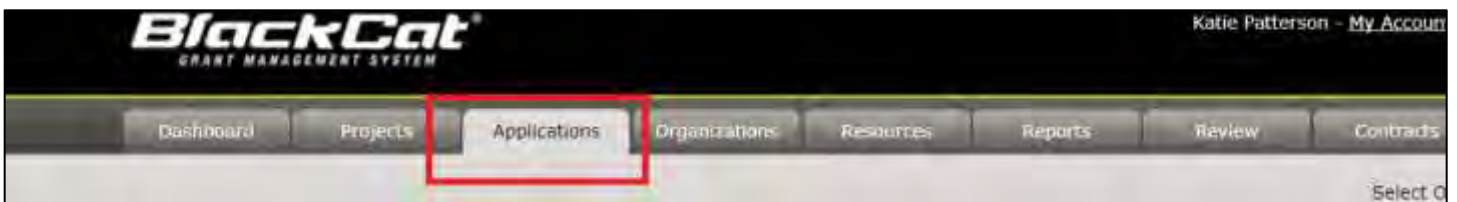# 2024-2028 Coordinated Plan Submission Guideline

The 2024-2028 Coordinated Plans are due to WisDOT by November 15th, 2023. This cycle, WisDOT has chosen to have all coordinated plans submitted through their online grants management system, BlackCat. Although the coordinated plans are not grants or applications, the BlackCat system makes it easier to track documents, upload resources, and provide direct communication to counties on this process.

Counties may add as many users to BlackCat as needed, and RPCs may be added to their county's profile in order to add or review documents.
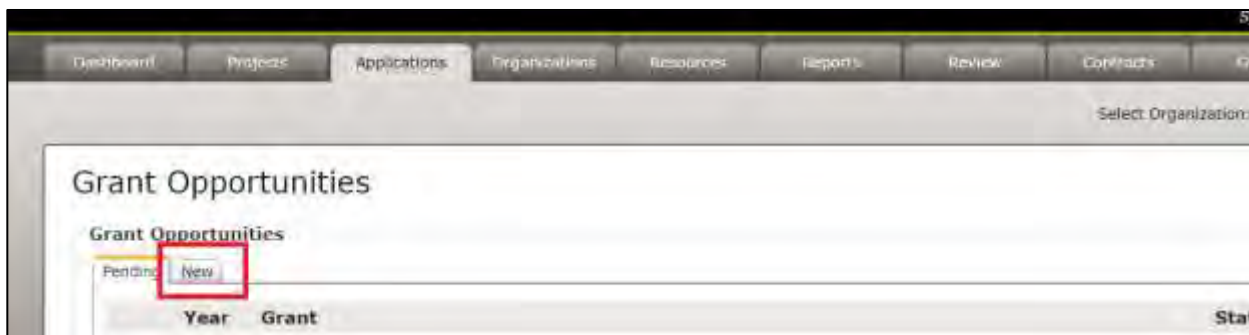
1. Login to BlackCat at https://secure.blackcatgrants.com/Default.aspx?site=widot

If you do not have a login and password with BlackCat, please contact Katie Patterson at katherine.patterson@dot.wi.gov with your name, email, and phone number and she will send you a link with a username.

2. Once logged in, go to the tab marked "Applications"

3. And then to "New" to select the Coordinated Plan application

4. Once on your application page, you can **download the templates for the coordination plan on the left-hand side**. When all documents are completed, **upload one combined word or pdf file** via the **"Attach Upload"** link

The documents uploaded to BlackCat are only suggested templates, and if the county or RPC has their own feel free to use those and upload completed documents into the application.

5. There will be a "Projects" and "Budget" section on your application. DON'T WORRY ABOUT THIS! This is a default BlackCat item. WisDOT will add a dummy project and budget to all application. Just ignore this.

6. I (Katie Patterson) will add a dummy project to all counties for $1 and make sure this part is complete for BlackCat's application requirements. Don't worry if there is a budget amount attached to the application.

7. Lastly, in order to hit the "Submit" button on the top right corner of your application, the county will have to go to their "Organizations" tab and then to their "Certification" tab on the lower right side of the screen.

Select "2024" and the check box and "save" in order to certify the application.

Don't worry about the FFATA boxes below

8. Counties should be able to hit the submit button on their coordination plan once all the Coordination Plan packet is uploaded and the information is certified.

Please contact Katie Patterson katherine.patterson@dot.wi.gov 608-264-7335 if you have any issues, questions, or need assistance.