



System Web Address: www.flgap.com

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User Guide

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 state Departments of Transportation (DOT) and other key transportation industry organizations.

The **FLGAP System** is a secure, web-based system that allows the entire grant program to be automated and managed online. The **FLGAP System** will allow you 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 you to track 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 agency 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 applications. 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 call **BlackCat Support at 1-888-238-9707** or select the “**Contact Support**” link at the bottom of each section within the system; this will create an email for you to document the specific issue you are experiencing. If you call and a representative does not answer directly, please leave a message and your call will be returned in a timely manner. To assist our team in providing the most helpful responses, please provide your name, the state you are calling from, the agency you are representing, your contact information, and details about your question or issue you are experiencing.

Note: Due to differences between internet browsers, your view may differ slightly from the view in the screenshots 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

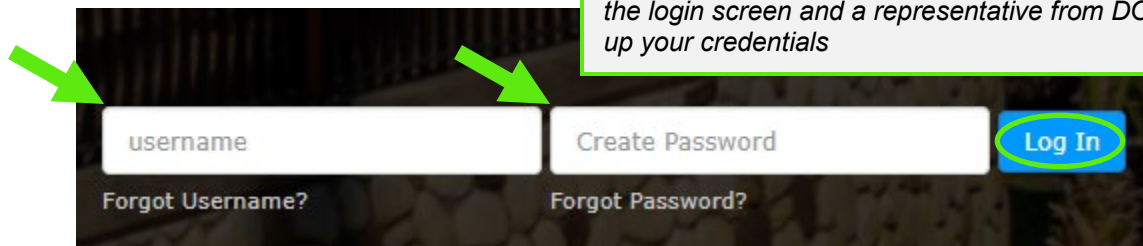
2.1 Access the System

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



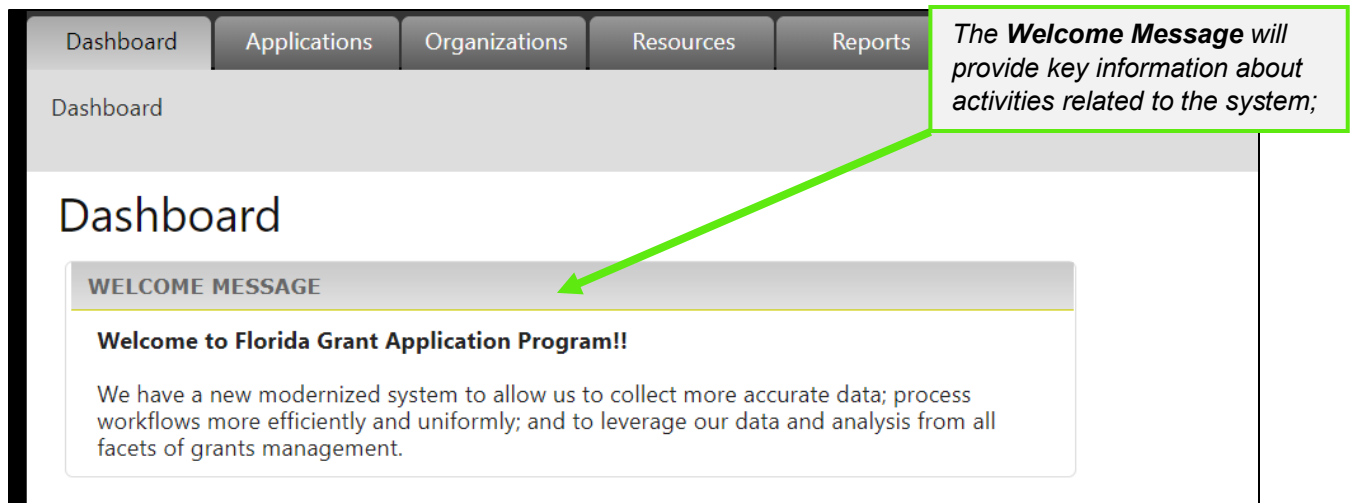
- 2) Login to the **FLGAP System**:
 - a. Enter your username
 - b. Enter your password
 - c. Select the Login button

Helpful Hint: If you do not have a username and password, select Request User Access at the bottom of the login screen and a representative from DOT will set up your credentials



2.2 System Overview

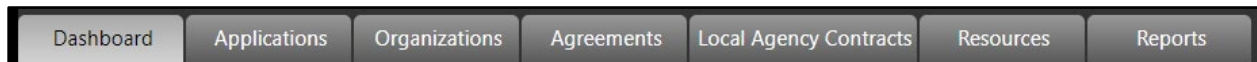
- 1) **Dashboard:** After logging in, you will see the system dashboard.



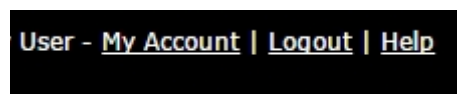
2) The system is sub-divided into several components:

- Dashboard
- Applications
- Organizations
- Resources
- Reports

Access for these components is provided through tabs across the top of the system
(more detail will be provided on each component throughout this guide)

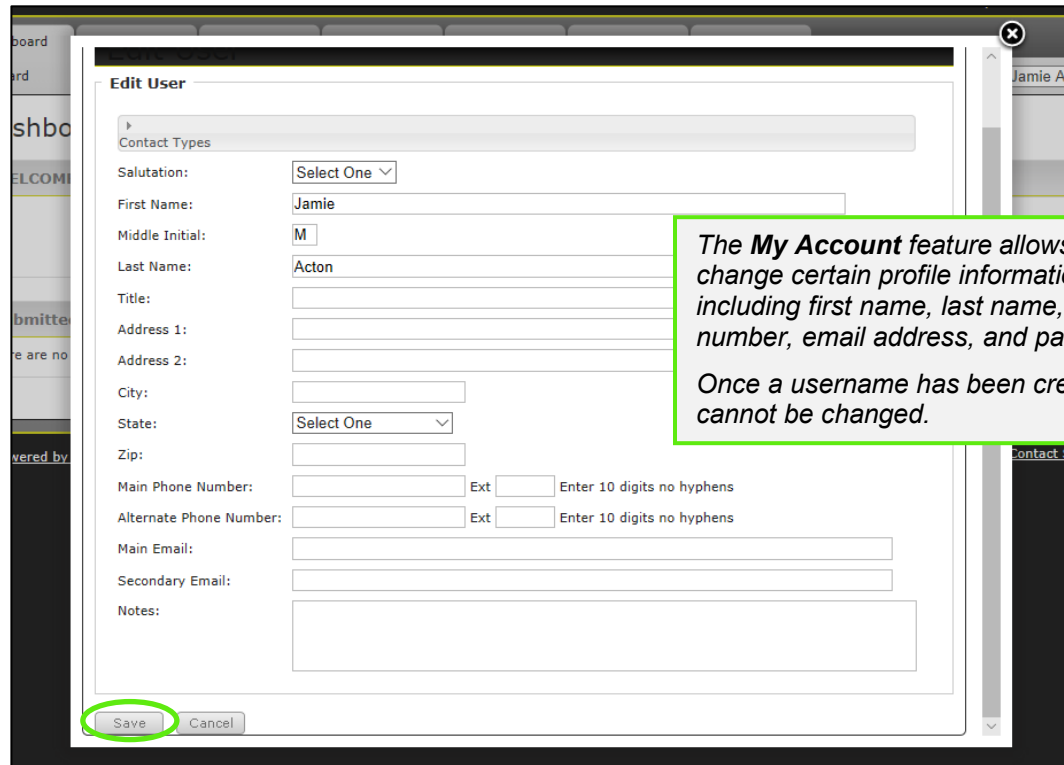


3) User specific features are located in the upper right corner of the screen



My Account:

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



Edit User

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

Alternate Phone Number: Ext Enter 10 digits no hyphens

Main Email:

Secondary Email:

Notes:

Save Cancel

The **My Account** feature allows you 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 system and end your session.

Help will download a PDF copy of this user guide.

Support for the **FLGAP System** is available on the lower right side of each screen once you are inside the system

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 to request technical assistance.

Accessibility Info:

Provides information for those users needing accessibility assistance.

Contact Support:

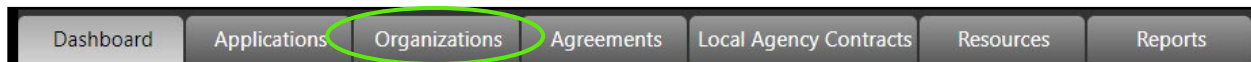
Allows a user to submit questions, concerns, ideas or other information directly to the **BlackCat Customer Support Team**.

Section 3: Organization Management

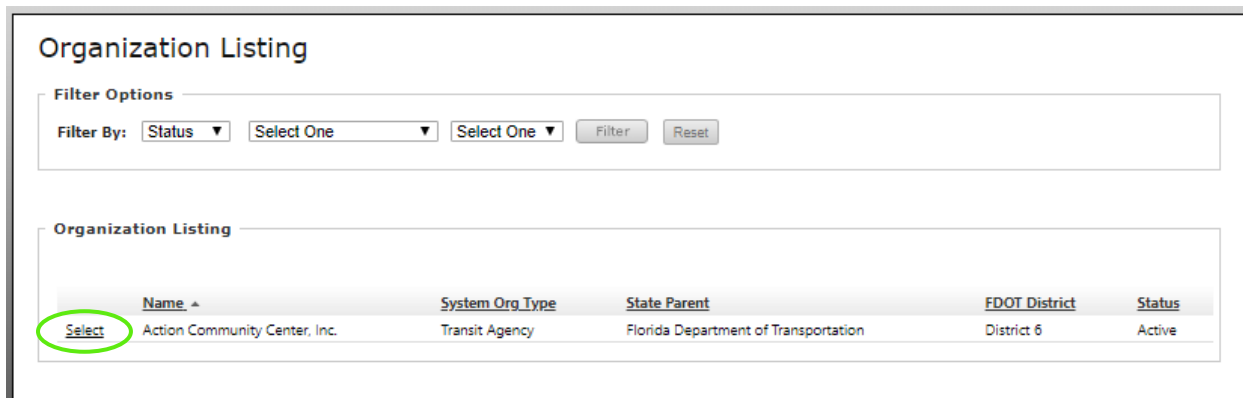
The Organization section includes data about your agency, including addresses, contacts, vendor information, and contacts/users.

3.1 Editing Organization Details

- 1) Select the **Organizations** tab



- 2) Locate the name of your Organization and press **Select**



Organization Listing

Filter Options

Filter By: Status ▼ Select One ▼ Select One ▼ Filter Reset

Organization Listing

	Name ▲	System Org Type	State Parent	FDOT District	Status
Select	Action Community Center, Inc.	Transit Agency	Florida Department of Transportation	District 6	Active

3) Edit the fields you would like to update and be sure to complete the following:

- Physical Address
- Contact Info
- Primary Contacts and/or Responsible Charge
- Governance
- Operations
- Legislative Districts
- Financial Reporting Info

Organization Overview

Organization Information

Action Community Center, Inc.
970 SW First Street • Suite 304
Miami, Florida 33130

Website:
Primary Contact:
Title:
Email:
Phone:

Organization Details

Status:
Legal Name: * Action Community Center, Inc.
Common Name/Acronym/DBA: * Action Community Center

Physical Address
County: * Miami-Dade
Address 1: * 970 SW First Street
Address 2: Suite 304
City: * Miami
State: * Florida
Zip Code: * 33130 -

☒ Mailing address if different

Mailing Address
Address 1: 970 SW First Street
Address 2: Suite 304
City: Miami State: Select One
Zip Code: 33130 -
County: Miami-Dade

☐ 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.

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

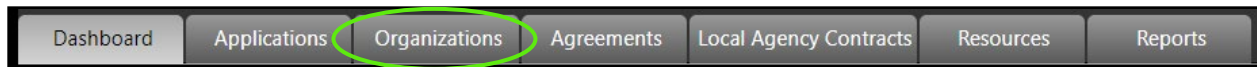


3.2 Contact Management

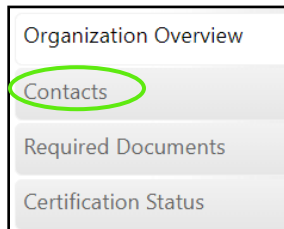
This section provides the opportunity for an agency to identify the individuals responsible for various tasks within the system. Please note you will have to contact DOT to add a new user to the system.

To view your organizations contact's:

1) Select the **Organizations** tab for your agency

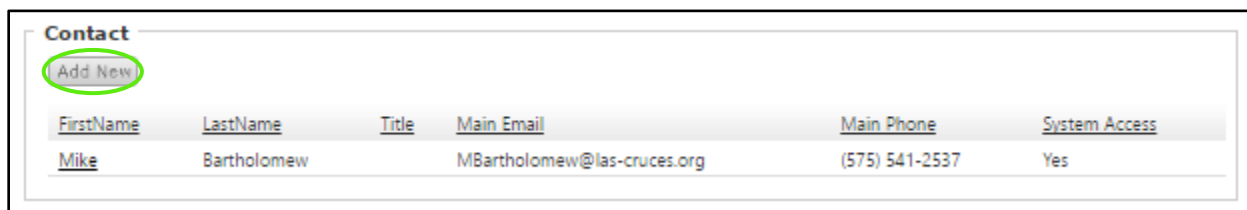


2) Select the **Contacts** section



To add a new contact:

1) Select the **Add New** button



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

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

Edit Contact

Edit Contact

► Contact Types

Salutation:

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: Once a Contact is added they can be activated as a User. To active a user please contact the state or contact BlackCat Support 888.238.970.

3) Select **Save**

All users added will then appear in the Contact/User list.

3.2.1 To edit an existing contact:

1) Select the **First Name** of the Contact

Contact					
Add New					
<u>FirstName</u>	<u>LastName</u>	<u>Title</u>	<u>Main Email</u>	<u>Main Phone</u>	<u>System Access</u>
Mike	Bartholomew		MBartholomew@las-cruces.org	(575) 541-2537	Yes

2) Edit Contact Details

3) Select **Save**

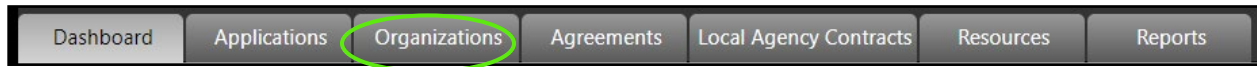
3.2.2 Activating or Deactivating a User

- 1) Please go to www.flgap.com and select 'Request Access' in the bottom right-hand corner. This request will go directly to DOT for processing.

3.4 Required Documents

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

1. Select the **Organization** tab



2. Select the **Organization**

The 'Organization Listing' form contains a table with columns for Name and System Org Type. Below the table is a 'Select' button, which is highlighted with a green circle. The table shows 'Okaloosa County' as the Name and 'Local Agency' as the System Org Type.

3. Select the **Required Documents** tab

A sidebar menu with four tabs: Organization Overview, Contacts, Required Documents, and Certification Status. The 'Required Documents' tab is highlighted with a green circle.

4. Select the **Document Type**

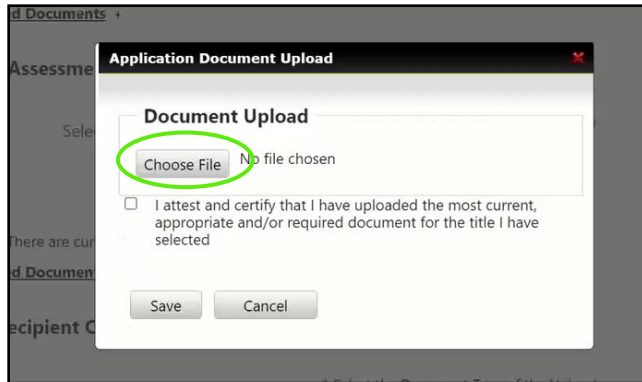
The 'Local Agency Certification Package' form shows a dropdown menu for 'Type:'. The dropdown is open, and 'LAP Certification Tool' is selected and highlighted with a green circle. Other options in the dropdown include 'Local Agency Certification Package', 'FDOT District Materials Testing & Acceptance Quality Assurance Review', 'Local Agency Organizational Chart', 'Local Agency Staff Resumes', 'Local Agency Staff Training Certificates', and 'FDOT LAP Certification Letter'.

Helpful Hint: When a document type is selected the most recent one will remain in the active list and the existing one of the same type will be archived.

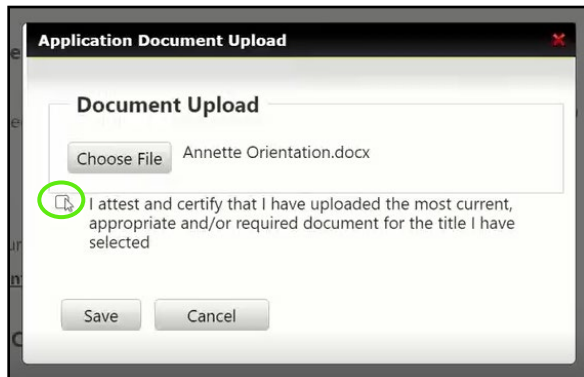
5. Select **Upload**

The 'Local Agency Certification Package' form shows the 'Type:' dropdown set to 'LAP Certification Tool'. To the right of the dropdown is an 'Upload' button, which is highlighted with a green circle. The button has an upward arrow icon.

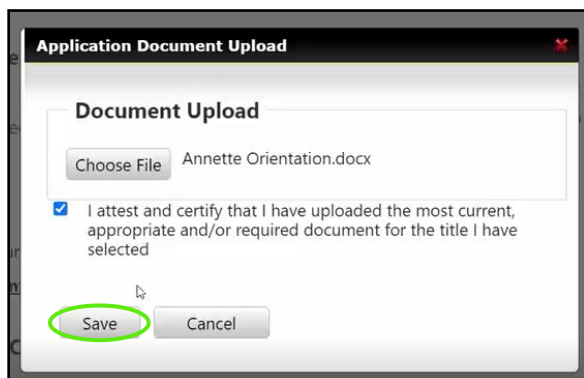
6. Select the **document**



7. Select the **certify** checkbox



8. Select **Save**



9. The document is now saved

Local Agency Certification Package

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

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

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

10. Archived versions of the documents can be found by expanding the Archived Documents section by selecting the + symbol

Local Agency Certification Package

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

Upload status: The file could not be uploaded. The following error occurred: The process cannot access the file 'C:\web\test.flgap.com\wwwroot\Uploads\Documents\Project Checklist.pdf' because it is being used by another process.

Document Type	Uploaded By	Upload Date	Expires	Delete
LAP Certification Tool (Valid until Revised)	Scott Bitterman	06/10/2021	N/A	✗

Archived Documents +

3.5 Certification Status

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

3.5.1 Organization Assessment

1. Select the **Organization** tab

Dashboard Applications Organizations Agreements Local Agency Contracts Resources Reports

2. Select the **Organization**

Organization Listing

Organization Listing

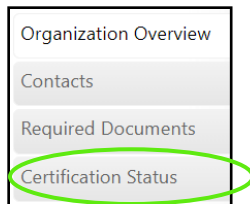
Clear Filters

Name System Org Type

Name	System Org Type
Okaloosa County	Local Agency

Select

3. Select the **Certification** tab



4. Select the **Title VI** status:

A screenshot of the 'Organization Assessment' form. It contains three fields: 'Title VI:' with a dropdown menu showing 'Select One', 'Assurance Expiration Date' with a date picker, and 'Risk Level' with a dropdown menu showing 'Select One'. A 'Save' button is at the bottom. The 'Title VI' dropdown is highlighted with a green oval.

5. Select the **Date**

A screenshot of the 'Organization Assessment' form. The 'Assurance Expiration Date' field, which is a date picker, is highlighted with a green oval. The other fields and the 'Save' button remain visible.

6. Select the **Risk Level**

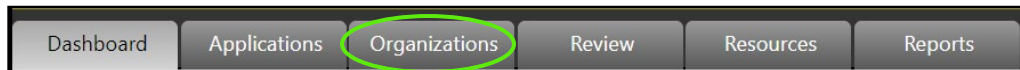
A screenshot of the 'Organization Assessment' form. The 'Risk Level' dropdown menu is highlighted with a green oval and shows the selection 'Moderate'. The 'Title VI' dropdown now shows 'Yellow' and the 'Assurance Expiration Date' shows '6/14/2021'.

7. Select **Save**

A close-up screenshot of the 'Save' button at the bottom of the form, which is highlighted with a green oval.

3.5.2 Adding a Certification

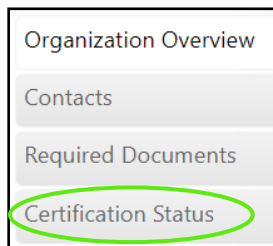
1. Select the **Organization** tab



2. Select the **Organization**

The 'Organization Listing' form contains a 'Clear Filters' button, a 'Name' input field, and a 'System Org Type' dropdown menu. Below these fields, the text 'Okaloosa County' and 'Local Agency' are displayed. A green oval highlights the 'Select' button located at the bottom left of the form.

3. Select the **Certification** tab



4. Select **Add**

The 'Certification(s)' table displays a list of certifications with columns for 'Date', 'Expiration Date', and 'Full/Project'. A green oval highlights the 'Add' button located at the top left of the table.

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:

Certification Expiration Date:

Certification Type:

- ☐ Planning
- ☐ Design
- ☐ Construction/Construction Administration
- ☐ Other

☐ Full Certification (3 years)

☐ With Exceptions

☐ Project Specific (Select Project - Required)

☐ 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 based on the prior response.

6. Add Notes

Current Certification

Certification Date:

Certification Expiration Date:

Certification Type:

- ☒ Planning
- ☒ Design
- ☐ Construction/Construction Administration
- ☐ Other

☒ Full Certification (3 years)

☐ With Exceptions

☐ Project Specific (Select Project - Required)

☐ 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

7. Select Save

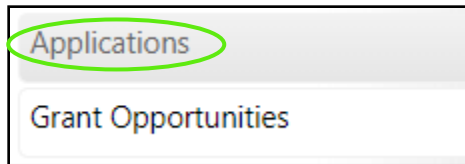
**Repeat to all of the certification. Be sure all the contacts needing to be notified at the agency are selected in the contact type.*

Section 4: Application Opportunities, Creation and Submission

In the Application section, you will have access to all of your applications past, pending and any active grant opportunities you may be eligible to apply for. This is the section where you will select the opportunities you would like to apply for, create as well as complete the application and submission process. *Please note your grant applications may change in appearance from year to year. If you have any questions regarding the content of the application, please contact your DOT representative.*

4.1 View Pending and New Grant Opportunities

- 1) Select the **Applications** tab



Helpful Hint: There will be two tabs on the Grant Opportunities page (Existing and New). The Existing Applications page lists all not submitted, active or past applications. The New Opportunities tab will list all current grant opportunities available to you.

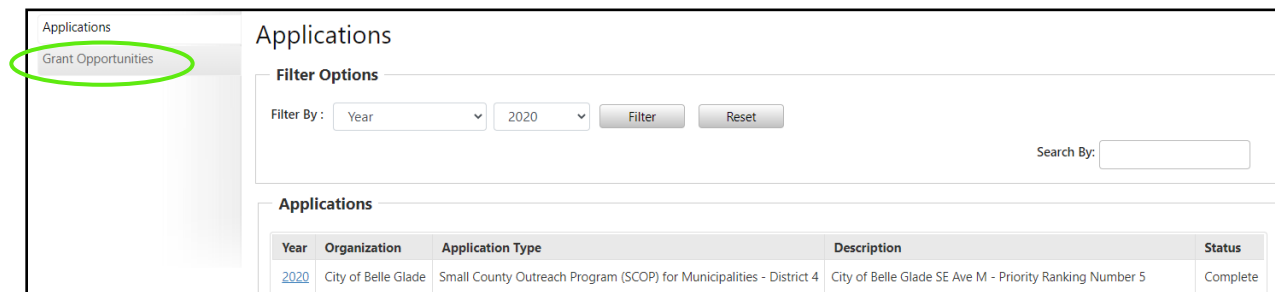
- 2) The **Applications** tab will display any applications that an organization is actively working on or that have been previously submitted.

The screenshot shows the 'Applications' tab with a table of applications. The 'Status' column is highlighted with a green circle, and a green arrow points from the 'Helpful Hint' box to it.

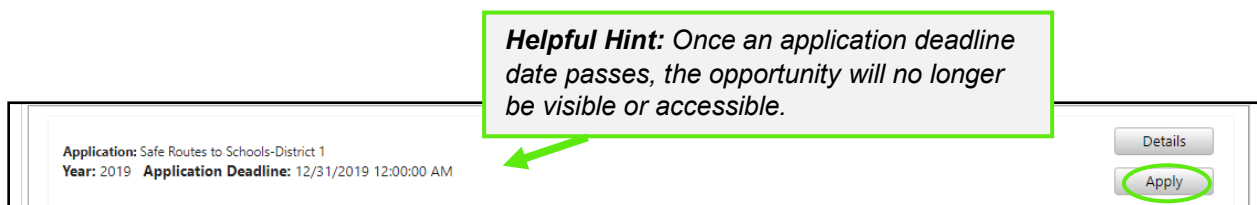
Year	Organization	Application Type	Description	Status
2020	City of Belle Glade	Small County Outreach Program (SCOP) for Municipalities - District 4	City of Belle Glade SE Ave M - Priority Ranking Number 5	Complete
2020	City of Belle Glade	Small County Outreach Program (SCOP) for Municipalities - District 4	City of Belle Glade SW Ave C PI - Priority Ranking Number 4	Complete
2020	City of Belle Glade	Small County Outreach Program (SCOP) for Municipalities - District 4	City of Belle Glade SW 3rd St - Priority Ranking Number 3	Complete

Helpful Hint: Status will indicate where an application is in the approval process

- 3) To view new grant opportunities, select the **New** tab



- 4) The details button will allow you to view more details about the grant opportunity (DOT website)
- a. Select **Details**



Helpful Hint: Once an application deadline date passes, the opportunity will no longer be visible or accessible.

4.2 Applying for and Completing a Grant

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

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

The submit button is **not active** until both of these steps are completed. The submit button must be active before you can submit an application.

- 1) To apply for a grant opportunity:
 - a. Select the **Apply** Button next to the grant

Helpful Hint: After selecting Apply, your application will be created and automatically open. To re- access your pending application(s), select the Applications tab and select Year.

Application: Safe Routes to Schools-District 1 Year: 2019 Application Deadline: 12/31/2019 12:00:00 AM	<button>Details</button> <button>Apply</button>
---	--

- 2) Type in **Application Description**

Application

Application: Safe Routes to Schools-District 1 Organization: Charlotte County- Punta Gorda MPO	Application Deadline: 7/31/2025 11:59:00 PM EST Year: 2019 Status: Not Submitted	<button>Delete</button>
---	---	-------------------------

Application Description
Application Description:

- 3) To complete your **Application Forms**
 - a. Select **Download** next to the first required document

Helpful Hint: Your grant applications may change in appearance from year to year. If you have any questions regarding the content of the application, please contact your DOT representative

Application Documents

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

Documents		
☒	Download Beautification Grant Application Part 1	Attach
☒	Download - Beautification Grant Application Part 2	Attach
☒	11 x 17 Illustrative Plan Proposal	Attach
☒	Signed Resolution	Attach
☒	Letter of Authorization from the Department	Attach
☒	Optional Letters of Support	Attach

Requires Upload

Optional

Upload Complete

b. The document will indicate that it is downloading,

Application Forms

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

Form	
☒	Download - General Information
☒	Download - Service Provisions
☒	Download - Vehicles
☒	Download - Certifications
☒	Download - Other Equipment Inventory (5311/5339 only)
☒	Download - Required if Applicable
☒	Download - Final Checklist

Optional

Required Uploaded

Required Incomplete

Documents

Active Documents

63611077578713....docx

Helpful Hint: When download is selected the document will download to your device. Be sure to **save** the document to your computer before making changes to the document.

c. Once that is complete, select (click) the document name, the file will now open in a new window on your computer

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
- Download - General Information Pa
- Download - SECTION A - Board of
- Download - SECTION B - Identifica
- Download - SECTION C - Replacem
- Download - SECTION D - Utilization
- Download - SECTION E - Coordinat
- Download - SECTION F - Vehicle In
- Download - SECTION F(a) - Other
- Download - SECTION G - Accessibi
- Download - SECTION H - Financial
- Download - SECTION I - KDOT Con
- Download - SECTION J - Local Con
- Download - SECTION K - Capital A
- Download - SECTION L - Operating
- Download - SECTION M - Administra
- Download - SECTION N - Sustainab

SECTION C – Replacements, Expansion, or New Starts

1. For REPLACEMENT VEHICLE funding, give a detailed de transportation service being provided. In the case of repl sure to fully complete Section C, Item 1 to indicate which Also provide documentation of the need to replace the vel mileage, age, and maintenance history). Vehicles being r minimum of 100,000 miles at time of application. Mileage waived if major and/or excessive maintenance problems a replacement vehicles you must include the following (atta

Helpful Hint: Once the document has opened you are now working on your personal computer and outside of the FLGAP System.

d. In order to fill out the document, you must save the file first

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
- Download - General Information Pa
- Download - SECTION A - Board of
- Download - SECTION B - Identifica
- Download - SECTION C - Replacem
- Download - SECTION D - Utilization
- Download - SECTION E - Coordinat
- Download - SECTION F - Vehicle In
- Download - SECTION F(a) - Other
- Download - SECTION G - Accessibi
- Download - SECTION H - Financial
- Download - SECTION I - KDOT Con
- Download - SECTION J - Local Con
- Download - SECTION K - Capital A
- Download - SECTION L - Operating
- Download - SECTION M - Administra
- Download - SECTION N - Sustainab

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e. Once the document is completed and its contents saved you can **upload** the document back to the system

4) To Upload a document back into the system

- a. Go to the corresponding document line and select **Attach**

Application Documents

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

Documents	
☒ Download - Rural Roadway Assistance Program Application	Attach
☒ Download - Engineers Cost Estimate	Attach

- b. Select **Choose File** and select the completed file from your computer

Attach Form

General Information

Uploaded Document: - [View](#)

Upload or replace uploaded document by choosing a file below.

End-to-end ...ations.docx

***Helpful Hint:** The system will indicate that a document has been selected here by displaying your document name. Be sure the document has no spaces in the document name.*

- c. Select **Save**

Attach Form

General Information

Uploaded Document: - [View](#)

Upload or replace uploaded document by choosing a file below.

End-to-end ...ations.docx

- d. 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

	Re-Upload
	Re-Upload
	Attach Upload
	Attach Upload
	Attach Upload

Helpful Hint: The Application Forms section of the application is only for single documents. Additional documents maybe loaded in the **Documents** section located towards the bottom of the Application tab. See **Section 4.4** for instructions.

- e. To view what has been uploaded, select **Re-Upload** then **View**

4.3 Project Budget

- 1) Complete the Project Budget
 - a. Enter the amount for State Participation

Project Budget

Helpful Hint: State Participation = State grant Program Funds Request.

State Participation

Federal Participation

Local Participation

Total Project Cost

- b. Enter the amount for Federal Participation

Project Budget

Helpful Hint: Federal Participation = Federal grant program funds requested

State Participation

Federal Participation

Local Participation

Total Project Cost

c. Enter the amount for Local Participation

Project Budget

Helpful Hint: Local Participation = local matching or contributed funds

State Participation

Federal Participation

Local Participation

Total Project Cost

d. Total Project cost automatically calculates and displays the dollar amount.

Project Budget

State Participation

Federal Participation

Local Participation

Total Project Cost **\$510,000**

4.4 How To Attach Additional Documents

- 1) If applicable, attach additional documents to the application
 - a. Scroll down to the documents section
 - b. Type in the document name

Documents

Active Documents

Document Name

Select Document

No file chosen

c. Select the **Choose File** button

Helpful Hint: Be as clear as possible when naming additional documents so all other users will be able to easily identify what the document contains.

Documents

Active Documents

Document Name

Select Document

Choose File
End-to-end ...ations.docx

Save

No documents attached.

Helpful Hint: The system will indicate that a document has been selected here by displaying your document name.

d. Select the correct document from your computer and then select the **Save** button

Documents

Active Documents

Document Name

Select Document

Choose File
End-to-end ...ations.docx

Save

No documents attached.

Each document uploaded to this section will be available in this section.

Documents

Active Documents

Document Name

Select Document

Choose File
No file chosen

Save

Document Name	Size	Modified
Edit Marketing Brochure #1	507 KB	11/18/2015

Email

Helpful Hint: The document title is editable and the document can be deleted, downloaded or emailed using the icons to the left.

4.5 Submitting an Application

The Submit button will become active once:

- The **Application Form Section** is completed (All the required forms are uploaded)
- The **Project Budget** has been entered

Once the Submit button is active:

- 1) Select the **Submit** button to formally submit your application

Application

Application: Safety Route Score Card test	Application Deadline: 11/7/2019 12:00:00 AM	
Organization: Alva	Year: 2020	Status: Not Submitted

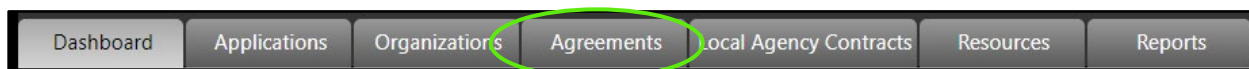
Helpful Hint: You will be able to monitor the status of your application via a number of status changes and email notifications sent by the system. If necessary, DOT will return your application to you for clarification/corrections as needed.

Section 5: Agreements

In the Agreements section, you will have access to all of your agreements. This is the section where you can review and track project progress and expenditures.

5.1 Agreement Details

- 1) Select the **Agreements** tab



- 2) Review the list of Agreements and choose **Select** to view details

Agreements Listing			
	District	Local Agency Name	Description
Clear Filters			
Select	District 3	Okaloosa County	PJ ADAMS ROAD FROM WILDHORSE
Select	District 3	Okaloosa County	PJ ADAMS PARKWAY FROM ASHLEY
Select	District 3	Okaloosa County	PJ ADAMS PARKWAY FROM WILD H
Select	District 3	Okaloosa County	PJ ADAMS PARKWAY FROM SR 8 (I-1
Select	District 3	Okaloosa County	SR 293 WHITE PT. RDFROM N END C
Select	District 3	Okaloosa County	EESEY ROAD FROM NEWCASTLE RD

- 3) Review the list of Agreements and choose **Select** to view details

Details

Tracking

Documents

Phases

Invoices

Drawdowns

Associated Applications

Agreements Details

Agreement Details

Item Segment #: 421997-7

Project Description: 421997-7 - PJ ADAMS PARKWAY FROM ASHLEY DRIVE TO KEY LIME PLACE

Local Agency Contract: 421997-7-68-01 : C19-2837- PW 421997-7-58-01 : test

Details

FDOT Project Manager: CRAIG GAVIN

Work Mix: ADD LANES & RECONSTRUCT

On System: ☐

Transportation System: NON-INTRASTATE OFF STATE HIGHW

Project Total: 2,824,000.00

Project Expenditures: 2,741,582.32

Roadway

57620501

1

- 4) Update agreement contacts and notes as needed and select Save. **Please note Consultant contact associations added here will determine the consultant's access to this project. For example, if a Consultant is assigned to Phase 58-01 they will be able to access the information for that phase on the Tracking and Documents tab.**

Key Contacts

Add contact association: [?](#) Select One Select One Save

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

Full Name	Association Type	Phase-
No records to display.		

Notes

Notes:

Save
Cancel

5.2 Agreement Tracking

- 1) Select the **Tracking** tab

Details
Tracking
Documents
Phases
Invoices
Drawdowns
Associated Applications

Agreements Tracking

Agreement Details

Item Segment #: 421997-7 [Link to PSEE](#)

Project Description: 421997-7 - PJ ADAMS PARKWAY FROM ASHLEY DRIVE TO KEY LIME PLACE

Local Agency Contract: 421997-7-68-01 : C19-2837- PW 421997-7-58-01 : test

Compliance

Construction Phase - Bid : 58-01

Milestone Edit/Delete	Milestone	DOT Review/Approv	Upload/Download/Del	Latest Activity	Date/Time	LAPIT Date
	Organization: LAP Agreement					
	Organization: LAP Supplemental Agreement					
	Organization: Time Extension to the LAP Agreement					
	FDOT: Notice to Proceed					

Helpful Hint: Consultant Users will only be able to see the checklist for the phase (ex. 58-01) that they have been assigned to on the Details tab.

- 2) Select the **Upload icon** for the milestone to add a document

Details
Tracking
Documents
Phases
Invoices
Drawdowns
Associated Applications

Agreements Tracking

Agreement Details

Item Segment #: 421997-7 [Link to PSEE](#)

Project Description: 421997-7 - PJ ADAMS PARKWAY FROM ASHLEY DRIVE TO KEY LIME PLACE

Local Agency Contract: 421997-7-68-01 : C19-2837- PW 421997-7-58-01 : test

Compliance

Construction Phase - Bid : 58-01

Milestone Edit/Delete	Milestone	DOT Review/Approv	Upload/Download/Del	Latest Activity	Date/Time	LAPIT Date
	Organization: LAP Agreement					
	Organization: LAP Supplemental Agreement					
	Organization: Time Extension to the LAP Agreement					
	FDOT: Notice to Proceed					

Helpful Hint: Documents with a lock icon can only be viewed by users with that specific permission.

- 3) Choose the file and select **Save**

Upload Milestone Document

Upload or replace uploaded document by choosing a file below.

No file chosen

- 4) Select the **Download icon** to view the document

Compliance

Construction Phase - Bid : 58-01

Milestone Edit/Delete	Milestone	DOT Review/Approv	Upload/Download/Del	Latest Activity	Date/Time	LAPIT Date
	Organization: LAP Agreement			Uploaded By: Scott Bitterman	6/10/2021 1:24:45 PM	
	Organization: LAP Supplemental Agreement					

- 5) Select the **Delete icon** to remove the document

Compliance							
Construction Phase - Bid : 58-01							
Milestone Edit/Delete	Milestone	DOT Review/Approv	Upload/Download/Del	Latest Activity	Date/Time	LAPIT Date	
	Organization: LAP Agreement		  	Uploaded By: Scott Bitterman	6/10/2021 1:24:45 PM		
	Organization: LAP Supplemental Agreement						

5.3 Agreement Documents

- 1) Select the **Documents** tab

Details
Tracking
Documents
Phases
Invoices
Drawdowns
Associated Applications

Agreements Documents

Agreement Details

Item Segment #: 421997-7

Project Description: 421997-7 - PJ ADAMS PARKWAY FROM ASHLEY DRIVE TO KEY LIME PLACE

Local Agency Contract: [421997-7-68-01 : C19-2837- PW](#) [421997-7-58-01 : test](#)

Documents

- LAPIT Documents
- Confidential Documents
- 58-01
 - RCS/CC
 - Payrolls
- 68-01

Helpful Hint: Consultant Users will only be able to see the folder for the phase (ex. 58-01) that they have been assigned to on the Details tab.

- 2) Select the **Folder** you would like to review

Documents

- LAPIT Documents**
- Confidential Documents
- 58-01
 - RCS/CC
 - Payrolls
- 68-01

Folder Title
LAPIT Documents

Upload Documents

Folder: LAPIT Documents

Title:

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

[Save](#)

Files

Document Name	EDMSID	Size	Uploaded By
 Approved Checklist	6174972	5533028	
 Cost Estimate	7743436	46225	

- 3) Upload documents by choosing a **Folder**, entering a **Title**, and selecting **Choose File**
- 4) Choose the **File**
- 5) Select **Save**

Documents

- LAPIT Documents
- Confidential Documents
- 58-01
- RCS/CC
- Payrolls
- 68-01

Folder Title

Upload Documents

Folder:

Title:

File: No file chosen

Files

	Document Name	EDMSID	Size	Uploaded By
	Approved Checklist	6174972	5533028	
	Cost Estimate	7743436	46225	

- 6) Select the **Delete icon** to remove the document

Files

	Document Name	EDMSID	Size	Uploaded By
	Approved Checklist	6174972	5533028	
	Cost Estimate	7743436	46225	
	Roadway Plans 2-6-19	8294479	56273271	

- 7) Select the **Download icon** to view the document

Files				
	Document Name	EDMSID	Size	Uploaded By
	Approved Checklist	6174972	5533028	
	Cost Estimate	7743436	46225	
	Roadway Plans 2-6-19	8294479	56273271	

8) Select the **Email icon** to send the document

Files				
	Document Name	EDMSID	Size	Uploaded By
	Approved Checklist	6174972	5533028	
	Cost Estimate	7743436	46225	
	Roadway Plans 2-6-19	8294479	56273271	

5.4 Agreement Phases

1) Select the **Phases** tab to view available contracts and grouped contracts

Details
Tracking
Documents
Phases
Invoices
Drawdowns
Associated Applications

Agreements Phases

Agreement Details

Item Segment #: 421997-7

Project Description: 421997-7 - PJ ADAMS PARKWAY FROM ASHLEY DRIVE TO KEY LIME

Local Agency Contract: [421997-7-68-01 : C19-2837- PW](#) [421997-7-58-01 : test](#)

Available Contracts

Phase	Seq	Fund Codes	Years	Amount	Total Expenditures	Exe
> 58	01	SA, ACSA	2017	\$2,400,000	\$2,400,000	6
> 68	01	SA	2017	\$424,000	\$341,582	6

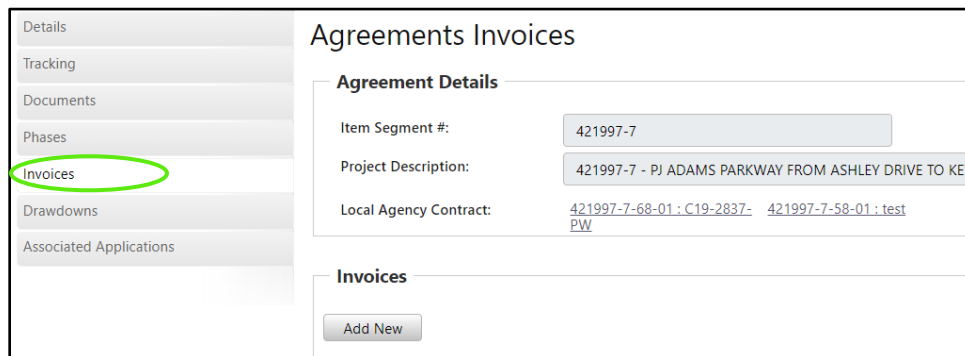
Grouped Contracts

A1

Contract	Phase	Seq	Fund Code	Year	Amount	Execution Date
G0N75	58	01	SA	2017	\$1,720,419	6/22/2017
G0N75	58	01	ACSA	2017	\$679,581	6/22/2017
G0N75	68	01	SA	2017	\$424,000	6/22/2017

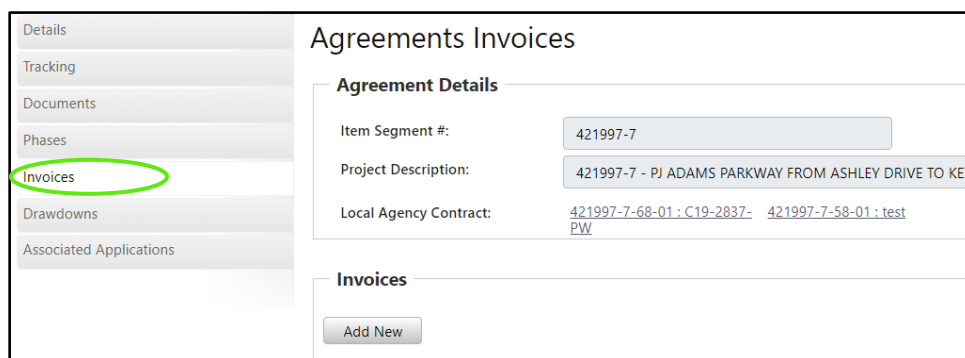
5.5 Agreement Invoices

- 1) Select the **Invoices** tab



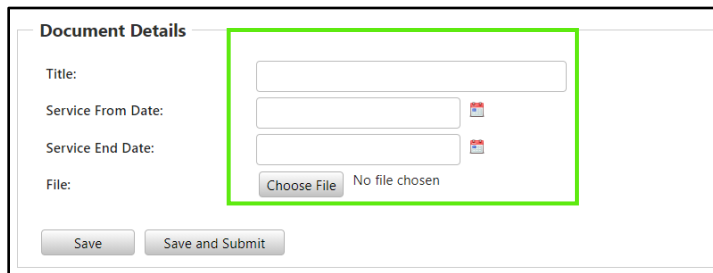
The screenshot shows the 'Agreements Invoices' page. On the left sidebar, the 'Invoices' tab is highlighted with a green circle. The main content area is titled 'Agreements Invoices' and contains two sections: 'Agreement Details' and 'Invoices'. The 'Agreement Details' section includes fields for 'Item Segment #' (421997-7), 'Project Description' (421997-7 - PJ ADAMS PARKWAY FROM ASHLEY DRIVE TO KEY), and 'Local Agency Contract' (421997-7-68-01 : C19-2837- PW and 421997-7-58-01 : test). The 'Invoices' section has an 'Add New' button.

- 2) Select **Add New** to add an invoice



This screenshot is identical to the one above, showing the 'Agreements Invoices' page with the 'Invoices' tab selected. The 'Add New' button in the 'Invoices' section is highlighted with a green circle, indicating the next step in the process.

3) Complete the information



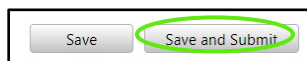
The screenshot shows a form titled "Document Details". It contains four input fields: "Title:", "Service From Date:", "Service End Date:", and "File:". The "Title:" field is a text box. The "Service From Date:" and "Service End Date:" fields are date pickers. The "File:" field has a "Choose File" button and the text "No file chosen". A green rectangle highlights the "Title:", "Service From Date:", "Service End Date:", and "File:" fields. At the bottom of the form are two buttons: "Save" and "Save and Submit".

4) Select **Save** to keep the data entered



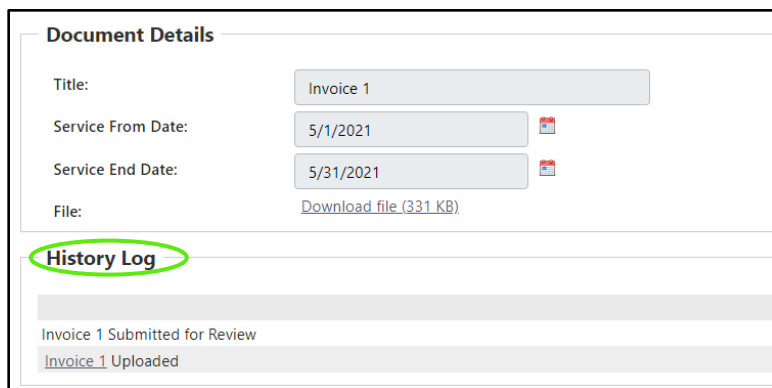
The screenshot shows two buttons: "Save" and "Save and Submit". The "Save" button is circled in green.

5) Select **Save and Submit** to send the invoice for review and payment



The screenshot shows two buttons: "Save" and "Save and Submit". The "Save and Submit" button is circled in green.

6) Invoice information is available in the History Log



The screenshot shows the "Document Details" form with the following information filled in: "Title:" is "Invoice 1", "Service From Date:" is "5/1/2021", and "Service End Date:" is "5/31/2021". The "File:" field shows a link "Download file (331 KB)". Below the form is a section titled "History Log" which is circled in green. The "History Log" section contains two entries: "Invoice 1 Submitted for Review" and "Invoice 1 Uploaded".

7) Prior and current invoices will show on the main invoice page

Details
Tracking
Documents
Phases
Invoices
Drawdowns
Associated Applications

Agreements Invoices

Agreement Details

Item Segment #: 421997-7
Project Description: 421997-7 - PJ ADAMS PARKWAY FROM AS
Local Agency Contract: 421997-7-68-01 : C19-2837- PW 421997-7-58

Invoices

Add New

	Document Name	EDMSID	Size
Select	Invoice 1	11701657	339.00 KB

8) Select the **Download icon** to view the document

Invoices

Add New

	Document Name	EDMSID	Size
Select 	Invoice 1	11701657	339.00 KB

9) Select the **Email icon** to send the document

Invoices

Add New

	Document Name	EDMSID	Size
Select 	Invoice 1	11701657	339.00 KB

10) Select the **Delete icon** to remove the document

Invoices

Add New

	Document Name	EDMSID	Size
Select 	Invoice 1	11701657	339.00 KB

5.6 Agreement Drawdowns

- 1) Select the **Drawdowns** tab to view funds expended on the contracts

Details

Tracking

Documents

Phases

Invoices

Drawdowns

Associated Applications

Agreements Drawdowns

Agreement Details

Item Segment #: 421997-7

Project Description: 421997-7 - PJ ADAMS PARKWAY FROM ASHLEY DRIVE TO KEY LIME PLACE

Local Agency Contract: [421997-7-68-01 : C19-2837- PW](#) [421997-7-58-01 : test](#)

Drawdowns

FM #	Trans Type	Program #	Contract #	Trans Amount
421997-7-58-01	ENC	02	G0N75	
Invoice #		Fund Code		
5	Exp	SA		\$1,720,419.00
6	Exp	SA		(\$61,595.65)
7	Exp	SA		(\$123,839.85)
				(\$231,208.06)

5.7 Agreement Associated Applications

- 1) Select the **Associated Applications** tab to view

Details

Tracking

Documents

Phases

Invoices

Drawdowns

Associated Applications

Agreements Applications

Agreement Details

Item Segment #: 421997-7

Project Description: 421997-7 - PJ ADAMS PARKWAY FROM ASHLEY DRIVE TO KEY LIME PLACE

Local Agency Contract: [421997-7-68-01 : C19-2837- PW](#) [421997-7-58-01 : test](#)

Select Associated Applications

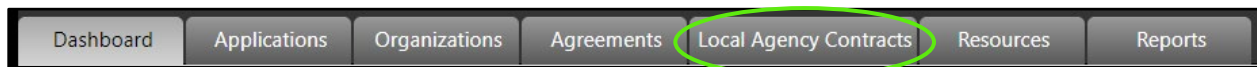
Agency	Application
Okaloosa County	Safe Routes to Schools-District 3
Okaloosa County	Transportation Regional Incentive Program (TRIP) - District 3
Okaloosa County	County Incentive Grant Program (CIGP) - District 3

Section 6: Local Agency Contracts

In the Local Agency Contracts section, you will have access to all of your local agreements. This is the section where you can review contracting information, contract dates, contract amounts, and prime contractor information.

6.1 Add New Local Agency Contract

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



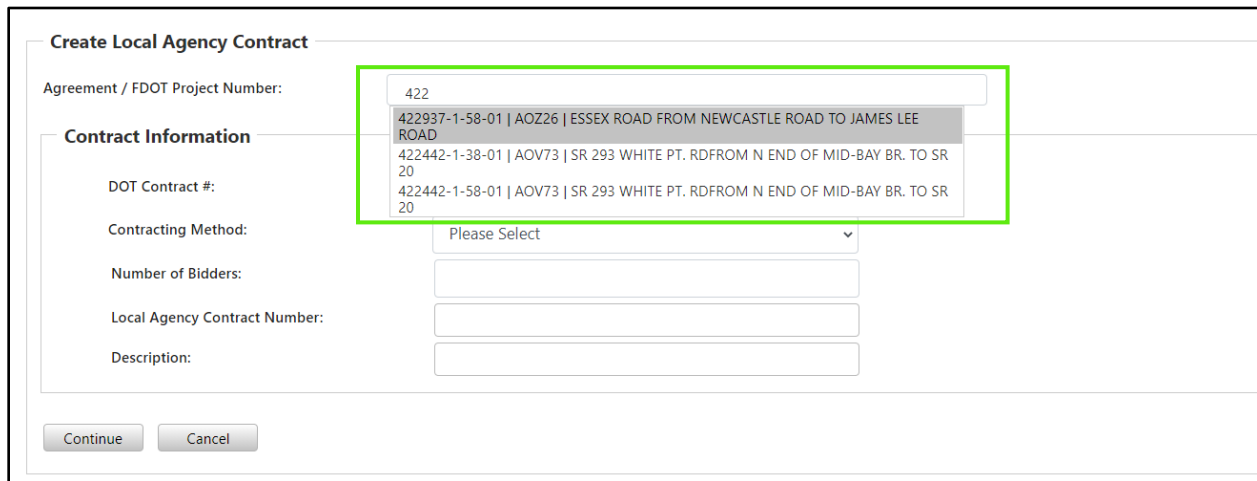
- 2) Select **Add New**



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

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

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



Create Local Agency Contract

Agreement / FDOT Project Number:

Contract Information

DOT Contract #:

Contracting Method:

Number of Bidders:

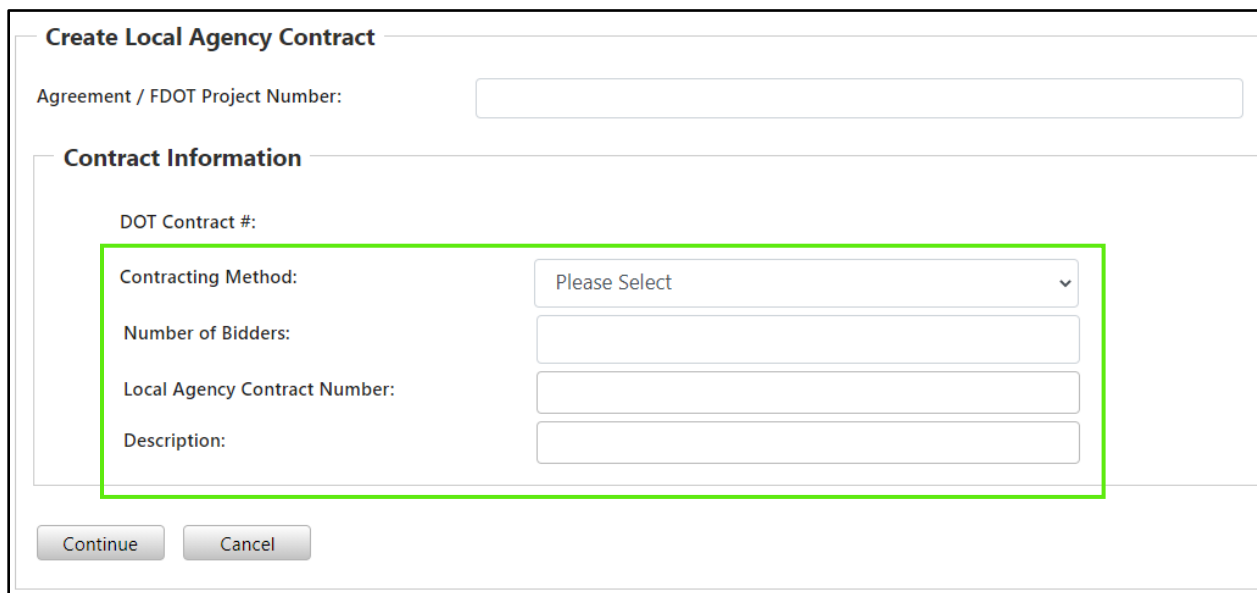
Local Agency Contract Number:

Description:

The dropdown menu for DOT Contract # is highlighted with a green box and contains the following options:

- 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

5) Enter the **Contract Information**



Create Local Agency Contract

Agreement / FDOT Project Number:

Contract Information

DOT Contract #:

Contracting Method:

Number of Bidders:

Local Agency Contract Number:

Description:

The 'Contract Information' section is highlighted with a green box.

6) Select **Continue**



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

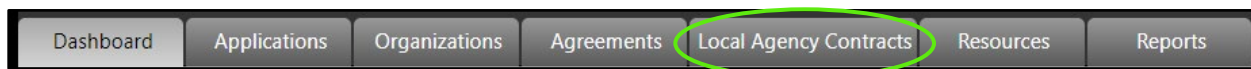
Contract Dates
Local Agency Advertisement Date:
Local Agency Planned Letting Date:
Local Agency Letting Date:
Local Agency Award Date:
Local Agency Contract Execution Date:
Local Agency Notice to Proceed Date:
Local Agency Construction Begin Date:
Local Agency Estimated Construction Completion Date: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

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

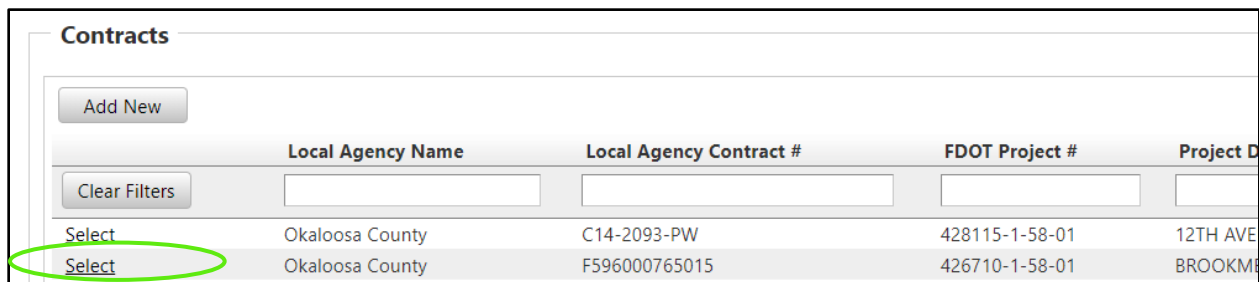
Prime Contractor

6.2 Review and Update Local Agency Contract

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



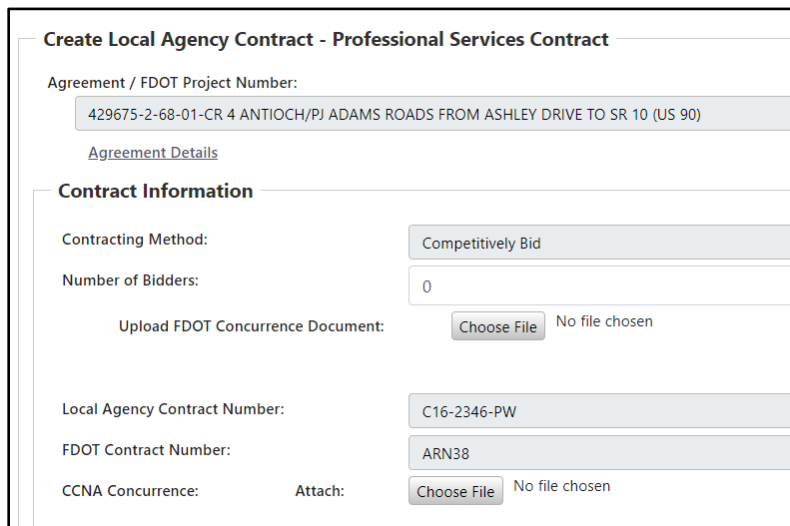
- 2) Use **Select** to review more details



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'. A 'Select' button is visible in the first row, highlighted with a green circle.

	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 includes a section for 'Agreement / FDOT Project Number' with a text input field containing '429675-2-68-01-CR 4 ANTIOCH/PJ ADAMS ROADS FROM ASHLEY DRIVE TO SR 10 (US 90)'. Below this is a 'Contract Information' section with fields for 'Contracting Method' (Competitively Bid), 'Number of Bidders' (0), 'Upload FDOT Concurrence Document' (Choose File), 'Local Agency Contract Number' (C16-2346-PW), 'FDOT Contract Number' (ARN38), and 'CCNA Concurrence' (Attach: Choose File).

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

6.2.1 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 7: 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).

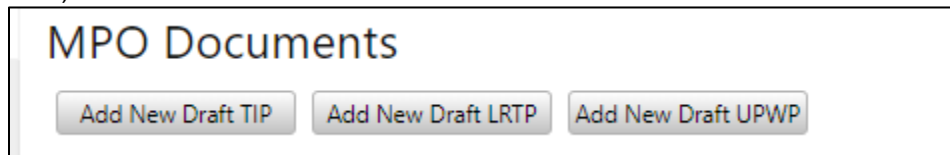
7.1 MPO Listing and Record Creation

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**



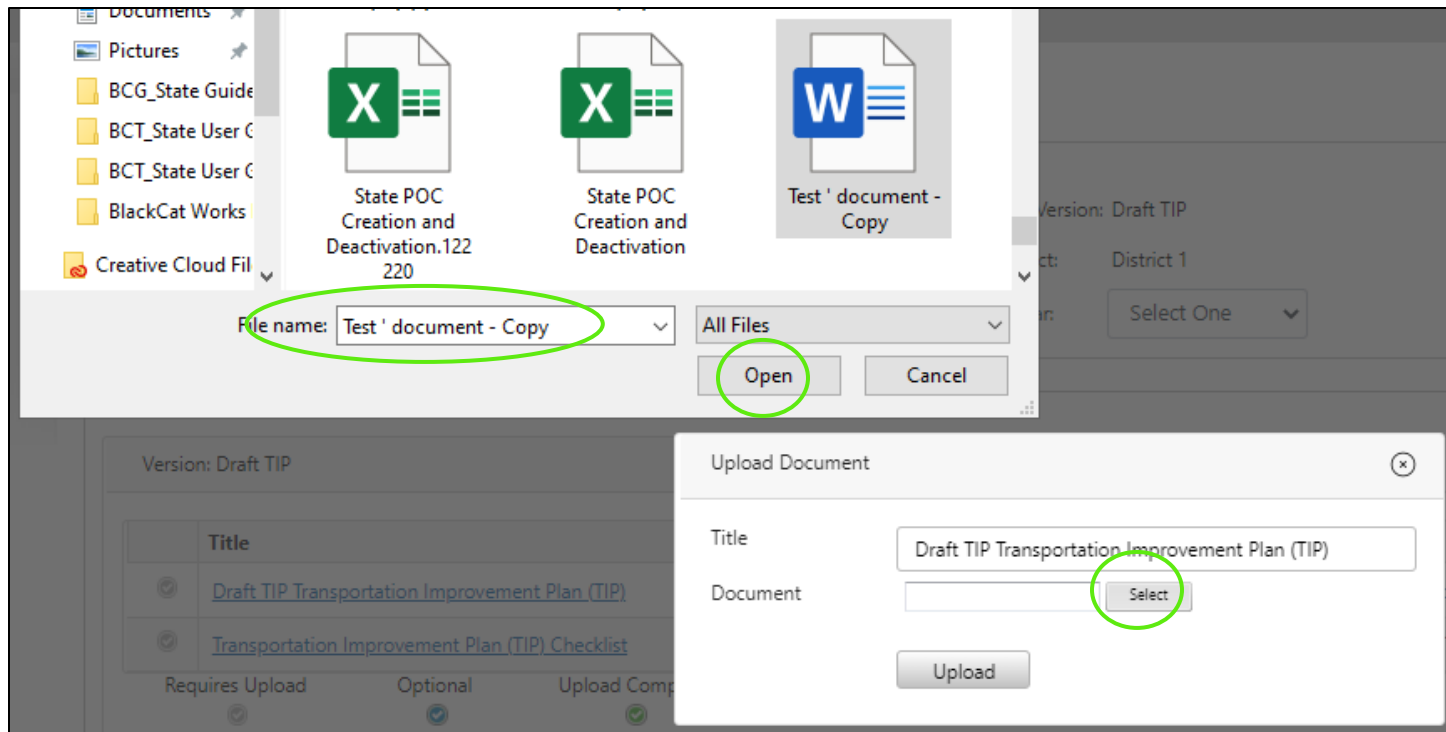
- 3) Select **Start Year, End Year and Federal Funds**

A screenshot of the 'MPO Details' form. The 'Details' section is active. Fields include: Document Type (TIP), Organization (Charlotte County - Punta Gorda MPO), TIP Start Year (dropdown menu), Document Version (Draft TIP), FDOT District (District 1), TIP End Year (dropdown menu), Status (Not Submitted), and Federal Funds (checkboxes for FHWA, FTA, and Other). The dropdown menus for Start Year and End Year, and the Federal Funds section, are circled in green.

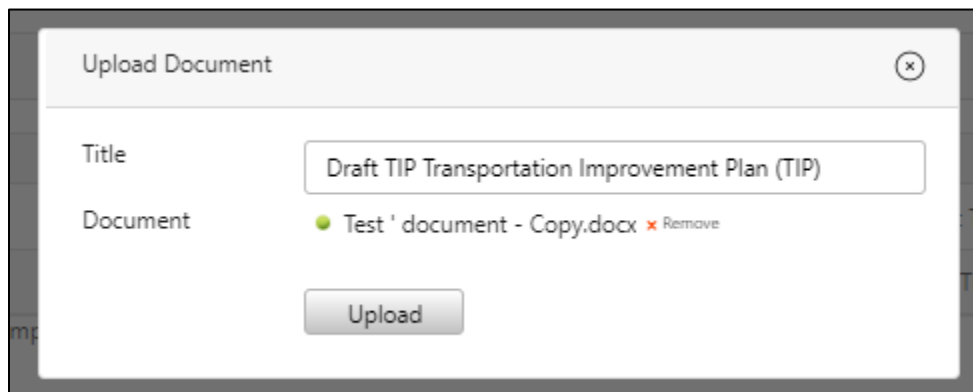
- 4) Select Upload to complete the required documents

A screenshot of the 'Documents' section. It shows a table with columns: Title, Description, Uploaded By, and Created. The first row is 'Draft TIP Transportation Improvement Plan (TIP)' with a circled 'Upload' button. The second row is 'Transportation Improvement Plan (TIP) Checklist' with a circled 'Upload' button. Below the table, there are checkboxes for 'Requires Upload', 'Optional', and 'Upload Complete'.

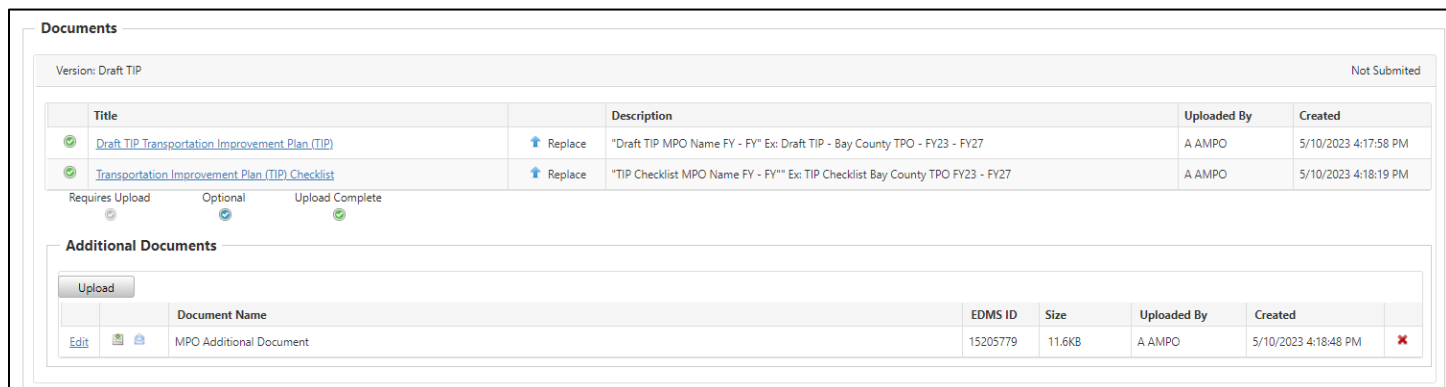
- 5) Select document



6) Select Upload



7) Select repeat for all Required Documents and Additional Documents



8) Enter any comments and select Insert



Comments

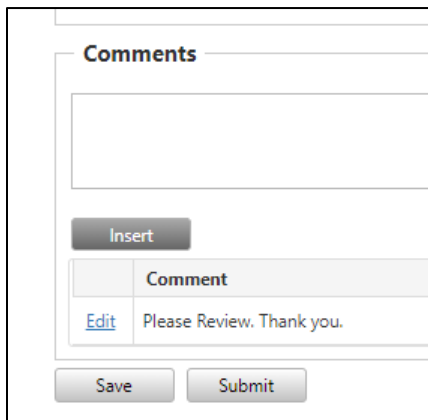
Please Review. Thank you.

Insert

Comment

There are no comments to display.

9) Select Save and Submit



Comments

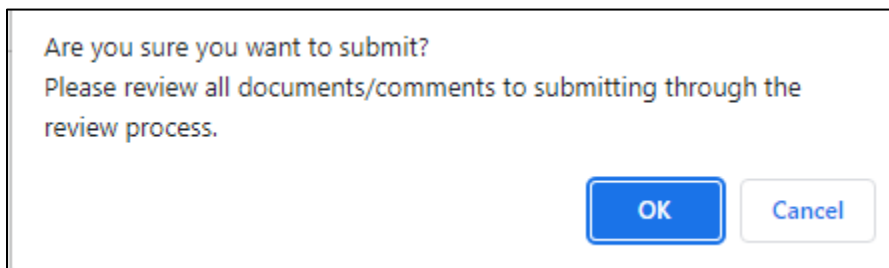
Insert

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: ☒ FHWA ☒ FTA ☐ Other

Documents

7.5 How to Submit an MPO Amendment/Modification

This step is completed by the MPO User.

1) Select **MPO Documents**

2) Select the record

MPO Documents

Add New Draft TIP

Add New Draft LRTP

Add New Draft UPWP

MPO Listing

	Start/Submitted Year	End/Horizon Year	District	Local Agency Name	Document Type	Status
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 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		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		Description	Uploaded By	Created
☒ Adopted LRTP Version #1 Long Range Transportation Plan	Upload	"Adopted LRTP Version #1 MPO Name FY - FY" Ex: Draft LRTP - Bay County TPO - 2045	AAA MPO	5/10/2023 6:39:14 PM
☒ Long Range Transportation Plan (LRTP) Checklist	Upload	"LRTP Checklist MPO Name FY - FY" Ex: LRTP Checklist Bay County TPO - 2045	AAA MPO	5/10/2023 6:39:14 PM

Requires Upload

Optional

Upload Complete

Additional Documents

Upload

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

5) Once submitted

MPO Details

Details

Document Type: UPWP

Document Version: Amendment UPWP Version #1

Status: Submitted for Review

Organization: Greater Orlando Aviation Authority (GOAA)

FDOT District: District 5

Federal Funds: ☒ FHWA ☒ FTA ☐ Other

UPWP Start Year: FY22/23

UPWP End Year: FY23/24

7.6 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
Clean 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	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

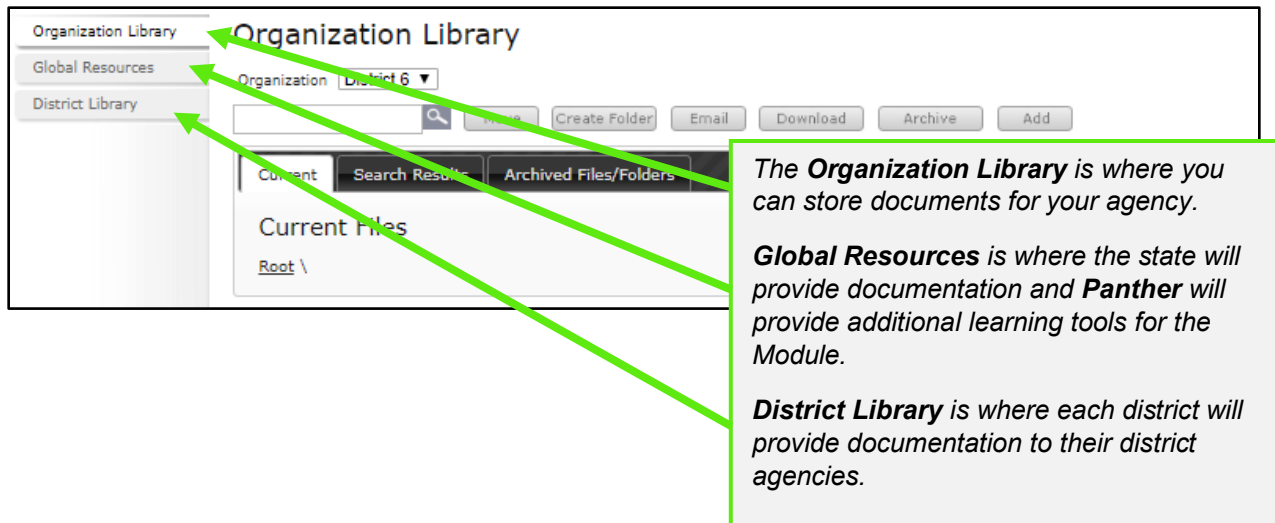
UPWP Start Year: FY22/23 UPWP End Year: FY23/24 Federal Funds: ☒ FHWA ☒ FTA ☐ Other

Section 8: Resources

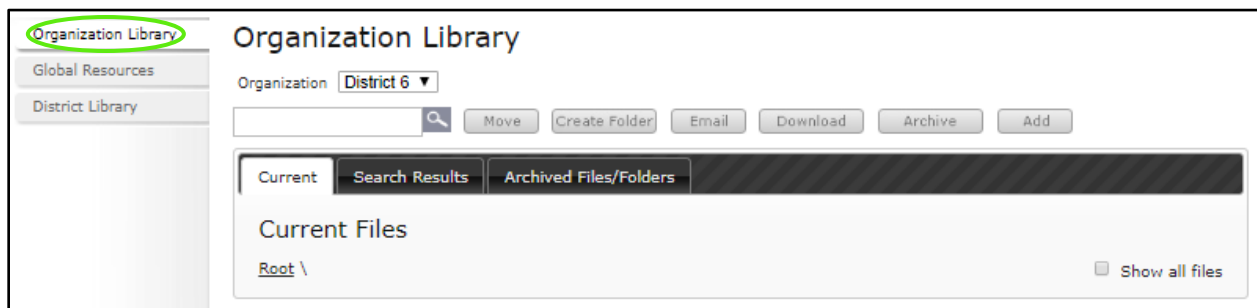
The Resources section is where additional documents and records are kept for the Organization, DOT and the **FLGAP System**.

1) Select Resources

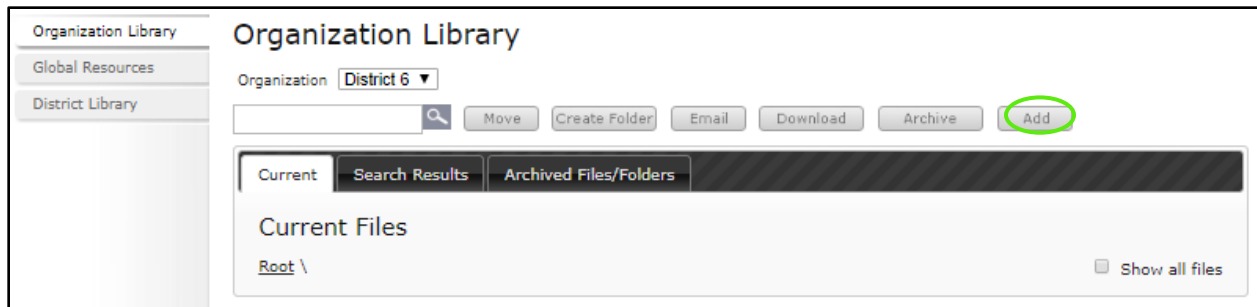
Dashboard Applications Organizations Agreements Local Agency Contracts **Resources** Reports



- 2) To **Add** a document to the Organization:
 - a. Select **Organization Library**



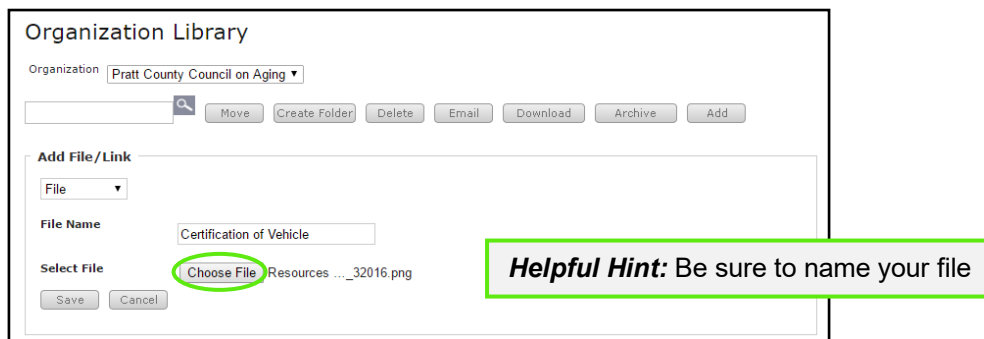
- b. Select the **Add** button



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

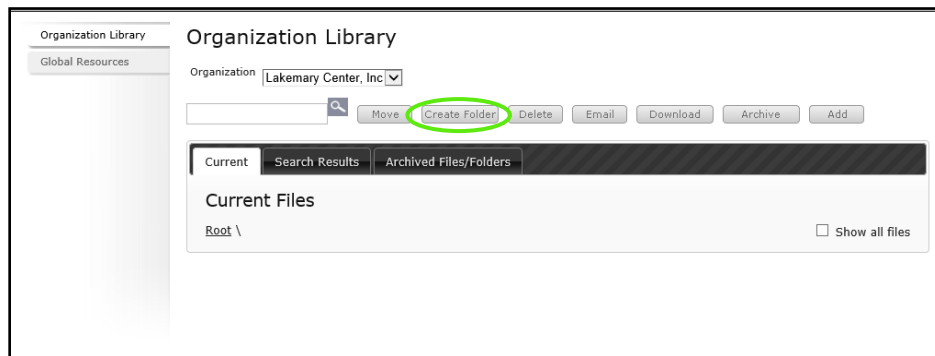


Your document is now loaded:



3) How to create a folder:

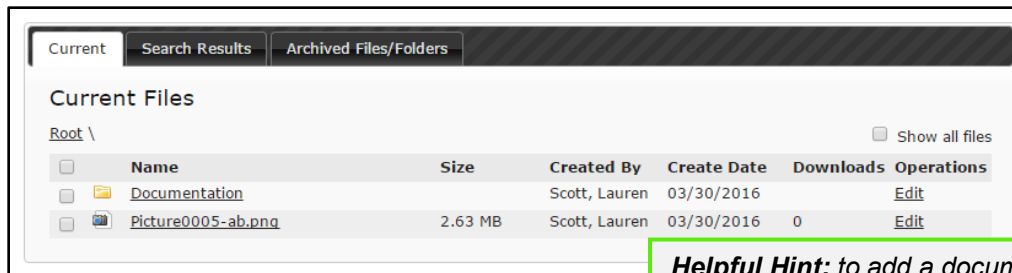
a) Select **Create Folder**



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



Your folder is now created:



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

- 4) To find state and **Panther** documents and training videos, select **Global Resources**

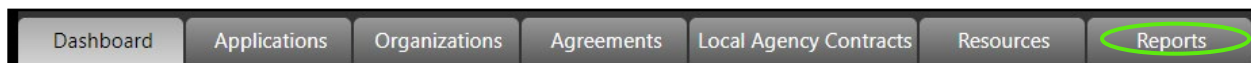


Section 9: Reports

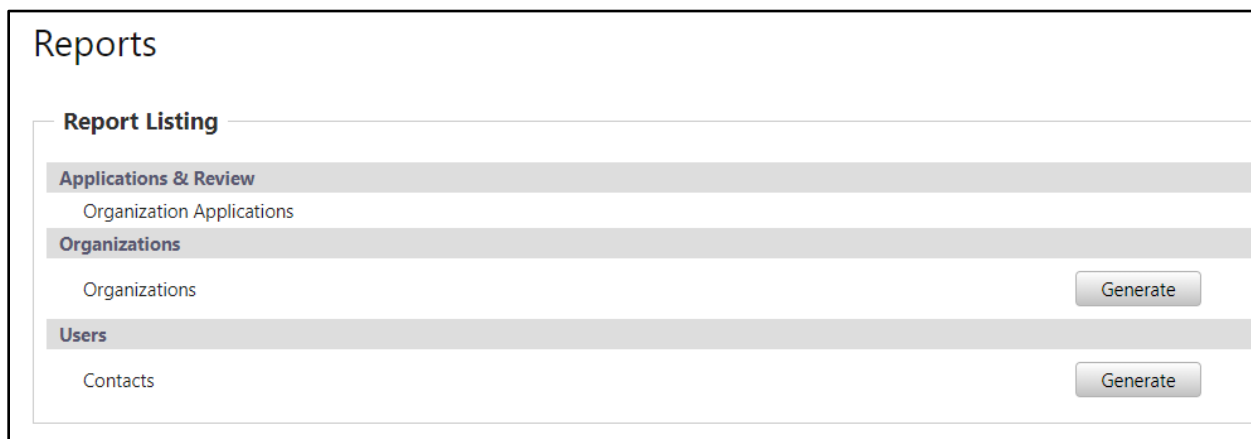
The reports section can be utilized to access information/data from within the system in a neatly formatted document. If there is a report you would like access to but you do not find it in the reports section, please request your report through your DOT Representative or **BlackCat Support**.

To access the Reports:

1. Select **Reports**

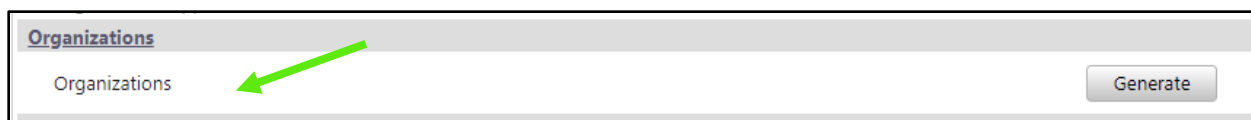


2. The Report Listing will now display

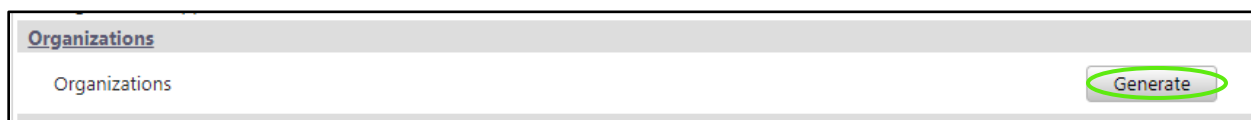


To create Reports:

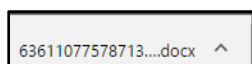
1. Identify the type of report to create



2. Select **Generate**



3. Your Report will now download for your review



Section : Additional Information

For additional information regarding **system** functionality, please contact:

- **BCG Support at 888-238-9707**

For additional information regarding **policy** or clarification on what **content** to enter please contact:

- **Your DOT representative**

Frequently Asked Questions:

Q1: How do I add a User?

A1: Please go to www.flgap.com and select 'Request Access' in the bottom right-hand corner. This request will go directly to DOT for processing.

Q2: What information am I responsible for maintaining?

A2: It is vital to keep everything in the Organization section current. Please update this section on a regular basis.

Q3: What if there are no grant opportunities listed for my organization?

A3: If there are no grant opportunities to apply for you must contact your DOT representative to update the opportunities for your organization.

Q4: What if the grant opportunities listed for my organization are incorrect?

A4: If there are grant opportunities available to your organization, but they are not the appropriate funding programs, you must contact your DOT representative to update the opportunities for your organization.

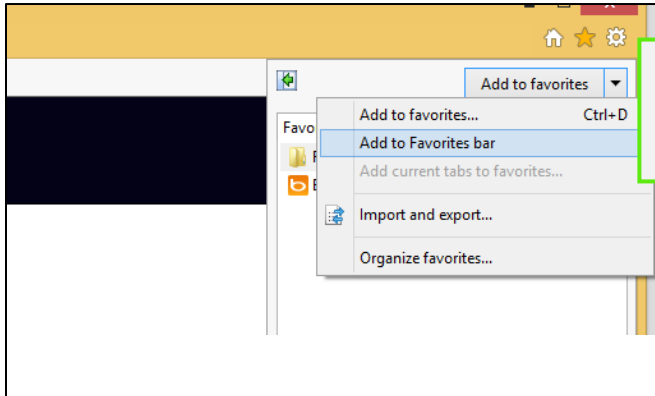
Q5: How do I get speedy assistance?

A5: If you need technical assistance, please email support@flgap.com or call the **BlackCat** Support Line. One of our friendly support staff will be there to assist you. If you do reach voicemail, please leave a message with the following information.

- Name
- State
- Organization Name
- Best way to reach you
- A quick summary of your issue or question

Q6: How do I add the FLGAP System web address to my favorites or bookmark the page for easy access?

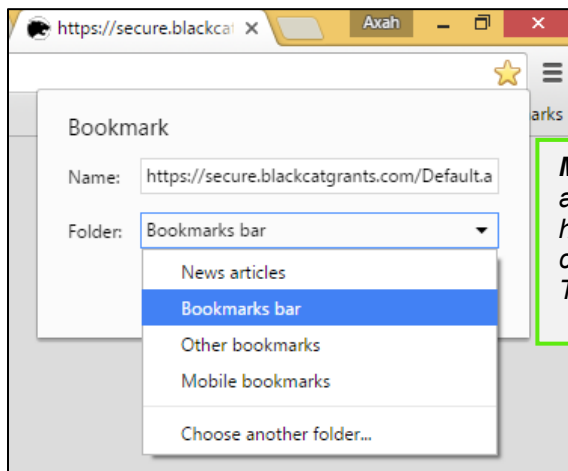
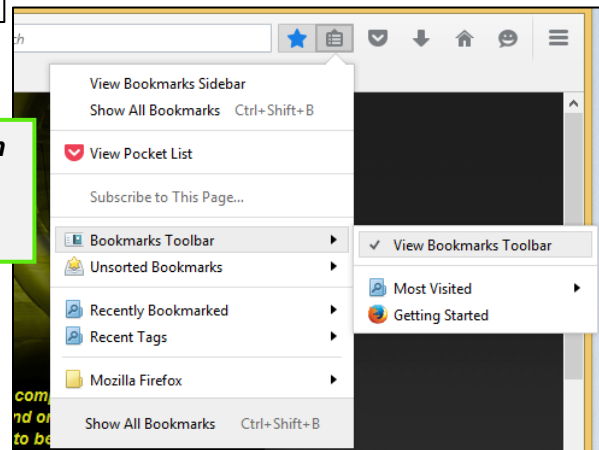
A6: Website Bookmarking: We recommend bookmarking the website (URL) to allow easy access when returning in the future. Below is how to complete this task in each browser.



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 System** 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'.

