

Grant Application Process (GAP) Training
Questions and Answers

- Q How long does it take to reset the password? I tried resetting the password, but the reset email hasn't arrived!
- A It sounds like the email maybe getting stuck in a security filter. Please make sure to have IT whitelist the system@blackcatgrants.com email address so you are able to get our emails. Once whitelisted you will need to have the email resent. This can be done on the forgot password link or you can contact BlackCat Support. Please also see the user access guide posted with this Q&A document.
- Q Where are the certification documents housed?
- A Under the Organization tab, Required Documents. Old docs from LAPIT were brought over and display at the bottom of the page.
- Q Is there a user guide that we can reference after this webinar?
- A The user guide is available in the top right-hand corner once you log in under "Help".
- Q Before the local agency users with admin permissions could add users and provide access, is that no longer handled by us at all?
- A We are going to phase that back in and designate admins for each local. We didn't want to move too fast with a new system.
- Q How can we get the app or desktop icon for GAP ?
- A This will depend on your browser. In chrome: Navigate to your favorite page and click the ●●● icon in the right corner of the screen.
- Select More tools.
- Select Create Shortcut...
- Edit the shortcut name.
- Click Create.
- FDOT doesn't have an icon for internal users."
- Q Is GAP connected to EOC as LAPIT was? If yes, what information is needed for the contract to migrate over to EOC?
- A A contract needs an advertise & award date and a vendor to export to the Equal Opportunity Compliance (EOC) database. The systems are connected for disadvantaged business enterprise (DBE) reporting purposes for the federal programs only.

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- Q If document numbers are going away, how do we locate a document if we don't know exactly what the person who uploaded it named it?
A The names are controlled via the milestone tracking.
- Q Should both cost estimate and cost effectiveness documents be uploaded for federally funded force accounts?
A Yes, unless one doc meets both the state and federal requirements now.
- Q Does my login from LAPIT roll over to GAP? Do i need to setup a new login?
A Logins do not roll over. You will receive a unique username and password for GAP via the "Request User Access" portal on the homepage.
- Q If a consultant directly assists a local agency with an application in the new GAP including uploading and submitting the application in support of the agency, "could" they be precluded from working on design or CEI afterwards? In the presentation they quickly mentioned situation of conflict of interest so wanted to clarify.
A Consult the District's conflict of interest procedure.
- Q Please mention we are working on milestones for state funded projects. We don't have that right now.
A Milestones for the state funded projects will be set up by the District project manager.
- Q Can the item segment be expanded to show the 38, 58, 68 etc.?
A The expanded information is displayed under tracking, documents, and phases tab.
- Q Will emails to the District be included in this database?
A System generated emails will be captured and stored. Agency generated emails may be saved as a PDJ or JPG/GIF file and loaded to the project as needed.
- Q Can you sort compliance section by date or milestone?
A The milestones are in general order from top to bottom of where you would provide or complete that activity in the project management process. The milestones can be resorted via drag and drop feature.
- Q Define letting please?
A Bid opening date
- Q Where will the agency see the invoice rejected comments?
A The comments will be captured in the system generated email for rejections.

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- Q Does GAP acknowledge time in FDOT ERC?
A ERC or the department's Electronic Comment Review system and GAP are not connected.
- Q We also have to upload our solicitations into ERC so that is why it is relevant.
A Some Districts do prefer to manage the comments for solicitations in ERC. I think it is a great idea!
- Q How about memorandum of maintenance agreements?
A These are currently not stored in GAP unless tied to a grant project.
- Q Will there be messages for milestones we need to complete? items missing?
A The system will generate emails for invoices due, agreement expirations and certification expirations. We are working on these emails now and will have them running in a few weeks.
- Q Going forward the organization will upload the assessment, unlike now when FDOT uploads to LAPIT?
A That is at District discretion. Your District project manager will let you know what they will manage vs. what they want the locals to manage.
- Q Can we upload more than one doc to the milestone?
A FDOT staff can add more milestones as needed.
- Q Can we delete a Contact that no longer works for the agency?
A Please contact your department project manager and we can inactivate their account.
- Q How can I get access to Gap? I was never able to log in my own LAPIT account and did not get help.
A Please go to this link and hit the "request user access" link in the bottom right-hand corner of the page. <https://secure.blackcatgrants.com/Login.aspx?site=flgap>
- Q Is there a book or guide to use GAP? For example, if I'm creating a contract and I forget a step, how will I know?
A Yes, there is a user guide located in the upper right-hand corner via the help link. However, these sections are currently being added to the guide.
- Q Where do i create the contract?
A Local Agency Contracts tab
- Q Can you please define milestone?
A A milestone is a step in the project management process that is mandatory or must be completed.

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- Q Will LFA work program projects be managed through GAP?
A Currently these projects are not in GAP. We can discuss with the Comptroller's Office if it becomes apparent this may be beneficial to our local partners.
- Q Are any updates pending in GAP that were in LAPIT? It seems some things are missing?
A If information is missing please email support: support@blackcatsupport.com
- Q Is this specifically for LAP projects? We submit for TAP grants but non-infrastructure projects.
A The GAP system is for most department grant programs that pass-through roadway/highway construction funding to local governments. Non-infrastructure projects are in the system.
- Q Under the organization tab, is including the LAP certification information required? We do not need a LAP certification for our projects. Just asking if not adding the LAP certification information will cause an error to submit the application?
A LAP Certification fields are only applicable to the LAP program and projects. If you receive federal funds, you may need to use the SCAT/Title VI fields.
- Q If an MPO is managing a SUN Trail funded planning study, are you considering having the FDOT and MPO agreements, contract negotiations, invoices, etc. related to the project added to the GAP system?
A SunTrail projects are in GAP and specific project management information will be provided by the District project manager.
- Q Can a direct link to the applications be added to the Associated Applications page?
A They display if the agency has ever submitted an application.
- Q What if we have the wrong Local Agency in the Organization tab?
A Let us know and we will remove the association. We copied over some information from LAPIT, so we may have captured old or obsolete associations.
- Q Where do we find construction documents that were imported into GAP (where do we upload new construction documents)?
A LAPIT folders are found in two places:
- 1) on the Organization tab-Required Documents subtab you will find the agency docs from LAPIT.
 - 2) on the Agreements tab- Documents sub tab there is a folder for each project titled "LAPIT Document"". Folders titled "Confidential Documents" are only visible to non-consultant users and is where the confidential docs brought over from LAPIT are stored."

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- Q When adding a new document, where do we obtain the new Document #?
A Document numbers are going away! The documents are very controlled through the milestone/tracking screen now, eliminating issues with people inadvertently uploading to the wrong categories.
- Q Who would give access to all Local Agencies for All projects across districts for an Oversight role?
A Central Office Local Programs controls access. Consultants working for the department need to submit an AARF request.
- Q Is there any type of log that would populate for a list of documents that has been uploaded?
A The docs uploaded display on the Tracking tab.
- Q For rejected invoices, does GAP memorialize / retain the original rejected invoice versus replacing the entire, original file with the corrected one?
A You do either. You may replace the document or create a new one.
- Q Does adding a user to the organization create the individual's account or will they have to request user access first?
A They will need to request access for the department to finish the process and send the password.
- Q How do you get to the agreement details window?
A In the agreements tab, select the agreement you want to work on and then you will land on the details.
- Q Do you have to have a project to get access to GAP?
A Consultants to local agencies need to have a project due to security and the storage of confidential documents. Local agency staff may request access as agency users and will have access to all of their agency's projects.
- Q What is the Associated Applications tab under the Agreements?
A This is where applications submitted through GAP can be tied to a project that is awarded as part of the application cycle.
- Q Will each contact person who needs access create their own login?
A Yes
- Q Under phases, what do LF TALT fund codes mean?
A LF= local funds; TALT are Transportation Alternatives funds

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- Q The information for our county is incorrect. How do we correct this?
A You should have edit capabilities if you are a local agency user. Your department project manager can also assist you with updates.
- Q Where will you upload daily reports?
A Daily reports can be added to the Milestone tabs or under a subfolder on the Documents tab. Your district PM can assist with preferred location.
- Q What is the 888 phone # again, please?
A BlackCat Support Center: 888-238-9707
- Q Will Direct Recipient BUILD Grant projects be in the GAP System, not passing through FDOT?
A Please discuss with FHWA staff. FDOT is responsible for NEPA certification and sometimes DBE tracking, so there may be a need to provide limited information to the department to enable FHWA monitoring of those items. I honestly am not sure.
- Q Can a Local Agency also upload separate project emails into the project folders?
A Yes, locals can upload emails or any documents for project management as needed.
- Q State CIGP Projects should also be uploaded into this GAP System? Old CIGPs , only current ones?
A Active projects should appear in GAP. Closed projects may not. CIGP, SCRAP, SCOP, TRIP, GAA/LTP, SunTrail, SRTS, Highway Beautification, TA, and non-traditional federal-aid/FHWA grants will appear in the system.
- Q Will this training be repeated? Will there be follow-up training? Does each Local Agency need to train new users? Will there be a self-training module available?
A We are working on rolling out permanent training. For now, you can access the recording to this session via this link: <https://floridaltap.org/recorded-webinar-gap-training/>. Locals eventually will be expected to train new staff the same as LAPIT.
- Q Our Agency Accounting Staff will need access and training.
A Local agency staff may request access to the system via the Request User Access portal on the homepage.
- Q How do you delete a contract?
A Locals cannot delete contracts. That capability is reserved for department system administrators. If there is an error with your projects, please contact your department project manager.

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- Q There is a current project under the Local Agency Tab where we have recently submitted 2 invoices. These invoices were approved and paid. Should I add these to the system for tracking or will the FDOT PM do this?
- A You don't need to add items previously approved as this may create confusion, but please discuss with your PM.
- Q Will there be a transition period for submitting reimbursement invoices via GAP?
- A Please discuss with your District project manager.
- Q Are we able to delete someone that is no longer with our organization?
- A Let your department project manager know and we will deactivate the user.
- Q I noticed that in the Status Column of Invoices the status is "Not Submitted" what does that mean?
- A It means it has been uploaded but has not been officially submitted to the department for review.
- Q I noticed A8 as a Construction phase. Why is that?
- A Advanced construction
- Q In the event we need to request an extension i.e., Construction Completion Date, can we request that in GAP or is that still requested via our District Manager?
- A Please discuss with your District project manager.
- Q Maybe you already addressed this but is there a survey to follow?
- A Please email: lorraine.moyle@dot.state.fl.us
- Q What are the compatible internet browsers? New Microsoft Edge?
- A All browsers, but user experience may be better with newer supported browsers such as Chrome, Firefox, or Edge.
- Q Please repeat the reason for the LAPIT date column and who updates it.
- A LAPIT information was brought over and isn't editable in the system.
- Q Can users be added to GAP without an existing contract with the Local Agency? No project will be added to this user until a project is assigned by the Local Agency or the Department.
- A Consultants cannot have access without a project or program area as discussed live.
- Q What does the 58 and the 68 differentiate?
- A 58 is construction and 68 is CEI (inspection).

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- Q I'm trying to update my email address, in the Organizations Tab, but it's telling me that my address already exists. I then try to not add an email address, to continue, but I then get an error stating that the email address is required. What email, if any is required to be added for the organization or can I not update this information?
- A When you encounter an error such as this please email: support@flgap.com
- Q Agreement Details tab. is the Completion date only Final Completion Date?
- A It is the expiration date of your grant agreement on the agreement details tab
- Q Who would I need to contact if I don't see any documents and am not able to upload any documents?
- A Please send an email to support desk: support@blackcatsupport.com
- Q How would EEO documents be uploaded - like bulletin board inspections or notices of noncompliance? I can't see any milestones yet on my projects, but would there be a milestone for these documents?
- A Milestones are a new functionality and will need to be created by the department project manager for each project. Contract compliance documents may be added as milestones or set up in the documents folders feature. Items that are missing from the milestones menu may be added by the District project manager. For anything that is applicable statewide, and missing from the list, please email CO-Localprograms@dot.state.fl.us to request additions.
- Q I am assuming a municipality has a vendor number/ID with the state?
- A They have many vendor IDs. You may add those to your organization profile. The vendor IDs are needed to associate your project to your agency.
- Q This is centered around people that have used the LAPIT system. Is there a more basic training for the new GAP? Some of the material being provided is unknown due to never doing a LAP project with the State.
- A We will provide additional training. I suggest working with your District program manager, as the various programs will require use of different aspects of the system for project management.
- Q Will this be part of the FDOT Certification Requirements as outlined in Chapter 2 of the LAP Manual? If we have a new employee (Procurement), will they be required to take the course?
- A We are working on rolling out permanent training. For now, you can access the recording to this session via the thank you for attending email sent by the go-to system. Locals eventually will be expected to train new staff the same as LAPIT.

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- Q Do we need to continue to use the tracking excel spreadsheet for the project documents?
A The tracking spreadsheet is a District requirement. Please reach out to them directly.
- Q What if a construction project needs to be re-bid?
A You update those fields with the new information.
- Q Do you know how this will impact the tracker excel spreadsheet where LAPIT numbers were identified after uploading?
A The tracking spreadsheet is a District requirement. Please reach out to them directly.
- Q Do the "required" documents archived from LAPIT need to manually uploaded to the corresponding GAP category?
A No. But please discuss changes to those docs with your department project manager. New items may need to be uploaded to the GAP milestones.
- Q Do we have a date that we need to start using for invoicing?
A District project managers will communicate implementation with their locals.
- Q What if a staff person passed away or retired? How do we delete them? Also, is our mayor required, they change every year?
A Please email support support@blackcatsupport.com
- Q Are you going to handle Landscaping Agreements for landscaping state corridors in cities?
A Highway Beautification program does solicit for projects in GAP and may use the system for project management. Please discuss with your District project manager.
- Q When we talk about documents and milestones, will there be milestones during the construction phase and closeout phase of Projects
A Close out is not treated separately from each phase of work. Close out milestones will appear within the associated phase of work. For example, final inspection forms will appear as a milestone under the construction phase 58 list.
- Q I see all information we have submitted for recertification is in the archive listing. Will these documents have to be re-uploaded while we wait for recertification approval?
A There shouldn't be an issue with continuing as is. The district can use the docs loaded to the system from LAPIT.
- Q Where do we get the vendor ID?
A From your accounting office, usually. The department has many of them on file, as they are a required field to be filled out on your grant agreement.

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- Q Do we need to re-enter all of the information manually for each contact and for each project?
- A All information in LAPIT was brought over to GAP. If you cannot locate a project that was active in LAPIT, please email support@blackcatsupport.com
- Q Will the vendors need to be re-entered that represents the contractors we are using for the projects?
- A Local agency contract information was brought over from LAPIT and should not be recreated. If you encounter missing information in GAP, please email support: support@blackcatsupport.com
- Q Do you need the contractor's tax ID's?
- A You can enter that information. We use it for payments.
- Q How do we get permission from FDOT to view confidential documents?
- A Local agency staff can see those automatically as part of the permissions in the systems. Consultants cannot have access to those documents.
- Q If someone misses this can they view this later to get credit for participating?
- A This isn't a mandatory training.
- Q How long are archive documents retained?
- A Forever.
- Q How do we use the "favorite" option on the Agreements tab? Can we only view the projects marked as favorite?
- A The favorites selection will allow you to create a shortcut to the agreements you work on frequently from the dashboard.
- Q When creating folders within the Documents Tab, will it be possible to add the following features: Ability to Delete or Rename a folder, Ability to organize folders (i.e. alphabetically, by stage, etc.), Ability to rename uploaded documents, and Ability to move the uploaded documents to another folder without having to delete and reupload?
- A We will look into this. Most "delete" control stays with the department project manager, but locals can add, edit, and delete some items.
- Q Does each agreement/LAP contract provide for a separate Vendor ID number?
- A Yes, you can use different vendor numbers for each agreement as needed. Vendor IDs tell us where to send the payments, so you may have one for each department within your org that manages projects.

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- Q How can we create sub-folders?
A Folders only appear for the phase of work programmed. Click on the phase folder and options to create "New Folder" or "Upload Documents" will appear.
- Q How and who creates the phase number and sequence number?
A Those are created by Work Program when the project is originally programmed. The coding is all formatted by Work Program.
- Q We will not have the contract number until the contract is executed. Is it ok to add the new contract until then?
A The system is the same as LAPIT for this function, so yes.
- Q When will LAPIT be taken down?
A It is already down. Set to read only for internal staff. Internal staff can login and see it with their RACF ID as needed.
- Q Do local agencies enter their own SCAT code and risk level?
A No. FDOT staff does that.