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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 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, 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 Organization SCAT Status can be viewed under the Organizations tab by selecting your Organization and then selecting the SCAT Tool from the left menu.

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/Nondiscrimination Assurance 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.

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.

New 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 Monitor
☐ Mayor

☐ 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
☐ 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 mandatory 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) 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

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

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

- 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.

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.

- 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

- 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.

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.
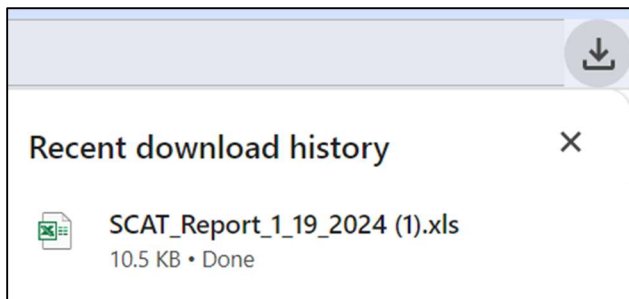
- Select the download to view the SCAT Report.

Subrecipient Compliance Assessment (SCAT) Report
District(s): District 2
County(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*