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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.

### 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

Start New Assessment

## Starting a New SCAT Assessment

- Select the **Organizations** Tab



- Select an **Organization**

Organization Listing

**Organization Listing**

Add New

	Name	System Org Type	State Parent	FDOT District	Status
Clear Filters	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Select</a>	Florida Department of Transportation	State			Active
<a href="#">Select</a>	Town of Bell	Local Agency	Florida Department of Transportation	Florida Department of Transportation	Active
<a href="#">Select</a>	Town of Belleair	Local Agency	Florida Department of Transportation	District 7	Active
<a href="#">Select</a>	Town of Belleair Shore	Local Agency	Florida Department of Transportation	District 7	Active
<a href="#">Select</a>	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

**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.

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: <a href="#">Attachment B</a> .  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.

✔	<p>2. Post your agency’s written Title VI/Nondiscrimination Plan to your website that includes:</p> <ul style="list-style-type: none"> <li>- Title VI/Nondiscrimination policy notice to the public.</li> <li>- 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.)</li> </ul> <p>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.</p> <p>Provide website location of posted document:</p>	<p>Enter website address here</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
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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?  Yes  No  
[http://www.fhwa.dot.gov/civilrights/programs/doj\\_fhwa\\_ta.cfm](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. 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 - 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.

\* 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.

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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> ADA Coordinator | <input type="checkbox"/> MPO Planning Liaison     |
| <input type="checkbox"/> Agency Project Manager     | <input type="checkbox"/> Other                    |
| <input type="checkbox"/> Agency Staff               | <input type="checkbox"/> Permits                  |
| <input type="checkbox"/> CEI                        | <input type="checkbox"/> Primary Point of Contact |
| <input type="checkbox"/> Chief Executive            | <input type="checkbox"/> Prime Contractor         |
| <input type="checkbox"/> City/County Manager        | <input type="checkbox"/> Program Administrator    |
| <input type="checkbox"/> Consultant                 | <input type="checkbox"/> Program Manager          |
| <input type="checkbox"/> DBE Liaison                | <input type="checkbox"/> Rail                     |
| <input type="checkbox"/> EEO Coordinator            | <input type="checkbox"/> Residential Coordinator  |
| <input type="checkbox"/> Engineer of Record         | <input type="checkbox"/> Responsible Charge       |
| <input type="checkbox"/> Environmental              | <input type="checkbox"/> Safety Engineers         |
| <input type="checkbox"/> Finance/ Accounting        | <input type="checkbox"/> SRTS Coordinator         |
| <input type="checkbox"/> Grant Manager              | <input type="checkbox"/> Title VI Officer         |
| <input type="checkbox"/> Invoice Compliance Monitor | <input type="checkbox"/> Utility                  |
| <input type="checkbox"/> 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](http://www.lep.gov)).  Yes  No

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

- 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

Review Determination = 

- 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.

<input checked="" type="radio"/> Return <input type="radio"/> 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 <a href="http://www.lep.gov">www.lep.gov</a> ).	<input checked="" type="radio"/> Yes <input type="radio"/> 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: <div style="border: 1px solid black; padding: 5px; min-height: 40px;">           Enter Corrective Action         </div>		
<span style="color: red; font-weight: bold;">Required</span>		

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.

The screenshot shows a web interface for 'Organization Assessment'. On the left is a navigation menu with items: Organization Overview, Contacts, Required Documents, Certification Status, and SCAT Tool. The main content area is divided into two sections:

- Organization Information:** Displays details for 'Town of Bell' including address (3240 West Railroad Lane, Bell, Florida 32619), phone number ((850) 584-7161), website (www.townofbellflorida.com), and primary contact information (Title, Email, Phone).
- Organization Assessment:** Contains an 'Add' button and a table of assessment records.

	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		

Below the table is an 'Assessment Archives' button.

# Generating a SCAT Report

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

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

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

The screenshot shows the 'Organizations' section of the interface. It lists three items, each with a 'Generate' button to its right:

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

The 'Generate' button for the 'Subrecipient Compliance Assessment (SCAT) Report' is highlighted with a blue circle.

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

Florida GAP - Google Chrome  
qa.flgap.com/Reports/ParamsPages/ScatReport.aspx

### Subrecipient Compliance Assessment (SCAT) Report

**FDOT District:** All

**FDOT County:** All

**Organization:** All

**Certification Type:** All

**Certification Status:** All

**SCAT Submit Date:** mm/dd/yyyy - mm/dd/yyyy

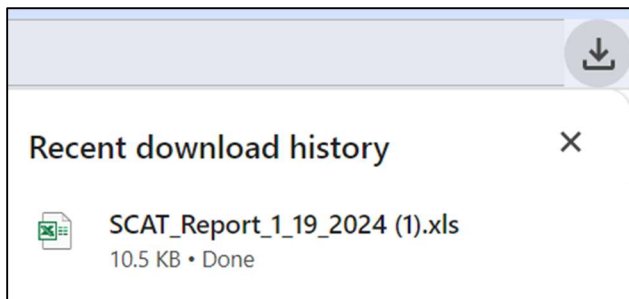
**SCAT Review Date:** mm/dd/yyyy - mm/dd/yyyy

**Review Status:** All

**Export Format:** XLS

**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