

Quick Guide for FTA Section 5310 Grant Application

What 3 Tabs in Black Cat Grants, make up a grant application?

- #1 Project Tab
- #2 Organization Tab
- #3 Application Tab

What is required in each Tab?

Project Tab

*Create a project for each vehicle being requested.

Organization Tab

1. Organizational Overview> click on Edit
 - *Complete all fields. Don't forget the DUNS Number and the 9 digit zip code.
 - *Send Chuck Morris the Swift Vendor ID and Swift Location ID, to enter.
2. Service Levels
 - *Each proposed Vehicle Project, should have a proposed Service Level
3. Title VI Civil Rights
 - *Refer to Resources>Global Resources for reference template documents.
 - *Title VI is required to be updated every (3) three years and board approved.
4. Coordination Activities
 - *List any current coordination activities that are proposed or active.
5. Contacts
 - *List any contacts that may have involvement with Transit. This includes the transit manager and any contract signers designated on the Resolution.
6. Contract Management
 - *Select the individual, identified on the Resolution by title.
7. Certification Tab
 - *Be sure to complete the FFATA Certification and the Certification of Data Sections.
(These two (2) sections are the most common reasons an organization cannot access the submit button)

 - *If requesting more than one (1) vehicle, you must upload your Work Force Certificate, previously named the Human Rights Certificate.

Application Tab

1. Download all applicable application documents
2. Complete and Upload