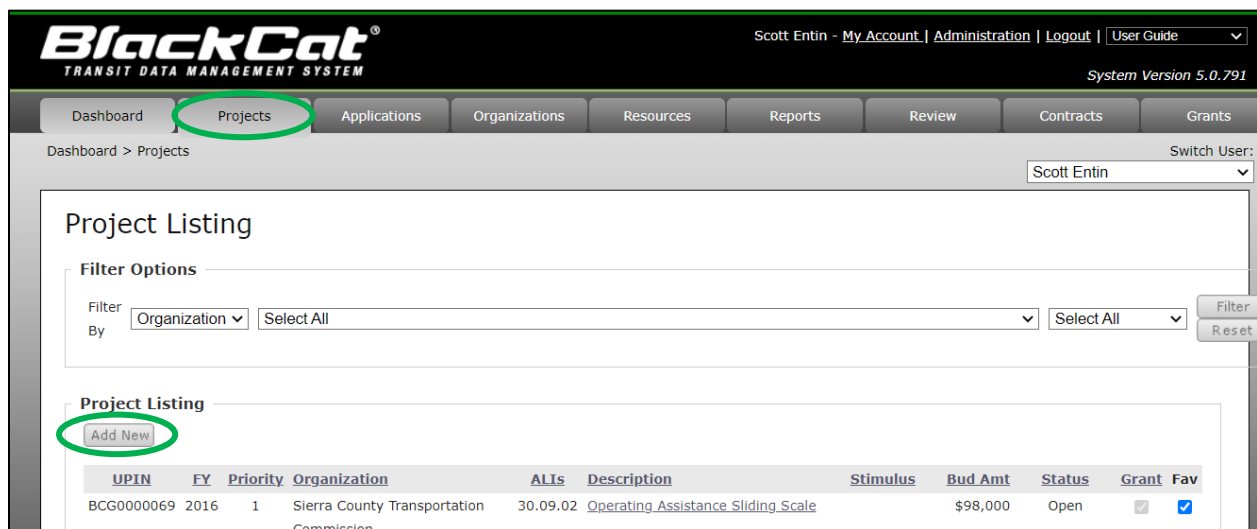


Creating Projects in BlackCat: Consolidated Application

1. The process of creating a project budget in BlackCat has not changed
2. Project budget expense, revenue, and funding **categories** have changed
3. The project budget should reflect **TOTAL project costs** and all funding sources to cover total project costs
 - a. Funding sources being applied for in this application
 - b. Funding sources applied for through other applications (e.g., direct applications to FTA)
 - c. Local funding sources
4. LCTOP Only Projects need to update the 'Description' field when creating their project to add 'LCTOP'. See step 2 below for more details on this.

1.) Select the Projects Tab > Add New button:



The screenshot shows the BlackCat Transit Data Management System interface. The navigation bar includes tabs for Dashboard, Projects, Applications, Organizations, Resources, Reports, Review, Contracts, and Grants. The 'Projects' tab is selected and highlighted with a green circle. Below the navigation bar, the 'Project Listing' section is visible. It includes a 'Filter Options' section with a 'Filter By' dropdown set to 'Organization' and a 'Select All' button. Below this, there is an 'Add New' button, also circled in green. The main content area displays a table with the following data:

UPIN	FY	Priority	Organization	ALIs	Description	Stimulus	Bud Amt	Status	Grant	Fav
BCG0000069	2016	1	Sierra County Transportation Commission	30.09.02	Operating Assistance Sliding Scale		\$98,000	Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2.) If this project is part of the 'Consolidated Application', make sure to select the checkbox marked 'Consolidated Application'; then fill out the required fields for the project and hit 'Save':

***In order to get the NEW budget profile, you'll need to select the checkbox for 'Consolidated Application' – for all other application types that are NOT part of the Consolidated Application, you will not select the checkbox:**

Project Details - Add New

Project Information

FY:

Stimulus Funds*:

Consolidated Application:

FTA Line Item Code:

Description:

Total Estimated Cost:

Priority:

Project Begin Date:

Project End Date:

RFP/IFB Issue Date:

Contract Award Date:

Initial Delivery Date:

Final Delivery Date:

Contract Completion Date:

Does Your MPO Program your Projects: Yes No

FTIP #:

FTIP Approval Date:

STIP Reference #:

Notes:

Helpful Hint: Select 'Lookup' button to choose which project type/ALI this budget profile is going to be for. Consolidated application budgets are associated to vehicle capital, operating, preventive maintenance, and planning projects only.

LCTOP Only Projects can update the 'Description' field to add the text 'LCTOP' as an identifier for those who are only applying for this one program to help differentiate.

3.) Select the Funding Request section – and proceed to filling out your budget details, hit 'Save' each time you update the funding page:

Project Overview

Project Details

Funding Request

Documents

Project Summary

Project Information

Ability Counts : Operating Assistance Sliding Scale

UPIN: BCG0003172 Created by Scott Entin on 2/9/2022 08:18 AM

Status: In Development Last Modified by Scott Entin on 2/9/2022 08:18 AM

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

Status	Year	Requested	Allocated	Encumbered	Modified
<input checked="" type="button" value="Select"/>	2023	\$0.00	\$0.00	\$0.00	2/8/2022

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

Funding Request

Line Item Name	Project Amount
Total DIRECT Operating Expenses	
Salaries & Wages	<input type="text"/>
Fringe Benefits	<input type="text"/>
Communications	<input type="text"/>
Contractual Services	<input type="text"/>
Equipment	<input type="text"/>
Occupancy Costs	<input type="text"/>
Personnel Costs	<input type="text"/>
Supplies	<input type="text"/>
Training	<input type="text"/>
Travel	<input type="text"/>
Vehicle Costs	<input type="text"/>
Total Expenses	<input type="text" value="\$0.00"/>
Less Ineligible Expenses	
Charter and School Use	<input type="text"/>
Depreciation	<input type="text"/>
Total Ineligible	<input type="text" value="\$0.00"/>
Revenue Budget Category	
Passenger Fares	<input type="text"/>
Advertising	<input type="text"/>
Contracting	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total Revenue	<input type="text" value="\$0.00"/>
Other Federal Funds Committed	
Section 5309	<input type="text"/>
Section 5307	<input type="text"/>
Other	<input type="text"/>
Total Fed In-Hand	<input type="text" value="\$0.00"/>

Federal Funding Requested (Federal Max is 55.33% of the eligible Deficit)	
Section 5311 CMAQ	<input type="text"/>
Section 5311	<input type="text"/>
Section 5311(f)	<input type="text"/>
Total Fed Funds Requested	\$0.00
Project Funding Summary	
Total Eligible Project Cost (Expenses - Ineligible)	\$0.00
Deficit (Total Eligible - Revenue)	\$0.00
Total Federal Funds (In-Hand + Fed Requested)	\$0.00
Calculated Federal Share (can not exceed 55.33%)	
Minimum Local Match 44.67%	\$0.00
State Match	
LCTOP (State)	<input type="text"/>
SB1. State of Good Repair (State)	<input type="text"/>
Transit Development Act (State)	<input type="text"/>
	<input type="text"/>
Subtotal	\$0.00
Local Match	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Subtotal	\$0.00
Total Match	\$0.00
Over/Under (Cannot be negative)	\$0.00
Toll Credit Request	
	<input type="text"/>
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

4.) Upload your project(s) to your Application by opening up your Application Opportunity, and selecting 'Attach' link:

(note – the year of the project must match the year on the application in order to show up as an option to choose from)

<input checked="" type="checkbox"/>	Download	Fleet Status (5339)	Attach Upload	
<input checked="" type="checkbox"/>	Download	Programming Request (5339)	Attach Upload	
<input checked="" type="checkbox"/>	Download	Programming Request Worksheet (5339)	Attach Upload	
<input checked="" type="checkbox"/>	Download	Agency Scorecard (5339)	Attach Upload	
<input checked="" type="checkbox"/>	Download	LCTOP Final Allocation Request 21-22	Attach Upload	
<input checked="" type="checkbox"/>	Download	LCTOP Allocation Request Signature Pages 21-22	Attach Upload	
Requires Upload <input type="radio"/> Optional <input checked="" type="radio"/> Upload Complete <input checked="" type="radio"/>				
Projects				
There are no projects attached to this grant opportunity.			Attach	
Budget Request Summary				
Budget Category	Net Project Cost	Total FTA Portion of Net Project Cost (max. allowed)	Total Minimum Required Local Match	Additional Local Funds

BLACKCAT GRANT OPPORTUNITY APPLICATION FORMS

DOCUMENT NAME + TYPE	5311	5311(f)	5339	LCTOP
BlackCat Cons. App. Completion Instructions (Information-Only)	Read for general application completion information			
Cons. App. Certification (All) (Fillable PDF)	Required			IF ONLY APPLYING FOR LCTOP - UPLOAD A BLANK SHEET TO MEET THIS BLACKCAT REQUIREMENT. This enables the applicant to SUBMIT the application when LCTOP documents are completed and uploaded
Cons. App. Authorizing Resolution (All) (SAMPLE Word Document)				
Cons. App. Civil Rights and DBE (All) (Fillable PDF)				
Cons. App. Social Service (All) (Fillable PDF)				
Cons. App. Charter Bus (All) (Fillable PDF)				
5311 Program Overview (Information-Only)	Information	N/A	N/A	N/A
5311(f) Program Overview (Information-Only)	N/A	Information	N/A	N/A
Cost Allocation Guidelines (5311) (Information-Only)	Information	N/A	N/A	N/A
Cons. App. FTA/FWA Federally Approved Transportation Improvement Program (FTIP) (5311 & 5311(f)) (Fillable PDF)	Required		N/A	N/A
MPO/RTPA Certifications & Assurances (5311 & 5311(f)) (Fillable PDF)	Required		N/A	N/A
Program of Projects (5311) (Fillable PDF)	Required	N/A	N/A	N/A
Public Hearing (5311 - CAPITAL PROJECTS ONLY) (Fillable PDF)	Required	N/A	N/A	N/A
Rolling Stock & Fleet Status (5311 - CAPITAL PROJECTS ONLY) (Fillable PDF)	Required	N/A	N/A	N/A
5311 Project Description (Fillable PDF)	Required	N/A	N/A	N/A
5311(f) General Project Description (Fillable PDF)	N/A	Required	N/A	N/A
5311(f) Route Specific (Fillable PDF)	N/A	Required	N/A	N/A
5339 Project Description (Fillable PDF)	N/A	N/A	Required	N/A
Fleet Status (5339) (Microsoft Excel)	N/A	N/A	Required	N/A
Programming Request (5339) (Signatures)	N/A	N/A	Required	N/A
Programming Request Worksheet (5339) (Microsoft Excel)	N/A	N/A	Required	N/A
Agency Scorecard (5339) (Microsoft Excel)	N/A	N/A	Required	N/A
LCTOP Final Allocation Request 21-22 (Microsoft Excel)	N/A	N/A	N/A	Required
LCTOP Allocation Request Signature Pages 21-22 (Signatures)	N/A	N/A	N/A	Required