CHAPTER 4
GRANT APPLICATION PROCESS

4.1   OVERVIEW

Grant Application Process or "*GAP*" is the Department's web-based database application for soliciting and receiving applications for grant funded projects and project management of the grants after award. Multiple offices in the Department use *GAP* to manage LA delivered projects that are funded through the various grant programs administered by the Department. Other offices, outside of Local Programs (*Chapter 2*), that manage their grant programs in *GAP* include:

- Design
  - Highway Beautification
- Planning
  - Shared-Use Nonmotorized Trail (SUN)
  - Transportation Alternatives (TA)
  - Metropolitan or Transportation Planning Organizations (MPOs/TPOs)
- Safety
  - Safe Routes to School (SRTS)

New grant programs may be added to *GAP* as they are created by Federal or State laws.

This *Chapter* is intended to provide additional details on Department processes, policies or business rules that are not included in the *GAP Help Guide*. When logged into the GAP database, in the upper right-hand corner a link titled "Help" takes the user to a *GAP Help Guide,* this guide covers the functionality of the system- (i.e.) how to load a document, how to view a project, etc. A copy of the guide is also posted on the Local Programs homepage.

The Department grant managers and the LAs shall use *GAP* and applicable information systems as required by the Central Office program managers and by the Department's grant agreements, manuals, policies and procedures. The Department reserves the right to request LAs upload additional information, above the minimum identified in the *LPM*, to *GAP* as applicable.

For Local Programs projects, documentation requirements are identified in each chapter of the *LPM* for the LA project managers, and associated review and/or approval or concurrence requirements are identified for Department project managers.

4.2   USER ACCESS

Requesting access to *GAP* requires the user to determine which type of access they

would need based on their role in the system. Department staff and in-house consultants working on behalf of the Department request access permission through the Department's *Automated Access Request Form (AARF).* LA staff and consultants working on behalf of a LA request access through the *GAP* "Request User Access" portal located on the homepage.

Users who change employers or positions do not need a new account created. When a current user changes employers, but still requires access to *GAP* in their new employment, they may submit an AARF change request when a Department role is needed or LA users submit the Request User Access form with the updated contact information.

4.2.1 User Roles that Require an AARF

AARF access is required for the following Department user roles:

- *GAP* System Administrator – manages all system data, grants access to others, resets passwords, and has administrative rights to modify system settings.
- *GAP* Statewide Access – manages all statewide project data, including add and delete capabilities for project information.
- *GAP* District Access – manages all project data within the District, including some add and delete capabilities for project information.
- *GAP* District/In-house Consultant – same access as a District staff person, but is restricted access to confidential documents stored in *GAP*.
- *GAP* Audit Access – Read only access to statewide data for the purpose of auditing, includes FHWA users. Does not include add or delete capabilities for project information.

The AARF must include the Acceptable Use Agreement form and the user's certificate of completion showing the FDOT Security CBT is complete. The AARF is approved by the user's manager and cost center manager per the Department's computer security requirements and procedures.

Once the user is added to *GAP*, they may also request to be added to group roles in *GAP*. Group options for Department users in *GAP* include:
- Milestone Monitor – users assigned this role receive all system emails from *GAP* for the District or State access level they are assigned. District users receive all emails for projects and/or applications in their District. Statewide users receive all emails for projects and/applications in the State. This role cannot be assigned by grant program.

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- Invoice Compliance Monitor – users assigned this role receive system emails from GAP related specifically to agreement invoicing for the District or State access level they are assigned. District users receive all emails for project invoices in their District. If local agency or Department users would like to receive project specific invoice emails, please see Section 4.2.4. This role cannot be assigned by grant program.
- Lead Reviewer – users assigned this role perform completeness reviews of new applications received. When the Lead Reviewer marks the application complete, **GAP** moves the application to the designated "application reviewer". If the application is incomplete, the Lead Reviewer triggers a notification to the LA of the actions, if any, required to complete the application.
- Application Reviewer – users assigned this role are responsible for the review and scoring of applications as required by the program.
- Program Manager – user designated to perform the final review and mark applications as funded or unfunded in **GAP**.

Additional information on reviewer roles is located in the **Help Guide, Section 4**.

4.2.2 Local Agency Staff User Roles

LA staff (and their consultants working directly for a LA) request access through the portal on the **GAP** homepage at www.flgap.com as shown in **Figure 1**.

*Figure 1: **GAP** Homepage, Request User Access*
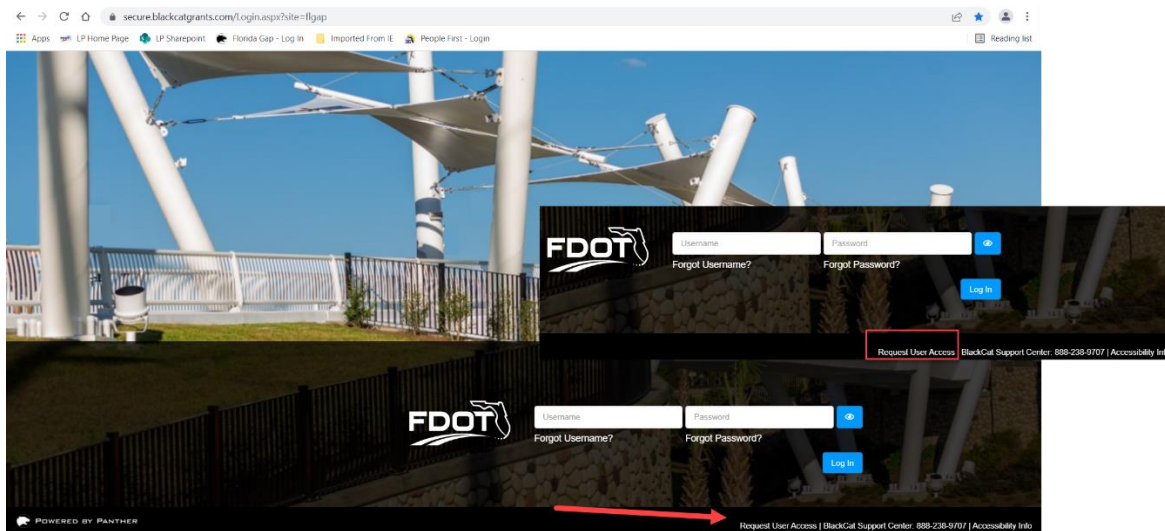
LA staff roles allow the users to perform functions, including but not limited to:
- edit organizational information.
- add or edit new contacts or user information (does not include granting system access to others).
- add, edit, or delete project applications.
- add or delete project managers for each 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.

It is the responsibility of the LA primary point of contact or project manager to review and verify consultant access requests to their organizational or project information in *GAP*.

4.2.3 Local Agency Consultant User Roles

LA staff and consultants working with LAs have different roles in *GAP*. LA consultant roles allow the user to perform a more limited range of functions based on associations with specific projects or at the organizational level.

Organizational level access is required for consultants working on or submitting project applications for new funding awards. LA consultants assigned access at the organization level have access to:
- view and download new application materials needed to apply for projects.
- view, add, edit, or delete project applications created by the consultant user.

Consultants cannot view project applications stored in *GAP* that are created by other users, which mitigates the potential for conflicts of interest.

Project specific access is limited by project phase and is required for consultants managing or delivering phases of work for individual projects. LA consultants assigned access at the project specific level have access to the same project data that a LA staff user has for the project phase(s) they are assigned, with the exception of documents that are marked confidential. Document appears with a lock symbol next to the name displayed in *GAP*. The LA is responsible for mitigating for conflicts of interest when granting access to consultants for multiple phases of work.

LA consultants requiring access at the project specific level must be assigned as a "Key Contact" by a Department or LA staff user on the Agreements tab. See the Assigning Consultants to Projects guide on the Local Programs homepage or the *GAP Help Guide,*

Section 6 for instructions.

4.2.4 Contact Types

Appropriate contact types need to be selected, if known, when creating a new contact or user in **GAP**. LA staff users can update their own contact types and update their other LA contacts under the *Organizations tab, Contacts subtab*. The Contact Types menu is expanded by clicking on the arrow next to the title. Primary point of contact, consultant, responsible charge and invoice compliance monitor contact types are used to associate users in other areas of **GAP**. To give the user access to only invoices for a particular project, the additional step of adding the user as the "invoice compliance monitor" must be done on the **agreement→details→key contacts** page.
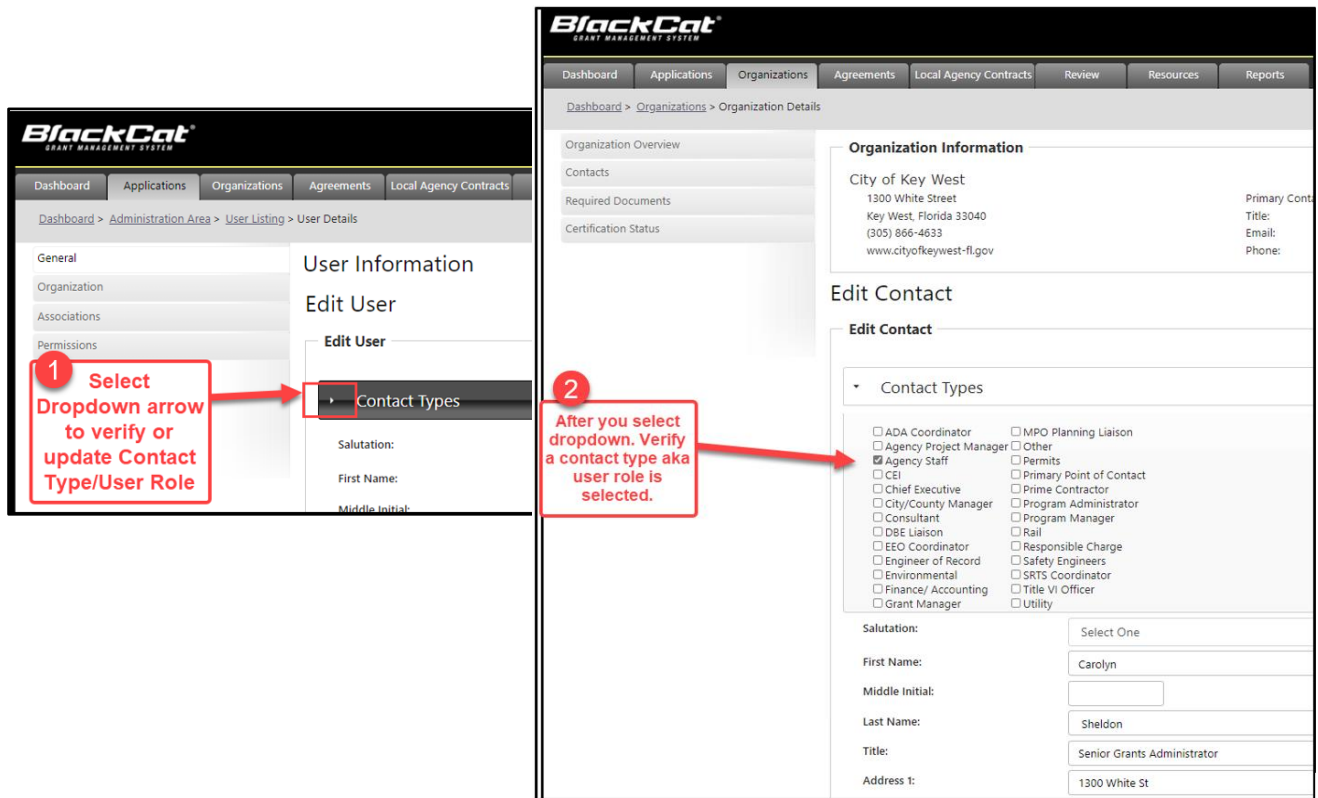
4.2.5 Password Resets

Password resets may be requested on the **GAP** homepage by clicking either "Forgot

Username" or "Forgot Password" features located below the login boxes. Password reset emails are sent to the email address of record in the system tied to the user profile. If a user changes employers, they will not be able to use this function to reset their password. When this occurs, a request to change their user information, which includes an updated email address, must be provided as specified in *Section 4.2*.

4.2.6 Troubleshooting User Access

In some cases, LAs and consultant firms have firewalls that block the *GAP* user access emails from their inbox. If you have requested access or a password rest and do not receive an email within one (1) business day, your internal network security settings may be the reason. A User Access Guide document posted to the Local Programs homepage has tips for how to work with your network support team to enable access to *GAP* and/or receive system generated emails.

4.3   ADDING NEW PROJECTS TO GAP

Adding a new project in *GAP* requires the Department grant manager to associate the project to the LA in PSEE using the LA's Vendor identification (ID) number, and also entering the same Vendor ID in *GAP* on the Organizations tab. Vendor IDs are also required on the grant agreement and is used to direct payments to the authorized mailing address designated when the LA Vendor ID was issued by the Florida DFS. LAs usually have multiple Vendor IDs and it is the responsibility of the LA to provide the correct number to the Department grant manager.

4.3.1   Adding Vendor Identification to PSEE

Department project managers are assigned edit capabilities in PSEE for every project. If project managers encounter issues updating PSEE they contact the District PSEE coordinator. LA staff cannot perform this function, as this is an internal only module in PSEE.

The steps for adding Vendor ID information in PSEE are as follows:
1. Launch PSEE at:
   http://fdotwp2.dot.state.fl.us/ProjectSuiteEnterpriseEdition/Pages/Home/Home.aspx

2. Click in the "Go To Project" boxes and search by item number and segment number and click the binoculars icon to initiate search.

3. Hover over the module menu on the far left side to view the available modules.
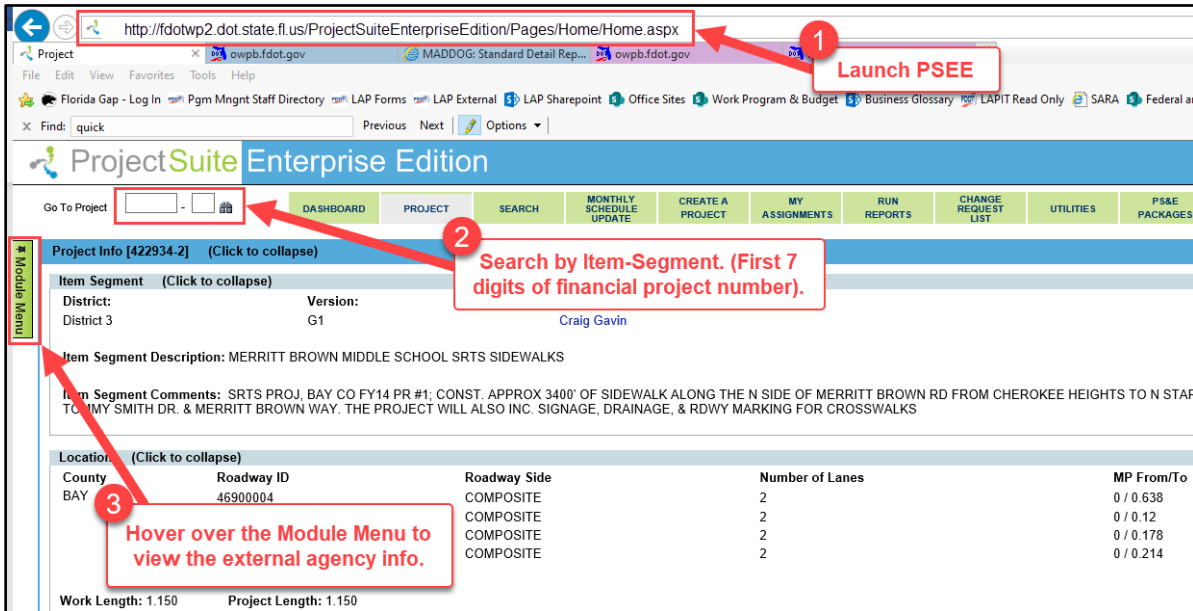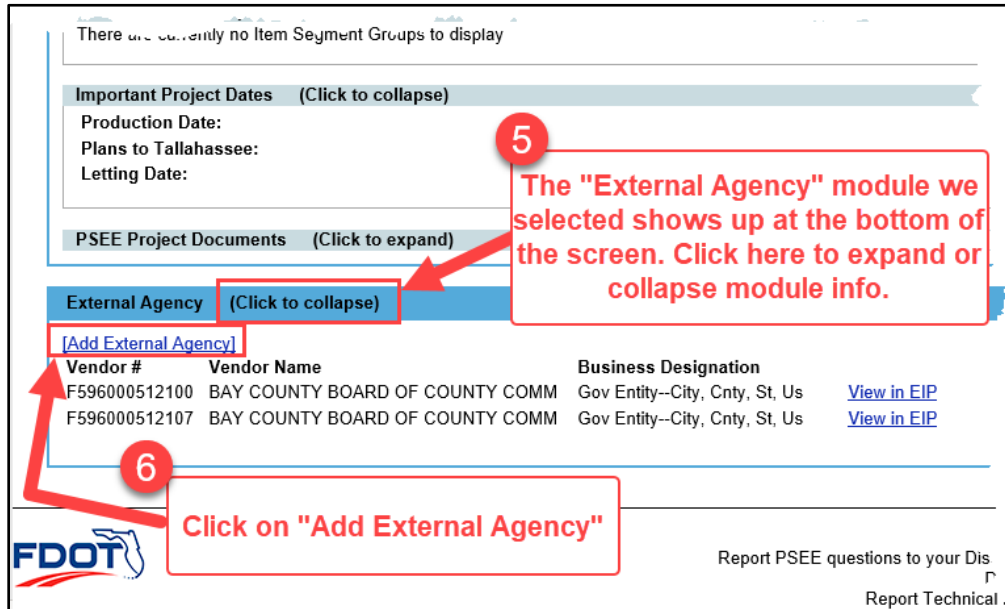

4. Locate the "external agency" module and click the box next to the module name, which will populate the module information to the screen. New modules appear at the bottom of the page, generally.
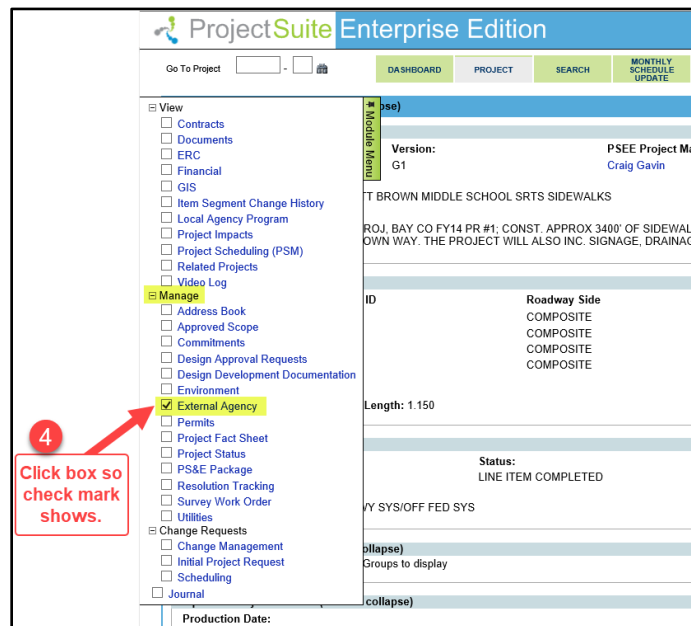
5. Click on the dark blue bar with the module name to expand or collapse the module details.

6. Click on "Add External Agency" and a pop-up box will appear.

7. Enter the Vendor ID and it will appear in the menu as shown here. The box has a type ahead feature and will narrow the list as you enter more characters. Note that most LA Vendor IDs first 10 digits are the same and the last 4-5 characters will vary. Be sure and select the correct Vendor ID for the project.
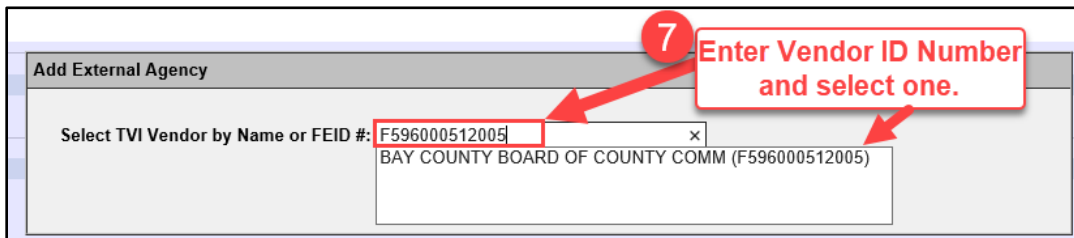
8. Click Save and you are done! Repeat if more than one LA is managing a project, this is rare, but may occur.

9. If you receive this pop-up box when you hit Save you will need to request edit capabilities for your project in PSEE through your District PSEE Coordinator.

4.3.2   Adding Vendor Identification to GAP

LA staff users or Department users may update Vendor ID information in **GAP**.
The steps to adding Vendor ID information in **GAP** are as follows:

1. Launch **GAP** at: www.flgap.com

2. Login to **GAP** with your user credentials. See **Section 4.2** for instructions on how to obtain user credentials or reset a password.

3. Click on the "Organizations" tab in the top menu bar.
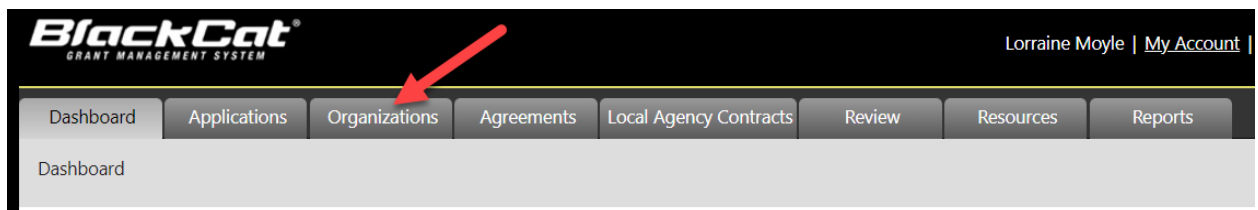
4. District or statewide users can use the search function to find the name of the LA needing an edit. Department and LA staff click "Select" in the Organization Listing to open the LA or organization profile.
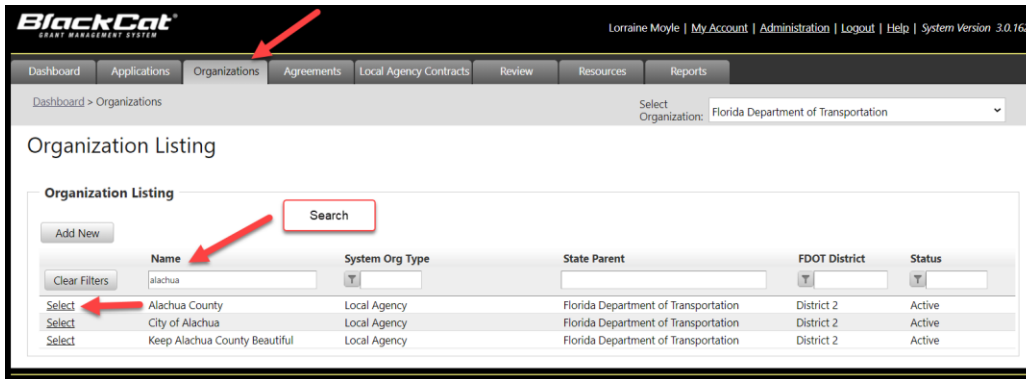
5. Clicking "Select" opens a new view - "Organization Overview". Use the left hand menu tabs to toggle as needed. The Vendor ID function is near the bottom of the Organization Overview page. Scroll down to locate Vendor ID display box.
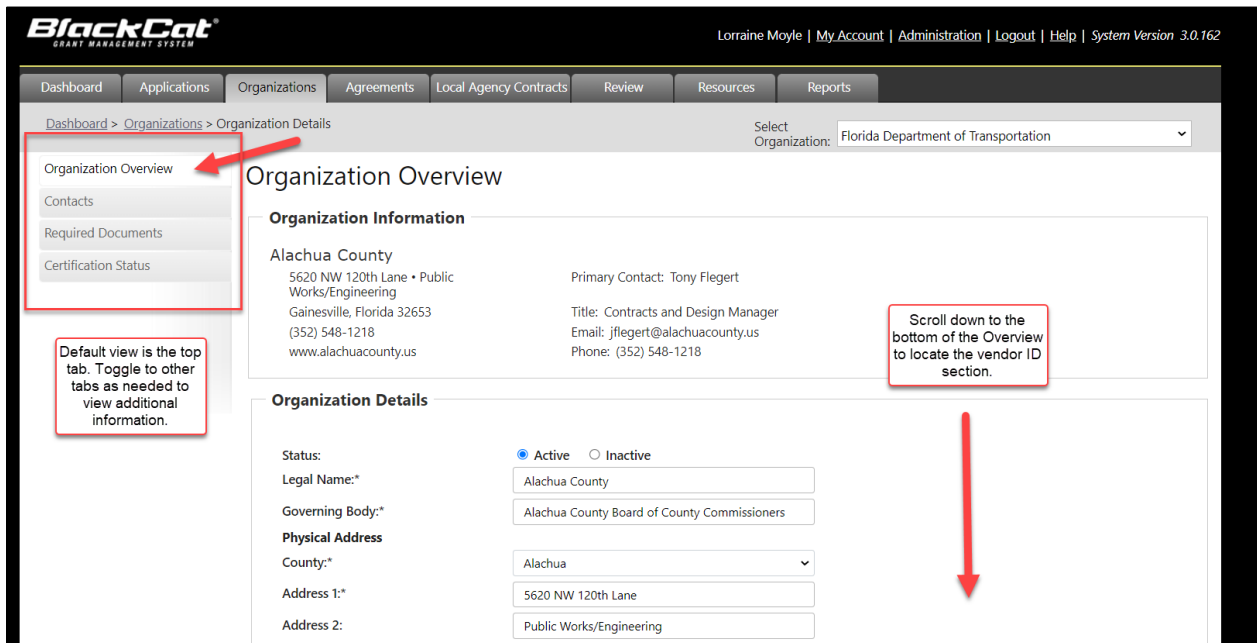

6. Review the Vendor IDs populated to **GAP** for the matching ID entered into PSEE. If a matching record exists in both **GAP** and PSEE, the project will appear in **GAP** in 1-2 business days.

7. If a matching record does not exist in **GAP**, the user adds the Vendor ID to the organization's profile. Click on the words "add new record" to open the add new record function.
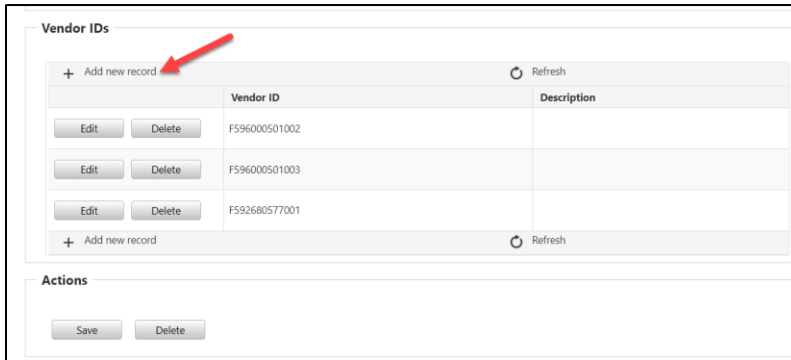
8. Type in the Vendor ID. Adding a description is optional. Once the Vendor ID is typed in the box, click on "Insert" to populate the information to the organization's Vendor ID records. This saves the new Vendor ID to the organization overview.
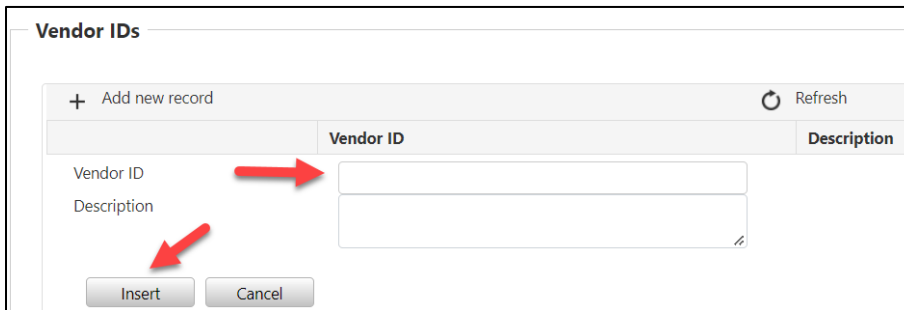
9. The project will appear in **GAP** in 1-2 business days.

4.3.3 Adding Vendors for Local Agency Contracts with Contractors and Consultants

LAs award contracts to contractors and consultants and are required to enter the contract details information in GAP. Vendors must be registered with the Department of Management Services, My Florida Marketplace portal to appear in GAP (and EOC). When the LA creates a contract screen in GAP and cannot find the vendor name or FEID in the search field, the local takes the following steps (additional information and screenshots of the fields are located in the **GAP Help Guide**):

1. LAs search for FEID <u>or</u> Vendor name yields no matching results.
    a. The complete 10-digit FEID must be entered in the search box to yield a result.
    b. A minimum of 5 characters must be entered to search by vendor name.

2. LAs direct their vendors to register for free in <u>My Florida Marketplace</u>. Registrations may also expire and need to be re-activated.

3. LA notifies <u>CO-Localprograms@dot.state.fl.us</u> when the new vendor has registered with My Florida Marketplace.

4. Local Programs unit submits a service desk ticket to refresh the data feed from My Florida Marketplace and the vendor will appear.

5. Local Programs unit emails a confirmation back to the LA that the data feed is up to date.

6. LA logs into GAP, navigates to the contract tab, and performs the search function to locate and add the vendor information.

4.4   ADDING NEW PROGRAMS TO GAP

Adding a new program in **GAP** requires the Department to provide the system developer with the programming logic identified in the **Work Program Instructions** and/or in the OOC <u>Grant Disbursement Agreements Procedure No. 350-030-060-a</u> . Current programs in **GAP** are identified in **Table 1**.

*Table 1: Grant Programs in **GAP***

CSFA (only available in FLAIR)	Grant Programs	Budget Category	Program Number	Special Instructions	Work Program Instructions
20.205	Local Agency Program (LAP)			Phase X8 and Contract Class (CC) 5	Part III – Ch 17
20.205	Metropolitan Planning Organizations (MPO)	088854		Category and Phase X4	Part III – Ch 22
20.205	Non-Traditional Federal Grants		SUBR	Phase X4 and CC 4	Part IV – Ch 4

CSFA (only available in FLAIR)	Grant Programs	Budget Category	Program Number	Special Instructions	Work Program Instructions
55.003	Florida Highway Beautification Grant Program - Keep Florida Beautiful	088850	42	Use Category and Program Number	Part III – Ch 16
55.008	County Incentive Grant Program (CIGP)	088572	87	Use Category and Program Number	Part III – Ch 7
55.009	Small County Outreach Program (SCOP)	085576	93	Use Category and Program Number	Part III – Ch 31
55.016	Small County Road Assistance Program (SCRAP)	085575	94	Use Category and Program Number	Part III – Ch 32
55.039	Local Transportation Projects	088862	LP	Use Category and Program Number	Part III – Ch 8
55.039	Local Transportation Projects FY 18, FY 19, FY 20	088862	LP	EM 18, EM19, EM20	Part III – Ch 8
55.026	Transportation Regional Incentive Program (TRIP)			Phase X4 and TR%	Part III – Ch 39
55.038	Florida Shared-Use Nonmotorized (SUN) Trail Network Program			Phase X4 and TLWR	Part III – Ch 38
	Florida Job Growth Grant Fund		FJ		Part 3 – Ch 9
	Economic Development Transportation Fund (EDTF)		SED		Part III – Ch 9

To request additional grant programs be added to **GAP** the Central Office program manager must contact the Local Programs unit in the Office of Program Management, who will work with the **GAP** contract manager and the system developers to complete the request.

4.5   CONFIDENTIAL DATA

Confidential consultant and contractor cost data is stored in GAP as part of a project's contract file. Project documents that contain confidential cost data must be loaded in GAP to the secure storage locations under the Agreements\Tracking tabs. Secure document locations are marked in GAP by a "lock" symbol:
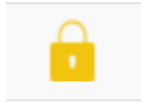
Loading files to these designated locations in GAP also ensures when the files are shared with the Department's EDMS system, the files are also marked confidential in EDMS and are not accessible to unauthorized users.

Files containing confidential information will be deleted from GAP immediately and it is the LAs responsibility to load the file in the correct location. Department staff will not download, save, and reload project files that were loaded by LA staff originally.

Visual guides are provided here for navigating to the secure storage location in GAP:

1. Navigate to the Agreements tab by clicking on the word Agreements in the menu of tabs across the top of the screen.

2. Next select Tracking in the left-hand menu by clicking on the tab.
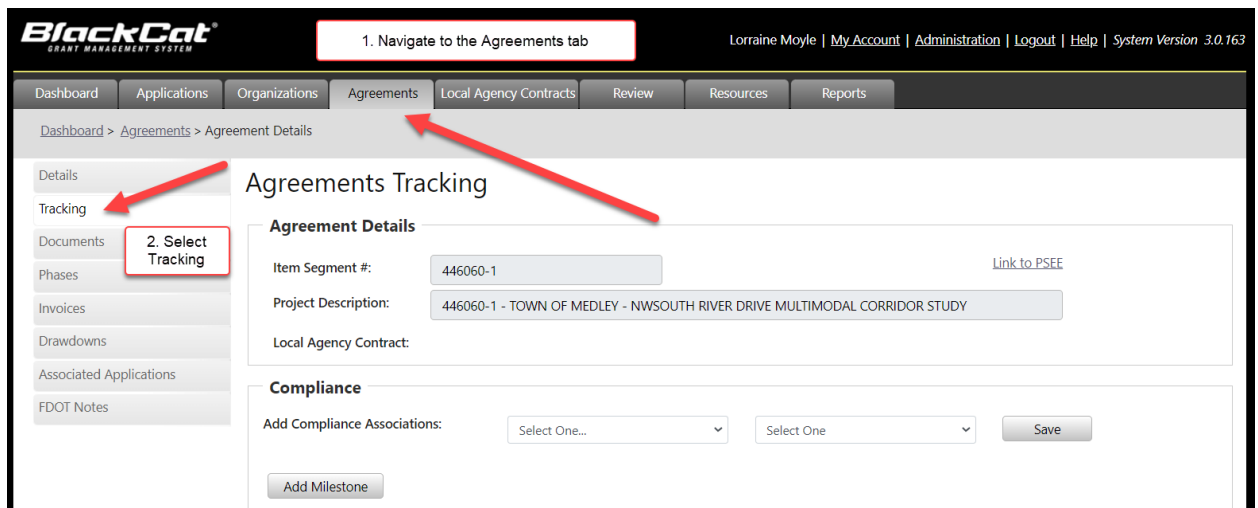
3. LA staff and consultants view Agreement Details and Compliance modules on the screen. The user expands and closes the tracking lists by clicking on the right-facing arrow symbol. If the Tracking tab does not have compliance list(s) populated, skip to step 4 for further instructions.
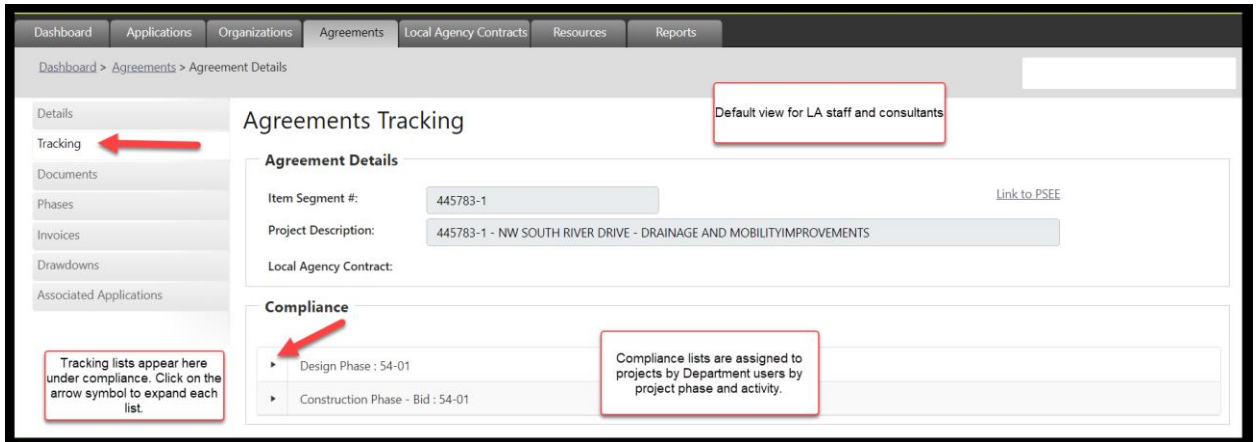
4. LA staff must contact their District project manager to populate the Tracking list of documents. Department users have access to the Compliance Association module, which functions to load preset lists of project documents or "project trackers" to the tab. A project phase may have more than one activity. Repeat the add process to populate each tracking list needed. Detailed instructions for how to add a list is provided in the **GAP Help Guide**.
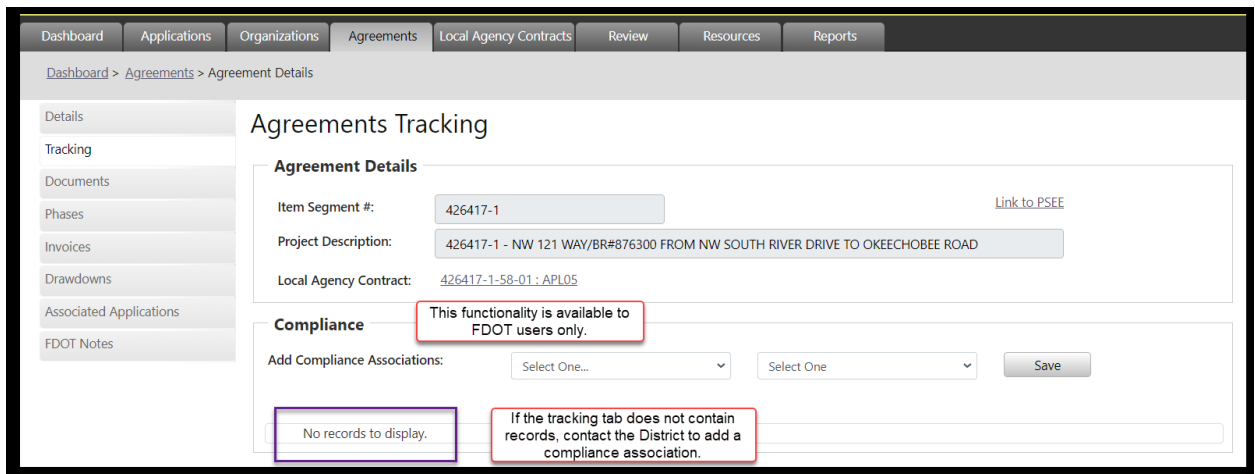
5. Expand a tracking list and scroll up and down the page to view the list. Each item or "milestone" denotes a Department monitoring requirement in the LP Manual. Secure milestones are marked with a lock symbol. All users with access may upload documents to each milestone with a cloud symbol. Consultant users cannot download documents with the lock symbol.

6. Department users may edit, delete and add milestones as needed. Each milestone allows one document to be loaded. If there are multiple documents, they can be merged and loaded under one milestone or a new milestone may be added for the additional versions. New milestones added must be marked "confidential" when appropriate.

4.6   RESOURCES

[Acceptable Use Agreement form](#)

[Assigning Consultants to Projects](#)
[User Access Guide](#)

[FDOT Security CBT](#)

[Grant Application Process](#)

[My Florida Marketplace](#)

PSEE (only accessible to Department users):
http://fdotwp2.dot.state.fl.us/ProjectSuiteEnterpriseEdition/Pages/Home/Home.aspx

Procedure No. 350-030-060-a Grant Disbursement Agreements

Work Program Instructions
Reference Part IV, Chapter 1: Overview of Major Programs (Federal-aid) and individual program chapters listed in the table of contents.