GRANTS-Application

Local Maintenance & Improvement Grant (LMIG)

Local Government Manual

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1. **Overview:**

GDOT has moved the application process for GDOT supported grants from a paper system to a new electronic application referred to as the GRANTS application. The GDOT Local Maintenance Improvement Grant (LMIG) supporting our local governments in their effort to maintain the state’s roadway network is the first grant application in the new electronic system.

Local Government users can now create their own accounts in the Grants application. The GRANTS application allows them to draft, submit, and track LMIG applications as they are processed by GDOT.
2. **Register/Create GRANTS Account**

1. Launch web browser, Chrome or Internet Explorer.
2. Enter the following URL, [https://grants.dot.ga.gov](https://grants.dot.ga.gov), in the web browser’s address bar
3. Press **enter**. Opens GRANTS Login Page.

![GRANTS Login Page](image)

4. Click **CREATE YOUR GRANTS ACCOUNT**.
Grants Create Account appears

5. Enter a valid email address.

6. Enter First Name, Last Name, and a valid mobile number.

7. Select **Mobile** from the **Phone Type** dropdown list.

8. If Mobile phone type is selected, select the **Send verification code via mobile texts** option to authorize GDOT to send a verification code via text message to the mobile number provided.

9. Check **I agree, that the email I am using will be an official email for me or my company.**
10. Click **Register**.

11. A verification code is sent to the registered email address entered in step 5 for the user who created the account.
12. Once the verification code is received via the registered email address, return to the GRANTS Login Page.

![GRANTS Login Page](image)

13. Enter the registered email address used in step 5.

14. Enter the **verification code**.

**Note:** The verification code is active for 60 minutes. If the verification expires, click **Send Verification Code** and a new verification code will be emailed to the registered email address.

15. Click **Login**.
An Update Manage Profile Details alert appears indicating the user needs to update his profile.

16. Click **OK**.
17. The Manage Profile page is displayed.

18. Enter required information.

19. Click **UPDATE**.

*You have successfully registered in the GDOT Grants Application!*
3. **Login to GRANTS**

   The above registration process occurs once. Please follow the steps below for subsequent logins:

   1. Launch web browser, Chrome or Internet Explorer
   2. Enter the following URL in the web browser’s address bar, [https://grants.dot.ga.gov](https://grants.dot.ga.gov)
   3. Press **Enter**. GRANTS Login Page appears

4. Enter the registered GRANTS email address.
5. Click **Send Verification Code**.
6. The system will display an alert message to allow the users to select how they would like to receive the verification code.
7. Select the desired option.

8. Click **Send**.
9. A verification code will be sent to the option selected in step 7.

10. Enter the verification code
11. Click **LOGIN**
12. The system will open the GRANTS application Home Page.
4. **Create/Submit Grant Application**
   
   1. Select **APPLY FOR LMIG** from the **Grants** menu.
2. The Main Information page will display:
   a. The Main Information section is populated based on the user's profile.

3. Enter the full **Federal Employer Identification Number (FEIN)**

4. Click the **search** icon.
5. The system will display a **Vendor’s Information** popup.

![Vendor Information](image)

**Note:** Vendor Id, Vendor Name, Alternate Vendor Name, Address1, & Address2 will be populated from State of Georgia PeopleSoft for the entered FEIN.

6. Select the desired local government record.
7. Select the desired payment option (Check or ACH) from the Desired Payment Option dropdown list.
   a. Check will display the address selected. The check will be mailed to this address.
   b. Selecting “ACH” as displayed below will require the Vendor's bank account information to be selected.

8. Select the desired vendor’s bank account number from the Vendor’s Bank Account dropdown list.
Note: The vendor’s bank account number will be masked to display only the last 4 digits.

9. Click **NEXT**.
10. The **Project Information** page will display.

11. Click **Add Project**.

12. The system will display an **Add/Edit Project** popup window.
13. Enter required information.

14. Click **Update**.

**Note:** Repeat Steps 11 – 13 to add additional projects.
15. The **Project Information** page will display all projects added.

16. Click **NEXT**
17. The **Attachments** page will display.
18. Click the link **Click here to download the Application Signature Page Template**
19. Complete the form, notorize it, and upload it

20. Attach all other required documents using the upload button to the right of the document type

21. Click **NEXT**.

22. The **Review** page will display.

23. Review the information entered.
24. Click **FINISH**.

25. A dialogue box will be displayed confirming that the grant application was submitted successfully.

![Success message](image)

26. An email notification is sent to the submitter and the District reviewer relaying that the application was submitted.

![Email notification](image)

Manage Draft Application
Once logged in, the system will navigate the user to the application home page where Draft applications can be edited/deleted.

**Note:** The Draft form grid will only display if the user has a saved Grant application form or one has been Sent for Correction during review.
4.1. **Delete Draft Application**

1. Click **Delete** for the respective draft application row contained within the Draft LMIG Forms grid.

2. The system displays an alert confirming if you want to proceed with the deletion.

3. Click **OK** to delete the draft application.

   Clicking **Cancel** will not delete the draft application.

   **Note:** Draft applications can only be deleted prior to the application being submitted. If an application does not have a delete button then it has been **Sent for Correction**.
4.2. Edit Draft Application

1. Click the Grant Number link contained within the Draft LMIG Forms grid.

2. The system will prompt the user to enter the Local Government’s FEIN number as a precautionary security check.
3. If the FEIN number passed the validation check, the system will display the application pages so that the grant application can be edited.

Note: Draft applications can only be edited prior to the application being submitted.
5. **Manage Submitted Grant Applications**

Once logged in, the system will navigate the user to the application home page where:

- Submitted applications can be viewed in read only mode.
- The workflow history for submitted applications can be viewed.

**Note:** The Submitted form grids will only display if the user has submitted an application request.
5.1. **View Submitted Grant Applications Information**

1. Click on the Grant Number link contained within the Submitted LMIG Forms grid.

2. The system will prompt the user to enter the Local Government’s FEIN number as a precautionary security check.
3. If the FEIN number passed the validation check, the system will display the application pages so that the grant application can be viewed in read only mode.
5.2. View Submitted Grant Applications Workflow History

1. Click on the expand button for the Grant Number link contained within the Submitted LMIG Forms grid.

2. The system will display the workflow history of the submitted grant application request.
6. **Manage Profile**

1. Click **Manage Profile**.

2. The My Profile page will display.

![User's Profile Image]

1. Enter required information.
2. Click **UPDATE**.