



Florida Department of Transportation Beautification Grant 2025-2026

Online Application Reference Guide

Published August 26, 2025

Grant Applications Deadline: October 1, 2025, at 5:00 PM EST

Login

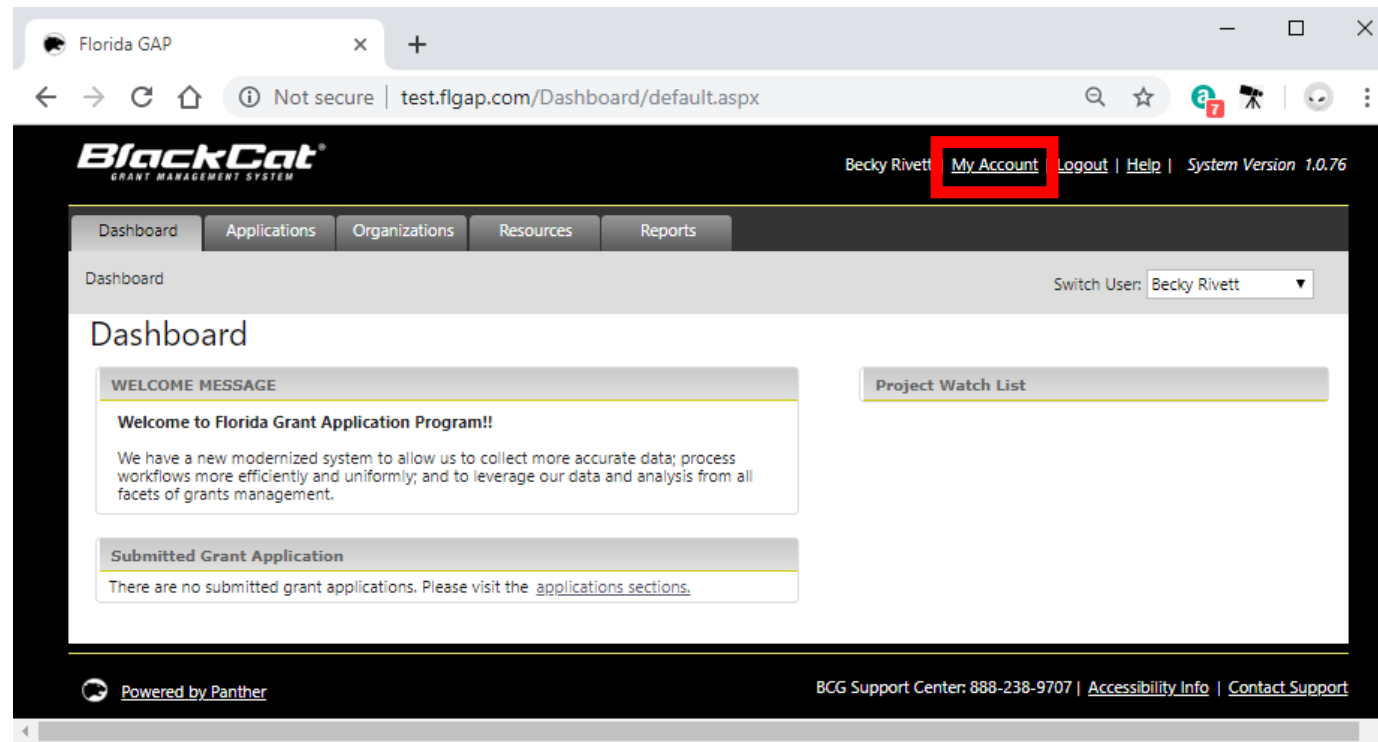
Using the user account information previously provided, Login to the Grant Application Portal at <https://secure.blackcatgrants.com/Login.aspx?site=flgap>



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.

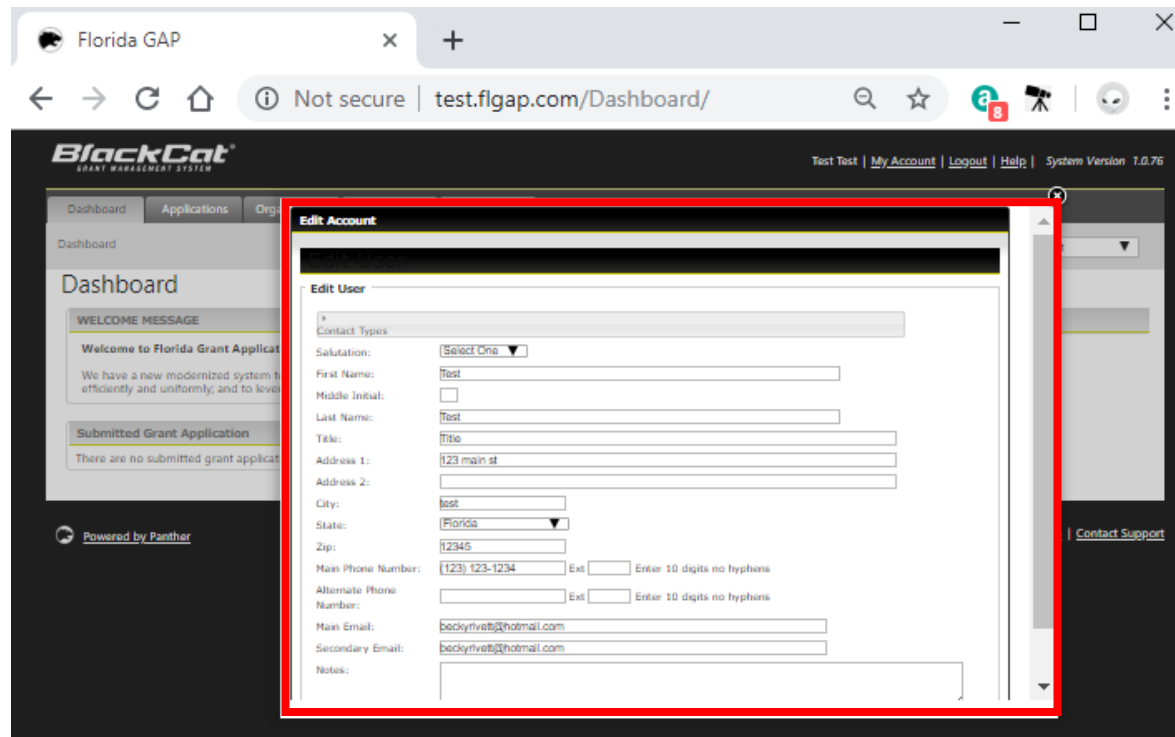
Dashboard – Verify Account Information

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



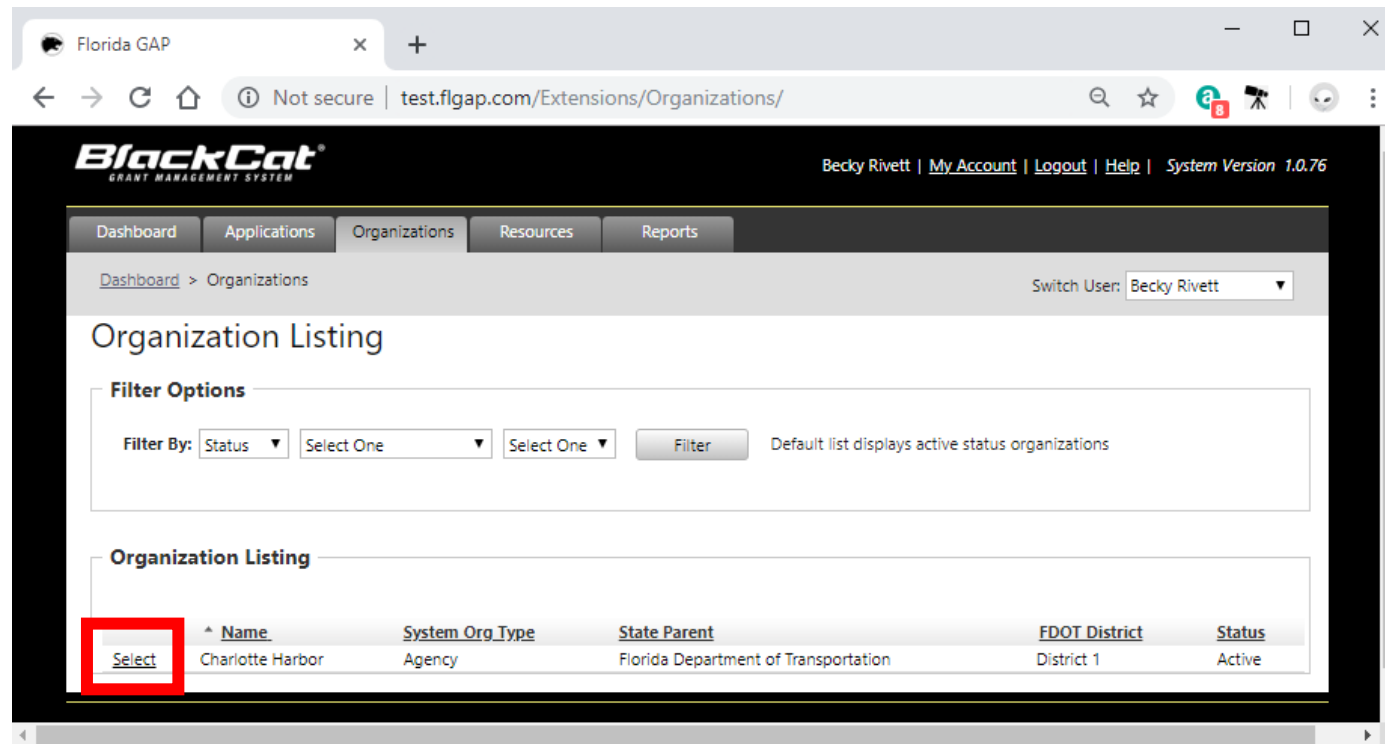
The screenshot shows a web browser window with the address bar displaying "test.flgap.com/Dashboard/". The page title is "Florida GAP". The main content area is titled "BlackCat GRANT MANAGEMENT SYSTEM". The dashboard includes a "Dashboard" tab and a "Submitted Grant Application" section. A red box highlights the "Edit Account" dialog box, which contains the following fields:

- Salutation:
- First Name:
- Middle Initial:
- Last Name:
- Title:
- Address 1:
- Address 2:
- City:
- State:
- Zip:
- Main Phone Number: Ext:
- Alternate Phone Number: Ext:
- Main Email:
- Secondary Email:
- Notes:

The dialog box also includes a "Save" button in the bottom left corner.

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 is titled "BlackCat GRANT MANAGEMENT SYSTEM" and displays the "Organizations" tab. The "Organization Listing" section includes filter options and a table of organizations. The "Select" link in the first row of the table is highlighted with a red box.

Filter Options

Filter By: Status Select One Select One Filter Default list displays active status organizations

Organization Listing

	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 browser address bar shows the URL: `test.flgap.com/Extensions/Organizations/OrganizationSummary.aspx?organization...`. The page title is 'Florida GAP'. The user is logged in as 'Rocky Hovell'. The page contains several sections for organization details:

- Organization Information:** Charlotte Harbor, N/A, Charlotte Harbor, Florida. Primary Contact: Title, Email, Phone.
- Organization Details:** Status, Legal Name*, Common Name/Acronym/DBA*, Physical Address (County*, Address 1*, Address 2*, City*, State*, Zip Code*), Mailing address if different, Remittance address, Contact Info (Website, Customer Service Email, Main Phone Number, Alternate Phone Number, Fax Number).
- Primary Contacts:** Primary Contact 1 (Name, Email, Title, Main Phone Number, Alternate Phone Number), Primary Contact 2 (Name, Email, Title, Main Phone Number, Alternate Phone Number).
- Governance / Structure:** Parent Organizations (State Parent: Florida Department of Transportation, District 1, Primary), Organization Categories (System Org. Type*, Select One, Select One).
- Operations Contact / Info:** Name, Title, Email, Union Info (Union Affiliations: Yes/No), Organization Logo (Service Logo, No file chosen).
- Legislative Districts:** House Districts, Senate Districts, Congressional Districts.
- Financial / Reporting Info:** OUSD #, Federal Tax ID, State Vendor ID, State Vendor Location, NTD Reporting ID, TIA Recipient ID.

A red box highlights the 'Save' button at the bottom left of the form.

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
- **New Grant Opportunities** will display on the left.

Note: The image to the right indicates 'Applications' and 'Grant Opportunities' while this year the interface has been updated to 'Existing Applications' and 'New Grant Opportunities'

The screenshot displays 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, under the Applications section, 'Grant Opportunities' is highlighted with a red box. The main content area shows a table of applications for the year 2020. The table has columns for Year, District, Organization, Application Type, Description, and Status. All listed applications have a status of 'Review Complete'.

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 Cottondale	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

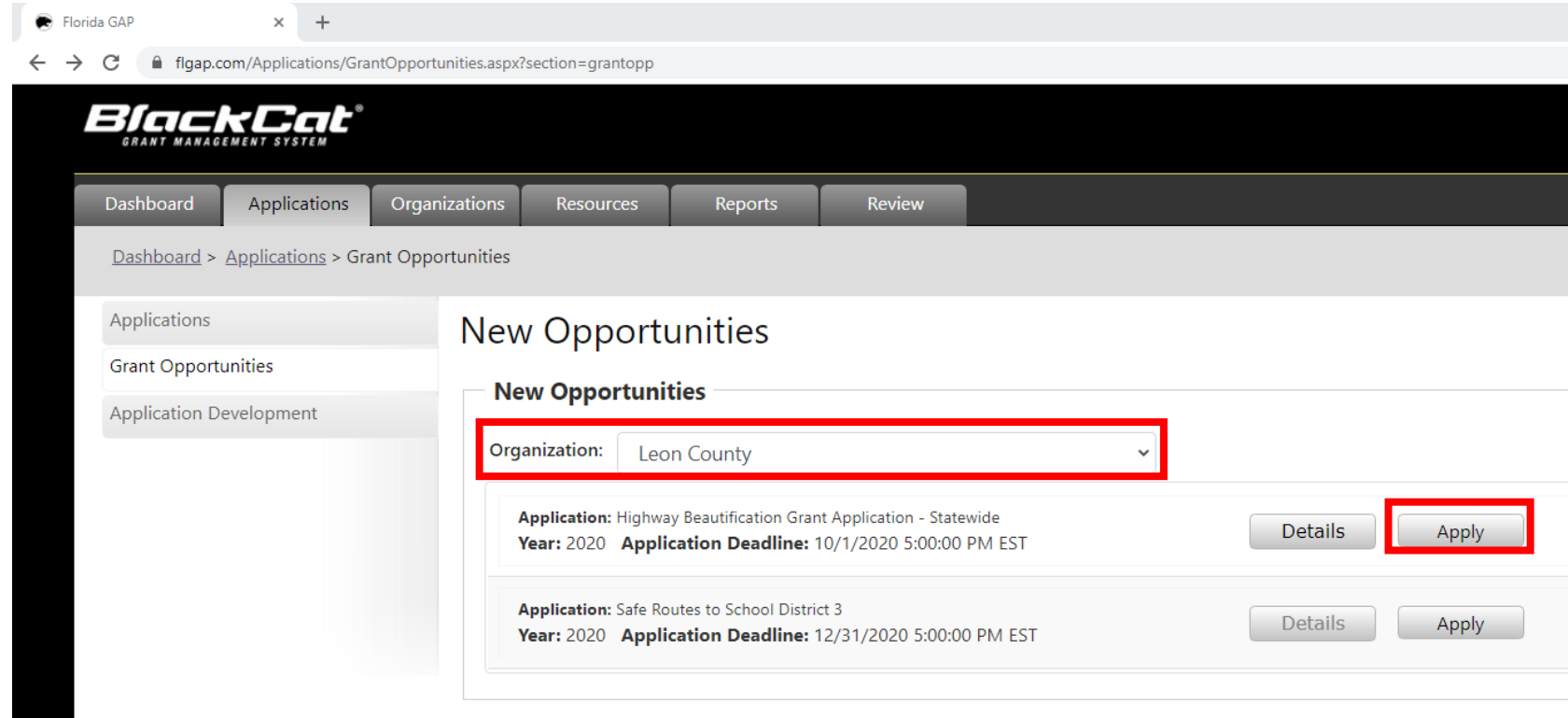
Applications – Application Submittal

Select the New Grant Opportunities tab to begin a new application

-Under **New 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

Note: The image to the right indicates 'Applications' and 'Grant Opportunities' while this year the interface has been updated to 'Existing Applications' and 'New Grant Opportunities'



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 tabs for Dashboard, Applications, Organizations, Resources, Reports, and Review. The breadcrumb trail indicates the path: `Dashboard > Applications > Grant Opportunities`. On the left sidebar, the 'Applications' menu is expanded, showing '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 opportunities 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

Comments Update By
No records to display.
[Insert](#)

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
Organization: Charlotte Harbor

Application Deadline: 10/1/2019 12:00:00 AM
Year: 2020 **Status:** Not Submitted

Delete

Application Form(s)

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

Documents		
	Download - Beautification Grant Application Part 1	Re-Upload
	Download - Beautification Grant Application Part 2	Attach
	11 x 17 Illustrative Plan Proposal	Attach
	Signed Resolution	Attach
	Letter of Authorization from the Department	Attach
	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

Federal Participation

\$0.00

Local Participation

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

Comments **Update By**

No records to display.

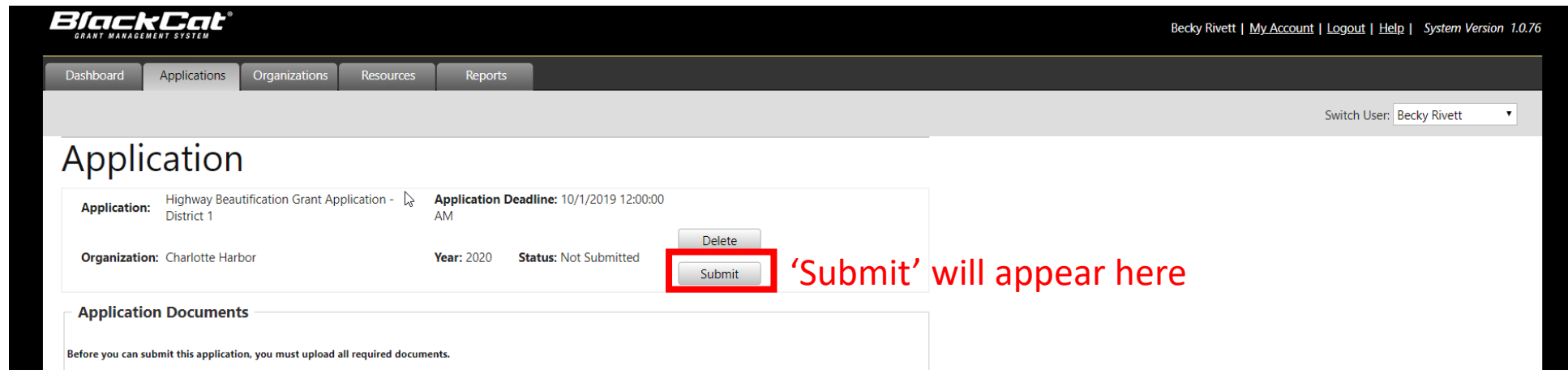
History Log

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

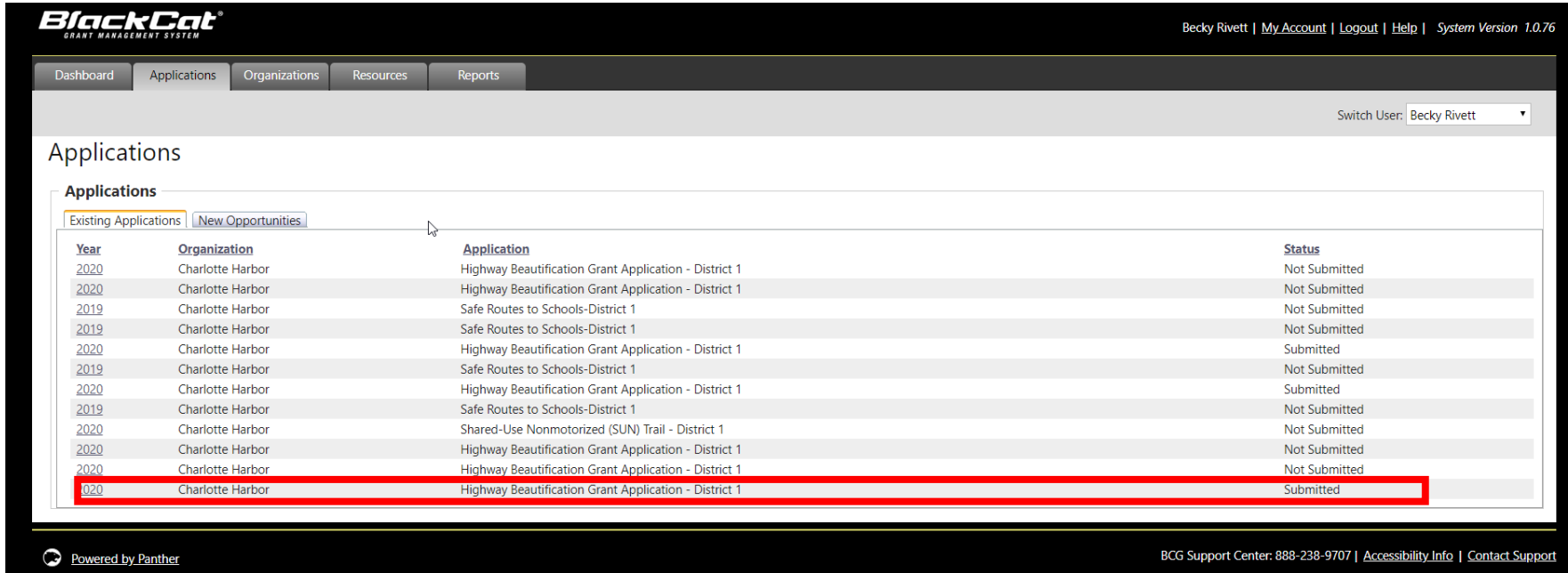
Select ‘Submit’ once all documents have been uploaded



The screenshot displays the BlackCat Grant Management System interface. The top navigation bar includes the BlackCat logo, user information (Becky Rivett), and links for My Account, Logout, Help, and System Version 1.0.76. The main navigation menu shows Dashboard, Applications, Organizations, Resources, and Reports. The Applications tab is active, showing a list of applications. The first application is 'Highway Beautification Grant Application - District 1', with an Application Deadline of 10/1/2019 12:00:00 AM. The Organization is Charlotte Harbor, the Year is 2020, and the Status is Not Submitted. A red box highlights the 'Submit' button, with a red text annotation stating 'Submit' will appear here. Below the application details, there is a section for Application Documents, which states: '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 displays the BlackCat Grant Management System interface. The top navigation bar includes the BlackCat logo, user information (Becky Rivett), and links for My Account, Logout, Help, and System Version 1.0.76. The main navigation tabs are Dashboard, Applications, Organizations, Resources, and Reports. The Applications tab is active, showing a sub-tab for Existing Applications. A table lists various grant applications with columns for Year, Organization, Application, and Status. The last row, representing a 2020 Highway Beautification Grant Application - District 1 submitted by Charlotte Harbor, 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](#)