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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.

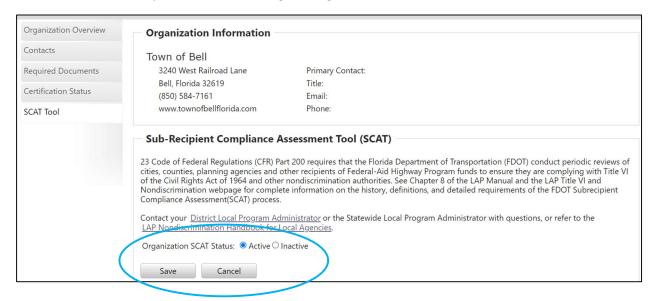
If immediate technical help or support is needed, please contact your BlackCat Project Management Team. You have access to the Project Management team for all your needs.

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.

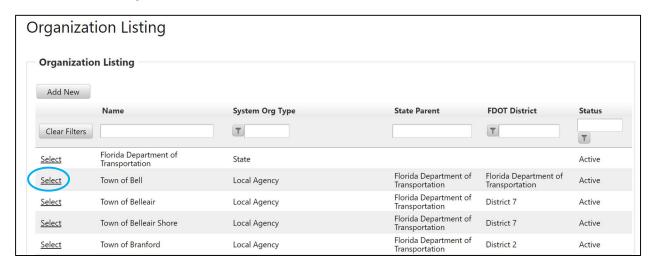


Starting a New SCAT Assessment

• Select the Organizations Tab



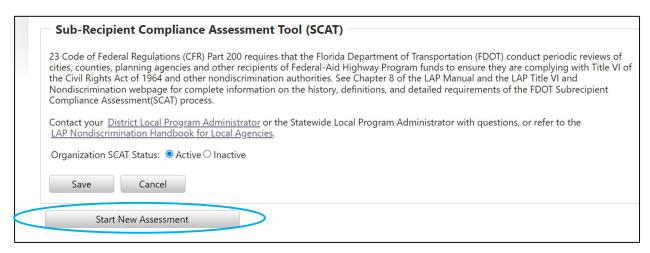
• Select an Organization



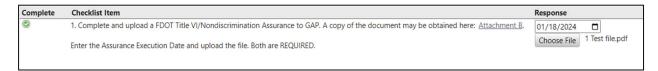
Select SCAT Tool



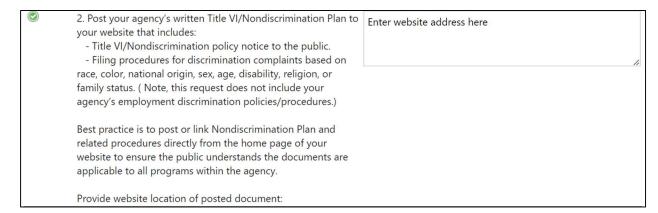
Select Start New Assessment



- 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.



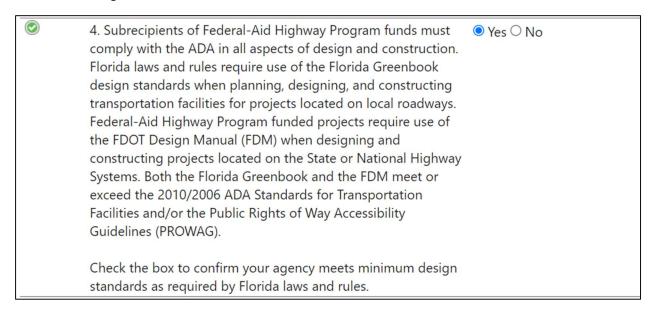
2. Post your agency/organization's written Title VI/Nondiscrimination Plan to your website and provide your website address.



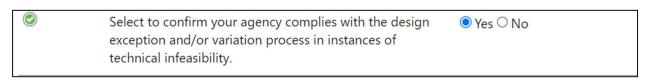
3. Select Yes or No in relation to the DOJ/DOT Technical Assistance Memo. If Yes a green checkmark will appear. If No, an explanation is required in the text box then a green checkmark will appear.

| 3. Does your agency construct/improve curb ramps pursuant to the DOJ/DOT Technical Assistance Memo, including | ○ Yes ③ No |
|--|---------------------|
| installation of truncated domes? http://www.fhwa.dot.gov/civilrights/programs/doj_fhwa_ta.cfm | If No, explain here |
| Choose a response. If no, briefly explain. | |

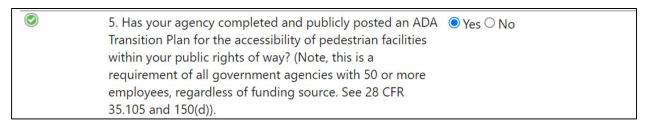
4. Part 1 - Select Yes or No in relation to use of the Florida Greenbook/FDOT Design Manual in design and construction.



4. Part 2 - Select Yes or No in relation to design exception and/or variation process.



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



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

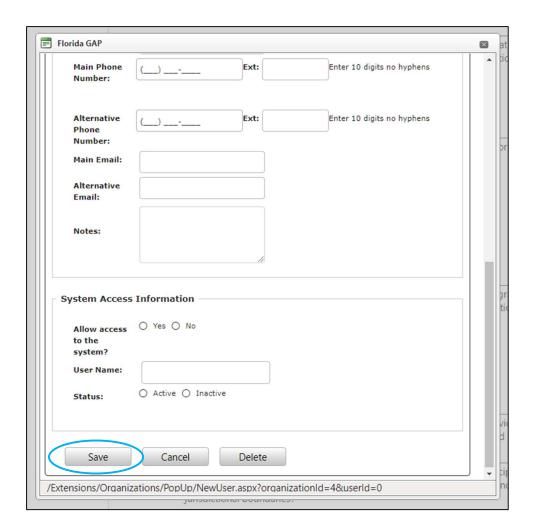


* If your coordinator's name does not appear in the dropdown menu select Add New User.

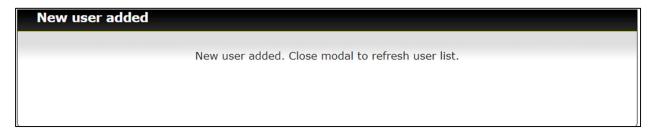


This will take you to a Florida GAP pop-up to add a New User's name and contact information as well as system access. Choose ADA Coordinator or Title VI Officer as the Contact Type. Complete all fields and select Save.

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



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 manditory field. Review the records and complete.



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) ● Yes ○ No during the past three years? (Note, this excludes employment discrimination complaints) If Yes, explain here If yes, briefly explain of complaint, dates and disposition, if any: 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 ✓ Web Page nondiscrimination policies or other similar information? ✓ Social Media Electronic or web-based posting alone is insufficient. ☐ Postings in Public Buildings Check a minimum of two that apply to your agency: ☐ 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 ☐ American Community Survey – Table s1601 analyze demographic data to ensure nondiscrimination and ☐ Department of Education equity in recipient programs, services and activities. Identify ☐ School Board your agency's sources for collection and review of demographic data (race, national origin, age, etc.) on those ✓ Community Development Offices affecting your organizational decisions? ☐ Other sources Check all that apply: 10. Select Yes or No in relation to language services. 10. Has your agency completed a written plan for Yes ○ No 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).

11. Select at least one form of outreach to the indicated populations.

| ② | 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 | ✓ Targeted public involvement of these communities ☐ Committees or advisory groups representing these communities (may include religious or social organizations). |
|----------|---|---|
| | income, elderly and disabled populations within your jurisdictional boundaries? | ✓ Community Development Department within the agency serving these communities |
| | Charles II Abox associate | ☐ Community Development Offices |
| | Check all that apply: | □ Other |
| | | |
| | | |

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

| 12. My agency is completing this SCAT form to: | O Request for LAP Certification (3 years) |
|--|--|
| | Request for LAP Re-Certification (3 years) |
| | Request for LAP Certification (Project Specific) |
| | OComply with a request by FDOT and/or FHWA |
| | |

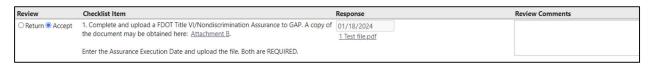
• Once all checklist items have a green checkmark the **Submit Assessment** button will appear. Note that the ability to submit an assessment depends on assigned user roles.



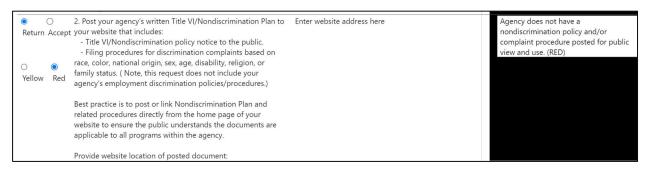
SCAT Review

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.

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



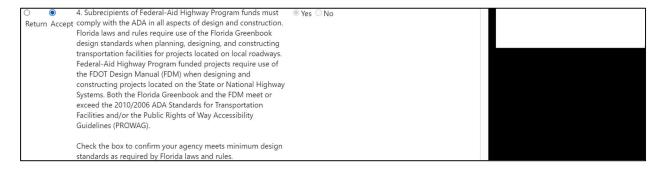
2. Return or Accept the agency's/organization's written Title VI/Nondiscrimination Plan. Note that if you select Return you are required to select Yellow or Red. Some Review Comments will auto generate based on the selection.



3. Select Return or Accept for the agency's/organization's implementation of the DOJ/DOT Technical Assistance Memo.

| 0 | 0 | 3. Does your agency construct/improve curb ramps pursuant | ○ Yes ® No | Agency is not making/improving sidewalk | |
|--------|----------|--|----------------------|---|---|
| Return | 1 Accept | to the DOJ/DOT Technical Assistance Memo, including | | curb cuts as part of roadway resurfacing, | 4 |
| | | installation of truncated domes? | If No, explain here | regardless of how the alteration is | - |
| | | http://www.fhwa.dot.gov/civilrights/programs/doj_fhwa_ta.cfm | ii ito, explain nere | funded (RFD) | 1 |
| | | | | | 1 |
| | | Choose a response. If no, briefly explain. | | | ı |

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



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.

| O Return Accep | Select to confirm your agency complies with the design texception and/or variation process in instances of technical infeasibility. | ® Yes ○ No | |
|------------------|---|------------|--|
| | | | |

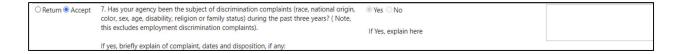
5. Return or Accept the agency's/organization's publicly posted ADA Transition Plan for the accessibility of pedestrian facilities within your public rights of way.



6. Return or Accept the agency's/organization's Title VI/Nondiscrimination and ADA Coordinator in GAP.



7. Return or Accept the agency's/organization's discrimination complaints.



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



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



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

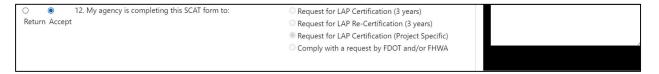
● O 10. Has your agency completed a written plan for providing
Return Accept language services to those who do not speak English
proficiently, based upon analysis of the four factors described
in Executive Order 13166 and related directives? (For more
information or resources visit www.lep.goy).

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.



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



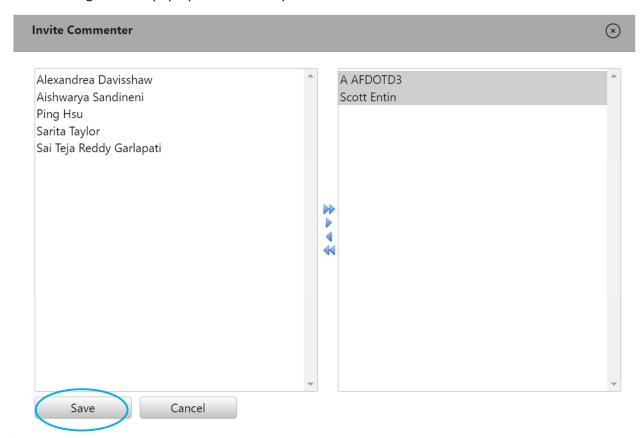
- The Review Determination is located on the bottom right-hand corner. The review determination can be three (3) different colors:
 - o Green: All responses accepted
 - Yellow: One or more responses not accepted; critical responses accepted
 - Red: One or more critical responses not accepted; other responses 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.



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



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



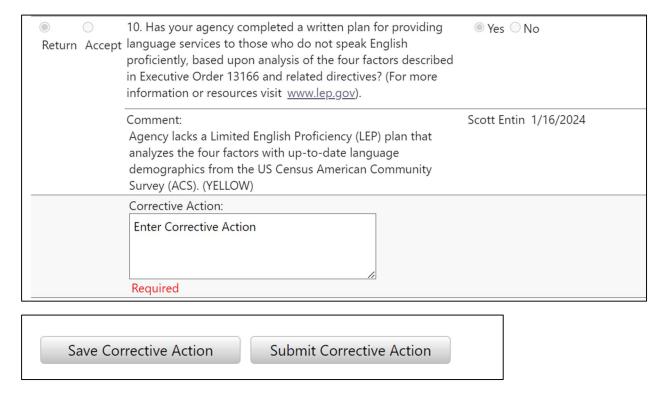
• You can also insert comments. You will see comments, who entered the comment and the comment date as well as a history log. Your own comments can be edited and deleted.



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.

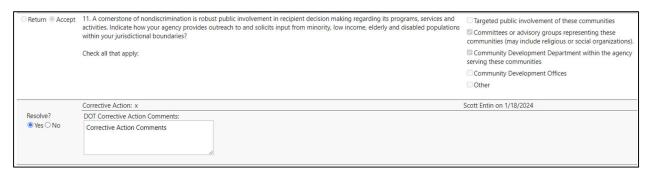
• For any checklist items which are returned there will be a required box for Corrective Action. At any time, you can Save Corrective Action and return to complete later. Once all checklist items have been addressed select the Submit Corrective Action button.



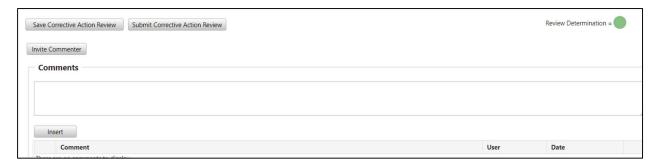
• After the Corrective Action has been submitted the review process begins again. This can be completed as many times as needed until the process is complete.

Resolving a Corrective Action

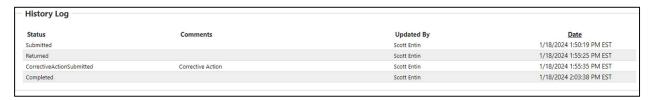
After an agency/organization submits Corrective Action the assessment is returned to the state
for further review. Select Yes or No based on if the agency/organization has resolved the
checklist item and enter any comments. If Yes the review button will automatically change from
Return to Accept.



 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.

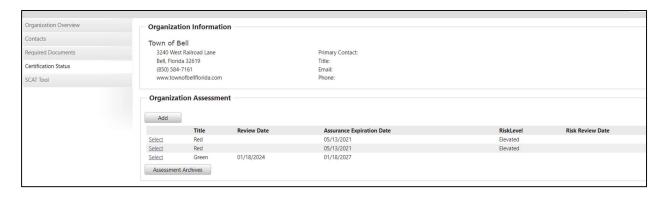


• In the History Log you will see the status of the certification to include Submitted, Returned, Corrective Action Submitted and Completed.



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.

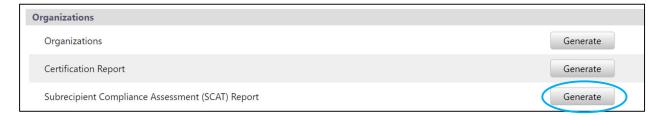


Generating a SCAT Report

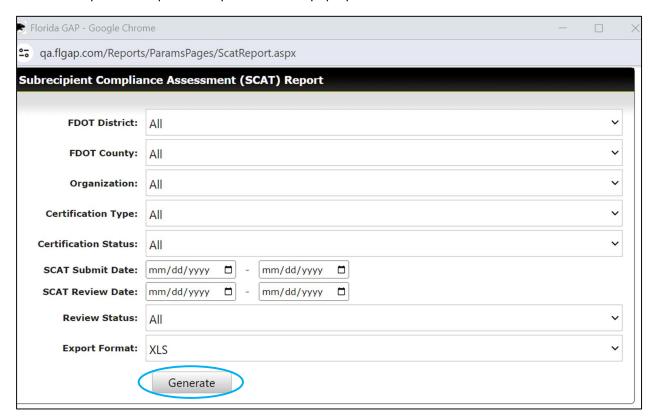
• To generate a SCAT Report, select the **Reports** tab.



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



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



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(les): All Counties | | | | | | |
|--|--|----------------|-------------|--|--------------------|---|
| | Organization(s): Town of Bell SCAT Submitted Date Range: - SCAT Review Date Range: - | | | | | |
| | | | | | | |
| | | | | pe(s): All Certification Types | | |
| | | | Certifica | tion 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 Town of Bell Town of Bell Town of Bell | 1/18/2024 1/18/2024 1/19/2024 1/18/2024 | 1/18/2024 | 1/18/2024 | New New New Comply with a request by FDOT and/or FHWA | Returned 1 time(s) | Created Created Created Accepted |
| Data Source: BlackCat Transil Data Management System | | | | | | Printed: 1/19/2024 1:46:52 |