

BlackCat Overview

Bureau of Multimodal Transportation



July 2023



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Dashboard

BlackCat
TRANSIT DATA MANAGEMENT SYSTEM

George Washington - My Account | Logout | User Guide

System Version 1.0.19

Dashboard | Projects | Applications | Organizations | Resources | Reports | Contracts

Switch User:
George Washington

Dashboard

WELCOME MESSAGE

****Notices- PLEASE READ****

- **This is reminder your 5310 operating budget reports are due by July 7th, 2023. You will not receive another reminder so please submit as soon as possible!**
Please make sure you don't have a report already created or returned before creating a new report. We want to make sure your numbers pull through correctly.
If you are not able to exhaust all your funds please send us (Sarah or Taylor) an email stating there is no more expenses to claim for FY23.
If you need any help please don't hesitate to reach out through email. We are on a hybrid schedule so email is the best way to reach us.
- **Please remember to obtain prior approval for purchases over \$1,500.**
- Vehicles- We recognize that many of you are awaiting news regarding vehicle deliveries, unfortunately we do not have any updates to provide at this time. Please refrain from contacting the vendors, they continue to be in close contact with KDOT regarding the issue and will let us know as soon as they have more information. We appreciate your patience and as soon as we know anything you will be contacted.
- KDOT Transit Staff are working hybrid schedules the best way to reach us continues to be through email. **Please use the Transit Inbox at KDOTtransit@ks.gov for all transit related emails.** All emails will be reviewed and routed to the appropriate staff. This will help us respond in a timely manner to your requests and avoid duplicate efforts. We appreciate your cooperation.

Project Watch List

The tabs will allow you to navigate through BlackCat.

The dashboard will display notices that KDOT will post. Please read through these as they may contain important information for your organization.

CTDs may send us announcements to post here as well.

Organization Overview

To view your organization information, click on the Organizations tab

The first page you'll come to is the Organization Overview, this will contain the basic information for your agency

The Organization Overview will contain the primary address and contact for your agency. This is the information KDOT uses to contact you.

If the organization information needs updated, click the edit button. You can find this on any sub-tab of the Organizations tab.

The screenshot displays the BlackCat Transit Data Management System interface. At the top, the user is logged in as George Washington, with options for My Account, Logout, and User Guide. The system version is 1.0.19. The main navigation bar includes Dashboard, Projects, Applications, Organizations (highlighted with a red box), Resources, Reports, and Contracts. The breadcrumb trail shows Dashboard > Organizations > Organization Overview. A sub-menu on the left lists Organization Overview (highlighted), Inventories, Calendar, Contacts, and Reporting. The main content area is titled "Organization Overview" and contains several sections: "Organization Information" for Sunny Side Transit, including address (1234 West Street, Topeka, KS 67349), phone numbers, and contact details for George Washington, Executive Director; "System Characteristics" with fields for System Type(s), Service Type(s), and Agency Type; "Service Hours" with a table for Weekdays, Saturdays, and Sundays, and a comment about Friday service; and "Fares" with a table for Base, Youth/Students, and Senior/Disabled fares. An "Edit" button is located below the Organization Information section. The footer includes "Powered by Panther" and contact information for BlackCat Support.

Editing the Organization Overview

Dashboard > Organizations > Organization Overview > Organization Details

Switch User: George Washington

Organization Overview

Inventories

Calendar

Contacts

Reporting

Organization Details

Last Modified by George Washington on 9/22/2022 10:06:48

Legal Name: Sunny Side Transit

Acronym/DBA:

Address: 1234 West Street

Topeka Kansas 67349

Mailing address if different

Primary Contact: George Washington

Main Phone Number:

Alternate Phone Number:

Fax Number:

Main Contact Email: sunnyside@hotmail.com

Website: sunnysidetransit.com

Program Type: Rural

Union Name (if applicable):

Project Manager: Mandy Fulsom
Phone: (785) 296-5284
Email: mandy.fulsom@ks.gov

KDOT ID: 0

CTD: 10 Southeast Kansas Coordinated Transit Council

MPO: Select One

Unique Entity ID (UEI) #:

DUNS #: 967077199

SAM Expiration Date: 8/9/2018

FEIN:

Fiscal Year: July - June

Organization Image:

This will show when the organization was last edited and by who

Here you will put the legal name of the agency and the address. This is the address that KDOT will use to send the agency letters, notices, and vehicle information/contracts.

This is the primary contact for the agency. This is the contact that KDOT will contact with any questions, comments, or concerns. This drop-down menu will only display contacts that have the user role of primary contact. Please see contacts on slide 8-9.

This is the main phone number and email for the agency. This is the phone number and email address KDOT will use to contact the agency with any questions, comments, or concerns.

This drop down will have the list of CTDs. Please make sure yours is set to the correct CTD.

The UEI (Unique Entity ID) can be found on SAM.gov. The SAM registration must be up to date to continue to receive federal funding.

The FEIN is where you will place the agencies Tax ID

Inventories

On the sidebar, you will click Inventories to see your vehicles.

Here you will see your disposed vehicles or transferred vehicles.

Your vehicles are listed here. Clicking on the VIN will show your vehicle information. This will be updated by KDOT. Agencies should not change the vehicle information or attempt to dispose of a vehicle. A disposition certification should be filled out and emailed to KDOTtransit@ks.gov for disposition requests.

BlackCat
TRANSIT DATA MANAGEMENT SYSTEM

George Washington - [My Account](#) | [Logout](#) | [User Guide](#)

System Version 1.0.19

Dashboard Projects Applications Organizations Resources Reports Contracts

Dashboard > Organizations > Organization Overview

Switch User: George Washington

Organization Overview
Inventories
Calendar
Contacts
Reporting

Organization Information
Sunny Side Transit
1234 West Street, Topeka, KS 67349
Main: (620) 374-2403 Fax: (620) 374-2813
Primary Contact: George Washington, Executive Director
Email: sunnyside@hotmail.com
Website: sunnysidetransit.com
CTD: 10 Southeast Kansas Coordinated Transit Council

Edit

Inventories
Inventory Revenue Vehicles Export [Dispositions](#) | [Transfers](#)

Vehicles

VIN	Status	Agency ID	Year	Mileage	Category	Last Modified	U.I.
2C7WDGGBG8HR742992	Active		2017	88,370	Light-Duty Vans, Sedans, or Buses	3/14/2018 5:38:24 PM	
2C7WDGGBG5KR801049	Active		2019	8,043	Light-Duty Vans, Sedans, or Buses	10/14/2020 3:15:10 PM	

Powered by Panther

BlackCat Support: 888-238-9707 | [Accessibility Info](#) | [Contact Support](#)

Calendar

BlackCat[®]
TRANSIT DATA MANAGEMENT SYSTEM

George Washington - My Account | Logout | User Guide
System Version 1.0.19

Dashboard | Projects | Applications | Organizations | Resources | Reports | Contracts

Dashboard > Organizations > Organization Overview

Switch User: George Washington

Organization Overview
Inventories
Calendar
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Organization Information
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1234 West Street, Topeka, KS 67349
Main: (620) 374-2403 Fax: (620) 374-2813
Primary Contact: George Washington, Executive Director
Email: sunnyside@hotmail.com
Website: sunnysidetransit.com
CTD: 10 Southeast Kansas Coordinated Transit Council

Edit

Add New Event

Title

Start 07/17/2023 12:00 am

End 07/17/2023 12:00 am

Public Event

Description

Global Events

Save Cancel

Sun	Fri	Sat
	29	30
	6	7
	13	14
9	10	11
16	17	18
23	24	25
	26	27
	28	29

12a Reports due

12a CTD meeting

On the sidebar, you will click Calendar to see the events, both private and public.

Double click on a date to add a new event.

Click the checkbox to show public events. Any public events that other agencies, KDOT, or RTAP have posted will show.

Check the Public Event box if you would like the event to be seen by other agencies.

The events will show on the calendar with the time and title.

Contacts

On the sidebar, you will click Contacts to see all users, both those with access and without access to BlackCat.

To add a contact, you will click add new and input the user information. See slide 9 for more information.

To edit a contact, click select by the user you would like to change. See slide 9 for more information.

The users access information is shown here. They will show Y if the user has access to BlackCat, it will show N if they do not have access. (A user will stay in BlackCat with no access for 3 months after being deactivated)

BlackCat
TRANSIT DATA MANAGEMENT SYSTEM

George Washington - [My Account](#) | [Logout](#) | [User Guide](#)

System Version 1.0.19

Dashboard > Organizations > Organization Overview

Switch User: George Washington

Organization Overview
Inventories
Calendar
Contacts
Reporting

Organization Information

Sunny Side Transit
1234 West Street, Topeka, KS 67349
Main: (620) 374-2403 Fax: (620) 374-2813

Primary Contact: George Washington, Executive Director
Email: sunnyside@hotmail.com
Website: sunnysidetransit.com
CTD: 10 Southeast Kansas Coordinated Transit Council

Edit

Manage Contact/Users

Add New

Contact	Types	Phone	Email	User
Washington, George	Multiple	(785) 374-2345	sunnyside@hotmail.com	Y
Holmes, Sherlock	Multiple		sholmes@abc.org	N

Powered by Panther

BlackCat Support: 888-238-9707 | [Accessibility Info](#) | [Contact Support](#)

Add / Edit Contacts

The screenshot shows the 'Edit Contact' form with several fields highlighted by red boxes and arrows:

- Contact Types:** A dropdown menu at the top left, currently showing 'Contact Types'. A red box highlights it, with an arrow pointing to the right.
- Primary Contact:** A checkbox labeled 'Primary Contact' in the list of roles. A red box highlights it, with an arrow pointing to the right.
- First Name:** A text input field containing 'Sherlock'. A red box highlights it, with an arrow pointing to the right.
- Last Name:** A text input field containing 'Holmes'. A red box highlights it, with an arrow pointing to the right.
- Primary Email:** A text input field containing 'sholmes@abc.org'. A red box highlights it, with an arrow pointing to the right.

Other visible fields include: Salutation (Select One), Middle Initial, Position Title, Address 1, Address 2, City, State (Select One), Zip, Primary Phone, Secondary Phone, Secondary Email, and Notes.

Drop down the contact types to edit and select user roles

Select primary contact for any possible primary contacts for the agency. You will not be able to set the user as a primary contact on the organization overview unless this is checked. (see slide 5 for updating primary contact in Organization Overview)

First and last name is a required field.

Email address is a required field.

NOTE: Do not change previous contact information to reflect a new employee. Create a new contact. Contacts are kept on record for 3 months after deactivation for record keeping purposes.

NOTE: If creating a new contact, input the contact information and once entered, email KDOTtransit@ks.gov to get contact BlackCat access

Reporting

REPORT TYPE	WHO'S REPORTING	FREQUENCY OF REPORT
Budget Report	5311 & 5310 Agencies	5311 – Every Month 5310 – Either in December, June, or the month that all funds are expended
DBE Report	5311 Agencies	Every Month
Expense Report	CTD Admins	When Needed
Ridership Report	5311 & 5310 Agencies	5311 – Every Month 5310 – Every Month
Vehicle Report	5311 & 5310 Agencies	5311 – Every Month 5310 – Every Month

NOTE: Agencies that are in both 5311 & 5310 programs will do budget reports and ridership reports for each program. Agencies that are in both programs will only do 1 vehicle report that encompasses all agency vehicles.

Reporting (Continued)

All reports are due by the 15th of the month

NOTE: Failure to complete reports on time can result in hold of funding or effect funding decisions for future applications.

Any questions or concerns about reports should immediately be reported to KDOT. If a report needs returned for corrections, KDOT should be notified ASAP, before the report can be approved.

Reporting (Continued)

On the sidebar, you will click Reporting.

Use the filters to sort through reports, both previous and current.

If there are no previous reports listed, click the filter button without selecting any filters to show all previous reports

Click add to start a new report. All reports can be started here. (Budget, DBE, Expense, Ridership, Vehicle)

The screenshot displays the BlackCat Transit Data Management System interface. At the top, the logo "BlackCat" is visible with the tagline "TRANSIT DATA MANAGEMENT SYSTEM". The user is logged in as "George Washington" with options for "My Account", "Logout", and "User Guide". The system version is "1.0.19". The main navigation bar includes "Dashboard", "Projects", "Applications", "Organizations", "Resources", "Reports", and "Contracts". The current page is "Organization Overview" for "Sunny Side Transit". The sidebar on the left lists "Organization Overview", "Inventories", "Calendar", "Contacts", and "Reporting" (highlighted with a red box). The main content area shows "Organization Information" for "Sunny Side Transit" with address, contact details, and an "Edit" button. Below this is the "Filter Options" section with dropdowns for "Filter By" (Year, Report, Select All) and "Filter" and "Reset" buttons (the "Filter" button is highlighted with a red box). The "Reporting Listing" section contains an "Add" button (highlighted with a red box) and a message: "There are no reports created. Please click the 'Add' button above." The footer includes "Powered by Panther" and "BlackCat Support: 888-238-9707 | Accessibility Info | Contact Support".

Reporting (Continued)

Organization Overview

Inventories

Calendar

Contacts

Reporting

Organization Information

Sunny Side Transit
1234 West Street, Topeka, KS 67349
Main: (620) 374-2403 Fax: (620) 374-2813

Primary Contact: George Washington, Executive Director
Email: sunnyside@hotmail.com
Website: sunnysidetransit.com
CTD: 10 Southeast Kansas Coordinated Transit Council

Filter Options

Filter By :

Reporting Listing

	Report	Contract Type	Year	Period	Status
<input type="button" value="Select"/>	Budget	Section 5311	2023	Feb	Approved
<input type="button" value="Select"/>	Ridership	Section 5311	2022	Oct	Approved
<input type="button" value="Select"/>	DBE		2022	Oct	Approved
<input type="button" value="Select"/>	Vehicle		2022	Oct	Approved
<input type="button" value="Select"/>	Ridership	Section 5311	2022	Sep	Approved
<input type="button" value="Select"/>	Vehicle		2022	Sep	Returned
<input type="button" value="Select"/>	Vehicle		2022	Aug	Approved
<input type="button" value="Select"/>	Budget	Section 5311	2022	Aug	Approved
<input type="button" value="Select"/>	DBE		2022	Aug	Approved
<input type="button" value="Select"/>	Budget	Section 5311	2022	Jul	Approved
<input type="button" value="Select"/>	DBE		2022	Jul	Approved
<input type="button" value="Select"/>	Vehicle		2022	Jun	Approved
<input type="button" value="Select"/>	Ridership	CARES Act	2022	May	Not Submitted
<input type="button" value="Select"/>	DBE		2022	May	Submitted
<input type="button" value="Select"/>	Budget	CARES Act	2021	Jan	Approved
<input type="button" value="Select"/>	DBE		2021	Jan	Approved
<input type="button" value="Select"/>	Ridership	CARES Act	2021	Jan	Approved
<input type="button" value="Select"/>	Vehicle		2021	Jan	Approved
<input type="button" value="Select"/>	Budget	CARES Act	2020	Dec	Approved

The report type will be listed here.

Click select to open the report to view or edit it.
The reports can only be edited when the status is either "not submitted" or "returned."

If the report is connected to a specific contract, the contract will appear here.

The status of the report is listed here. The status's are "Not submitted," "Submitted" or "Submitted and Attested," and "Returned" or "Approved."

As stated above, a report can only be edited if its in "Not Submitted" or "Returned" status.

The reports run on the calendar year. The report should reflect the most recent completed month.

Reporting (Continued)

At the bottom of each report, there is an Active Documents Section

A document name MUST be typed in or the system will not let you upload a document.

Click Choose File to select from your computer files.

Once you upload the file, it should appear below, here, with a date stamp.

A history log of the report will be listed at the bottom. If the report is returned, this is where you will find the comments from KDOT.

The screenshot shows the 'Active Documents' section of a web application. It includes a form for uploading documents, a table of active documents, and a history log.

Active Documents

Document Name:

Select Document: No file chosen

Document Name	Size	Modified
Testing Active Documents	79 KB	7/17/2023

History Log

Status	Comments	Updated By	Date
Returned	test	Taylor Zortman	7/17/2023 02:28 PM
Submitted and Attested		George Washington	7/17/2023 02:27 PM
Created		George Washington	7/17/2023 02:27 PM

Budget Report

Organization Overview

Inventories

Calendar

Contacts

Reporting

Organization Information

Sunny Side Transit

1234 West Street, Topeka, KS 67349
Main: (620) 374-2403 Fax: (620) 374-2813

Primary Contact: George Washington, Executive Director
Email: sunnyside@hotmail.com
Website: sunnysidetransit.com
CTD: 10 Southeast Kansas Coordinated Transit Council

Edit

Report

Report Type : Budget ▼

Select Budget Contract : 2023 - Section 5311: Formula Grants for Other than Urbanized Areas ▼

Select Year : 2023 ▼

Select Month : June ▼

Save

Cancel

After clicking “Add:”

The next drop-down option will not appear until the previous is selected.

Drop down Report Type and select Budget.

Select Budget Contract. Only the contracts you have been approved for should be available to you.

Select the current Calendar Year.

Select the most recent completed month.

Budget Report (Continued)

Here you will see the report date you are working on. The report should always show the calendar year and the most recent completed month.

The check boxes will be grayed out until the report is completed. You will not be able to submit or even see a submit button until all check boxes are green.

Your reporting options will be listed here. To complete the report, click on it to bring it up.

The screenshot displays the BlackCat Transit Data Management System interface. The top navigation bar includes the BlackCat logo, the user name "George Washington", and links for "My Account", "Logout", and "User Guide". The system version is "1.0.19". The main navigation menu contains "Dashboard", "Projects", "Applications", "Organizations", "Resources", "Reports", and "Contracts". The current page is "Organization Overview" for "Sunny Side Transit".

The "Organization Information" section shows the following details:

- Organization Name:** Sunny Side Transit
- Address:** 1234 West Street, Topeka, KS 67349
- Phone:** Main: (620) 374-2403 Fax: (620) 374-2813
- Primary Contact:** George Washington, Executive Director
- Email:** sunnyside@hotmail.com
- Website:** sunnysidetransit.com
- CTD:** 10 Southeast Kansas Coordinated Transit Council

The "Report" section shows a dropdown menu for "June : 2023". Below this, there is a list of reporting options:

- [Operating](#)
- [Project Administration](#)

There are also two checkboxes for confirmation:

- I confirm that all contact information in the contacts tab is correct.
- By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

At the bottom of the report section, there are "Delete" and "Cancel" buttons.

Budget Report (Operating)

Reporting Period
Sunny Side Transit
 Year: 2023 Period: June Status: Not Submitted
 Mark this reporting component as complete

Operating Budget Report
 Contract: 2023 - Section 5311: Formula Grants for Other than Urbanized Areas
 Project: 300901 - Operating (Federal Share 50%)

Line Item Name	Budget	Current Expenditures	Prior Reported Expenditures	YTD	Balance Remaining
Revenue					
Project Income	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Group Total	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Expense					
Vehicle Insurance	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Advertising	\$150.00	\$0.00	\$56.00	\$56.00	\$94.00
Driver	\$25,000.00	\$0.00	\$54,000.00	\$54,000.00	(\$29,000.00)
Dispatcher	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
Fuel	\$10,000.00	\$0.00	\$816.00	\$816.00	\$9,184.00
Maintenance, Repair, Lube, Parts, Labor	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00
Storage (Paid)		\$0.00	\$0.00	\$0.00	\$0.00
Contract Services		\$0.00	\$0.00	\$0.00	\$0.00
Communications/Phone Costs	\$400.00	\$0.00	\$0.05	\$0.05	\$399.95
Other (Specify)	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Licenses and Tags		\$0.00	\$0.00	\$0.00	\$0.00
KPTA Membership Dues	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
KPTA Annual Meeting Expenses	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
RTAP Driver Training	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
RTAP Manager Training	\$140.00	\$0.00	\$0.00	\$0.00	\$140.00
KCC Registration Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Drivers Physical (as required by KCC/FMCSA regs.)	\$720.00	\$0.00	\$0.00	\$0.00	\$720.00
Group Total	\$61,310.00	\$0.00	\$54,872.05	\$54,872.05	\$6,437.95

Project income should go here. This is going to be for your fare revenue. This should match the "Fare/Fare Box Donation Revenue" in the Ridership report. (See slide 33)

Other expenses will be placed here. If other expenses are listed, additional documentation MUST be uploaded detailing the expenses. See slide 18 for eligibility.

KPTA expenses will go here. If KPTA expenses are listed, additional documentation MUST be uploaded detailing the expenses.

NOTE: You can move expenses between line items as long as the expenses do not exceed the overall budget.

Budget Report (Eligibility)

Eligible Operating Expenses

- Advertising
- Insurance
- Personnel – driver's & dispatcher wages
- Fuel
- Maintenance
- Storage
- License and tags
- KPTA membership dues
- RTAP trainings
- New hire driver physicals
- KCC membership dues
- Supplies for KDOT vehicles
- Bus Barn/maintenance facility utilities

Eligible Administrative Expenses

- Personnel – transit manager
- Office supplies
- Computer and computer supplies
 - KDOT approval may be required
- Copies
- Postage
- Mileage, meal, registration fees
 - Kansas Dept. of Admin rates apply, KDOT approval may be required.
- Uniforms – KDOT approval required
- Utilities – admin building
 - (if bus barn, maintenance facility, and admin are on one bill, all can be placed here)

Ineligible Expenses

- CTD membership dues
- CTAA membership dues
- Fines or penalties
- Charitable donations
- Capital costs and expenses that are reimbursable under other federal programs
- Drug and alcohol testing
 - (KDOT is billed for this directly by ComplianceOne. If you are billed, then the charge may have been denied.)
- Maintenance on non-KDOT vehicles

The expenses listed above are some, but not all the eligible and ineligible expenses. These are the most common expenses. If you have questions about a specific expense, please email KDOTtransit@ks.gov.

Budget Report (Operating)

Group Total	\$61,310.00	\$2,290.00	\$54,872.05	\$54,872.05	\$6,437.95
Expense Total	\$61,310.00	\$2,290.00	\$54,872.05	\$54,872.05	\$6,437.95
Revenue Total	\$500.00	\$556.00	\$0.00	\$0.00	\$500.00
Net Operating Deficit	\$60,810.00	\$1,734.00	\$54,872.05	\$54,872.05	\$5,937.95
Summary					
Total Amount (100%)	\$60,810.00	\$1,734.00	\$54,872.05	\$54,872.05	\$5,937.96
Federal Share (50%)	\$30,405.00	\$867.00	\$27,436.02	\$27,436.02	\$2,968.98
State Share(20%)	\$12,162.00	\$346.80	\$10,974.41	\$10,974.41	\$1,187.50
Local Share(30%)	\$18,243.00	\$520.20	\$16,461.61	\$16,461.61	\$1,781.39
Total Reimbursement (State +Federal)	\$42,567.00	\$1,213.80	\$38,410.43	\$38,410.43	\$4,156.57

This will show your expenses less your revenue total

Here you will see the remaining balance of your budget.

This will show the 100% of all expenses.

This will show the federal share of all expenses

This will show the state share of all expenses

This will show the local share of all expenses

This will show the federal + state share. This is the reimbursable amount.

Save after marking the report complete at the top of this page

Click mark this report as complete and save or the report will not be checked green, and you will not be able to submit.

After you mark the report complete and save it, you will exit the operating report.

Operating Budget Report

Reporting Period
Sunny Side Transit

Year: 2023 Period: June Status: Not Submitted

Mark this reporting component as complete

Operating Budget Report

Budget Report (Administrative)

5311 Only

Computers and computer equipment should not be under office supplies. Computers should go under other.

Other expenses will be placed here. If other expenses are listed, additional documentation MUST be uploaded detailing the expenses. See slide 18 for eligibility.

Here you will see the remaining balance of your budget.

Reporting Period

Sunny Side Transit

Year: 2023 Period: June Status: Not Submitted

Mark this reporting component as complete

Project Administration Report

Budget Contract: 117900 - Project Administration (for Agency)

Line Item Name	Budget	Current Expenditures	Prior Reported Expenditures	YTD	Balance Remaining
Expense					
Transit Manager's Time	\$4,500.00	\$0.00	\$3,450.00	\$3,450.00	\$1,050.00
Office Supplies		\$0.00	\$0.00	\$0.00	\$0.00
Copies		\$0.00	\$0.00	\$0.00	\$0.00
Postage		\$0.00	\$0.00	\$0.00	\$0.00
Other not specified*	\$500.00	\$0.00	\$67.08	\$67.08	\$432.92
Group Total	\$5,000.00	\$0.00	\$3,517.08	\$3,517.08	\$1,482.92
Expense Total	\$5,000.00	\$0.00	\$3,517.08	\$3,517.08	\$1,482.92
Summary					
Total Amount (100%)	\$5,000.00	\$0.00	\$3,517.08	\$3,517.08	\$1,482.92
Federal Share (80%)	\$4,000.00	\$0.00	\$2,813.66	\$2,813.66	\$1,186.34
State Share (0%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Local Share (20%)	\$1,000.00	\$0.00	\$703.42	\$703.42	\$296.58
Total Reimbursement (State + Federal)	\$4,000.00	\$0.00	\$2,813.66	\$2,813.66	\$1,186.34

Budget Report (Continued)

Once the reports are marked the report as complete and saved, the check boxes will change to green. Once all check boxes are green, the submit button will appear.

Once the reports are marked the report as complete and saved, the check boxes will change to green. Once all check boxes are green, the submit button will appear.

Double Check the Primary Contact Information before checking this box. All correspondences will go to the primary contact above.

Upload any documentation for expenses put in "other" or KTPA expenses. Any other documentation for the budget report will also be put here.

BlackCat
TRANSIT DATA MANAGEMENT SYSTEM

George Washington - My Account | Logout | User Guide

System Version 1.0.19

Dashboard | Projects | Applications | Organizations | Resources | Reports | Contracts

Dashboard > Organizations > Organization Overview

Switch User: George Washington

Organization Information

Sunny Side Transit
1234 West Street, Topeka, KS 67349
Main: (620) 374-2403 Fax: (620) 374-2813

Primary Contact: George Washington, Executive Director
Email: sunnyside@hotmail.com
Website: sunnysidetransit.com
CTD: 10 Southeast Kansas Coordinated Transit Council

Edit

Report

June : 2023

Please complete each report below. When a report is complete, please check the Completed checkbox within the report and then save. The grayed checks on the page will turn green to indicate that a report is done. Once all reports have green checkboxes, the Submit button will allow the group of reports to be submitted

Report Name

Operating

Project Administration

I confirm that all contact information in the contacts tab is correct.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Delete Cancel **Submit**

Active Documents

Document Name:

Select Document: No file chosen

DBE Report (5311 Only)

DBE stands for Disadvantaged Business Enterprise.

DBE Directory: [Directory of Disadvantaged Businesses \(ksdot.gov\)](https://www.ksdot.gov/DBEDirectory/)

After clicking “Add:”

The next drop-down option will not appear until the previous is selected.

Drop down Report Type and select DBE.

Select the current Calendar Year.

Select the most recent completed month.

The screenshot displays the BlackCat Transit Data Management System interface. The top navigation bar includes the BlackCat logo, the user name "George Washington", and links for "My Account", "Logout", and "User Guide". The system version is "1.0.19". The main navigation menu includes "Dashboard", "Projects", "Applications", "Organizations", "Resources", "Reports", and "Contracts". The current page is "Organization Overview" for "Sunny Side Transit".

Organization Information

Sunny Side Transit
1234 West Street, Topeka, KS 67349
Main: (620) 374-2403 Fax: (620) 374-2813

Primary Contact: George Washington, Executive Director
Email: sunnyside@hotmail.com
Website: sunnysidetransit.com
CTD: 10 Southeast Kansas Coordinated Transit Council

Report

Report Type : DBE
Select Year : 2023
Select Month : June

Buttons: Edit, Save, Cancel

Red boxes highlight the Report Type, Select Year, and Select Month dropdowns. Red arrows point from these dropdowns to the corresponding instructions on the right side of the slide.

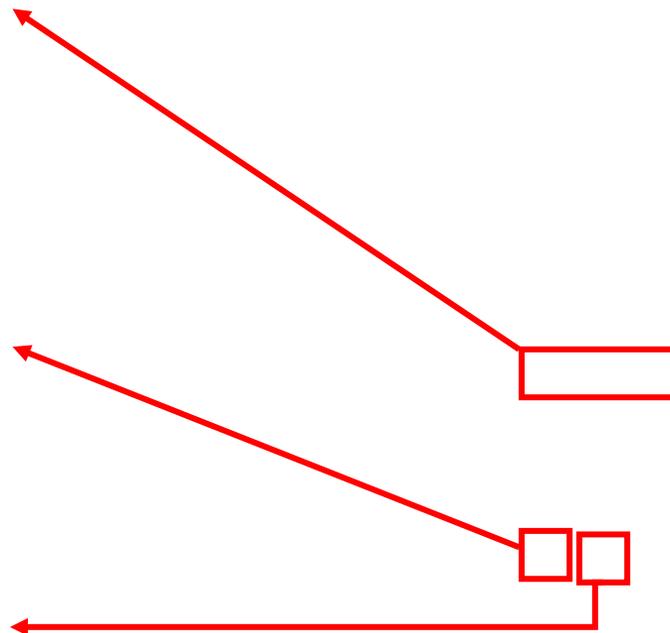
DBE Report (Continued)

(5311 Only)

Here you will see the report date you are working on. The report should always show the calendar year and the most recent completed month.

The check boxes will be grayed out until the report is completed. You will not be able to submit or even see a submit button until all check boxes are green.

Your reporting options will be listed here. To complete the report, click on it to bring it up.



DBE Report (Continued)

(5311 Only)

Reporting Period

Sunny Side Transit

Year: 2023 Period: June Status: Not Submitted

Mark this reporting component as complete

Fuel Vendors

Vendor	Address	Transactions	Amount
Edit Fuel Vendor Name Here		8	\$465.26 Delete
Total		8	\$465.26

[Add](#)

Maintenance Vendor

Vendor	Address	Transactions	Amount
Edit Maintenance Vendor Here	kdjfaljsdf	3	\$2,953.45 Delete
Total		3	\$2,953.45

[Add](#)

Insurance Vendors

Vendor	Address	Transactions	Amount
Edit Insurance (if any) Here		1	\$4,465.00 Delete
Total		1	\$4,465.00

[Add](#)

Storage Vendors

Vendor	Address	Transactions	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Add

[Save](#) [Print](#)

All fuel, maintenance, insurance, and storage vendors are entered here.

All vendor information is entered here, then click add.

Once the information is entered, it will appear above.

If there is more than once transaction from a single vendor, you will add them up as one here.

Add up the vendor amount from all transactions and enter the total here.

Once all vendor information is entered, mark the report as completed.

DBE Report (Continued)

(5311 Only)

BlackCat
TRANSIT DATA MANAGEMENT SYSTEM

George Washington - My Account | Logout | User Guide

System Version 1.0.19

Dashboard | Projects | Applications | Organizations | Resources | Reports | Contracts

Dashboard > Organizations > Organization Overview

Switch User: George Washington

Organization Information

Sunny Side Transit
1234 West Street, Topeka, KS 67349
Main: (620) 374-2403 Fax: (620) 374-2813

Primary Contact: George Washington, Executive Director
Email: sunnyside@hotmail.com
Website: sunnysidetransit.com
CTD: 10 Southeast Kansas Coordinated Transit Council

Edit

Report

June : 2023

Please complete each report below. When a report is complete, please check the Completed checkbox within the report and then save. The grayed checks on the page will turn green to indicate that a report is done. Once all reports have green checkboxes, the Submit button will allow the group of reports to be submitted.

Report Name

DBE

Delete Cancel Submit

Active Documents

Document Name:

Select Document: No file chosen

No documents attached.

Once the reports are marked as complete and saved, the check boxes will change to green. Once all check boxes are green, the submit button will appear.

Upload invoices and KDOT approval emails for any maintenance charges exceeding \$4,500.

Expense Report (CTD Admin Only)

Click Organizations. If you do not have options, you probably only have access to your agency.

Open the CTD by clicking select next to the organization.

Click Reporting on the sidebar and then click "add."

The screenshot displays the BlackCat Transit Data Management System interface. At the top, the logo "BlackCat" is visible, along with the text "TRANSIT DATA MANAGEMENT SYSTEM". The user is identified as Taylor Zortman, with links for "My Account", "Administration", "Logout", and "User Guide". The system version is 1.0.19. The main navigation bar includes "Dashboard", "Projects", "Applications", "Organizations", "Resources", "Reports", "Review", "Contracts", and "Grants". The "Organizations" menu item is highlighted with a red box. Below the navigation bar, the breadcrumb trail reads "Dashboard > Organizations > Organization Overview". The sidebar on the left contains "Organization Overview", "Contacts", and "Reporting", with "Reporting" highlighted by a red box. The main content area is titled "Organization Information" and contains a text input field with the value "CTD Name Here" and an "Edit" button. Below this is the "Filter Options" section, which includes "Filter By:" with dropdown menus for "Year", "Report", and "Select All", along with "Filter" and "Reset" buttons. The "Reporting Listing" section features an "Add" button and a message: "There are no reports created. Please click the 'Add' button above."

Expense Report (Continued)

(CTD Admin Only)

After clicking “Add:”

The next drop-down option will not appear until the previous is selected.

Drop down Report Type and select Expense.

Select Budget Contract. Only the contracts you have been approved for should be available to you.

Select the current Calendar Year.

Select the most recent completed month.

BlackCat
TRANSIT DATA MANAGEMENT SYSTEM

Taylor Zortman - [My Account](#) | [Administration](#) | [Logout](#) | [User Guide](#)

System Version 1.0.19

Dashboard | Projects | Applications | Organizations | Resources | Reports | Review | Contracts | Grants

Dashboard > Organizations > Organization Overview

Switch User: Taylor Zortman

Organization Overview
Contacts
Reporting

Organization Information

[Redacted]

Edit

Report

Report Type : Expense

Select Budget Contract : No Current Contract

Select Year : 2023

Select Month : June

Save Cancel

Powered by Panther

BlackCat Support: 888-238-9707 | [Accessibility Info](#) | [Contact Support](#)

Expense Report (Continued)

(CTD Admin Only)

This checkbox will be greyed out until the report has been marked as complete.

To start your report, click on the expense hyperlink.

The screenshot displays the BlackCat Transit Data Management System interface. The top navigation bar includes the system name, user information (Taylor Zortman), and links for My Account, Administration, Logout, and User Guide. The main navigation menu contains Dashboard, Projects, Applications, Organizations, Resources, Reports, Review, Contracts, and Grants. The current page is 'Organization Overview'.

The 'Organization Information' section is partially visible, showing a redacted area and an 'Edit' button.

The 'Report' section is the primary focus, showing the date 'June : 2023' and instructions to complete reports and check the 'Completed' checkbox. Below this, the 'Report Name' section shows a table with one entry:

Report Name
<input checked="" type="checkbox"/> Expense

The 'Expense' report name is highlighted with a red box. Below the table, there is a checkbox for certification, which is checked, and a 'Cancel' button.

The 'Active Documents' section at the bottom includes a 'Document Name' field, a 'Select Document' button with 'Choose File' and 'No file chosen' options, and an 'Upload' button. It also states 'No documents attached.'

Expense Report (Continued)

(CTD Admin Only)

Reporting Period

Year: 2023 Period: June Status: Approved

Mark this reporting component as complete

Expense Report

Budget Contract: 2023 - Section 5311: Formula Grants for Other than Urbanized Areas

sha sha sha sha sha sha

Line Item Name	Budget	Current Expenditures	Prior Reported Expenditures	YTD	Balance Remaining
Expense					
Personnel	\$4,000.00	\$900.00	\$2,700.00	\$3,600.00	\$400.00
Organizational Fees		\$0.00	\$0.00	\$0.00	\$0.00
Travel		\$128.70	\$0.00	\$128.70	(\$128.70)
Copies/Office Supplies		\$0.00	\$265.44	\$265.44	(\$265.44)
Postage		\$63.00	\$0.00	\$63.00	(\$63.00)
Communications		\$0.00	\$162.64	\$162.64	(\$162.64)
Expense Total	\$4,000.00	\$1,091.70	\$3,128.08	\$4,219.78	(\$219.78)

Summary

Total Reimbursement (100% Federal) \$4,000.00 \$1,091.70 \$3,128.08 \$4,219.78 \$219.78

Active Documents

Document Name:

Select Document: No file chosen

This is the total budget the CTD has for the SFY.

This is the total expenses for the month.

Here you will see the year-to-date total including the expenditures for the report you have just submitted.

NOTE: If you YTD total exceeds the budget, KDOT will only pay out up to the budgeted amount. BlackCat should not let the report submit like this, but it has in the past.

Place any additional documentation here. This includes any travel documents.

Don't forget to mark the report as complete before saving.

Ridership Report

After clicking “Add:”

The next drop-down option will not appear until the previous is selected.

Drop down Report Type and select Ridership

Select Budget Contract. Only the contracts you have been approved for should be available to you.

If you are in both programs, you will need to do 2 ridership reports.

Select the current Calendar Year.

Select the most recent completed month.

The screenshot shows the BlackCat Transit Data Management System interface. The top navigation bar includes 'Dashboard', 'Projects', 'Applications', 'Organizations', 'Resources', 'Reports', and 'Contracts'. The current page is 'Organization Overview' for 'Sunny Side Transit'. The 'Report' form is displayed with the following fields:

- Report Type: Ridership
- Select Budget Contract: 2023 - Section 5311: Formula Grants for Other than Urbanized Areas
- Select Year: 2023
- Select Month: June

Red arrows point from the text instructions on the left to the corresponding dropdown menus in the form. The 'Ridership', '2023 - Section 5311: Formula Grants for Other than Urbanized Areas', '2023', and 'June' options are highlighted with red boxes.

Ridership Report (Continued)

BlackCat
TRANSIT DATA MANAGEMENT SYSTEM

George Washington - My Account | Logout | User Guide

System Version 1.0.19

Dashboard | Projects | Applications | Organizations | Resources | Reports | Contracts

Dashboard > Organizations > Organization Overview

Switch User: George Washington

Organization Information

Sunny Side Transit
1234 West Street, Topeka, KS 67349
Main: (620) 374-2403 Fax: (620) 374-2813

Primary Contact: George Washington, Executive Director
Email: sunnyside@hotmail.com
Website: sunnysidetransit.com
CTD: 10 Southeast Kansas Coordinated Transit Council

Edit

Report

June : 2023

Please complete each report below. When a report is complete, please check the Completed checkbox within the report and then save. The grayed checks on the page will turn green to indicate that a report is done. Once all reports have green checkboxes, the Submit button will allow the group of reports to be submitted.

Report Name

Ridership Report

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the ridership are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Delete Cancel

Active Documents

Document Name:

Select Document: No file chosen

No documents attached.

This checkbox will be greyed out until the report has been marked as complete.

To start your report, click on the Ridership Report hyperlink.

The submit button will appear once the report is marked as complete.

Ridership Report (Continued)

The ridership report will not let you save until all boxes are filled. If you do not have information, enter 0.

Number of people using a mobility device you transported.

When determining trip types, its best to use agency's best judgement without asking passengers. If the passenger is both elderly and disabled please mark them as disabled over elderly. If you cannot determine whether a passenger is elderly or disabled, please apply them to general public.

Each ride should be counted as a new trip type and trip purpose, even if a passenger gets off at a location and back on to proceed to a new one. This should be a 1:1 ratio and the totals at the end should match.

Non-Emergency Medical Transportation (NEMT) are the trips that are reimbursed to the agency by Medicaid.

Contract: 2023 - Section 5311: Formula Grants for Other than Urbanized Areas

Monthly Ridership Report - All Vehicles

Trip Type			Ambulatory		
	Demand Response	Other Purchased Transportation		Demand Response	Other Purchased Transportation
Elderly	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Disabled	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
General Public	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Total	0	0	# of Non-Ambulatory Trips	<input type="text"/>	<input type="text"/>

Trip Purpose			Trips Paid by Third Party		
	Demand Response	Other Purchased Transportation		Demand Response	Other Purchased Transportation
Work	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Education	<input type="text"/>	<input type="text"/>	Non-Emergency Medical Transportation	<input type="text"/>	<input type="text"/>
Medical	<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	Total Trips Paid by Third Party	0	0
Total	0	0			

Ridership Report (Continued)

Any miles that vehicles are **scheduled-to-or** travel while in revenue service. Vehicle revenue miles include: Layover / recovery time. Vehicle revenue miles exclude: Deadhead, Operator training; Vehicle maintenance testing; and Other non-revenue uses of vehicles.

Any time that vehicles **are scheduled-to-or** travel while in revenue service. Vehicle revenue hours include: Layover / recovery time. Vehicle revenue hours exclude: Deadhead; Operator training; Vehicle maintenance testing; and Other non-revenue uses of vehicles.

Operations	Demand Response	Other Purchased Transportation
Revenue Miles	<input type="text"/>	<input type="text"/>
Revenue Hours	<input type="text"/>	<input type="text"/>
Regional Miles	<input type="text"/>	<input type="text"/>
On-Time Performance % (0-100)	<input type="text"/>	<input type="text"/>

Safety and Maintenance	Demand Response	Other Purchased Transportation
Preventative Maintenance Completion %	<input type="text"/>	<input type="text"/>
Preventable Accidents	<input type="text"/>	<input type="text"/>

Financial	Demand Response	Other Purchased Transportation
Fare/Fare Box Donation Revenue	<input type="text"/>	<input type="text"/>
General Donations to Agency	<input type="text"/>	<input type="text"/>
Service Contract Revenue	<input type="text"/>	<input type="text"/>
NEMT Revenue	<input type="text"/>	<input type="text"/>

For Demand Response service, this is arriving within 15 minutes of scheduled pickup time. For Fixed Route service, this is arriving at each stop within 5 minutes of designated time.

Miles traveled on a Regional Route (usually in coordination with other agencies.)

Fare box donation revenue is any income that comes from fares or donations for rides only. **This should match the project income on the budget report. (See slide 17)**

General donations are for any donations to the agency to be used for any purpose and not ride specific.

Service Contract Revenue is monies earned from providing rides with a contract.

NEMT Revenue is the revenue reimbursed by Medicaid

Ridership Report (Continued)

	Demand Response	Other Purchased Transportation
Preventative Maintenance Completion %	<input type="text"/>	<input type="text"/>
Preventable Accidents	<input type="text"/>	<input type="text"/>
Injuries	<input type="text"/>	<input type="text"/>
Fatalities	<input type="text"/>	<input type="text"/>

Preventative Maintenance Completion should be 100% unless a vehicle is due to maintenance.

Unless a vehicle has been in an accident that month, the preventable accidents should be 0. If accident is listed, then accident form should have been filled out and sent to KDOTtransit@ks.gov.

Injuries and fatalities should be 0, unless an accident has been reported and an accident form filled out and sent to KDOT.

	Demand Response	Other Purchased Transportation
Number of Drivers	<input type="text" value="5"/>	<input type="text"/>
Number of Drivers with up-to-date DOT physicals	<input type="text" value="7"/>	<input type="text"/>
Volunteer Drivers	<input type="text" value="2"/>	<input type="text"/>

All driver's must have up-to-date KDOT physicals.

The number of regular drivers (both full-time and part-time) and the number of volunteer drivers should equal the number of up-to-date KDOT physicals listed, unless a driver is due for a physical. Driver should be scheduled for a physical right away in this case.

Once complete, the checkbox should turn green and be ready to submit.

grayed checks on the page will turn green to allow the group of reports to be submitted

Report Name

[Ridership Report](#)

By signing this report, I certify to the best of my knowledge and belief that the information provided is true and accurate, and I am not providing any fraudulent information, or the omission of material information, false statements, false claims or otherwise. (U.S. Code, Title 18, Section 1001)

Certify that the report is accurate.

Vehicle Report

After clicking “Add:”

The next drop-down option will not appear until the previous is selected.

Drop down Report Type and select Vehicle.

Select the current Calendar Year.

Select the most recent completed month.

The screenshot displays the BlackCat Transit Data Management System interface. The top navigation bar includes 'Dashboard', 'Projects', 'Applications', 'Organizations', 'Resources', 'Reports', and 'Contracts'. The current page is 'Organization Overview' for 'Sunny Side Transit'. The 'Organization Information' section shows the organization's name, address, contact information, and primary contact details. The 'Report' section contains three dropdown menus: 'Report Type' (set to 'Vehicle'), 'Select Year' (set to '2023'), and 'Select Month' (set to 'June'). Red arrows point from the text instructions on the left to these three dropdown menus. The 'Report Type' dropdown is highlighted with a red box. Below the dropdowns are 'Save' and 'Cancel' buttons.

Vehicle Report (Continued)

Organization Information

Sunny Side Transit

1234 West Street, Topeka, KS 67349
Main: (620) 374-2403 Fax: (620) 374-2813

Primary Contact: George Washington, Executive Director
Email: sunnyside@hotmail.com
website: sunnysidetransit.com
CTD: 10 Southeast Kansas Coordinated Transit Council

Edit

This checkbox will be greyed out until the report has been marked as complete.

Report

June : 2023

Please complete each report below. When a report is complete, please check the Completed checkbox within the report and then save. The grayed checks on the page will turn green to indicate that a report is done. Once all reports have green checkboxes, the Submit button will allow the group of reports to be submitted

Report Name

Vehicle Report

To start your report, click on the Ridership Report hyperlink.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the ridership are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Delete

Cancel

The submit button will appear once the report is marked as complete.

Active Documents

Document Name:

Select Document: No file chosen

No documents attached.

Vehicle Report (Continued)

Vehicle Report Print

Reporting Period
Sunny Side Transit
Year: 2023 Period: June Status: Not Submitted

Mark this reporting component as complete

Vehicles

Agency #	ID	VIN	Status	Monthly Beginning Odometer Reading	Monthly Ending Odometer Reading	Monthly Mileage
	522	2C7WDG8G8HR742992	Active	90000	101586	11586
	1525	2C7WDGBG5KR801049	Active	8043	7000	-1043

Print

Mark the report as complete before saving.

The status of the vehicle from the inventory page is listed here. This is updated by KDOT.

Save after marking the report as completed.

The beginning odometer is pulled from the previous month. If this is incorrect, contact KDOT before continuing.

Enter the ending odometer.

The monthly mileage will automatically populate.

If the ending odometer is negative, please recheck your odometer reading. The report will be returned.

Vehicle Report (Continued)

Once the reports are marked the report as complete and saved, the check boxes will change to green.

Check the box stating that the vehicle report is accurate and submit.

Report

June : 2023

Please complete each report below. When a report is complete, please check the Completed checkbox within the report and then save. The grayed checks on the page will turn green to indicate that a report is done. Once all reports have green checkboxes, the Submit button will allow the group of reports to be submitted

Report Name

[Vehicle Report](#)

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the ridership are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Delete Cancel **Submit**



Questions?

Please email all questions to
KDOTtransit@ks.gov

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Bureau of Multimodal Transportation
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Rene Hart
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