



System Web Address: 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

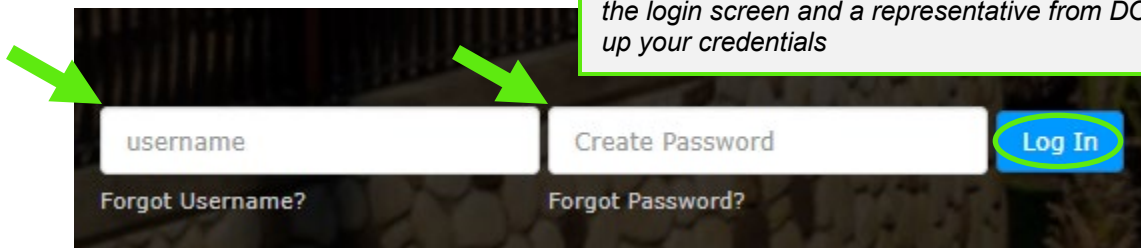
2.1 Access the System

- 1) Locate the **FLAP System** login screen at: www.flgap.com



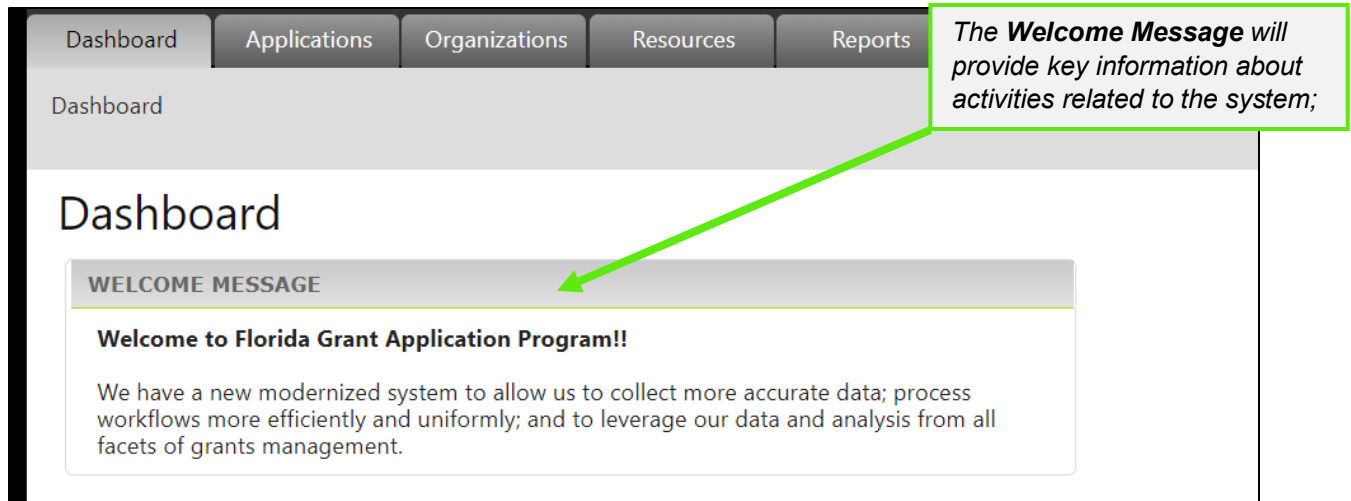
- 2) Login to the **FLGAP System**:
 - a. Enter your username
 - b. Enter your password
 - c. Select the Login button

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

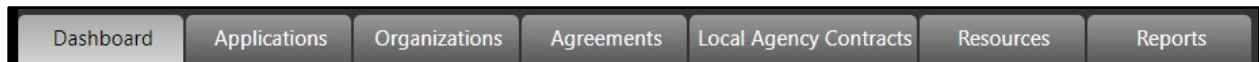
- 1) **Dashboard:** After logging in, you will see the system dashboard.



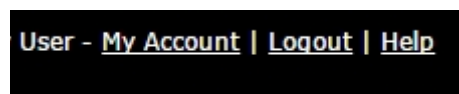
2) The system is sub-divided into several components:

- 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:

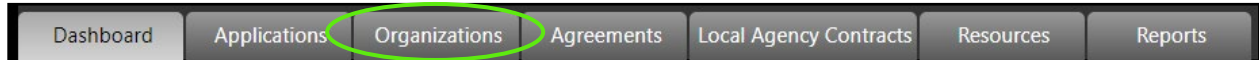
Allows a user to submit questions, concerns, ideas or other information directly to the **BlackCat Customer Support Team**.

Section 3: Organization Management

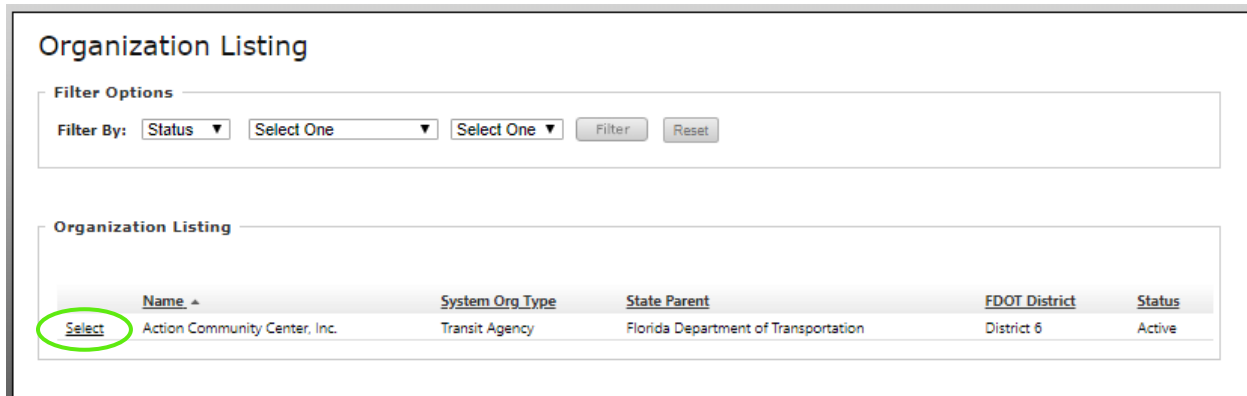
The Organization section includes data about your agency, including addresses, contacts, vendor information, and contacts/users.

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 the table contains the following data: '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, highlighted with a green oval.

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

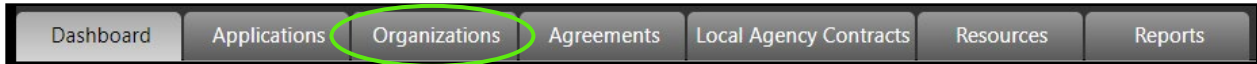


3.2 Contact Management

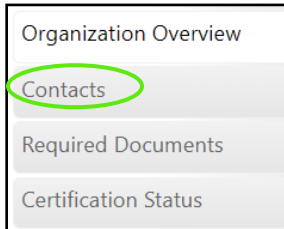
This section provides the opportunity for an agency to identify the individuals responsible for various tasks within the system. Please note you will have to contact DOT to add a new user to the system.

To view your organizations contact's:

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

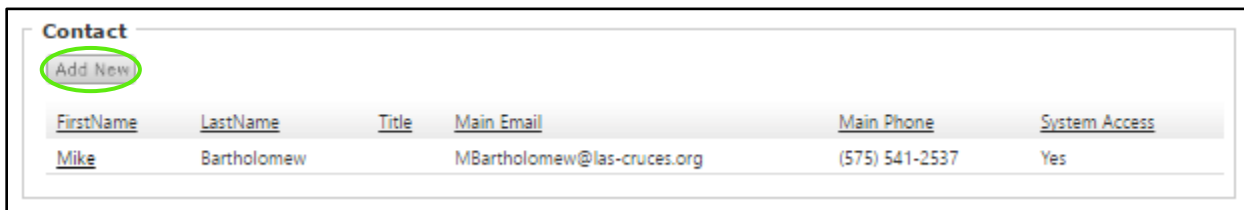


2) Select the **Contacts** section



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**

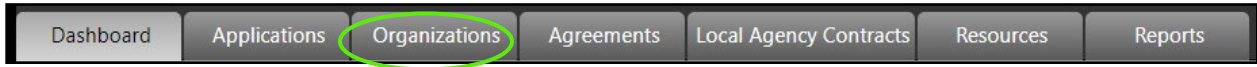
3.2.2 Activating or Deactivating a User

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

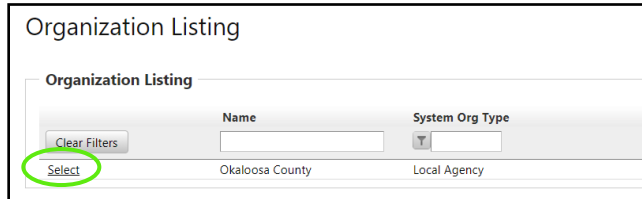
3.4 Required Documents

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.

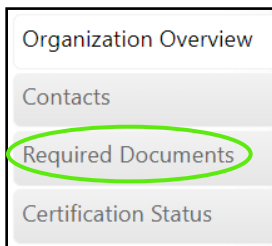
1. Select the **Organization** tab



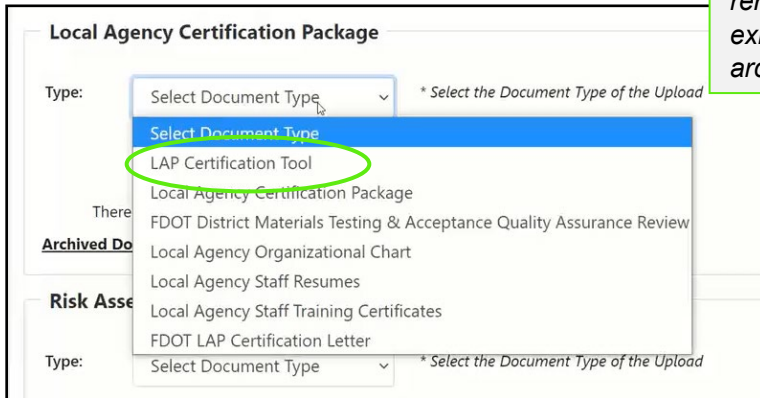
2. Select the **Organization**



3. Select the **Required Documents** tab

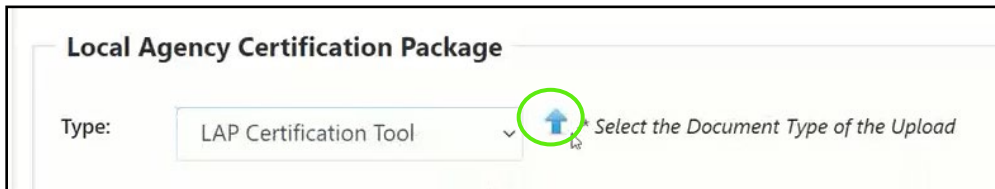


4. Select the **Document Type**

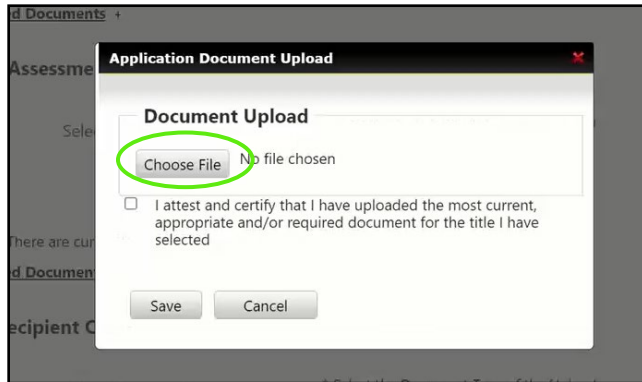


Helpful Hint: When a document type is selected the most recent one will remain in the active list and the existing one of the same type will be archived.

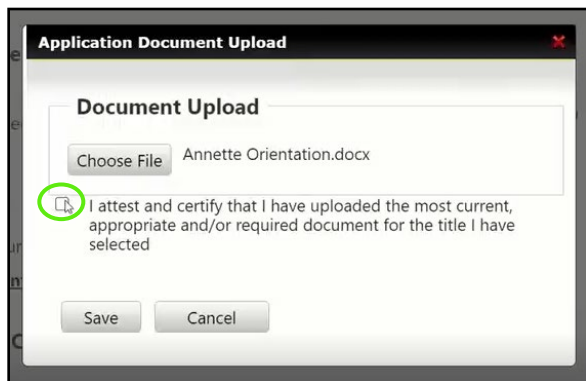
5. Select **Upload**



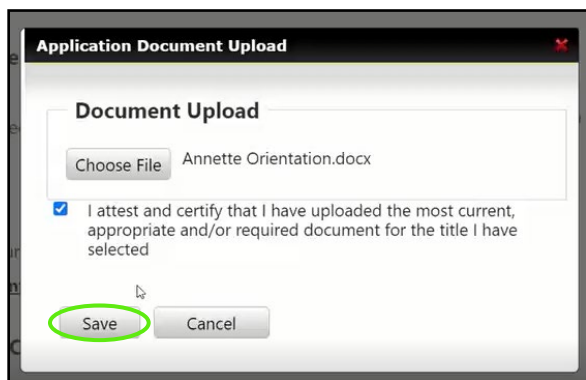
6. Select the **document**



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.

Local Agency Certification Package

Type: LAP Certification Tool ↑ * Select the Document Type of the Upload

Document Type	Uploaded By	Upload Date	Expires
LAP Certification Tool (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

Local Agency Certification Package

Type: LAP Certification Tool ↑ * Select the Document Type of the Upload

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.

Document Type	Uploaded By	Upload Date	Expires	Delete
LAP Certification Tool (Valid until Revised)	Scott Bitterman	06/10/2021	N/A	✗

Archived Documents +

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

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

2. Select the **Organization**

Organization Listing

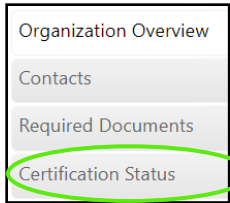
Organization Listing

Clear Filters

Name: Okaloosa County System Org Type: Local Agency

Select

3. Select the **Certification** tab



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

A screenshot of the 'Organization Assessment' form. The 'Title VI' dropdown menu is highlighted with a green oval and shows 'Select One' as the selected option. Other fields include 'Assurance Expiration Date' and 'Risk Level' (also showing 'Select One'). A 'Save' button is at the bottom.

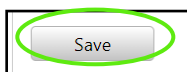
5. Select the **Date**

A screenshot of the 'Organization Assessment' form. The 'Assurance Expiration Date' field is highlighted with a green oval and is currently empty. Other fields include 'Title VI' (showing 'Select One') and 'Risk Level' (showing 'Select One'). A 'Save' button is at the bottom.

6. Select the **Risk Level**

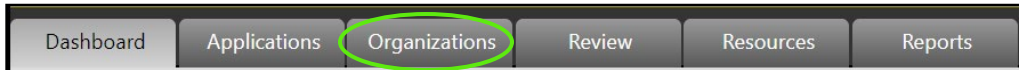
A screenshot of the 'Organization Assessment' form. The 'Risk Level' dropdown menu is highlighted with a green oval and shows 'Moderate' as the selected option. Other fields include 'Title VI' (showing 'Yellow') and 'Assurance Expiration Date' (showing '6/14/2021'). A 'Save' button is at the bottom.

7. Select **Save**

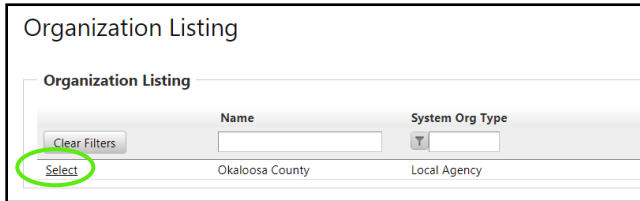


3.5.2 Adding a Certification

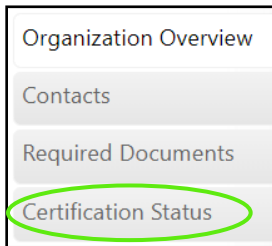
1. Select the **Organization** tab



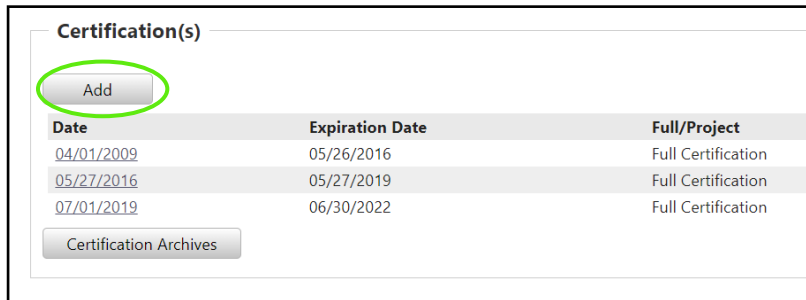
2. Select the **Organization**



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

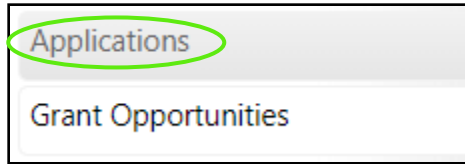
**Repeat to all of the certification. Be sure all the contacts needing to be notified at the agency are selected in the contact type.*

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
2020	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
2020	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
2020	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
2020	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 Organization: Charlotte County- Punta Gorda MPO	Application Deadline: 7/31/2025 11:59:00 PM EST Year: 2019 Status: Not Submitted	Delete
Application Description		
Application Description: <input type="text"/>		

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

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

Optional Required Uploaded Required Incomplete

Documents

Active Documents

63611077578713...docx

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.

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 de transportation service being provided. In the case of repl sure to fully complete Section C. Item 1 to indicate which Also provide documentation of the need to replace the ve mileage, age, and maintenance history). Vehicles being r minimum of 100,000 miles at time of application. Mileage waived if major and/or excessive maintenance problems a replacement vehicles you must include the following (atta

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 de transportation service being provided. In the case of repl sure to fully complete Section C. Item 1 to indicate which Also provide documentation of the need to replace the ve mileage, age, and maintenance history). Vehicles being r minimum of 100,000 miles at time of application. Mileage waived if major and/or excessive maintenance problems a replacement vehicles you must include the following (atta

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"/> Download - Rural Roadway Assistance Program Application	Attach
<input checked="" type="checkbox"/> Download - Engineers Cost Estimate	Attach

- 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.

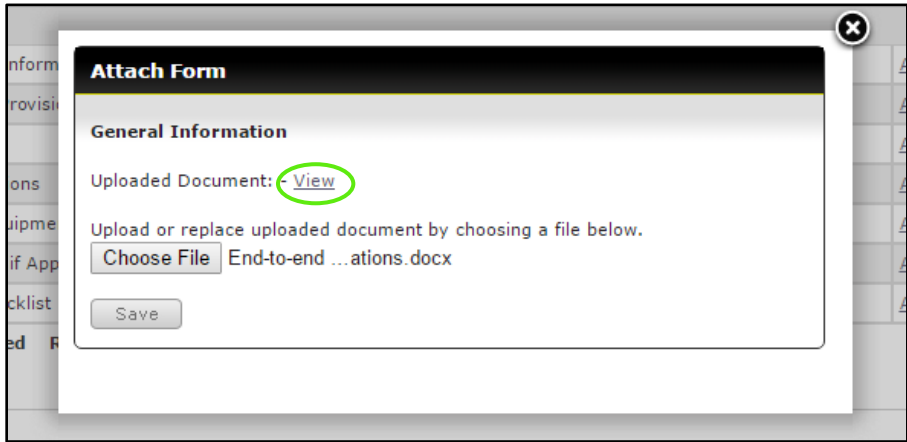
End-to-end ...ations.docx

- 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

	Re-Upload
	Re-Upload
	Attach Upload
	Attach Upload
	Attach Upload

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

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

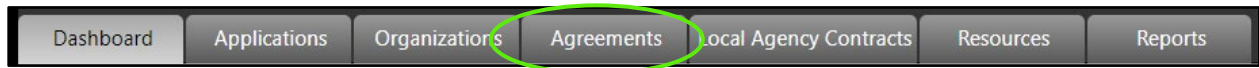
Helpful Hint: You will be able to monitor the status of your application via a number of status changes and email notifications sent by the system. If necessary, DOT will return your application to you for clarification/corrections as needed.

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

Agreements Listing			
	District	Local Agency Name	Description
Clear Filters	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select	District 3	Okaloosa County	PJ ADAMS ROAD FROM WILDHORSE
Select	District 3	Okaloosa County	PJ ADAMS PARKWAY FROM ASHLEY
Select	District 3	Okaloosa County	PJ ADAMS PARKWAY FROM WILD HO
Select	District 3	Okaloosa County	PJ ADAMS PARKWAY FROM SR 8 (I-1
Select	District 3	Okaloosa County	SR 293 WHITE PT. RDFROM N END C
Select	District 3	Okaloosa County	EEFEY ROAD FROM NEWCASTLE PA

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

Details	<h3>Agreements Details</h3>	
Tracking	Agreement Details	
Documents	Item Segment #:	421997-7
Phases	Project Description:	421997-7 - PJ ADAMS PARKWAY FROM ASHLEY DRIVE TO KEY LIME PLACE
Invoices	Local Agency Contract:	421997-7-68-01 : C19-2837- 421997-7-58-01 : test PW
Drawdowns	Details	
Associated Applications	FDOT Project Manager:	CRAIG GAVIN Roadway 57620501 1
	Work Mix:	ADD LANES & RECONSTRUCT
	On System:	<input type="checkbox"/>
	Transportation System:	NON-INTRASTATE OFF STATE HIGHW
	Project Total:	2,824,000.00
	Project Expenditures:	2,741,582.32

- 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.

FLGAP_FDOT_User Guide

Page 27

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

The screenshot shows the 'Agreements Tracking' page. On the left is a navigation menu with 'Details' selected. The main content area is titled 'Agreements Tracking' and contains 'Agreement Details' and a 'Compliance' section. The 'Agreement Details' section includes fields for 'Item Segment #', 'Project Description', and 'Local Agency Contract'. The 'Compliance' section shows a dropdown menu for 'Construction Phase - Bid : 58-01' and a table with columns: 'Milestone Edit/Delete', 'Milestone', 'DOT Review/Approv', 'Upload/Download/Del', 'Latest Activity', 'Date/Time', and 'LAPIT Date'. The first row of the table has a lock icon in the 'Upload/Download/Del' column, which is circled in green.

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





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

The screenshot shows a dialog box titled 'Upload Milestone Document'. It contains the text 'Upload or replace uploaded document by choosing a file below.' Below this text is a 'Choose File' button and the text 'No file chosen'. At the bottom of the dialog is a 'Save' button.

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

The screenshot shows the 'Compliance' section of the interface. It features a dropdown menu for 'Construction Phase - Bid : 58-01' and a table with columns: 'Milestone Edit/Delete', 'Milestone', 'DOT Review/Approv', 'Upload/Download/Del', 'Latest Activity', 'Date/Time', and 'LAPIT Date'. The first row of the table has a download icon in the 'Upload/Download/Del' column, which is circled in green. The 'Latest Activity' column for this row contains the text 'Uploaded By: Scott Bitterman' and the 'Date/Time' column contains '6/10/2021 1:24:45 PM'.

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

- 📁 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

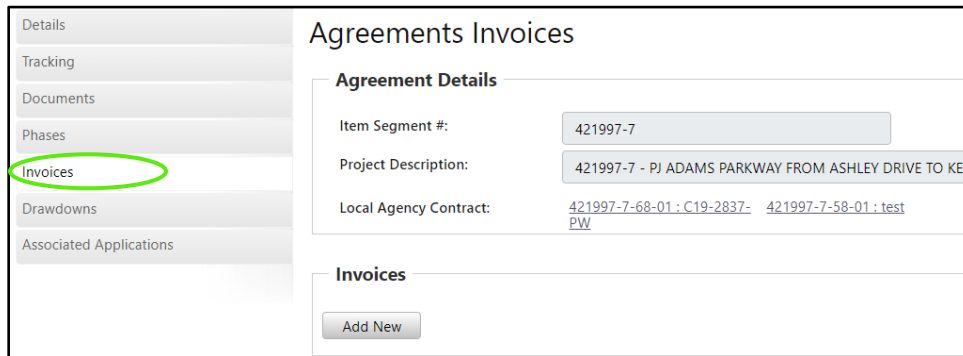
Grouped Contracts

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

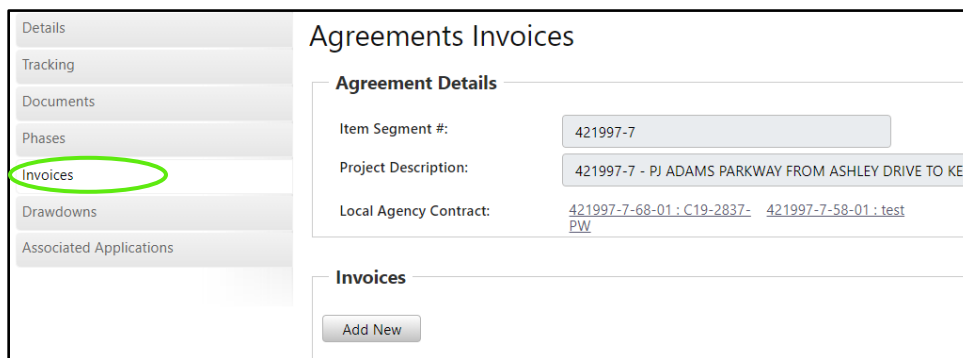
5.5 Agreement Invoices

- 1) Select the **Invoices** tab



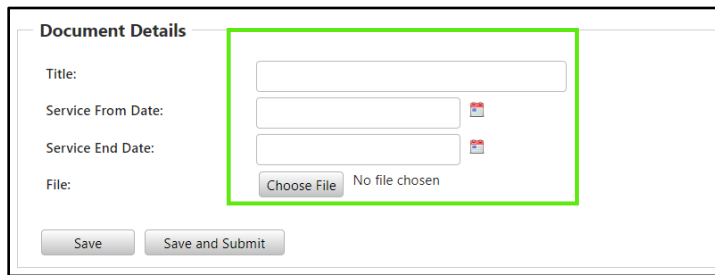
The screenshot shows the 'Agreements Invoices' page. On the left is a vertical navigation menu with the following items: Details, Tracking, Documents, Phases, **Invoices** (highlighted with a green circle), Drawdowns, and Associated Applications. The main content area is titled 'Agreements Invoices' 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: [421997-7-68-01 : C19-2837-](#) [421997-7-58-01 : test PW](#). The 'Invoices' section is currently empty and contains 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. In this view, the 'Add New' button in the 'Invoices' section is highlighted with a green circle, 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:" (date picker), "Service End Date:" (date picker), 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



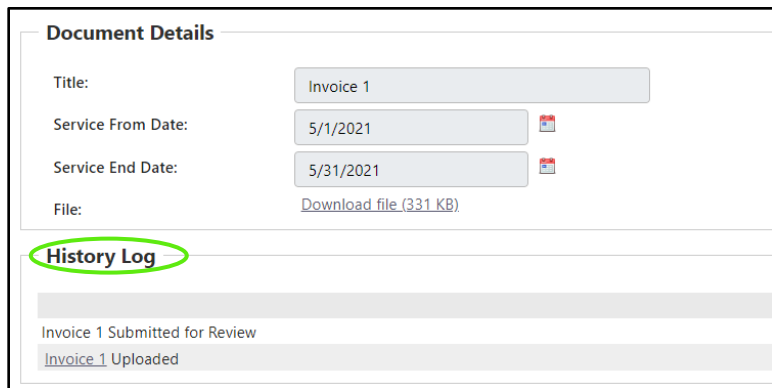
A close-up of the two buttons at the bottom of the form: "Save" and "Save and Submit". The "Save" button is circled in green.

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

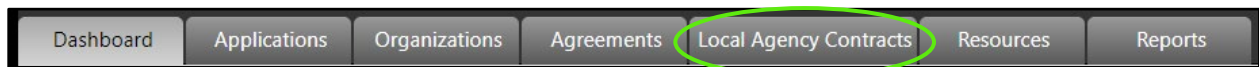
Agency	Application
Okaloosa County	Safe Routes to Schools-District 3
Okaloosa County	Transportation Regional Incentive Program (TRIP) - District 3
Okaloosa County	County Incentive Grant Program (CIGP) - District 3

Section 6: Local Agency Contracts

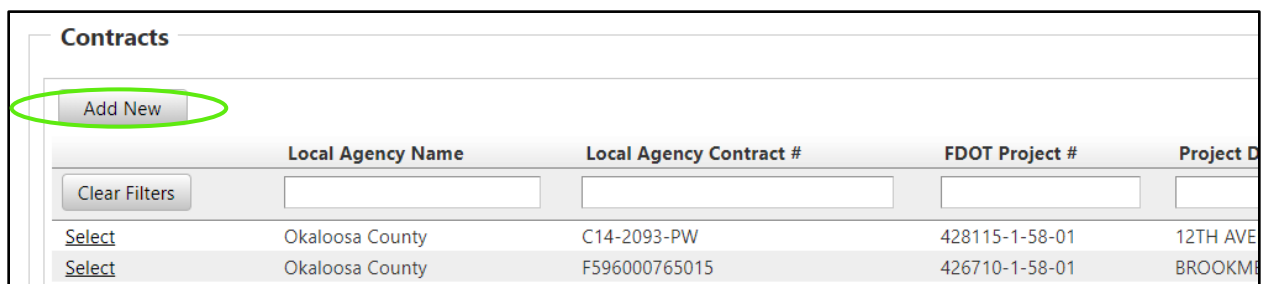
In the Local Agency Contracts section, you will have access to all of your local agreements. This is the section where you can review contracting information, contract dates, contract amounts, and prime contractor information.

6.1 Add New Local Agency Contract

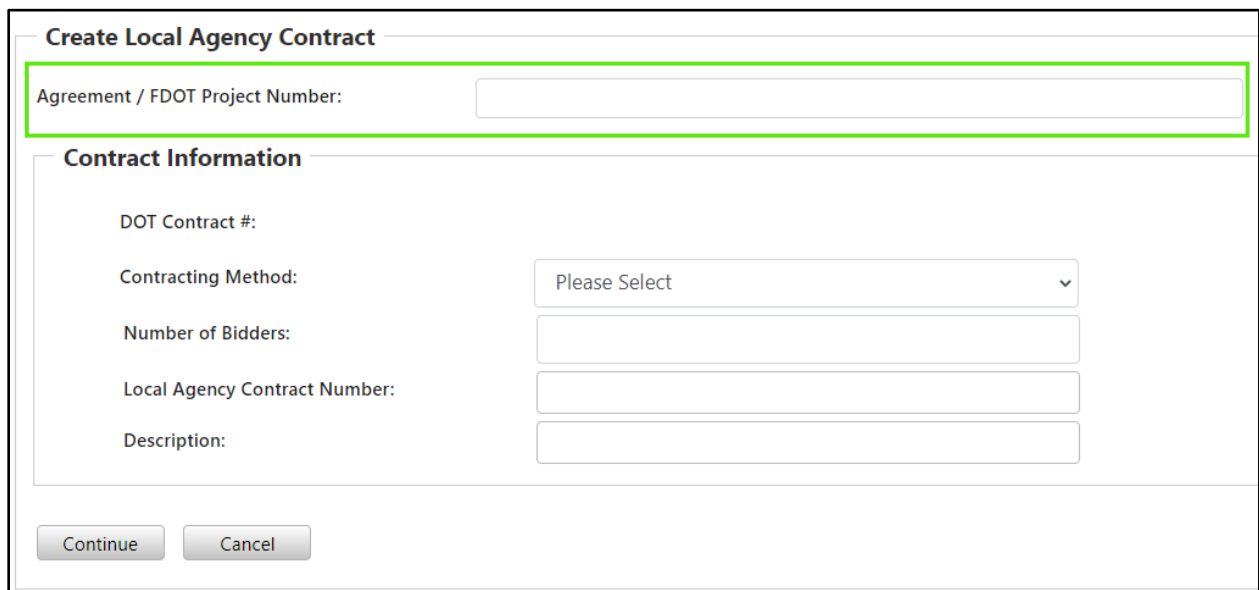
- 1) Select the **Local Agency Contracts** tab



- 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 'Agreement / FDOT Project Number' with a text input field, which is highlighted with a green box. Below this is a section for 'Contract Information' with several fields: DOT Contract #, Contracting Method (a dropdown menu with 'Please Select'), Number of Bidders, Local Agency Contract Number, and Description. At the bottom of the form are 'Continue' and 'Cancel' buttons.

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 highlighted with a green oval.

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"/>	

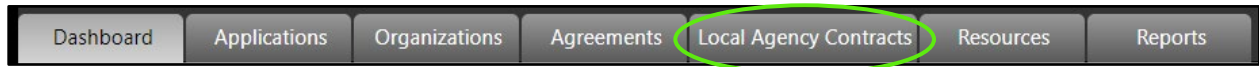
Contract Amounts

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



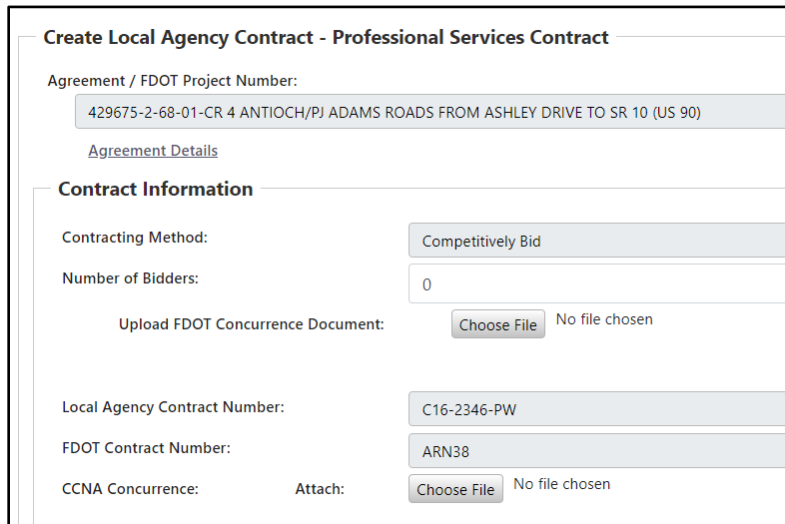
- 2) Use **Select** to review more details



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), Local Agency Contract Number (C16-2346-PW), and FDOT Contract Number (ARN38). There are also 'Choose File' buttons for uploading documents.


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 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).

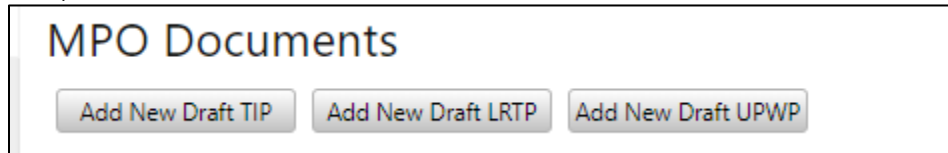
7.1 MPO Listing and Record Creation

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.

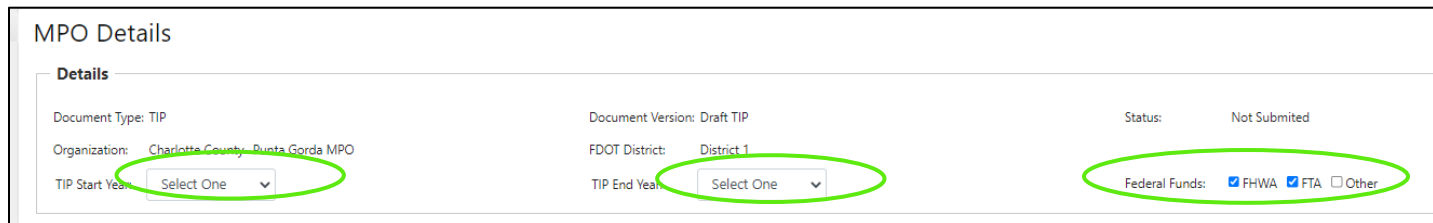
- 1) Select the **MPO Documents** tab



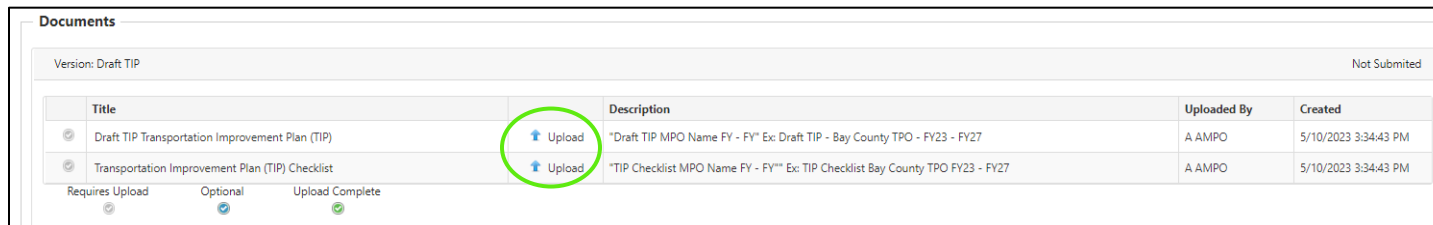
- 2) Select to Add New **TIP/LRTP/UPWP**



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

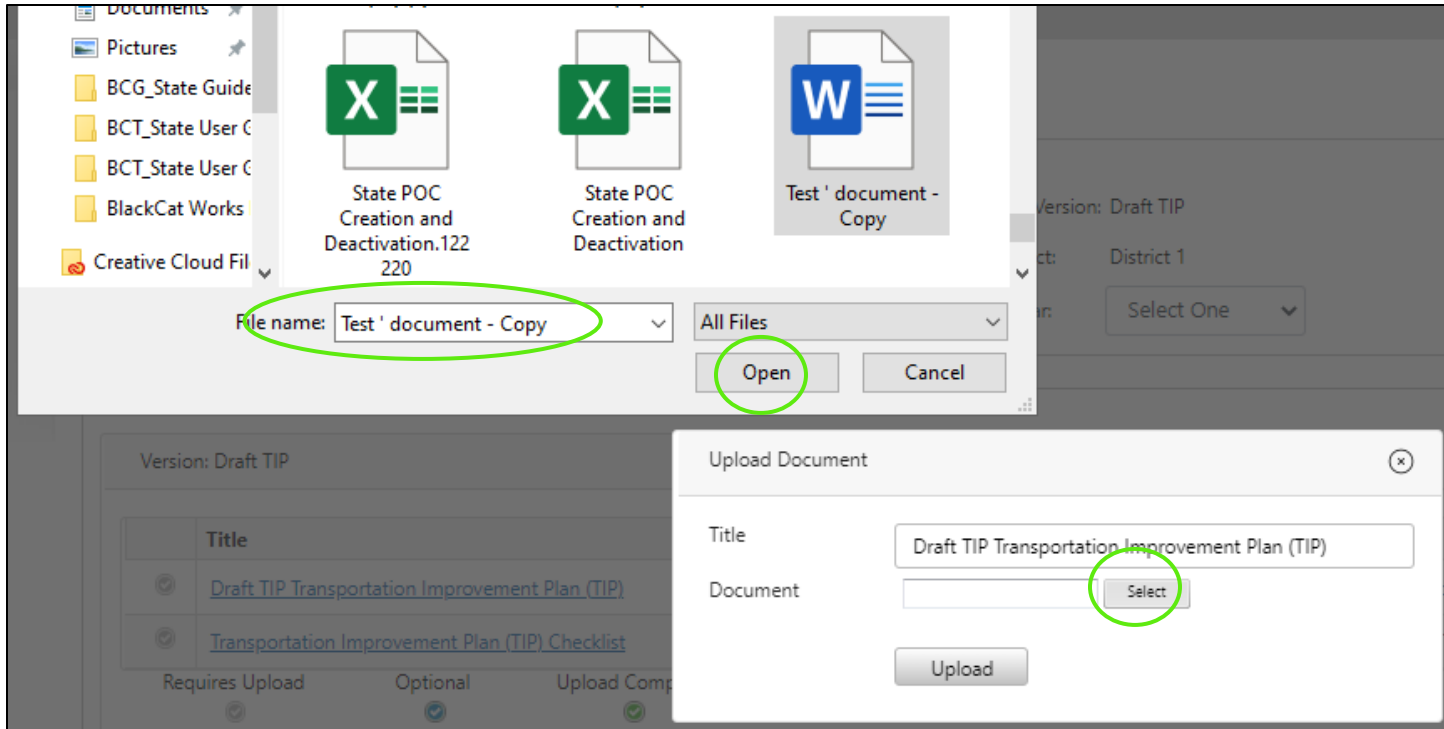
The image shows the 'MPO Details' form. It has a 'Details' section with several fields: 'Document Type: TIP', 'Organization: Charlotte County - Punta Gorda MPO', 'TIP Start Year' (a dropdown menu with 'Select One' selected), 'Document Version: Draft TIP', 'FDOT District: District 1', 'TIP End Year' (a 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

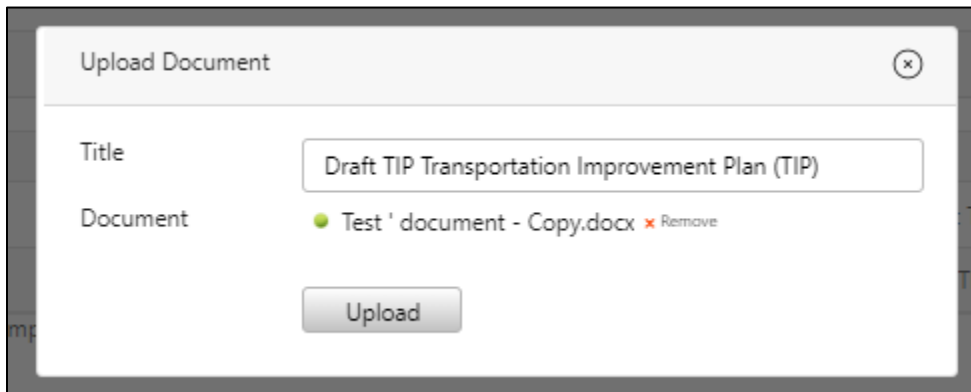


Documents		Version: Draft TIP			Not Submitted	
Title	Description	Uploaded By	Created	Requires Upload	Optional	Upload Complete
Draft TIP Transportation Improvement Plan (TIP)	"Draft TIP MPO Name FY - FY" Ex: Draft TIP - Bay County TPO - FY23 - FY27	A AMPO	5/10/2023 3:34:43 PM	<input type="checkbox"/>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

Documents

Version: Draft TIP Not Submitted


Title	Description	Uploaded By	Created
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 4:17:58 PM
Transportation Improvement Plan (TIP) Checklist	"TIP Checklist MPO Name FY - FY" Ex: TIP Checklist Bay County TPO FY23 - FY27	A AMPO	5/10/2023 4:18:19 PM

Requires Upload: Optional: Upload Complete:

Additional Documents

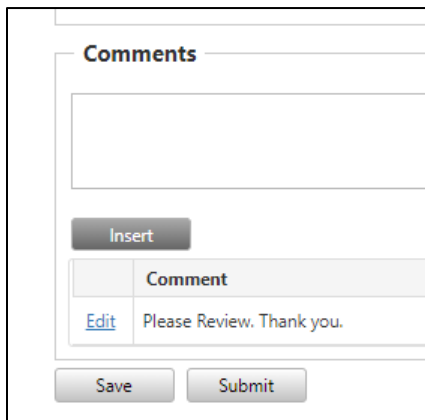
Document Name	EDMS ID	Size	Uploaded By	Created
MPO Additional Document	15205779	11.6KB	A AMPO	5/10/2023 4:18:48 PM

8) Enter any comments and select Insert



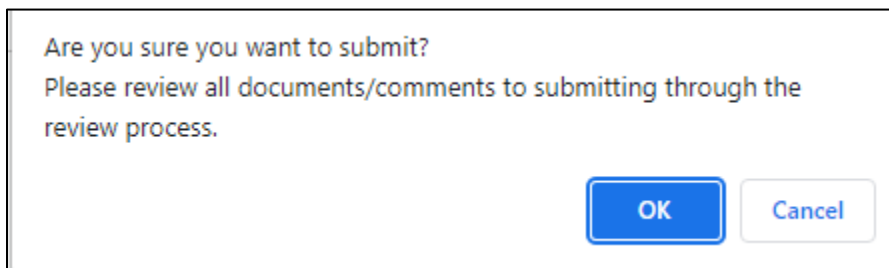
The screenshot shows a web interface for adding comments. At the top, there is a header labeled "Comments". Below it is a large text input field containing the text "Please Review. Thank you.". Underneath the input field is a button labeled "Insert". Below the "Insert" button is a section titled "Comment" which currently displays the message "There are no comments to display."

9) Select Save and Submit



This screenshot shows the same interface as the previous one, but with the "Insert" button highlighted in a darker grey. Below the "Comment" 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: a blue "OK" button and a white "Cancel" button with a blue border.

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
Clear filters	<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 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)	<input type="button" value="Upload"/> "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	<input type="button" value="Upload"/> "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

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
Clear Filters	<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

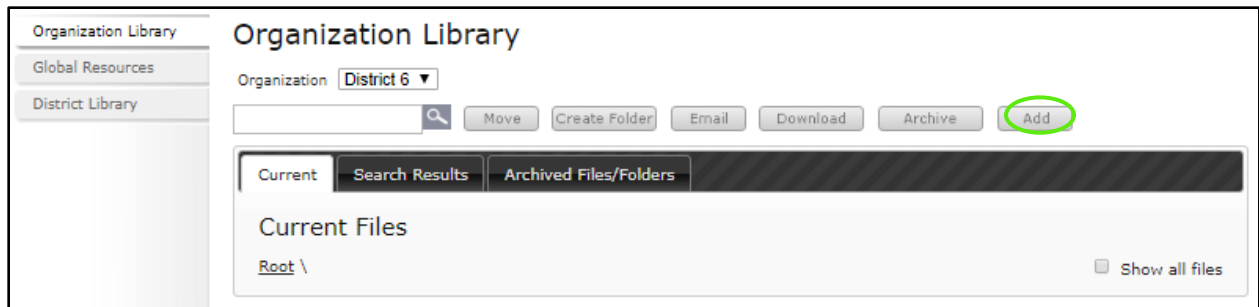
The screenshot shows the 'Organization Library' interface. On the left, there is a navigation pane with three items: 'Organization Library', 'Global Resources', and 'District Library'. The main content area is titled 'Organization Library' and shows a dropdown menu for 'Organization' set to 'District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

- 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**

The screenshot shows the 'Organization Library' interface. The 'Organization Library' option in the left navigation pane is circled in green. The main content area is titled 'Organization Library' and shows a dropdown menu for 'Organization' set to 'District 6'. Below this are buttons for 'Move', 'Create Folder', 'Email', 'Download', 'Archive', and 'Add'. The main content area also has tabs for 'Current', 'Search Results', and 'Archived Files/Folders'. Under the 'Current' tab, there is a section for 'Current Files' with a link for 'Root \'. There is also a checkbox labeled 'Show all files'.

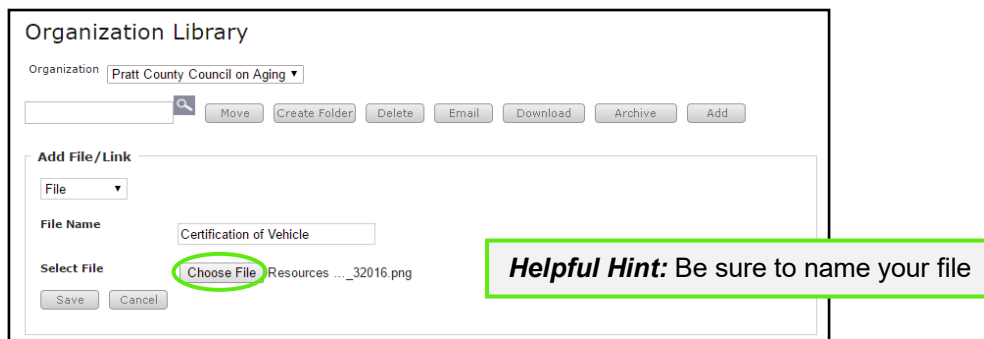
- b. Select the **Add** button



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



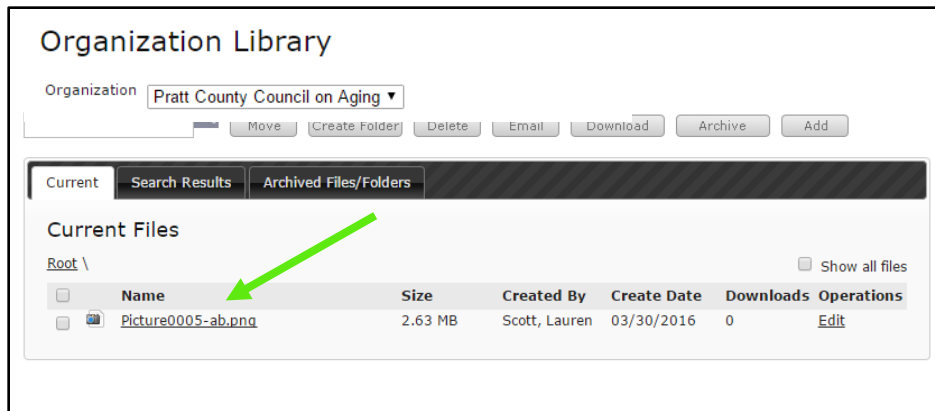
d. If you are adding a file, select **Choose File** and select the correct file



e. Select the **Save** button

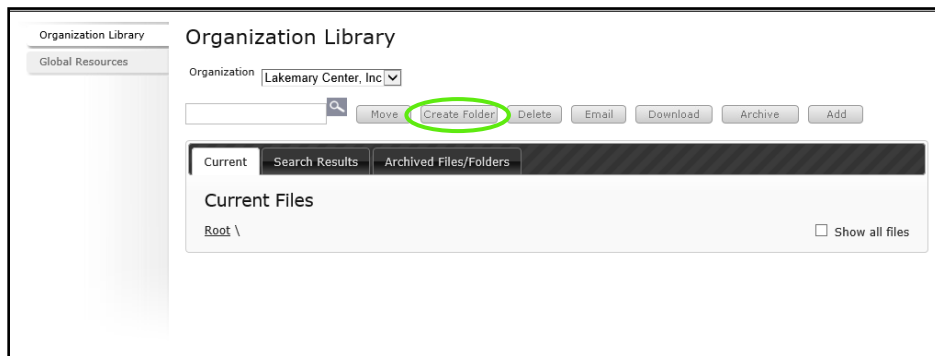


Your document is now loaded:



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:

Current | Search Results | Archived Files/Folders

Current Files

Root \ Show all files

<input type="checkbox"/>	Name	Size	Created By	Create Date	Downloads	Operations
<input type="checkbox"/>	Documentation		Scott, Lauren	03/30/2016		Edit
<input type="checkbox"/>	Picture0005-ab.png	2.63 MB	Scott, Lauren	03/30/2016	0	Edit

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**

Organization Library

Global Resources

Organization Library

Organization ▼

Current | Search Results | Archived Files/Folders

Current Files

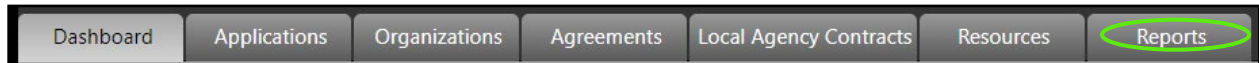
Root \ Show all files

Section 9: Reports

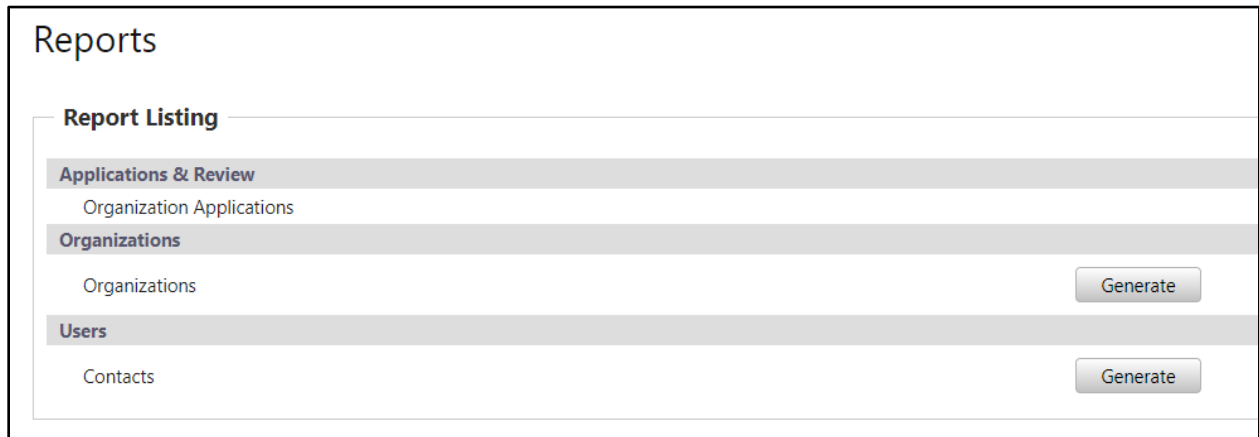
The reports section can be utilized to access information/data from within the system in a neatly formatted document. If there is a report you would like access to but you do not find it in the reports section, please request your report through your DOT Representative or **BlackCat Support**.

To access the Reports:

1. Select **Reports**

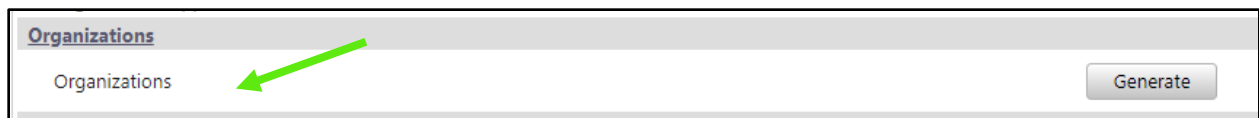


2. The Report Listing will now display

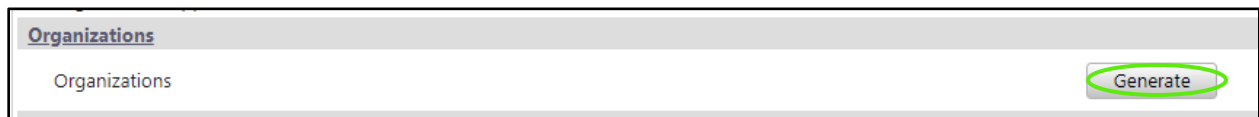


To create Reports:

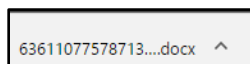
1. Identify the type of report to create



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 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.

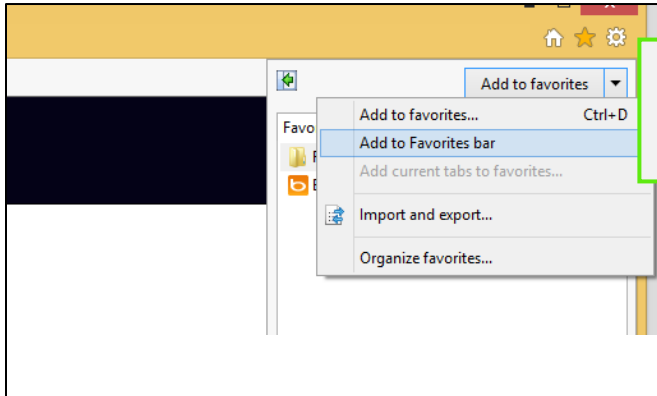
Q5: How do I get speedy assistance?

A5: If you need technical assistance, please email support@flgap.com 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?

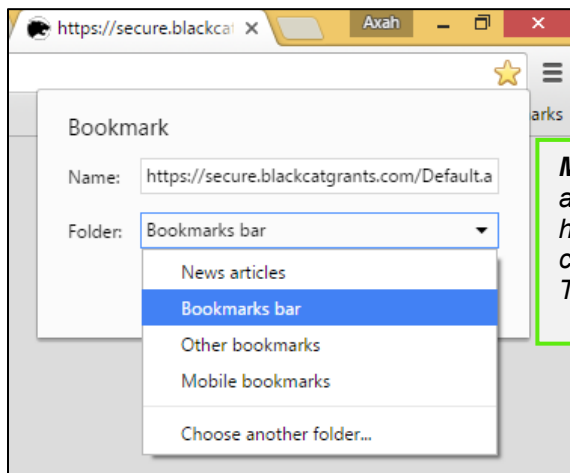
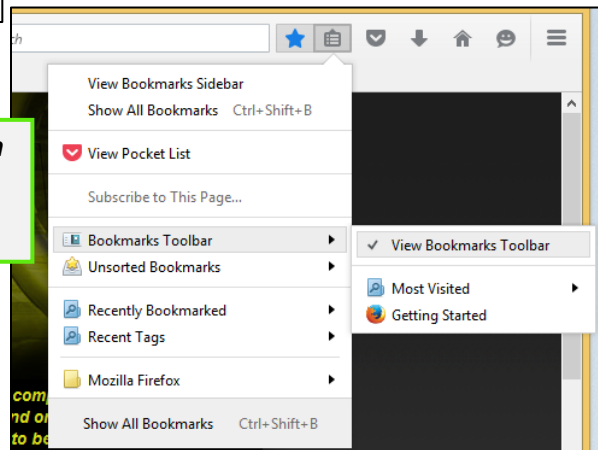
A6: Website Bookmarking: We recommend bookmarking the website (URL) to allow easy access when returning in the future. Below is how to complete this task in each browser.



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'.

