



General Guidelines for Local Agencies

You will need to open OASIS in Google Chrome  for all features to work in the application. The first thing you need to do in Chrome is make sure the “Allow Cookies” setting is turned on. To do that, open Chrome and click the Control button  in the upper right-hand corner, then click Settings. Scroll to the very bottom of the page and click the Advanced arrow. Under the first heading Privacy and Security scroll down to Site Settings and click on the arrow. Now scroll to Cookies  and click the arrow. Make sure the first setting “Allow sites to save and read cookie data” is turned on (blue). If not, click the button to turn it on. To get back to the Chrome landing page, click the back button in the upper left corner of your screen.

Now you can open OASIS. Copy and paste or type this url in the Chrome search bar. <https://lapv.fdot.gov/>

When OASIS opens you will click the Consumer Login option at the top right side of your screen. Please create a new account, if you don’t already have one, by clicking Sign Up Now. Please type in your email address and then click Send Verification Code. A code will be sent to you by email which you will enter on the screen to verify your email address is valid. Once you’ve done that you can continue to set up your account. We have made a few changes to Consumer Accounts which will allow your agency to better manage its applications. **Anyone** who is an agency employee can create an OASIS account and view or edit all of their county’s grant applications. For security purposes, we will be approving access to your agency’s dashboard, so please provide me with the name and company of any consultant who will be completing applications on your behalf so I can approve their user account. If I don’t receive that information directly from you, they will not be provided access. Also for security, any consultant who will be entering applications for multiple agencies will need to create separate OASIS user accounts for each agency they represent.

After you sign-in to OASIS, your agency’s dashboard will appear. This is where you will see the applications that have been submitted and their status. To resubmit a previous application, FDOT will need to change the status back to Drafting for you to be able to edit and update. Please notify lauri.shubert@dot.state.fl.us to change the status. To update applications submitted last year, you will need the current BOCC priority ranking and approval date, an updated engineer’s estimate to upload, your capital improvement element or CIP to upload and then sign and date with current certification date.

To submit a new project application, you will click the Create New Application button on the top right of your screen. On the first page you will begin filling in each field. When you are through entering the requested information on the first page, click the Continue button. If at anytime during the application process you need to exit the system, finish completing the page you’re on and click the next button. This will save the data you’ve input thus far and allow you to go back in at a later date to complete.

Continue to enter the requested information for each page, including required uploads. For your convenience, we have added a Google mapping function to enable you to draw your project location map within the application. (**Note: don’t forget to click the Finish button on the map once you have drawn your project limits. Applications will not be accepted without a map.*) Once you have completed all pages you will hit the submit button at the end of the application. This will save your application in the system and allow you to come back and view its status at anytime.

If you would like to save a copy of your application outside of OASIS, click the Export to Pdf button to the left of the application on your dashboard.