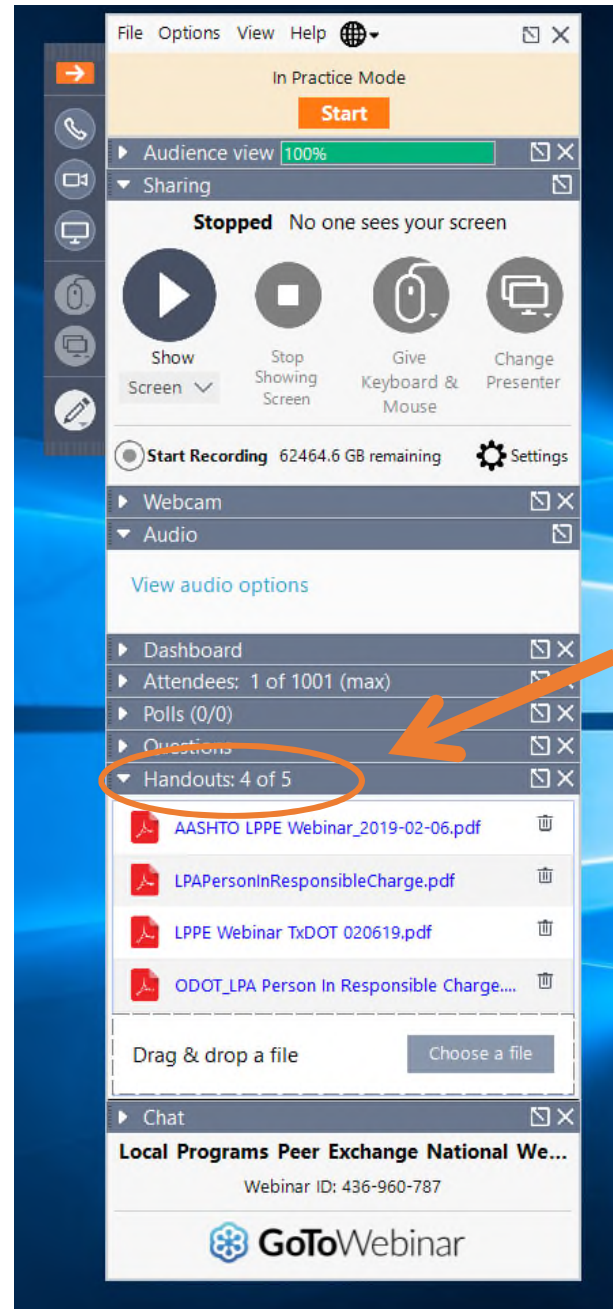# Introducing
Grant Application Process or "GAP" System

Florida Department of Transportation
Offices of Design, Planning, Program Management, Safety and Strategic Development
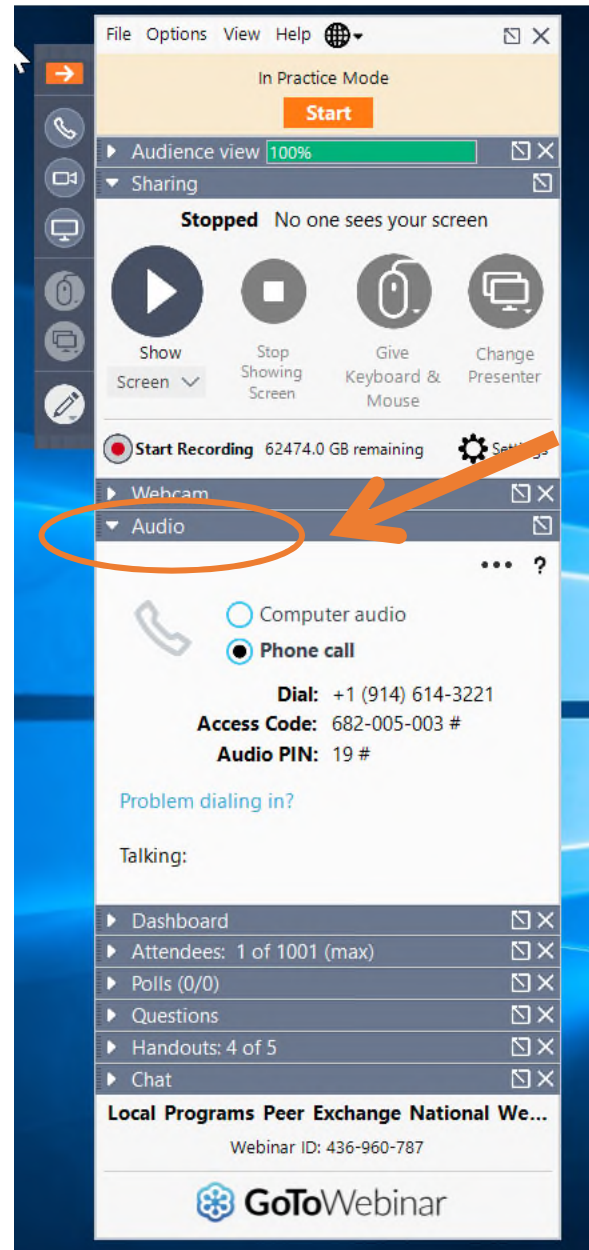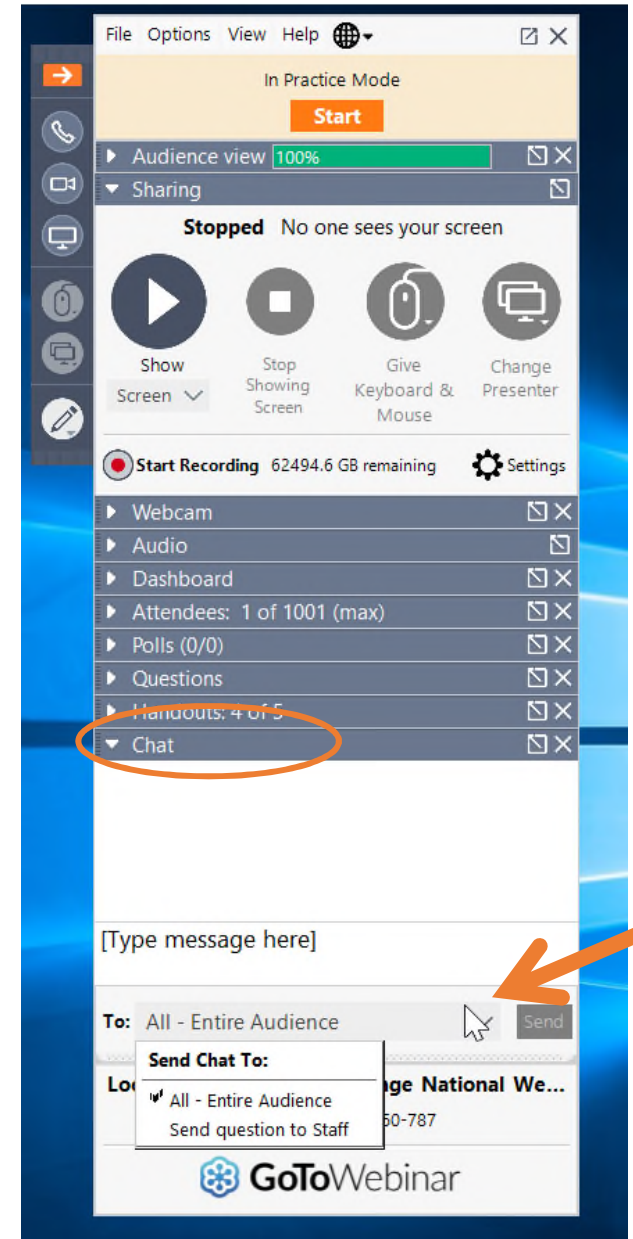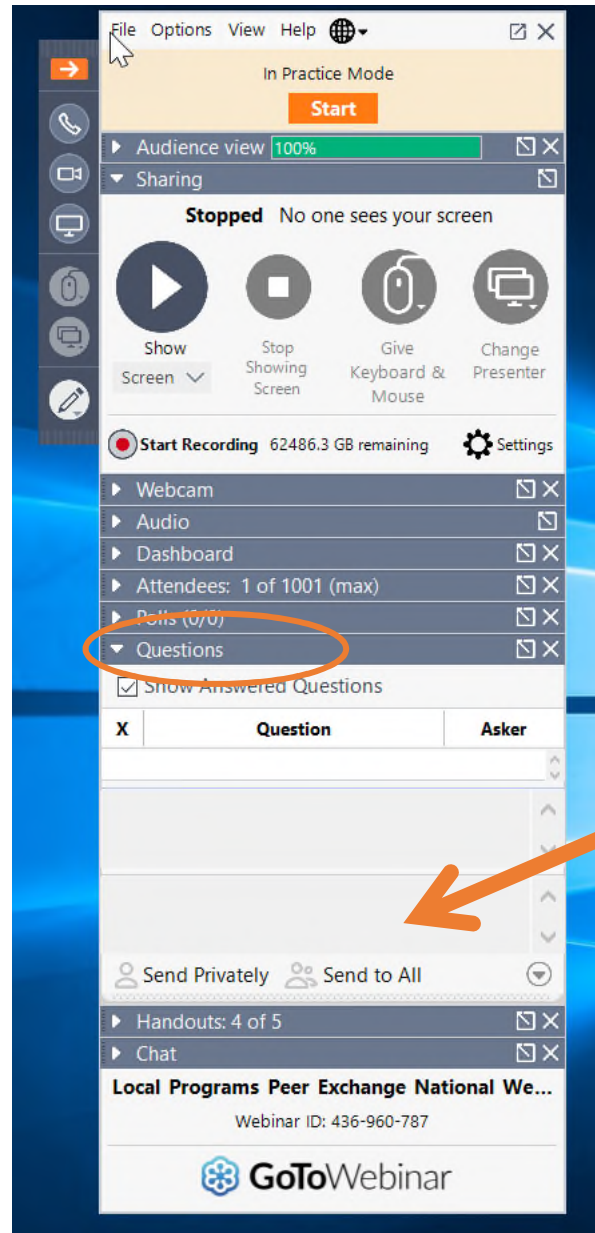
MENU BAR QUICK TIPS!

DOWNLOAD HANDOUTS HERE!

MENU BAR QUICK TIPS!

We recommend dialing in on your phone for best audio quality. The # is found under the "Audio" option.

MENU BAR QUICK TIPS!

Type a question under the "Question" or the "Chat" tabs. You may choose to ask privately or publicly.

Agenda

- Identified grant programs utilizing GAP
- GAP Development & Implementation Timeline- Phases 1 & 2
- How do I obtain login credentials?
- Where do I log in?
- Where do I access program area applications?
- How do I submit project applications?
- What happens once I submit a project application?

What Grant Programs are included?

County Incentive Grant Program

Local Transportation Projects

Small County Outreach Program for Municipalities

Florida Beautification Grants

Metropolitan or Transportation Planning Organizations (MPO / TPO)

Small County Road Assistance Program

"LAP"

FHWA Federal-Aid Program*

Shared-Use Nonmotorized (SUN) Trail Program

Transportation Regional Incentive Program

Small County Outreach Program

What Grant Programs are included?

Various Federal-Aid Highway Program Areas

Local Agency Program or "LAP"

- Safety Office
  - Highway Safety Improvement Program
  - Safe Routes to School
- Planning Office
  - Transportation Alternatives
- Other
  - FHWA Discretionary Grants
  - FHWA BUILD Grants
  - FHWA Emergency Relief
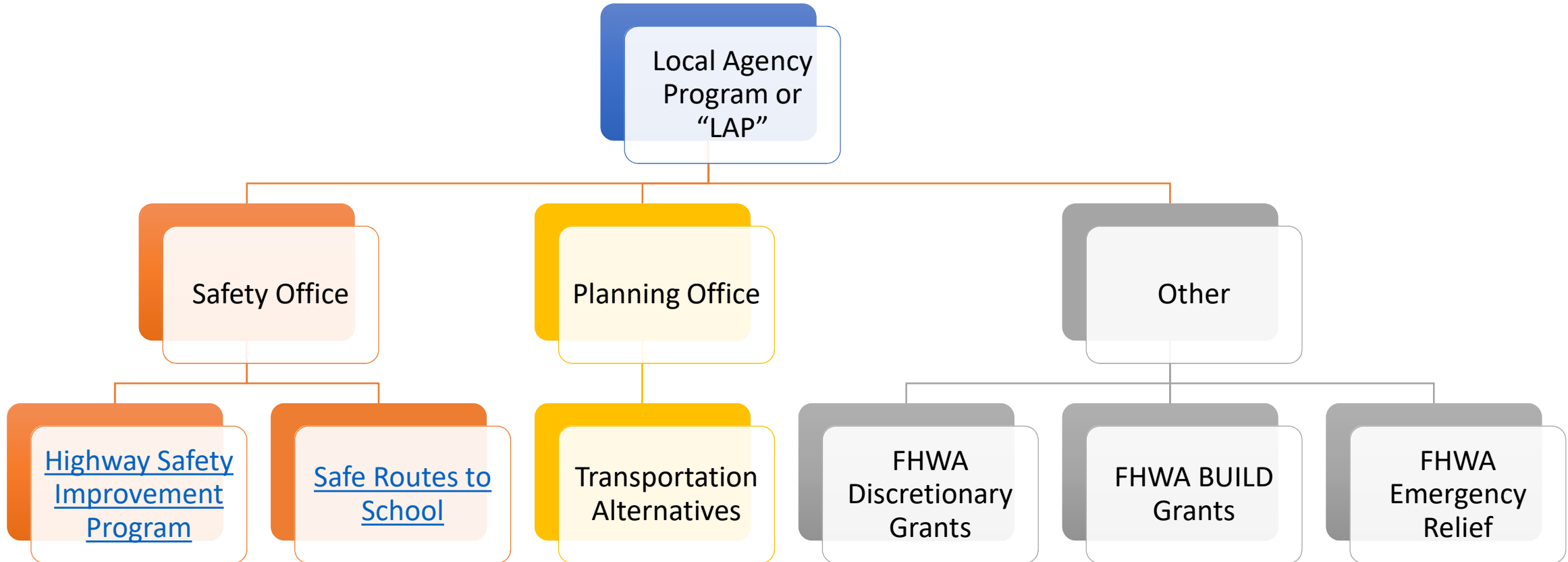
GAP Development & Implementation Timelines- FY 2020

Phase 1 Development Complete January 2019.
System available to receive & store local agency project applications.

Phase 1 Implementation In Process FY 2020.
Staggered implementation of grant programs requiring project applications be submitted via GAP.

Phase 1 Program Application Cycles Utilizing GAP FY 2020:
Sept. 1- Safe Routes to School
Sept. 1- Florida Beautification Grants
Oct. 1- Shared Use Nonmotorized (SUN) Trail
Dec. 1- Small County Outreach and Small County Road Assistance Programs

GAP Development & Implementation Timelines- FY 2021

Phase 1 Implementation Continues in FY 2021.

Phase 1 Implementation Anticipated FY 2021.
Continue staggered implementation of grant programs requiring project applications be submitted via GAP.

Phase 1 Program Application Cycles Utilizing GAP FY 2021:
Cycle Dates TBD- County Incentive Grant Program, Transportation Alternatives, Transportation Regional Incentive Program

GAP Development & Implementation Timelines- FY 2021

Phase 2 Development In Process FY 2019 through FY 2020.
System development is underway for the project management module in GAP.

Phase 2 Anticipated Completion June 30, 2020.

Phase 2 Implementation Anticipated FY 2021.

Effective July 1, 2020: Each grant program's funded projects will utilize GAP for project management, including invoicing and documentation collection and review.

Helpful Hints- GAP Login Credentials

➢ Due to the ongoing design and development of unique user permissions as part of GAP Phase 2, <u>consultants</u> working for Local Agencies will <u>not</u> be able to access GAP until Phase 2 is complete.

➢ Local agencies submitting project applications for grant programs utilizing GAP in FY 2020 (now) will need to have at least one staff person from their agency obtain user credentials in order to upload and download the application materials.

Helpful Hints- GAP User Credentials

➤ Dashboard content and view is <u>not</u> unique to the user/person in Phase 1. It is unique to the <u>local agency</u> each user is assigned to.

➤ Upon the completion of Phase 2, accessibility to a local agency's specific content may be limited for a user/person.

Helpful Hints- GAP User Credentials

Once GAP is ready to add consultant users, upon the completion of Phase 2 of development-

Consultants working for local agencies will have limited permissions to each agency's information in GAP due to storage of:
➢ Confidential information protected under *United States Code*
➢ Project development & scoping information that would allow for an unfair advantage for consultants pursuing local contracts

To Access GAP

Click here: https://www.flgap.com/

FDOT

username | Create Password | Log In

Forgot Username? | Forgot Password?

Login to GAP to download application materials <u>and</u> to submit your project applications:
https://www.flgap.com/

All current local agency staff who have access to LAPIT will have access to GAP October 1, 2019!

FDOT

username   Create Password   Log In

Forgot Username?   Forgot Password?

New local agency users obtain login credentials by:
1. Submit a "create new user" request from GAP homepage (Available Oct. 1).
2. Requesting access from their District project manager.
3. Requesting another local agency user add their contact info to GAP which can then be activated by FDOT staff.

Logging in for the First Time

Default "Dashboard" view

| My Account | Logout | Help | System Version 1.0.73

Dashboard | Applications | Organizations | Resources | Reports

Dashboard

Dashboard

WELCOME MESSAGE

Welcome to Florida Grant Application Program!!

We have a new modernized system to allow us to collect more accurate data; process workflows more e...
uniformly; and to leverage our data and analysis from all facets of grants management.

Submitted Grant Application

There are no submitted grant applications. Please visit the applications sections.

My Account | Logout | Help | System Version 1.0.73

My Account Tab- Local Agency Users verify & edit account information on first login!

Organizations Tab- More housekeeping! Please click to verify your local agency or "organization" info is correct.

| Dashboard | Applications | Organizations | Resources | Reports |

Dashboard

Dashboard

WELCOME MESSAGE

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Submitted Grant Application

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Project Watch List

Organizations Tab- housekeeping

Dashboard	Applications	Organizations	Resources	Reports

Dashboard > Organizations

Organization Listing

Filter Options

Filter By: [Status ▾] [Select One ▾] [Select One ▾] [Filter] Default list displays active status organizations

Organization Listing

	Name ▲	System Org Type	State Parent	FDOT District	Status
Select	Charlotte Harbor	Agency	Florida Department of Transportation	District 1	Active
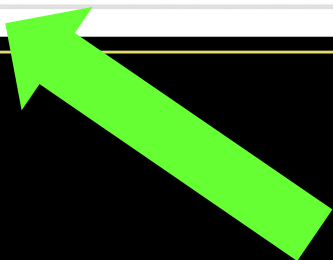
Make sure the agency displayed is correct!

Basic Governmental Agency information was imported, once the Agency has a Login, they can complete all fields.

Organizations Tab Details:

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

| Dashboard | Applications | Organizations | Resources | Reports |

Dashboard > Organizations > Organization Details

Organization Overview

Organization Overview

Main display to review, edit and verify

Legislative Districts

| ▸ House Districts | ▸ Senate Districts | ▸ Congressional Districts |

Financial /Reporting Info

DUNS #:

Federal Tax ID:

State Vendor ID:

State Vendor Location:

NTD Reporting ID:

FTA Recipient ID:

Actions

Save

BE SURE AND CLICK "SAVE" WHEN YOU ARE DONE!

//test.flgap.com/Applications/

State:*   Florida

The Local Agency can add as many contacts as they need. Contacts added to the system by the agency can later be assigned user access by FDOT staff.

Robin Birdsong - My Account | Logout | Help

System Version 1.0.42

| Dashboard | Projects | Applications | Organizations | Resources | Reports | Review | Contracts | Programs |

Dashboard > Organizations > Organization Details

Organization Overview
Contacts
Required Documents

Contacts

Organization Information

City of Panama City Beach

104 S. Arnold Road
Panama City Beach, Florida 32413
(727) 595-4020

Website: www.pcbgov.com
Primary Contact:
Title:
Email:
Phone:

Contact

Add New

FirstName	LastName	Title	Main Email	Main Phone	System Access

No records to display.

Powered by Panther

BCG Support Center: 888-238-9707 | Accessibility Info | Contact Support

FDOT

| Dashboard | Projects | Applications | **Organizations** | Resources | Reports | Review | Contracts | Programs |

Dashboard > Organizations > Organization Details

| Organization Overview |
| Contacts |
| Required Documents |

Contacts

Organization Information

District 1

801 N. Broadway Avenue
Bartow, Florida 33830

Website:
Primary Contact:
Title:
Email:
Phone:

The Local Agency can add as many contacts as they need. Contacts added to the system by the agency can later be assigned user access by FDOT staff.

Select the Contacts Tab to display current contacts for your agency

Contact

Add New

Select add new if user not found.

FirstName	LastName	Title	Main Email	Main Phone	System Access
Lisa	Brinson	Local Programs Administrator	Lisa.Brinson@dot.state.fl.us	(863) 519-2836	Yes
Jobin	Abraham	Local Program Coordinator	Jobin.Abraham@dot.state.fl.us	(863) 519-2324	Yes
Zoe	Giannopoulos	Local Program Specialist	zoe.giannopoulos@dot.state.fl.us	(239) 225-1985	Yes
Eduardo	Ponce	District Roadway Design Engineer	Eduardo.Ponce@dot.state.fl.us	(863) 519-2281	Yes
Rebecca	Milam	Design Project Manager	Rebecca.Milam@dot.state.fl.us	(863) 519-2542	Yes
Charles	Reed	Consultant - District Construction	Charles.Reed@dot.state.fl.us	(863) 519-2907	Yes
Lori	Carlton	Community Liaison	Lori.Carlton@dot.state.fl.us	(863) 519-2542	Yes
Darryl	Richard	District Landscape Architect	Darryl.Richard@dot.state.fl.us	(863) 519-2266	Yes
Laura	Herrscher	District Intermodal Systems Manager	Laura.Herrscher@dot.state.fl.us	8635192379	Yes

Edit Contact

▸ Contact Types

Salutation: `Select One ▾`

First Name: [   ]

Middle Initial: [   ]

Last Name: [   ]

Title: [   ]

Address 1: [   ]

Address 2: [   ]

City: [   ]

State: `Select One ▾`

Zip: [____-___]

Main Phone Number: [(__) ___-___] Ext [   ] Enter 10 digits no hyphens

Alternative Phone Number: [(__) ___-___] Ext: [   ] Enter 10 digits no hyphens

Main Email: [   ]

Alternative Email: [   ]

Notes: [   ]

[Save] [Cancel]

The Local Agency can add as many contacts as they need. Contacts added to the system by the agency can later be assigned user access by FDOT staff.

Add contact info for new user
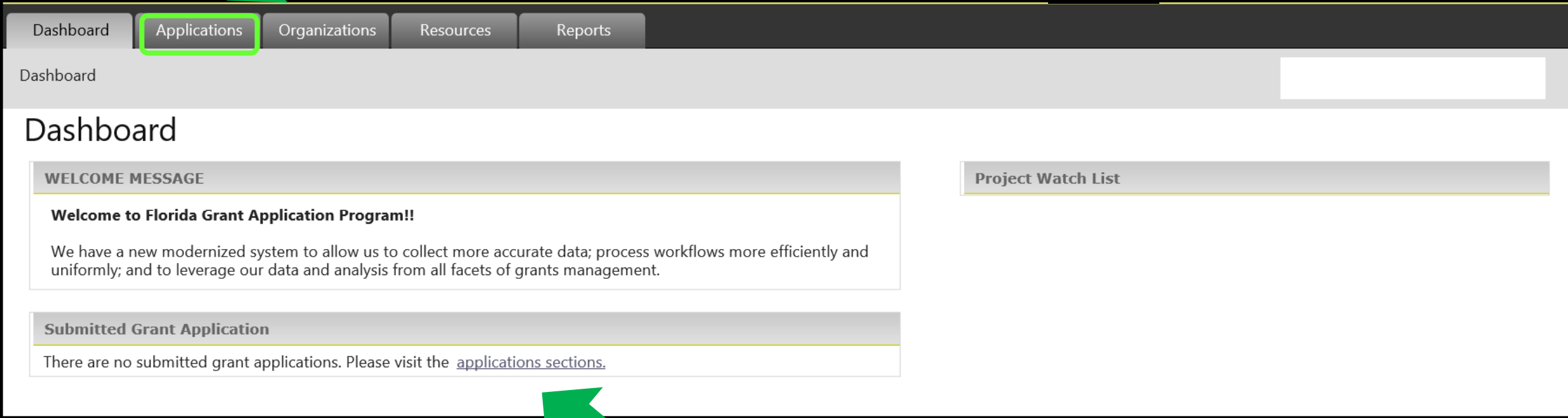
Be sure and hit save!

Back to your "Dashboard" view.

We are now ready to explore the "Applications" tab!

| My Account | Logout | Help | *System Version 1.0.73*

| Dashboard | Applications | Organizations | Resources | Reports |

Dashboard

Dashboard

WELCOME MESSAGE

Welcome to Florida Grant Application Program!!

We have a new modernized system to allow us to collect more accurate data; process workflows more efficiently and uniformly; and to leverage our data and analysis from all facets of grants management.

Submitted Grant Application

There are no submitted grant applications. Please visit the applications sections.

Project Watch List

⊙ Powered by Panther

BCG Support Center: 888-238-9707 | Accessibility Info | Contact Support

Helpful Hints- GAP Application Submittals

If Jimmy Buffet from the Island of Margaritaville wanted to submit an application, but he isn't sure if Brian Wilson who is also now from the Island of Margaritaville, already did. How would they know?

Because they are both from the same agency, they will be able to see what others from the Island of Margaritaville have submitted.

Existing Applications View

Dashboard | **Applications** | Organizations | Resources | Reports

Applications

Applications

Existing Applications | New Opportunities

Default view on the applications tab. Any existing applications that are pending or submitted will appear. This includes all applications for your agency, not only the ones a unique user created and/or submitted.

Year	Organization	Application	Status
2020	Charlotte Harbor	Highway Beautification Grant Application - District 1	Not Submitted
2020	Charlotte Harbor	Highway Beautification Grant Application - District 1	Not Submitted
2019	Charlotte Harbor	Safe Routes to Schools-District 1	Not Submitted
2019	Charlotte Harbor	Safe Routes to Schools-District 1	Not Submitted
2020	Charlotte Harbor	Highway Beautification Grant Application - District 1	Submitted

New Opportunities or Application Cycles Open to Your Agency View

Click on "Apply" to access the application files for download and upload.

Dashboard | **Applications** | Organizations | Resources | Reports

Switch User: Becky Rivett

Applications

Applications

Existing Applications | **New Opportunities**

Current programs with open calls for applications that your agency is eligible for, will display here for each agency user. Eligibility and the display is not tied to the user, but at the agency level.

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

Details | Apply

Application: Highway Beautification Grant Application - District 1
Year: 2020   **Application Deadline:** 10/1/2019 12:00:00 AM

Details | Apply

We will discuss the required and optional fields that display on the application documents screen.

Application

Application: Highway Beautification Grant Application - District 1	**Application Deadline:** 10/1/2019 12:00:00 AM
Organization: Charlotte Harbor	**Year:** 2020 **Status:** Not Submitted [Delete]

Application Documents

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

	Documents	
✓	Download - Beautification Grant Application Part 1	Re-Upload
✓	Download - Beautification Grant Application Part 2	Re-Upload
✓	11 x 17 Illustrative Plan Proposal	Re-Upload
✓	Signed Resolution	Re-Upload
✓	Letter of Authorization from the Department	Re-Upload
✓	Optional Letters of Support	Attach

Requires Upload   Optional   Upload Complete
✓   ✓   ✓

Project Budget

State Participation [ ]
Federal Participation [ ]
Local Participation [ ]

Total Project Cost

Additional Documents

Document Name: [ ]

Select Document [ ] [Browse...]
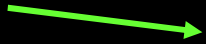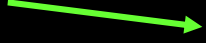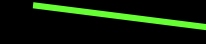
[Upload]

No documents attached.

Comments

[ ]

Comments	Update By
No records to display.	

[Insert]

History Log

Status	Comments	Updated By	Date
No records to display.			

Application

Application:	Highway Beautification Grant Application - District 1	Application Deadline: 10/1/2019 12:00:00 AM
Organization:	Charlotte Harbor	Year: 2020 Status: Not Submitted

Delete

Application Documents

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

		Documents	
⊘	Download	- Beautification Grant Application Part 1	Attach
⊘	Download	- Beautification Grant Application Part 2	Attach
⊘		11 x 17 Illustrative Plan Proposal	Attach
⊘		Signed Resolution	Attach
⊘		Letter of Authorization from the Department	Attach
✓		Optional Letters of Support	Attach

Requires Upload   Optional   Upload Complete
⊘   ✓   ✓

Application

Application: Highway Beautification Grant Application - District 1	**Application Deadline:** 10/1/2019 12:00:00 AM
Organization: Charlotte Harbor	**Year:** 2020 **Status:** Not Submitted Delete

Application Documents

Before you can subm... catio...

Doc...		
⊘ Dow		Attach
⊘ Dow		Attach
⊘ 11 x requ...		Attach
⊘ Sign		Attach
⊘ Lette catio...		Attach
⦿ Opti		Attach

Attach Form

Uploaded Document: **Beautification Grant Application Part 1** - View

Upload or replace uploaded document by choosing a file below.

[   ] Browse...

Save

Attach

Requires Upload   Optional   Upload Complete
⊘   ⦿   ✓

Application

Application: Highway Beautification Grant Application - District 1	**Application Deadline:** 10/1/2019 12:00:00 AM	
Organization: Charlotte Harbor	**Year:** 2020 **Status:** Not Submitted	Delete

Application Documents

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

	Documents		
✅	Download - Beautification Grant Application Part 1		Re-Upload
✅	Download - Beautification Grant Application Part 2		Re-Upload
✅	11 x 17 Illustrative Plan Proposal		Re-Upload
✅	Signed Resolution		Re-Upload
✅	Letter of Authorization from the Department		Re-Upload
🔵	Optional Letters of Support		Attach

Requires Upload   Optional   Upload Complete
      ◎   🔵   ✅

Scroll Down to view the next section "Project Budget"

Project Budget

The agency user must enter the estimated dollar amount of state and/or federal funds participation requested. Enter the dollar amount of any local participation aka matching funds.

State Participation

Federal Participation

Local Participation

Total Project Cost

State Participation = state grant program funds requested

Federal Participation = Federal grant program funds requested

Local Participation = local matching or contributed funds

Project Budget

State Participation — $500000

Federal Participation

Local Participation — 50000

Total Project cost automatically calculates and displays the dollar amount.

Total Project Cost — **$550,000.00**

At least one field must be populated

Application

Application: Highway Beautification Grant Application - District 1   **Application Deadline:** 10/1/2019 12:00:00 AM

Organization: Charlotte Harbor   **Year:** 2020   **Status:** Not Submitted

Delete

Submit

Application Documents

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

	Documents	
✔	Download - Beautification Grant Application Part 1	Re-Upload
✔	Download - Beautification Grant Application Part 2	Re-Upload
✔	11 x 17 Illustrative Plan Proposal	Re-Upload
✔	Signed Resolution	Re-Upload
✔	Letter of Authorization from the Department	Re-Upload
✔	Optional Letters of Support	Attach

Requires Upload   Optional   Upload Complete

Once these two sections are completed the "submit" button appears at the top of the page.

Submit Application
OR
Scroll Down to view the next sections.

Project Budget

State Participation $500000

Federal Participation

Local Participation   50000

Total Project Cost   **$550,000.00**

Additional Documents

Document Name:

Select Document [   ] Browse...

Allows user to upload additional
documents not requested as a part of
the application documents section.

Upload

No documents attached.

Comments

Type comments here and click "Insert". The system will record the date and time and the user.

Comments	Update By
Test application for GAP presentation!	9/17/2019 12:17:41 PM

Insert

History Log

Status	Comments	Updated By	Date
No records to display.			

Application

Application: Highway Beautification Grant Application - District 1   **Application Deadline:** 10/1/2019 12:00:00 AM

Organization: Charlotte Harbor   **Year:** 2020   **Status:** Not Submitted

[Delete]
[Submit]

Application Documents

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

	Documents	
✓	Download - Beautification Grant Application Part 1	Re-Upload
✓	Download - Beautification Grant Application Part 2	Re-Upload
✓	11 x 17 Illustrative Plan Proposal	Re-Upload
✓	Signed Resolution	Re-Upload
✓	Letter of Authorization from the Department	Re-Upload
✓	Optional Letters of Support	Attach

Requires Upload   Optional   Upload Complete
✓   ✓   ✓

Once these two sections are completed the "submit" button appears at the top of the page.

Project Budget

State Participation $500000

Federal Participation

Local Participation   50000

Total Project Cost   **$550,000.00**

Once the user hits "submit" the history log updates to show who submitted the application and when.

Assigned users with edit permissions may delete and or edit the application submittal prior to the application due date.

History Log

Status	Comments	Updated By	Date
Submitted		Becky Rivett	9/17/2019 12:21:55 PM

I've submitted my application, now what?

- Applications may be edited by the agency user(s) until the cycle closes.

- Application submittals will lock when the cycle closes and edits will no longer be allowed.

- Submitted applications appear in the designated FDOT staff queue for review. The agency user does not need to call, email or otherwise notify FDOT staff the application has been submitted.

I've submitted my application, now what?

- GAP stores and archives documents.

- Prior application docs are available for view and download by users.

- Application documents may change from year to year. Program managers will determine if new or revised documents must be uploaded for resubmittals of prior applications.

GAP System Support:

Call 888-238-9707 or email

flgap@blackcatsupport.com

Monday-Friday 8:00am- 5:00pm EST

Contact GAP Support first. They will refer local agency users to FDOT staff as needed.

FDOT Contacts by Program Area

Local Programs: https://www.fdot.gov/programmanagement/LAP/LAPContacts.shtm

SUN Trail: https://www.fdot.gov/planning/systems/SUNTrail/contacts.shtm

Safe Routes to School: https://www.fdot.gov/safety/2a-programs/safe-routes-contacts.shtm

Beautification Grants: https://www.fdot.gov/designsupport/highwaybeautification/contacts.shtm

Transportation Alternatives: https://www.fdot.gov/planning/systems/directory.shtm

MPOs: https://www.fdot.gov/planning/policy/metrosupport/default.shtm

QUESTIONS?