



Florida Department of
Transportation
Beautification Grant 2023-2024

Online Application Reference Guide

Published July 15, 2023

Grant Applications Deadline: October 2, 2023, at 5:00 PM EST

Login

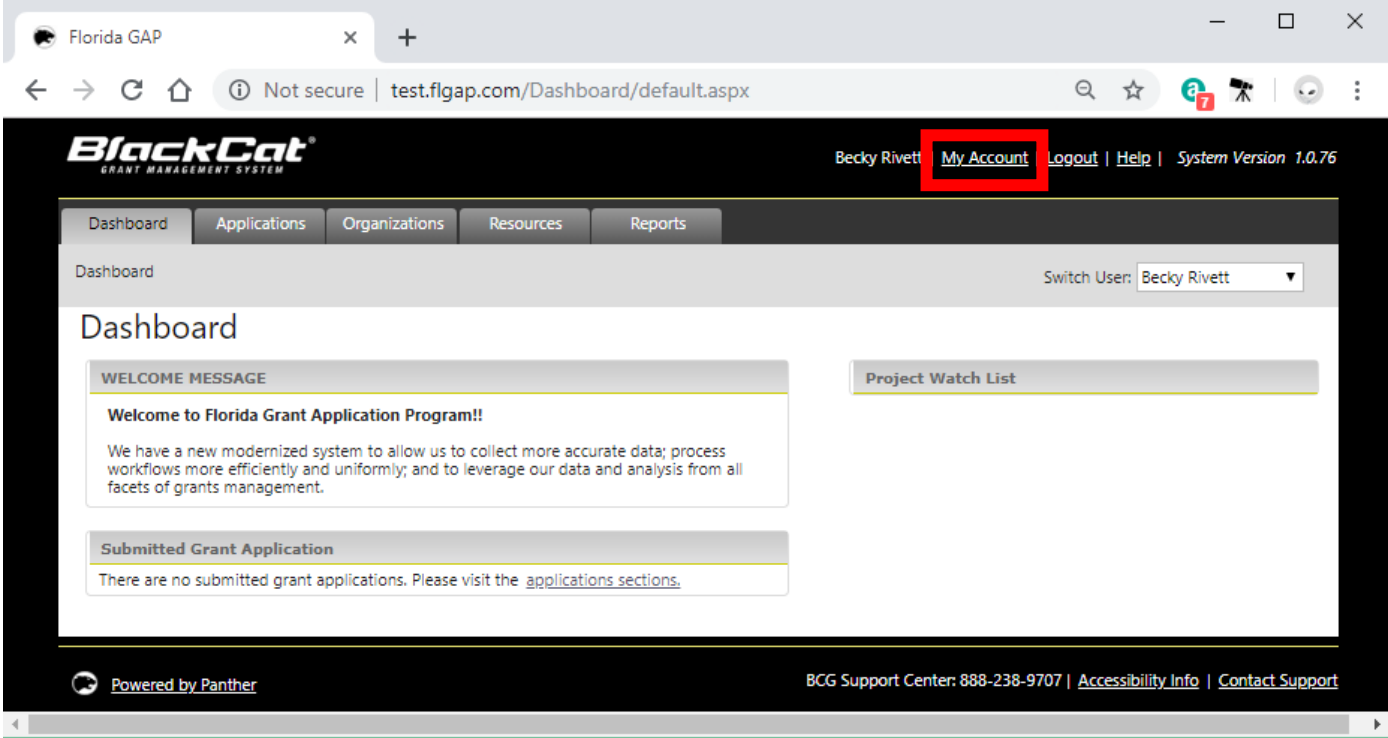
Using the user account information previously provided, Login to the Grant Application Portal at <https://secure.blackcatgrants.com/Login.aspx?site=flgap>



Helpful Hint: If you do not have a username and password, select Request Access on the bottom right of the login screen to be granted access to the system.

Dashboard – Verify Account Information

Upon logging in, users will arrive at the Dashboard
Select My Account link to verify your information



Dashboard – Verify Account Information

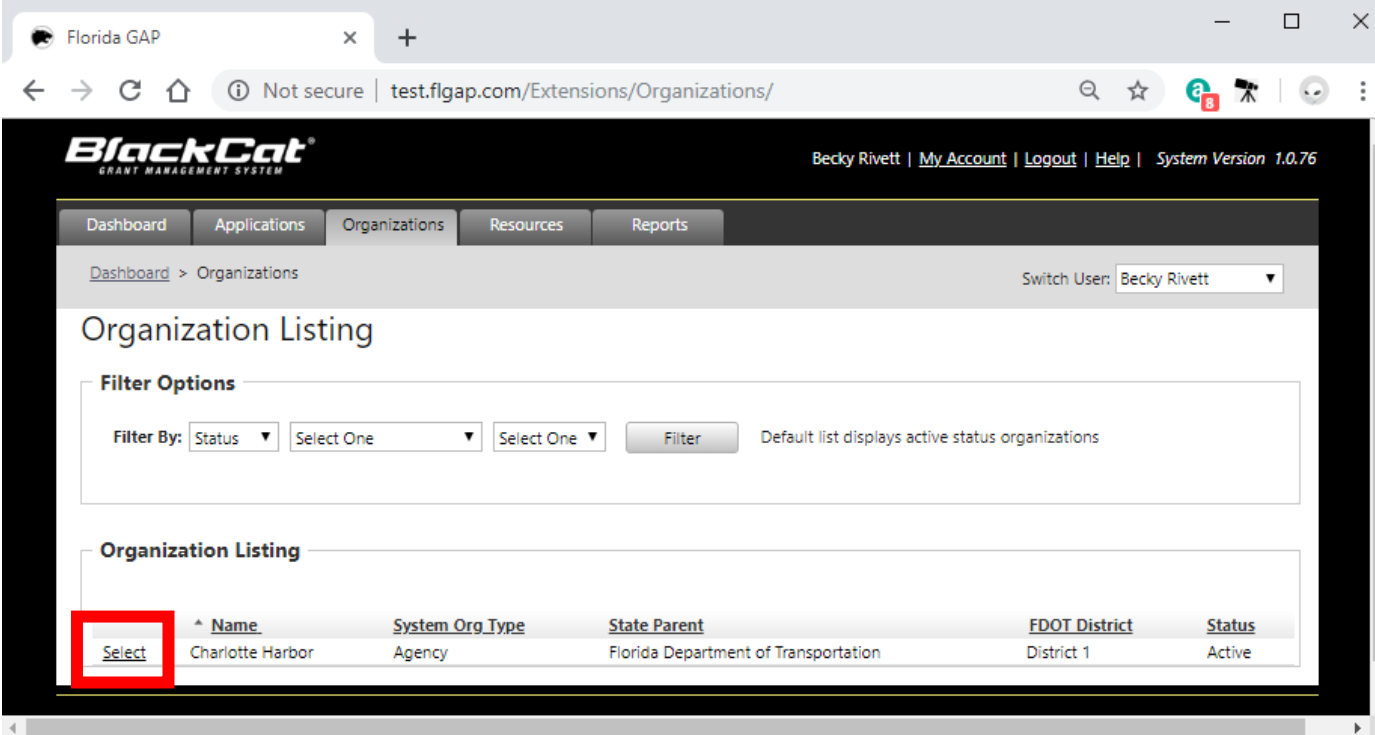
If changes are made select 'Save' in the bottom left corner of the Edit Account dialog box before exiting

The screenshot shows a web browser window with the URL `test.flgap.com/Dashboard/`. The page title is "Florida GAP". The main content area displays the "BlackCat" logo and the text "GRANT MANAGEMENT SYSTEM". The user is logged in as "Test Test". The "Edit Account" dialog box is open, showing the following fields:

- Contact Types:
- Salutation:
- First Name:
- Middle Initial:
- Last Name:
- Title:
- Address 1:
- Address 2:
- City:
- State:
- Zip:
- Main Phone Number: Ext: Enter 10 digits no hyphens
- Alternate Phone Number: Ext: Enter 10 digits no hyphens
- Main Email:
- Secondary Email:
- Notes:

Organizations – Verify Organization Information

Select the Organizations tab followed by ‘Select’ link to verify your organization information



The screenshot shows a web browser window with the URL `test.flgap.com/Extensions/Organizations/`. The page title is "BlackCat GRANT MANAGEMENT SYSTEM". The user is logged in as "Becky Rivett". The navigation menu includes "Dashboard", "Applications", "Organizations", "Resources", and "Reports". The "Organizations" tab is selected. Below the navigation, there is a "Filter Options" section with "Filter By: Status" and two "Select One" dropdown menus. A "Filter" button is also present. The main content area is titled "Organization Listing" and contains a table with the following data:

	Name	System Org Type	State Parent	FDOT District	Status
Select	Charlotte Harbor	Agency	Florida Department of Transportation	District 1	Active

Organizations – Verify Organization Information

After selecting your
Organization, confirm the
information provided is correct

If changes are made select
'Save' before exiting

The screenshot displays the 'Organization Summary' page in the Florida GAP system. The page is titled 'Organization Overview' and shows details for 'Charlotte Harbor'. The form includes sections for Organization Information, Organization Details, Primary Contacts, Governance / Structure, Operations Contact / Info, Union Info, Organization Logo, Legislative Districts, and Financial / Reporting Info. A red box highlights the 'Save' button at the bottom of the page.

Florida GAP

test.flgap.com/Extensions/Organizations/OrganizationSummary.aspx?organizatio...

BlackCat

Backy Rivett | Account | Logout | Help | System Version 1.0.7.7

Dashboard Applications Organizations Resources Reports

Dashboard > Organizations > Organization Details

Organization Overview

Organization Information

Charlotte Harbor

N/A

Charlotte Harbor, Florida

Primary Contact:

Title:

Email:

Phone:

Organization Details

Status:

Legal Name*: Charlotte Harbor

Common Name/Acronym/DBA*: Charlotte Harbor

Physical Address

County*: Charlotte

Address 1*: N/A

Address 2:

City*: Charlotte Harbor

State*: Florida

Zip Code*: -

Mailing address if different

Residence address

Contact Info

Website:

Customer Service Email:

Main Phone Number:

Alternate Phone Number:

Fax Number:

Primary Contacts

Primary Contact 1

Name: Select One

Title:

Main Phone Number:

Alternate Phone Number:

Primary Contact 2

Name: Select One

Title:

Main Phone Number:

Alternate Phone Number:

Governance / Structure

Parent Organizations

State Parent: Florida Department of Transportation

District 1

Organization Categories

System Org. Type*: Transit Agency

Operations Contact / Info

Name: Select One

Title:

Email:

Union Info

Union Affiliations: Yes No

Organization Logo

Service Logo: Organization Logo

Legislative Districts

House Districts Senate Districts Congressional Districts

Financial / Reporting Info

DUNS #:

Federal Tax ID:

State Vendor ID:

State Vendor Location:

NTD Reporting ID:

ITA Recipient ID:

Actions

Save

Powered by Panther

BCG Support Center: 888-238-9707 | Accessibility Info | Contact Support

Applications – Application Submittal

Select the Applications tab to begin the application process

In the Applications tab:

- **Existing Applications** will display all applications in progress or previously submitted
- **Grant Opportunities** will display on the left.

The screenshot shows the BlackCat Grant Management System interface. The top navigation bar includes tabs for Dashboard, Applications, Organizations, Resources, Reports, and Review. The 'Applications' tab is selected. On the left sidebar, 'Grant Opportunities' is highlighted with a red box. The main content area displays a table of applications with the following data:

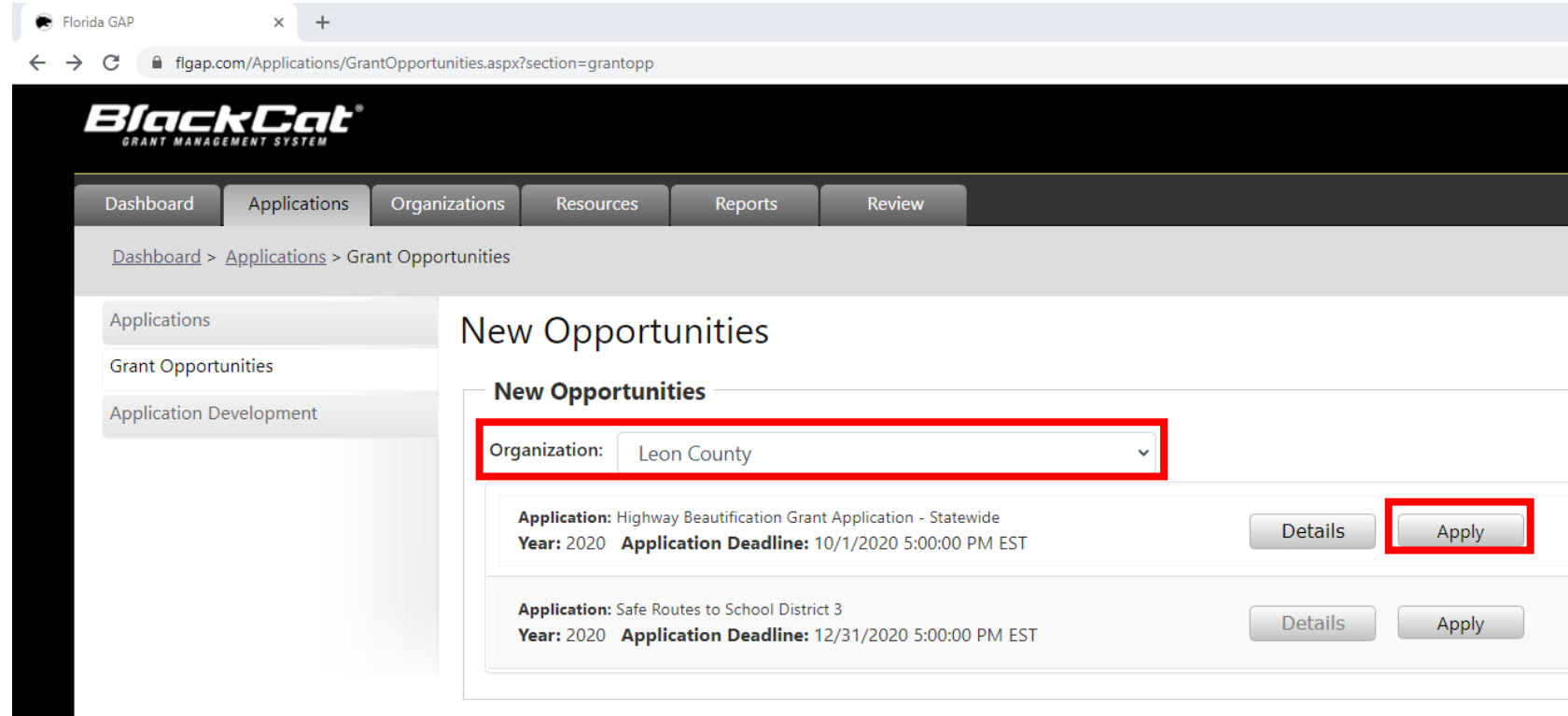
Year	District	Organization	Application Type	Description	Status
2020	District 4	City of South Bay	Small County Outreach Program (SCOP) for Municipalities - District 4	SCOP 2020 NW 10th Avenue	Review Complete
2020	District 4	City of Pahokee	Small County Outreach Program (SCOP) for Municipalities - District 4	City of Pahokee SCOP Grant 2020 McClure Road.	Review Complete
2020	District 3	Town of Ponce De Leon	Small County Outreach Program (SCOP) for Municipalities - District 3	FDOT SCOP Skelton Street Paving & Drainage Improvement	Review Complete
2020	District 3	City of Marianna	Small County Outreach Program (SCOP) for Municipalities - District 3	Fourth Street Improvements	Review Complete
2020	District 3	City of Gretna	Small County Outreach Program (SCOP) for Municipalities - District 3	North Avenue Resurfacing Project	Review Complete
2020	District 3	City of Cottdondale	Small County Outreach Program (SCOP) for Municipalities - District 3	Zion Street Resurfacing Project	Review Complete
2020	District 3	City of Graceville	Small County Outreach Program (SCOP) for Municipalities - District 3	Brown Street Reconstruction and Resurfacing Project	Review Complete

Applications – Application Submittal

Select the Grant Opportunities tab to begin a new application

-Under **Grant Opportunities**, select your organization from the drop down menu and then 'Apply' to initiate a new application

- For each Beautification Grant an applicant intends to apply for, a new application will need to be created



The screenshot displays the BlackCat Grant Management System interface. The browser address bar shows the URL: flgap.com/Applications/GrantOpportunities.aspx?section=grantopp. The navigation menu includes Dashboard, Applications, Organizations, Resources, Reports, and Review. The breadcrumb trail is Dashboard > Applications > Grant Opportunities. The left sidebar contains Applications, Grant Opportunities, and Application Development. The main content area is titled 'New Opportunities' and features a dropdown menu for 'Organization' with 'Leon County' selected. Below this, two application entries are listed:

Application	Year	Application Deadline	Details	Apply
Highway Beautification Grant Application - Statewide	2020	10/1/2020 5:00:00 PM EST	Details	Apply
Safe Routes to School District 3	2020	12/31/2020 5:00:00 PM EST	Details	Apply

Applications – Application Submittal

Step 1 – Upload Application Documents here (Application Documents may be downloaded here as well)

Step 2 - Add Project Budget here, totals should match values input on Beautification Grant Application Part 2

Step 3 - (Optional) Additional Documents and comments may be posted here

Dashboard Applications Organizations Resources Reports

Application

Application: Highway Beautification Grant Application - District 1 Application Deadline: 10/1/2019 12:00:00 AM
Organization: Charlotte Harbor Year: 2020 Status: Not Submitted [Delete](#)

Application Documents

Before you can submit this application, you must upload all required documents.

Documents	
<input checked="" type="checkbox"/> Download Beautification Grant Application Part 1	Attach
<input checked="" type="checkbox"/> Download Beautification Grant Application Part 2	Attach
<input checked="" type="checkbox"/> 11 x 17 Illustrative Plan Proposal	Attach
<input checked="" type="checkbox"/> Signed Resolution	Attach
<input checked="" type="checkbox"/> Letter of Authorization from the Department	Attach
<input checked="" type="checkbox"/> Optional Letters of Support	Attach

Requires Upload Optional Upload Complete

Project Budget

State Participation
Federal Participation
Local Participation
Total Project Cost

Additional Documents

Document Name:
Select Document [Choose File](#) No file chosen
[Upload](#)
No documents attached.

Comments

[Insert](#)

Comments	Update By
No records to display.	

History Log

Status	Comments	Updated By	Date
No records to display.			

Step 1 - Application Documents

Upload Beautification Grant Application Parts 1 and 2

Attach each of the required documents identified below. If a document needs to be updated / replaced after selecting 'Attach' select the 'Re-Upload' link to the right of the document name

Application

Application: Highway Beautification Grant Application - District 1	Application Deadline: 10/1/2019 12:00:00 AM	<input type="button" value="Delete"/>
Organization: Charlotte Harbor	Year: 2020 Status: Not Submitted	

Application Form(s)

Before you can submit this application, you must upload all required documents.

Documents		
<input checked="" type="checkbox"/>	Download - Beautification Grant Application Part 1	<input type="button" value="Re-Upload"/>
<input checked="" type="checkbox"/>	Download - Beautification Grant Application Part 2	Attach
<input checked="" type="checkbox"/>	11 x 17 Illustrative Plan Proposal	Attach
<input checked="" type="checkbox"/>	Signed Resolution	Attach
<input checked="" type="checkbox"/>	Letter of Authorization from the Department	Attach
<input checked="" type="checkbox"/>	Optional Letters of Support	Attach

Optional **Required Uploaded** **Required Incomplete**

Step 2 - Project Budget

Enter all funding sources as broken out below.

These values should match values entered in Beautification Grant Part 2

Project Budget	
State Participation	<input type="text"/>
Federal Participation	<input type="text" value="\$0.00"/>
Local Participation	<input type="text"/>
Total Project Cost	

State Participation = State Grant Funds Requested (What FDOT will pay)

Federal Participation = \$0.00

Local Participation = Matching Funds (What your city / county / MPO will pay)

Step 3 (Optional) Additional Documents and Information

There are no required documents other than those listed on the top of application page. Any additional documents and comments can be entered here.

Note - We realize this is confusing!! You may skip this Step – it will not affect your grant application.

Additional Documents

Document Name:

Select Document: No file chosen

No documents attached.

Comments

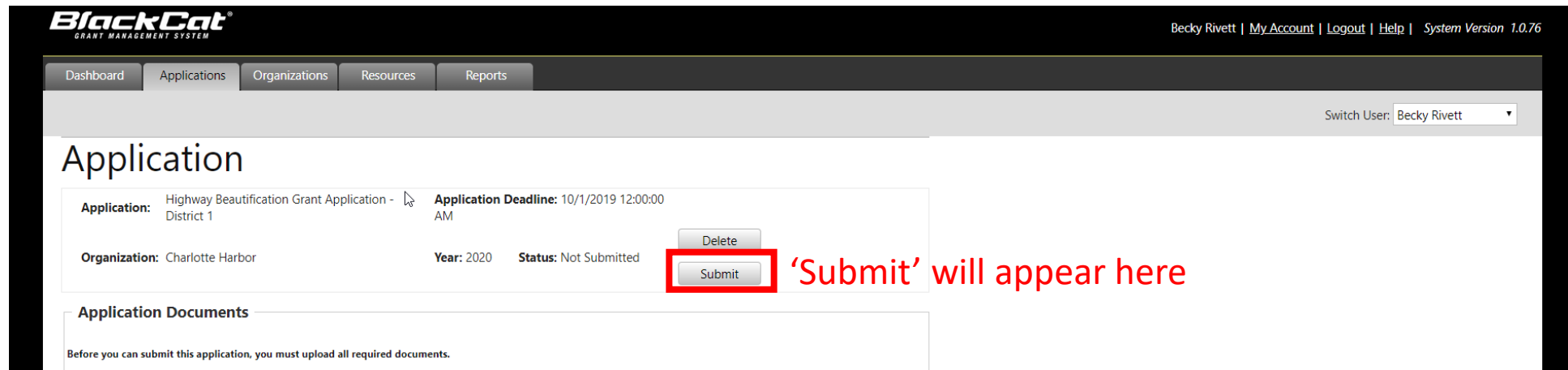
History Log

Status	Comments	Updated By	Date
No records to display.			

Final Step – Submit Grant Application

Once Steps 1 – 3 have been completed, a new button ‘Submit’ will appear below ‘Delete’ at the top of the Application tab

Select ‘Submit’ once all documents have been uploaded



The screenshot displays the BlackCat Grant Management System interface. At the top, the logo 'BlackCat GRANT MANAGEMENT SYSTEM' is visible on the left, and user information 'Becky Rivett | My Account | Logout | Help | System Version 1.0.76' is on the right. Below the logo, there is a navigation menu with tabs for 'Dashboard', 'Applications', 'Organizations', 'Resources', and 'Reports'. The 'Applications' tab is selected. In the top right corner of the application area, there is a 'Switch User: Becky Rivett' dropdown menu. The main content area is titled 'Application' and contains the following details: 'Application: Highway Beautification Grant Application - District 1', 'Application Deadline: 10/1/2019 12:00:00 AM', 'Organization: Charlotte Harbor', 'Year: 2020', and 'Status: Not Submitted'. Below these details are two buttons: 'Delete' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box. To the right of the 'Submit' button, the text '‘Submit’ will appear here' is written in red. Below the application details, there is a section titled 'Application Documents' with the text: 'Before you can submit this application, you must upload all required documents.'

Review or Change Grant Application

If you wish to review your application, or change the attached documents, you can see your submission under the 'Applications' tab. Click the year, and you can modify your entries up until the deadline.

The screenshot shows the BlackCat Grant Management System interface. At the top, there is a navigation bar with tabs for Dashboard, Applications, Organizations, Resources, and Reports. The user is logged in as Becky Rivett, and the system version is 1.0.76. The main content area is titled 'Applications' and has two sub-tabs: 'Existing Applications' and 'New Opportunities'. A table lists various grant applications with columns for Year, Organization, Application, and Status. The last row, representing a 2020 submission for 'Highway Beautification Grant Application - District 1' by 'Charlotte Harbor' with a status of 'Submitted', is highlighted with a red border.

Year	Organization	Application	Status
2020	Charlotte Harbor	Highway Beautification Grant Application - District 1	Not Submitted
2020	Charlotte Harbor	Highway Beautification Grant Application - District 1	Not Submitted
2019	Charlotte Harbor	Safe Routes to Schools-District 1	Not Submitted
2019	Charlotte Harbor	Safe Routes to Schools-District 1	Not Submitted
2020	Charlotte Harbor	Highway Beautification Grant Application - District 1	Submitted
2019	Charlotte Harbor	Safe Routes to Schools-District 1	Not Submitted
2020	Charlotte Harbor	Highway Beautification Grant Application - District 1	Submitted
2019	Charlotte Harbor	Safe Routes to Schools-District 1	Not Submitted
2020	Charlotte Harbor	Shared-Use Nonmotorized (SUN) Trail - District 1	Not Submitted
2020	Charlotte Harbor	Highway Beautification Grant Application - District 1	Not Submitted
2020	Charlotte Harbor	Highway Beautification Grant Application - District 1	Not Submitted
2020	Charlotte Harbor	Highway Beautification Grant Application - District 1	Submitted

Need Help with the System?

Email: flgap@blackcatsupport.com

Phone: 888-238-9707

Monday – Friday 8:00 AM – 5:00 PM EST

Contact GAP Support first. They will refer local agency users to FDOT staff as needed.

Note click the Contact Support tab in the bottom right corner of your web browser if additional assistance is required. Click the Help link in the upper right corner of your web browser to access the User Guide Book for additional information.

BCG Support Center: 888-238-9707 | [Accessibility Info](#) | [Contact Support](#)