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Section 1: Introduction

1.1 What is the FLGAP System?

Panther International, LLC 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 grantee.

1.2 This User Guide

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

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

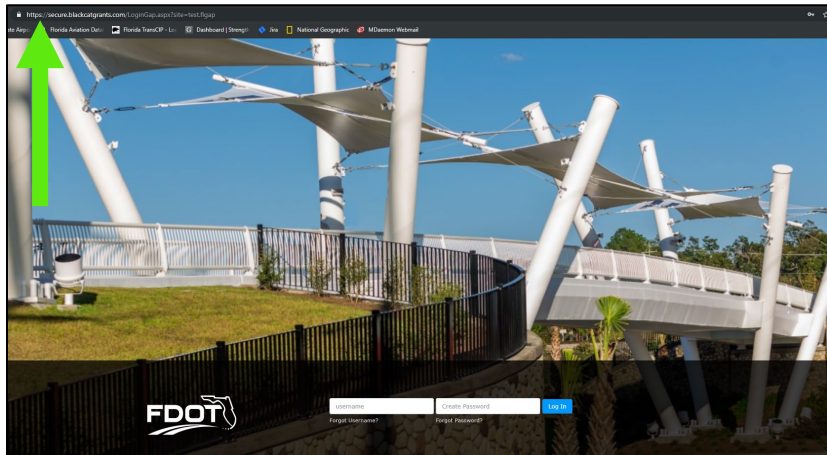
Note: Due to differences between internet browsers, your view may differ slightly from the view in the screenshot utilized to create this manual. While internet browsers may cause a variation in look and feel, all systems components should continue to function in all internet browsers.

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

Section 2: Getting Started

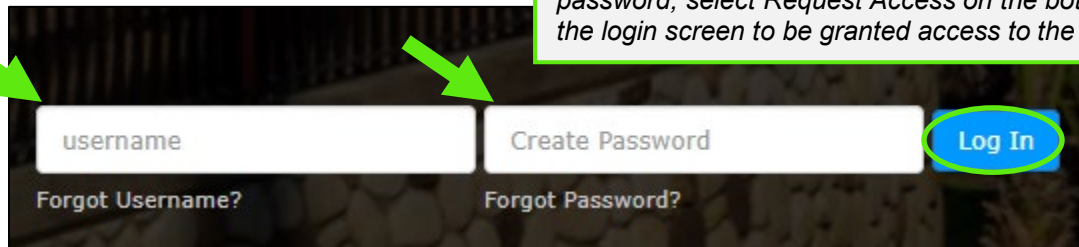
2.1 Access FLGAP System

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



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

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



2.2 System Overview

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

BlackCat
GRANT MANAGEMENT SYSTEM

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

Dashboard Applications Organizations Resources Reports Review

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	Highway Beautification Grant Application - District 1	2020	Submitted
Charlotte Harbor	Highway Beautification Grant Application - District 1	2020	Submitted
Charlotte Harbor	Highway Beautification Grant Application - District 1	2020	Submitted

Powered by Panther

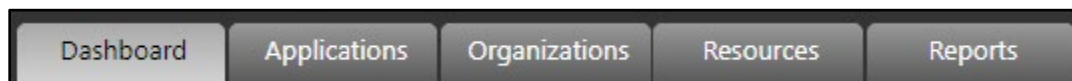
BCG Support Center: 888-238-9707 | [Accessibility Info](#) | [Contact Support](#)

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:

- Dashboard
- Applications
- Organizations
- Resources
- Reports
- Review

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

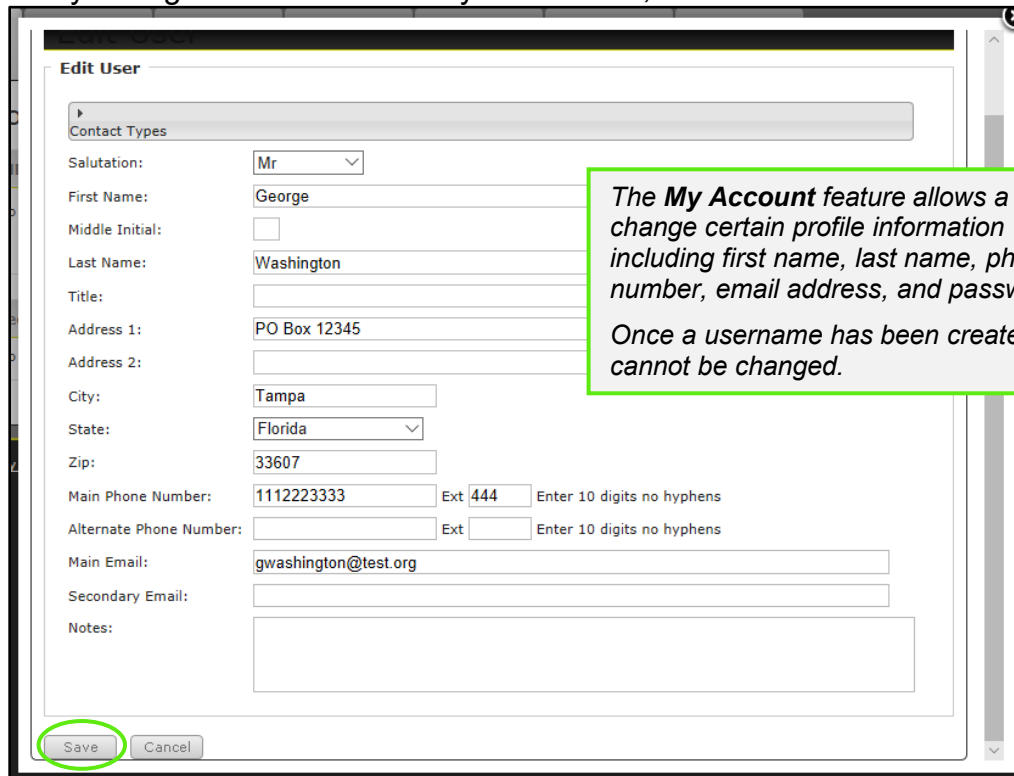


3) User specific features are located in the upper right corner of the screen

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

My Account:

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



The screenshot shows a web form titled "Edit User". It contains various input fields for user information: Salutation (dropdown menu with "Mr" selected), First Name (text box with "George"), Middle Initial (checkbox), Last Name (text box with "Washington"), Title (text box), Address 1 (text box with "PO Box 12345"), Address 2 (text box), City (text box with "Tampa"), State (dropdown menu with "Florida" selected), Zip (text box with "33607"), Main Phone Number (text box with "1112223333" and an extension box with "444"), Alternate Phone Number (text box and extension box), Main Email (text box with "gWASHINGTON@test.org"), Secondary Email (text box), and Notes (text area). At the bottom left, 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 Panther 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:

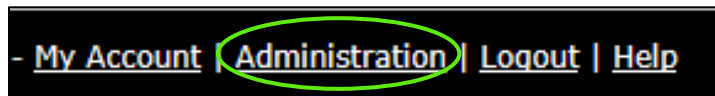
Allows an Agency User to submit questions, concerns, ideas or other information directly to the **BlackCat Customer Support Team**.

As a state user, if you need further assistance with the System, please contact your Panther 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 left corner of the system.

- 1) Select the **Administration** link



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](#)

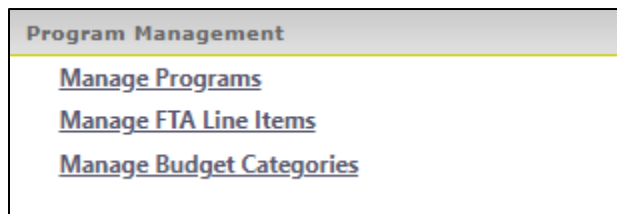
WPO Tools

[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:

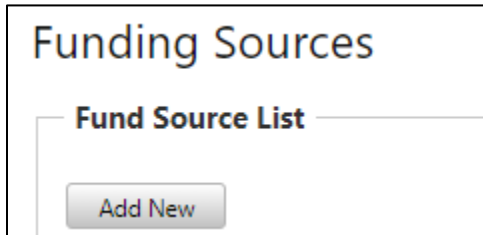
This section is where funding programs will be created. The created funding programs will later be tied to grants and encumbered funds.



3.1.1 Manage Programs

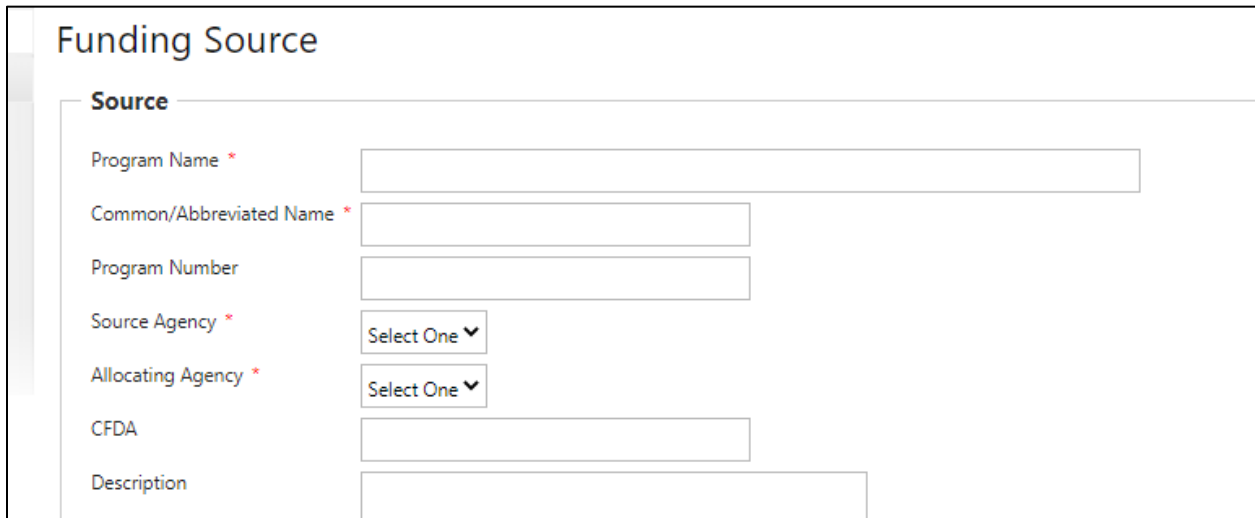
- 1) Select Manage Programs

- 2) Select Add New



The screenshot shows a web interface titled "Funding Sources". Below the title is a section labeled "Fund Source List". At the bottom of this section is a button labeled "Add New".

- 3) Complete Required Fields



The screenshot shows a web form titled "Funding Source". Under the "Source" tab, there are several input fields. The fields "Program Name", "Common/Abbreviated Name", "Source Agency", and "Allocating Agency" are marked with a red asterisk, indicating they are required. The "Source Agency" and "Allocating Agency" fields are dropdown menus with "Select One" and a downward arrow. The "CFDA" and "Description" fields are text boxes. The "Program Number" field is also a text box.

- 4) Select Insert
5) Select Access



The screenshot shows a dropdown menu with two options: "Program" and "Access". The "Program" option is currently selected and highlighted.

- 6) Select Agencies

Funding Source

Filter Options

Filter By: Select One Select One Filter

Agencies

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

<input checked="" type="checkbox"/> Florida Department of Transportation	<input type="checkbox"/> City of Largo
<input type="checkbox"/> Town of Bell	<input type="checkbox"/> City of Lauderhill
<input type="checkbox"/> Town of Belleair	<input type="checkbox"/> City of Layton
<input type="checkbox"/> Town of Belleair Shore	<input type="checkbox"/> City of Leesburg
<input type="checkbox"/> Town of Branford	<input type="checkbox"/> City of Lighthouse Point
<input type="checkbox"/> Town of Bronson	<input type="checkbox"/> City of Live Oak
<input type="checkbox"/> Town of Brooker	<input type="checkbox"/> City of Longwood
<input type="checkbox"/> Town of Callahan	<input type="checkbox"/> City of Lynn Haven
<input type="checkbox"/> Town of Century	<input type="checkbox"/> City of Macclenny
<input type="checkbox"/> Town of Cinco Bayou	<input type="checkbox"/> City of Maderia Beach
<input type="checkbox"/> Town of Cutler Bay	<input type="checkbox"/> City of Madison
<input type="checkbox"/> Town of Davie	<input type="checkbox"/> City of Maitland
<input type="checkbox"/> Town of Dundee	<input type="checkbox"/> City of Marathon
<input type="checkbox"/> Town of Eatonville	<input type="checkbox"/> City of Marco Island
<input type="checkbox"/> Town of Fort Myers Beach	<input type="checkbox"/> City of Marianna
<input type="checkbox"/> Town of Fort White	<input type="checkbox"/> City of Mary Esther
<input type="checkbox"/> Town of Glen Saint Mary	<input type="checkbox"/> City of Mascotte

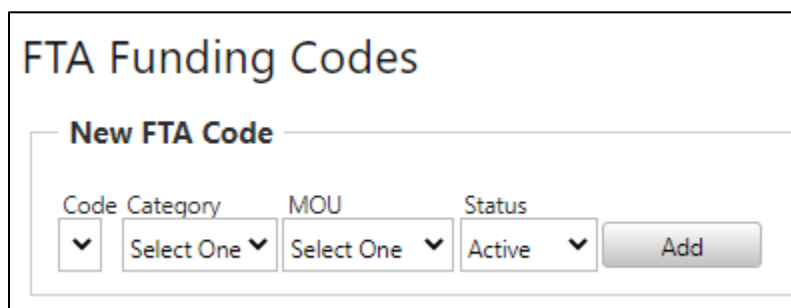
7) Select Save

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

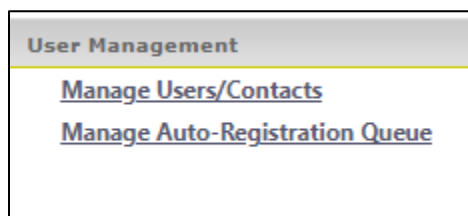
- 1) Select Manage Budget Categories
- 2) Select Category, Budge Code, Name, Sequence



- 3) Select Save

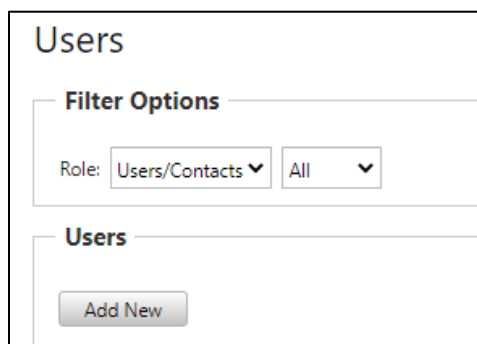
3.2 Manage Users:

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



3.2.1 Creating A Contact

- 1) Select Manage Users/Contacts
- 2) Select Add New



3) Select Organization and Required Fields

User Information

Edit User

Edit User

User:

Contact Types

Organization:

Select One

*Required

Salutation:

Select One

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

User:

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*

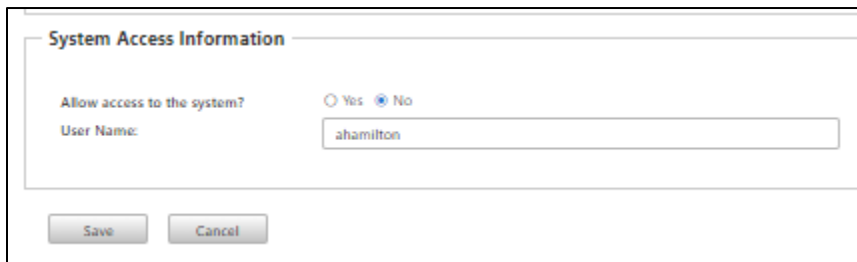
3.2.2 Activating a User

- 1) Select System Access Yes



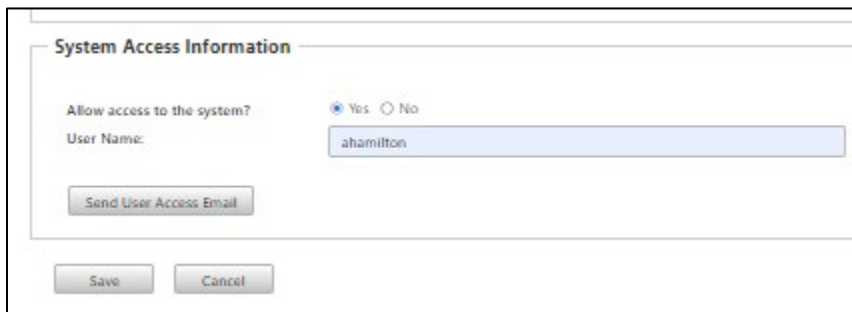
The screenshot shows a web form titled "System Access Information". It contains a radio button group for "Allow access to the system?" with "Yes" and "No" options. The "No" option is selected. Below this is a text input field for "User Name:" which is currently empty. At the bottom of the form are "Save" and "Cancel" buttons.

- 2) Enter Username as first initial and last name




The screenshot shows the same "System Access Information" form. The "User Name:" field now contains the text "ahamilton". The "Allow access to the system?" radio buttons remain unchanged, with "No" still selected. The "Save" and "Cancel" buttons are at the bottom.

- 3) Select Save



The screenshot shows the "System Access Information" form. The "Allow access to the system?" radio button group now has "Yes" selected. A new button labeled "Send User Access Email" has appeared below the "User Name:" field. The "User Name:" field still contains "ahamilton". The "Save" and "Cancel" buttons are at the bottom.

- 4) Select Send Access



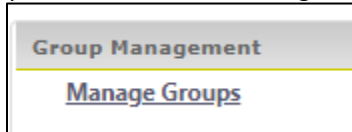
The screenshot shows the "System Access Information" form. The "Send User Access Email" button is now highlighted with a blue background, indicating it has been selected. The "Allow access to the system?" radio buttons remain with "Yes" selected, and the "User Name:" field still contains "ahamilton". The "Save" and "Cancel" buttons are at the bottom.

4.2.3 Manage Auto-Registration Queue

This functionality is not currently available.

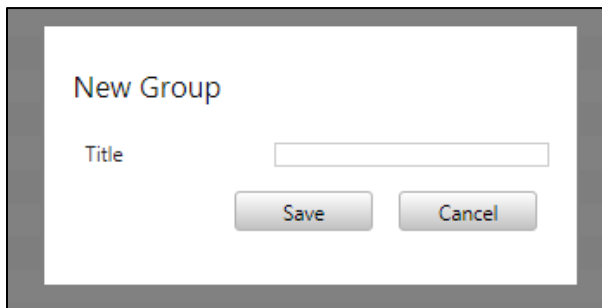
3.3 Manage Groups:

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



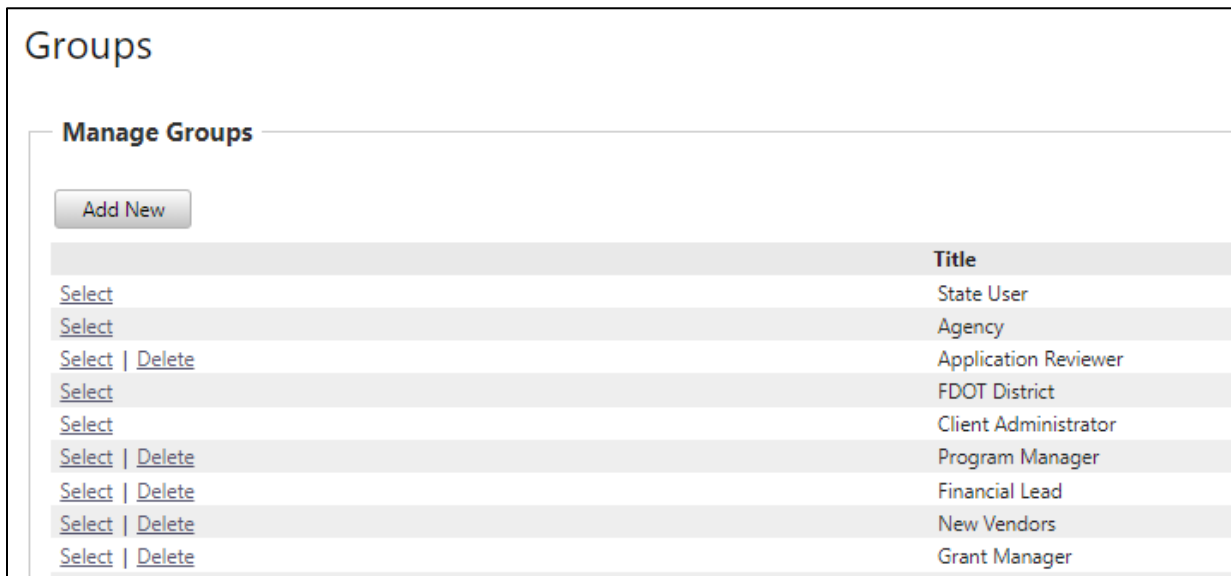
3.3.1 Manage Groups

- 1) Select Manage Groups
- 2) Select Add New
- 3) Select



A screenshot of a 'New Group' form. The form has a title 'New Group' at the top. Below the title, there is a label 'Title' followed by a text input field. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

- 4) Select the Group created



A screenshot of a 'Groups' management page. The page has a header 'Groups' and a sub-header 'Manage Groups'. Below the sub-header, there is an 'Add New' button. Below the button, there is a table with two columns: 'Title' and 'Actions'. The table contains eight rows of data.

	Title
Select	State User
Select	Agency
Select Delete	Application Reviewer
Select	FDOT District
Select	Client Administrator
Select Delete	Program Manager
Select Delete	Financial Lead
Select Delete	New Vendors
Select Delete	Grant Manager

- 5) Select Add New

Groups

Group Detail

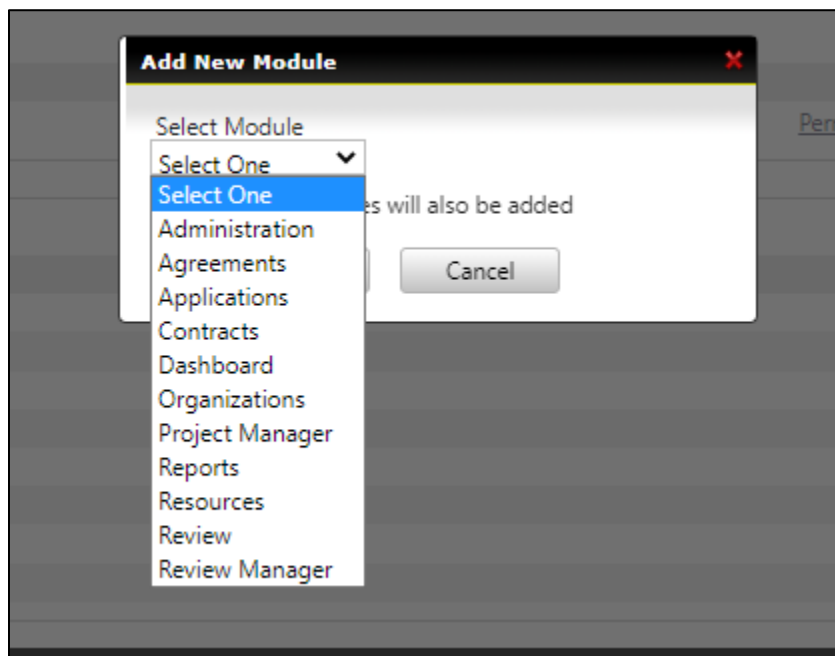
Title
MPO

Edit
Cancel

Module Permissions

Add New

6) Select Module and select save



7) Select Permissions

Module Permissions

Add New

Title	Permissions
Delete MPO Documents	

8) Select and save

Edit Configuration	
View	<input checked="" type="checkbox"/>
Edit	<input checked="" type="checkbox"/>
Archive	<input type="checkbox"/>
View Comments	<input checked="" type="checkbox"/>
Edit Comments	<input checked="" type="checkbox"/>
Submit	<input checked="" type="checkbox"/>
Add	<input checked="" type="checkbox"/>
FDOT Reviewer	<input type="checkbox"/>
FTA Reviewer	<input type="checkbox"/>
FHWA Reviewer	<input type="checkbox"/>
Axah's Test	<input type="checkbox"/>

Save Cancel

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.

Application Settings

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

3.3.1 Email Settings:

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

3.3.2 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.

3.3.4 Accessibility Information:

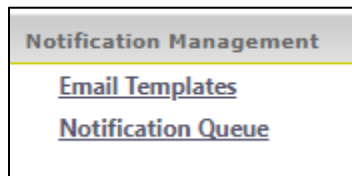
This section is where you will update the accessibility information narrative as needed.

3.3.5 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 maybe searched by date.

3.4 Notification Management:

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



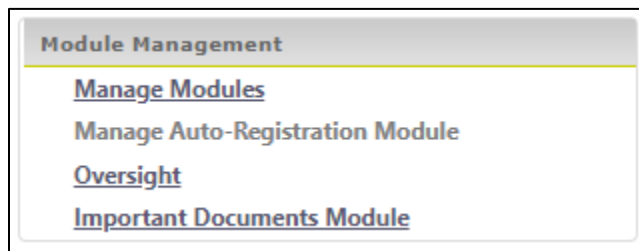
3.4.1 Email Templates

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.

3.4.2 Notification Queue

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

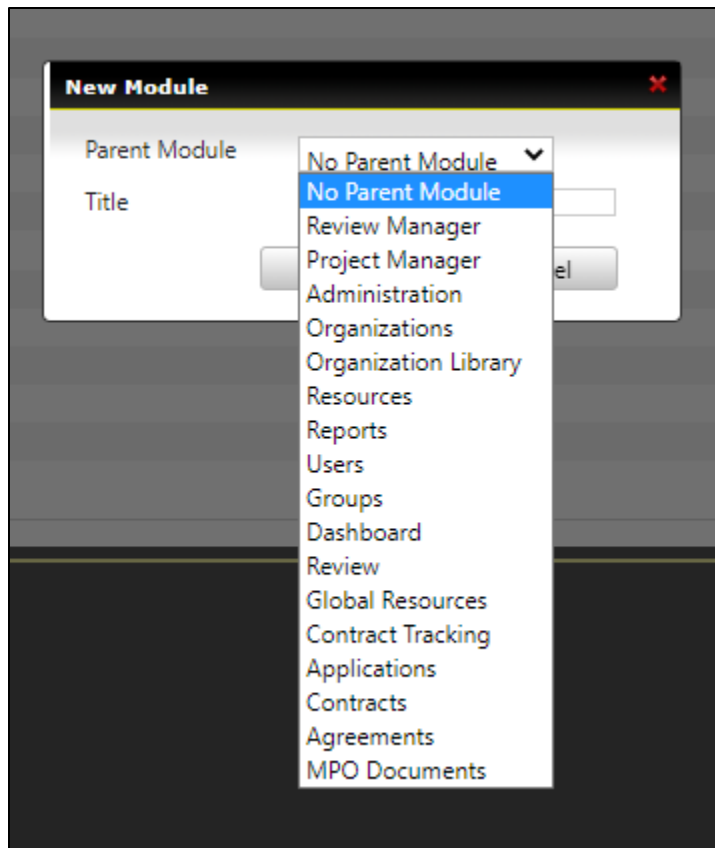
3.5 Module Management



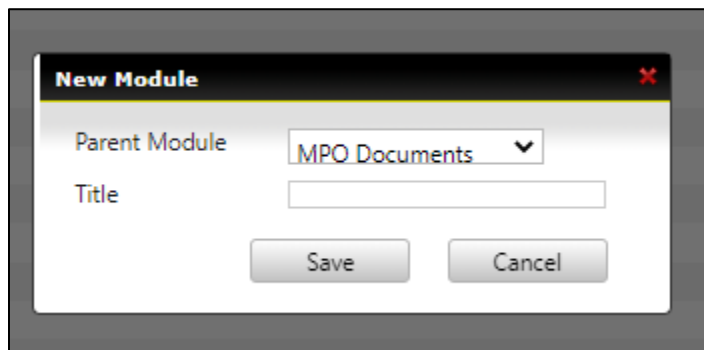
3.5.1 Manage Modules

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



5) Select Save

6) Select Module created

System Modules

Manage Modules

[Add New](#)

	Title
Select Delete	Review Manager
Select Delete	Project Manager
Select Delete	Administration
Select Delete	Organizations
Select Delete	Organization Library
Select Delete	Resources
Select Delete	Reports
Select Delete	Users
Select Delete	Groups
Select Delete	Dashboard
Select Delete	Review
Select Delete	Global Resources
Select Delete	Contract Tracking
Select Delete	Applications
Select Delete	Contracts
Select Delete	Agreements
Select Delete	MPO Documents

7) Select Add New

System Modules

Module Details

Parent Module

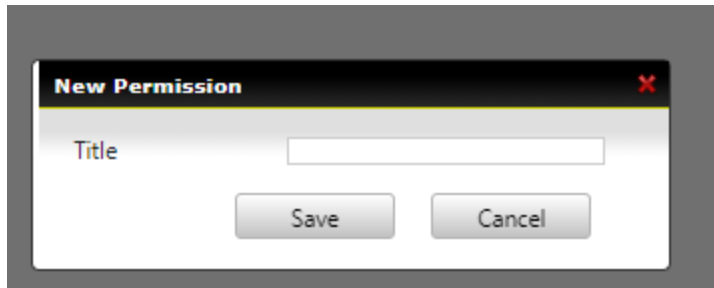
Title

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

Module Permissions

[Add New](#)

8) Enter Title and Save



- 9) Repeat until all permissions are added
- 10) Add to User Association Groups or User Permission as needed

3.5.2 Manage Auto-Registration Module

This functionality is not currently available.

3.5.3 Oversight

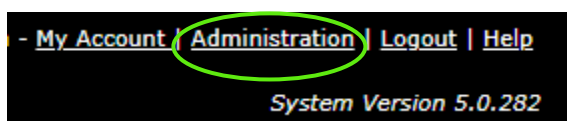
This functionality is not currently available.

3.5.4 Important Documents Module

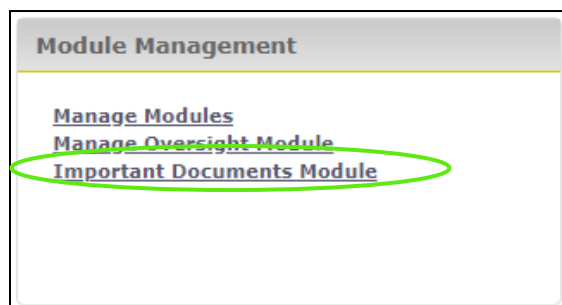
The Important Documents section allows agency users to download and execute a single copy of the Federal Transit Administration Certifications and Assurances on an annual basis. This section also allows agency users to provide other required documents to Caltrans. Important Document categories must be 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)

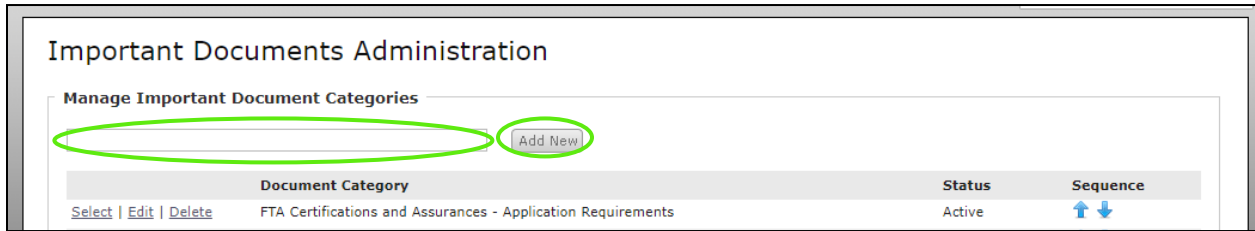
- 1) Client Administrator users click on the **Administration** in the upper, right-hand corner of the window



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



- 3) To add a new category, type the title of the category in the text field and click **Add New**

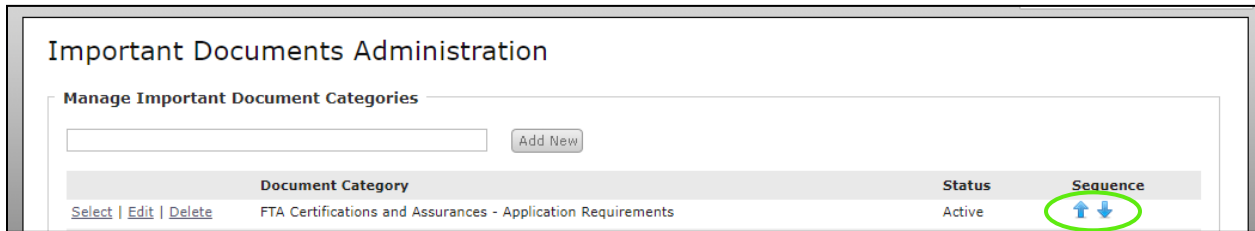


Important Documents Administration

Manage Important Document Categories

Document Category	Status	Sequence
Select Edit Delete FTA Certifications and Assurances - Application Requirements	Active	↑ ↓

- 4) To organize the list of the categories, use the blue up and down arrows to change the sequence up and down the list in the preferred order.

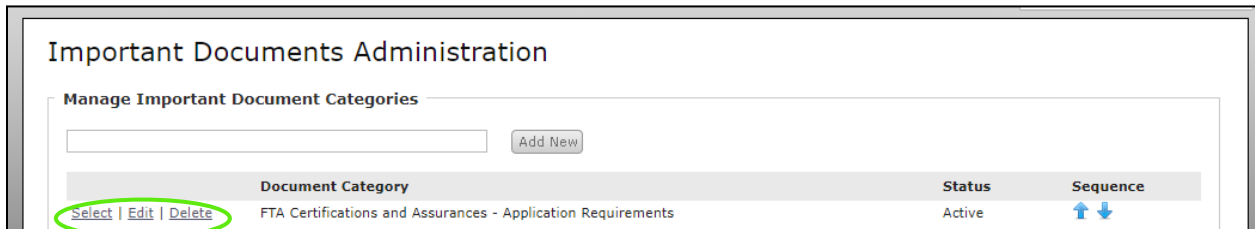


Important Documents Administration

Manage Important Document Categories

Document Category	Status	Sequence
Select Edit Delete FTA Certifications and Assurances - Application Requirements	Active	↑ ↓

- 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

Document Category	Status	Sequence
Select Edit Delete FTA Certifications and Assurances - Application Requirements	Active	↑ ↓

- 6) After clicking **Select** for the Document Category, click Add New to input a Document Type. Type in the Document Name, Validity Terms (Select One), Expiration Date (Yes or No), Document for Download (Yes or No) Require Secondary Action (Yes or No), Supplied Document (Choose File, if Yes is selected for Document Download). Click **Save** when done inputting or editing information on this screen.

Add New Important Document Type

Manage Important Document Types

Document Name

Validity Terms Select One...

Expiration Date: ☐ Yes ☐ No

Document For Download ☐ Yes ☐ No

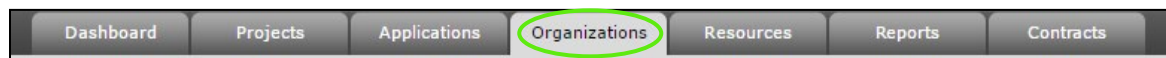
Require Secondary Action ☐ Yes ☐ No

Supplied Document Choose File No file chosen

Save Cancel

To edit or view an organization's Important Documents:

- 1) Select the **Organizations** tab



- 2) Select an **Organization**

Organization Listing

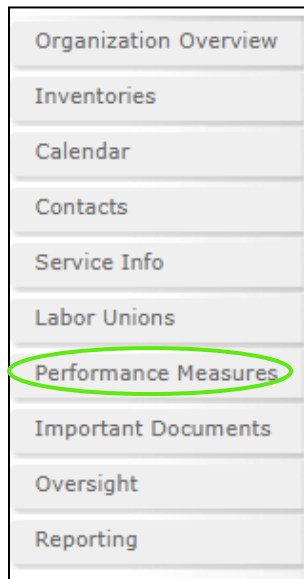
Filter Options
☐ Organizations With Oversight Records

Organization Type Select One
Organization Select One
Filter

Organization Listing
Add New

	Organization	Organization Type	Parent Organization
Select		State	California Department of Transportation
Select	AA - Testing 1	Transit Agency	California Department of Transportation
Select	AA - Testing 2	Transit Agency	California Department of Transportation

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



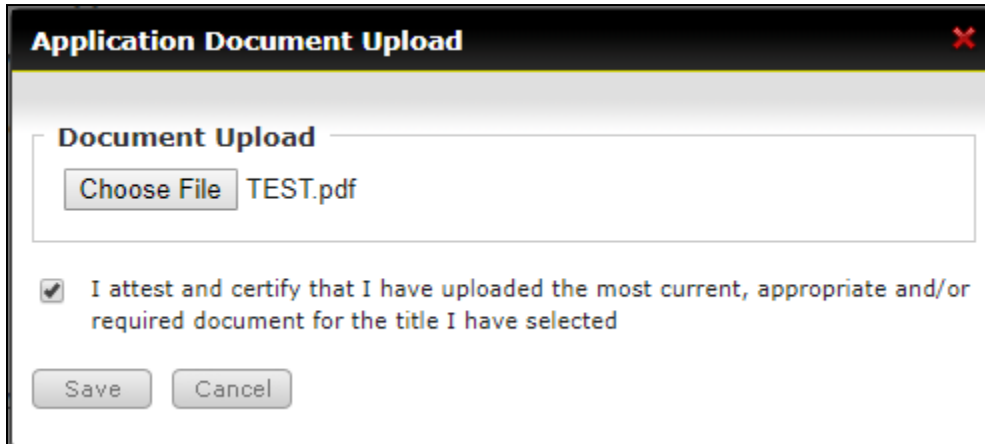
- 4) Each category is displayed or can be filtered by a specific category from **Category:** drop down list

The screenshot shows a web form titled 'Important Application Documents'. At the top, there is a 'Category:' dropdown menu with 'All Categories' selected, which is circled in green. To the right of this menu is the text '*Select the Category for the Document Type to view or upload'. Below the category menu is a section titled 'FTA Certifications and Assurances - Application Requirements'. Inside this section, there is a 'Type:' dropdown menu with 'Select Document Type' selected. To the right of this menu is the text '* Select the Document Type of the Upload'. Below the 'Type' menu, the text 'There are currently no Uploaded documents.' is displayed. At the bottom of the section, there is a link 'Archived Documents +'.

- 5) To view, edit or upload a document, choose a Document Type from the **Type:** drop down list within a Document Category. Click the Paperclip icon to open the template document that may have been provided in the Important Documents Module Management section of Administration section. Click the upward pointing Blue Arrow to upload the document into the system.

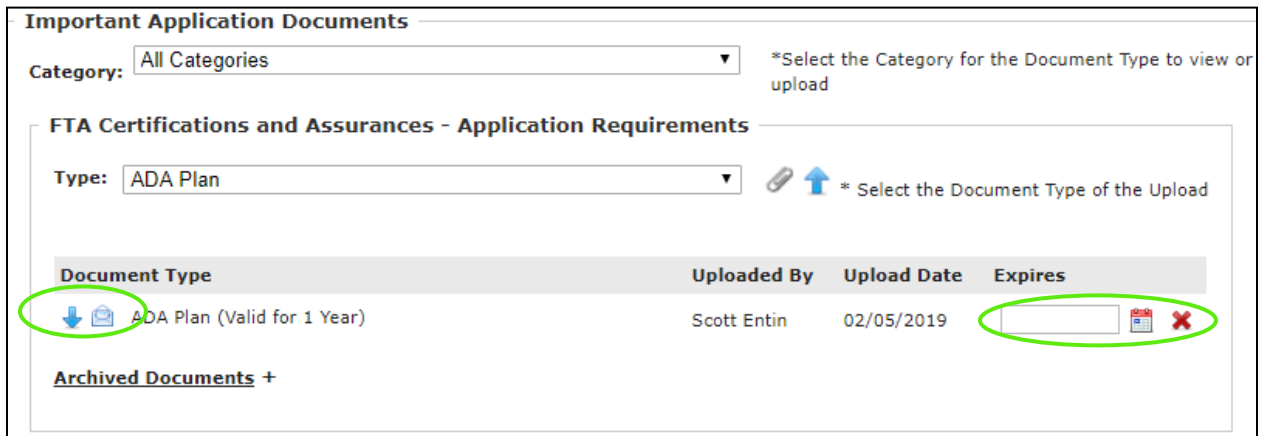
The screenshot shows the same web form as before, but now the 'Type:' dropdown menu has 'ADA Plan' selected, which is circled in green. To the right of the 'Type' menu, there are two icons: a paperclip icon and an upward-pointing blue arrow icon, both of which are circled in green. The text '* Select the Document Type of the Upload' is still present to the right of the icons. The rest of the form, including the 'Category:' dropdown and the 'Archived Documents +' link, remains the same.

- 6) Choose your file and click the checkbox to attest and certify the document. Click Save.



The dialog box is titled "Application Document Upload" with a red close button in the top right corner. It contains a "Document Upload" section with a "Choose File" button and the text "TEST.pdf". Below this is a checkbox that is checked, 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 are "Save" and "Cancel" buttons.

- 7) Enter an expiration date in the Expires column. Click the downward pointing Blue Arrow to view the uploaded document. Click the Envelope to email the document. The Red X will delete the document.

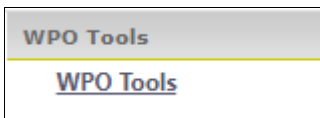


The screen is titled "Important Application Documents". It has a "Category:" dropdown menu set to "All Categories" and a note: "*Select the Category for the Document Type to view or upload". Below this is a section titled "FTA Certifications and Assurances - Application Requirements" with a "Type:" dropdown menu set to "ADA Plan" and a note: "* Select the Document Type of the Upload". Below the dropdown is a table with the following columns: "Document Type", "Uploaded By", "Upload Date", and "Expires". The table has one row: "ADA Plan (Valid for 1 Year)", "Scott Entin", "02/05/2019", and an empty "Expires" field. There are icons for a downward arrow, an envelope, and a red X next to the "Expires" field. Below the table is a link "Archived Documents +".

- 8) Repeat steps to upload any Important Documents.

3.6 WPO Tools

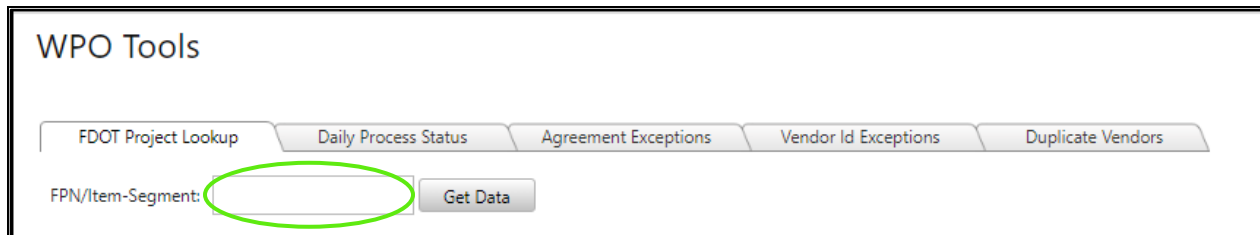
This section provides insight as to what information is being provided from the EDMS and contains data from the work program. It is used to check records for missing information when a record is not pulling in the FLGAP, where items are at in the process, exceptions and duplicate records. It provides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



A button labeled "WPO Tools" with a blue underline.

3.6.1 Project Record Look Up

- 1) Select **WPO Tools**
- 2) Enter **FPN/Item-Segment**



WPO Tools

FDOT Project Lookup Daily Process Status Agreement Exceptions Vendor Id Exceptions Duplicate Vendors

FPN/Item-Segment: Get Data

- 3) Select **Get Data**

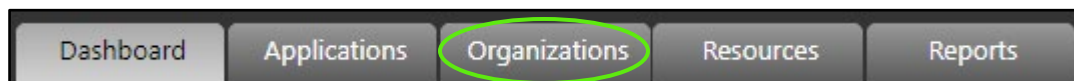
Section 4: Organization Management

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

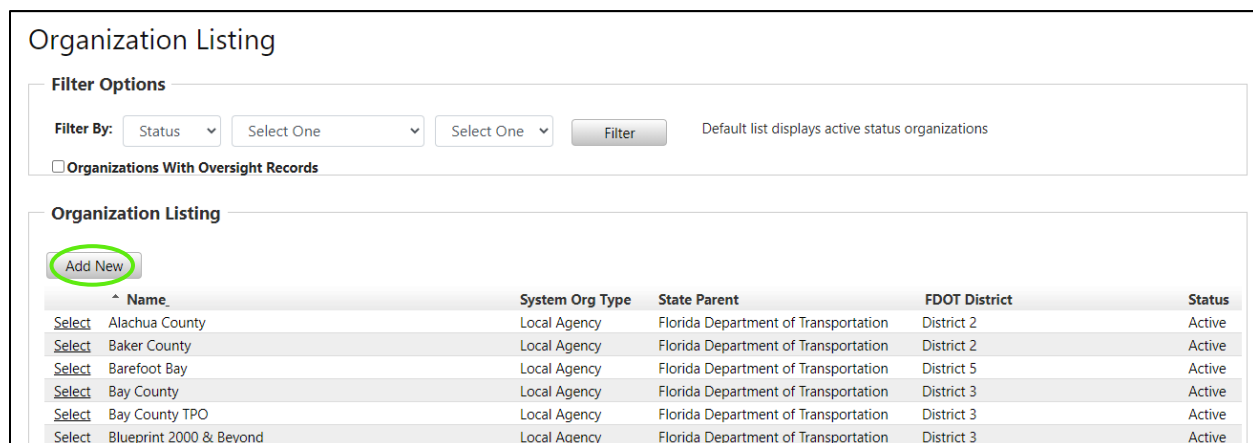
4.1 Adding A New Organization

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

1. Select the **Organizations** tab



2. Select the **Add New** button



Organization Listing

Filter Options

Filter By: Status Select One Select One Filter Default list displays active status organizations

☐ Organizations With Oversight Records

Organization Listing

Add New

	Name	System Org Type	State Parent	FDOT District	Status
Select	Alachua County	Local Agency	Florida Department of Transportation	District 2	Active
Select	Baker County	Local Agency	Florida Department of Transportation	District 2	Active
Select	Barefoot Bay	Local Agency	Florida Department of Transportation	District 5	Active
Select	Bay County	Local Agency	Florida Department of Transportation	District 3	Active
Select	Bay County TPO	Local Agency	Florida Department of Transportation	District 3	Active
Select	Blueprint 2000 & Beyond	Local Agency	Florida Department of Transportation	District 3	Active

3. Select an **organization type**, and then the **Next** button

Organization Details

System Org Type:* Local Agency ▼

Next Cancel

4. Enter information in the fields

Organization Details

Legal Name:*

Common Name/Acronym/DBA:*

Physical Address

Address 1:*

Address 2:

City:* State:* Select One ▼

Zip Code:* -

County: Select One ▼

☐ 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

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

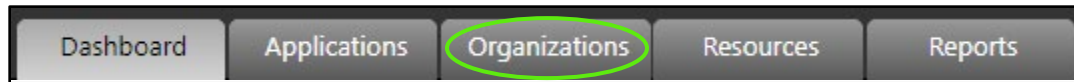
Actions

Save

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

Filter Options

Filter By: Select One Select One Filter Reset

☐ Organizations With Oversight Records

Organization Listing

Add New

	<u>Name</u> ▲	<u>System Org Type</u>	<u>State Parent</u>	<u>FDOT District</u>
Select	27/7 Guarding Angels	Transit Agency	Florida Department of Transportation	District 7
Select	A&A Transport, Inc.	Transit Agency	Florida Department of Transportation	District 2
Select	Action Community Center, Inc.	Transit Agency	Florida Department of Transportation	District 6

- 3) Edit the fields you would like to update

Organization Details

Legal Name:*

Common Name/Acronym/DBA:*

Physical Address

Address 1:*

Address 2:

City:* State:* Select One

Zip Code:* -

County: Select One

☐ 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

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

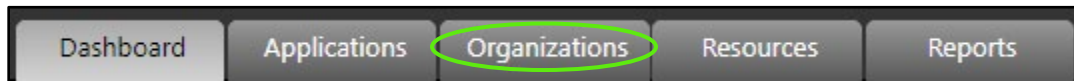


4.3 Contact Management

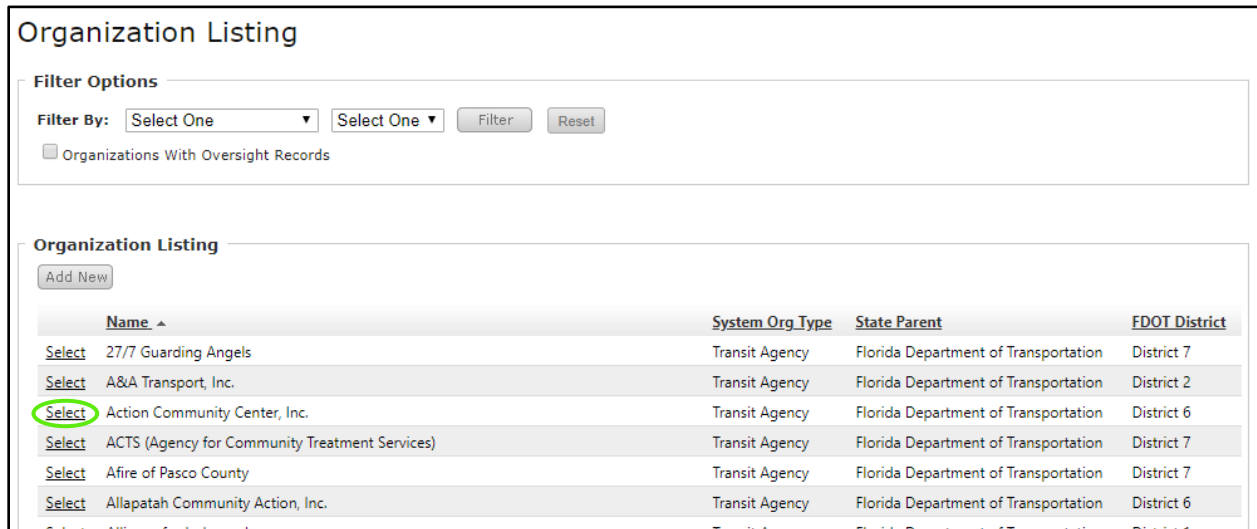
This section provides the opportunity for an agency to identify the individuals responsible for various tasks within the system. This is also the section State users will utilize to provide access to the system for new agency users.

To view an agency's contacts:

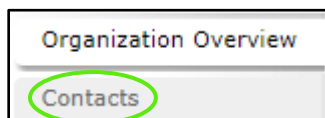
- 1) Select the **Organizations** tab



- 2) Select an **Organization**



- 3) Select the **Contacts** section



To add a new contact:

- 1) Select the **Add New** button

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**



Save Cancel

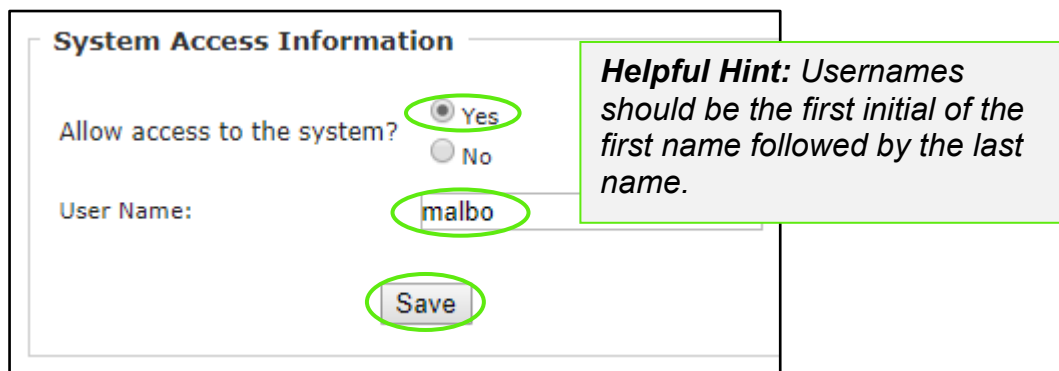
To provide system access to a user:

- 1) Select the user from the user list



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:

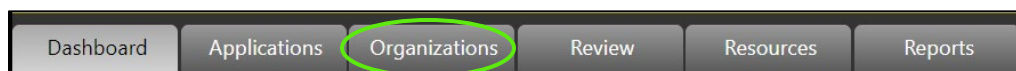
Save

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

4.4 Required Documents

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

1. Select the Organization tab



Dashboard Applications **Organizations** Review Resources Reports

2. Select the Organization

Organization Listing

Organization Listing

Clear Filters

	Name	System Org Type
Select	Bay County	Local Agency
Select	Bay County TPO	Local Agency
Select	Blueprint 2000 & Beyond	Local Agency
Select	Calhoun County	Local Agency
Select	Capital Region TPA	Local Agency
Select	City of Apalachicola	Local Agency
Select	City of Blountstown	Local Agency
Select	City of Bonifay	Local Agency
Select	City of Bristol	Local Agency

3. Select the Required Documents tab

Organization Overview

Contacts

Required Documents

Certification Status

4. Select the Document Type

Local Agency Certification Package

Type: Select Document Type * Select the Document Type of the Upload

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

FDOT LAP Certification Letter

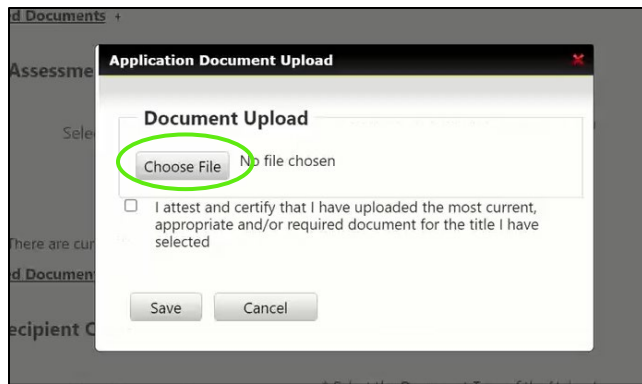
Type: Select Document Type * Select the Document Type of the Upload

5. Select Upload

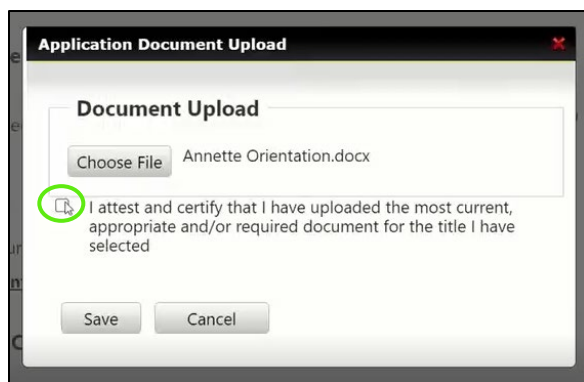
Local Agency Certification Package

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

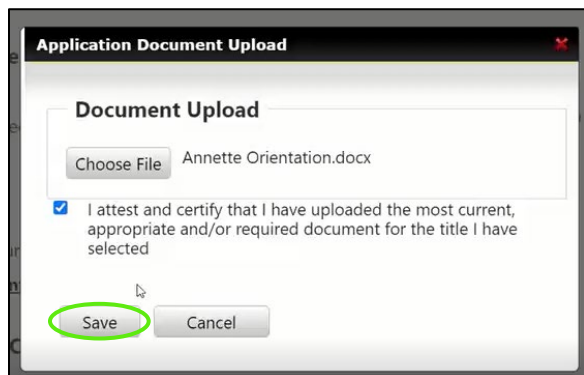
6. Select the document



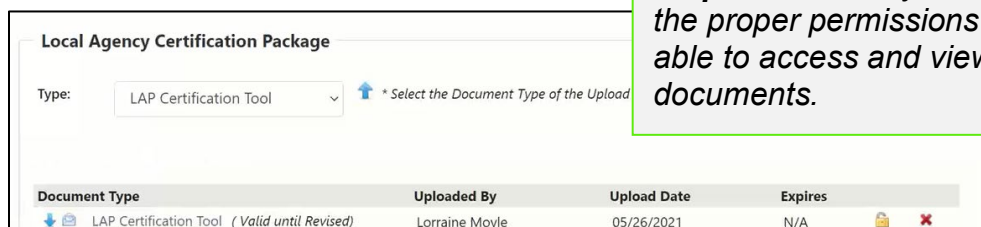
7. Select the certify checkbox



8. Select Save



9. The document is now saved



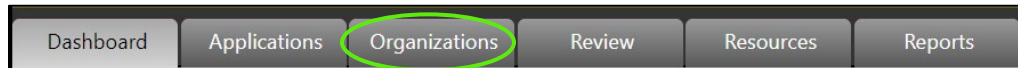
Helpful Hint: Only users with the proper permissions will be able to access and view these documents.

4.5 Certification Status

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

4.5.1 Organization Assessment

1. Select the Organization tab



2. Select the Organization

The 'Organization Listing' section shows a table with columns 'Name' and 'System Org Type'. A 'Clear Filters' button is on the left. The first row is highlighted, and the word 'Select' is circled in green next to it.

	Name	System Org Type
Select	Bay County	Local Agency
Select	Bay County TPO	Local Agency
Select	Blueprint 2000 & Beyond	Local Agency
Select	Calhoun County	Local Agency
Select	Capital Region TPA	Local Agency
Select	City of Apalachicola	Local Agency
Select	City of Blountstown	Local Agency
Select	City of Bonifay	Local Agency
Select	City of Bristol	Local Agency

3. Select the Certification tab

A vertical sidebar menu with four items: 'Organization Overview', 'Contacts', 'Required Documents', and 'Certification Status'. The 'Certification Status' item is circled in green.

4. Select the Title VI status:

The 'Organization Assessment' form has fields for 'Title VI:', 'Assurance Expiration Date', and 'Risk Level'. The 'Title VI:' dropdown menu is circled in green and shows 'Select One'.

Save

5. Select the Date

The screenshot shows the 'Organization Assessment' form. It contains three fields: 'Title VI:' with a dropdown menu showing 'Select One', 'Assurance Expiration Date' with a text input field and a calendar icon, and 'Risk Level' with a dropdown menu showing 'Select One'. A 'Save' button is at the bottom. The 'Assurance Expiration Date' field is circled in green.

6. Select the Risk Level

The screenshot shows the 'Organization Assessment' form with the following values: 'Title VI:' is 'Yellow', 'Assurance Expiration Date' is '6/14/2021', and 'Risk Level' is 'Moderate'. The 'Risk Level' dropdown menu is circled in green.

7. Select Save

The screenshot shows the 'Organization Assessment' form with the same values as the previous step. The 'Save' button at the bottom is circled in green.

4.5.2 Adding a Certification

1. Select the Organization tab

The screenshot shows a navigation bar with six tabs: 'Dashboard', 'Applications', 'Organizations', 'Review', 'Resources', and 'Reports'. The 'Organizations' tab is circled in green.

2. Select the Organization

Organization Listing

Organization Listing

Clear Filters

	Name	System Org Type
Select	Bay County	Local Agency
Select	Bay County TPO	Local Agency
Select	Blueprint 2000 & Beyond	Local Agency
Select	Calhoun County	Local Agency
Select	Capital Region TPA	Local Agency
Select	City of Apalachicola	Local Agency
Select	City of Blountstown	Local Agency
Select	City of Bonifay	Local Agency
Select	City of Bristol	Local Agency

3. Select the Certification tab

Organization Overview

Contacts

Required Documents

Certification Status

4. Select Add

Certification(s)

Add

Date	Expiration Date	Full/Project
04/01/2009	05/26/2016	Full Certification
05/27/2016	05/27/2019	Full Certification
07/01/2019	06/30/2022	Full Certification

Certification Archives

5. Select the Date

Certification(s)

Back To Listing

Current Certification

Certification Date: 5/6/2021

Certification Expiration Date: 5/29/2021

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:

Certification documents MUST be uploaded on Required Documents Tab

Certification Reminder will automatically be sent 30 Days Prior to Expiration

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

6. Add Notes viewable by the agency

Current Certification

Certification Date: 5/6/2021

Certification Expiration Date: 5/29/2021

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: test

FDOT/FHWA ONLY VIEWABLE NOTES:

Notes:

Save Cancel Archive this Certification

Certification documents MUST be uploaded on Required Documents Tab

Certification Reminder will automatically be sent 30 Days Prior to Expiration

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

Current Certification

Certification Date: 5/6/2021

Certification Expiration Date: 5/29/2021

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: test

FDOT/FHWA ONLY VIEWABLE NOTES:

Notes:

Save Cancel Archive this Certification

Certification documents MUST be uploaded on Required Documents Tab

Certification Reminder will automatically be sent 30 Days Prior to Expiration

8. Select Save

Save Cancel Archive this Certification

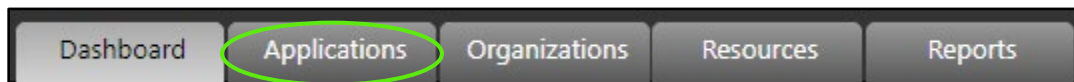
**Repeat to all of the certification. Be sure all the contacts needing to be notified at the agency are selected in the contact type.*

Section 5: Application Management

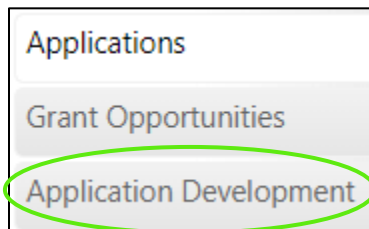
The Application section is a list of all agency applications and the location where the State User will create applications. Applications include application forms, attached projects and a budget summary. Typically, Agency Users will add their own applications but this is an area where State Users can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

5.1 Application Development

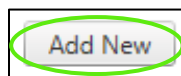
- 1) Select the **Applications** tab



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



- 3) Select **Add New** button



- 4) Complete all of the Application Profile fields

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

Application Profile

Status: Not Submitted

Application Names:*

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.

4) Select Insert

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

Applications

Application Development

Opportunity Profile

Application Documents

Eligible Applicants

Application Reviewers

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

Opportunity Profile

Closeout

Last modified by Lorraine Moyle on 12/13/2019 11:38:33 AM

Status: Open

Application Name:* Small County Outreach Program (SCOP)

District:* District 1

Year:* 2020

Open Date/Time:* 12/16/2019 12:00 AM

Deadline Date/Time:* 3/20/2020 11:59 PM

Hard/Soft Deadline:* ☒ Hard ☐ Soft

Group Review:* ☒ Yes ☐ No

Score Card: SCOP/SCRAP

Lead Reviewers: Bessie Reina [Add Reviewer](#)

Remove

Lorraine Moyle

Remove

Jasmin Raffington

Remove

Eduardo Ponce

Public URL: <https://www.fdot.gov/programmanagei>

SaveCancel

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

7) Select Save

SaveCancel

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

Applications

Application Development

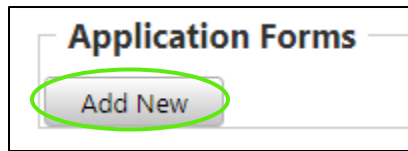
Opportunity Profile

Application Documents

Eligible Applicants

Application Reviewers

9) Select Add New



10) Enter applicable information and then select Insert

A screenshot of a web 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 a 'Comment:' text area. At the bottom left, there are 'Insert' and 'Cancel' buttons. The 'Insert' button is highlighted with a green oval. A green bracket on the right side of the form groups the 'Allow Upload:', 'Sequence:', 'Form Title:', 'Select Document:', and 'Comment:' fields.

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.

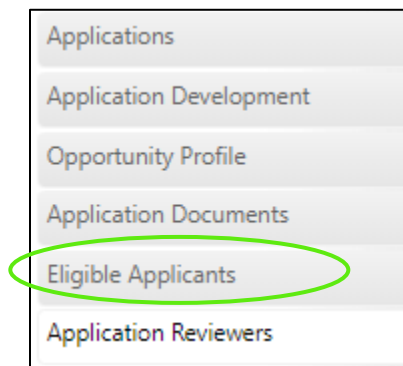
Sequence: This should be a number that indicates where in the list of forms this document should be.

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

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



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

The screenshot shows the 'Application Access' page. At the top, it says 'Organization Access' and 'Last modified by Axah on 7/18/2018 4:33:38 PM'. Below this is a 'Filter Options' section with two dropdown menus labeled 'Filter By:' and 'Select One', and buttons for 'Filter' and 'Reset'. Underneath, there are links for 'Select All' and 'Deselect All'. The main area contains a list of organizations, each with a checkbox. Some checkboxes are already checked, including '27/7 Guarding Angels', 'A&A Transport, Inc.', 'Action Community Center, Inc.', 'ACTS (Agency for Community Treatment Services)', 'Afire of Pasco County', 'Allapatah Community Action, Inc.', 'Alliance for Independence', 'American Lung Association', 'Angels Unaware', 'ARC Marion', 'Arc of Alachua', 'ARC of St. Lucie County, Inc.', 'ARC of the Glades', 'ARC Volusia', 'Aspire Health Partners', 'Assn. for Retarded Citizens of South Florida, Inc. - The ARC', 'Association for Development of the Exceptional, Inc.', 'Attain Inc.', 'Attain Inc.', 'Baker County COA', 'Banyan Community Health Center, Inc.', 'BARC Housing', 'BASCA Inc.', 'Bay Co TPO/Bay County', 'Bay County Council on Aging, Inc.', 'Bay Oaks Home for the Aged, Inc.', 'BayCare Behavioral Health, Inc.', 'Beacon College', 'Better Way of Miami', 'Big Bend Transit', 'Big Bend Transit', 'Boca Raton Housing Authority, Inc.', 'Boley Centers', 'Borinquen Health Care Center, Inc.', 'Brandon Sports and Aquatic Center', 'Brevard Achievement Center, Inc.', 'Brevard Alzheimer's Foundation, Inc.', 'Brevard County Board of County Commissioners, dba Space', 'Hillsborough County MPO', 'Historic Mount Zion Missionary Baptist Church', 'Homeless Emergency Project', 'Hope Center, Inc.', 'Hope Health Services', 'HPC Healthcare, Inc.', 'Human Development Center', 'Independent Living for Retarded Citizens', 'Indian River County BOCC', 'Indian River County MPO', 'Industrial Complex of Raiford', 'Jacksonville Transportation', 'Jessie Trice Community Health Center', 'Jewish Community Services', 'Jewish Family & Children's Center', 'Jewish Federation', 'Jtrans', 'Key Clubhouse of South Florida', 'Key Training Center', 'Kids in Distress', 'Killy's Kids, Inc.', 'Kinneret, Inc.', 'Lake County Board of County Commissioners, dba Lake County Public Transportation', 'Lake County Public Works', 'Lakeside Behavioral Healthcare, Inc.', 'Lake-Sumter Metropolitan Planning Organization', 'Lee County Transit (Lee Tran)', 'Levy County BOCC', 'Liberty County BCC', 'Lifestream Behavioral Center, Inc.', 'Lighthouse for the Visually Impaired & Blind', 'Lighthouse of SW Florida', 'Little Havana Activities & Nutrition Centers of Dade County, Inc.', 'Louise Graham Regeneration Center', 'Lucanus Development Center', 'MacDonald Training Centers', 'MACtown, Inc.', and 'Mas Vallen 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.

The screenshot shows two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in green.

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

The screenshot shows a sidebar menu with the following items: 'Applications', 'Application Development', 'Opportunity Profile', 'Application Documents', 'Eligible Applicants', and 'Application Reviewers'. The 'Application Reviewers' item is circled in green.

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

Application Reviewers

Applications	Selected Reviewers
<p>Eligible Reviewers</p> <ul style="list-style-type: none"> Jason Viera Scott Entin Marcy Eppier Gabrielle Chavez Ryan Creecy Mason Park Vince Soule Lauren Scott Sarah Todd 	

Save Cancel

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

Program Managers

Eligible Program Managers	Selected Program Managers
<ul style="list-style-type: none"> Amir Asgarinik Ashley Binder Axah McCalla Dustin Castells Jasmin Raffington Katherine Alexander Kathleen Khazraee Lorraine Moyle Robin Birdsong Sarita Taylor Scott Entin Shawn Kalbli 	

15) Select **Save**

Save Cancel

16) Select Opportunity Profile

Applications

Application Development

Opportunity Profile

Application Documents

Eligible Applicants

Application Reviewers

17) Select the **Publish** button

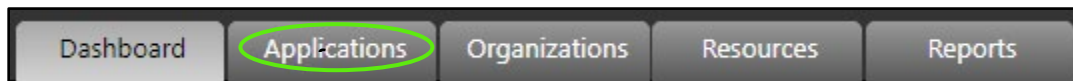


Helpful Hint: Once you publish an application and it is past the open date, it is available for Agency Users to begin applying until the deadline date.

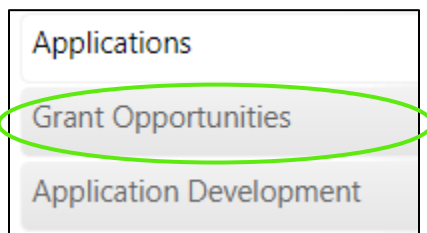
5.2 Creating and Completing an Application

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

1) Select the **Applications** tab



2) Select **Grant Opportunities**



3) Select an **Organization**

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

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

4) Then select the **Apply** button



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

Applications

Grant Opportunities

Applications

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 agencies application list. Select the year next to the application to open the application.

The following steps are completed by Agency Users.

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

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

Optional Required Uploaded Required Incomplete

2. **Project Budge section** (all dollars must be entered)

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

- 1) To complete the **Application Forms**

- a. Enter **Application Description**

Application Description

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

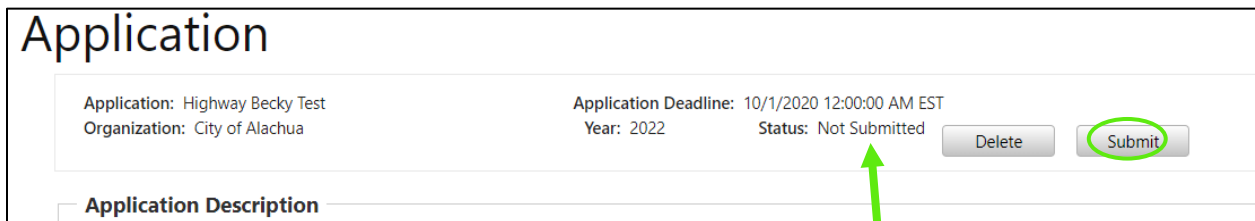
Before you can submit this opportunity you would need to download and re-upload all necessary documents.

Form	
Download - Application Instructions	
Download - 5311 - 5339 Program Overview	
 Download - General Information Page	Attach Upload
 Download - SECTION A - Board of Directors	Attach Upload
 Download - SECTION B - Identification of Needs	Attach Upload
 Download - SECTION C - Replacements, Expansion, or New Starts	Attach Upload
 Download - SECTION D - Utilization of Services	Attach Upload
 Download - SECTION E - Coordination Efforts	Attach Upload
 Download - SECTION F - Vehicle Inventory	Attach Upload

c. Complete the **Project Budget**

A screenshot of the 'Project Budget' form. It features a large text area on the left for budget details. On the right, there are three input fields labeled 'State Participation:', 'Federal Participation:', and 'Local Participation:'. Below these is a label 'Total Project Cost:'.

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

A screenshot of the 'Application' form. It shows application details: 'Application: Highway Becky Test', 'Organization: City of Alachua', 'Application Deadline: 10/1/2020 12:00:00 AM EST', 'Year: 2022', and 'Status: Not Submitted'. There are 'Delete' and 'Submit' buttons. The 'Submit' button is circled in green. A green arrow points from a hint box below to the 'Status' field.

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

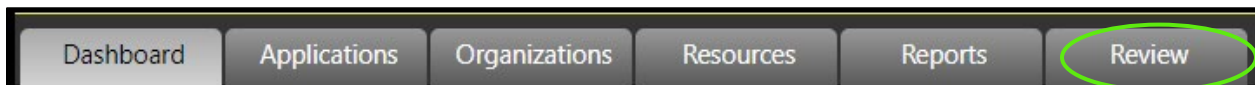
Section 6: Review Process

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

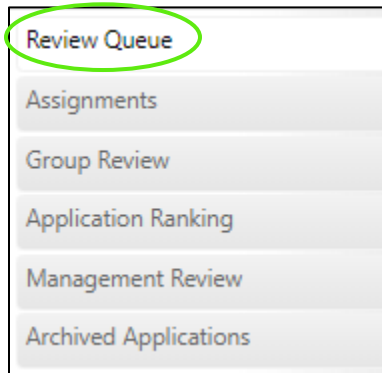
6.1 Completeness Review

The completeness review is completed by the Lead Reviewer:

1. Select the **Review** tab

A screenshot of the navigation tabs at the bottom of the application. The tabs are 'Dashboard', 'Applications', 'Organizations', 'Resources', 'Reports', and 'Review'. The 'Review' tab is circled in green.

2. Select **Review Queue**



3. Select the **Review** link

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

Review Queue

Completeness Review

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

4. To view the Application Forms select Download

Application Documents

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

	Documents	
✓	test	View

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

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"/>
Total Project Cost	\$100,000

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

DOT Only Comments

[Insert](#)

DOT Only Documents

Document Name:

Select Document: [Choose File](#) No file chosen

[Upload](#)

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

DOT Only Comments

Comments

Update By

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:

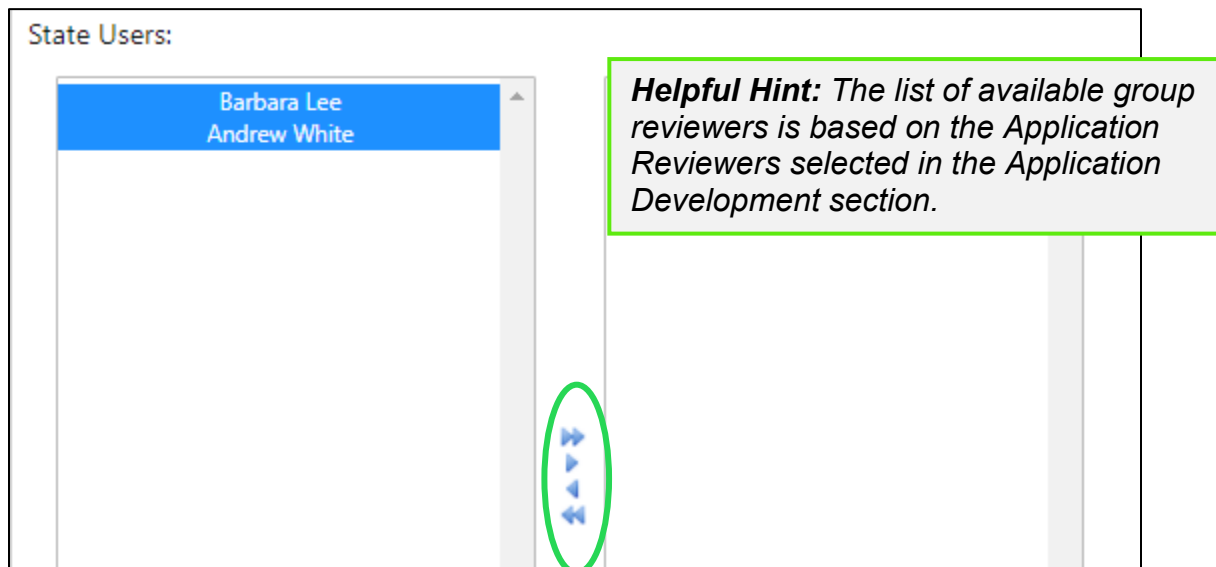
1) Select **Assignments**



2) Select **No Assignment**

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

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



4) Select **Save**



**The application will now display 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

	Organization	Application	Description	Year	Status
▶ Review	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 Application Deadline Year: 2019
Organization: Calhoun County

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

District: School Name: Elementary ☐ Middle ☐ Other ☐
County:
City: Contact Person: Phone No:

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? Select One ▼
Is application accompanied by cover letter? Select One ▼
Are all applicable sections of the application complete? Select One ▼
Are all required attachments included? Select One ▼

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.

Save **Submit** Cancel

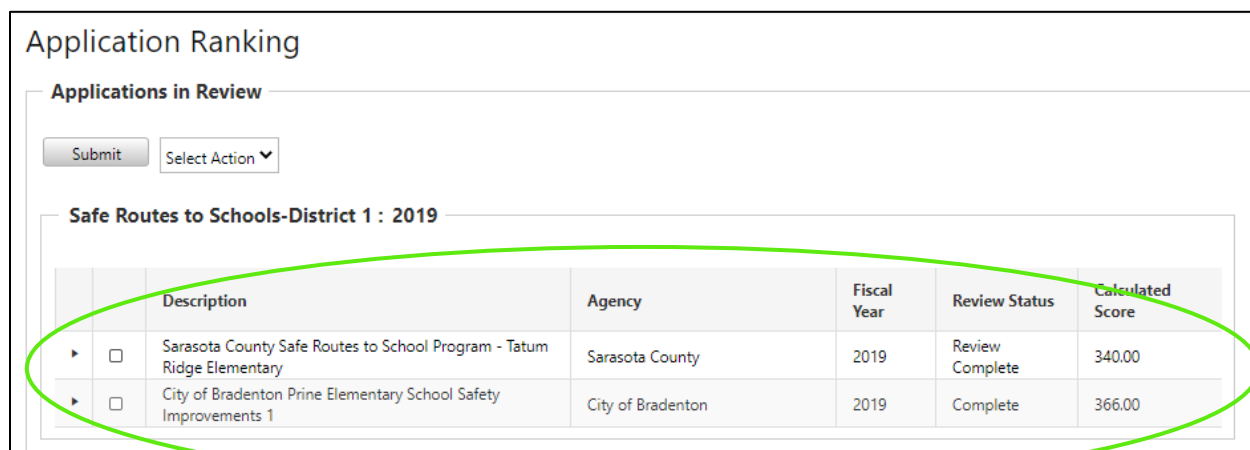
6.4 Application Ranking

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

- 1) Select the **Application Ranking** tab



- 2) Review and drag and drop in the desired ranking



- 3) Select the arrow to view Scores

	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

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

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

1) 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		

2) 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		

3) 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"/>	✓ ✕

4) Select the **check mark**

Small County Outreach Program (SCOP) for Municipalities - 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" value="300000"/>	<input checked="" type="checkbox"/> ×

5) Select the **Action**

Management Review

Applications in Review

6) Select Submit

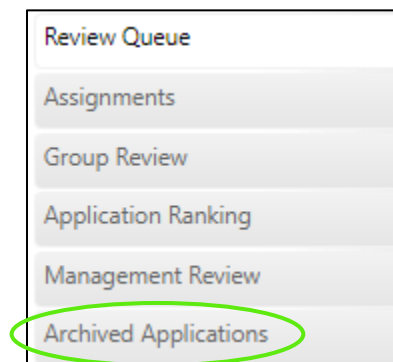
Management Review

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**

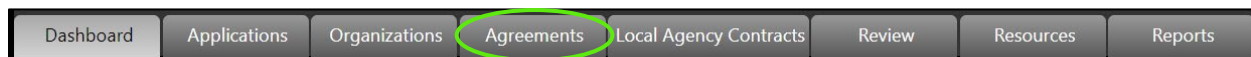


Section 7: Agreements

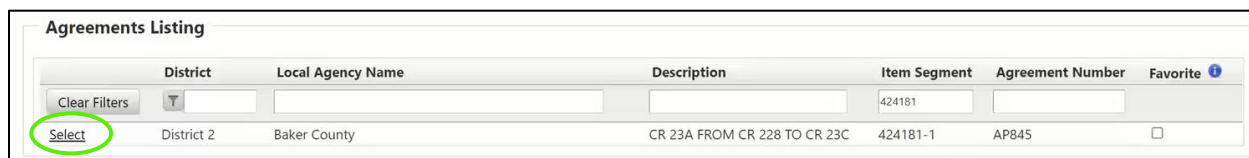
In this sections user will see agreements for organization or that have be tied to your district. In order for the agreements to display properly in the system they must be tied to the organizations project and tagged in PSEE.

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 is 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 they can work on.

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

1. Select the Agreements tab



2. Select the Agreement

Agreements Listing

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

7.3 Documents

1. Select the Agreements tab



2. Select the Agreement



Agreements Listing

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

7.4 Phase

1. Select the Agreements tab

2. Select the Agreement

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

3. Select Phase



Details
Tracking
Documents
Phases
Invoices
Drawdowns
Associated Applications
FDOT Notes

4. Select

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

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"/>	<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"/>

7.7 Associated Applications

1. Select the Agreements tab

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

2. Select the Agreement


Agreements Listing						
	District	Local Agency Name	Description	Item Segment	Agreement Number	Favorite 
Clear Filters	<input type="text"/>	<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"/>

7.8 FDOT Notes

1. Select the Agreements tab

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

2. Select the Agreement

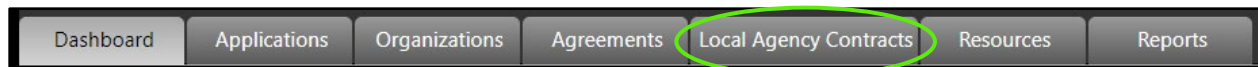
Agreements Listing						
	District	Local Agency Name	Description	Item Segment	Agreement Number	Favorite 
Clear Filters	<input type="text"/>	<input type="text"/>	<input type="text"/>	424181	<input type="text"/>	
Select	District 2	Baker County	CR 23A FROM CR 228 TO CR 23C	424181-1	AP845	<input type="checkbox"/>

Section 8: Local Agency Contracts

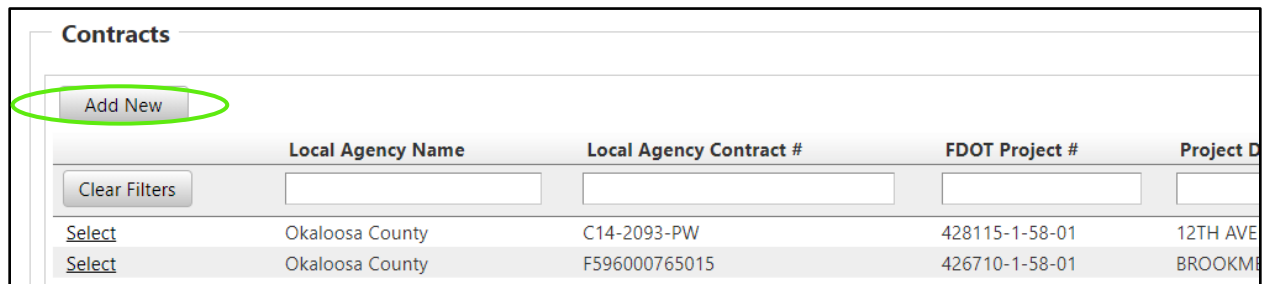
In the Local Agency Contracts section, the agency can create and access local agreements. This is the section allows for the review of contracting information, contract dates, contract amounts, and prime contractor information.

8.1 Add New Local Agency Contract

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

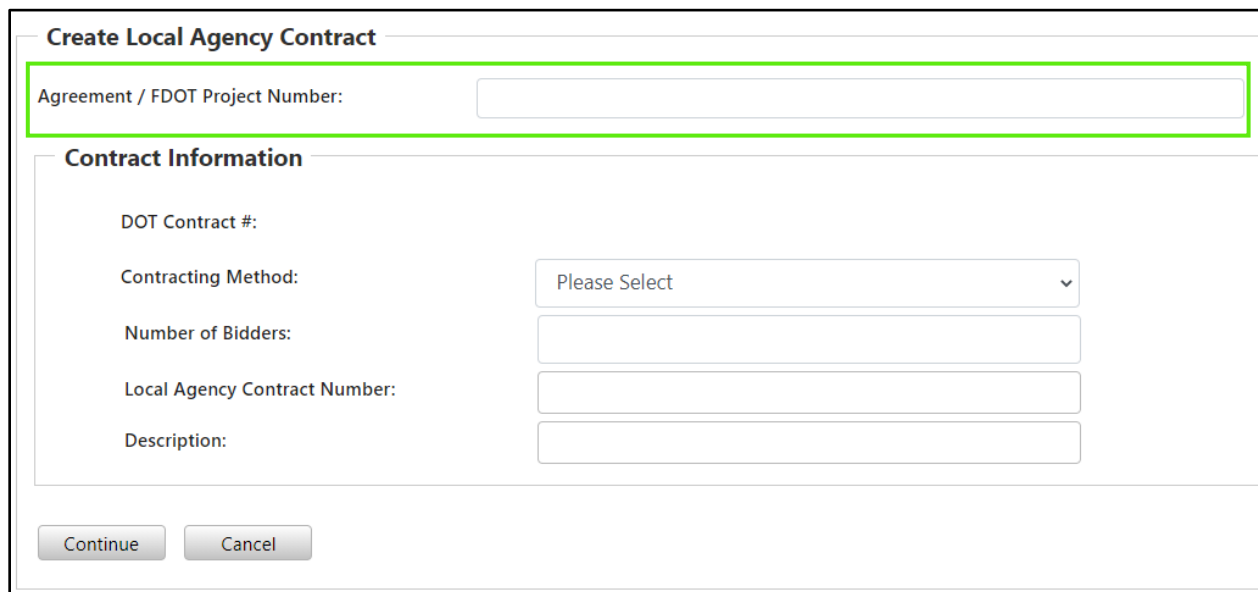


- 2) Select **Add New**

A screenshot of the 'Contracts' page. At the top left, there is a button labeled 'Add New' which is circled in green. Below this button is a table with five columns: 'Local Agency Name', 'Local Agency Contract #', 'FDOT Project #', and 'Project D'. The first two columns have input fields with 'Clear Filters' buttons. The table contains two rows of data, each starting with a 'Select' link.

	Local Agency Name	Local Agency Contract #	FDOT Project #	Project D
Select	Okaloosa County	C14-2093-PW	428115-1-58-01	12TH AVE
Select	Okaloosa County	F596000765015	426710-1-58-01	BROOKM

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

A screenshot of the 'Create Local Agency Contract' form. The form has a title 'Create Local Agency Contract'. Below the title is a field labeled 'Agreement / FDOT Project Number:' which is highlighted with a green rectangle. Below this field is a section titled 'Contract Information' containing several fields: 'DOT Contract #:', 'Contracting Method:' (a dropdown menu showing 'Please Select'), 'Number of Bidders:', 'Local Agency Contract Number:', and 'Description:'. At the bottom of the form are two buttons: 'Continue' and 'Cancel'.

Agreement / FDOT Project Number:

Contract Information

DOT Contract #:

Contracting Method:

Number of Bidders:

Local Agency Contract Number:

Description:

- 4) The field will begin to populate project numbers as you start to enter numbers

The screenshot shows the 'Create Local Agency Contract' form. The 'Agreement / FDOT Project Number' field is active, displaying a dropdown menu with the following options:

- 422
- 422937-1-58-01 | AOZ26 | ESSEX ROAD FROM NEWCASTLE ROAD TO JAMES LEE ROAD
- 422442-1-38-01 | AOV73 | SR 293 WHITE PT. RDFROM N END OF MID-BAY BR. TO SR 20
- 422442-1-58-01 | AOV73 | SR 293 WHITE PT. RDFROM N END OF MID-BAY BR. TO SR 20

The 'Contract Information' section includes the following fields:

- DOT Contract #:
- Contracting Method: (Please Select)
- Number of Bidders:
- Local Agency Contract Number:
- Description:

Buttons: Continue, Cancel

- 5) Enter the **Contract Information**

The screenshot shows the 'Create Local Agency Contract' form. The 'Contract Information' section is highlighted with a green box. The fields within this section are:

- DOT Contract #:
- Contracting Method: (Please Select)
- Number of Bidders:
- Local Agency Contract Number:
- Description:

Buttons: Continue, Cancel

- 6) Select **Continue**

A close-up of the 'Continue' and 'Cancel' buttons. The 'Continue' button is highlighted with a green oval.

- 7) Enter in data, dates, amounts, and contract information

Create Local Agency Contract - Construction Contract

Agreement / FDOT Project Number:

422937-1-58-01-ESSEX ROAD FROM NEWCASTLE ROAD TO JAMES LEE ROAD

[Agreement Details](#)

Contract Information

Contracting Method:

Negotiated

Number of Bidders:

6

Local Agency Contract Number:

1234567890

FDOT Contract Number:

AOZ26

Contract Dates

Local Agency Advertisement Date:



Local Agency Planned Letting Date:



Local Agency Letting Date:



Local Agency Award Date:



Local Agency Contract Execution Date:



Local Agency Notice to Proceed Date:



Local Agency Construction Begin Date:



Local Agency Estimated Construction Completion Date:



Local Agency Actual Construction Completion Date:



Contract Amounts

Local Agency Original Contract Amount:

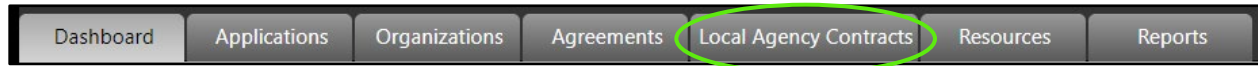
Local Agency Current Contract Amount:

Local Agency Landscape Amount:

Prime Contractor

8.2 Review and Update Local Agency Contract

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



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

The screenshot shows a table titled 'Contracts'. It has columns for 'Local Agency Name', 'Local Agency Contract #', 'FDOT Project #', and 'Project D'. There are two rows of data, both for 'Okaloosa County'. The first row has contract number 'C14-2093-PW' and project number '428115-1-58-01'. The second row has contract number 'F596000765015' and project number '426710-1-58-01'. There are 'Add New' and 'Clear Filters' buttons. Two 'Select' buttons are highlighted with green circles, one for each row.

	Local Agency Name	Local Agency Contract #	FDOT Project #	Project D
Select	Okaloosa County	C14-2093-PW	428115-1-58-01	12TH AVE
Select	Okaloosa County	F596000765015	426710-1-58-01	BROOKM

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

The screenshot shows a form titled 'Create Local Agency Contract - Professional Services Contract'. It has a section for 'Agreement / FDOT Project Number' with a text box containing '429675-2-68-01-CR 4 ANTIOCH/PJ ADAMS ROADS FROM ASHLEY DRIVE TO SR 10 (US 90)'. Below this is a link for 'Agreement Details'. The 'Contract Information' section has fields for '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), and '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:

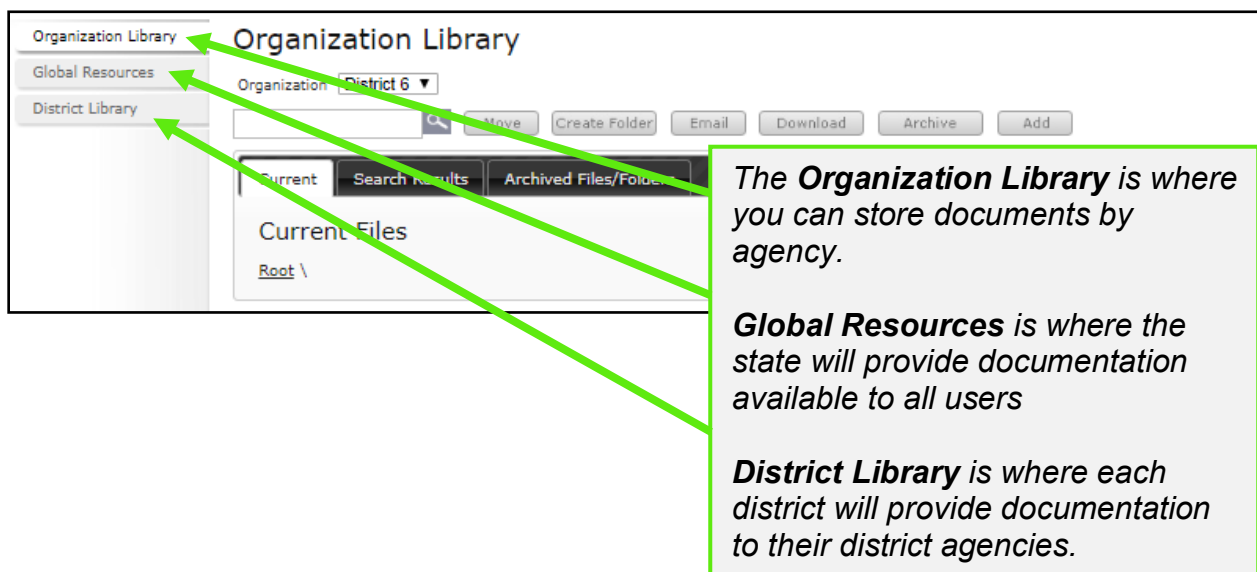
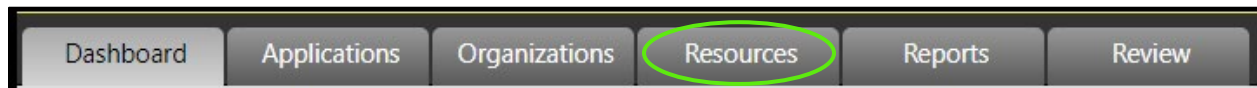
*Minimum 5 characters are required to show results

**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 to activate it.*

Section 9: Resources

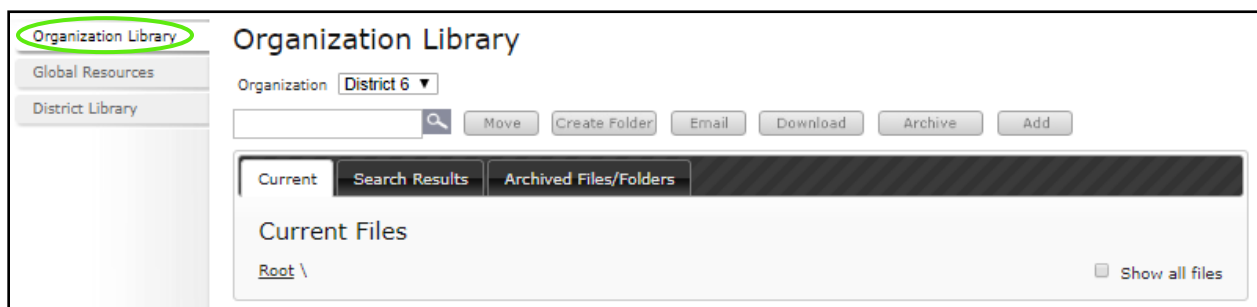
The Resources section is where additional documents and records are kept for the Organization, DOT and the **BlackCat Support Team**.

1) Select **Resources**

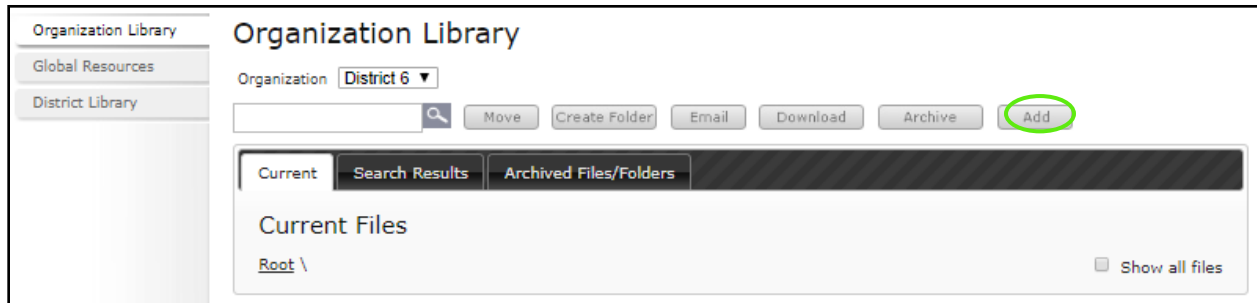


2) To **Add** a document in Resources, select the Library:

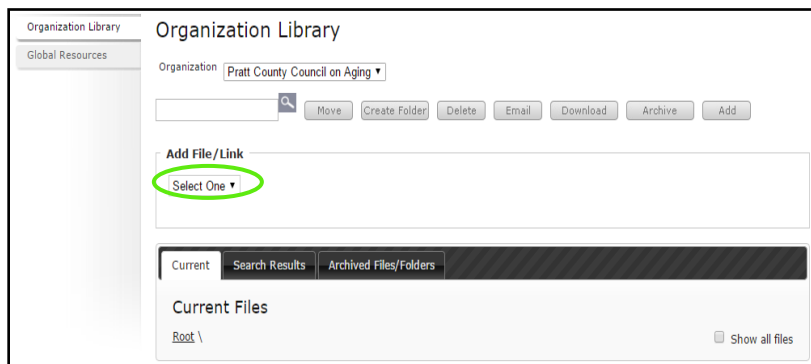
a. Select **Organization Library, Global Resources, or District Library**



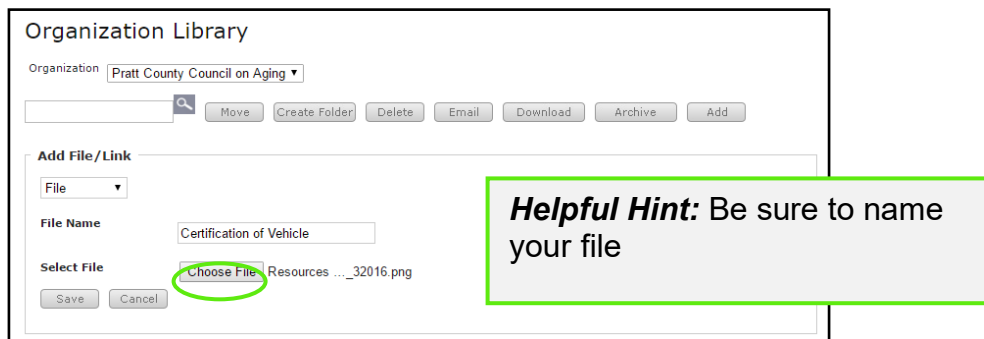
b. Select the **Add** button



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



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



- e. Select the **Save** button

Organization Library

Organization: Pratt County Council on Aging

Move Create Folder Delete Email Download Archive Add

Add File/Link

File

File Name: FY2016 Project Plan

Select File: Choose File No file chosen

Save Cancel

Your document is now loaded:

Organization Library

Organization: Pratt County Council on Aging

Move Create Folder Delete Email Download Archive Add

Current Search Results Archived Files/Folders

Current Files

Root \ ☐ Show all files

Name	Size	Created By	Create Date	Downloads	Operations
Picture0005-ab.png	2.63 MB	Scott, Lauren	03/30/2016	0	Edit

3) How to create a folder:

- a) Select **Create Folder**

Organization Library

Global Resources

Organization: Lakemary Center, Inc

Move Create Folder Delete Email Download Archive Add

Current Search Results Archived Files/Folders

Current Files

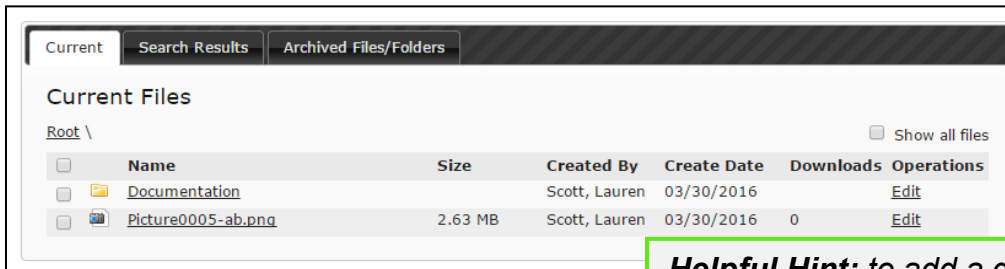
Root \ ☐ Show all files

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



A dialog box titled "Create Folder" with a "Folder Name:" label and a text input field containing "Documentation". Below the input field are two buttons: "Save" (circled in green) and "Cancel".

Your folder is now created:



A file browser interface with tabs for "Current", "Search Results", and "Archived Files/Folders". The "Current" tab is active, showing a list of files under "Root \". The list includes a folder named "Documentation" and a file named "Picture0005-ab.png".

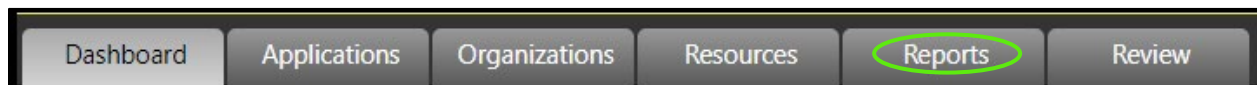
Name	Size	Created By	Create Date	Downloads	Operations
Documentation		Scott, Lauren	03/30/2016		Edit
Picture0005-ab.png	2.63 MB	Scott, Lauren	03/30/2016	0	Edit

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

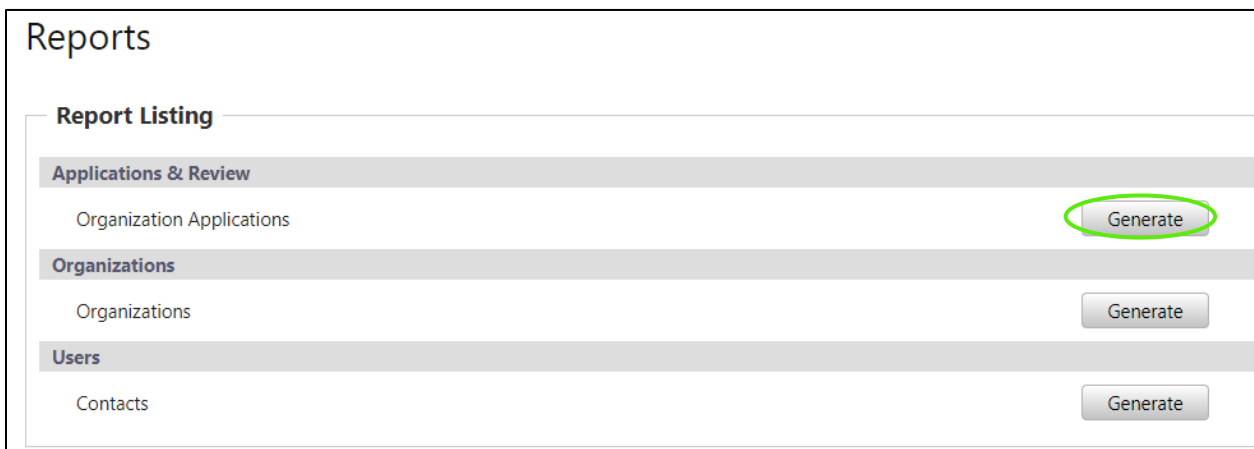
Section 10: Reports

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

- 1) Select **Reports**



1. Select **Generate**



The "Reports" section of the application. It features a "Report Listing" table with three categories: "Applications & Review", "Organizations", and "Users". Each category has a "Generate" button next to it, with the "Generate" button for "Applications & Review" circled in green.

Report Listing
Applications & Review
Organization Applications
Generate
Organizations
Organizations
Generate
Users
Contacts
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).

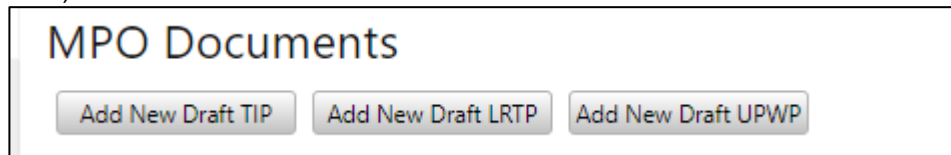
11.1 MPO Listing and Record Creation

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 the 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**

MPO Details

Details

Document Type: TIP Document Version: Draft TIP Status: Not Submitted

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

TIP Start Year: Select One TIP End Year: Select One Federal Funds: ☒ FHWA ☒ FTA ☐ Other

- 4) Select Upload to complete the required documents

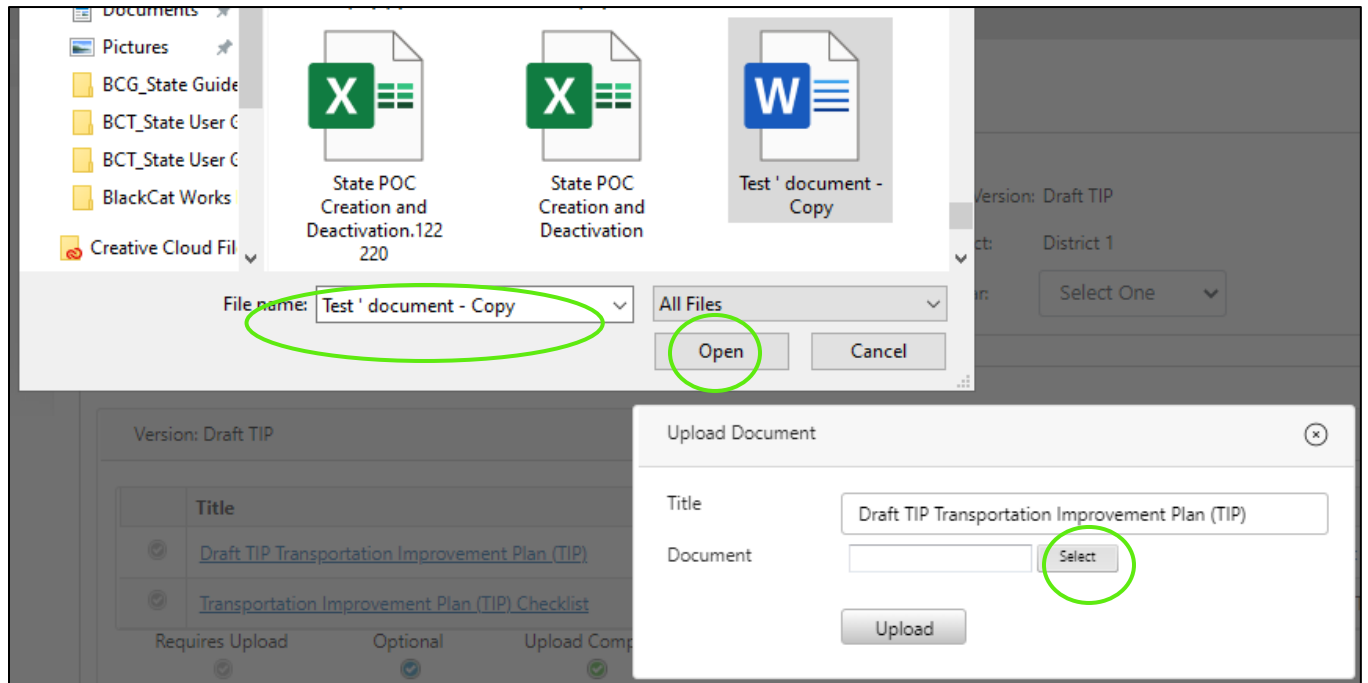
Documents

Version: Draft TIP Not Submitted

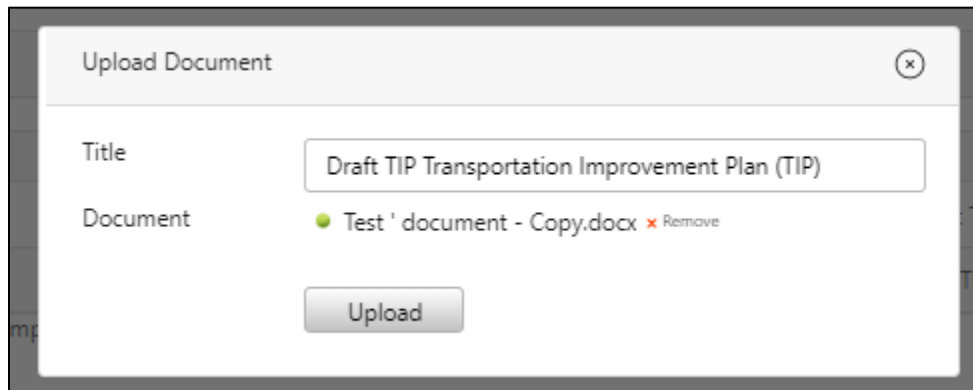
Title	Description	Uploaded By	Created
<input checked="" type="checkbox"/> Draft TIP Transportation Improvement Plan (TIP)	<input checked="" type="checkbox"/> Upload Draft TIP MPO Name FY - FY" Ex: Draft TIP - Bay County TPO - FY23 - FY27	A AMPO	5/10/2023 3:34:43 PM
<input checked="" type="checkbox"/> Transportation Improvement Plan (TIP) Checklist	<input checked="" type="checkbox"/> Upload TIP Checklist MPO Name FY - FY"" Ex: TIP Checklist Bay County TPO FY23 - FY27	A AMPO	5/10/2023 3:34:43 PM

Requires Upload Optional Upload Complete

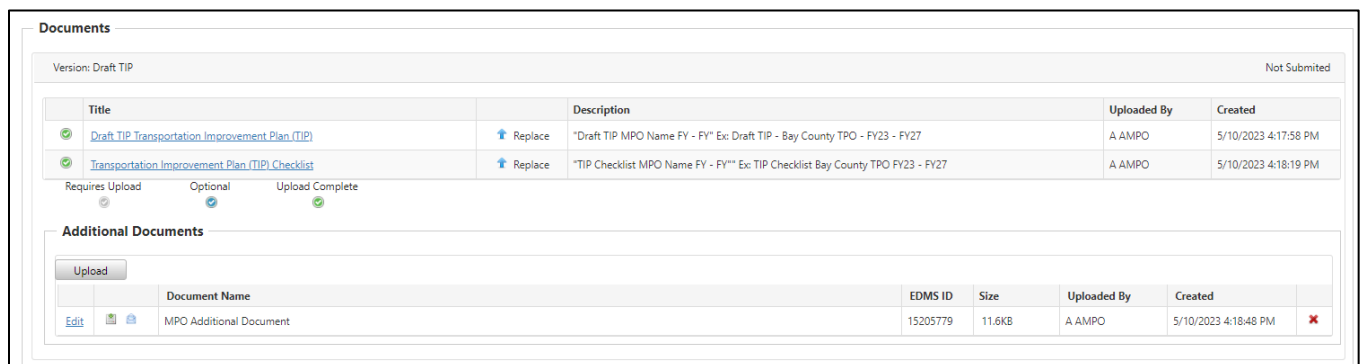
5) Select document



6) Select Upload



7) Select repeat for all Required Documents and Additional Documents



8) Enter any comments and select Insert

Comments

Please Review. Thank you.

Insert

Comment

There are no comments to display.

9) Select Save and Submit

Comments

Insert

Comment

Edit Please Review. Thank you.

Save Submit

10) Select okay 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: <input checked="" type="checkbox"/> FHWA <input checked="" type="checkbox"/> FTA <input type="checkbox"/> 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

The screenshot shows the 'MPO Documents' page. The left sidebar has three tabs: 'Listing', 'Review', and 'Archive'. The 'MPO Documents' tab is selected and highlighted with a green circle. The main content area is titled 'MPO Documents' and contains a table with columns: Start/Submitted Year, End/Horizon Year, District, Local Agency Name, Document Type, and Status. The table lists several documents, all from the Florida Department of Transportation, with various submission years and statuses.

	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
Select	2023	2050		Florida Department of Transportation	L RTP	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' page. The left sidebar has three tabs: 'Listing', 'Review', and 'Archive'. The 'Review' tab is selected and highlighted with a green circle. The main content area is titled 'MPO Documents' and contains a table with columns: Start/Submitted Year, End/Horizon Year, District, Local Agency Name, Document Type, and Status. The table lists several documents, all from the Florida Department of Transportation, with various submission years and statuses.

	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
Select	2023	2050		Florida Department of Transportation	L RTP	Not Submitted
Select	2023	2028		Florida Department of Transportation	TIP	Not Submitted
Select	2023	2028		Florida Department of Transportation	TIP	Submitted for Review

3) Select a record to review

The screenshot shows the 'MPO Documents' page. The left sidebar has three tabs: 'Listing', 'Review', and 'Archive'. The 'Review' tab is selected and highlighted with a green circle. The main content area is titled 'MPO Documents' and contains a table with columns: Start/Submitted Year, End/Horizon Year, District, Local Agency Name, Document Type, and Status. The table lists several documents, all from the Florida Department of Transportation, with various submission years and statuses. The first record is highlighted with a green circle.

	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
Select	2023	2050		Florida Department of Transportation	L RTP	Not Submitted
Select	2023	2028		Florida Department of Transportation	TIP	Not Submitted
Select	2023	2028		Florida Department of Transportation	TIP	Submitted for Review

4) Select Document link or icon to review documents

Documents

Version: Draft TIP

	Title		Description
<input checked="" type="checkbox"/>	<u>Draft TIP Transportation Improvement Plan (TIP)</u>	Replace	"Draft TIP MPO Name FY
<input checked="" type="checkbox"/>	<u>Transportation Improvement Plan (TIP) Checklist</u>	Replace	"TIP Checklist MPO Nam

Requires Upload

Optional

Upload Complete

Additional Documents

Upload

	Document Name
<div> <div>Edit</div> <div></div> <div></div> </div>	MPO Additional Document

5) Select Approve/Return and enter comment

Review

Recommendation:
☐ Approve
☐ Return

Submit Review

6) Select Submit Review

Review

Recommendation:
☒ Approve
☐ Return

Looks good |

Submit Review

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

MPO Details

Details

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

Federal Funds: ☒ FHWA ☒ FTA ☐ Other

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

MPO Documents

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
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

MPO Documents

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
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

3) Select a record to review

MPO Documents

Switch User: A FDOT

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

4) Select Document link or icon to review documents

Documents



Version: Draft TIP

	Title		Description
✓	Draft TIP Transportation Improvement Plan (TIP)	↑ Replace	"Draft TIP MPO Name FV
✓	Transportation Improvement Plan (TIP) Checklist	↑ Replace	"TIP Checklist MPO Nam

Requires Upload Optional Upload Complete

Additional Documents

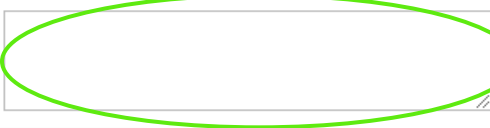
Upload

	Document Name
Edit  	MPO Additional Document

5) Select Approve/Return and enter comment

Review

Recommendation: ☒ Approve ☐ Return



Submit Review

6) Select Submit Review

Review

Recommendation: ☐ Approve ☐ Return

Submit Review

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

MPO Details

Details

Document Type: TIP Document Version: Draft TIP Status: **FTA Approved**

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

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

MPO Documents

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
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	2030		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

MPO Documents

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
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	2030		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

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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
<input checked="" type="checkbox"/>	Draft TIP Transportation Improvement Plan (TIP)	Replace	"Draft TIP MPO Name FV
<input checked="" type="checkbox"/>	Transportation Improvement Plan (TIP) Checklist	Replace	"TIP Checklist MPO Nam

Requires Upload ☒ Optional ☒ Upload Complete ☒

Additional Documents

	Document Name
Edit	MPO Additional Document

5) Select Approve/Return and enter comment

Review

Mark as Complete: ☒ Yes ☐ No

6) Select Submit Review

Review

Mark as Complete: ☐ Yes ☐ No

Submit Review

7) The status will now say FTA 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: ☒ FHWA ☒ FTA ☐ 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 L RTP](#) [Add New Draft UPWP](#)

MPO Listing

	Start/Submitted Year	End/Horizon Year	District	Local Agency Name	Document Type	Status
Clear Filters	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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 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 1.1

Documents

Version: Draft UPWP Returned

Version: Amendment UPWP Version #1 Not Submitted

Title	Upload	Description	Uploaded By	Created
Amendment UPWP Version #1 Unified Planning Work Program (UPWP)	Upload	"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
Unified Planning Work Program(UPWP) Checklist	Upload	"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	Upload	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

UPWP Start Year: FY22/23 UPWP End Year: FY23/24 Federal 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 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						
Select	2022	2023	District 5	Greater Orlando Aviation Authority (GOAA)	UPWP	Returned
Select	2022	2045	District 5	Greater Orlando Aviation Authority (GOAA)	LRTP	FHWA Approved

3) Select **Submit Adopted/Versions**

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 1.1

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	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	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

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

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

MPO Listing

	Start/Submitted Year	End/Horizon Year	District	Local Agency Name	Document Type	Status
<input type="button" value="Clear Filters"/>	<input type="text" value="2022"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	2022	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

MPO Details

Details

Document Type: TIP Document Version: Draft TIP Status: FHWA Approved
 Organization: Florida Department of Transportation FDOT District:
 TIP Start Year: TIP End Year: Federal Funds: ☒ FHWA ☒ FTA ☐ Other

5) The record with now show on the Archive tab

11.8 How to Un-Archive an MPO Record

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

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

MPO Archive

MPO Listing

	Start/Submitted Year	End/Horizon Year	District	Local Agency Name	Document Type	Status
<input type="button" value="Clear Filters"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select	2022	2024		Florida Department of Transportation	TIP	FHWA Approved

4) Select ReOpen

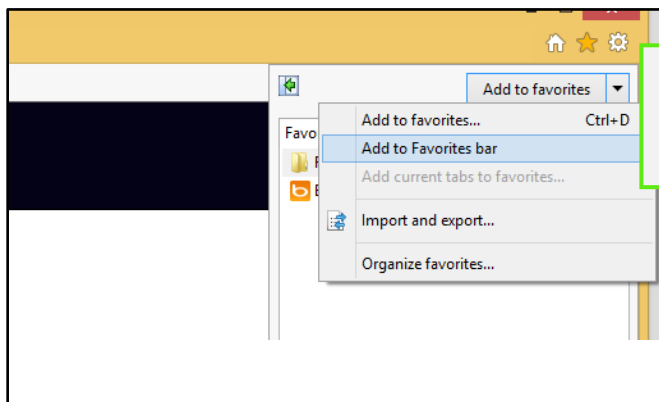
MPO Details

Details		Document Type: TIP		Document Version: Draft TIP	Status: FHWA Approved
Organization: Florida Department of Transportation	FDOT District:				
TIP Start Year: FY22/23	TIP End Year: FY24/25	Federal Funds: <input checked="" type="checkbox"/> FHWA <input checked="" type="checkbox"/> FTA <input type="checkbox"/> Other			
ReOpen					

5) The record will now show on the Listing tab

Section 12: Additional Information

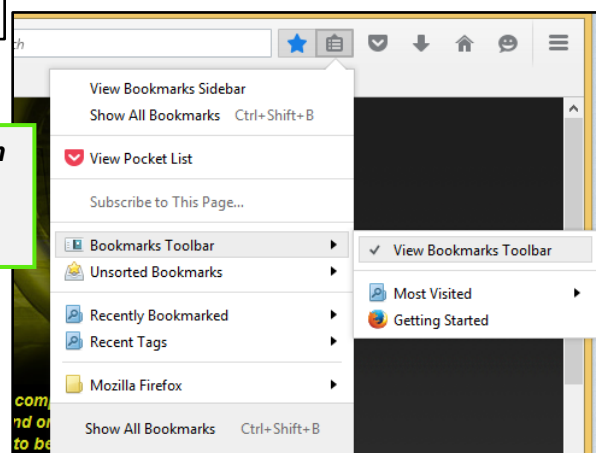
Website Bookmarking: We recommend bookmarking the website (URL) to allow easy access when returning in the future. Below is how to complete this task in each internet browser.



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



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



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

