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## **Section 1: Introduction**

### **1.1 What is the FLGAP System?**

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

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

### **1.2 This User Guide**

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

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

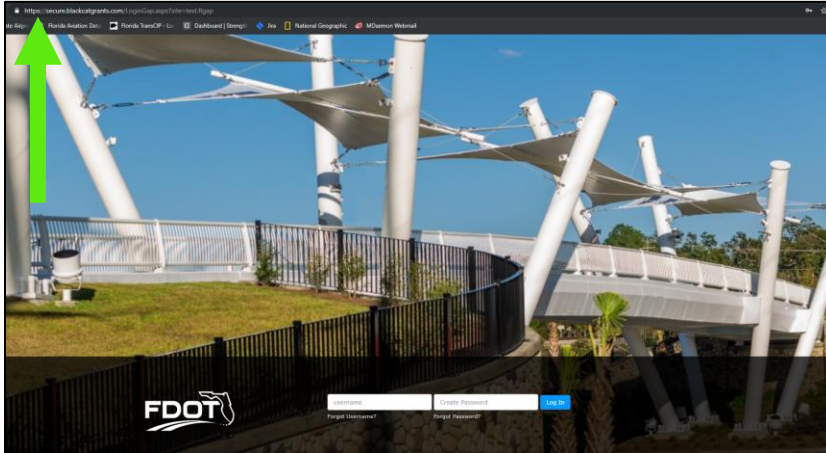
**Note:** Due to differences between internet browsers, your view may differ slightly from the view in the screenshot utilized to create this manual. While internet browsers may cause a variation in look and feel, all systems components should continue to function in all internet browsers.

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

## Section 2: Getting Started

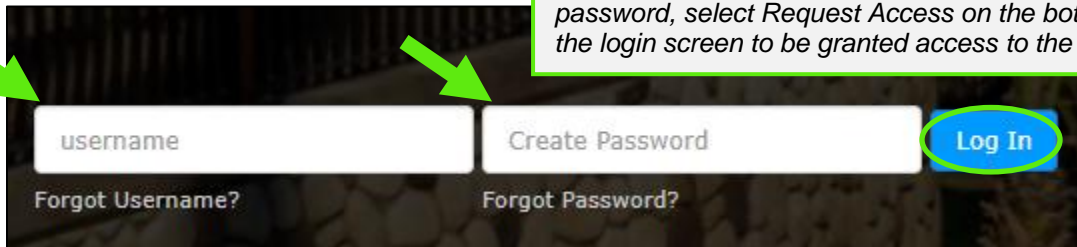
### 2.1 Access FLGAP System

- 1) Locate the **FLGAP System** login screen at: [www.flgap.com](http://www.flgap.com)



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

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



## 2.2 System Overview

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

**BlackCat**  
GRANT MANAGEMENT SYSTEM

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

Dashboard Applications Organizations Resources Reports Review

Dashboard

Dashboard

**WELCOME MESSAGE**

**Welcome to Florida Grant Application Program!!**

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

**Submitted Grant Application**

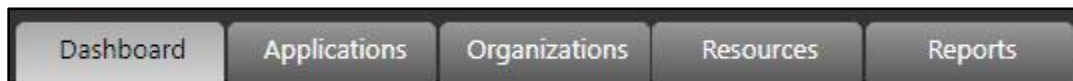
Organization Name	Application Type	Fiscal Year	Status
Charlotte Harbor	<a href="#">Highway Beautification Grant Application - District 1</a>	2020	Submitted
Charlotte Harbor	<a href="#">Highway Beautification Grant Application - District 1</a>	2020	Submitted
Charlotte Harbor	<a href="#">Highway Beautification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

Powered by Panther

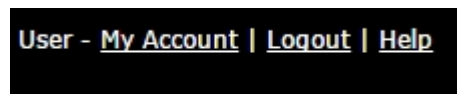
BCG Support Center: 888-238-9707 | [Accessibility Info](#) | [Contact Support](#)

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

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



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



## My Account:

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

**Edit User**

Contact Types

Salutation: Mr

First Name: George

Middle Initial:

Last Name: Washington

Title:

Address 1: PO Box 12345

Address 2:

City: Tampa

State: Florida

Zip: 33607

Main Phone Number: 1112223333 Ext 444 Enter 10 digits no hyphens

Alternate Phone Number: Ext Enter 10 digits no hyphens

Main Email: gWASHINGTON@TEST.ORG

Secondary Email:

Notes:

**Save** Cancel

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

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

## Logout and Help:

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

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

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

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

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

**BlackCat Support Center Phone Number:**

Located at the bottom right corner and should be used by Agency Users to request technical assistance.

**Accessibility Info:**

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

**Contact Support:**

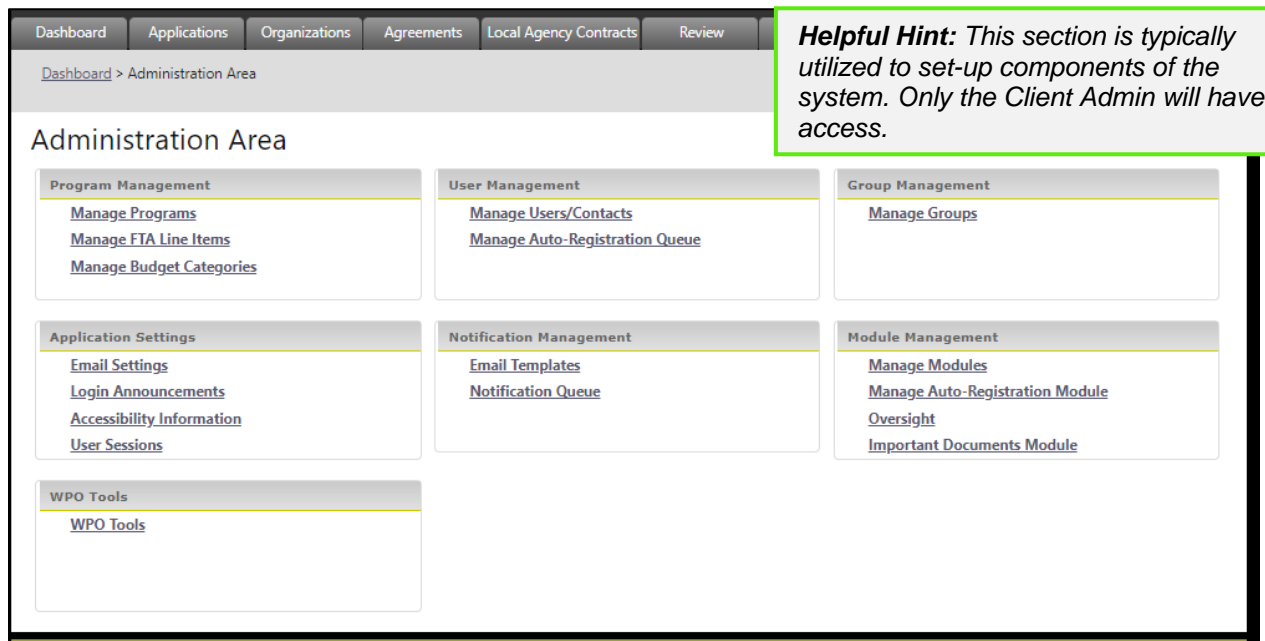
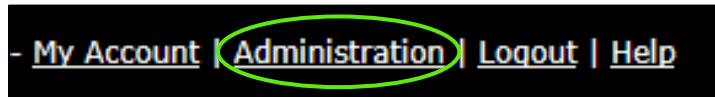
Allows an Agency User to submit questions, concerns, ideas, or other information directly to the **BlackCat Customer Support Team**.

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

## Section 3: Administration Management

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

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

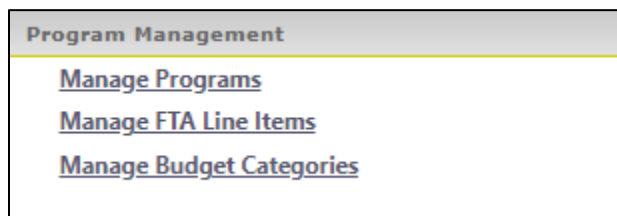
A screenshot of the 'Administration Area' dashboard. At the top, there is a navigation bar with tabs for Dashboard, Applications, Organizations, Agreements, Local Agency Contracts, and Review. Below this is a breadcrumb trail: [Dashboard](#) > [Administration Area](#). The main content area is titled 'Administration Area' and contains several panels:

- 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](#)

A green-bordered box on the right side of the dashboard contains the following text: **Helpful Hint:** This section is typically utilized to set-up components of the system. Only the Client Admin will have access.

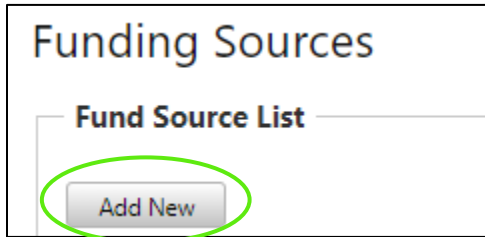
### 3.1 Manage Programs

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

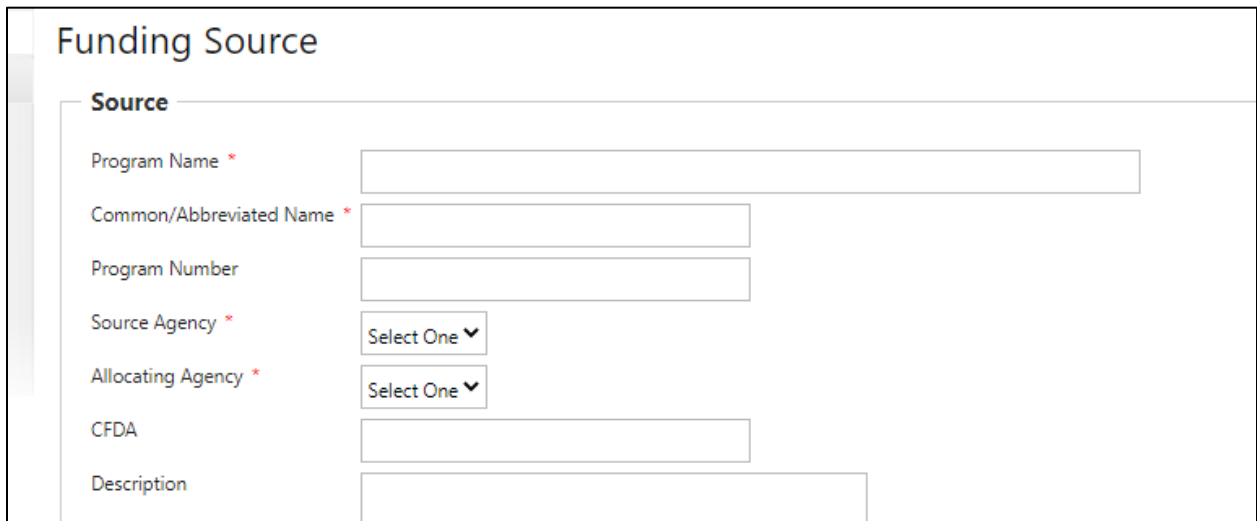
A screenshot of the 'Program Management' panel. It has a grey header with the text 'Program Management'. Below the header, there are three blue underlined links: [Manage Programs](#), [Manage FTA Line Items](#), and [Manage Budget Categories](#).

### 3.1.1 Manage Programs

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



- 3) Complete Required Fields



The screenshot shows a form titled "Funding Source" with a sub-section "Source". The form contains the following fields:

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

- 4) Select Insert
- 5) Select Access



6) Select Agencies

### Funding Source

**Filter Options**

Filter By:

**Agencies**

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

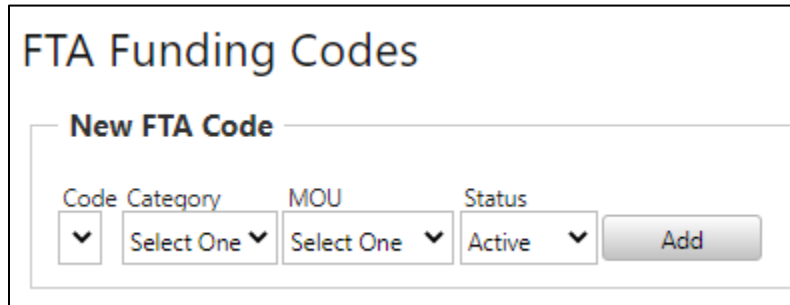
<input checked="" type="checkbox"/> Florida Department of Transportation	<input type="checkbox"/> City of Largo
<input type="checkbox"/> Town of Bell	<input type="checkbox"/> City of Lauderhill
<input type="checkbox"/> Town of Belleair	<input type="checkbox"/> City of Layton
<input type="checkbox"/> 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**

### 3.1.2 Manage FTA Line Items

- 1) Select Manage FTA Line Items
- 2) Complete Category, MOU, and Status



- 3) Select Save

### 3.1.3 Manage Budget Categories

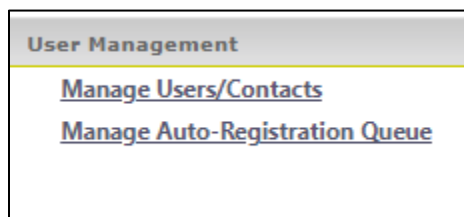
- 1) Select Manage Budget Categories
- 2) Select Category, Budget Code, Name, Sequence



- 3) Select Save

## 3.2 Manage Users

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



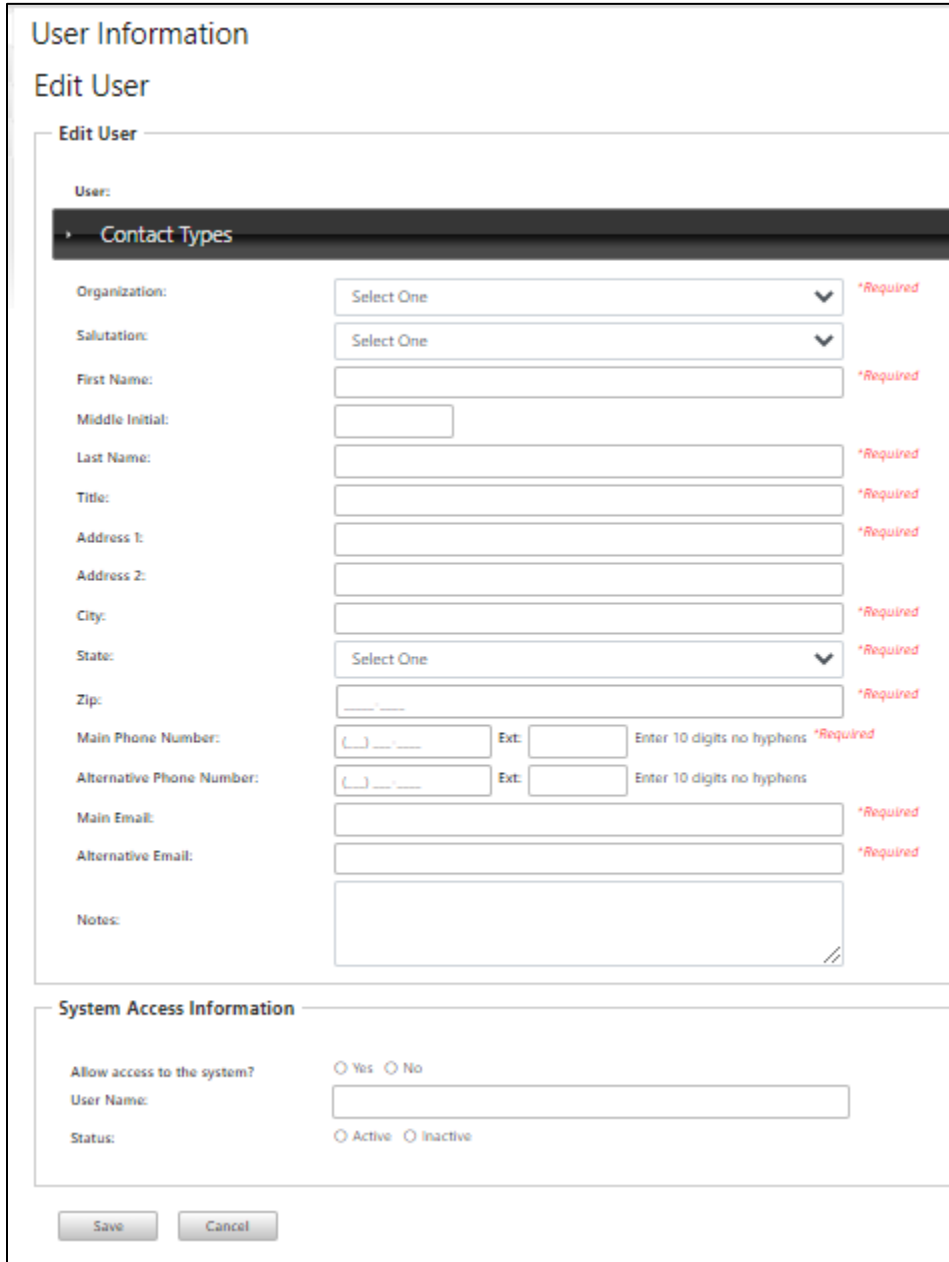
### 3.2.1 Creating A Contact

- 1) Select Manage Users/Contacts

2) Select **Add New**



3) Select Organization and Required Fields

A screenshot of a web application interface for editing user information. The form is titled "User Information" and "Edit User". It contains several fields for user details, including Organization, Salutation, First Name, Middle Initial, Last Name, Title, Address 1, Address 2, City, State, Zip, Main Phone Number, Alternative Phone Number, Main Email, and Alternative Email. There is also a Notes field. The form is divided into two sections: "Edit User" and "System Access Information". The "System Access Information" section includes fields for "Allow access to the system?", "User Name", and "Status". The form has "Save" and "Cancel" buttons at the bottom.

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

**System Access Information**

Allow access to the system?  Yes  No

User Name:

Status:  Active  Inactive

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

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

**System Access Information**

Allow access to the system?  Yes  No

User Name:

Status:  Active  Inactive

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

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

**System Access Information**

Allow access to the system?  Yes  No

User Name:

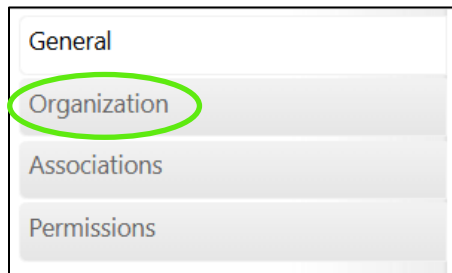
Status:  Active  Inactive

**Send User Access Email**

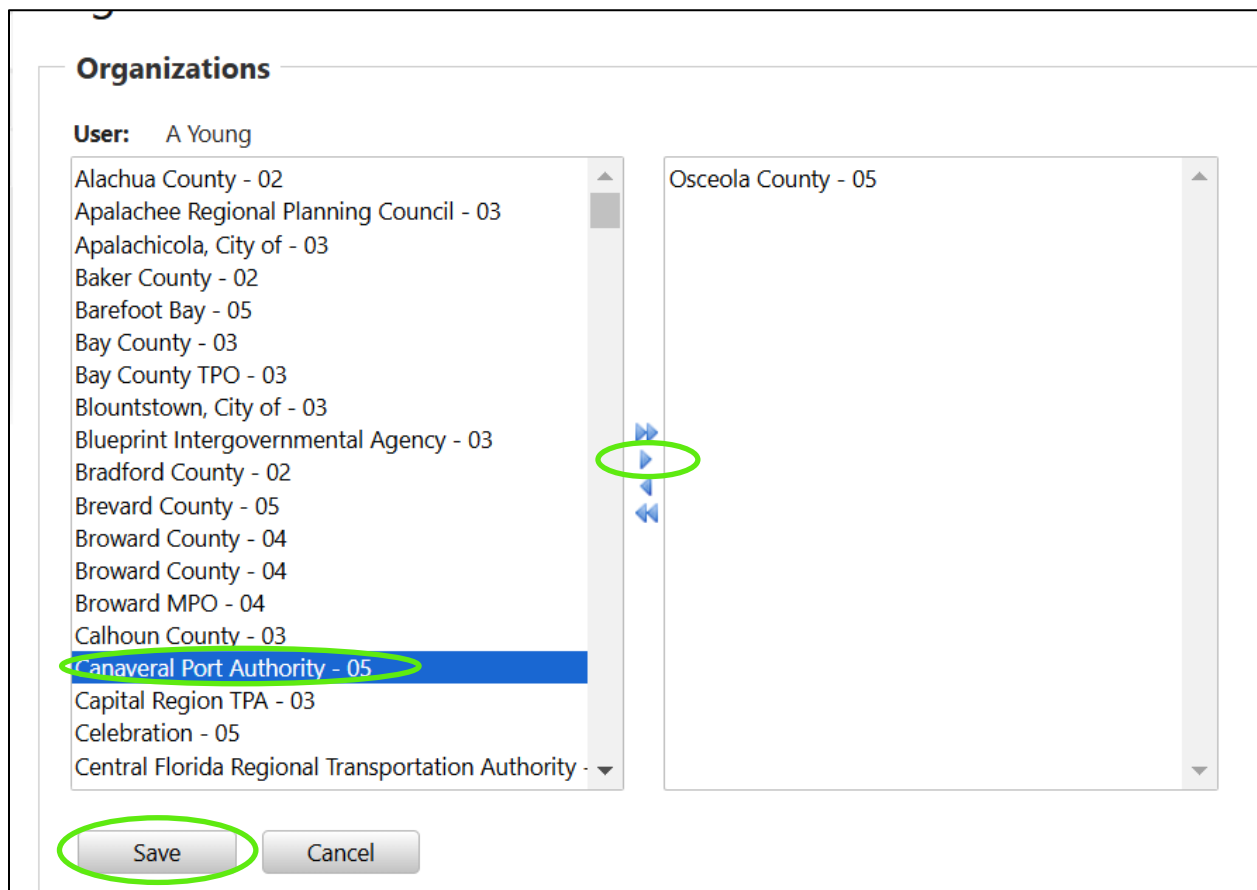
**Save** **Cancel** **Delete**

### 3.2.3 Managing Multiple Organizations & Associating Agreements

- 1) Select **Organization**



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



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

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

- View Applications (listed below the agreements section)

Applications			
Organization	Application	Description	Status
No records to display.			

- View History Log

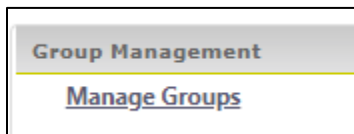
History Log					
Status	Organization Name	Agreement - Project Name	Application	Updated By	Date
User Marked Inactive	City of Winter Haven			Precious Lewis	10/29/2024 5:57:57 PM EST
User Marked Inactive	Flagler County			Precious Lewis	10/29/2024 5:57:57 PM EST
User Marked Inactive	Hendry County			Precious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

### ***i. Manage Auto-Registration Queue***

This functionality is not currently available.

## **3.3 Manage Groups (Associations)**

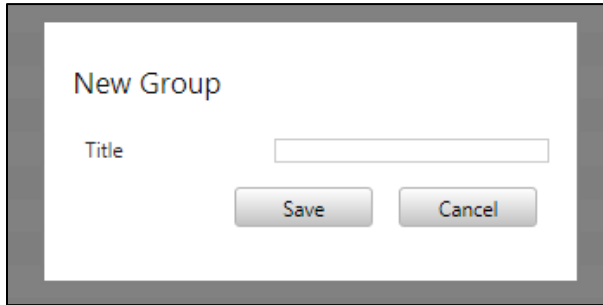
This section allows you to identify permissions for the various groups within the system (ex. District, State, Agency, Application Reviewers, etc.)



### **3.3.1 Manage Groups**

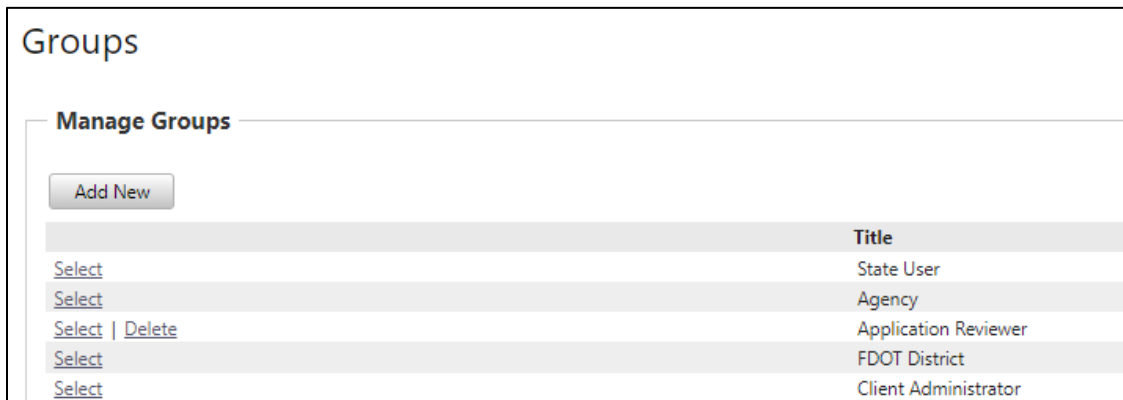
- Select Manage Groups
- Select Add New
- Enter the Title

4) Select Save or Cancel



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

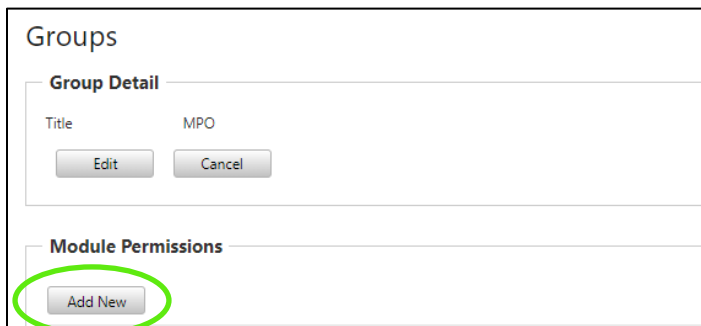
5) Select the Group created



The "Groups" management interface shows a "Manage Groups" section with an "Add New" button and a table of existing groups.

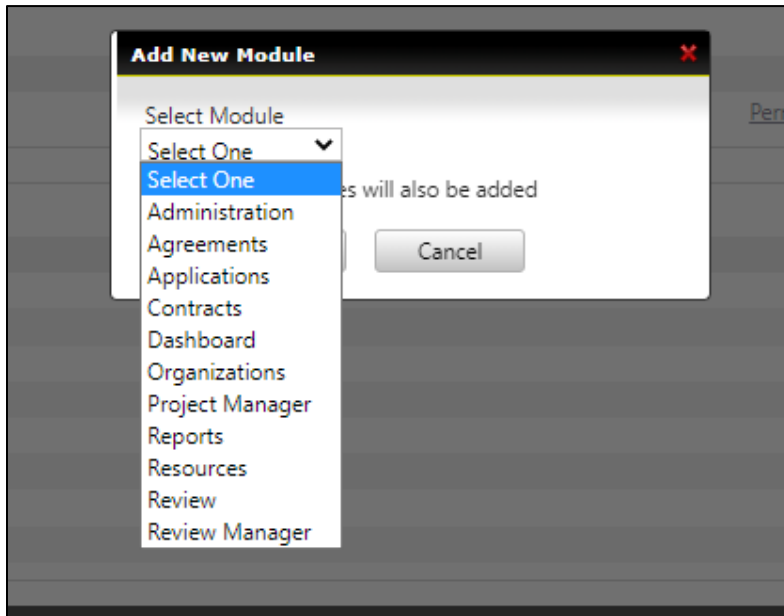
	Title
<a href="#">Select</a>	State User
<a href="#">Select</a>	Agency
<a href="#">Select</a>   <a href="#">Delete</a>	Application Reviewer
<a href="#">Select</a>	FDOT District
<a href="#">Select</a>	Client Administrator

6) Select **Add New**

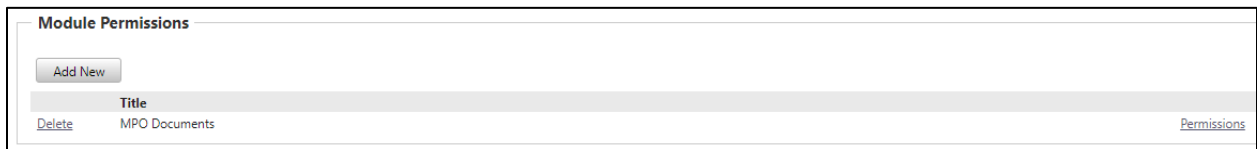


The "Group Detail" interface shows fields for "Title" and "MPO", "Edit" and "Cancel" buttons, and a "Module Permissions" section with an "Add New" button circled in green.

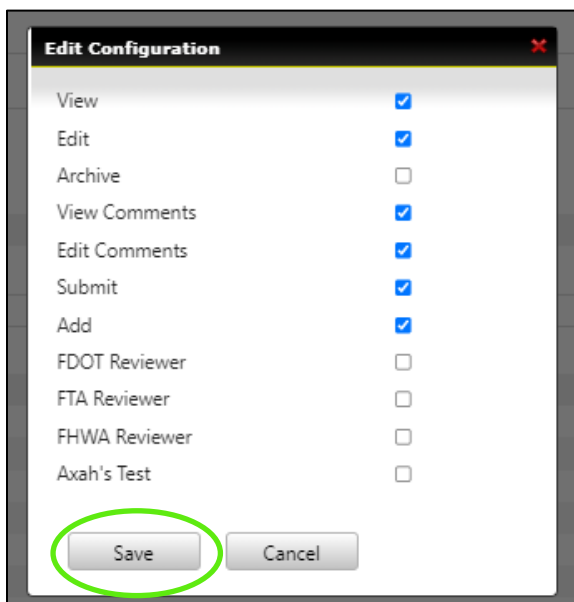
7) Select Module and select **Save**



8) Select Permissions

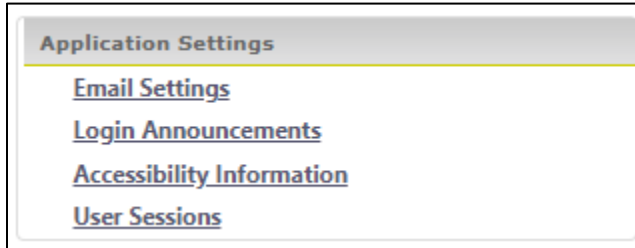


9) Select checkboxes and select **Save**



## 3.4 Application Settings

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



### 3.4.1 Email Settings

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

### 3.4.2 Login Announcements

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

### 3.4.3 Accessibility Information

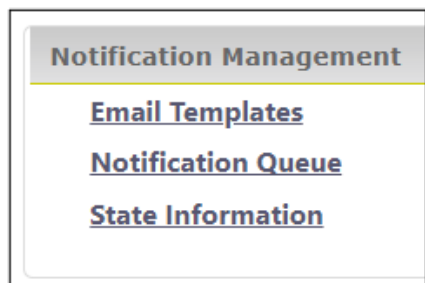
This section is where you will update the accessibility information narrative as needed.

### 3.4.4 User Sessions

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

## 3.5 Notification Management

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



### **3.5.1 Email Templates**

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

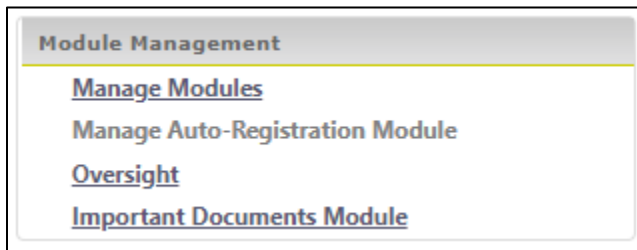
### **3.5.2 Notification Queue**

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

### **3.5.3 State Information**

This section logs the work program emails.

## **3.6 Module Management**

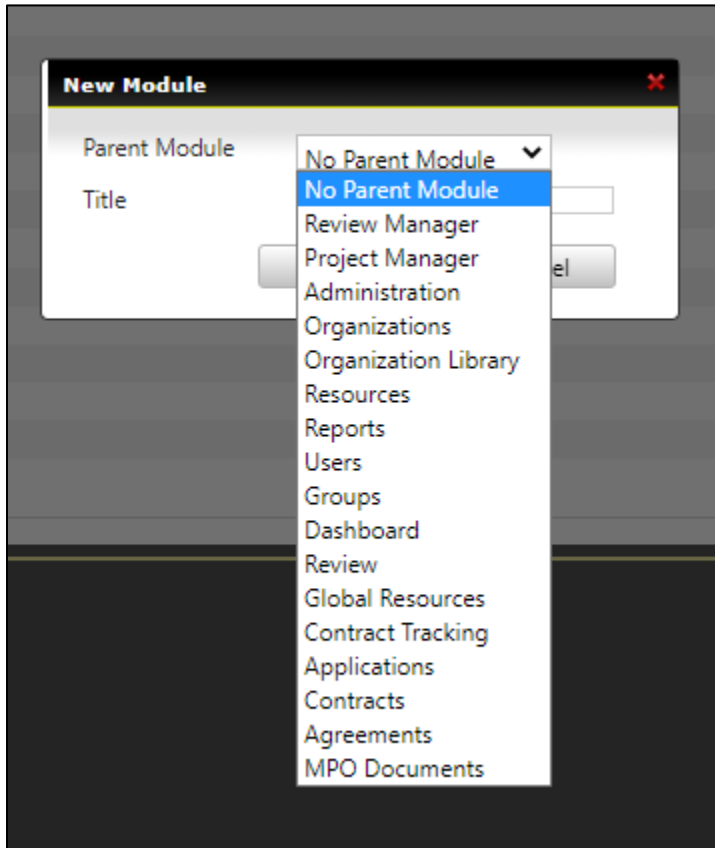


### **3.6.1 Manage Modules**

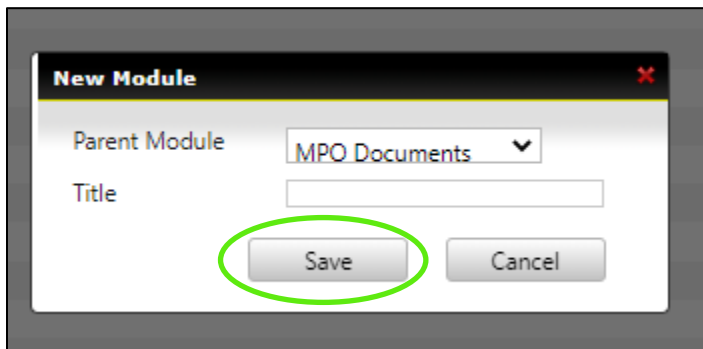
This section controls the permission of each user association group and the permission on the user profile.

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

3) Select Parent Module



4) Enter Title and select **Save**



5) Select Module created

### System Modules

**Manage Modules**

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

6) Select **Add New**

### System Modules

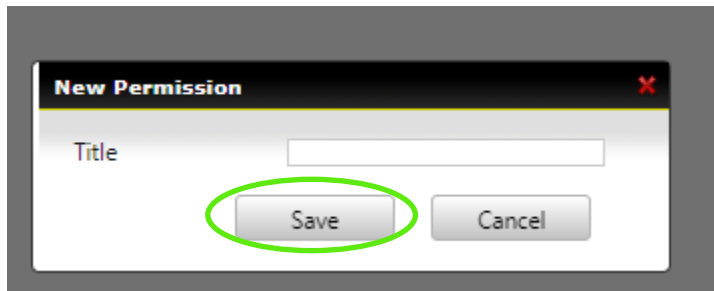
**Module Details**

Parent Module:  ▼

Title: MPO Documents

**Module Permissions**

- 7) Enter Title and select **Save**



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

### **3.6.2 Manage Auto-Registration Module**

This functionality is not currently available.

### **3.6.3 Oversight**

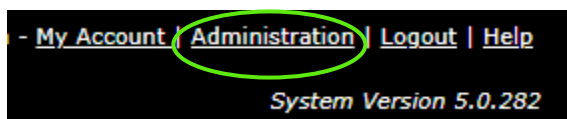
This functionality is not currently available.

### **3.6.4 Important Documents Module**

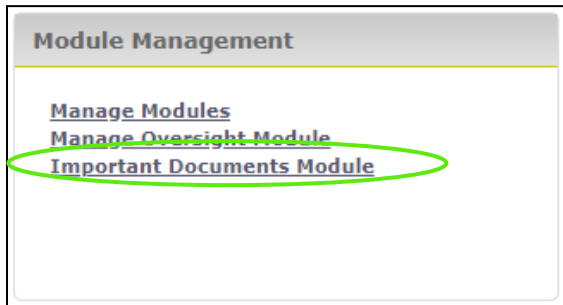
The Important Documents section allows agency users to download and execute a single copy of the Federal Transit Administration Certifications and Assurances on an annual basis. This section also allows agency users to provide other required documents to Caltrans. Important Document categories must be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

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

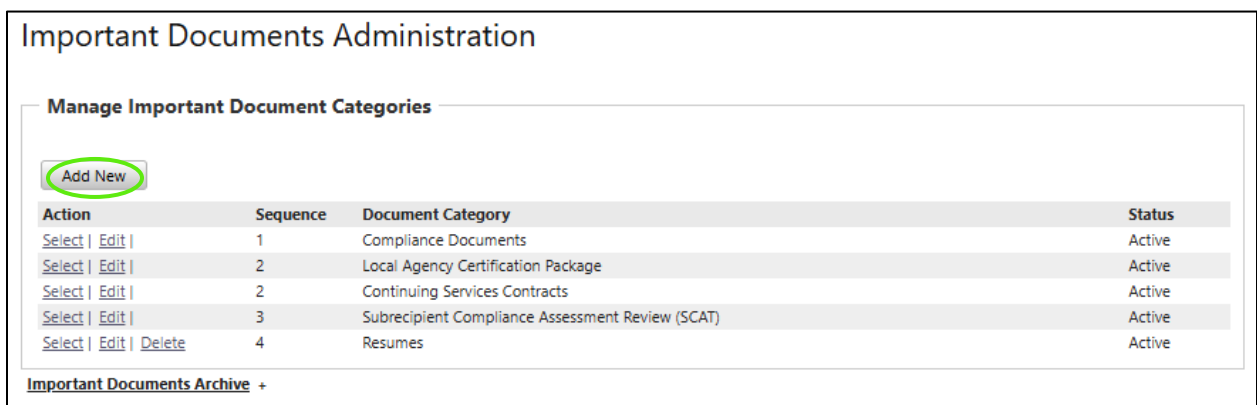
- 1) Client Administrator users click on the **Administration** in the upper, right-hand corner of the window



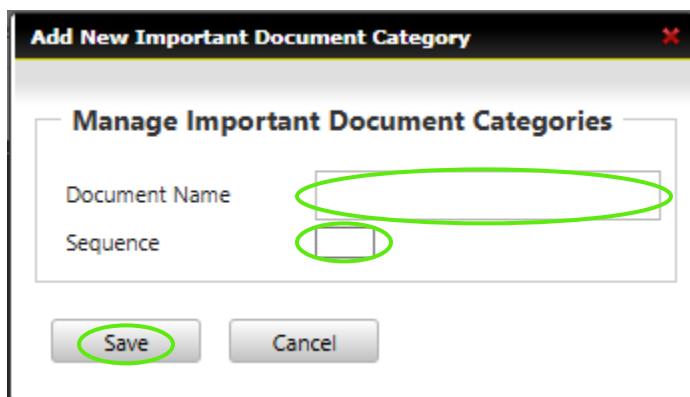
2) Click on the **Important Documents Module** in the Module Management section



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



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



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

Important Documents Administration

Manage Important Document Categories

Add New

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

Important Documents Archive +

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

Important Documents Administration

Manage Important Document Categories

Add New

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

Important Documents Archive +

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

Edit Document Category

Edit Document Category

Document Category Compliance Documents

Sequence 1

Save Cancel

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

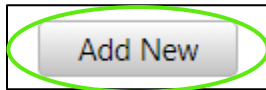
### Important Documents Administration

**Manage Important Document Categories**

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

[Important Documents Archive](#) +

9) Select **Add New**



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

### Add New Important Document Type

**Manage Important Document Types**

Document Name

Sequence

Validity Terms

Expiration Date:  Yes  No

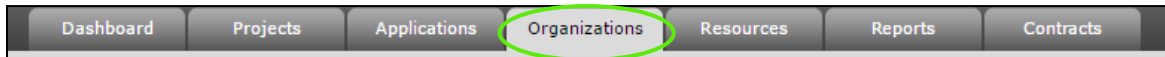
Document For Download  Yes  No

Require Secondary Action  Yes  No

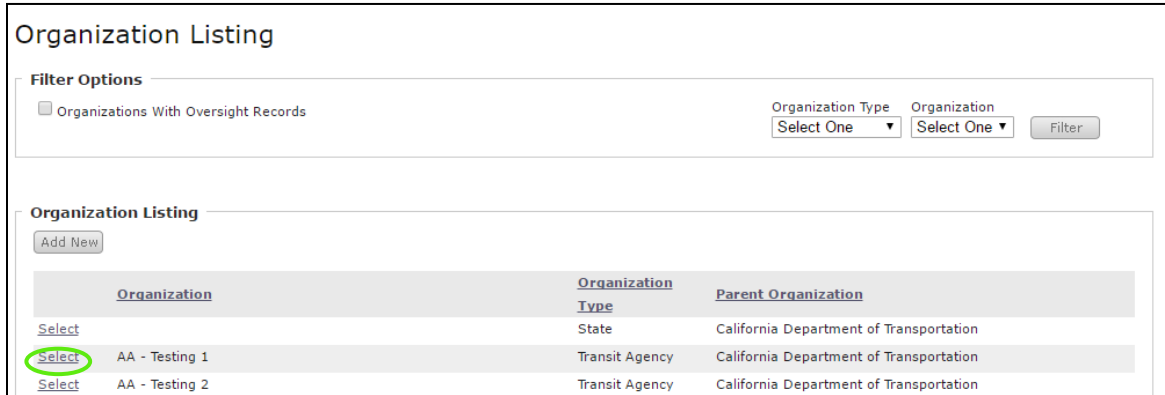
Confidential:  Yes  No

Supplied Document  No file chosen

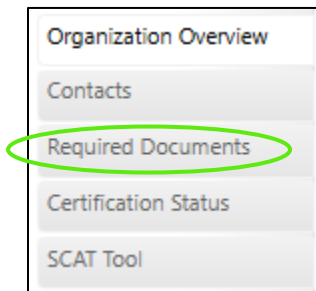
11) To edit or view an organization's Important Documents select the **Organizations** tab



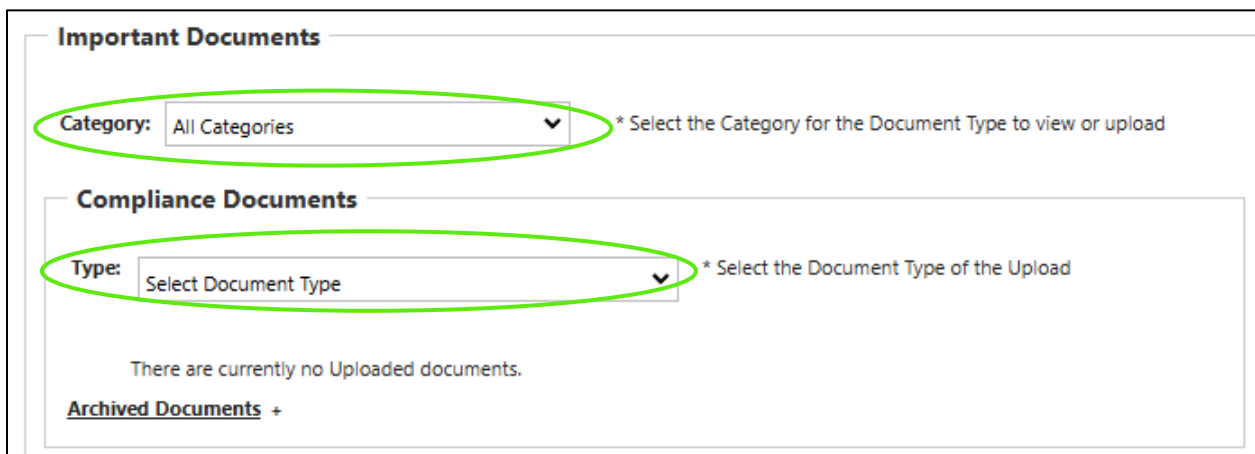
12) Select an **Organization**



13) Select the **Required Documents** tab



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



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

**Important Application Documents**

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

**FTA Certifications and Assurances - Application Requirements**

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

There are currently no Uploaded documents.

[Archived Documents +](#)

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

**Important Application Documents**

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

**FTA Certifications and Assurances - Application Requirements**

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

There are currently no Uploaded documents.

[Archived Documents +](#)

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

**Application Document Upload**

**Document Upload**

Choose File 1 Test file (4).pdf

Comment  
Enter Comment

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

Save Cancel





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

**Important Application Documents**

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

**FTA Certifications and Assurances - Application Requirements**

Type:  \* Select the Document Type of the Upload

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

[Archived Documents](#) +

- 19) Repeat steps to upload any Important Documents.

### 3.7 WPO Tools

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

**WPO Tools**

[WPO Tools](#)

#### 3.7.1 Project Record Look Up

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

**WPO Tools**

FPN/Item-Segment:

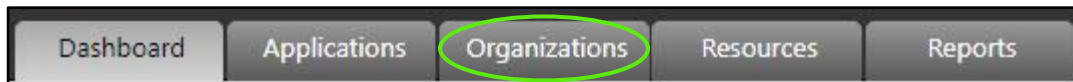
## Section 4: Organization Management

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

### 4.1 Adding A New Organization

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

- 1) Select the **Organizations** tab



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

Organization Listing

Filter Options

Filter By:     Default list displays active status organizations

Organizations With Oversight Records

Organization Listing

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

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

Organization Details

System Org Type:\*

4) Enter information in the fields

**Organization Details**

Legal Name:\*

Common Name/Acronym/DBA:\*

**Physical Address**

Address 1:\*

Address 2:

City:\*  State:\*

Zip Code:\*  -

County:

Mailing address if different

Remittance address

**Contact Info**

Website:

Customer Service Email:

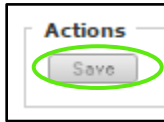
Main Phone Number:  -  -  Ext

Alternate Phone Number:  -  -  Ext

Fax Number:  -  -

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

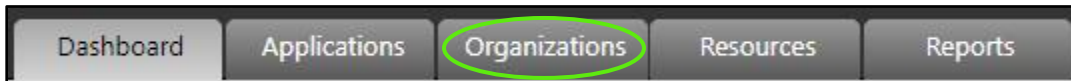
5) Select the **Save** button to ensure the information you entered is saved



## 4.2 Editing Organization Details

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

1) Select the **Organizations** tab



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

Organization Listing

	Name	System Org Type	State Parent	FDOT District	Status
<input type="button" value="Select"/>	Florida Department of Transportation	State			Active
<input type="button" value="Select"/>	Town of Bell	Local Agency	Florida Department of Transportation	District 2	Active
<input type="button" value="Select"/>	Town of Belleair	Local Agency	Florida Department of Transportation	District 7	Active

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:\*

Zip Code:\*  -

County:

Mailing address if different

Remittance address

**Contact Info**

Website:

Customer Service Email:

Main Phone Number:  -  -  Ext

Alternate Phone Number:  -  -  Ext

Fax Number:  -  -

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

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

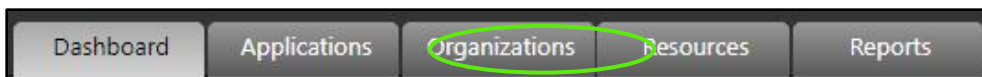


## 4.3 Contact Management

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

### To view an agency's contacts

1) Select the **Organizations** tab



2) Select an **Organization**

**Organization Listing**

**Filter Options**

Filter By:

Organizations With Oversight Records

**Organization Listing**

Name ^	System Org Type	State Parent	FDOT District
<a href="#">Select</a> 27/7 Guarding Angels	Transit Agency	Florida Department of Transportation	District 7

3) Select the **Contacts** section

**Organization Overview**

[Contacts](#)

**To add a new contact**

1) Select the **Add New** button

**Contact**

[Add New](#)

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

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

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

**Edit Contact**

**Edit Contact**

▶ **Contact Types**

Salutation:

First Name:

Middle Initial:

Last Name:

Title:

Address 1:

Address 2:

City:

State:

Zip:

Main Phone Number:  Ext:  Enter 10 digits no hyphens

Alternative Phone Number:  Ext:  Enter 10 digits no hyphens

Main Email:

Alternative Email:

Notes:

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

3) Select **Save**

**To provide system access to a user**

1) Select the user from the user list

**Contact**

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

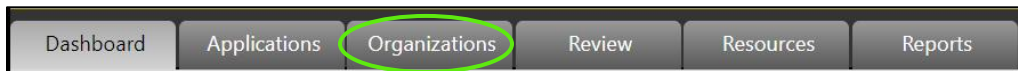
2) Select Yes to Allow access to the system and type in a username then select **Save**

The screenshot shows a form titled "System Access Information". It contains a radio button for "Allow access to the system?" with "Yes" selected. Below it is a text field for "User Name:" containing the text "malbo". At the bottom is a "Save" button. A green box highlights the "Yes" radio button, the "malbo" text, and the "Save" button. A separate green box contains the text: "Helpful Hint: Usernames should be the first initial of the first name followed by the last name."

## 4.4 Required Documents

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

1) Select the **Organizations** tab

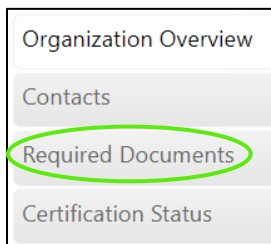


2) Select the Organization

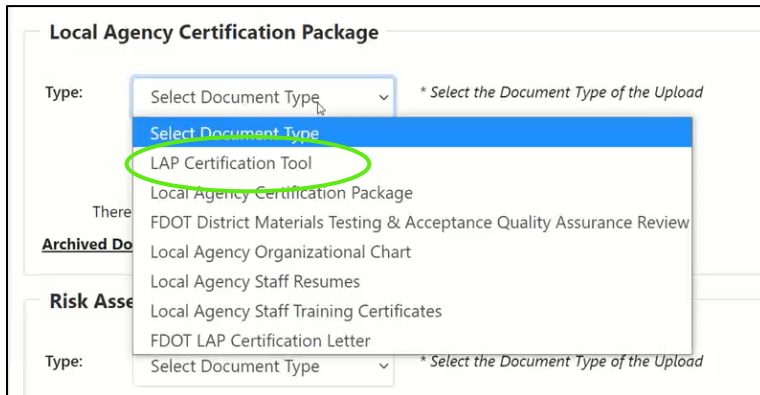
The screenshot shows a table titled "Organization Listing". It has a "Clear Filters" button and a search field. The table has three columns: "Name" and "System Org Type". The "System Org Type" column has a dropdown arrow. The table contains the following data:

	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

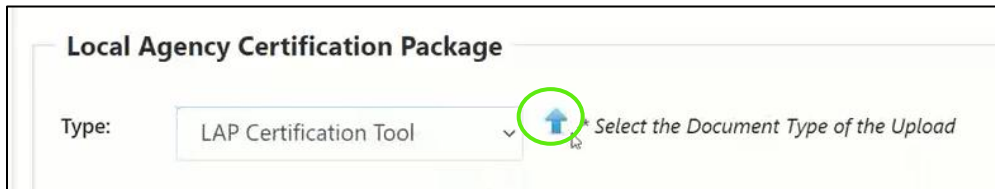
3) Select the **Required Documents** tab



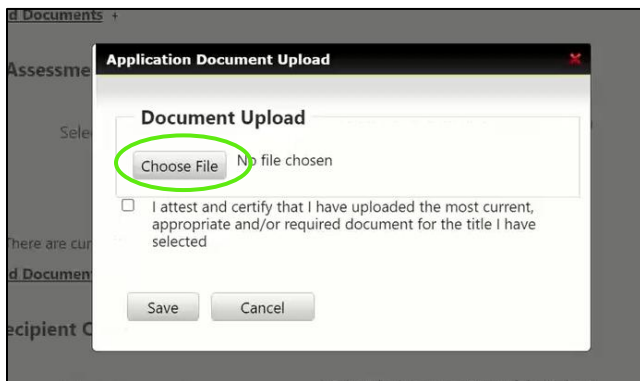
4) Select the Document Type



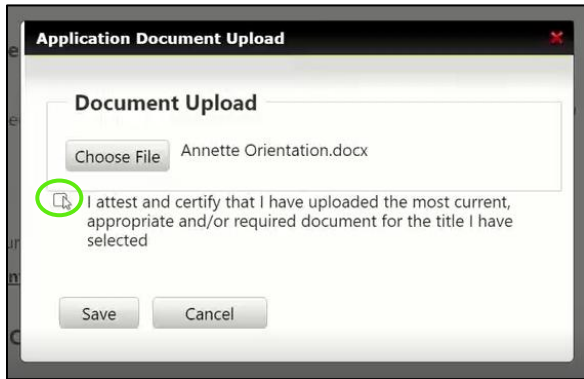
5) Select Upload



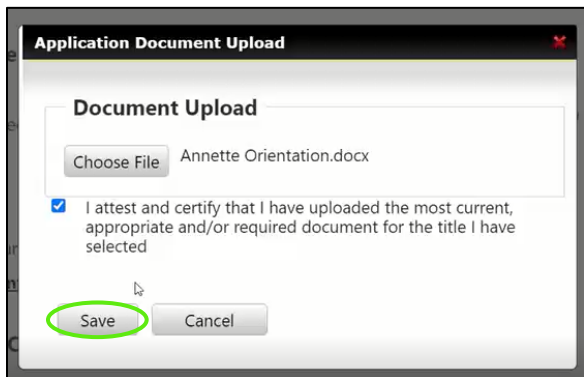
6) Select the document



7) Select the certify checkbox



8) Select **Save**



9) The document is now saved



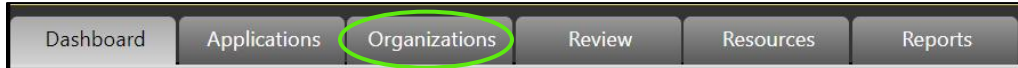
**Helpful Hint:** Only users with the proper permissions will be able to access and view these documents.

## 4.5 Certification Status

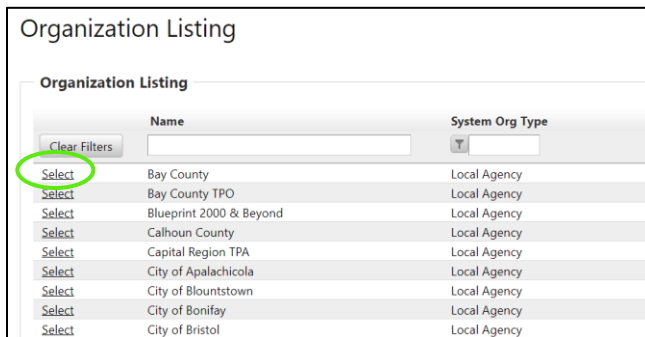
This section has been configured by Central Office with the different types of required documents and certifications that agencies need to provide to the state. This section works in conjunction with the above section.

### 4.5.1 Organization Assessment

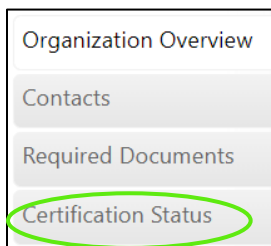
- 1) Select the **Organizations** tab



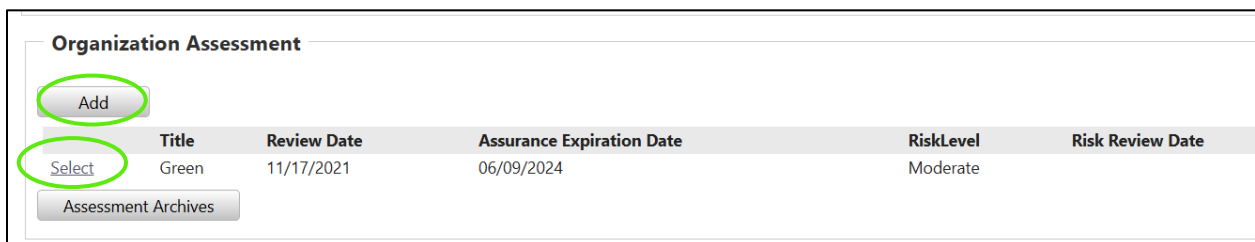
- 2) Select the Organization



- 3) Select **Certification Status**



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



- 5) Complete the following fields for the SCAT Assessment, or Risk Assessment and select **Save**
  - a. Review Date
  - b. Title VI:
  - c. Assurance Expiration Date
  - d. Risk Level
  - e. Date of Risk Assessment

**Organization Assessment**

[Back To Listing](#)

**SCAT Assessment**

Review Date:

Title VI:

Assurance Expiration Date:

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

**Risk Assessment**

Risk Level:

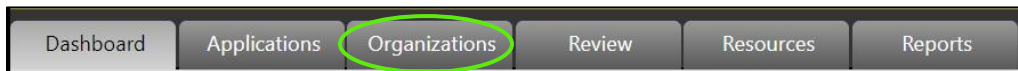
Risk Assessment Completion Date:

Last Updated By :

Last Updated On :

#### 4.5.2 Adding a Certification

- 1) Select the **Organizations** tab



- 2) Select the Organization

**Organization Listing**

**Organization Listing**

[Clear Filters](#)

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

3) Select **Certification Status**

Organization Overview  
Contacts  
Required Documents  
**Certification Status**

4) Select **Add**

**Certification(s)**

**Add**

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

**Certification Archives**

5) Select the Date

**Certification(s)**

[Back To Listing](#)

**Current Certification**

Certification Date:

Certification Expiration Date:

Certification Type:

- Planning
- Design
- Construction/Construction Administration
- Other

Full Certification (3 years)

- With Exceptions

Project Specific (Select Project - Required)

Select One

- With Exceptions
- DENIED (This will automatically ARCHIVE this request)

Notes:

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

6) Add Notes viewable by the agency

**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:**

**FDOT/FHWA ONLY VIEWABLE NOTES:**

**Notes:**

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:

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:**

**FDOT/FHWA ONLY VIEWABLE NOTES:**

**Notes:**

Certification documents MUST be uploaded on Required Documents Tab

Certification Reminder will automatically be sent 30 Days Prior to Expiration

8) Select **Save**

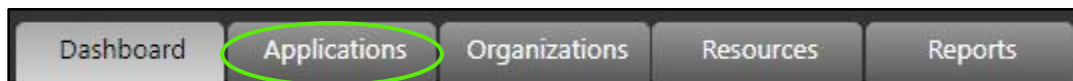
*\*Repeat for all the certifications. Be sure all the contacts needing to be notified at the agency are selected in the contact type.*

## **Section 5: Application Management**

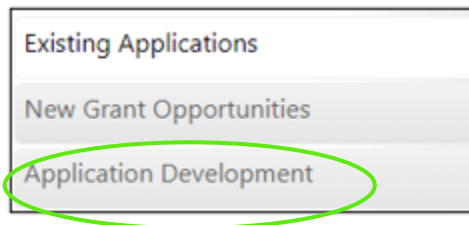
The Application section is a list of all agency applications and the location where the State User will create applications. Applications include application forms, attached projects, and a budget summary. Typically, Agency Users will add their own applications, but this is an area where State Users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

### **5.1 Application Development**

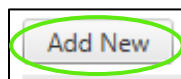
- 1) Select the **Applications** tab



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



- 3) Select **Add New** button



4) Complete all the Application Profile fields

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

### Opportunity Profile

Status: Not Submitted

Application Names:\*

Fund Source:\*  ▼

District:\*  ▼

Year:\*  ▼

Open Date/Time:\*

Deadline Date/Time:\*

Hard/Soft Deadline:\*  Hard  Soft

Group Review:\*  Yes  No

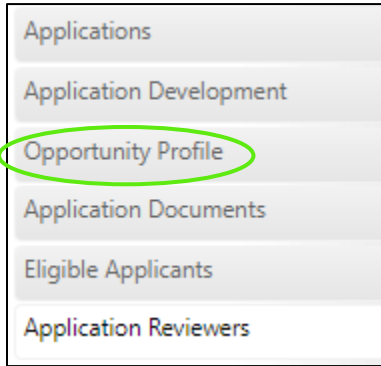
Score Card:  ▼

Public URL:

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

5) Select **Insert**

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



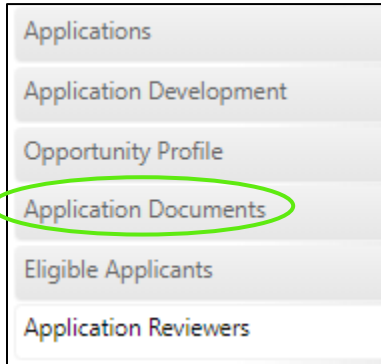
7) Select **Add New** in the Lead Reviewers section. Lead Reviewers are responsibility for doing the initial review on all applications to determine their completeness

The 'Opportunity Profile' form is shown. It includes a 'Closeout' button at the top left. Below it, the status is 'Open' and the last modified by is 'Amy Roberson on 10/23/2024 10:06:04 AM'. The form fields include: Application Name (Transportation Alternatives), Fund Source (Transportation Alternativ), District (District 2), Year (2025), Open Date/Time (10/23/2024 12:00 PM), Deadline Date/Time (1/23/2025 2:00 PM), Hard/Soft Deadline (Hard selected), and Group Review (No selected). The Lead Reviewers section shows 'Amanda Dicks' selected in a dropdown, with an 'Add Reviewer' link circled in green. A 'Public URL' field is empty. At the bottom are 'Save', 'Cancel', and 'Copy' buttons. A green-bordered callout box on the right contains the text: 'Helpful Hint: Multiple lead reviewers can be added in this section but only ONE must review the application for completeness.'

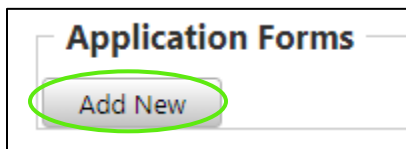
8) Select **Save**



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



10) Select **Add New**



11) Enter applicable information and then select Insert

A form titled 'Add / Edit Application Form' with a black header. 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 large 'Comment:' text area. At the bottom left, there are 'Insert' and 'Cancel' buttons, with 'Insert' circled in green.

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

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

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

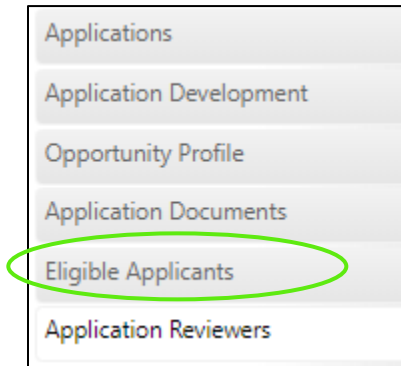
**Sequence:** This should be a number that indicates where in the list of forms this document should be.

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

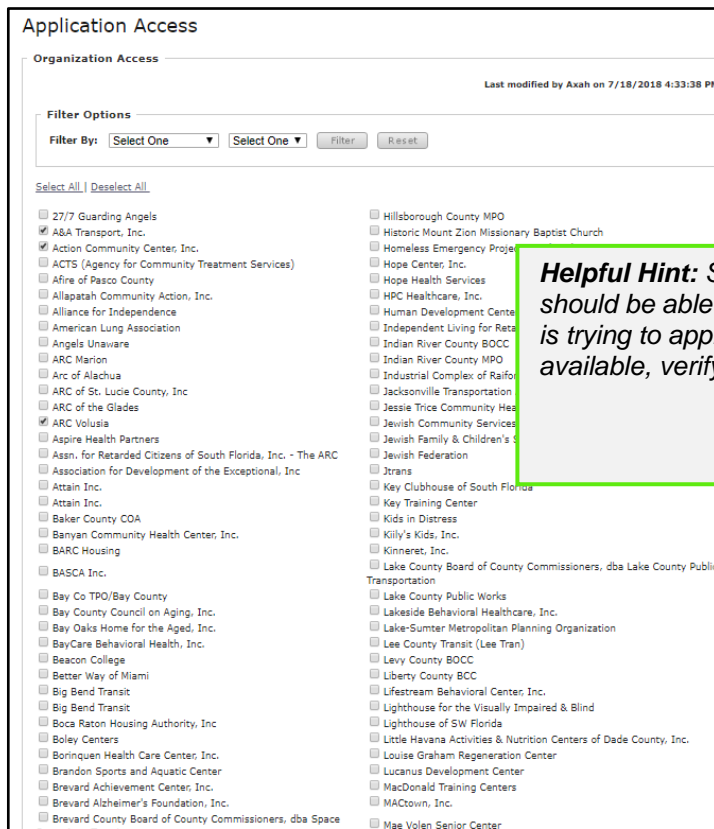
**Select Document:** Select browse and find the document associated with the form title (not required).

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

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



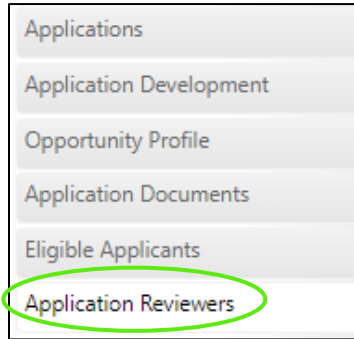
13) Select all organizations that are eligible to apply and then select **Save**



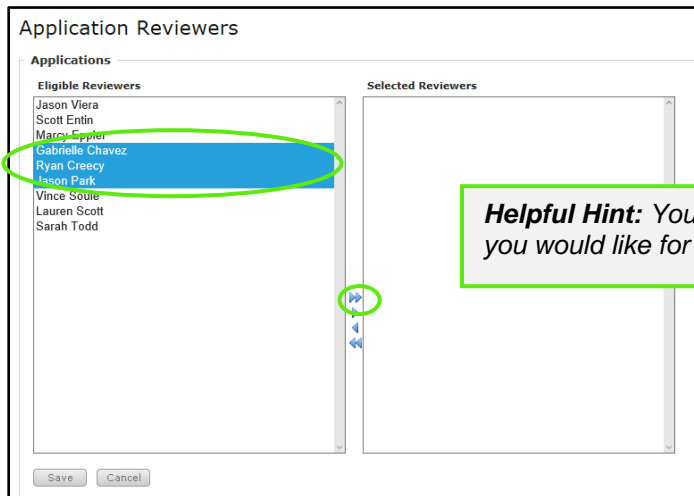
**Helpful Hint:** Select the box next to any organization that should be able to apply for an application. If an organization is trying to apply and stating that there are no applications available, verify that they are selected on this page.



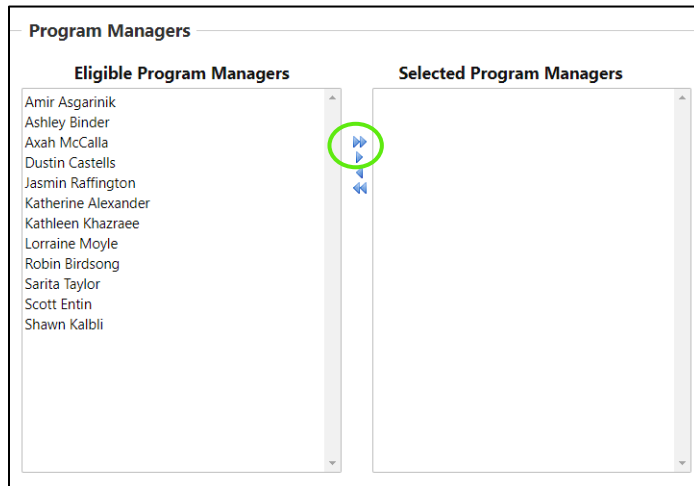
14) Select the **Application Reviewers** sub-section



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



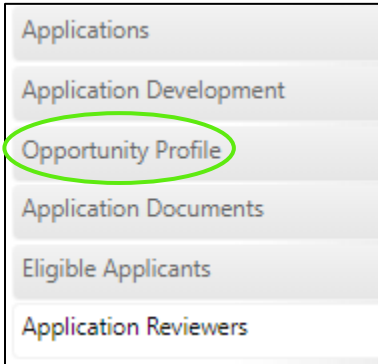
**Helpful Hint:** You can add as many selected reviewers as you would like for each application.



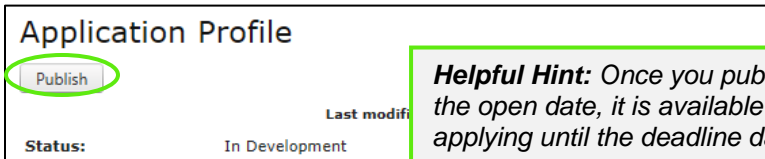
16) Select **Save**



17) Select **Opportunity Profile**



18) Select the **Publish** button

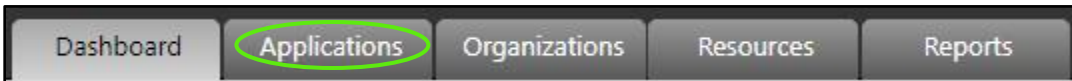


**Helpful Hint:** Once you publish an application and it is past the open date, it is available for Agency Users to begin applying until the deadline date.

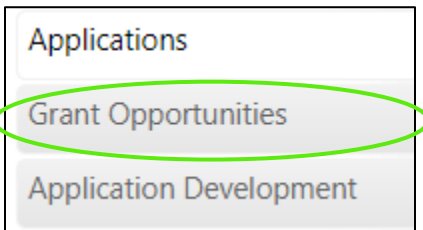
## 5.2 Creating and Completing an Application

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

1) Select the **Applications** tab



2) Select **Grant Opportunities**



3) Select an **Organization**

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

**New Opportunities**

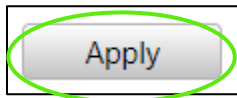
**New Opportunities**

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**

Filter Options

Filter By: Year 2022 Filter

**Applications**

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

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

The following steps are completed by Agency Users.

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

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



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

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

To complete the **Application Forms**

a) Enter **Application Description**

**Application Description**

Application Description:

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

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

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

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

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

c) Complete the **Project Budget**

**Project Budget**

State Participation:

Federal Participation:

Local Participation:

Total Project Cost:

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

**Application**

Application: Highway Becky Test  
Organization: City of Alachua

Application Deadline: 10/1/2020 12:00:00 AM EST  
Year: 2022      Status: Not Submitted

**Application Description**

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

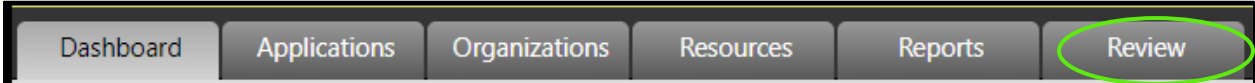
# Section 6: Review Process

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

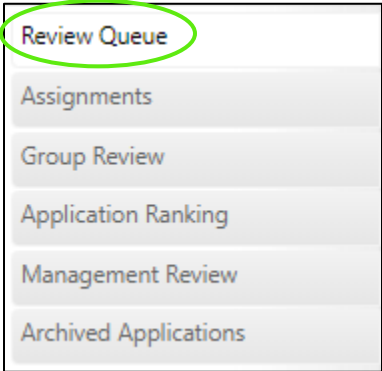
## 6.1 Completeness Review

The completeness review is completed by the Lead Reviewer

- 1) Select the **Review** tab



- 2) Select **Review Queue**



- 3) Select the **Review** link

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

Review Queue

Completeness Review

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

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

**Application Documents**

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

Documents	
<input checked="" type="checkbox"/>	test

Requires Upload  Optional  Upload Complete

[View](#)

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

5) Finish Reviewing and scroll down

# Application

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

**Application Documents**

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

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

Requires Upload  Optional  Upload Complete

**Project Budget**

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

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

**DOT Only Comments**

Comments

No records to display.

Insert

**DOT Only Documents**

Document Name:

Select Document:  No file chosen

No documents attached.

**DOT Only History Log**

Status	Comments	Updated By	Date
No records to display.			

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

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

**DOT Only Comments**

Comments

No records to display.

Insert

**History Log**

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

**Complete Review**

Complete  Not Complete

Comment:

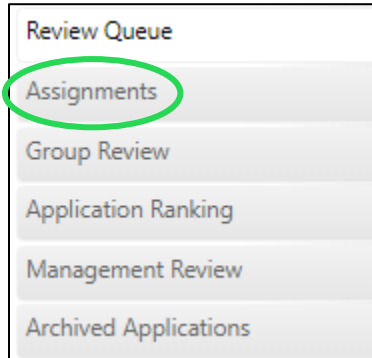
Submit

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

## 6.2 Assignment

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

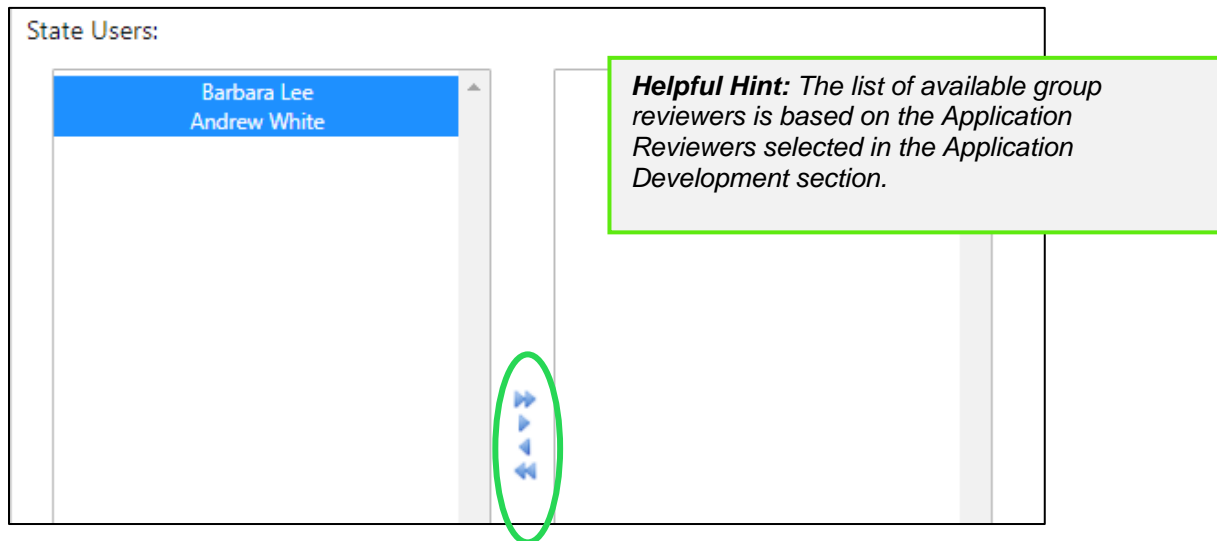
- 1) Select **Assignments**



- 2) Select **No Assignment**

Organization	Application	Description	Year	Status
Calhoun County	Safe Routes to Schools-District 3	Altha Park Sidewalk	2019	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.



State Users:

Barbara Lee  
Andrew White

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

The interface shows a list of state users on the left and a set of arrows on the right for moving names. The arrows are circled in green.

4) Select **Save**



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

## 6.3 Group Review

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

### 6.3.1 Group Review as the Lead Reviewer

1) Select **Group Review**



2) Select the **arrow**

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

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

Group Review						
Group Review						
	Organization	Application	Description	Year	Status	
▼	City of Bradenton	Safe Routes to Schools-District 1	City of Bradenton Prine Elementary School Safety Improvements 1	2019	Pending	
	Reviewer	Review Status	Score			
	Amber Haygood	Complete	465			

### 6.3.2 How to Complete the Group Review

1) Select **Review**

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

2) Complete the **Scorecard**

**BlackCat**  
GRANT MANAGEMENT SYSTEM

Dashboard Applications Organizations Resources Reports

Dashboard > Applications > Applications

## Application

Application: Safe Routes to Schools-District 3      Application Deadline: 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.

**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



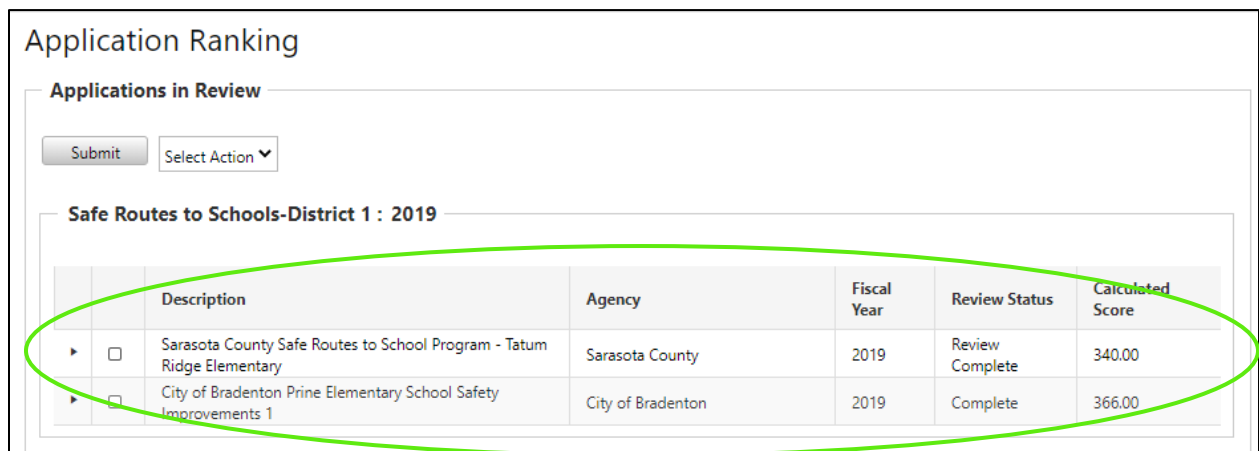
## 6.4 Application Ranking

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



The screenshot shows the 'Application Ranking' interface. At the top, there is a 'Submit' button and a 'Select Action' dropdown menu. Below this, the section is titled 'Safe Routes to Schools-District 1 : 2019'. A table lists the applications in review, with columns for Description, Agency, Fiscal Year, Review Status, and Calculated Score. The table is circled in green.

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

3) Select the arrow to view Scores

	Organization	Application	Description	Year	Status
▼	City of Bradenton	Safe Routes to Schools-District 1	City of Bradenton Prine Elementary School Safety Improvements 1	2019	Pending
	Reviewer	Review Status	Score		
	Amber Haygood	Complete	465		

4) Select the check and the action

Application Ranking

Applications in Review

Submit

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**



2) Select the arrow to view Scores

	Organization	Application	Description	Year	Status
▼	City of Bradenton	Safe Routes to Schools-District 1	City of Bradenton Prine Elementary School Safety Improvements 1	2019	Pending
	Reviewer	Review Status	Score		
	Amber Haygood	Complete	465		

3) Select the **Pencil**

Small County Outreach Program (SCOP) for Muncipalities - District 2 : 2020

	Agency	Application Description	Fiscal Year	Requested Amount	Approved Amount	
▶ <input type="checkbox"/>	Town of Bronson	FDOT SCOP Wilson Street Paving & Drainage Improvements	2020	\$343,650.00		

4) Enter the dollar amount

Small County Outreach Program (SCOP) for Muncipalities - District 2 : 2020

	Agency	Application Description	Fiscal Year	Requested Amount	Approved Amount	
▶ <input type="checkbox"/>	Town of Bronson	FDOT SCOP Wilson Street Paving & Drainage Improvements	2020	\$343,650.00	<input type="text"/>	✓ ×

5) Select the **check mark**

Small County Outreach Program (SCOP) for Municipalities - District 2 : 2020						
	Agency	Application Description	Fiscal Year	Requested Amount	Approved Amount	
▶ <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"/>

6) Select the **Action**

Management Review

Applications in Review

7) Select **Submit**

Management Review

Applications in Review

## 6.6 Archived Applications

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

1) Select **Archived Applications**



## Section 7: Agreements

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

The Following Items may be found on the agreements tab:

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

### 7.1 Accessing Agreement Details

1) Select the **Agreements** tab



2) Select the Agreement

The 'Agreements Listing' table has the following columns: District, Local Agency Name, Description, Item Segment, Agreement Number, and Favorite. A 'Clear Filters' button is on the left. The first row of data is circled in green, and the 'Select' button in the first column of that row is also circled in green.

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

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

### Agreements Details

**Agreement Details**

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

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

Local Agency Contract:

**Details**

FDOT Project Manager: BH/JG/KS

Work Mix: PRELIMINARY ENGINEERING

On System:

Transportation System: NON-INTRASTATE OFF STATE HIGHW

Project Total: 2,125,583.00

Project Expenditures: 2,125,582.44

Roadway	Beginning Section Point	Ending Section Point
26000094	1.32	1.516

4) Scroll down to add Key Contacts

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

### Key Contacts

Add contact association:

[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

6) Add notes for FDOT/FHWA

Notes

Notes:

FDOT/FHWA Notes:

Last Modified by

Save Cancel

## 7.2 Tracking

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

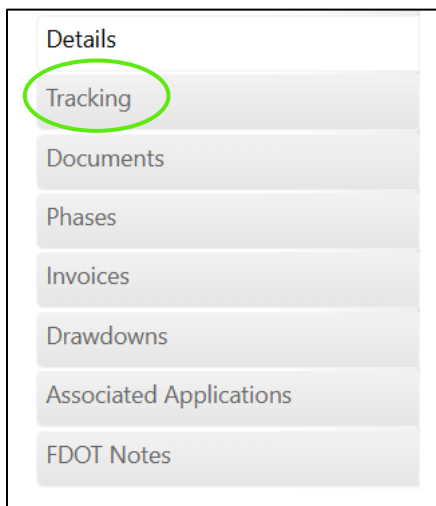
1) Select the **Agreements** tab



2) Select the Agreement

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

3) Select the **Tracking** Tab





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

**Compliance**

Add Compliance Associations: Design Phase 38-01 Save

5) Select upload or edit to complete the milestones.

Design Phase : 18-01

Milestone Edit / Delete	Milestone	DOT Review / Approval	Upload / Download / Delete	Latest Activity	Date / Time	LAPIT Date
	Organization: Grant Agreement					

### 7.3 Documents

1) Select the **Agreements** tab

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

2) Select the Agreement

**Agreements Listing**

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

3) Select the **Tracking** tab

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

## 7.4 Phase

- 1) Select the **Agreements** tab



- 2) Select the Agreement

**Agreements Listing**

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

- 3) Select **Phase**

Details
Tracking
Documents
<b>Phases</b>
Invoices
Drawdowns
Associated Applications
FDOT Notes

- 4) View all the contracts associated with this agreement

**Agreements Phases**

**Agreement Details**

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

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

Local Agency Contract:

LAP Certification:

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

**Available Contracts**

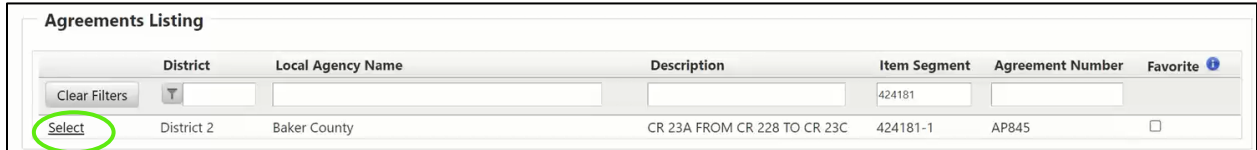
Contract	Phase	Seq	Fund Codes	Years	Amount	Total Expenditures	Execution Date	Expiration Date	Federal Aid	Authorization Date	Status
> AOQ36	18	01	S117	2007	\$500,000	\$500,000	3/20/2007	6/30/2013	S124002R	12/25/2006	COMPLETED/TERMINATED CONTRACT
> AOQ36	28	01	S117	2008	\$500,000	\$500,000	3/20/2007	6/30/2013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

## 7.5 Invoices

- 1) Select the **Agreements** tab



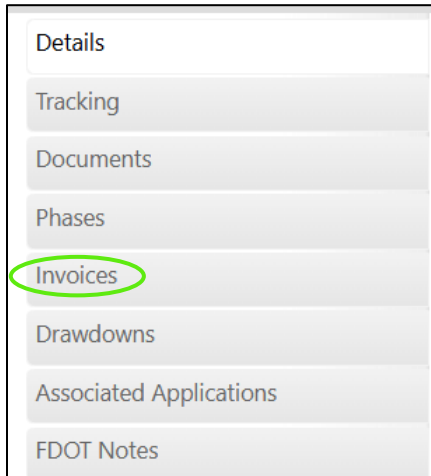
- 2) Select the Agreement



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"/>

- 3) Select **Invoices**

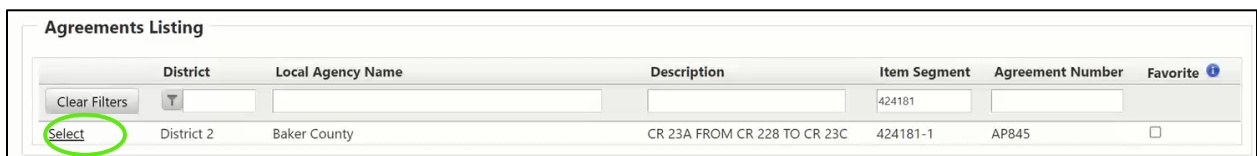


## 7.6 Drawdowns

- 1) Select the **Agreements** tab



- 2) Select the Agreement



Agreements Listing

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

3) Select Drawdowns

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

4) View Drawdowns

Drawdowns						
<b>FM #</b> 432240-2-38-01		<b>Program #</b> 00	<b>Contract #</b> C9J69	<b>Fiscal Year</b> 2016	<b>ENLINE #</b> EC9J690008 60	
Invoice #	Trans Type	Fund Code	Trans Amount	Trans Date	Statewide Doc #	
C9J69004	ENC	ACSA	\$12,501.71	4/20/2016		
C9J69005	Exp	ACSA	(\$2,276.57)	7/27/2016	D7000039445	
C9J69006	Exp	ACSA	(\$7,064.80)	10/12/2016	D7000179872	
C9J69008	Exp	ACSA	(\$2,095.25)	12/15/2016	D7000294837	
			(\$405.09)	4/24/2017	D7000528301	
			<b>Balance:</b>	\$660.00		
<b>FM #</b> 432240-2-38-02		<b>Program #</b> 00	<b>Contract #</b> GOA32	<b>Fiscal Year</b> 2016	<b>ENLINE #</b> EGOA320001 60	
Invoice #	Trans Type	Fund Code	Trans Amount	Trans Date	Statewide Doc #	
	ENC	ACSA	\$1,000.00	4/21/2016		
			<b>Balance:</b>	\$1,000.00		

## 7.7 Associated Applications

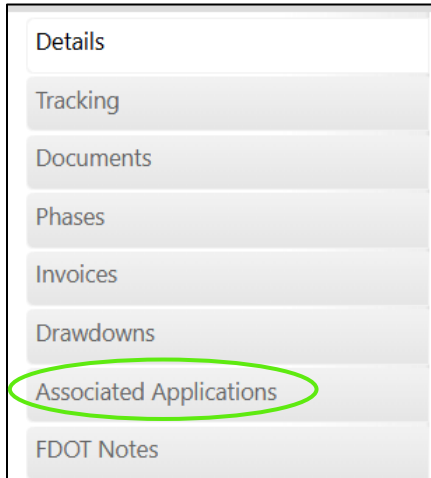
1) Select the Agreements tab

A horizontal navigation bar with tabs: Dashboard, Applications, Organizations, Agreements (circled in green), Local Agency Contracts, Review, Resources, and 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"/>

3) Select **Associated Applications**



4) Press select or remove to review selected applications

**Select Associated Applications**

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

**Selected Applications**

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

## 7.8 FDOT Notes

1) Select the **Agreements** tab

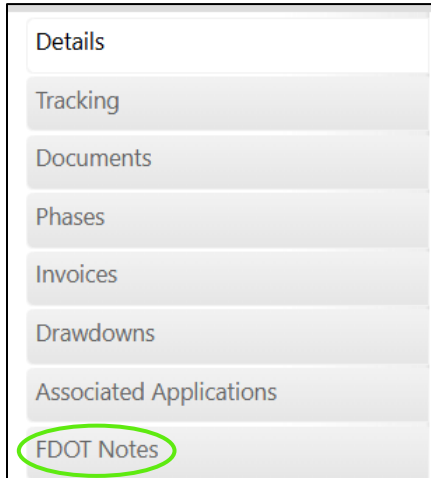


2) Select the Agreement

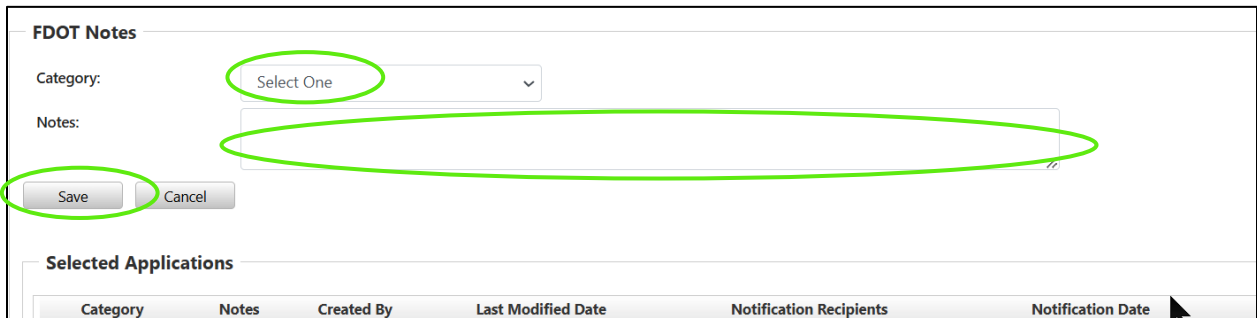
**Agreements Listing**

	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"/>

3) Select **FDOT Notes**



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

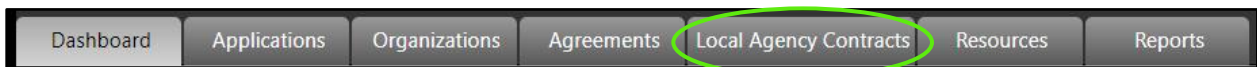


## ***Section 8: Local Agency Contracts***

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

### ***8.1 Add New Local Agency Contract***

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



2) Select **Add New**

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

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

**Create Local Agency Contract**

Agreement / FDOT Project Number:

**Contract Information**

DOT Contract #:

Contracting Method:

Number of Bidders:

Local Agency Contract Number:

Description:

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

**Create Local Agency Contract**

Agreement / FDOT Project Number:

**Contract Information**

DOT Contract #:

Contracting Method:

Number of Bidders:

Local Agency Contract Number:

Description:

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:

6) Select **Continue**

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

### Create Local Agency Contract - Construction Contract

Agreement / FDOT Project Number:

[Agreement Details](#)

---

#### Contract Information

Contracting Method:


Number of Bidders:


Local Agency Contract Number:


FDOT Contract Number:


---


#### Contract Dates


Local Agency Advertisement Date:  


Local Agency Planned Letting Date:  


Local Agency Letting Date:  


Local Agency Award Date:  

Local Agency Contract Execution Date:  

Local Agency Notice to Proceed Date:  

Local Agency Construction Begin Date:  

Local Agency Estimated Construction Completion Date:  

Local Agency Actual Construction Completion Date:  

---

#### Contract Amounts

Local Agency Original Contract Amount:

Local Agency Current Contract Amount:

Local Agency Landscape Amount:

---

#### Prime Contractor

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

**Prime Contractor**

**Search**

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

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

**Contractor Details**

Contractor Name:   
 Contractor FEID:   
 DBE/MBE:

**History Log**

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

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

Save Cancel

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

**Prime Contractor**

**Search**

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

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

**Contractor Details**

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

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



**Contractor Details**

Contractor Name: CONSUL TECH ENGINEERING INC  
Contractor FEID: F592197377007  
DBE/MBE: N/A  
Primary POC Name:   
Primary POC Phone: ###-###-####  
Primary POC Email:

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

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



Contract Profile  
Task Work Orders

**Task Work Orders**

Task Work Order #	Description	Execution Date	End Date
No records to display.			

The 'Task Work Orders' tab and the 'Add New' button are circled in green.

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



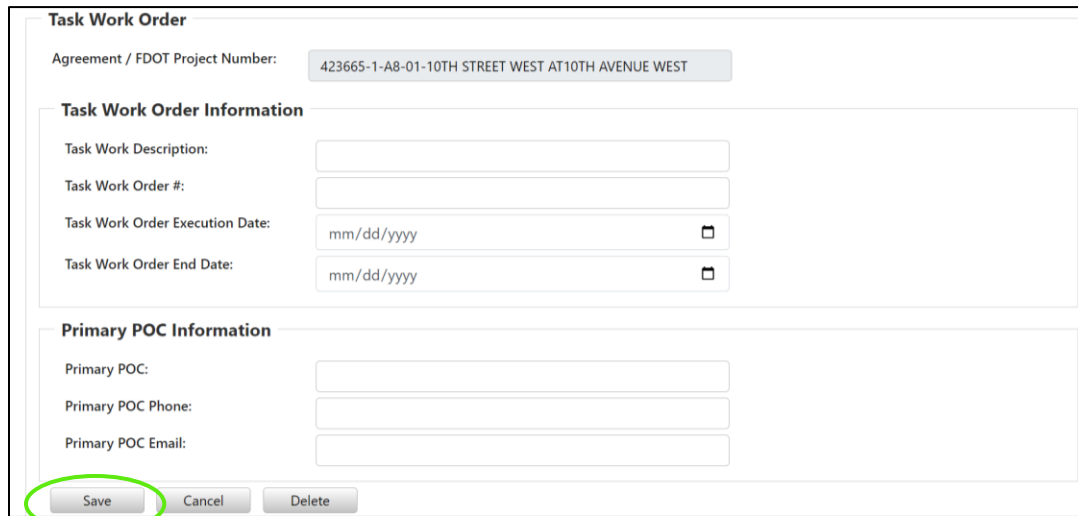
Contract Profile  
Task Work Orders

**Task Work Orders**

Task Work Order #	Description	Execution Date	End Date
No records to display.			

The 'Add New' button is circled in green.

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



**Task Work Order**

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

**Task Work Order Information**

Task Work Description:   
Task Work Order #:   
Task Work Order Execution Date: mm/dd/yyyy   
Task Work Order End Date: mm/dd/yyyy

**Primary POC Information**

Primary POC:   
Primary POC Phone:   
Primary POC Email:

The 'Save' button is circled in green.

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

**Contractor Search**

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

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

Contractor Name:

Contractor FEID:

DBE/MBE:

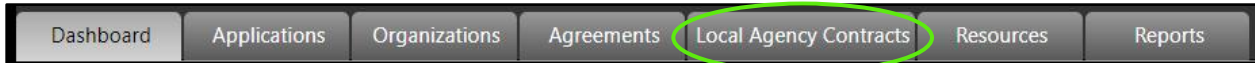
---

**Contractor Details**

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

## 8.2 Review and Update Local Agency Contract

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



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

**Contracts**

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

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

**Create Local Agency Contract - Professional Services Contract**

Agreement / FDOT Project Number:

[Agreement Details](#)

**Contract Information**

Contracting Method:

Number of Bidders:


Upload FDOT Concurrence Document:  No file chosen


Local Agency Contract Number:


FDOT Contract Number:


CCNA Concurrence: Attach:  No file chosen


**Contract Dates**


Local Agency Advertisement Date:  


Local Agency Planned Letting Date:  


Local Agency Letting Date:  


Local Agency Award Date:  

Local Agency Contract Execution Date:  

Local Agency Notice to Proceed Date:  

Local Agency Construction Begin Date:  

Local Agency Estimated Construction Completion Date:  

Local Agency Actual Construction Completion Date:  

**Contract Amounts**

Local Agency Original Contract Amount:

Local Agency Current Contract Amount:

Local Agency Landscape Amount:

4) Select **Save**

### 8.2.1 How to Add a Prime Contractor

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

**Prime Contractor**

**Search**

Contractor FEID:  Exactly 10 characters are required to show results

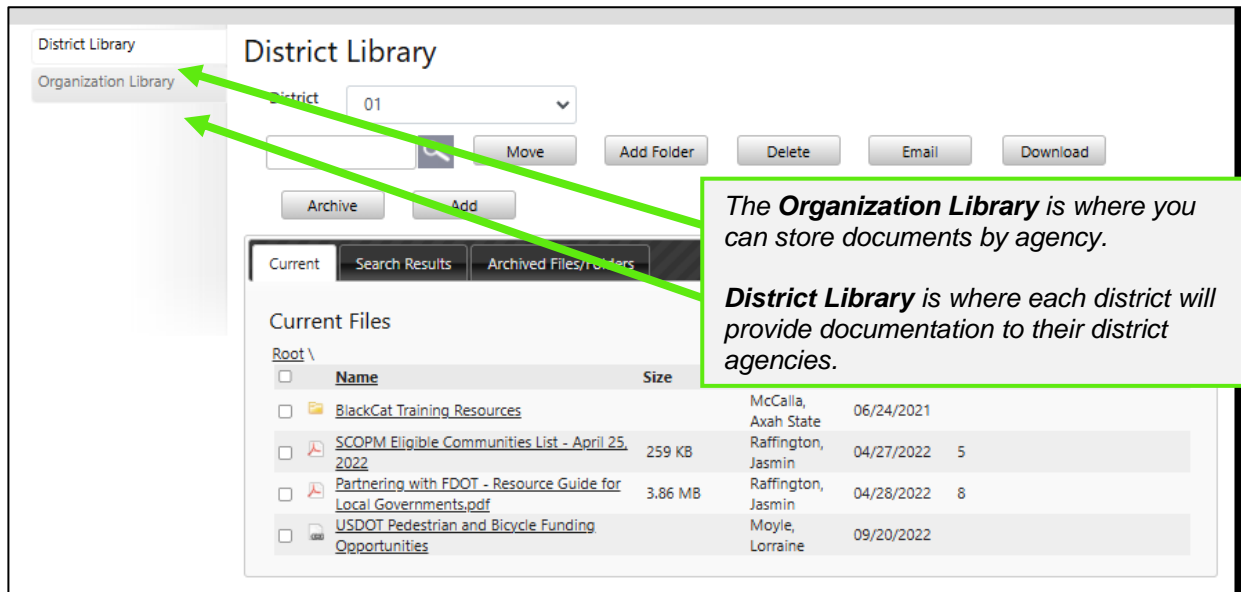
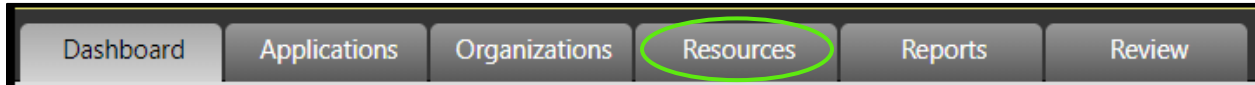
Contractor Name:  \*Minimum 5 characters are required to show results

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

## Section 9: Resources

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

- 1) Select **Resources**



The screenshot shows the 'District Library' interface. On the left, there are two tabs: 'District Library' and 'Organization Library'. The 'Organization Library' tab is selected. A callout box with a green border and arrows pointing to the tabs contains the following text:

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

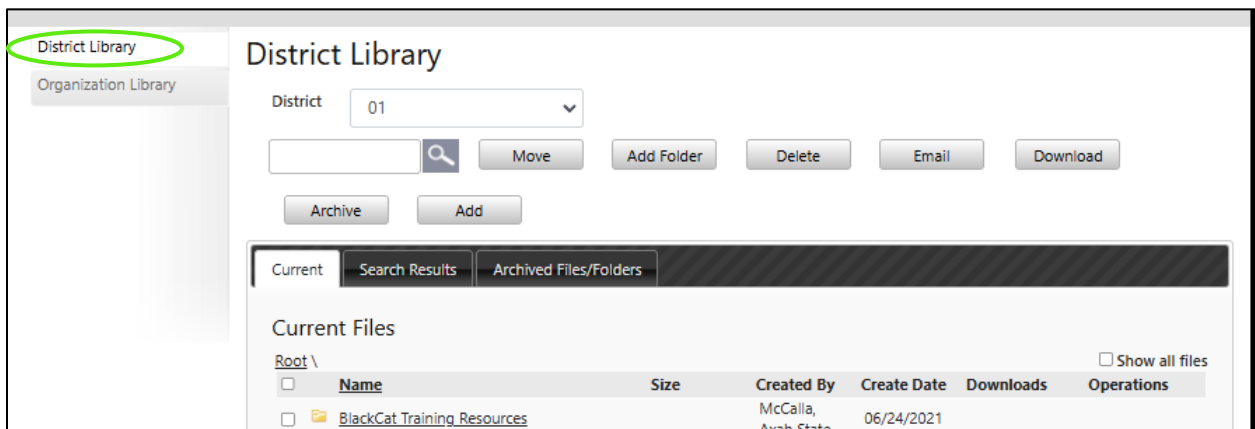
**District Library** is where each district will provide documentation to their district agencies.

The interface also shows a 'District' dropdown menu set to '01', several action buttons (Move, Add Folder, Delete, Email, Download, Archive, Add), and a table of 'Current Files'.

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

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

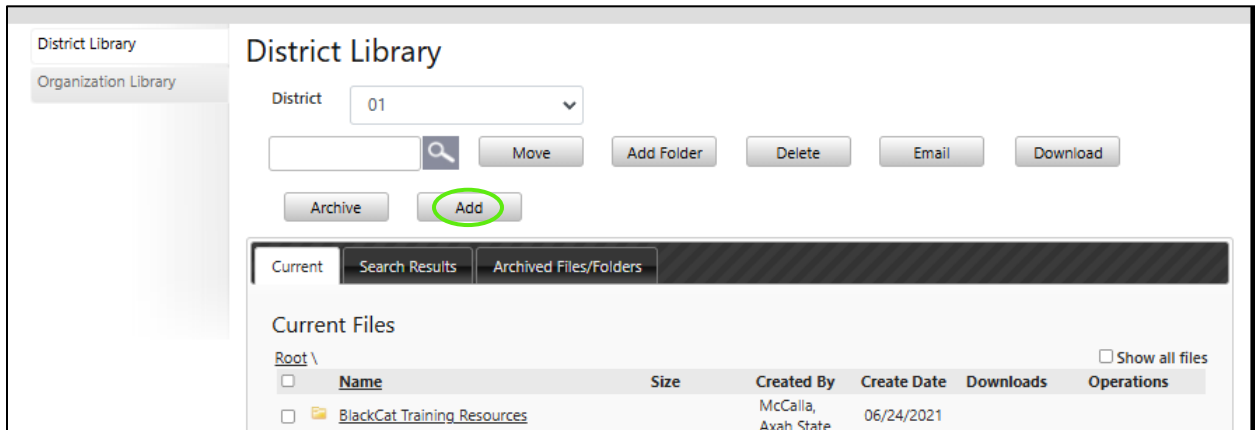
- a) Select **Organization Library**, or **District Library**



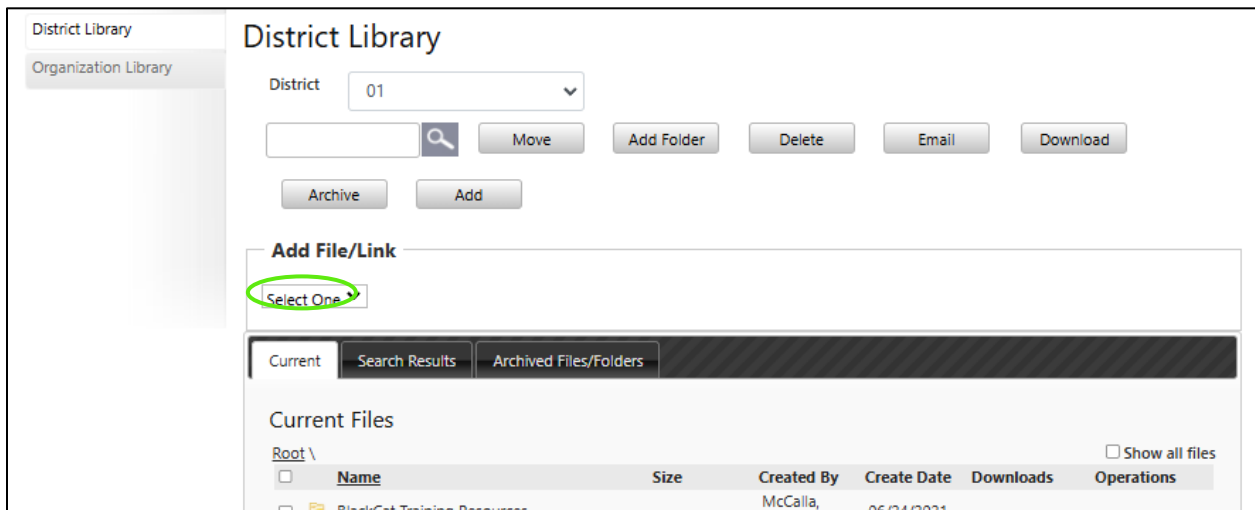
The screenshot shows the 'District Library' interface. The 'District Library' tab is selected and circled in green. The interface includes a 'District' dropdown menu set to '01', action buttons (Move, Add Folder, Delete, Email, Download, Archive, Add), and a table of 'Current Files'.

Name	Size	Created By	Create Date	Downloads	Operations
BlackCat Training Resources		McCalla, Axah State	06/24/2021		

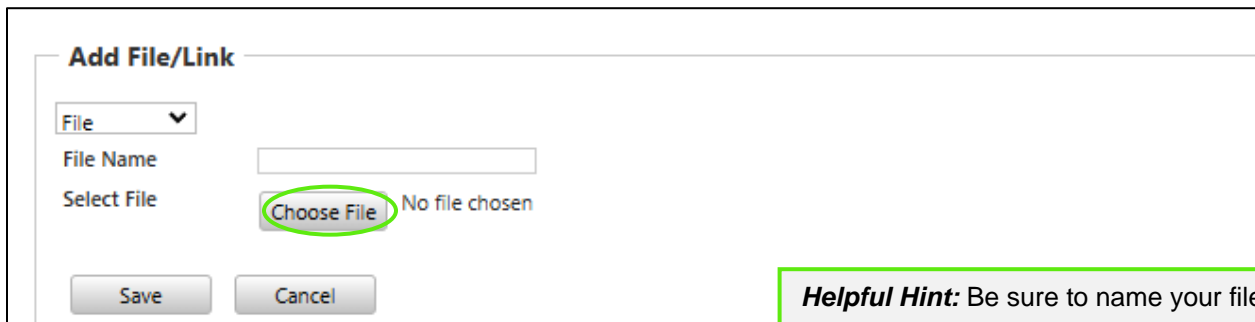
b) Select the **Add** button



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



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



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

e) Select the **Save** button

**Add File/Link**

File

Select File  Test.docx

Your document is now loaded:

Current Search Results Archived Files/Folders

Current Files

Root \  Show all files

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

3) How to create a folder:

a) Select **Create Folder**

Organization Library

Global Resources

Organization

Current Search Results Archived Files/Folders

Current Files

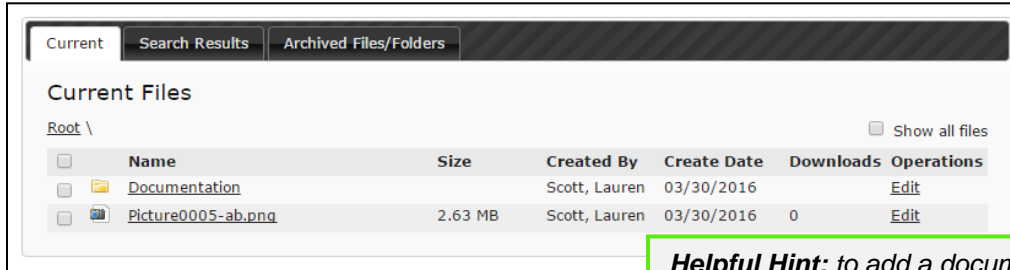
Root \  Show all files

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

**Create Folder**

Folder Name:

Your folder is now created:

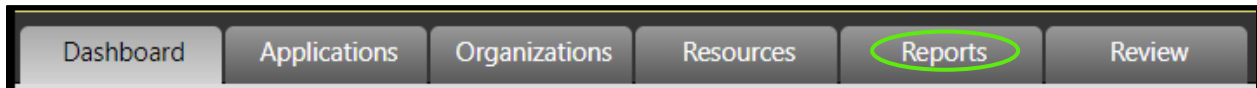


**Helpful Hint:** to add a document to your folder, select the folder and repeat the above steps for adding a document.

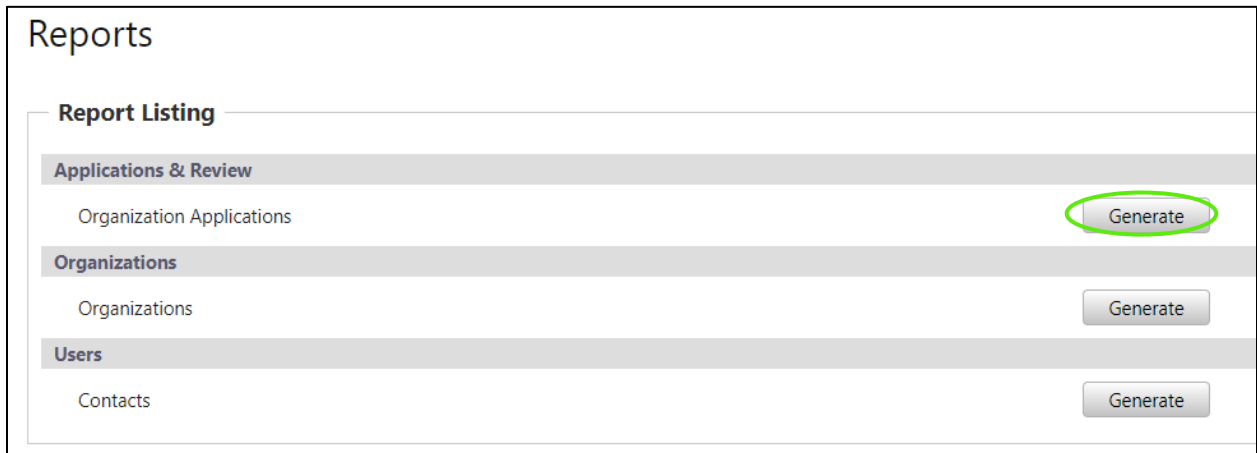
## Section 10: Reports

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

- 1) Select **Reports**



- 2) Select **Generate**



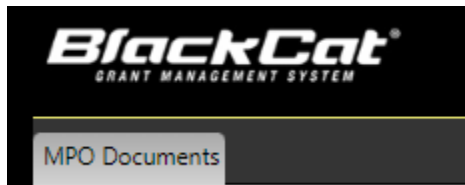
## Section 11: MPO Document Management

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

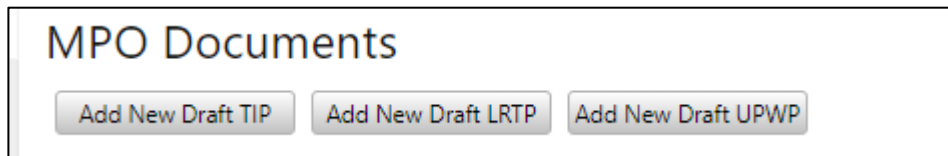
### 11.1 MPO Listing and Record Creation

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

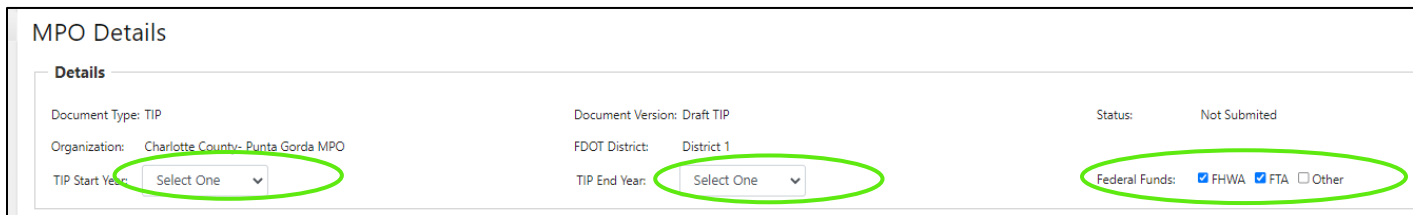
- 1) Select the **MPO Documents** tab



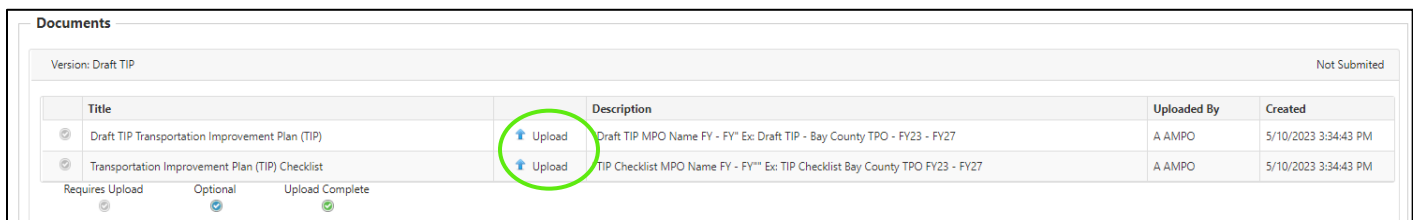
- 2) Select to Add New **TIP/LRTP/UPWP**



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

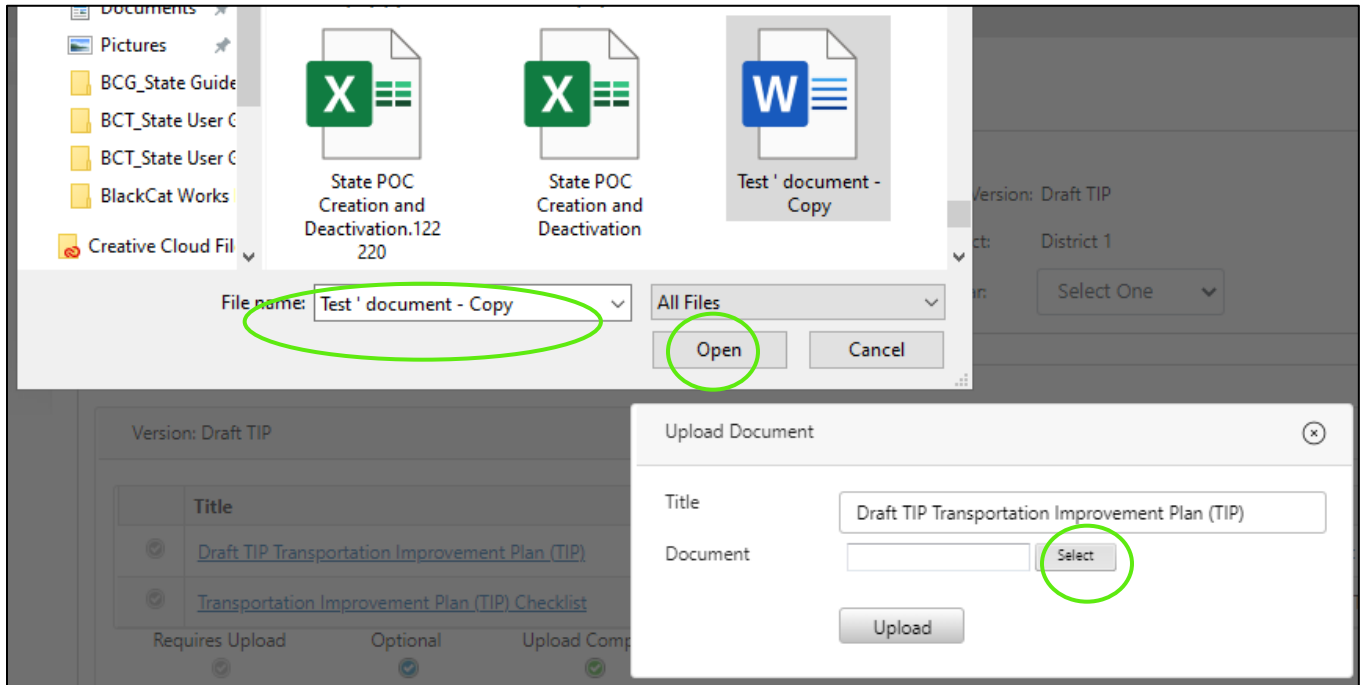
The image shows a form titled 'MPO Details'. It contains several fields: 'Document Type: TIP', 'Organization: Charlotte County- Punta Gorda MPO', 'TIP Start Year: Select One' (with a dropdown arrow circled in green), 'Document Version: Draft TIP', 'FDOT District: District 1', 'TIP End Year: Select One' (with a dropdown arrow circled in green), 'Status: Not Submitted', and 'Federal Funds:  FHWA  FTA  Other' (with the entire row circled in green).

- 4) Select Upload to complete the required documents

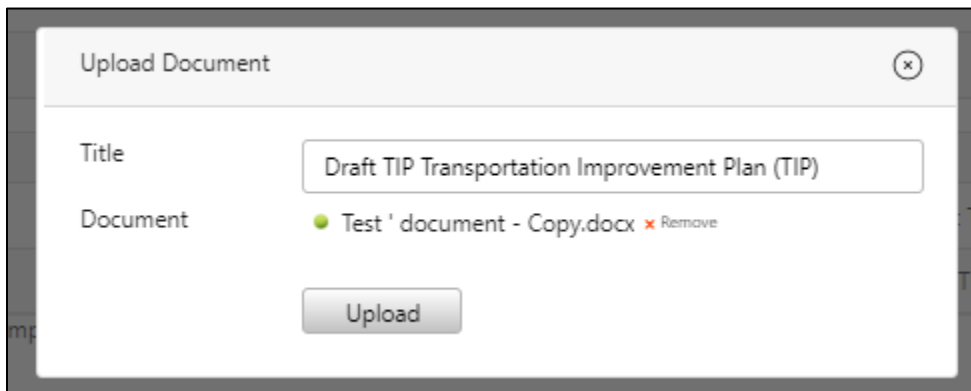


Documents			
Version: Draft TIP			
Not Submitted			
Title	Description	Uploaded By	Created
<input checked="" type="checkbox"/> Draft TIP Transportation Improvement Plan (TIP)	<input checked="" type="checkbox"/> Upload Draft TIP MPO Name FY - FY* Ex: Draft TIP - Bay County TPO - FY23 - FY27	A AMPO	5/10/2023 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 <input checked="" type="checkbox"/>	Optional <input checked="" type="checkbox"/>	Upload Complete <input checked="" type="checkbox"/>	

5) Select a document



6) Select Upload



7) Repeat for all Required Documents and Additional Documents

**Documents**

Version: Draft TIP Not Submitted

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

Requires Upload  Optional  Upload Complete

**Additional Documents**

Upload

Document Name	EDMS ID	Size	Uploaded By	Created
<a href="#">MPO Additional Document</a>	15205779	11.6KB	A AMPO	5/10/2023 4:18:48 PM

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**

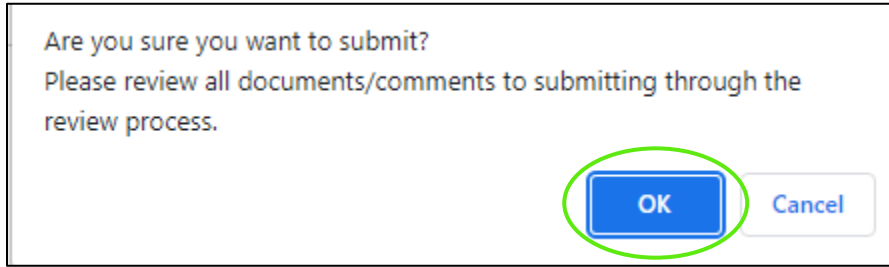
**Insert**

**Comment**

[Edit](#) Please Review. Thank you.

**Save** **Submit**

10) Select **OK** to submit



11) The status will now read Submitted for Review

**MPO Details**

**Details**

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

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

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

**Documents**

## 11.2 FDOT MPO Review

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

1) Select **MPO Documents**

MPO Documents

Listing Review Archive

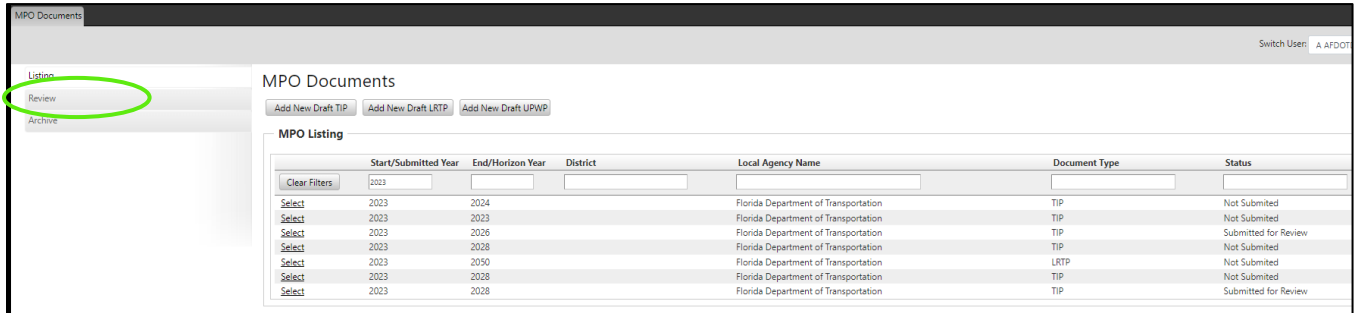
MPO Documents

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

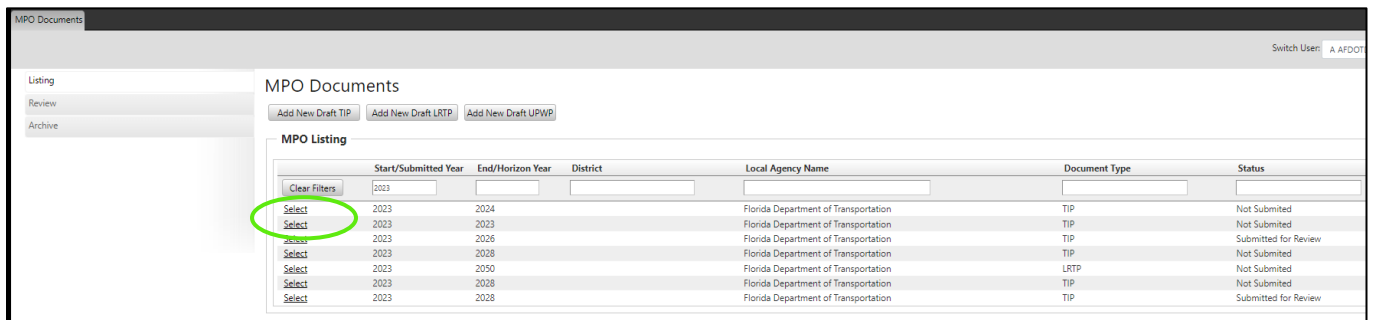
MPO Listing

	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

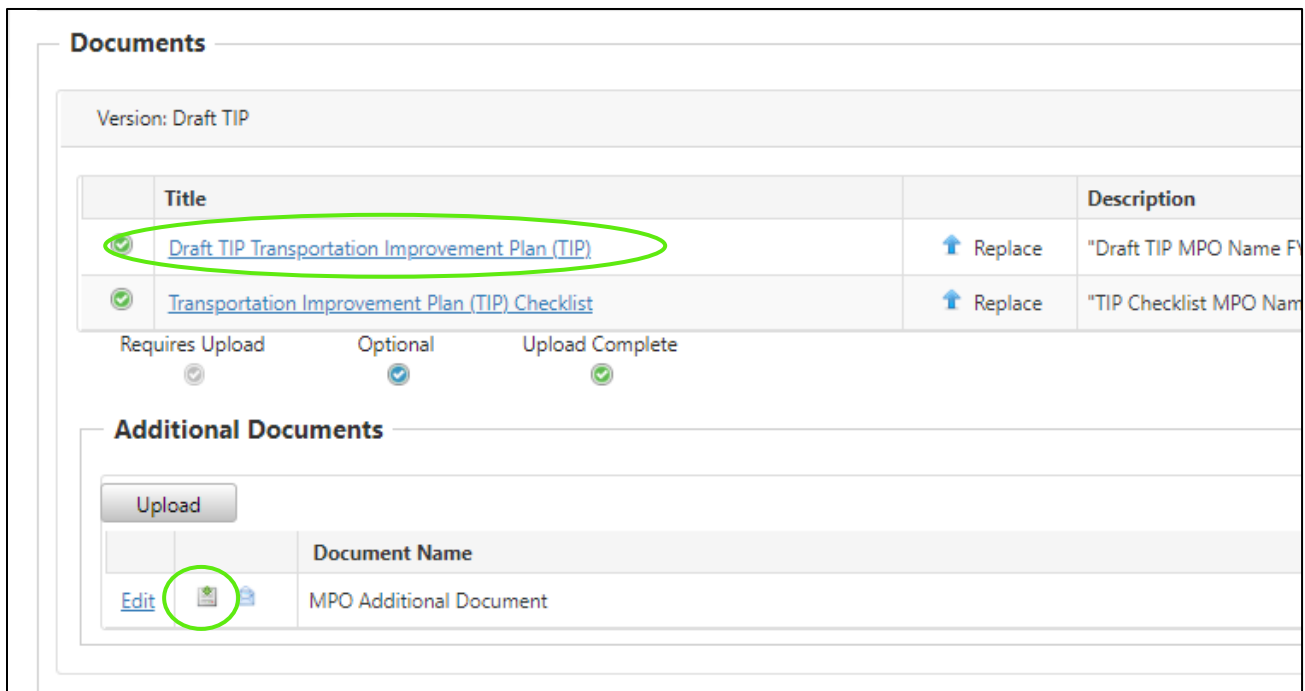
2) Select Review



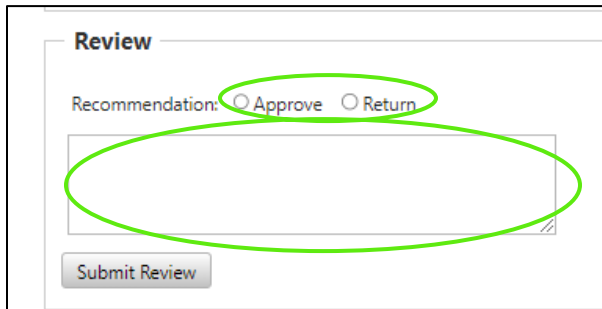
3) Select a record to review



4) Select Document link or icon to review documents

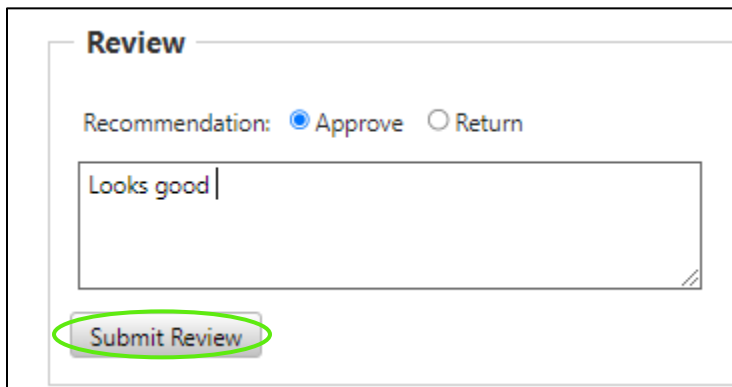


5) Select Approve/Return and enter comment



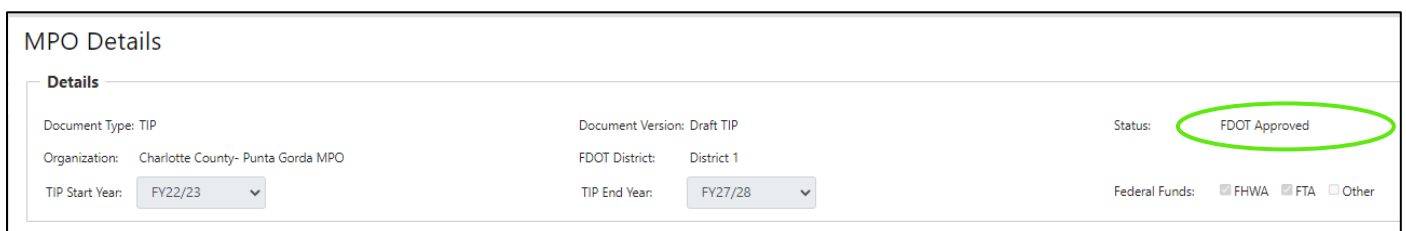
The screenshot shows a 'Review' form. At the top, it says 'Review'. Below that, there is a 'Recommendation:' label followed by two radio buttons: 'Approve' and 'Return'. The 'Approve' radio button is selected. Below the radio buttons is a large text input area. A green oval highlights the 'Approve' radio button and the text input area. At the bottom of the form is a 'Submit Review' button.

6) Select **Submit Review**



The screenshot shows the 'Review' form again. The 'Approve' radio button is now selected. The text input area contains the text 'Looks good |'. A green oval highlights the 'Submit Review' button at the bottom of the form.

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



The screenshot shows the 'MPO Details' page. It has a 'Details' section with several fields: 'Document Type: TIP', 'Organization: Charlotte County- Punta Gorda MPO', 'TIP Start Year: FY22/23', 'Document Version: Draft TIP', 'FDOT District: District 1', 'TIP End Year: FY27/28', 'Status: FDOT Approved', and 'Federal Funds: FHWA, FTA, Other'. A green oval highlights the 'Status: FDOT Approved' field.

### 11.3 FTA MPO Review

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

### 1) Select MPO Documents

The screenshot shows the 'MPO Documents' page. The 'MPO Documents' tab in the top navigation bar is highlighted with a green circle. The page title is 'MPO Documents'. Below the title are three buttons: 'Add New Draft TIP', 'Add New Draft LRTP', and 'Add New Draft UPWP'. The main content area is titled 'MPO Listing' and contains a table with the following columns: Start/Submitted Year, End/Horizon Year, District, Local Agency Name, Document Type, and Status. The table has a 'Clear Filters' button and a filter dropdown set to '2023'. The table contains four rows of data, all from the 'Florida Department of Transportation' with 'TIP' as the document type. The statuses are 'Not Submitted', 'Not Submitted', 'Submitted for Review', and 'Not Submitted'.

Start/Submitted Year	End/Horizon Year	District	Local Agency Name	Document Type	Status
<input type="text" value="2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select 2023	2024		Florida Department of Transportation	TIP	Not Submitted
Select 2023	2023		Florida Department of Transportation	TIP	Not Submitted
Select 2023	2026		Florida Department of Transportation	TIP	Submitted for Review
Select 2023	2028		Florida Department of Transportation	TIP	Not Submitted

### 2) Select Review

The screenshot shows the 'MPO Documents' page. The 'Review' tab in the left-hand navigation menu is highlighted with a green circle. The page title is 'MPO Documents'. Below the title are three buttons: 'Add New Draft TIP', 'Add New Draft LRTP', and 'Add New Draft UPWP'. The main content area is titled 'MPO Listing' and contains a table with the same columns as the previous screenshot. The table has a 'Clear Filters' button and a filter dropdown set to '2023'. The table contains four rows of data, all from the 'Florida Department of Transportation' with 'TIP' as the document type. The statuses are 'Not Submitted', 'Not Submitted', 'Submitted for Review', and 'Not Submitted'.

Start/Submitted Year	End/Horizon Year	District	Local Agency Name	Document Type	Status
<input type="text" value="2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select 2023	2024		Florida Department of Transportation	TIP	Not Submitted
Select 2023	2023		Florida Department of Transportation	TIP	Not Submitted
Select 2023	2026		Florida Department of Transportation	TIP	Submitted for Review
Select 2023	2028		Florida Department of Transportation	TIP	Not Submitted

### 3) Select a record to review



The screenshot shows the 'MPO Documents' page. The 'Select' button in the first row of the 'MPO Listing' table is highlighted with a green circle. The page title is 'MPO Documents'. Below the title are three buttons: 'Add New Draft TIP', 'Add New Draft LRTP', and 'Add New Draft UPWP'. The main content area is titled 'MPO Listing' and contains a table with the same columns as the previous screenshots. The table has a 'Clear Filters' button and a filter dropdown set to '2023'. The table contains four rows of data, all from the 'Florida Department of Transportation' with 'TIP' as the document type. The statuses are 'Not Submitted', 'Not Submitted', 'Submitted for Review', and 'Not Submitted'.

Start/Submitted Year	End/Horizon Year	District	Local Agency Name	Document Type	Status
<input type="text" value="2023"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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

- 4) Select Document link or icon to review documents

**Documents**


Version: Draft TIP

	Title		Description
<input checked="" type="checkbox"/>	<a href="#">Draft TIP Transportation Improvement Plan (TIP)</a>	 Replace	"Draft TIP MPO Name FV
<input checked="" type="checkbox"/>	<a href="#">Transportation Improvement Plan (TIP) Checklist</a>	 Replace	"TIP Checklist MPO Nam

Requires Upload       Optional       Upload Complete

**Additional Documents**

Upload

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

- 5) Select Approve/Return and enter comment

**Review**

Recommendation:  Approve  Return

Submit Review

6) Select Submit Review

**Review**

Recommendation:  Approve  Return

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

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

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

2) Select Review

The screenshot shows the 'MPO Documents' interface. On the left sidebar, the 'Review' option is highlighted with a green circle. The main content area displays a table of MPO documents with columns for Start/Submited Year, End/Horizon Year, District, Local Agency Name, Document Type, and Status. There are buttons for 'Add New Draft TIP', 'Add New Draft LRTP', and 'Add New Draft UPWP' at the top.

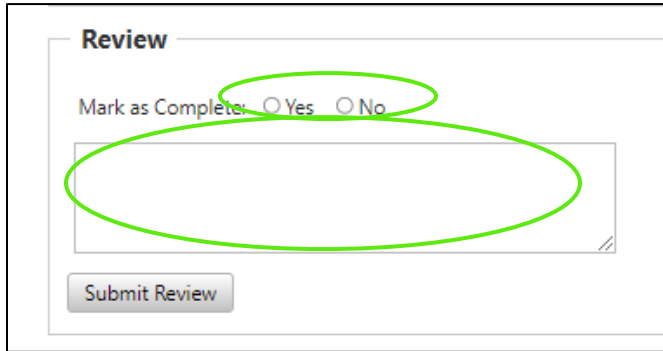
3) Select a record to review

The screenshot shows the 'MPO Review' page. The 'MPO Listing' table has one record selected, highlighted with a green circle. The record details are: Start/Submited Year: 2022, End/Horizon Year: 2027, District: District 1, Local Agency Name: Charlotte County- Punta Gorda MPO, Document Type: TIP, and Status: FTA Approved. The 'Clear Filters' and 'Select' buttons are also highlighted with green circles.

4) Select Document link or icon to review documents

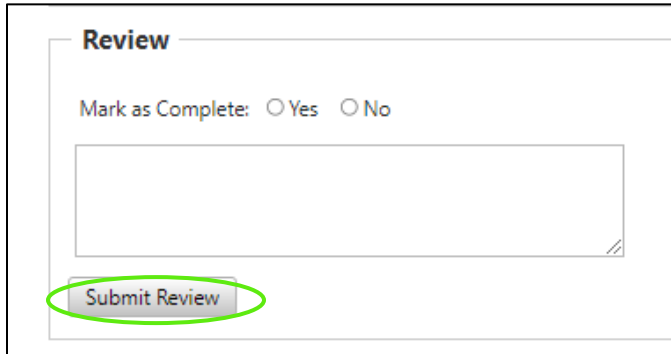
The screenshot shows the 'Documents' page. It displays a table with columns for 'Title' and 'Description'. The second row, 'Transportation Improvement Plan (TIP) Checklist', is circled in green. Below the table, there are status indicators for 'Requires Upload', 'Optional', and 'Upload Complete'. At the bottom, there is an 'Additional Documents' section with an 'Upload' button and a table containing an 'Edit' link circled in green.

5) Select Approve/Return and enter comment



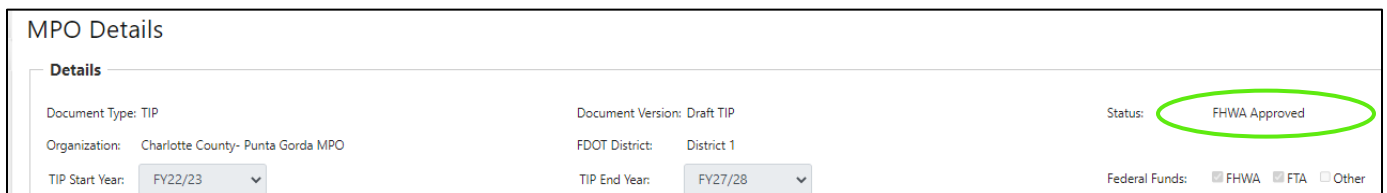
The screenshot shows a 'Review' form. At the top, it says 'Review'. Below that, there is a section 'Mark as Complete:' with two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons is a large text input area. At the bottom of the form is a button labeled 'Submit Review'. A green oval highlights the 'Yes' radio button and the text input area. Another green oval highlights the 'Submit Review' button.

6) Select **Submit Review**



The screenshot shows the same 'Review' form as in the previous step. The 'Submit Review' button at the bottom is now highlighted with a green oval.

7) The status will now say FHWA Approved



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

## 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

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"/>
<input type="button" value="Select"/>	2022	2023	District 5	Greater Orlando Aviation Authority (GOAA)	UPWP	Returned
<input type="button" value="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:       UPWP End Year:       Federal Funds:  FHWA  FTA  Other

4) Complete the steps from section 11.1

**Documents**

Version: Draft UPWP Returned

Version: Amendment UPWP Version #1 Not Submitted

Title	Description	Uploaded By	Created
<input checked="" type="checkbox"/> Amendment UPWP Version #1 Unified Planning Work Program (UPWP)	<input type="button" value="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
<input checked="" type="checkbox"/> Unified Planning Work Program(UPWP) Checklist	<input type="button" value="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**

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

**Documents**

Version: Draft L RTP FHWA Approved

Version: Amendment L RTP Version #1 FHWA Approved

Version: Adopted L RTP Version #1 Not Submitted

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

Requires Upload    Optional    Upload Complete

**Additional Documents**

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

**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"/>
<input type="button" value="Select"/>	2022	2023	District 5	Greater Orlando Aviation Authority (GOAA)	UPWP	Returned
<input type="button" value="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

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

**Documents**

Version: Draft LRTP FHWA Approved

Version: Amendment LRTP Version #1 FHWA Approved

**Version: Adopted LRTP Version #1** Not Submitted

Title	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

### 11.7 How to Archive an MPO Record

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

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

**MPO Documents**

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

**MPO Listing**

	Start/Submitted Year	End/Horizon Year	District	Local Agency Name	Document Type	Status
Select	2026	2027		Florida Department of Transportation	TIP	Submitted for Review
Select	2023	2024		Florida Department of Transportation	TIP	Not Submitted
Select	2023	2023		Florida Department of Transportation	TIP	Not Submitted
Select	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: FY22/23 TIP End Year: FY24/25 Federal Funds:  FHWA  FTA  Other

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

Listing

Review

Archive

### 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"/>
<input type="button" value="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

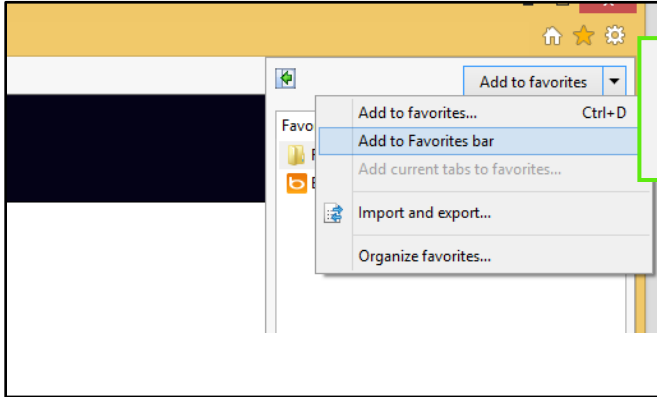
Organization: Florida Department of Transportation FDOT District:

TIP Start Year: FY22/23 TIP End Year: FY24/25 Federal Funds:  FHWA  FTA  Other

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

## Section 12: Additional Information

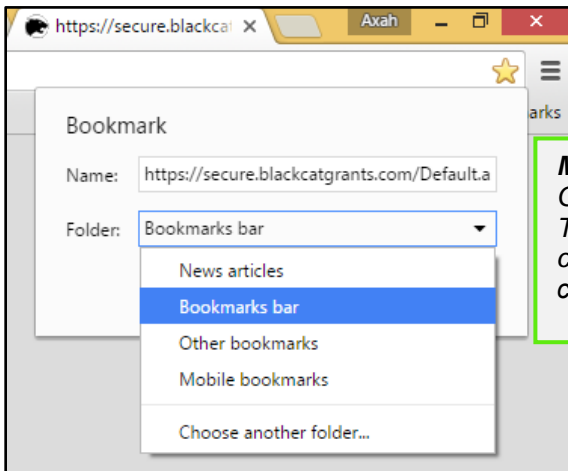
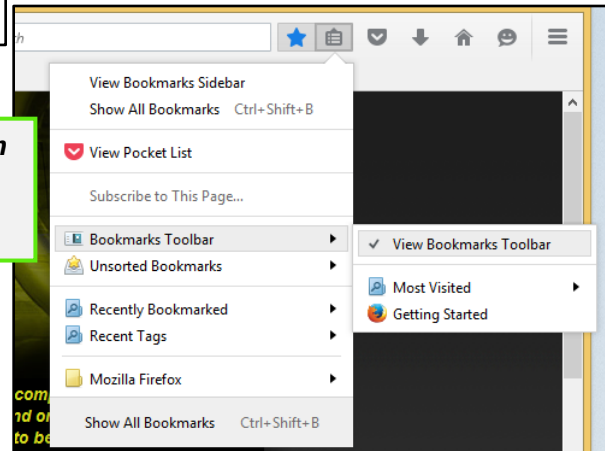
**Website Bookmarking:** We recommend bookmarking the website (URL) to allow easy access when returning in the future. Below is how to complete this task in each internet browser.



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



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



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

