

# ***BlackCat***<sup>®</sup>

GRANT MANAGEMENT SYSTEM

## **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.

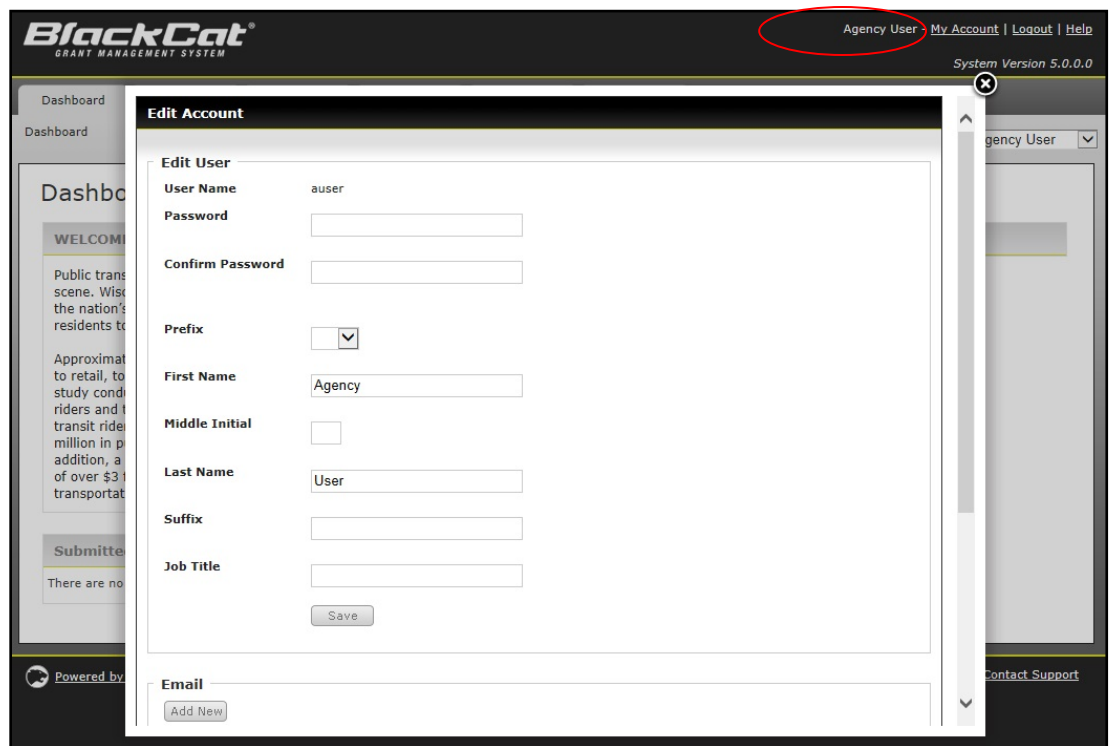
**Note:** Due to differences between various browsers, some elements in the included screenshots may vary. Currently, Internet Explorer is the most widely used browser and all screenshots in this training manual were taken using this application.

## 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)

The screenshot displays the BlackCat Grants web application interface. At the top, the 'BlackCat' logo is on the left, and the user role 'Agency User' is highlighted with a red circle on the right, next to links for 'My Account', 'Logout', and 'Help'. The system version '5.0.0.0' is also visible. A central 'Edit Account' modal window is open, containing a form with the following fields: 'User Name' (pre-filled with 'auser'), 'Password', 'Confirm Password', 'Prefix' (a dropdown menu), 'First Name' (pre-filled with 'Agency'), 'Middle Initial', 'Last Name' (pre-filled with 'User'), 'Suffix', and 'Job Title'. A 'Save' button is located at the bottom of the form. To the left of the modal, a sidebar shows a 'Dashboard' link and a 'WELCOME' message. At the bottom of the sidebar, there is a 'Submit' button and a message 'There are no...'. The bottom of the page features a 'Powered by' logo and an 'Add New' button.

(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.

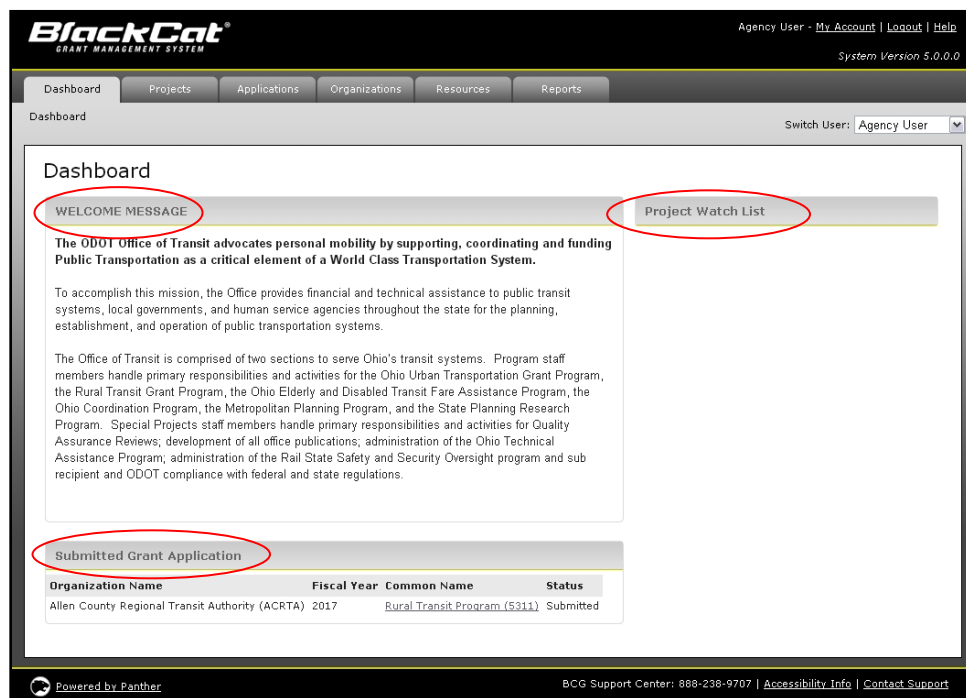
## Section 3: Dashboard Page

### 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



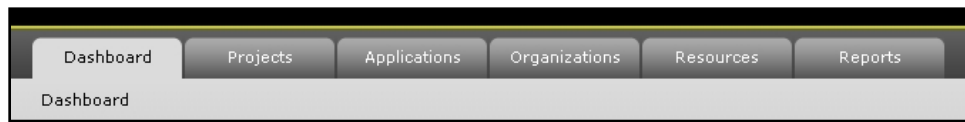
(Figure 3.1a)

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)



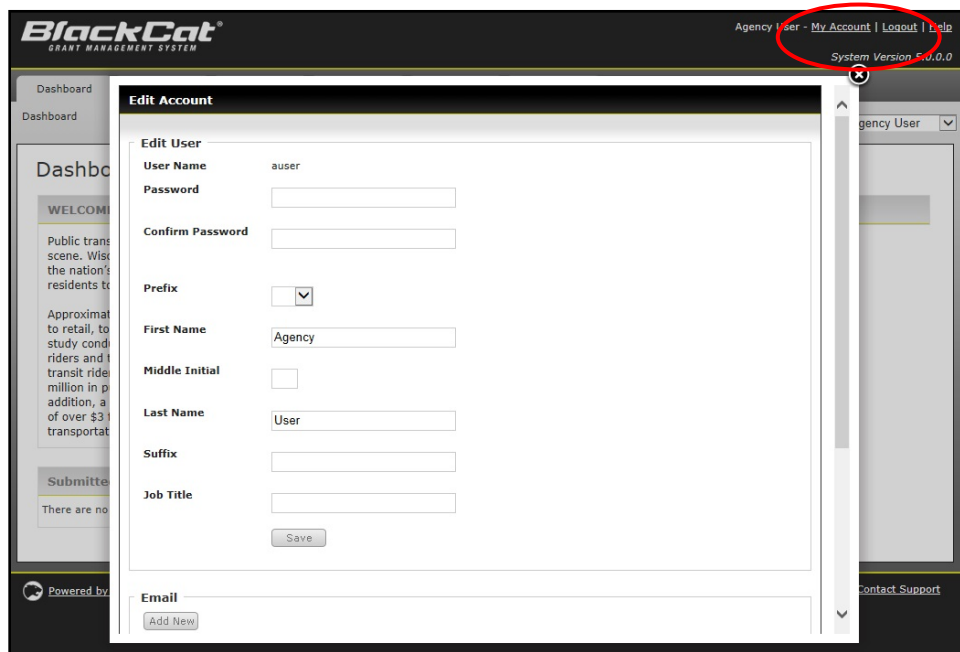
(Figure 3.1b)

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)



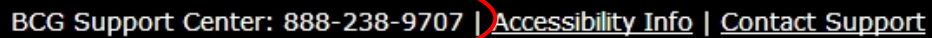
[John Doe - My Account](#) | [Logout](#) | [Help](#)

(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)



BCG Support Center: 888-238-9707 | [Accessibility Info](#) | [Contact Support](#)

(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.



**BlackCat**  
GRANT MANAGEMENT SYSTEM

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

Dashboard Projects Applications **Organizations** Resources Reports

Dashboard > Organizations > Organization Details

**Organization Overview**

**Organization Information**

**Bay Area Rural Transit**  
2216 6th Street East, Ashland, WI 54806  
Main: (715) 682-9664 Fax: Main Contact:  
Email: Website: http://www.bartbus.com/

**Edit**

**Grantee**  
Bay Area Rural Transit Commission  
2216 6th Street East  
Ashland, WI 54806  
Main Contact:  
Main: Fax:  
Email:

**System Characteristics**  
System Type: Demand Response  
System Area:  
System Square Miles: 2,345,678

**Service Hours**

	Fixed Route	Demand Response
Weekdays	-	-
Saturdays	-	-

(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.

**BlackCat**  
GRANT MANAGEMENT SYSTEM

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

Dashboard Projects Applications **Organizations** Resources Reports

Dashboard > Organizations > Organization Details

**Edit Organization**

**Organization Information**

**Bay Area Rural Transit**  
2216 6th Street East, Ashland, WI 54806  
Main: (715) 682-9664 Fax: Main Contact:  
Email: Website: http://www.bartbus.com/

**Edit**

**Organization Details**

**Legal Name** Bay Area Rural Transit

**Acronym/DBA** BART

**Urban/Rural** Small Urban - Tier B

**Address** 2216 6th Street East  
Ashland Wisconsin 54806

☐ Mailing address if different

**Primary Contact**

**Main Phone Number** (715) 682-9664

(Figure 4.1b)

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

**Grantee**

Same As Agency ☐ Yes ☒ No

Name  
Bay Area Rural Transit Commission

Address 1  
2216 6th Street East

Address 2

City  
Ashland

State  
Wisconsin

Zip  
54806

Phone

Fax

Email

Contact

**System Characteristics**

System Type: Demand Response

System Area:

System Square Miles: 2345678.00

**Service Hours**

	Fixed Route	Demand Response
Weekdays		
Saturdays		
Sundays		

**Fares**

	Fixed Route	Demand Response
Base		
Youth		
E & D		
Transfers		

Save Cancel

Powered by Panther

BCG Support Center: 888-238-9707 | Accessibility Info | Contact Support

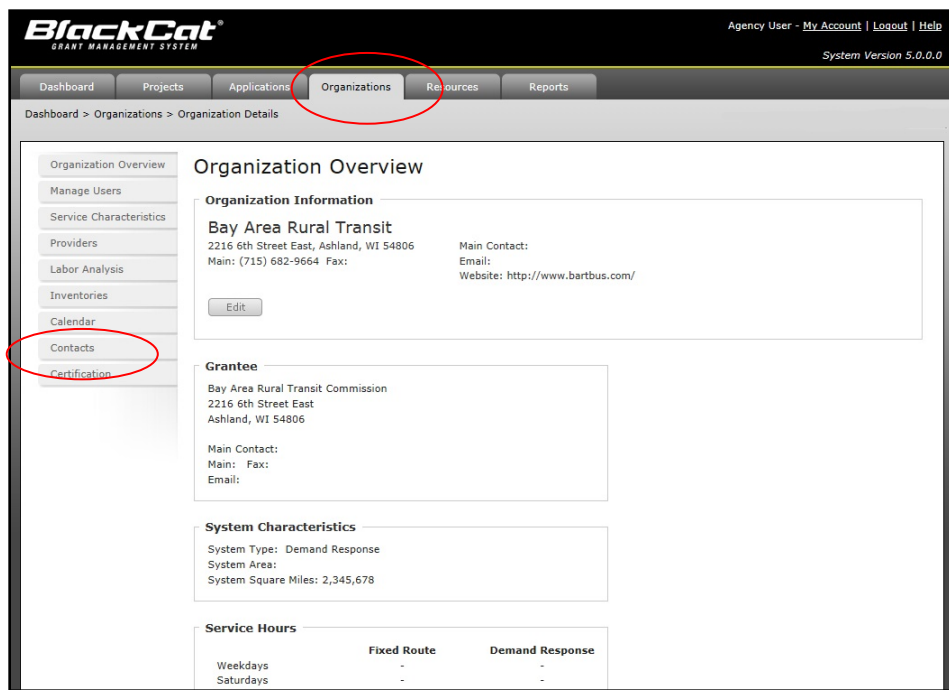
(Figure 4.1c)

## 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.

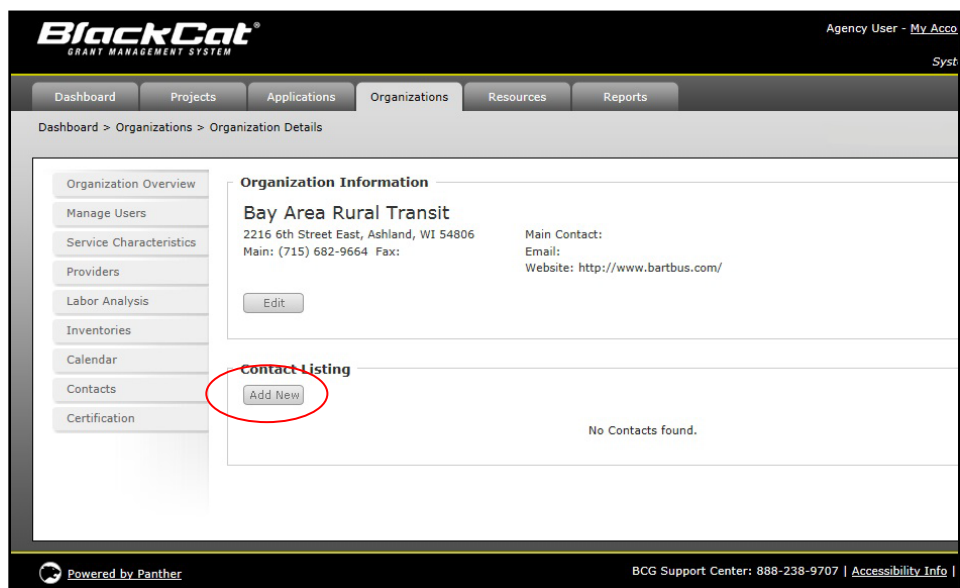
It is important that this section be updated and maintained regularly to ensure that certain critical actions are handled timely.

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)

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GRANT MANAGEMENT SYSTEM

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

Dashboard | Projects | Applications | Organizations | Resources | Reports

Dashboard > Organizations > Organization Details

**Organization Overview**  
Manage Users  
Service Characteristics  
Providers  
Labor Analysis  
Inventories  
Calendar  
Contacts  
Certification

**Organization Information**  
**Bay Area Rural Transit**  
2216 6th Street East, Ashland, WI 54806  
Main: (715) 682-9664 Fax: Main Contact:  
Email: Website: http://www.bartbus.com/

Edit

**Contact Details**

Contact Type  
☐ Coordinator ☐ Fiscal Contact ☐ Payment Officer  
☐ Director ☐ Fleet/Maintenance Supervisor ☐ Primary Contact  
☐ Emergency Contact ☐ Mobility Manager ☐ Signature Authority  
☐ Finance Manager ☐ Operations Manager ☐ Transit Manager

Salutation: Select One

First Name  
Middle Initial  
Last Name  
Suffix  
Position Title  
Address 1  
Address 2  
City

(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.

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GRANT MANAGEMENT SYSTEM

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

Dashboard | Projects | Applications | Organizations | Resources | Reports

Dashboard > Organizations > Organization Details

**Organization Overview**  
Manage Users  
Service Characteristics  
Providers  
Labor Analysis  
Inventories  
Calendar  
Contacts  
Certification

**Organization Information**  
**Bay Area Rural Transit Commission**  
2216 6th Street East, Ashland, WI 54806  
Main: (715) 682-9664 Fax: Main Contact: Gary Kitchen  
Email: gc@aol.com Website: http://www.bartbus.com/

Edit

**Contact Listing**  
Add New

	Name	Contact Information	Contact Type(s)
Select   Delete	Gary Kitchen	Phone: (123) 456-7890 Email: gc@aol.com	- Coordinator - Primary Contact
Select   Delete	Jane Smith	Phone: (987) 654-3210 Email: js@hdaol.com	- Director - Finance Manager
Select   Delete	Joe Foster	Phone: (727) 556-0990 Ext:1006 Email: jfoster@pantherinternational.com	- Operations Manager - Transit Manager

Powered by Panther

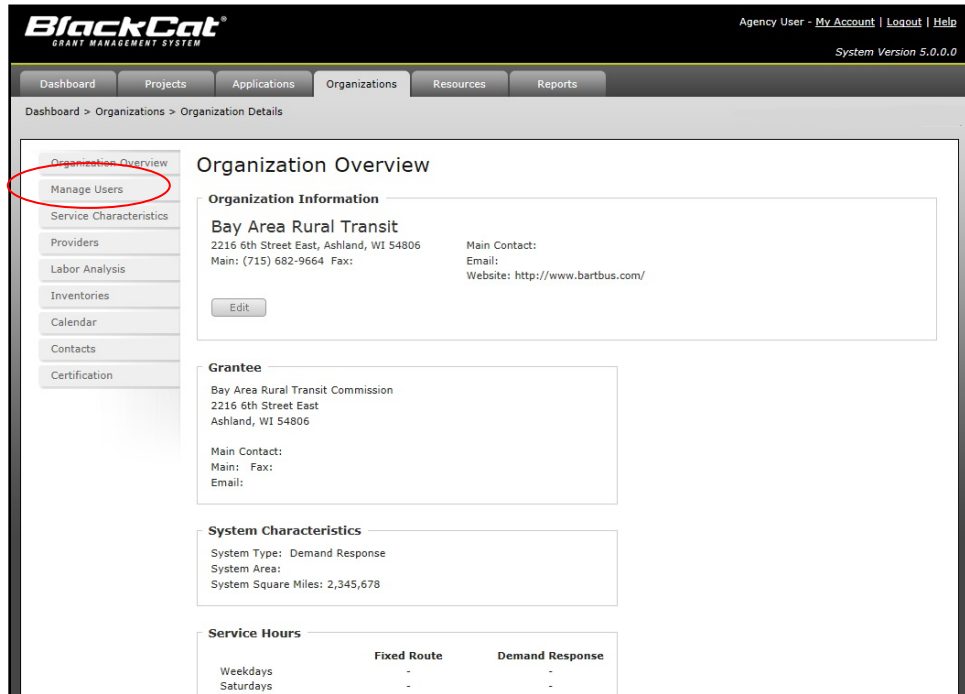
BCG Support Center: 888-238-9707 | Accessibility Info | Contact Support

(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.

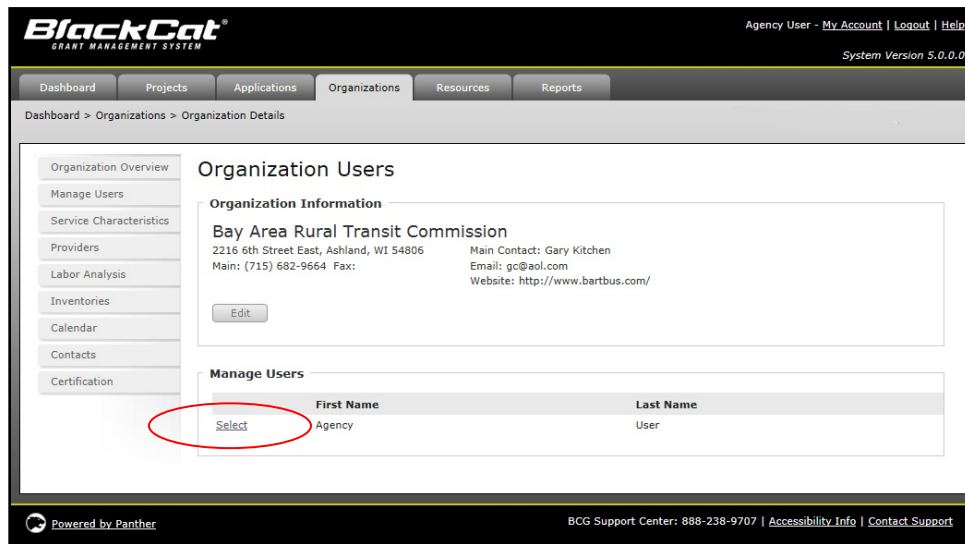
From the navigation on the left side of your browser, select **Manage Users** (see Figure 4.3a)



The screenshot shows the BlackCat Grant Management System interface. The top navigation bar includes links for Agency User, My Account, Logout, and Help. The main navigation tabs are Dashboard, Projects, Applications, Organizations, Resources, and Reports. The breadcrumb trail indicates the current location: Dashboard > Organizations > Organization Details. The left sidebar contains a list of navigation options: Organization Overview, Manage Users (circled in red), Service Characteristics, Providers, Labor Analysis, Inventories, Calendar, Contacts, and Certification. The main content area displays the Organization Overview for Bay Area Rural Transit, including contact information and an Edit button. Below this, there are sections for Grantee information and System Characteristics.

(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)



The screenshot shows the BlackCat Grant Management System interface, specifically the Organization Users page. The top navigation bar and main navigation tabs are the same as in Figure 4.3a. The breadcrumb trail is Dashboard > Organizations > Organization Details. The left sidebar shows the same navigation options. The main content area displays the Organization Users for Bay Area Rural Transit Commission, including contact information and an Edit button. Below this, there is a table titled 'Manage Users' with columns for First Name, Last Name, and a 'Select' button. The 'Select' button is circled in red.

(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)

**BlackCat**  
GRANT MANAGEMENT SYSTEM

Agency User - [My Account](#) | [Logout](#) | [Help](#)  
System Version 5.0.0.0

Dashboard > Organizations > Organization Details

**Edit User**

**Organization Information**

**Bay Area Rural Transit Commission**  
2216 6th Street East, Ashland, WI 54806 Main Contact: Gary Kitchen  
Main: (715) 682-9664 Fax: Email: gc@aol.com  
Website: http://www.bartbus.com/

**Edit User**

**User Name** auser

**Job Title** Transit Coordinator

**Prefix** Mr. ☐

**First Name** Agency

**Middle Initial** ☐

**Last Name** User

**Suffix** ☐

(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).

**BlackCat**  
GRANT MANAGEMENT SYSTEM

Joe Foster - My Account | Administration | Logout | Help

System Version 5.0.0.0

Dashboard | Projects | Applications | Organizations | Resources | Reports | Review | Contracts | Grants

Dashboard > Organizations > Organization Details

**Organization Overview**

Manage Users

Service Characteristics

Providers

Labor Analysis

Inventories

Calendar

Contacts

Certification

**Organization Information**

Adams County Association For Exceptional Citizens, Inc.

123 Main Street, Adams, WI 11111 Main Contact:

Main: Fax: Email: Website:

Edit Delete

**Bus Schedules** **Taxi Schedules**

**Bus Schedules**

Add New Schedule

	Service Day(s)	Days Of Services	# Of Routes	Annual Revenue Miles	Annual Total Miles	Annual Revenue Hours	Annual Platform Hours
Select Delete	Monday through Friday	256	12	36096.00	88064.00	68352.00	83804.16
Select Delete	Saturday, Sunday	52	2	104.00	239.20	271.96	104.00
Select Delete	Monday (Labor Day)	1	1	25.00	40.00	10.00	3.50
	<b>Totals</b>			36225.00	88343.20	68633.96	83911.66

(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).

**Bus Schedules** **Taxi Schedules**

**Bus Schedules**

Add New Schedule

	Service Day(s)	Days Of Services	# Of Routes	Annual Revenue Miles	Annual Total Miles	Annual Revenue Hours	Annual Platform Hours
Select	Monday through Friday	256	13	38656.00	95744.00	77312.00	94044.16
Select	Saturday, Sunday	52	2	104.00	239.20	271.96	104.00
Select	Monday (Labor Day)	1	1	10.00	22.00	13.00	50.00
Select	Monday, Thursday	20	0	0.00	0.00	0.00	0.00
Select	M - F	208	0	0.00	0.00	0.00	0.00
Select	Friday	1	0	0.00	0.00	0.00	0.00
Select	Monday	2	0	0.00	0.00	0.00	0.00
Select	Tuesday	4	0	0.00	0.00	0.00	0.00
Select	Monday	5	0	0.00	0.00	0.00	0.00
Select	Wednesday, Thursday	6	0	0.00	0.00	0.00	0.00
	<b>Totals</b>			38770.00	96005.20	77596.96	94198.16

**Routes**

Add New Route

	Route Number/Name	Status	Service Type	Last Modified Date
Select	Route #12MM7	Active	Fixed Route	9/9/2014 11:39:36 AM
Select	Route #62	Active	Fixed Route	9/3/2014 12:00:00 AM
Select	Route #1	Active	Fixed Route	9/3/2014 12:00:00 AM
Select	Route #13	Active	Fixed Route	9/3/2014 12:00:00 AM
Select	Route #18	Active	Fixed Route	9/3/2014 12:00:00 AM
Select	Route #99	Active	Fixed Route	9/5/2014 11:34:30 AM

(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).



**Manage Schedule**

**Schedule Information**

Type:

Day(s) of Service: ☐ Monday ☐ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Title (Optional):

Is this a holiday schedule? ☐ Yes ☒ No

Day(s) in Service:

**Assign New Route**

☒ Create a new route ☐ Select an existing route

Route Number & Name	Daily Route Miles	Daily Dead Miles	Daily Revenue Hours	Daily Platform Hours	Start Time First Run A.M.	Start Of Last Run P.M.
Main 112	88	24	11	1	8:00 AM	8:15 PM

**Scheduled Routes**

Route Number & Name	Daily Revenue Miles	Daily Dead Miles	Daily Revenue Hours	First Run Time	Last Run Time
	0.00	0.00	0.00		

(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.

**Manage Schedule**

**Schedule Information**

Type:

Day(s) of Service: ☐ Monday ☐ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Title (Optional):

Is this a holiday schedule? ☐ Yes ☒ No

Day(s) in Service:

**Assign New Route**

☐ Create a new route ☒ Select an existing route

Select Route:

**Scheduled Routes**

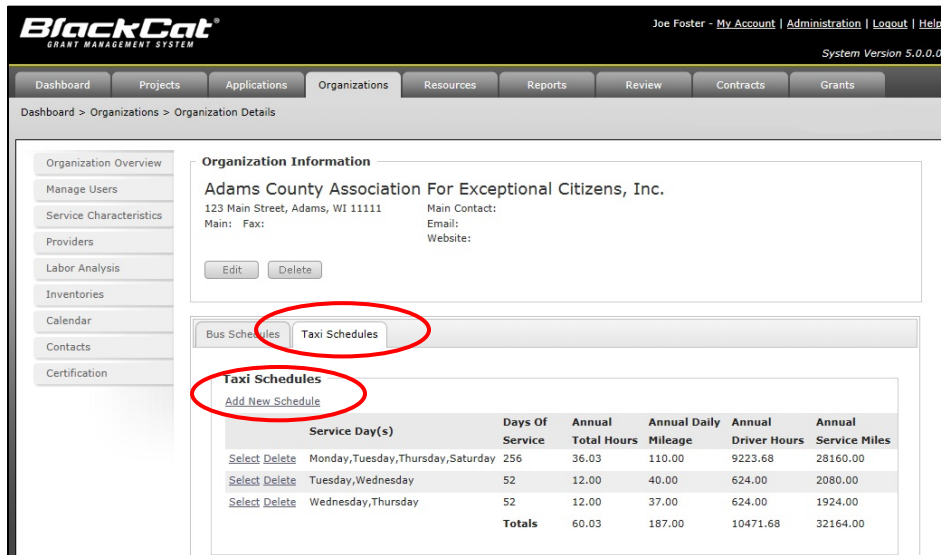
There are no routes with this schedule.

(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).

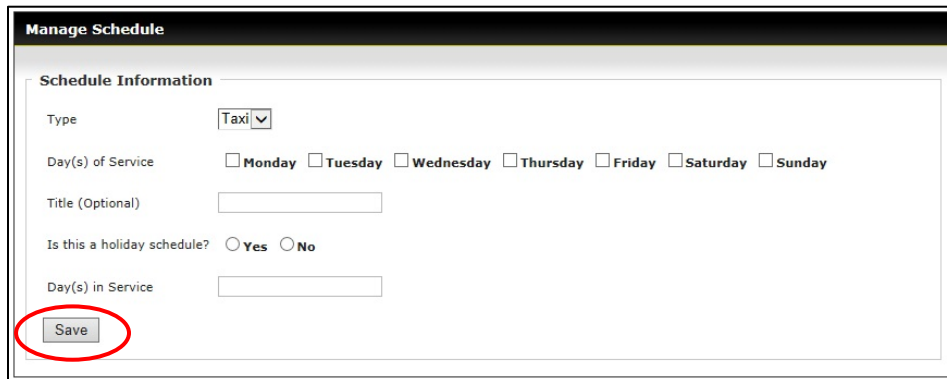


The screenshot shows the BlackCat Grants Management System interface. The top navigation bar includes links for Joe Foster - My Account, Administration, Logout, and Help. The main navigation bar has tabs for Dashboard, Projects, Applications, Organizations, Resources, Reports, Review, Contracts, and Grants. The current view is 'Dashboard > Organizations > Organization Details' for 'Adams County Association For Exceptional Citizens, Inc.'. The left sidebar lists various management options. The main content area shows 'Organization Information' and a tabbed interface with 'Bus Schedules' and 'Taxi Schedules'. The 'Taxi Schedules' tab is active, and the 'Add New Schedule' button is highlighted with a red circle. Below the button is a table of existing taxi schedules.

	Service Day(s)	Days Of Service	Annual Total Hours	Annual Daily Mileage	Annual Driver Hours	Annual Service Miles
<a href="#">Select</a> <a href="#">Delete</a>	Monday, Tuesday, Thursday, Saturday	256	36.03	110.00	9223.68	28160.00
<a href="#">Select</a> <a href="#">Delete</a>	Tuesday, Wednesday	52	12.00	40.00	624.00	2080.00
<a href="#">Select</a> <a href="#">Delete</a>	Wednesday, Thursday	52	12.00	37.00	624.00	1924.00
	<b>Totals</b>		60.03	187.00	10471.68	32164.00

(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).



The screenshot shows the 'Manage Schedule' modal window. The 'Schedule Information' section includes a 'Type' dropdown menu set to 'Taxi', a 'Day(s) of Service' section with checkboxes for Monday through Sunday, a 'Title (Optional)' text field, a radio button for 'Is this a holiday schedule?' with 'Yes' and 'No' options, and a 'Day(s) in Service' text field. The 'Save' button is highlighted with a red circle.

(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).

**Manage Schedule**

**Schedule Information**

Type:

Day(s) of Service: ☐ Monday ☐ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Title (Optional):

Is this a holiday schedule? ☒ Yes ☐ No

Day(s) in Service:

**Create New Fleet**

Fleet Number	Service Start Time	Service End Time	Total Hours	Daily Mileage	
<input type="text" value="123"/>	<input type="text" value="1:00 PM"/>	<input type="text" value="1:00 AM"/>	<input type="text" value="12"/>	<input type="text" value="88"/>	<input type="button" value="Save"/>

(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)

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Dashboard > Organizations > Organization Details

**Organization Information**

ADVOCAP, Inc.  
19 W. First Street, Fond du Lac, WI 54936  
Main: (800) 631-7760 Fax: 2132354355  
Main Contact: Doug Pearson, Community Relations Manager  
Email: dougp@advocap.org  
Website: http://www.advocap.org

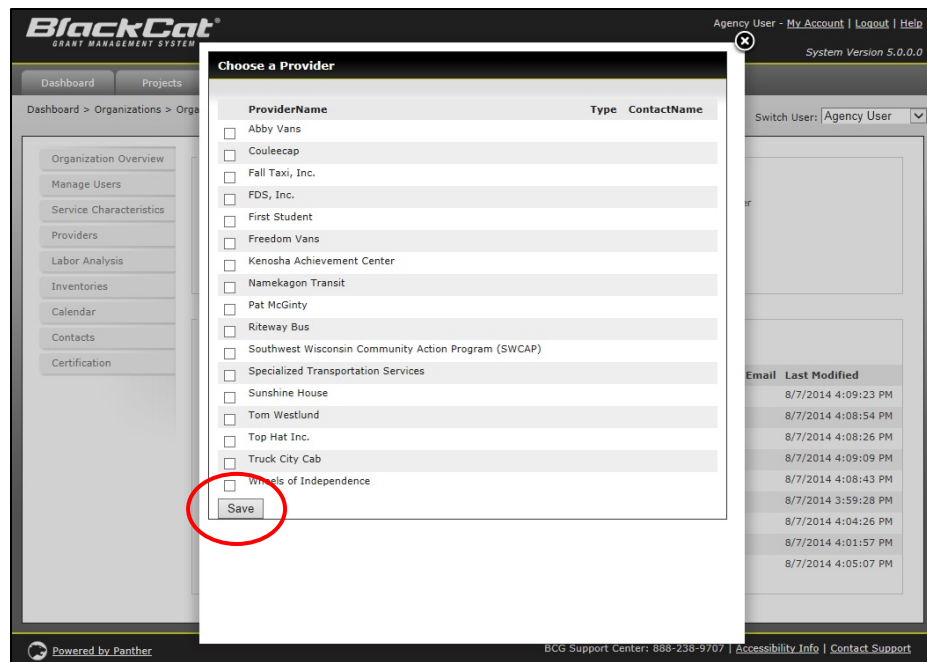
**Providers**

Provider Name	Type	Contact	Phone	Email	Last Modified
<a href="#">Remove</a> Running Inc					8/7/2014 4:09:23 PM
<a href="#">Remove</a> Milwaukee Transport Services					8/7/2014 4:08:54 PM
<a href="#">Remove</a> Indianhead Community Action Agency					8/7/2014 4:08:26 PM
<a href="#">Remove</a> Classic Cab					8/7/2014 4:09:09 PM
<a href="#">Remove</a> Riteway Bus					8/7/2014 4:08:43 PM
<a href="#">Remove</a> Dor-Tran					8/7/2014 3:59:28 PM
<a href="#">Remove</a> Union Cab					8/7/2014 4:04:26 PM
<a href="#">Remove</a> Rapid Cab					8/7/2014 4:01:57 PM
<a href="#">Remove</a> Wisconsin Automotive & Truck Education Association, Inc (WATEA)					8/7/2014 4:05:07 PM

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(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)

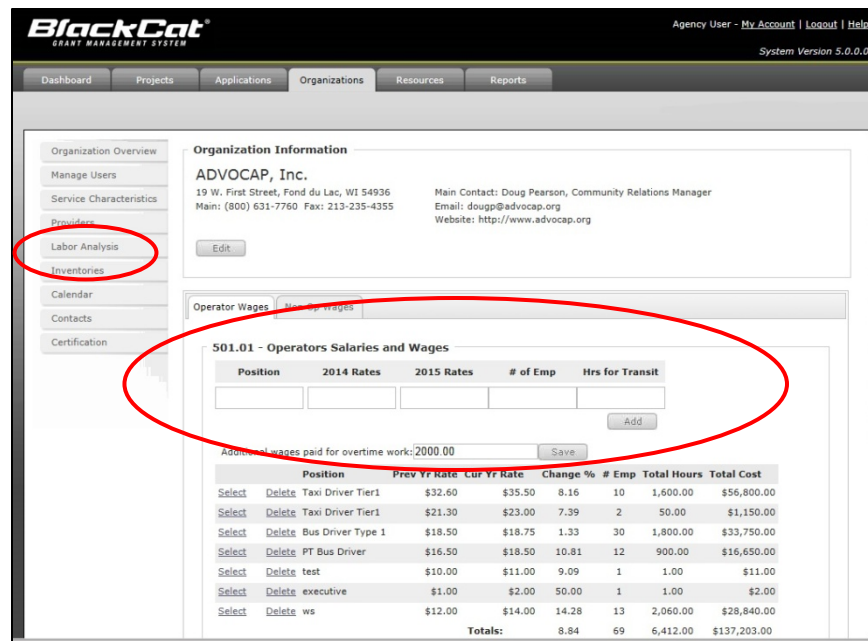


(Figure 4.5b)

## 4.6 Labor Analysis

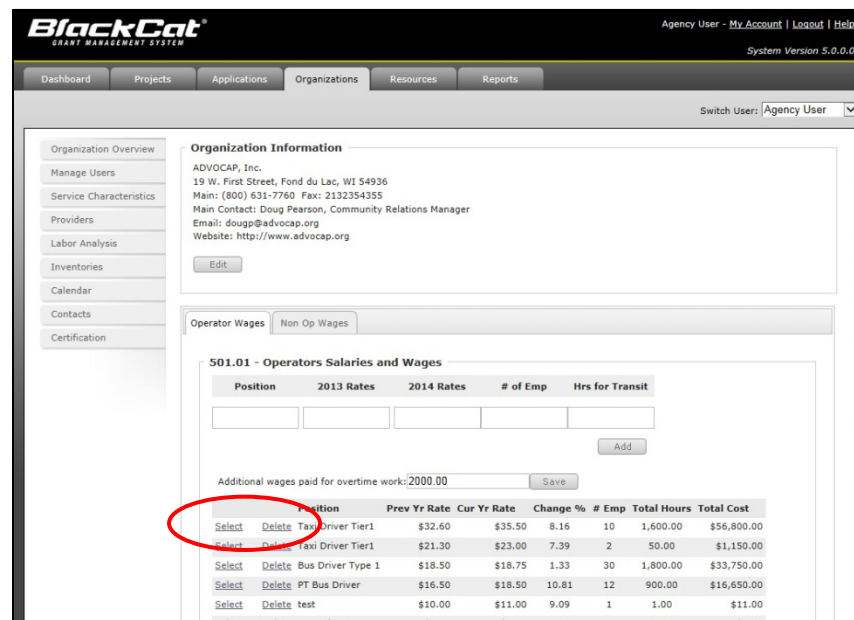
The **Labor Analysis** section maintains employee labor and salary information for your organization required by DOT. This is where you will collect your Agency's Operator and Non-Operator salaries and wages.

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).

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Dashboard | Projects | Applications | Organizations | Resources | Reports

Dashboard > Organizations > Organization Details

**Organization Information**

**Bay Area Rural Transit Commission**  
2216 6th Street East, Ashland, WI 54806  
Main: (715) 682-9664 Fax: Main Contact: Gary Kitchen  
Email: gc@aol.com Website: http://www.bartbus.com/

Edit

**Inventories**

Inventory | **Vehicles** | Export | Retired Vehicles

**Active Vehicles**

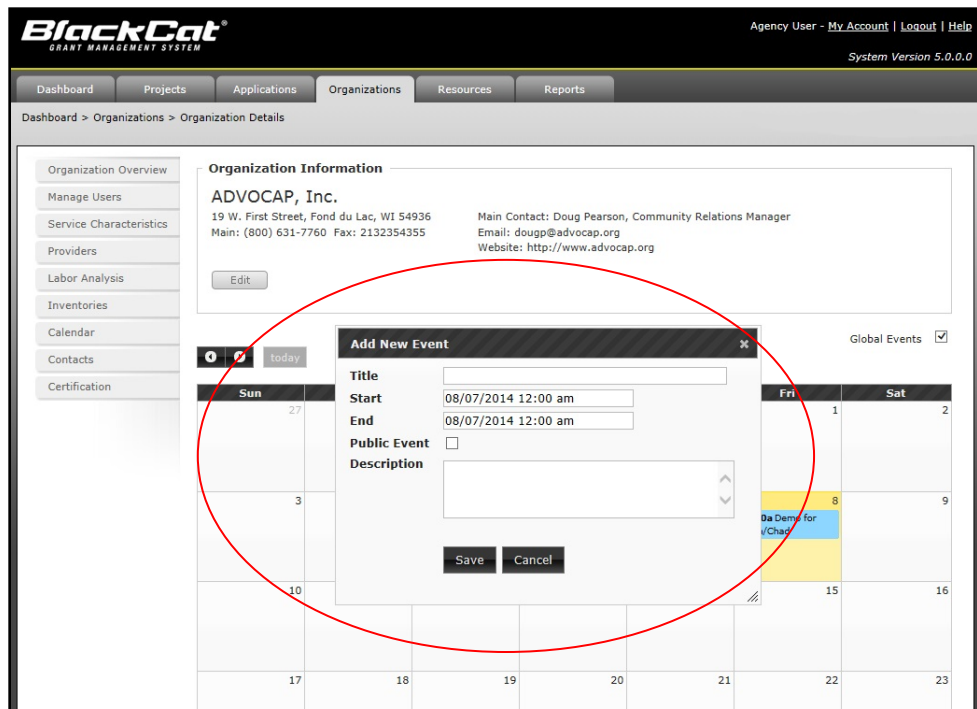
	Year	VIN	License Plate	Manufacturer	Make/Model	Status
Select	2004	1FDXE45S44HB50049	77681	FORD	E450 SUPER DUTY	ACTIVE
Select	2004	1FDWE35S44HB50042	77680	FORD	E350 SUPER DUTY	ACTIVE
Select	2006	1FDWE35L36DA44538	75997	FRRV	E350 SUPER DUTY	CERTIFY
Select	1999	1FDXE40F5XHC18423	W0FC	ELDO	E SUPER DUTY RV	CERTIFY
Select	2003	1FDXE45F23HB58281	65106	ELDO	E450 SUPER DUTY	CERTIFY
Select	2006	1FDXE45P76DA89205	71908	STCR	E450 SUPER DUTY	CERTIFY

(Figure 4.7a)

## 4.8 Calendar

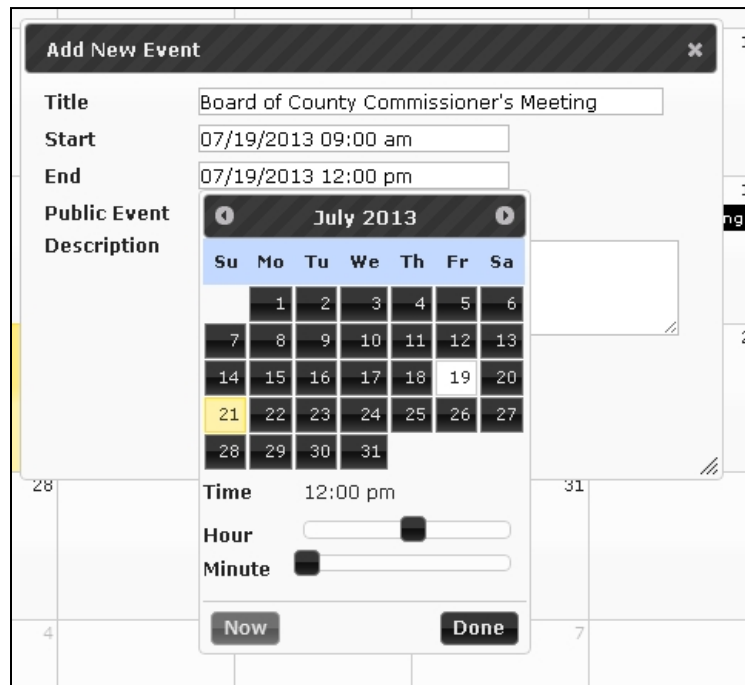
The **Calendar** section provides a monthly calendar that your organization can use to track milestones and specific dates associated with your funding requests. DOT representative can also access, view, and even load events into your calendar.

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)



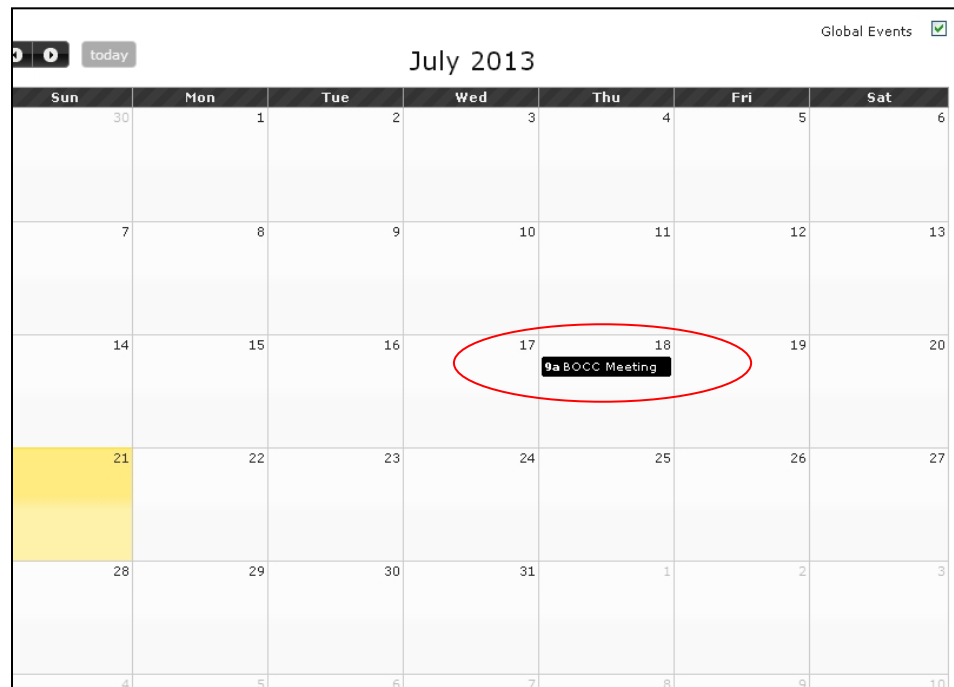
(Figure 4.8a)

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)



Title VI Civil Rights  
 Coordination Activities  
 Calendar  
 Contacts  
 Vehicles  
 Contract Management  
 Certification

Main: 218-741-0724 Ext. 107  
 Fax: 218-741-0724  
 Edit Delete

**Certification Data**  
 2015 ☐ I attest and certify that I have reviewed all of the information listed and contained within the Organization section that relates to my organization. I further attest that I have edited, uploaded, or provided all of the required or requested information on behalf of my organization to the best of my ability.  
 Save Cancel

Delete	FiscalYear	Created By	Created
	2015	Scott Entin	3/31/2014 11:46:52 AM

**Federal Funding Accountability and Transparency Act (FFATA) Certification**  
 Select One In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific System for Award Management (SAM) record, represented by a DUNS number, belongs) receive  
 Select One 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements?  
 Select One \$25,000,000 (25 million dollars) or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements?  
 Select One Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this specific System for Award Management (SAM) account, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?  
 Save Cancel

(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)

**Project Listing**

**Filter Options**

Filter By:

[All Projects](#) | [Project Plans](#)

**Project Listing**

Project Number	CY	Priority	Organization	FTA Line Items	Description	Estimated Cost	Status
RTD-13-0024	2014	1	Allen County Regional Transit Authority (ACRTA)	11.11.04	<a href="#">Eng &amp; Design &lt; 30-Ft Bus</a>	\$168,000	Open
123456789	2014	1	Allen County Regional Transit Authority (ACRTA)	11.26.01	<a href="#">Lease - Busway</a>	\$100,000	Open
	2014	3	Allen County Regional Transit Authority (ACRTA)	11.11.04	<a href="#">Eng &amp; Design &lt; 30-Ft Bus</a>	\$45,000	Open
23443	2014		Allen County Regional Transit Authority (ACRTA)	11.41.07	<a href="#">Eng/Design - ADP Hardware</a>	\$10,000	Open
dsf43f	2014		Allen County Regional Transit Authority (ACRTA)	11.22.06	<a href="#">Acquire - Elevated Structures</a>	\$2,000	Open
34f5dd43	2014		Allen County Regional Transit Authority (ACRTA)	11.31.20	<a href="#">Eng/Design - Misc Bus Station Equipment</a>	\$20,000	Open
DCS-13-0024	2014	2	Allen County Regional Transit Authority (ACRTA)	11.13.04	<a href="#">Purchase Expansion &lt; 30Ft Bus</a>	\$168,000	Open
12345678	2014	7	Allen County Regional Transit Authority (ACRTA)	11.12.04	<a href="#">Purchase Replacement &lt; 30 Ft Bus</a>	\$67,000	Open
12345679	2014	8	Allen County Regional Transit Authority (ACRTA)	11.13.15	<a href="#">Purchase Expansion Vans</a>	\$28,800	Open
12345680	2014	1	Allen County Regional Transit Authority (ACRTA)	11.34.04	<a href="#">Rehab/Renovation-Park &amp; Ride</a>	\$300,000	Open
13113133	2018	1	Allen County Regional Transit Authority (ACRTA)	11.13.15	<a href="#">Purchase Expansion Vans</a>	\$40,000	Open
12380199	2014	8	Allen County Regional Transit Authority (ACRTA)	11.12.03	<a href="#">Purchase Replacement Std 30 Ft Bus (w ADA)</a>	\$60,000	Open

(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)

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[Dashboard](#) | [Projects](#) | [Applications](#) | [Organizations](#) | [Resources](#) | [Reports](#)

Dashboard > Projects

Switch User:

**Project Listing**

**Filter Options**

Filter By:

[All Projects](#) | [Project Plans](#)

**Project Listing**

No projects found.

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(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)

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Dashboard Projects Applications Organizations Resources Reports

Dashboard > Projects > Project Details Switch User: Agency User

### Project Details - Add New

**Project Information**

CY: 2014

FTA Line Item Code: 11.12.04 -> Purchase Replacement < 30 Ft Bus [Lookup](#)

Description: Purchase Replacement < 30 Ft Bus

Project Number:

Total Estimated Cost: 67000

Priority: 1

Notes: Will require ADA accommodations

**Vehicle Information**

Vehicle Type: Bus 30-Foot Light Duty

Milestone Date: 12/5/2013

Vehicle Status: Replacement

[Save](#) [Cancel](#)

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(Figure 5.2d)

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

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Dashboard Projects Applications Organizations Resources Reports

Dashboard > Projects > Project Details Switch User: Agency User

### Project Summary

**Project Information**

Marion Area Transit (MAT) : Purchase Replacement < 30 Ft Bus

UPIN: BCG0001833 **Created by** Agency User on 7/21/2013 13:36 PM  
**Status:** In Development **Last Modified by** Agency User on 7/21/2013 13:36 PM

[Select](#) [Delete](#)

**Funding Requests**

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

Status	Year	Requested	Allocated	Encumbered	Modified
Not Submitted	2014	\$0	\$0	\$0	7/21/2013

[Select](#) | [Delete](#)

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(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).

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Dashboard | Projects | Applications | Organizations | Resources | Reports

Dashboard > Projects > Project Details

Switch User: Agency User

**Project Summary**

**Project Information**

Marion Area Transit (MAT) : Purchase Replacement < 30 Ft Bus  
UPIN: BCG0001833  
Status: In Development  
Created by: Agency User on 7/21/2013 13:36 PM  
Last Modified by: Agency User on 7/21/2013 13:36 PM

Select Delete

**Funding Requests**

Expand All | Collapse All

	Status	Year	Requested	Allocated	Encumbered	Modified
Select Delete	Not Submitted	2014	\$0	\$0	\$0	7/21/2013

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(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)

**Request Summary**

Year: 2014  
Status: Not Submitted  
Requested: \$0  
Allocated: \$0  
Encumbered: \$0

History Delete

<< Return to Funding Requests

Funding Comments

**Budget Request**

Line Number	Line Item Name	Request Amount
1700	Capital Expenses	
1711	Vehicle Cost	\$80,000.00
1712	Farebox(es)	
1713	AVL/MDT	
1714	Camera(s)	
1715	Logos	\$4,000.00
1716	Radio (Communication Equipment)	
1717	Other Bus Related Equipment	\$1,200.00
Group Total		
Total Requested		\$85,200.00

Save Cancel

(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)

**Request Summary**

Year: 2014  
Status: Not Submitted  
Requested: \$67,000  
Allocated: \$0  
Encumbered: \$0

[History](#) [Delete](#)

[Return to Funding Requests](#)

**Requests**

	Federal	State	Local	Other
Select	\$53,600	\$0	\$13,400	\$0
<b>Total</b>	<b>\$67,000</b>			

(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)

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Dashboard | **Applications** | Organizations | Resources | Reports

**Grant Opportunities**

Pending | New

Public Transportation Assistance Program  
Type: Federal Application Deadline: Wednesday, December 31, 2014

[Details](#) [Apply](#)

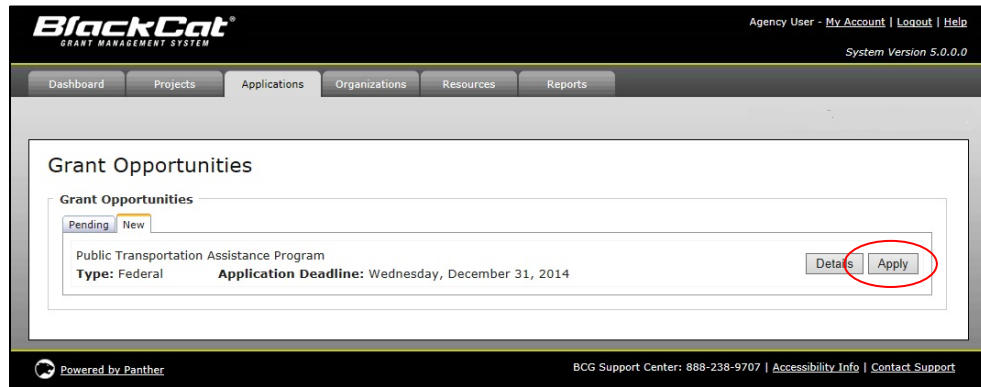
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(Figure 6.1a)

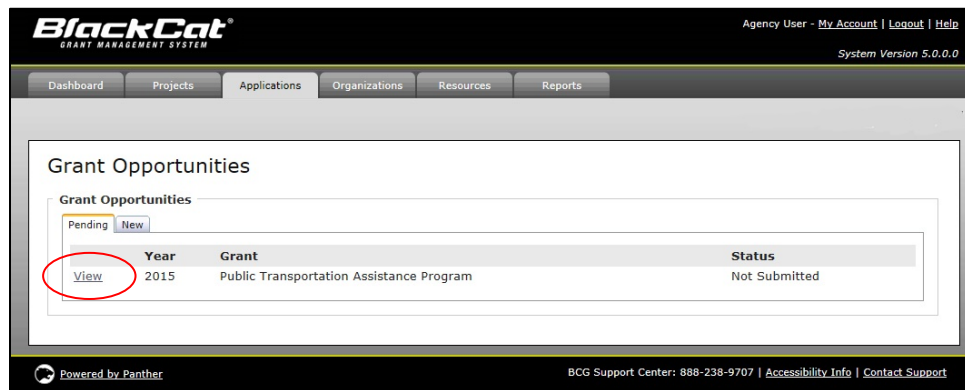
## 6.2 Applying for a Grant

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



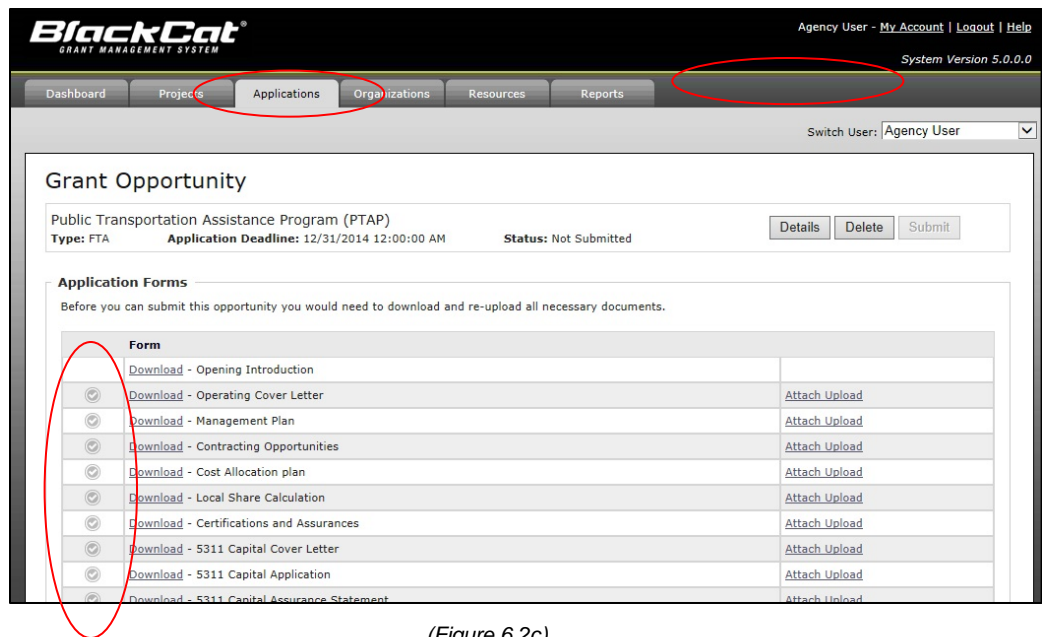
(Figure 6.2a)

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)



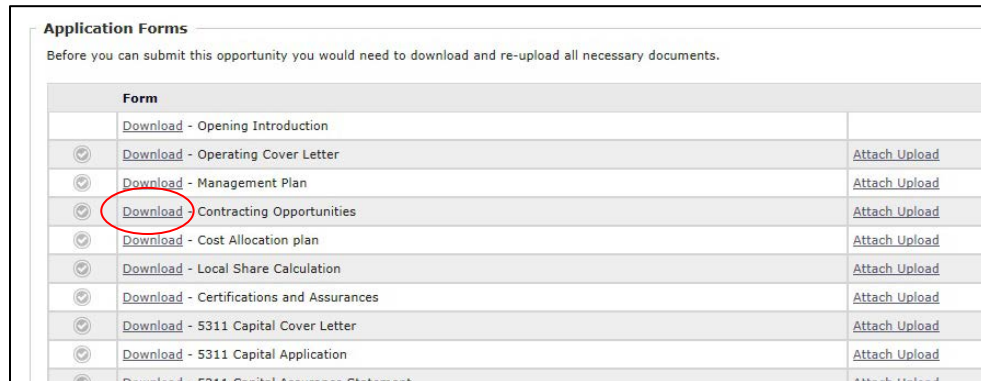
(Figure 6.2b)

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)

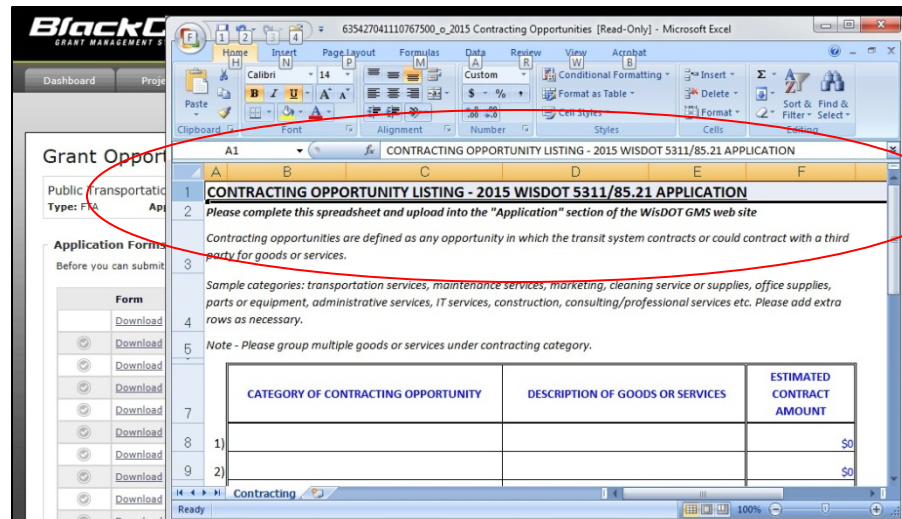
To download an **Application Form**, select the **Download** link next to the form you wish to download (see Figure 6.2d)



(Figure 6.2d)

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

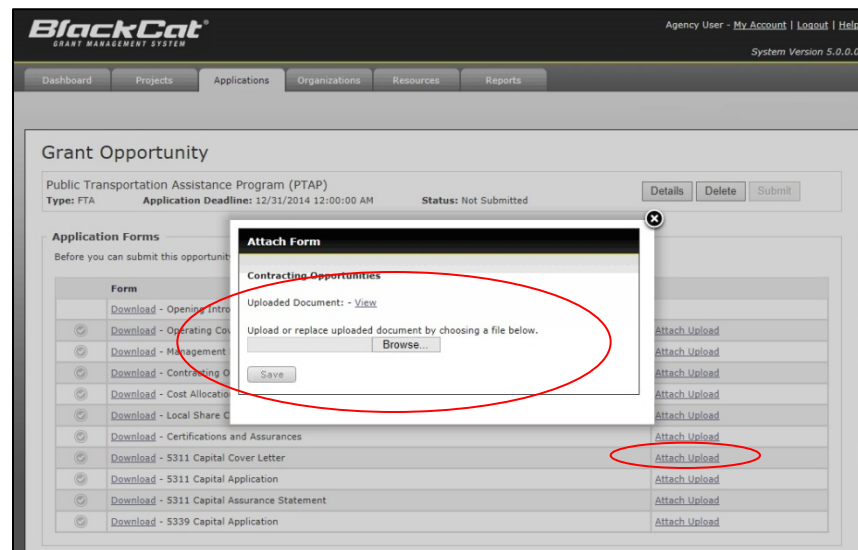




(Figure 6.2e)

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)

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Dashboard Projects Applications Organizations Resources Reports

### Grant Opportunity

Public Transportation Assistance Program (PTAP)  
Type: FTA Application Deadline: 12/31/2014 12:00:00 AM Status: Not Submitted

Details Delete Submit

#### Application Forms

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

Form	
Download - Opening Introduction	
Download - Operating Cover Letter	Attach Upload
Download - Management Plan	Attach Upload
Download - Contracting Opportunities	Re-Upload
Download - Cost Allocation plan	Attach Upload
Download - Local Share Calculation	Attach Upload
Download - Certifications and Assurances	Attach Upload
Download - 5311 Capital Cover Letter	Attach Upload
Download - 5311 Capital Application	Attach Upload
Download - 5311 Capital Assurance Statement	Attach Upload
Download - 5339 Capital Application	Attach Upload

(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)

Projects Attach

There are no projects attached to this grant opportunity.

#### Application Budget

#### Documents

**Active Documents**

Document Name

Select Document

Browse...

Upload

No documents attached.

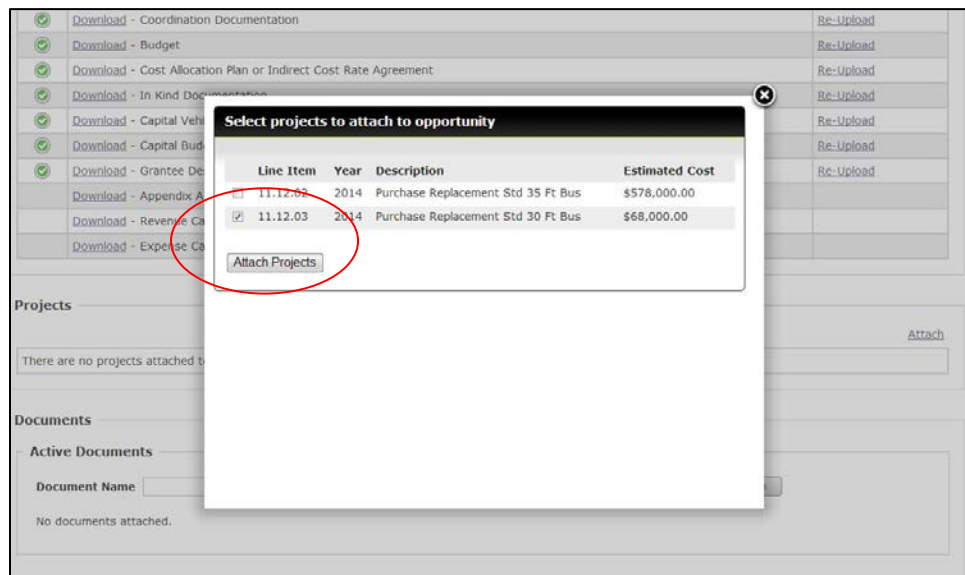
#### History Log

(Figure 6.3a)

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

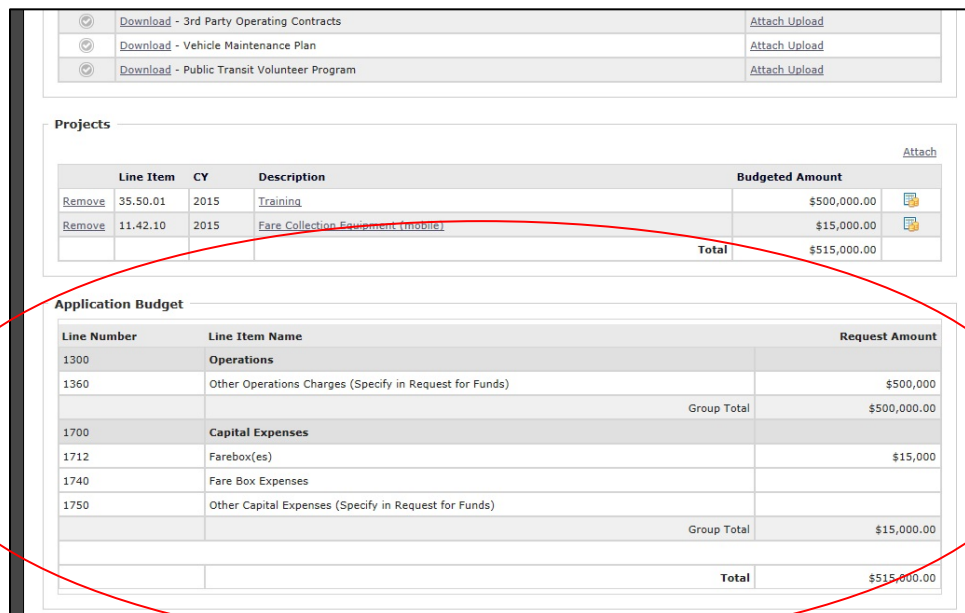
A modal window will appear with a list of projects created in the same calendar year as the application. From the modal window, select the projects your agency

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 must 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)

The screenshot shows the 'Spending Plan' section of a form. At the top, 'Program Allocation' is \$77,570.00 and 'Trust Fund Balance' is \$7,950.00. Below this is a table with three columns: 'Type Name', 'Amount', and 'Note'. The 'Type Name' column has a dropdown menu currently set to 'Select One'. The 'Amount' column has a text input field. The 'Note' column has a text input field. Below the table, there are summary rows: 'Total Available' (\$85,520.00), 'Total Plan' (\$0.00), 'Remaining' (\$85,520.00), and 'Final' (\$85,520.00). A red circle highlights the 'Spending Plan' header and the top summary rows.

Type Name	Amount	Note
Select One		
Total Available	\$85,520.00	
Total Plan	\$0.00	
Remaining	\$85,520.00	Move to Trust Fund and Save
Final	\$85,520.00	

(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)

The screenshot shows the 'Spending Plan' section with the dropdown menu open. The dropdown list includes: 'Select One', 'Local Match for 5310', 'Local Match for 5311', 'Non-Vehicle Capital Purchase', 'Other Operating Assistance', 'Planning/Management Study', 'Vehicle Purchase', 'Volunteer Driver Program', and 'Voucher Program'. A red circle highlights the dropdown menu.

Type Name	Amount	Note
Select One		
Local Match for 5310	\$85,520.00	
Local Match for 5311	\$0.00	
Non-Vehicle Capital Purchase	\$85,520.00	Move to Trust Fund and Save
Other Operating Assistance		
Planning/Management Study		
Vehicle Purchase		
Volunteer Driver Program		
Voucher Program		
Final	\$85,520.00	

(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).

The screenshot shows the 'Spending Plan' section with 'Non-Vehicle Capital Purchase' selected in the dropdown menu. The 'Amount' field is set to '\$25,000.00' and the 'Note' field is 'Cameras and Security for Vehicles'. A red circle highlights the 'Insert' button.

Type Name	Amount	Note
Non-Vehicle Capital Purchase	\$25,000.00	Cameras and Security for Vehicles
Total Available	\$85,520.00	
Total Plan	\$0.00	
Remaining	\$85,520.00	Move to Trust Fund and Save
Final	\$85,520.00	

(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.

**Spending Plan**  
 Program Allocation \$77,570.00  
 Trust Fund Balance \$7,950.00

Type Name	Amount	Note
<a href="#">Edit</a>   <a href="#">Delete</a> Non-Vehicle Capital Purchase	\$25,000.00	Cameras and Security for Vehicles
<a href="#">Edit</a>   <a href="#">Delete</a> Local Match for 5311	\$40,000.00	Local Match for Projects
<a href="#">Edit</a>   <a href="#">Delete</a> Vehicle Purchase	\$15,000.00	Van for Transport

[Insert](#)

**Total Available** \$85,520.00  
**Total Plan** \$80,000.00  
**Remaining** \$5,520.00 [Move to Trust Fund and Save](#)

(This value will become your new adjusted Trust Fund account total once this application receives final DOT approval)  
**Final** \$5,520.00 Balance must be 0 to submit

(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)

**BlackCat**  
 GRANT MANAGEMENT SYSTEM

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Dashboard | Projects | Applications | Organizations | **Resources** | Reports

Dashboard > Resources

**Organization Library**  
 Global Resources

Organization:

**Current Files**

Name	Size	Created By	Create Date	Downloads	Operations
Root \					
<input type="checkbox"/> 2015 Public Application Documents		Entin, Scott	08/08/2014		<a href="#">Edit</a>

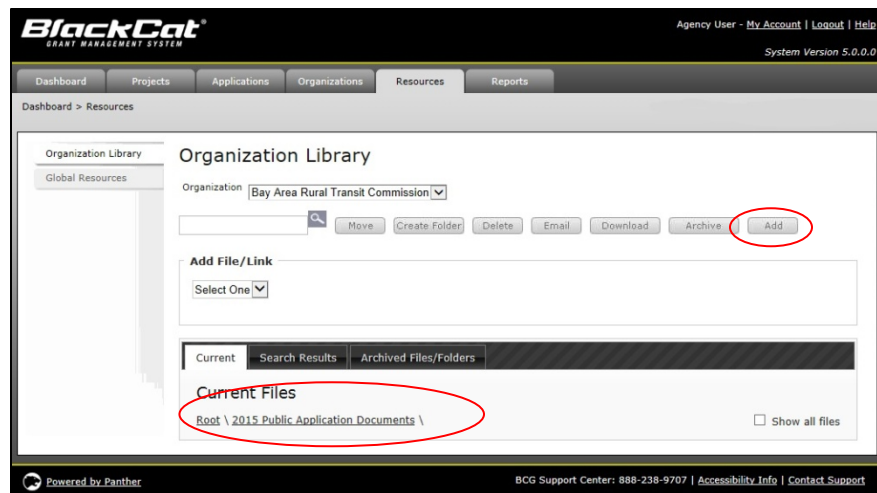
☐ Show all files

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(Figure 6.5a)

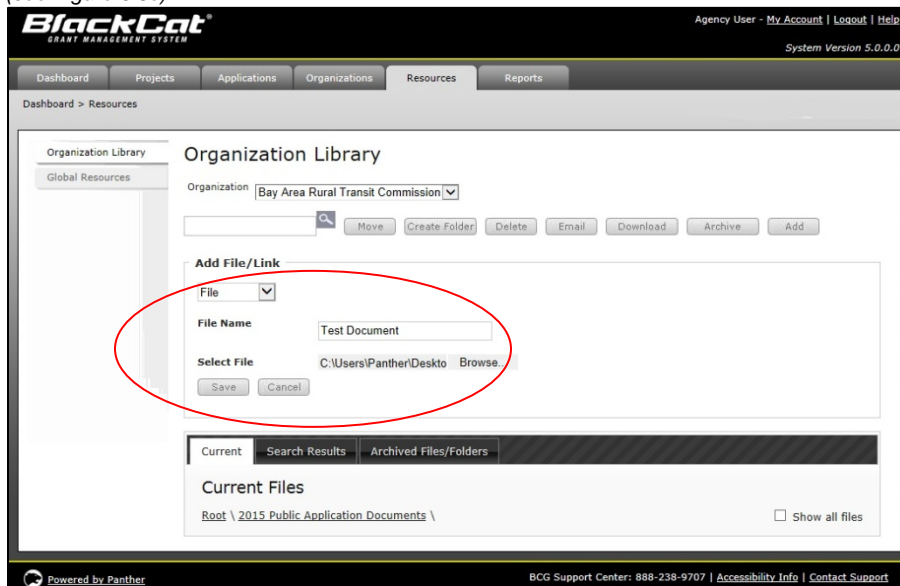
To **Upload a Document**, first select a **Folder Name** (in this case, “2015 Public Application Documents”)

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



(Figure 6.5b)

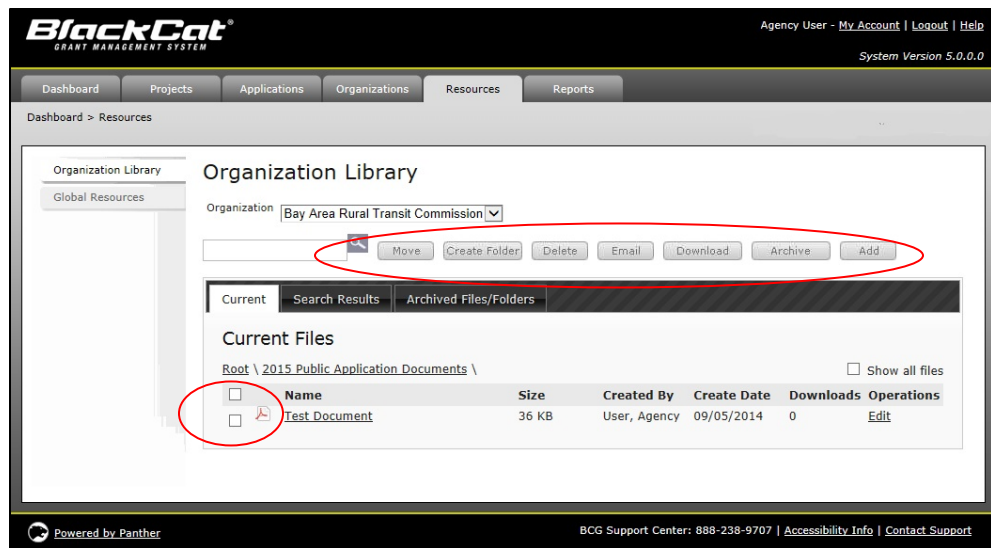
Choose whether you are uploading a file or a link. If you select **File**, you must enter a File Name and then Select Browse to search your computer for the correct document and select **Open** to capture the document. Then select **Save** (see Figure 6.5c).



(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).



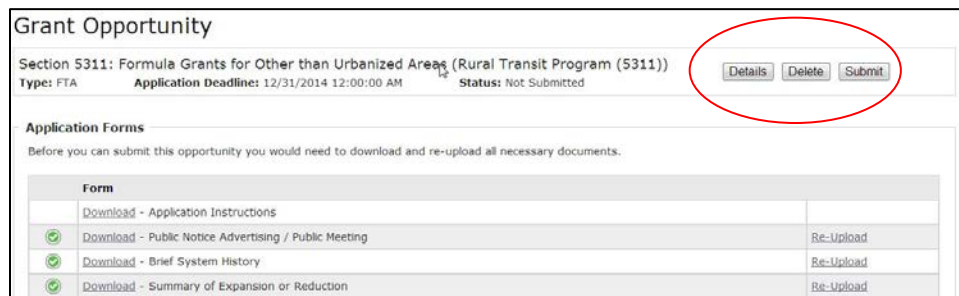


(Figure 6.5d)

## 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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