

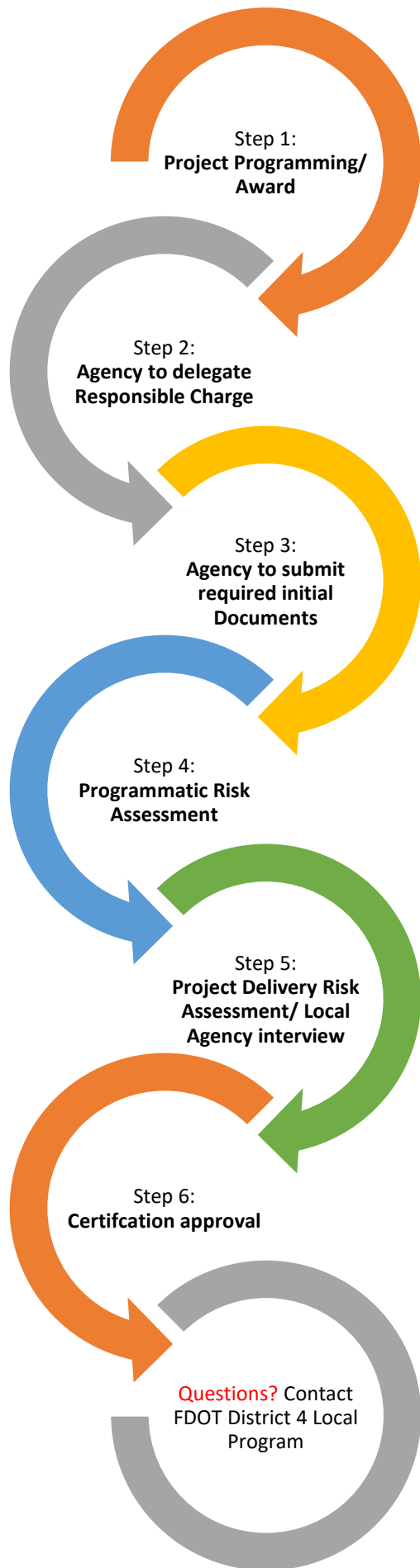


# LOCAL AGENCY PROGRAM TRAINING AND CERTIFICATION

## MEET THE TEAM

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# D4 LAP CERTIFICATION FLOW CHART



## Resources

- LAP Certification webpage:  
<https://www.fdot.gov/programmanagement/LAP/BecomingCertified.shtm>
- Computer Based Trainings:  
<https://www.fdot.gov/programmanagement/LAP/LAPTraining.shtm>
- LAP Forms & Documents:  
<https://www.fdot.gov/programmanagement/LAP/Forms/LapForms.shtm>
- LAP Manual:  
<https://www.fdot.gov/programmanagement/LAP/LAP-TOC.shtm>
- Shall be full-time employee of the Local Agency,
- Complete any required LAP training sessions,
- Attend project and coordination meetings,
- Be responsive on any project information requests
- Sub-Recipient Compliance Assessment Tool (aka SCAT tool)
- LAP Certification Tool
- Title VI Nondiscrimination Assurance Form
- Title VI Policy and Plan (includes Compliance procedures, ADA and LEP Plans.)
- All documents shall be uploaded to Grant Application Program (GAP)
- Performed by Central Office
- Review of SCAT
- Performed by District LAP Administrator and the required technical experts
- Review of LAP Certification Tool:
  - Responsibilities associated with different phases of transportation projects funded with Federal funds.
  - Training documentation requirements. A combination of Face-to-Face and Computer based trainings must be completed.
- Interview is performed with Local agency
- Local agency to be notified by letter
- Delegates project delivery to Local agency.

## D4 LAP CERTIFICATION RESPONSIBLE CHARGE



Step 2:  
Agency to delegate  
Responsible Charge

Must be a full-time employee of the Local Agency

The Responsible Charge **MUST** completed these Trainings

- FDOT LAP Certification- CBT (*THIS TRAINING IS MANDATORY FOR ALL EMPLOYEES AND CONSULTANTS IDENTIFIED ON THE CERTIFICATION TOOL.*)

<http://wbt.dot.state.fl.us/ois/LAPFHWA/default.htm>

- GAP- CBT

[GAP Training - Florida LTAP Center](#)

- LAP SCAT/Title VI – CBT- Every 3 Years

[LAP Title VI Sub-Recipient Compliance Assessment Tool \(SCAT\) Training Course \(No. BT-05-0153\) - Florida LTAP Center](#)

- ADA- Every 3 years

[FDOT - ADA in Design, Construction, and Maintenance - Florida LTAP Center](#)

- FDOT LAP Workshop – Every 3 years

[FDOT District 4 - Local Agency Program \(LAP\) Workshop - Florida LTAP Center](#)

- LAP Professional Services Checklist Training – Every 3 years

[LAP Professional Services Checklist Training - Florida LTAP Center](#)

- LAP Construction Checklist & Specification- Every 2 years

[LAP Professional Services Checklist Training - Florida LTAP Center](#)

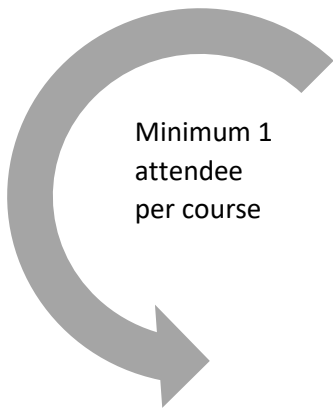
- ERC

[Electronic Review Comments Application CBT Index Page \(state.fl.us\)](#)

Responsibilities

- Attend project coordination meetings
- Be responsive to any project information request

## D4 LAP CERTIFICATION TITLE VI COORDINATOR



The TITLE VI **MUST** completed these Trainings

- FDOT LAP Certification- CBT

<http://wbt.dot.state.fl.us/ois/LAPFHWA/default.htm>

- LAP SCAT/Title VI – CBT- Every 3 Years

[LAP Title VI Sub-Recipient Compliance Assessment Tool \(SCAT\) Training Course \(No. BT-05-0153\) - Florida LTAP Center](#)

- ADA – Every 3 years

[FDOT - ADA in Design, Construction, and Maintenance - Florida LTAP Center](#)

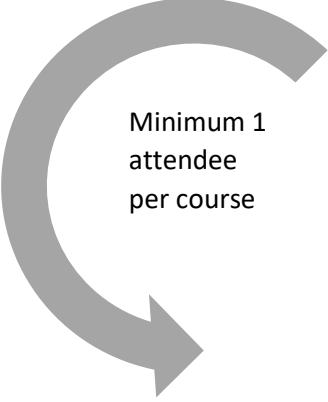
- FDOT LAP Workshop- Every 3 years

[FDOT District 4 - Local Agency Program \(LAP\) Workshop - Florida LTAP Center](#)

Responsibilities:

Designated coordinator that will have access to the agency chief executive officer, who will have the ability to record and investigate complaints received by the agency, regarding discrimination as outlined in the agency's plan and policy statement.

## D4 LAP CERTIFICATION ADA COORDINATOR



Minimum 1  
attendee  
per course

The ADA COORDINATOR **MUST** completed these Trainings

- FDOT LAP Certification- CBT

<http://wbt.dot.state.fl.us/ois/LAPFHWA/default.htm>

- LAP SCAT/Title VI - CBT

[LAP Title VI Sub-Recipient Compliance Assessment Tool \(SCAT\) Training Course \(No. BT-05-0153\) - Florida LTAP Center](#)

- ADA- Every 3 years

[FDOT - ADA in Design, Construction, and Maintenance - Florida LTAP Center](#)

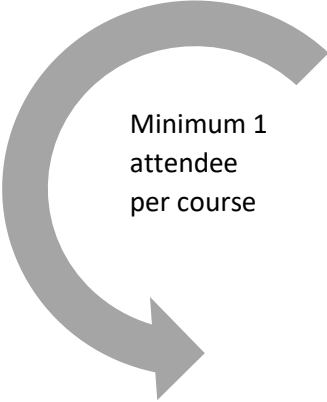
- FDOT LAP Workshop- Every 3 years

[FDOT District 4 - Local Agency Program \(LAP\) Workshop - Florida LTAP Center](#)

### Responsibilities

Designated coordinator that will has access to the agency chief executive officer, who will have the ability to record and investigate complaints received by the agency, regarding ADA discrimination as outlined in the agency's plan and policy statement.

## D4 LAP CERTIFICATION PROJECT MANAGER/ENGINEERING STAFF



Minimum 1  
attendee  
per course

The PROJECT MANAGER/ENGINEERING STAFF **MUST** completed these Trainings

- FDOT LAP Certification- CBT

<http://wbt.dot.state.fl.us/ois/LAPFHWA/default.htm>

- ADA - Every 3 years

[FDOT - ADA in Design, Construction, and Maintenance - Florida LTAP Center](#)

- FDOT LAP Workshop- Every 3 years

[FDOT District 4 - Local Agency Program \(LAP\) Workshop - Florida LTAP Center](#)

- LAP Professional Services Checklist Training - Every 3 years

[LAP Professional Services Checklist Training - Florida LTAP Center](#)

- LAP Construction Checklist & Specification - Every 2 years

[LAP Professional Services Checklist Training - Florida LTAP Center](#)

- ERC

[Electronic Review Comments Application CBT Index Page \(state.fl.us\)](#)

### Responsibilities

- Manage and oversee every aspect of the project from design through construction.
- Attend all progress meeting and be responsive to any project information request

# GAP ADMINISTRATOR

*The FLGAP System is a secure, web-based system that allows an entire grant program*

*to be automated and managed online. The FLGAP System will allow applicants to*

*apply for funding through an online grant application process and will provide an*

*efficient way to report on your grant after funds are awarded. In addition, the system*

*allows users to track their budgets and request payments in one easily accessible*

*database. The system prevents duplication of data and ensures efficient tracking of*

*progress throughout the life cycle of a grant program for both the grantor and grantee*

## Responsibilities

- Upload all documents for every aspect of the project from design through construction, ensuring proper maintenance and document control
- Assigning Consultant access and ensuring oversight document control

## The GAP ADMINISTRATOR **MUST** completed these Trainings

- FDOT LAP Certification- CBT

<http://wbt.dot.state.fl.us/ois/LAPFHWA/default.htm>

- GAP Training

[GAP Training - Florida LTAP Center](#)

It is recommended the user request a login and password to the GAP system prior to the training, so the user may watch the training and login to GAP at the same time to navigate through the screens with the training staff. Step by step navigation and functionality of the GAP system will be demonstrated, along with ample time for questions and answers throughout the session.

- GAP LOGIN

[Florida Gap - Log In \(blackcatgrants.com\)](#)

FDOT Florida Department of TRANSPORTATION <https://secure.blackcatgrants.com/Login.aspx?site=flgap>

Username Password Log In

Forgot Username? Forgot Password?

Request User Access | BlackCat Support Center: 888-238-9797 | Accessibility Info

If you don't currently have access, You will need to Request User Access.

For more information go to the FDOT Program Management Local Programs homepage at:

<https://www.fdot.gov/programmanagement/lp/lp>

# GAP ADMINISTRATOR

## For Local Agencies:

Once the user is added to **GAP**, they may also request to be added to group roles in **GAP**. Local agency (LA) staff users can update their own contact types and update their other LA contacts under the *Organizations tab, Contacts subtab* as shown on the next page. The Contact Types menu is expanded by clicking on the arrow next to the title. Primary point of contact, consultant, and responsible charge contact types are used to associate users in other areas of **GAP**.

LA staff roles allow the users to perform functions, including but not limited to:

- edit organizational information.
- add or edit new contacts or user information (does not include granting system access to others).
- add, edit, or delete project applications.
- add or delete project managers for each agreement.
- add, edit, or delete project documents.
- add, edit, or delete confidential documents.
- add, edit, or delete project invoices.
- add or edit local agency contract tab information.

## Trainings

### LOCAL D-4 TRAINING -Training Material

[D4 LAP Resources \(fdot.gov\)](#)

Also please visit the [Florida LTAP Training Calendar](#) for course offerings from various providers, or [Florida LTAP Center - Local Programs Training Resources](#) page for a list of available training dates around the state!

### **STAY IN THE KNOW!**

*(To receive notices about specific publications or training offered by the Florida Department of Transportation **SUBSCRIBE** below).*

Sign up here to receive notice of announcements and training opportunities!

### **SUBSCRIBE**

For more information regarding  
Transportation Regional Incentive Program,  
Please contact your [District Local Programs Office](#)