GDOT
Georgia Department of Transportation

External

GRANTS – LMIG for External Users

Manual

GRANTS – LMIG - External

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This manual discusses the GDOT GRANTS-LMIG (Local Maintenance and Improvement Grant) system, which state and local agencies and governments use to submit grant requests. This manual introduces the following topics:

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How to Use this Manual

Throughout the manual, you will see callouts that contain notes, pro tips, and important information to help you use GPAS efficiently and boost productivity. Look out for these callouts to quickly become a super user!

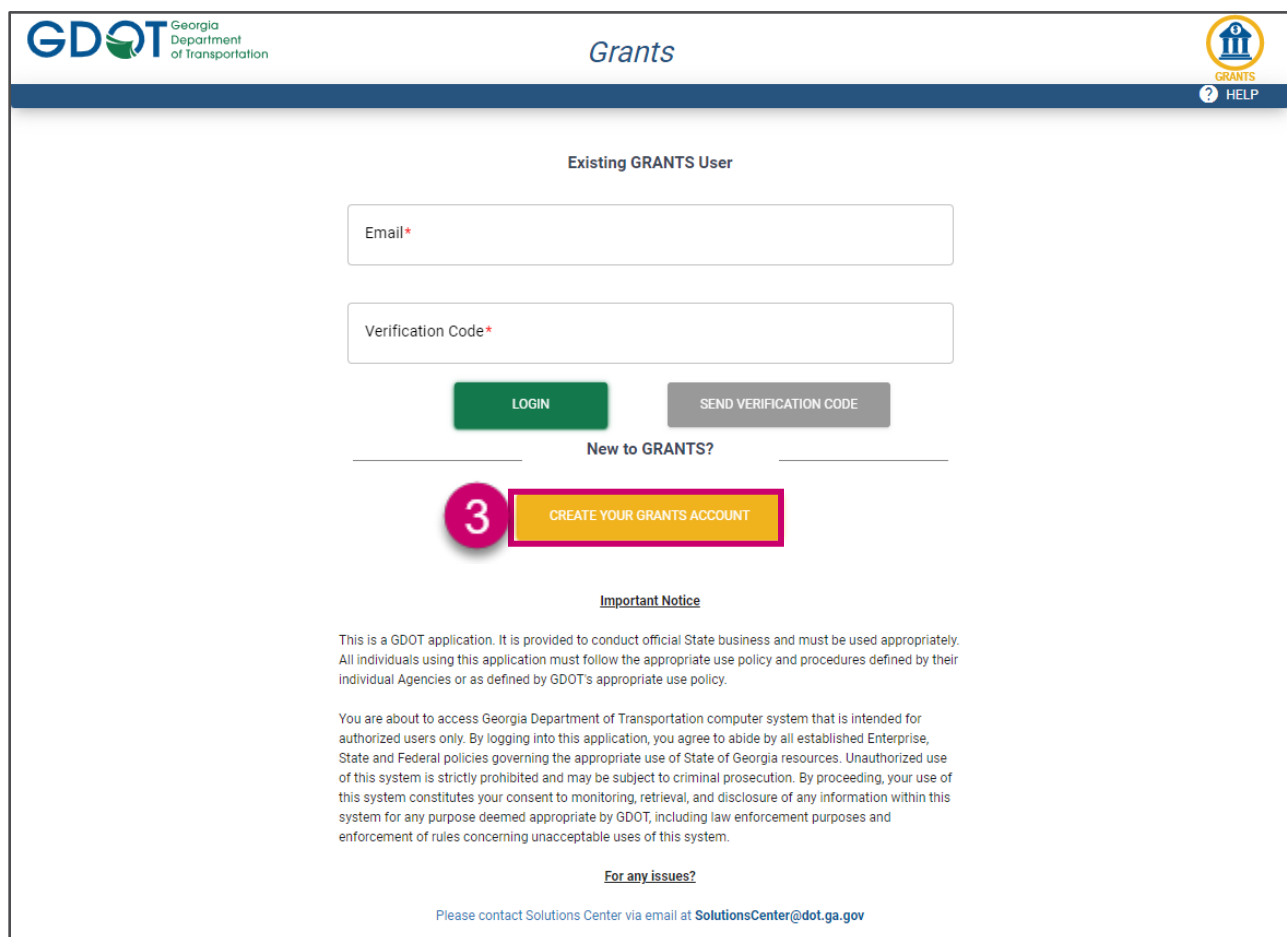|		
These callouts contain supplementary notes that will help you choose the appropriate settings and provide background info. **Note**	These callouts contain tech tips, productivity tips, and other useful nuggets of information that will make you more efficient. **Pro Tip**	These callouts contain information that will prevent errors from occurring and help you troubleshoot issues. **Important**

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), which supports our local governments in their effort to maintain the state's roadway network, is the first grant application for the new electronic System.

Local government users can now create their own accounts using the Grants application. The GRANTS application allows them to draft, submit, and track LMIG applications as GDOT processes them.

Creating a GRANTS Account

1. Launch your Chrome or Microsoft Edge web browser.
2. Enter the following URL, https://grants.dot.ga.gov, in the web browser's address bar. The GRANTS Login Page displays.

3. Select **CREATE YOUR GRANTS ACCOUNT.**

GDOT Georgia Department of Transportation

Grants

HELP

Create Account

Email*

First Name*

Last Name*

Phone*

Phone Type*

* ☐ I agree, that the email I am using is an official email for me or my company.
By clicking the Register button, you agree to the GDOT Terms and Conditions.

REGISTER

Existing GRANTS User   LOG IN

4. Enter your **Email** address.
5. Enter your **First Name**.
6. Enter your **Last Name**.
7. Enter a valid **Phone** number.
8. Select **Mobile** from the Phone Type drop-down list.
9. 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.
10. Select the check box that you agree that the email address you entered is an official email for yourself or for your company.
11. Select **REGISTER**.
12. A verification code is sent to the email address you entered.
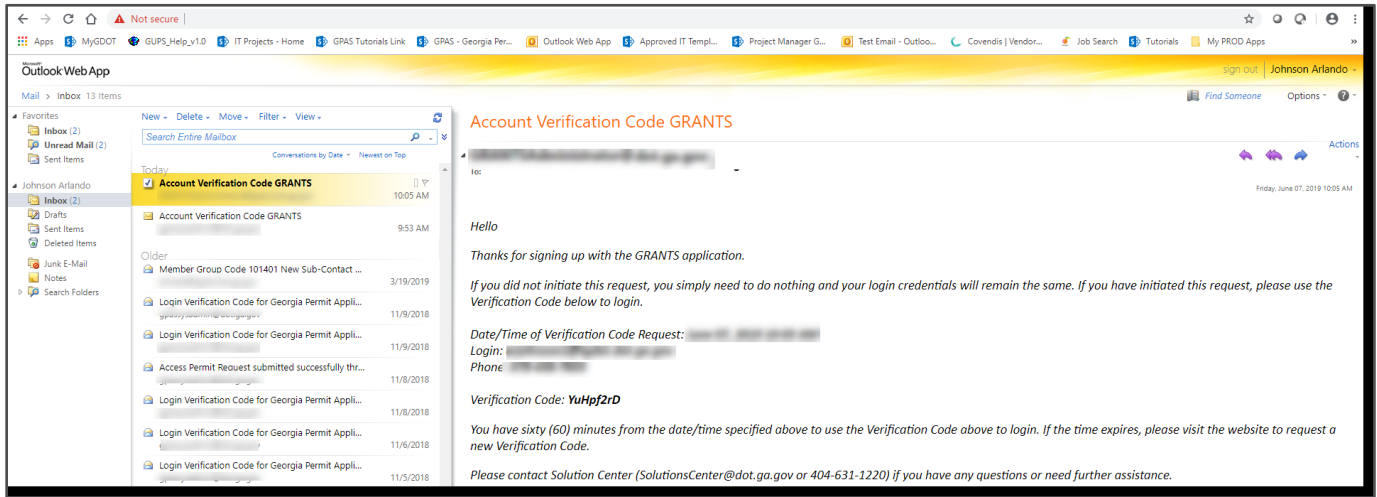
13. Once the verification code is received, return to the GRANTS Login Page.

14. Enter the registered email address.

15. Enter the verification code.

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

16. Select **LOGON**.
17. An Update Manage Profile Details alert appears, indicating the user needs to update his profile.

Update Manage Profile Details

To submit a Grant request, please update your Profile with a Local Government. Click the OK button to proceed to the Manage Profile section.

OK

18. Select **OK**.
19. The Manage Profile page displays.

20. Enter the required information.
21. Select **UPDATE**.
22. You have successfully registered in the GDOT Grants Application.

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Logging in to GRANTS

Once you have registered, follow the steps below for subsequent logins:

1. Launch your Chrome or Microsoft Edge browser.

2. Enter the following URL in the web browser's address bar https://grants.dot.ga.gov.

3. Select **Enter**. The GRANTS Login Page appears.

Existing GRANTS User

4. Email*

Verification Code*

LOGIN   SEND VERIFICATION CODE   5

New to GRANTS?

CREATE YOUR GRANTS ACCOUNT

Important Notice
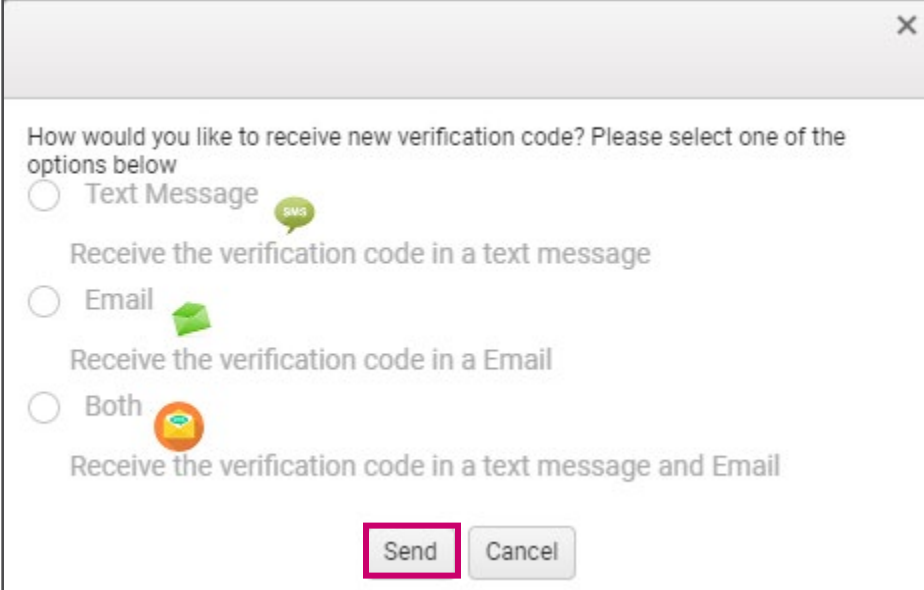
This is a GDOT application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by GDOT's appropriate use policy.

You are about to access Georgia Department of Transportation computer system that is intended for authorized users only. By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by GDOT, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.

For any issues?

Please contact Solutions Center via email at **SolutionsCenter@dot.ga.gov**

4. Enter your registered GRANTS email address.
5. Select **SEND VERIFICATION CODE**.
6. The system displays an alert message to allow you to select how you would like to receive the verification code.

7. Select the desired option.
8. Select **Send**.

9. Enter the verification code.
10. Select **LOGIN**.
11. The system will open the GRANTS application Home Page.

Creating and Submitting Grant Applications

1. Select **APPLY FOR LMIG** from the Grants menu.

2. The Main Information page displays. The Main Information section is populated based on your profile.

3. Enter the full Federal Employer Identification Number (FEIN)
4. Select the search icon.

Supplemental Grants: In the event that supplemental funds are available for the current fiscal year, they will be listed in the **Select Fiscal Year** field. If available, select the **Supplmental** option from this

Note

5. The system displays a Vendor's Information popup.

Vendor ID	Vendor Name	Alternate Vendor Name	Address1	Address2
LG99999999	LOCAL GOVERNMENT	GA LOCAL GOVERNMENT	100 MAIN STREET	SUITE 1A
LG99999999	LOCAL GOVERNMENT	GA LOCAL GOVERNMENT	200 MAIN STREET	SUITE 2A
LG99999999	LOCAL GOVERNMENT	GA LOCAL GOVERNMENT	300 MAIN STREET	SUITE 3A
LG99999999	LOCAL GOVERNMENT	GA LOCAL GOVERNMENT	400 MAIN STREET	SUITE 4A

Vendor's Information

10 ▼ items per page   1 - 4 of 4 items

Vendor ID, Vendor Name, Alternate Vendor Name, Address1, and Address2 will be populated from State of Georgia PeopleSoft for the entered FEIN.

Note

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

8. Select the desired Vendor's bank account number from the **Vendor's Bank Account** drop-down list.

Payment Information

Search FEIN 🔍	If the vendor payment address or bank account is not listed, please contact Accounting Support to update the vendor information.

Payment FEIN*	Vendor ID*
*****1111	LG99999999

Vendor Name/Alternate Vendor Name*	Address1*
GA LOCAL GOVERNMENT	100 MAIN STREET

Address2	Address3
SUITE 1A	

City	State	Zip Code
GA CITY	GA	30010

Desired Payment Option	Vendor's Bank Account
ACH ▼	Select Vendor Bank Account ▼
	Select Vendor Bank Account
	******1111

CLOSE   SAVE   NEXT

The vendor's bank account number will be masked to display only the last 4 digits.

Note

9. Select **Next**.
10. The Project Information page displays.

11. Select **Add Project**.
12. The system displays an Add/Edit Project popup window.
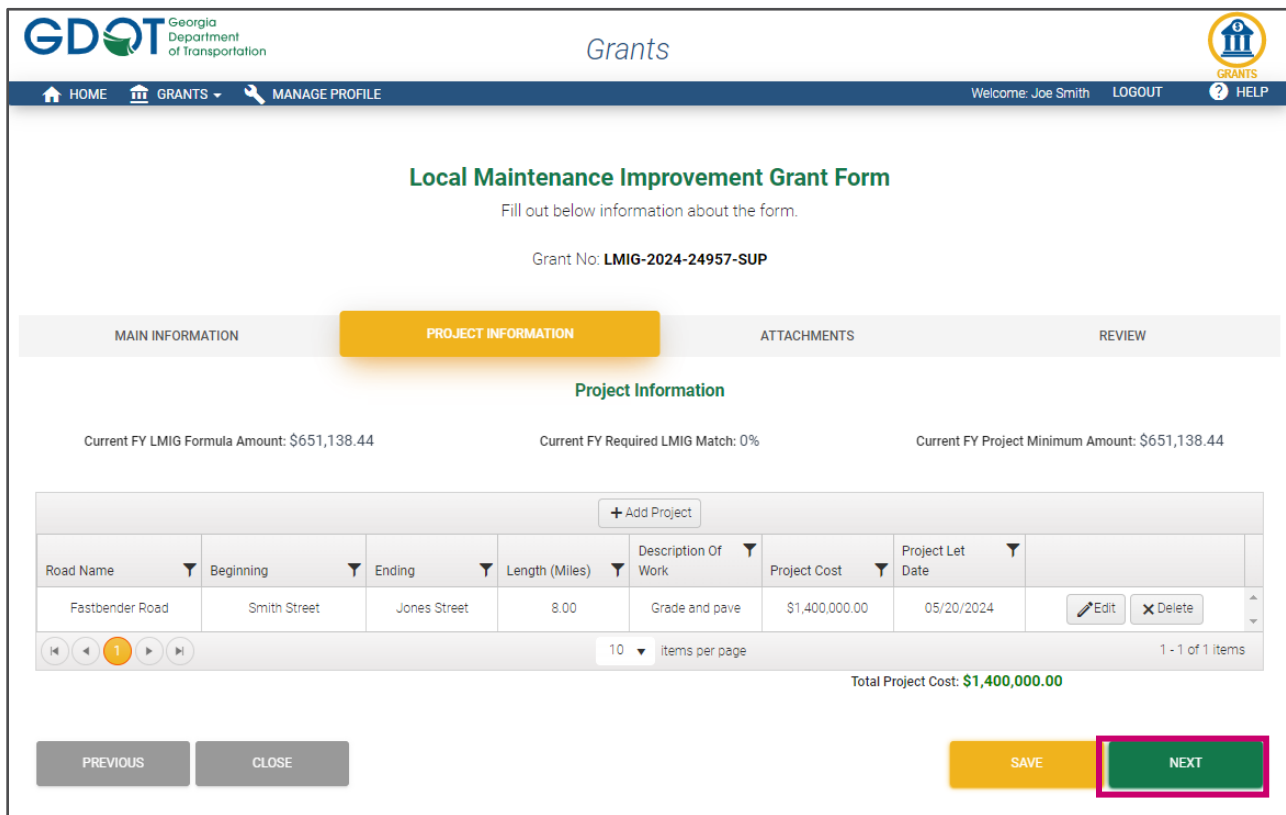
13. Enter the required information.
14. Select **Update**.

Repeat Steps 11 – 14 to add additional projects.

Note

15. The Project Information page displays the projects you've added.

16. Select **NEXT**.
17. The Attachments page displays.

18. Select the link **Click here to download the Application Signature Page Template.**
19. Complete the form, notarize it, and upload it.
20. Attach the other required documents using the upload button to the right of the document type.
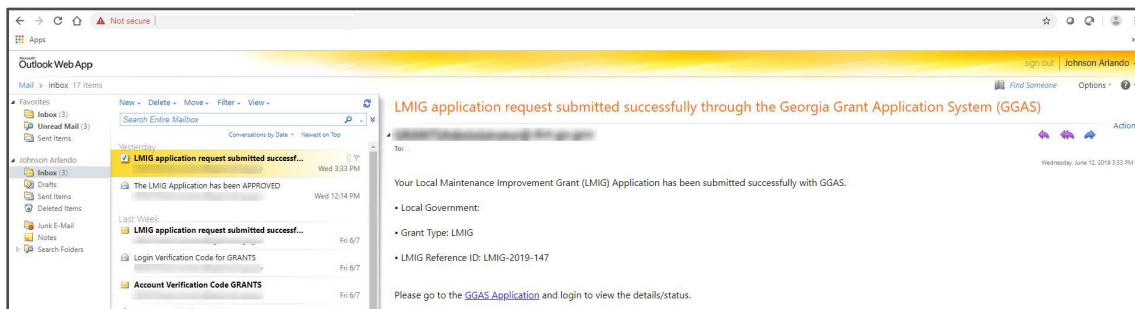21. Select **NEXT**.
22. The Review page displays.

23. Review the information you've entered. Select **FINISH**.
24. A dialogue box displays, confirming that the grant application was submitted successfully.
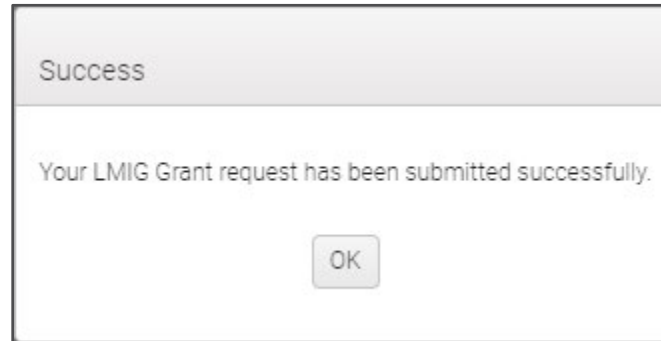
25. Select **OK**. An email notification is sent to the submitter, and the district reviewer relays that the application was submitted.

The system then displays the home page, where Submitted applications can be edited/deleted.

Grant Number	Fiscal Year	County	City	Status	Submitted By	Submitted Date
LMIG-2024-24957-SUP	2024	Lumpkin	(Unincorporated)	Processing	Joe Smith	May-08-2024 03:43 PM
LMIG-2024-21463	2024	Lumpkin	(Unincorporated)	Approved	Charles Trammell	Sep-06-2023 09:43 AM
LMIG-2023-16037	2023	Lumpkin	(Unincorporated)	Approved	Larry Reiter	Sep-21-2022 10:41 AM
LMIG-2022-10853	2022	Lumpkin	(Unincorporated)	Approved	Larry Reiter	Sep-28-2021 02:28 PM
LMIG-2021-5583	2021	Lumpkin	(Unincorporated)	Approved	Larry Reiter	Oct-07-2020 03:22 PM

1 - 5 of 6 items

The Submitted grid only displays if you have a saved Grant application form or one has been Sent for Correction during review.
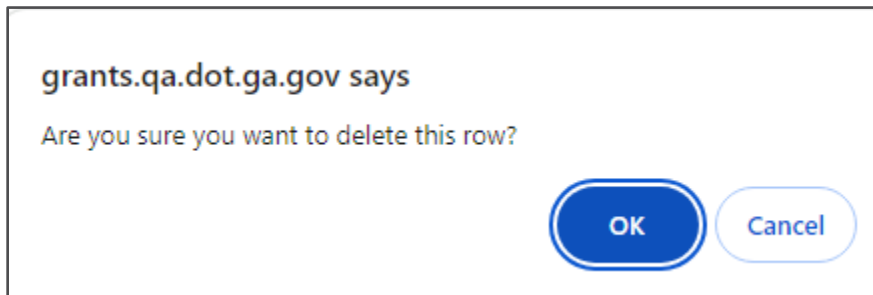
Note

Deleting a Draft Application

1. Select **Delete** to the right of the draft request you want to remove.

2. A message displays asking if you're sure you want to delete the request.

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

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.

Note

Editing a Draft Application

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

2. The system prompts you to enter the Local Government's FEIN as a precautionary security check.

3. If the FEIN number passes the validation check, the system displays the application pages so that you can edit the grant application.

Draft applications can only be edited prior to the application being submitted.

Note

Managing Submitted Applications

From the GRANTS homepage, you can view:

- Submitted applications.
- The workflow history for submitted applications.

The Submitted form grids will only display if the user has submitted an application request.

Note

Viewing Submitted Grant Applications

1. Select the **Grant Number** link contained within the Submitted LMIG Forms grid.
2. As a precaution, the system prompts you to enter the Local Government's FEIN.

3. If the FEIN number passes the validation check, the system displays the application pages in read-only mode.

Viewing Submitted Grant Applications - History

1. Select the **expand button** for the Grant Number link displayed in the Submitted LMIG Forms grid.

2. The system displays the workflow history of the submitted grant application request.

Managing Your Profile

Once you have logged in, the system displays the home page.

1. Select Manage Profile.

2. The **My Profile** screen displays.

1. Enter the required information.
2. Select **UPDATE.**

Access Help

Besides this manual, there are many resources available to you for this application.

If the answers to your questions are not in this manual or if you experience any problems with this application, please contact the Solutions Center at 404-631-1220 or solutionscenter@dot.ga.gov.

Note