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## ***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.

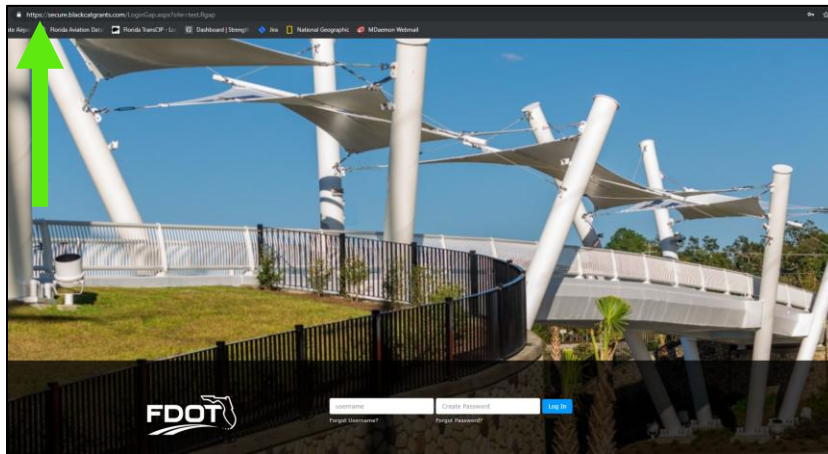
**Note:** Due to differences between internet browsers, your view may differ slightly from the view in the screenshot utilized to create this manual. While internet browsers may cause a variation in look and feel, all systems components should continue to function in all internet browsers.

**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](http://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.

A close-up screenshot of the login form. It shows two input fields: one labeled 'username' and another labeled 'Create Password'. Below the 'username' field is a link that says 'Forgot Username?'. Below the 'Create Password' field is a link that says 'Forgot Password?'. To the right of the 'Create Password' field is a blue 'Log In' button, which is circled in green. Two green arrows point to the 'username' and 'Create Password' fields respectively.

## 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.

**BlackCat**  
GRANT MANAGEMENT SYSTEM

Scott Entin | [My Account](#) | [Administration](#) | [Logout](#) | [Help](#) | System Version 1.0.80

Dashboard Applications Organizations Resources Reports Review

Dashboard

**Dashboard**

**WELCOME MESSAGE**

Welcome to Florida Grant Application Program!!

We have a new modernized system to allow us to collect more accurate data; process workflows more efficiently and grants management.

**Submitted Grant Application**

Organization Name	Application Type	Fiscal Year	Status
Charlotte Harbor	<a href="#">Highway Beautification Grant Application - District 1</a>	2020	Submitted
Charlotte Harbor	<a href="#">Highway Beautification Grant Application - District 1</a>	2020	Submitted
Charlotte Harbor	<a href="#">Highway Beautification Grant Application - District 1</a>	2020	Submitted

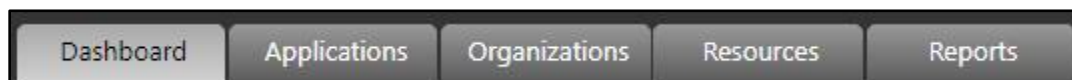
Powered by Panther

BCG Support Center: 888-238-9707 | [Accessibility Info](#) | [Contact Support](#)

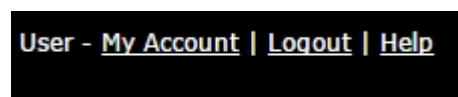
**Helpful Hint:** We suggest regularly updating the Welcome Message through the module located in the Administration Section. Only a Client Admin can access this area.

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

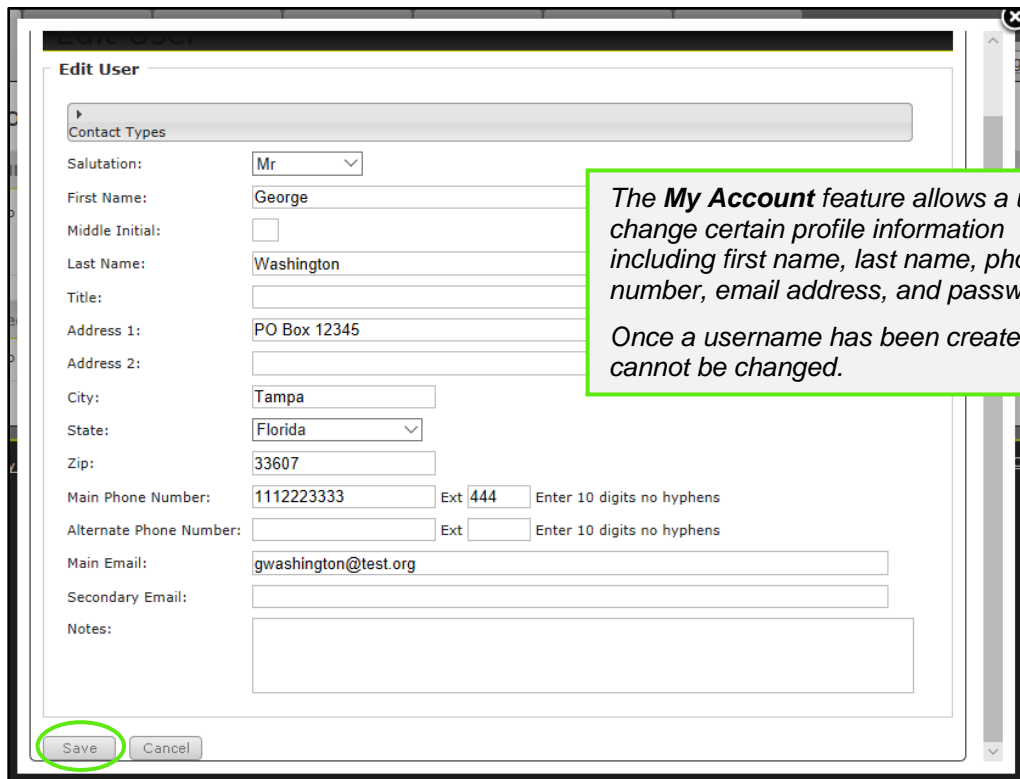


- 3) User specific features are located in the upper right corner of the screen



## My Account:

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



The screenshot shows a web form titled "Edit User". At the top, there is a "Contact Types" dropdown menu. Below it, the form contains several input fields: "Salutation:" with a dropdown menu showing "Mr"; "First Name:" with the text "George"; "Middle Initial:" with an empty text box; "Last Name:" with the text "Washington"; "Title:" with an empty text box; "Address 1:" with the text "PO Box 12345"; "Address 2:" with an empty text box; "City:" with the text "Tampa"; "State:" with a dropdown menu showing "Florida"; "Zip:" with the text "33607"; "Main Phone Number:" with the text "1112223333" and an "Ext" field with "444" and a note "Enter 10 digits no hyphens"; "Alternate Phone Number:" with an empty text box and an "Ext" field with a note "Enter 10 digits no hyphens"; "Main Email:" with the text "gWASHINGTON@test.org"; "Secondary Email:" with an empty text box; and "Notes:" with a large empty text area. At the bottom left of the form, there are two buttons: "Save" and "Cancel". The "Save" button is circled in green.

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:

User - [My Account](#) | [Logout](#) | [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.

BCG Support Center: 888-238-9707 | [Accessibility Info](#) | [Contact Support](#)

**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**.

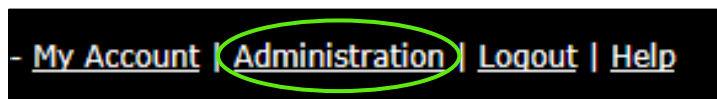
As a state user, if you need further assistance with the System, please contact your BlackCat Project Management Team.



## 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.



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

Dashboard > Administration Area

Administration Area

Program Management

[Manage Programs](#)  
[Manage FTA Line Items](#)  
[Manage Budget Categories](#)

User Management

[Manage Users/Contacts](#)  
[Manage Auto-Registration Queue](#)

Group Management

[Manage Groups](#)

Application Settings

[Email Settings](#)  
[Login Announcements](#)  
[Accessibility Information](#)  
[User Sessions](#)

Notification Management

[Email Templates](#)  
[Notification Queue](#)

Module Management

[Manage Modules](#)  
[Manage Auto-Registration Module](#)  
[Oversight](#)  
[Important Documents Module](#)

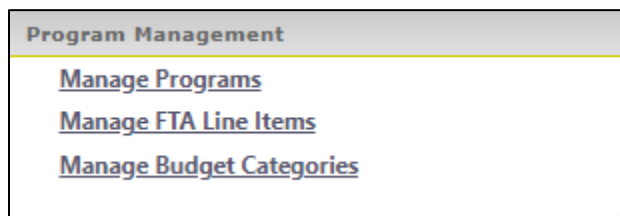
WPO Tools

[WPO Tools](#)

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

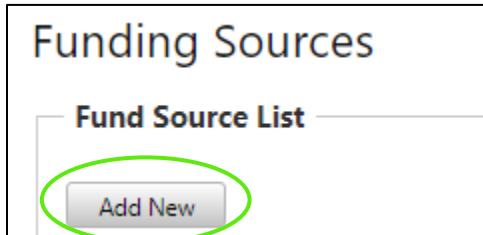
### 3.1 Manage Programs

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



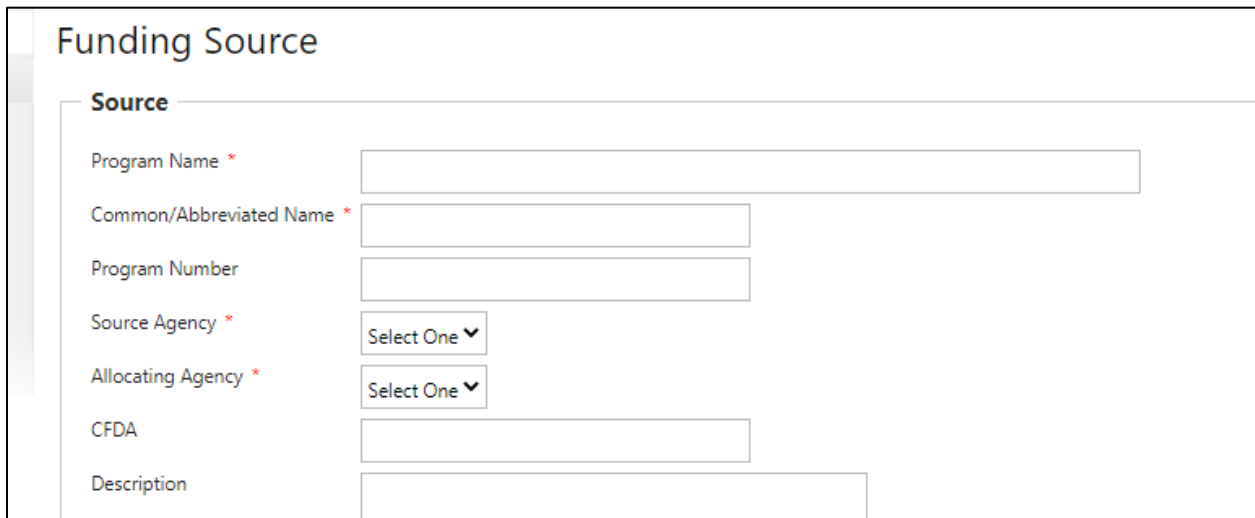
### 3.1.1 Manage Programs

- 1) Select Manage Programs
- 2) Select Add New



The screenshot shows a web interface titled "Funding Sources". Below the title is a section labeled "Fund Source List". Inside this section, there is a button labeled "Add New" which is circled in green.

- 3) Complete Required Fields



The screenshot shows a web form titled "Funding Source". Under the "Source" heading, there are several input fields:

- Program Name \*
- Common/Abbreviated Name \*
- Program Number
- Source Agency \* (dropdown menu with "Select One" and a downward arrow)
- Allocating Agency \* (dropdown menu with "Select One" and a downward arrow)
- CFDA
- Description

- 4) Select Insert
- 5) Select Access



The screenshot shows a web form titled "Program". Below the title, there is a button labeled "Access" which is circled in green.

## 6) Select Agencies

### Funding Source

**Filter Options**

Filter By: 

Select One

Select One

Filter

**Agencies**

[Select All](#) | [Deselect All](#)

☒ Florida Department of Transportation

☐ Town of Bell

☐ Town of Belleair

☐ Town of Belleair Shore

☐ Town of Branford

☐ Town of Bronson

☐ Town of Brooker

☐ Town of Callahan

☐ Town of Century

☐ Town of Cinco Bayou

☐ Town of Cutler Bay

☐ Town of Davie

☐ Town of Dundee

☐ Town of Eatonville

☐ Town of Fort Myers Beach

☐ Town of Fort White

☐ Town of Glen Saint Mary

☐ City of Largo

☐ City of Lauderhill

☐ City of Layton

☐ City of Leesburg

☐ City of Lighthouse Point

☐ City of Live Oak

☐ City of Longwood

☐ City of Lynn Haven

☐ City of Macclenny

☐ City of Maderia Beach

☐ City of Madison

☐ City of Maitland

☐ City of Marathon

☐ City of Marco Island

☐ City of Marianna

☐ City of Mary Esther

☐ City of Mascotte

## 7) Select Save

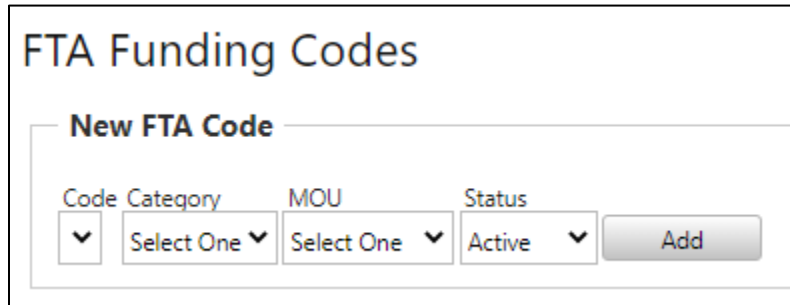
**Actions**

Save

Cancel

### 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

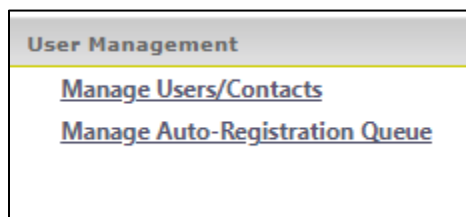
- 1) Select Manage Budget Categories
- 2) Select Category, Budget Code, Name, Sequence



- 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**



The screenshot shows the 'Users' section of the application. A green circle highlights the 'Add New' button, which is located at the top left of the user list area.

### 3) Select Organization and Required Fields

## User Information

### Edit User

User:

Contact Types

Organization:

Select One

\*Required

Salutation:

Select One

\*Required

First Name:

\*Required

Middle Initial:

Last Name:

\*Required

Title:

\*Required

Address 1:

\*Required

Address 2:

City:

\*Required

State:

Select One

\*Required

Zip:

\*Required

Main Phone Number:

( ) - -

Ext:

Enter 10 digits no hyphens

\*Required

Alternative Phone Number:

( ) - -

Ext:

Enter 10 digits no hyphens

Main Email:

\*Required

Alternative Email:

\*Required

Notes:

System Access Information

Allow access to the system?

☐ Yes
 ☐ No

User Name:

Status:

☐ Active
 ☐ Inactive

Save

Cancel

4) Select **Save**

**User Information**

**Edit User**

**Edit User**

Users: Alex Hamilton

**Contact Types**

Salutation: Mr

First Name: Alex

Middle Initial:

Last Name: Hamilton

Title: CEO

Address 1: 123 B Street

Address 2:

City: Walla Walla

State: Florida

Zip: 12345

Main Phone Number: (123) 456-7897 Ext: Enter 10 digits no hyphens

Alternate Phone Number: Ext: Enter 10 digits no hyphens

Main Email: ahamilton@walla.com

Secondary Email:

Notes:

Status: ☒ Active ☐ Inactive

**System Access Information**

Allow access to the system? ☐ Yes ☒ No

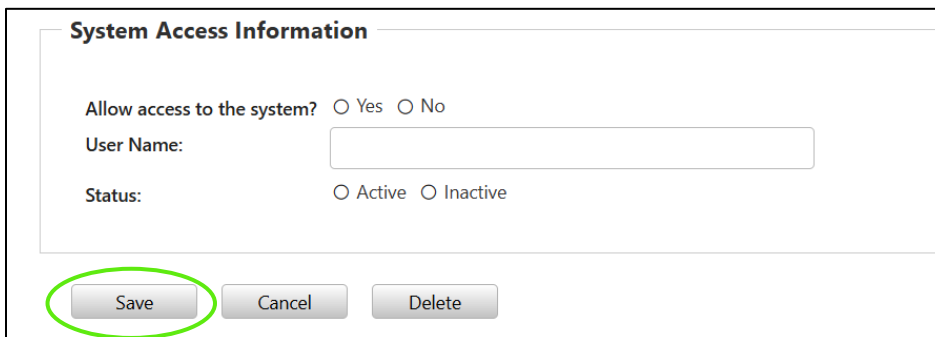
User Name:

**Save** **Cancel**

*\*The status will automatically update on save*

### 3.2.2 Activating a User

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



**System Access Information**

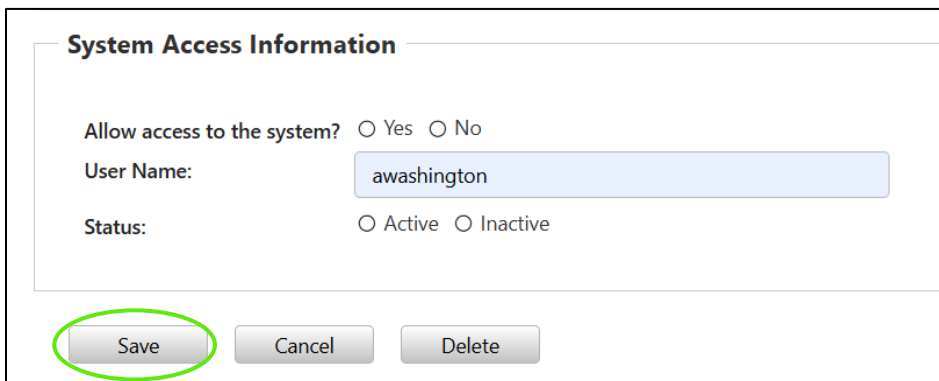
Allow access to the system? ☐ Yes ☐ No

User Name:

Status: ☐ Active ☐ Inactive

**Save** **Cancel** **Delete**

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



**System Access Information**

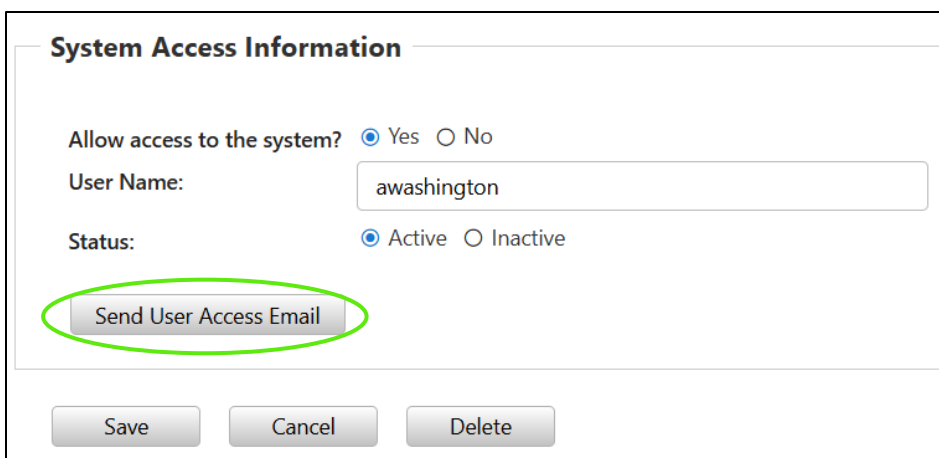
Allow access to the system? ☒ Yes ☐ No

User Name:

Status: ☒ Active ☐ Inactive

**Save** **Cancel** **Delete**

- 3) Select **Send User Access Email**



**System Access Information**

Allow access to the system? ☒ Yes ☐ No

User Name:

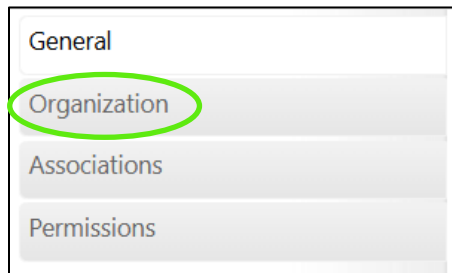
Status: ☒ Active ☐ Inactive

**Send User Access Email**

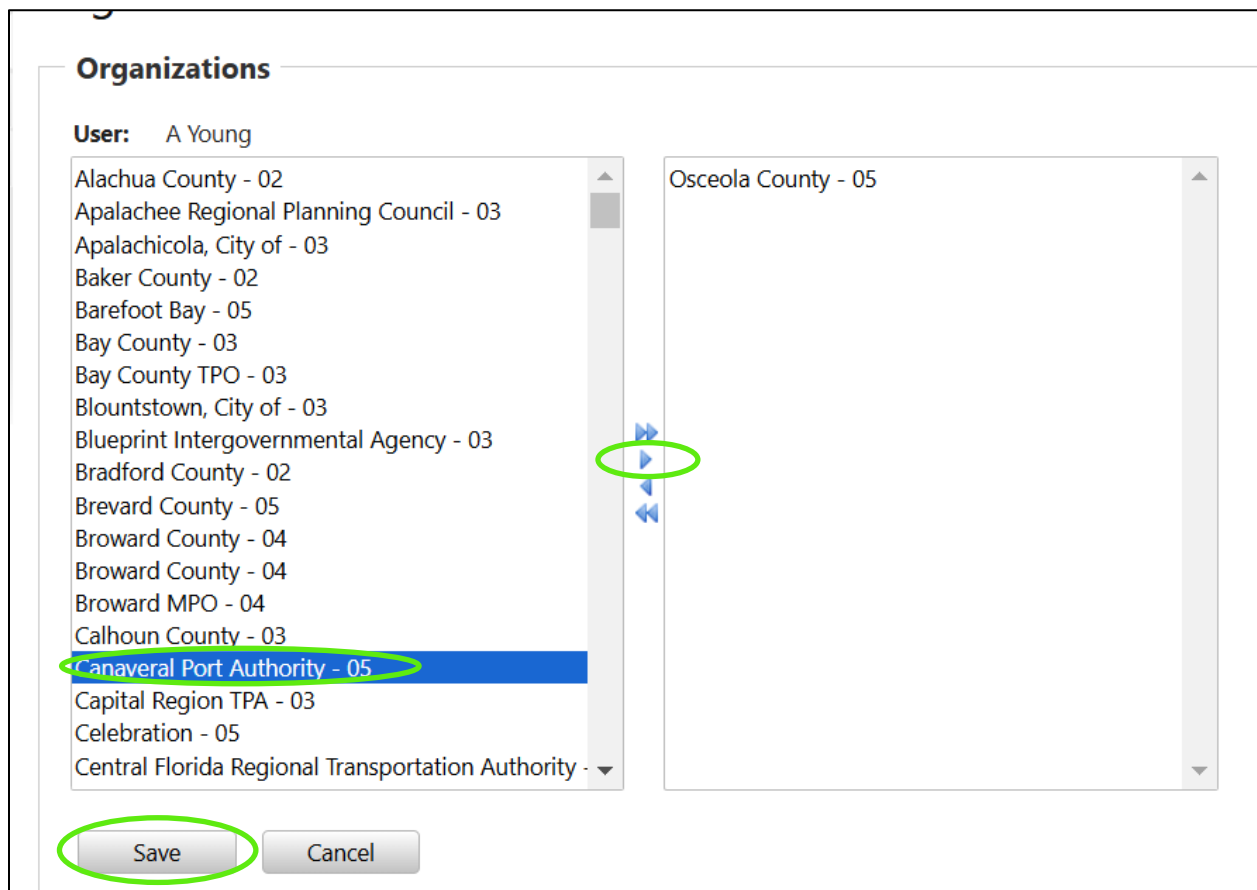
**Save** **Cancel** **Delete**

### 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

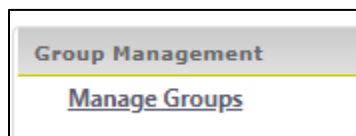
History Log					
Status	Organization Name	Agreement - Project Name	Application	Updated By	Date
User Marked Inactive	City of Winter Haven			Precious Lewis	10/29/2024 5:57:57 PM EST
User Marked Inactive	Flagler County			Precious Lewis	10/29/2024 5:57:57 PM EST
User Marked Inactive	Hendry County			Precious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

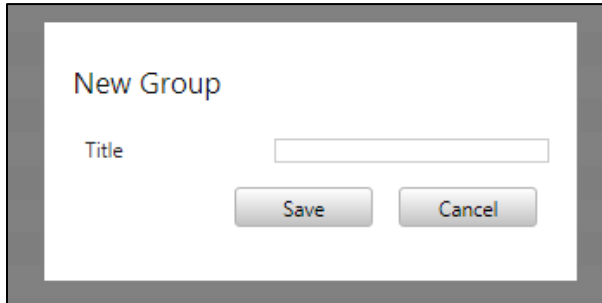
This section allows you to identify permissions for the various groups within the system (ex. District, State, Agency, Application Reviewers, etc.)



#### **3.3.1 Manage Groups**

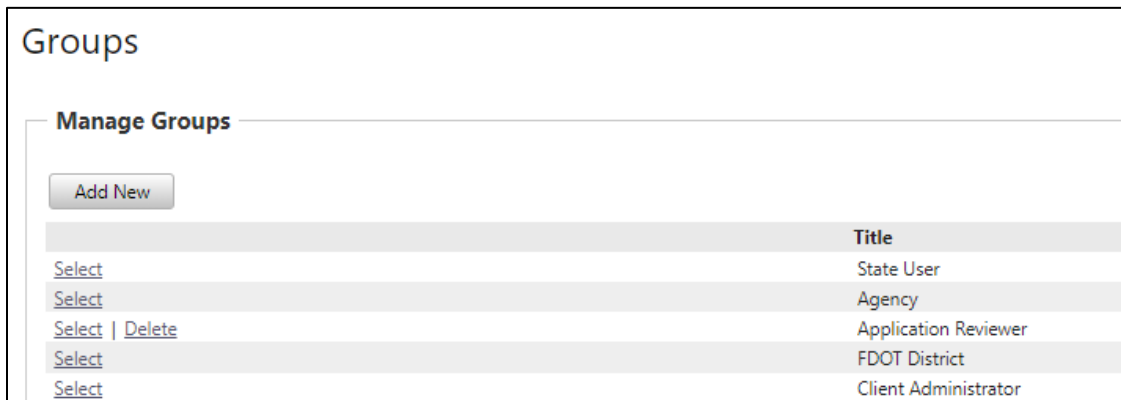
- 1) Select Manage Groups
- 2) Select Add New
- 3) Enter the Title

- 4) Select Save or Cancel



A dialog box titled "New Group" with a "Title" label and an empty text input field. Below the input field are two buttons: "Save" and "Cancel".

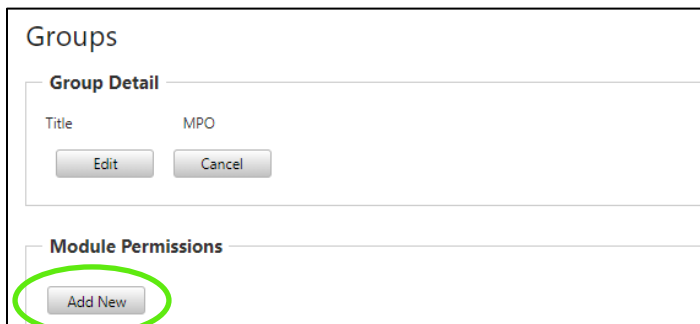
- 5) Select the Group created



The "Groups" management interface. It features a "Manage Groups" section with an "Add New" button. Below this is a table listing existing groups with "Select" links for each.

	Title
<a href="#">Select</a>	State User
<a href="#">Select</a>	Agency
<a href="#">Select</a>   <a href="#">Delete</a>	Application Reviewer
<a href="#">Select</a>	FDOT District
<a href="#">Select</a>	Client Administrator

- 6) Select **Add New**



The "Groups" interface showing "Group Detail" and "Module Permissions" sections. The "Add New" button in the "Module Permissions" section is circled in green.

**Group Detail**

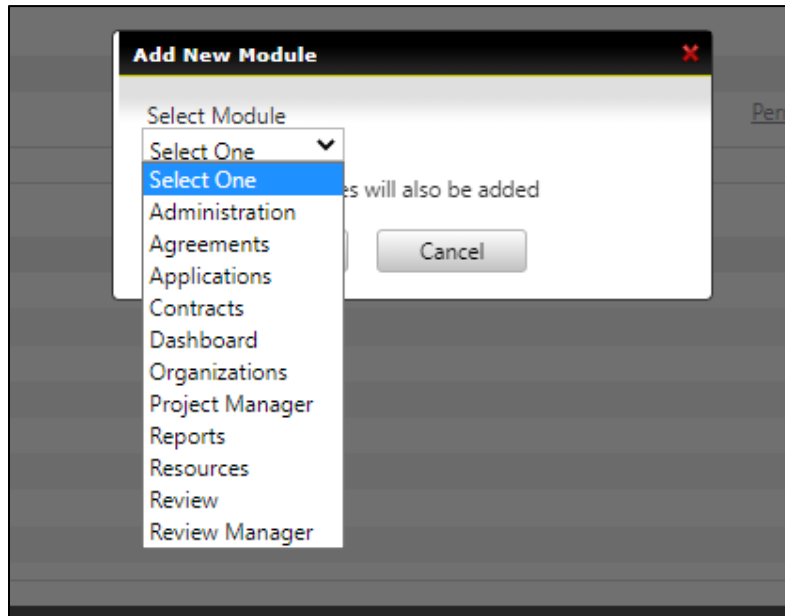
Title: MPO

[Edit](#) [Cancel](#)

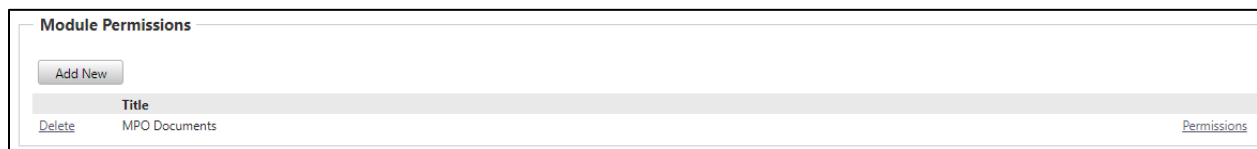
**Module Permissions**

[Add New](#)

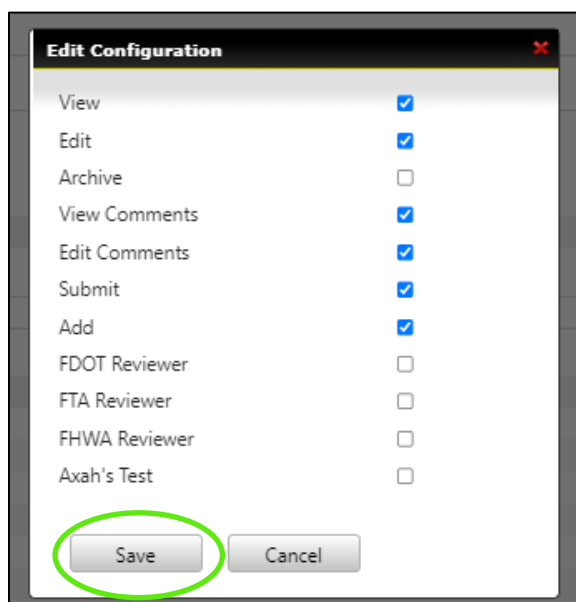
7) Select Module and select **Save**



8) Select Permissions

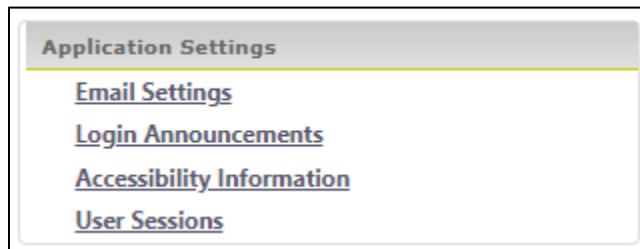


9) Select checkboxes and select **Save**



## 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

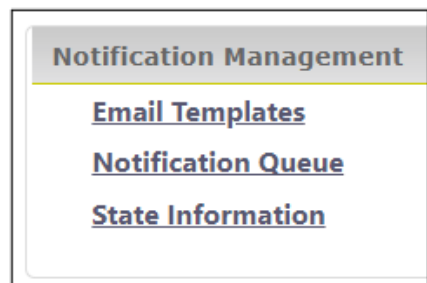
This section is where you will update the accessibility information narrative as needed.

### 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.

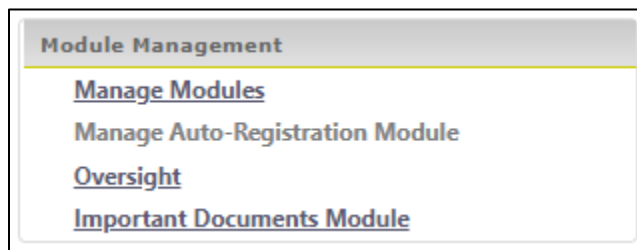
### **3.5.2 Notification Queue**

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**

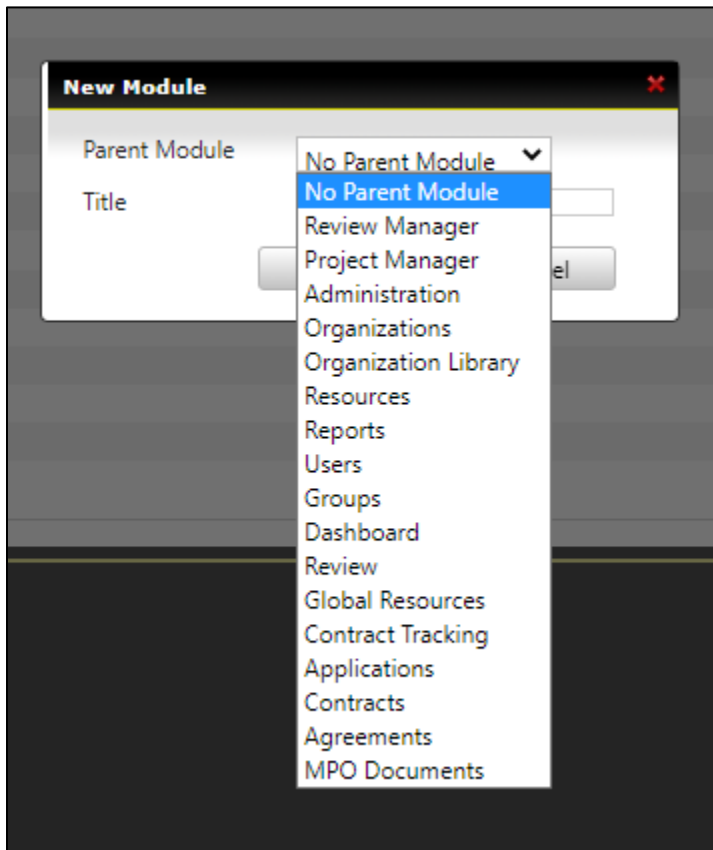


### **3.6.1 Manage Modules**

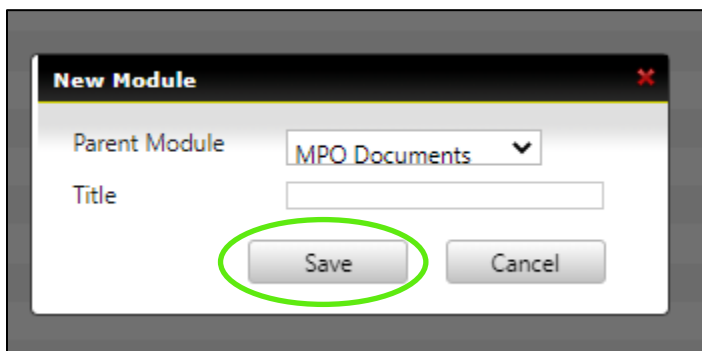
This section controls the permission of each user association group and the permission on the user profile.

- 1) Select Manage Modules
- 2) Select Add New

3) Select Parent Module



4) Enter Title and select **Save**



5) Select Module created

### System Modules

#### Manage Modules

[Add New](#)

	Title
<a href="#">Select</a>   <a href="#">Delete</a>	Review Manager
<a href="#">Select</a>   <a href="#">Delete</a>	Project Manager
<a href="#">Select</a>   <a href="#">Delete</a>	Administration
<a href="#">Select</a>   <a href="#">Delete</a>	Organizations
<a href="#">Select</a>   <a href="#">Delete</a>	Organization Library
<a href="#">Select</a>   <a href="#">Delete</a>	Resources
<a href="#">Select</a>   <a href="#">Delete</a>	Reports
<a href="#">Select</a>   <a href="#">Delete</a>	Users
<a href="#">Select</a>   <a href="#">Delete</a>	Groups
<a href="#">Select</a>   <a href="#">Delete</a>	Dashboard
<a href="#">Select</a>   <a href="#">Delete</a>	Review
<a href="#">Select</a>   <a href="#">Delete</a>	Global Resources
<a href="#">Select</a>   <a href="#">Delete</a>	Contract Tracking
<a href="#">Select</a>   <a href="#">Delete</a>	Applications
<a href="#">Select</a>   <a href="#">Delete</a>	Contracts
<a href="#">Select</a>   <a href="#">Delete</a>	Agreements
<a href="#">Select</a>   <a href="#">Delete</a>	MPO Documents

6) Select **Add New**

### System Modules

#### Module Details

Parent Module

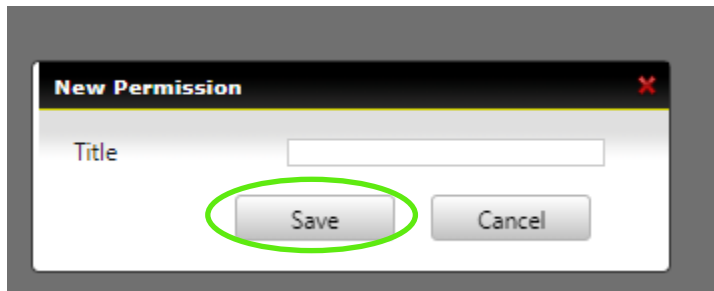
Title

[Edit](#) [Cancel](#)

#### Module Permissions

[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**

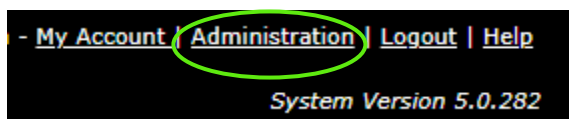
This functionality is not currently available.

### **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.

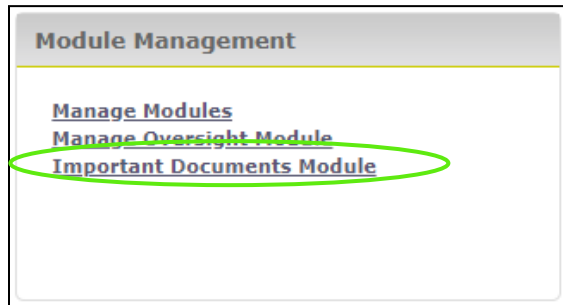
To access, Manage Important Document Categories (Client Administrators Only)

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

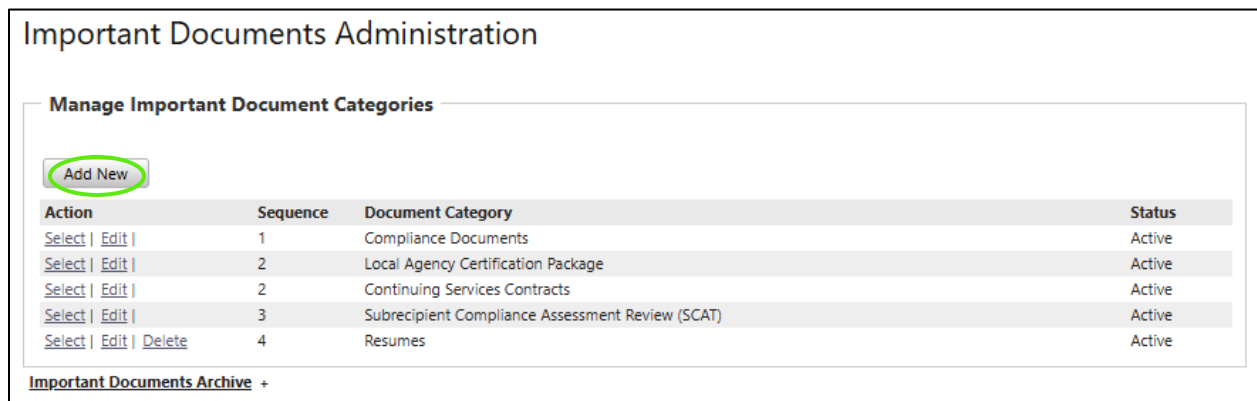




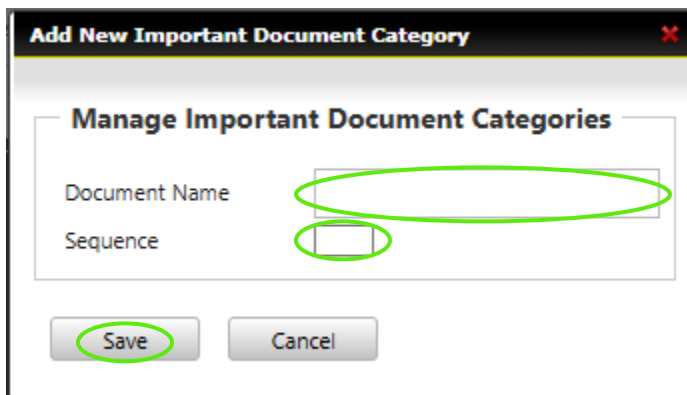
- 2) Click on the **Important Documents Module** in the Module Management section



- 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**.

### Important Documents Administration

**Manage Important Document Categories**

[Add New](#)

Action	Sequence	Document Category	Status
<a href="#">Select</a>   <a href="#">Edit</a>	1	Compliance Documents	Active
<a href="#">Select</a>   <a href="#">Edit</a>	2	Local Agency Certification Package	Active
<a href="#">Select</a>   <a href="#">Edit</a>	2	Continuing Services Contracts	Active
<a href="#">Select</a>   <a href="#">Edit</a>	3	Subrecipient Compliance Assessment Review (SCAT)	Active
<a href="#">Select</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	4	Resumes	Active

[Important Documents Archive](#) +

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

### Important Documents Administration

**Manage Important Document Categories**

[Add New](#)

Action	Sequence	Document Category	Status
<a href="#">Select</a>   <a href="#">Edit</a>	1	Compliance Documents	Active
<a href="#">Select</a>   <a href="#">Edit</a>	2	Local Agency Certification Package	Active
<a href="#">Select</a>   <a href="#">Edit</a>	2	Continuing Services Contracts	Active
<a href="#">Select</a>   <a href="#">Edit</a>	3	Subrecipient Compliance Assessment Review (SCAT)	Active
<a href="#">Select</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	4	Resumes	Active

[Important Documents Archive](#) +

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

### Edit Document Category

**Edit Document Category**

Document Category

Sequence

[Save](#) [Cancel](#)

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

Important Documents Administration

Manage Important Document Categories

Add New

Action	Sequence	Document Category	Status
Select   Edit	1	Compliance Documents	Active
Select   Edit	2	Local Agency Certification Package	Active
Select   Edit	2	Continuing Services Contracts	Active
Select   Edit	3	Subrecipient Compliance Assessment Review (SCAT)	Active
Select   Edit   Delete	4	Resumes	Active

Important Documents Archive +

9) Select **Add New**

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**

Add New Important Document Type

Manage Important Document Types

Document Name

Sequence

Validity Terms

Expiration Date: ☒ Yes ☐ No

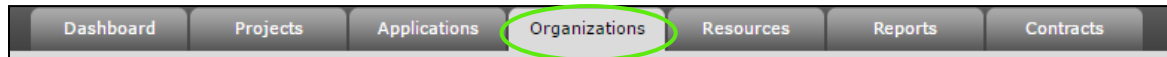
Document For Download ☒ Yes ☐ No

Require Secondary Action ☒ Yes ☐ No

Confidential: ☒ Yes ☐ No

Supplied Document  No file chosen

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

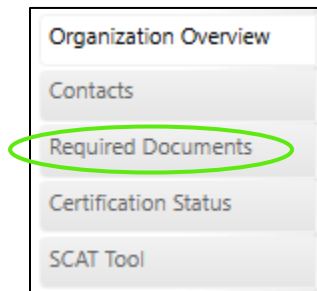


12) Select an **Organization**

The screenshot shows the 'Organization Listing' page. It has a 'Filter Options' section with a checkbox for 'Organizations With Oversight Records' and two dropdown menus for 'Organization Type' and 'Organization', both set to 'Select One'. Below this is a table with three columns: 'Organization', 'Organization Type', and 'Parent Organization'. The table contains three rows. The second row, 'AA - Testing 1', has a 'Select' link in the first column, which is highlighted with a green circle. The third row, 'AA - Testing 2', also has a 'Select' link in the first column.

Organization	Organization Type	Parent Organization
<a href="#">Select</a>	State	California Department of Transportation
<a href="#">Select</a>	Transit Agency	California Department of Transportation
<a href="#">Select</a>	Transit Agency	California Department of Transportation

13) Select the **Required Documents** tab



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

The screenshot shows the 'Important Documents' page. It has two main sections: 'Important Documents' and 'Compliance Documents'. The 'Important Documents' section has a 'Category' dropdown menu set to 'All Categories', which is highlighted with a green circle. The 'Compliance Documents' section has a 'Type' dropdown menu set to 'Select Document Type', which is also highlighted with a green circle. Below these sections, there is a message: 'There are currently no Uploaded documents.' and a link: 'Archived Documents +'. To the right of the 'Category' dropdown, there is a note: '\* Select the Category for the Document Type to view or upload'. To the right of the 'Type' dropdown, there is a note: '\* Select the Document Type of the Upload'.

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

**Important Application Documents**

Category: All Categories \*Select the Category for the Document Type to view or upload

**FTA Certifications and Assurances - Application Requirements**

Type: ADA Plan \* Select the Document Type of the Upload

There are currently no Uploaded documents.

[Archived Documents](#) +

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

**Important Application Documents**

Category: All Categories \*Select the Category for the Document Type to view or upload

**FTA Certifications and Assurances - Application Requirements**

Type: ADA Plan \* Select the Document Type of the Upload

There are currently no Uploaded documents.

[Archived Documents](#) +

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

**Application Document Upload**

**Document Upload**

Choose File 1 Test file (4).pdf

Comment  
Enter Comment

☒ I attest and certify that I have uploaded the most current, appropriate and/or required document for the title I have selected

Save Cancel





- 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.

**Important Application Documents**

Category:  \*Select the Category for the Document Type to view or upload

**FTA Certifications and Assurances - Application Requirements**

Type:  \* Select the Document Type of the Upload

Document Type	Uploaded By	Upload Date	Expires
  ADA Plan (Valid for 1 Year)	Scott Entin	02/05/2019	<input type="text"/>  

[Archived Documents](#) +

- 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.).

**WPO Tools**

[WPO Tools](#)

### 3.7.1 Project Record Look Up

- 1) Select **WPO Tools**
- 2) Enter **FPN/Item-Segment** and select **Get Data**

**WPO Tools**

FPN/Item-Segment:

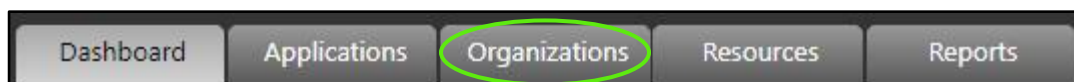
## Section 4: Organization Management

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

Organization Listing

**Filter Options**

Filter By:     Default list displays active status organizations

☐ Organizations With Oversight Records

**Organization Listing**

	Name	System Org Type	State Parent	FDOT District	Status
<input type="button" value="Select"/>	Alachua County	Local Agency	Florida Department of Transportation	District 2	Active
<input type="button" value="Select"/>	Baker County	Local Agency	Florida Department of Transportation	District 2	Active
<input type="button" value="Select"/>	Barefoot Bay	Local Agency	Florida Department of Transportation	District 5	Active
<input type="button" value="Select"/>	Bay County	Local Agency	Florida Department of Transportation	District 3	Active
<input type="button" value="Select"/>	Bay County TPO	Local Agency	Florida Department of Transportation	District 3	Active
<input type="button" value="Select"/>	Blueprint 2000 & Beyond	Local Agency	Florida Department of Transportation	District 3	Active

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

Organization Details

System Org Type:\*

- 4) Enter information in the fields

**Organization Details**

Legal Name:\*

Common Name/Acronym/DBA:\*

**Physical Address**

Address 1:\*

Address 2:

City:\*  State:\*

Zip Code:\*  -

County:

☐ Mailing address if different

☐ Remittance address

**Contact Info**

Website:

Customer Service Email:

Main Phone Number:  -  -  Ext

Alternate Phone Number:  -  -  Ext

Fax Number:  -  -

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

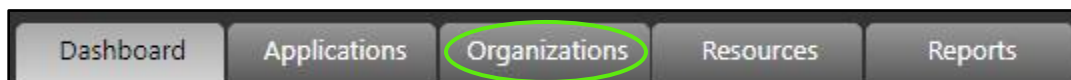
- 5) Select the **Save** button to ensure the information you entered is saved



## 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

**Organization Listing**

**Organization Listing**

	Name	System Org Type	State Parent	FDOT District	Status
Select	Florida Department of Transportation	State			Active
Select	Town of Bell	Local Agency	Florida Department of Transportation	District 2	Active
Select	Town of Belleair	Local Agency	Florida Department of Transportation	District 7	Active



- 3) Edit the fields you would like to update

The screenshot shows a form titled "Organization Details" with the following sections and fields:

- Legal Name:** \* (text input)
- Common Name/Acronym/DBA:** \* (text input)
- Physical Address**
  - Address 1:** \* (text input)
  - Address 2:** (text input)
  - City:** \* (text input) and **State:** \* (dropdown menu with "Select One" option)
  - Zip Code:** \* (text input with hyphen separator)
  - County:** (dropdown menu with "Select One" option)
  - ☐ Mailing address if different
  - ☐ Remittance address
- Contact Info**
  - Website:** (text input)
  - Customer Service Email:** (text input)
  - Main Phone Number:** (text input with hyphen separator and "Ext" field)
  - Alternate Phone Number:** (text input with hyphen separator and "Ext" field)
  - Fax Number:** (text input with hyphen separator)

A green bracket on the right side of the form points to a "Helpful Hint" box that reads: *Helpful Hint: Be sure to complete all the appropriate fields.*

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

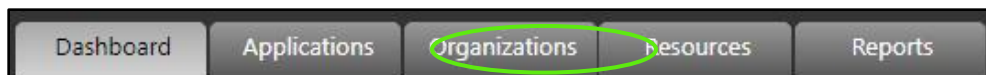


## 4.3 Contact Management

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**

### Organization Listing

**Filter Options**

Filter By: 

Select One

Select One

Filter

Reset

☐ Organizations With Oversight Records

**Organization Listing**

Add New

Name ^	System Org Type	State Parent	FDOT District
<div>Select</div> 27/7 Guarding Angels	Transit Agency	Florida Department of Transportation	District 7

3) Select the **Contacts** section

**Organization Overview**

Contacts

To add a new contact

1) Select the **Add New** button

**Contact**

Add New

FirstName	LastName	Title	Main Email	Main Phone	System Access
Mike	Bartholomew		MBartholomew@las-cruces.org	(575) 541-2537	Yes

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**

**Contact Types**

Salutation:

First Name:

Middle Initial:

Last Name:

Title:

Address 1:

Address 2:

City:

State:

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**

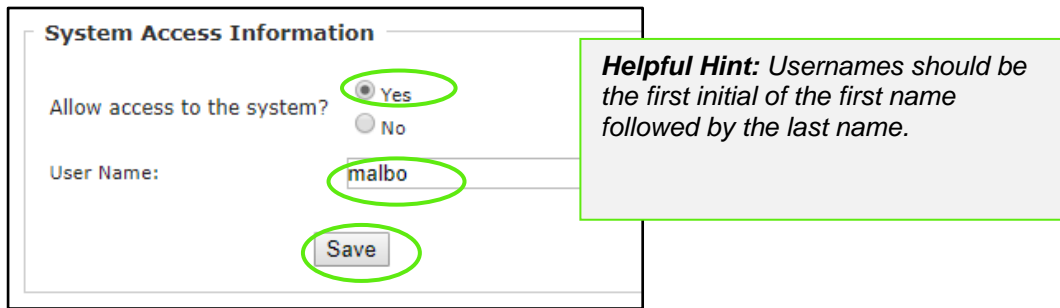
**To provide system access to a user**

1) Select the user from the user list

**Contact**

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**



**System Access Information**

Allow access to the system? ☒ Yes ☐ No

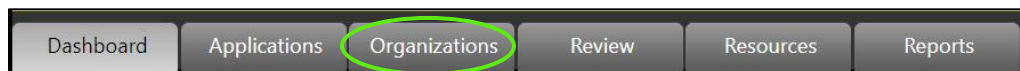
User Name:

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

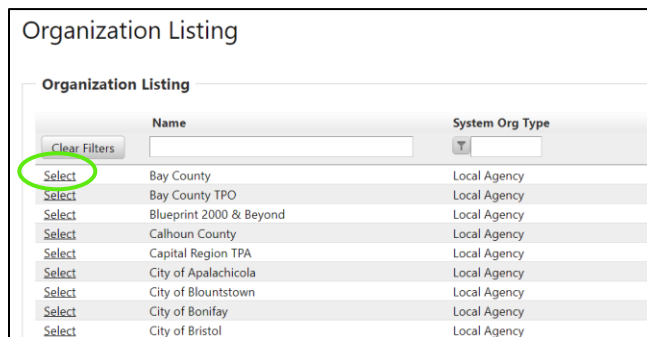
## 4.4 Required Documents

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



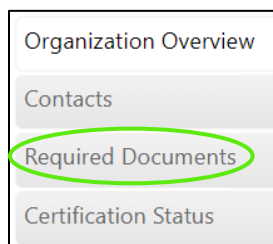
- 2) Select the Organization



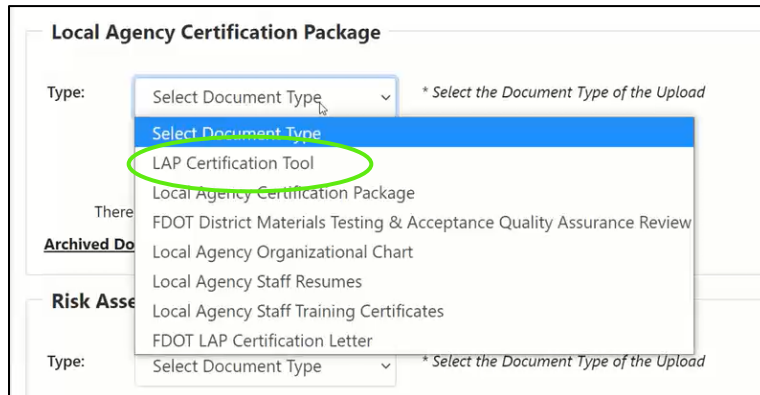
**Organization Listing**

	Name	System Org Type
<input type="button" value="Clear Filters"/>	<input type="text"/>	<input type="text" value="T"/>
<input checked="" type="button" value="Select"/>	Bay County	Local Agency
<input type="button" value="Select"/>	Bay County TPO	Local Agency
<input type="button" value="Select"/>	Blueprint 2000 & Beyond	Local Agency
<input type="button" value="Select"/>	Calhoun County	Local Agency
<input type="button" value="Select"/>	Capital Region TPA	Local Agency
<input type="button" value="Select"/>	City of Apalachicola	Local Agency
<input type="button" value="Select"/>	City of Blountstown	Local Agency
<input type="button" value="Select"/>	City of Bonifay	Local Agency
<input type="button" value="Select"/>	City of Bristol	Local Agency

- 3) Select the **Required Documents** tab

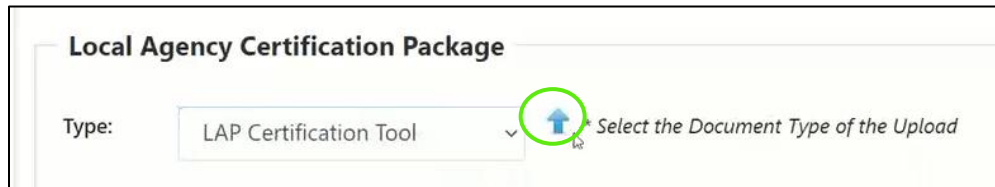


4) Select the Document Type



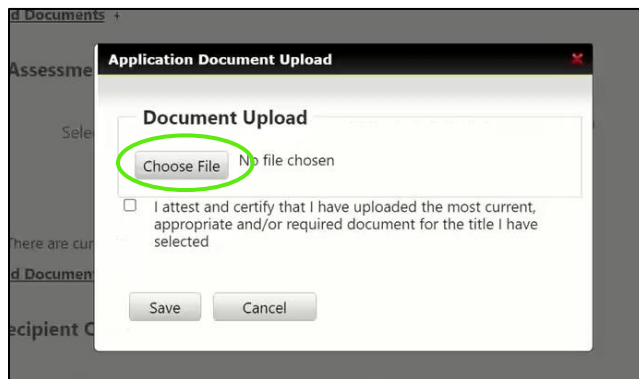
The screenshot shows a web form titled "Local Agency Certification Package". It contains two "Type:" labels, each followed by a dropdown menu and a note: "\* Select the Document Type of the Upload". The first dropdown menu is open, displaying a list of options: "Select Document Type", "LAP Certification Tool", "Local Agency Certification Package", "FDOT District Materials Testing & Acceptance Quality Assurance Review", "Local Agency Organizational Chart", "Local Agency Staff Resumes", "Local Agency Staff Training Certificates", and "FDOT LAP Certification Letter". The "LAP Certification Tool" option is highlighted with a green circle. The second dropdown menu is closed and shows "Select Document Type".

5) Select Upload



The screenshot shows the same web form as in step 4. The first dropdown menu now displays "LAP Certification Tool" as the selected option. A green circle highlights the blue upload icon (an arrow pointing up) located to the right of the dropdown menu. The note "\* Select the Document Type of the Upload" remains visible.

6) Select the document



The screenshot shows a dialog box titled "Application Document Upload". Inside the dialog, there is a section titled "Document Upload" which contains a "Choose File" button and the text "No file chosen". The "Choose File" button is highlighted with a green circle. Below this section, there is a checkbox with the text "I attest and certify that I have uploaded the most current, appropriate and/or required document for the title I have selected". At the bottom of the dialog, there are "Save" and "Cancel" buttons.

7) Select the certify checkbox

**Application Document Upload**

**Document Upload**

Choose File Annette Orientation.docx

☒ I attest and certify that I have uploaded the most current, appropriate and/or required document for the title I have selected

Save Cancel

8) Select **Save**

**Application Document Upload**

**Document Upload**

Choose File Annette Orientation.docx

☒ I attest and certify that I have uploaded the most current, appropriate and/or required document for the title I have selected

Save Cancel

9) The document is now saved

**Local Agency Certification Package**

Type: LAP Certification Tool \* Select the Document Type of the Upload

Document Type	Uploaded By	Upload Date	Expires
LAP Certification Tool (Valid until Revised)	Lorraine Moyle	05/26/2021	N/A

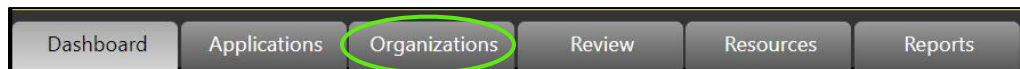
**Helpful Hint:** Only users with the proper permissions will be able to access and view these documents.

## 4.5 Certification Status

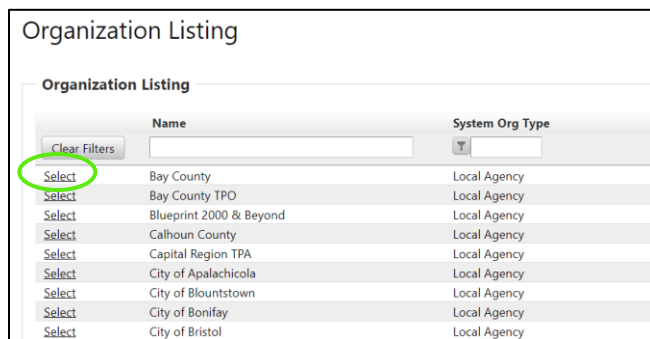
This section has been configured by Central Office with the different types of required documents and certifications that agencies need to provide to the state. This section works in conjunction with the above section.

### 4.5.1 Organization Assessment

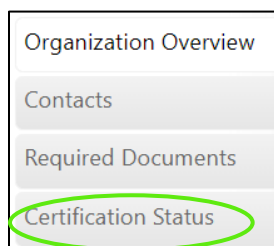
- 1) Select the **Organizations** tab



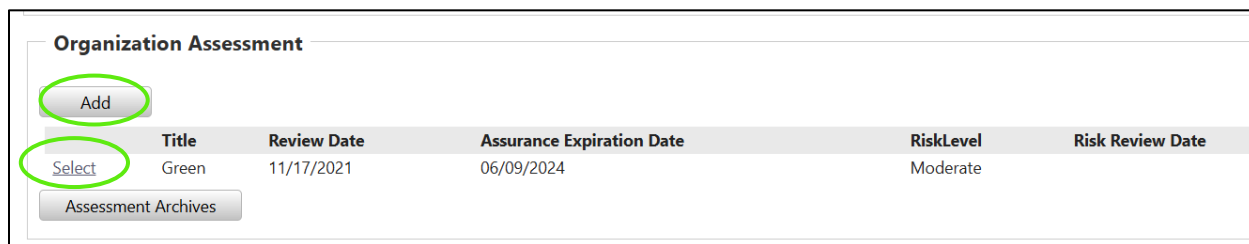
- 2) Select the Organization



- 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

**Organization Assessment**

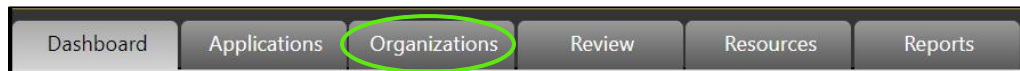
[Back To Listing](#)

**SCAT Assessment**  
Review Date:   
Title VI:   
Assurance Expiration Date:

**Risk Assessment**  
Risk Level:   
Risk Assessment Completion Date:   
Last Updated By :  
Last Updated On :

#### 4.5.2 Adding a Certification

1) Select the **Organizations** tab



2) Select the Organization

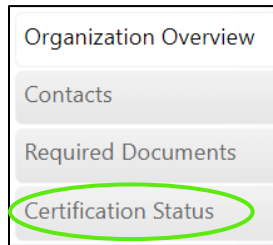
**Organization Listing**

[Clear Filters](#)

	Name	System Org Type
<input type="button" value="Select"/>	Bay County	Local Agency
<input type="button" value="Select"/>	Bay County TPO	Local Agency
<input type="button" value="Select"/>	Blueprint 2000 & Beyond	Local Agency
<input type="button" value="Select"/>	Calhoun County	Local Agency
<input type="button" value="Select"/>	Capital Region TPA	Local Agency
<input type="button" value="Select"/>	City of Apalachicola	Local Agency
<input type="button" value="Select"/>	City of Blountstown	Local Agency
<input type="button" value="Select"/>	City of Bonifay	Local Agency
<input type="button" value="Select"/>	City of Bristol	Local Agency



### 3) Select **Certification Status**



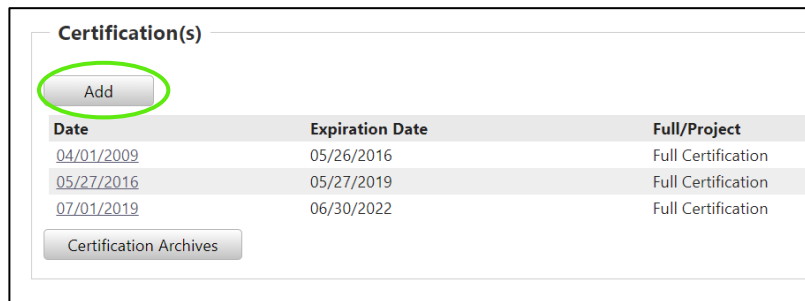
Organization Overview

Contacts

Required Documents

**Certification Status**

### 4) Select **Add**



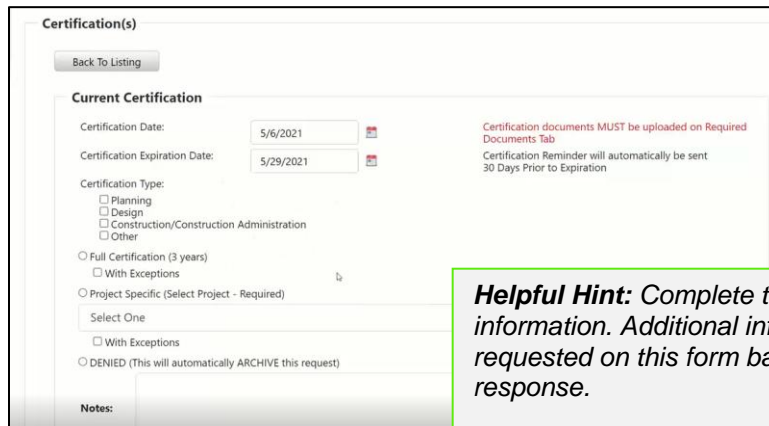
**Certification(s)**

**Add**

Date	Expiration Date	Full/Project
<a href="#">04/01/2009</a>	05/26/2016	Full Certification
<a href="#">05/27/2016</a>	05/27/2019	Full Certification
<a href="#">07/01/2019</a>	06/30/2022	Full Certification

**Certification Archives**

### 5) Select the Date



**Certification(s)**

**Back To Listing**

**Current Certification**

Certification Date:

Certification Expiration Date:

Certification Type:

☐ Planning

☐ Design

☐ Construction/Construction Administration

☐ Other

☐ Full Certification (3 years)

☐ With Exceptions

☐ Project Specific (Select Project - Required)

Select One

☐ With Exceptions

☐ DENIED (This will automatically ARCHIVE this request)

**Notes:**

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

Certification documents MUST be uploaded on Required Documents Tab

Certification Reminder will automatically be sent 30 Days Prior to Expiration

6) Add Notes viewable by the agency

The screenshot shows the 'Current Certification' form. At the top, there are fields for 'Certification Date' (5/6/2021) and 'Certification Expiration Date' (5/29/2021). To the right, a red message states: 'Certification documents MUST be uploaded on Required Documents Tab' and 'Certification Reminder will automatically be sent 30 Days Prior to Expiration'. Below these are 'Certification Type' options: 'Planning' (checked), 'Design' (checked), 'Construction/Construction Administration' (unchecked), and 'Other' (unchecked). There are also radio buttons for 'Full Certification (3 years)' (selected) and 'With Exceptions' (unchecked), and a 'Project Specific' section with a dropdown menu set to 'Select One' and 'With Exceptions' (unchecked). A 'DENIED' radio button is selected, with a note 'This will automatically ARCHIVE this request'. Below this is a 'Notes' text area containing the word 'test', which is highlighted with a green bracket. Below the 'Notes' field is a section titled 'FDOT/FHWA ONLY VIEWABLE NOTES:' with another empty 'Notes' text area. At the bottom are 'Save', 'Cancel', and 'Archive this Certification' buttons.

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

This screenshot is identical to the previous one, showing the 'Current Certification' form. The 'Notes' field containing the word 'test' is highlighted with a green bracket. The 'FDOT/FHWA ONLY VIEWABLE NOTES:' section is also visible, with its 'Notes' field empty. The 'Save', 'Cancel', and 'Archive this Certification' buttons are at the bottom.

8) Select **Save**

A close-up of the bottom of the form, showing the 'Save', 'Cancel', and 'Archive this Certification' buttons. The 'Save' button is circled in green.

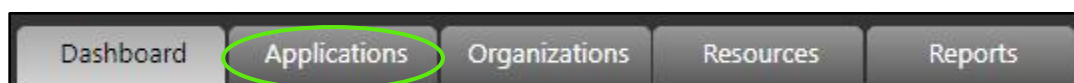
*\*Repeat for all the certifications. Be sure all the contacts needing to be notified at the agency are selected in the contact type.*

## Section 5: Application Management

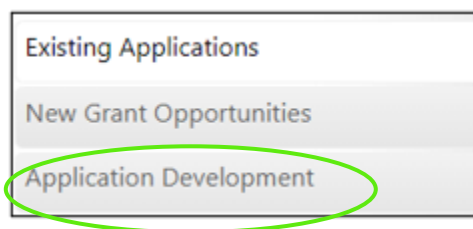
The Application section is a list of all agency applications and the location where the State User will create applications. Applications include application forms, attached projects, and a budget summary. Typically, Agency Users will add their own applications, but this is an area where State Users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

### 5.1 Application Development

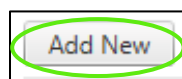
- 1) Select the **Applications** tab



- 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

**Opportunity Profile**

Status: Not Submitted

Application Names:\*

Fund Source:\*

District:\*

Year:\*

Open Date/Time:\*

Deadline Date/Time:\*

Hard/Soft Deadline:\* ☐ Hard ☐ Soft

Group Review:\* ☐ Yes ☐ No

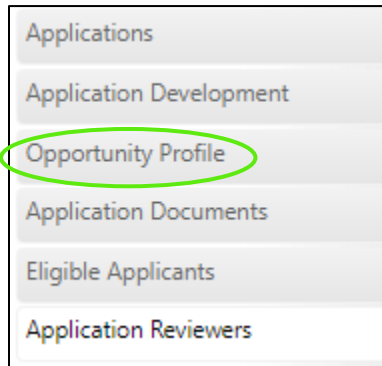
Score Card:

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 responsible for doing the initial review on all applications to determine their completeness

### Opportunity Profile

[Closeout](#)

*Last modified by Amy Roberson on 10/23/2024 10:06:04 AM*

Status: Open

Application Name:\*

Fund Source:\*  ▼

District:\*  ▼

Year:\*  ▼

Open Date/Time:\*

Deadline Date/Time:\*

Hard/Soft Deadline:\* ☒ Hard ☐ Soft

Group Review:\* ☐ Yes ☒ No

Lead Reviewers:  ▼ [Add Reviewer](#)

No Reviewers Selected

Public URL:

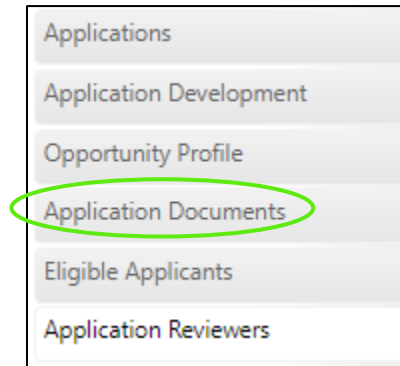
[Save](#) [Cancel](#) [Copy](#)

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

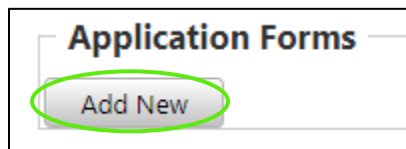
- 8) Select **Save**



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



10) Select **Add New**



11) Enter applicable information and then select Insert

A screenshot of a web application form titled 'Add / Edit Application Form'. The form contains several fields: 'Allow Upload:' with a checkbox, 'Sequence:' with a text input, 'Form Title:' with a text input, 'Select Document:' with a 'Choose File' button and 'No file chosen' text, and 'Comment:' with a large text area. At the bottom left of the form, there are two buttons: 'Insert' and 'Cancel'. The 'Insert' button is highlighted with a green oval.

**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.

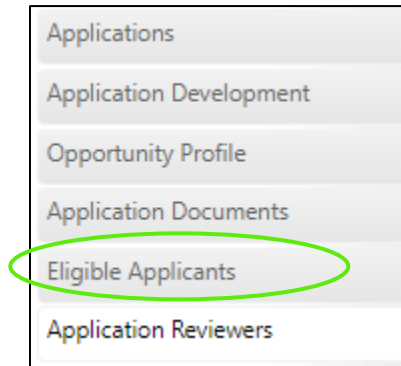
**Sequence:** This should be a number that indicates where in the list of forms this document should be.

**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**

**Application Access**

Organization Access Last modified by Axah on 7/18/2018 4:33:38 PM

**Filter Options**

Filter By: Select One Select One Filter Reset

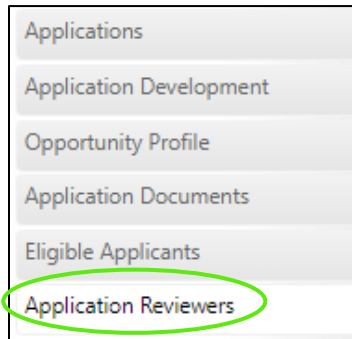
[Select All](#) | [Deselect All](#)

<input type="checkbox"/> 27/7 Guarding Angels	<input type="checkbox"/> Hillsborough County MPO
<input checked="" type="checkbox"/> A&A Transport, Inc.	<input type="checkbox"/> Historic Mount Zion Missionary Baptist Church
<input checked="" type="checkbox"/> Action Community Center, Inc.	<input type="checkbox"/> Homeless Emergency Project
<input type="checkbox"/> ACTS (Agency for Community Treatment Services)	<input type="checkbox"/> Hope Center, Inc.
<input type="checkbox"/> Afire of Pasco County	<input type="checkbox"/> Hope Health Services
<input type="checkbox"/> Allapatah Community Action, Inc.	<input type="checkbox"/> HPC Healthcare, Inc.
<input type="checkbox"/> Alliance for Independence	<input type="checkbox"/> Human Development Center
<input type="checkbox"/> American Lung Association	<input type="checkbox"/> Independent Living for Retarded
<input type="checkbox"/> Angels Unaware	<input type="checkbox"/> Indian River County BOCC
<input type="checkbox"/> ARC Marion	<input type="checkbox"/> Indian River County MPO
<input type="checkbox"/> Arc of Alachua	<input type="checkbox"/> Industrial Complex of Raiford
<input type="checkbox"/> ARC of St. Lucie County, Inc	<input type="checkbox"/> Jacksonville Transportation
<input type="checkbox"/> ARC of the Glades	<input type="checkbox"/> Jessie Trice Community Health
<input checked="" type="checkbox"/> ARC Volusia	<input type="checkbox"/> Jewish Community Services
<input type="checkbox"/> Aspire Health Partners	<input type="checkbox"/> Jewish Family & Children's Center
<input type="checkbox"/> Assn. for Retarded Citizens of South Florida, Inc. - The ARC	<input type="checkbox"/> Jewish Federation
<input type="checkbox"/> Association for Development of the Exceptional, Inc	<input type="checkbox"/> Jtrans
<input type="checkbox"/> Attain Inc.	<input type="checkbox"/> Key Clubhouse of South Florida
<input type="checkbox"/> Attain Inc.	<input type="checkbox"/> Key Training Center
<input type="checkbox"/> Baker County COA	<input type="checkbox"/> Kids in Distress
<input type="checkbox"/> Banyan Community Health Center, Inc.	<input type="checkbox"/> Killy's Kids, Inc.
<input type="checkbox"/> BARC Housing	<input type="checkbox"/> Kinneret, Inc.
<input type="checkbox"/> BASCA Inc.	<input type="checkbox"/> Lake County Board of County Commissioners, dba Lake County Public Transportation
<input type="checkbox"/> Bay Co TPO/Bay County	<input type="checkbox"/> Lake County Public Works
<input type="checkbox"/> Bay County Council on Aging, Inc.	<input type="checkbox"/> Lakeside Behavioral Healthcare, Inc.
<input type="checkbox"/> Bay Oaks Home for the Aged, Inc.	<input type="checkbox"/> Lake-Sumter Metropolitan Planning Organization
<input type="checkbox"/> BayCare Behavioral Health, Inc.	<input type="checkbox"/> Lee County Transit (Lee Tran)
<input type="checkbox"/> Beacon College	<input type="checkbox"/> Levy County BOCC
<input type="checkbox"/> Better Way of Miami	<input type="checkbox"/> Liberty County BCC
<input type="checkbox"/> Big Bend Transit	<input type="checkbox"/> Lifestream Behavioral Center, Inc.
<input type="checkbox"/> Big Bend Transit	<input type="checkbox"/> Lighthouse for the Visually Impaired & Blind
<input type="checkbox"/> Boca Raton Housing Authority, Inc	<input type="checkbox"/> Lighthouse of SW Florida
<input type="checkbox"/> Boley Centers	<input type="checkbox"/> Little Havana Activities & Nutrition Centers of Dade County, Inc.
<input type="checkbox"/> Borinquen Health Care Center, Inc.	<input type="checkbox"/> Louise Graham Regeneration Center
<input type="checkbox"/> Brandon Sports and Aquatic Center	<input type="checkbox"/> Lucanus Development Center
<input type="checkbox"/> Brevard Achievement Center, Inc.	<input type="checkbox"/> MacDonald Training Centers
<input type="checkbox"/> Brevard Alzheimer's Foundation, Inc.	<input type="checkbox"/> MACtown, Inc.
<input type="checkbox"/> Brevard County Board of County Commissioners, dba Space	<input type="checkbox"/> Mae Vollen Senior Center

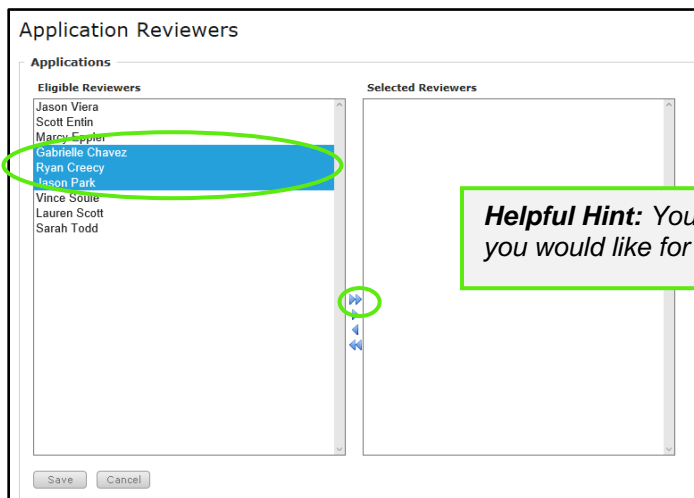
**Helpful Hint:** Select the box next to any organization that should be able to apply for an application. If an organization is trying to apply and stating that there are no applications available, verify that they are selected on this page.

Save Cancel

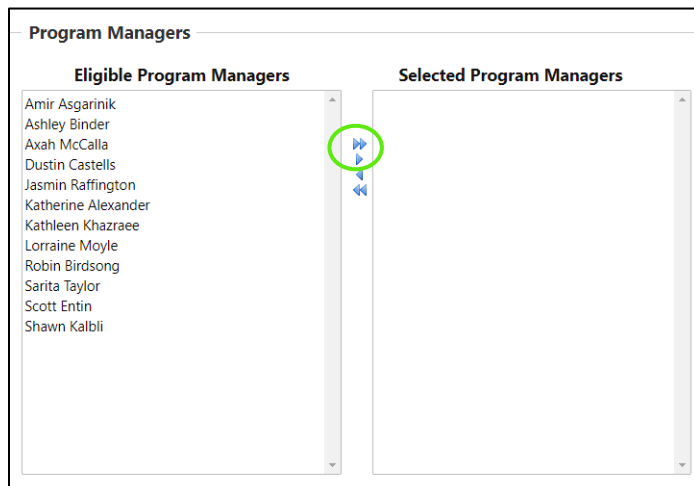
14) Select the **Application Reviewers** sub-section



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.

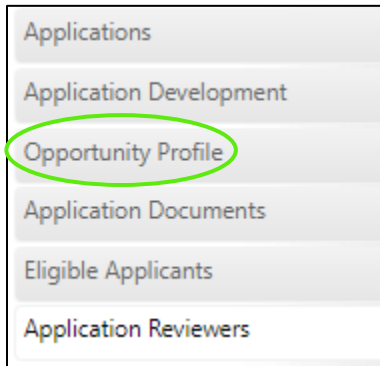




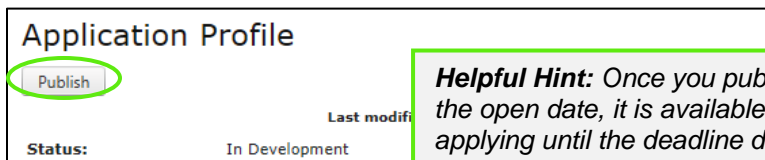
16) Select **Save**



17) Select **Opportunity Profile**



18) Select the **Publish** button

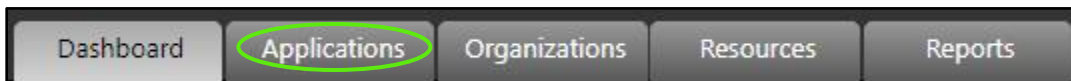


**Helpful Hint:** Once you publish an application and it is past the open date, it is available for Agency Users to begin applying until the deadline date.

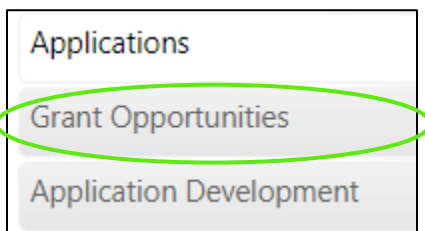
## 5.2 Creating and Completing an Application

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**

**New Opportunities**

**New Opportunities**

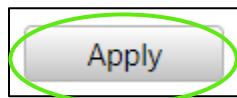
Organization: City of Alachua

**Application:** Highway Beautification Grant Application - District 1  
**Year:** 2021 **Application Deadline:** 9/17/2020 12:00:00 AM EST

Details Apply

**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

**Applications**

Grant Opportunities

**Filter Options**

Filter By: Year 2022 Filter

**Applications**

Year	Organization	Application Type	Description	Status
2022	City of Alachua	Highway Becky Test		Not Submitted

**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)

**Optional** **Required** **Uploaded** **Required** **Incomplete**

- 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**

Application Description

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

Application Forms

Before you can submit this opportunity you would need to download and re-upload all necessary documents.

Form	
<a href="#">Download</a> - Application Instructions	
<a href="#">Download</a> - 5311 - 5339 Program Overview	
<input checked="" type="checkbox"/> <a href="#">Download</a> - General Information Page	<a href="#">Attach Upload</a>
<input checked="" type="checkbox"/> <a href="#">Download</a> - SECTION A - Board of Directors	<a href="#">Attach Upload</a>
<input checked="" type="checkbox"/> <a href="#">Download</a> - SECTION B - Identification of Needs	<a href="#">Attach Upload</a>
<input checked="" type="checkbox"/> <a href="#">Download</a> - SECTION C - Replacements, Expansion, or New Starts	<a href="#">Attach Upload</a>
<input checked="" type="checkbox"/> <a href="#">Download</a> - SECTION D - Utilization of Services	<a href="#">Attach Upload</a>
<input checked="" type="checkbox"/> <a href="#">Download</a> - SECTION E - Coordination Efforts	<a href="#">Attach Upload</a>
<input checked="" type="checkbox"/> <a href="#">Download</a> - SECTION F - Vehicle Inventory	<a href="#">Attach Upload</a>

- c) Complete the **Project Budget**

Project Budget

State Participation:

Federal Participation:

Local Participation:

Total Project Cost:

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

Application

Application: Highway Becky Test  
Organization: City of Alachua

Application Deadline: 10/1/2020 12:00:00 AM EST  
Year: 2022

Status: Not Submitted

Application Description

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

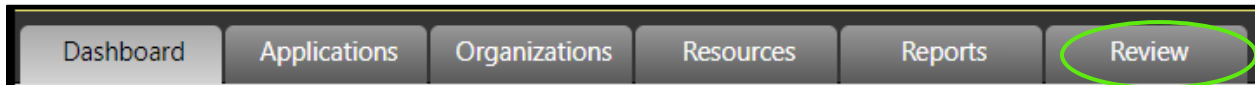
## Section 6: Review Process

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

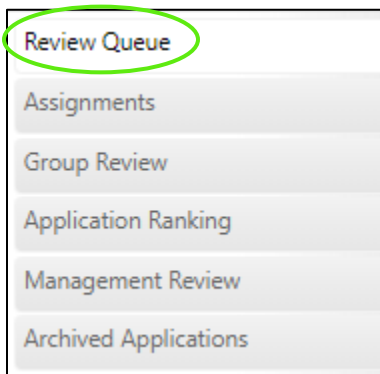
### 6.1 Completeness Review

The completeness review is completed by the Lead Reviewer

- 1) Select the **Review** tab



- 2) Select **Review Queue**



- 3) Select the **Review** link

Review Queue		
Completeness Review		
Organization	Number Of Projects	Net Project Cost Total
<a href="#">Review</a> City of Key West	0	\$0.00
<a href="#">Review</a> Miami-Dade County	0	\$0.00
<a href="#">Review</a> City of Hallandale Beach	0	\$0.00
<a href="#">Review</a> City of Bradenton Beach	0	\$0.00

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

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

**Application Documents**

Before you can submit this application, you must upload all required documents.

	Documents	
<input checked="" type="checkbox"/>	test	<a href="#">View</a>

Requires Upload ☐ Optional ☒ Upload Complete ☒

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

- 5) Finish Reviewing and scroll down

## Application

**Application:** Highway Beautification Grant Application - District 6 **Application Deadline:** 10/1/2019 5:00:00 PM  
**Organization:** City of Key West **Year:** 2020 **Status:** Submitted [Delete](#)

**Application Documents**

Before you can submit this application, you must upload all required documents.

Documents		
<input checked="" type="checkbox"/>	<a href="#">Download</a> - Beautification Grant Application Part 1	<a href="#">Re-Upload</a>
<input checked="" type="checkbox"/>	<a href="#">Download</a> - Beautification Grant Application Part 2	<a href="#">Re-Upload</a>
<input checked="" type="checkbox"/>	11 x 17 Illustrative Plan Proposal	<a href="#">Re-Upload</a>
<input checked="" type="checkbox"/>	Signed Resolution	<a href="#">View</a>
<input checked="" type="checkbox"/>	Letter of Authorization from the Department	<a href="#">Re-Upload</a>
<input checked="" type="checkbox"/>	Optional Letters of Support	<a href="#">Attach</a>

Requires Upload ☐ Optional ☒ Upload Complete ☒

**Project Budget**

State Participation	<input type="text" value="\$100,000"/>
Federal Participation	<input type="text" value="\$0"/>
Local Participation	<input type="text" value="\$0"/>
<b>Total Project Cost</b>	<b>\$100,000</b>

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

**DOT Only Comments**

Comments

No records to display.

**Insert**

**DOT Only Documents**

Document Name:

Select Document:  No file chosen

No documents attached.

**DOT Only History Log**

Status	Comments	Updated By	Date
No records to display.			

**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**

**DOT Only Comments**

Comments

No records to display.

**Insert**

**History Log**

Status	Comments	Updated By	Date
Submitted		Johnnie Yongue	9/26/2019 11:25:23 AM EST
Document Uploaded	Document Title: Beautification Grant Application Part 1	Johnnie Yongue	9/26/2019 11:22:54 AM EST
Document Uploaded	Document Title: Beautification Grant Application Part 2	Johnnie Yongue	9/26/2019 9:53:55 AM EST
Document Uploaded	Document Title: Signed Resolution	Johnnie Yongue	9/26/2019 9:43:08 AM EST
Document Uploaded	Document Title: Letter of Authorization from the Department	Johnnie Yongue	9/26/2019 9:42:10 AM EST
Document Uploaded	Document Title: Signed Resolution	Johnnie Yongue	9/26/2019 9:41:47 AM EST
Document Uploaded	Document Title: 11 x 17 Illustrative Plan Proposal	Johnnie Yongue	9/26/2019 9:41:13 AM EST

**Complete Review**

☐ Complete ☐ Not Complete

Comment:

**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:

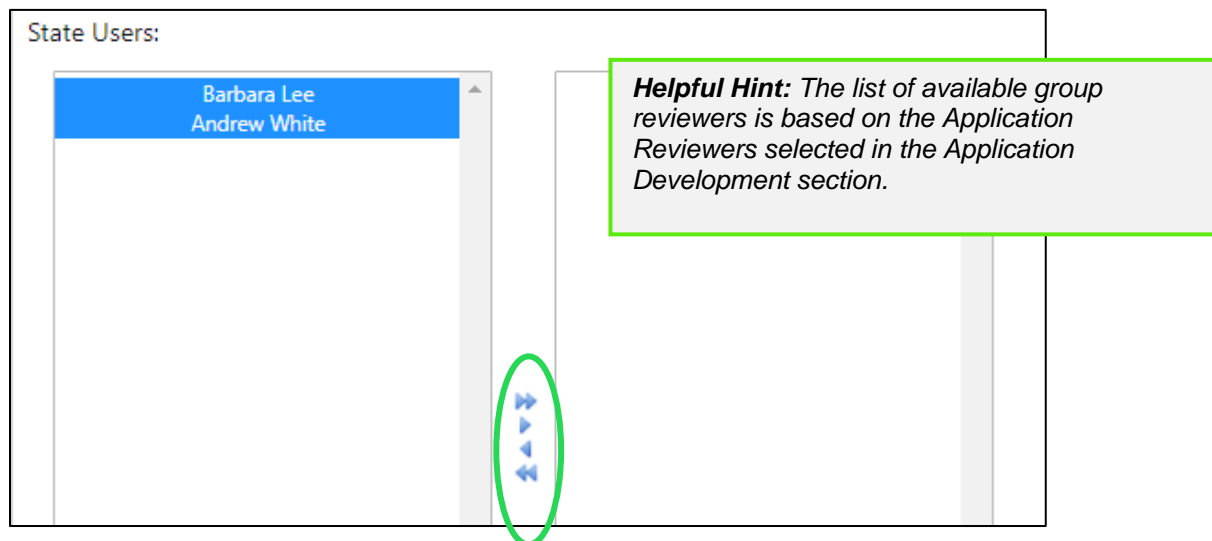
### 1) Select **Assignments**



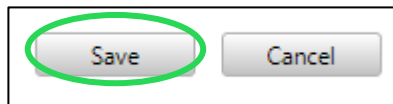
### 2) Select **No Assignment**

Organization	Application	Description	Year	Status
Calhoun County	Safe Routes to Schools-District 3	Altha Park Sidewalk	2019	<a href="#">No Assignment</a>

### 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.



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

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

Reviewer	Review Status	Score
Amber Haygood	Complete	465

### 6.3.2 How to Complete the Group Review

- 1) Select **Review**

Group Review

Group Review

	Organization	Application	Description	Year	Status
▶ <b>Review</b>	Calhoun County	Safe Routes to Schools-District 3	Altha Park Sidewalk	2019	Pending

- 2) Complete the **Scorecard**

**BlackCat**  
GRANT MANAGEMENT SYSTEM

Dashboard Applications Organizations Resources Reports

Dashboard > Applications > Applications

## Application

Application: Safe Routes to Schools-District 3  
Organization: Calhoun County  
Application Deadline Year: 2019

**Application Description**

Application Description: Altha Park Sidewalk

**Application Documents**

Before you can submit this application, you must upload all required documents.

**FDOT Form 500-000-31**

NOTE: If filled in electronically, the FDOT District, School Name, County & City will be filled in & the total calculated automatically.

**Application Eligibility:** This preliminary evaluation is to be conducted by District Safety Engineer or Designee. If any of the below questions are answered "NO", the application is ineligible to be ranked. The District may return the application and give the applicant 1-2 weeks to obtain missing information.

**Administrative Review:**

Was application received by deadline?

Is application accompanied by cover letter?

Are all applicable sections of the application complete?

Are all required attachments included?

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

**Save** **Submit** **Cancel**

- 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

Application Ranking

Applications in Review

Submit Select Action ▼

Safe Routes to Schools-District 1 : 2019

	Description	Agency	Fiscal Year	Review Status	Calculated Score
▶ <input type="checkbox"/>	Sarasota County Safe Routes to School Program - Tatum Ridge Elementary	Sarasota County	2019	Review Complete	340.00
▶ <input type="checkbox"/>	City of Bradenton Prine Elementary School Safety Improvements 1	City of Bradenton	2019	Complete	366.00

3) Select the arrow to view Scores

	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
	Reviewer	Review Status	Score		
	Amber Haygood	Complete	465		

4) Select the check and the action

### Application Ranking

**Applications in Review**

Submit Select Action ▼

**Safe Routes to Schools-District 1 : 2019**

	Description	Agency	Fiscal Year	Review Status	Calculated Score
<input type="checkbox"/>	Sarasota County Safe Routes to School Program - Tatum Ridge Elementary	Sarasota County	2019	Review Complete	340.00
<input type="checkbox"/>	City of Bradenton Prine Elementary School Safety Improvements 1	City of Bradenton	2019	Complete	366.00

5) Select **Submit**

### Application Ranking

**Applications in Review**

Submit Select Action ▼

## 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**

Review Queue

Assignments

Group Review

Application Ranking

Management Review

Archived Applications

2) Select the arrow to view Scores

	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
	Reviewer	Review Status	Score		
	Amber Haygood	Complete	465		

3) Select the **Pencil**

Small County Outreach Program (SCOP) for Muncipalities - District 2 : 2020							
		Agency	Application Description	Fiscal Year	Requested Amount	Approved Amount	
▶	<input type="checkbox"/>	Town of Bronson	FDOT SCOP Wilson Street Paving & Drainage Improvements	2020	\$343,650.00		

4) Enter the dollar amount

Small County Outreach Program (SCOP) for Muncipalities - District 2 : 2020							
		Agency	Application Description	Fiscal Year	Requested Amount	Approved Amount	
▶	<input type="checkbox"/>	Town of Bronson	FDOT SCOP Wilson Street Paving & Drainage Improvements	2020	\$343,650.00	<input type="text"/>	✓ ✕

5) Select the **check mark**

Small County Outreach Program (SCOP) for Municipalities - District 2 : 2020						
	Agency	Application Description	Fiscal Year	Requested Amount	Approved Amount	
▶ □	Town of Bronson	FDOT SCOP Wilson Street Paving & Drainage Improvements	2020	\$343,650.00	<input type="text" value="300000"/>	<input checked="" type="checkbox"/> x

6) Select the **Action**

Management Review

Applications in Review

7) Select **Submit**

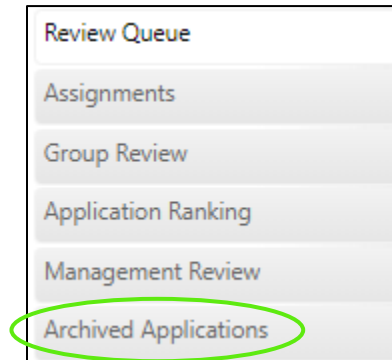
Management Review

Applications in Review

## 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:

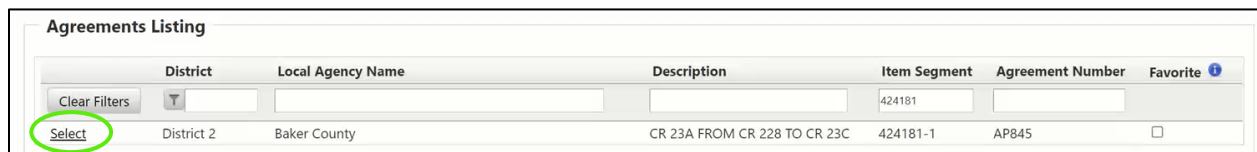
- Tracking
- Documents
- Phase
- Invoices
- Drawdowns
- Associated Applications
- FDOT Notes

### 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

**Agreements Details**

**Agreement Details**

Item Segment #: 211365-3 [Link to PSEE](#)

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

Local Agency Contract:

**Details**

FDOT Project Manager: BH/JG/KS

Work Mix: PRELIMINARY ENGINEERING

On System: ☐

Transportation System: NON-INTRASTATE OFF STATE HIGHW

Project Total: 2,125,583.00

Project Expenditures: 2,125,582.44

Roadway	Beginning Section Point	Ending Section Point
26000094	1.32	1.516

- 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.

**Key Contacts**

Add contact association: Select One Select One Save

[Click here to navigate to Alachua County](#)

Full Name	Association Type	Phase-Seq
No records to display.		

- 5) Add notes for the Agency

**Notes**

Notes:

FDOT/FHWA Notes:

Last Modified by

Save Cancel

6) Add notes for FDOT/FHWA

Notes

Notes:

FDOT/FHWA Notes:

Last Modified by

Save Cancel

## 7.2 Tracking

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

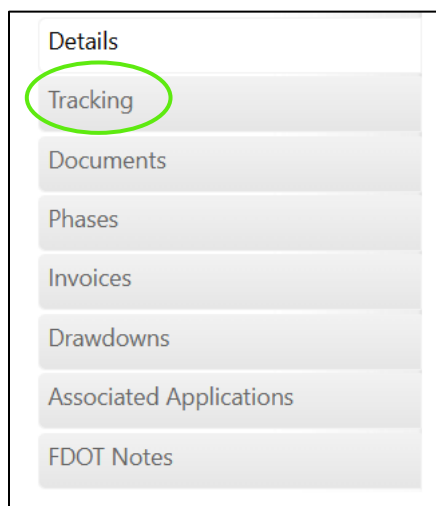
1) Select the **Agreements** tab



2) Select the Agreement

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 the **Tracking** Tab








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

**Compliance**

Add Compliance Associations: Design Phase 38-01 Save

- 5) Select upload or edit to complete the milestones.

Design Phase : 18-01						
Milestone Edit / Delete	Milestone	DOT Review / Approval	Upload / Download / Delete	Latest Activity	Date / Time	LAPIT Date
 	Organization: Grant Agreement					


## 7.3 Documents

- 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 
<span>Clear Filters</span>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="424181"/>	<input type="text"/>	
<span>Select</span>	District 2	Baker County	CR 23A FROM CR 228 TO CR 23C	424181-1	AP845	<input type="checkbox"/>

- 3) Select the **Tracking** tab

Details

Tracking

Documents

Phases

Invoices

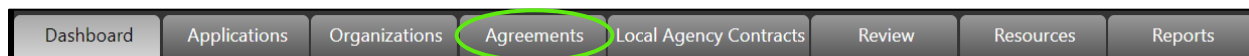
Drawdowns

Associated Applications

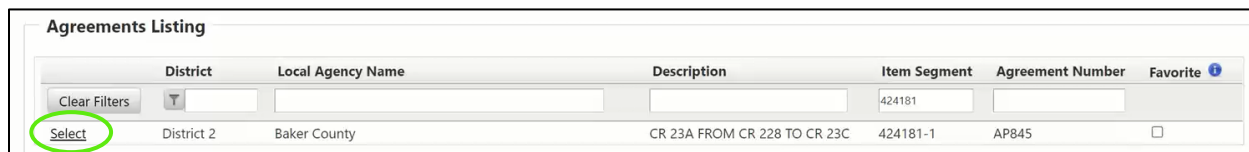
FDOT Notes

## 7.4 Phase

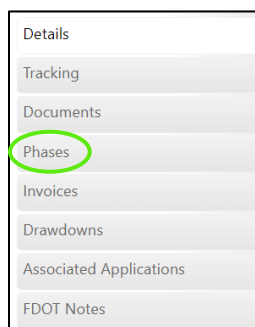
- 1) Select the **Agreements** tab



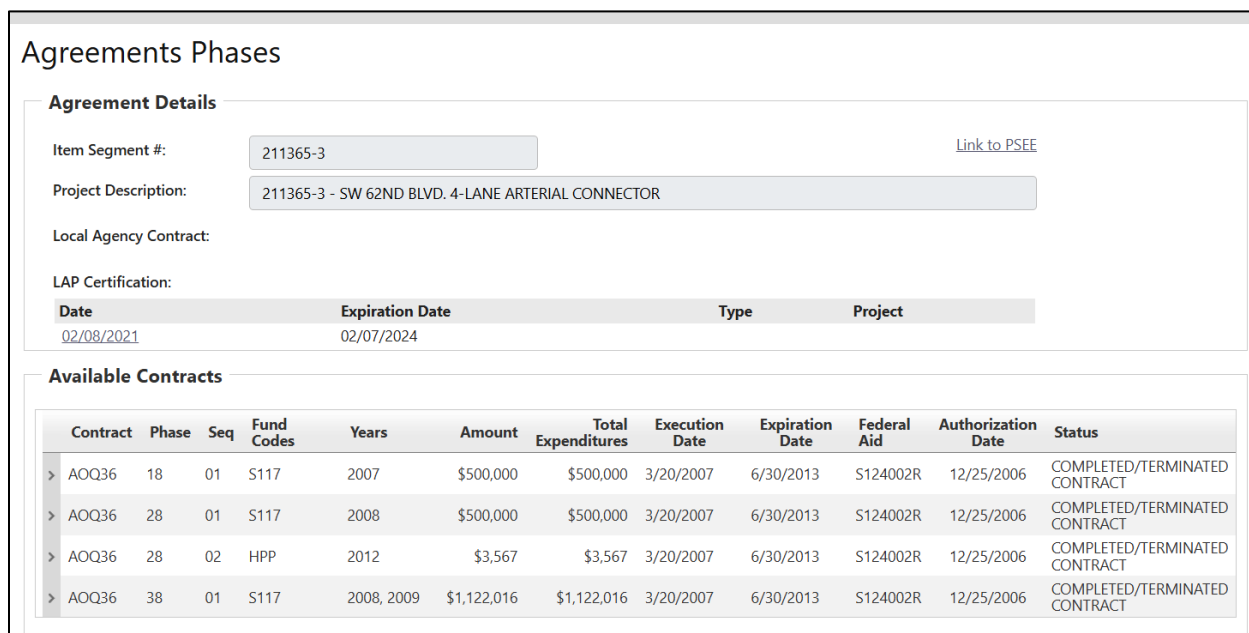
- 2) Select the Agreement



- 3) Select **Phase**

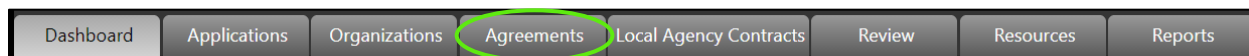


- 4) View all the contracts associated with this agreement





## 7.5 Invoices

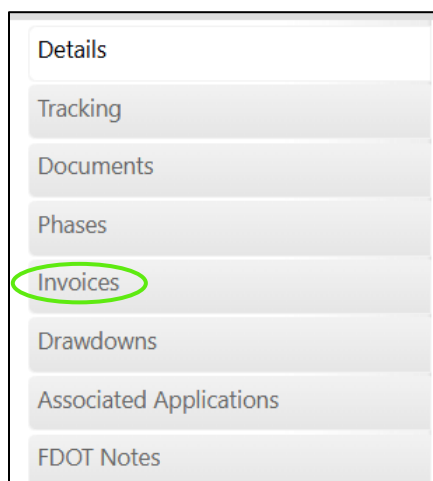
- 1) Select the **Agreements** tab



- 2) Select the Agreement

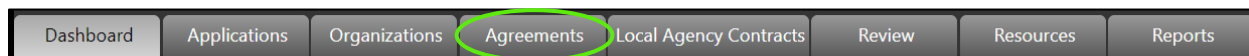
Agreements Listing						
	District	Local Agency Name	Description	Item Segment	Agreement Number	Favorite 
Clear Filters		<input type="text"/>	<input type="text"/>	424181	<input type="text"/>	
Select	District 2	Baker County	CR 23A FROM CR 228 TO CR 23C	424181-1	AP845	<input type="checkbox"/>

- 3) Select **Invoices**





## 7.6 Drawdowns

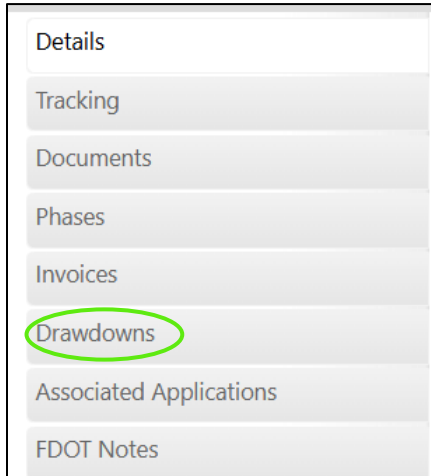
- 1) Select the **Agreements** tab



- 2) Select the Agreement

Agreements Listing						
	District	Local Agency Name	Description	Item Segment	Agreement Number	Favorite 
Clear Filters		<input type="text"/>	<input type="text"/>	424181	<input type="text"/>	
Select	District 2	Baker County	CR 23A FROM CR 228 TO CR 23C	424181-1	AP845	<input type="checkbox"/>

### 3) Select Drawdowns



A vertical navigation menu with the following items: Details, Tracking, Documents, Phases, Invoices, Drawdowns (highlighted with a green circle), Associated Applications, and FDOT Notes.

### 4) View Drawdowns

Drawdowns								
FM # 432240-2-38-01		Program # 00		Contract # C9J69		Fiscal Year 2016	ENLINE # EC9J690008 60	
Invoice #	Trans Type	Fund Code	Trans Amount		Trans Date		Statewide Doc #	
C9J69004	ENC	ACSA	\$12,501.71		4/20/2016			
C9J69005	Exp	ACSA	(\$2,276.57)		7/27/2016		D7000039445	
C9J69006	Exp	ACSA	(\$7,064.80)		10/12/2016		D7000179872	
C9J69006	Exp	ACSA	(\$2,095.25)		12/15/2016		D7000294837	
C9J69008	Exp	ACSA	(\$405.09)		4/24/2017		D7000528301	
			Balance:	\$660.00				
FM # 432240-2-38-02		Program # 00		Contract # G0A32		Fiscal Year 2016	ENLINE # EG0A320001 60	
Invoice #	Trans Type	Fund Code	Trans Amount		Trans Date		Statewide Doc #	
	ENC	ACSA	\$1,000.00		4/21/2016			
			Balance:	\$1,000.00				

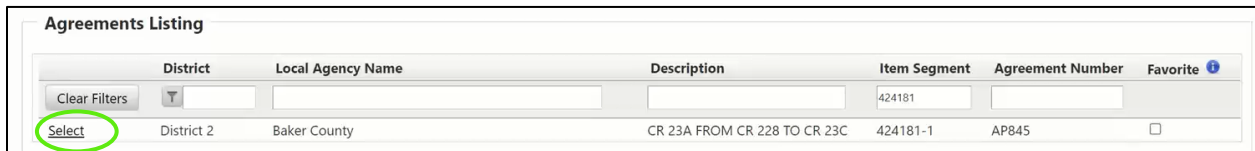
## 7.7 Associated Applications

### 1) Select the Agreements tab



A horizontal navigation bar with the following tabs: Dashboard, Applications, Organizations, Agreements (highlighted with a green circle), Local Agency Contracts, Review, Resources, and Reports.

### 2) Select the Agreement

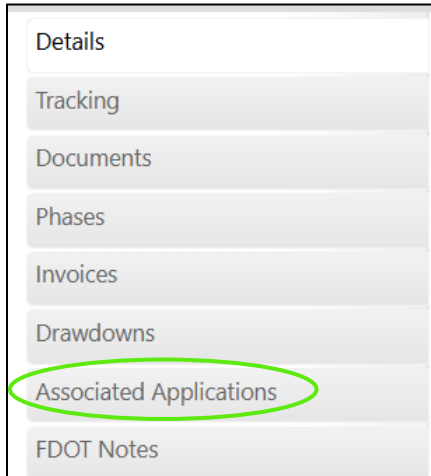


Agreements Listing

District	Local Agency Name	Description	Item Segment	Agreement Number	Favorite
<input type="text" value="District 2"/>	<input type="text" value="Baker County"/>	<input type="text" value="CR 23A FROM CR 228 TO CR 23C"/>	<input type="text" value="424181-1"/>	<input type="text" value="AP845"/>	<input type="checkbox"/>

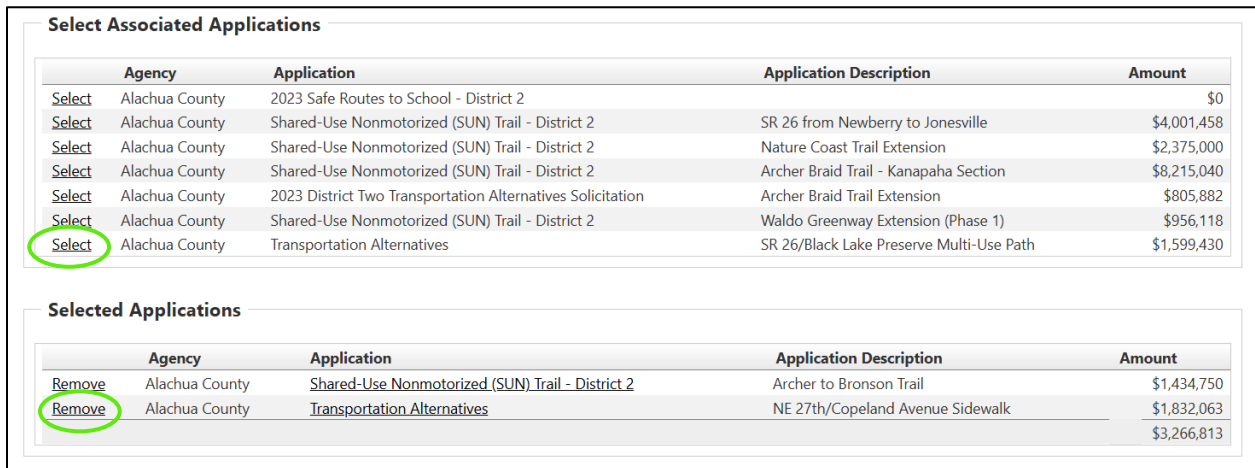
Clear Filters  (highlighted with a green circle)

### 3) Select **Associated Applications**



A vertical sidebar menu with the following items: Details, Tracking, Documents, Phases, Invoices, Drawdowns, **Associated Applications** (highlighted with a green circle), and FDOT Notes.

### 4) Press select or remove to review selected applications



The screenshot shows two sections. The top section, 'Select Associated Applications', contains a table with columns: Agency, Application, Application Description, and Amount. The bottom section, 'Selected Applications', contains a table with columns: Agency, Application, Application Description, and Amount. In both tables, the 'Select' and 'Remove' buttons are highlighted with green circles.

	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

	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

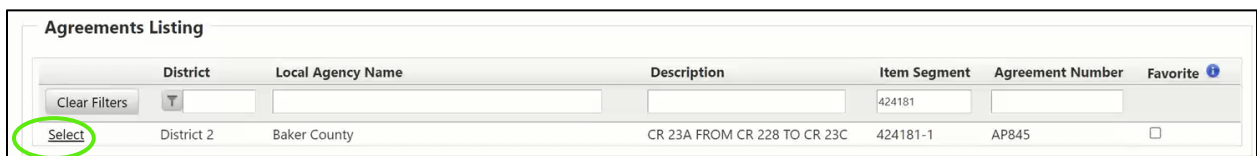
## 7.8 FDOT Notes

### 1) Select the **Agreements** tab



A horizontal navigation bar with the following tabs: Dashboard, Applications, Organizations, **Agreements** (highlighted with a green circle), Local Agency Contracts, Review, Resources, and Reports.

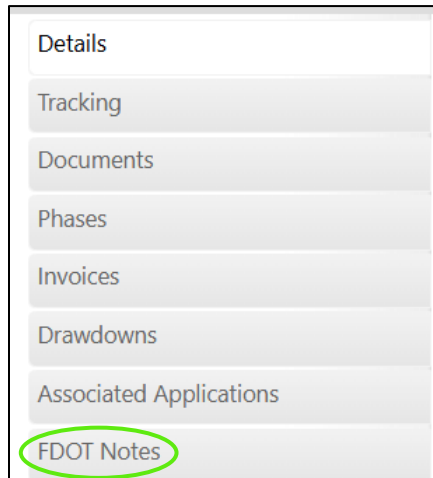
### 2) Select the Agreement



The screenshot shows the 'Agreements Listing' section with a table. The first row of the table has a 'Select' button highlighted with a green circle.

	District	Local Agency Name	Description	Item Segment	Agreement Number	Favorite
Select	District 2	Baker County	CR 23A FROM CR 228 TO CR 23C	424181-1	AP845	<input type="checkbox"/>

3) Select **FDOT Notes**



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

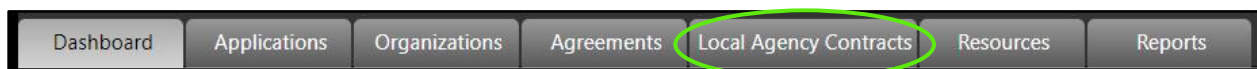
A form titled 'FDOT Notes'. It contains a 'Category:' label followed by a dropdown menu showing 'Select One'. Below this is a 'Notes:' label followed by a large text input area. At the bottom left of the form are 'Save' and 'Cancel' buttons. The 'Category' dropdown, the 'Notes' text area, and the 'Save' button are all circled in green. Below the form is a section titled 'Selected Applications' which contains a table with headers: Category, Notes, Created By, Last Modified Date, Notification Recipients, and Notification Date.

## 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



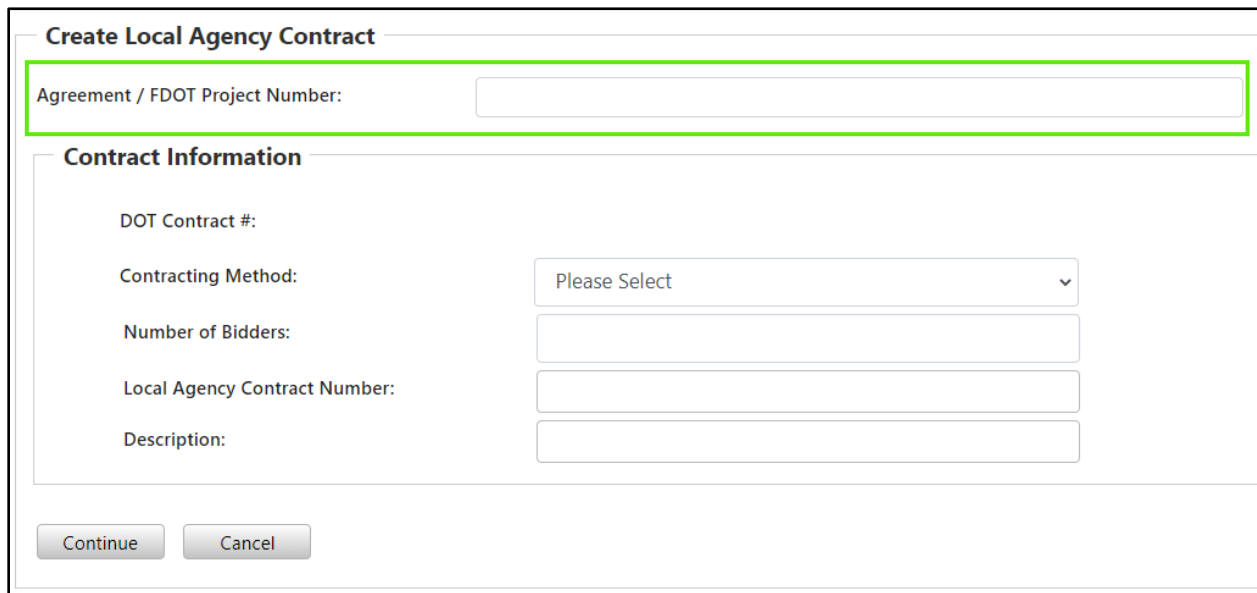
2) Select **Add New**



The screenshot shows a table titled "Contracts". The "Add New" button is circled in green. Below the table, there are input fields for "Local Agency Name", "Local Agency Contract #", "FDOT Project #", and "Project D".

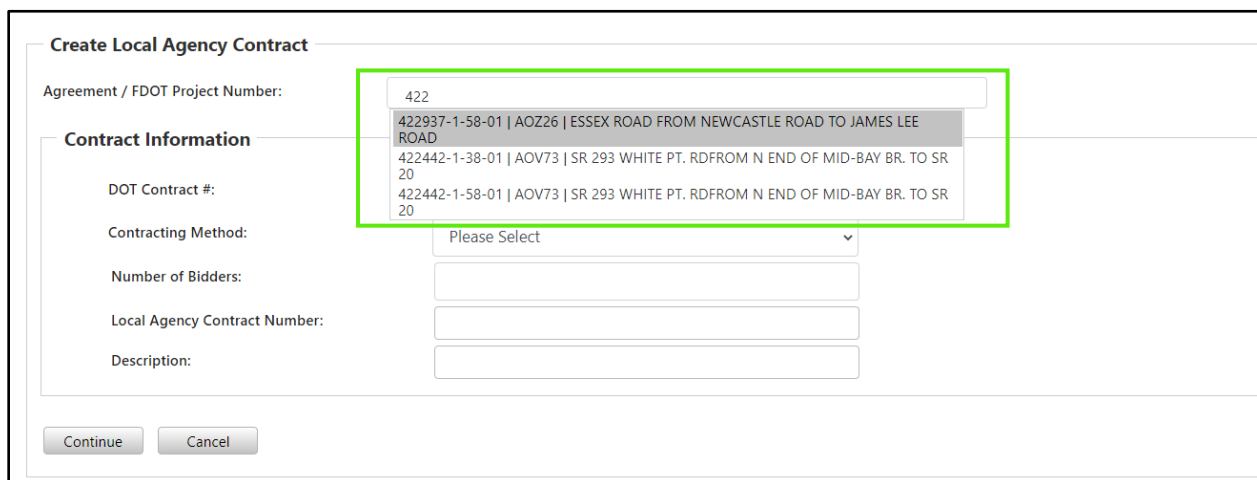
	Local Agency Name	Local Agency Contract #	FDOT Project #	Project D
<a href="#">Select</a>	Okaloosa County	C14-2093-PW	428115-1-58-01	12TH AVE
<a href="#">Select</a>	Okaloosa County	F596000765015	426710-1-58-01	BROOKM

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



The screenshot shows the "Create Local Agency Contract" form. The "Agreement / FDOT Project Number:" field is highlighted in green. Below it, the "Contract Information" section contains fields for "DOT Contract #:", "Contracting Method:" (a dropdown menu with "Please Select"), "Number of Bidders:", "Local Agency Contract Number:", and "Description:". At the bottom, there are "Continue" and "Cancel" buttons.

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



The screenshot shows the "Create Local Agency Contract" form. The "Agreement / FDOT Project Number:" field is highlighted in green and contains the number "422". A dropdown menu is open, showing a list of project numbers and descriptions. The "Contract Information" section and the "Continue" and "Cancel" buttons are also visible.

5) Enter the **Contract Information**

**Create Local Agency Contract**

Agreement / FDOT Project Number:

**Contract Information**

DOT Contract #:

Contracting Method:

Number of Bidders:

Local Agency Contract Number:

Description:

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**.

<b>Create Local Agency Contract - Construction Contract</b>	
Agreement / FDOT Project Number:	
422937-1-58-01-ESSEX ROAD FROM NEWCASTLE ROAD TO JAMES LEE ROAD	
<a href="#">Agreement Details</a>	
<b>Contract Information</b>	
Contracting Method:	Negotiated
Number of Bidders:	6
Local Agency Contract Number:	1234567890
FDOT Contract Number:	AOZ26
<b>Contract Dates</b>	
Local Agency Advertisement Date:	<input type="text"/>
Local Agency Planned Letting Date:	<input type="text"/>
Local Agency Letting Date:	<input type="text"/>
Local Agency Award Date:	<input type="text"/>
Local Agency Contract Execution Date:	<input type="text"/>
Local Agency Notice to Proceed Date:	<input type="text"/>
Local Agency Construction Begin Date:	<input type="text"/>
Local Agency Estimated Construction Completion Date:	<input type="text"/>
Local Agency Actual Construction Completion Date:	<input type="text"/>
<b>Contract Amounts</b>	
Local Agency Original Contract Amount:	\$ <input type="text"/>
Local Agency Current Contract Amount:	\$ <input type="text"/>
Local Agency Landscape Amount:	\$ <input type="text"/>
<b>Prime Contractor</b>	

- 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.

**Prime Contractor**

**Search**

Contractor FEID:  \*Exactly 10 characters are required to show results

Contractor Name:  \*Minimum 5 characters are required to show results

**Contractor Details**

Contractor Name:   
Contractor FEID:   
DBE/MBE:

**History Log**

Status  
Created

Save Cancel

Date  
5/12/2024 12:16:44 PM EST

ACQUISITION CONSULTANT~C592816477001~N/A  
AL PRIME ENERGY CONSULTANT INC~F043113749001~NON-MINORITY  
ALTAJARS CONSULTANT INC~F200844996001~NON-MINORITY  
ALTAJARS'S CONSULTANT, INC.~F200844996001~N/A  
ASSOCIATED INSURANCE CONSULTANT~F270870942001~HISPANIC, NON-CERTIFIED  
BRIDGEPORT CONSULTANT CORPORATION~F821966251001~AFRICAN AMERICAN, NON-CERTIFIED  
BROWN CONSULTANTS~F474086584001~NON-MINORITY WOMAN, NON-CERTIF  
CAPITAL MITIGATION CONSULTANT~F815307374001~NON-MINORITY  
CAREER DEVELOPMENT CONSULTANT G~F831022827001~SERVICE-DISABLED VET, NON-CERT  
CENTRALIZED TRAINING CONSULTANT~F472183598001~NON-PROFIT, MINORITY COMMUNITY  
CERTIFIED MANAGEMENT CONSULTANT~F592449276002~NON-MINORITY  
CINTRON CONSULTANT SERVICES, LL~F811490834001~SMALL BUSINESS(STA&FED)  
CLOUD CONSULTANT'S AND SERVICES~F593168277001~NON-MINORITY WOMAN, NON-CERTIF  
CLOUD CONSULTANT'S AND SERVICES~F593168277002~NON-MINORITY WOMAN, NON-CERTIF  
COASTAL CONSERVATION CONSULTANT~F475157954001~NON-MINORITY WOMAN, NON-CERTIF  
COASTAL ELEVATOR COMMUNICATION AND CONSULTANT SERVICES INC.~F811136632001~N/A  
CONSULTANT PROFESSIONAL SERVICE~F800242123001~HISPANIC, NON-CERTIFIED  
CONSULTANT PROFESSIONAL SERVICES LLC~F800242123001~N/A  
CRANE CONSULTANTS, INC.~F900200915001~NON-MINORITY  
CRISIS LEADERSHIP CONSULTANT SE~F273895832001~NON-MINORITY  
CVS CONSULTANT AND PROJECT MANAGEMENT LLC~F660815364001~N/A  
D G ENGINEERING CONSULTANT P.C. P.A.~F113602305001~N/A  
D G ENGINEERING CONSULTANT PC PA~F113602305001~N/A  
DNR, THE PASTRY CHEF'S CONSULTANT, INC.~F352384835001~N/A  
EAR NOSE & THROAT CONSULTANT~F471421896001~NON-MINORITY  
EAR NOSE & THROAT CONSULTANT~F880341714001~NON-MINORITY

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

**Prime Contractor**

**Search**

Contractor FEID:  \*Exactly 10 characters are required to show results

Contractor Name:  \*Minimum 5 characters are required to show results

**Contractor Details**

Contractor Name: CONSUL TECH ENGINEERING INC  
Contractor FEID: F592197377007  
DBE/MBE: N/A

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



**Contractor Details**

Contractor Name: CONSUL TECH ENGINEERING INC

Contractor FEID: F592197377007

DBE/MBE: N/A

Primary POC Name:

Primary POC Phone: ###-###-####

Primary POC Email:

The fields for Primary POC Name, Primary POC Phone, and Primary POC Email are circled in green.

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.




**Contract Profile**

**Task Work Orders**

Task Work Order #	Description	Execution Date	End Date
<input type="button" value="Clear Filters"/>			
No records to display.			

The 'Task Work Orders' tab is highlighted with a green circle.

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



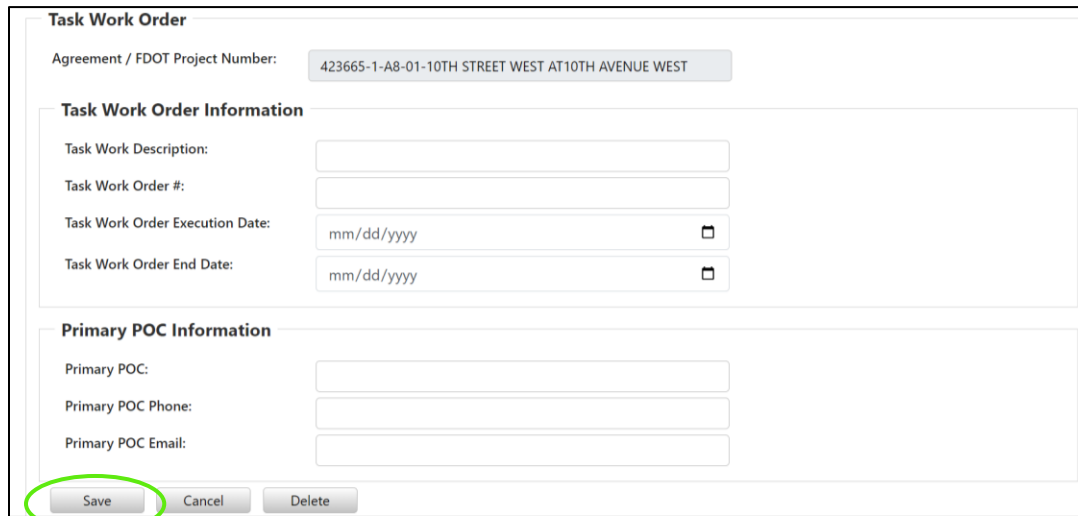
**Contract Profile**

**Task Work Orders**

Task Work Order #	Description	Execution Date	End Date
<input type="button" value="Clear Filters"/>			
No records to display.			

The 'Add New' button is circled in green.

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



**Task Work Order**

Agreement / FDOT Project Number: 423665-1-A8-01-10TH STREET WEST AT 10TH AVENUE WEST

**Task Work Order Information**

Task Work Description:

Task Work Order #:

Task Work Order Execution Date: mm/dd/yyyy

Task Work Order End Date: mm/dd/yyyy

**Primary POC Information**

Primary POC:

Primary POC Phone:

Primary POC Email:

The 'Save' button is circled in green.

- 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.

### Contractor Search

Contractor FEID:  \*Exactly 10 characters are required to show results

Contractor Name:  \*Minimum 5 characters are required to show results

Contractor Name:

Contractor FEID:

DBE/MBE:

Add Contractor

### Contractor Details

	Contractor Name	DBE/MBE	Contractor FEID
<a href="#">Delete</a>	CONCENTRIC MANAGEMENT & CONSULT	SMALL BUSINESS(STA&FED)	F471786873001
<a href="#">Delete</a>	ACQUISITION CONSULTANT	N/A	C592816477001

## 8.2 Review and Update Local Agency Contract

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

Dashboard
Applications
Organizations
Agreements
Local Agency Contracts
Resources
Reports

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

### Contracts

Add New

	Local Agency Name	Local Agency Contract #	FDOT Project #	Project D
<a href="#">Clear Filters</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Select</a>	Okaloosa County	C14-2093-PW	428115-1-58-01	12TH AVE
<a href="#">Select</a>	Okaloosa County	F596000765015	426710-1-58-01	BROOKM

- 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**

Save


Cancel

### 8.2.1 How to Add a Prime Contractor


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

**Prime Contractor**

**Search**

Contractor FEID: 

Exactly 10 characters are required to show results

Contractor Name: 

\*Minimum 5 characters are required to show results

*\*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](mailto: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**

**District Library**

District: 01

Move Add Folder Delete Email Download Archive Add

Current Search Results Archived Files/Folders

Current Files

Root \

<input type="checkbox"/>	Name	Size	Created By	Create Date	Downloads	Operations
<input type="checkbox"/>	BlackCat Training Resources		McCalla, Axah State	06/24/2021		
<input type="checkbox"/>	SCOPM Eligible Communities List - April 25, 2022	259 KB	Raffington, Jasmin	04/27/2022	5	
<input type="checkbox"/>	Partnering with FDOT - Resource Guide for Local Governments.pdf	3.86 MB	Raffington, Jasmin	04/28/2022	8	
<input type="checkbox"/>	USDOT Pedestrian and Bicycle Funding Opportunities		Moyle, Lorraine	09/20/2022		

*The **Organization Library** is where you can store documents by agency.*

***District Library** is where each district will provide documentation to their district agencies.*

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

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

**District Library**

District: 01

Move Add Folder Delete Email Download Archive Add

Current Search Results Archived Files/Folders

Current Files

Root \

<input type="checkbox"/>	Name	Size	Created By	Create Date	Downloads	Operations
<input type="checkbox"/>	BlackCat Training Resources		McCalla, Axah State	06/24/2021		

☐ Show all files

b) Select the **Add** button

The screenshot shows the 'District Library' interface. On the left is a sidebar with 'District Library' and 'Organization Library' tabs. The main area has a 'District' dropdown set to '01'. Below this are buttons for 'Move', 'Add Folder', 'Delete', 'Email', 'Download', 'Archive', and 'Add'. The 'Add' button is circled in green. Below the buttons are tabs for 'Current', 'Search Results', and 'Archived Files/Folders'. The 'Current' tab is active, showing a table of 'Current Files'.

<input type="checkbox"/>	Name	Size	Created By	Create Date	Downloads	Operations
<input type="checkbox"/>	BlackCat Training Resources		McCalla, Avah State	06/24/2021		

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

This screenshot shows the 'Add File/Link' dropdown menu open. The 'Select One' option is circled in green. The interface is the same as the previous screenshot, but with the 'Add' button clicked to reveal the dropdown options.

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

The screenshot shows the 'Add File/Link' dialog box. It has a 'File' dropdown menu, a 'File Name' input field, and a 'Select File' section with a 'Choose File' button circled in green. Below these are 'Save' and 'Cancel' buttons.

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



- e) Select the **Save** button



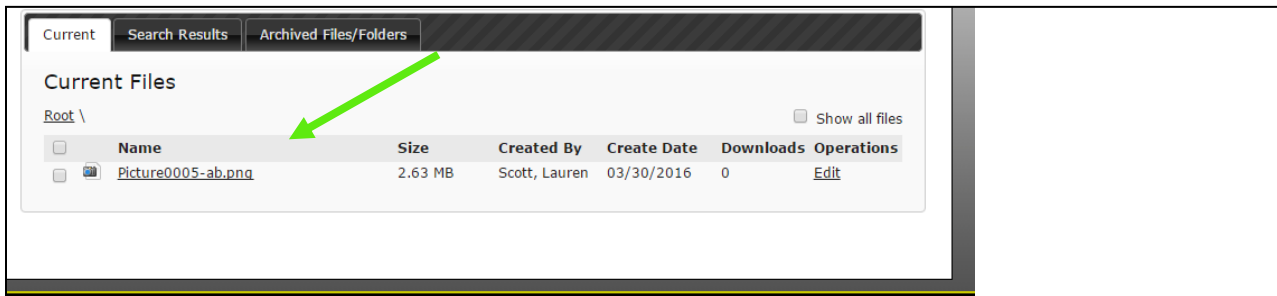
**Add File/Link**

File

File Name

Select File  Test.docx

Your document is now loaded:



Current Search Results Archived Files/Folders

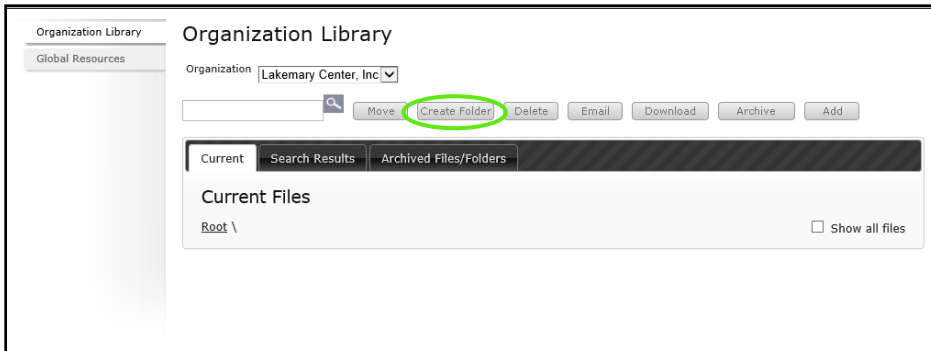
**Current Files**

Root \ ☐ Show all files

<input type="checkbox"/>	Name	Size	Created By	Create Date	Downloads	Operations
<input type="checkbox"/>	Picture0005-ab.png	2.63 MB	Scott, Lauren	03/30/2016	0	<a href="#">Edit</a>

- 3) How to create a folder:

- a) Select **Create Folder**



Organization Library

Global Resources

Organization

Current Search Results Archived Files/Folders

**Current Files**

Root \ ☐ Show all files

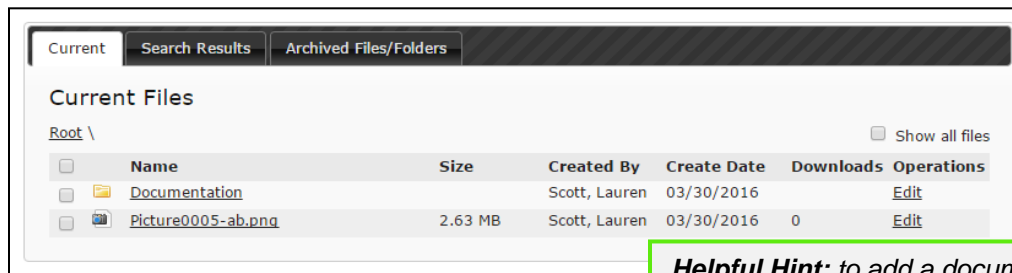
- b) Enter a name for the folder and select the **Save** button



**Create Folder**

Folder Name:

Your folder is now created:

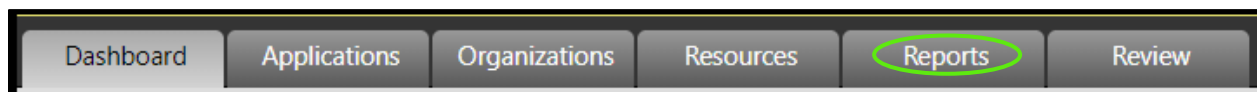


**Helpful Hint:** to add a document to your folder, select the folder and repeat the above steps for adding a document.

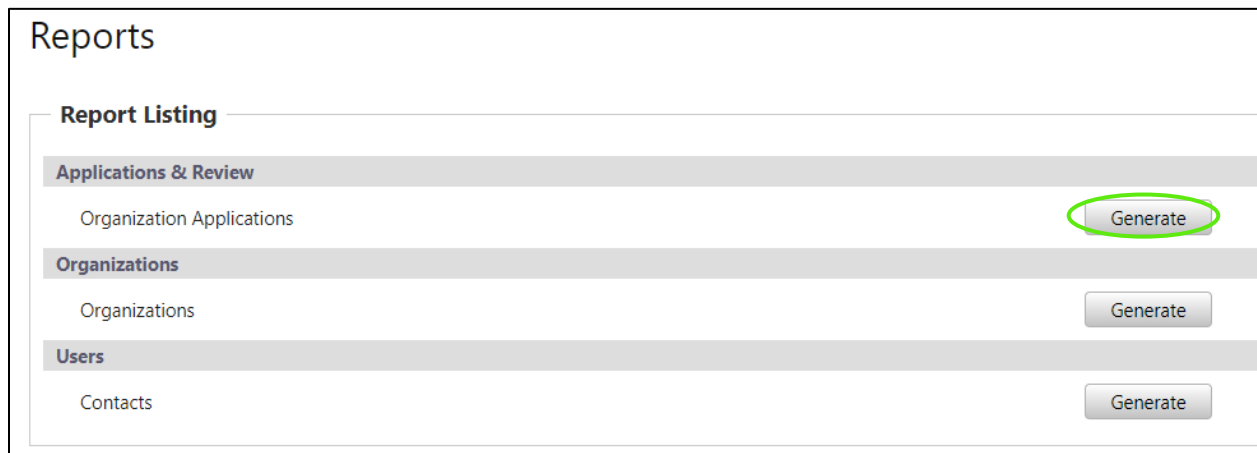
## Section 10: Reports

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**



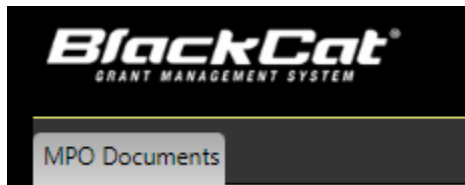
## Section 11: MPO Document Management

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).

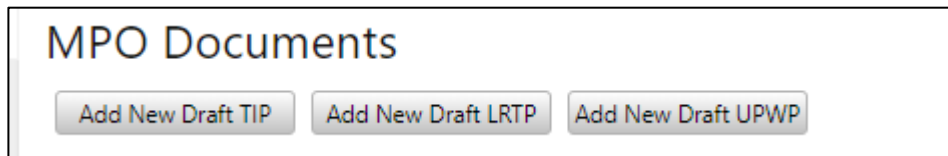
### 11.1 MPO Listing and Record Creation

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**



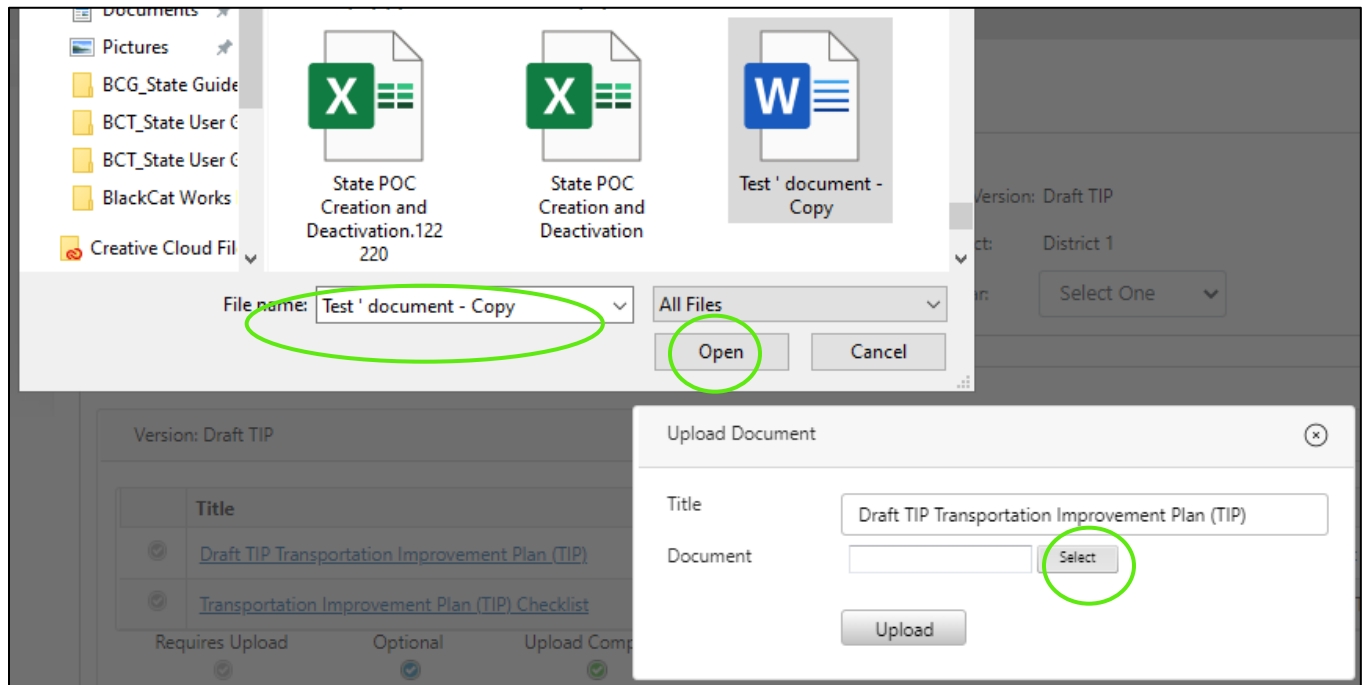
- 3) Select **Start Year, End Year, and Federal Funds**

A screenshot of the 'MPO Details' form. The form contains several fields: 'Document Type: TIP', 'Organization: Charlotte County- Punta Gorda MPO', 'TIP Start Year' (a dropdown menu with 'Select One' highlighted by a green circle), 'Document Version: Draft TIP', 'FDOT District: District 1', 'TIP End Year' (a dropdown menu with 'Select One' highlighted by a green circle), 'Status: Not Submitted', and 'Federal Funds: ☒ FHWA ☒ FTA ☐ Other' (the checkboxes are highlighted by a green circle).

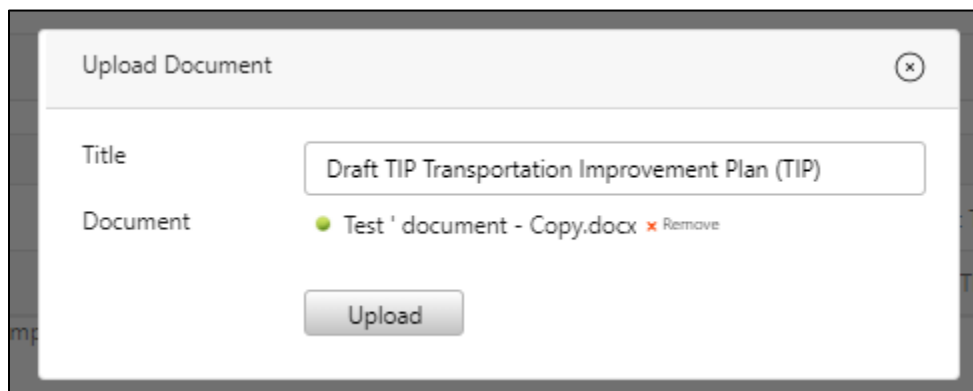
- 4) Select Upload to complete the required documents

A screenshot of the 'Documents' section. It shows a table with columns: 'Title', 'Description', 'Uploaded By', and 'Created'. There are two rows of documents. The first row is 'Draft TIP Transportation Improvement Plan (TIP)' with description 'Draft TIP MPO Name FY - FY" Ex: Draft TIP - Bay County TPO - FY23 - FY27'. The second row is 'Transportation Improvement Plan (TIP) Checklist' with description 'TIP Checklist MPO Name FY - FY"" Ex: TIP Checklist Bay County TPO FY23 - FY27'. Both rows have an 'Upload' button next to them, which is highlighted by a green circle. Below the table, there are checkboxes for 'Requires Upload', 'Optional', and 'Upload Complete'.

5) Select a document



6) Select Upload



7) Repeat for all Required Documents and Additional Documents

**Documents**

Version: Draft TIP Not Submitted

Title		Description	Uploaded By	Created
<a href="#">Draft TIP Transportation Improvement Plan (TIP)</a>	Replace	"Draft TIP MPO Name FY - FY" Ex: Draft TIP - Bay County TPO - FY23 - FY27	A AMPO	5/10/2023 4:17:58 PM
<a href="#">Transportation Improvement Plan (TIP) Checklist</a>	Replace	"TIP Checklist MPO Name FY - FY" Ex: TIP Checklist Bay County TPO FY23 - FY27	A AMPO	5/10/2023 4:18:19 PM

Requires Upload ☐ Optional ☒ Upload Complete ☒

**Additional Documents**

Document Name	EDMS ID	Size	Uploaded By	Created	
MPO Additional Document	15205779	11.6KB	A AMPO	5/10/2023 4:18:48 PM	

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

**Comments**

Please Review. Thank you.

**Comment**

There are no comments to display.

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

**Comments**

**Comment**

Please Review. Thank you.

10) Select **OK** to submit

Are you sure you want to submit?  
Please review all documents/comments to submitting through the review process.

**OK** Cancel

11) The status will now read Submitted for Review

**MPO Details**

**Details**

Document Type: TIP Document Version: Draft TIP Status: Submitted for Review

Organization: Charlotte County- Punta Gorda MPO FDOT District: District 1

TIP Start Year: FY22/23 TIP End Year: FY27/28 Federal Funds: ☒ FHWA ☒ FTA ☐ Other

**Documents**

## 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**

**MPO Documents**

Switch User: A AFDOT

Listing  
Review  
Archive

**MPO Documents**

Add New Draft TIP Add New Draft LRTP Add New Draft UPWP

**MPO Listing**

	Start/Submitted Year	End/Horizon Year	District	Local Agency Name	Document Type	Status
Clear Filters	2023					
Select	2023	2024		Florida Department of Transportation	TIP	Not Submitted
Select	2023	2023		Florida Department of Transportation	TIP	Not Submitted
Select	2023	2026		Florida Department of Transportation	TIP	Submitted for Review
Select	2023	2028		Florida Department of Transportation	TIP	Not Submitted
Select	2023	2050		Florida Department of Transportation	LRTP	Not Submitted
Select	2023	2028		Florida Department of Transportation	TIP	Not Submitted
Select	2023	2028		Florida Department of Transportation	TIP	Submitted for Review

## 2) Select Review

The screenshot shows the 'MPO Documents' interface. On the left sidebar, the 'Review' option is highlighted with a green circle. The main content area displays the 'MPO Listing' table with columns for Start/Submitted Year, End/Horizon Year, District, Local Agency Name, Document Type, and Status. The table contains several rows of data, including entries for 'Florida Department of Transportation' with various document types like TIP and L RTP.

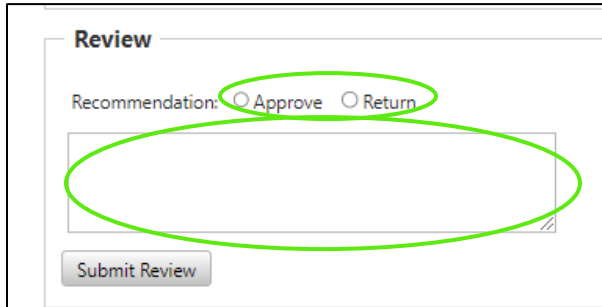
## 3) Select a record to review

The screenshot shows the 'MPO Documents' interface. In the 'MPO Listing' table, the first row is highlighted with a green circle, indicating it has been selected for review. The table columns are the same as in the previous screenshot.

## 4) Select Document link or icon to review documents

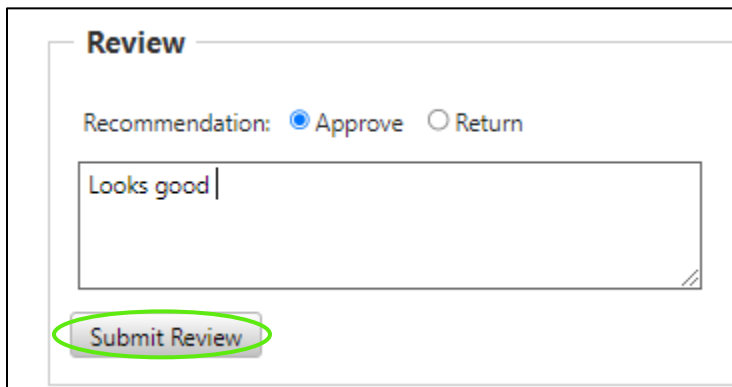
The screenshot shows the 'Documents' interface. It displays a table with columns for Title, Description, and a status indicator. The first row, 'Draft TIP Transportation Improvement Plan (TIP)', is highlighted with a green circle. Below the table, there are buttons for 'Requires Upload', 'Optional', and 'Upload Complete'. At the bottom, there is an 'Additional Documents' section with an 'Upload' button and a table for adding new documents. The 'Upload' button is highlighted with a green circle.

5) Select Approve/Return and enter comment



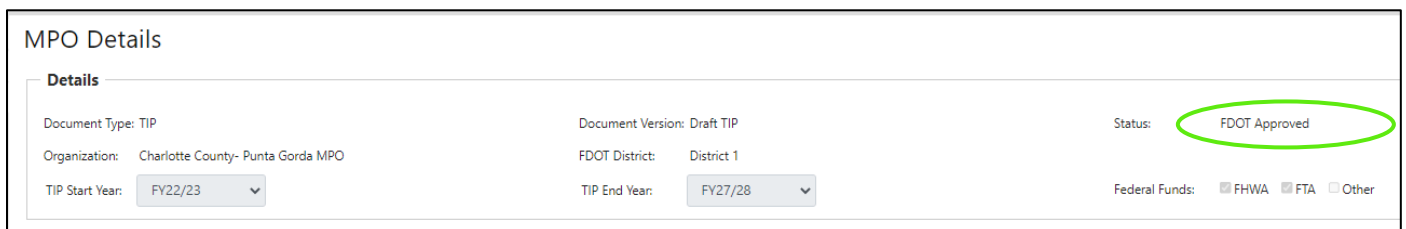
The screenshot shows a 'Review' form. At the top, the title 'Review' is in bold. Below it, the 'Recommendation:' section has two radio buttons: 'Approve' and 'Return'. The 'Approve' radio button is selected. Below the radio buttons is a large text input box for comments. A green oval highlights the 'Approve' radio button, and another green oval highlights the comment text box. At the bottom left of the form is a 'Submit Review' button.

6) Select **Submit Review**



This screenshot shows the 'Review' form after a comment has been entered. The 'Recommendation:' section now shows the 'Approve' radio button as selected (indicated by a blue dot). The comment text box contains the text 'Looks good |'. A green oval highlights the 'Submit Review' button at the bottom left of the form.

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



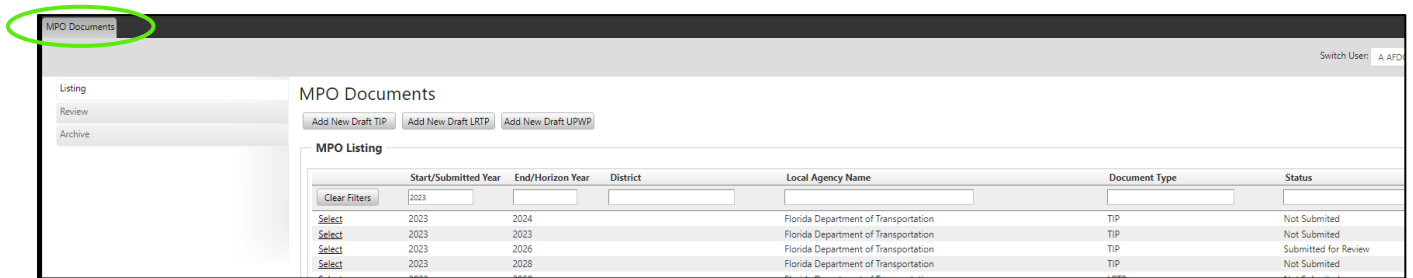
The screenshot displays the 'MPO Details' form. The title 'MPO Details' is at the top left. Below it, the 'Details' section contains several fields: 'Document Type: TIP', 'Document Version: Draft TIP', 'Status: FDOT Approved', 'Organization: Charlotte County- Punta Gorda MPO', 'FDOT District: District 1', 'TIP Start Year: FY22/23', 'TIP End Year: FY27/28', and 'Federal Funds: FHWA FTA Other'. A green oval highlights the 'Status: FDOT Approved' field.

## 11.3 FTA MPO Review

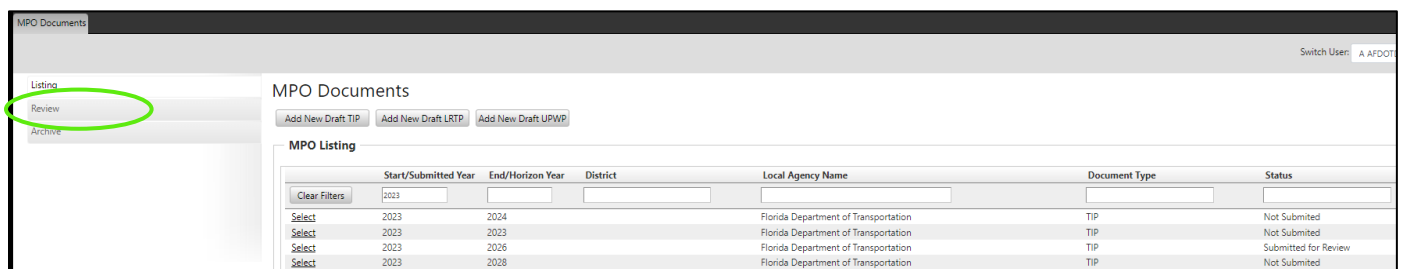
Once submitted the MPO documents will need to be reviewed by FTA. If approved, the MPO Document will advance to the FHWA Review. To complete the review, complete the following steps.



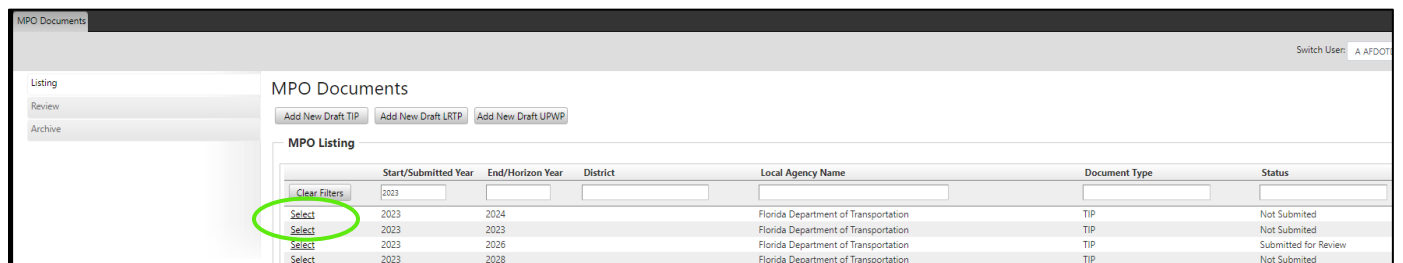
## 1) Select MPO Documents



## 2) Select Review



## 3) Select a record to review



- 4) Select Document link or icon to review documents

**Documents**

Version: Draft TIP

	Title		Description
	<a href="#">Draft TIP Transportation Improvement Plan (TIP)</a>	Replace	"Draft TIP MPO Name FY
	<a href="#">Transportation Improvement Plan (TIP) Checklist</a>	Replace	"TIP Checklist MPO Nam

Requires Upload Optional Upload Complete

**Additional Documents**

Upload

	Document Name
<a href="#">Edit</a>	MPO Additional Document

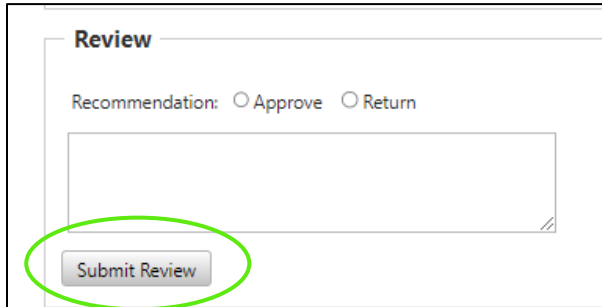
- 5) Select Approve/Return and enter comment

**Review**

Recommendation: ☒ Approve ☐ Return

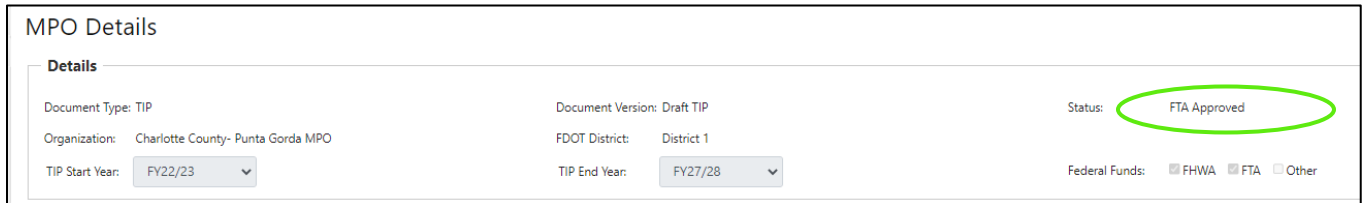
Submit Review

6) Select Submit Review



The screenshot shows a 'Review' form. At the top, it says 'Recommendation: ☐ Approve ☐ Return'. Below this is a large text area for comments. At the bottom left, the 'Submit Review' button is highlighted with a green circle.

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

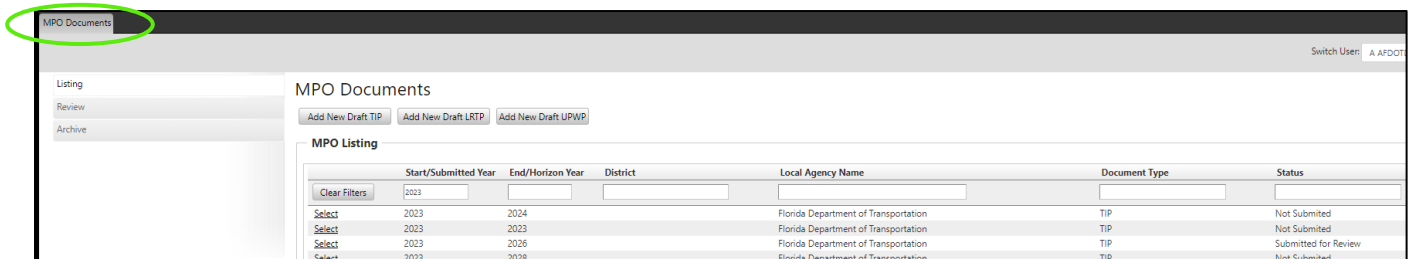


The screenshot shows the 'MPO Details' form. The 'Status' field is highlighted with a green circle and contains the text 'FTA Approved'. Other fields include 'Document Type: TIP', 'Document Version: Draft TIP', 'Organization: Charlotte County- Punta Gorda MPO', 'FDOT District: District 1', 'TIP Start Year: FY22/23', 'TIP End Year: FY27/28', and 'Federal Funds: ☒ FHWA ☒ FTA ☐ Other'.

## 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.

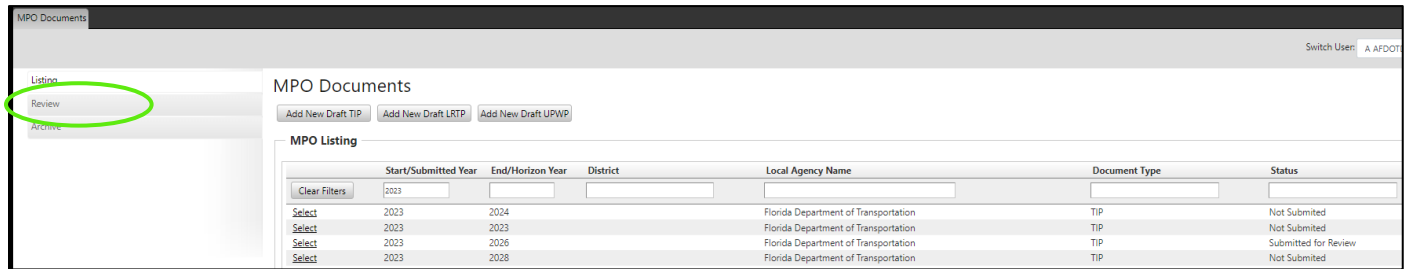
1) Select MPO Documents



The screenshot shows the 'MPO Documents' page. The 'MPO Documents' tab is highlighted with a green circle. The page includes a sidebar with 'Listing', 'Review', and 'Archive' options. The main content area shows the 'MPO Listing' table with columns for Start/Submitted Year, End/Horizon Year, District, Local Agency Name, Document Type, and Status. There are also buttons for 'Add New Draft TIP', 'Add New Draft LRTP', and 'Add New Draft UPWP'.

	Start/Submitted Year	End/Horizon Year	District	Local Agency Name	Document Type	Status
Select	2023	2024		Florida Department of Transportation	TIP	Not Submitted
Select	2023	2023		Florida Department of Transportation	TIP	Not Submitted
Select	2023	2026		Florida Department of Transportation	TIP	Submitted for Review
Select	2023	2028		Florida Department of Transportation	TIP	Not Submitted

## 2) Select **Review**



MPO Documents

Switch User: A AFDOT

List  
Review  
Archive

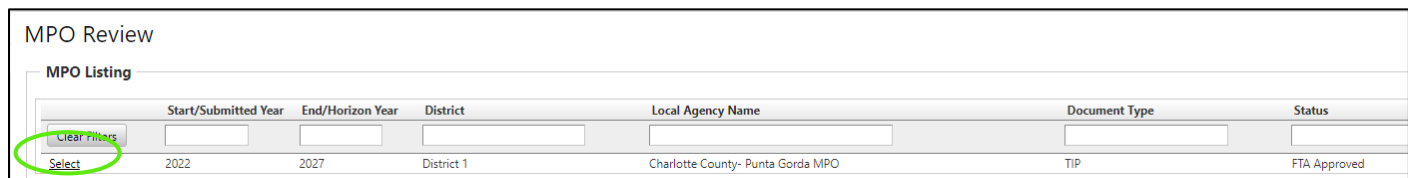
MPO Documents

Add New Draft TIP Add New Draft LRTP Add New Draft UPWP

MPO Listing

	Start/Submitted Year	End/Horizon Year	District	Local Agency Name	Document Type	Status
Clear Filters	2023					
Select	2023	2024		Florida Department of Transportation	TIP	Not Submitted
Select	2023	2023		Florida Department of Transportation	TIP	Not Submitted
Select	2023	2026		Florida Department of Transportation	TIP	Submitted for Review
Select	2023	2028		Florida Department of Transportation	TIP	Not Submitted

## 3) Select a record to review

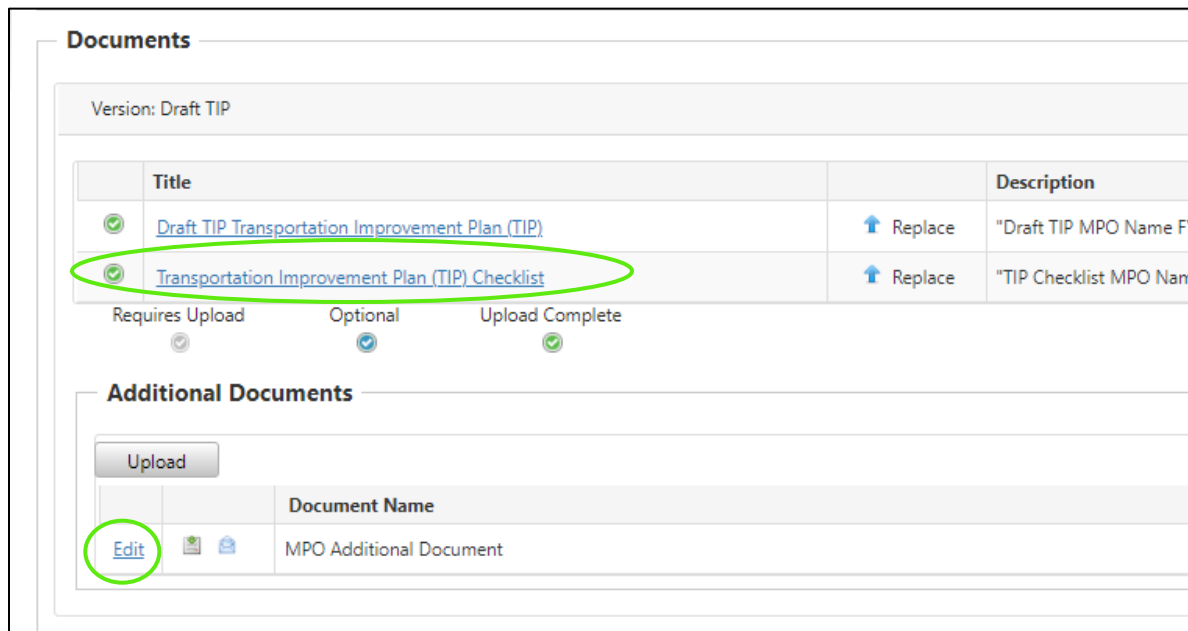


MPO Review

MPO Listing

	Start/Submitted Year	End/Horizon Year	District	Local Agency Name	Document Type	Status
Clear Filters						
Select	2022	2027	District 1	Charlotte County- Punta Gorda MPO	TIP	FTA Approved

## 4) Select Document link or icon to review documents



Documents

Version: Draft TIP

	Title		Description
✓	<a href="#">Draft TIP Transportation Improvement Plan (TIP)</a>	↑ Replace	"Draft TIP MPO Name F"
✓	<a href="#">Transportation Improvement Plan (TIP) Checklist</a>	↑ Replace	"TIP Checklist MPO Nam"

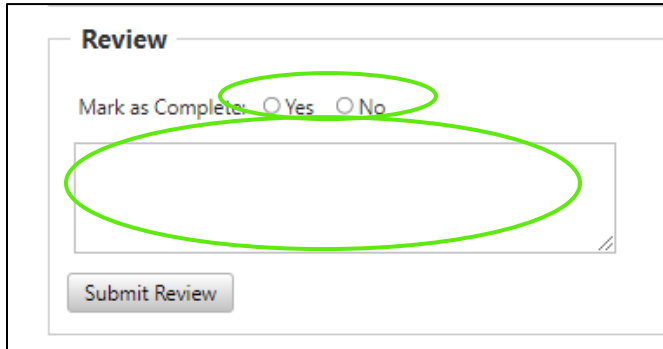
Requires Upload Optional Upload Complete

Additional Documents

Upload

	Document Name
Edit	MPO Additional Document

- 5) Select Approve/Return and enter comment

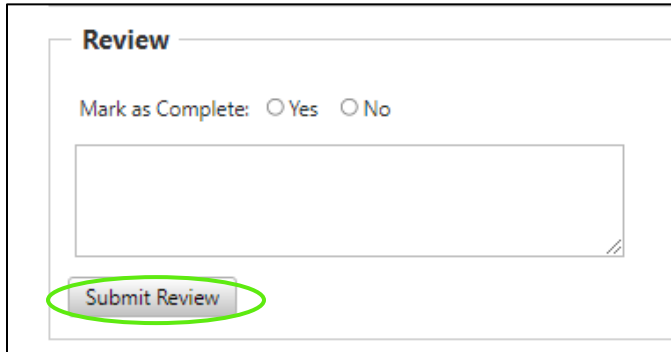


**Review**

Mark as Complete: ☐ Yes ☐ No

Submit Review

- 6) Select **Submit Review**

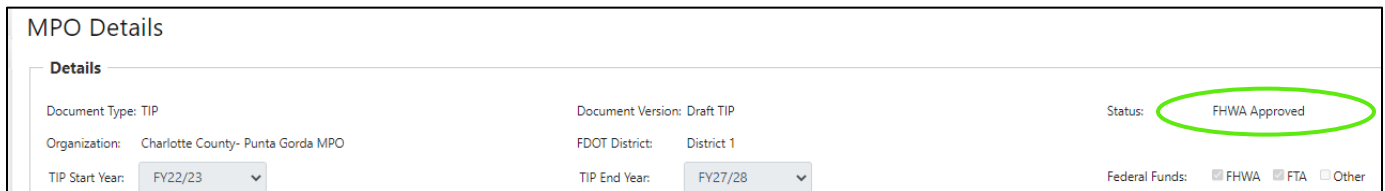


**Review**

Mark as Complete: ☐ Yes ☐ No

Submit Review

- 7) The status will now say FHWA Approved



**MPO Details**

**Details**

Document Type: TIP	Document Version: Draft TIP	Status: FHWA Approved
Organization: Charlotte County- Punta Gorda MPO	FDOT District: District 1	
TIP Start Year: FY22/23	TIP End Year: FY27/28	Federal Funds: <input checked="" type="checkbox"/> FHWA <input checked="" type="checkbox"/> FTA <input type="checkbox"/> Other

## 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

**MPO Documents**

[Add New Draft TIP](#) [Add New Draft LRTP](#) [Add New Draft UPWP](#)

**MPO Listing**

	Start/Submitted Year	End/Horizon Year	District	Local Agency Name	Document Type	Status
<a href="#">Clear Filters</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Select</a>	2022	2023	District 5	Greater Orlando Aviation Authority (GOAA)	UPWP	Returned
<a href="#">Select</a>	2022	2045	District 5	Greater Orlando Aviation Authority (GOAA)	LRTP	FHWA Approved

## 3) Select **Submit Amendment/Modification**

**MPO Details**

**Details**

Document Type: UPWP Document Version: Draft UPWP Status: Returned

Organization: Greater Orlando Aviation Authority (GOAA) FDOT District: District 5

UPWP Start Year: FY22/23 UPWP End Year: FY23/24 Federal Funds: ☒ FHWA ☒ FTA ☐ Other

[Submit Amendment/Modification](#) [Add New Adopted/Versions](#)

## 4) Complete the steps from section 11.1

**Documents**

Version: Draft UPWP Returned

Version: Amendment UPWP Version #1 Not Submitted

Title	Description	Uploaded By	Created
<input checked="" type="checkbox"/> Amendment UPWP Version #1 Unified Planning Work Program (UPWP)	*Amendment UPWP Version #1 MPO Name FY - FY" Ex: Draft UPWP - Bay County TPO - FY23 - FY24	AAA MPO	5/10/2023 6:26:49 PM
<input checked="" type="checkbox"/> Unified Planning Work Program(UPWP) Checklist	*UPWP Checklist MPO Name FY - FY"" Ex: UPWP Checklist Bay County TPO FY23 - FY24	AAA MPO	5/10/2023 6:26:49 PM

Requires Upload Optional Upload Complete

**Additional Documents**

[Upload](#)

Document Name	EDMS ID	Size	Uploaded By	Created
There are no documents to display.				

**Documents**

Version: Draft LRTP FHWA Approved

Version: Amendment LRTP Version #1 FHWA Approved

Version: Adopted LRTP Version #1 Not Submitted

Title	Description	Uploaded By	Created
<input checked="" type="checkbox"/> Adopted LRTP Version #1 Long Range Transportation Plan	*Adopted LRTP Version #1 MPO Name FY - FY" Ex: Draft LRTP - Bay County TPO - 2045	AAA MPO	5/10/2023 6:39:14 PM
<input checked="" type="checkbox"/> Long Range Transportation Plan (LRTP) Checklist	*LRTP Checklist MPO Name FY - FY"" Ex: LRTP Checklist Bay County TPO - 2045	AAA MPO	5/10/2023 6:39:14 PM

Requires Upload Optional Upload Complete

**Additional Documents**

[Upload](#)

Document Name	EDMS ID	Size	Uploaded By	Created
There are no documents to display.				

## 5) Once submitted

### MPO Details

**Details**

Document Type: UPWPDocument Version: Amendment UPWP Version #1Status: Submitted for ReviewOrganization: Greater Orlando Aviation Authority (GOAA)FDOT District: District 5UPWP Start Year: FY22/23UPWP End Year: FY23/24Federal Funds: ☒ FHWA ☒ FTA ☐ Other

## 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

### MPO Documents

Add New Draft TIPAdd New Draft LRTPAAdd New Draft UPWP

**MPO Listing**

	Start/Submitted Year	End/Horizon Year	District	Local Agency Name	Document Type	Status
<div>Clear Filters</div>						
Select	2022	2023	District 5	Greater Orlando Aviation Authority (GOAA)	UPWP	Returned
Select	2022	2045	District 5	Greater Orlando Aviation Authority (GOAA)	L RTP	FHWA Approved

## 3) Select **Submit Adopted/Versions**

### MPO Details

**Details**

Document Type: UPWPDocument Version: Draft UPWPStatus: ReturnedOrganization: Greater Orlando Aviation Authority (GOAA)FDOT District: District 5UPWP Start Year: FY22/23UPWP End Year: FY23/24Federal Funds: ☒ FHWA ☒ FTA ☐ Other

Submit Amendment/ModificationAdd New Adopted/Versions

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

Documents

Version: Draft LRTP

FHWA Approved

Version: Amendment LRTP Version #1

FHWA Approved

Version: Adopted LRTP Version #1

Not Submitted

Title		Description	Uploaded By	Created
Adopted LRTP Version #1 Long Range Transportation Plan	Upload	*Adopted LRTP Version #1 MPO Name FY - FY* Ex: Draft LRTP - Bay County TPO - 2045	AAA MPO	5/10/2023 6:39:14 PM
Long Range Transportation Plan (LRTP) Checklist	Upload	*LRTP Checklist MPO Name FY - FY** Ex: LRTP Checklist Bay County TPO - 2045	AAA MPO	5/10/2023 6:39:14 PM

Requires Upload

Optional

Upload Complete

Additional Documents

Upload

Document Name	EDMS ID	Size	Uploaded By	Created
There are no documents to display.				

#### 5) Once submitted

MPO Details

Details

Document Type: UPWP

Document Version: Amendment UPWP Version #1

Status: Submitted for Review

Organization: Greater Orlando Aviation Authority (GOAA)

FDOT District: District 5

Federal Funds: ☒ FHWA ☒ FTA ☐ Other

UPWP Start Year: FY22/23

UPWP End Year: FY23/24

## 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

MPO Documents

Add New Draft TIP

Add New Draft LRTP

Add New Draft UPWP

MPO Listing

	Start/Submitted Year	End/Horizon Year	District	Local Agency Name	Document Type	Status
Select	2026	2027		Florida Department of Transportation	TIP	Submitted for Review
Select	2023	2024		Florida Department of Transportation	TIP	Not Submitted
Select	2023	2023		Florida Department of Transportation	TIP	Not Submitted
Select	2024	2024		Florida Department of Transportation	TIP	FHWA Approved
Select	2023	2026		Florida Department of Transportation	TIP	Submitted for Review
Select	2022			Florida Department of Transportation	UPWP	Not Submitted
Select	2023	2028		Florida Department of Transportation	TIP	Not Submitted
Select	2022	2027		Florida Department of Transportation	TIP	Not Submitted
Select	2023	2050		Florida Department of Transportation	LRTP	Not Submitted
Select	2022			Florida Department of Transportation	UPWP	Not Submitted
Select	2023	2028		Florida Department of Transportation	TIP	Not Submitted
Select	2023	2028		Florida Department of Transportation	TIP	Submitted for Review
Select	2027	2028		Florida Department of Transportation	UPWP	Submitted for Review



#### 4) Select **Archive**

The screenshot shows the 'MPO Details' form. It includes fields for Document Type (TIP), Document Version (Draft TIP), Status (FHWA Approved), Organization (Florida Department of Transportation), FDOT District, TIP Start Year (FY22/23), and TIP End Year (FY24/25). There are also checkboxes for Federal Funds (FHWA, FTA, Other). At the bottom right, the 'Archive' button is circled in green.

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

The screenshot shows a vertical list of three tabs: 'Listing', 'Review', and 'Archive'. The 'Archive' tab is highlighted, indicating it is the active view.

## 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

The screenshot shows the 'MPO Archive' section with a table titled 'MPO Listing'. The table has columns for Start/Submitted Year, End/Horizon Year, District, Local Agency Name, Document Type, and Status. A row is displayed with values: 2022, 2024, Florida Department of Transportation, TIP, and FHWA Approved. The 'Select' button in the first column of this row is circled in green.

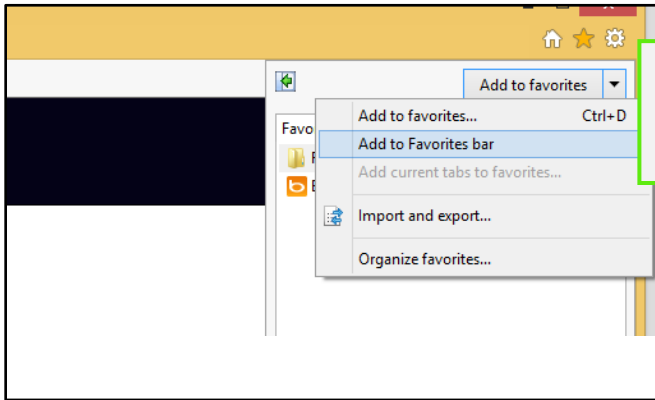
#### 4) Select **Reopen**

The screenshot shows the 'MPO Details' form, identical to the one in step 4. At the bottom right, the 'ReOpen' button is circled in green.

#### 5) The record will now show on the Listing tab

## Section 12: Additional Information

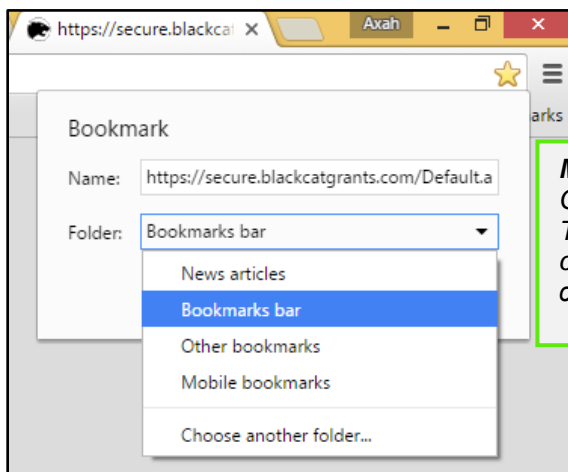
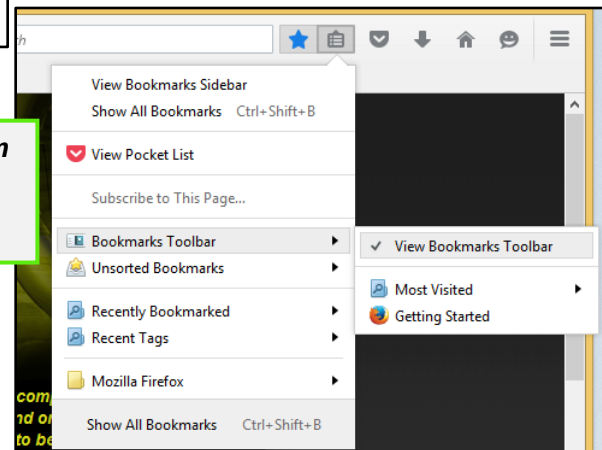
**Website Bookmarking:** We recommend bookmarking the website (URL) to allow easy access when returning in the future. Below is how to complete this task in each internet browser.



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

