

System Web Address: [www.blackcataviation.com](http://www.blackcataviation.com)

## ***For Sponsor User: How to Create, Complete, and Submit an Application in BlackCat***



For more detail instructions on how to use the **BlackCat Aviation Data Management System**<sup>®</sup> please see the Sponsor Guide link in the upper right-hand corner when logged into the system.

### **First Step How to Create a State CIP – to be completed for ALL projects**

These steps are taken by the sponsor users.

- 1) Select **Facility Management**
- 2) Select **State CIP**
- 3) Select **Add New**
- 4) Complete information requested, note certain fields are required
- 5) Select **Save**
- 6) After you select Save, the **Funding Request** tab will now be visible
- 7) **Add New** Requested Amounts
- 8) Enter in the **Fiscal Year, Funding Type and Amount and Select Save** – repeat this step as needed to identify all funding sources

**STOP HERE FOR PROJECTS IN FISCAL YEARS 2024-2027, Beginning in June 2022 or later, continue to second step for Fiscal Year 2023**

### **Second Step – How to Complete an Application**

- 1) From State CIP Listing, Select **Begin Application**
- 2) Select the type of **Application**
- 3) Select **Submit**
- 4) **Download** any required document provided by DOT
- 5) Save the file to your device, **complete the document and save the changes**
- 6) Upload the Document by selecting **Browse or Choose File**
  - a. Select the **File** on your computer for upload
  - b. Select **Upload File/Link**
  - c. Note ALL application documents marked Required must be uploaded before you can submit the application
- 7) Select **Submit for Verification/Scoring** – this button is only accessible to airport users (not consultants)

