

# ***BlackCat***<sup>®</sup>

**TRANSIT DATA MANAGEMENT SYSTEM**



## **AGENCY USER GUIDE**

---



System Web Address: [widot.blackcattransit.com](http://widot.blackcattransit.com)

## Table of Contents

Section 1: Introduction .....	3
1.1 What is the BlackCat Transit Management System? .....	3
1.2 This User Guide .....	3
Section 2: Getting Started.....	4
2.1 Access BlackCat Transit Management System.....	4
2.2 System Overview.....	5
Section 3: Organization Management .....	7
3.1 Editing Organization Details.....	7
3.2 Manage Users .....	9
3.3 Service Characteristics .....	10
3.4 Providers .....	12
3.5 Labor Analysis .....	14
3.6 Inventory Management .....	16
3.7 Calendar Management .....	18
3.8 Contact Management .....	21
3.9 Reporting.....	23
3.10 Certification Management.....	23
Section 4: Organization Reporting.....	24
4.1 Reporting Overview .....	25
4.2 Creating a New Report.....	25
4.3 Completing and Submitting Reports.....	26
4.4 DOT Report Approval .....	29
Section 5: Application Opportunities, Creation and Submission.....	30
5.1 View Pending and New Grant Opportunities.....	30
5.2 Applying for and Completing a Grant .....	31
5.3 Attaching A Project .....	39
5.4 How To Attach Additional Documents.....	41
5.5 Submitting an Application.....	43

Section 6: Projects..... 44  
6.1 Project Creation ..... 44  
Section 8: Resources ..... 50  
Section 9: Reports ..... 54  
Section 10: Additional Information..... 56

# User Guide

## Section 1: Introduction

### 1.1 What is the BlackCat Transit Management System?

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

The **BlackCat Transit Management System** is a secure, web-based system that allows an entire grant program to be automated and managed online. **BCT** will allow you to apply for funding through an online grant application process and will provide an efficient way to report on your grant after funds are awarded. In addition, the system allows users to track their budgets and request payments in one easily accessible database. The system prevents duplication of data and ensures efficient tracking of progress throughout the life cycle of a grant program for both the grantor and grantee.

### 1.2 This User Guide

This user guide was created to assist transit agency users, Metropolitan Planning Organizations (MPOs), regional council members, DOT representatives, and other users with the efficient use of the **BlackCat Transit Management System**. This guide will walk you through each step of the grant process, from gaining access through reporting. We suggest utilizing this manual to help walk through each component of the system while you complete the process. There are also video tutorials located in the resources section of the system. Please refer to the resources section in this guide for further instruction on how to access them.

If immediate technical help or support is needed, please call the **BlackCat Support at 1-888-238-9707** or select the **“Contact Support”** link at the bottom of each section within the system; this will create an email for you to document the specific issue you are experiencing. If you call and a representative does not answer directly, please leave a message and your call will be returned in a timely manner. To assist our team in providing the most helpful responses, please provide your name, the state you are calling from, the agency you are representing, your contact information, and details about your question or issue you are experiencing.

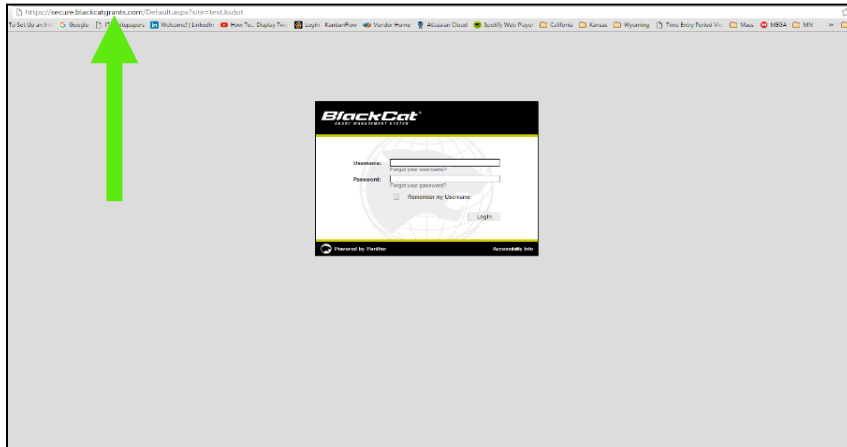
**Note:** Due to differences between internet browsers, your view may differ slightly from the view in the screenshot utilized to create this manual. While internet browsers may cause a variation in look and feel, all systems components should continue to function in all internet browsers.

**Disclaimer:** All screenshots in this guide are from our test site and while the names and data may be familiar, the information is test information we have entered and is not accurate.

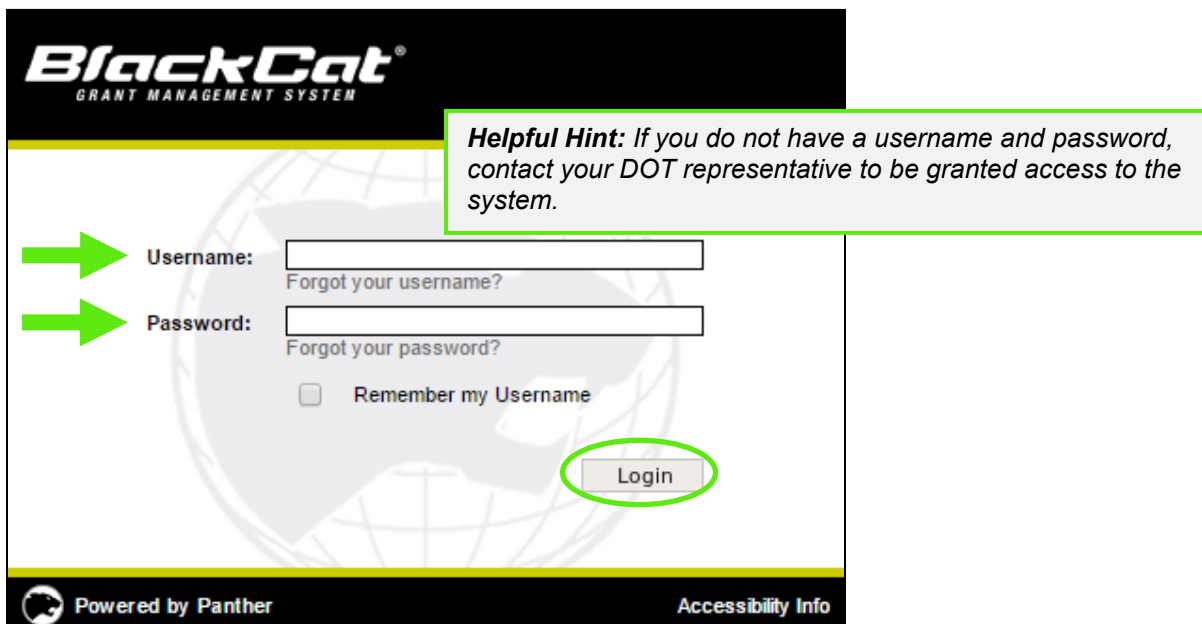
## Section 2: Getting Started

### 2.1 Access BlackCat Transit Management System

- 1) Locate the **BlackCat Transit Management System** login screen at **widot.blackcattransit.com**



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



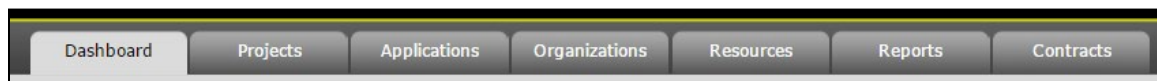
## 2.2 System Overview

- 1) **Dashboard:** After logging in, you will see the system dashboard. On the dashboard, you will have quick access to information related to projects, applications, funding, invoices, etc.

The screenshot shows the BlackCat Grant Management System dashboard. At the top, there is a navigation bar with tabs for Dashboard, Projects, Applications, Organizations, Resources, Reports, and Contracts. The main content area is titled 'Dashboard' and contains three sections: 'WELCOME MESSAGE', 'Project Watch List', and 'Submitted Grant Application'. The 'WELCOME MESSAGE' section contains text about the new application process, including a deadline of December 16, 2015, and contact information for Josh Powers. The 'Project Watch List' section is currently empty. The 'Submitted Grant Application' section displays the message: 'There are no submitted grant applications. Please visit the [applications sections](#).' Three callout boxes with green borders and arrows point to these sections, providing additional context: 'The Welcome Message will provide key information about activities related to the system; including critical announcements or bulletins.', 'The Project Watch List is designed to allow easy, quick access to projects that you want to track.', and 'The Submitted Grant Application displays the grant applications that have been submitted by your organization.'

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

Access for these components is provided through tabs across the top of the system  
(more detail will be provided on each component throughout this guide)



- 1) User specific features are located in the upper right corner of the screen

User - [My Account](#) | [Logout](#) | [Help](#)

### My Account:

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

The screenshot shows the 'Edit Account' form in the BlackCat Grant Management System. The form is titled 'Edit User' and contains the following fields: User Name (allen), Password, Confirm Password, Prefix (dropdown menu), First Name (agency), Middle Initial, Last Name (user), Suffix, Job Title, and Reviewer (checkbox). A 'Save' button is located at the bottom of the form and is circled in green. The background shows a dashboard with a sidebar and a main content area.

The **My Account** feature allows the user to change certain profile information including first name, last name, phone number, email address, and password. Once a username has been created, it cannot be changed.

### Logout and Help:

User - [My Account](#) | [Logout](#) | [Help](#)

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

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

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

**BlackCat Support Phone Number:**

Located at the bottom right corner and should be used to request technical assistance.

**Accessibility Info:**

Provides information for those users needing accessibility assistance.

**Contact Support:**

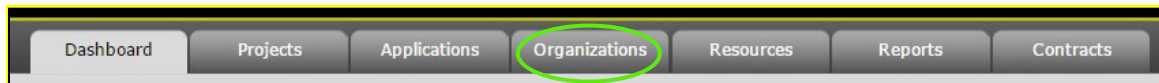
Allows a user to submit questions, concerns, ideas or other information directly to the **BlackCat Support Team** or directly [wi\\_transit@blackcatsupport.com](mailto:wi_transit@blackcatsupport.com)

### **Section 3: Organization Management**

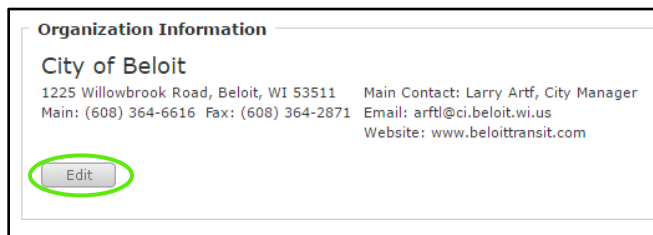
The Organization section includes data about your agency, including addresses, contacts, key company information, users, financial data, inventories, and a calendar.

#### **3.1 Editing Organization Details**

- 1) Select the **Organizations** tab



- 2) Select **Edit**



- 3) Edit the fields you would like to update



**Organization Details**

**Legal Name**

**Acronym/DBA**

**Address**

Mailing address if different

---

**Primary Contact**

---

**Main Phone Number**

**Alternate Phone Number**

**Fax Number**

**Main Contact Email**

**Website**

**RPC Jurisdiction**

**Urbanized Area**

**Counties Served**

- Adams
- Ashland
- Barron
- Bayfield
- Brown

**Municipalities**

- Abbotsford city
- Adams city
- Adell village
- Albany village
- Algoma city

**Tier**

**Agency Type**

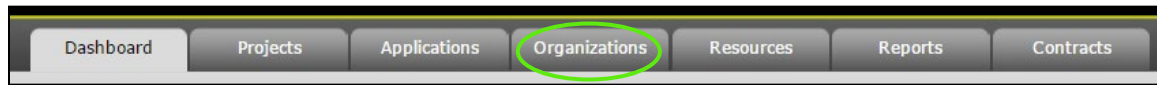
4) Select the **Save** button to ensure the information you entered is saved



The screenshot shows a form titled "Fares" with the following fields: "Base", "Youth/Students", and "Senior/Disabled", each with a corresponding input box. Below these is a large "Comments" text area. At the bottom of the form, the "Save" button is circled in green, and the "Cancel" button is also visible.

### 3.2 Manage Users

1) Select the **Organizations** tab



2) Select **Manage Users**



3) Select **Manage Users** list will now show

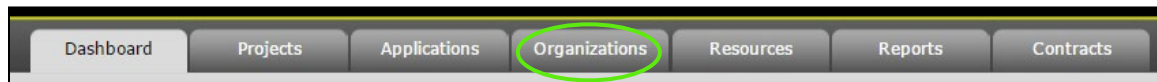
	First Name	Last Name
<a href="#">Select</a>	Ron	Iwen
<a href="#">Select</a>	Lane	Masoud

**Helpful Hint:** To add a user contact your DOT representative. To **Edit** a user's detail click **Select**.

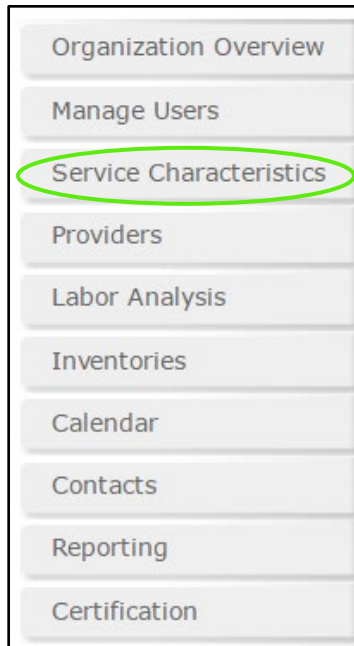
### 3.3 Service Characteristics

This section is where Bus Schedules, Routes, Taxi Schedules and Provider Rates are provided and maintained in the system.

1) Select the **Organizations** tab



2) Select **Service Characteristics**



3) Select the information to add, select **Add New**

The screenshot shows a web interface with three tabs: 'Bus Schedules', 'Taxi Schedules', and 'Provider Rates'. The 'Bus Schedules' tab is active, showing a link 'Add New Schedule' and a message: 'No schedules have been created. Please click "Add New Schedule" to add a schedule.' Below this is the 'Routes' section, which contains a link 'Add New Route' circled in green, and a message: 'There are no routes created. Please click "Add New Route" to add a route.'

4) Name your **Route**

The 'Manage Route' form has a black header. It contains a text input field for 'Route Number/Name' circled in green, a dropdown menu for 'Status' with 'Select One' selected, and another dropdown menu for 'Service Type' with 'Select One' selected. A 'Save' button is at the bottom left.

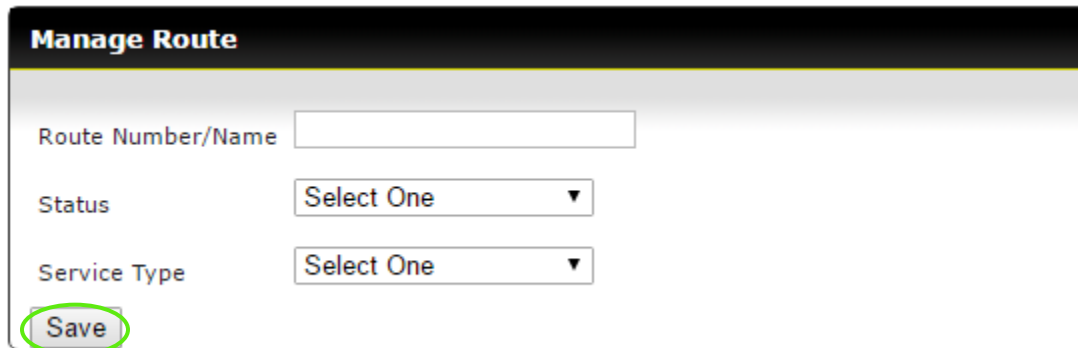
5) Select Status

The 'Manage Route' form shows the 'Status' dropdown menu circled in green, with 'Select One' selected. The 'Route Number/Name' field and 'Service Type' dropdown are also visible.

6) Select **Service Type**

The 'Manage Route' form shows the 'Service Type' dropdown menu circled in green, with 'Select One' selected. The 'Route Number/Name' field and 'Status' dropdown are also visible.

7) Select **Save**



**Manage Route**

Route Number/Name

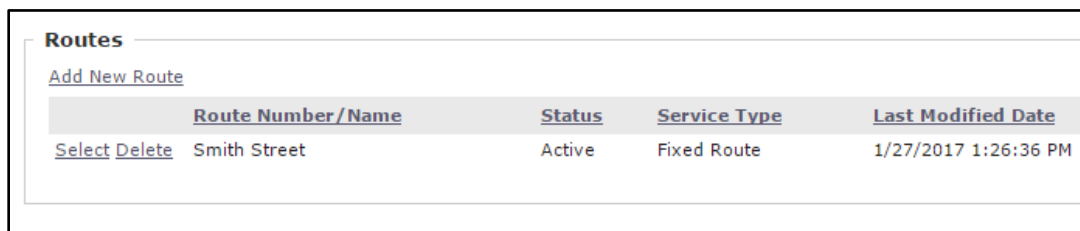
Status

Service Type

**Save**

To Edit

1) Click **Select**

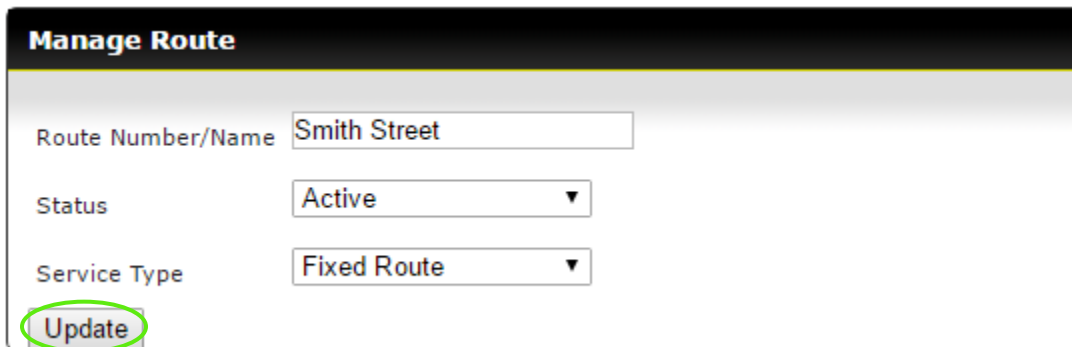


**Routes**

[Add New Route](#)

	<u>Route Number / Name</u>	<u>Status</u>	<u>Service Type</u>	<u>Last Modified Date</u>
<a href="#">Select Delete</a>	Smith Street	Active	Fixed Route	1/27/2017 1:26:36 PM

2) Make any needed changes and select **Update**



**Manage Route**

Route Number/Name

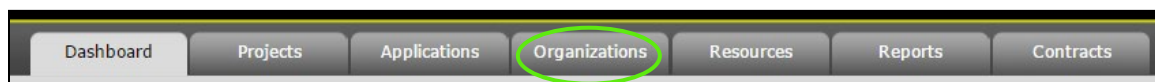
Status

Service Type

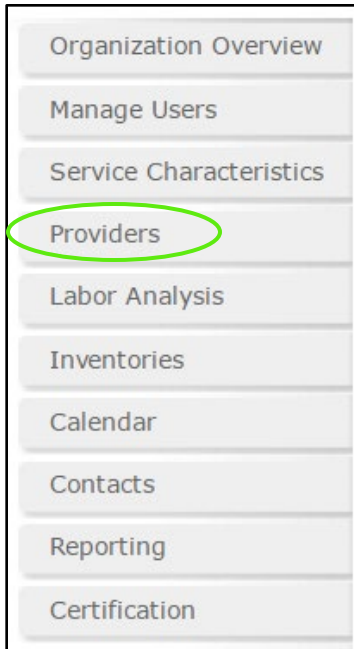
**Update**

### 3.4 Providers

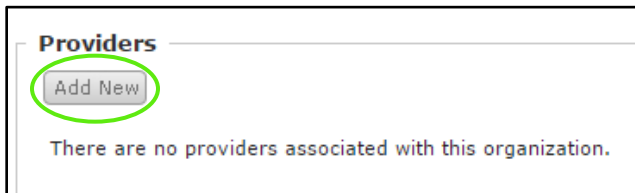
1) Select the **Organizations** tab



2) Select **Providers**



3) The Provides will not be listed for your organization



4) Check the Providers that you use.

**Choose a Provider**

ProviderName	Type	ContactName
<input type="checkbox"/> Abby Vans		
<input type="checkbox"/> Assist to Transport		
<input type="checkbox"/> Couleecap		
<input type="checkbox"/> Dor-Tran		
<input type="checkbox"/> FDS, Inc.		
<input type="checkbox"/> First Student		
<input type="checkbox"/> Foster Provider		
<input type="checkbox"/> Freedom Vans		
<input type="checkbox"/> Indianhead Community Action Agency		
<input type="checkbox"/> Kenosha Achievement Center		
<input type="checkbox"/> Milwaukee Transport Services		
<input type="checkbox"/> Namekagon Transit		
<input type="checkbox"/> Pat McGinty		
<input type="checkbox"/> Rapid Cab		
<input type="checkbox"/> Riteway Bus		
<input type="checkbox"/> Running Inc		
<input type="checkbox"/> Southwest Wisconsin Community Action Program (SWCAP)		
<input type="checkbox"/> Specialized Transportation Services		
<input type="checkbox"/> Sunshine House		
<input type="checkbox"/> Tom Westlund		
<input type="checkbox"/> Top Hat Inc.		
<input type="checkbox"/> Truck City Cab		
<input type="checkbox"/> Union Cab		
<input type="checkbox"/> Wheels of Independence		
<input type="checkbox"/> Wisconsin Automotive & Truck Education Association, Inc (WATEA)		

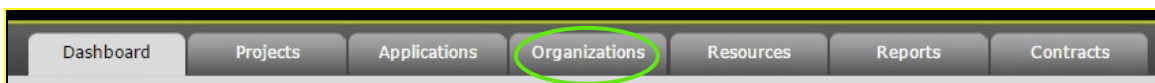
5) The Provers you have selected will now show on the **Provider** list

**Providers**

	Provider Name	Type	Contact	Phone	Email	Last Modified
<a href="#">Remove</a>	Classic Cab					8/7/2014 4:09:09 PM
<a href="#">Remove</a>	Fall Taxi, Inc.					8/7/2014 3:59:41 PM
<a href="#">Remove</a>	Riteway Bus					8/7/2014 4:02:10 PM

### 3.5 Labor Analysis

1) Select the **Organizations** tab



2) Select **Manage Users**

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

3) The Labor Analysis will now display, fill out the information requested

Operator Wages
Non Op Wages

**501.01 - Operators Salaries and Wages**

\*Not required for systems operated by third-party vendors.

Position	2017 Rates	2018 Rates	# of Emp	Hrs for Transit
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

Additional wages paid for overtime work:

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

4) Select **Save**

Operator Wages
Non Op Wages

**501.01 - Operators Salaries and Wages**

\*Not required for systems operated by third-party vendors.

Position	2017 Rates	2018 Rates	# of Emp	Hrs for Transit
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

Additional wages paid for overtime work:

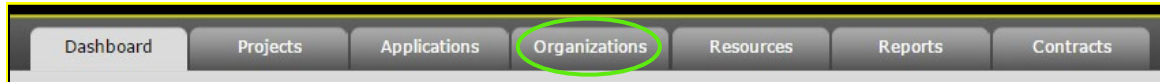


### 3.6 Inventory Management

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

To View your organization's vehicle inventory:

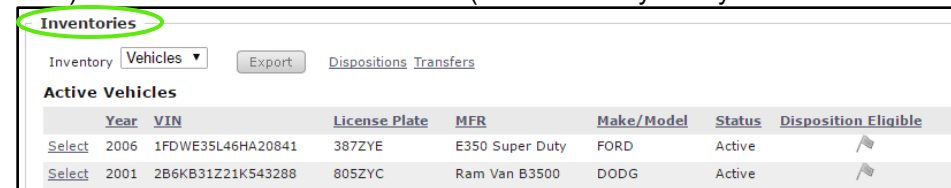
- 1) Select the **Organizations** tab



- 2) Select **Inventories**

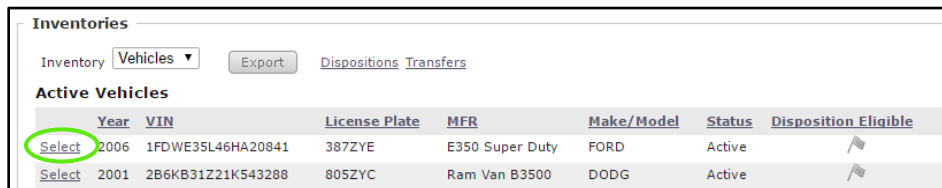


- 1) Select the **Inventories** section (This will take you to your Active Vehicle page)



To Edit an Item in your inventory:

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



- 2) Only the sections highlighted in yellow can be updated. Once updated select **Save**

**Vehicle Inventory Data**

Vehicle Data

Save Cancel Dispose

**Asset Identification and Funding**

**Vehicle Identification**

Inventory ID	144786
* VIN	15GGE291641090917
License Plate	66262
Registration Type	GOV

**Funding**

Lessee	
DOT Lienholder?	Select One
Funding Source	Select One
Federal Grant #	Select One
Federal Grant # (Original)	WI-03-0084; WI-90-X361
Federal Share	\$224,213.22
State Share	
Total Cost	\$280,266.53
Purchase Date	12/31/2004
Delivery Date	12/31/2004

**Status and Use**

**Status**

Status	Active
Date In Service	
Date Out of Service	
Useful Life End Date	12/28/2016
Useful Life Mileage	0
Cycle (5310 only)	

**Helpful Hint:** If you need the mileage edited, you must contact **BCG support** for assistance.

To Export Your Vehicle Inventory to Excel:

- 1) Select the **Export** button on the Active Vehicle Listing page

The screenshot shows the 'Inventories' page with the 'Export' button circled in green. An Excel spreadsheet is overlaid on the page, displaying a table of vehicle data. A green callout box contains a helpful hint.

Inventory	CurrentYri	CurrentYri	ProjectNu	Vendor	Mfr	Model	VehicleYe	VIN	PT_Cod
	73467				Allstar	10 passen	2006	1D4GP24R	Light-Du
	92877				Dodge		2007	1D4GP24R	Other Li
	87905				Dodge		2006	1D4GP25R	Other Li
A-987	193151				Ford	E350 Van	2001	1FB5531S	Other Li
	17787				Ford	E350 Van	2011	1FB553BL	Other Li
	23785				Ford		2009	1FDFE45S	Light-Du
	86868								
	91229								
	154338								
	67660								
	15202								
13465	12301								

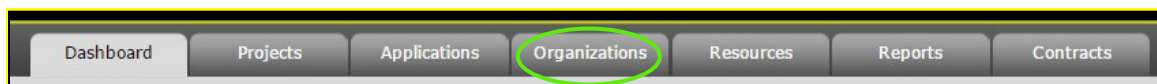
**Helpful Hint:** An Excel export of your data will open. You can then either print of save the document for future use.

### 3.7 Calendar Management

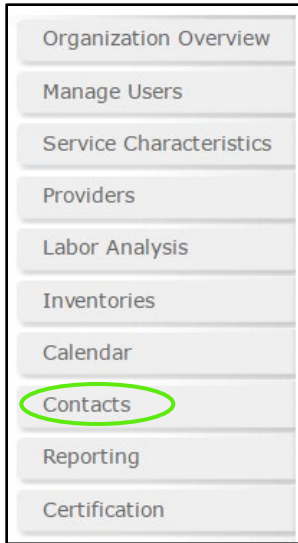
The Calendar section provides a monthly calendar that your organization can use to track milestones and specific dates associated with your funding requests.

To update your organization's calendar:

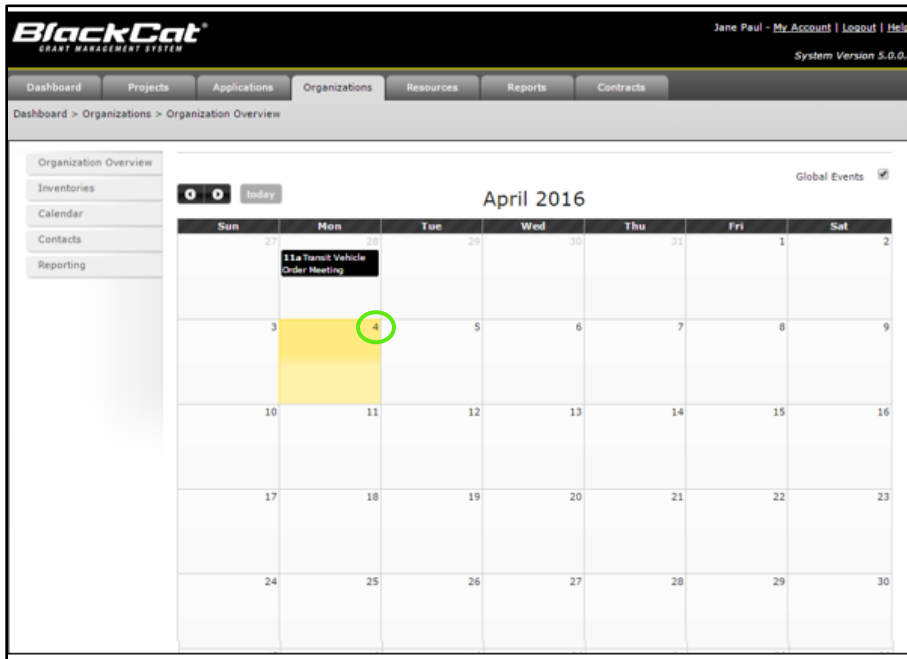
- 1) Select the **Organizations** tab



- 2) Select **Calendar**



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



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

The screenshot shows the BlackCat Grant Management System interface. The user is logged in as Jane Paul. The main navigation bar includes Dashboard, Projects, Applications, Organizations, Resources, Reports, and Contracts. The current view is 'Organization Overview'. A calendar is displayed with a yellow highlight on Monday, April 4th. An 'Add New Event' dialog box is open, containing the following fields:

- Title: File March's Reports
- Start: 04/04/2016 08:00 am
- End: 04/04/2016 05:00 pm
- Public Event:
- Description: Fill out Budget, Ridership and CBE Reports

Buttons for 'Save' and 'Cancel' are at the bottom of the dialog. A green box highlights these fields with the text: *Helpful Hint: All fields should be updated as needed.*

- 2) Select **Save**

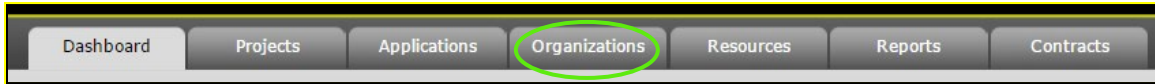
This screenshot is similar to the first one, but the 'Save' button in the 'Add New Event' dialog box is circled in green. The calendar now shows the event 'File March's Reports' added to Monday, April 4th. A helpful hint box at the bottom of the dialog box contains the text: *Helpful Hint: Once added, it will appear on your calendar for both you and your DOT representatives to view*

### 3.8 Contact Management

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

To view your organizations contact's:

- 1) Select the **Organizations** tab

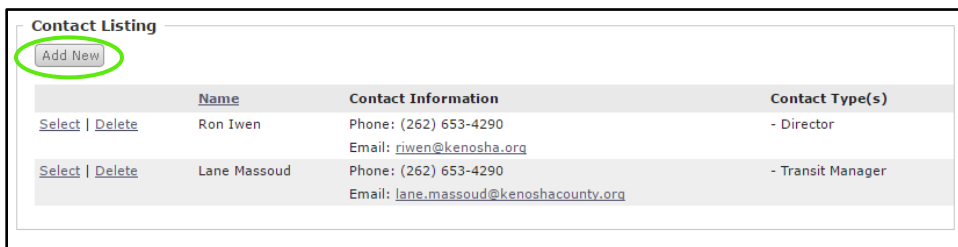


- 2) Select **Contacts**



To add a new contact:

- 1) Select the **Add New** button



- 2) On the resulting Contact Details page, complete all the applicable fields
  - **Contact Type**
  - **Name**
  - **Title**
  - **Address**
  - **City, State, Zip**
  - **Phone, Cell,**
  - **Email**

**Contact Details**

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

Program Type(s)  5307  5310  5311  85.20  85.21  85.215

Salutation

First Name

Middle Initial

Last Name

Suffix

Position Title

Address 1

Address 2

City

State

Zip

County

Primary Phone  Ext  Enter 10 digits no hyphens

Secondary Phone  Ext  Enter 10 digits no hyphens

Primary Email

Secondary Email

Notes

**Helpful Hint:** One or more roles can be selected for each contact

**Helpful Hint:** The new contact is added to the list of contacts for your organization. Continue this exercise until you have entered all the necessary contacts for your organization.

1) Select **Save**



All Contacts added will then appear in the Contact Listing.

**Contact Listing**

	Name	Contact Information	Contact Type(s)
<a href="#">Select</a>   <a href="#">Delete</a>	Catherine Symons	Phone: (612) 843-0090 Email: <a href="mailto:csymons@auqustanacare.org">csymons@auqustanacare.org</a>	

### 3.9 Reporting

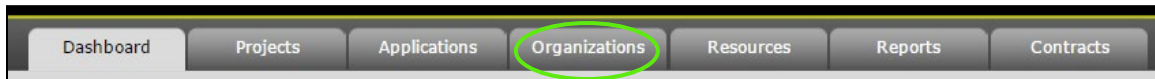
This section will be utilized to create and submit all reports once your organization has been awarded funds. We will go through this section in more detail in the following **Section 4**.

### 3.10 Certification Management

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

To view your organizations contact's:

- 1) Select the **Organizations** tab



- 2) Select **Certification**





3) The **Certification and Expirations** will display

**Certification of Review and Accuracy**

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. I have reviewed the FTA Master Agreement, State Management Plan, and other documents listed in the application instructions, all of which are available in the [Global Resources](#) section.

Save Cancel

Delete	FiscalYear	Created By	Created
✗	2015	Michelle Gavin	11/11/2014 12:02:01 PM
✗	2016	Michelle Gavin	11/12/2015 4:28:49 PM
✗	2017	Michelle Gavin	2/13/2017 9:30:54 AM
✗	2018	Michelle Gavin	4/11/2019 9:26:18 AM
✗	2019	Michelle Gavin	4/11/2019 9:26:30 AM

**Helpful Hint:** You must complete all certifications in order to be eligible for grant opportunities.

**Federal Funding Accountability and Transparency Act (FFATA) Certification**

The 2006 Federal Funding Accountability and Transparency Act (FFATA) requires information on federal awards (including federal financial assistance and expenditures) to be made available to the public. Applicants are not requested to attach a completed FFATA Report document at this time. However, any transit system that receives federal funding will be expected to complete a FFATA at the time the federal grant is awarded to WisDOT.

Select One ▼ Select the calendar year for which you are applying for federal funds. Your agency is required to complete this section each year to become eligible to submit an application.

Select One ▼ Our organization received 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards).

Select One ▼ Our organization received \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards).

Select One ▼ The public does NOT have access to information about the compensation of the executives 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. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

Save Cancel

Delete	FiscalYear	EightyPercent	TwentyFiveMillion	PublicAccess	Executives	Created By	Created
✗	2015	No	No	No		Michelle Gavin	11/11/2014 12:02:01 PM
✗	2016	No	No	No		Michelle Gavin	11/12/2015 4:28:49 PM
✗	2017	No	No	No		Michelle Gavin	2/13/2017 9:30:01 AM
✗	2018	No	No	No		Michelle Gavin	12/7/2017 12:53:25 PM
✗	2019	No	No	No		Michelle Gavin	4/11/2019 9:27:09 AM

## Section 4: Organization Reporting

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

## 4.1 Reporting Overview

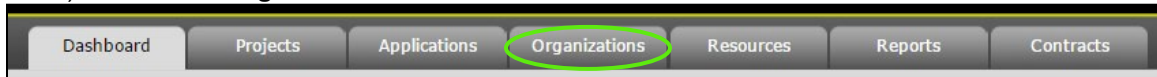
There are 2 different reports:

- 1) Budget Report
- 2) Statistics Reports

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

To Locate the Reporting Section:

- 1) Select the **Organizations** tab



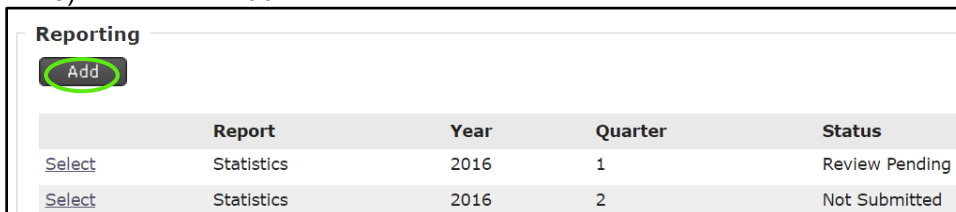
- 2) Select the **Reporting** section



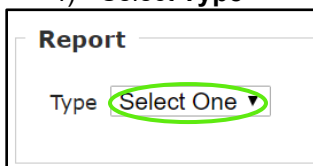
## 4.2 Creating a New Report

To Create a new report:

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



- 4) Select **Type**



5) Select **Year**

**Report**

Type:

Year:

6) Select **Quarter**

**Report**

Type:

Year:

Quarter:

7) Select **Save**

**Report**

Type:

Year:

Quarter:

8) The report will now open and also be listed on the Reporting list

### 4.3 Completing and Submitting Reports

To Complete and Submit report:

- 1) Select the **Organizations** Tab
- 2) Select the **Reporting** section
- 3) **Select** the report you want to complete

**Reporting**

	Report	Year	Quarter	Status
<input type="button" value="Select"/>	Statistics	2016	1	Review Pending
<input type="button" value="Select"/>	Statistics	2016	2	Not Submitted

4) Select the **Report Name**

**Report**

Please complete each report below. When a report is complete, please check the Completed check. Grayed checks on the page will turn green to indicate that a report is done. Once all reports have been completed, allow the group of reports to be submitted.

Report Name	Period	Year	Status
<input checked="" type="checkbox"/> Public Transit Bus Operations	5	2019	Not Submitted

5) Complete requested information

**Passenger Trips**

Passenger Trips

Agency Fare Trips

**Total Trips (Passenger Trips + Agency Fare)** 0

**Vehicle Miles**

Vehicle Miles

**Vehicle Hours**

Vehicle Hours

**Revenue**

Passenger Revenue:

Agency Fare Revenue:

Other Revenue:

**Total Revenue** \$0.00

**Expenses**

Total Operating Expenses:

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

6) Select **Save**

**Passenger Trips**

Passenger Trips

Agency Fare Trips

**Total Trips (Passenger Trips + Agency Fare)** 0

7) When complete, **Certify**

Year	Period	Status	Completed
2017	1	Not Submitted	<input type="checkbox"/>

8) Select **OK**

All reporting sections must be marked as completed to be allowed to submit.

9) Select **Save**

Year	Period	Status	Completed
2017	1	Not Submitted	<input checked="" type="checkbox"/>

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

**Report**

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

- [Public Transit Bus Operations](#)
- [Public Transit JARC](#)
- [Public Transit Taxi Operations](#)
- [Specialized Transit \(5310\) Milestones](#)
- [Specialized Transit \(5310\) Vehicle Status](#)
- [Specialized Transit Counties/Tribes Ridership](#)

**Helpful Hint:** If there are multiple reports select the next section and follow the prior steps until all sections are completed.

11) Once all sections have green checks the submit button will be available

**Report**

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

**Report Name**

- [Public Transit Bus Operations](#)
- [Public Transit JARC](#)
- [Public Transit Taxi Operations](#)
- [Specialized Transit \(5310\) Milestones](#)
- [Specialized Transit \(5310\) Vehicle Status](#)
- [Specialized Transit Counties/Tribes Ridership](#)

12) Select **Submit**

**Report**

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

**Report Name**

- [Public Transit Bus Operations](#)
- [Public Transit JARC](#)
- [Public Transit Taxi Operations](#)
- [Specialized Transit \(5310\) Milestones](#)
- [Specialized Transit \(5310\) Vehicle Status](#)
- [Specialized Transit Counties/Tribes Ridership](#)

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

**Reporting**

	Report	Year	Quarter	Status
<a href="#">Select</a>	Statistics	2016	1	Review Pending
<a href="#">Select</a>	Statistics	2016	2	Not Submitted

## 4.4 DOT Report Approval

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

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

## Section 5: Application Opportunities, Creation and Submission

In the Application section, you will have access to all of your applications past, pending and any active grant opportunities you may be eligible to apply for. This is the section where you will select the opportunities you would like to apply for, create as well as complete the application and submission process. *Please note your grant applications may change in appearance from year to year. If you have any questions regarding the content of the application, please contact your DOT representative*

### 5.1 View Pending and New Grant Opportunities

- 1) Select the **Applications** tab

**BlackCat**  
GRANT MANAGEMENT SYSTEM

Michelle Gavin - My Account | Logout | Help  
System Version 5.0.181

Dashboard Projects **Applications** Org

**Grant Opportunities**

Grant Opportunities

Pending | **New**

Year	Grant	Status
<a href="#">View</a> 2020	5310 CY2020 Application	Not Submitted
<a href="#">View</a> 2019	2019 Public Transit Assistance Program (PTAP) Application	Review Complete
<a href="#">View</a> 2018	2018 Public Transit Assistance Program (PTAP)	Review Complete
<a href="#">View</a> 2017	2017 Public Transit Assistance Program Application (5307/5311/5339/85.20)	Review Complete
<a href="#">View</a> 2016	2016 Public Transit Assistance Program (PTAP) - 5311/5307/85.20/5339	Review Complete
<a href="#">View</a> 2015	2015 Public Transit Assistance Program (5307/5311/5339/85.20)	Review Complete

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

**Helpful Hint:** There will be two tabs on the Grant Opportunities page (Pending and New). The Pending page lists all not submitted, active or past applications. The New tab will list all current grant opportunities available to you.

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

**BlackCat**  
GRANT MANAGEMENT SYSTEM

Michelle Gavin - My Account | Logout | Help  
System Version 5.0.181

Dashboard Projects Applications **Organizations** Resources Reports Contracts

**Grant Opportunities**

Grant Opportunities

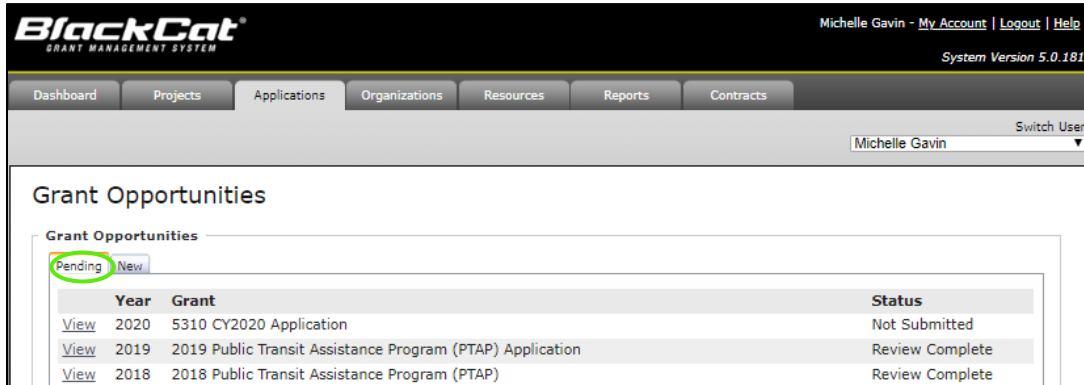
**Pending** | New

Year	Grant	Status
<a href="#">View</a> 2020	5310 CY2020 Application	Not Submitted
<a href="#">View</a> 2019	2019 Public Transit Assistance Program (PTAP) Application	Review Complete
<a href="#">View</a> 2018	2018 Public Transit Assistance Program (PTAP)	Review Complete
<a href="#">View</a> 2017	2017 Public Transit Assistance Program Application (5307/5311/5339/85.20)	Review Complete
<a href="#">View</a> 2016	2016 Public Transit Assistance Program (PTAP) - 5311/5307/85.20/5339	Review Complete
<a href="#">View</a> 2015	2015 Public Transit Assistance Program (5307/5311/5339/85.20)	Review Complete

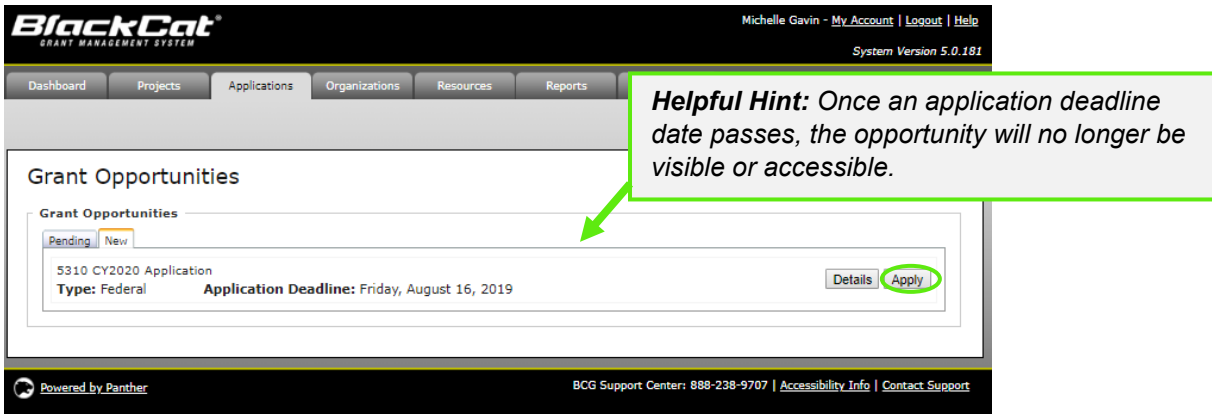
Powered by Panther  
BCG Support Center: 888-238-9707 | Accessibility Info | Contact Support

**Helpful Hint:** Status will indicate where an application is in the approval process

3) To view new grant opportunities, select the **New** tab



4) The details button will allow you to view more details about the grant opportunity (DOT website)  
a. Select **Details**



## 5.2 Applying for and Completing a Grant

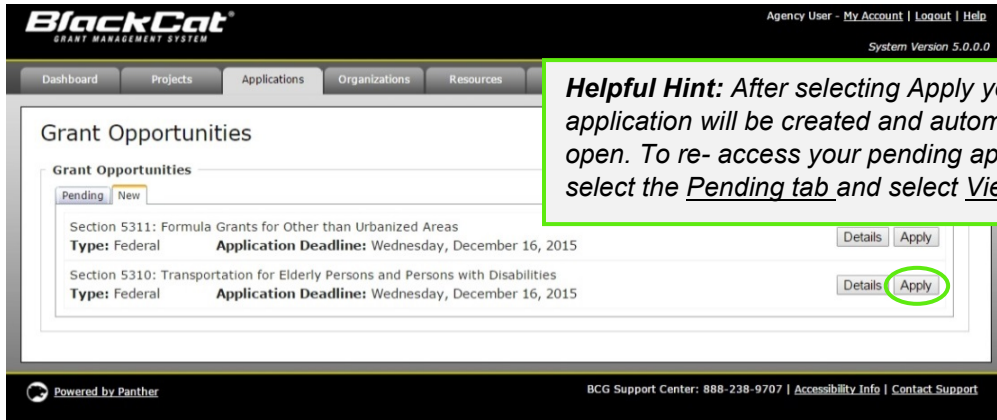
There are two sections of the application that must be completed before an application can be submitted:

1. **Applications Forms** section (all must be green or blue, indicating completion)
2. **Project Attachment** section (all projects to be included must be attached)
  - a. All project (funding request) must be created and funded prior to being available to be attached to the application. Please see Section 5 Projects on how to complete this process

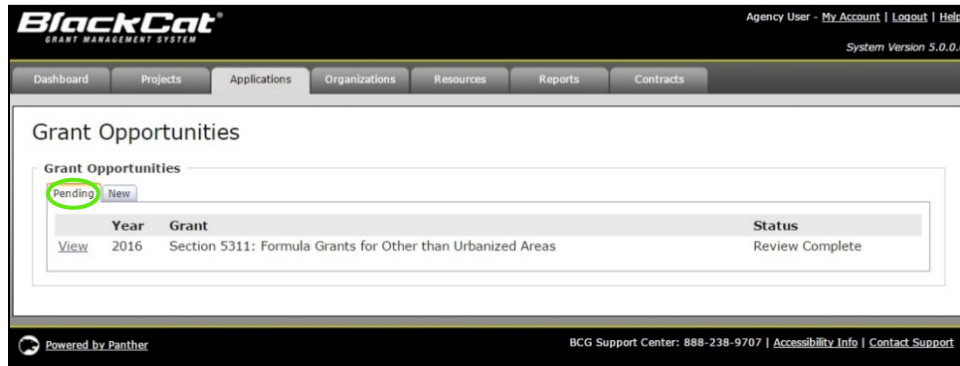


The submit button is **not active** until both of these steps are completed. The submit button must be active before you can submit an application.

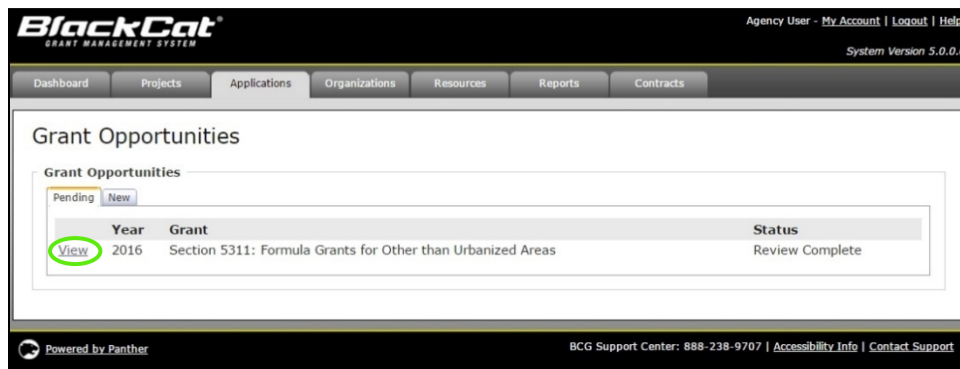
- 1) To apply for a grant opportunity:
  - a. Select the **Apply** Button next to the grant



- b. Select the Pending tab



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



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

Section 5311: Formula Grants for Other than Urbanized Areas (Section 5311)  
 Type: FTA    Application Deadline: 12/16/2015 12:00:00 AM    Status: Not Submitted

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

Form	Actions
<a href="#">Download</a> - Application Instructions	
<a href="#">Download</a> - 5311 - 5339 Program Overview	
<input checked="" type="checkbox"/> <a href="#">Download</a> - General Information Page	
<input checked="" type="checkbox"/> <a href="#">Download</a> - SECTION A - Board of Directors	
<input checked="" type="checkbox"/> <a href="#">Download</a> - SECTION B - Identification of Needs	
<input checked="" type="checkbox"/> <a href="#">Download</a> - SECTION C - Replacements, Expansion, or New Starts	
<input checked="" type="checkbox"/> <a href="#">Download</a> - SECTION D - Utilization of Services	<a href="#">Attach Upload</a>
<input checked="" type="checkbox"/> <a href="#">Download</a> - SECTION E - Coordination Efforts	<a href="#">Attach Upload</a>
<input checked="" type="checkbox"/> <a href="#">Download</a> - SECTION F - Vehicle Inventory	<a href="#">Attach Upload</a>

**Helpful Hint:** Your grant applications may change in appearance from year to year. If you have any questions regarding the content of the application, please contact your DOT representative

- b. The document will indicate that it is downloading,

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

Form	Actions
<input checked="" type="checkbox"/> <a href="#">Download</a> - General Information	
<input checked="" type="checkbox"/> <a href="#">Download</a> - Service Provisions	
<input checked="" type="checkbox"/> <a href="#">Download</a> - Vehicles	
<input checked="" type="checkbox"/> <a href="#">Download</a> - Certifications	
<input checked="" type="checkbox"/> <a href="#">Download</a> - Other Equipment Inventory (5311/5339 only)	
<input checked="" type="checkbox"/> <a href="#">Download</a> - Required if Applicable	
<input checked="" type="checkbox"/> <a href="#">Download</a> - Final Checklist	

Optional    Required Uploaded    Required Incomplete

**Projects**  
 There are no projects attached to this grant opportunity.

**Budgeted Matches**

**Budget**

**Documents**  
 Active Documents

63611077578713...docx

- c. Once that is complete, select (click) the document name, the file will now open in a new window on your computer

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

**Form**

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

**SECTION C – Replacements, Expansion, or New Starts**

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

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

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

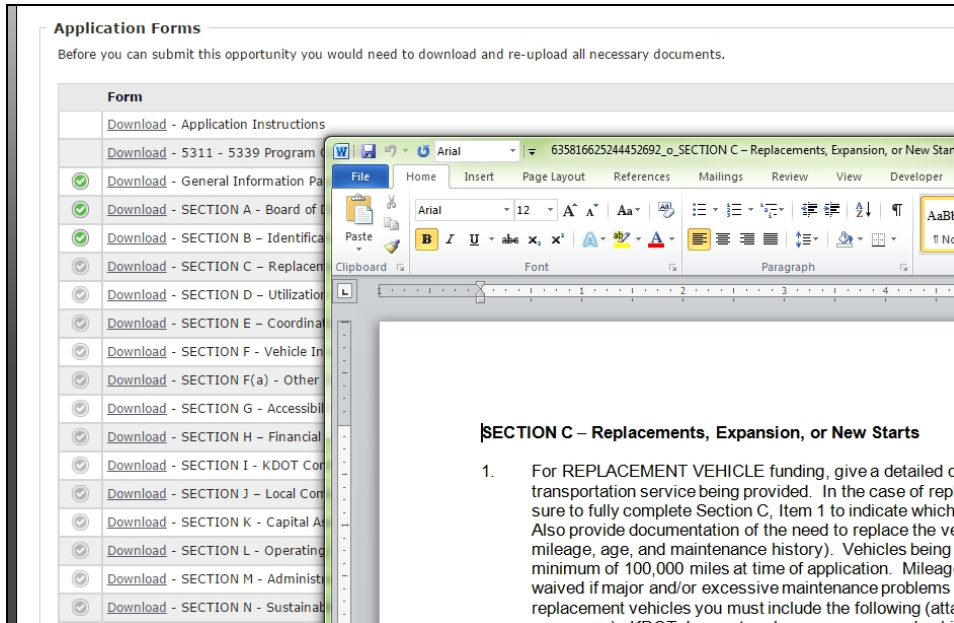
**Application Forms**  
Before you can submit this opportunity you would need to download and re-upload all necessary documents.

**Form**

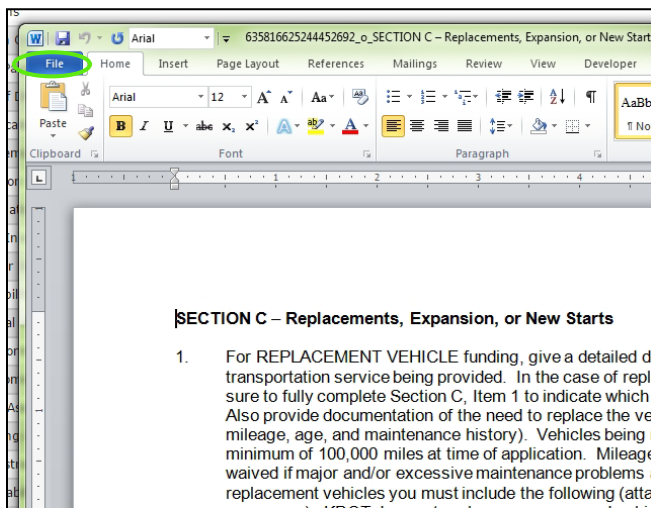
- Download - Application Instructions
- Download - 5311 - 5339 Program
- Download - General Information Pa
- Download - SECTION A - Board of
- Download - SECTION B - Identifica
- Download - SECTION C - Replacem
- Download - SECTION D - Utilization
- Download - SECTION E - Coordinat
- Download - SECTION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

**SECTION C – Replacements, Expansion, or New Starts**

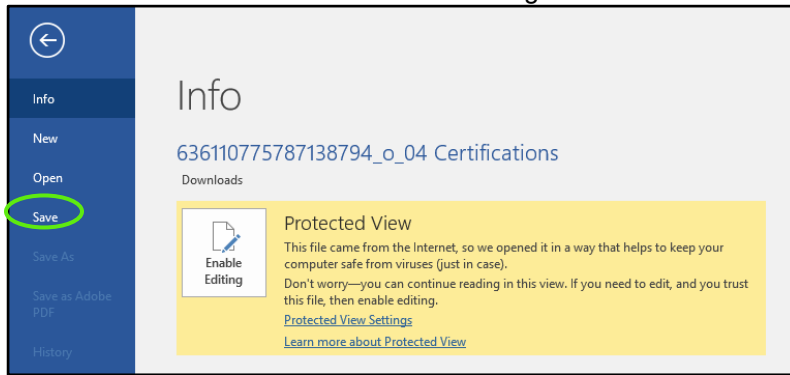
- For REPLACEMENT VEHICLE funding, give a detailed de transportation service being provided. In the case of repl sure to fully complete Section C, Item 1 to indicate which Also provide documentation of the need to replace the ve mileage, age, and maintenance history). Vehicles being r minimum of 100,000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



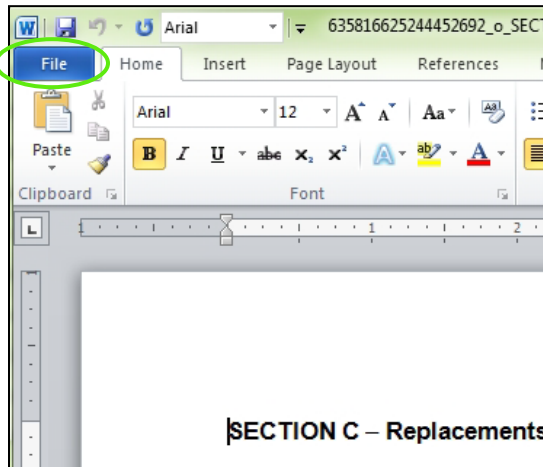
- e. Once the document completed and its contents saved you can **upload** the document back to the system



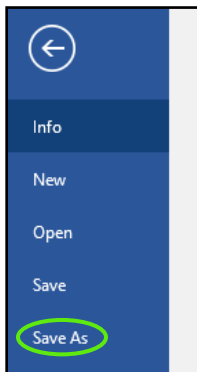
- Select Enable Editing



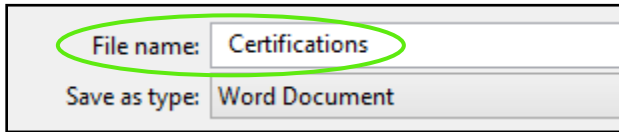
- Now save the document by returning to **File**



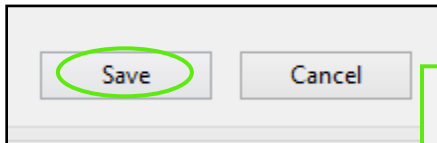
- Select **Save As**



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



- Select **Save**

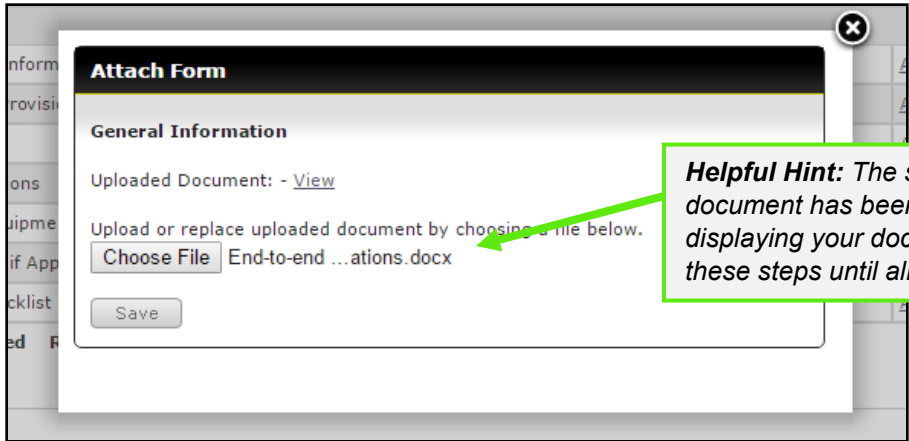


**Helpful Hint:** Now complete the document as instructed by DOT. Be sure to save your work along the way.

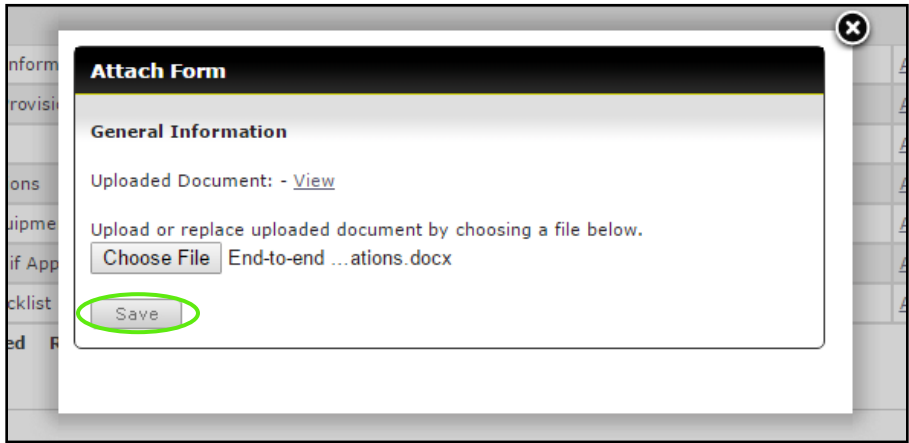
- 3) To Upload a document back into the system
  - a. Go to the corresponding document line and select **Attach Upload** or **Re-Upload**

	<a href="#">Re-Upload</a>
	<a href="#">Re-Upload</a>
	<a href="#">Attach Upload</a>
	<a href="#">Attach Upload</a>
	<a href="#">Attach Upload</a>

- b. Select **Choose File** and select the completed file from your computer



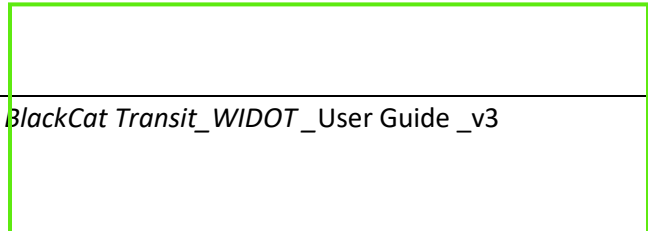
c. Select **Save**






d. Upon selecting save the Attach Form box will close and the line will now say **Re-Upload**, for required documents the check will change from grey to green

	<a href="#">Re-Upload</a>
	<a href="#">Re-Upload</a>
	<a href="#">Attach Upload</a>
	<a href="#">Attach Upload</a>
	<a href="#">Attach Upload</a>

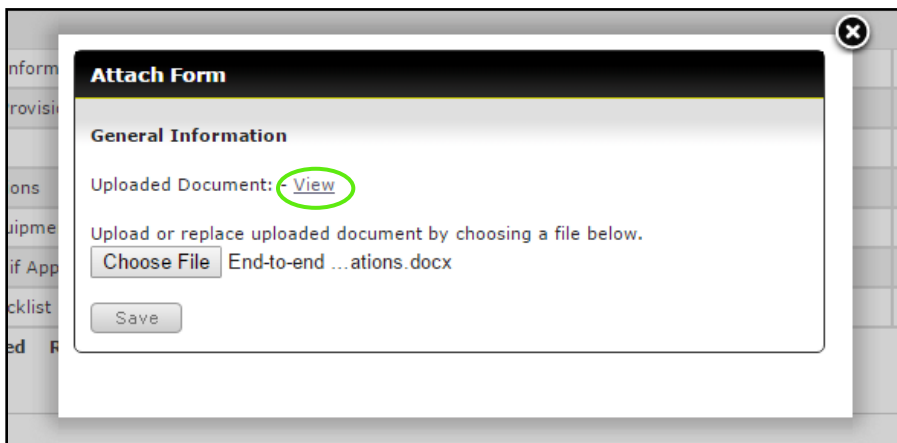
**Helpful Hint:** The Application Forms section of the application is only for single documents. Additional documents maybe loaded in the **Documents** section locate towards the bottom of the Application tab. See **Section 5.4** for instructions.



### Application Forms Key:

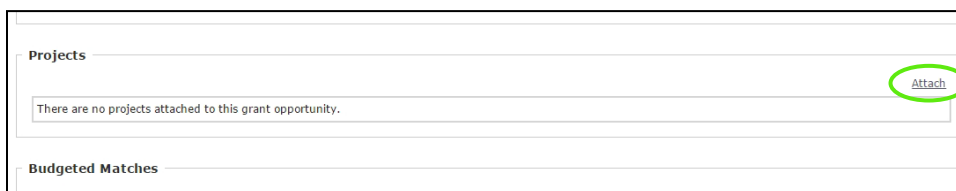
-  Required document has been uploaded
-  Document upload is optional
-  Document upload required

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



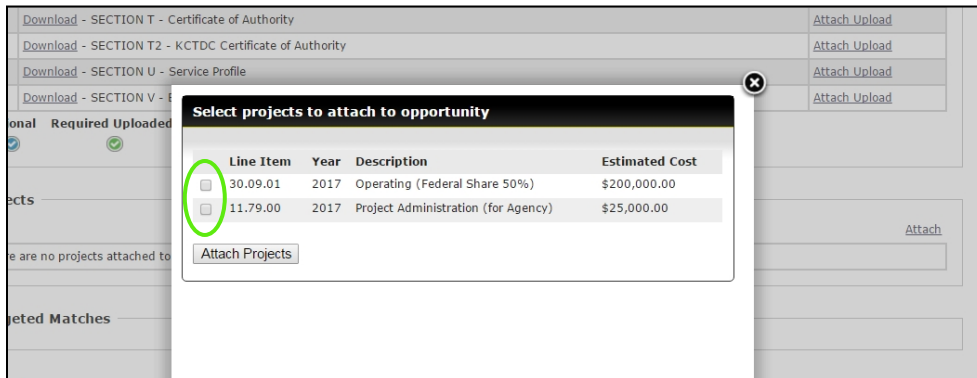
## 5.3 Attaching A Project

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





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



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



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

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

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

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

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

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

### 5.4 How To Attach Additional Documents

- 1) If applicable, attach additional documents to the application
  - a. Scroll down to the documents section
  - b. Type in the document name

**Documents**

---

**Active Documents**

**Document Name**

**Select Document**  No file chosen

**Helpful Hint:** Be as clear as possible when naming additional documents so all other users will be able to easily identify what the document contains.

c. Select the **Choose File** button

**Documents**

**Active Documents**

Document Name

Select Document  End-to-end ...ations.docx

No documents attached.

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

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

**Documents**

**Active Documents**

Document Name

Select Document  End-to-end ...ations.docx

No documents attached.

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

**Documents**

**Active Documents**

Document Name

Select Document  No file chosen

Document Name	Size	Modified
Marketing Brochure #1	507 KB	11/18/2015

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

## 5.5 Submitting an Application

The Submit button will become active once:

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

Once the Submit button is active:

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

Grant Opportunity

Section 5311: Formula Grants for Other than Urbanized Areas (Rural Transit Program (5311))  
Type: FTA Application Deadline: 12/31/2014 12:00:00 AM Status: Not Submitted [Details] [Delete] [Submit]

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

Form	Re-Upload
Download - Application Instructions	
Download - Public Notice Advertising / Public Meeting	
Download - Brief System History	
Download - Summary of Expansion or Reduction	

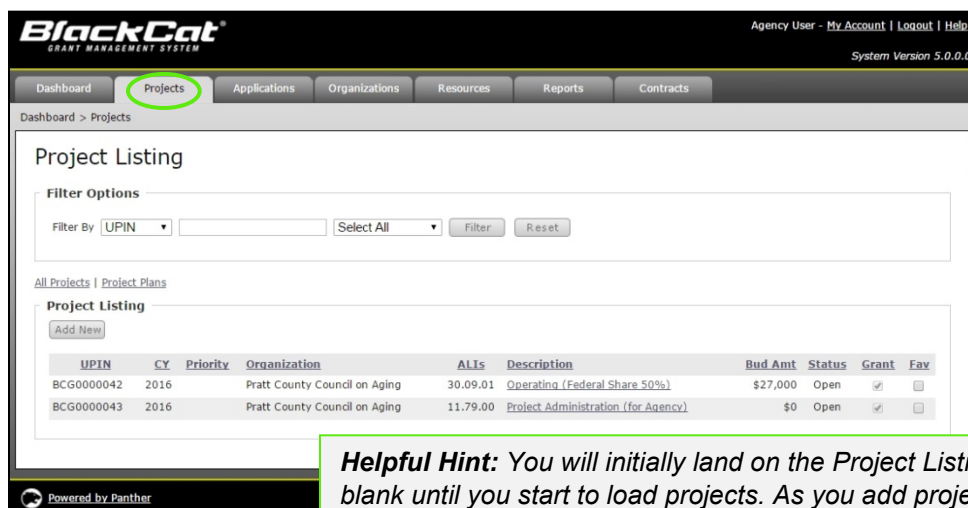
**Helpful Hint:** You will be able to monitor the status of your application via a number of status changes and email notifications sent by the system. If necessary, DOT will return your application to you for clarification/corrections as needed via email notification.

## Section 6: Projects

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

### 6.1 Project Creation

- 1) Select the **Projects** tab



**BlackCat**  
GRANT MANAGEMENT SYSTEM

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

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

Dashboard > Projects

### Project Listing

Filter Options

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

All Projects | Project Plans

#### Project Listing

Add New

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

Powered by Panther

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

2) Select the **Add New** button

The screenshot shows the BlackCat Grant Management System interface. At the top, there is a navigation bar with tabs for Dashboard, Projects, Applications, Organizations, Resources, Reports, and Contracts. The 'Projects' tab is selected. Below the navigation bar, there is a 'Project Listing' section. In the 'Filter Options' area, there is a dropdown menu for 'Filter By' set to 'UPIN', a text input field, a 'Select All' dropdown, and 'Filter' and 'Reset' buttons. Below the filter options, there is a table of project listings. The 'Add New' button is circled in green.

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

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

The screenshot shows the 'Project Details - Add New' form. The 'Project Information' section is visible. The 'CY' dropdown menu is circled in green. Below the 'CY' dropdown, there are fields for 'FTA Line Item Code', 'Description', 'Total Estimated Expenses', 'Priority', 'Quantity', and 'Notes'. A 'LookUp' button is next to the 'Description' field. A 'Helpful Hint' box is present, stating: 'Helpful Hint: The FY, Fiscal Year, selected must reflect the fiscal year you are requesting funds for in the application.'

4) Select the **LookUp** button

**Project Details - Add New**

**Project Information**

CY

FTA Line Item Code

Description

Total Estimated Expenses

Priority

Quantity  Use this field for equipment FTA line codes

Notes

BCG Support

test.widot.blackcatgrants.com/Popups/FTALineItemsPOPUP.aspx - G...  
 Not secure | test.widot.blackcatgrants.com/Popups/FTALineItemsP

**Full List**

- 10.00.00 -> Preventive Maintenance
- 11.12.01-> Purchase Replacement Std 40 Ft Bus
- 11.12.02-> Buy Replacement 35-Ft Bus
- 11.12.03-> Purchase Replacement Std 30 Ft Bus
- 11.12.04-> Purchase Replacement < 30 Ft Bus
- 11.12.15-> Purchase Replacement Van
- 11.12.16-> Purchase Replacement Sedan/Station Wagon

**Helpful Hint:** Select the appropriate FTA Line Item Code and Description from the list. Depending on your browser you may need to double click to make the selection.

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

**Project Details - Add New**

**Project Information**

CY

FTA Line Item Code

Description

Total Estimated Expenses

Priority

Quantity  Use this field for equipment FTA line codes

Notes

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

### Project Details - Add New

**Project Information**

CY: 2020

FTA Line Item Code: 11.12.04 -> Purchase Replacement < 30 Ft Bus

Description: Purchase Replacement < 30 Ft Bus

Total Estimated Expenses:

Priority:

Quantity:  Use this field for equipment FTA line codes

Notes:

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

### Project Details - Add New

**Project Information**

CY: 2020

FTA Line Item Code: 11.12.04 -> Purchase Replacement < 30 Ft Bus

Description: Purchase Replacement < 30 Ft Bus

Total Estimated Expenses: \$100,000.00

Priority:

Quantity:  Use this field for equipment

Notes:

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

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



### Project Details - Add New

**Project Information**

CY: 2020

FTA Line Item Code: 11.12.04 -> Purchase Replacement < 30 Ft Bus

Description: Purchase Replacement < 30 Ft Bus Lookup

Total Estimated Expenses: \$100,000.00

Priority:

Quantity: 1 Use this field for equipment FTA line codes

Notes:

Save Cancel

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

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

Status	Year	Requested	Allocated	Encumbered	Modified	
<a href="#">Select</a>	Not Submitted	2017	\$0.00	\$0.00	\$0.00	11/18/2015

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

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

**Request Summary**

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

[<< Return to Funding Requests](#)

Funding    Comments

**Funding Request**

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

Save    Cancel

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

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

<b>Total Expenses</b>	\$18,165.00
<b>Total Revenue</b>	\$0.00
<b>Total Request</b>	\$18,165.00

Save    Cancel

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

**BlackCat**  
GRANT MANAGEMENT SYSTEM

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

Dashboard Projects Applications Organizations Resources Reports Contracts

Dashboard > Projects

Project Listing

Filter Options

Filter By UPIN [Select All] Filter Reset

All Projects | Project Plans

Project Listing

Add New

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

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

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

## Section 8: Resources

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

- 1) Select Resources

Dashboard Projects Applications Organizations **Resources** Reports Agreements

Organization Library

Global Resources

Organization [Library Center, Inc]

Create Folder Delete Email Download Archive Add

Current Search Results Archived Files/Folders

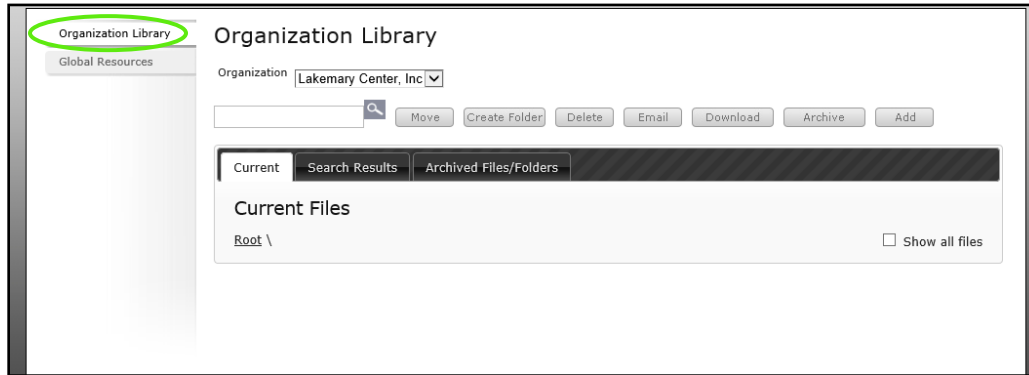
Current Files

Root \

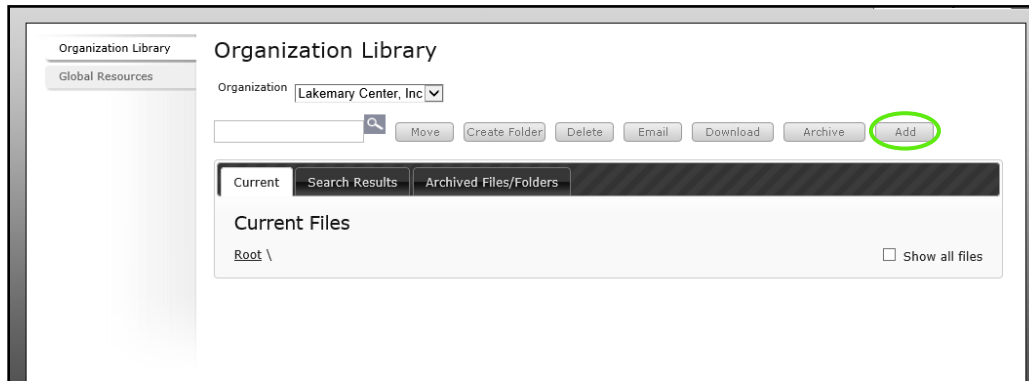
The **Organization Library** is where your agency can store documents.

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

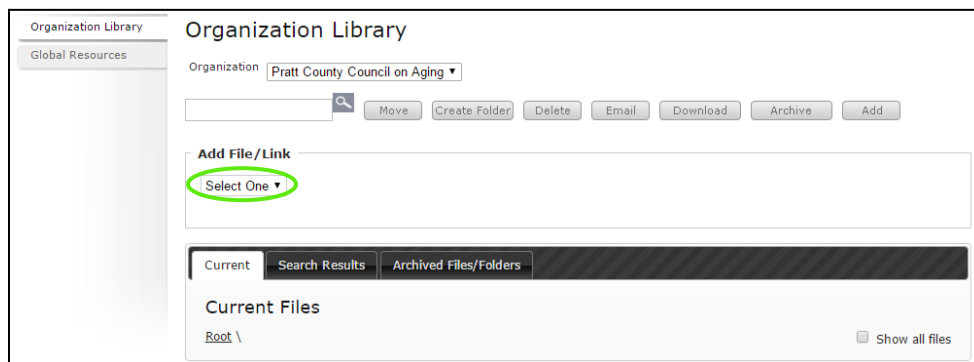
- 2) To **Add** a document to the Organization:  
a. Select **Organization Library**



- b. Select the **Add** button



- c. Select the correct choice under **Add File/Link**



- d. If you are adding a file, select **Choose File** choose the correct file

Organization Library

Global Resources

Organization Pratt County Council on Aging

Move Create Folder Delete Email Download Archive Add

**Add File/Link**

File

File Name Certification of Vehicle

Select File **Choose File** Resources ...\_32016.png

Save Cancel

**Helpful Hint:** Be sure to name your file

- e. Select the **Save** button

Organization Library

Organization Pratt County Council on Aging

Move Create Folder Delete Email Download Archive Add

**Add File/Link**

File

File Name FY2016 Project Plan

Select File Choose File No file chosen

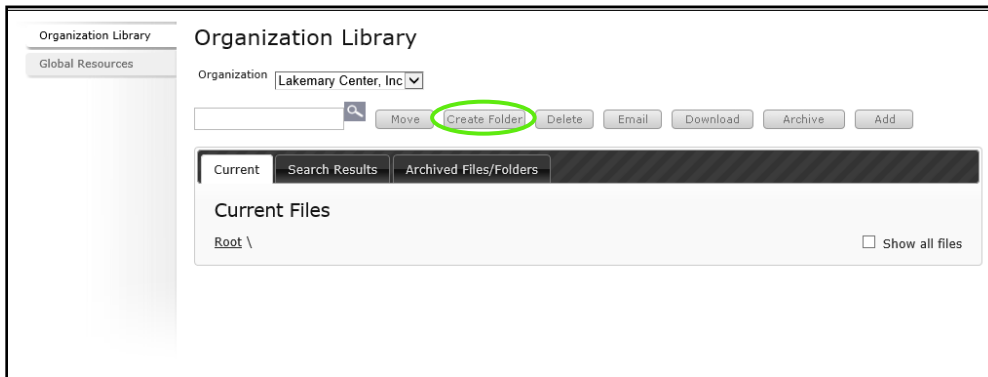
Save Cancel

Your document is now loaded:



3) How to create a folder:

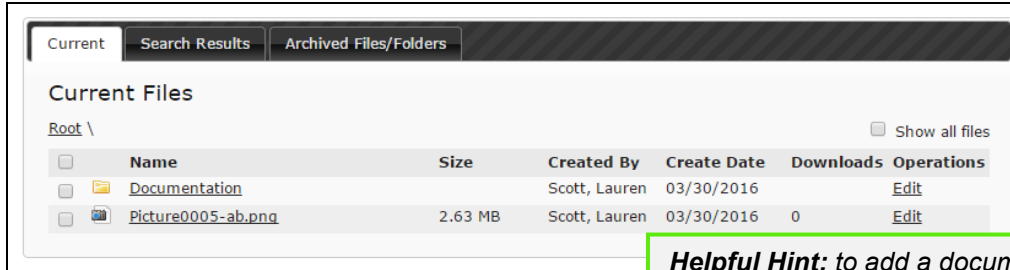
a) Select **Create Folder**



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

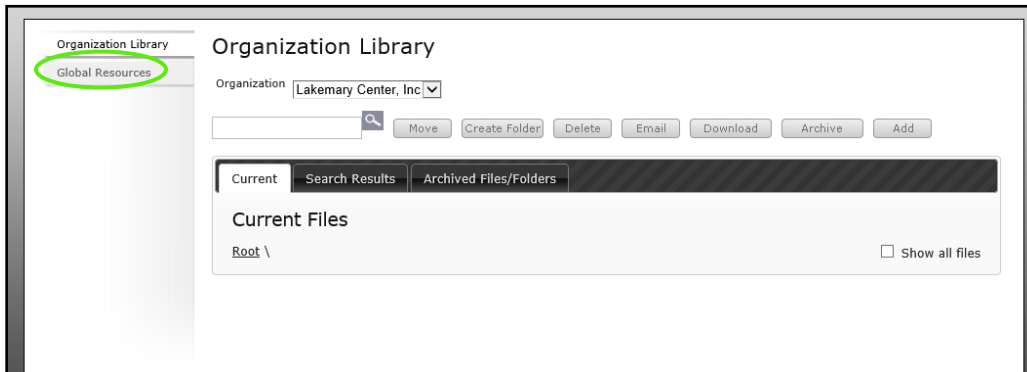


Your folder is now created:



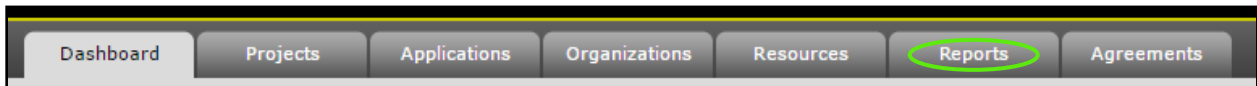
**Helpful Hint:** to add a document to your folder, select the folder and repeat the steps for adding a document above.

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



## Section 9: Reports

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



# Reports

[Custom Report Builder](#)

## Report Listing

- [Compliance](#)
- [Contracts](#)
- [Funding](#)
- [Grants](#)
- [Invoices](#)
- [Notifications](#)
- [Organizations](#)
- [Projects](#)
- [Resources](#)
- [Review](#)
- [Users](#)
- [Discrepancies](#)



## Section 10: Additional Information

For additional information regarding **technical** functionality, please contact:

- **BlackCat Support at 888-238-9707**

For additional information regarding **policy** or clarification on what **content** to enter please contact:

- **Your Wisconsin DOT representative**

### Frequently Asked Questions:

**Q1: How do I add a User?**

**A1:** A User can be added one of two ways.

- a) Contact your local DOT representative and request to add a User
- b) Contact **BlackCat Support at 888-238-9707** or email [wi\\_transit@blackcatsupport.com](mailto:wi_transit@blackcatsupport.com)

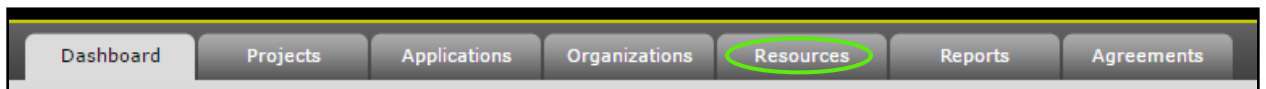
**Q2: What information am I responsible for maintaining?**

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

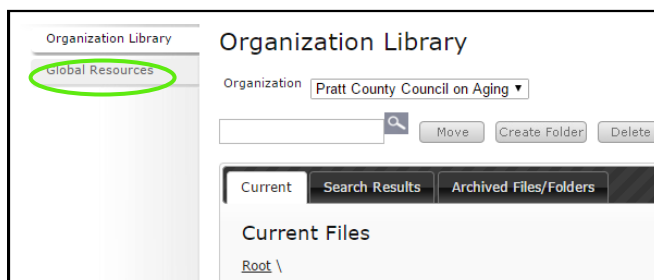
**Q3: Where are training webinars located in the system?**

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

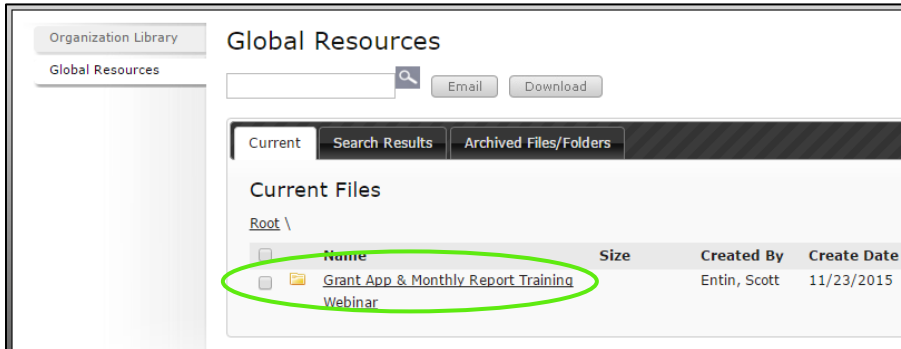
- 1) Select the **Resources** Tab



- 2) Select **Global Resources**



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



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

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

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

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

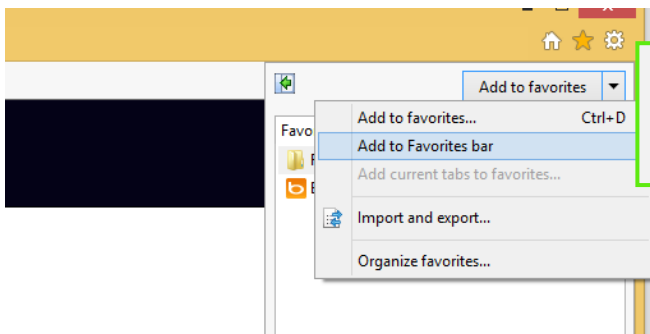
**Q6: How do I get speedy assistance?**

**A6:** If you need technical assistance, please call the **BlackCat Support** Line. One of our friendly support staff will be there to assist you. If you do reach voicemail, please leave a message with the following information.

- Name
- State
- Organization Name
- Best way to reach you
- A quick summary of your issue or question

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

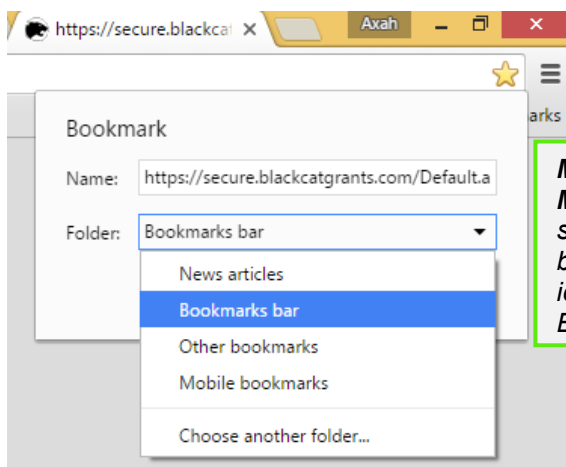
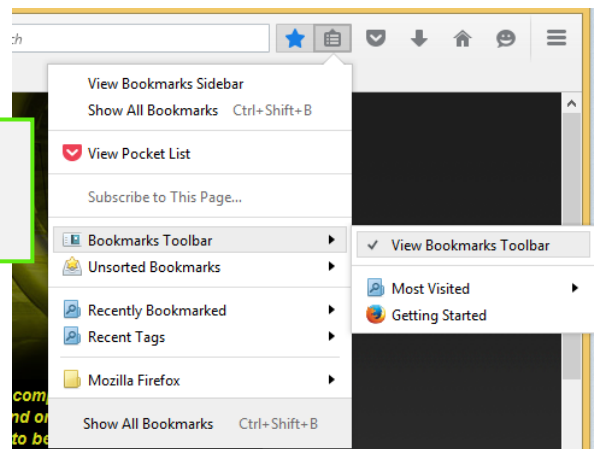
**A7: Website Bookmarking:** We recommend bookmarking the website (URL) to allow easy access when returning in the future. Below is how to complete this task in each browser.



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



**Internet Explorer 11:** Go to the **BlackCat Transit Management System** web address. Click on the star icon at the top right had corner. Select bookmark bar for your folder type.



**Mozilla Firefox:** Go to the **BlackCat Transit Management System** web address. Click on the star icon at the top right had corner. To show the bookmark in the toolbar click on the clipboard icon, select Bookmarks Toolbar and check 'View Bookmarks Toolbar'.

