BlackCat®

GRANT MANAGEMENT SYSTEM

AGENCY USER GUIDE

System Web Address: *nmdot.blackcatgrants.com*

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BlackCat Grants_NMDOT _User Guide _v1   March 2017

User Guide

Section 1: Introduction

1.1 What is the BlackCat Grant Management System?

Panther International, LLC is proud to offer the **BlackCat Grant Management System (BCG)**, a grant management system designed and developed specifically for use by the state Departments of Transportation (DOT) and other key transportation industry organizations.

The **BlackCat Grant Management System** is a secure, web-based system that allows an entire grant program to be automated and managed online. **BCG** 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 users to track their 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 transit agency users, Metropolitan Planning Organizations (MPOs), regional council members, DOT representatives, and other users with the efficient use of the **BlackCat Grant Management System.** This guide will walk you through each step of the grant process, from gaining access through reporting. We suggest utilizing this manual to help walk through each component of the system while you complete the process. There are also video tutorials located in the resources section of the system. Please refer to the resources section in this guide for further instruction on how to access them.

If immediate technical help or support is needed, please call the **BCG Support Center 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 screenshot 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.
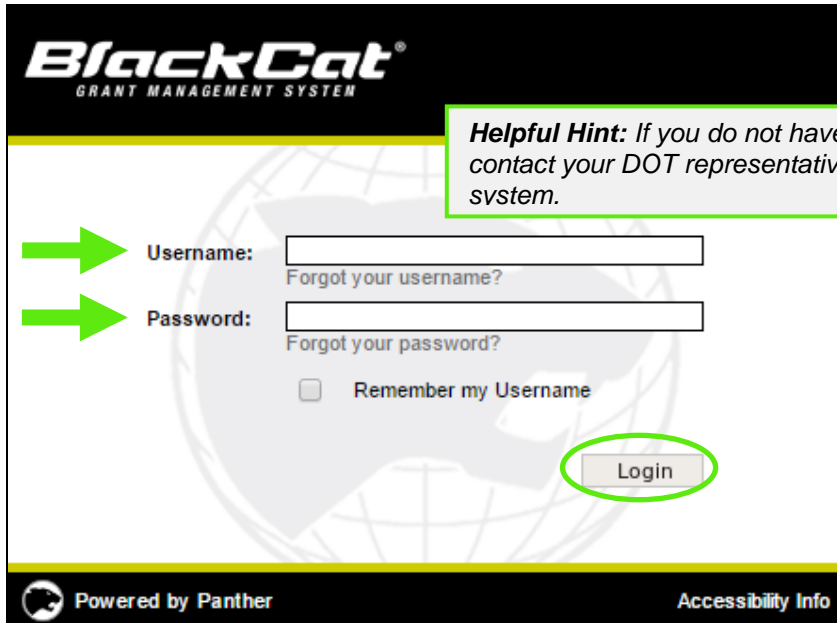
Section 2: Getting Started

2.1 Access BlackCat Grants Management System

1) Locate the **BlackCat Grant Management System** login screen at: nm**dot.blackcatgrants.com**
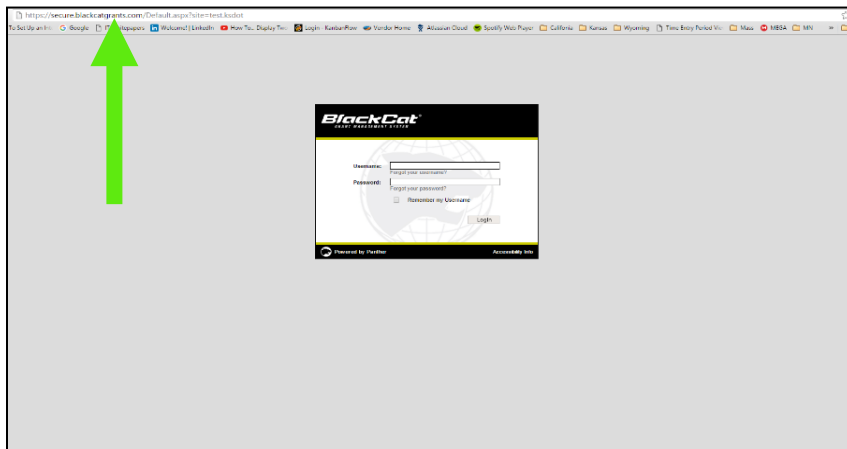

2) Login to the **BlackCat Grant Management System:**
- a. Enter your username
- b. Enter your password
- c. Select the Login button

Helpful Hint: *If you do not have a username and password, contact your DOT representative to be granted access to the system.*

2.2 System Overview

1) **Dashboard:** After logging in, you will see the system dashboard. On the dashboard, you will have quick access to information related to projects, applications, funding, invoices, etc.
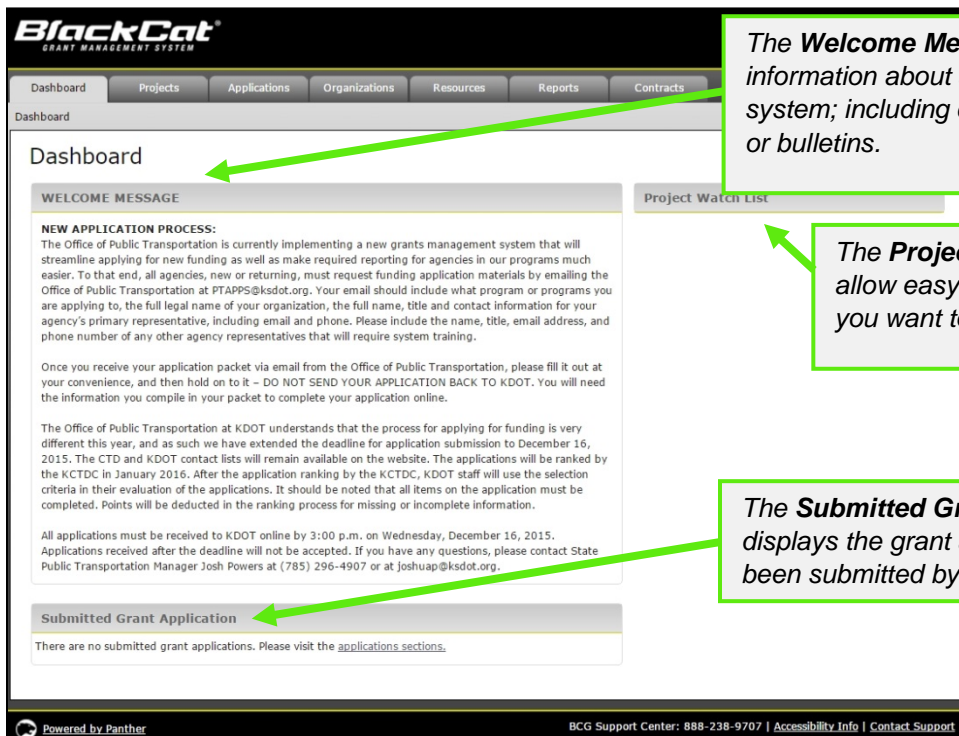
*The **Welcome Message** will provide key information about activities related to the system; including critical announcements or bulletins.*

*The **Project Watch List** is designed to allow easy, quick access to projects that you want to track.*

*The **Submitted Grant Application** displays the grant applications that have been submitted by your organization.*

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2) The system is sub-divided into several components:
    o Dashboard
    o Projects
    o Applications
    o Organizations
    o Resources
    o Reports
    o Contracts

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)

Dashboard	Projects	Applications	Organizations	Resources	Reports	Contracts
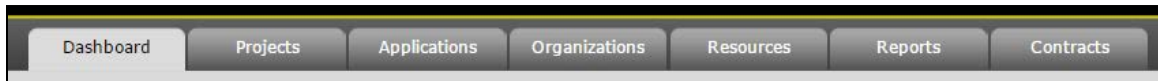
1) User specific features are located in the upper right corner of the screen

User - My Account | Logout | Help
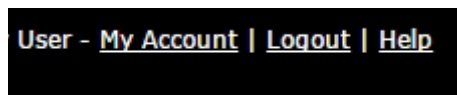
My Account:

If any changes are made within your account, select the **Save** button

*The **My Account** feature allows the user 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:

***Logout** can be used to properly exit the system and end your session.*

***Help** will download a PDF copy of this user guide.*

1) Support for the **BlackCat Grant Management System** is available on the lower right side of each screen once you are inside the system

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 Management System Customer Support Team**.

Section 3: Organization Management

The Organization section includes data about your agency, including addresses, contacts, key company information, users, financial data, inventories, and a calendar.

3.1 Editing Organization Details

1) Select the **Organizations** tab
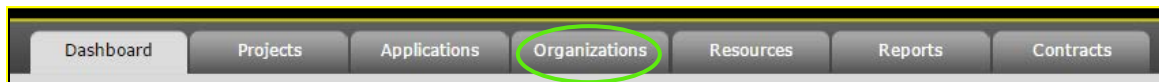
2) Edit the fields you would like to update

3) 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
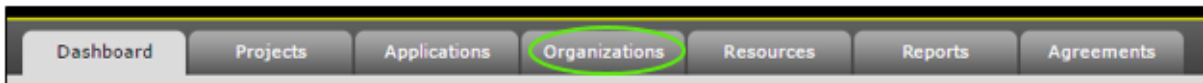
2) Select the **Contacts** section
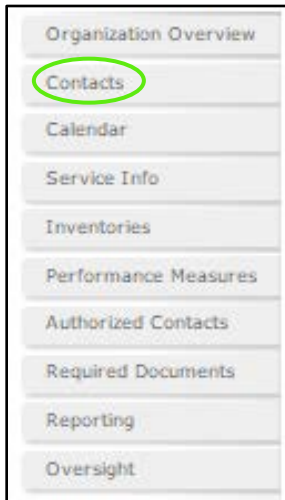
To add a new contact:

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:	Select One ▾
First Name:	
Middle Initial:	
Last Name:	
Title:	
Address 1:	
Address 2:	
City:	
State:	Select One ▾
Zip:	___-___
Main Phone Number:	(__) __-___ Ext: [ ] Enter 10 digits no hyphens
Alternative Phone Number:	(__) __-___ Ext: [ ] Enter 10 digits no hyphens
Main Email:	
Alternative Email:	
Notes:	

3) Select **Save**

[Save] [Cancel]

All users added will then appear in the Contact/User list.

3.3 Calendar Management

The Calendar section provides a monthly calendar that your organization can use to track milestones and specific dates associated with your funding requests.

To update your organization's calendar:

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

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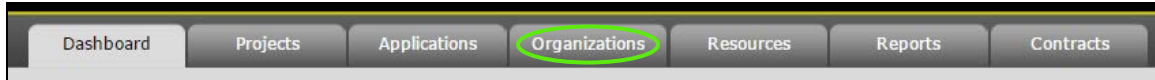
1) Select the **Calendar** section
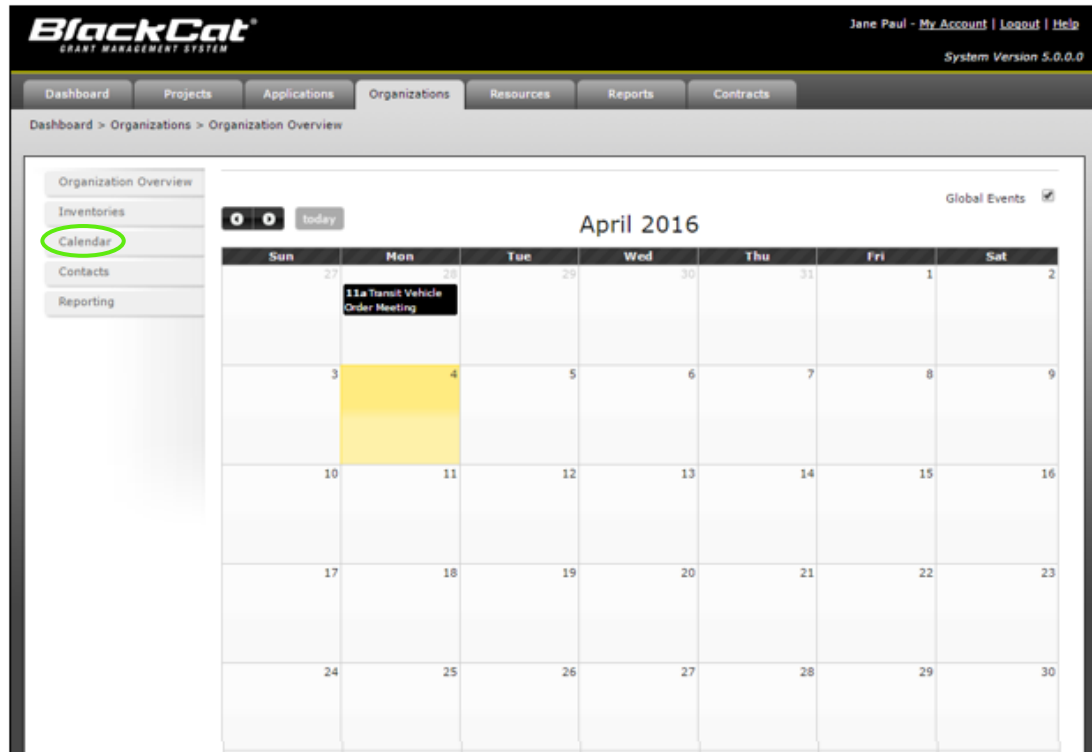
2) To add an event, click on the **date** of the event you want to add

1) Fill out the **Add New Event** fields

Helpful Hint: *All fields should be updated as needed.*

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2) Select **Save**

Helpful Hint: Once added, it will appear on your calendar for both you and your DOT representatives to view

3.4 Service Info

The Service info section is where you will describe your organizations service characteristics and hours of operation.

To view your organization's Service Info:

1) Select the **Organization** tab for your agency
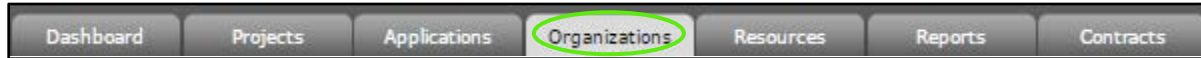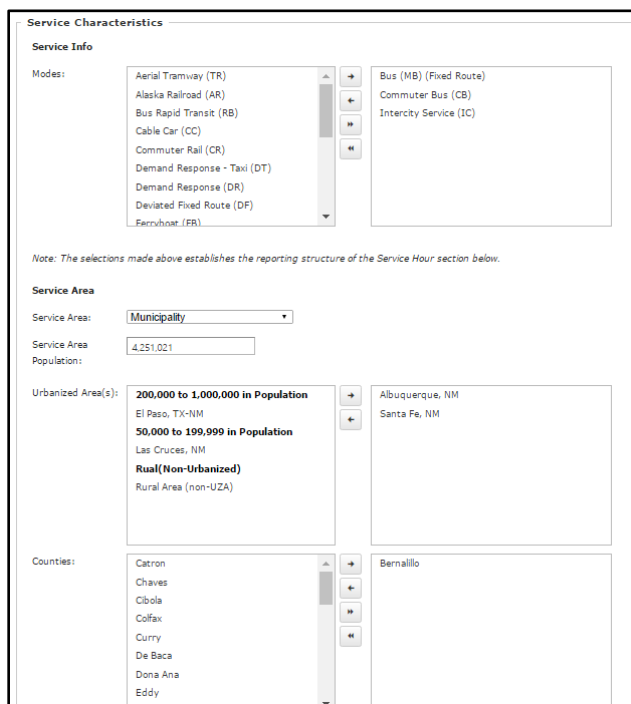
2) Select the **Service Info**
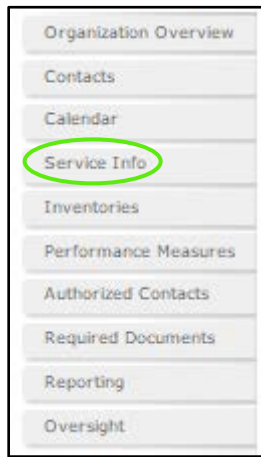
To Add Service Information:

1) Fill in all of the appropriate **Fields**

Helpful Hint: Be sure to complete all the appropriate fields.

2. Select **Save** at the bottom of the section

To Add a Service Hours:

1. Scroll down to the **Service Hours** section

2. Select **Add New** for the route type you would like to add

3. Fill in the necessary fields

Helpful Hint: *Be sure to complete all the appropriate fields.*

4. Select **Insert**

5. The Periods of Service will now display

Edit	Time Service Begins	06:00 AM	08:00 AM	10:00 AM	01:00 PM	03:00 PM	05:00 PM

6. Select **Save**
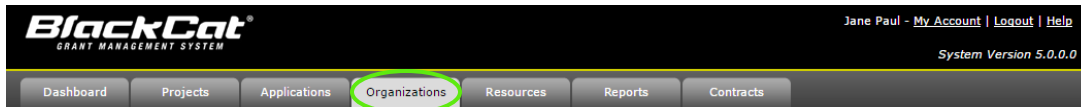
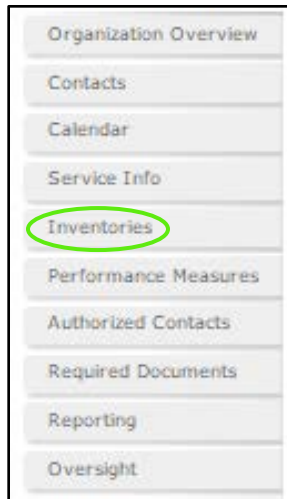**Actions**

Save   Cancel

3.5 Inventory Management

The Inventories section is used to manage vehicle data as well as statistical data created by the use of the vehicle.

To View your organization's vehicle inventory:

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

2) Select the **Inventories** section (This will take you to your Active Vehicle page)

To Add a New Vehicle to the Inventory:

1) Select the **Add New** button

2) A new Vehicle Record window will open

a. Fill in all the appropriate Fields

Helpful Hint: Be sure to complete all the appropriate fields.

    b.   Select **Update**

To Edit an Item in your inventory:

    1. Press **Select** next to the appropriate Vehicle Record.

    2. Make the necessary edits and select **Update**
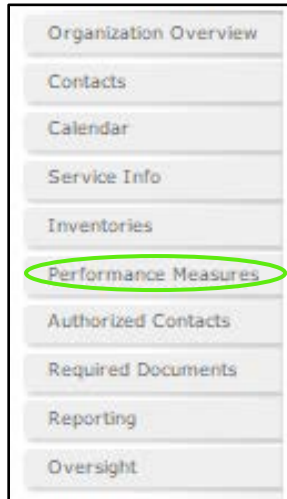
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3. Select **Save**

3.6 Performance Measures

This is where performance metrics for your organizations inventory are entered, reviewed and approved

To locate Performance Measures:

1. Select the **Organization** tab
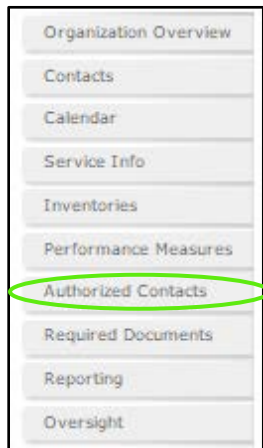
2. Select the **Performance Measures**

3.7 Authorized Contacts

This is where you will identify the appropriate authorized contract and legal signatories for your organization.
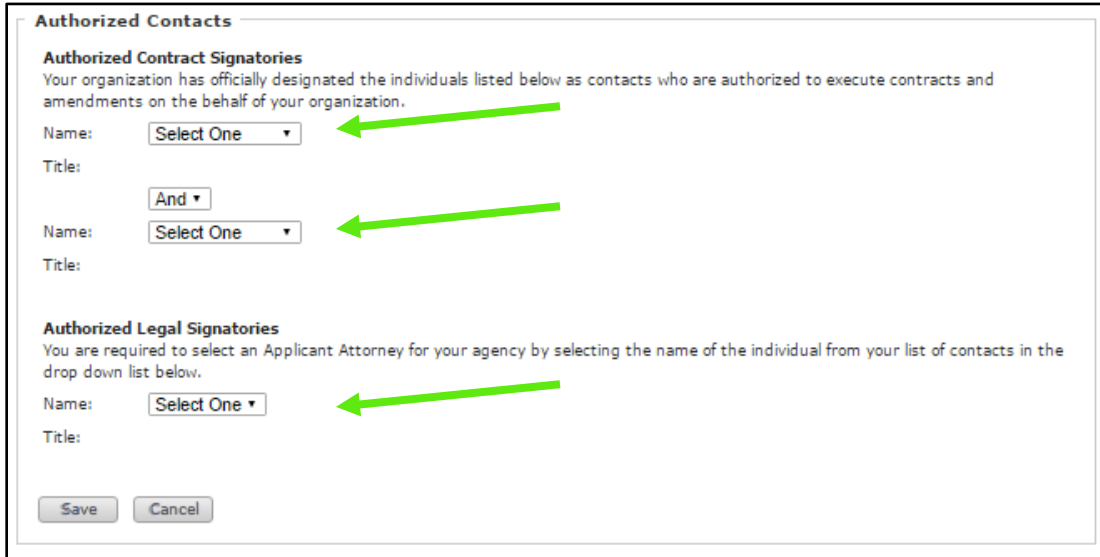
To locate Performance Measures:

1. Select the **Organization** tab

2. Select the **Authorized Contacts**

To Add or Edit Authorized Contacts:

      1. From the dropdown **Select One**

      2. Select **Save**

3.8 Required Documents

The Required Documents section allows a user to download an execute a single copy of Federal Transit Administration Certifications and Assurances on an annual basis. This should reduce the often-repeated steps of creating or presenting this document multiple time throughout the year.

To view your organization's Required Documents:

1. Select the **Organizations** tab for your agency
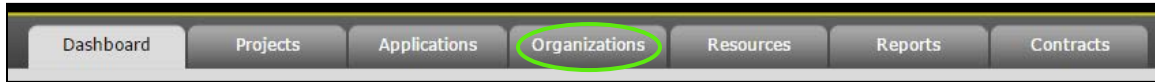
2. Select the **Required Documents** tab
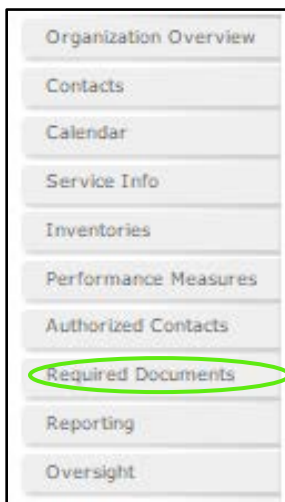
3. Select the **Application Year**
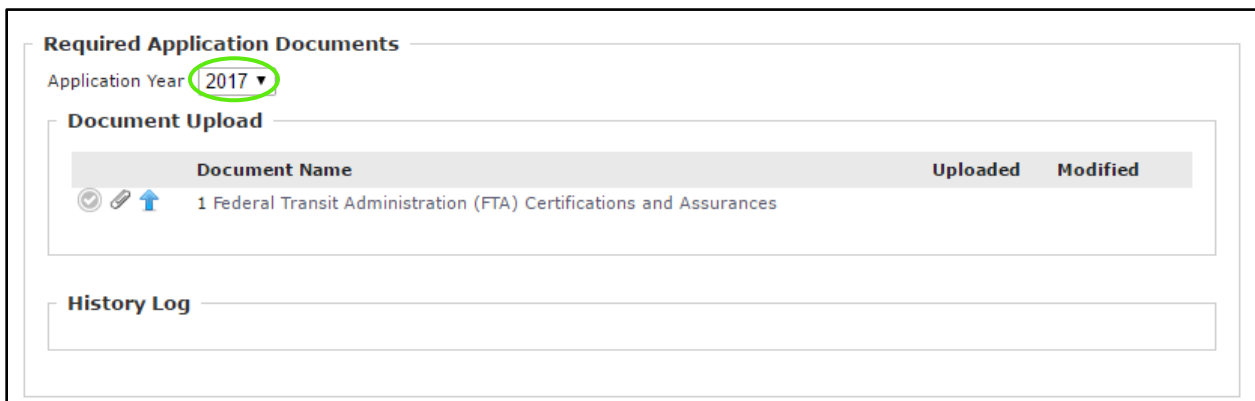
4. The document that needs to be completed and uploaded will now display

To Download Certifications and Assurances documents for completion:

      1. Select the **Paperclip**

To Upload Completed Certifications and Assurances:

      2. Select **the blue up arrow**

      3. Select **Choose File/Browse** a window will open for you to pick your document from
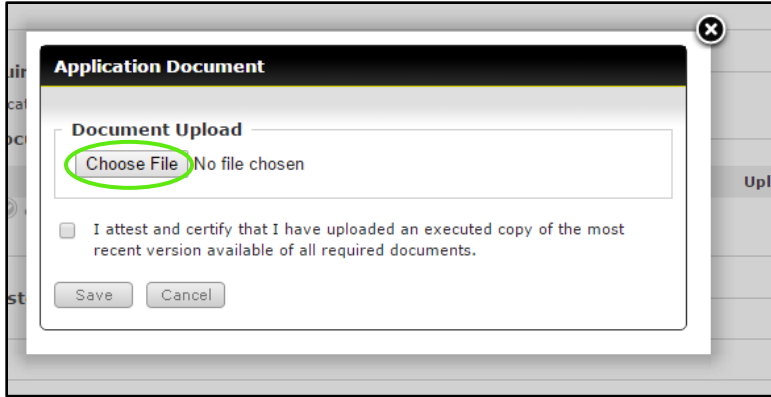
4. Your document name will now show and you will need to check that you confirm the following statement
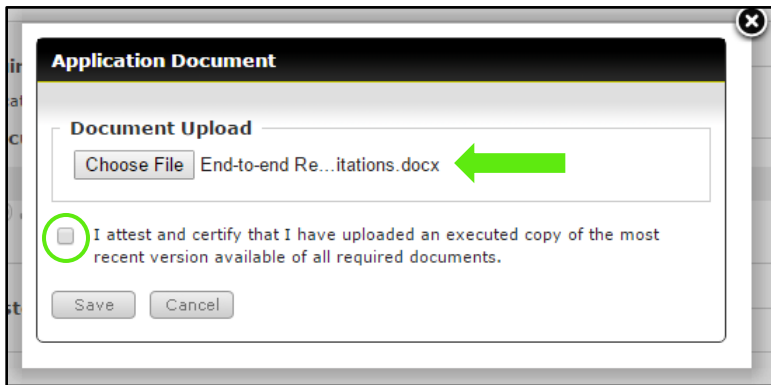
5. Select **Save** to upload the document
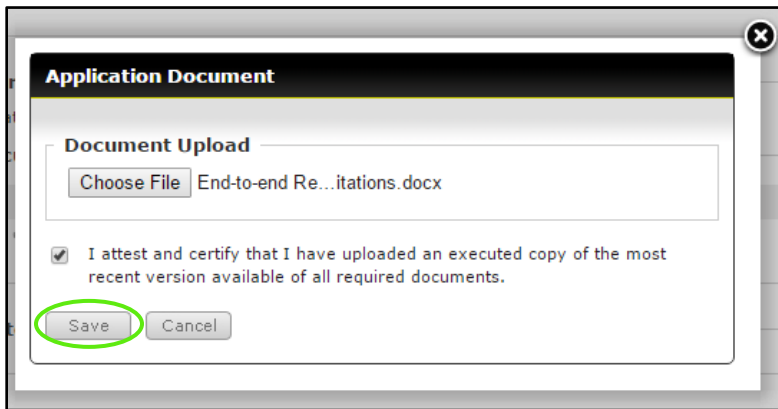
6. Your document has now been uploaded

Required Application Documents

Application Year 2017 ▾

Document Upload

Document Name	Uploaded	Modified	
1 <u>Federal Transit Administration (FTA) Certifications and Assurances</u>	Melanie Dabill	6/13/2016 02:03 PM	✖

History Log

2016 - 2017 Application Document #1 Upload	Updated by Melanie Dabill on 6/13/2016 02:03 PM
2016 - 2017 Application Document #1 Delete	Updated by Melanie Dabill on 6/13/2016 02:03 PM
2016 - 2017 Application Document #1 Download	Updated by Melanie Dabill on 5/20/2016 11:36 AM
2016 - 2017 Application Document #1 Upload	Updated by Melanie Dabill on 4/13/2016 01:42 PM

Helpful Hint: The Uploaded, Modified and History log will provide and track the details once a document is successfully uploaded.

Section 4: Organization Reporting

After you have been awarded grant funds, reporting is a required step within the system. Submitting your reports through the **BlackCat Grant Management System** allows you and the DOT to have easy access to the same relevant information.

4.1 Reporting Overview

There are 4 different reports:

1) Ridership Report
2) Budget Report
3) NTD Annual Report- Raul

You will create and submit all reports through the reporting section of the Organization component of the system.

To Locate the Reporting Section:

1) Select the **Organizations** tab
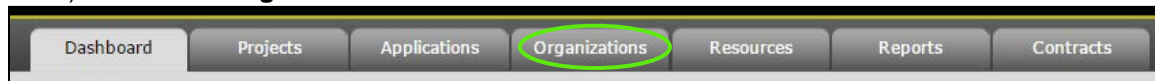
2) Select the **Reporting** section
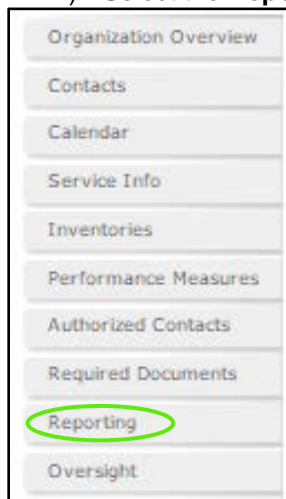
4.2 Creating a New Report

To Create a new report:

1. Select the **Organizations** Tab
2. Select the **Reporting** section
3. Select the **Add** button

4. Select the **Report Type:**

5. Select **Budget Contract**

6. Select **Year**

7. Select **Month**

8. Select **Budget Contract**

10. The report you created will open

4.3 Completing and Submitting Reports

The following steps will apply to complete all report types.

To Complete and Submit report:
1) Select the **Organizations** Tab
2) Select the **Reporting** section
3) **Select** the report you want to complete

      1. Go to the Report Listing and **Select** the report

      2. Select the **Revenue Vehicle**

      3. Fill out the necessary information

§5310 – Ridership Report

Reporting Period

Year	Report Period	Status
2017	Oct - Dec	Not Submitted

Revenue Vehicle
2020 - Alstom Transport - resses - 12334555 - 3

☐ I certify that this vehicle continues to be used for the purposes for which the grant was approved.

[Save] [Cancel]

Revenue Vehicle Data

Insurance Company:
Policy Number:
Policy Exp. Date:
Beginning Mileage:
Ending Mileage:
Total Miles Traveled:
Date of Ending Mileage:

Helpful Hint: Be sure to complete all the appropriate fields.

Number of One-Way Trips

Trips by Purpose	Oct	Nov	Dec	Total	YTD
Medical Appointments:					
Pharmacy:					
Nutrition:					
Shopping:					
Employment:					
Education:					
Social/Recreational:					
Other To/From Center:					
Subtotal					

4. Select **Save**

§5310 – Ridership Report

Reporting Period

Year	Report Period	Status
2017	Oct - Dec	Not Submitted

Revenue Vehicle
2020 - Alstom Transport - resses - 12334555 - 3

☐ I certify that this vehicle continues to be used for the purposes for which the grant was approved.

[Save] [Cancel]

Revenue Vehicle Data

Insurance Company: State Farm
Policy Number: 32546813
Policy Exp. Date: 4/22/2017
Beginning Mileage: 10
Ending Mileage: 20
Total Miles Traveled: 10
Date of Ending Mileage: 3/8/2017

Number of One-Way Trips

Trips by Purpose	Oct	Nov	Dec	Total	YTD
Medical Appointments:	2			2	
Pharmacy:					
Nutrition:	3			3	
Shopping:					
Employment:					
Education:	2			2	
Social/Recreational:					
Other To/From Center:					
Subtotal	7	0	0	7	

5. When complete, **Certify**

---

6. Select **Save**

The report section that has been completed has been completed will be indicated with a green checkmark.

7. The report section that has been completed will be indicated with a green checkmark

Helpful Hint: Select the next section and follow the prior steps until all sections are completed.

8. Select **Submit**

Helpful Hint: Once all sections have green checks the submit button will be available.

1) To verify your Report has been submitted, see the status on the **Reporting** tab

4.4 DOT Report Approval

Your report will be reviewed and either marked as **Approved** or **Returned:**

- If **Approved,** your report status will change from **Review Pending** to **Approved** and this report is considered complete.
- If **Returned**, your DOT representative will send an email explaining what needs to be modified in your report. At that point, make the required changes and **Submit** the report again.

Section 5: Oversight

This section will be utilized to manage audits and site visits and includes questionnaires, findings, and a document library.

5.1 Accessing Oversight

1. Select **Organizations**
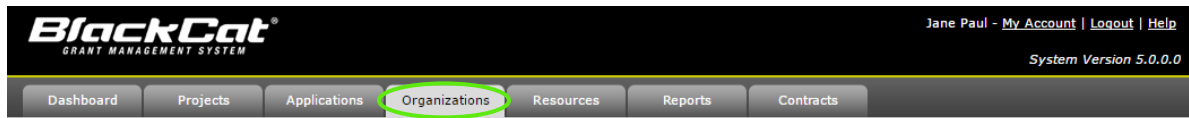
2. Select **Oversight** for the Oversight list to display
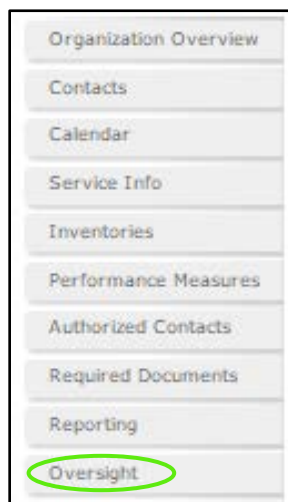
5.2 Completing Questionnaire Oversight

1. Select **Organizations**
2. Select **Oversight** sub-section

3. Select **View**

3. To view, dowload and complete the questionnaire select the **document title**

> **Helpful Hint:** *Once the document has opened you are now working outside of the BlackCat System.*

4. Once the document is completed and saved, select **upload**
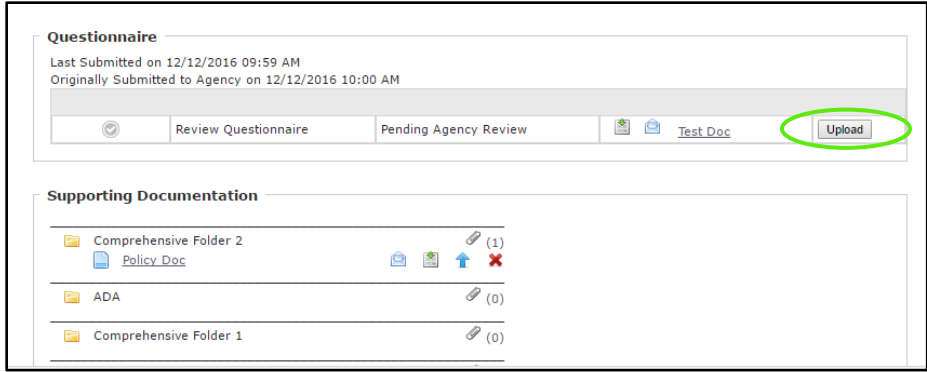
5. **Enter** the name of your document

6. Select **Choose File**
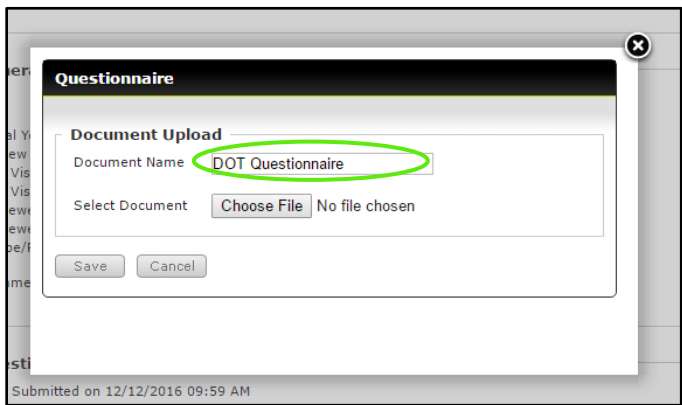
Helpful Hint: The system will indicate that a document has been selected here by displaying your document name.
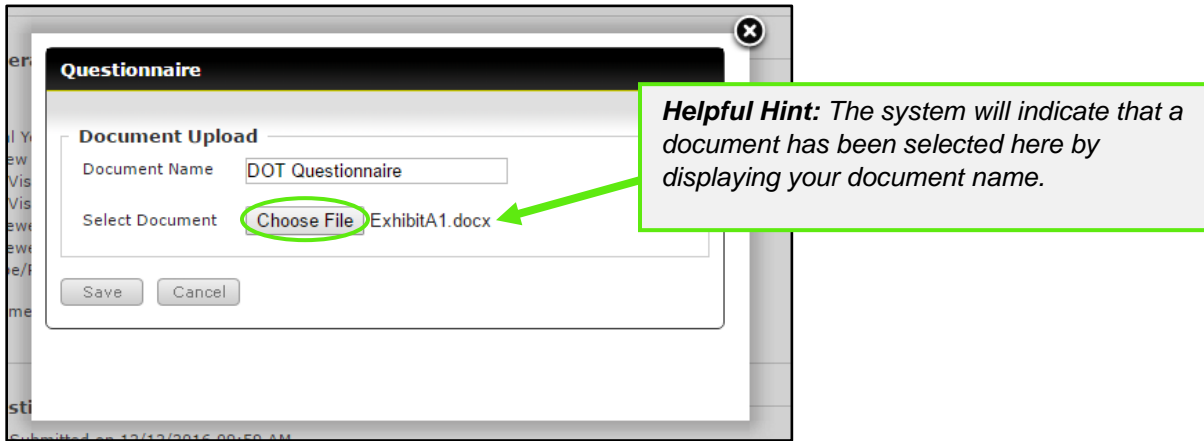
7. Select **Save**
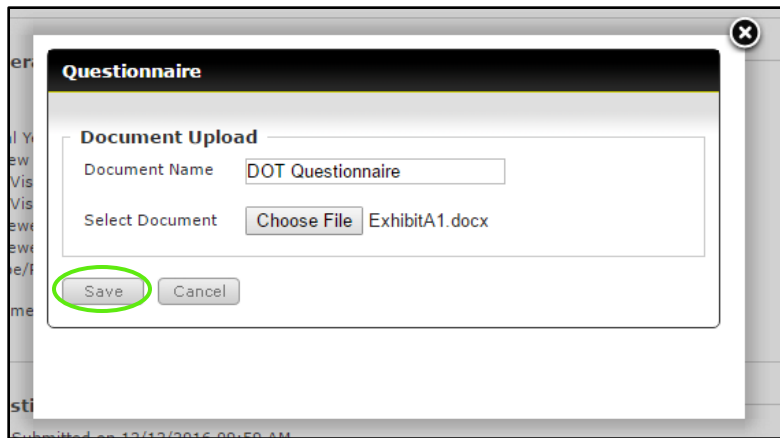
8. A green check mark along with the document name will now display and the submit option will be avalible. To submit the questionnare, Select **Submit To State**
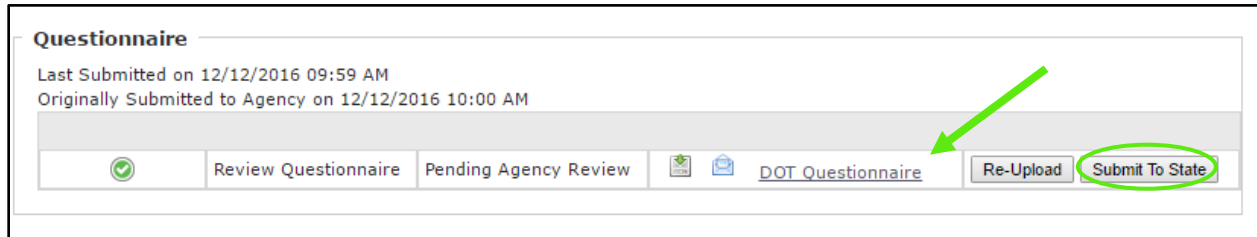
5.3 Providing Supporting Documentation

1. Identify the **Folder** for the documentation you are providing

2. Select the **paperclip** icon for the correct folder

3. **Enter** the name of your document

4. Select **Choose File**
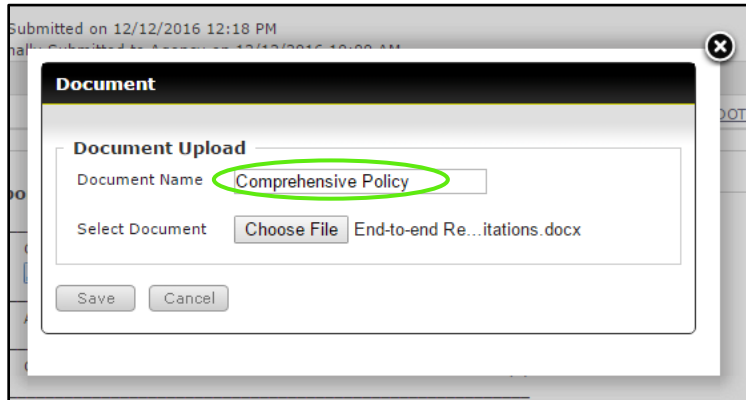
Helpful Hint: The system will indicate that a document has been selected here by displaying your document name.
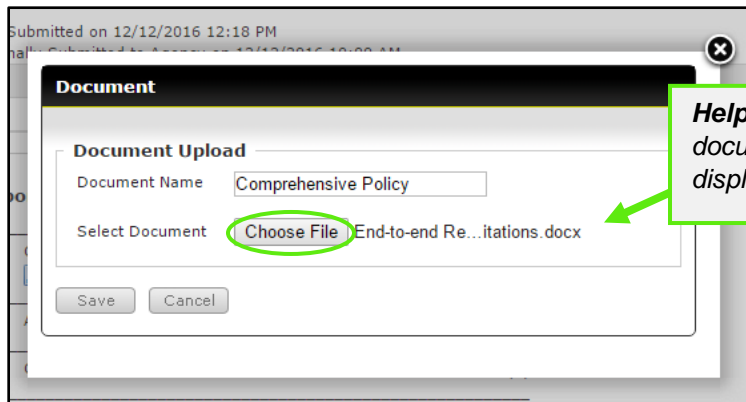
5. Select **Save**
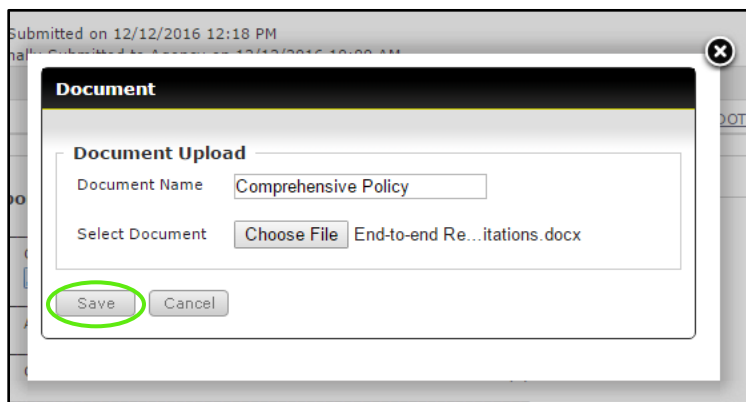
6. The document will now display under the folder you select to upload it to
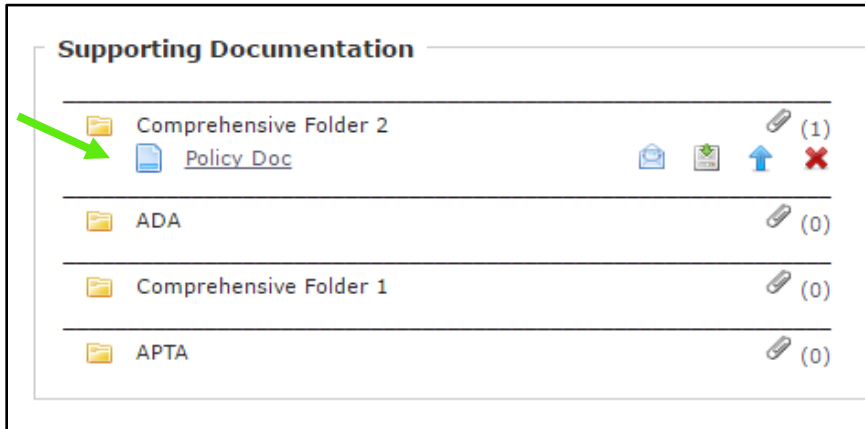
Complete this process for the additional supporting documentation as requested.

5.4 Findings

The findings section is a section to communicate about all findings from the Oversight review and visit.

1. Select **Organizations**

2. Select **Oversight** sub-section

3. Select **View**

4. Select **View** under the Findings section

5. Complete the Due Date Amendment, Comments, and Supporting Documentation section as needed and select **Save**

6. Select **Submit to State**

Complete steps 1-7 until all findings have been submitted to the state.

Section 6: 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*

6.1 View Pending and New Grant Opportunities

1) Select the **Applications** tab
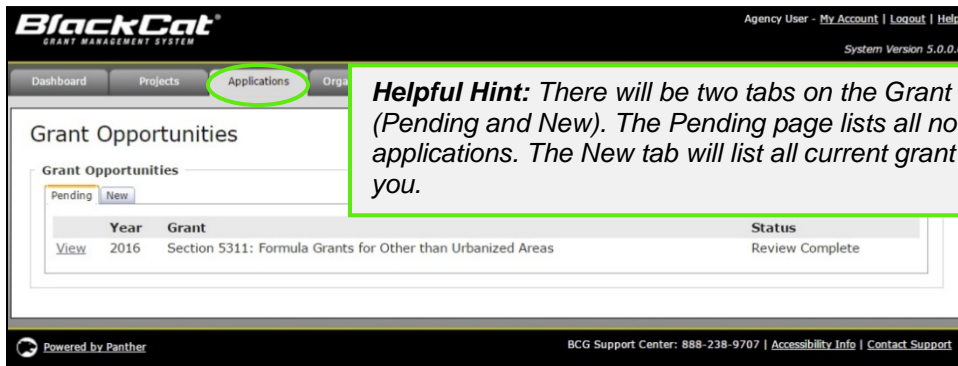
2) The *Pending* tab will display any applications that an organization is actively working on or that have been previously submitted.
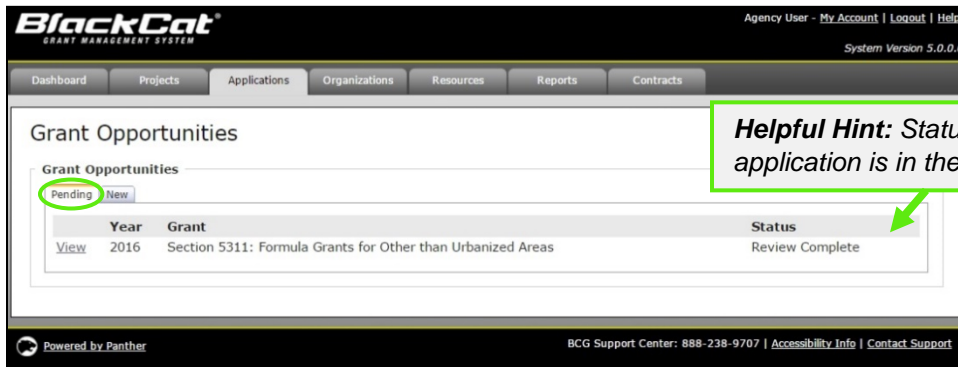
3) To view new grant opportunities, select the **New** tab
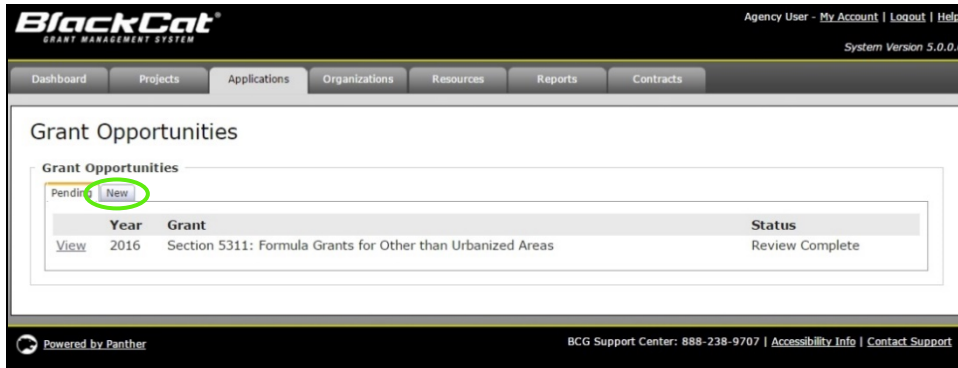
4) The details button will allow you to view more details about the grant opportunity (DOT website)
   a. Select **Details**

Helpful Hint: *Once an application deadline date passes, the opportunity will no longer be visible or accessible.*
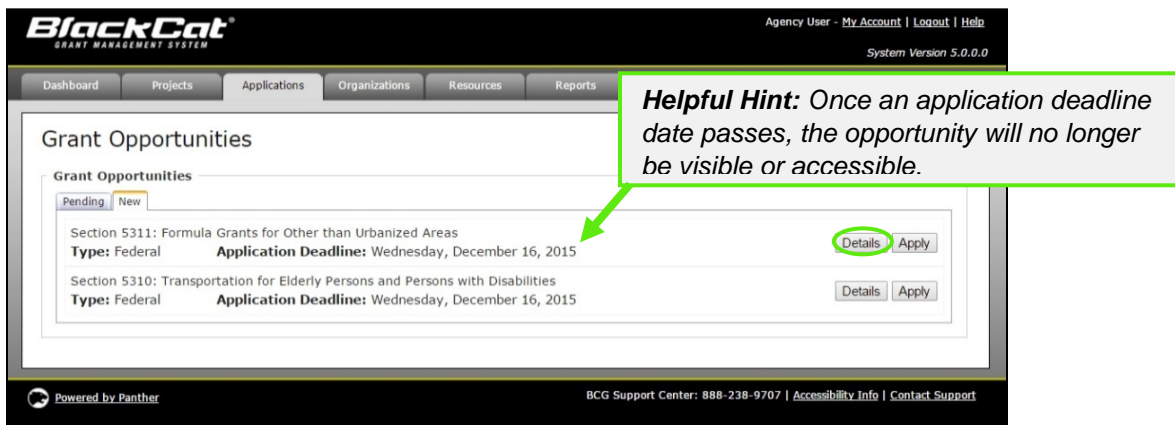
6.2 Applying for and Completing a Grant

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 Attachment** section (all projects to be included must be attached)
    a. All project (funding request) must be created and funded prior to being available to be attached to the application. Please see Section 5 Projects on how to complete this process

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
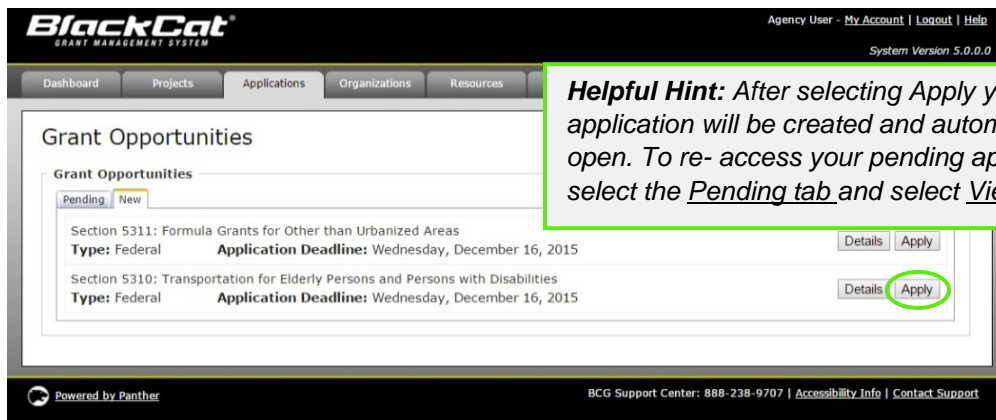
b. Select the Pending tab
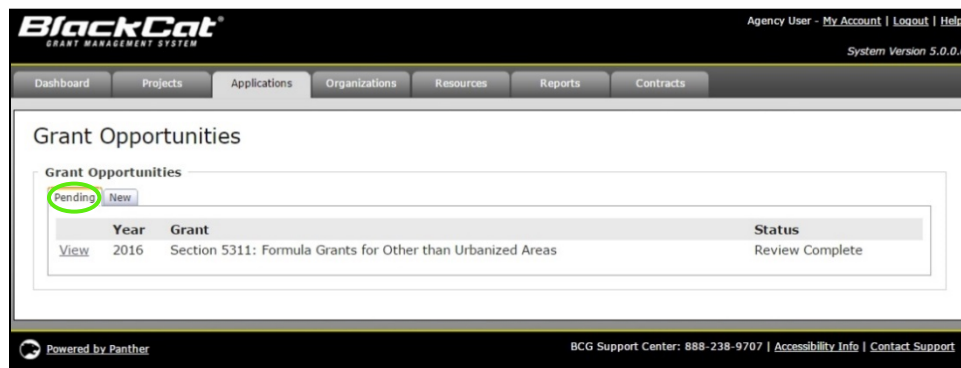
c. Select the **View** button to access the application
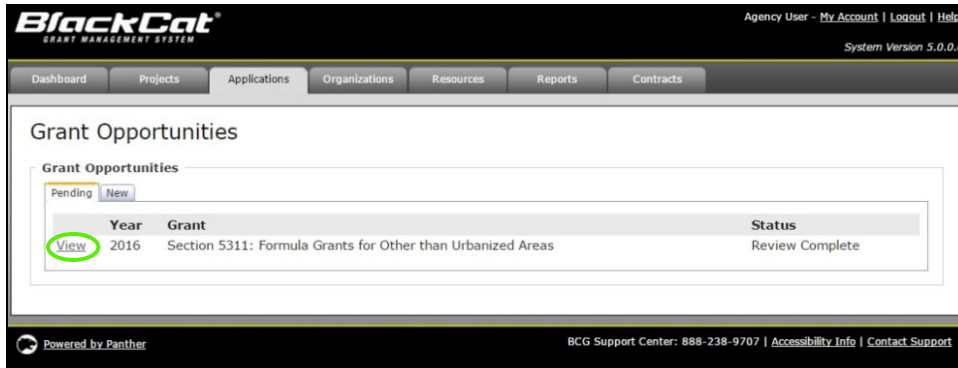
2) To complete your **Application Forms**
   a. Select **Download** next to the first required document

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

   b. The document will indicate that it is downloading,

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 - Replacen
	Download - SECTION D - Utilizatio
	Download - SECTION E - Coordina
	Download - SECTION F - Vehicle In
	Download - SECTION F(a) - Other
	Download - SECTION G - Accessibil
	Download - SECTION H - Financial
	Download - SECTION I - KDOT Cor
	Download - SECTION J - Local Con
	Download - SECTION K - Capital As
	Download - SECTION L - Operating
	Download - SECTION M - Administr
	Download - SECTION N - Sustainab

635816625244452692_o_SECTION C – Replacements, Expansion, or New Starts

File   Home   Insert   Page Layout   References   Mailings   Review   View   Developer

Arial   12

Helpful Hint: *Once the document has opened you are now working on your person computer and outside of the BlackCat System.*

SECTION C – Replacements, Expansion, or New Starts

1. For REPLACEMENT VEHICLE funding, give a detailed de transportation service being provided. In the case of repla sure to fully complete Section C, Item 1 to indicate which v Also provide documentation of the need to replace the vel 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 (attac
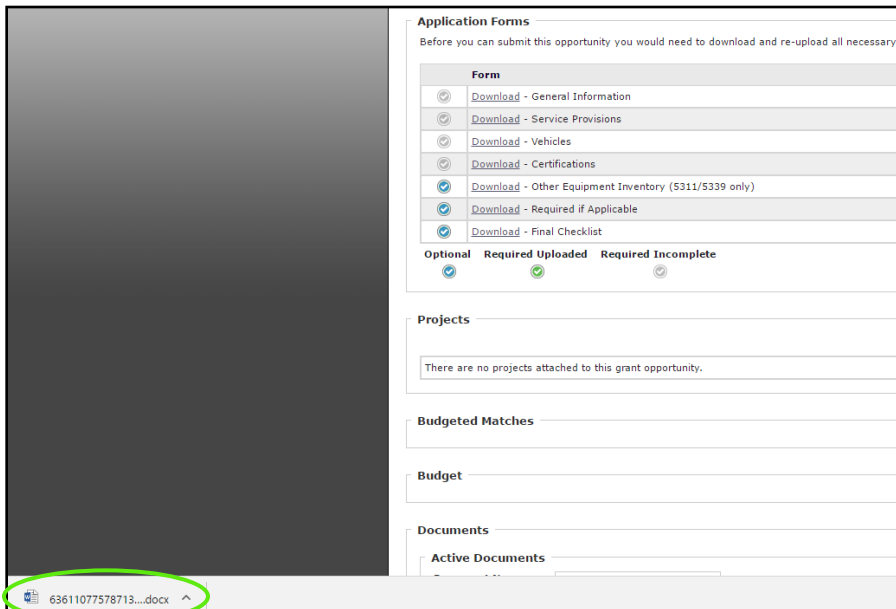
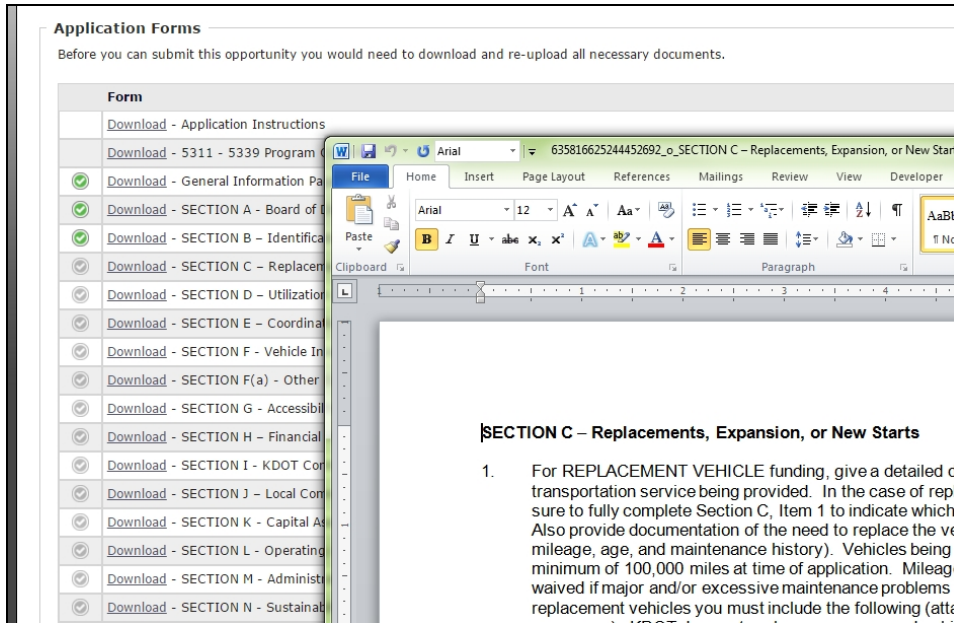d. In order to fill out the document, you must save the file
   - select **file**

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 - Replacen
	Download - SECTION D - Utilizatio
	Download - SECTION E - Coordina
	Download - SECTION F - Vehicle In
	Download - SECTION F(a) - Other
	Download - SECTION G - Accessibil
	Download - SECTION H - Financial
	Download - SECTION I - KDOT Cor
	Download - SECTION J - Local Con
	Download - SECTION K - Capital As
	Download - SECTION L - Operating
	Download - SECTION M - Administr
	Download - SECTION N - Sustainab

635816625244452692_o_SECTION C – Replacements, Expansion, or New Starts

File   Home   Insert   Page Layout   References   Mailings   Review   View   Developer

Arial   12

SECTION C – Replacements, Expansion, or New Starts

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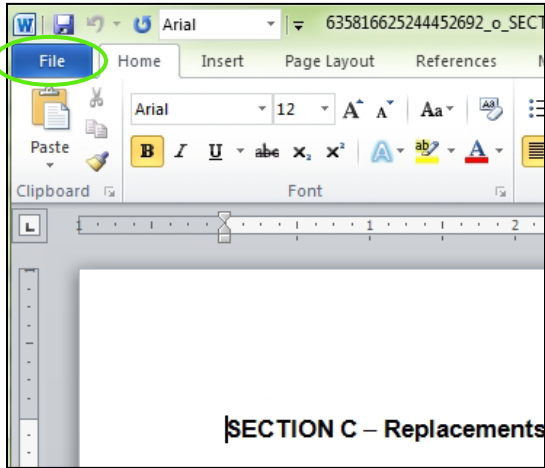
e. Once the document completed and its contents saved you can **upload** the document back to the system
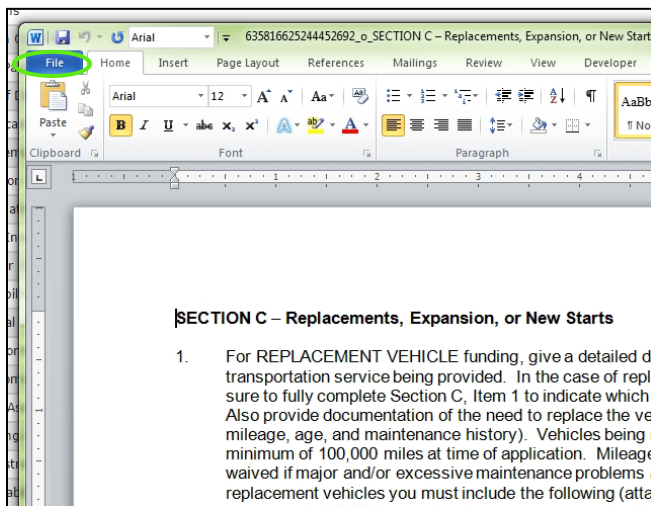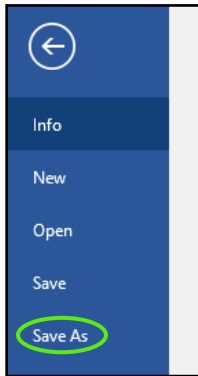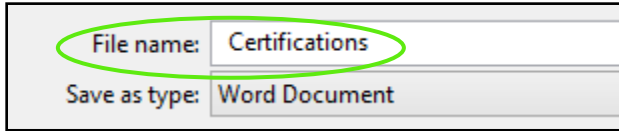

- Select Enable Editing
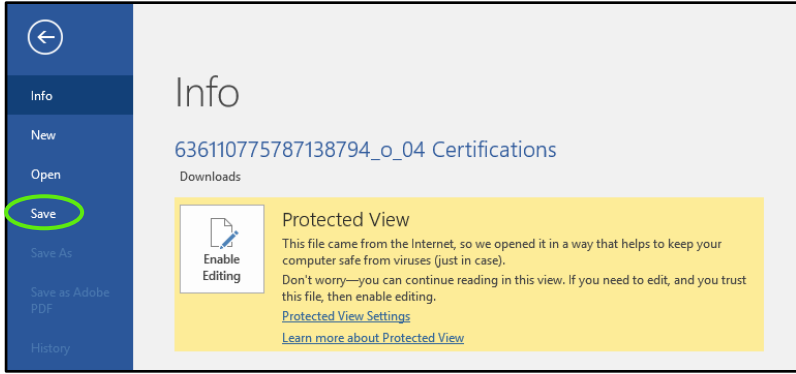
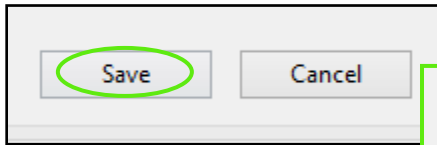- Now save the document by returning to **File**

- Select **Save As**

- Select the location on your computer you would like to save the document choose a **File Name**

| File name:	Certifications
Save as type:	Word Document

- Select **Save**

Save	Cancel

> **Helpful Hint:** *Now complete the document as instructed by DOT. Be sure to save your work along the way.*

3) To Upload a document back into the system

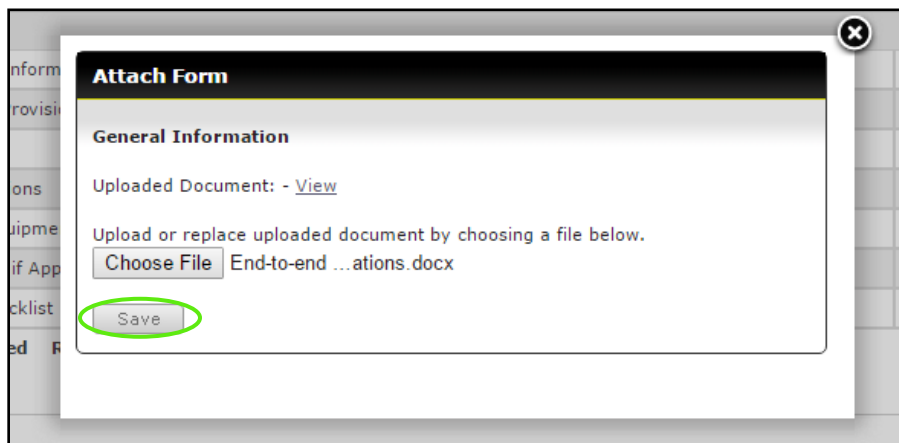   a. Go to the corresponding document line and select **Attach Upload** or **Re-Upload**

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

   b. Select **Choose File** and select the completed file from your computer
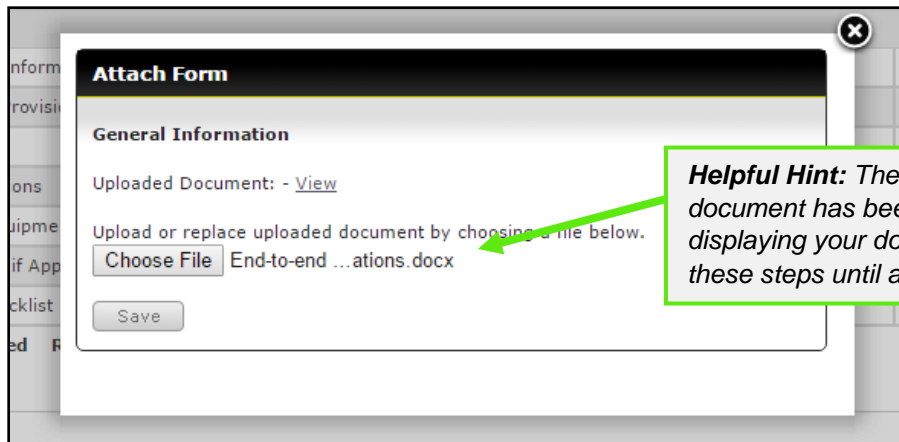
Helpful Hint: The system will indicate that a document has been selected here by displaying your document name. Repeat these steps until all required documents are

c. Select **Save**

Helpful Hint: The Application Forms section of the application is only for single documents. Additional documents maybe loaded in the **Documents** section locate towards the bottom of the Application tab. See **Section 5.4 for instructions.**

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
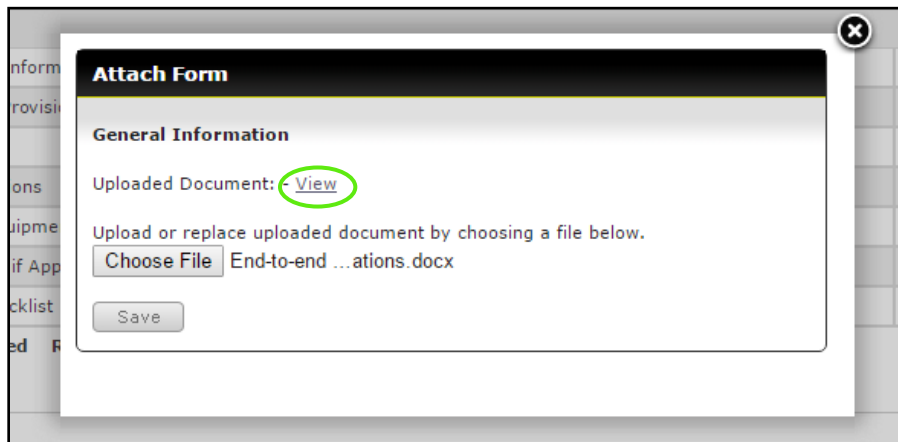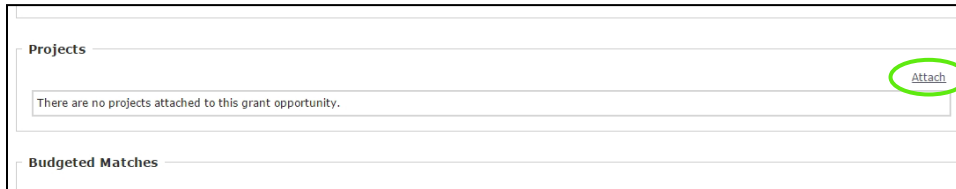
Application Forms Key:

Required document has been uploaded

Document upload is optional

Document upload required

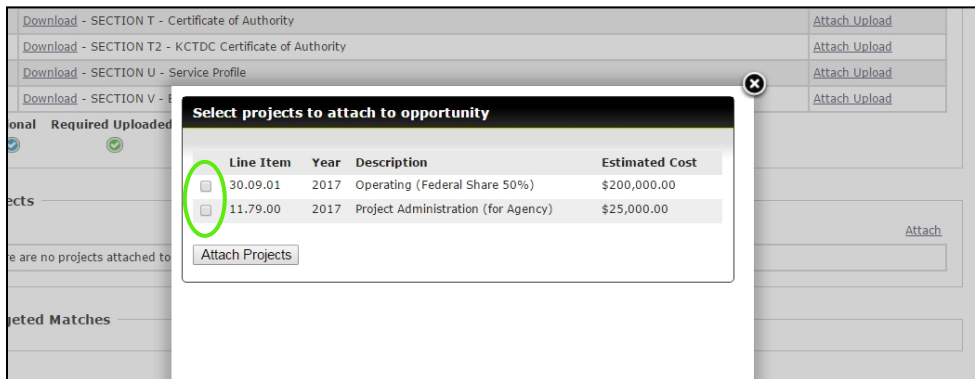 e. To view what has been uploaded, select **Re-Upload,** as shown in step d, then **View**

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6.3 Attaching A Project

1) Attach all necessary projects to the application
   a. Select **Attach** in the projects section

   b. Select the checkbox next to each project you want to attach to the application

   c. Select the **Attach Projects** button

2) Verify that the Budget Match section has populated correctly
   a. Review each project budget to ensure it is correct

Projects

	Line Item	CY	Description	Budgeted Amount
Remove	30.09.01	2017	Operating (Federal Share 50%)	$16,760.00
Remove	11.79.00	2017	Project Administration (for Agency)	
			Total	

Attach

Budgeted Matches

Budget Category	Total Amount	Federal Amount	State Amount	Local A...
Operating (0/70/30)	$16,760.00	$0.00	$11,732.00	$5,028.0...
Administration (80/0/20)	$11,963.00	$9,570.40	$0.00	$2,392.6...

Budget

Line Item Name		Request Amount
Administration (Expense)		
Transit Manager's Time		$96
Office Supplies		$986
Copies		$986
Postage		$9
Other not specified*		$9,886
	Group Total	$11,963.00
Operating (Expense)		
Vehicle Insurance		$8,755
Advertising		$785
Driver		$875
Dispatcher		$875
Fuel		$75
Maintenance, Repair, Lube, Parts, Labor		$87

> **Helpful Hint:** You will not be able to edit the Budget on the application. Edits should be made at the project level. Changes made to the project will be reflected on the budget in the application.

Depending on the type of funding request and the requirements from year to year this budget table will like be different from the image displayed above.

6.4 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 [Additional Certification]

Select Document Choose File | No file chosen

Save

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 Certicifation

Select Document Choose File | End-to-end ...ations.docx

Save

No documents attached.

Helpful Hint: The system will indicate that a document has been selected here by displaying your document name. Repeat these steps until all documents are

d. Select the correct document from your computer and the select the **Save** button

Documents

Active Documents

Document Name Certicifation

Select Document Choose File | End-to-end ...ations.docx

Save

No documents attached.

Each document uploaded to this section will be available in this section.

Helpful Hint: The document title is editable and the document can be deleted, downloaded or emailed using the icons to the left.

6.5 Submitting an Application

The Submit button will become active once:

- The **Application Form Section** is completed (All the required forms are uploaded)
- All necessary projects have been attached in the **Projects Section**

Once the Submit button is active:

1) Select the **Submit** button to formally submit your application

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 via email notification.

Section 7: Projects

Projects are operating, capital, administration, and/or planning needs that are required for your organization to operate in the coming year. Before completing your application, you will enter your projects, which includes the funding request/budget. These projects will be combined in your application to create your annual budget.

7.1 Project Creation

1) Select the **Projects** tab

Helpful Hint: *You will initially land on the Project Listing page. It will be blank until you start to load projects. As you add projects to the system, they will all be listed on this page.*

2) Select the **Add New** button

3) Select the appropriate **Fiscal Year** for which you are requesting funds

4) Select the **Lookup** button

Helpful Hint: *Select the appropriate FTA Line Item Code and Description from the list. Depending on your browser you may need to double click to make the selection.*
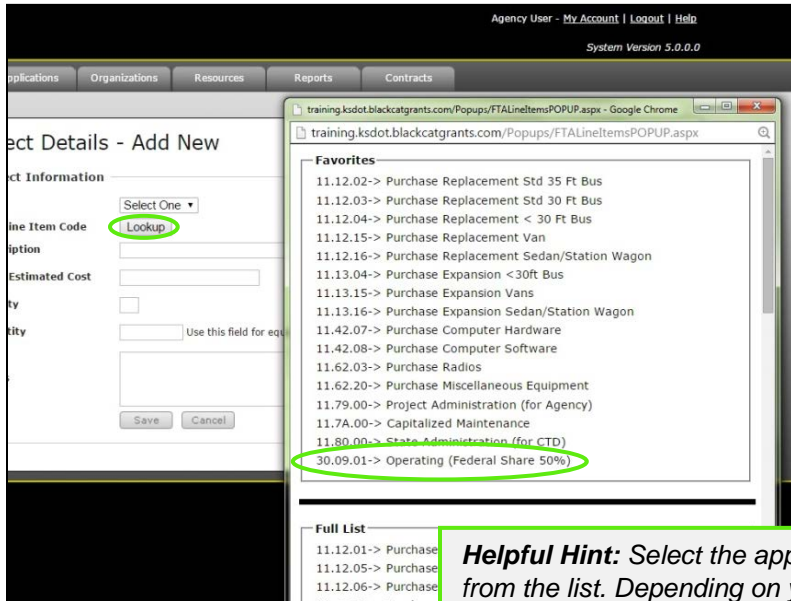
5) The **FTA Line Item Code** when selected will populate here

6) If needed, modify the description in the **Description** field to allow you to identify it better in your listing.

7) Add what you think the **Total Estimated Amount** of the whole project will be

Helpful Hint: *You will create a more specific funding request in the next step. This field is used primarily for Planning purposes.*

8) Complete the remaining fields and select **Save**

9) Select the **Select** link in the Funding Request section

10) Enter your budget numbers for each budget category listed (Enter notes as needed)

Depending on the type of funding request and the requirements from year to year this budget table will like be different from the image displayed above.

11) Select **Save** after all the fields have been addressed and dollar amounts have been entered

12) Repeat the project creation process as many times as needed

13) Once you have completed your Project you must go into your Pending Application and Attach your Projects in order for the Submit button to illuminate. Please see **Section 5.3** for details on how to Attach a Project.

Section 8: Contract Management

In the contract section, you will have access to your contract as well as the opportunity to request payment throughout the grant lifecycle.

1) Select the **Contract** component of the system

2) Click on the **Select** link for the contract you would like to view
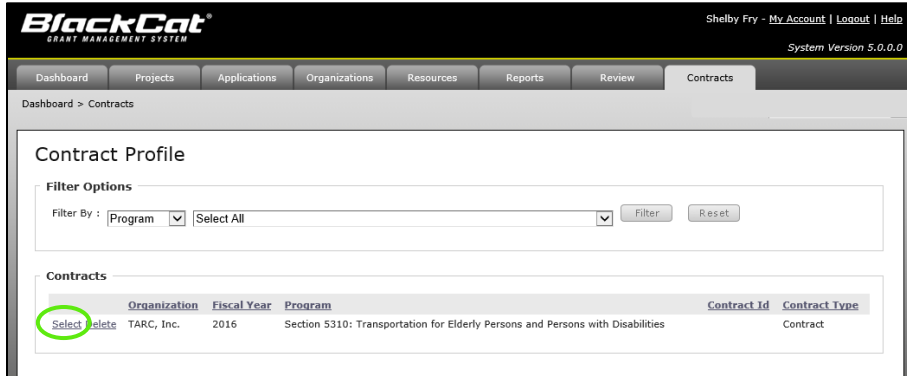
3) Review the **Contract Information** and **Associated project** requests
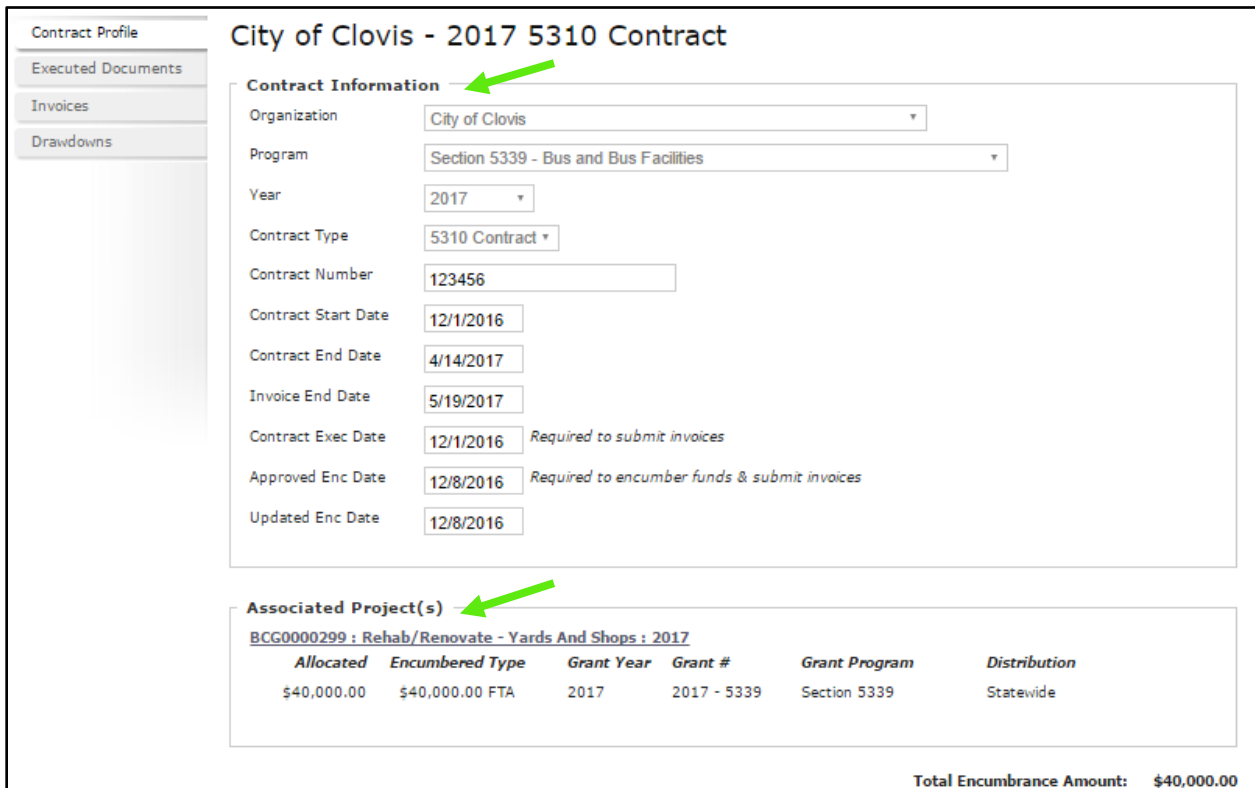
4) Additional contract documents can be uploaded and viewed on the **Executed Documents** tab

Section 9: Invoicing

This is where you will create and submit a invoice for reimbursement.

1. Select the **Contracts** tab

2. Select the **Contract Listing**
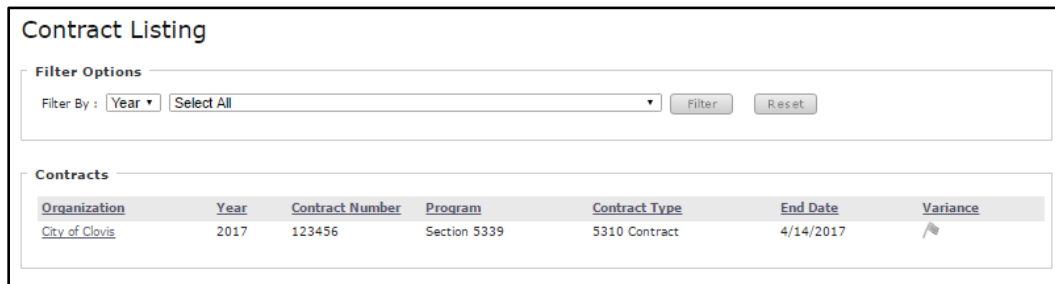
3. Select the **Invoice** tab

4. Select **Add New**

---

5. Select **Request Type**

6. Add **Comments**

7. Select **Save**

Section 10: Resources

The Resources section is where additional documents and records are kept for the Organization, DOT and the **BlackCat Grant Management System**.

1) Select **Resources**

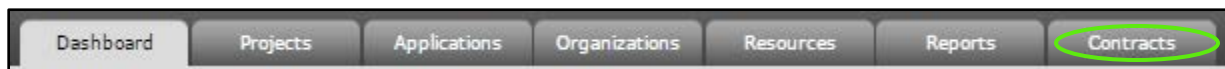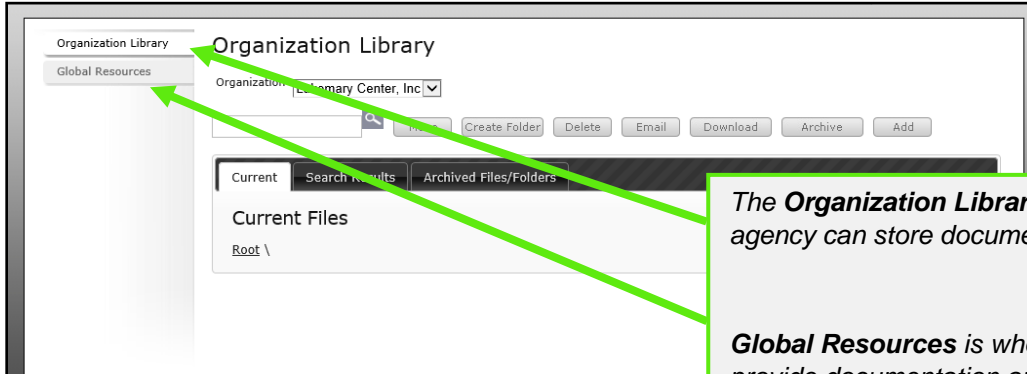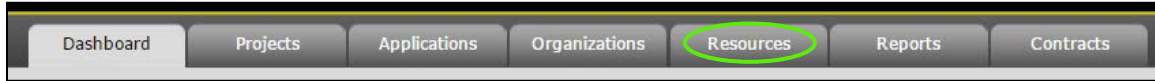*The **Organization Library** is where your agency can store documents.*

*__Global Resources__ is where the DOT will provide documentation and **BCG** will provide additional learning tools for the system.*

2) To **Add** a document to the Organization:
   a. Select **Organization Library**
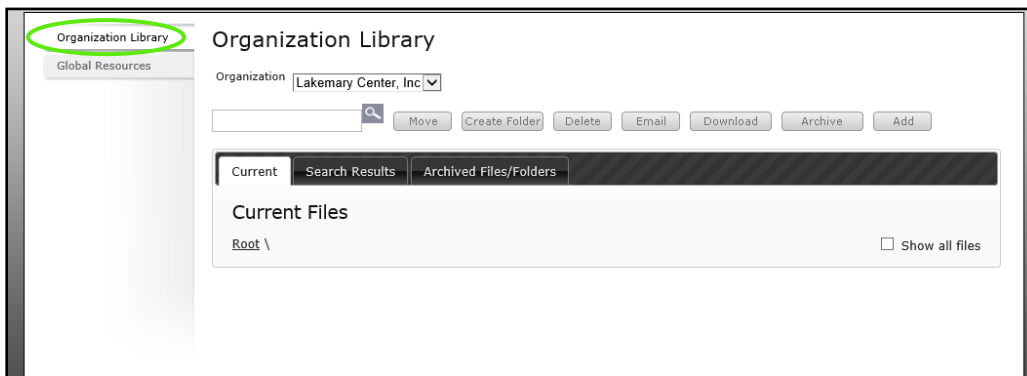
   b. Select the **Add** button
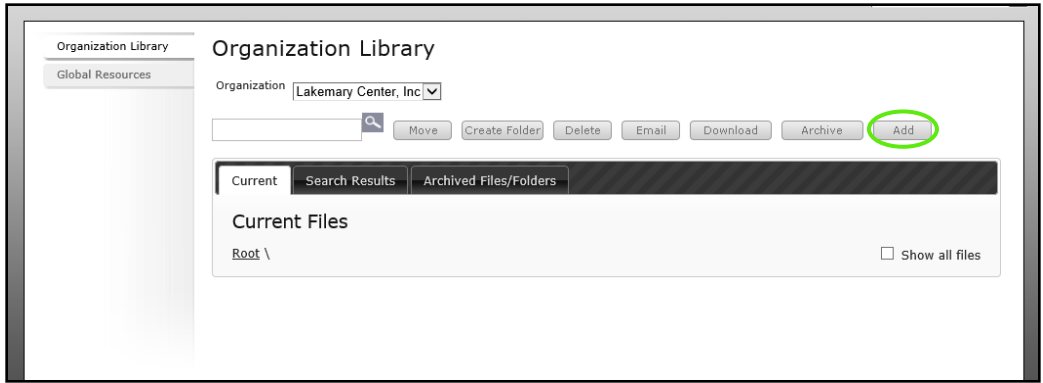
    c. Select the correct choice under **Add File/Link**
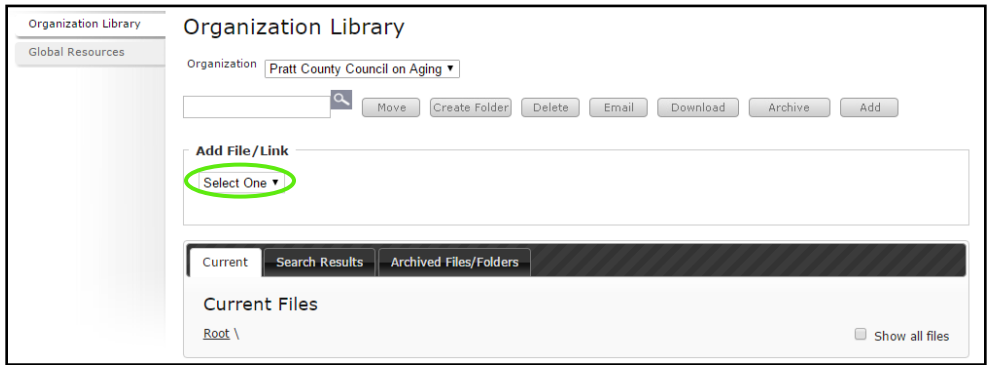
    d. If you are adding a file, select **Choose File** choose the correct file

    e. Select the **Save** button

Your document is now loaded:

3) How to create a folder:

   a) Select **Create Folder**
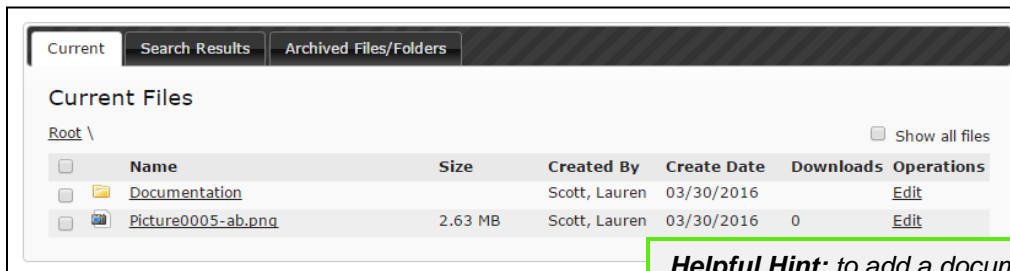
b) Enter a name for the folder and select the **Save** button

Your folder is now created:
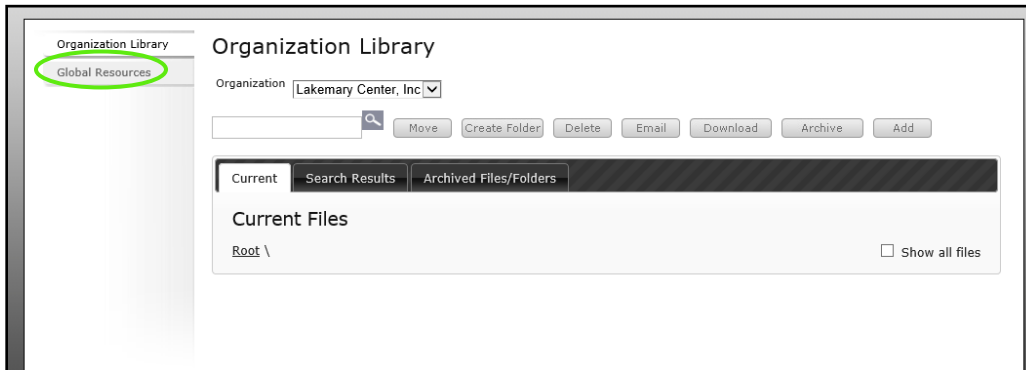
Helpful Hint: *to add a document to your folder, select the folder and repeat the steps for adding a document above.*

4) To find DOT and **BCG** documents and training videos, select **Global Resources**

Section 10: 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 **BCG Support**.

To access the Reports:

1. Select **Reports**

Dashboard	Projects	Applications	Organizations	Resources	Reports	Contracts
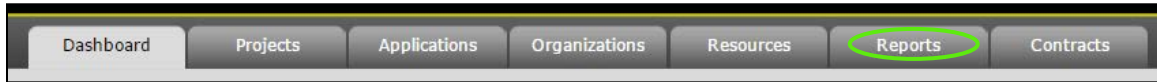
2. The Report Listing will now display

Reports

Report Listing

Compliance

Contracts

Contracts   Generate

Funding

Grants

Program of Projects (POP) Export   Generate
Department of Labor (DOL) Export   Generate
Grant Exports   Generate

Invoices

Invoices   Generate

Notifications

Organizations

Organizations   Generate

Projects

Projects   Generate
Pre-Approved Projects   Generate
Approved Projects   Generate

Resources

Review

Contacts

Contacts   Generate

Discrepancies

Programs

Programs   Generate

Inventory

To create Reports:

1. Identify the type of report to create

Organizations

Organizations

Projects

Projects
Pre-Approved Projects
Approved Projects

2. Select **Generate**

3. Your Report will now download for your review

Section 11: 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:   A User can be added one of two ways.

1. Add the person as a Contact then
2. Request to activate that person as a User by contacting your DOT representative Or Contact **BlackCat Grant Management System Support at 888-238-9707 or email** nmsupport@blackcatgrants.com

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:   **Where are training webinars located in the system?**

A3:   Training Webinars are located in the Resources section of the website:
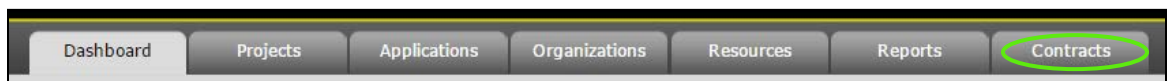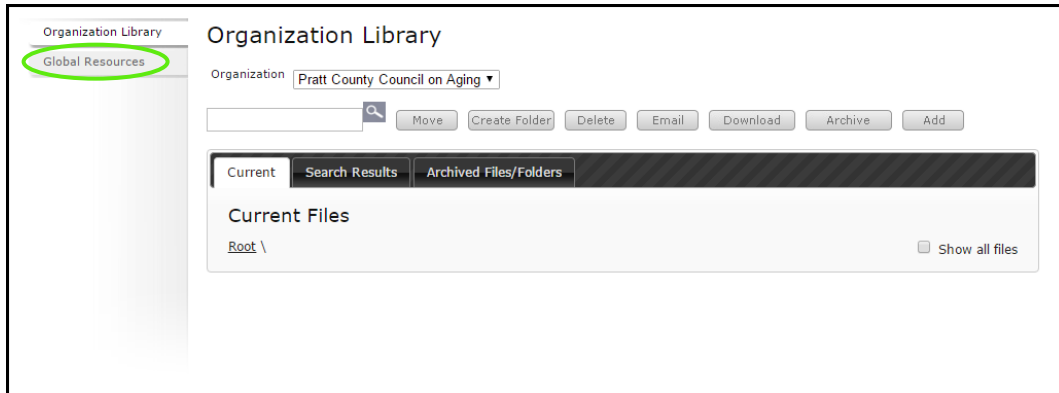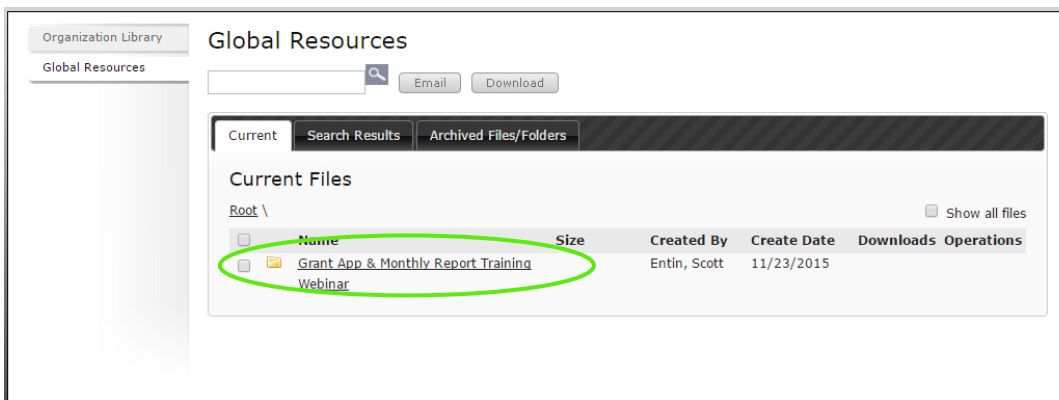
1) Select the **Resources** Tab

2) Select **Global Resources**

3) **Select** the webinar link (the webinar will download on your computer)

Q4: **What if there are no grant opportunities listed for my organization?**

A4: If there are no grant opportunities to apply for you must contact your Kansas DOT representative to load the opportunities for your organization.

Q5: **What if the grant opportunities listed for my organization are incorrect?**

A5: If there are grant opportunities available to your organization, but they are not the appropriate funding programs, you must contact your Kansas DOT representative to load the opportunities for your organization.

**Q6:** **How do I get speedy assistance?**

A6: If you need technical assistance, please call the **BlackCat Grant Management System** 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

Q7: **How do I add the BlackCat Grant Management System web addressed to my favorites or bookmark the page for easy access?**

A7: 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.
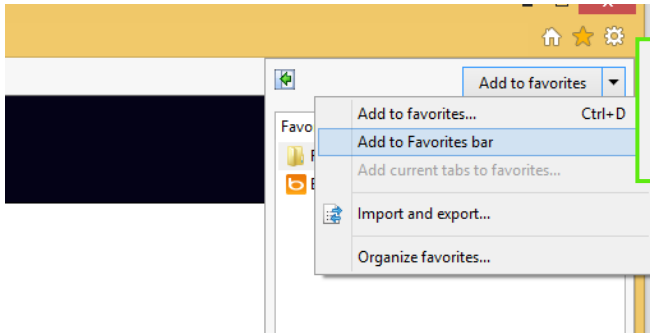
*Google Chrome: Go to the **BlackCat Grant Management System** web address. Click on the star icon at the top right had corner. Select the bookmark bar for your folder type.*

*Internet Explorer 11: Go to the **BlackCat Grant Management System** web address. Click on the star icon at the top right had corner. Select bookmark bar for your folder type.*
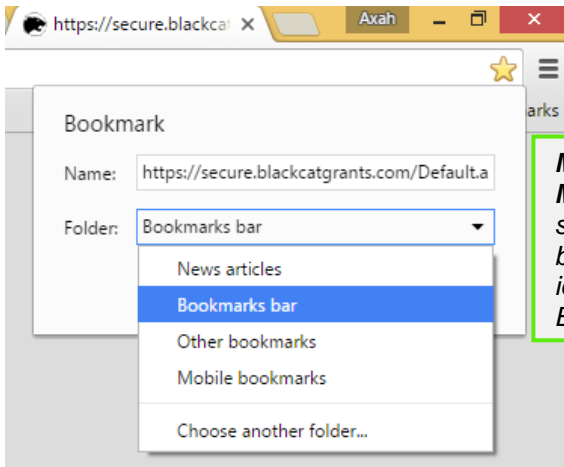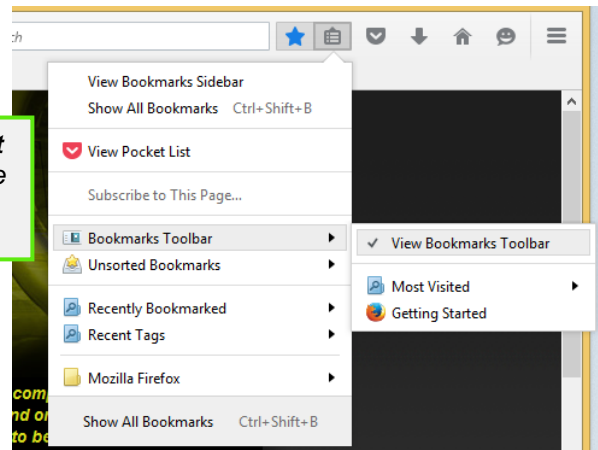
*Mozilla Firefox: Go to the **BlackCat Grant Management System** web address. Click on the star icon at the top right had corner. To show the bookmark in the toolbar click on the clipboard icon, select Bookmarks Toolbar and check 'View Bookmarks Toolbar'.*

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