

BlackCat[®]

GRANT MANAGEMENT SYSTEM



AGENCY USER GUIDE



System Web Address: nmdot.blackcatgrants.com

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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.

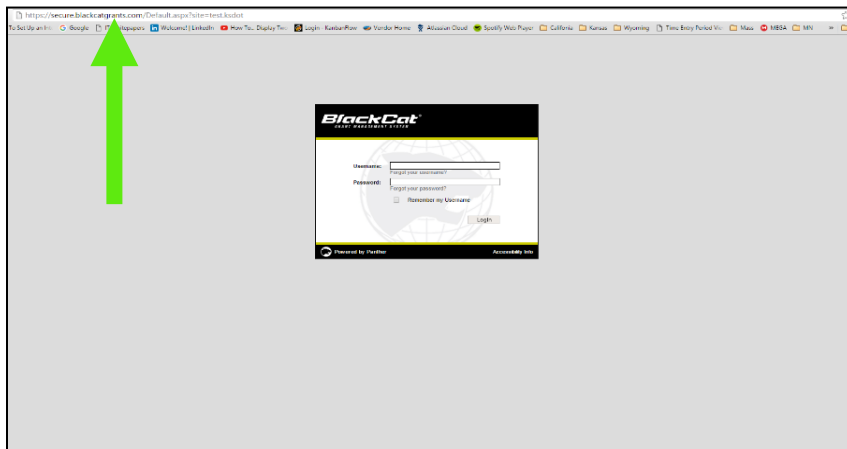
Note: Due to differences between internet browsers, your view may differ slightly from the view in the screenshot utilized to create this manual. While internet browsers may cause a variation in look and feel, all systems components should continue to function in all internet browsers.

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.

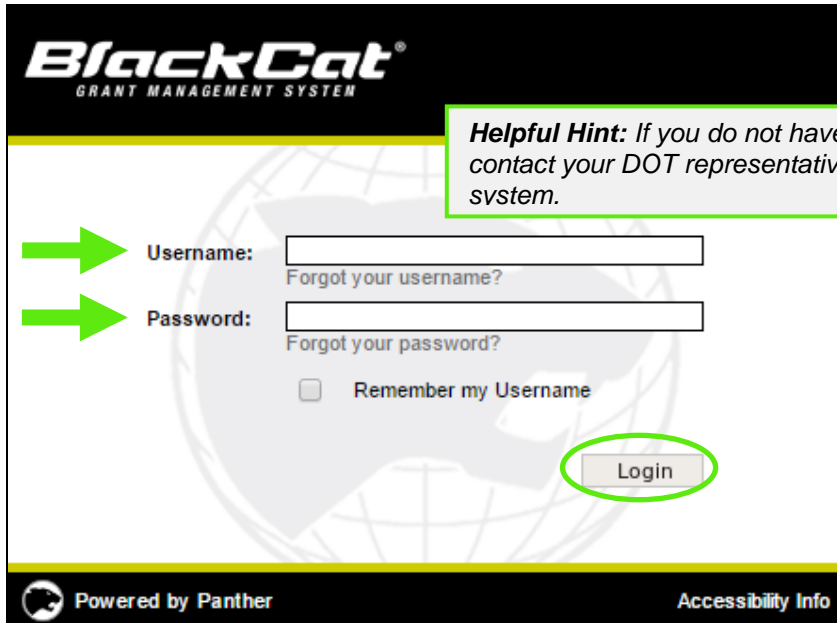
Section 2: Getting Started

2.1 Access BlackCat Grants Management System

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



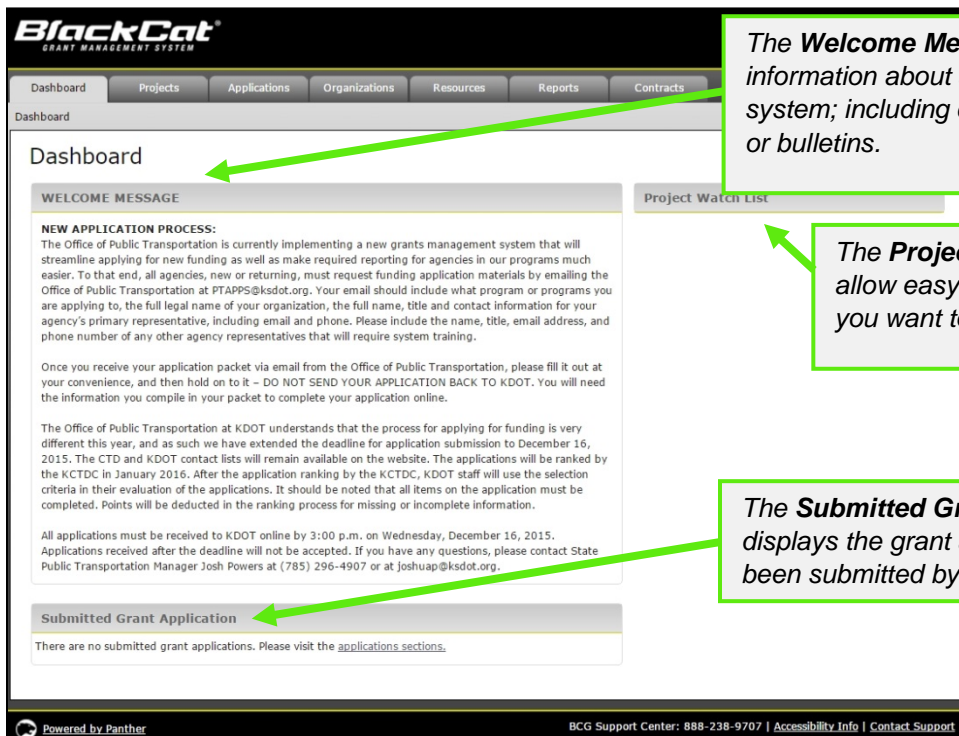
- 2) Login to the **BlackCat Grant Management System**:
 - a. Enter your username
 - b. Enter your password
 - c. Select the Login button



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.

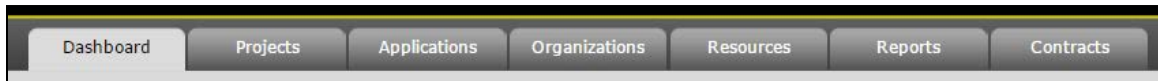
The **Project Watch List** is designed to allow easy, quick access to projects that you want to track.

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

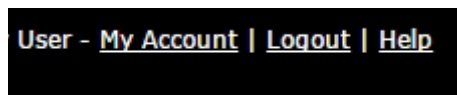
2) The system is sub-divided into several components:

- Dashboard
- Projects
- Applications
- Organizations
- Resources
- Reports
- 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)



1) 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: Keith

Middle Initial:

Last Name: Williams

Title:

Address 1: 2631 Rufina Street

Address 2:

City: Santa Fe

State: New Mexico

Zip: 87555

Main Phone Number: 505-955-8602 Ext Enter 10 digits no hyphens

Alternate Phone Number: Ext Enter 10 digits no hyphens

Main Email: kpwilson@aol.co

Secondary Email:

Notes:

Save Cancel

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:

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.

- 1) Support for the **BlackCat Grant Management 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:

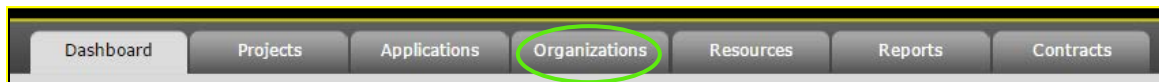
Allows a user to submit questions, concerns, ideas or other information directly to the **BlackCat Management System Customer Support Team**.

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

Organization Overview

Organization Information

City of Santa Fe
2931 Rufina Street
Santa Fe, NM 87504
(505) 955-2001

Website: http://www.santafenm.gov/route_maps_and_schedules
Primary Contact:
Title:
Email:
Phone:

Organization Details

Legal Name: * City of Santa Fe
Common Name/Acronym/DBA: * Santa Fe Trails

Physical Address

Address 1: * 2931 Rufina Street
Address 2:
City: * Santa Fe State: * [Select One]
Zip Code: * 87504 - []
County: [Select One]
 Mailing address if different
 Remittance address

Contact Info

Website: http://www.santafenm.gov/route_maps_and_schedules
Customer Service Email:
Main Phone Number: 505 - 955 - 2001 Ext []
Alternate Phone Number: [] - [] - [] Ext []
Fax Number: 505 - 955 - 2020

Primary Contacts

Primary Contact 1

Name: [Select One]
Email:
Title:
Main Phone Number:
Alternate Phone Number:

Primary Contact 2

Name: [Select One]
Email:
Title:
Main Phone Number:
Alternate Phone Number:

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

3) Select the **Save** button to ensure the information you entered is saved

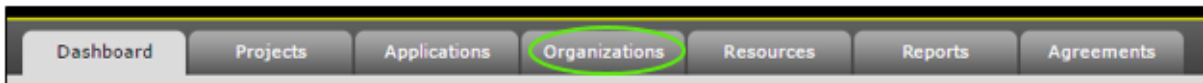


3.2 Contact Management

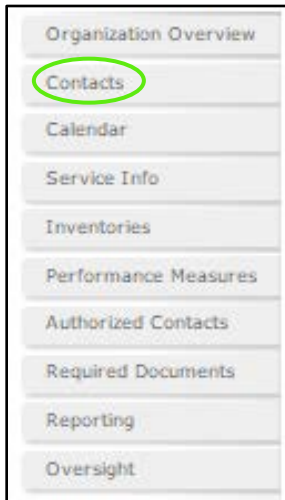
This section provides the opportunity for an agency to identify the individuals responsible for various tasks within the system. Please note you will have to contact DOT to add a new user to the system.

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:

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:

3) Select **Save**

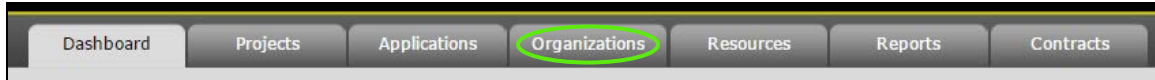
All users added will then appear in the Contact/User list.

3.3 Calendar Management

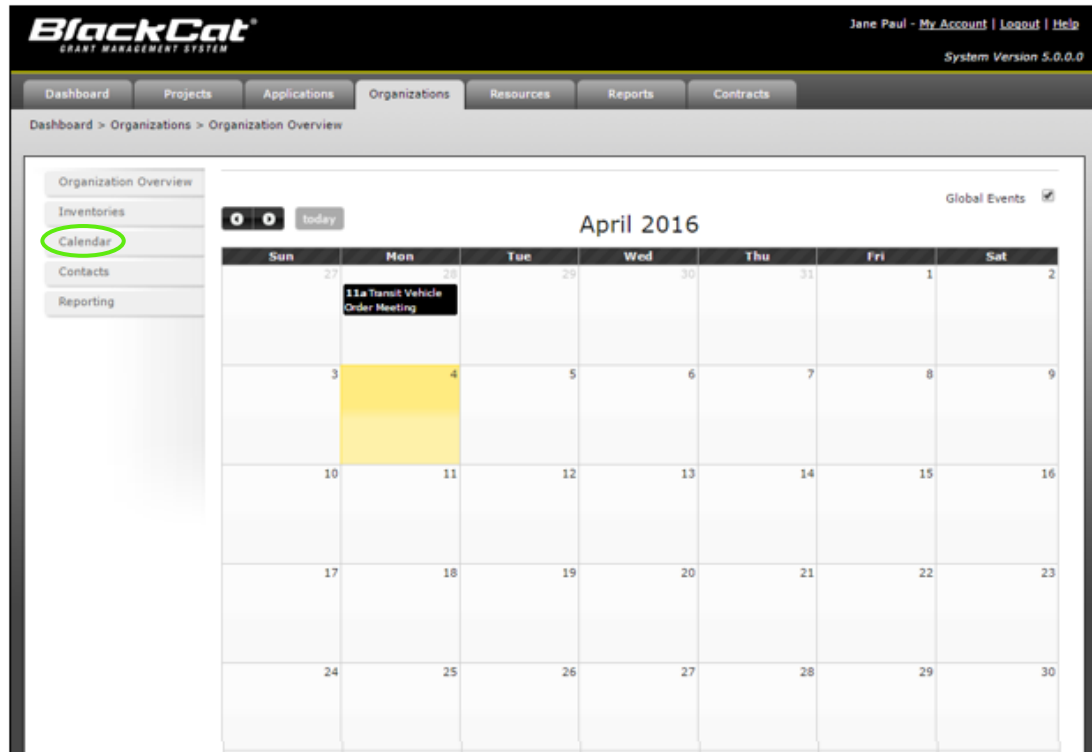
The Calendar section provides a monthly calendar that your organization can use to track milestones and specific dates associated with your funding requests.

To update your organization's calendar:

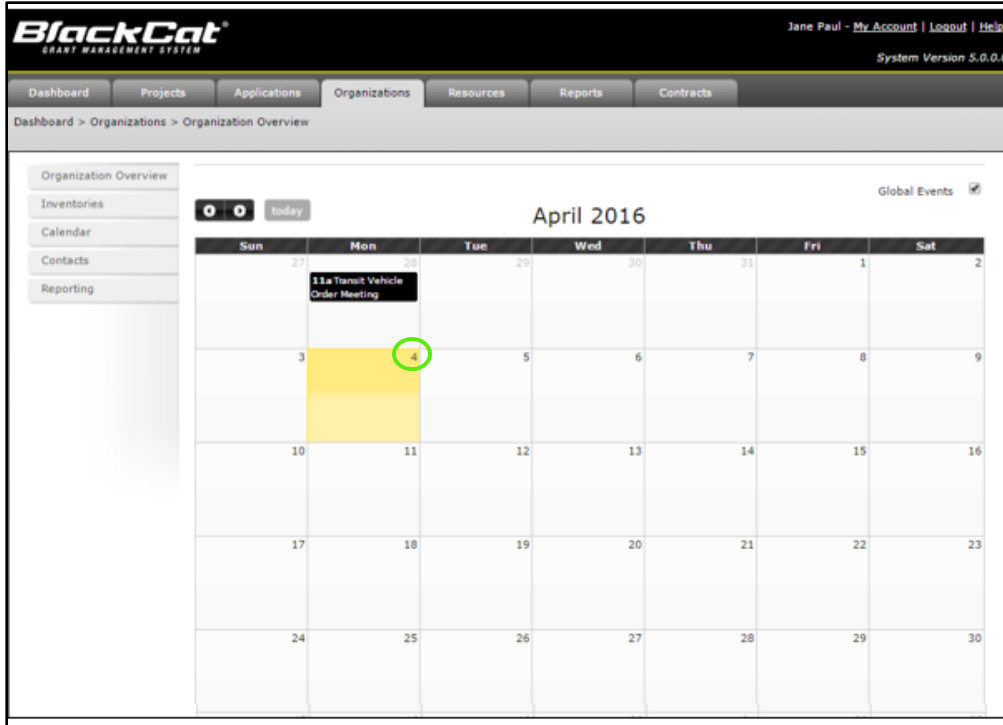
- 1) Select the **Organizations** tab for your agency



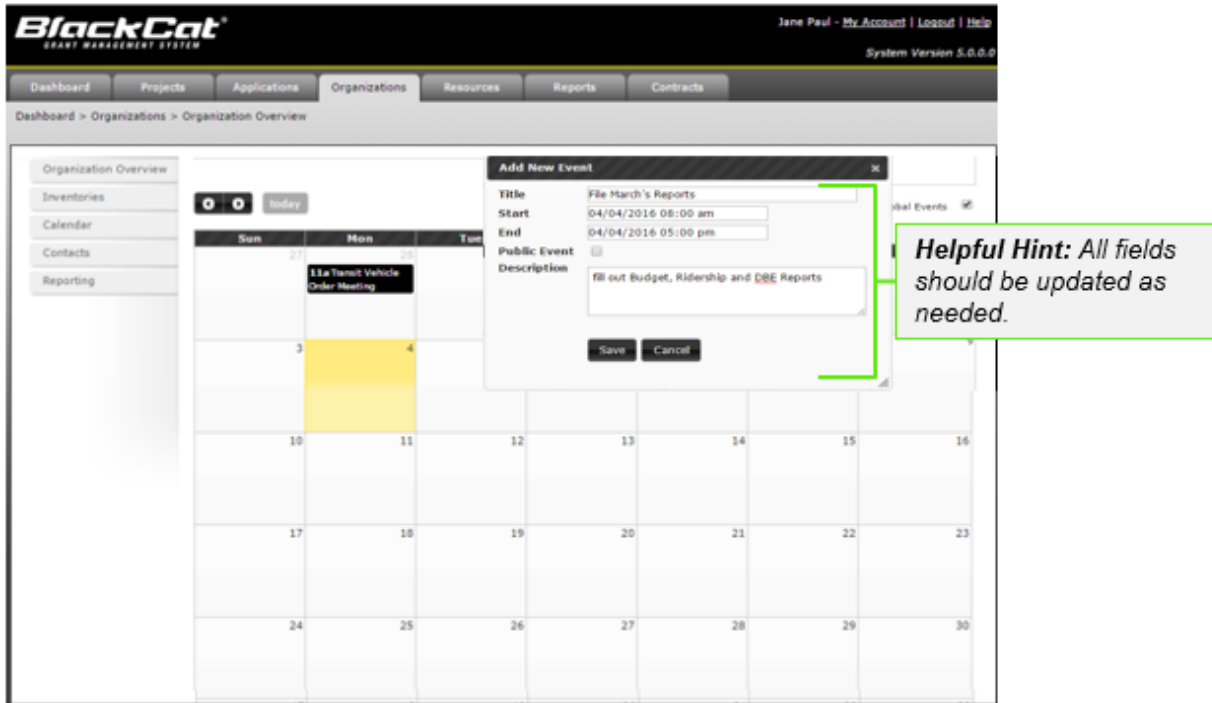
1) Select the **Calendar** section



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



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



2) Select **Save**

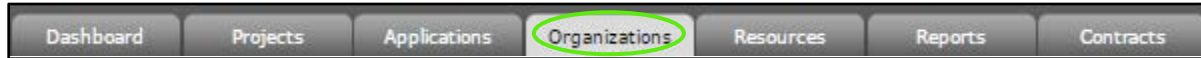
The screenshot displays the BlackCat Grants Management System interface. At the top, the logo 'BlackCat' and 'GRANT MANAGEMENT SYSTEM' are visible, along with the user name 'Jane Paul - My Account | Logout | Help' and 'System Version 5.0.0.0'. The navigation menu includes 'Dashboard', 'Projects', 'Applications', 'Organizations', 'Resources', 'Reports', and 'Contracts'. The current page is 'Dashboard > Organizations > Organization Overview'. On the left, there is a sidebar with 'Organization Overview', 'Inventories', 'Calendar', 'Contacts', and 'Reporting'. The main area shows a calendar for April 2016. An 'Add New Event' dialog box is open, with the following details: Title: 'File March's Reports', Start: '04/04/2016 08:00 am', End: '04/04/2016 05:00 pm', Public Event: checked, and Description: 'fill out Budget, Ridership and DBE Reports'. The 'Save' button is circled in green. A helpful hint box is overlaid on the calendar, stating: 'Helpful Hint: Once added, it will appear on your calendar for both you and your DOT representatives to view'.

3.4 Service Info

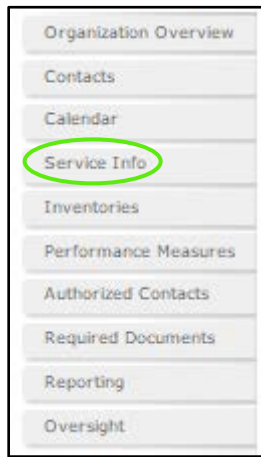
The Service info section is where you will describe your organizations service characteristics and hours of operation.

To view your organization's Service Info:

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

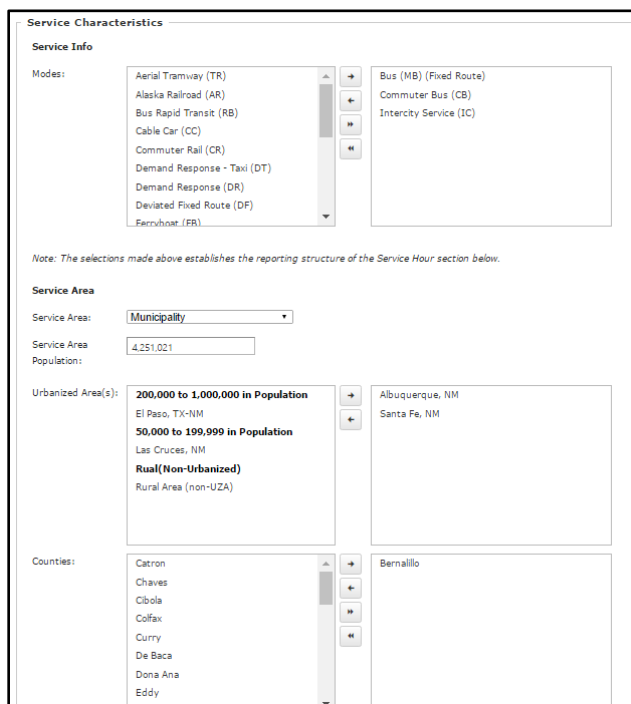


- 2) Select the **Service Info**



To Add Service Information:

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



The 'Service Characteristics' form is divided into several sections:

- Service Info**: A list of modes on the left and a list of selected modes on the right. Modes include Aerial Tramway (TR), Alaska Railroad (AR), Bus Rapid Transit (RB), Cable Car (CC), Commuter Rail (CR), Demand Response - Taxi (DT), Demand Response (DR), Deviated Fixed Route (DF), and Ferries/Boat (FR). Selected modes include Bus (MB) (Fixed Route), Commuter Bus (CB), and Intercity Service (IC).
- Note**: The selections made above establishes the reporting structure of the Service Hour section below.
- Service Area**: A dropdown menu set to 'Municipality' and a text input field containing '4,251,021'.
- Urbanized Area(s)**: A list of population ranges on the left and a list of selected areas on the right. Population ranges include 200,000 to 1,000,000 in Population (El Paso, TX-NM; 50,000 to 199,999 in Population (Las Cruces, NM); and Rural (Non-Urbanized) (Rural Area (non-UZA)). Selected areas include Albuquerque, NM and Santa Fe, NM.
- Counties**: A list of counties on the left and a list of selected counties on the right. Counties include Catron, Chaves, Cibola, Colfax, Curry, De Baca, Dona Ana, and Eddy. Selected counties include Bernalillo.

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

A screenshot of the 'Service Hours' section in a software interface. A green arrow points to the 'Service Hours' title. The section is titled 'Service Hours' and contains three sub-sections: 'Bus (MB) (Fixed Route)', 'Commuter Bus (CB)', and 'Intercity Service (IC)'. Each sub-section has a '+ Add new record' button and a 'Refresh' button. Below each sub-section is a table with columns for 'Average Weekday Schedule', 'Average Saturday Schedule', 'Average Sunday Schedule', 'Weekday AM Peak', 'Weekday Midday', and 'Weekday PM Peak'. The 'Bus (MB) (Fixed Route)' table has one row with 'Time Service Begins' and values: 02:00 PM, 06:00 AM, 09:00 AM, 05:00 PM, 01:00 PM, 08:00 PM. The 'Commuter Bus (CB)' table has one row with 'Time Service Begins' and values: 06:00 AM, 08:00 AM, 10:00 AM, 01:00 PM, 03:00 PM, 05:00 PM. The 'Intercity Service (IC)' table is empty with the text 'No records to display.' Below the tables is a 'Comments:' label and a text input area.

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

Service Hours

Periods of Service
Bus (MB) (Fixed Route)

+ Add new record Refresh

	Average Weekday Schedule	Average Saturday Schedule	Average Sunday Schedule	Weekday AM Peak	Weekday Midday	Weekday PM Peak
Edit Time Service Begins	02:00 PM	06:00 AM	09:00 AM	05:00 PM	01:00 PM	08:00 PM

Commuter Bus (CB)

+ Add new record Refresh

	Average Weekday Schedule	Average Saturday Schedule	Average Sunday Schedule	Weekday AM Peak	Weekday Midday	Weekday PM Peak
Edit Time Service Begins	06:00 AM	08:00 AM	10:00 AM	01:00 PM	03:00 PM	05:00 PM

Intercity Service (IC)

+ Add new record Refresh

	Average Weekday Schedule	Average Saturday Schedule	Average Sunday Schedule	Weekday AM Peak	Weekday Midday	Weekday PM Peak
No records to display.						

Comments:

3. Fill in the necessary fields

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

	Average Weekday Schedule	Average Saturday Schedule	Average Sunday Schedule	Weekday AM Peak	Weekday Midday	Weekday PM Peak
Time Service Begins/Ends	Average Weekday Schedule	Average Saturday Schedule	Average Sunday Schedule	Weekday AM Peak	Weekday Midday	Weekday PM Peak
Select One ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						<input type="button" value="Insert"/> <input type="button" value="Cancel"/>

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**

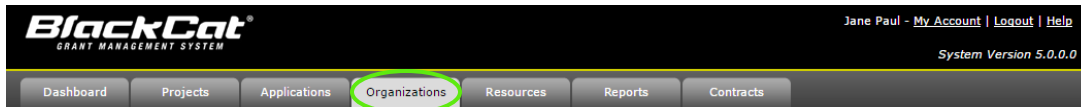


3.5 Inventory Management

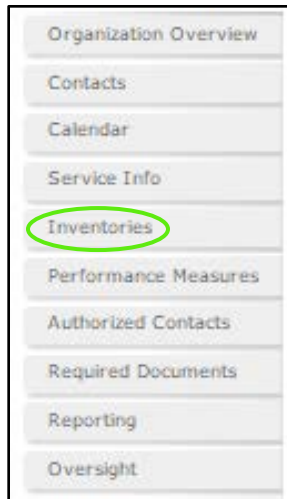
The Inventories section is used to manage vehicle data as well as statistical data created by the use of the vehicle.

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

Inventory: Revenue Vehicles

Actions

Identification
* fields required to process your request for disposition
 *VIN:
 License Plate:
 Agency ID:
 DOT ID:

Funding Information
 Funded by DOT?: Yes No
 Grant # (Primary): Not Listed:
 Grant Share (Primary): Not Listed:
 Grant # (Secondary): Not Listed:
 Grant Share (Secondary):
 DOT Contract #: Not Listed:
 Purchase Order #: Purchase Order Date:
 Invoice #:
 Payment Voucher #: Payment Date:
 Award Year:
 UPIN:
 Total Cost:
 Federal Share: %
 State Share: %
 Local Share: %
 DOT Capital Responsibility: %
 Organization Capital Responsibility: %
 Other Capital Responsibility: % Other:

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

b. Select **Update**

Actions

To Edit an Item in your inventory:

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

Inventories

Inventory: **Revenue Vehicles** | [Dispositions](#) | [Transfers](#)

Vehicles

VIN	Status	Agency ID	Year	Mileage	Category	Last Modified
V7565834324234	Active	124123	2005	2000	Heavy-Duty Large Bus	3/4/2017 8:48:41 PM

2. Make the necessary edits and select **Update**

Inventory: Revenue Vehicles

Actions

Identification
* fields required to process your request for disposition
 *VIN:
 License Plate:
 Agency ID:
 DOT ID:

Funding Information
 * Funded by DOT?: Yes No
 * Funding Program (Primary):
 Grant # (Primary): Not Listed:
 Grant Share (Primary):
 Grant # (Secondary): Not Listed:
 Grant Share (Secondary):
 DOT Contract #: Not Listed:
 Purchase Order #: Purchase Order Date:
 Invoice #:
 Payment Voucher #: Payment Date:
 Award Year:
 UPIN:
 Total Cost:
 Federal Share: %
 State Share: %
 Local Share: %
 DOT Capital Responsibility: %
 Organization Capital Responsibility: %
 Other Capital Responsibility: %

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

3. Select **Save**

Inventory: Revenue Vehicles

Actions

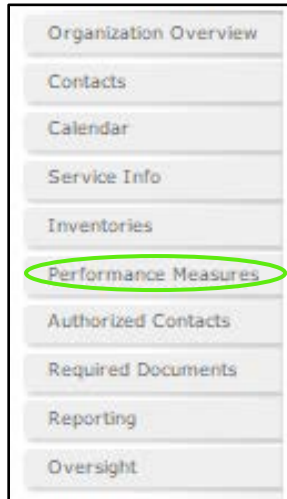
3.6 Performance Measures

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**



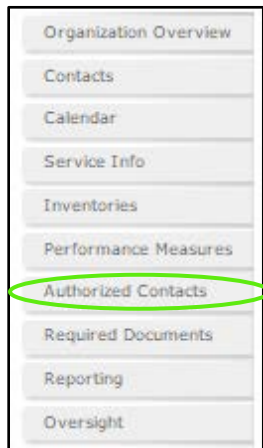
3.7 Authorized Contacts

This is where you will identify the appropriate authorized contract and legal signatories for your organization.

To locate Performance Measures:

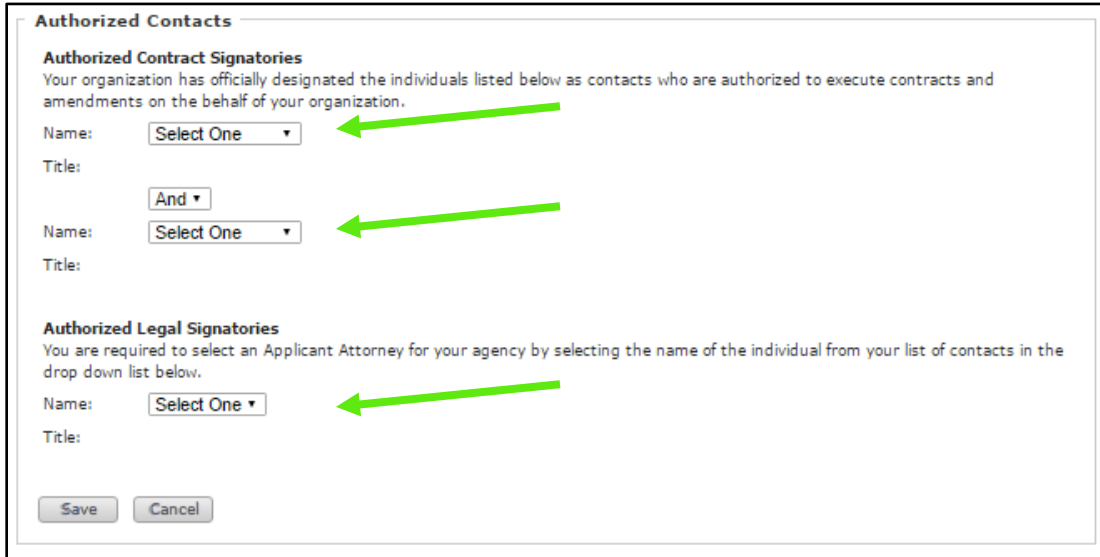
1. Select the **Organization** tab

2. Select the **Authorized Contacts**




To Add or Edit Authorized Contacts:

1. From the dropdown **Select One**




Authorized Contacts

Authorized Contract Signatories
Your organization has officially designated the individuals listed below as contacts who are authorized to execute contracts and amendments on the behalf of your organization.


Name: 

Title:

Name: 


Title:

Authorized Legal Signatories
You are required to select an Applicant Attorney for your agency by selecting the name of the individual from your list of contacts in the drop down list below.

Name: 

Title:

2. Select **Save**

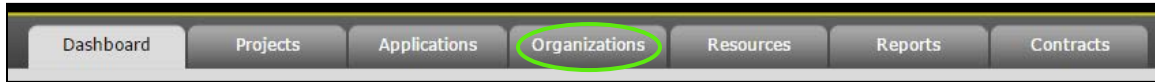


3.8 Required Documents

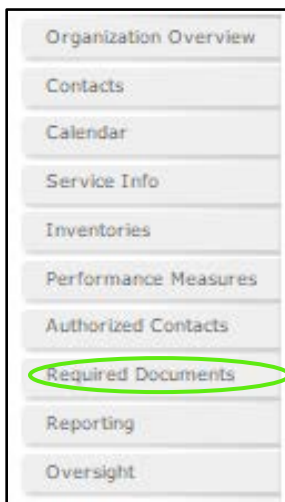
The Required Documents section allows a user to download an execute a single copy of Federal Transit Administration Certifications and Assurances on an annual basis. This should reduce the often-repeated steps of creating or presenting this document multiple time throughout the year.

To view your organization's Required Documents:

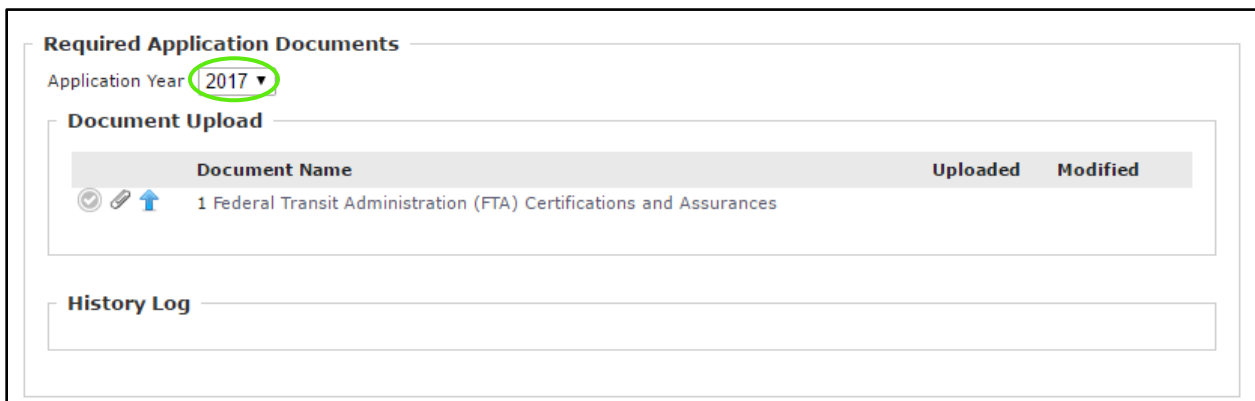
1. Select the **Organizations** tab for your agency



2. Select the **Required Documents** tab



3. Select the **Application Year**






4. The document that needs to be completed and uploaded will now display

Required Application Documents

Application Year

Document Upload





Document Name	Uploaded	Modified
   1 Federal Transit Administration (FTA) Certifications and Assurances		

History Log

To Download Certifications and Assurances documents for completion:

1. Select the **Paperclip**





Document Upload

Document Name	Uploaded	Modified
    1 Federal Transit Administration (FTA) Certifications and Assurances		

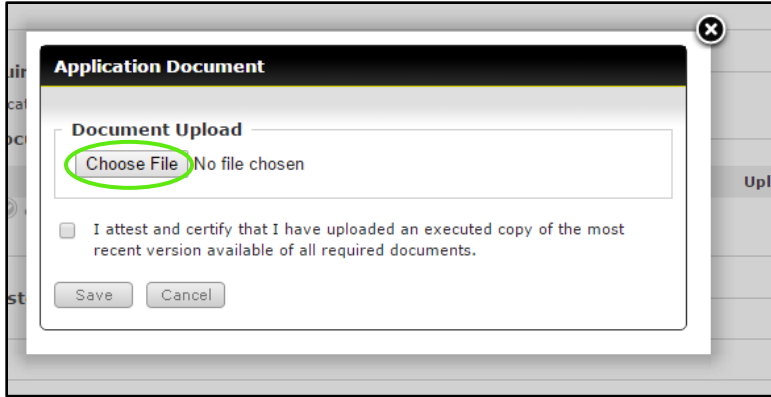
To Upload Completed Certifications and Assurances:

2. Select the **blue up arrow**

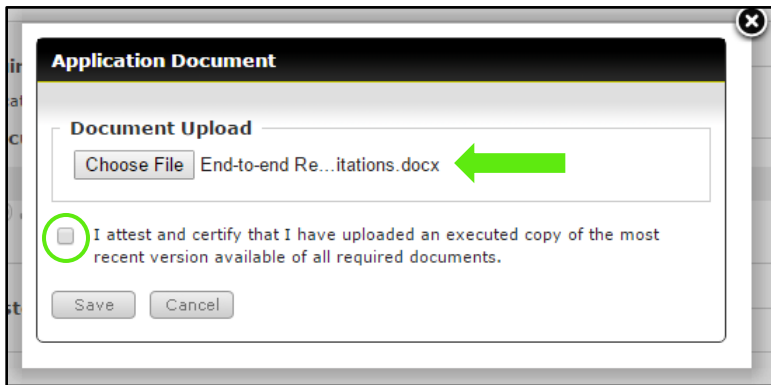
Document Upload

Document Name	Uploaded	Modified
    1 Federal Transit Administration (FTA) Certifications and Assurances		

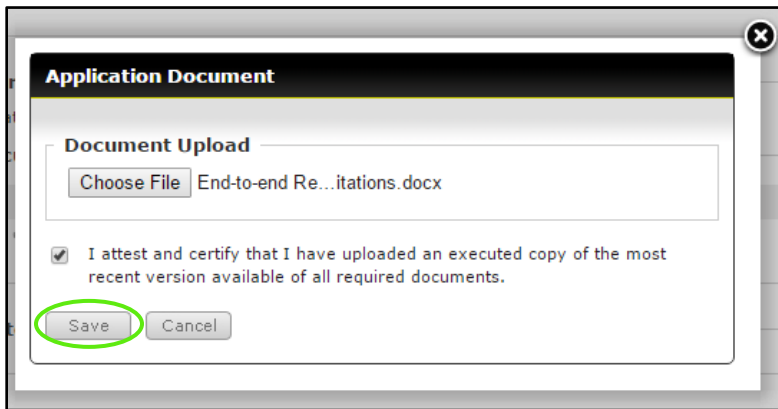
3. Select **Choose File/Browse** a window will open for you to pick your document from



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 Federal Transit Administration (FTA) Certifications and Assurances	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

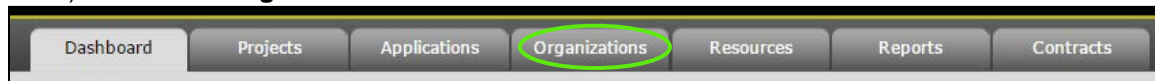
There are 4 different reports:

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

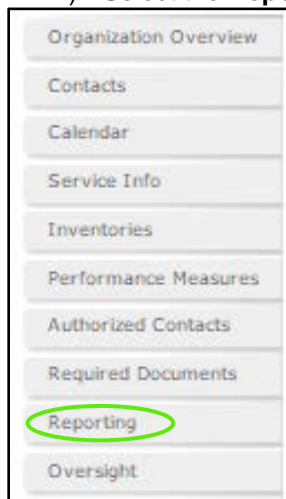
You will create and submit all reports through the reporting section of the Organization component of the system.

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

Reporting Listing

[Add](#)

	<u>Report</u>	<u>Year</u>	<u>Type</u>	<u>Period</u>	<u>Status</u>
Select	NTD Annual Report - Rural	2016	Annual	Oct - Sep	Approved
Select	5310 - Ridership	2016	Quarterly	Jan-Mar	Submitted

4. Select the **Report Type**:

Report

Report Type:

5. Select **Budget Contract**

Report

Report Type:

Select Budget Contract:

6. Select **Year**

Report

Report Type:

Select Budget Contract:

Year:

7. Select **Month**

Report

Report Type:

Select Budget Contract:

Year:

Select Month:

8. Select **Budget Contract**

Report

Report Type: Budget ▾

Select Budget Contract: 2017 - Section 5311 - Formula Grants for Rural Areas ▾

Year: 2017 ▾

Select Month: June ▾

Save Cancel

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

Reporting Listing					
<input type="button" value="Add"/>					
	Report	Year	Type	Period	Status
Select	Budget	2017	Month	June	Not Submitted
Select	NTD Annual Report - Rural	2016	Annual	Oct - Sep	Approved
Select	5310 - Ridership	2016	Quarterly	Jan-Mar	Submitted

2. Select the **Revenue Vehicle**

Report		
Year	Report Period	Status
2017	Oct - Dec	Not Submitted

Please complete each report below. When a report is complete, please check the Completed checkbox within the report and then save. The grayed checks on the page will turn green to indicate that a report is done. Once all reports have green checkboxes, the Submit button will allow the group of reports to be submitted

Revenue Vehicle

[2020 - Alstom Transport - resses - 12334555 - 3](#)

3. Fill out the necessary information

55310 - 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.

Revenue Vehicle Data

Insurance Company:

Policy Number:

Policy Exp. Date:

Beginning Mileage:

Ending Mileage:

Total Miles Traveled:

Date of Ending Mileage:

Number of One-Way Trips

Trips by Purpose	Oct	Nov	Dec	Total	YTD
Medical Appointments:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Pharmacy:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Nutrition:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Shopping:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Employment:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Education:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Social/Recreational:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Other To/From Center:	<input type="text"/>	<input type="text"/>	<input type="text"/>		

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

4. Select Save

55310 - 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.

Revenue Vehicle Data

Insurance Company:

Policy Number:

Policy Exp. Date:

Beginning Mileage:

Ending Mileage:

Total Miles Traveled:

Date of Ending Mileage:

Number of One-Way Trips

Trips by Purpose	Oct	Nov	Dec	Total	YTD
Medical Appointments:	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	2	
Pharmacy:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Nutrition:	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	3	
Shopping:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Employment:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Education:	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	2	
Social/Recreational:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Other To/From Center:	<input type="text"/>	<input type="text"/>	<input type="text"/>		

5. When complete, Certify

55310 - 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

6. Select Save

55310 - 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

*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

Report Name

- Public Transit Bus Operations
- Public Transit Rail Operations
- Public Transit Streetcar Operations
- Specialized Transit Counties/Tribes Ridership
- Specialized Transit Counties/Tribes Ridership
- Specialized Transit Counties/Tribes Ridership

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

Delete Cancel

8. Select Submit

Report Name

- Public Transit Bus Operations
- Public Transit Rail Operations
- Public Transit Streetcar Operations
- Specialized Transit Counties/Tribes Ridership
- Specialized Transit Counties/Tribes Ridership
- Specialized Transit Counties/Tribes Ridership

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

Delete Cancel Submit

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



The screenshot shows a web interface titled "Reporting Listing". At the top left, there is an "Add" button. Below it is a table with the following columns: Report, Year, Type, Period, and Status. A green arrow points to the "Status" column. The table contains one row with the following data: Report: 5310 - Ridership, Year: 2017, Type: Quarterly, Period: Jan-Mar, Status: Submitted. There is also a "Select" link under the Report column.

Select	Report	Year	Type	Period	Status
	5310 - Ridership	2017	Quarterly	Jan-Mar	Submitted

4.4 DOT Report Approval

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

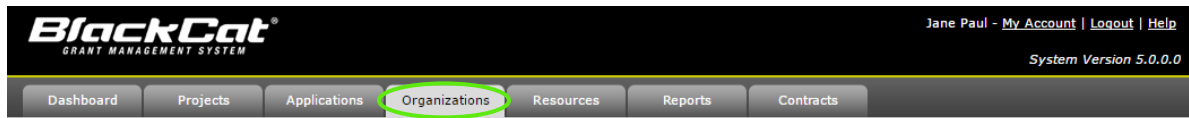
- If **Approved**, your report status will change from **Review Pending** to **Approved** and this report is considered complete.
- If **Returned**, your DOT representative will send an email explaining what needs to be modified in your report. At that point, make the required changes and **Submit**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

Section 5: Oversight

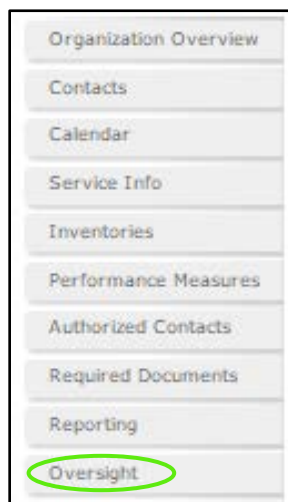
This section will be utilized to manage audits and site visits and includes questionnaires, findings, and a document library.

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**

View	Record Created	Comprehensive	2017	12/28/2016	12/30/2016	Lauren Scott	Panther
View	Record Created	Comprehensive	2017	12/28/2016	12/30/2016	Lauren Scott	Panther
View	Record Created	Comprehensive	2017	12/28/2016	12/30/2016	Lauren Scott	Panther
View	Record Created	Comprehensive	2017	12/28/2016	12/30/2016	Lauren Scott	Panther
View	Record Created	Comprehensive	2017	12/28/2016	12/30/2016	Lauren Scott	Panther
View	Record Created	Comprehensive	2017	12/28/2016	12/30/2016	Lauren Scott	Panther

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

The screenshot shows a web form with three main sections: General Information, Questionnaire, and Supporting Documentation. The Questionnaire section contains a table with buttons for 'Review Questionnaire', 'Pending Agency Review', 'Test Doc', and 'Upload'. The 'Test Doc' button is circled in green. A green callout box with the text 'Helpful Hint: Once the document has opened you are now working outside of the BlackCat System.' is positioned over the right side of the form.

General Information

Fiscal Year: 2017
Review Type: Comprehensive
Site Visit Start Date: 12/01/2016
Site Visit End Date: 12/07/2016
Reviewer Name: Lauren
Reviewer Organization: AK
Scope/Purpose: Comprehensive Review of policies
Comments: Please include all necessary docs.

Questionnaire

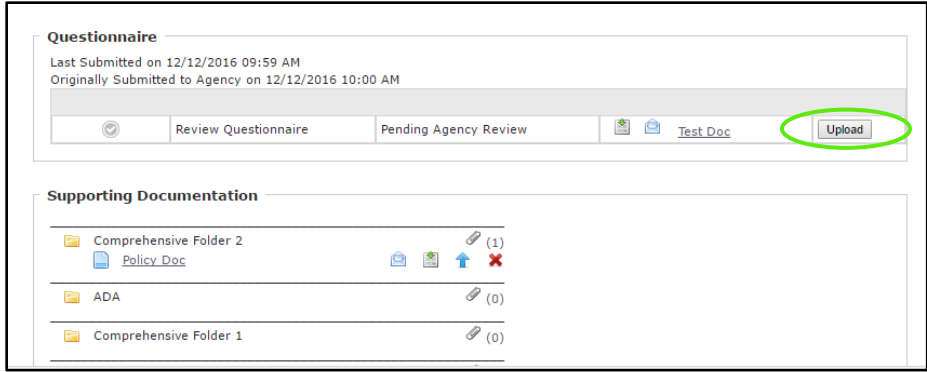
Last Submitted on 12/12/2016 09:59 AM
Originally Submitted to Agency on 12/12/2016 10:00 AM

<input type="checkbox"/>	Review Questionnaire	<input type="checkbox"/>	Pending Agency Review	<input type="checkbox"/>	Test Doc	<input type="button" value="Upload"/>
--------------------------	----------------------	--------------------------	-----------------------	--------------------------	----------	---------------------------------------

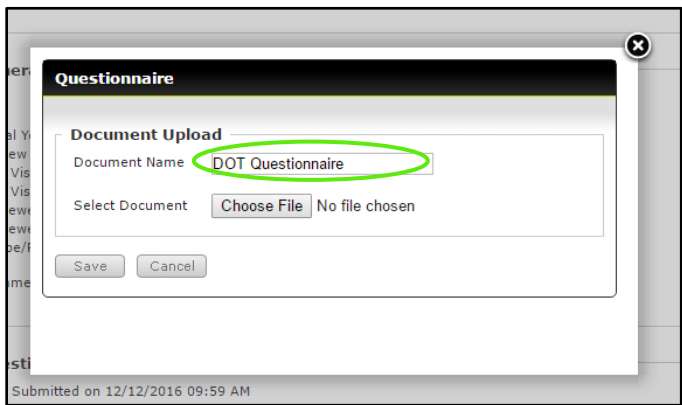
Supporting Documentation

Comprehensive Folder 2						
Policy.Doc						(1)
ADA						(0)
Comprehensive Folder 1						(0)

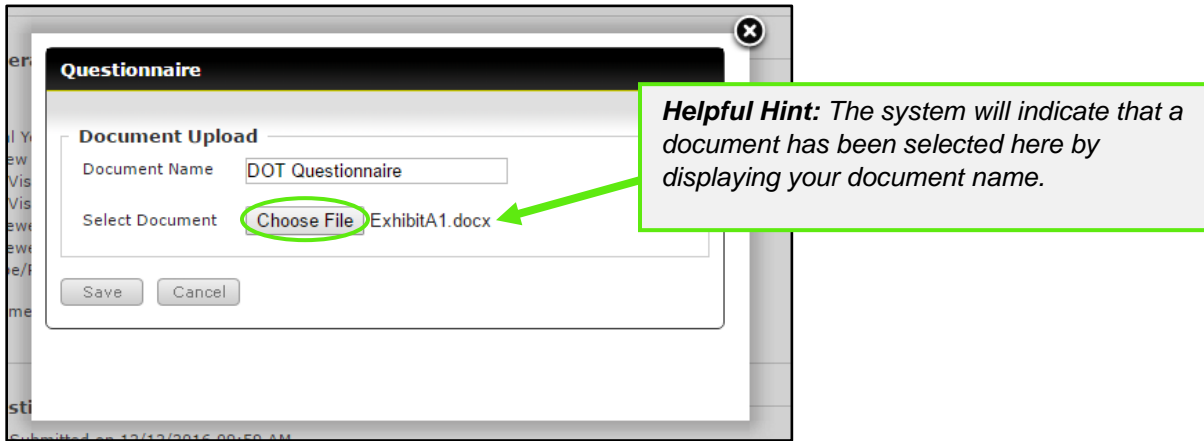
4. Once the document is completed and saved, select **upload**



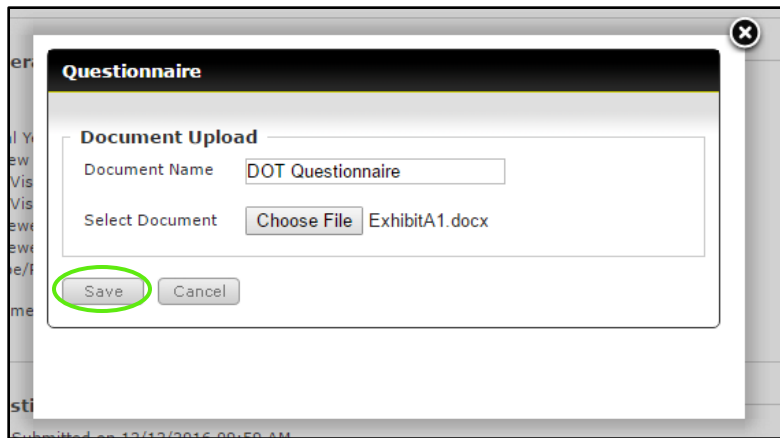
5. Enter the name of your document



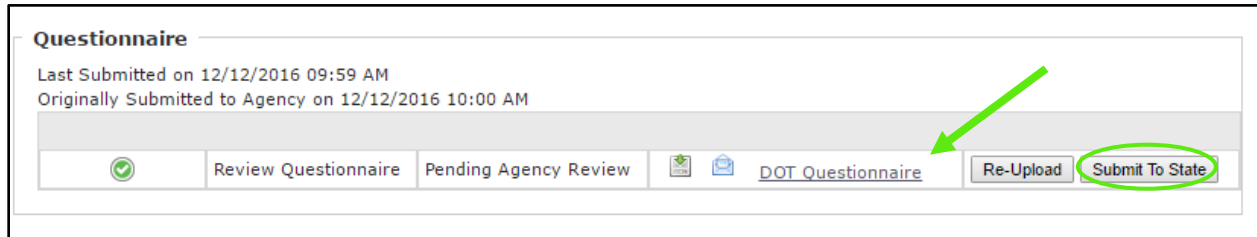
6. Select Choose File



7. Select Save



8. A green check mark along with the document name will now display and the submit option will be available. To submit the questionnaire, Select **Submit To State**



5.3 Providing Supporting Documentation

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

Oversight Edit

General Information

Fiscal Year: 2017
Review Type: Comprehensive
Site Visit Start Date: 12/01/2016
Site Visit End Date: 12/07/2016
Reviewer Name: Lauren
Reviewer Organization: AK
Scope/Purpose: Comprehensive Review of policies
Comments: Please include all necessary docs. //

Questionnaire

Last Submitted on 12/12/2016 12:18 PM
Originally Submitted to Agency on 12/12/2016 10:00 AM

<input checked="" type="checkbox"/>	Review Questionnaire	Pending State Review			DOT Questionnaire
-------------------------------------	----------------------	----------------------	--	--	-----------------------------------

Supporting Documentation

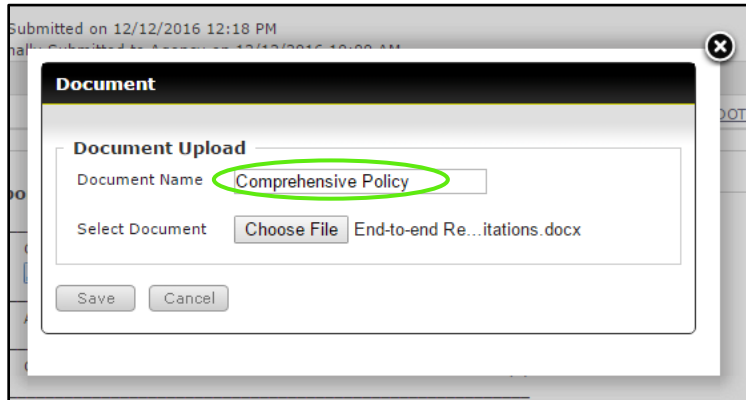
	Comprehensive Folder 2	(0)
	ADA	(0)
	Comprehensive Folder 1	(0)
	APTA	(0)

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

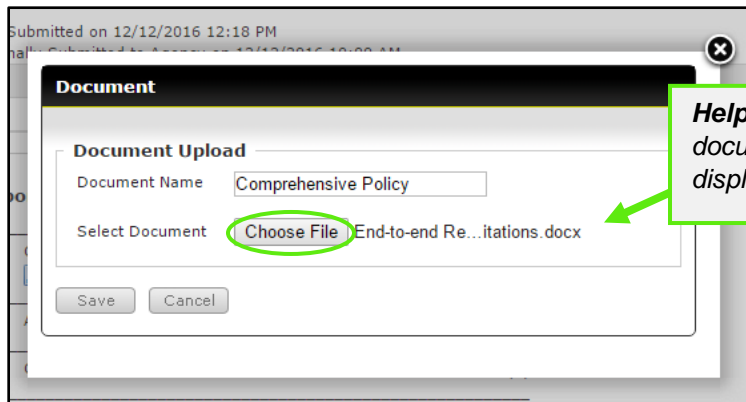
Supporting Documentation

	Comprehensive Folder 2	(0)
	ADA	(0)
	Comprehensive Folder 1	(0)
	APTA	(0)

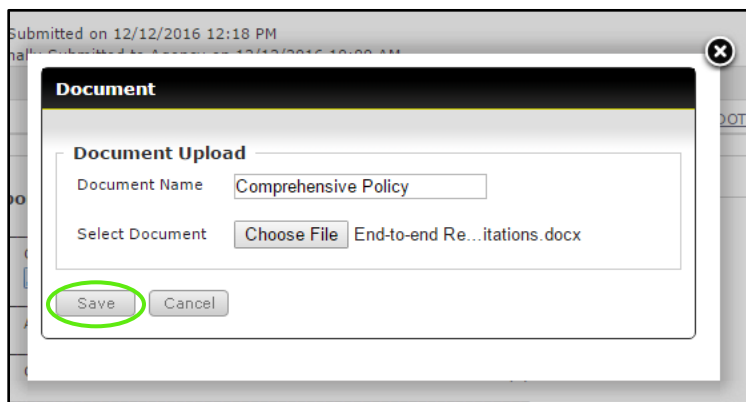
3. Enter the name of your document



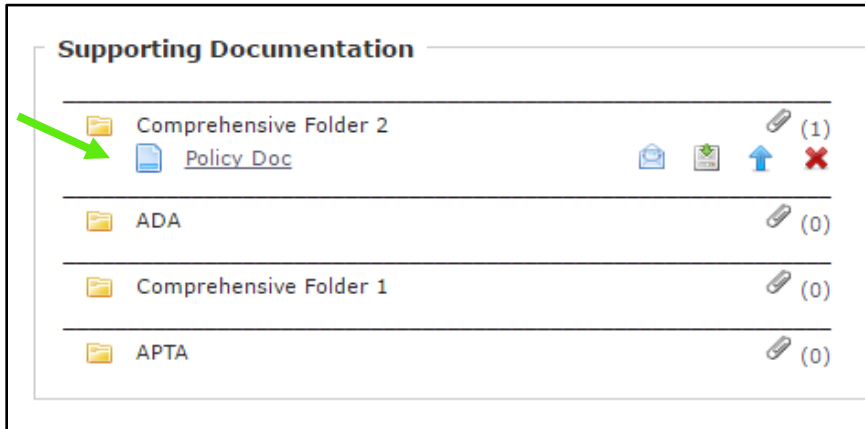
4. Select Choose File



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**

View	Record Created	Comprehensive	2017	12/28/2016	12/30/2016	Lauren Scott	Panther
View	Record Created	Comprehensive	2017	12/28/2016	12/30/2016	Lauren Scott	Panther
View	Record Created	Comprehensive	2017	12/28/2016	12/30/2016	Lauren Scott	Panther
View	Record Created	Comprehensive	2017	12/28/2016	12/30/2016	Lauren Scott	Panther
View	Record Created	Comprehensive	2017	12/28/2016	12/30/2016	Lauren Scott	Panther
View	Record Created	Comprehensive	2017	12/28/2016	12/30/2016	Lauren Scott	Panther

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

The screenshot shows the Findings section. It contains a table with columns: Status, Review Area, Type, Description, Due Date, Modified By, Modified On, and a Submit To State button. The 'View' link in the first row is highlighted with a green circle.

	Status	Review Area	Type	Description	Due Date	Modified By	Modified On	
View	Pending Agency Review	ADA	Def	There is no written	12/30/2016	Iscott	12/13/2016	<input type="button" value="Submit To State"/>
View	Pending Agency Review	APTA	Rec	Need a calendar of e		Iscott	12/13/2016	<input type="button" value="Submit To State"/>

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

Due Date Amendment ←

There are currently no due date amendments

Suggested Due Date: Reason for Due Date Amendment:

Comments ←

There are currently no comments for this finding

Supporting Documentation ←

Document Name

Select Document

6. Select **Submit to State**

Findings							
Status	Review Area	Type	Description	Due Date	Modified By	Modified On	
View Pending Agency Review	ADA	Def	There is no written	12/30/2016	lscott	12/13/2016	<input type="button" value="Submit To State"/>
View Pending Agency Review	APTA	Rec	Need a calendar of e		lscott	12/13/2016	<input type="button" value="Submit To State"/>

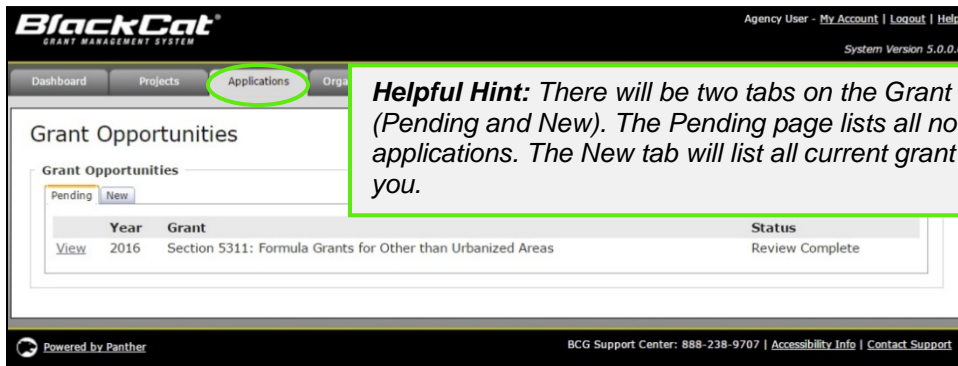
**Complete steps 1-7 until all findings have been submitted to the state.*

Section 6: Application Opportunities, Creation and Submission

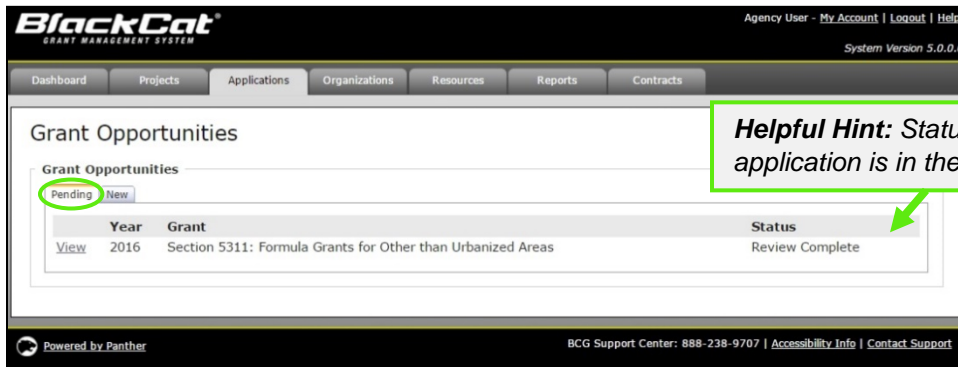
In the Application section, you will have access to all of your applications past, pending and any active grant opportunities you may be eligible to apply for. This is the section where you will select the opportunities you would like to apply for, create as well as complete the application and submission 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

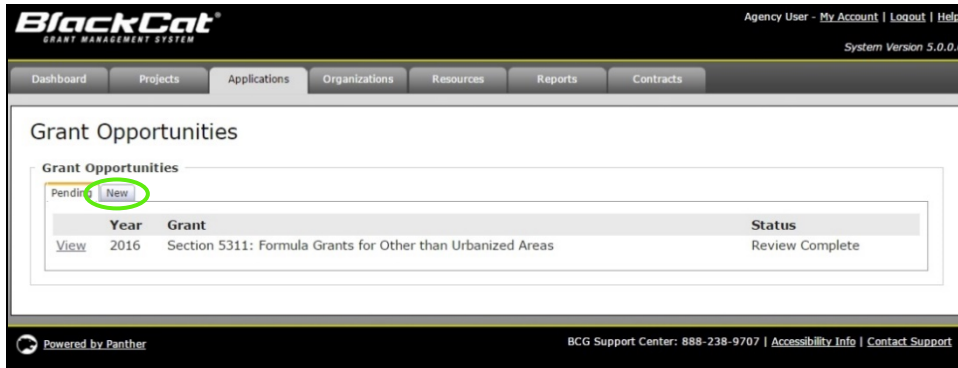
- 1) Select the **Applications** tab



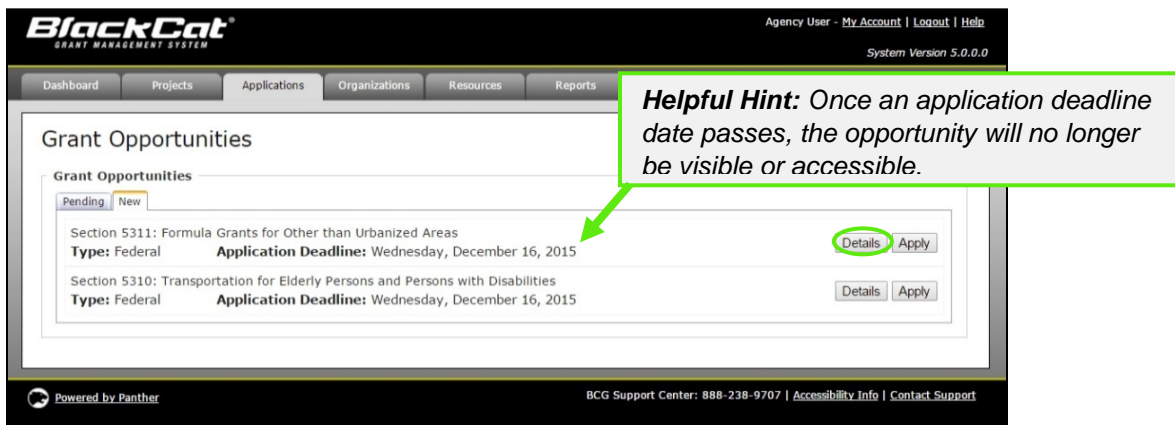
- 2) The *Pending* tab will display any applications that an organization is actively working on or that have been previously submitted.



- 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**



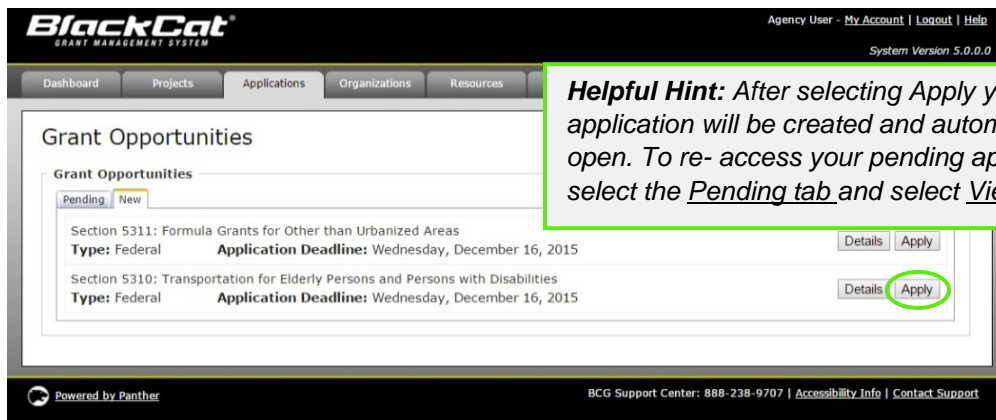
6.2 Applying for and Completing a Grant

There are two sections of the application that must be completed before an application can be submitted:

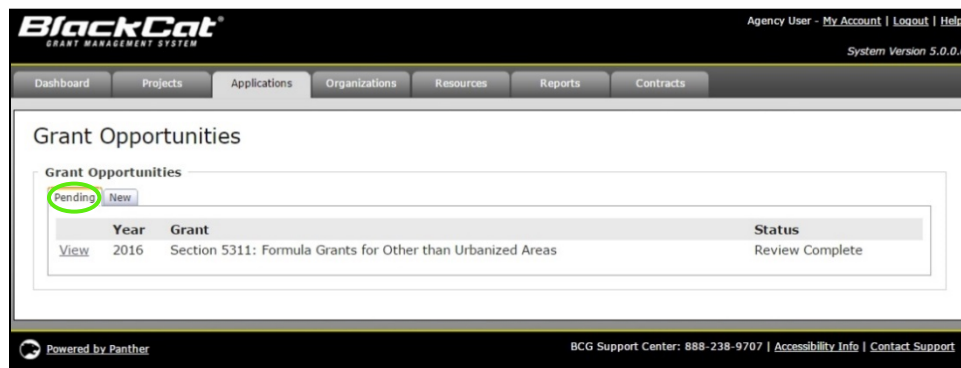
1. **Applications Forms** section (all must be green or blue, indicating completion)
2. **Project Attachment** section (all projects to be included must be attached)
 - a. All project (funding request) must be created and funded prior to being available to be attached to the application. Please see Section 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.

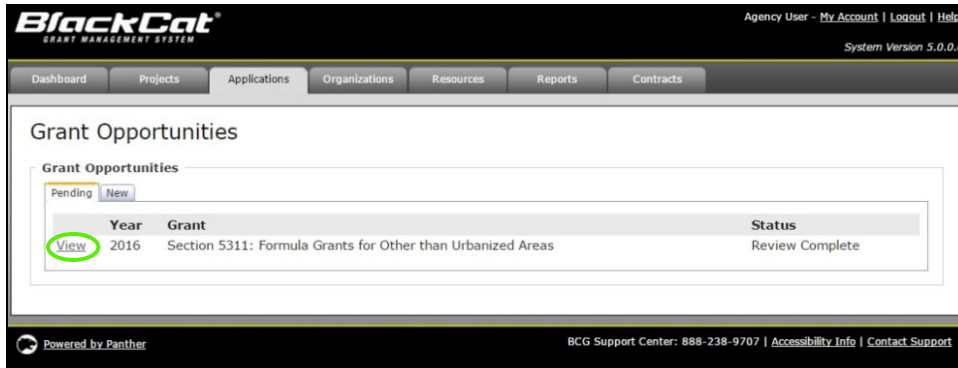
- 1) To apply for a grant opportunity:
 - a. Select the **Apply** Button next to the grant



- b. Select the Pending tab



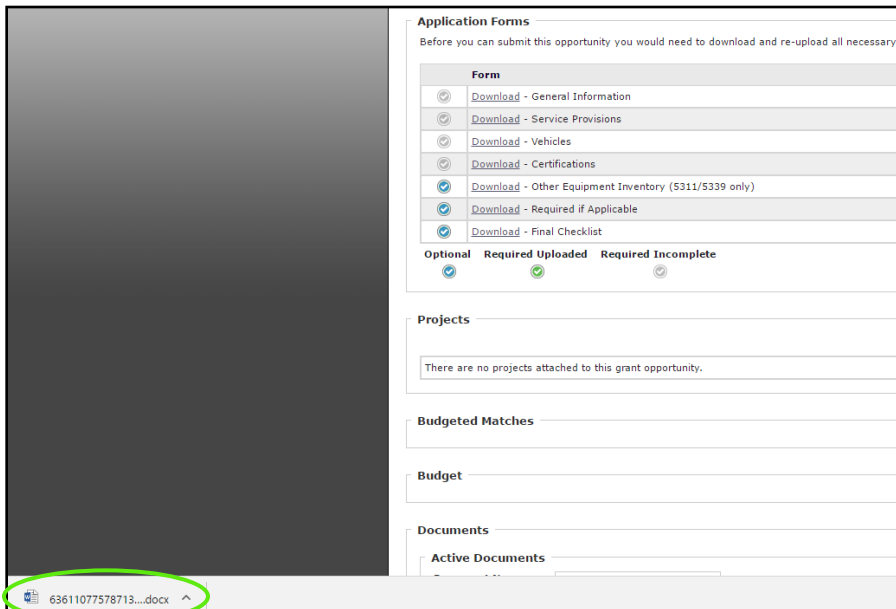
- c. Select the **View** button to access the application



- 2) To complete your **Application Forms**
 - a. Select **Download** next to the first required document



- 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 - 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 Cor
- Download - SECTION J - Local Cor
- Download - SECTION K - Capital As
- Download - SECTION L - Operatin
- Download - SECTION M - Administ
- 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 repla 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 person computer and outside of the BlackCat System.

- d. In order to fill out the document, you must save the file
- select file

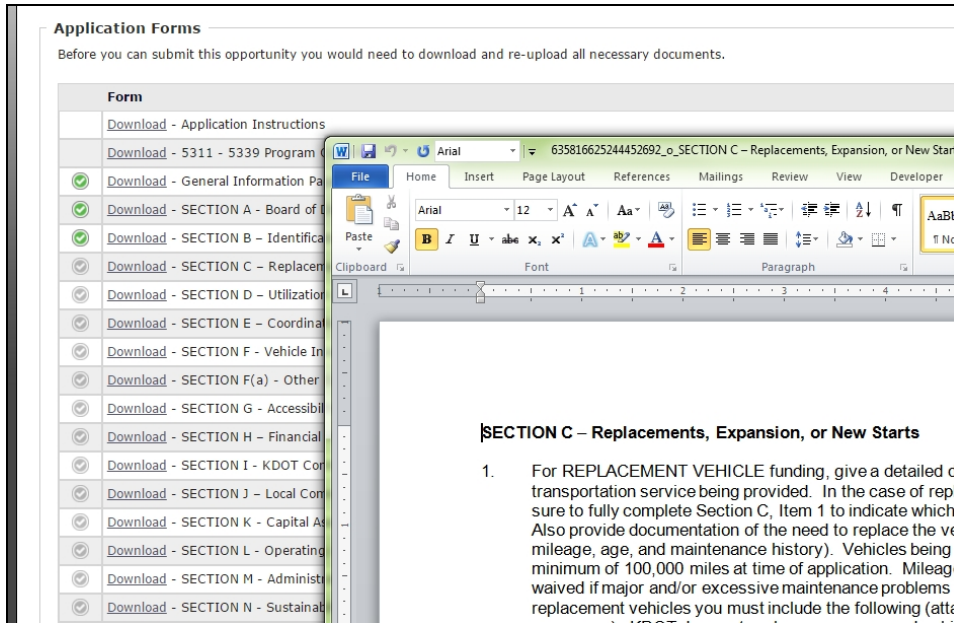
Application Forms
Before you can submit this opportunity you would need to download and re-upload all necessary documents.

Form

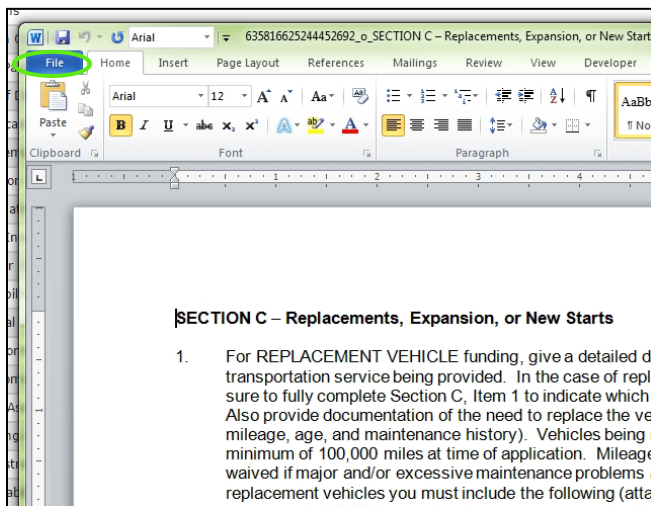
- Download - Application Instructions
- Download - 5311 - 5339 Program
- Download - General Information Pa
- Download - SECTION A - Board of
- Download - SECTION B - Identifica
- Download - SECTION C - Replacem
- Download - SECTION D - Utilization
- Download - SECTION E - Coordinat
- Download - SECTION F - Vehicle In
- Download - SECTION F(a) - Other
- Download - SECTION G - Accessibil
- Download - SECTION H - Financial
- Download - SECTION I - KDOT Cor
- Download - SECTION J - Local Cor
- Download - SECTION K - Capital As
- Download - SECTION L - Operatin
- Download - SECTION M - Administ
- Download - SECTION N - Sustainab

SECTION C – Replacements, Expansion, or New Starts

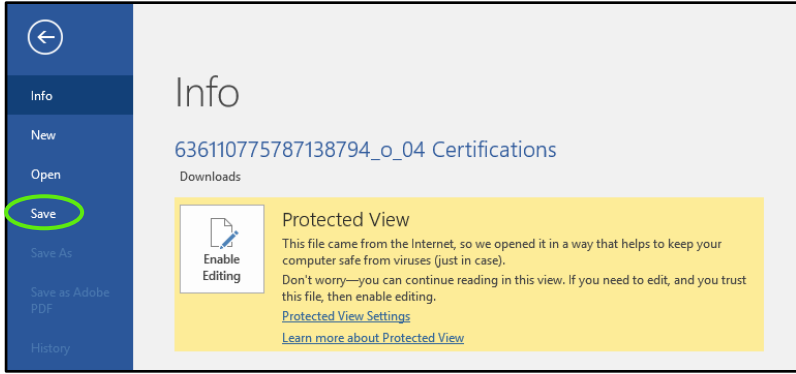
- For REPLACEMENT VEHICLE funding, give a detailed de transportation service being provided. In the case of repla sure to fully complete Section C, Item 1 to indicate which Also provide documentation of the need to replace the ve mileage, age, and maintenance history). Vehicles being r minimum of 100,000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



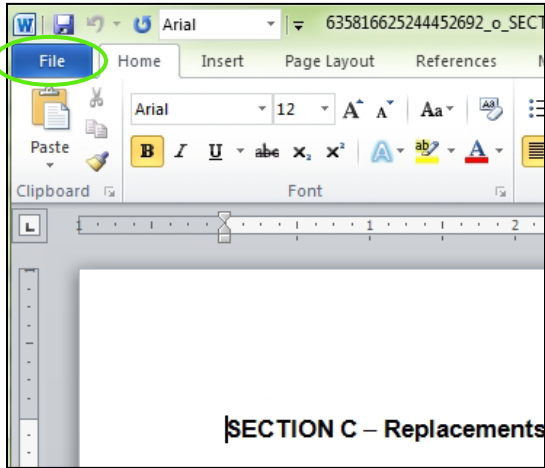
- e. Once the document completed and its contents saved you can **upload** the document back to the system



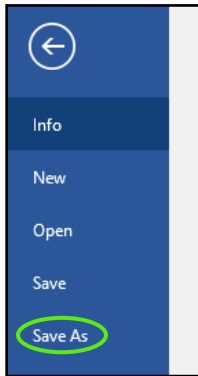
- Select Enable Editing



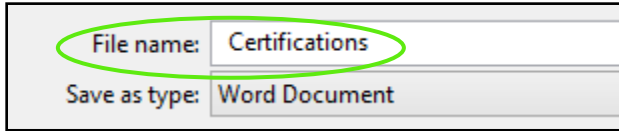
- Now save the document by returning to **File**



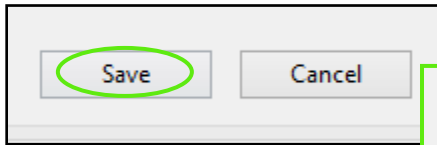
- Select **Save As**



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



- Select **Save**

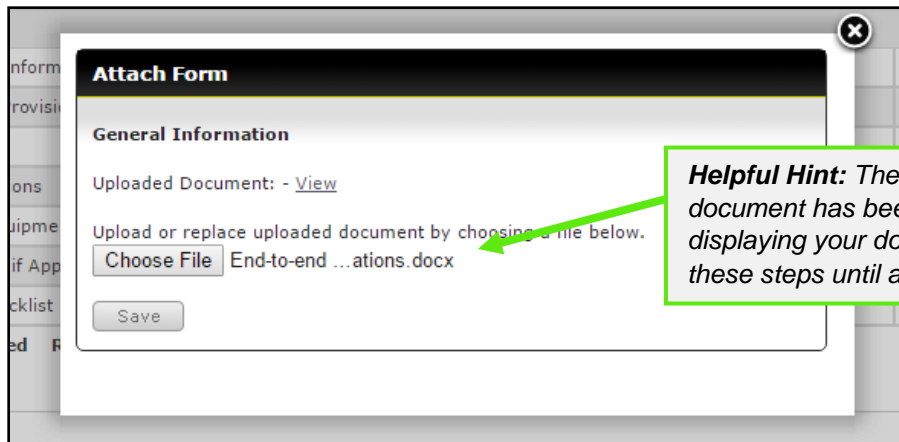


Helpful Hint: Now complete the document as instructed by DOT. Be sure to save your work along the way.

- 3) To Upload a document back into the system
 - a. Go to the corresponding document line and select **Attach Upload** or **Re-Upload**

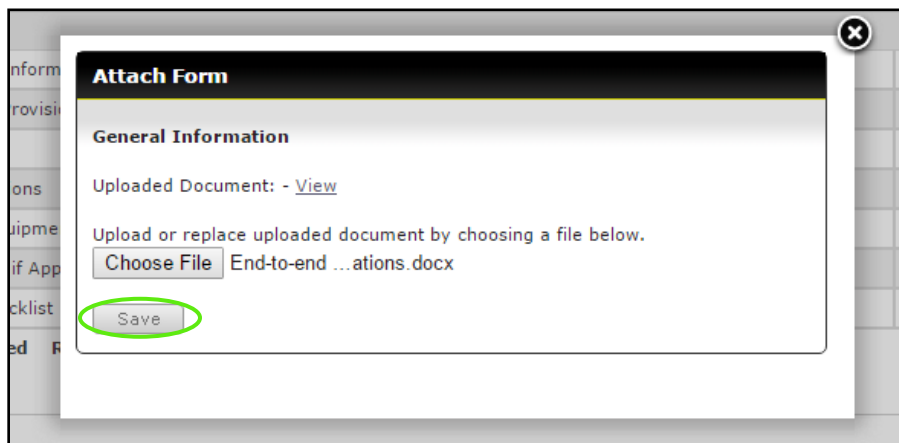
	Re-Upload
	Re-Upload
	Attach Upload
	Attach Upload
	Attach Upload

- 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**






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

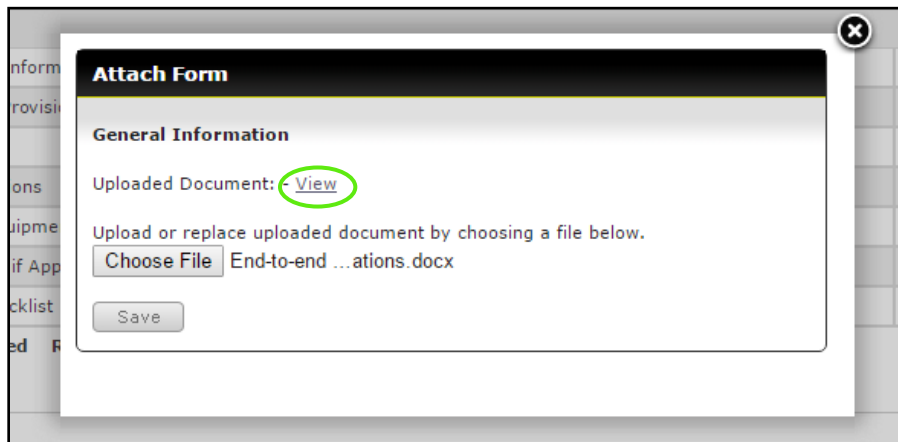
	Re-Upload
	Re-Upload
	Attach Upload
	Attach Upload
	Attach Upload

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

Application Forms Key:

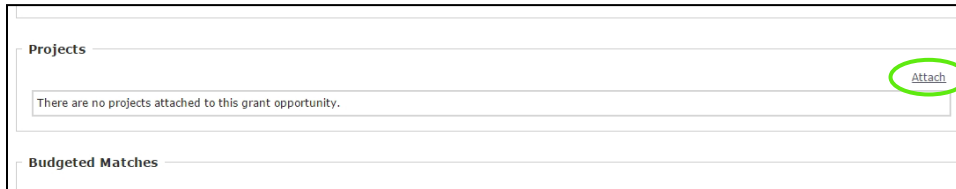
-  Required document has been uploaded
-  Document upload is optional
-  Document upload required

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

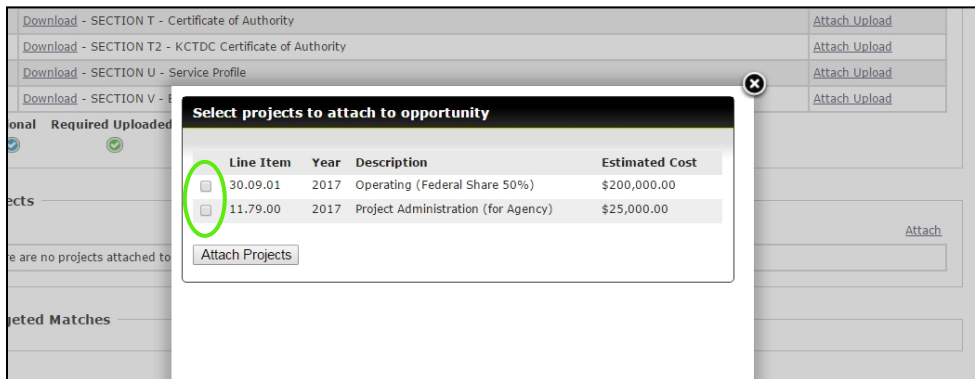


6.3 Attaching A Project

- 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



Line Item	Year	Description	Estimated Cost
<input type="checkbox"/> 30.09.01	2017	Operating (Federal Share 50%)	\$200,000.00
<input type="checkbox"/> 11.79.00	2017	Project Administration (for Agency)	\$25,000.00

- c. Select the **Attach Projects** button



Line Item	Year	Description	Estimated Cost
<input checked="" type="checkbox"/> 30.09.01	2017	Operating (Federal Share 50%)	\$61,000.00

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

Projects				Attach
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				

Budget Category	Total Amount	Federal Amount	State Amount	Local Amount
Operating (0/70/30)	\$16,760.00	\$0.00	\$11,732.00	\$5,028.00
Administration (80/0/20)	\$11,963.00	\$9,570.40	\$0.00	\$2,392.60

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

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. 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

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.

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

Grant Opportunity

Section 5311: Formula Grants for Other than Urbanized Areas (Rural Transit Program (5311))

Type: FTA Application Deadline: 12/31/2014 12:00:00 AM Status: Not Submitted

Application Forms

Before you can submit this opportunity you would need to download and re-upload all necessary documents.

Form	Re-Upload
<input type="button" value="Download"/> - Application Instructions	
<input checked="" type="checkbox"/> <input type="button" value="Download"/> - Public Notice Advertising / Public Meeting	<input type="button" value="Re-Upload"/>
<input checked="" type="checkbox"/> <input type="button" value="Download"/> - Brief System History	
<input checked="" type="checkbox"/> <input type="button" value="Download"/> - Summary of Expansion or Reduction	

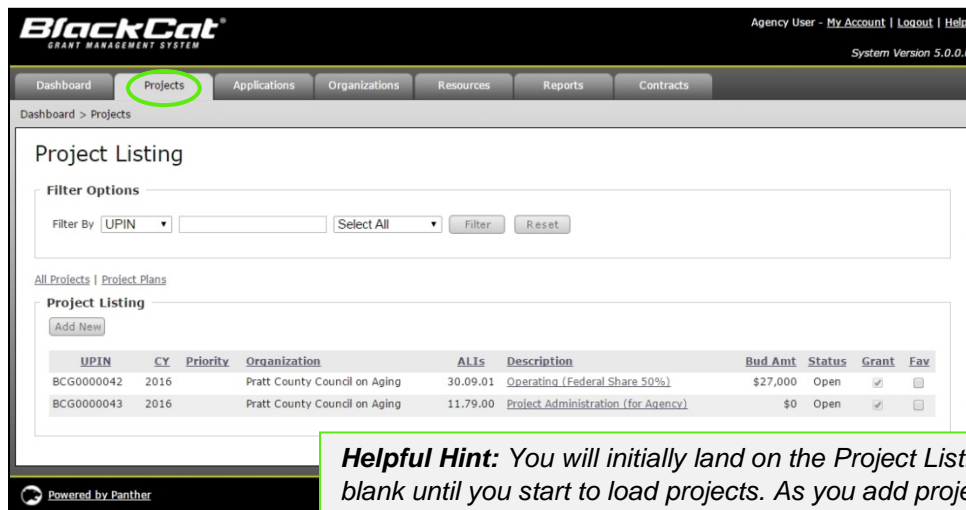
Helpful Hint: You will be able to monitor the status of your application via a number of status changes and email notifications sent by the system. If necessary, DOT will return your application to you for clarification/corrections as needed via email notification.

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



BlackCat
GRANT MANAGEMENT SYSTEM

Agency User - My Account | Logout | Help
System Version 5.0.0.0

Dashboard **Projects** Applications Organizations Resources Reports Contracts

Dashboard > Projects

Project Listing

Filter Options

Filter By: UPIN [] Select All [] Filter [] Reset []

All Projects | Project Plans

Project Listing

Add New []

UPIN	CY	Priority	Organization	A.L.S.	Description	Bud Amt	Status	Grant	Fav
BCG0000042	2016		Pratt County Council on Aging	30.09.01	Operating (Federal Share 50%)	\$27,000	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BCG0000043	2016		Pratt County Council on Aging	11.79.00	Project Administration (for Agency)	\$0	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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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

The screenshot shows the 'Project Listing' page in the BlackCat Grant Management System. At the top, there is a navigation bar with 'Dashboard', 'Projects', 'Applications', 'Organizations', 'Resources', 'Reports', and 'Contracts'. Below this is a 'Filter Options' section with a 'Filter By' dropdown set to 'UPIN', a search input field, and 'Filter' and 'Reset' buttons. The main content area is titled 'Project Listing' and contains a table with columns: UPIN, CY, Priority, Organization, ALIs, Description, Bud Amt, Status, Grant, and Fav. Two rows of project data are visible. A green circle highlights the 'Add New' button located above the table.

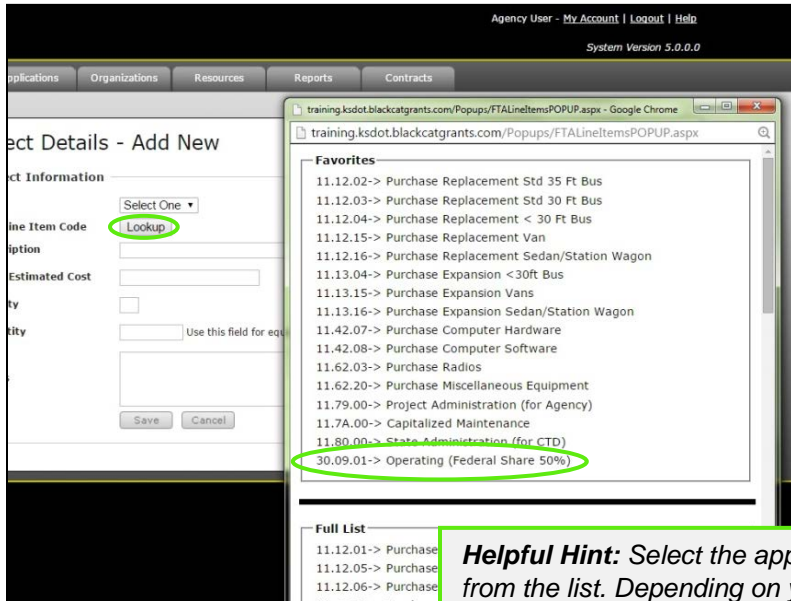
UPIN	CY	Priority	Organization	ALIs	Description	Bud Amt	Status	Grant	Fav
BCG0000042	2016		Pratt County Council on Aging	30.09.01	Operating (Federal Share 50%)	\$27,000	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BCG0000043	2016		Pratt County Council on Aging	11.79.00	Project Administration (for Agency)	\$0	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

The screenshot shows the 'Project Details - Add New' page in the BlackCat Grant Management System. The page has a navigation bar with 'Dashboard', 'Projects', 'Applications', 'Organizations', 'Resources', 'Reports', 'Review', 'Contracts', and 'Grants'. The main content area is titled 'Project Details - Add New' and contains a 'Project Information' section with fields for: FY (set to 2017), FTA Line Item Code (with a 'Lookup' button), Description, Total Estimated Cost, Priority, Quantity (with a note: 'Use this field for equipment FTA line codes'), and Notes. A green circle highlights the 'FY' dropdown menu. A green-bordered box with a helpful hint is overlaid on the right side of the page.

Helpful Hint: The FY, Fiscal Year, selected must reflect the fiscal year you are requesting funds for in the application.

- 4) Select the **Lookup** button



- 5) The **FTA Line Item Code** when selected will populate here

The screenshot shows the 'Project Details - Add New' form. The 'FY' dropdown is set to '2016'. The 'FTA Line Item Code' field is populated with '11.79.00 -> Project Administration (for Agency)' and is circled in green. The 'Description' field is populated with 'Project Administration (for Agency)'. The 'Total Estimated Cost' and 'Priority' fields are empty.

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

Project Details - Add New

Project Information

FY: 2016

FTA Line Item Code: 11.79.00 -> Project Administration (for Agency)

Description: Project Administration (for Agency)

Total Estimated Cost:

Priority:

Quantity: Use this field for equipment FTA line codes

Notes:

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

Project Details - Add New

Project Information

FY: 2016

FTA Line Item Code: 11.79.00 -> Project Administration (for Agency)

Description: Project Administration (for Agency)

Total Estimated Cost: \$100,000.00

Priority:

Quantity: Use this field for equipment FTA line codes

Notes:

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**

Project Details - Add New

Project Information

FY

FTA Line Item Code 11.79.00 -> Project Administration (for Agency)

Description

Total Estimated Cost

Priority

Quantity Use this field for equipment FTA line codes

Notes

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

Funding Requests [Expand All](#) | [Collapse All](#)

Status	Year	Requested	Allocated	Encumbered	Modified	
Select	Not Submitted	2017	\$0.00	\$0.00	\$0.00	11/18/2015

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

Request Summary

Year: 2016 Requested: \$18,165.00
 Status: Funds Planned Allocated: \$18,165.00
 Encumbered: \$14,532.00

[<< Return to Funding Requests](#)

Funding Comments

Funding Request

Line Item Name	Request Amount
Expense	
Transit Manager's Time	\$11,625.00
Office Supplies	\$2,907.00
Copies	\$0.00
Postage	\$0.00
Other not specified*	\$3,633.00
*Details MUST be included on separate sheet	
Total Expenses	\$18,165.00
Total Revenue	\$0.00
Total Request	\$18,165.00

Save Cancel

**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

Total Expenses	\$18,165.00
Total Revenue	\$0.00
Total Request	\$18,165.00

Save Cancel

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

BlackCat
GRANT MANAGEMENT SYSTEM

Agency User - My Account | Logout | Help
System Version 5.0.0.0

Dashboard Projects Applications Organizations Resources Reports Contracts

Dashboard > Projects

Project Listing

Filter Options

Filter By: UPIN [Select All] Filter Reset

All Projects | Project Plans

Project Listing

Add New

UPIN	CY	Priority	Organization	ALIs	Description	Bud Amt	Status	Grant	Fav
BCG0000042	2016		Pratt County Council on Aging	30.09.01	Operating (Federal Share 50%)	\$27,000	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BCG0000043	2016		Pratt County Council on Aging	11.79.00	Project Administration (for Agency)	\$0	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BCG0000226	2017		Pratt County Council on Aging	30.09.01	Operating (Federal Share 50%)	\$23,240	In Development	<input type="checkbox"/>	<input type="checkbox"/>
BCG0000227	2017		Pratt County Council on Aging	11.12.15	Purchase Replacement Van	\$47,000	In Development	<input type="checkbox"/>	<input type="checkbox"/>

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- 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

BlackCat
GRANT MANAGEMENT SYSTEM

Cara Conaway - My Account | Logout | Help
System Version 5.0.0.0

Dashboard Projects Applications Organizations Resources Reports **Contracts**

Dashboard > Contracts

Contract Profile

Filter Options

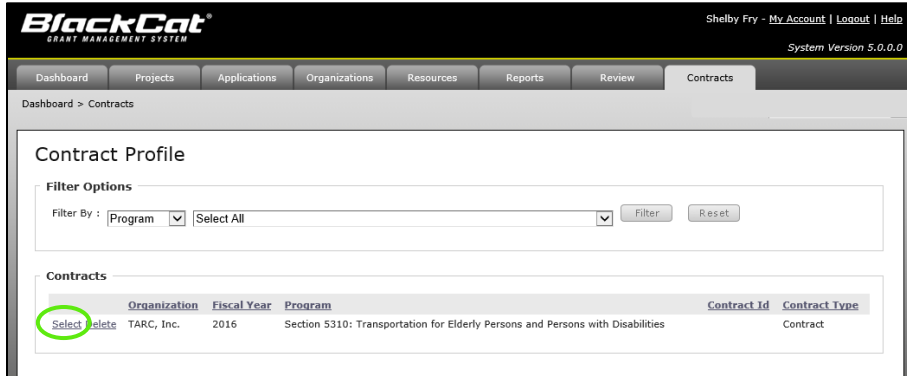
Filter By: Program [Select All] Filter Reset

Contracts

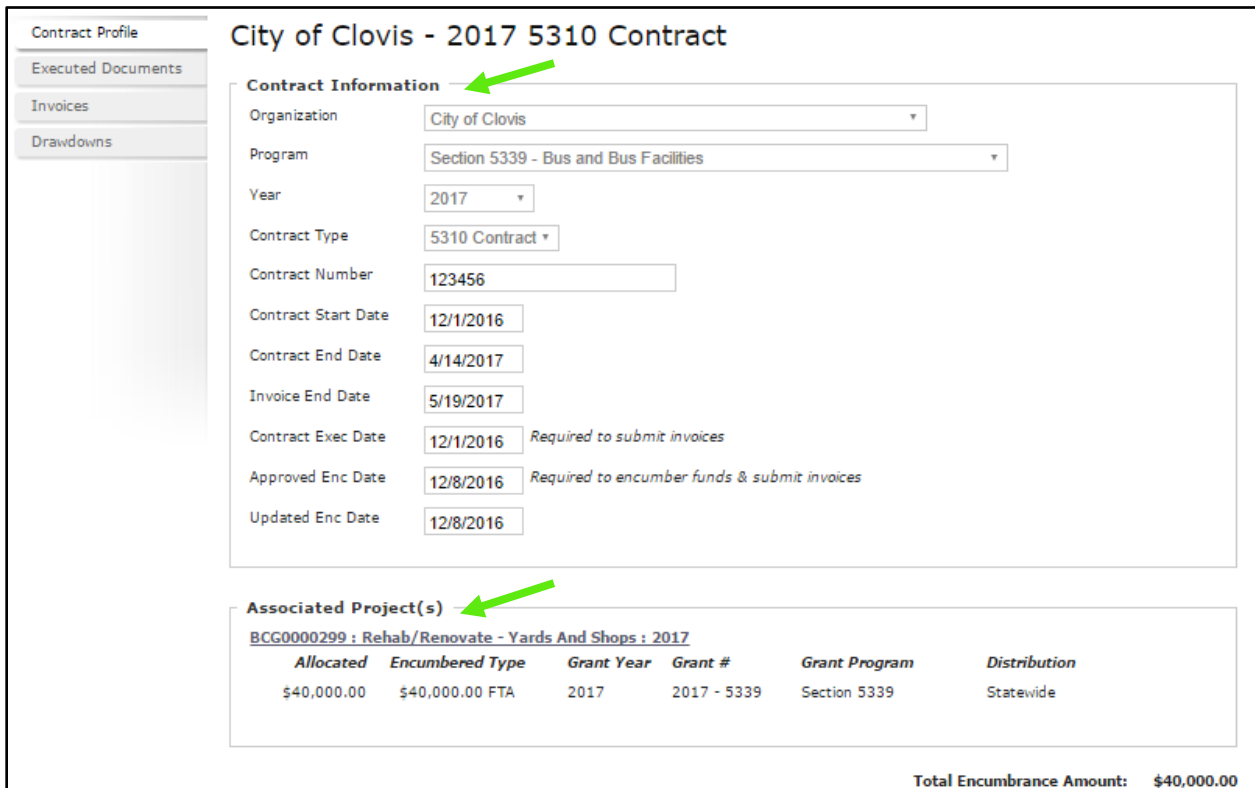
Organization	Fiscal Year	Program	Contract Id	Contract Type
Select Delete Training and Evaluation Center of Hutchinson, Inc.	2016	Section 5310: Transportation for Elderly Persons and Persons with Disabilities		Contract

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2) Click on the **Select** link for the contract you would like to view



3) Review the **Contract Information** and **Associated project** requests



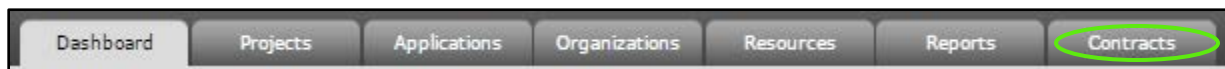
4) Additional contract documents can be uploaded and viewed on the **Executed Documents** tab



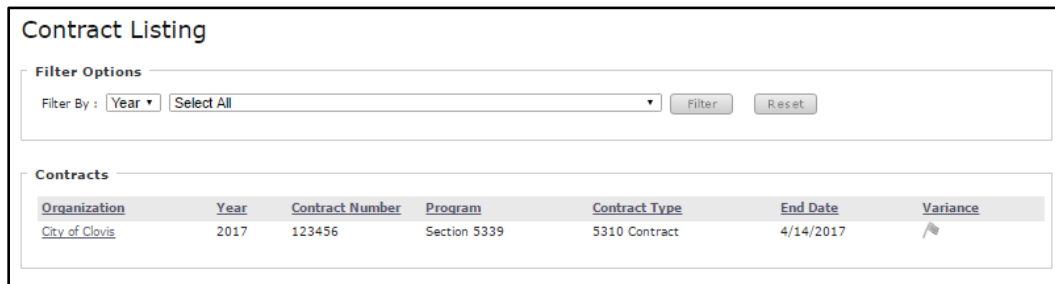
Section 9: Invoicing

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

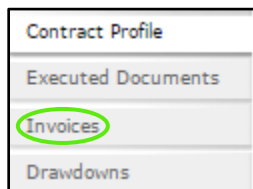
1. Select the **Contracts** tab



2. Select the **Contract Listing**



3. Select the **Invoice** tab



4. Select **Add New**

Invoices

[Add New](#)

Encumbered Amount: \$40,000.00

Invoice Req. #	Type	Status	Submitted Date	Requested Amt	Approved Amt	Paid Amt
0000000019	Capital	Not Submitted			\$0	\$0.00
FTA0000002	Capital	Approved	12/8/2016	\$5,000	\$2,000	\$0.00
FTA0000003	Capital	Assigned	12/8/2016	\$1,000	\$0	\$0.00
FTA0000004	Capital	Submitted	12/9/2016	\$100	\$0	\$0.00
Totals:				\$6,100	\$2,000	\$0
Balances:				\$33,900	\$38,000	\$40,000

5. Select Request Type

City of Clovis - 2017 5310 Contract

Invoice Request

Invoice # Pending

Date Submitted

Request Type Capital/Planning

6. Add Comments

Invoice Request


Invoice # Pending

Date Submitted

Request Type Capital/Planning

Status Not Submitted

Comments

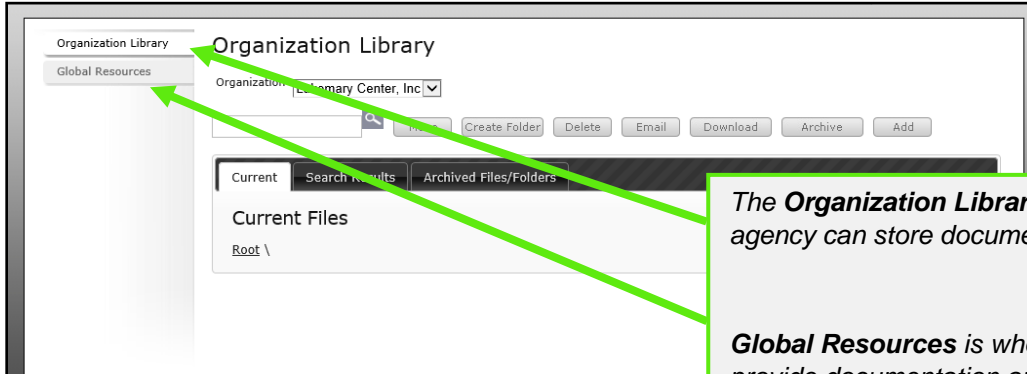
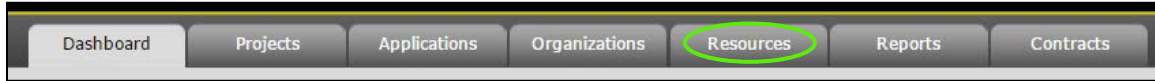


7. Select Save

Section 10: Resources

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

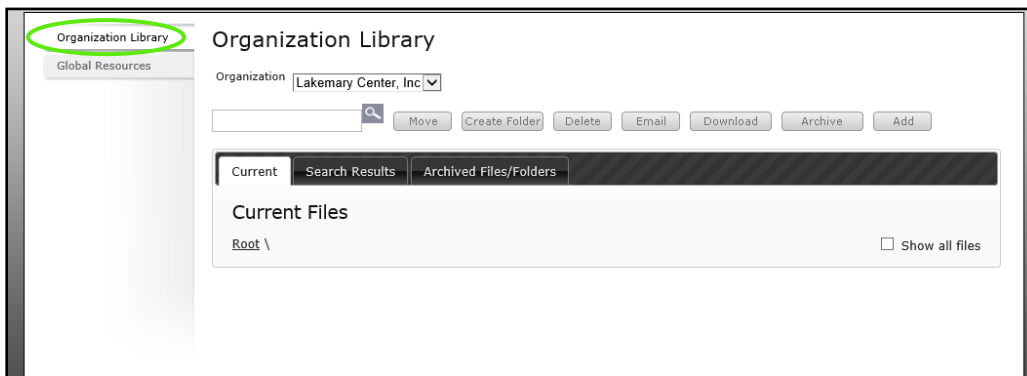
- 1) Select **Resources**



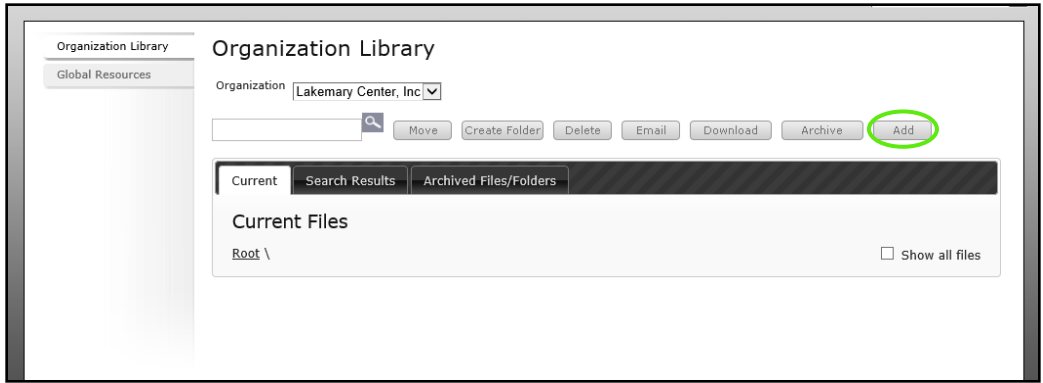
The **Organization Library** is where your agency can store documents.

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

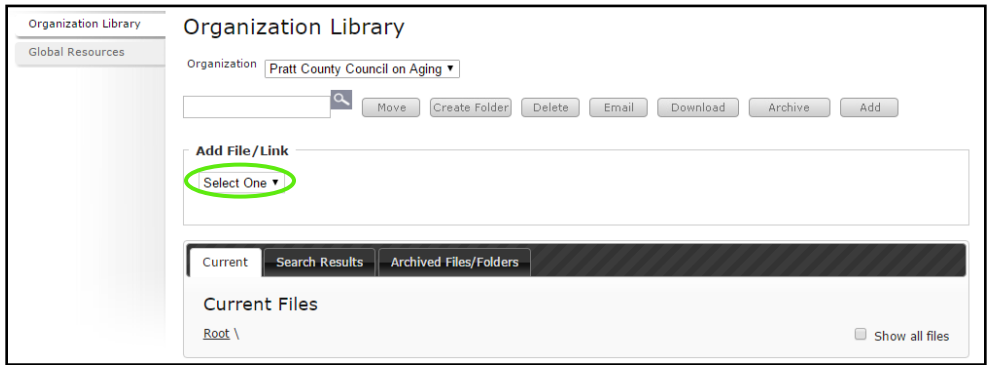
- 2) To **Add** a document to the Organization:
 - a. Select **Organization Library**



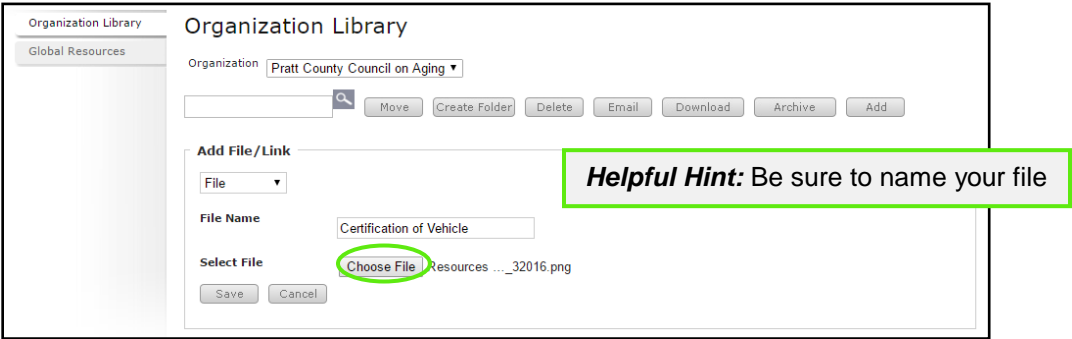
- b. Select the **Add** button



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

Organization Library

Organization Pratt County Council on Aging

 Move Create Folder Delete Email Download Archive Add

Add File/Link

File

File Name


Select File Choose File No file chosen

Save Cancel

Your document is now loaded:

Organization Library


Organization Pratt County Council on Aging

 Move Create Folder Delete Email Download Archive Add

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"/>	 Picture0005-ab.png	2.63 MB	Scott, Lauren	03/30/2016	0	Edit


3) How to create a folder:

a) Select **Create Folder**

Organization Library

Global Resources

Organization Lakemary Center, Inc

 Move Create Folder Delete Email Download Archive Add

Current Search Results Archived Files/Folders

Current Files

Root \ Show all files

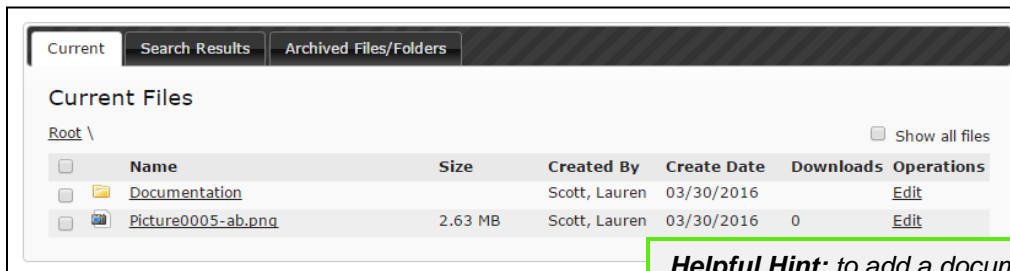
b) Enter a name for the folder and select the **Save** button



Create Folder

Folder Name:

Your folder is now created:



Current | Search Results | Archived Files/Folders

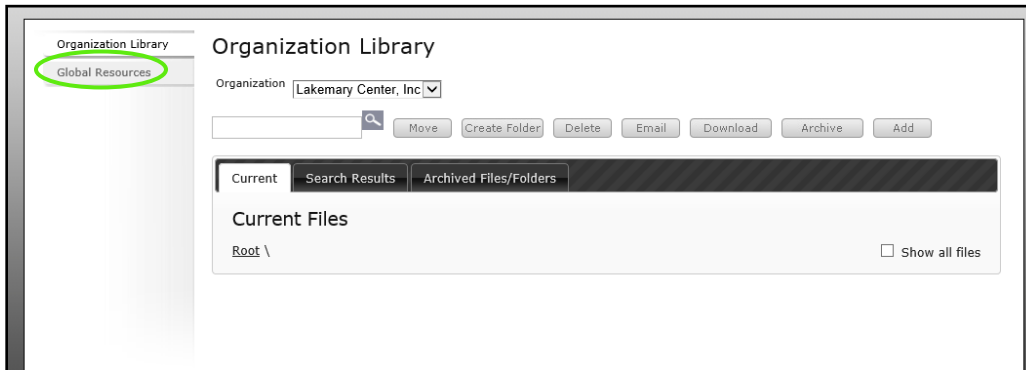
Current Files

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 steps for adding a document above.

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



Organization Library

Global Resources

Organization:

Current | Search Results | Archived Files/Folders

Current Files

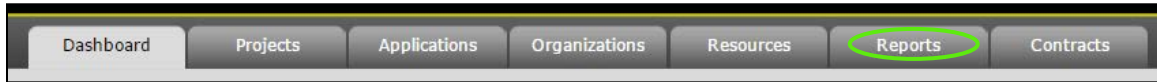
Root \ Show all files

Section 10: Reports

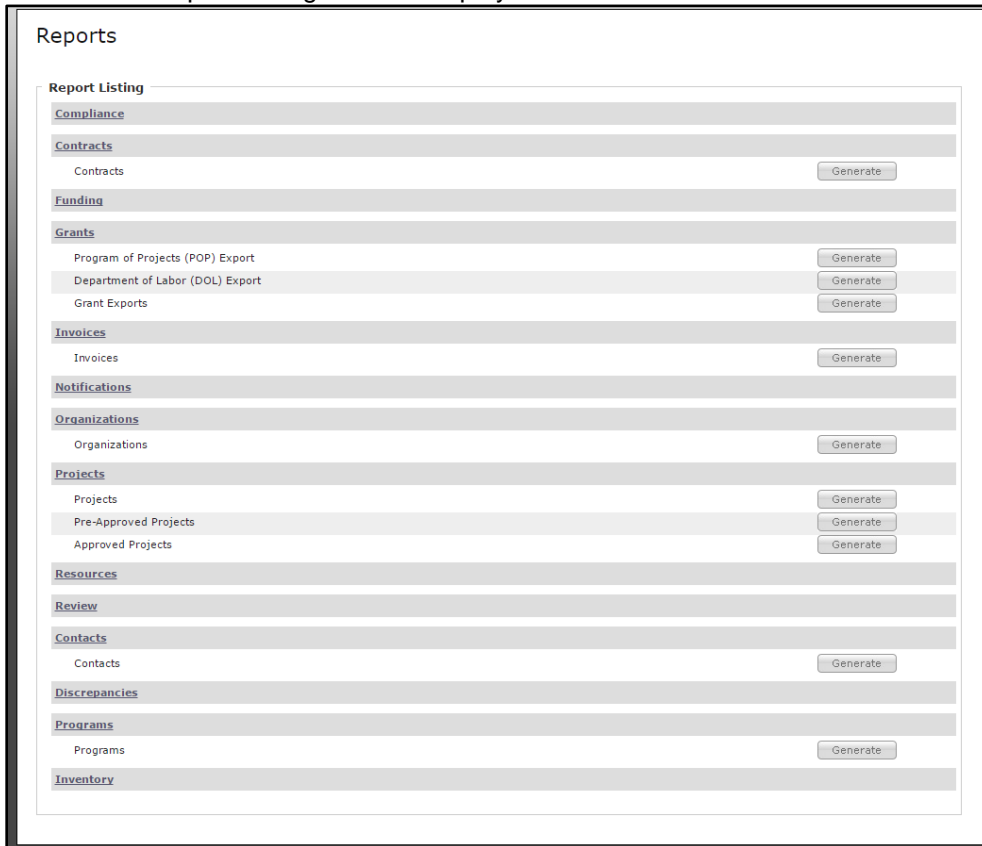
The reports section can be utilized to access information/data from within the system in a neatly formatted document. If there is a report you would like access to but you do not find it in the reports section, please request your report through your DOT Representative or **BCG Support**.

To access the Reports:

1. Select **Reports**

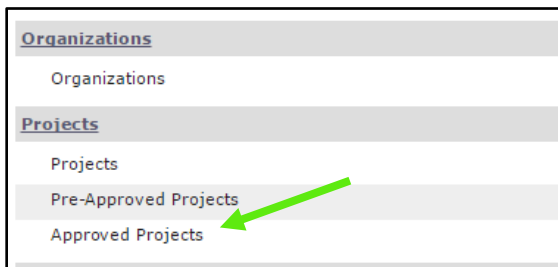


2. The Report Listing will now display



To create Reports:

1. Identify the type of report to create



2. Select **Generate**

<u>Projects</u>	
Projects	Generate
Pre-Approved Projects	Generate
Approved Projects	Generate

3. Your Report will now download for your review

63611077578713....docx ^

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**

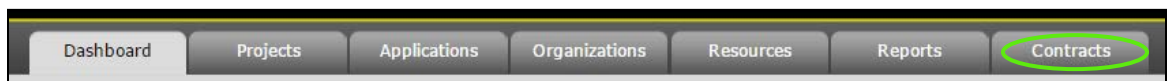
Q2: What information am I responsible for maintaining?

A2: It is vital to keep everything in the Organization section current. Please update this section on a regular basis.

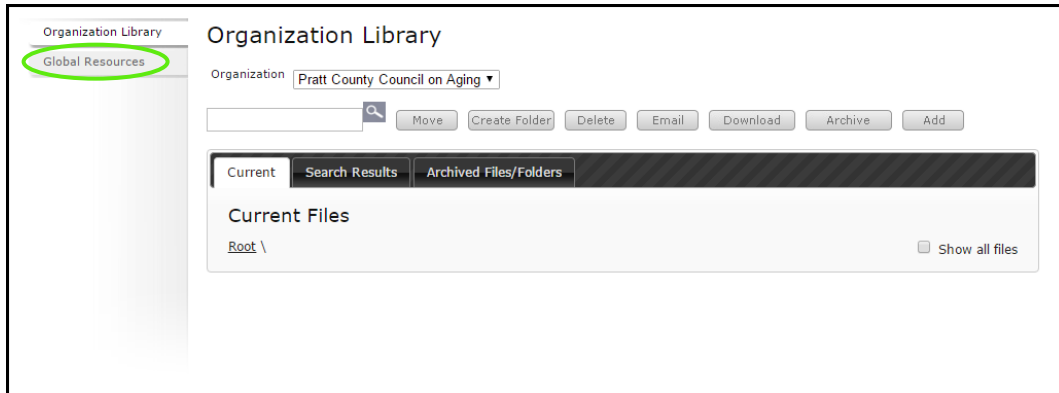
Q3: Where are training webinars located in the system?

A3: Training Webinars are located in the Resources section of the website:

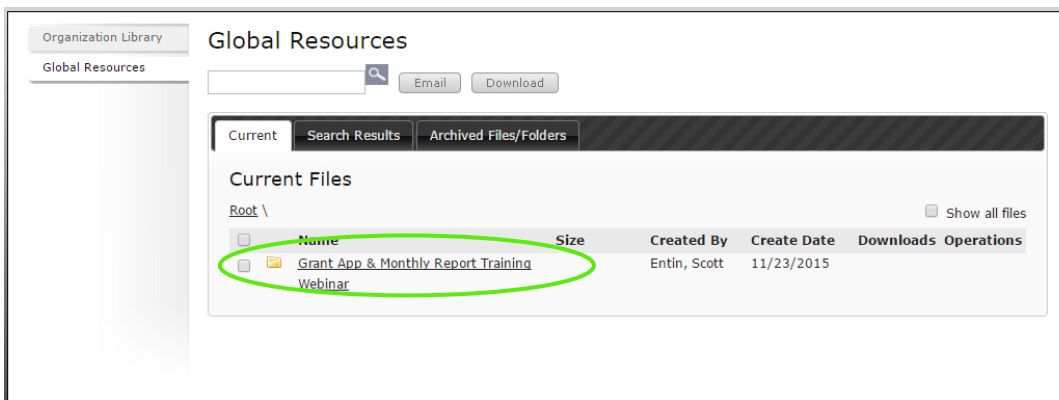
- 1) Select the **Resources** Tab



- 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.

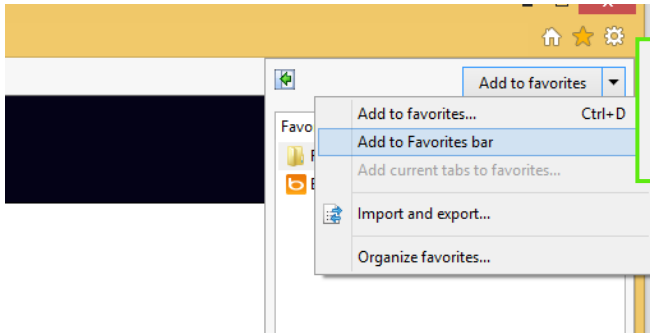
Q6: How do I get speedy assistance?

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 address to my favorites or bookmark the page for easy access?

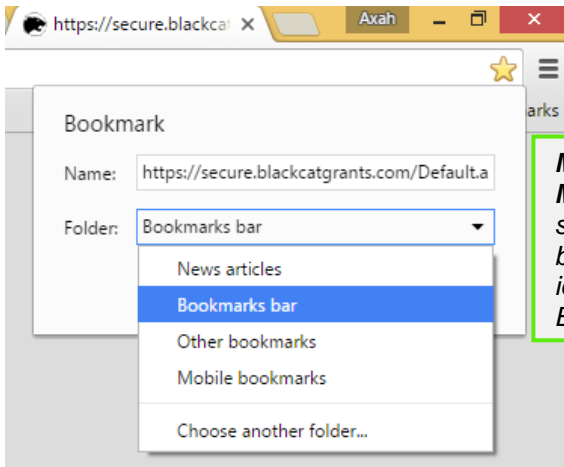
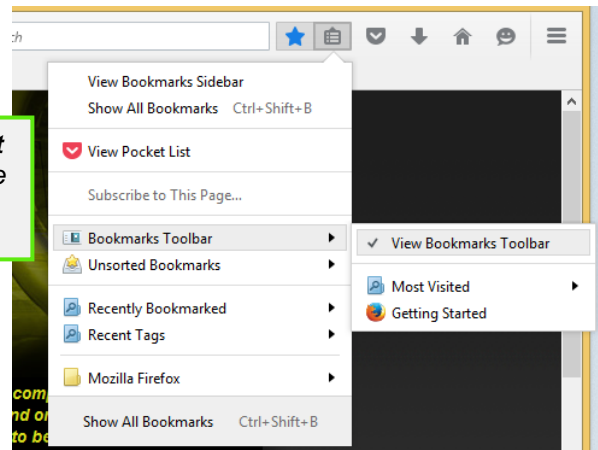
A7: Website Bookmarking: We recommend bookmarking the website (URL) to allow easy access when returning in the future. Below is how to complete this task in each browser.



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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