contract Number

7. Select Continue

7.1.2 How to Complete a Contract
The contract form is generated based on the phase and sequence entered.

1. Select the dates in chronologically order
2. Complete the Contract Amounts

3. Complete the Prime Contractor and Contract name from populated list
4. Complete Contractor Details

5. Select Save

7.2.3 How to view Agreement details from the contract

1. While working in the contract details, select Agreement Details

2. To see the contracts on the agreement select the contract number
Section 6: 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, Global Resources, 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
e. Select the **Save** button

---

**Helpful Hint:** Be sure to name your file

---

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

Section 7: Reports
The reports section can be utilized to access information/data from within the system in a neatly formatted document.
1) Select **Reports**

1. Select **Generate**
Section 8: 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’.