

Associate Consultant to a Project(s) and Create New Contact in GAP.

- 1.) *Agreements* tab – find agreement you want to associate user to
- 2.) *Details* tab – scroll down until you see the *Key Contacts*
- 3.) Select what type of contact your looking for: *e.g. consultant*.
- 4.) Select the contact name, if unable to locate contact you're looking for skip to #7.
- 5.) Select *phase* and *sequence* for project you want.
- 6.) Select "Save"
- 7.) Click here to navigate back to agency page to *add contact*.

BlackCat
GRANT MANAGEMENT SYSTEM

Kathleen Khazraee | My Account

Dashboard Applications Organizations **Agreements** Local Agency Contracts Review Resources Reports

Dashboard > Agreements > Agreement Details

Select Organization: Florida

Details

Tracking
Documents
Phases
Invoices
Drawdowns
Associated Applications
FDOT Notes

Agreements Details

Agreement Details

Item Segment #: 440660-2

Project Description: 440660-2 - CR 276 ALFORD RD FROM CR 273 ORANGE HILL RD TO MACEDONIA RD

Local Agency Contract: 440660-2-68-01 : G1L17 440660-2-58-01 : G1L17-1

Details

FDOT Project Manager: CRAIG GAVIN

Work Mix: PAVE SHOULDERS

On System:

Transportation System: OFF STATE HWY SYS/OFF FED SYS

Roadway	Beginning Section Point
61590000	9.396

Project Total: 2,053,464.00

Project Expenditures: 0.00

Key Contacts

Add contact association: Consultant John Smith 68-02

[Click here to navigate to Washington County](#)

Full Name	Association Type
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- 8.) Organizations tab – click contacts
- 9.) Click “Add New” to add contact.
- 10.) To finalize creation of new contact and send new user login info email co-localprograms@dot.state.fl.us .
- 11.) After contact account is activated by FDOT Local Programs go back and complete steps 4 through 6.

The screenshot displays the BlackCat Grant Management System interface. At the top, the logo 'BlackCat GRANT MANAGEMENT SYSTEM' is visible. Below it is a navigation menu with tabs for Dashboard, Applications, Organizations, Agreements, Local Agency Contracts, Review, Resources, and Reports. The 'Organizations' tab is selected, and the breadcrumb trail shows 'Dashboard > Organizations > Organization Details'.

The main content area is divided into two sections. On the left is a sidebar with 'Organization Overview' containing links for 'Contacts' (highlighted with a red box and a red circle containing the number 8), 'Required Documents', and 'Certification Status'. The main section is titled 'Contacts' and contains two sub-sections: 'Organization Information' and 'Contact'.

The 'Organization Information' section displays details for 'Washington County':
1331 South Boulevard
Chipley, Florida 32428
(850) 638-6200
www.washingtonfl.com
Primary Contact: Karen Shaw
Title: Grants Coordinator
Email: KSHAW@WASHINGTONFL.COM
Phone: (850) 638-6058

The 'Contact' section features an 'Add New' button (highlighted with a red box and a red circle containing the number 9) and a table with the following headers: 'FirstName', 'LastName', 'Title', and 'Main Email'.