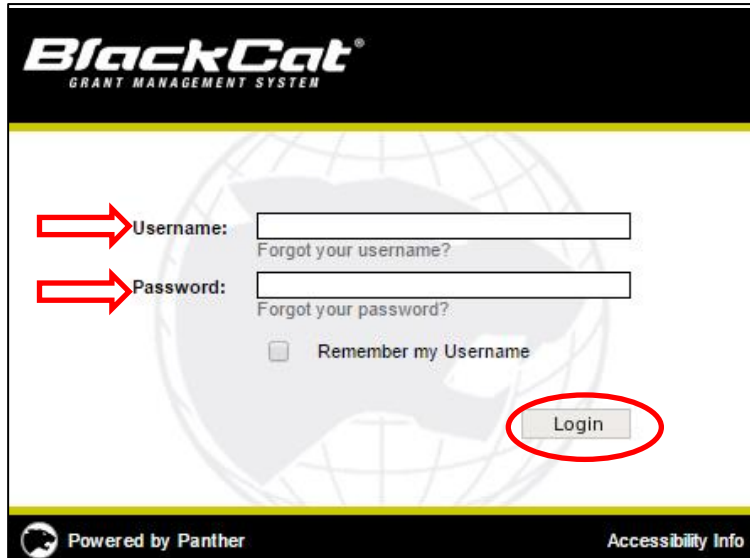


## ACRGP Request Guide

### How to Make a ACRGP Funding Request

1. Log into BlackCat Grant Management System (<https://tndot.blackcatgrants.com/>)
  - a. Provide your username and password and **click** “Login”



**BlackCat**  
GRANT MANAGEMENT SYSTEM

Username:   
[Forgot your username?](#)

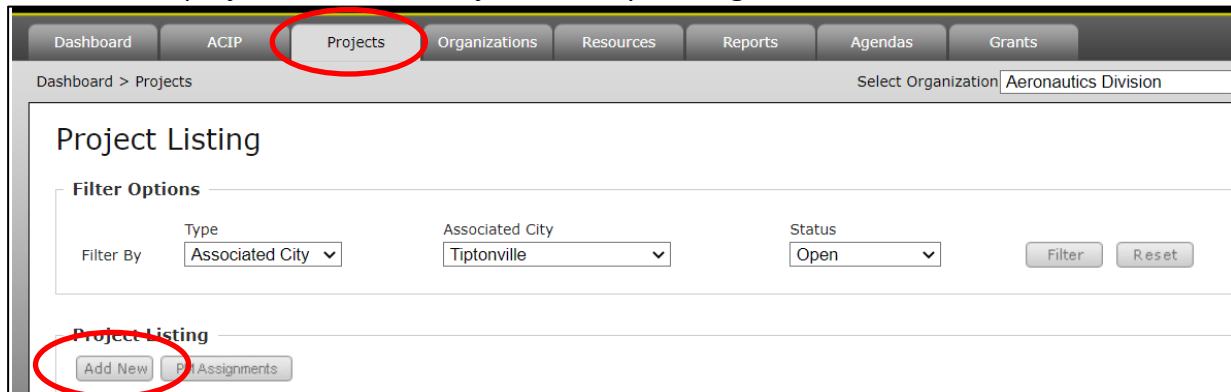
Password:   
[Forgot your password?](#)

Remember my Username

Login

Powered by Panther Accessibility Info

2. Create a new project under the “Projects” tab by **clicking** “Add New”



Dashboard ACIP **Projects** Organizations Resources Reports Agendas Grants

Dashboard > Projects Select Organization Aeronautics Division

### Project Listing

**Filter Options**

Filter By Type Associated City Associated City Tiptonville Status Open Filter Reset

**Project Listing**

Add New PT Assignments

A pop-up window will appear, fill in the below information:

**New Project**

Is this project in the ACIP?  Yes  No

To continue, please provide justification as to why the project is not in the ACIP:

Next

**Is this project in the ACIP?:** Select “No”  
**Provide justification:** “COVID-19 pandemic”

**Project Details - Add New**

**Project Information**

Title

Description

Estimated Cost

Airport Priority

FAA Project Type

FAA Project Category

FAA Project Subcategory  Required

FAA Work Codes

FAA National Priority

State Project Category

State Project Subcategory

State Priority

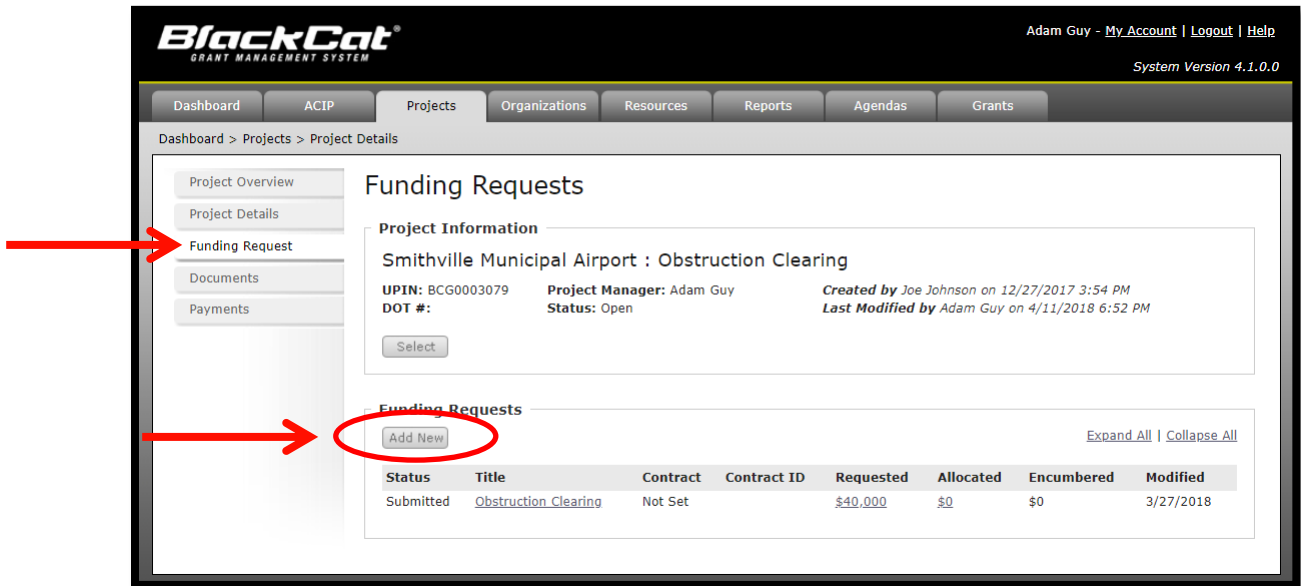
Comments

**Sketches**

File Name :  No file chosen

**Title:** “ACRGP Funding”  
**FAA Project Type:** “Construction”  
**FAA Project Category:** “OTHER”  
**FAA Project Subcategory:** “Improve Airport Miscellaneous Improvements”  
**\*LEAVE ALL OTHER FIELDS BLANK OR KEEP WHAT IS AUTO-GENERATED\***  
Click “Save”

3. Once on the project page, click “Funding Requests” and then click “Add New” to start submitting an amendment request.



The screenshot shows the 'Request Details' form. The 'Details' tab is selected and circled in red. The form includes the following fields and buttons:

- Title:** Text input field.
- Request Type:** Dropdown menu with 'SelectOne' selected.
- Explanation of Need:** Text area.
- Comments:** Text area.
- Estimated Completion Date:** Date picker.
- Funding Request Letter:** File upload field with 'Choose File' button and 'No file chosen' text.
- Engineers Estimate:** File upload field with 'Choose File' button and 'No file chosen' text.
- Save** and **Cancel** buttons at the bottom, with the 'Save' button circled in red.

**Title:** “ACRGP Funding”

**Request Type:** Select “Original Contract”

**Explanation of Need:** “Requesting ACRGP funding to help cover operating expenses during the COVID-19 pandemic.”

**Comments:** LEAVE BLANK

**Estimate Completion Date:** Select “12/31/2021”

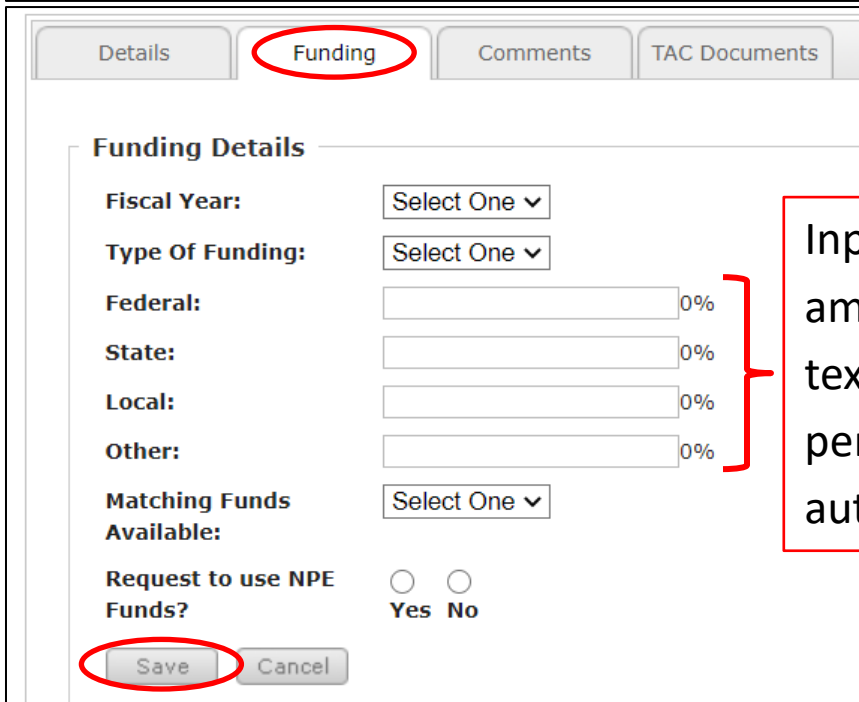
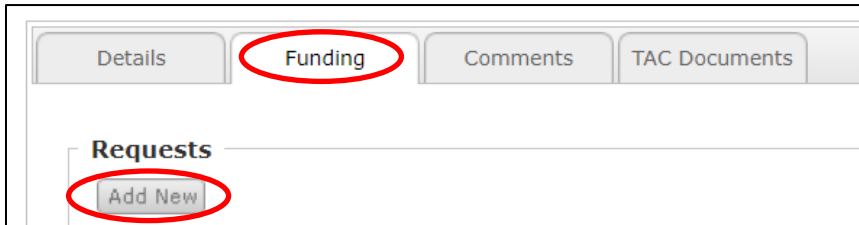
**Funding Request Letter:** Upload a letter signed by the sponsor (on the sponsor’s letterhead) asking for ACRGP funds and stating the intended use of the funds.

[ACRGP Cover Letter Template](#)

**Engineers Estimate:** Upload a document showing a proposed fund drawdown schedule.

Click “Save”

4. Once you click "Save" the "Funding" tab will appear. Click "Add New"



Input dollar amounts into the text boxes, the percentages will auto populate

**Fiscal Year:** "2021"

**Type of Funding:** "Capital"

**Federal:** See [this PDF](#) for allocated amounts per airport. Input that value here if requesting full amount for operating expenses.

**State, Local, Other:** Input "0" for EACH.

**Matching Funds Available:** Select "Yes"

**Request to use NPE Funds?:** Select "No"

**Click "Save"**

5. Once you fill in the above information and click "Save", click "Submit"



**\*Once you click "Submit", an email will be sent to your Aeronautics Project Manager. You have successfully submitted your ACRGP funding request!\***