



System Web Address: [www.flgap.com](http://www.flgap.com)

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# User Guide

## Section 1: Introduction

### 1.1 What is the FLGAP System?

Panther International, LLC is proud to offer the **FLGAP System**, a grant management system designed and developed specifically for use by state Departments of Transportation (DOT) and other key transportation industry organizations.

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

### 1.2 This User Guide

This user guide was created to assist agency users with the efficient use of the **FLGAP System**. This guide will walk you through each step of the grant process, from gaining access through applications. We suggest utilizing this manual to help walk through each component of the system while you complete the process.

If immediate technical help or support is needed, please call **BlackCat Support at 1-888-238-9707** or select the “**Contact Support**” link at the bottom of each section within the system; this will create an email for you to document the specific issue you are experiencing. If you call and a representative does not answer directly, please leave a message and your call will be returned in a timely manner. To assist our team in providing the most helpful responses, please provide your name, the state you are calling from, the agency you are representing, your contact information, and details about your question or issue you are experiencing.

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

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

## Section 2: Getting Started

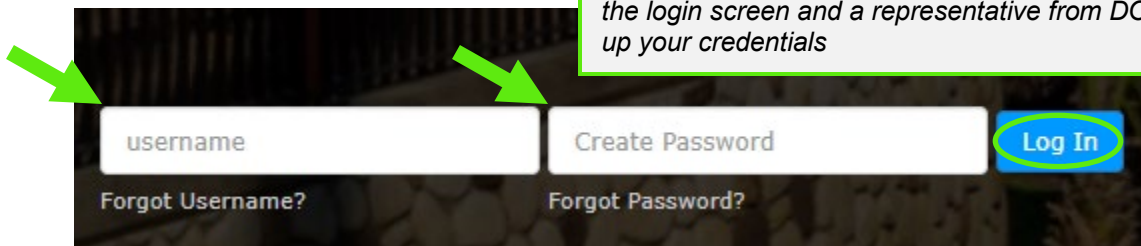
### 2.1 Access the System

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



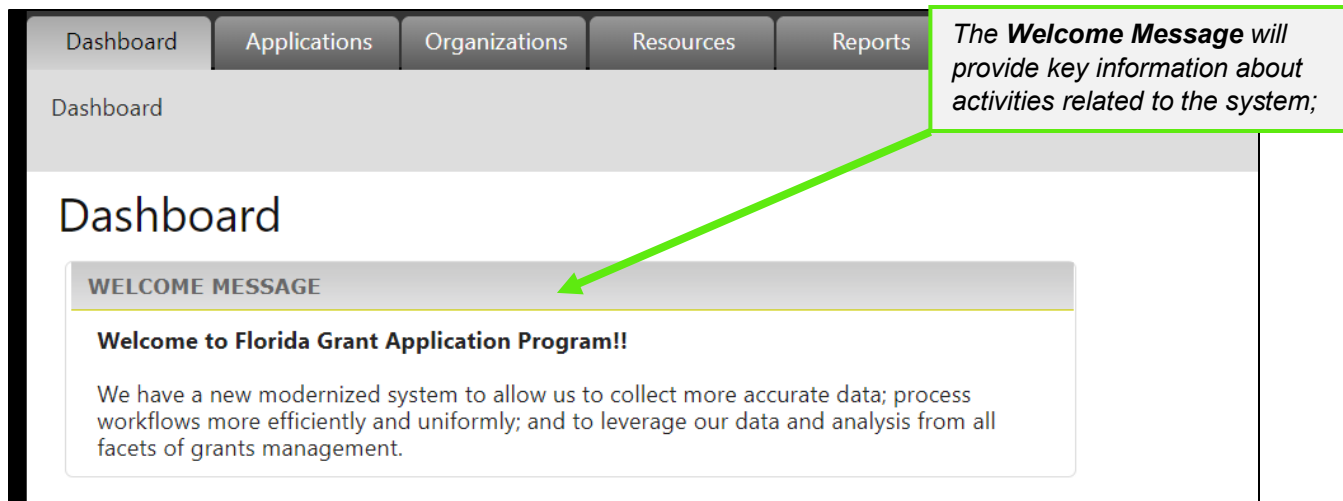
- 2) Login to the **FLGAP System**:
  - a. Enter your username
  - b. Enter your password
  - c. Select the Login button

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



### 2.2 System Overview

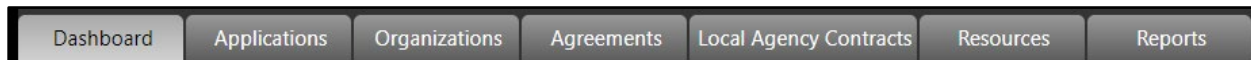
- 1) **Dashboard:** After logging in, you will see the system dashboard.



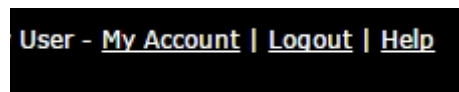
2) The system is sub-divided into several components:

- Dashboard
- Applications
- Organizations
- Resources
- Reports

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



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



## My Account:

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

**Edit User**

Contact Types

Salutation: Select One

First Name: Jamie

Middle Initial: M

Last Name: Acton

Title:

Address 1:

Address 2:

City:

State: Select One

Zip:

Main Phone Number: Ext Enter 10 digits no hyphens

Alternate Phone Number: Ext Enter 10 digits no hyphens

Main Email:

Secondary Email:

Notes:

Save Cancel

The **My Account** feature allows you to change certain profile information including first name, last name, phone number, email address, and password. Once a username has been created, it cannot be changed.

## Logout and Help:

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

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

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

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

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

## BlackCat Support Center Phone Number:

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

## Accessibility Info:

Provides information for those users needing accessibility assistance.

## Contact Support:

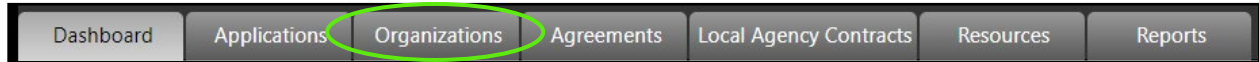
Allows a user to submit questions, concerns, ideas or other information directly to the **BlackCat Customer Support Team**.

## Section 3: Organization Management

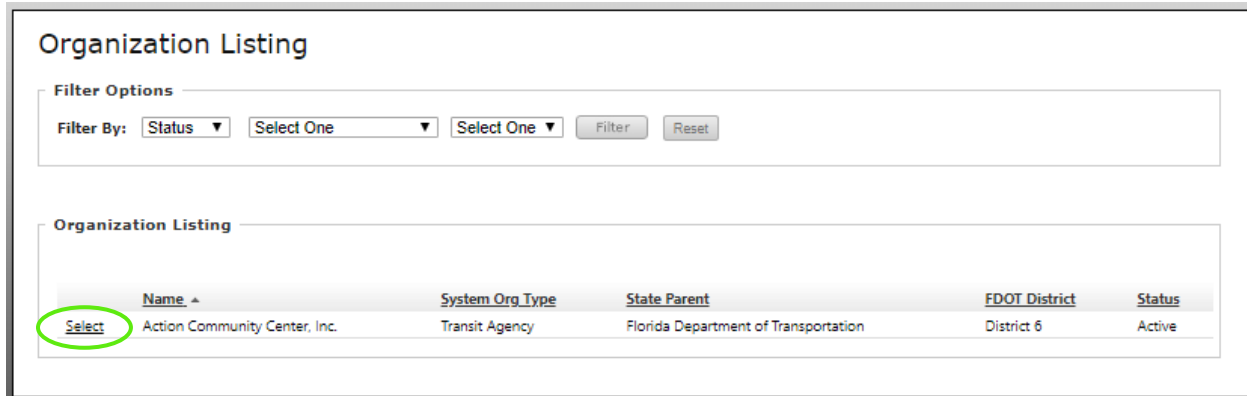
The Organization section includes data about your agency, including addresses, contacts, vendor information, and contacts/users.

### 3.1 Editing Organization Details

- 1) Select the **Organizations** tab



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



The screenshot shows the 'Organization Listing' interface. At the top, there is a 'Filter Options' section with a 'Filter By:' label and three dropdown menus: 'Status', 'Select One', and 'Select One'. Below the filters is a table with the following columns: Name, System Org Type, State Parent, FDOT District, and Status. The first row of data is 'Action Community Center, Inc.', 'Transit Agency', 'Florida Department of Transportation', 'District 6', and 'Active'. A 'Select' button is located to the left of the first row, circled in green.

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

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

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

**Organization Overview**

**Organization Information**

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

Website:  
Primary Contact:  
Title:  
Email:  
Phone:

**Organization Details**

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

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

Mailing address if different

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

Remittance address

**Contact Info**  
Website:  
Customer Service Email:  
Main Phone Number: - - Ext  
Alternate Phone Number: - - Ext  
Fax Number: - -

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

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

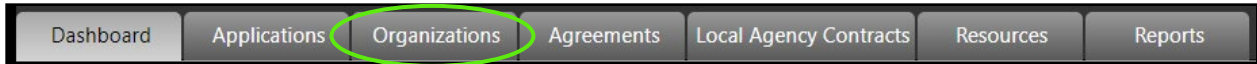


## 3.2 Contact Management

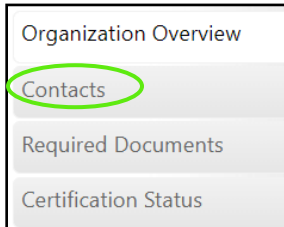
This section provides the opportunity for an agency to identify the individuals responsible for various tasks within the system. Please note you will have to contact DOT to add a new user to the system.

To view your organizations contact's:

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

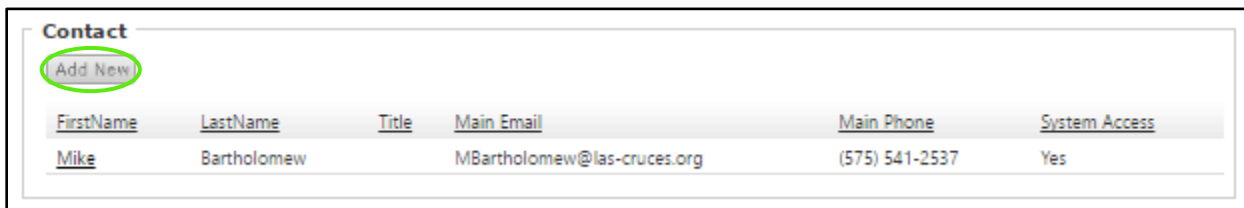


2) Select the **Contacts** section



To add a new contact:

1) Select the **Add New** button



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

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

**Edit Contact**

**Edit Contact**

▶ Contact Types

Salutation:

First Name:

Middle Initial:

Last Name:

Title:

Address 1:

Address 2:

City:

State:

Zip:

Main Phone Number:  Ext:  Enter 10 digits no hyphens

Alternative Phone Number:  Ext:  Enter 10 digits no hyphens

Main Email:

Alternative Email:

Notes:

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

3) Select **Save**

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

### 3.2.1 To edit an existing contact:

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

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

2) Edit Contact Details

3) Select **Save**

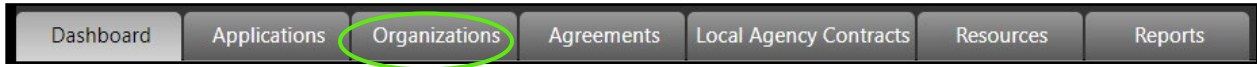
### 3.2.2 Activating or Deactivating a User

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

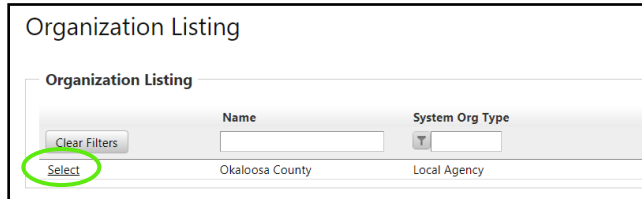
## 3.4 Required Documents

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

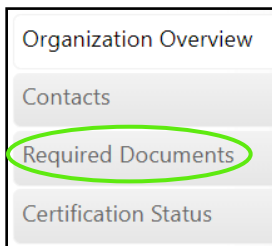
1. Select the **Organization** tab



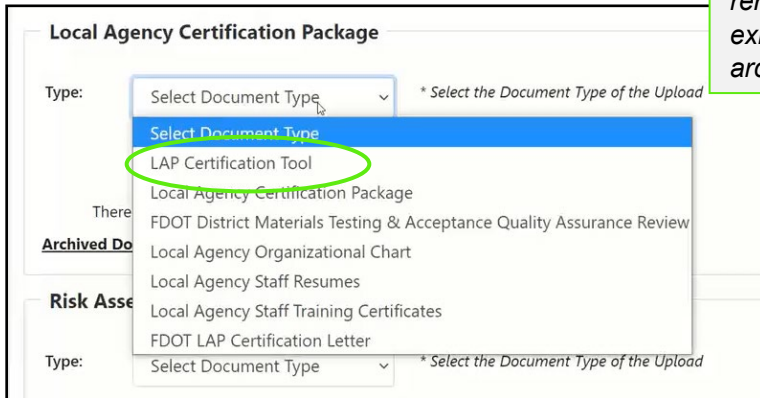
2. Select the **Organization**



3. Select the **Required Documents** tab

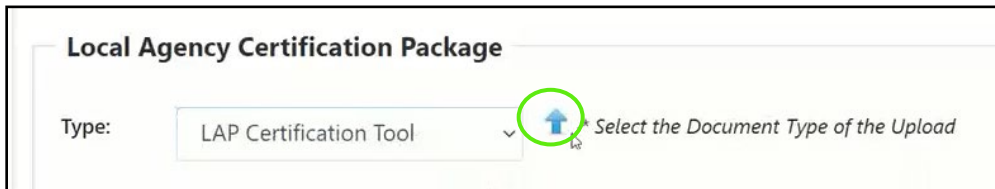


4. Select the **Document Type**

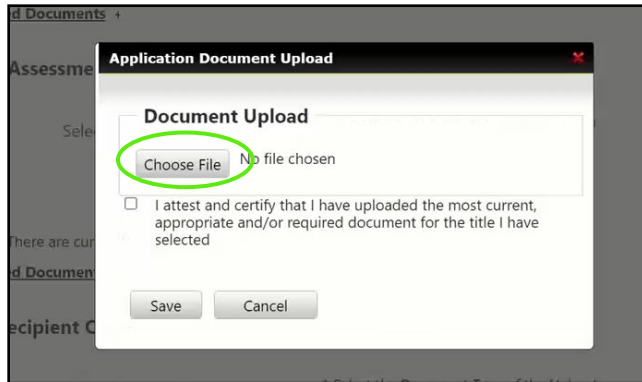


**Helpful Hint:** When a document type is selected the most recent one will remain in the active list and the existing one of the same type will be archived.

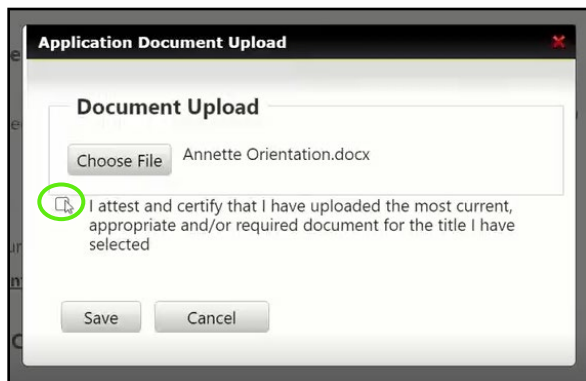
5. Select **Upload**



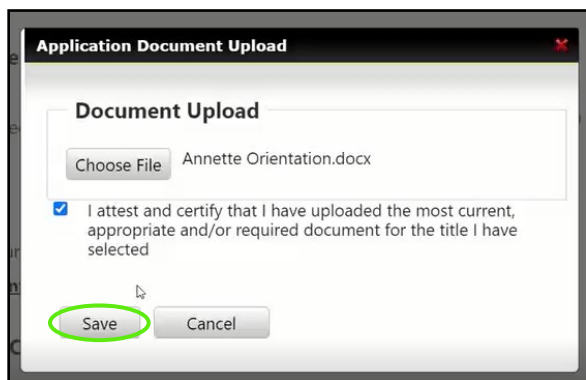
6. Select the **document**



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.

The screenshot shows the 'Local Agency Certification Package' interface. At the top, there is a 'Type:' dropdown menu set to 'LAP Certification Tool' with a blue arrow icon and the text '\* Select the Document Type of the Upload'. Below this is a table with the following data:

Document Type	Uploaded By	Upload Date	Expires
<a href="#">LAP Certification Tool</a> (Valid until Revised)	Lorraine Moyle	05/26/2021	N/A

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

The screenshot shows the 'Local Agency Certification Package' interface with an upload error message: 'Upload status: The file could not be uploaded. The following error occurred: The process cannot access the file 'C:\web\test.flgap.com\wwwroot\Uploads\Documents\Project Checklist.pdf' because it is being used by another process.' Below the error is a table with the following data:

Document Type	Uploaded By	Upload Date	Expires	Delete
<a href="#">LAP Certification Tool</a> (Valid until Revised)	Scott Bitterman	06/10/2021	N/A	

Below the table, the text 'Archived Documents +' is circled in green.

### 3.5 Certification Status

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

#### 3.5.1 Organization Assessment

1. Select the **Organization** tab

The screenshot shows a navigation menu with the following tabs: Dashboard, Applications, **Organizations** (circled in green), Agreements, Local Agency Contracts, Resources, and Reports.

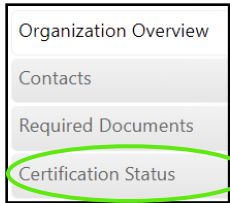
2. Select the **Organization**

The screenshot shows the 'Organization Listing' page. It has a search filter section with 'Name' and 'System Org Type' fields. Below the search filters, there is a table with the following data:

Name	System Org Type
Okaloosa County	Local Agency

The 'Select' button is circled in green.

3. Select the **Certification** tab



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

A screenshot of the 'Organization Assessment' form. The 'Title VI:' field has a dropdown menu with 'Select One' selected. The 'Assurance Expiration Date' field is empty. The 'Risk Level' field has a dropdown menu with 'Select One' selected. A 'Save' button is at the bottom left.

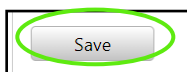
5. Select the **Date**

A screenshot of the 'Organization Assessment' form. The 'Assurance Expiration Date' field is highlighted with a green oval. The 'Title VI:' and 'Risk Level' dropdowns still show 'Select One'.

6. Select the **Risk Level**

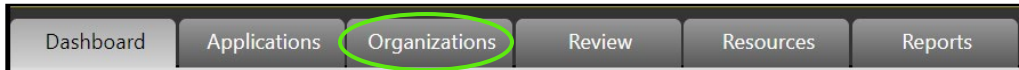
A screenshot of the 'Organization Assessment' form. The 'Risk Level' dropdown menu is highlighted with a green oval and shows 'Moderate' selected. The 'Title VI:' dropdown shows 'Yellow' and the 'Assurance Expiration Date' field shows '6/14/2021'.

7. Select **Save**

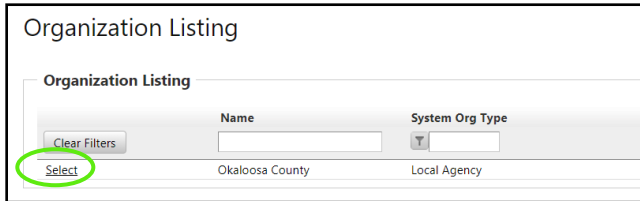


### 3.5.2 Adding a Certification

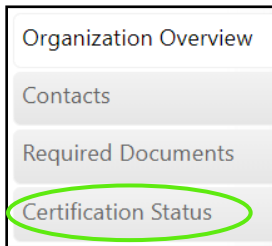
1. Select the **Organization** tab



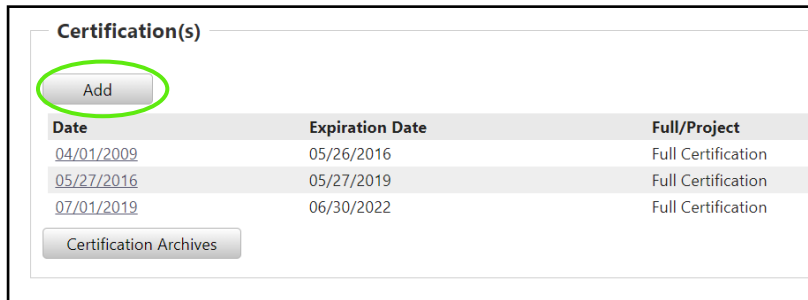
2. Select the **Organization**



3. Select the **Certification** tab



4. Select **Add**



5. Select the **Date**

**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:**

Certification documents MUST be uploaded on Required Documents Tab

Certification Reminder will automatically be sent 30 Days Prior to Expiration

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

## 6. Add Notes

**Current Certification**

Certification Date:

Certification Expiration Date:

Certification Type:

- Planning
- Design
- Construction/Construction Administration
- Other

Full Certification (3 years)

With Exceptions

Project Specific (Select Project - Required)

Select One

With Exceptions

DENIED (This will automatically ARCHIVE this request)

**Notes:**

Certification documents MUST be uploaded on Required Documents Tab

Certification Reminder will automatically be sent 30 Days Prior to Expiration

## 7. Select Save

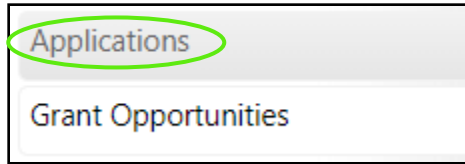
*\*Repeat to all of the certification. Be sure all the contacts needing to be notified at the agency are selected in the contact type.*

## Section 4: Application Opportunities, Creation and Submission

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

### 4.1 View Pending and New Grant Opportunities

- 1) Select the **Applications** tab



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

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

**Applications**

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

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

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

**Applications**

Filter Options

Filter By: Year  Filter Reset

Search By:

Year	Organization	Application Type	Description	Status
<a href="#">2020</a>	City of Belle Glade	Small County Outreach Program (SCOP) for Municipalities - District 4	City of Belle Glade SE Ave M - Priority Ranking Number 5	Complete

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

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

Application: Safe Routes to Schools-District 1  
 Year: 2019 Application Deadline: 12/31/2019 12:00:00 AM

Details Apply

## 4.2 Applying for and Completing a Grant

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

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

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

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

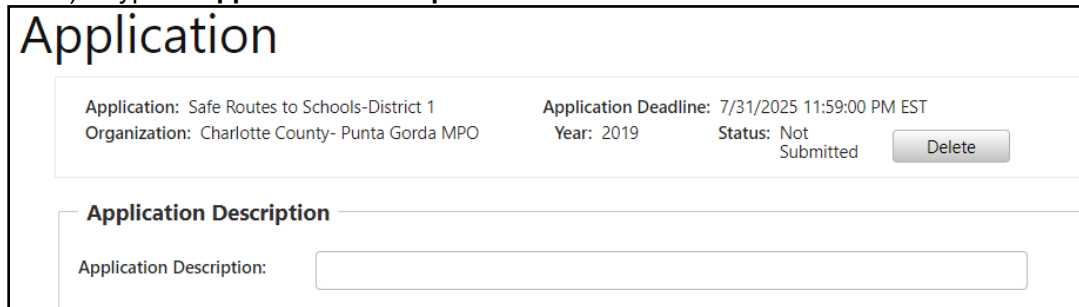
**Helpful Hint:** After selecting Apply, your application will be created and automatically open. To re- access your pending application(s), select the Applications tab and select Year.



Application: Safe Routes to Schools-District 1  
Year: 2019 Application Deadline: 12/31/2019 12:00:00 AM

Details  
Apply

- 2) Type in **Application Description**



### Application

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

**Application Description**

Application Description:

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

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

**Application Documents**

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

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

Requires Upload  Optional  Upload Complete

b. The document will indicate that it is downloading,

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

Form	
<input checked="" type="checkbox"/>	<a href="#">Download</a> - General Information
<input checked="" type="checkbox"/>	<a href="#">Download</a> - Service Provisions
<input checked="" type="checkbox"/>	<a href="#">Download</a> - Vehicles
<input checked="" type="checkbox"/>	<a href="#">Download</a> - Certifications
<input checked="" type="checkbox"/>	<a href="#">Download</a> - Other Equipment Inventory (5311/5339 only)
<input checked="" type="checkbox"/>	<a href="#">Download</a> - Required if Applicable
<input checked="" type="checkbox"/>	<a href="#">Download</a> - Final Checklist

Optional  Required Uploaded  Required Incomplete

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

Documents

Active Documents

63611077578713...docx

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

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

**Form**

- Download - Application Instructions
- Download - 5311 - 5339 Program
- Download - General Information Pa
- Download - SECTION A - Board of
- Download - SECTION B - Identifica
- Download - SECTION C - Replacem
- Download - SECTION D - Utilization
- Download - SECTION E - Coordinat
- Download - SECTION F - Vehicle In
- Download - SECTION F(a) - Other
- Download - SECTION G - Accessibil
- Download - SECTION H - Financial
- Download - SECTION I - KDOT Con
- Download - SECTION J - Local Con
- Download - SECTION K - Capital As
- Download - SECTION L - Operating
- Download - SECTION M - Administr
- Download - SECTION N - Sustainab

**SECTION C – Replacements, Expansion, or New Starts**

- For REPLACEMENT VEHICLE funding, give a detailed description of the transportation service being provided. In the case of replacement, you must ensure to fully complete Section C, Item 1 to indicate which vehicle is being replaced. Also provide documentation of the need to replace the vehicle (including vehicle mileage, age, and maintenance history). Vehicles being replaced must have a minimum of 100,000 miles at time of application. Mileage may be waived if major and/or excessive maintenance problems are documented. For replacement vehicles you must include the following (attach

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

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

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

**Form**

- Download - Application Instructions
- Download - 5311 - 5339 Program
- Download - General Information Pa
- Download - SECTION A - Board of
- Download - SECTION B - Identifica
- Download - SECTION C - Replacem
- Download - SECTION D - Utilization
- Download - SECTION E - Coordinat
- Download - SECTION F - Vehicle In
- Download - SECTION F(a) - Other
- Download - SECTION G - Accessibil
- Download - SECTION H - Financial
- Download - SECTION I - KDOT Con
- Download - SECTION J - Local Con
- Download - SECTION K - Capital As
- Download - SECTION L - Operating
- Download - SECTION M - Administr
- Download - SECTION N - Sustainab

**SECTION C – Replacements, Expansion, or New Starts**

- For REPLACEMENT VEHICLE funding, give a detailed description of the transportation service being provided. In the case of replacement, you must ensure to fully complete Section C, Item 1 to indicate which vehicle is being replaced. Also provide documentation of the need to replace the vehicle (including vehicle mileage, age, and maintenance history). Vehicles being replaced must have a minimum of 100,000 miles at time of application. Mileage may be waived if major and/or excessive maintenance problems are documented. For replacement vehicles you must include the following (attach

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

4) To Upload a document back into the system

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

Application Documents	
Before you can submit this application, you must upload all required documents.	
Documents	
<input checked="" type="checkbox"/> <a href="#">Download</a> - Rural Roadway Assistance Program Application	<a href="#">Attach</a>
<input checked="" type="checkbox"/> <a href="#">Download</a> - Engineers Cost Estimate	<a href="#">Attach</a>

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

**Attach Form**

**General Information**

Uploaded Document: - [View](#)

Upload or replace uploaded document by choosing a file below.

End-to-end ...ations.docx

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

- c. Select **Save**

**Attach Form**

**General Information**

Uploaded Document: - [View](#)

Upload or replace uploaded document by choosing a file below.

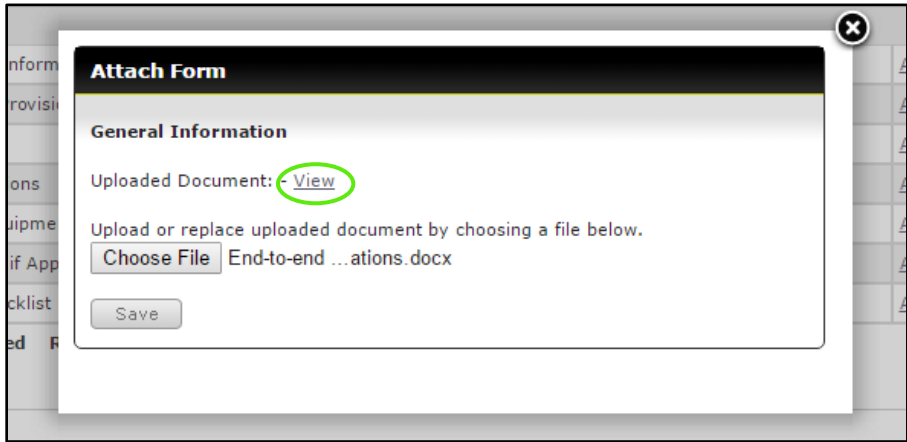
End-to-end ...ations.docx

- d. Upon selecting Save the Attach Form box will close and the line will now say **Re-Upload**, for required documents the check will change from grey to green

	<a href="#">Re-Upload</a>
	<a href="#">Re-Upload</a>
	<a href="#">Attach Upload</a>
	<a href="#">Attach Upload</a>
	<a href="#">Attach Upload</a>

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

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



### 4.3 Project Budget

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

**Project Budget**

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

State Participation

Federal Participation

Local Participation

**Total Project Cost**

b. Enter the amount for Federal Participation

**Project Budget**

**Helpful Hint:** Federal Participation = Federal grant program funds requested

State Participation

Federal Participation

Local Participation

**Total Project Cost**

c. Enter the amount for Local Participation

**Project Budget**

**Helpful Hint:** Local Participation = local matching or contributed funds

State Participation

Federal Participation

Local Participation

**Total Project Cost**

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

**Project Budget**

State Participation

Federal Participation

Local Participation

**Total Project Cost**

#### 4.4 How To Attach Additional Documents

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

**Documents**

**Active Documents**

Document Name

Select Document  No file chosen

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

c. Select the **Choose File** button

**Documents**

**Active Documents**

Document Name

Select Document  End-to-end ...ations.docx

No documents attached.

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

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

**Documents**

**Active Documents**

Document Name

Select Document  End-to-end ...ations.docx

No documents attached.

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

**Documents**

**Active Documents**

Document Name

Select Document  No file chosen

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

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

## 4.5 Submitting an Application

The Submit button will become active once:

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

Once the Submit button is active:

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

## Application

<b>Application:</b> Safety Route Score Card test	<b>Application Deadline:</b> 11/7/2019 12:00:00 AM	<input type="button" value="Delete"/>	<input type="button" value="Submit"/>
<b>Organization:</b> Alva	<b>Year:</b> 2020	<b>Status:</b> Not Submitted	

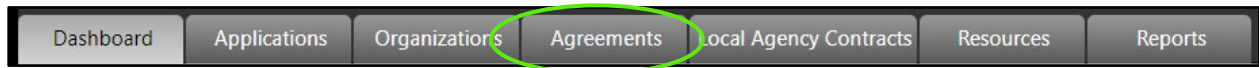
**Helpful Hint:** You will be able to monitor the status of your application via a number of status changes and email notifications sent by the system. If necessary, DOT will return your application to you for clarification/corrections as needed.

## Section 5: Agreements

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

### 5.1 Agreement Details

- 1) Select the **Agreements** tab



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

The screenshot shows a table titled 'Agreements Listing' with columns for District, Local Agency Name, and Description. A 'Clear Filters' button is visible. The second row of the table has its 'Select' button highlighted with a green oval.

	District	Local Agency Name	Description
<a href="#">Select</a>	District 3	Okaloosa County	PJ ADAMS ROAD FROM WILDHORSE
<a href="#">Select</a>	District 3	Okaloosa County	PJ ADAMS PARKWAY FROM ASHLEY
<a href="#">Select</a>	District 3	Okaloosa County	PJ ADAMS PARKWAY FROM WILD HO
<a href="#">Select</a>	District 3	Okaloosa County	PJ ADAMS PARKWAY FROM SR 8 (I-1
<a href="#">Select</a>	District 3	Okaloosa County	SR 293 WHITE PT. RDFROM N END C
<a href="#">Select</a>	District 3	Okaloosa County	FFEEY ROAD FROM NEWCASTLE PA

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

The screenshot shows the 'Agreements Details' page. On the left is a sidebar menu with 'Details' highlighted in green. The main content area shows 'Agreement Details' and 'Details' sections.

**Agreement Details**

- Item Segment #: 421997-7
- Project Description: 421997-7 - PJ ADAMS PARKWAY FROM ASHLEY DRIVE TO KEY LIME PLACE
- Local Agency Contract: [421997-7-68-01 : C19-2837-](#) [421997-7-58-01 : test](#)  
[PW](#)

**Details**

- FDOT Project Manager: CRAIG GAVIN
- Work Mix: ADD LANES & RECONSTRUCT
- On System:
- Transportation System: NON-INTRASTATE OFF STATE HIGHW
- Project Total: 2,824,000.00
- Project Expenditures: 2,741,582.32

On the right side, there is a dropdown menu for 'Roadway' with the value '57620501' and a '1' next to it.

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

### Key Contacts

Add contact association: ?

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

Full Name	Association Type	Phase:
No records to display.		

### Notes

Notes:

## 5.2 Agreement Tracking

- Select the **Tracking** tab

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

### Agreements Tracking

#### Agreement Details

Item Segment #:  [Link to PSEE](#)

Project Description:

Local Agency Contract:

#### Compliance

Construction Phase - Bid : 58-01

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

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

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

Agreements Tracking

**Agreement Details**




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

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

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

**Compliance**

Construction Phase - Bid : 58-01

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

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

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

**Upload Milestone Document**





Upload or replace uploaded document by choosing a file below.

No file chosen





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

**Compliance**

Construction Phase - Bid : 58-01

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

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

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

### 5.3 Agreement Documents

1) Select the **Documents** tab

Details

Tracking

**Documents**

Phases

Invoices

Drawdowns

Associated Applications

## Agreements Documents

**Agreement Details**

Item Segment #:

Project Description:

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

**Documents**

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

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

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

**Documents**

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

**Folder Title**

---

**Upload Documents**





Folder:

Title:

File:  No file chosen

---

**Files**

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

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

**Documents**

**Folder Title**

LAPIT Documents

**Upload Documents**

Folder: LAPIT Documents

Title:

File:  No file chosen

**Files**

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

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

**Files**

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

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

**Files**

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

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

**Files**

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

## 5.4 Agreement Phases

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

- Details
- Tracking
- Documents
- Phases
- Invoices
- Drawdowns
- Associated Applications

### Agreements Phases

**Agreement Details**

Item Segment #: 421997-7

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

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

**Available Contracts**

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

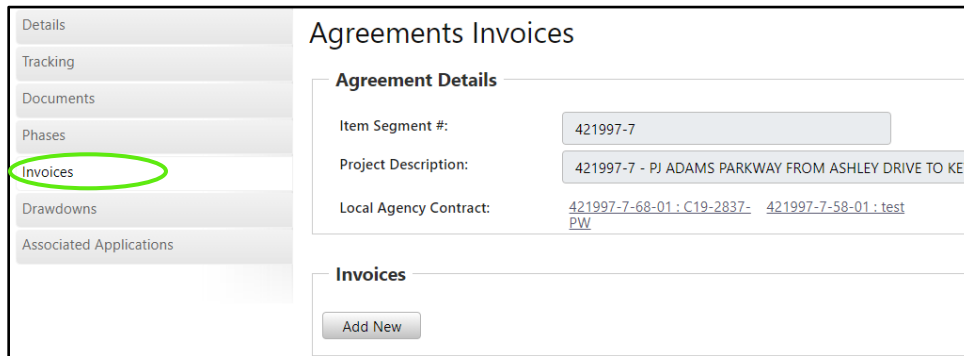
**Grouped Contracts**

**A1**

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

## 5.5 Agreement Invoices

- 1) Select the **Invoices** tab

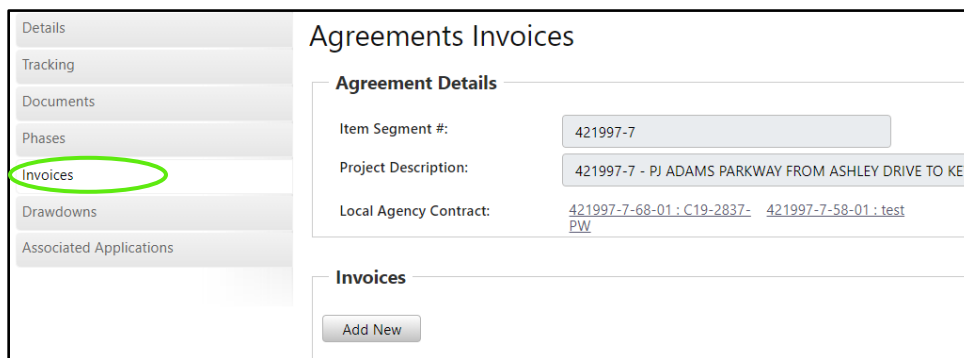


The screenshot shows the 'Agreements Invoices' page. On the left, a sidebar contains several tabs: 'Details', 'Tracking', 'Documents', 'Phases', 'Invoices', 'Drawdowns', and 'Associated Applications'. The 'Invoices' tab is highlighted with a green oval. The main content area is titled 'Agreements Invoices' and is divided into two sections: 'Agreement Details' and 'Invoices'. The 'Agreement Details' section contains the following information:

Item Segment #:	421997-7
Project Description:	421997-7 - PJ ADAMS PARKWAY FROM ASHLEY DRIVE TO KEY
Local Agency Contract:	<a href="#">421997-7-68-01 : C19-2837-</a> <a href="#">421997-7-58-01 : test PW</a>

Below the 'Agreement Details' section is an 'Invoices' section with an 'Add New' button.

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



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

3) Complete the information

The screenshot shows a form titled "Document Details" with the following fields: "Title:" (text input), "Service From Date:" (calendar input), "Service End Date:" (calendar input), and "File:" (file upload button labeled "Choose File" and "No file chosen"). The "Title", "Service From Date", and "Service End Date" fields are highlighted with a green border. Below the form are two buttons: "Save" and "Save and Submit".

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

A close-up of the two buttons at the bottom of the form: "Save" and "Save and Submit". The "Save" button is circled in green.

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

A close-up of the two buttons at the bottom of the form: "Save" and "Save and Submit". The "Save and Submit" button is circled in green.

6) Invoice information is available in the History Log

The screenshot shows the "Document Details" form with the following information: "Title:" (Invoice 1), "Service From Date:" (5/1/2021), "Service End Date:" (5/31/2021), and "File:" (Download file (331 KB)). Below the form is a section titled "History Log" which is circled in green. The "History Log" section contains the text "Invoice 1 Submitted for Review" and a link "Invoice\_1 Uploaded".

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

Details

Tracking

Documents

Phases

Invoices

Drawdowns

Associated Applications

## Agreements Invoices

**Agreement Details**

Item Segment #: 421997-7

Project Description: 421997-7 - PJ ADAMS PARKWAY FROM AS

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

**Invoices**

Add New

	Document Name	EDMSID	Size
Select	Invoice 1	11701657	339.00 KB

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

**Invoices**

Add New

	Document Name	EDMSID	Size
Select	Invoice 1	11701657	339.00 KB

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

**Invoices**

Add New

	Document Name	EDMSID	Size
Select	Invoice 1	11701657	339.00 KB

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

**Invoices**

Add New

	Document Name	EDMSID	Size
Select	Invoice 1	11701657	339.00 KB

## 5.6 Agreement Drawdowns

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

- Details
- Tracking
- Documents
- Phases
- Invoices
- Drawdowns
- Associated Applications

### Agreements Drawdowns

**Agreement Details**

Item Segment #:

Project Description:

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

**Drawdowns**

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

## 5.7 Agreement Associated Applications

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

- Details
- Tracking
- Documents
- Phases
- Invoices
- Drawdowns
- Associated Applications

### Agreements Applications

**Agreement Details**

Item Segment #:

Project Description:

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

**Select Associated Applications**

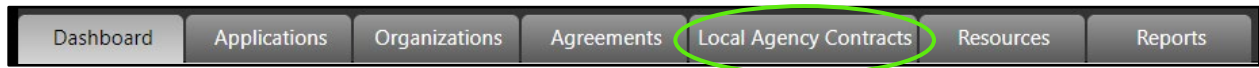
Agency	Application
Okaloosa County	Safe Routes to Schools-District 3
Okaloosa County	Transportation Regional Incentive Program (TRIP) - District 3
Okaloosa County	County Incentive Grant Program (CIGP) - District 3

## Section 6: Local Agency Contracts

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

### 6.1 Add New Local Agency Contract

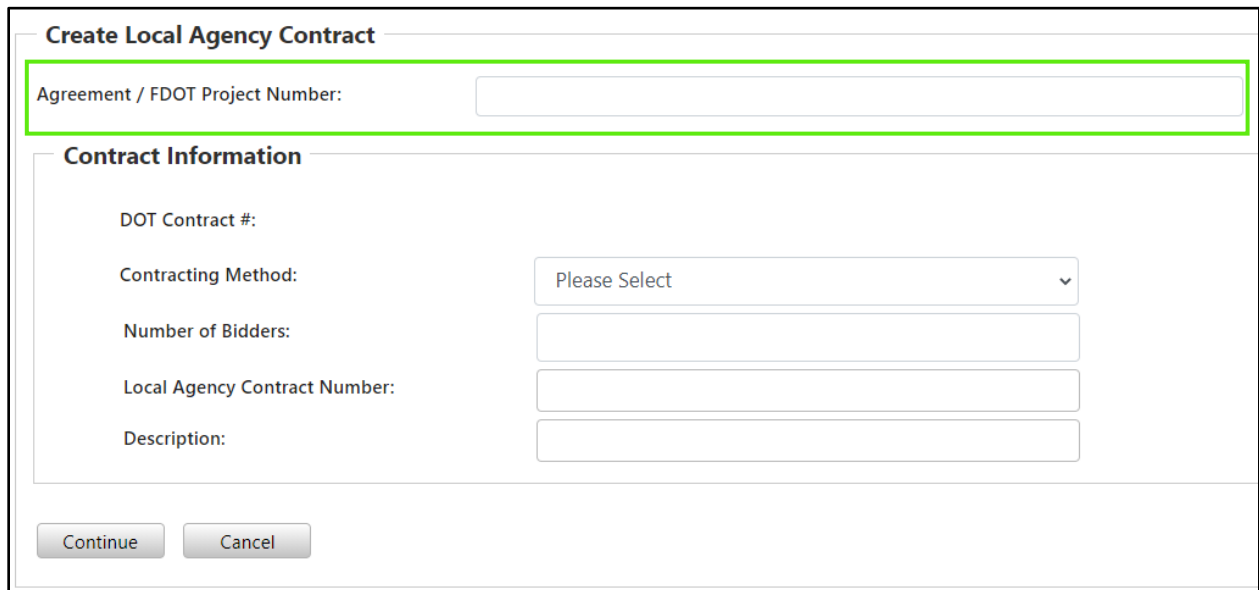
- 1) Select the **Local Agency Contracts** tab



- 2) Select **Add New**



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



A screenshot of a web application interface showing a form titled 'Create Local Agency Contract'. The form has a section for 'Contract Information' with several input fields. The 'Agreement / FDOT Project Number' field is highlighted with a green box. Below the form, there are 'Continue' and 'Cancel' buttons.

**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 begin to populate project numbers as you start to enter numbers

The screenshot shows the 'Create Local Agency Contract' form. The 'Agreement / FDOT Project Number' field contains the number '422'. A dropdown menu is open, displaying a list of project numbers and descriptions: '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', and '422442-1-58-01 | AOV73 | SR 293 WHITE PT. RDFROM N END OF MID-BAY BR. TO SR 20'. The 'Contract Information' section includes fields for 'DOT Contract #:', 'Contracting Method:' (set to 'Please Select'), 'Number of Bidders:', 'Local Agency Contract Number:', and 'Description:'. 'Continue' and 'Cancel' buttons are at the bottom.

5) Enter the **Contract Information**

The screenshot shows the 'Create Local Agency Contract' form with the 'Contract Information' section highlighted by a green box. The 'Agreement / FDOT Project Number' field is empty. The 'Contract Information' section includes fields for 'DOT Contract #:', 'Contracting Method:' (set to 'Please Select'), 'Number of Bidders:', 'Local Agency Contract Number:', and 'Description:'. 'Continue' and 'Cancel' buttons are at the bottom.

6) Select **Continue**

A close-up of the 'Continue' and 'Cancel' buttons. The 'Continue' button is circled in green, indicating it should be selected.

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

### Create Local Agency Contract - Construction Contract

Agreement / FDOT Project Number:  
422937-1-58-01-ESSEX ROAD FROM NEWCASTLE ROAD TO JAMES LEE ROAD

[Agreement Details](#)

#### Contract Information

Contracting Method:	Negotiated
Number of Bidders:	6
Local Agency Contract Number:	1234567890
FDOT Contract Number:	AOZ26

#### Contract Dates

Local Agency Advertisement Date:	<input type="text"/>	
Local Agency Planned Letting Date:	<input type="text"/>	
Local Agency Letting Date:	<input type="text"/>	
Local Agency Award Date:	<input type="text"/>	
Local Agency Contract Execution Date:	<input type="text"/>	
Local Agency Notice to Proceed Date:	<input type="text"/>	
Local Agency Construction Begin Date:	<input type="text"/>	
Local Agency Estimated Construction Completion Date:	<input type="text"/>	
Local Agency Actual Construction Completion Date:	<input type="text"/>	

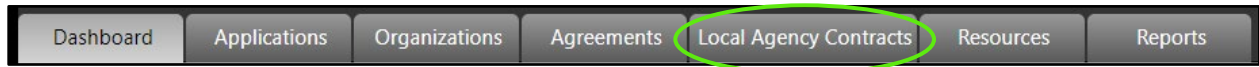
#### Contract Amounts

Local Agency Original Contract Amount:	\$ <input type="text"/>
Local Agency Current Contract Amount:	\$ <input type="text"/>
Local Agency Landscape Amount:	\$ <input type="text"/>

#### Prime Contractor

## 6.2 Review and Update Local Agency Contract

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



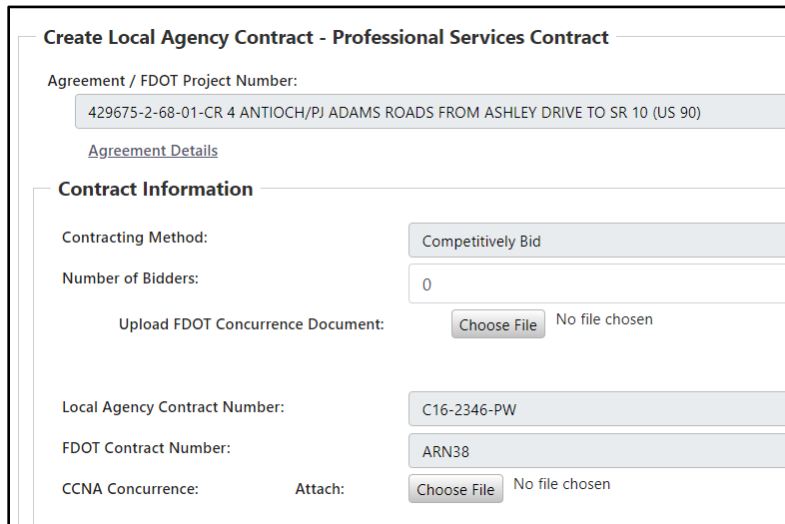
- 2) Use **Select** to review more details



The screenshot shows a table titled 'Contracts' with columns: Local Agency Name, Local Agency Contract #, FDOT Project #, and Project D. There are two rows of data. The 'Select' button in the first row is highlighted with a green oval.


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


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





The screenshot shows a form titled 'Create Local Agency Contract - Professional Services Contract'. It includes fields for Agreement / FDOT Project Number (429675-2-68-01-CR 4 ANTIOCH/PJ ADAMS ROADS FROM ASHLEY DRIVE TO SR 10 (US 90)), Contracting Method (Competitively Bid), Number of Bidders (0), Upload FDOT Concurrence Document (Choose File), Local Agency Contract Number (C16-2346-PW), FDOT Contract Number (ARN38), and CCNA Concurrence (Attach: Choose File).


**Contract Dates**


Local Agency Advertisement Date:  


Local Agency Planned Letting Date:  


Local Agency Letting Date:  


Local Agency Award Date:  

Local Agency Contract Execution Date:  

Local Agency Notice to Proceed Date:  

Local Agency Construction Begin Date:  

Local Agency Estimated Construction Completion Date:  

Local Agency Actual Construction Completion Date:  

---

**Contract Amounts**

Local Agency Original Contract Amount:  \$

Local Agency Current Contract Amount:  \$

Local Agency Landscape Amount:  \$

4) Select **Save**

### 6.2.1 How to Add a Prime Contractor

1. Complete the Prime Contractor and Contract name from populated list

**Prime Contractor**

**Search**

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

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

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

## Section 7: MPO Document Management

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

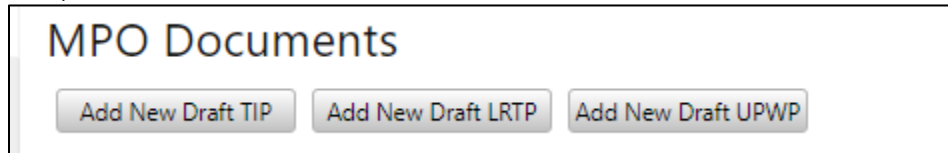
### 7.1 MPO Listing and Record Creation

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

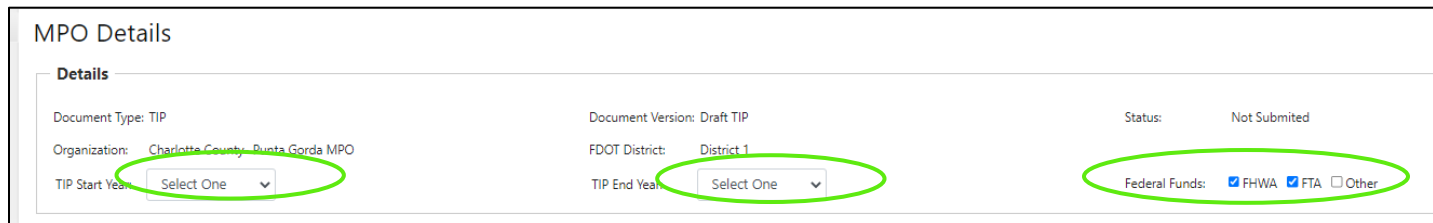
- 1) Select the **MPO Documents** tab



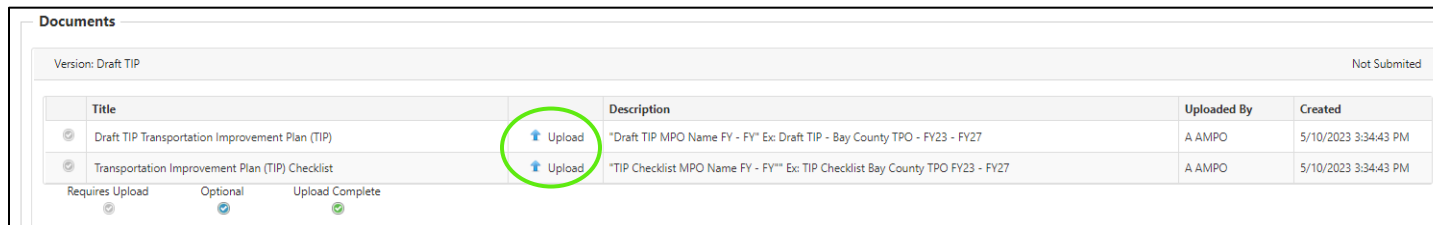
- 2) Select to Add New **TIP/LRTP/UPWP**



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

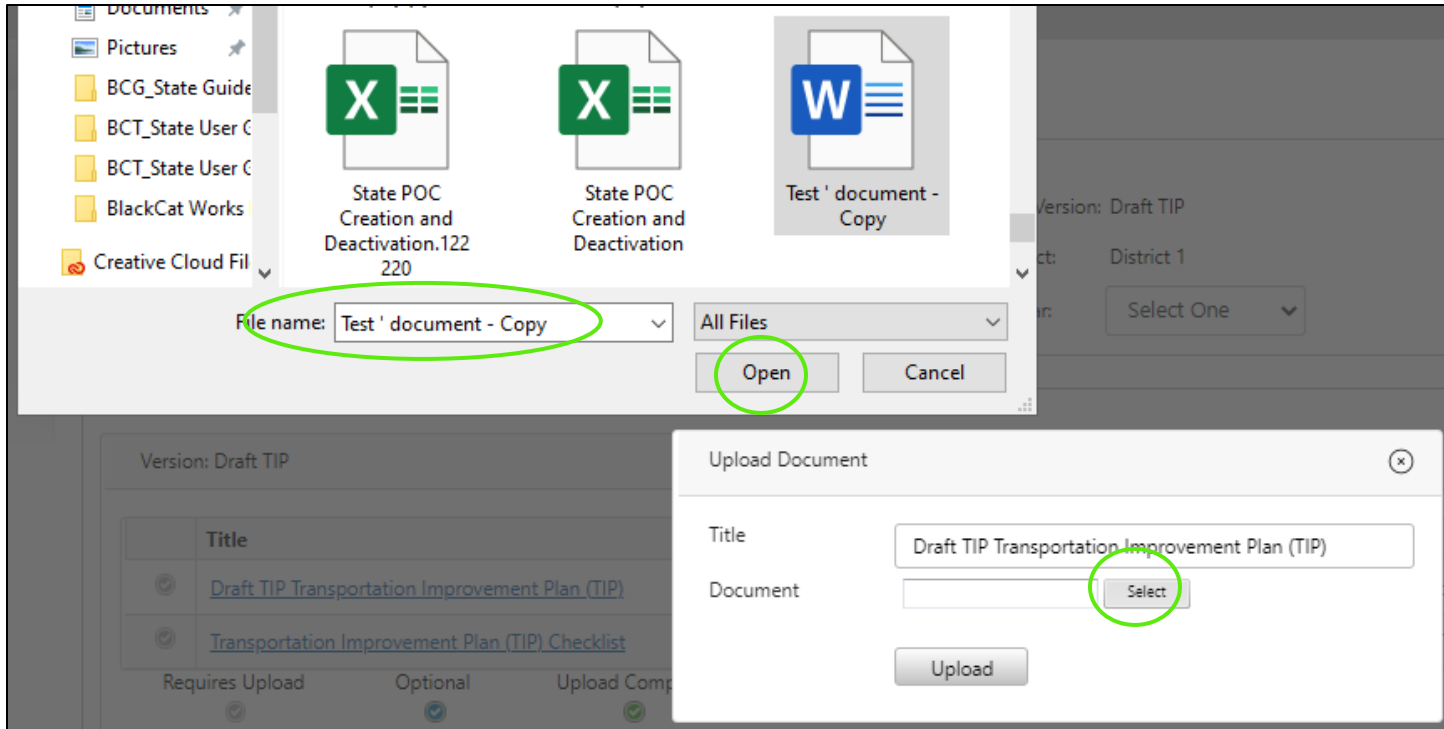
The image shows the 'MPO Details' form. It has a 'Details' section with several fields: 'Document Type: TIP', 'Organization: Charlotte County - Punta Gorda MPO', 'TIP Start Year' (a dropdown menu with 'Select One' selected), 'Document Version: Draft TIP', 'FDOT District: District 1', 'TIP End Year' (a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

- 4) Select Upload to complete the required documents

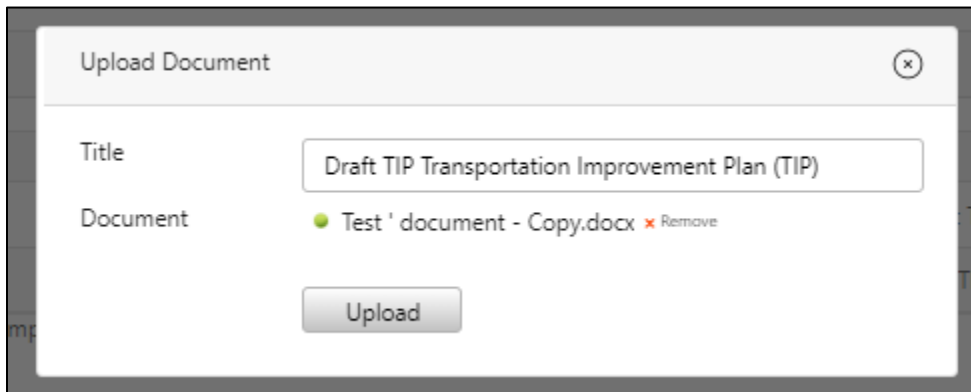


Documents		Version: Draft TIP			Not Submitted	
Title	Description	Uploaded By	Created	Requires Upload	Optional	Upload Complete
Draft TIP Transportation Improvement Plan (TIP)	"Draft TIP MPO Name FY - FY" Ex: Draft TIP - Bay County TPO - FY23 - FY27	A AMPO	5/10/2023 3:34:43 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation Improvement Plan (TIP) Checklist	"TIP Checklist MPO Name FY - FY" Ex: TIP Checklist Bay County TPO FY23 - FY27	A AMPO	5/10/2023 3:34:43 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

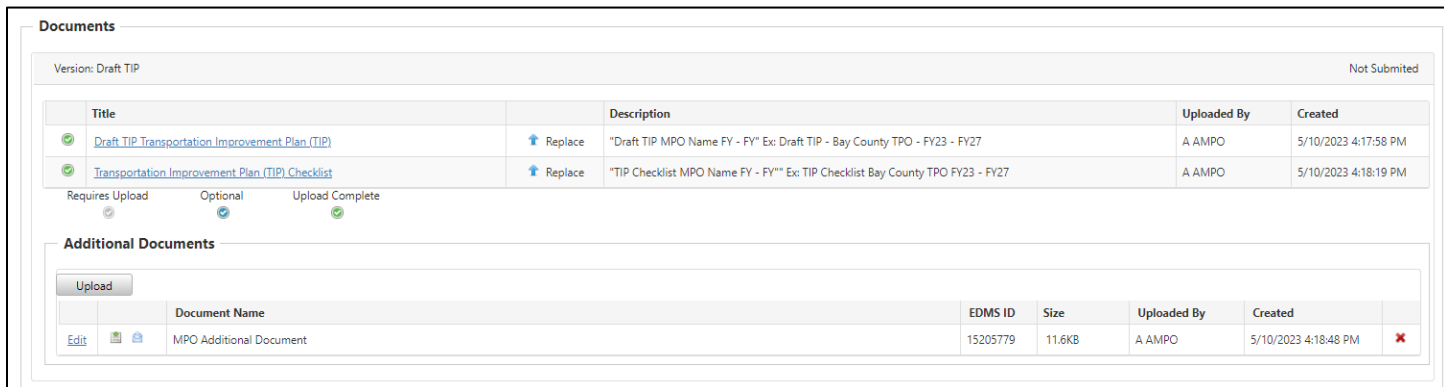
- 5) Select document



6) Select Upload



7) Select repeat for all Required Documents and Additional Documents

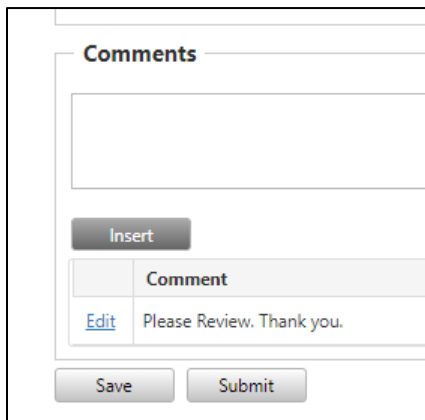


8) Enter any comments and select Insert



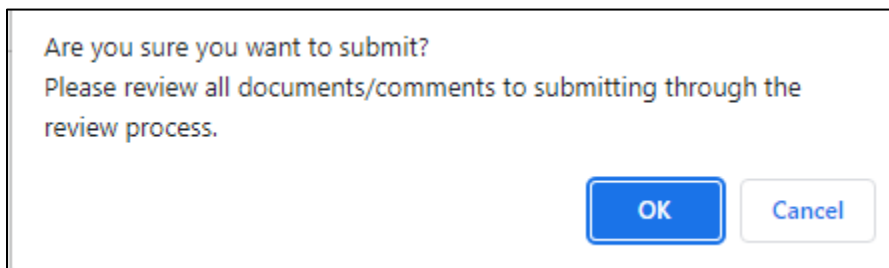
The screenshot shows a 'Comments' section. At the top, there is a text input field containing the text 'Please Review. Thank you.'. Below the input field is a button labeled 'Insert'. Underneath the 'Insert' button is a section titled 'Comment' which contains the text 'There are no comments to display.'.

9) Select Save and Submit



The screenshot shows the 'Comments' section. The 'Insert' button is now highlighted in a darker grey. Below the 'Insert' button, the 'Comment' section now displays the text 'Please Review. Thank you.' with an 'Edit' link to its left. At the bottom of the section, there are two buttons: 'Save' and 'Submit'.

10) Select okay to submit



The screenshot shows a confirmation dialog box. The text inside reads: 'Are you sure you want to submit? Please review all documents/comments to submitting through the review process.' At the bottom right of the dialog, there are two buttons: 'OK' (highlighted in blue) and 'Cancel'.

11) The status will now read Submitted for Review

### MPO Details

**Details**

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

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

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

**Documents**

## 7.5 How to Submit an MPO Amendment/Modification

This step is completed by the MPO User.

- 1) Select **MPO Documents**
- 2) Select the record

### MPO Documents

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

**MPO Listing**

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

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

### MPO Details

**Details**

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

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

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

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

- 4) **Complete the steps from section 1.1**

### 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)	<a href="#">Upload</a> "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	<a href="#">Upload</a> "UPWP Checklist MPO Name FY - FY" Ex: UPWP Checklist Bay County TPO FY23 - FY24	AAA MPO	5/10/2023 6:26:49 PM

Requires Upload Optional Upload Complete

**Additional Documents**

[Upload](#)

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

**Documents**

Version: Draft LRTP FHWA Approved

Version: Amendment LRTP Version #1 FHWA Approved

Version: Adopted LRTP Version #1 Not Submitted

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

Requires Upload  Optional  Upload Complete

**Additional Documents**

Upload

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

### 5) Once submitted

**MPO Details**

**Details**

Document Type: UPWP Document Version: Amendment UPWP Version #1 Status: **Submitted for Review**

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

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

## 7.6 How to Submit an MPO Adopted/Versions

This step is completed by the MPO User.

- 1) Select **MPO Documents**
- 2) Select the record

**MPO Documents**

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

**MPO Listing**

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

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

**MPO Details**

**Details**

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

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

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

**Submit Amendment/Modification**      Add New Adopted/Versions

**4) Complete the steps from section 1.1**

**Documents**

Version: Draft LRTP      FHWA Approved

Version: Amendment LRTP Version #1      FHWA Approved

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

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

Requires Upload      Optional      Upload Complete

**Additional Documents**

Upload

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

**5) Once submitted**

**MPO Details**

**Details**

Document Type: UPWP      Document Version: Amendment UPWP Version #1      Status: **Submitted for Review**

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

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

**Section 8: Resources**

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

1) Select **Resources**

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

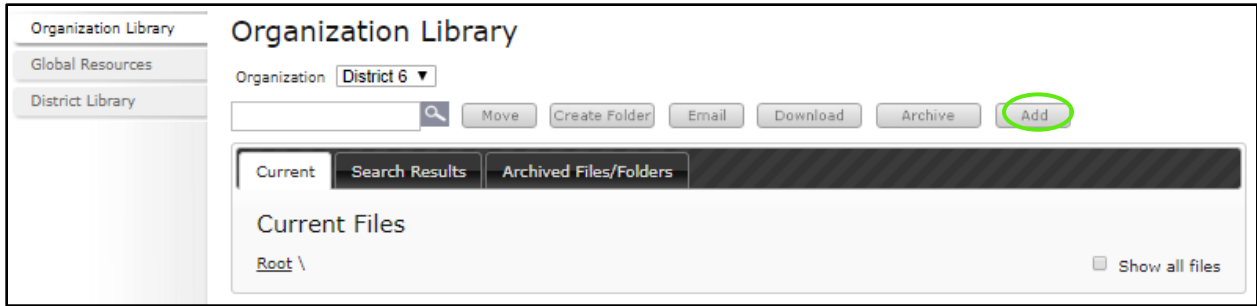
The screenshot shows the 'Organization Library' interface. On the left, there is a sidebar with three main sections: 'Organization Library', 'Global Resources', and 'District Library'. The main content area is titled 'Organization Library' and includes a dropdown menu for 'Organization' set to 'District 6'. Below this are buttons for 'Move', 'Create Folder', 'Email', 'Download', 'Archive', and 'Add'. The interface also features tabs for 'Current', 'Search Results', and 'Archived Files/Folders'. Under the 'Current' tab, there is a section for 'Current Files' with a link to 'Root \'. A callout box on the right explains the purpose of each section:

- Organization Library** is where you can store documents for your agency.
- Global Resources** is where the state will provide documentation and **Panther** will provide additional learning tools for the Module.
- District Library** is where each district will provide documentation to their district agencies.

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

This screenshot shows the same 'Organization Library' interface as above. The 'Organization Library' option in the left sidebar is circled in green, indicating it is the selected option for step 2a.

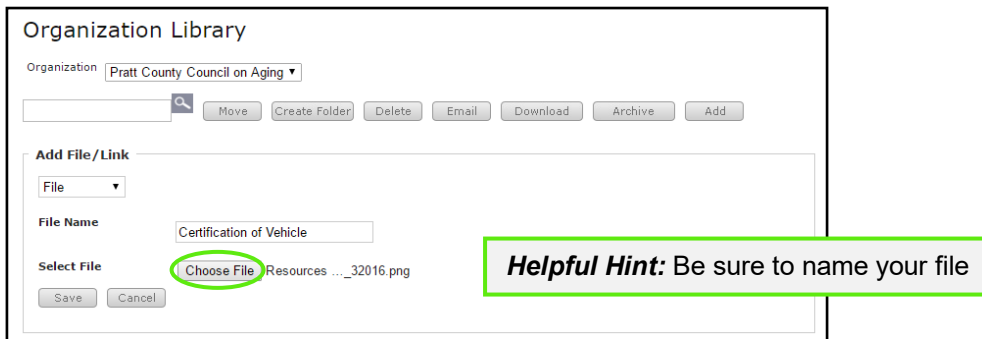
- b. Select the **Add** button



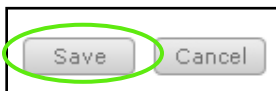
c. Select the correct choice under **Add File/Link**



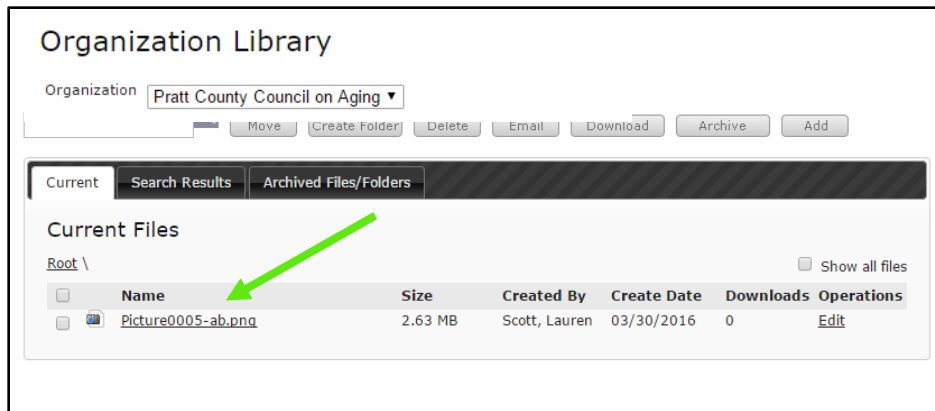
d. If you are adding a file, select **Choose File** and select the correct file



e. Select the **Save** button

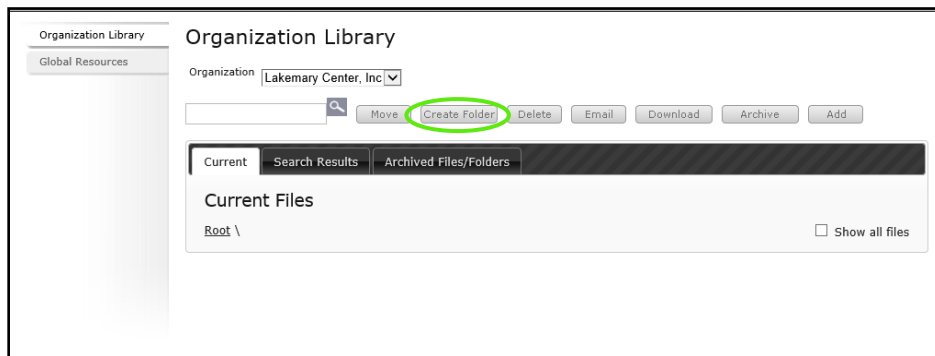


Your document is now loaded:



3) How to create a folder:

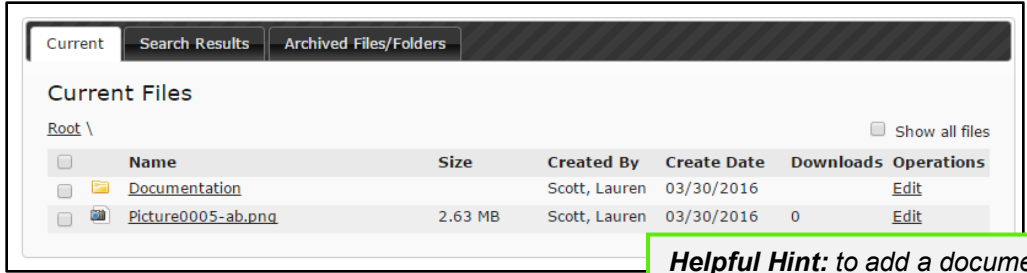
a) Select **Create Folder**



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

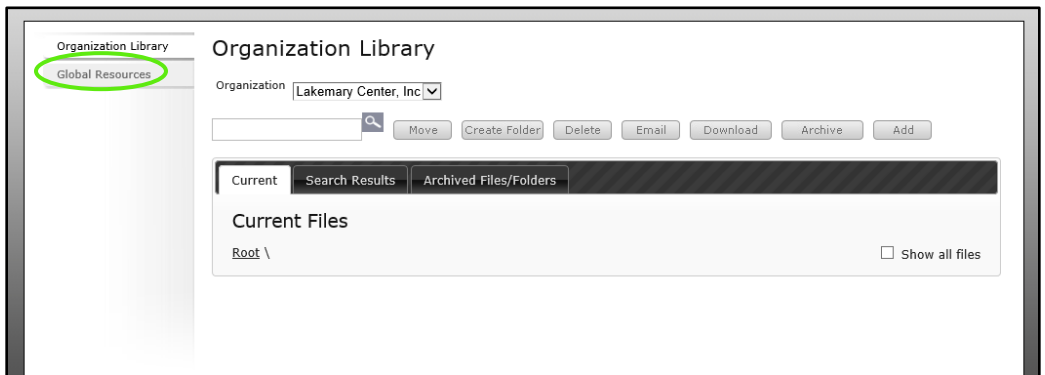


Your folder is now created:



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

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

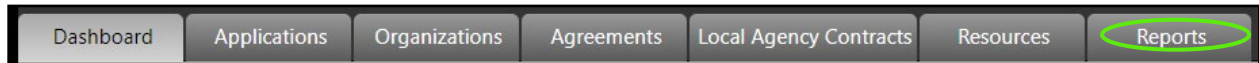


## Section 9: Reports

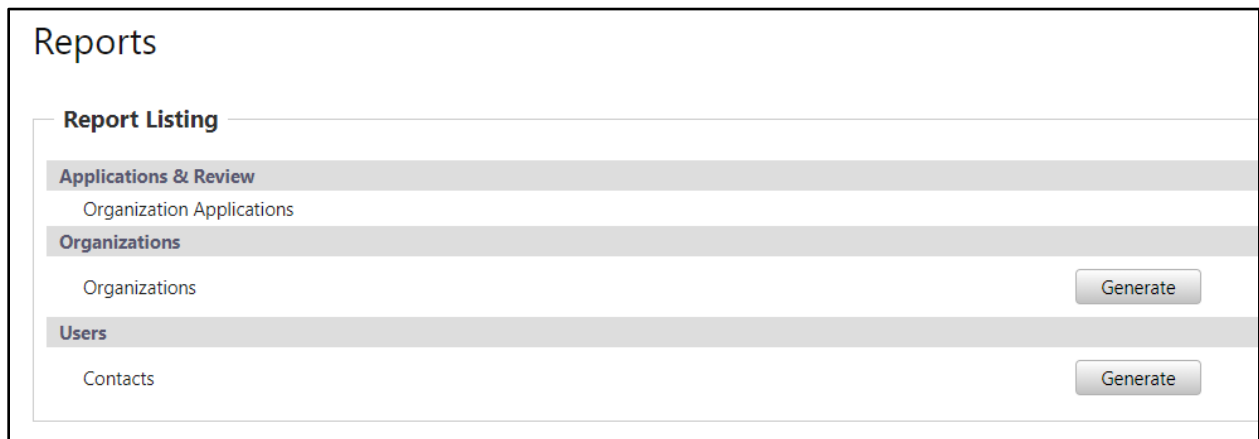
The reports section can be utilized to access information/data from within the system in a neatly formatted document. If there is a report you would like access to but you do not find it in the reports section, please request your report through your DOT Representative or **BlackCat Support**.

To access the Reports:

1. Select **Reports**

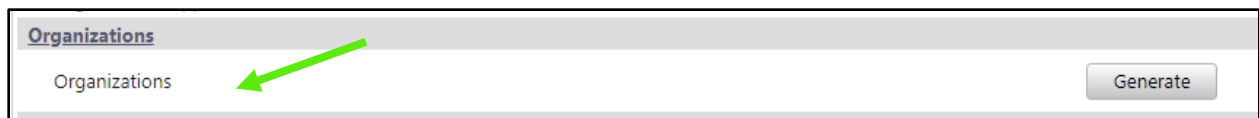


2. The Report Listing will now display

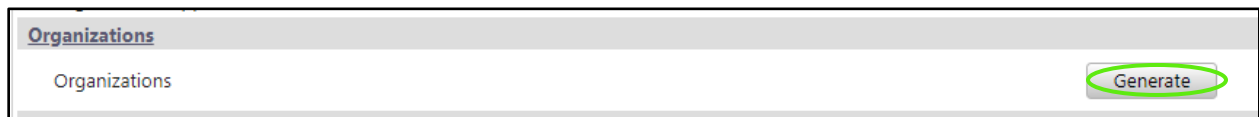


To create Reports:

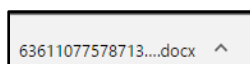
1. Identify the type of report to create



2. Select **Generate**



3. Your Report will now download for your review



## **Section : Additional Information**

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

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

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

- **Your DOT representative**

### **Frequently Asked Questions:**

**Q1: How do I add a User?**

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

**Q2: What information am I responsible for maintaining?**

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

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

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

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

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

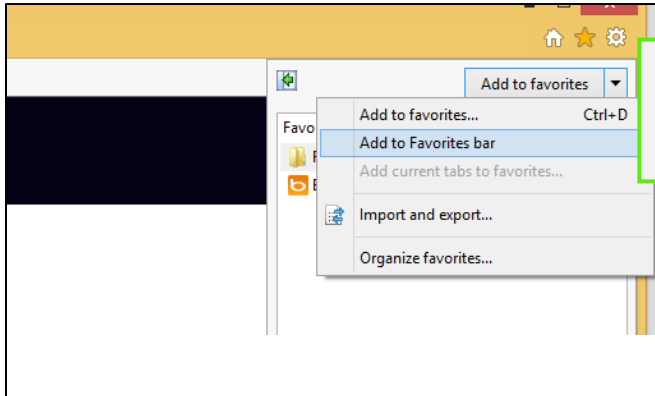
**Q5: How do I get speedy assistance?**

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

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

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

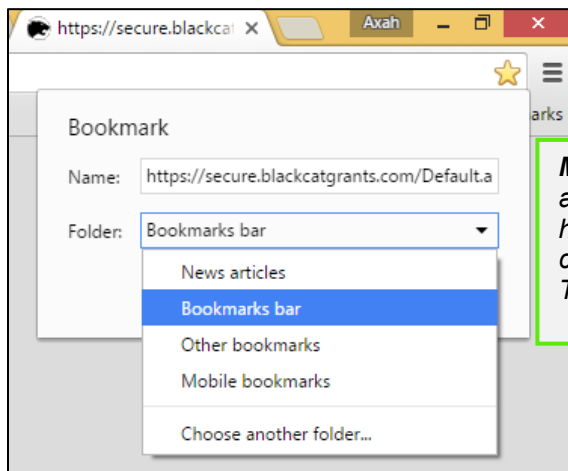
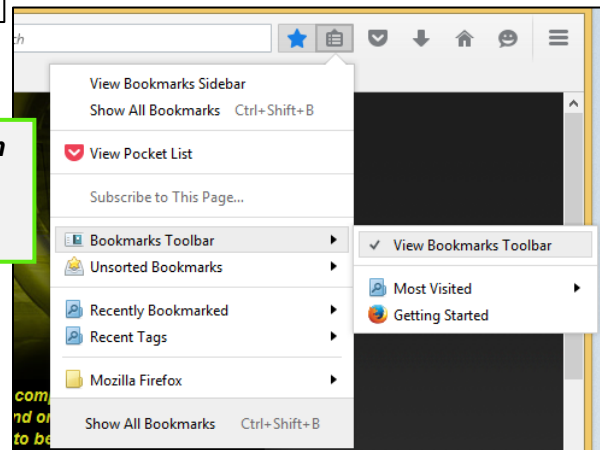
**A6:** Website Bookmarking: We recommend bookmarking the website (URL) to allow easy access when returning in the future. Below is how to complete this task in each browser.



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



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



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

