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Introduction

What is the SCAT Tool?

BlackCat Grant Management System offers the Sub-Recipient Compliance Assessment Tool (SCAT) which is an assessment used to ensure that cities, counties, planning agencies and other recipients of Federal-Aid Highway Program funds are complying with the Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities.

This User Guide

This user guide will assist State Users with the efficient use of the SCAT Tool. This guide will walk you through each step of the SCAT Assessment process, to include starting a new assessment, submitting an assessment, reviewing assessments, and performing any corrective action if your assessment is returned as well as viewing your organization's SCAT Certification Status.

If immediate technical help or support is needed, please contact your BlackCat Project Management Team. You have access to the Project Management team for all your needs.

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.

Organization SCAT Status

- The State is responsible for indicating the Organization SCAT Status.

The screenshot shows a web form for the 'Town of Bell'. On the left is a sidebar with navigation links: 'Organization Overview', 'Contacts', 'Required Documents', 'Certification Status', and 'SCAT Tool'. The main content area is divided into two sections. The top section, 'Organization Information', contains the following details: 'Town of Bell', '3240 West Railroad Lane', 'Bell, Florida 32619', '(850) 584-7161', 'www.townofbellflorida.com', and contact information for a 'Primary Contact' (Title, Email, Phone). The bottom section, 'Sub-Recipient Compliance Assessment Tool (SCAT)', contains a paragraph explaining the SCAT process and a link to the 'LAP Nondiscrimination Handbook for Local Agencies'. Below this, the 'Organization SCAT Status' is set to 'Active' (indicated by a selected radio button) with an 'Inactive' option. At the bottom of this section are 'Save' and 'Cancel' buttons. A blue circle highlights the 'Active' radio button and the 'Save' and 'Cancel' buttons.

Starting a New SCAT Assessment

- Select the **Organizations** Tab

The screenshot shows a horizontal navigation bar with the following tabs: 'Dashboard', 'Applications', 'Organizations', 'Agreements', 'Local Agency Contracts', 'Review', 'Resources', 'Reports', and 'MPO Documents'. The 'Organizations' tab is highlighted with a blue circle.

- Select an **Organization**

Organization Listing

Add New

	Name	System Org Type	State Parent	FDOT District	Status
Clear Filters					
Select	Florida Department of Transportation	State			Active
Select	Town of Bell	Local Agency	Florida Department of Transportation	Florida Department of Transportation	Active
Select	Town of Belleair	Local Agency	Florida Department of Transportation	District 7	Active
Select	Town of Belleair Shore	Local Agency	Florida Department of Transportation	District 7	Active
Select	Town of Branford	Local Agency	Florida Department of Transportation	District 2	Active

- Select **SCAT Tool**

Organization Overview

Contacts

Required Documents

Certification Status

SCAT Tool

- Select **Start New Assessment**

Sub-Recipient Compliance Assessment Tool (SCAT)

23 Code of Federal Regulations (CFR) Part 200 requires that the Florida Department of Transportation (FDOT) conduct periodic reviews of cities, counties, planning agencies and other recipients of Federal-Aid Highway Program funds to ensure they are complying with Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. See Chapter 8 of the LAP Manual and the LAP Title VI and Nondiscrimination webpage for complete information on the history, definitions, and detailed requirements of the FDOT Subrecipient Compliance Assessment(SCAT) process.

Contact your [District Local Program Administrator](#) or the Statewide Local Program Administrator with questions, or refer to the [LAP Nondiscrimination Handbook for Local Agencies](#).

Organization SCAT Status: ☒ Active ☐ Inactive

- Complete the twelve Item Checklist. The checkmark next to each number item will turn green when you have completed your response. At any time, you may save your assessment and return to complete it later.

1. Enter the response date and upload your completed FDOT Title VI/NondiscriminationAssurance to GAP.

Complete	Checklist Item	Response
☒	1. Complete and upload a FDOT Title VI/Nondiscrimination Assurance to GAP. A copy of the document may be obtained here: Attachment B . Enter the Assurance Execution Date and upload the file. Both are REQUIRED.	01/18/2024 Choose File 1 Test file.pdf

2. Post your agency/organization's written Title VI/Nondiscrimination Plan to your website and provide your website address.

☒ 2. Post your agency's written Title VI/Nondiscrimination Plan to your website that includes: - Title VI/Nondiscrimination policy notice to the public. - Filing procedures for discrimination complaints based on race, color, national origin, sex, age, disability, religion, or family status. (Note, this request does not include your agency's employment discrimination policies/procedures.) Best practice is to post or link Nondiscrimination Plan and related procedures directly from the home page of your website to ensure the public understands the documents are applicable to all programs within the agency. Provide website location of posted document:	Enter website address here
--	---------------------------------------

3. Select Yes or No in relation to the DOJ/DOT Technical Assistance Memo. If Yes a green checkmark will appear. If No, an explanation is required in the text box then a green checkmark will appear.

	3. Does your agency construct/improve curb ramps pursuant to the DOJ/DOT Technical Assistance Memo, including installation of truncated domes? http://www.fhwa.dot.gov/civilrights/programs/doj_fhwa_ta.cfm Choose a response. If no, briefly explain.	☐ Yes ☒ No If No, explain here
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4. Part 1 - Select Yes or No in relation to use of the Florida Greenbook/FDOT Design Manual in design and construction.

	4. Subrecipients of Federal-Aid Highway Program funds must comply with the ADA in all aspects of design and construction. Florida laws and rules require use of the Florida Greenbook design standards when planning, designing, and constructing transportation facilities for projects located on local roadways. Federal-Aid Highway Program funded projects require use of the FDOT Design Manual (FDM) when designing and constructing projects located on the State or National Highway Systems. Both the Florida Greenbook and the FDM meet or exceed the 2010/2006 ADA Standards for Transportation Facilities and/or the Public Rights of Way Accessibility Guidelines (PROWAG). Check the box to confirm your agency meets minimum design standards as required by Florida laws and rules.	☒ Yes ☐ No
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4. Part 2 - Select Yes or No in relation to design exception and/or variation process.

	Select to confirm your agency complies with the design exception and/or variation process in instances of technical infeasibility.	☒ Yes ☐ No
---	---	--

5. Select Yes or No in relation to posting an ADA Transition Plan.



5. Has your agency completed and publicly posted an ADA ☒ Yes ☐ No Transition Plan for the accessibility of pedestrian facilities within your public rights of way? (Note, this is a requirement of all government agencies with 50 or more employees, regardless of funding source. See 28 CFR 35.105 and 150(d)).

6. Select the name of your Title VI/Nondiscrimination and ADA coordinator in GAP from the dropdown menu.



6. Enter (or verify) the name(s), title and contact information of your agency's Title VI/Nondiscrimination and ADA Coordinator(s) in GAP.

A. Person

A. Person

* If your coordinator's name does not appear in the dropdown menu select Add New User.



6. Enter (or verify) the name(s), title and contact information of your agency's Title VI/Nondiscrimination and ADA Coordinator(s) in GAP.

A. Person

Add New User

This will take you to a Florida GAP pop-up to add a New User's name and contact information as well as system access. Choose ADA Coordinator or Title VI Officer as the Contact Type. Complete all fields and select Save.

New User

User:

▼ Contact Types

- | | |
|---|---|
| ☒ ADA Coordinator | ☐ MPO Planning Liaison |
| ☐ Agency Project Manager | ☐ Other |
| ☐ Agency Staff | ☐ Permits |
| ☐ CEI | ☐ Primary Point of Contact |
| ☐ Chief Executive | ☐ Prime Contractor |
| ☐ City/County Manager | ☐ Program Administrator |
| ☐ Consultant | ☐ Program Manager |
| ☐ DBE Liaison | ☐ Rail |
| ☐ EEO Coordinator | ☐ Residential Coordinator |
| ☐ Engineer of Record | ☐ Responsible Charge |
| ☐ Environmental | ☐ Safety Engineers |
| ☐ Finance/ Accounting | ☐ SRTS Coordinator |
| ☐ Grant Manager | ☐ Title VI Officer |
| ☐ Invoice Compliance Monitor | ☐ Utility |
| ☐ Mayor | |

Florida GAP

Main Phone Number: () - - Ext: Enter 10 digits no hyphens

Alternative Phone Number: () - - Ext: Enter 10 digits no hyphens

Main Email:

Alternative Email:

Notes:

System Access Information

Allow access to the system? ☐ Yes ☐ No

User Name:

Status: ☐ Active ☐ Inactive

Save **Cancel** **Delete**

/Extensions/Organizations/PopUp/NewUser.aspx?organizationId=48&userId=0

A pop-up box will confirm the New User has been added and their name will now appear in the dropdown list for coordinator contact. If you do not see this confirmation statement, you might have missed a mandatory field. Review the records and complete.

New user added

New user added. Close modal to refresh user list.

7. Select Yes or No in relation to discrimination complaints. If Yes, provide an explanation in the text box.

	7. Has your agency been the subject of discrimination complaints (race, national origin, color, sex, age, disability, religion or family status) during the past three years? (Note, this excludes employment discrimination complaints).	☒ Yes ☐ No
If yes, briefly explain of complaint, dates and disposition, if any:		If Yes, explain here

8. Select **at least two** ways that your agency/organization advises the public of nondiscrimination policies.

	8. How does your agency advise the public of nondiscrimination policies or other similar information? Electronic or web-based posting alone is insufficient. Check a minimum of two that apply to your agency:	☒ Web Page ☒ Social Media ☐ Postings in Public Buildings ☐ Public Meetings ☐ Publications/Media ☐ Other sources

9. Select **at least one** source for collection and review of demographic data on those affected by your agency/organizational decisions.

	9. Recipients of federal funding are required to collect and analyze demographic data to ensure nondiscrimination and equity in recipient programs, services and activities. Identify your agency's sources for collection and review of demographic data (race, national origin, age, etc.) on those affecting your organizational decisions? Check all that apply:	☐ American Community Survey – Table s1601 ☐ Department of Education ☐ School Board ☒ Community Development Offices ☐ Other sources

10. Select Yes or No in relation to language services.

	10. Has your agency completed a written plan for providing language services to those who do not speak English proficiently, based upon analysis of the four factors described in Executive Order 13166 and related directives? (For more information or resources visit www.lep.gov).	☒ Yes ☐ No
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11. Select **at least one** form of outreach to the indicated populations.

 11. A cornerstone of nondiscrimination is robust public involvement in recipient decision making regarding its programs, services and activities. Indicate how your agency provides outreach to and solicits input from minority, low income, elderly and disabled populations within your jurisdictional boundaries? Check all that apply:	☒ Targeted public involvement of these communities ☐ Committees or advisory groups representing these communities (may include religious or social organizations). ☒ Community Development Department within the agency serving these communities ☐ Community Development Offices ☐ Other
---	--

12. Select the reason your agency/organization is completing the SCAT form.

 12. My agency is completing this SCAT form to:	☐ Request for LAP Certification (3 years) ☒ Request for LAP Re-Certification (3 years) ☐ Request for LAP Certification (Project Specific) ☐ Comply with a request by FDOT and/or FHWA
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- Once all checklist items have a green checkmark the **Submit Assessment** button will appear. Note that the ability to submit an assessment depends on assigned user roles.

Save Assessment Submit Assessment

SCAT Review

Once an organization has submitted a new assessment the SCAT Review begins. Each of the twelve checklist items are reviewed and either Returned or Accepted. Please note that on the right-hand side there is a section for Review Comments. At any time, the review can be saved and returned to later. Some of the Review Comments are provided based on the response selection; these can be updated by the reviewer for the particular assessment.

- Select Return or Accept based on the agency/organization submitting the FDOT Title VI/Nondiscrimination Assurance.

Review	Checklist Item	Response	Review Comments
☐ Return ☒ Accept	1. Complete and upload a FDOT Title VI/Nondiscrimination Assurance to GAP. A copy of the document may be obtained here: Attachment B. Enter the Assurance Execution Date and upload the file. Both are REQUIRED.	01/18/2024 1 Test file.pdf	

2. Return or Accept the agency's/organization's written Title VI/Nondiscrimination Plan. Note that if you select Return you are required to select Yellow or Red. Some Review Comments will auto generate based on the selection.

☒ Return ☐ Accept	2. Post your agency's written Title VI/Nondiscrimination Plan to your website that includes: - Title VI/Nondiscrimination policy notice to the public. - Filing procedures for discrimination complaints based on race, color, national origin, sex, age, disability, religion, or family status. (Note, this request does not include your agency's employment discrimination policies/procedures.) Best practice is to post or link Nondiscrimination Plan and related procedures directly from the home page of your website to ensure the public understands the documents are applicable to all programs within the agency. Provide website location of posted document:	Enter website address here	Agency does not have a nondiscrimination policy and/or complaint procedure posted for public view and use. (RED)
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3. Select Return or Accept for the agency's/organization's implementation of the DOJ/DOT Technical Assistance Memo.

☒ Return ☐ Accept	3. Does your agency construct/improve curb ramps pursuant to the DOJ/DOT Technical Assistance Memo, including installation of truncated domes? http://www.fhwa.dot.gov/civilrights/programs/doj_fhwa_ta.cfm	☐ Yes ☒ No If No, explain here	Agency is not making/improving sidewalk curb cuts as part of roadway resurfacing, regardless of how the alteration is funded. (RED)
--	---	--	---

Choose a response. If no, briefly explain.

4. Part 1 - Return or Accept the agency/organization meeting the minimum design standards as required by Florida Law.

☐ Return ☒ Accept	4. Subrecipients of Federal-Aid Highway Program funds must comply with the ADA in all aspects of design and construction. Florida laws and rules require use of the Florida Greenbook design standards when planning, designing, and constructing transportation facilities for projects located on local roadways. Federal-Aid Highway Program funded projects require use of the FDOT Design Manual (FDM) when designing and constructing projects located on the State or National Highway Systems. Both the Florida Greenbook and the FDM meet or exceed the 2010/2006 ADA Standards for Transportation Facilities and/or the Public Rights of Way Accessibility Guidelines (PROWAG).	☒ Yes ☐ No	
--	---	---	--

Check the box to confirm your agency meets minimum design standards as required by Florida laws and rules.

4. Part 2 – Return or Accept the agency's/organization's compliance with the design exception and/or variation process in instances of technical infeasibility.

☐ Return ☒ Accept	Select to confirm your agency complies with the design exception and/or variation process in instances of technical infeasibility.	☒ Yes ☐ No	
--	--	---	--

5. Return or Accept the agency's/organization's publicly posted ADA Transition Plan for the accessibility of pedestrian facilities within your public rights of way.

☒ Return ☐ Accept	5. Has your agency completed and publicly posted an ADA Transition Plan for the accessibility of pedestrian facilities within your public rights of way? (Note, this is a requirement of all government agencies with 50 or more employees, regardless of funding source. See 28 CFR 35.105 and 150(d)).	☒ Yes ☐ No	Agency does not appear to have an ADA Transition Plan posted for public view as required by 28 CFR 35.105 and 35.150.
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6. Return or Accept the agency's/organization's Title VI/Nondiscrimination and ADA Coordinator in GAP.

☐ Return ☒ Accept	6. Enter (or verify) the name, title and contact information of your agency's Title VI/Nondiscrimination and ADA Coordinator in GAP.	A. Person	
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7. Return or Accept the agency's/organization's discrimination complaints.

☐ Return ☒ Accept	7. Has your agency been the subject of discrimination complaints (race, national origin, color, sex, age, disability, religion or family status) during the past three years? (Note, this excludes employment discrimination complaints).	☒ Yes ☐ No	
If yes, briefly explain of complaint, dates and disposition, if any:		If Yes, explain here	

8. Return or Accept the agency's/organization's methods of advising the public of nondiscrimination policies or other similar information.

☐ Return ☒ Accept	8. How does your agency advise the public of nondiscrimination policies or other similar information? Electronic or web-based posting alone is insufficient. Check a minimum of two that apply to your agency:	☒ Web Page ☒ Social Media ☐ Postings in Public Buildings ☐ Public Meetings ☐ Publications/Media ☐ Other sources	
--	---	--	--

9. Return or Accept the agency's/organization's sources for collection and review of demographic data.

☐ Return ☒ Accept	9. Recipients of federal funding are required to collect and analyze demographic data to ensure nondiscrimination and equity in recipient programs, services and activities. Identify your agency's sources for collection and review of demographic data (race, national origin, age, etc.) on those affecting your organizational decisions?	☐ American Community Survey – Table s1601 ☐ Department of Education ☐ School Board ☒ Community Development Offices ☐ Other sources	
Check all that apply:			

10. Return or Accept the agency's/organization's compliance with Executive Order 13166.

☒ ☐
10. Has your agency completed a written plan for providing language services to those who do not speak English proficiently, based upon analysis of the four factors described in Executive Order 13166 and related directives? (For more information or resources visit www.lep.gov).

☒ Yes ☐ No

Agency lacks a Limited English Proficiency (LEP) plan that analyzes the four factors with up-to-date language demographics from the US Census American Community

11. Return or Accept the agency's/organization's outreach to the identified populations.

☐ ☒
11. A cornerstone of nondiscrimination is robust public involvement in recipient decision making regarding its programs, services and activities. Indicate how your agency provides outreach to and solicits input from minority, low income, elderly and disabled populations within your jurisdictional boundaries?

☒ Targeted public involvement of these communities
☐ Committees or advisory groups representing these communities (may include religious or social organizations)
☒ Community Development Department within the agency serving these communities
☐ Community Development Offices
☐ Other

Check all that apply:

12. Return or Accept the agency's/organization's reason for submitting the SCAT form.

☐ ☒
12. My agency is completing this SCAT form to:

☐ Request for LAP Certification (3 years)
☐ Request for LAP Re-Certification (3 years)
☒ Request for LAP Certification (Project Specific)
☐ Comply with a request by FDOT and/or FHWA

- The Review Determination is located on the bottom right-hand corner. The review determination can be three (3) different colors:
 - Green: All responses accepted
 - Yellow: One or more responses not accepted; critical responses accepted
 - Red: One or more critical responses not accepted; other responses may also be not accepted
- Once all items on the checklist have been reviewed select the **Submit Review** button. Ability to submit review depends on assigned user roles.

Save Review Submit Review

Review Determination = 

- You can invite others to comment on the assessment; they will receive an email notification of the review. Select the **Invite Commenter** button.

Save Review Submit Review

Review Determination = 

Invite Commenter

- This will generate a pop-up. Select the required commenters and select **Save**.

Invite Commenter ✕

Alexandrea Davisshaw
Aishwarya Sandineni
Ping Hsu
Sarita Taylor
Sai Teja Reddy Garlapati

➡➡
➡
⬅
⬅⬅

A AFDOTD3
Scott Entin

Save

Cancel

- You can also insert comments. You will see comments, who entered the comment and the comment date as well as a history log. Your own comments can be edited and deleted.

Comments

Insert

	Comment	User	Date	
Edit	New Comment	Scott Entin	1/16/2024 2:08:59 PM	✖

History Log

Status	Comments	Updated By	Date
Submitted		Scott Entin	1/16/2024 12:02:16 PM EST
Submitted		Scott Entin	1/16/2024 12:02:17 PM EST

Submitting Corrective Action

If an organization has submitted a new assessment and after the review the determination is Yellow or Red the organization will then submit the corrective action to move the assessment forward.

- For any checklist items which are returned there will be a required box for Corrective Action. At any time, you can Save Corrective Action and return to complete later. Once all checklist items have been addressed select the Submit Corrective Action button.

☒ Return	☐ Accept	10. Has your agency completed a written plan for providing language services to those who do not speak English proficiently, based upon analysis of the four factors described in Executive Order 13166 and related directives? (For more information or resources visit www.lep.gov).	☒ Yes ☐ No
		Comment: Agency lacks a Limited English Proficiency (LEP) plan that analyzes the four factors with up-to-date language demographics from the US Census American Community Survey (ACS). (YELLOW)	Scott Entin 1/16/2024
Corrective Action: Enter Corrective Action Required			

Save Corrective Action

Submit Corrective Action

- After the Corrective Action has been submitted the review process begins again. This can be completed as many times as needed until the process is complete.

Resolving a Corrective Action

- After an agency/organization submits Corrective Action the assessment is returned to the state for further review. Select Yes or No based on if the agency/organization has resolved the checklist item and enter any comments. If Yes the review button will automatically change from Return to Accept.

☐ Return ☒ Accept 11. A cornerstone of nondiscrimination is robust public involvement in recipient decision making regarding its programs, services and activities. Indicate how your agency provides outreach to and solicits input from minority, low income, elderly and disabled populations within your jurisdictional boundaries?

Check all that apply:

☐ Targeted public involvement of these communities
☒ Committees or advisory groups representing these communities (may include religious or social organizations).
☒ Community Development Department within the agency serving these communities
☐ Community Development Offices
☐ Other

Corrective Action: x Scott Entin on 1/18/2024

Resolve?
☒ Yes ☐ No

DOT Corrective Action Comments:
 Corrective Action Comments

- Once all twelve checklist items have been Resolved the Review Determination will change to Green. You can insert comments or invite commenters again. Then select the Submit Corrective Action Review.

Save Corrective Action Review Submit Corrective Action Review Review Determination = ●

Invite Commenter

Comments

Insert

Comment	User	Date

- In the History Log you will see the status of the certification to include Submitted, Returned, Corrective Action Submitted and Completed.

History Log			
Status	Comments	Updated By	Date
Submitted		Scott Entin	1/18/2024 1:50:19 PM EST
Returned		Scott Entin	1/18/2024 1:55:25 PM EST
CorrectiveActionSubmitted	Corrective Action	Scott Entin	1/18/2024 1:55:35 PM EST
Completed		Scott Entin	1/18/2024 2:03:38 PM EST

Organization Assessment – SCAT Assessment

- You can also check an agency/organization's Certification Status on the left-hand tab. This record will be automatically generated for review certifications which reach Review Determination = Green.

Title	Review Date	Assurance Expiration Date	RiskLevel	Risk Review Date
Select Red		05/13/2021	Elevated	
Select Red		05/13/2021	Elevated	
Select Green	01/18/2024	01/18/2027		

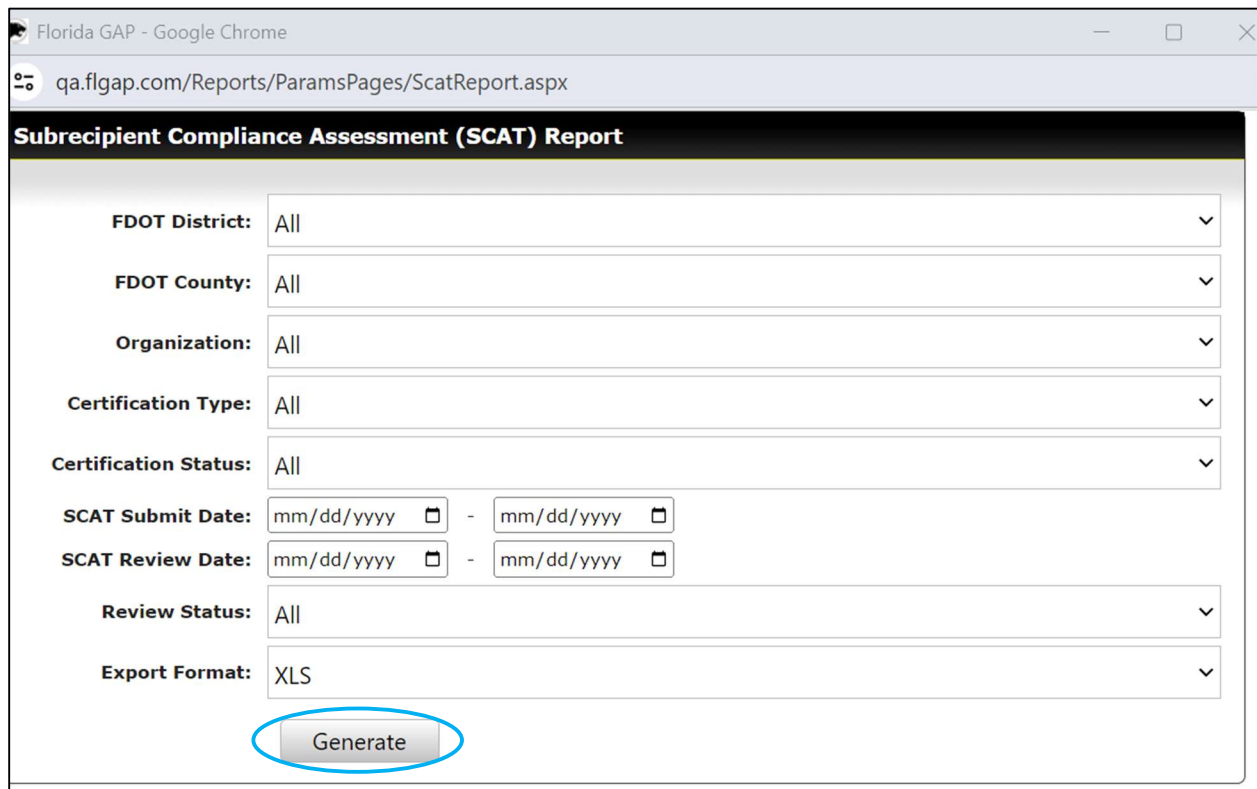
Generating a SCAT Report

- To generate a SCAT Report, select the **Reports** tab.

- Under the Organizations heading select **Generate** next to Subrecipient Compliance Assessment (SCAT) Report.

Organizations	
Organizations	Generate
Certification Report	Generate
Subrecipient Compliance Assessment (SCAT) Report	Generate

- Complete all required components in the pop-up box and select **Generate**.

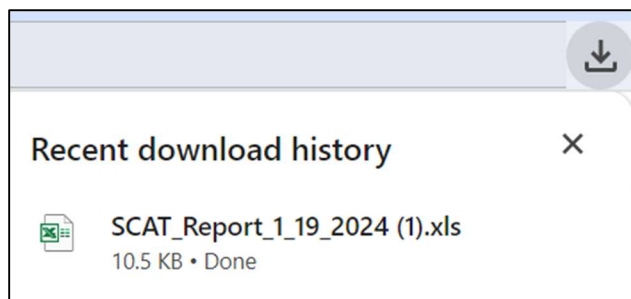


The screenshot shows a web browser window with the address bar displaying "Florida GAP - Google Chrome" and the URL "qa.flgap.com/Reports/ParamsPages/ScatReport.aspx". The page title is "Subrecipient Compliance Assessment (SCAT) Report". The form contains the following fields:

- FDOT District: All
- FDOT County: All
- Organization: All
- Certification Type: All
- Certification Status: All
- SCAT Submit Date: mm/dd/yyyy - mm/dd/yyyy
- SCAT Review Date: mm/dd/yyyy - mm/dd/yyyy
- Review Status: All
- Export Format: XLS

A "Generate" button is located at the bottom of the form, circled in blue.

- This will create a download of your organization's report.



- Select the download to view the SCAT Report.

Subrecipient Compliance Assessment (SCAT) Report						
District(s): District 2						
County(ies): All Counties						
Organization(s): Town of Bell						
SCAT Submitted Date Range: -						
SCAT Review Date Range: -						
Certification Type(s): All Certification Types						
Certification Status: All Status						
District: 02						
Local Agency Name	Created Date	Submitted Date	Review Date	Certification Type	Reviews Process	Review Status
County: Gilchrist						
Town of Bell	1/18/2024			New		Created
Town of Bell	1/18/2024			New		Created
Town of Bell	1/19/2024			New		Created
Town of Bell	1/18/2024	1/18/2024	1/18/2024	Comply with a request by FDOT and/or FHWA	Returned 1 time(s)	Accepted
Data Source: BlackCat Transit Data Management System						
Printed: 1/19/2024 1:46:52 PM						