



External

GRANTS – LMIG for External Users

Manual

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About this Manual

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:

- ✓ Introduction
- ✓ Register/Create a GRANTS Account
- ✓ Logging in to GRANTS
- ✓ Creating/Submitting a Grant Application
- ✓ Managing Grant Applications
- ✓ Managing Your Profile
- ✓ FAQs
- ✓ Help

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

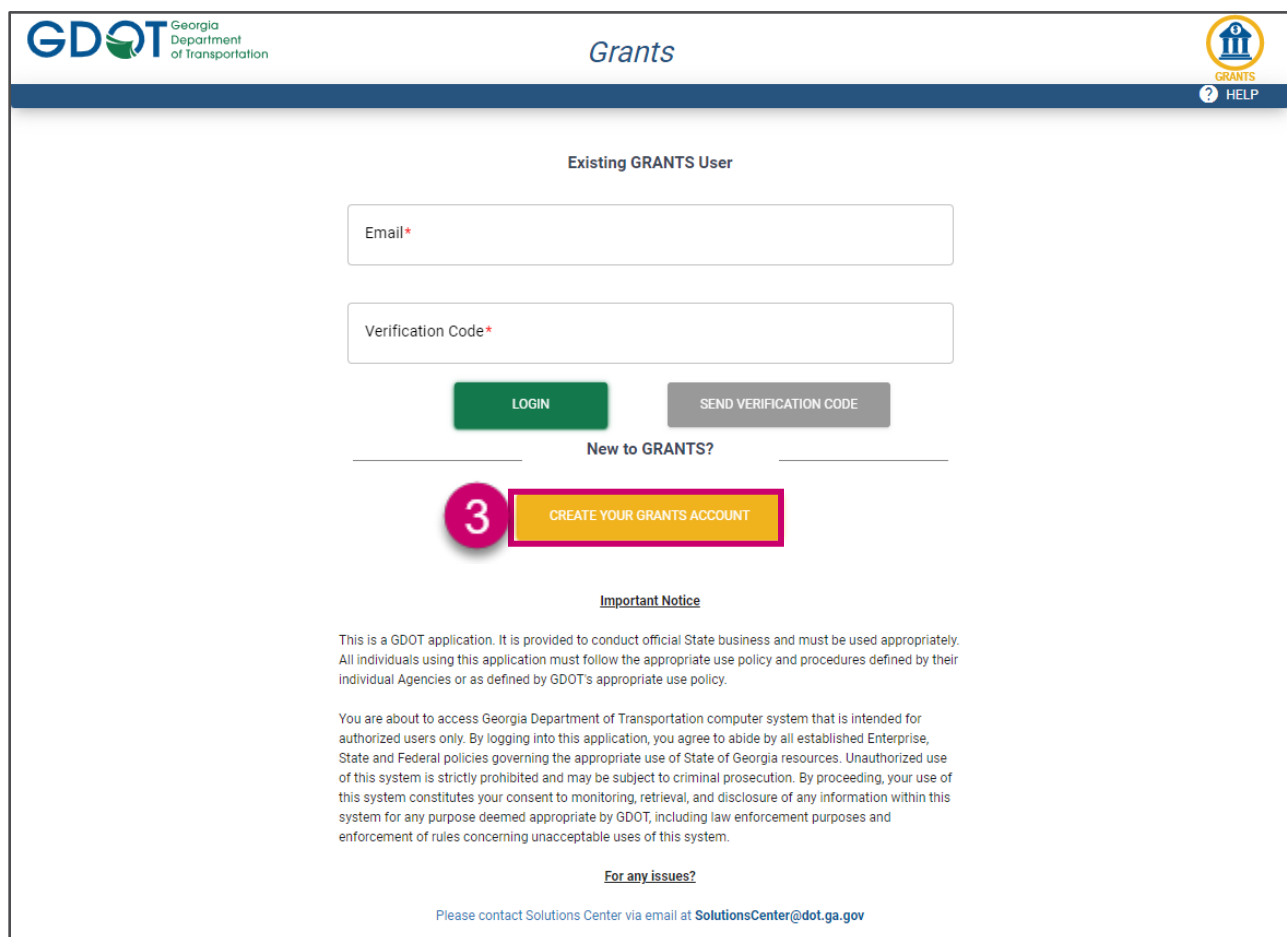
Overview

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.



The screenshot shows the GRANTS Login Page. At the top left is the GDOT logo. In the center is the word "Grants". At the top right is a "GRANTS" logo with a "HELP" link. Below the header, there is a section for "Existing GRANTS User" with input fields for "Email" and "Verification Code", and buttons for "LOGIN" and "SEND VERIFICATION CODE". Below this is a section for "New to GRANTS?" with a large yellow button labeled "3 CREATE YOUR GRANTS ACCOUNT". At the bottom, there is an "Important Notice" section with text about the application's purpose and a "For any issues?" link.

GDOT Georgia Department of Transportation

Grants

GRANTS HELP

Existing GRANTS User

Email *

Verification Code *

LOGIN SEND VERIFICATION CODE

New to GRANTS?

3 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

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


Grants


Create Account

Email*

First Name*

Last Name*

Phone*

Phone Type*

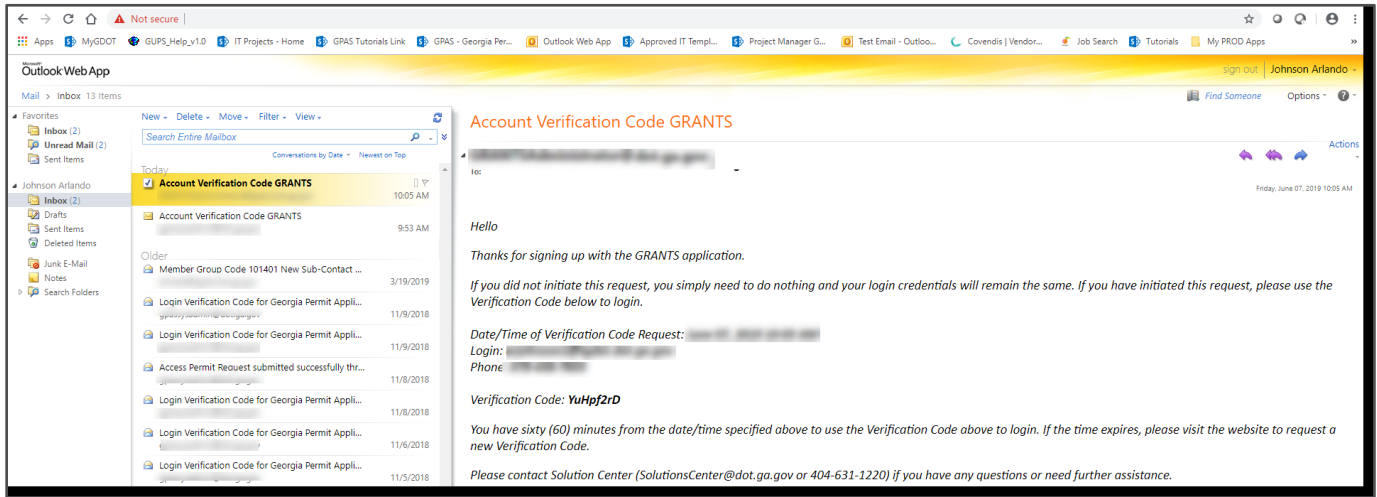
☐ I agree, that the email I am using is an official email for me or my company.
 By clicking the Register button, you agree to the [GDOT Terms and Conditions](#).

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.

The screenshot shows the GRANTS Login Page. The page has a header with the GDOT logo and the word "Grants". There is a "HELP" link in the top right corner. The main content area is titled "Existing GRANTS User" and contains the following form:

14. Email*

15. Verification Code*

16. LOGIN

SEND VERIFICATION CODE

New to GRANTS?

CREATE YOUR GRANTS ACCOUNT

Important Notice

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For any issues?

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

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.



Grants



[HOME](#)
[GRANTS](#)
[MANAGE PROFILE](#)

Welcome: Joe Smith
[LOGOUT](#)
[HELP](#)

Manage Profile

Update User Profile Information Here

First Name*
Joe

Last Name*
Smith

Title

Local Government*
Search for a Local Government

Email*
camihok@gmail.com

Phone Number*
706-461-1244

Phone Type
Mobile

☒ Send verification code via mobile texts
By checking the above checkbox, you expressly authorize GDOT to send your verification code via text message at the mobile number listed above. Carrier message and data rates may apply.

UPDATE

MANAGE ADDRESSES

+ Add New Address

Address Type	Address Line 1	Address Line 2	City	State	Zip Code	Active
<div> 10 items per page </div> <div> No items to display </div>						

20. Enter the required information.

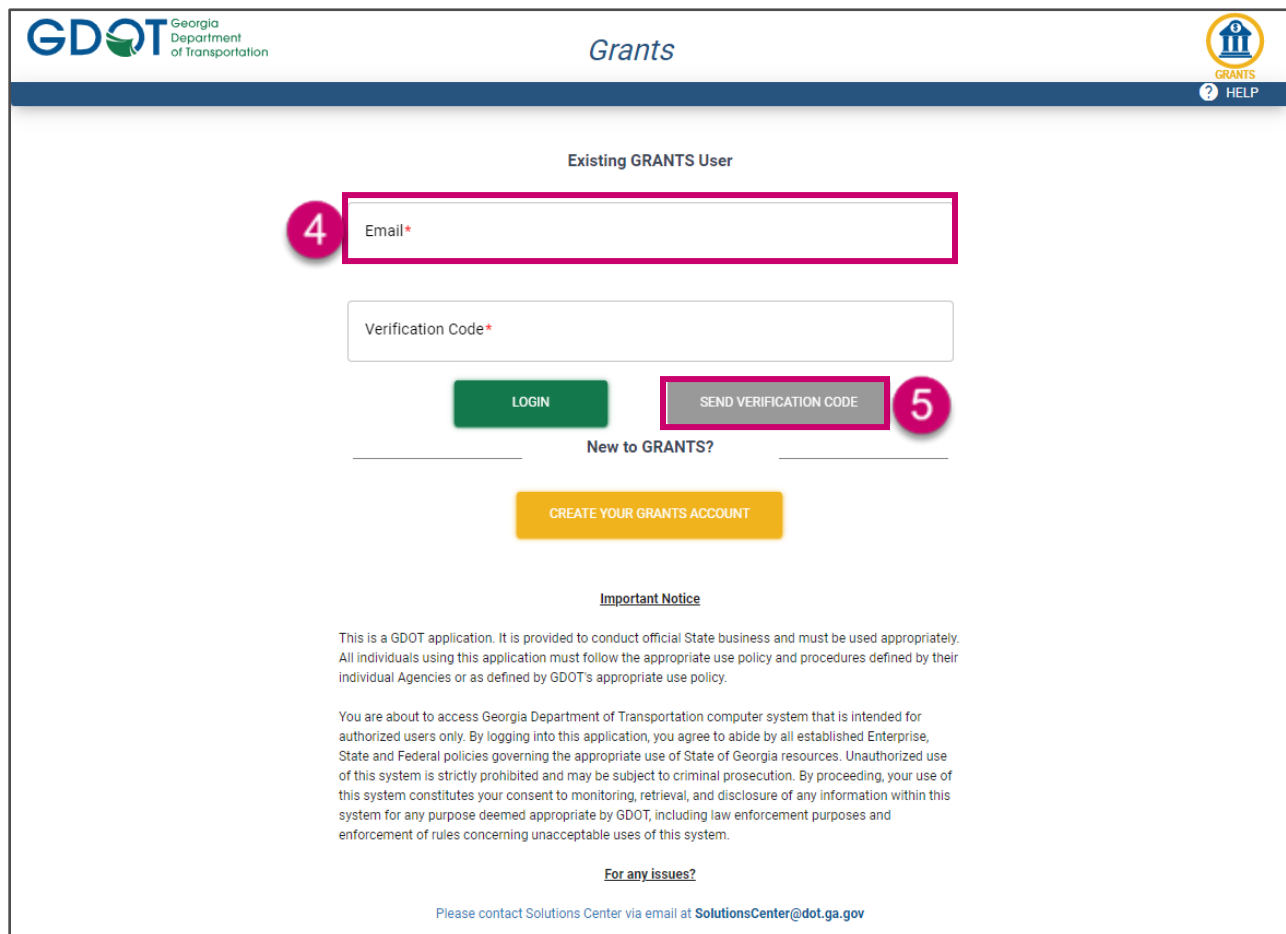
21. Select **UPDATE**.

22. You have successfully registered in the GDOT Grants Application.

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.



The screenshot shows the GRANTS Login Page. At the top left is the GDOT logo. At the top center is the word "Grants". At the top right is a "GRANTS" logo with a "HELP" link. The main heading is "Existing GRANTS User". Below this is a form with two input fields: "Email*" (highlighted with a pink box and a pink circle with the number 4) and "Verification Code*" (highlighted with a pink box and a pink circle with the number 5). Below the input fields are two buttons: "LOGIN" (green) and "SEND VERIFICATION CODE" (pink, highlighted with a pink box and a pink circle with the number 5). Below the buttons is a section for "New to GRANTS?" with a "CREATE YOUR GRANTS ACCOUNT" button. At the bottom, there is an "Important Notice" section with text about the application's purpose and a "For any issues?" link.

GDOT Georgia Department of Transportation

Grants

GRANTS HELP

Existing GRANTS User

4 Email*

Verification Code*

LOGIN SEND VERIFICATION CODE 5

New to GRANTS?

CREATE YOUR GRANTS ACCOUNT

Important Notice

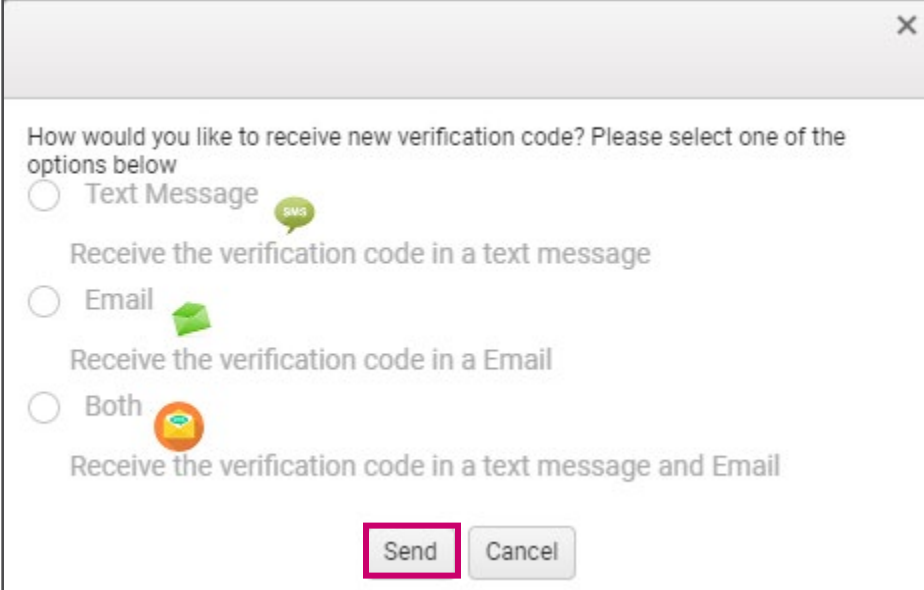
This is a GDOT application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by GDOT's appropriate use policy.

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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.



How would you like to receive new verification code? Please select one of the options below

☐ Text Message 
Receive the verification code in a text message

☐ Email 
Receive the verification code in a Email

☐ Both 
Receive the verification code in a text message and Email

Send Cancel

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

GDOT Georgia Department of Transportation

Grants

GRANTS ? HELP

Existing GRANTS User

Email*

Verification Code*

9

10 LOGIN SEND VERIFICATION CODE

New to GRANTS?

CREATE YOUR GRANTS ACCOUNT

Important Notice

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For any issues?

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

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.

The screenshot shows the GDOT Grants application interface. The top navigation bar includes links for HOME, GRANTS, and MANAGE PROFILE. A user is logged in as Joe Smith. The main content area displays a table titled 'SUBMITTED LMIG FORMS' with the following data:

Grant Number	Fiscal Year	County	City	Status	Submitted By	Submitted Date
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
LMIG-2020-1164	2020	Lumpkin	(Unincorporated)	Approved	Larry Reiter	Oct-03-2019 04:41 PM

The interface also includes a pagination bar at the bottom showing '5 items per page' and '1 - 5 of 5 items'.

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

GDOT Georgia Department of Transportation

Grants

Welcome: Joe Smith LOGOUT HELP

Local Maintenance Improvement Grant Form
Fill out below information about the form.

Grant No:

MAIN INFORMATION PROJECT INFORMATION ATTACHMENTS REVIEW

BEFORE YOU BEGIN

You will need your **FEIN** (Federal Employer Identification Number) and the following items to complete your Application:

- The List of projects to type in the system:
 - a. Road name, Beginning and Ending points, Length in miles, Description of work, Project cost, Estimated project let date
- The LMIG Cover Letter shall include the following:
 - a. Overview of type project(s) being requested
 - b. Status (percentage of completion) of previous LMIG funding for last 3 fiscal years
 - c. Signature of Mayor or County Commission Chairperson
- The LMIG Application Signature Page shall include the following:
 - a. Signature of Mayor or County Commission Chairperson
 - b. County/City Seal (If using an embossed seal, please shade it before scanning)
 - c. Notary signature and seal

[Click here to download the Application Signature Page Template](#)

[Click here to see the LMIG Guidelines and Rules](#)

Main Information

Local Government: Lumpkin County / (Unincorporated) Select Fiscal Year: [v]

First Name: Joe Last Name: Smith

Title: [v]

Email: camihok@gmail.com Phone: 706-461-1244

Payment Information

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

Payment FEIN: [v] Vendor ID: [v]

Vendor Name (Name/Venue/Vendor Name): [v] Address: [v]

Address: [v] Address: [v]

City: [v] State: [v] Zip Code: [v]

Desired Payment Option: [v]

CLOSE **SAVE** **NEXT**

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 **Supplemental** option from this

Note

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

Vendor's Information				
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

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.

GDOT Georgia Department of Transportation

Grants

Home About Us Manage Profile Welcome Joe Smith Logout

Local Maintenance Improvement Grant Form

Please provide information about the form.

Grant No: LMIG-2020-01027-SUP

MAIN INFORMATION PROJECT INFORMATION ATTACHMENTS REVIEW

BEFORE YOU BEGIN

You will need your FEN (Federal Employer Identification Number) and the following items to complete your application:

- The List of projects to type in the system:
 - a. Road name, beginning and ending points, length in miles, Description of work, Project cost, Estimated project start date
- The LMIG Cover Letter shall include the following:
 - a. Overview of type project(s) being requested
 - b. Status (percentage of completion) of previous LMIG funding for last 3 fiscal years
 - c. Signature of Mayor or County Commission Chairperson
- The LMIG Application Signature Page shall include the following:
 - a. Signature of Mayor or County Commission Chairperson
 - b. County/City Seal (if using an embossed seal, please attach it before scanning)
 - c. Notary signature and seal

Click here to download the Application Signature Page Template

Click here to see the LMIG Guidelines and Rules

Main Information

Local Government: Lumpkin County / (Unincorporated) 2020 - Supplement

First Name: Joe Last Name: Smith

Title:

Email: joe.smith@gmail.com Phone: 706-551-1000

Payment Information

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

Payment FEN: Vendor FEN: 000000000

Vendor Name (Select Vendor Name): 00 LOCAL GOVERNMENT Address: 100 MAIN STREET

Address: SUITE 100

City: 00 CITY State: 00 Zip Code: 00010

Vendor Bank Name: Vendor Bank Account: Select Vendor Bank Account

7 8

CLOSE SAVE RESET

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

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

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

GDOT Georgia Department of Transportation

Grants

HOME GRANTS MANAGE PROFILE Welcome: Joe Smith LOGOUT HELP

Local Maintenance Improvement Grant Form

Fill out below information about the form.

Grant No: **LMIG-2024-24957-SUP**

MAIN INFORMATION **PROJECT INFORMATION** ATTACHMENTS REVIEW

Project Information

Current FY LMIG Formula Amount: \$651,138.44 Current FY Required LMIG Match: 0% Current FY Project Minimum Amount: \$651,138.44

+ Add Project

Road Name	Beginning	Ending	Length (Miles)	Description Of Work	Project Cost	Project Let Date
No items to display						

10 items per page

Total Project Cost:

PREVIOUS CLOSE SAVE NEXT

11. Select **Add Project**.

12. The system displays an Add/Edit Project popup window.

Add/Edit Project

Road Name:* Fastbender Road

Beginning:* Smith Street

Ending:* Jones Street

Length (Miles):* 8

Description Of Work:* Grade and pave


Project Cost:* 1400000

Project Let Date:* 05/20/2024

Update Cancel

13. Enter the required information.

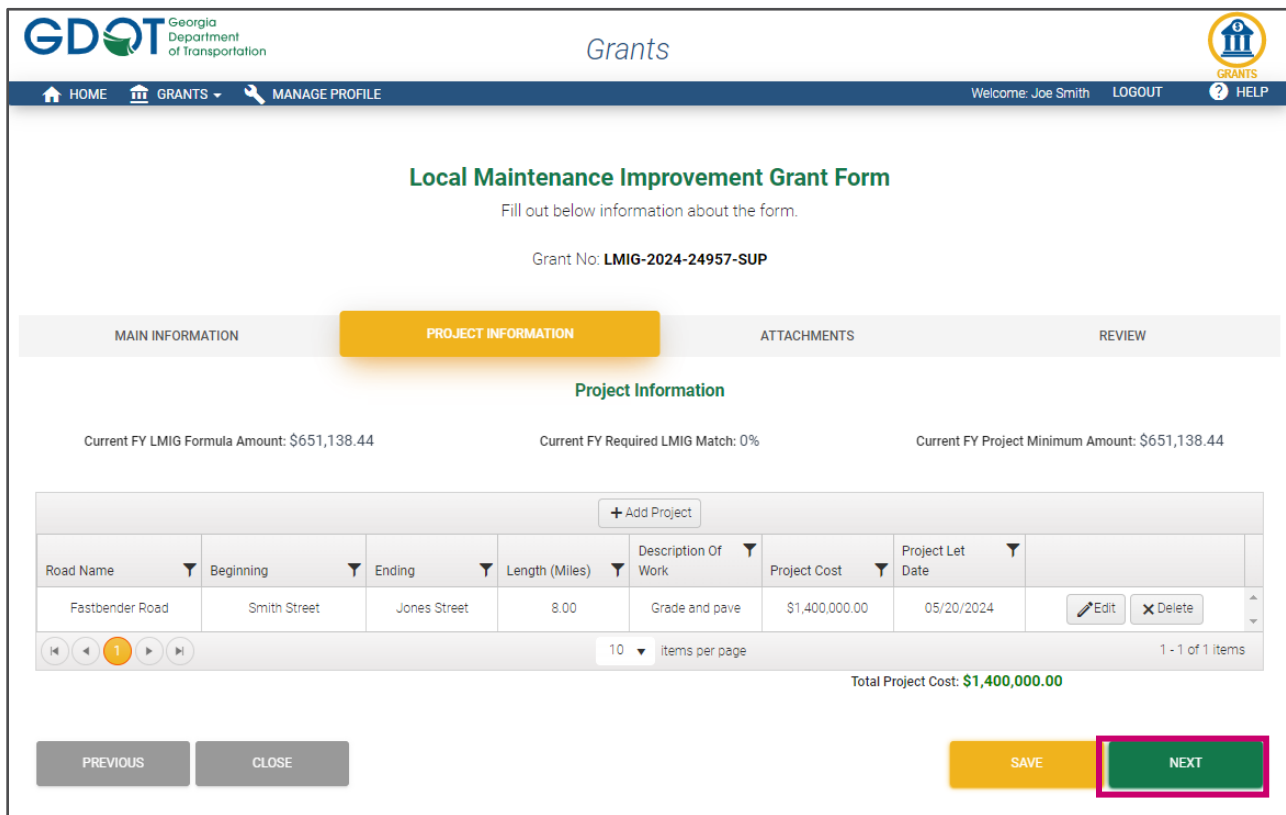
14. Select **Update**.





Repeat Steps 11 – 14 to add additional projects.

Note

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



The screenshot shows the 'Local Maintenance Improvement Grant Form' in the 'PROJECT INFORMATION' tab. It displays a table with one project entry: 'Fastbender Road' from 'Smith Street' to 'Jones Street', 8.00 miles long, with a cost of \$1,400,000.00 and a let date of 05/20/2024. The 'NEXT' button is highlighted with a red box.

Road Name	Beginning	Ending	Length (Miles)	Description Of Work	Project Cost	Project Let Date	
Fastbender Road	Smith Street	Jones Street	8.00	Grade and pave	\$1,400,000.00	05/20/2024	 

Total Project Cost: **\$1,400,000.00**

Buttons: PREVIOUS, CLOSE, SAVE, **NEXT**

16. Select **NEXT**.

17. The Attachments page displays.

Grants

HOME

GRANTS

MANAGE PROFILE

Welcome: Joe Smith LOGOUT ? HELP

Local Maintenance Improvement Grant Form

Fill out below information about the form.

Grant No: LMIG-2024-24957-SUP

MAIN INFORMATION

PROJECT INFORMATION

ATTACHMENTS

REVIEW

GDOT LMIG Application Checklist

- The LMIG **Cover Letter** shall include the following:
 - Overview of type project(s) being requested
 - Status (percentage of completion) of previous LMIG funding for **last 3 fiscal years**
 - Signature of Mayor or County Commission Chairperson
- The LMIG **Application Signature Page** shall include the following:
 - Signature of Mayor or County Commission Chairperson
 - County/City Seal (If using an embossed seal, please shade it before scanning)
 - Notary signature and seal

18

Click here to download the Application Signature Page Template

Attachments

Document Type	Document Name	Date Uploaded	Uploaded By
Application Signature Page*			
Cover Letter*			
Miscellaneous			

20

21

PREVIOUS

CLOSE

SAVE

NEXT


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.


Georgia Department of Transportation

Grants

 HOME
  GRANTS
  MANAGE PROFILE

Welcome Joe Smith
  LOGOUT
  HELP

Local Maintenance Improvement Grant Form

Fill out below information about the form.

Grant No: LMIG-2024-24957-SUP

MAIN INFORMATION
 PROJECT INFORMATION
 ATTACHMENTS
 REVIEW

Review LMIG Form Information

Main Information

Local Government

Lumpkin County / (Unincorporated)

Fiscal Year

2024 - Supplement

First Name

Joe

Last Name

Smith

Title

Email

camihok@gmail.com

Phone

706-461-1244

Payment Information

FIN #

XXXXXX1111

Vendor ID

LG999999999

Vendor Name/Alternate Vendor Name

GA LOCAL GOVERNMENT

Address1

100 MAIN STREET

Address2

SUITE 1A

Address3

City

GA CITY

State

GA

Zip Code

30010

Desired Payment Option

ACH

Vendor's Bank Account

XXXXXX1111

Project Information

Current FY LMIG Formula Amount: \$691,138.44
 Current FY Required LMIG Match: 0%
 Current FY Project Minimum Amount: \$691,138.44

Road Name	Beginning	Ending	Length (Miles)	Description Of Work	Project Cost	Project Let Date
Reardon Road	Smith Street	Jones Street	0.00	Grass and pave	\$1,400,000.00	09/20/2024

12 items per page
 Total Project Cost: **\$1,400,000.00**

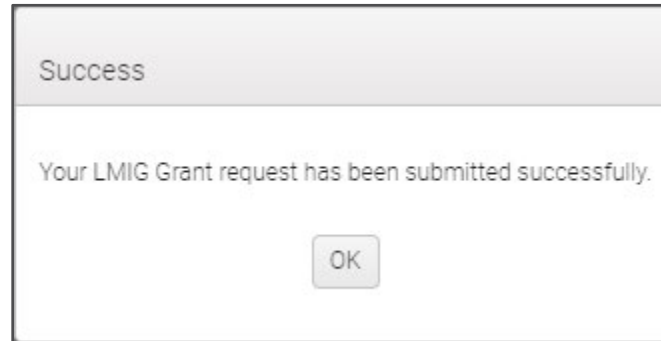
Attachments

	Document Type	Document Name	Date Uploaded	Uploaded By
▶	Cover Letter	WTL_002826_080326.PDF	May 09 2024 12:00 AM	Joe Smith
▶	Miscellaneous			
▶	Application Signature Page	WTL_002826_080326.PDF	May 09 2024 12:00 AM	Joe Smith

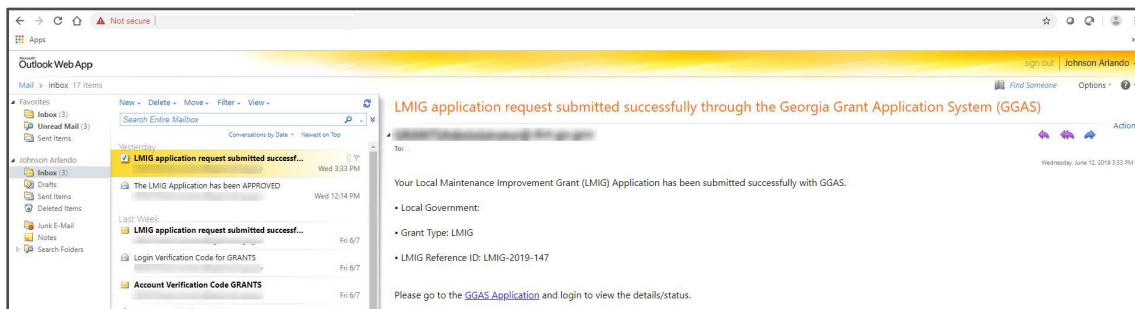
PREVIOUS
 CLOSE
 SAVE
 FINISH

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.

GDOT Georgia Department of Transportation

Grants

Welcome: Joe Smith LOGOUT ? HELP

HOME GRANTS MANAGE PROFILE

SUBMITTED LMIG FORMS

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

5 items per page 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

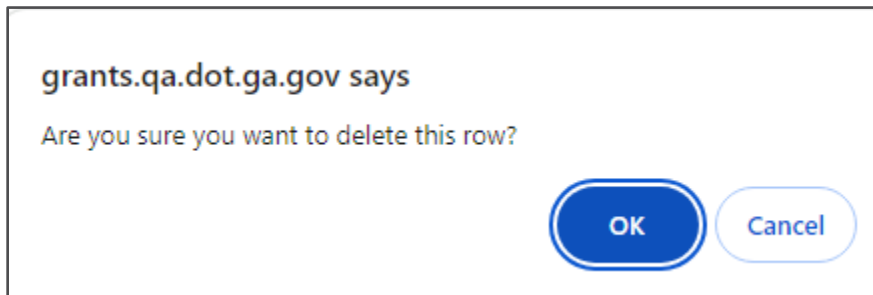
Deleting a Draft Application

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



The screenshot shows the 'Grants' application interface. At the top, there's a navigation bar with 'HOME', 'GRANTS', and 'MANAGE PROFILE'. Below this, a table titled 'DRAFT LMIG FORMS' is displayed. The table has columns for Grant Number, Fiscal Year, County, City, Status, Created By, and Created Date. The first row shows 'LMIG-2024-24975' for the year 2024, in Burke County, Keyville, with a status of 'Draft'. To the right of this row, there is a red box containing a trash icon and the text 'Delete'. Below the table, there are pagination controls showing '1 - 1 of 1 items'.

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



The screenshot shows a confirmation dialog box. The text inside reads 'grants.qa.dot.ga.gov says' followed by 'Are you sure you want to delete this row?'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

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.

The screenshot shows the 'Grants' application interface. At the top, there's a navigation bar with 'HOME', 'GRANTS', and 'MANAGE PROFILE'. The user is logged in as 'Joe Smith'. Below the navigation bar, there are two main sections: 'DRAFT LMIG FORMS' and 'SUBMITTED LMIG FORMS'. The 'DRAFT LMIG FORMS' section contains a table with columns: Grant Number, Fiscal Year, County, City, Status, Created By, and Created Date. The first row shows 'LMIG-2024-24977' for the year 2024, in Burke County, Keyville, with a status of 'Draft', created by 'Joe Smith' on 'May-09-2024 01:15 PM'. A red box highlights the 'Grant Number' link. The 'SUBMITTED LMIG FORMS' section contains a similar table with columns: Grant Number, Fiscal Year, County, City, Status, Submitted By, and Submitted Date. The first row shows 'LMIG-2024-24920-SUP' for the year 2024, in Burke County, Keyville, with a status of 'Approved', submitted by 'Sangeetha Dhareddy' on 'Feb-29-2024 10:17 AM'.

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

The screenshot shows a 'FEIN Verification' dialog box. It has a title bar with a close button. Inside, there's a label 'Enter FEIN Number' above a text input field. Below the input field is an 'OK' button.

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



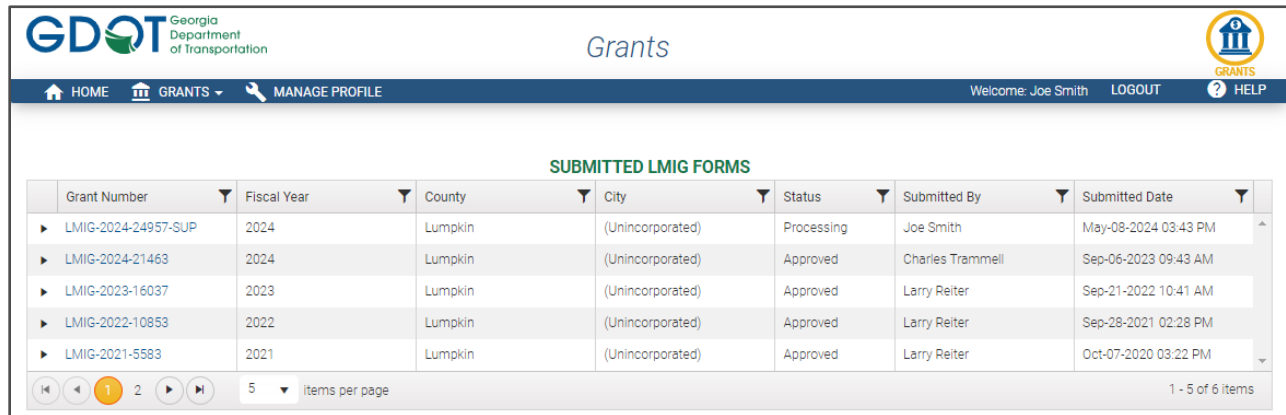
Draft applications can only be edited prior to the application being submitted.

Note

Managing Submitted Applications

From the GRANTS homepage, you can view:

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



The screenshot shows the GRANTS homepage with a navigation bar and a table of submitted LMIG forms. The table has columns for Grant Number, Fiscal Year, County, City, Status, Submitted By, and Submitted Date. The data is as follows:

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-2021-5593	2021	Lumpkin	(Unincorporated)	Approved	Larry Reiter	Oct-07-2020 03:22 PM



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.



The dialog box is titled "FEIN Verification" and contains a text input field labeled "Enter FEIN Number". Below the input field is an "OK" button.

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


Grants


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Local Maintenance Improvement Grant Form

Grant No: **LMIG-2024-24920-SUP**

MAIN INFORMATION
PROJECT INFORMATION
ATTACHMENTS

Review LMIG Form Information

Main Information

Local Government	Fiscal Year
Burke County / Keysville	2024 - Supplement
First Name	Last Name
Sangeetha	Dhareddy
Title	
test	
Email	Phone
SDhareddy@tgdot.dot.ga.gov	214-632-4867



Payment Information

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 Address For Check	
CHK	SUITE 1A GA CITY, GA 30010	

CLOSE
NEXT

Viewing Submitted Grant Applications - History

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


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DRAFT LMIG FORMS

Grant Number	Fiscal Year	County	City	Status	Created By	Created Date	
LMIG-2024-24977	2024	Burke	Keysville	Draft	Joe Smith	May-09-2024 01:15 PM	Delete

5 Items per page 1 - 1 of 1 items

SUBMITTED LMIG FORMS

Grant Number	Fiscal Year	County	City	Status	Submitted By	Submitted Date	
LMIG-2024-24920-SUP	2024	Burke	Keysville	Approved	Sangeetha Dhareddy	Feb-29-2024 10:17 AM	

Group Name	Assigned Date	Assigned To	Status	Status Date	Last Updated User
Monitor Group	Feb-29-2024 10:32 AM	Charity L. Belford	Claimed	Feb-29-2024 10:32 AM	
Monitor Group	Feb-29-2024 10:29 AM		Group Assigned	Feb-29-2024 10:29 AM	
Payables Group	Feb-29-2024 10:29 AM	Kirkley Braswell Renwick	Approved	Feb-29-2024 10:29 AM	Kirkley Braswell Renwick
Payables Group	Feb-29-2024 10:29 AM	Kirkley Braswell Renwick	Claimed	Feb-29-2024 10:29 AM	
Payables Group	Feb-29-2024 10:27 AM		Group Assigned	Feb-29-2024 10:27 AM	
Local Grants Office Administration	Feb-29-2024 10:26 AM	William Kenrick Wright Jr	Approved	Feb-29-2024 10:27 AM	William Kenrick Wright Jr
Local Grants Office Staff	Feb-29-2024 10:25 AM	Charity L. Belford	Approved	Feb-29-2024 10:26 AM	Charity L. Belford
Local Grants Office Staff	Feb-29-2024 10:25 AM	Charity L. Belford	Claimed	Feb-29-2024 10:25 AM	
Local Grants Office Staff	Feb-29-2024 10:24 AM		Group Assigned	Feb-29-2024 10:24 AM	
District State Aid Coordinator D2	Feb-29-2024 10:17 AM	Matthew S. Sammons	Approved	Feb-29-2024 10:24 AM	Matthew S. Sammons

5 Items per page 1 - 10 of 11 items

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.



Grants

Welcome: Joe Smith LOGOUT ? HELP

DRAFT LMIG FORMS

Grant Number	Fiscal Year	County	City	Status	Created By	Created Date	
LMIG-2024-24977	2024	Burke	Keysville	Draft	Joe Smith	May-09-2024 01:15 PM	Delete


5 items per page 1 - 1 of 1 items

SUBMITTED LMIG FORMS


Grant Number	Fiscal Year	County	City	Status	Submitted By	Submitted Date	
LMIG-2024-24920-SUP	2024	Burke	Keysville	Approved	Sangeetha Dhareddy	Feb-29-2024 10:17 AM	

5 items per page 1 - 1 of 1 items

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



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Manage Profile

Update User Profile Information Here

First Name*
Joe

Last Name*
Smith

Title

Local Government*
Burke County / Keysville

Email*
camihok@gmail.com

Phone Number*
706-461-1244

Phone Type
Mobile

☒ Send verification code via mobile texts
By checking the above checkbox, you expressly authorize GDOT to send your verification code via text message at the mobile number listed above. Carrier message and data rates may apply.

UPDATE

MANAGE ADDRESSES

+ Add New Address

Address Type	Address Line 1	Address Line 2	City	State	Zip Code	Active
<div> <div>10</div> <div>Items per page</div> </div> <div>No items to display</div>						

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