

## **CHAPTER 4 GRANT APPLICATION PROCESS**

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## 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 (AUA)** form and the user’s certificate of completion showing the [FDOT Security CBT](#) is complete. The AUA is filled out via DocuSign and the Department has two different versions of the form, one is for FDOT Employees and Staff Augmentation found [here](#) and the other is for Consultants and Outside Agency employees such as FHWA employees found [here](#). 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

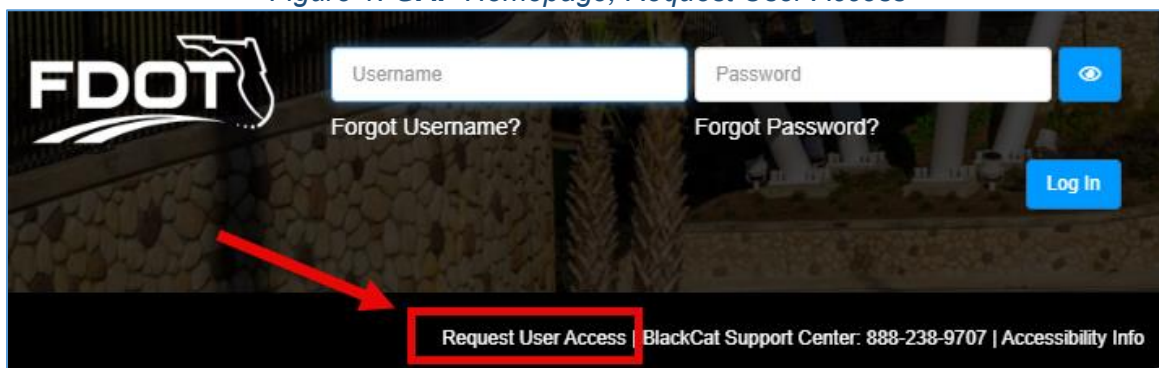
emails for projects and/or applications in their District. Statewide users receive all emails for projects and/applications in the State. This role cannot be assigned by grant program.

- 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**.

## 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](http://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. Documents marked confidential appear 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.

The image displays two screenshots of the BlackCat Grant Management System interface, illustrating the process of selecting a contact type for a user.

**Left Screenshot (Edit User):** The interface shows the 'Edit User' page. A red box labeled '1' highlights the 'Contact Types' dropdown menu under the 'Permissions' section. The text next to it reads: 'Select Dropdown arrow to verify or update Contact Type/User Role'.

**Right Screenshot (Edit Contact):** The interface shows the 'Edit Contact' page. A red box labeled '2' highlights the 'Contact Types' list. The text next to it reads: 'After you select dropdown. Verify a contact type aka user role is selected.' The list includes various roles such as ADA Coordinator, Agency Project Manager, Agency Staff, CEI, Chief Executive, City/County Manager, Consultant, DBE Liaison, EEO Coordinator, Engineer of Record, Environmental, Finance/Accounting, Grant Manager, MPO Planning Liaison, Other, Permits, Primary Point of Contact, Prime Contractor, Program Administrator, Program Manager, Rail, Responsible Charge, Safety Engineers, SRTS Coordinator, Title VI Officer, and Utility.

## 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 reset 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: <https://projectsuite.dot.state.fl.us/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.

The screenshot shows the ProjectSuite Enterprise Edition interface. A red box labeled '1' points to the URL bar with the text 'Launch PSEE'. A red box labeled '2' points to the 'Item Segment' dropdown menu with the text 'Search by Item-Segment. (First 7 digits of financial project number)'. A red box labeled '3' points to the 'Module Menu' on the left side of the interface with the text 'Hover over the Module Menu to view the external agency info.'.

ProjectSuite Enterprise Edition

Go To Project

**Module Menu**

Project Info [422934-2] (Click to collapse)

Item Segment (Click to collapse)

District: District 3 Version: G1 CRAIG GAVIN WP CRA

Item Segment Description: MERRITT BROWN MIDDLE SCHOOL SRTS SIDEWALKS

Item Segment Comments: SRTS PROJ. BAY CO FY14 PR #1: CONST. APPROX 3400' OF SIDEWALK ALONG THE N SIDE OF MERRITT BROWN RD FROM CHEROKEE HEIGHTS TO N STAR A OF TOMMY SMITH DR. & MERRITT BROWN WAY. THE PROJECT WILL ALSO INC. SIGNAGE, DRAINAGE, & RDWY MARKING FOR CROSSWALKS

Location (Click to collapse)	Roadway Side	Number of Lanes	MP From/To
County BAY			
46900004	COMPOSITE	2	0 / 0.638
46900005	COMPOSITE	2	0 / 0.12
46900006	COMPOSITE	2	0 / 0.178
46900007	COMPOSITE	2	0 / 0.214

Work Length: 1.150 Project Length: 1.150

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.

The screenshot shows the ProjectSuite Enterprise Edition interface with the 'Module Menu' expanded. A red box labeled '4' points to the 'External Agency' module with the text 'Click box so check mark shows.'.

ProjectSuite Enterprise Edition

Go To Project

**Module Menu**

- ☐ View
  - ☐ Contracts
  - ☐ Documents
  - ☐ ERC
  - ☐ Financial
  - ☐ GIS
  - ☐ Item Segment Change History
  - ☐ Local Agency Program
  - ☐ Project Impacts
  - ☐ Project Scheduling (PSM)
  - ☐ Related Projects
  - ☐ Video Log
- ☒ Manage
  - ☐ Address Book
  - ☐ Approved Scope
  - ☐ Commitments
  - ☐ Design Approval Requests
  - ☐ Design Development Documentation
  - ☐ Environment
  - ☒ External Agency
  - ☐ Permits
  - ☐ Project Fact Sheet
  - ☐ Project Status
  - ☐ PS&E Package
  - ☐ Resolution Tracking
  - ☐ Survey Work Order
  - ☐ Utilities
- ☐ Change Requests
  - ☐ Change Management
  - ☐ Initial Project Request
  - ☐ Scheduling
- ☐ Journal

Production Date:



- Click on the dark blue bar with the module name to expand or collapse the module details.

The screenshot shows the 'PSEE Project Documents' section. At the top, it says 'There are currently no Item Segment Groups to display'. Below this are three expandable/collapsible sections: 'Important Project Dates (Click to collapse)', 'PSEE Project Documents (Click to expand)', and 'External Agency (Click to collapse)'. The 'External Agency' section is highlighted with a red box and a red arrow pointing to it from a callout box. The callout box contains the text: 'The "External Agency" module we selected shows up at the bottom of the screen. Click here to expand or collapse module info.' Below the 'External Agency' section is a link '[Add External Agency]'. Below this is a table with two columns: 'Vendor #' and 'Vendor Name'. The table contains two rows of data. A red arrow points from a callout box to the '[Add External Agency]' link. The callout box contains the text: 'Click on "Add External Agency"'. The FDOT logo is visible in the bottom left corner. In the bottom right corner, there is a link 'Report PSEE questions to your Dis' and a link 'Report Technical'.

Vendor #	Vendor Name	Business Designation	
F596000512100	BAY COUNTY BOARD OF COUNTY COMM	Gov Entity--City, Cnty, St, Us	<a href="#">View in EIP</a>
F596000512107	BAY COUNTY BOARD OF COUNTY COMM	Gov Entity--City, Cnty, St, Us	<a href="#">View in EIP</a>

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

The screenshot shows the 'Add External Agency' pop-up box. It has a title bar 'Add External Agency'. Below the title bar is a text input field with the label 'Select TVI Vendor by Name or FEID #:' and the value 'F596000512005'. To the right of the input field is a close button 'x'. Below the input field is a list of suggestions: 'BAY COUNTY BOARD OF COUNTY COMM (F596000512005)'. A red arrow points from a callout box to the input field. The callout box contains the text: 'Enter Vendor ID Number and select one.'

8. Click Save and you are done! Repeat if more than one LA is managing a project, this is rare, but may occur.

**Add External Agency**

Select TVI Vendor by Name or FEID #: BAY COUNTY BOARD OF COUNTY COI

BAY COUNTY BOARD OF COUNTY COMM [F596000512005]

Vendor Type	Address Location Name	Location Address	Address Purpose
State Vendor	BAY COUNTY BOARD OF COUNTY COMM	P O BOX 2269 PANAMA CITY , FL 32402	Purchasing Address
State Vendor	BAY COUNTY BOARD OF COUNTY COMM	P O BOX 2269 PANAMA CITY , FL 32402	Remittance Address

**Click Save** →

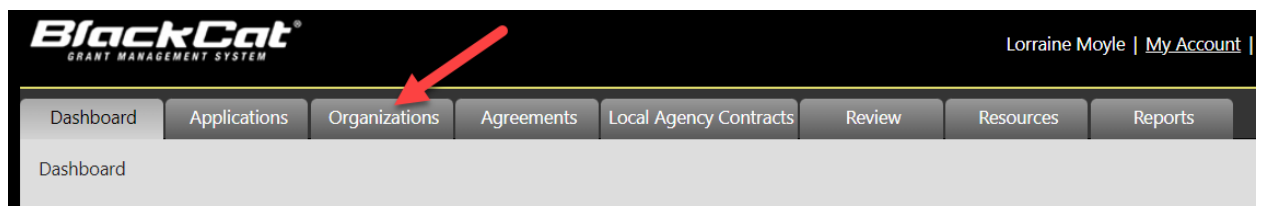
9. If you receive this pop-up box when you hit Save you will need to request edit capabilities for your project in PSEE through your District PSEE Coordinator.



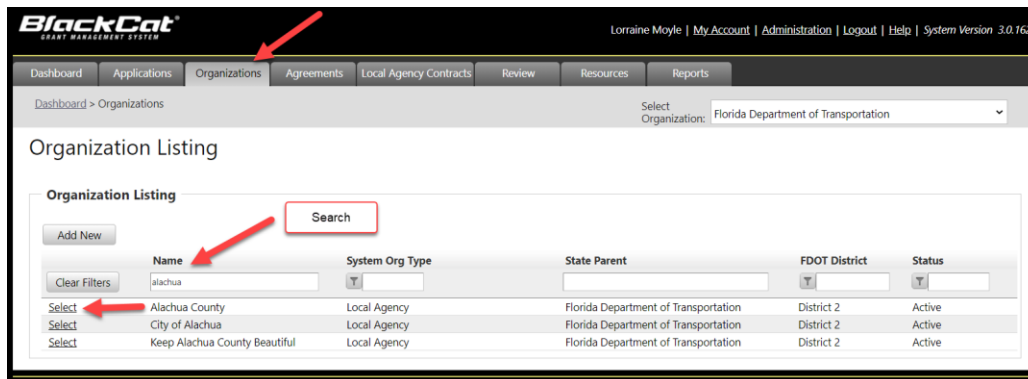
### 4.3.2 Adding Vendor Identification to GAP

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:

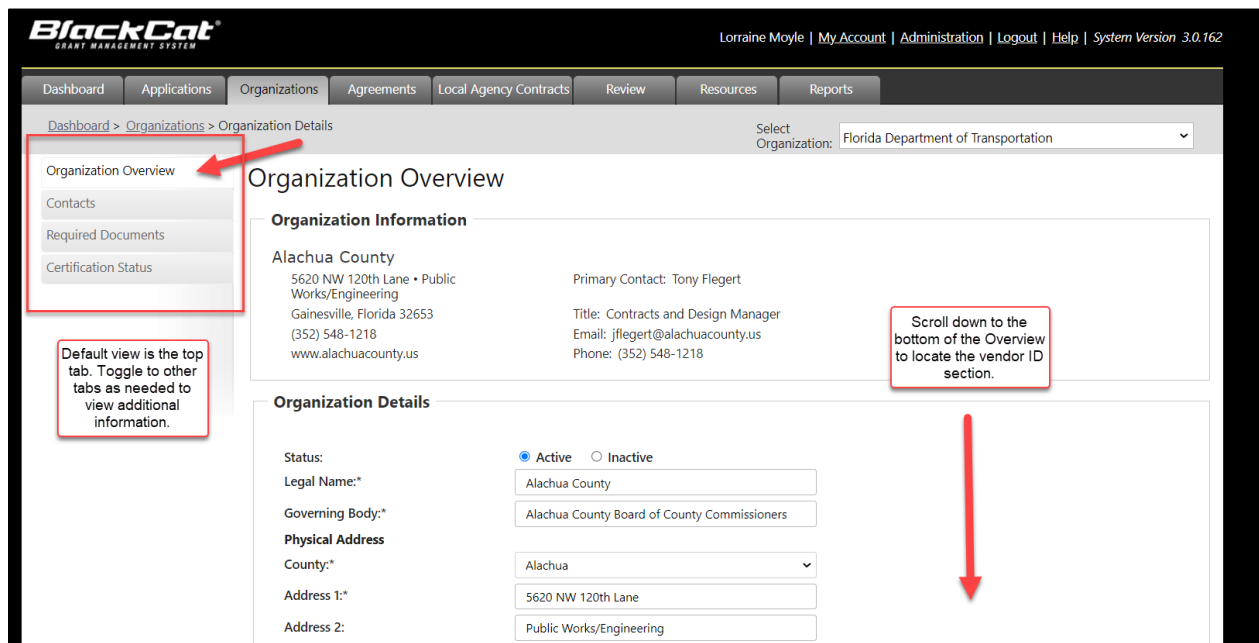
1. Launch **GAP** at: [www.flgap.com](http://www.flgap.com)
2. Login to **GAP** with your user credentials. See **Section 4.2** for instructions on how to obtain user credentials or reset a password.
3. Click on the “Organizations” tab in the top menu bar.



- 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.

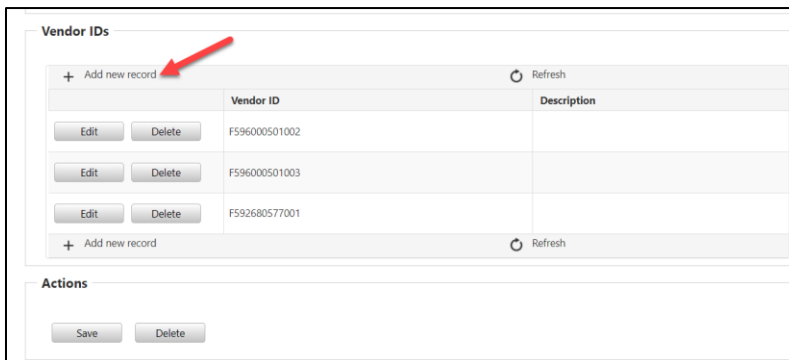


- Clicking “Select” opens a new view - “Organization Overview”. Use the left hand menu tabs to toggle as needed. The Vendor ID function is near the bottom of the Organization Overview page. Scroll down to locate Vendor ID display box.



- 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.



The screenshot shows a table titled "Vendor IDs". At the top left of the table is a button labeled "+ Add new record" with a red arrow pointing to it. To the right of this button is a "Refresh" button. The table has two columns: "Vendor ID" and "Description". There are three rows of data, each with an "Edit" button and a "Delete" button to its left. The Vendor IDs are F596000501002, F596000501003, and F592680577001. Below the table is an "Actions" section with "Save" and "Delete" buttons.

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.



The screenshot shows a form titled "Vendor IDs". It has two input fields: "Vendor ID" and "Description". A red arrow points to the "Vendor ID" field. Below the fields are "Insert" and "Cancel" buttons. A red arrow points to the "Insert" button. At the top left of the form is a button labeled "+ Add new record" and at the top right is a "Refresh" button.

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 or 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 [My Florida Marketplace](#). Registrations may also expire and need to be re-activated.
3. LA notifies [CO-Localprograms@dot.state.fl.us](mailto:CO-Localprograms@dot.state.fl.us) 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 [Grant Disbursement Agreements Procedure No. 350-030-060-d](#). Current programs in **GAP** are identified in **Table 1**.

*Table 1: Grant Programs in GAP*

ALN (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

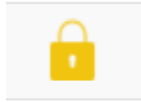
ALN (only available in FLAIR)	Grant Programs	Budget Category	Program Number	Special Instructions	Work Program Instructions
55.003	Florida Highway Beautification Grant Program - Keep Florida Beautiful	088850	42	Use Category and Program Number	Part III – Ch 16
55.008	County Incentive Grant Program (CIGP)	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:

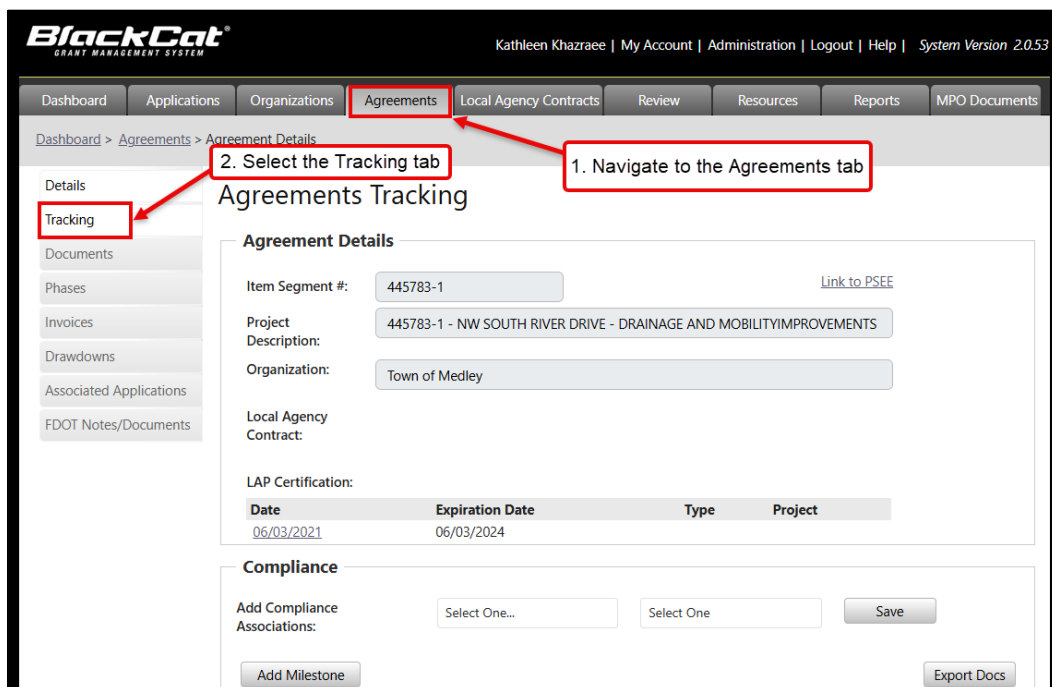


Loading files to these designated locations in GAP also ensures when the files are shared with the Department’s EDMS system, the files are also marked confidential in EDMS and are not accessible to unauthorized users.

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.



- 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.

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

Dashboard > Agreements > Agreement Details

Details  
Tracking  
Documents  
Phases  
Invoices  
Drawdowns  
Associated Applications

Agreements Tracking

Default view for LA staff and consultants

Agreement Details

Item Segment #: 445783-1 [Link to PSEE](#)

Project Description: 445783-1 - NW SOUTH RIVER DRIVE - DRAINAGE AND MOBILITYIMPROVEMENTS

Local Agency Contract:

Compliance

Design Phase : 54-01

Construction Phase - Bid : 54-01

Tracking lists appear here under compliance. Click on the arrow symbol to expand each list.

Compliance lists are assigned to projects by Department users by project phase and activity.

- 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**.

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

Dashboard > Agreements > Agreement Details

Details  
Tracking  
Documents  
Phases  
Invoices  
Drawdowns  
Associated Applications  
FDOT Notes

Agreements Tracking

Agreement Details

Item Segment #: 426417-1 [Link to PSEE](#)

Project Description: 426417-1 - NW 121 WAY/BR#876300 FROM NW SOUTH RIVER DRIVE TO OKEECHOBEE ROAD

Local Agency Contract: 426417-1-58-01 : APL05

Compliance

This functionality is available to FDOT users only.

Add Compliance Associations: Select One... Select One Save

No records to display.

If the tracking tab does not contain records, contact the District to add a compliance association.



- 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.

Agreements Tracking

**Agreement Details**

Item Segment #: 446060-1 [Link to PSEE](#)

Project Description: 446060-1 - TOWN OF MEDLEY - NWSOUTH RIVER DRIVE MULTIMODAL CORRIDOR STUDY

Organization: Town of Medley

Local Agency Contract:

LAP Certification:

Date	Expiration Date	Type	Project
06/03/2021	06/03/2024		

**Compliance**

Add Compliance Associations:  Select One...  Select One

Professional Services Procurement : 18-01

Milestone Edit / Delete	Milestone	DOT Review / Approval	Upload / Download / Delete	Latest Activity	Date / Time	LAPIT Date
<input type="checkbox"/>	FDOT: Notice to Proceed					3/26/2020
<input type="checkbox"/>	Organization: Public Advertisement					3/17/2020
<input type="checkbox"/>	FDOT: Concurrence to Advertise					
<input type="checkbox"/>	Organization: Final Request for Qualifications/Request for Proposal Package as Advertised				3/21/2022 2:31:36 PM	
<input type="checkbox"/>	Organization: Addenda to the RFQ/RFP					
<input type="checkbox"/>	FDOT: Concurrence to Negotiate				3/17/2022 1:45:09 PM	
<input type="checkbox"/>	Organization: Selection Committee Meeting Minutes					
<input type="checkbox"/>	Organization: Negotiations Documentation			Uploaded By: Emmanuel Perez	3/31/2022 9:51:27 AM	
<input type="checkbox"/>	Organization: LA Notice of Intent to Award					
<input type="checkbox"/>	Organization: Draft Professional Services Contract					
<input type="checkbox"/>	FDOT: Concurrence with Professional Services Contract					
<input type="checkbox"/>	Organization: Professional Services Consultant Contract			Uploaded By: Emmanuel Perez	3/16/2022 5:02:51 PM	3/16/2021
<input type="checkbox"/>	Organization: LAP Professional Services Checklist					

Agency users cannot add or delete milestones. Department users may add and delete milestones as needed.

Files are uploaded to each milestone with a cloud symbol







Secure file locations for documents containing confidential data are marked with the lock symbol.

Consultant users can upload documents to the secure milestones, but cannot download the documents.

- 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.

The screenshot displays the 'Agreements Tracking' application interface. On the left, a sidebar contains sections for 'Agreement Detail' (with fields for Item Segment #, Project Description, Organization, Local Agency Contract, and LAP Certification Date) and 'Compliance' (with an 'Add Milestone' button). The 'Add Milestone' button is highlighted with a green box and an arrow pointing to it with the text 'Click to add new milestones to an existing tracker.' A modal dialog box titled 'Add New Milestone' is open, showing fields for Milestone Name, Section (a dropdown menu), Phase-Sequence (a dropdown menu), DOT Review? (a checkbox), Confidential? (a checkbox), and Can Upload Document? (a checkbox). The 'Confidential?' checkbox is highlighted with a green box and an arrow pointing to it with the text 'Select the box to mark the new milestone as confidential.' Below the dialog box, a table lists existing milestones. The table has columns for 'Milestone Edit / Delete', 'Milestone', 'DOT Review / Approval', 'Upload / Download / Delete', and 'Latest Activity'. The first row shows a milestone named 'FDOT: Notice to Proceed' with a 'Delete' button highlighted by a blue box and an arrow. The second row shows a milestone named 'Organization: Public Advertisement' with a 'Delete' button highlighted by a blue box and an arrow. The 'Edit' button in the first row is highlighted with a red box and an arrow.

Milestone Edit / Delete	Milestone	DOT Review / Approval	Upload / Download / Delete	Latest Activity
 	FDOT: Notice to Proceed			
 	Organization: Public Advertisement			

## 4.6 RESOURCES

[Acceptable Use Agreement form for FDOT Employee or Staff Augmentation](#)

[Acceptable Use Agreement form for Consultant or Outside Agency such as FHWA](#)

[Assigning Consultants to Projects](#)

[User Access Guide](#)

[FDOT Security CBT](#)

[Grant Application Process](#)

[My Florida Marketplace](#)

PSEE (only accessible to Department users):  
<https://projectsuite.dot.state.fl.us/Pages/Home/Home.aspx>

[Procedure No. 350-030-060-d 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.