AGENCY
USER GUIDE

Version 11/11/14

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User's Guide

Section 1: Introduction

1.1 What is BlackCat Grant Management System ?

Panther International, LLC is proud to offer the **BlackCat Grant Management System**, a grant management application designed and developed for state DOTs and other transportation industry organizations.

BlackCat Grants is a secure, web-based system designed and developed to facilitate the storage, management, and analysis of transit grants and funding resource information for agency staff, Department of Transportation (DOT) personnel, and other governmental entities requiring grant management, specific funding information and historical archives. This tool will be utilized to coordinate budget and grant tracking, facilitate project management, and guide project planning and funding in one easily accessible database.

1.2 This User's Guide

This user's guide was created to assist transit agency users, MPO and regional council members, DOT representatives, and a variety of other designated users with the efficient use and operation of the **BlackCat Grants** application.

If immediate help or support is needed, a user should call the **BCG Support Center at 1-888-238-9707**. A support representative will take your call and help you with your issue. If a representative does not answer directly, please leave a message and your call will be returned briefly.

If a user would like to document an issue or provide an idea or general comments, a user can select the "**Contact Support**" link at the bottom of every page. An email is sent to the support team and a representative will respond to these email inquiries. Additional "Help" features can be accessed as available throughout the application.

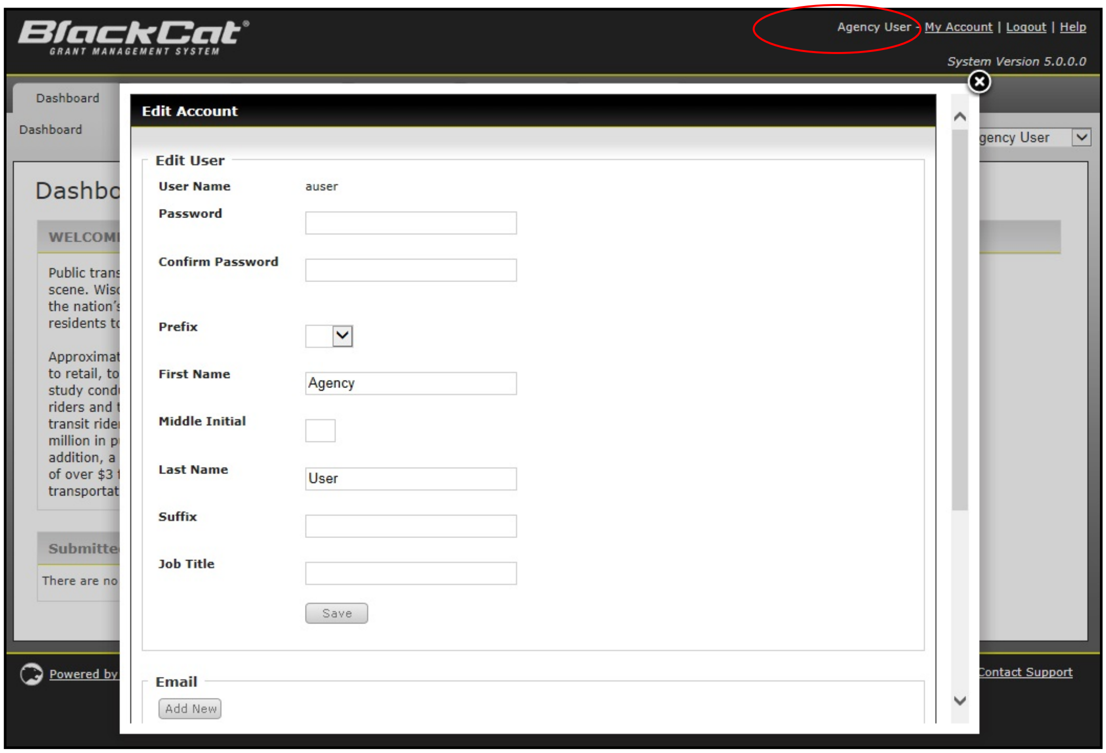
Note: Due to differences between various browsers, some elements in the included screenshots may vary. Currently, Internet Explorer is the most widely used browser and all screenshots in this training manual were taken using this application.

Section 2: Getting Started

2.1 User Access

Please request a username and password from your DOT representative in order to access and begin using the **BlackCat Grants** system**.** Your representative will provide user access information for authorized users only.

Please note: Once you have received your user access information and have logged into the system, you can select the 'My Account' feature (in the upper right corner of the screen) and change your user access information at any time. *(see Figure 2.1a)*



(Figure 2.1a)

2.2 Access Location

BlackCat Grants is a secure web-based application. To locate the **BlackCat Grants** login screen, go to: **http://widot.blackcatgrants.com**. Enter your username and password to gain access to the application.

Please note*:* The website address (URL) is subject to change. Users will be notified in advance of any URL address changes.

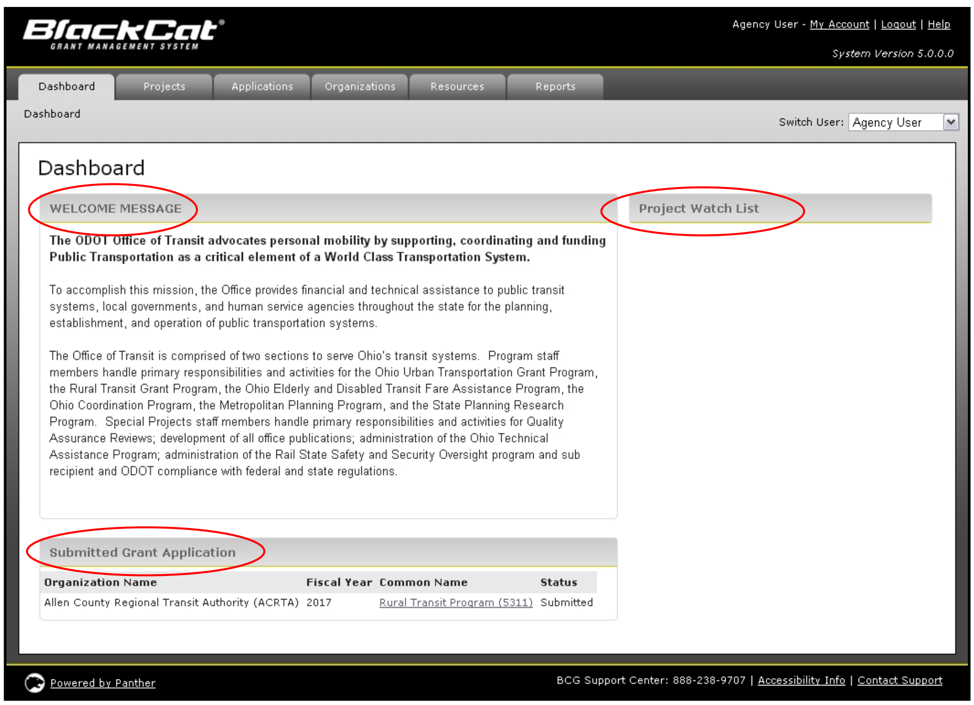
Section 3: Dashboard Page

3.1 Overview

Users will log on and initially access the **Dashboard** page. *(see Figure 3.1a)*

The **Dashboard** page provides key information about system activities. Various components will be added as the system matures to provide summary information, graphical data, quick launch capabilities, or watch listings related to projects, applications, funding, invoices, etc.

- The **Welcome Message** page will be maintained by the DOT System Administrator and will provide key information about the activities related to the system. Please be sure to view this section when you log in.
- A list of your **Submitted Grant Applications**
- A current **Project Watch List** where you can quickly reference your 'favorite' projects



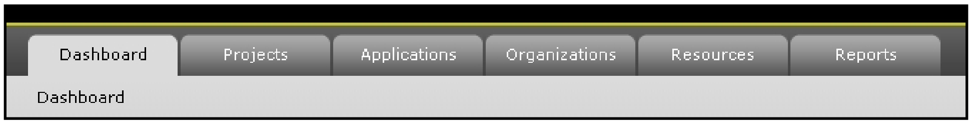
(Figure 3.1a)

The **Announcement** section provides information applicable to all system users including critical announcements or bulletins. Users will also be notified of any future scheduled maintenance or system enhancements.

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

The **Project Watch List** section is designed to allow easy, quick access to projects that an individual user wants to track. Immediate access to project information allows a user to locate specific project information and link to funding requests with minimal searching or clicking through.

BlackCat Grants is sub-divided into several tabs. Tabs for the **Dashboard** page, **Projects** section, **Applications** Section **Organizations** page, **Resources** section, and **Reports** page can be found across the top of the application. *(see Figure 3.1b)*

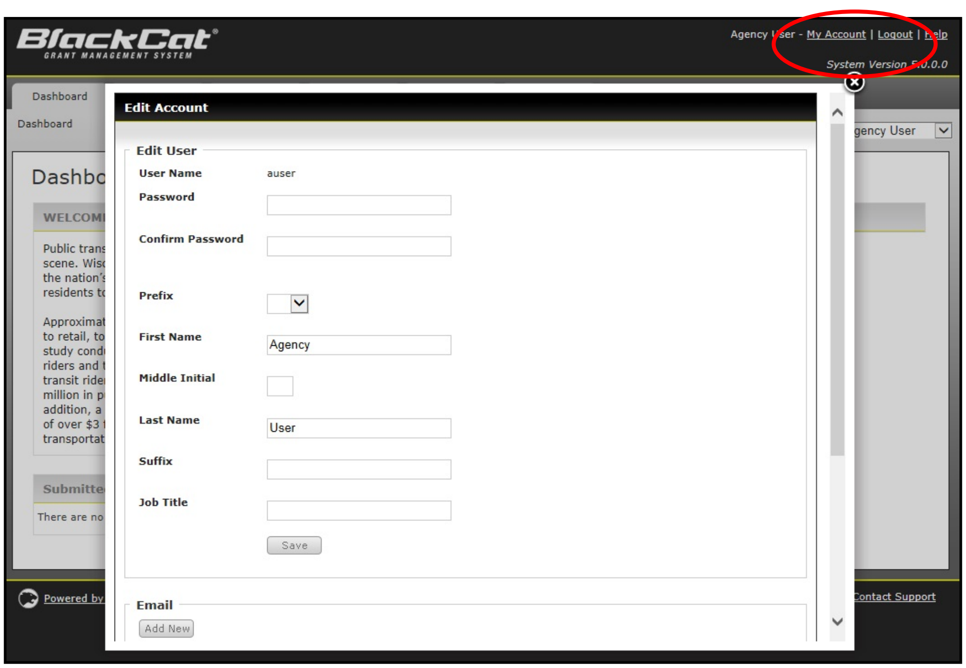


(Figure 3.1b)

Additional features are located in the upper right corner of the application. *(see Figure 3.1c)*

(Figure 3.1c)

The **My Account** feature allows the user to change certain profile information. Each user is identified by a User Name that is not editable. But other information such as: first name, last name, phone number, email address, and password can be changed as needed by the user. *(see Figure 3.1d)*



(Figure 3.1d)

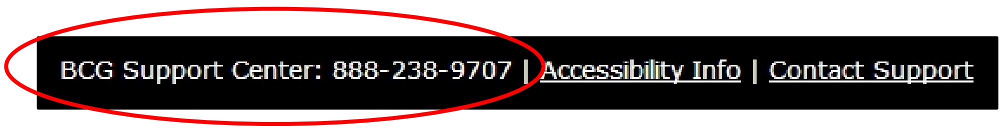
Also located in the upper right corner of the application is a **Logout** option for the user to properly exit the application and end your session. The **Help** link is currently used to provide a PDF copy of the **User Guide** for your use. The **User Guide** is designed to provide step by step instruction (including actual color screenshots) to even the most basic user. The guide can be printed by any user and you are encouraged to read and review to the guide as necessary. *(see Figure 3.1e)*

(Figure 3.1e)

The **BCG Support Center Phone #** is located at the bottom right corner and should be used to request technical assistance. We strongly encourage users to call the Support Line with any immediate issues involving the system. The Support Center is staffed for such calls and a support representative will assist all callers. If a representative is not immediately available, please leave a message and a representative will get right back to you.

The **Accessibility Info** page provides information for those users needing accessibility assistance. Information is provided here for that purpose and users needing assistance are encouraged to access this information.

The **Contact Support Email** allows a user to submit questions, concerns, ideas or other information directly to the **BlackCat Grants Customer Support Team** *(see Figure 3.1f)*



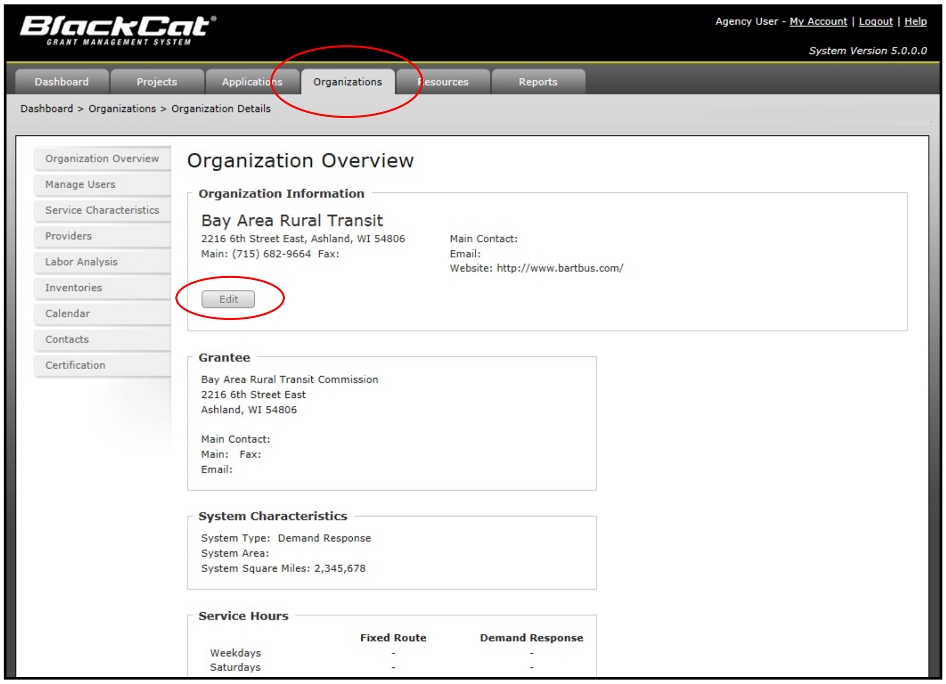
(Figure 3.1f)

Section 4: Organization Tab

To access your agency's organization profile, select the **Organization Tab.** The section holds a large amount of data about your agency, including addresses, contacts, key company information, users, financial data, statistics, inventories, calendar and much more. All agencies must update this information when applying for grant funding, and may be tasked to update this section at other times to provide critical information to assist grant management activities and various reporting requirements.

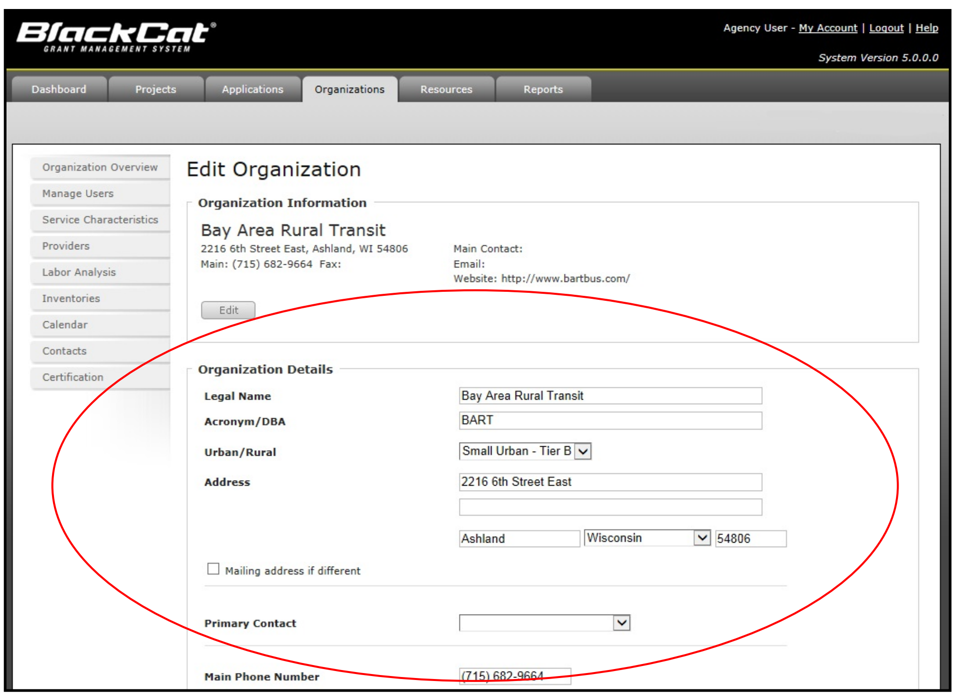
4.1 Organization Overview

Select the **Organizations** tab *(see Figure 4.1a),* and select the **Edit** button.



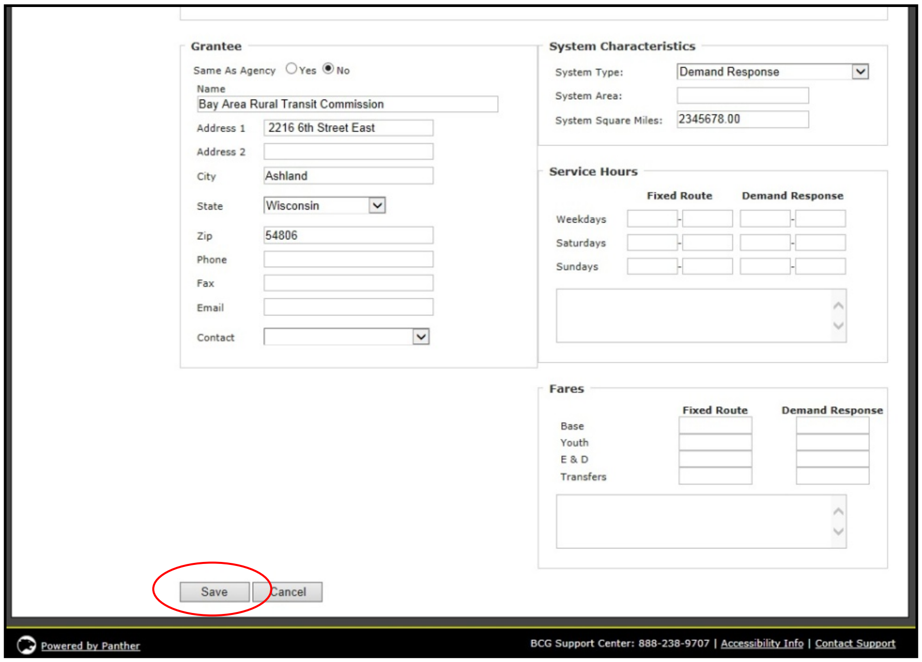
(Figure 4.1a)

After you have selected edit, all of the fields on the organization tab that require input become editable *(see Figure 4.1b)*. Review this information periodically, and correct any information that may be incorrect and/or outdated.



(Figure 4.1b)

When you are finished updating the information for your organization, select **Save** *(see Figure 4.1c)*



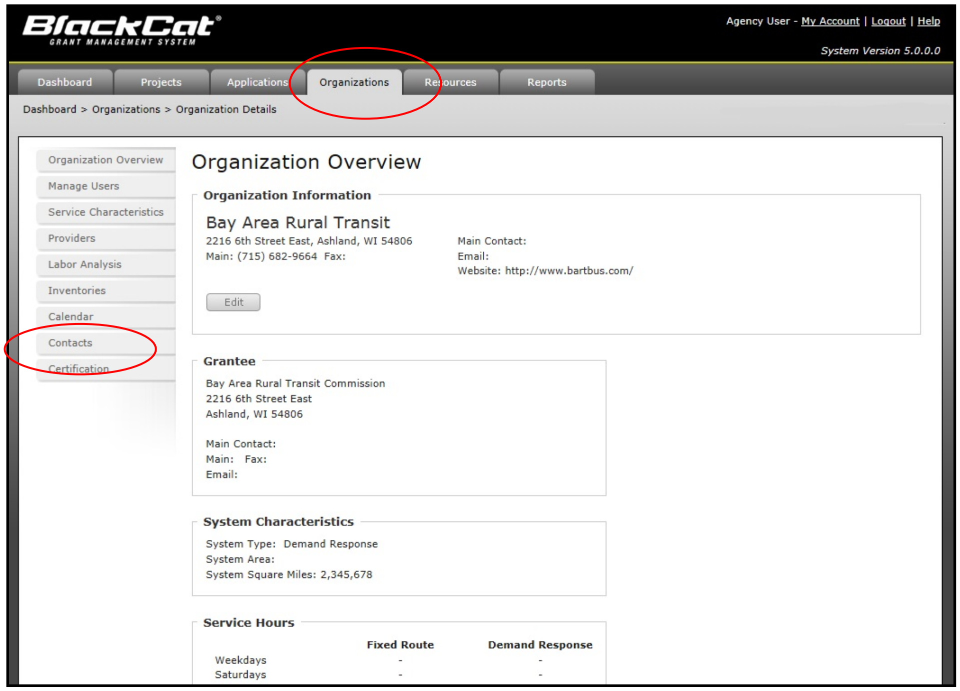
(Figure 4.1c)

4.2 Uploading Contact Information

This section provides the opportunity for an agency to identify all the important contact people that DOT or other interested parties may need to contact in regard to a number of different activities. It is important to identify the primary contact, emergency contact, the party authorized to sign a contract, the contact that handles the invoicing, etc.

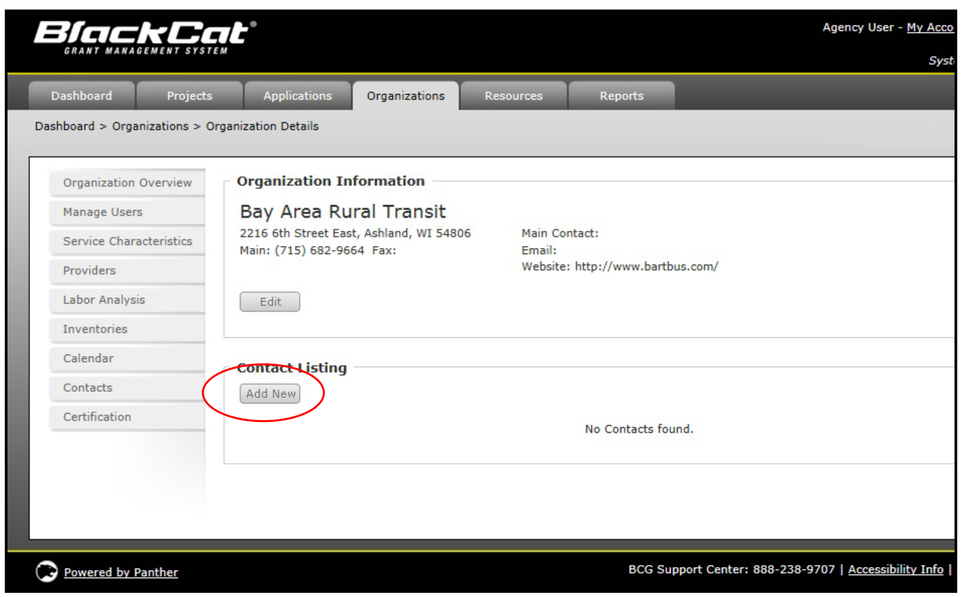
It is important that this section be updated and maintained regularly to ensure that certain critical actions are handled timely.

To update your organization's contacts select the **Organizations** tab for your agency and locate the **Contacts** section *(see Figure 4.2a)*



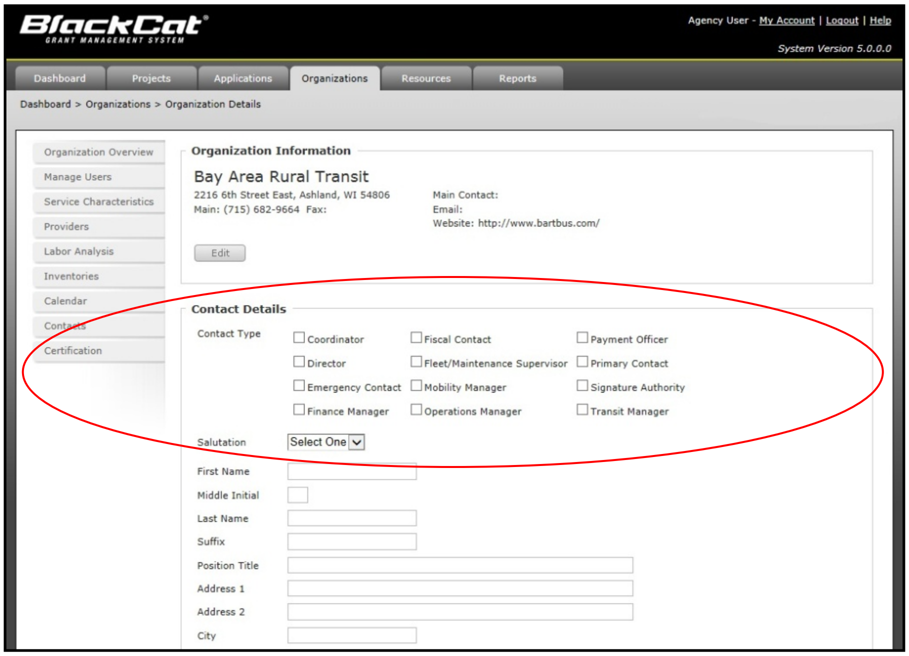
(Figure 4.2a)

To add a new contact, select the **Add New** button. *(See Figure 4.2b)*



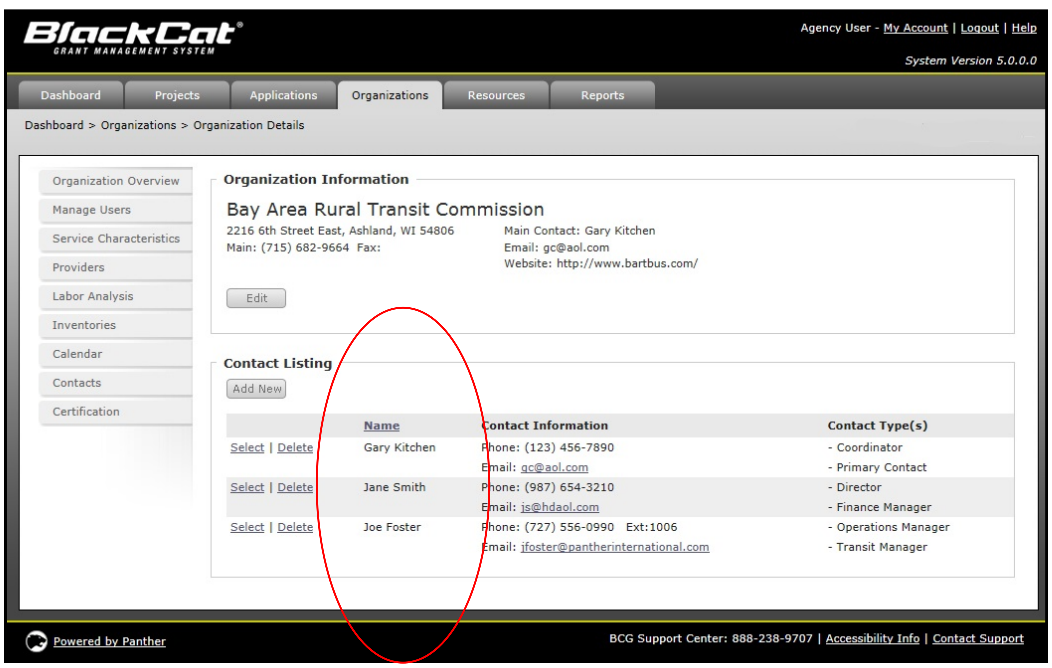
(Figure 4.2b)

On the resulting **Contact Details** page, select a **Contact Type** for every role the new contact fills by checking each box that is appropriate. Each contact can fill one or more roles. Then complete the remaining fields required including **Name, Title, Address, City, State, Zip, Phone, Cell**, and **Email**. Select **Save** to create a **Contact** *(See Figure 4.2c)*



(Figure 4.2c)

The new contact is added to the list of contacts for your organization *(See Figure 4.2d)*. Continue this exercise until you have entered all the necessary contacts for your organization.

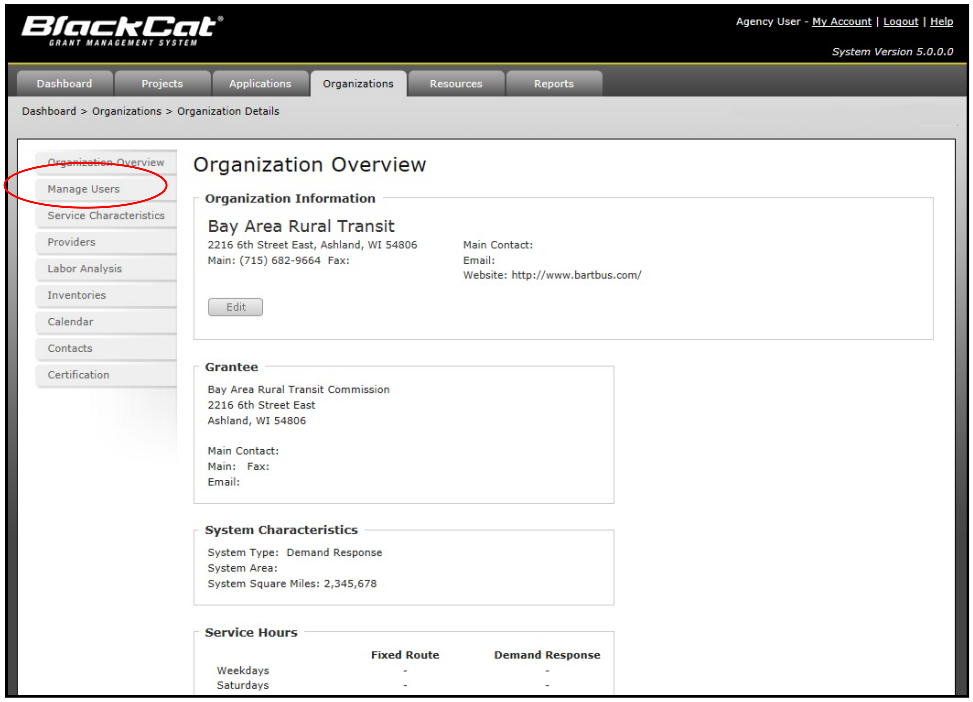


(Figure 4.2d)

4.3 Manage Users

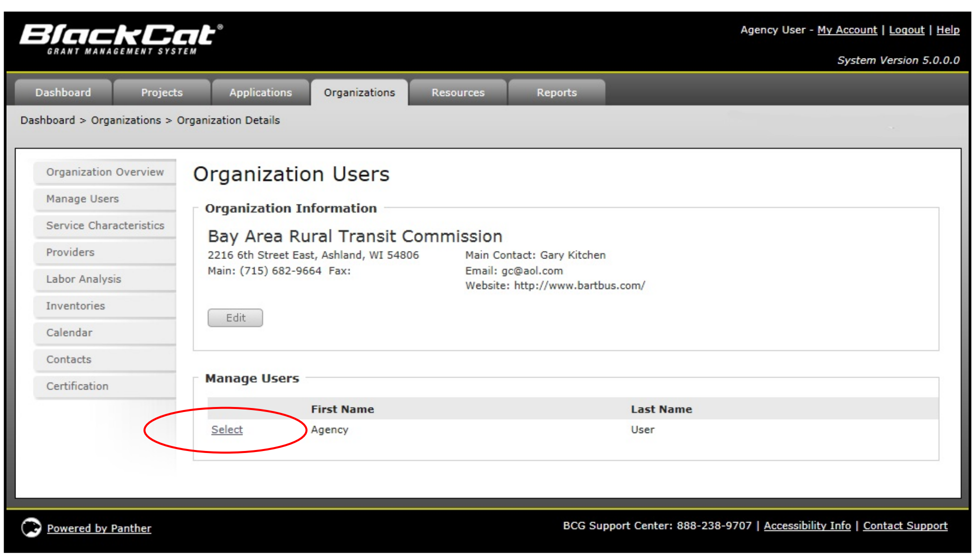
The **Manage Users** section lists all the active users related to your organization. Simple edits can be made to the users listed. Item such as password, email, phone and address can be managed here. For additional access or information, contact your DOT representative.

From the navigation on the left side of your browser, select **Manage Users** *(see Figure 4.3a)*



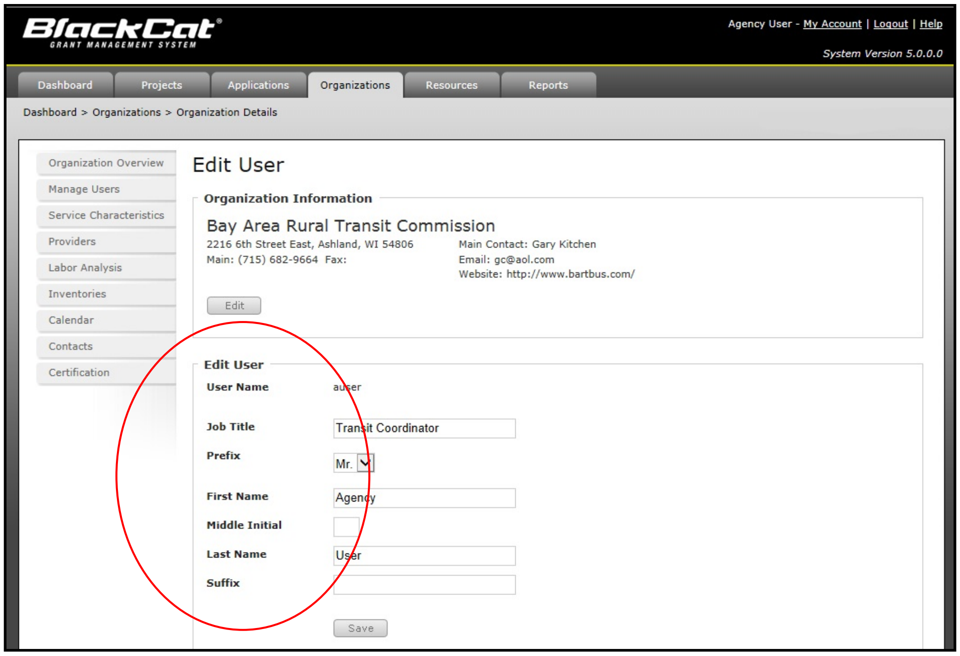
(Figure 4.3a)

Your DOT team will manage the users associated with your organization. However, you have the ability to enter or modify certain information for your users by clicking the **Select** button next to the user's name you wish to edit *(see Figure 4.3b)*



(Figure 4.3b)

Additional information including **Job Title**, **Salutation**, **Email**, **Phone**, and **Address** information can be provided and maintained for your users *(see Figure 4.3c)*

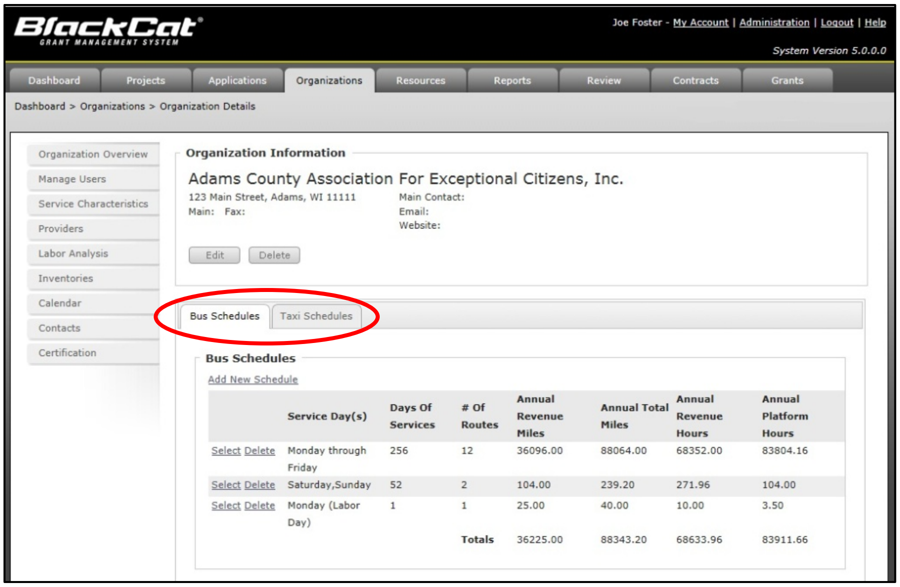


(Figure 4.3c)

4.4 Service Characteristics

The **Service Characteristics** section maintains service level information for your organization required by DOT. You will be required to provide accurate and consistent data in this section. This section is where all the service and route information is collected and analyzed. A user can add a new route, or activate or inactivate a route or a previously unmet need.

This section sub-divides the Bus and Taxi Schedules between two tabs. Schedules for both types can be accessed by selecting the corresponding tab. *(see Figure 4.4a).*

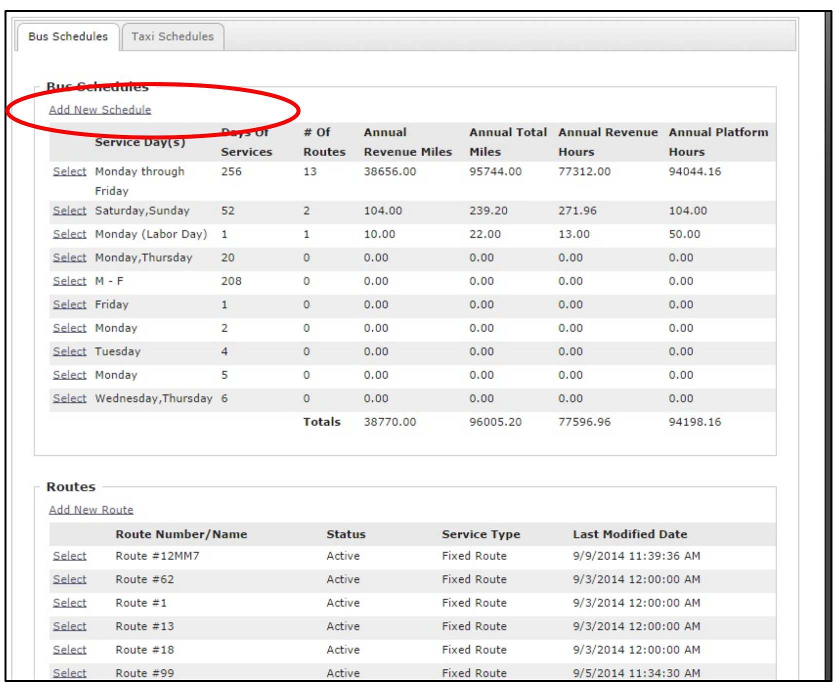


(Figure 4.4a)

Bus Schedules

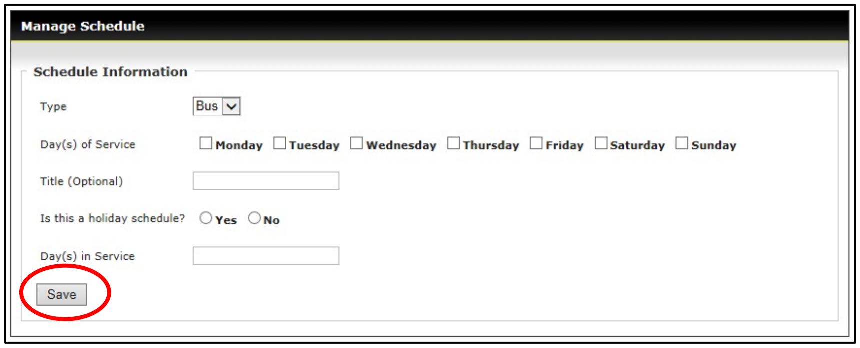
Bus Schedules are made up of one or more routes so that a Bus Schedule profile will contain schedule information at the top and Route information at the bottom. This gives you the ability to set up your routes prior to entering Schedules, or to set up routes while you are entering new schedules. This also allows your agency to quickly and easily enter Service Schedules that have similar routes.

To add a new Schedule, select **Add New Schedule** *(see Figure 4.4b).*



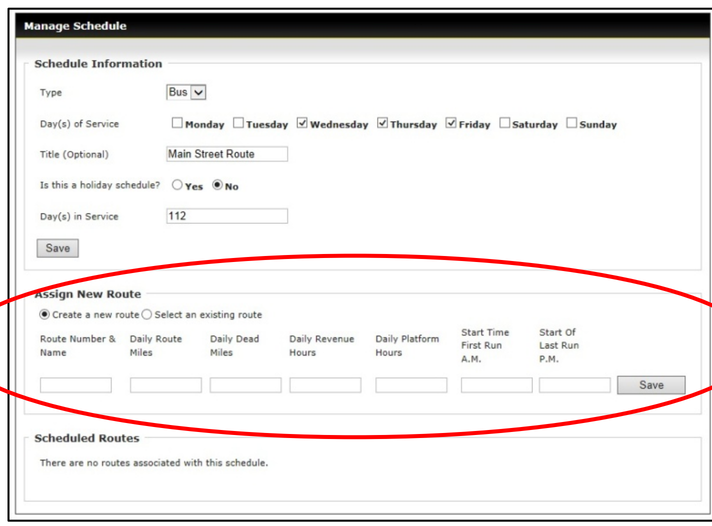
(Figure 4.4b)

A modal window will appear in which you must enter the **Type** of Schedule, then **Day(s) of Service**, a **Title**, whether it is a **Holiday Schedule,** and the number of **Day(s) in Service**. If you do not enter a **Title**, the Schedule will automatically be named according to the **Day(s) of Service** you select. When you are finished entering the information select **Save** *(see Figure 4.4c).*



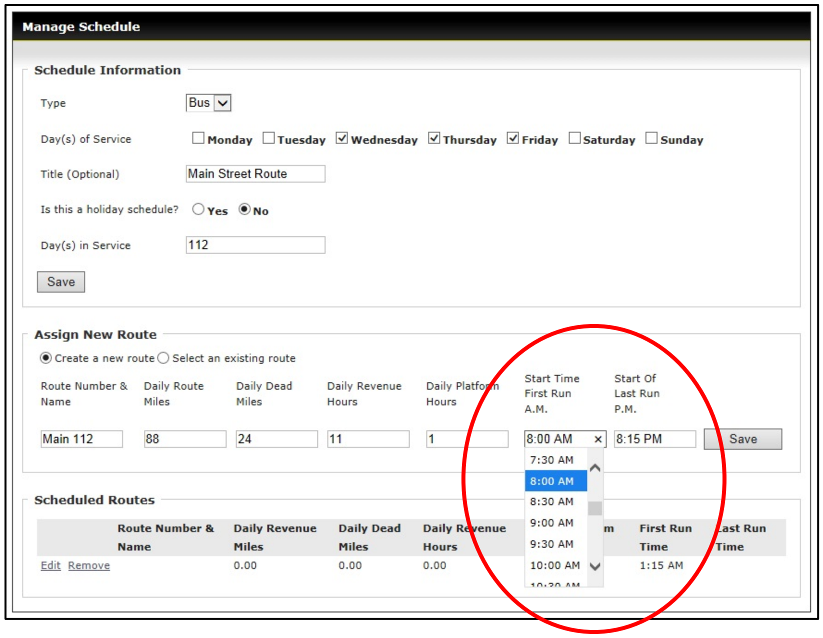
(Figure 4.4c)

You will now be asked to assign **Routes** to the Schedule you have created. You can **Create a New Route** by filling in the appropriate fields and selecting **Save** *(see Figure 4.4d).*



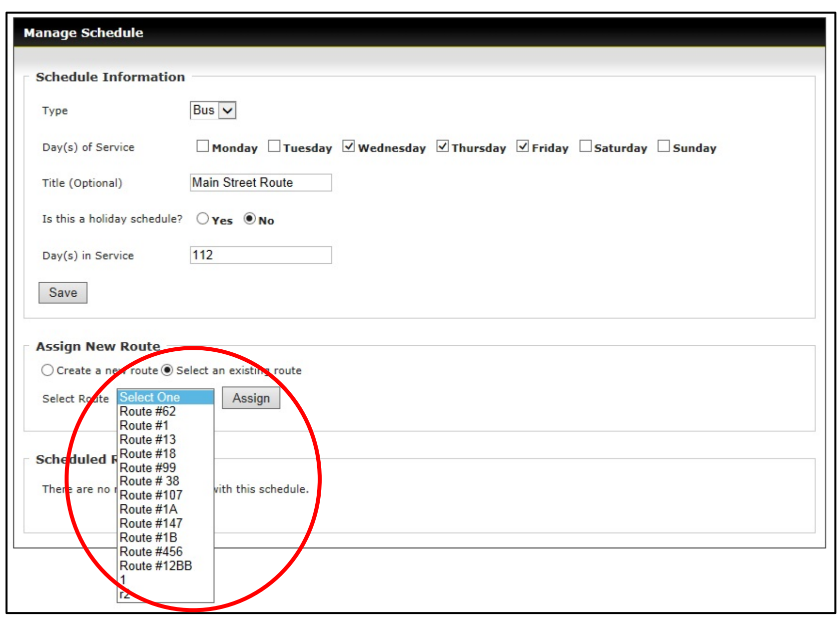
(Figure 4.4d)

If you are creating a new route, you will need to enter a **Route Number and Name**, **Daily Route Miles**, **Daily Dead Miles**, **Daily Revenue Hours**, **Daily Platform Hours**, and **Start Times** of the **First Run** and **Last Run**. Note: The **Start Time** fields can be entered using the dropdown list (30 minute increments) or by typing in the time directly into the box *(see Figure 4.4e).*



(Figure 4.4e)

You can also **Select an Existing Route** from a route that you have already created on another Schedule or in the Routes Section. To do this, choose **Select an Existing Route** on the radio button, and select the route you would like to add from the dropdown list *(see Figure 4.4f).* After you select **Assign**, that route will be added to your Schedule.

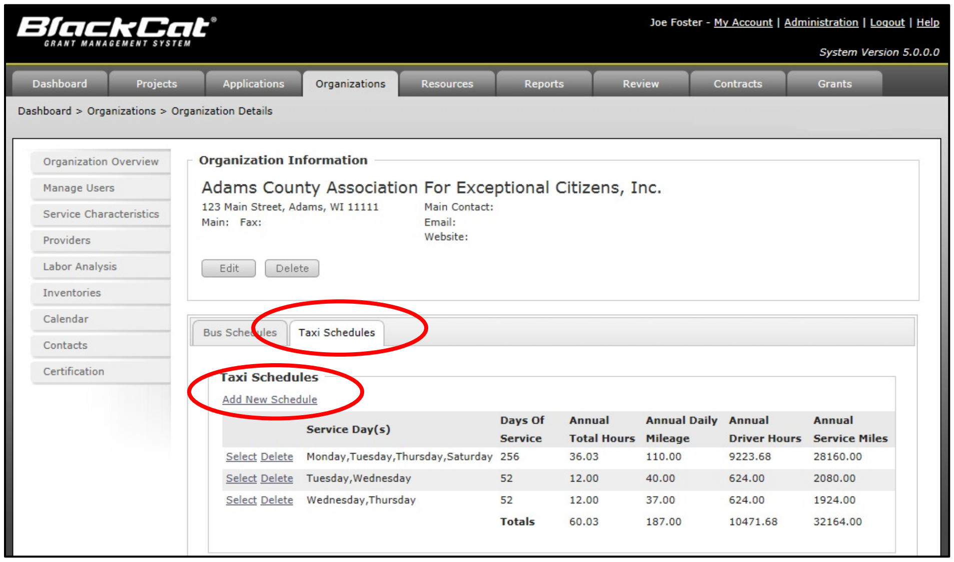


(Figure 4.4f)

Continue to assign Routes to the Schedule as needed.

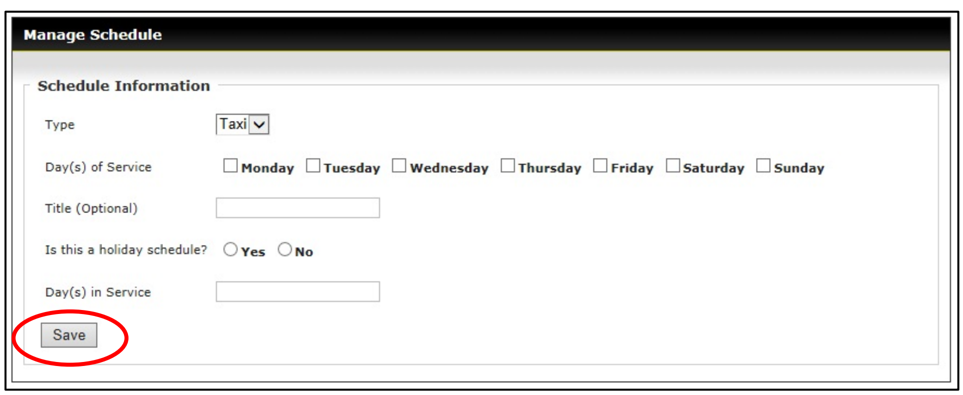
Taxi Schedules

To add a new Taxi Schedule, select the **Taxi Schedules** tab and select **Add New Schedule** *(see Figure 4.4g).*



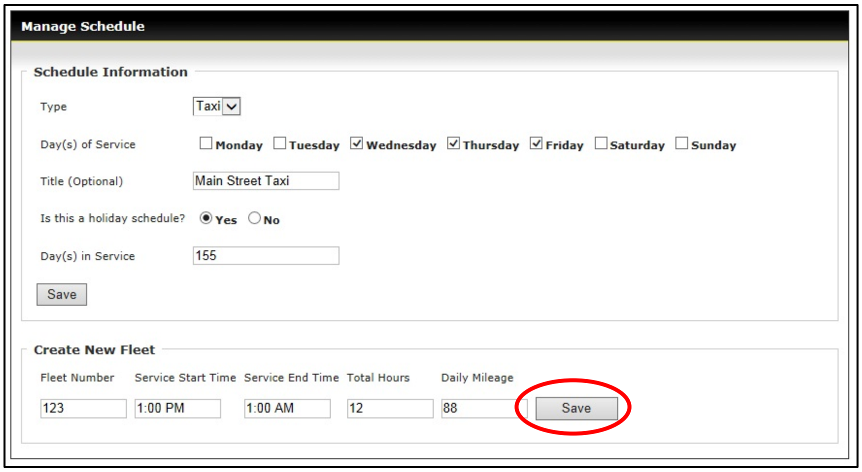
(Figure 4.4g)

This will bring up a modal window where you will add **Type** of Schedule, then **Day(s) of Service**, a **Title**, whether this is a **Holiday Schedule**, and the number of **Day(s) in Service**. If you do not enter a **Title**, the Schedule will automatically be named according to the **Day(s) of Service** you select. When you are finished entering the information select **Save** *(see Figure 4.4h).*



(Figure 4.4h)

You will then be asked to Create a New Fleet for this Taxi Schedule. Enter a **Fleet Number**, a **Service Start Time**, a **Service End Time**, the **Total Hours**, and **Daily Mileage**. Note: When entering **Service Start Time** and **Service End Time**, the fields can be entered using the dropdown list (in 30 minute increments) or by typing in the time directly into the box. When you have entered all the required information, select **Save** and the Fleet Information will be tied to your Taxi Schedule *(see Figure 4.4i).*

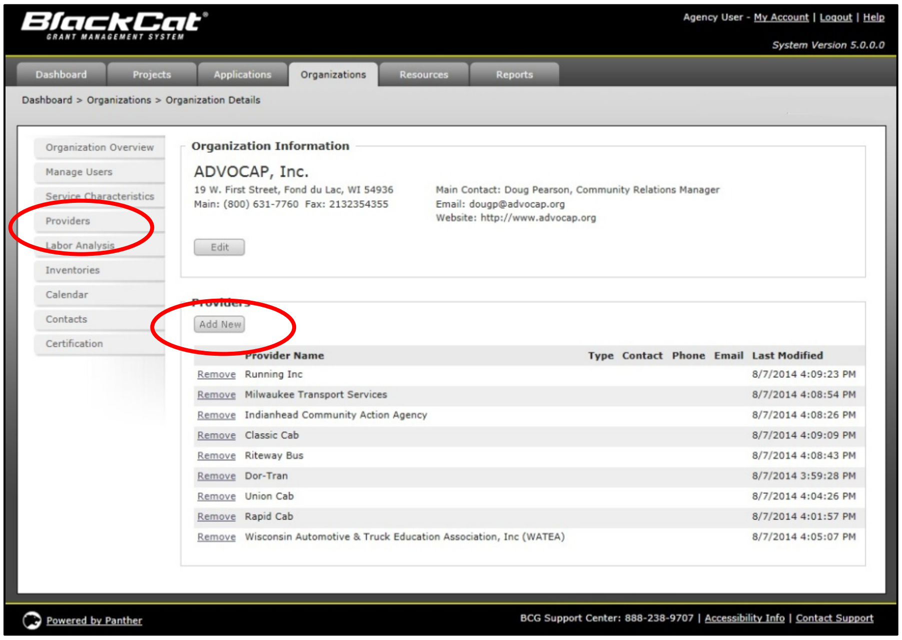


(Figure 4.4i)

4.5 Providers

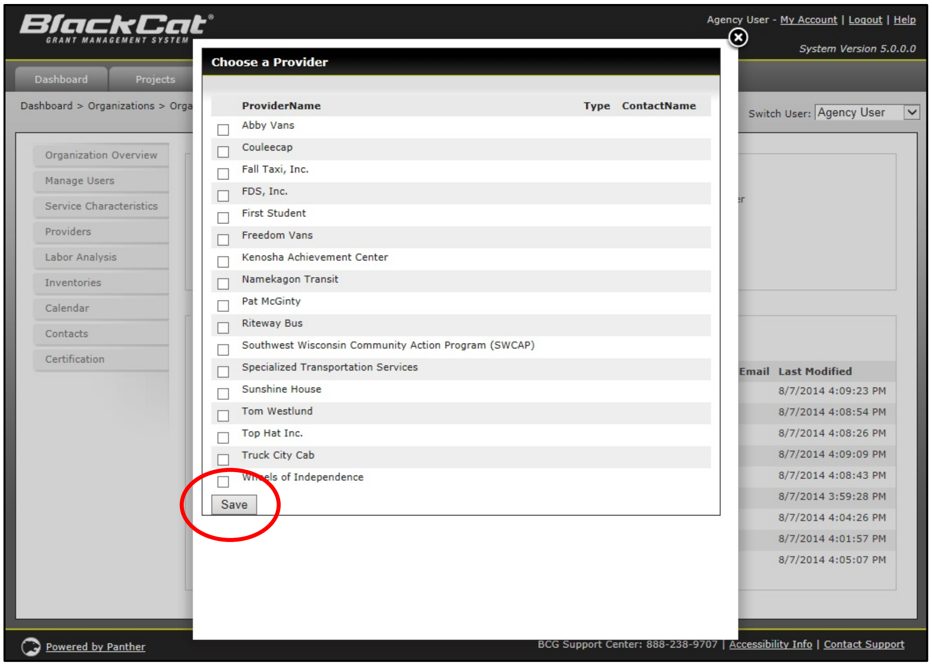
The **Providers** section is where you will manage your list of current providers for transportation services (shared-ride, taxi, paratransit, etc). You will be able to add providers to your list by selecting them from a list compiled by DOT. Contact your DOT representative if one of your current providers is not included in the list.

To add a new provider to your provider listing, select the **Add New button** *(see Figure 4.5a)*



(Figure 4.5a)

Choose a Provider from the list to add it to your Agency's profile. To add a provider, check the box next to the provider and select **Save**. *(see Figure 4.5b)*

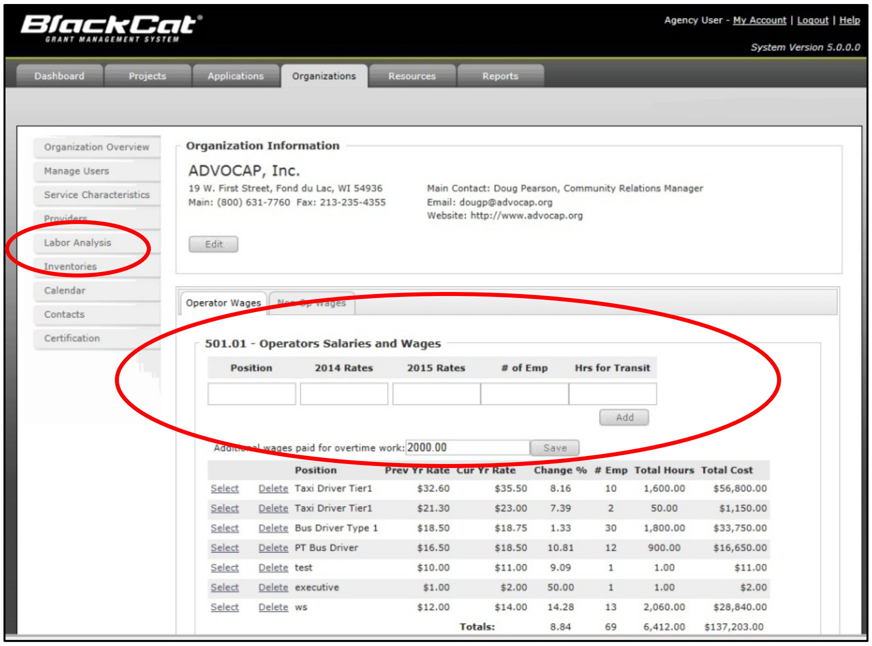


(Figure 4.5b)

4.6 Labor Analysis

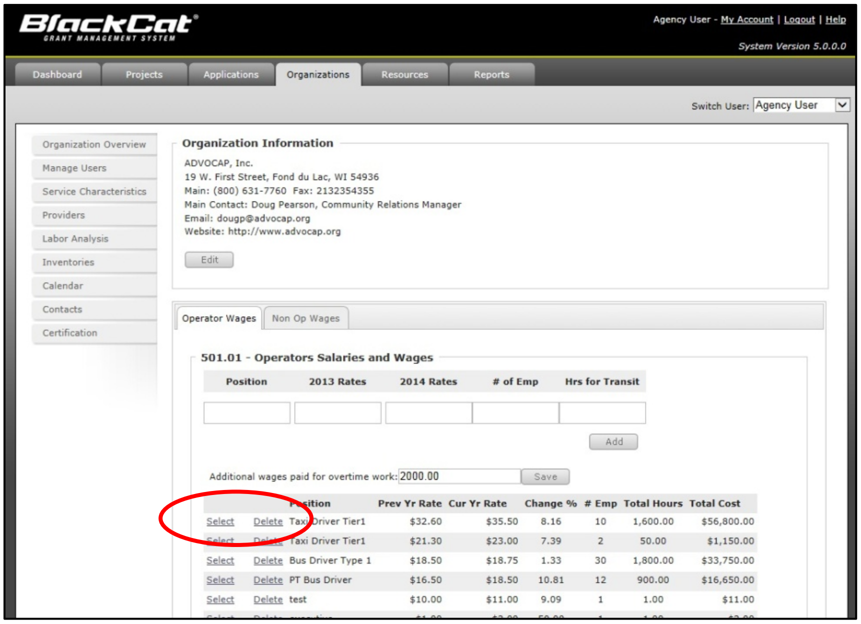
The **Labor Analysis** section maintains employee labor and salary information for your organization required by DOT. This is where you will collect your Agency's Operator and Non-Operator salaries and wages.

To add a new position to your listing, fill out the **Position**, **2014 Rates**, **2015 Rates**, **# of Employees** that hold that position, and the **Hours for Transit**. Then select **Add** *(see Figure 4.6a).* Once all labor and salary information is added into this section, agencies should use the calculated annual total when entering projected salaries in their grant applications.



(Figure 4.6a)

You can also modify an existing entry, or delete an existing entry using the **Select** or **Delete** options next to the Position Title. *(see Figure 4.6b)*

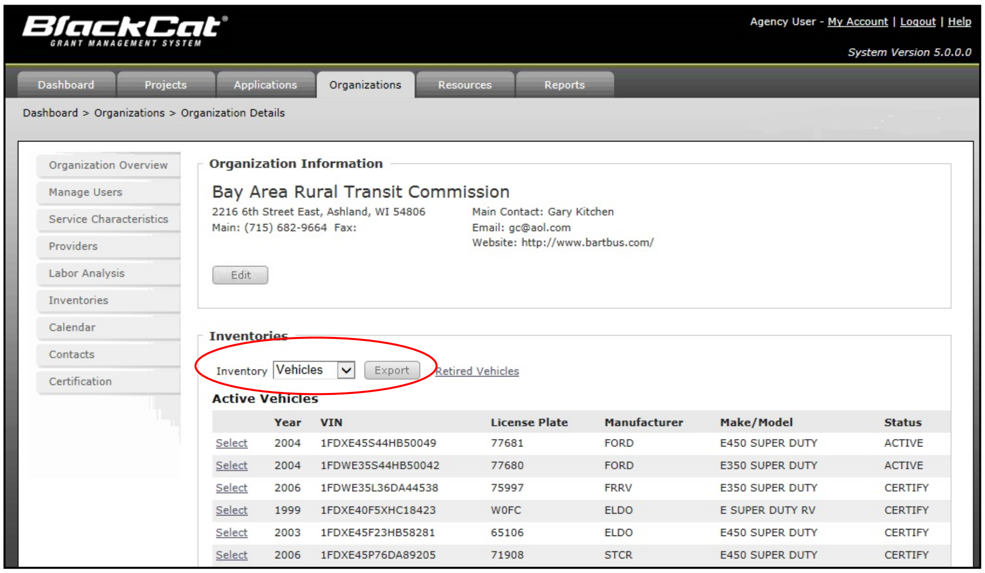


(Figure 4.6b)

4.7 Inventories

The **Inventories** section maintains a detailed inventory listing for your organization, used to monitor **Vehicles** and **Equipment**. You will be tasked to upload and maintain an accurate inventory listing for each appropriate type during the application process, as well as other times of the year. Only vehicles purchased using FTA funds need to be entered and updated at this time.

Agencies completing the 2015 5311/85.20 application should use the **Export** button *(see Figure 4.7a)* to download the list of vehicles to their computer. Any changes or additions to the vehicle information on the spreadsheet for FTA-funded vehicles should be made to that file. Once complete, upload the file to the **2015 Public Transit Application** folder in the **Resources** section of the system *(see section 6.5 in this User Guide)*.

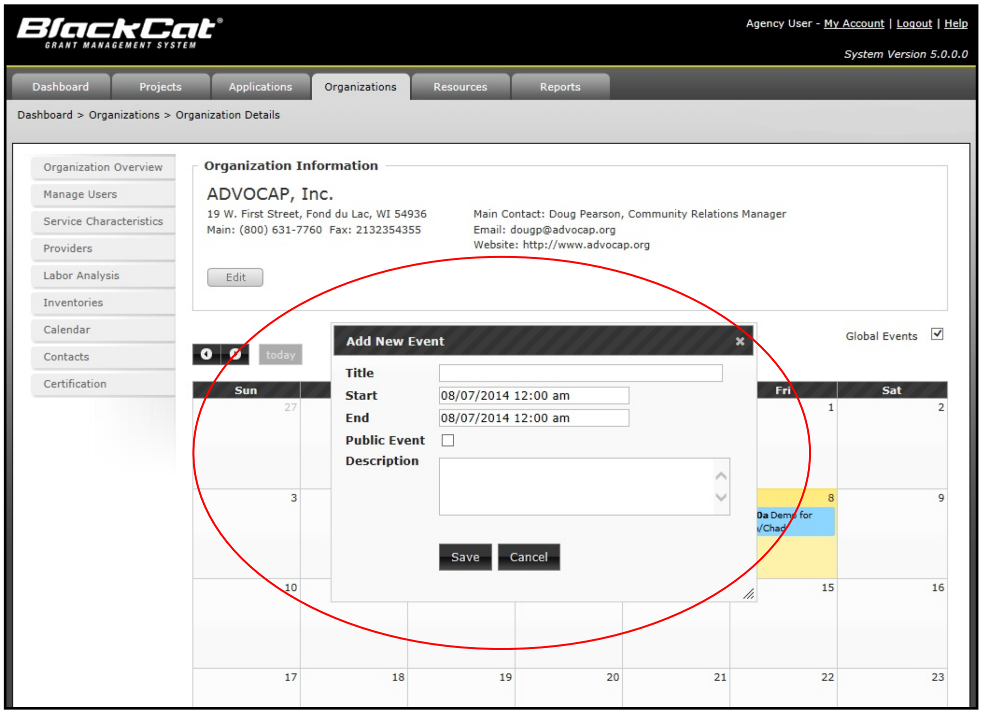


(Figure 4.7a)

4.8 Calendar

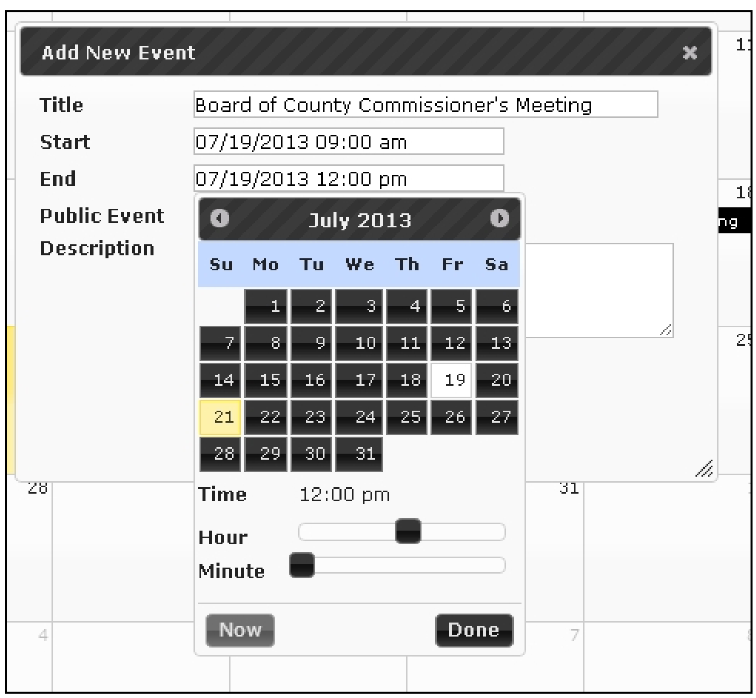
The **Calendar** section provides a monthly calendar that your organization can use to track milestones and specific dates associated with your funding requests. DOT representative can also access, view, and even load events into your calendar.

To **Add a New Event** to the **Calendar**, click on the date you wish to add an event and the **Add New Event** modal window will appear *(See Figure 4.8a)*



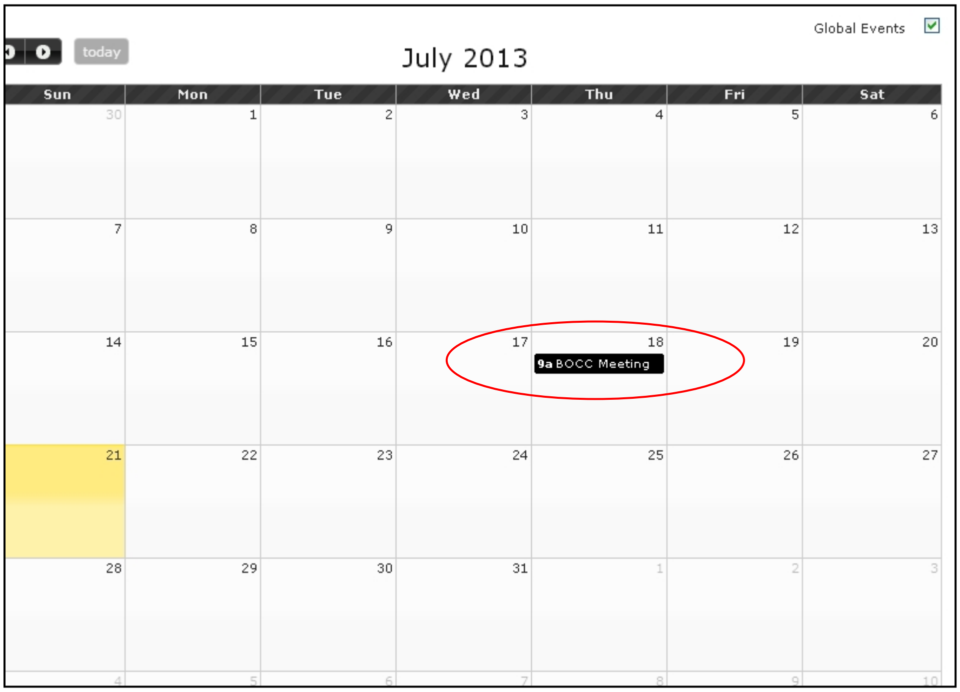
(Figure 4.8a)

Enter a **Title**, **Start Date**, **End Date**, and **Description.** and then select **Save** to add your new event to the calendar *(See Figure 4.8b)*



(Figure 4.8b)

Select **Save** to add your new event to the calendar *(See Figure 4.8c)*



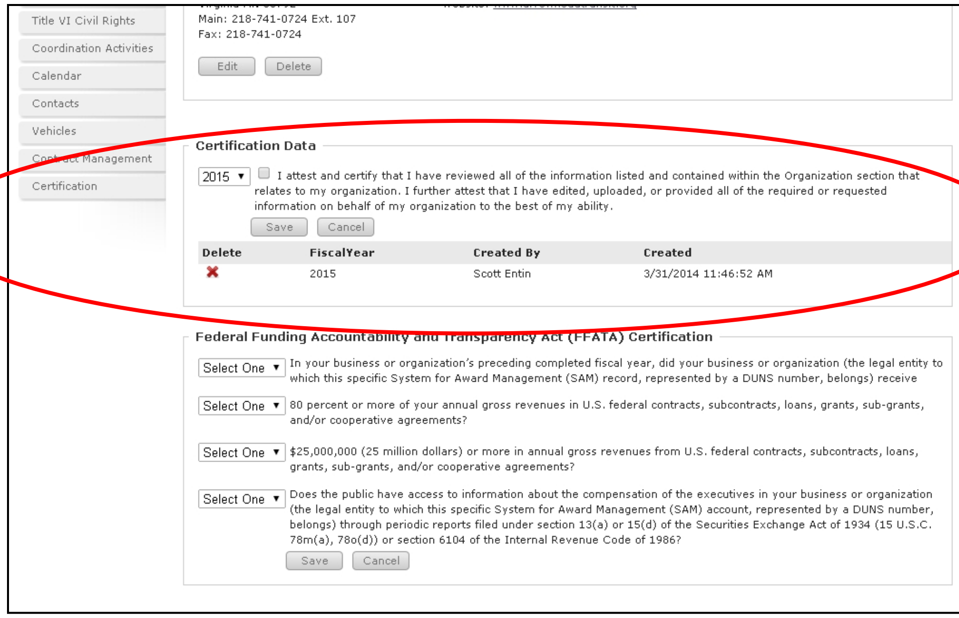
(Figure 4.8c)

4.9 Certification

The **Certification** section consists of a series of certifications needed for various activities. The first and second certification sections are required to be completed before an annual grant application can be submitted.

Please note: the **Submit** button on any annual application will not become active until an agency user who (1) reviews all the data contained within the **Organization** section, edits any data needing an update, and then certifying that all the data has been reviewed and updated. And (2) then answers all the required FFATA questions in the second sub-section.

First review and update all of the information in the **Organization** sections. Once complete, select the **Certification** Tab. *(See Figure 4.9a)*



(Figure 4.9a)

Go to the **Certification of Data** section. Select the proper year. Check the checkbox to attest, and then select **Save**. A log entry will be created showing that you have certified.

Then go to the **Federal Funding Accountability and Transparency Act (FFATA) Certification** section. Select the proper year. Then select the Yes or No from the following three (3) pick-lists. Select Save to certify. Once these first two sections are executed, the Submit button within any application for that year will engage at the proper time. *(See Figure 4.9a)*

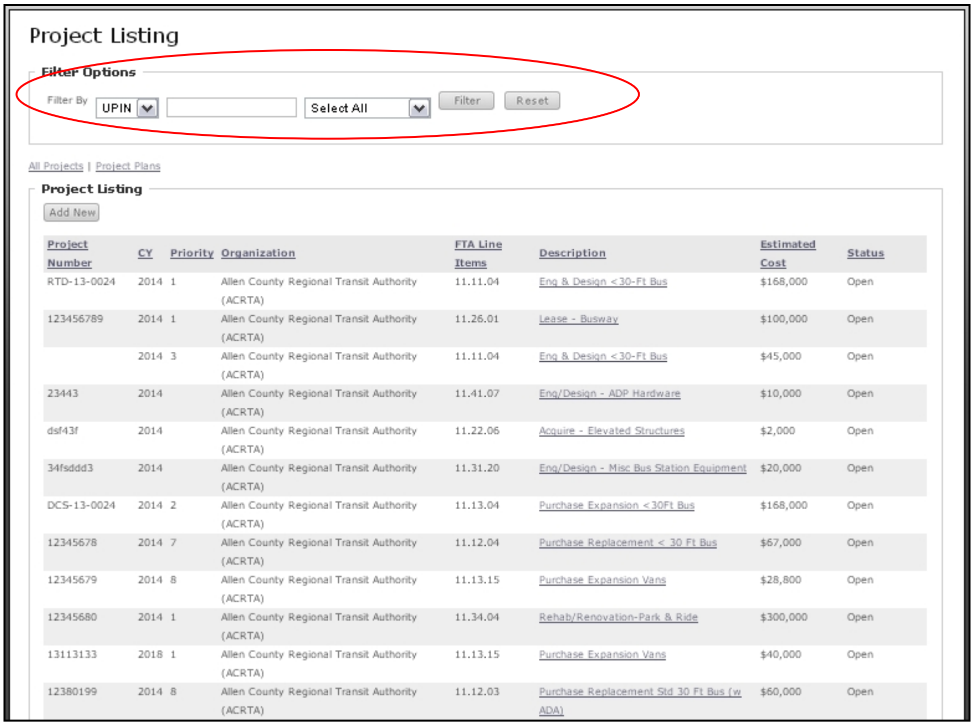
Section 5: Projects

Your annual budget is based on the dollar value(s) that you need to fund the capital, operating, and even planning needs or projects you require to operate for the next year. The method that you will be following in the system is one where you will first list your annual needs individually as **Projects**. As you select the type of project, you will then complete the budget categories tied to that type of project. You will add projects that require funding in the coming year as well as projects projected outward. Once your projects have been added (and your **Organization** section updates have been certified), you will then be able to complete your application. These projects will be the basis for your budget and application.

5.1 Project Listing

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 (both open and closed, future and present) will be listed on a **Project Listing** page. A number of filters are available (or will be available) allow users to sort or filter to a desired selection of a project or projects.

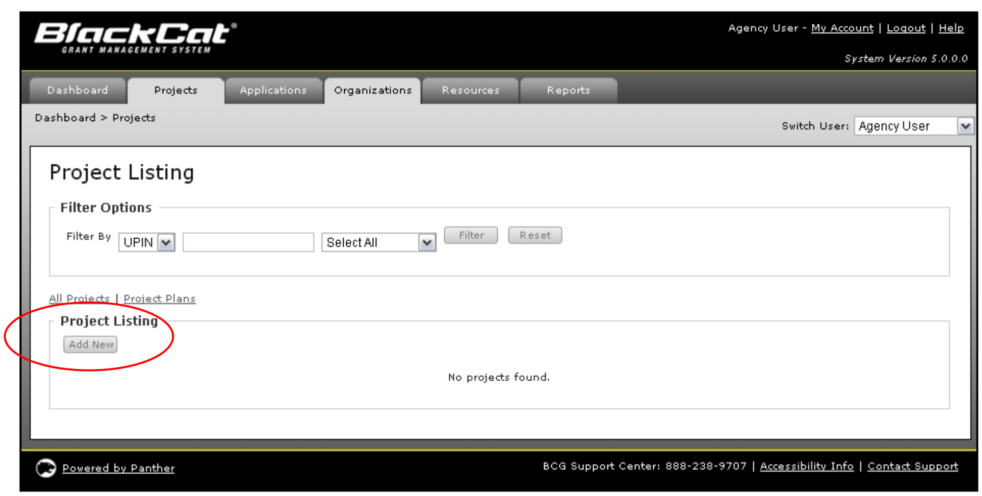
To **View or Search for Projects**, select the **Projects** Tab. Then select a filter option. Next select the **Filter** button. The resulting list will be viewable as indicated below *(see Figure 5.1a)*



(Figure 5.1a)

5.2 Adding a new Project

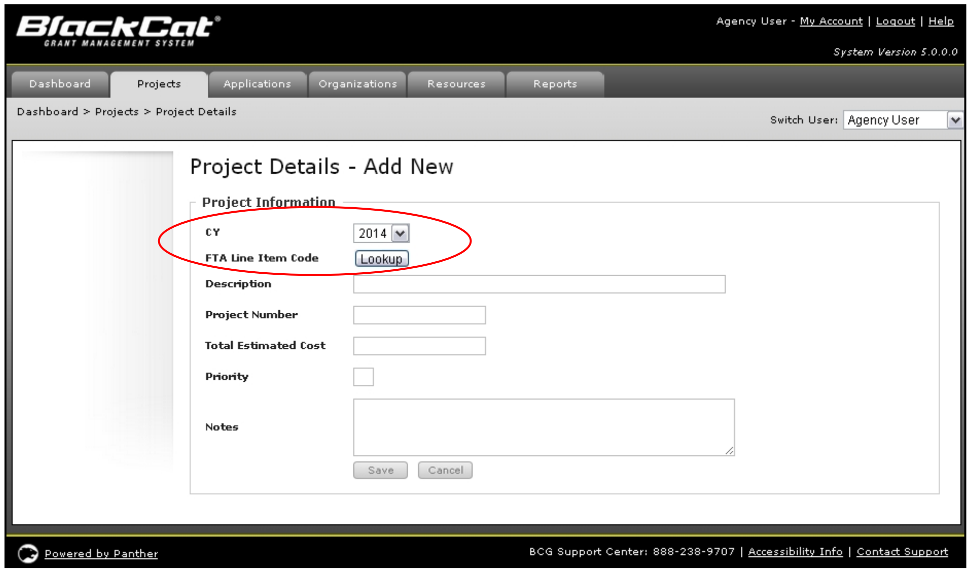
To **Add a New Project**, select the **Add New** button on the **Project Page** *(see Figure 5.2a)*



(Figure 5.2a)

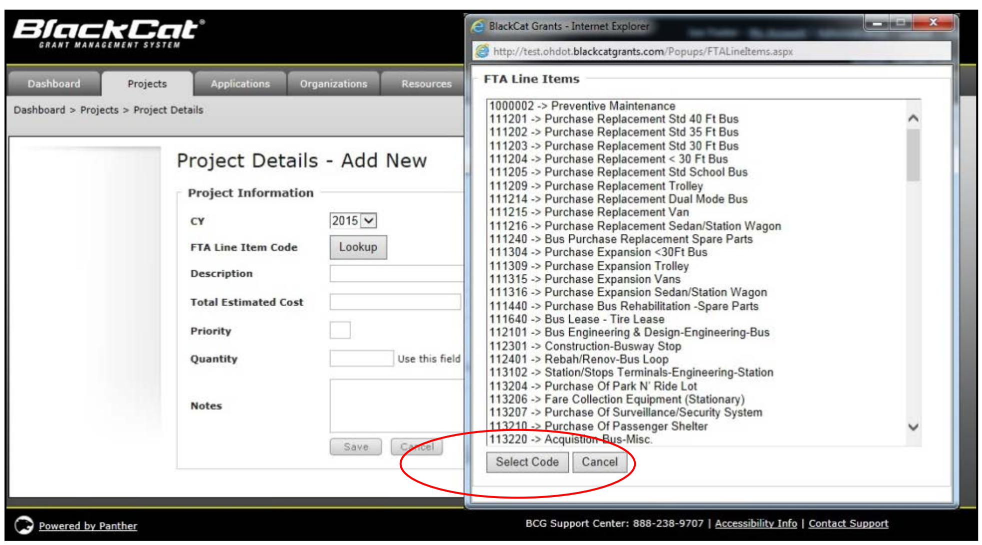
On the **Project Details – Add New** page, select the appropriate **Calendar Year (CY)** that the projects should receive funding for the proposed project.

The select the appropriate **FTA Line Item Code** by selecting the **Lookup** button *(see Figure 5.2b)*



(Figure 5.2b)

Select the appropriate item and then select the **Select Code** button *(see Figure 5.2c)*



(Figure 5.2c)

Once the **FTA Line Item Code** is selected, the **Description** will save in the Description field and it can be edited if necessary.

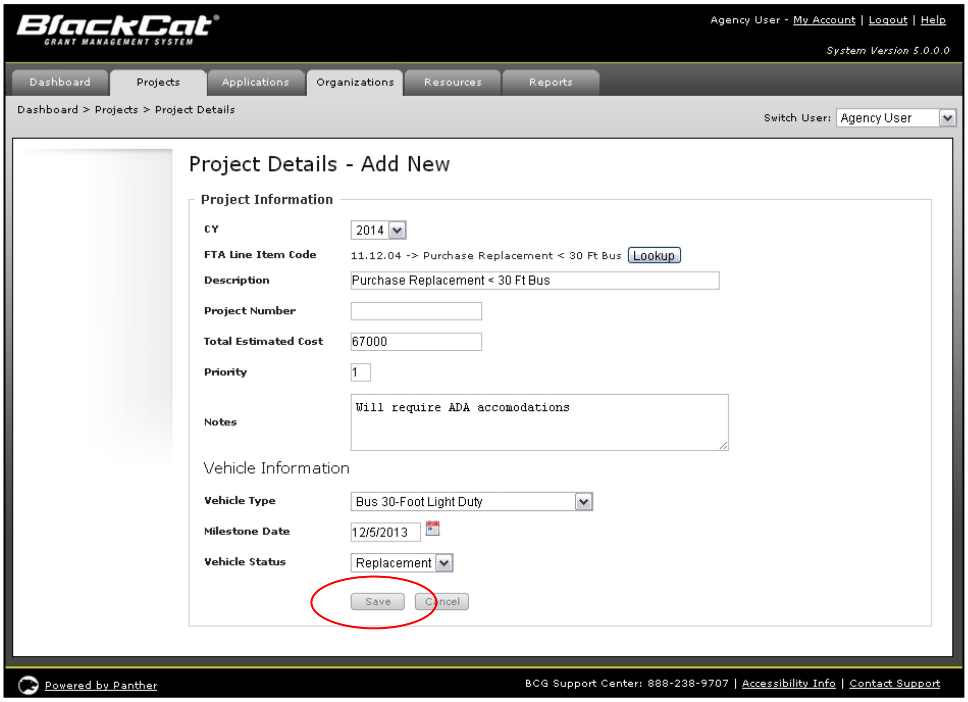
A **Priority Number** must be entered for all projects, with Operating projects prioritized first. This data allows DOT to know which projects are of a higher priority in the event that one or more projects in that year cannot be funded. Simply number your projects starting with ‘1’ and restart your count for each Calendar Year you are entering projects

WisDOT may not follow your exact preferred order because of statewide priorities and limited funds available for different types of projects, but it is still valuable information.

The **Quantity** field is an optional field that will allow you to request several items with the same **FTA Line item Code**. Please enter "1" in this field if ordering just a single item.

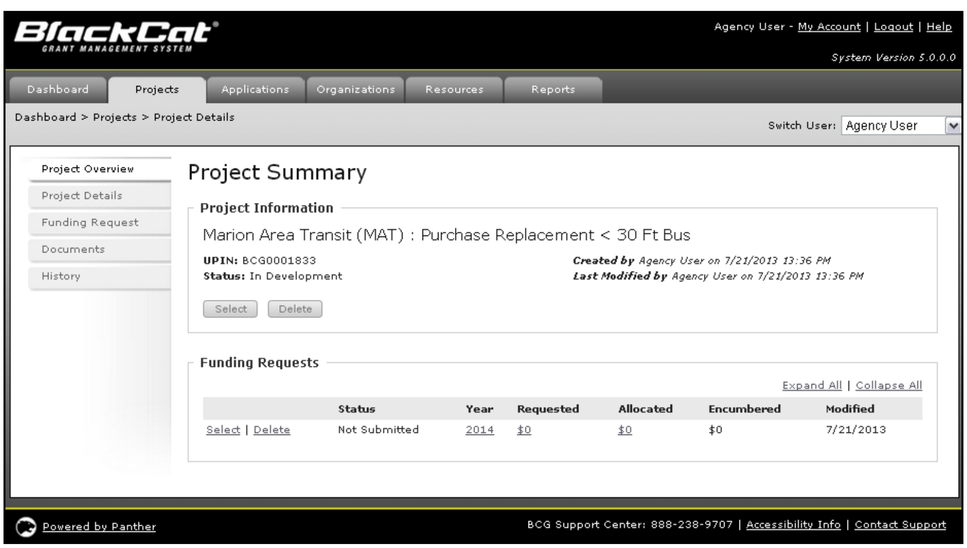
If you have any additional information on the capital request, please enter those in the **Notes** section.

When you have entered all the necessary information, select **Save** (*see Figure 5.2d)*



(Figure 5.2d)

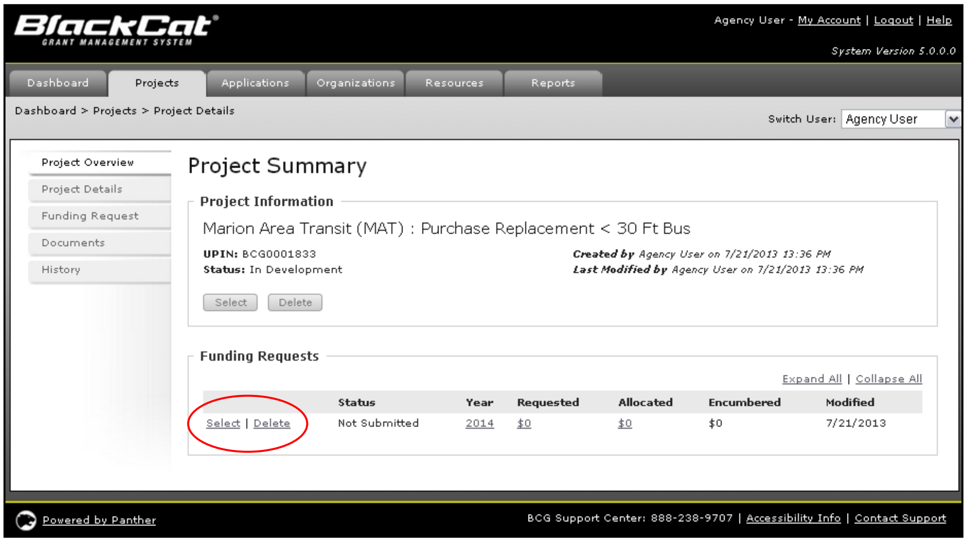
The **Project Summary** page will appear (*see Figure 5.2e)*



(Figure 5.2e)

5.3 Adding a Funding Request to a Project

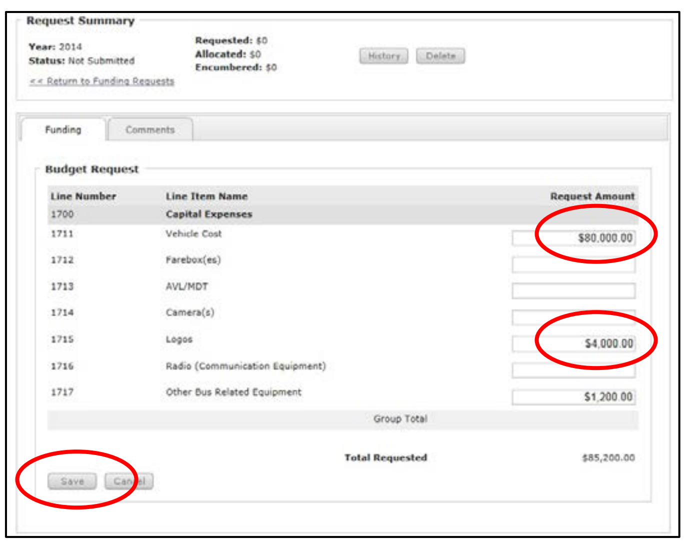
Once a project is created, a specific **Funding Request** must be attached to the project before the project can be submitted in an application. To create a request, select the **Funding Request** as seen on the **Project Summary** page (*see Figure 5.3a).*



(Figure 5.3a)

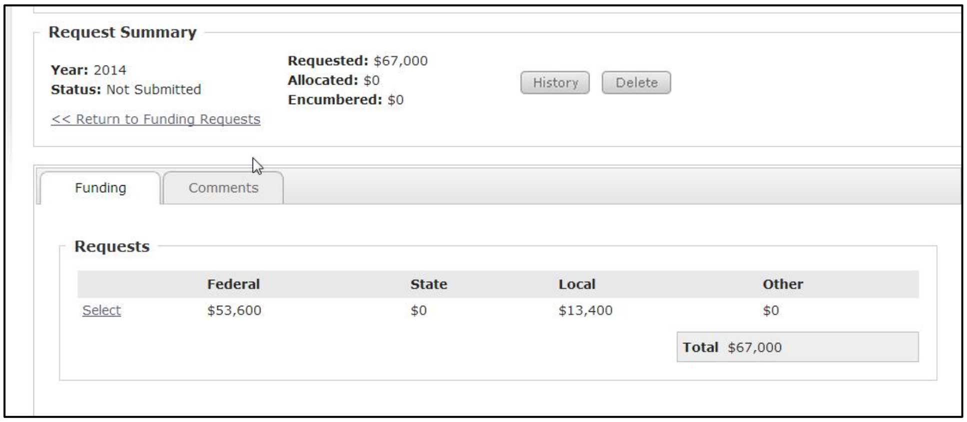
You will be on the **Funding** Tab. This where you will enter specific values for each budget cost category associated with the selected project. Different types of projects will have different types of cost categories (for example, the operating cost categories are different than capital item cost categories).

Locate the applicable categories and enter the proper dollar amounts for each. When done, select **Save** (*see Figure 5.3b)*



(Figure 5.3b)

Once the **Funding Request** is saved, the project is now eligible to be attached and submitted to a grant application *(see Figure 5.3e)*



(Figure 5.3e)

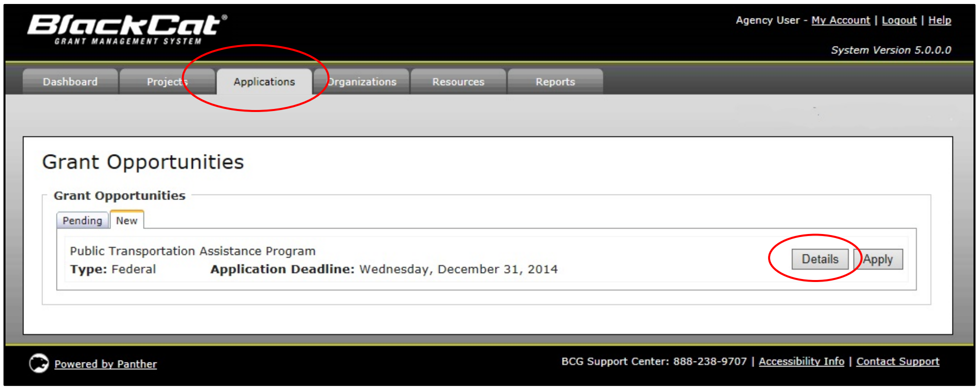
Repeat this procedure for every project you intend to submit with your application for the next calendar year. Then add your future capital project one at a time for the next four (4) years. Once these future projects are added, they can be managed by editing them as needed up until the time they are attached to a grant application. It is strongly recommended to add and maintain future projects so that DOT can perform better forecasting and budgeting making it more likely that these projects will be fully funded in the future.

Section 6: Application Tab

The Applications section is where all of the grant opportunities reside. Your agency may be eligible for one or more grant opportunities. Your DOT representatives will determine which agencies are eligible to apply for which grants. So you will only be able to view those grant opportunities for which your agency can apply.

6.1 View Grant Opportunities

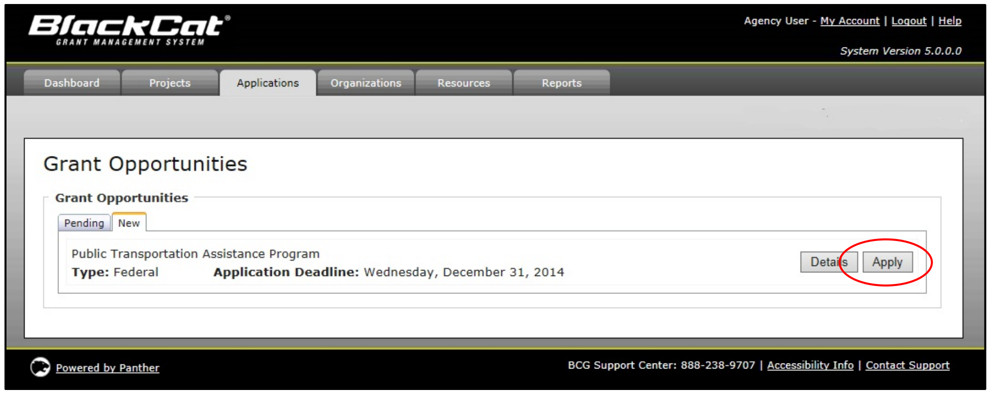
To **View** your **Grant Opportunities**, select the **Applications** tab. For more **Details** about a specific grant, select the **Details** button. This button will link you to the individual Program pages on the **Wisconsin DOT Transit website** where a variety of additional forms and information can be located *(see Figure 6.1a)*



(Figure 6.1a)

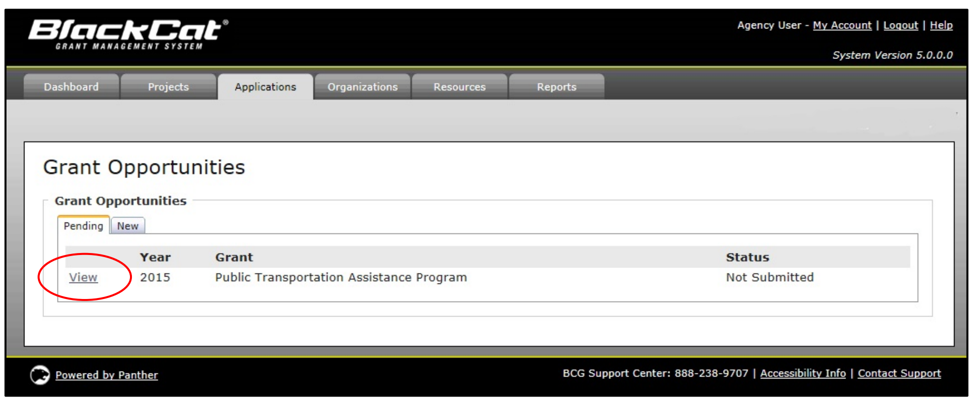
6.2 Applying for a Grant

To apply for a grant opportunity, select the **Apply** Button next to the chosen grant *(see Figure 6.2a)*



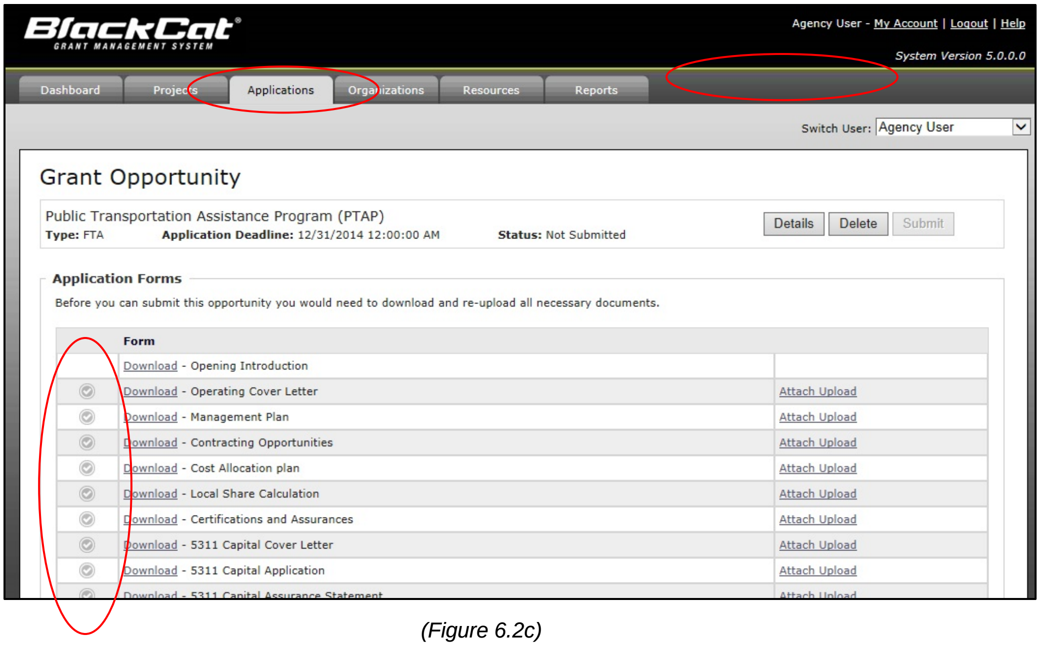
(Figure 6.2a)

The resulting page will be the **Pending Applications** page. The application you selected to apply for has been created. To begin work on the application, select the **View** link *(see Figure 6.2b)*



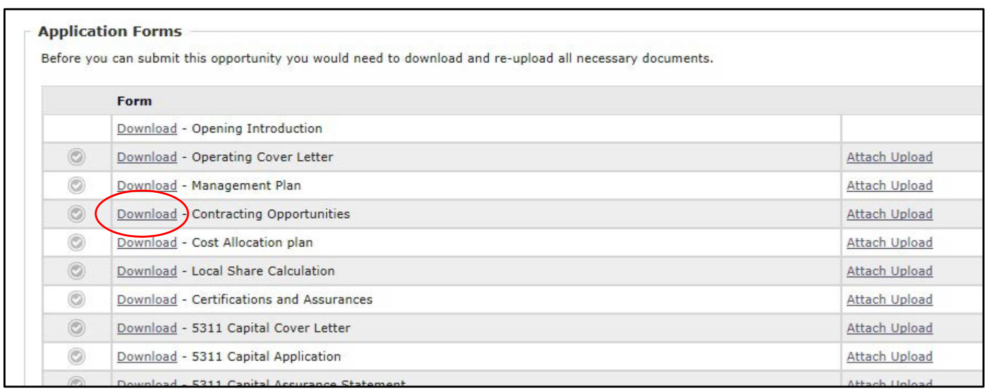
(Figure 6.2b)

Once the application is open, there are several sections that must be completed before the application can be submitted. These sections are the **Application Forms**, **Projects**, and **Documents** *(optional)*. The **Application Forms** section requires the user to download a document in each section that supplies either instructional information or a form that must be completed and/or signed by the applicant. Each form must then be uploaded back into the same section where the system will register the section **Complete** with a green checkmark *(see Figure 6.2c)*



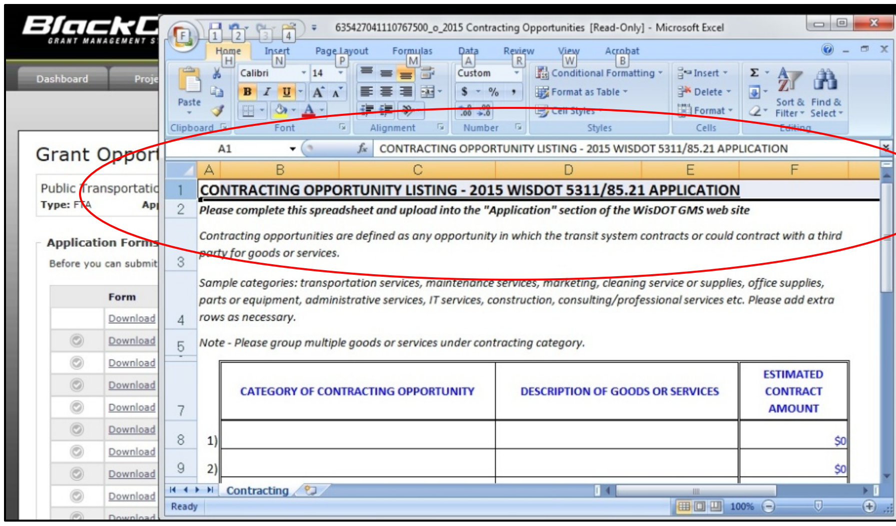
(Figure 6.2c)

To download an **Application Form**, select the **Download** link next to the form you wish to download *(see Figure 6.2d)*



(Figure 6.2d)

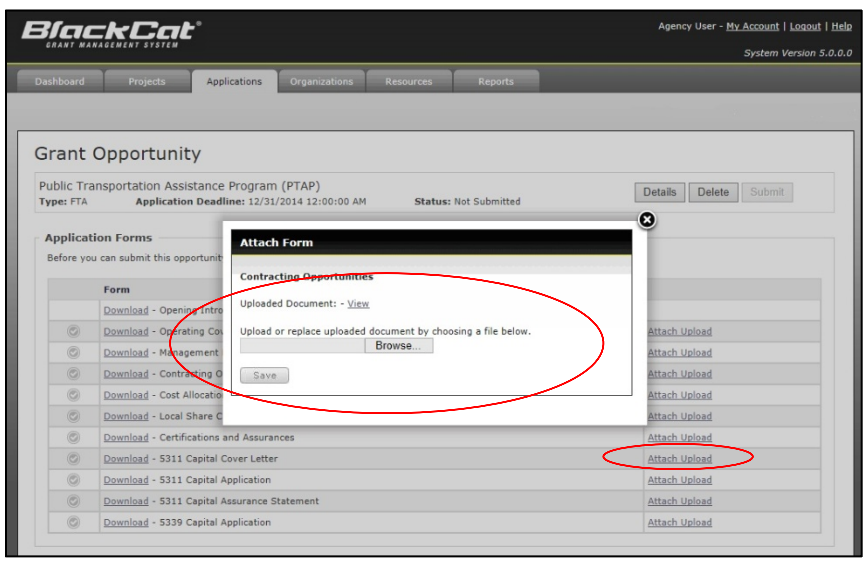
The selected download will open in a new window *(see Figure 6.2e)*



(Figure 6.2e)

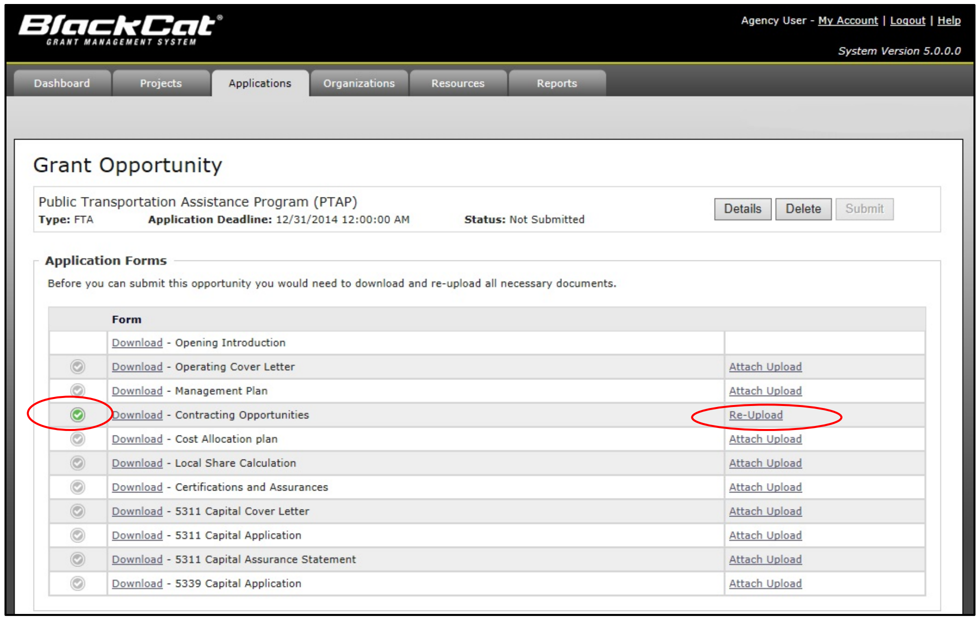
Save each downloaded document to your desktop as needed. Complete each document per the instructions provided and when ready upload the completed or executed document by selecting **Attach Upload**

When the modal window appears, **Choose** the file from your desktop, upload it, and then select **Save**. Then close the modal window *(see Figure 6.2f)*



(Figure 6.2f)

The main application page will now indicate that the document has been uploaded as the **Upload** link will now read **Re-Upload** and the checkmark in the left side column is now green. Once all sections are green and the appropriate projects have been attached, the application will be available to be submitted *(see Figure 6.2g)*

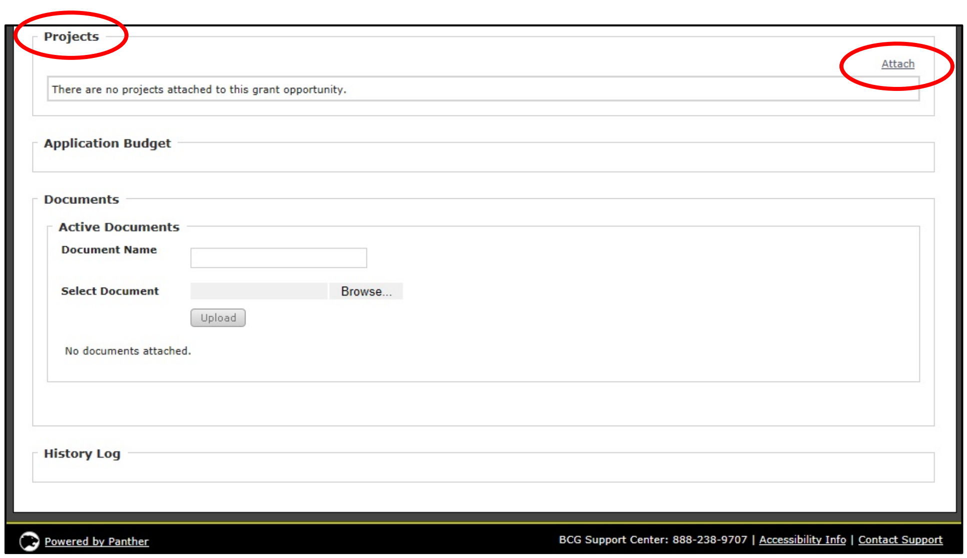


(Figure 6.2g)

6.3 Attaching Projects to an Application (if applicable)

In conjunction with completing all the required forms that justify the need for your list of projects, certain grant applications require that all projects related to the grant application must be included in the application. (Note: the **Projects** section will only show if it is required for your application) To include them, the projects must be selected and **Attached.**

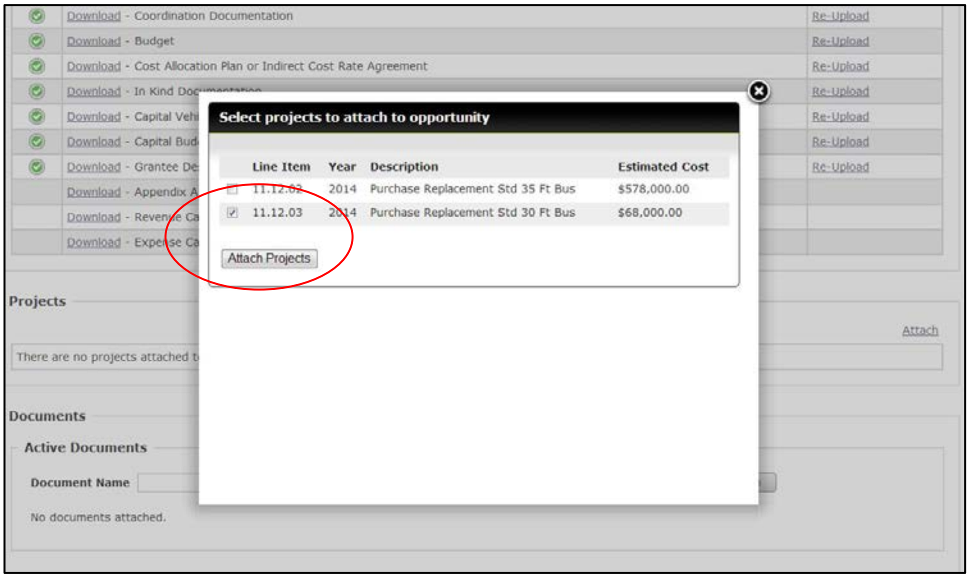
To attach projects, go to the **Projects** section of the application (*see Figure 6.3a)*



(Figure 6.3a)

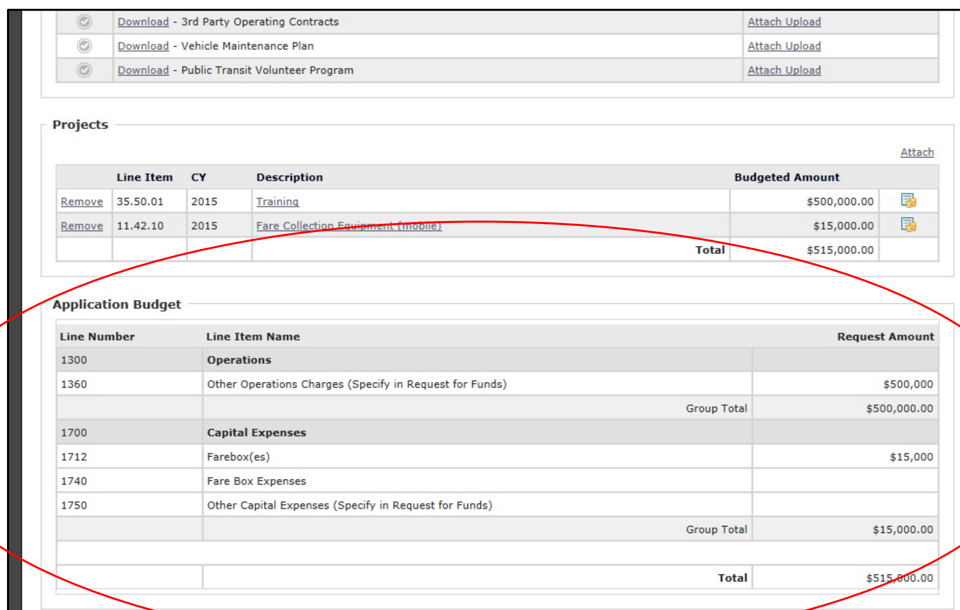
Select the **Attach** link *(see Figure 6.3a above)*

A modal window will appear with a list of projects created in the same calendar year as the application. From the modal window, select the projects your agency would like to submit for funding in this application by selecting the individual checkboxes. Then select the **Attach Projects** button *(see Figure 6.3b)*



(Figure 6.3b)

Once all the chosen projects are attached, check to make sure each project has funding included. The **Application Budget** section will populate automatically and display just below the **Revenue** section. It will display the aggregate amounts for each cost category represented from each project attached *(see Figure 6.3c)*



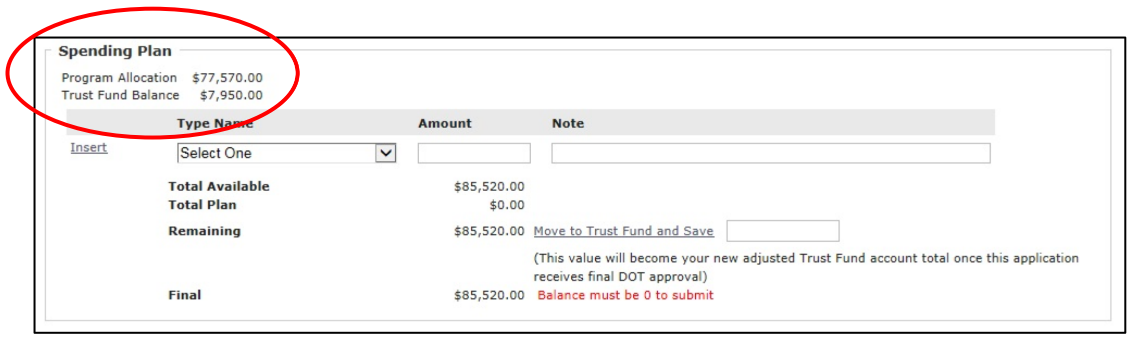
(Figure 6.3c)

Please note: You will not be able to edit the Budget Cost Categories on the application. Edits should be made at the project level. Changes made to the project will filter to the budget in the application.

6.4 Spending Plan (if applicable)

In conjunction with completing all the required forms that justify the need for your application, certain grant applications require a **Spending Plan** which <u>must</u> be included in the application. (Note: the **Spending Plan** section will only show if it is required for your application).

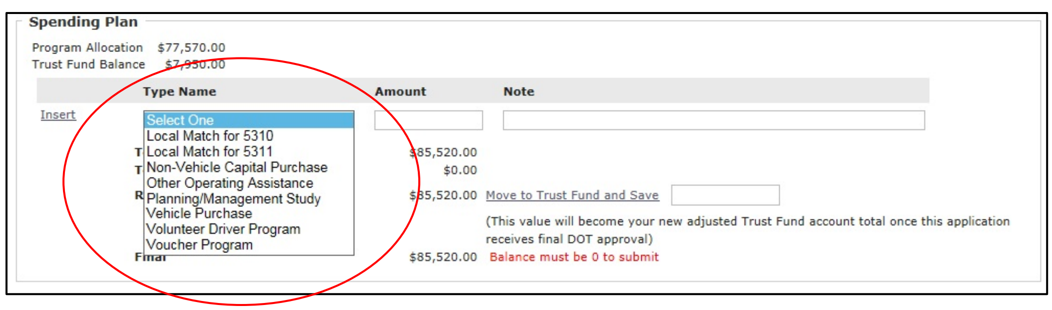
To create your **Spending Plan**, go to the **Spending Plan** section of the application *(see Figure 6.4a)*



(Figure 6.4a)

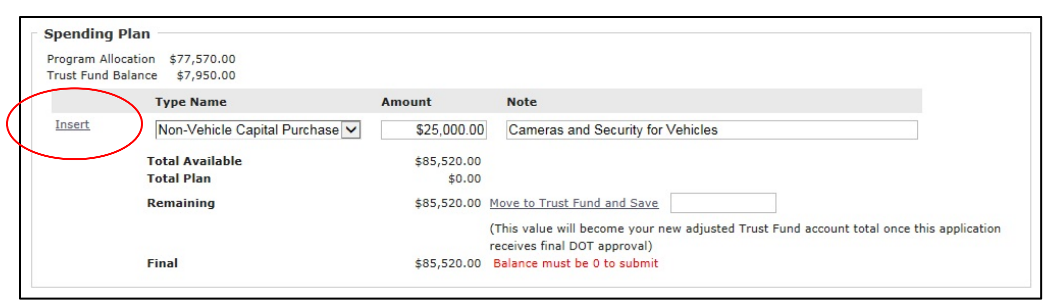
This section will show your **Program Allocation** (the amount of funding that your agency is eligible for), and any existing **Trust Fund Balance** *(see Figure 6.4a above).*

From here you will be able to **Insert** the types of items that you are planning to fund through the program. To add a new item, select the appropriate item in the dropdown list *(see Figure 6.4b)*



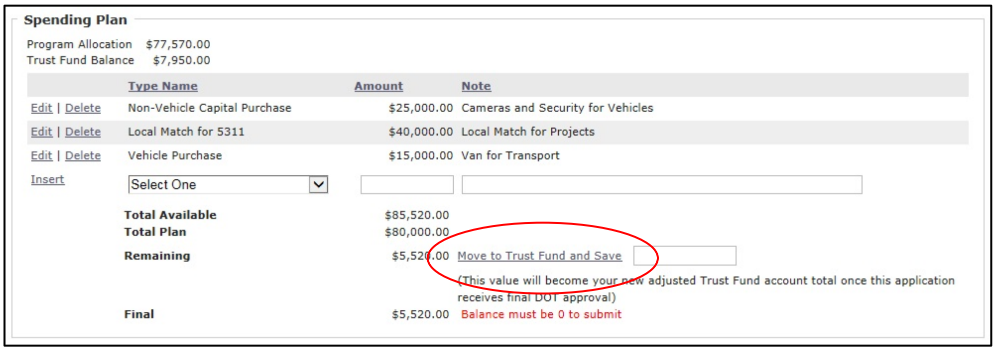
(Figure 6.4b)

Once you select the type of item from the dropdown, you will need to add an **Amount** and a **Note** related to that item (please try to be as descriptive as possible). Once you have entered all the information, select **Insert** *(see Figure 6.4c)*.



(Figure 6.4c)

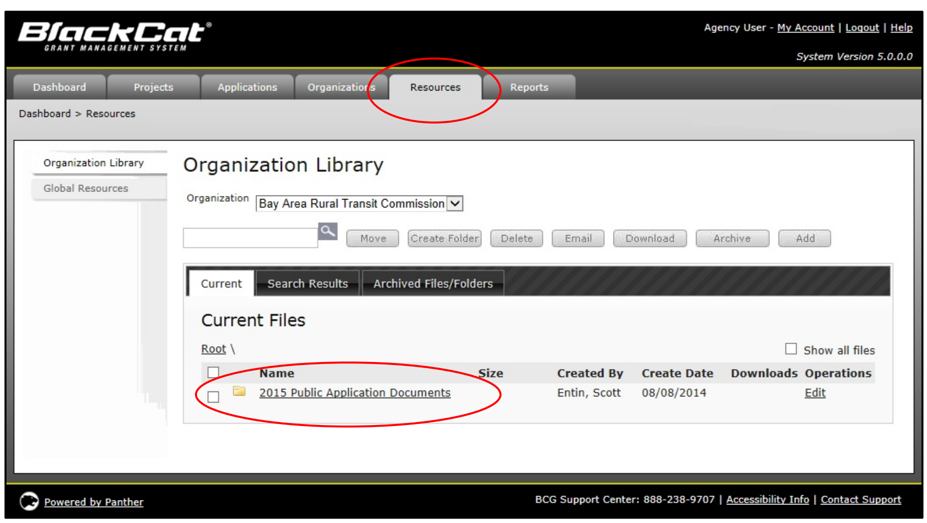
The item will now be added to your spending plan, and your Remaining Balance (your Program allocation and your Trust Fund Balance) will adjust. Continue to enter items as needed. When you have entered all of the items that you intend to purchase, you may be left with some funding remaining. You will need to either designate another item to spend those funds on, or move the funds into your Trust Fund Account. To move any remaining funding into your Trust Fund Account, select the **Move to Trust Fund and Save** link *(see Figure 6.4d).* Your remaining balance will now go to $0.



(Figure 6.4d)

6.5 Attaching Unrequired/Additional Documents to an Application

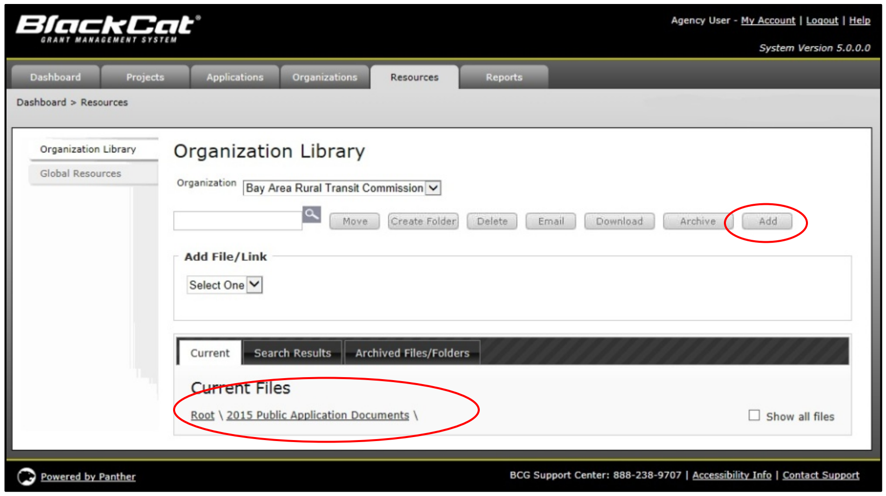
In some cases, additional documentation such as marketing materials, maps, etc needs to be uploaded and attached to the application. These Documents will be uploaded inside of the **Resources** Section. Inside of the Resources section, there is a folder labeled “2015 Public Application Documents *(see Figure 6.5a)*



(Figure 6.5a)

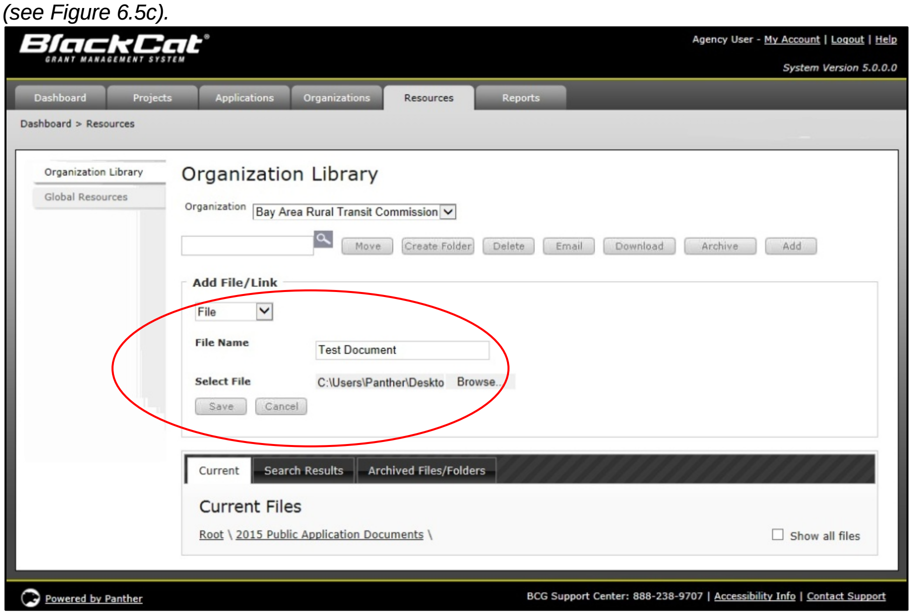
To **Upload a Document**, first select a **Folder Name** (in this case, “2015 Public Application Documents”)

Then select **Add File** *(see Figure 6.5b)*.



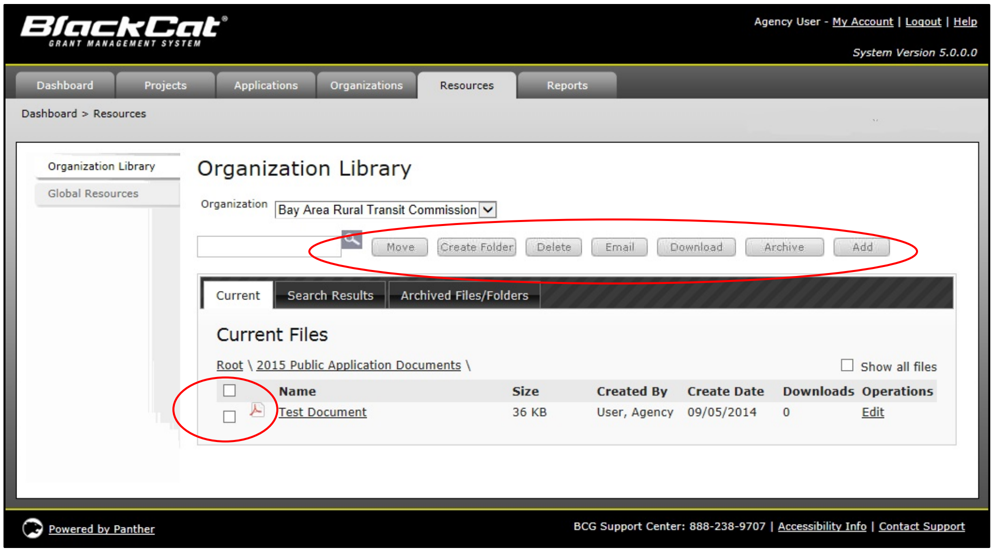
(Figure 6.5b)

Choose whether you are uploading a file or a link. If you select **File**, you must enter a File Name and then Select Browse to search your computer for the correct document and select **Open** to capture the document. Then select **Save** *(see Figure 6.5c).*



(Figure 6.5c)

Each uploaded document will be available in this section. The document title is editable and the document can be deleted, downloaded or emailed using the checkbox to the left and the buttons along the top *(see Figure 6.5d).*

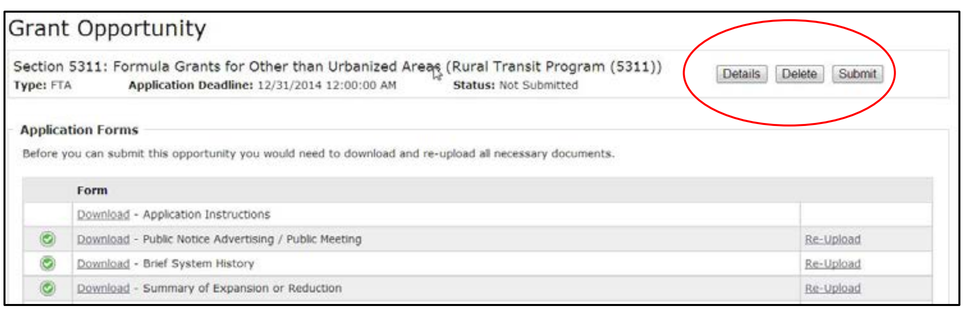


(Figure 6.5d)

6.6 Submitting an Application

Once all the required forms are uploaded and each form subsection is green in the **Application Forms** section; the projects attached are funded in the **Projects** section; the **Revenue** values have been added, the **Submit** button will become **Active** and the application can be submitted. If the **Submit** button is not **Active**, check to make sure you have fully certified both the **Certification of Data** and **FFATA** subsections on the **Certifications** Tab within the **Organization** section (see **Section 4.10**)

The **Submit** button will remain gray until all the actions listed above are complete. Once the **Submit** button is active, select the **Submit** button and your DOT Representative will be notified by email notification *(see Figure 6.6a)*



(Figure 6.6a)

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.

Additional Information

For additional information, please contact:

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