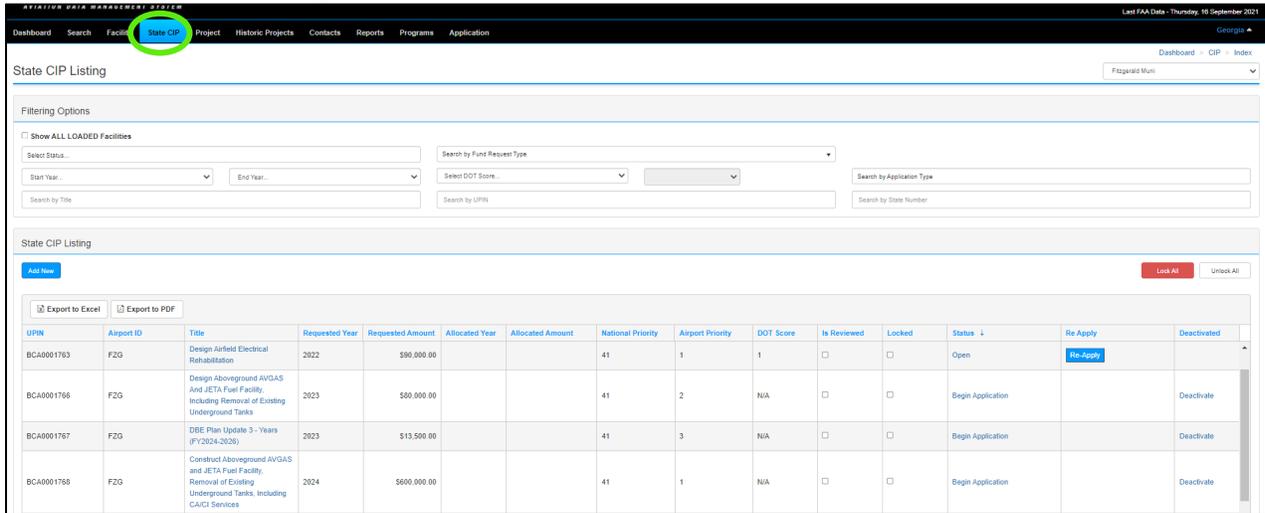
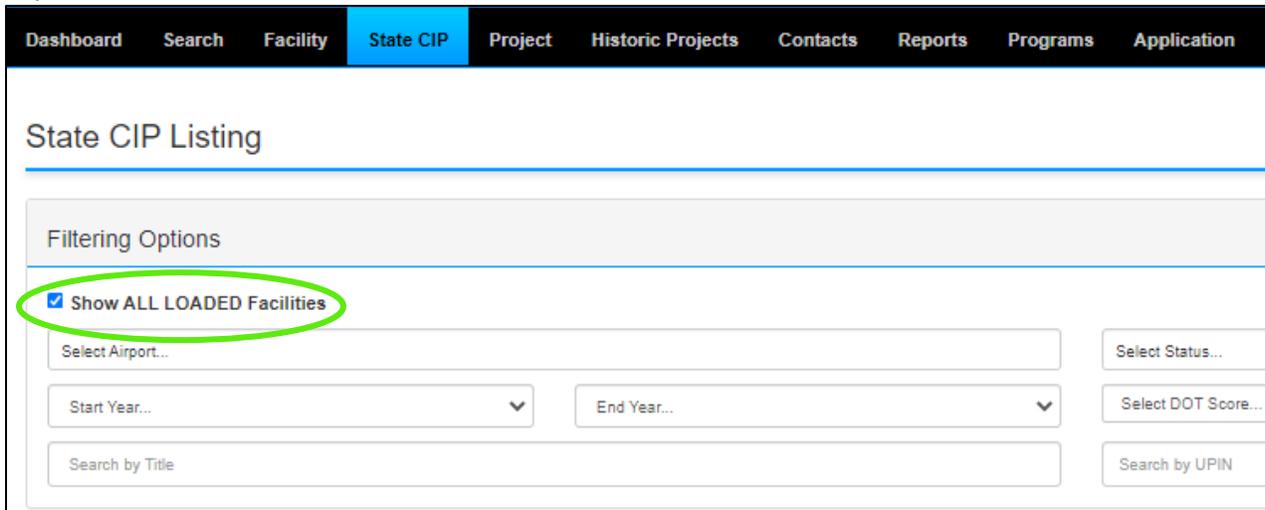


**For Sponsor User: How to Reapply in BlackCat for OPEN Projects which have been granted**  
 \*The following instructions start after the initial State CIP has been created.

1. Go to your **State CIP** Listing

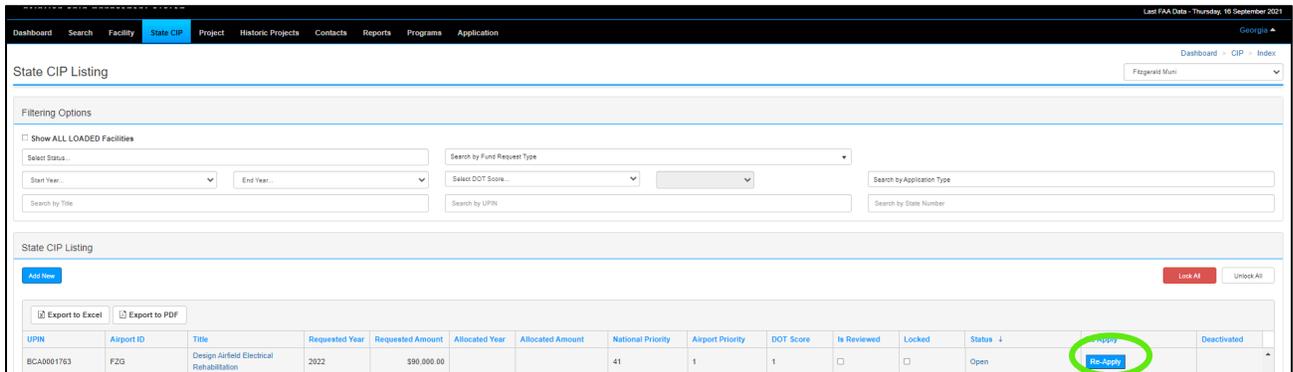


2. Select “Show all loaded facilities” checkbox to display multiple facilities if you are associated with more than one airport.

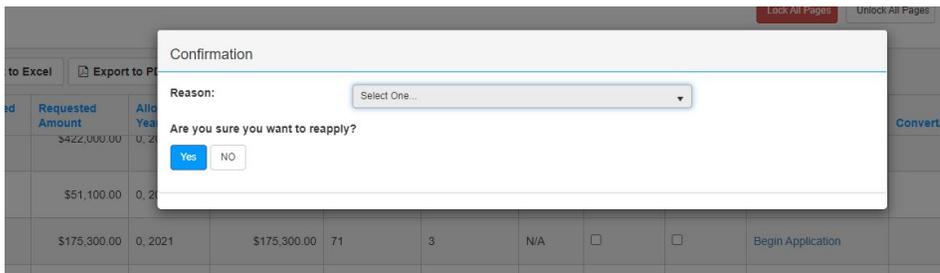


3. Find the project in the State CIP Listing for which you would like to make a funding request.

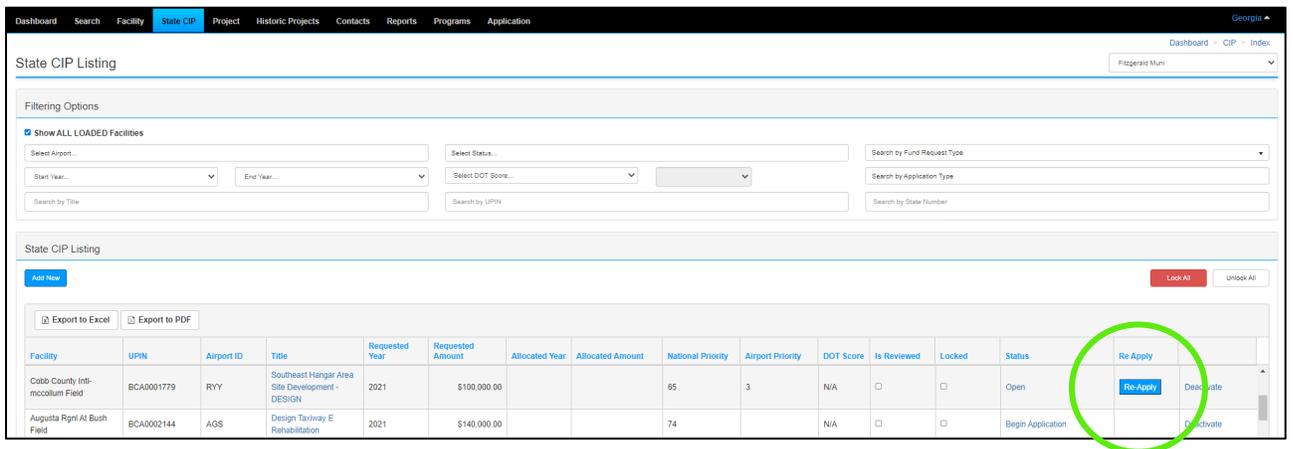
4. Select **Re-Apply** for the project under the **Reapply** column if the project was previously submitted in BlackCat and received funding.



- a) A list of reasons to reapply will appear in a dropdown list and ask for confirmation before saving.



5. The project status will change from Open to Begin Application.
  - a) The Re-Apply archives the previous application and resets the project so you can select the appropriate application.
  - b) Information and documents may be accessed by selecting **Archived Applications** from the left hand drop down menu
  - c) Refer to the Sponsor Guide State CIP Section for more information



6. Select **Begin Application** under the **Status** column
  - a) Continue as you would for other projects
  - b) Refer to the Sponsor Guide, State CIP Section for more information
  - c) Select the appropriate application as you would for any project

State CIP Listing

Filtering Options

Show ALL LOADED Facilities

Select Airport... Select Status... Search by Fund Request Type

Start Year... End Year... Select DOT Score... Search by Application Type

Search by Title Search by UPIN Search by State Number

State CIP Listing

Add New Look All Unlink All

Export to Excel Export to PDF

Facility	UPIN	Airport ID	Title	Requested Year	Requested Amount	Allocated Year	Allocated Amount	National Priority	Airport Priority	DOT Score	Is Reviewed	Locked	Status	Re Apply	Deactivate
Cobb County Intermunicipal Field	BCA0001779	RYY	Southeast Hangar Area Site Development - DESIGN	2021	\$100,000.00			65	3	N/A	<input type="checkbox"/>	<input type="checkbox"/>	Open	Re Apply	Deactivate
Augusta Rgnl At Bush Field	BCA0002144	A3S	Design Taxiway E Rehabilitation	2021	\$140,000.00			74		N/A	<input type="checkbox"/>	<input type="checkbox"/>	Begin Application		Deactivate

# For Sponsor User: How to Reapply in BlackCat for Projects which have not been previously granted but have prior applications

## 7. Go to your **State CIP** Listing

AVIATION DATA MANAGEMENT SYSTEM

Dashboard Search Facility **State CIP** Project Historic Projects Contacts Reports Programs Application

Last FAA Data - Thursday, 10 September 2021

Dashboard - CIP - Index

Fitzgerald Muni

State CIP Listing

Filtering Options

Show ALL LOADED Facilities

Select Status... Search by Fund Request Type

Start Year... End Year... Select DOT Score... Search by Application Type

Search by Title Search by UPIN Search by State Number

State CIP Listing

Add New Lock All Unlock All

Export to Excel Export to PDF

UPIN	Airport ID	Title	Requested Year	Requested Amount	Allocated Year	Allocated Amount	National Priority	Airport Priority	DOT Score	Is Reviewed	Locked	Status	Re Apply	Deactivated
BCA0001763	FZG	Design Airfield Electrical Rehabilitation	2022	\$90,000.00			41	1	1	<input type="checkbox"/>	<input type="checkbox"/>	Open	<a href="#">Re Apply</a>	
BCA0001766	FZG	Design Aboveground AVGAS And JETA Fuel Facility, Including Removal of Existing Underground Tanks	2023	\$80,000.00			41	2	N/A	<input type="checkbox"/>	<input type="checkbox"/>	Begin Application		Deactivate
BCA0001767	FZG	DBE Plan Update 3 - Years (FY2024-2025)	2023	\$13,500.00			41	3	N/A	<input type="checkbox"/>	<input type="checkbox"/>	Begin Application		Deactivate
BCA0001768	FZG	Construct Aboveground AVGAS and JETA Fuel Facility, Removal of Existing Underground Tanks, Including CA/CI Services	2024	\$600,000.00			41	1	N/A	<input type="checkbox"/>	<input type="checkbox"/>	Begin Application		Deactivate

## 8. Select “Show all loaded facilities” checkbox to display multiple facilities if you are associated with more than one airport.

Dashboard Search Facility **State CIP** Project Historic Projects Contacts Reports Programs Application

State CIP Listing

Filtering Options

Show ALL LOADED Facilities

Select Airport... Select Status...

Start Year... End Year... Select DOT Score...

Search by Title Search by UPIN

## 9. Find the project in the State CIP Listing for which you would like to make a funding request.

**For further Assistance Contact BlackCat Support®: 888-238-9707**

10. Select **Re-Apply** for the project under the **Reapply** column if the project was previously submitted in BlackCat and received funding.

The screenshot shows the 'State CIP Listing' page in the Aviation Data Management System. The table below shows a project for Blairsville with a status of 'Convert to Project'. The 'Re Apply' button in the 'Re Apply' column is circled in green.

Facility	UPIN	Airport ID	Title	Requested Year	Requested Amount	Allocated Year	Allocated Amount	National Priority	Airport Priority	DOT Score	Is Reviewed	Locked	Status	Re Apply
Blairsville	BCA0001562	DZJ	Land Acq Svs, Easement Acq, Obst Removal Design, & Construct Obst Removal -Phase II	2022	\$223,000.00			90	1	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Convert to Project	Re-Apply Deactivate

- a) A list of reasons to Reapply will appear in a dropdown list and ask for confirmation before saving.

The screenshot shows a 'Confirmation' dialog box with a 'Reason:' dropdown menu and a question: 'Are you sure you want to reapply?'. The 'Yes' button is highlighted in blue.

11. The project status will change from Convert to Project to Begin Application.

- The Re-Apply archives the previous application and resets the project so you can select the appropriate application.
- Information and documents may be accessed by selecting **Archived Applications** from the left hand drop down menu after you select the State CIP Project Title
- Refer to the Sponsor Guide State CIP Section for more information

The screenshot shows the 'State CIP Listing' page in the Aviation Data Management System. The 'Re Apply' button in the table is circled in green.

UPIN	Airport ID	Title	Requested Year	Requested Amount	Allocated Year	Allocated Amount	National Priority	Airport Priority	DOT Score	Is Reviewed	Locked	Status	Re Apply	Deactivated
BCA0001840	BHC	Construct T-Hangar Taxways and Concrete Slab for Hangars. Includes CA/CI Services	2022	\$780,000.00			40	2	N/A	<input type="checkbox"/>	<input type="checkbox"/>	Begin Application	Re-Apply	Deactivate

AVIATION DATA MANAGEMENT SYSTEM Last FAA Data - Thursday, 16 September 2021

Dashboard Search Facility **State CIP** Project Historic Projects Contacts Reports Programs Application Georgia

Project Details  
 Funding Request  
**Archived Applications**

Dashboard > CIP > Archived Applications List View

### Archived Applications

Project Overview

**Construct T-Hangar Taxiways and Concrete Slab for Hangars, Includes CA/CI Services**

UPIN: BCA0001840  
 DOT#:   
 Locked:   
 Requested: \$780,000

Current Application: N/A  
 Status:   
 Created By: Cheryl Gayton on 11/13/2020 at 1:55 PM  
 Last Modified By: BlackCat Panther on 10/6/2021 at 9:39 AM  
 Allocated: \$0

Archived Applications Listing

Application Name	Project Title	Scope of work	Year	Amount	DOT Score
Federal Application-Design/Planning	Construct T-Hangar Taxiways and Concrete Slab for Hangars, Includes CA/CI Services	X	2022	\$780,000.00	0

12. Select **Begin Application** under the **Status** column
- Continue as you would for other projects
  - Refer to the Sponsor Guide, State CIP Section for more information
  - Select the appropriate application as you would for any project

Dashboard Search Facility **State CIP** Project Historic Projects Contacts Reports Programs Application Georgia

State CIP Listing Dashboard > CIP > Index

Fitzgerald Muni

Filtering Options

Show ALL LOADED Facilities

Select Airport:  Select Status:  Search by Fund Request Type:

Start Year:  End Year:  Select DOT Score:  Search by Application Type:

Search by Title:  Search by UPIN:  Search by State Number:

State CIP Listing

[Add New](#) [Lock All](#) [Unlock All](#)

Facility	UPIN	Airport ID	Title	Requested Year	Requested Amount	Allocated Year	Allocated Amount	National Priority	Airport Priority	DOT Score	Is Reviewed	Locked	Status	Re Apply	Deactivate
Cobb County Int'l-mccollum Field	BCA0001779	RYY	Southeast Hangar Area Site Development - DESIGN	2021	\$100,000.00			65	3	N/A	<input type="checkbox"/>	<input type="checkbox"/>	Open	<a href="#">Re Apply</a>	<a href="#">Deactivate</a>
Augusta Rgnl At Bush Field	BCA0002144	AGS	Design Taxiway E Rehabilitation	2021	\$140,000.00			74		N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>Begin Application</b>	<a href="#">Deactivate</a>	