

Project Application Tool Sponsor Users Guide

This step-by-step guide will show you how to sponsor a project, fill out FDOT’s 4P Application, and submit all necessary documentation. The web-based tool is administered by MetroPlan Orlando (MPO).

Getting Started

There are two ways to access the web-based Project Application Tool:

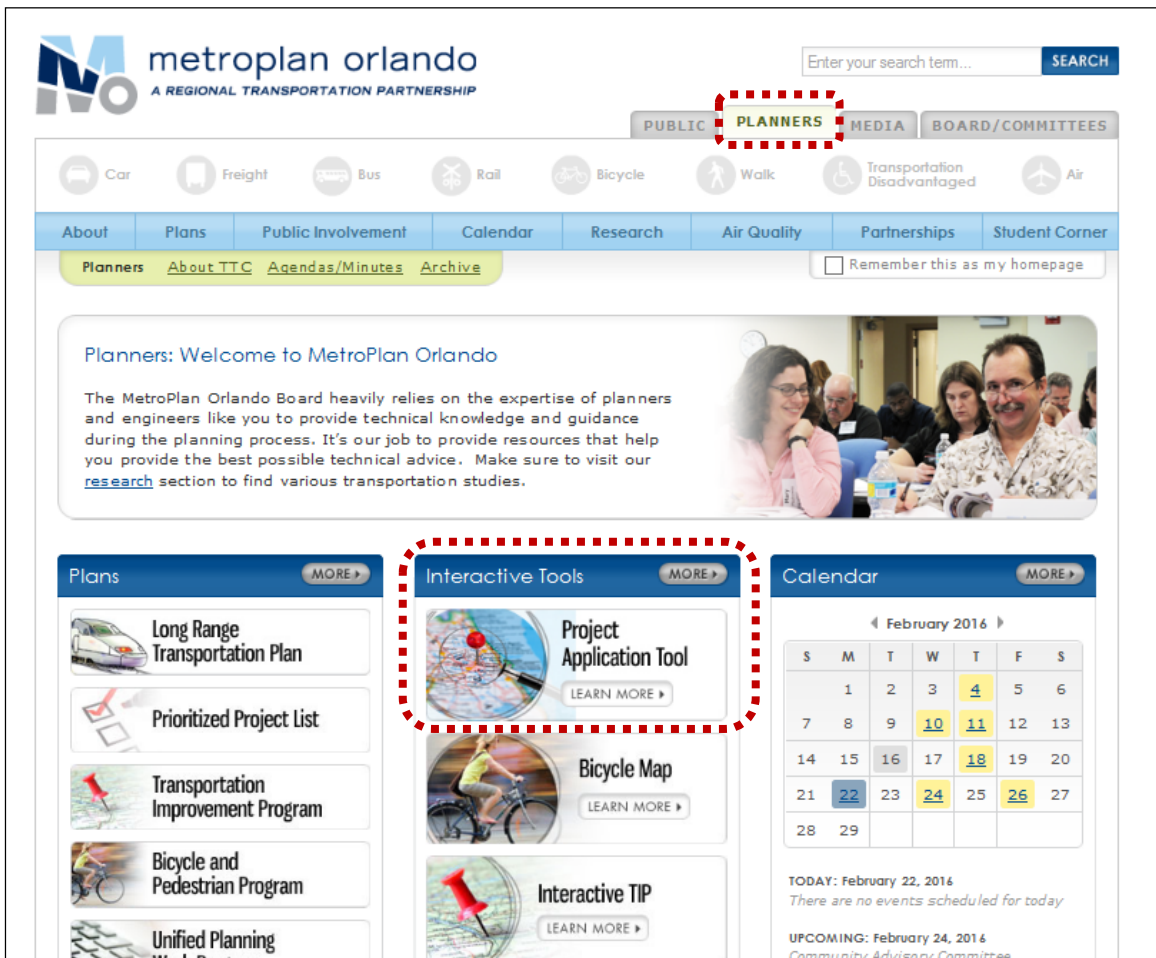
- 1) Clicking or typing the web address below directly into your internet browser’s URL box:

<http://projectapplication.metroplanorlando.com>

OR

- 2) A direct link on the MetroPlan Orlando website ‘PLANNERS’ tab, under Interactive Tools.

Figure 1: Screenshot of MetroPlan Orlando Website



Project Application Tool Homepage

Welcome to the Project Application Tool homepage. On this screen you will find a login portal, four (4) banner buttons and three (3) icon buttons.

Login Portal:

- Username: Location to type in provided username
- Password: Location to type in provided password
- Login Button: once user name and password are entered, 'login' button provides access

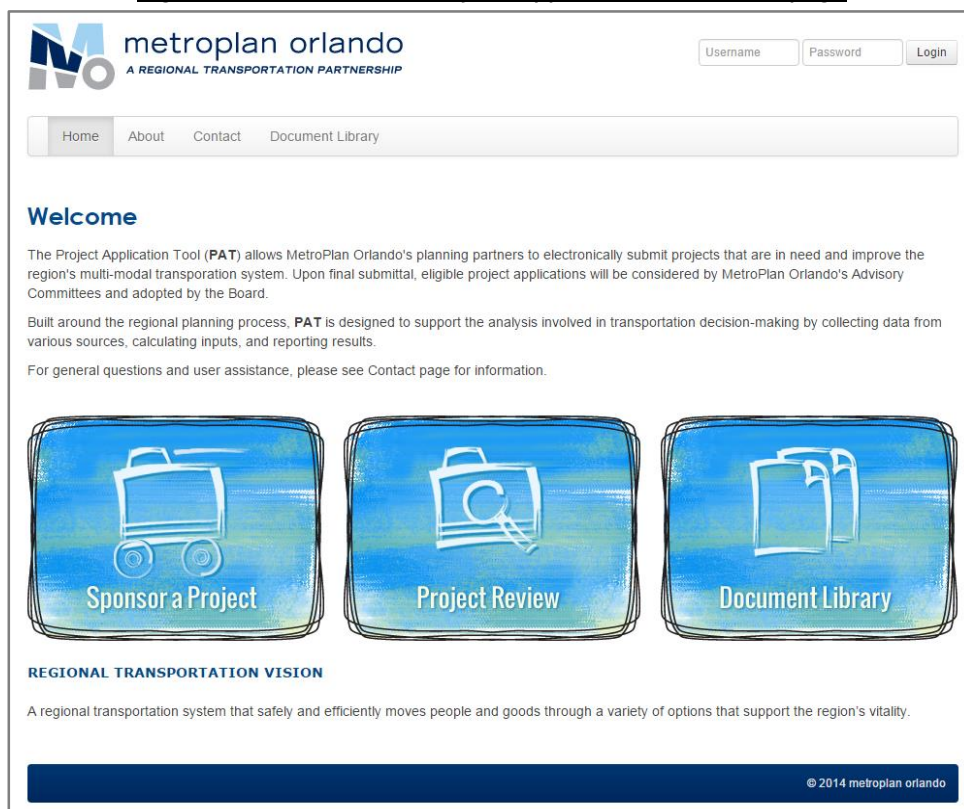
The four banner buttons include:

- Home: This button will take you to or refresh the homepage.
- About: This button will take you to a page containing information and history relating to MetroPlan Orlando.
- Contact: This button will take you to a page containing MetroPlan Orlando's physical address and contact information for questions relating to the Project Application Tool.
- Document Library: This button will take you to a page containing documents and other information uploaded by MetroPlan Orlando.


Three Icon buttons include:

- Sponsor a Project: This button will take you to the first step of the project application.
- Project Review: This button allows FDOT and MPO staff to instantly access all completed project applications and view/download supplemental attachments.
- Document Library: Similar to the banner button, this button will take you to a page containing documents and other information uploaded by MetroPlan Orlando.

Figure 2: Screenshot of Project Application Tool Homepage

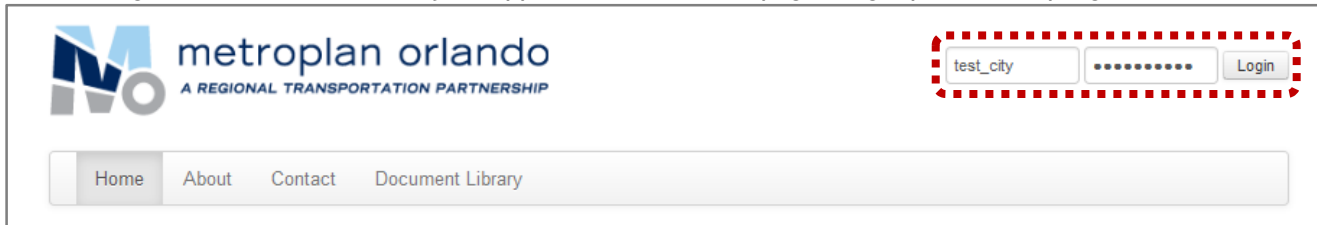


Logging In

After arriving on the Project Application Tool's homepage. You will find a username and password portal. Input your provided login credentials and click the 'login' button .

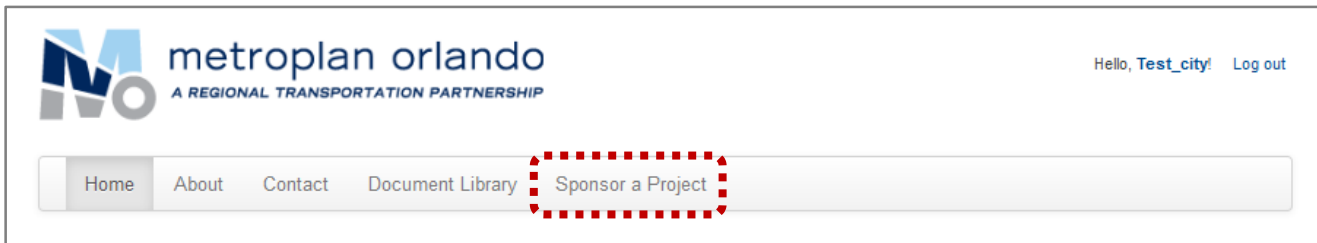
Note: All local government partners will receive a user name and password to gain access as a Project Sponsor.

Figure 3: Screenshot of Project Application Tool Homepage - login portal at top right corner



Once you are logged with the proper credentials, a fifth banner button will appear 'Sponsor a Project', this button mimics the 'Sponsor a Project' icon button described on the previous page.

Figure 4: Screenshot of Project Application Tool Home - once logged in as Sponsor



Sponsor a Project

Once logged in, you will have access to sponsor projects and provide the required information and supplemental attachments requested by FDOT and MetroPlan Orlando.

Step 1: Select Mode

Based on your specific project, select the mode or priority list category that you wish to submit a project to for prioritization. On this page, the priority lists/modes are graphically represented with icons - simply place your cursor over the icons to display pop-up box.

Currently there are five (5) priority list categories:



Roadway Improvements (Capacity and Context-Based)



Bicycle, Pedestrian and Regional Trail Improvements (Sidewalks, Trails, and Paths)



TSM&O (Intersection and ITS Improvements)



Transit (Corridor requiring Planning/ Feasibility Study)

At this step in the application:


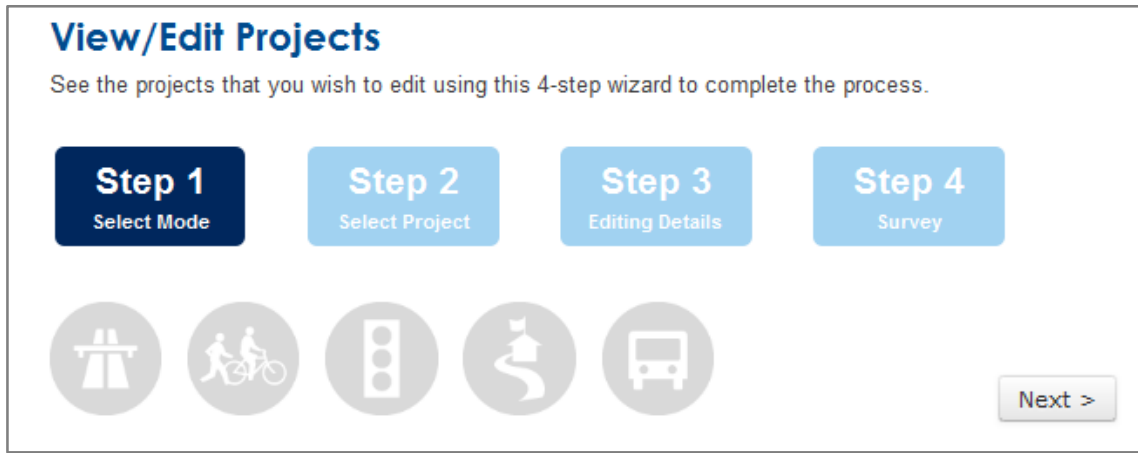

- Select the desired mode/priority list. Once selected, the icon will remain highlighted
- Click 'next' button  to continue to Step 2.

Figure 5: Screenshot of Project Application Tool - Sponsor Application Step 1



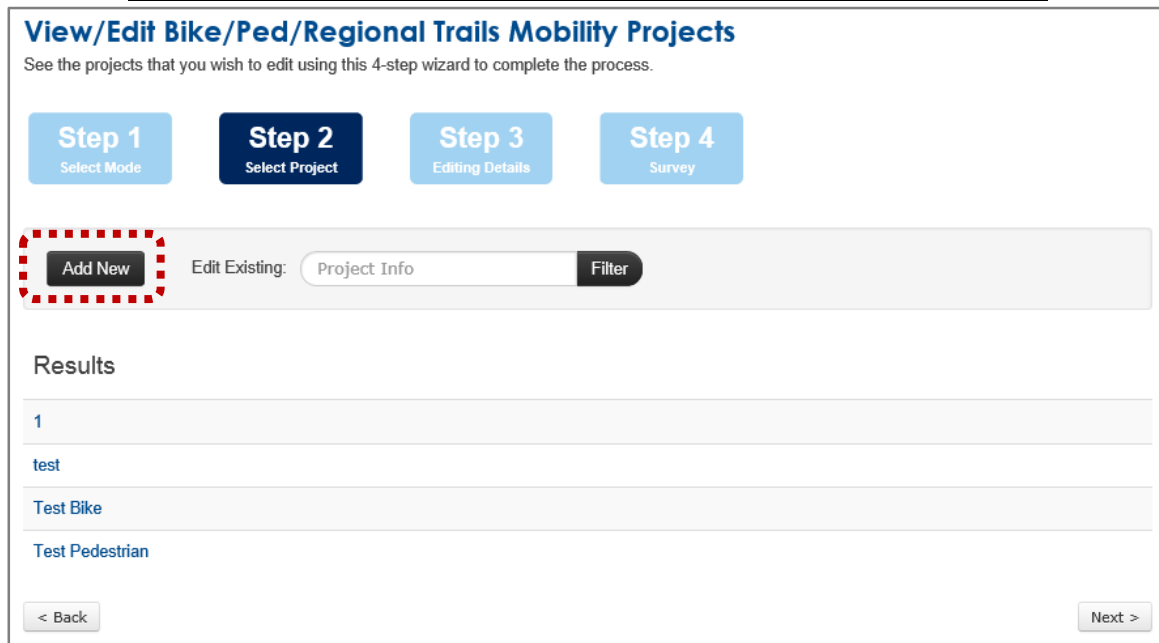
Step 2: Select Project

At this step in the application:

- To submit new projects that have not yet been entered into the Project Application Tool
 - Click 'Add New' button . This action takes you to Step 3 - new/blank project application.
- To update or edit existing project applications that have been created
 - Click the desired project application. This action enables editing of the application.

Note: Once project applications are created, sponsors can edit and update applications as needed although only the administrator can delete records.

Figure 6: Screenshot of Project Application Tool - Sponsor Application Step 2



Step 3: Editing Details

At this step in the application:

- Enter Project Name
 - Recommended naming structure = Road Name_Description
 - Example: SR 434_Widening 2 to 4 Lanes (or) SR 434_CompleteStreets
- Enter To and From street names, mile markers, or other reference locations
- Ensure sponsor agency field is correct. This should be automatic based on your user settings.
- 'FM#' field can be left blank until assigned by FDOT
- Click 'Next' to continue to Step 4

Figure 7: Screenshot of Project Application Tool - Step 3

View/Edit Bike/Ped/Regional Trails Mobility Projects
See the projects that you wish to edit using this 4-step wizard to complete the process.

Step 1 Select Mode **Step 2** Select Project **Step 3** Editing Details **Step 4** Survey

PROJECT DETAILS

Project Name:

From: To:

Sponsor Agency: FM#:

< Back Next >

Step 4: Survey

At this step in the application, you will begin entering and providing the information and attachments requested by FDOT for the 4-P application process. Simply fill in the blank or select the most appropriate response for each question and select 'Next' button to save your answers.

There are four (4) field types for submitting information and data within the application:

- **Numerical textboxes:** This field type will accept integers/ integers with decimal points but not text or special characters. Also, make sure to enter "0" if the question does not apply to your project. Otherwise, you will not be able to proceed to the next tab.
- **Textboxes:** This field type allows you to be as descriptive as possible - although please be sure to enter "N/A" if the question does not apply to your project. Otherwise, you will not be able to proceed to the next tab.
- **Dropdown boxes:** This field type requires you to select an answer from the provided choices, otherwise the default "Choose an item" will be saved as an answer to the question.
- **File Attachments:** All the questions that require a file attachment can be found in the "Project Supplemental Attachments" tab at the end of the application. This field type allows users to upload files and zipped folders up to a maximum size of 4.00 MB per attachment.

Figure 8: Screenshot of Project Application Tool - Step 4

View/Edit Bike/Ped/Regional Trails Mobility Projects
See the projects that you wish to edit using this 4-step wizard to complete the process.

Step 1 Select Mode **Step 2** Select Project **Step 3** Editing Details **Step 4** Survey

Last Updated on: 2/25/2016 by nrose

- ▶ FDOT 4P: Project and Contact Information
- ▶ FDOT 4P: Project Description and Requested Phases
- ▶ FDOT 4P: Project Cost and Attachments
- ▶ FDOT 4P:Local,MPO Plans consistency and Other Info
- ▶ Planning Consistency
- ▶ Mobility/ Reliability/ Connectivity
- ▶ Health and Safety
- ▶ Energy and Environmental Stewardship (by MPO)
- ▶ Environmental Justice (by MPO)
- ▶ Economic Vitality (by MPO)
- ▼ Project Supplemental Attachments

Maximum file size: 4.00 MB
File types allowed: pdf, pptx, ppt, doc, docx, xls, xlsx, csv, jpg, jpeg, png, tif, gif, zip

Title of Project Priority List and Project Ranking

No file selected.

Central Florida MPO Alliance List and Project Ranking (if applicable)

No file selected.

Attachments

The Project Application Tool allows users to upload and save supplemental project attachments. To attach or upload files, follow the instructions below:

- Based on the requested file, simply click the 'Browse' button and browse your computer for the desired file.
- Use the green upload button to upload and save your file.
- Once the file is uploaded, it will appear as a link as shown below:


Figure 9: Screenshot of Project Application Tool - Step 4

Copy of the study that supports the purpose and need of the project.

[FloridaWithMPO14.png](#)

- In order to verify that the file has been uploaded, click on the file link that has been created.
- If you would like to delete an uploaded file, click on the red delete button .

- Users may also attach multiple files within the same question by uploading them as a zipped folder up to a maximum size of 4.00 MB per attachment.

Once you have completed filling in the requested responses and provided all necessary attachments, you are ready to submit your project application. Click the ‘finish’ button  to submit.


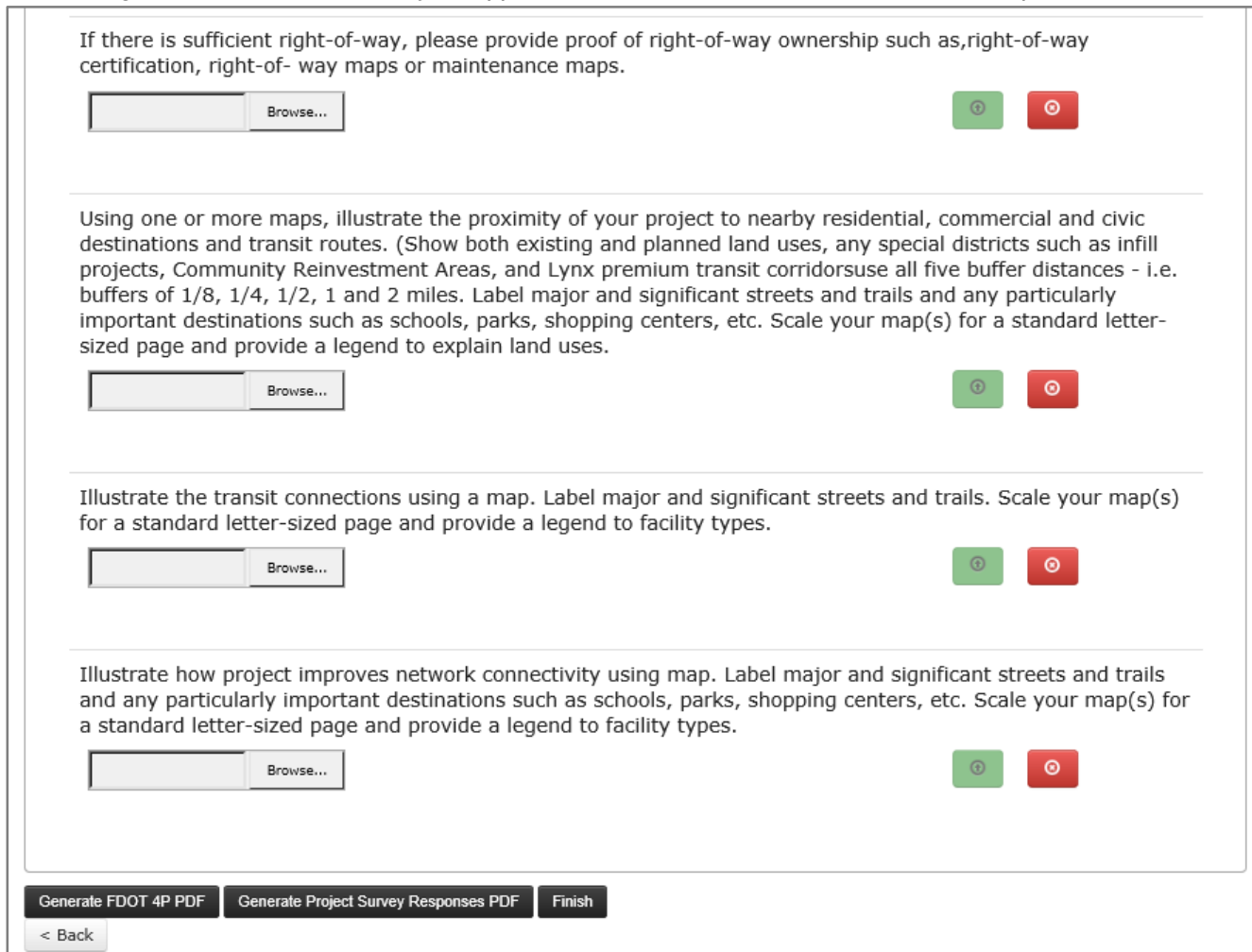
Note: Once applications are submitted, they can be updated at any time, at the convenience of the project sponsor. If fields or attachments are updated, click ‘finish’  to resubmit project application.

Figure 10: Screenshot of Project Application Tool - Attachments and Generate Report Buttons



The screenshot displays a web application interface with four distinct question sections. Each section contains a text prompt, a 'Browse...' button for file uploads, and two circular icons (one green, one red). At the bottom of the interface, there are four buttons: '< Back', 'Generate FDOT 4P PDF', 'Generate Project Survey Responses PDF', and 'Finish'.

Section 1: "If there is sufficient right-of-way, please provide proof of right-of-way ownership such as, right-of-way certification, right-of- way maps or maintenance maps." Includes a 'Browse...' button and two circular icons.

Section 2: "Using one or more maps, illustrate the proximity of your project to nearby residential, commercial and civic destinations and transit routes. (Show both existing and planned land uses, any special districts such as infill projects, Community Reinvestment Areas, and Lynx premium transit corridors use all five buffer distances - i.e. buffers of 1/8, 1/4, 1/2, 1 and 2 miles. Label major and significant streets and trails and any particularly important destinations such as schools, parks, shopping centers, etc. Scale your map(s) for a standard letter-sized page and provide a legend to explain land uses." Includes a 'Browse...' button and two circular icons.

Section 3: "Illustrate the transit connections using a map. Label major and significant streets and trails. Scale your map(s) for a standard letter-sized page and provide a legend to facility types." Includes a 'Browse...' button and two circular icons.

Section 4: "Illustrate how project improves network connectivity using map. Label major and significant streets and trails and any particularly important destinations such as schools, parks, shopping centers, etc. Scale your map(s) for a standard letter-sized page and provide a legend to facility types." Includes a 'Browse...' button and two circular icons.

Bottom Navigation: '< Back', 'Generate FDOT 4P PDF', 'Generate Project Survey Responses PDF', 'Finish'.

Exporting and Downloading Reports

Sponsors are currently able to generate and export two (2) reports to a PDF format:

- FDOT 4-P (Responses completed by local agency)
- Project Survey Responses (Responses completed by local agency and MetroPlan Orlando staff)

To export responses, click  or . Follow your computer's steps to save files.

Note: Reports will generate with blank or default responses until completed by sponsor or MPO.