



LAPPS ONLINE MANUAL

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1 Purpose

This is a user manual for the web-based application for [Local Administered Projects and Program Site \(LAPPS\)](#) from Georgia Department of Transportation (GDOT). The scope of this guide is restricted to the process of completing the application via the online portal. This guide does not detail the requirements of the LAP application. LAP Program guide and details regarding application requirements can be found at <https://www.dot.ga.gov/GDOT/Pages/LAP.aspx>.

2 Technical Support

For technical support regarding the web-based application, please contact GDOT at Solution Center at SolutionsCenter@dot.ga.gov.

3 User Roles

Once you have created an account, a GDOT admin will assign you a role. The available roles and their responsibilities are described below.

3.1 Available Roles

The available roles are:

Role	Full Title	Brief Role Description
Applicant	Applicant	Can view, edit, and submit applications
LAPCC	Local Administered Project Certification Committee	Can leave messages and approve / reject sections Includes various Subject Matter Experts (SMEs)
DPPL	District Planning & Programming Liaison	Can leave messages and approve / reject sections
GDOT Admin	GDOT Admin	Can leave messages and approve / reject sections Can approve new users and edit existing users Can view approved organizations Can view, add, and edit form pages

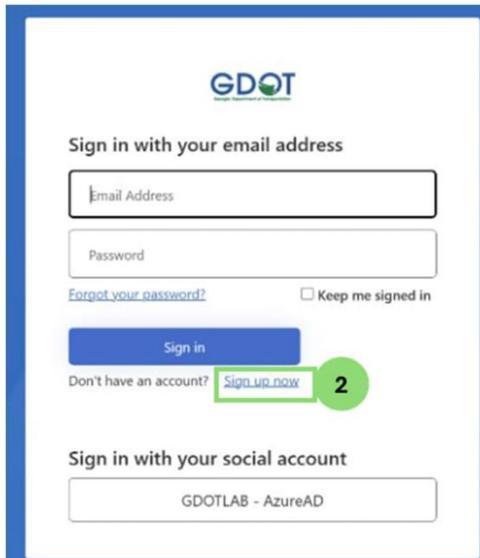
4 Getting Started

4.1 User Account Set Up

1. To gain access to the GDOT LAPPS system, you must have a user account. Each user must have their own unique login credentials. To get a user account for the LAPPS system, visit the [site](#), and select “Log in / Register”.

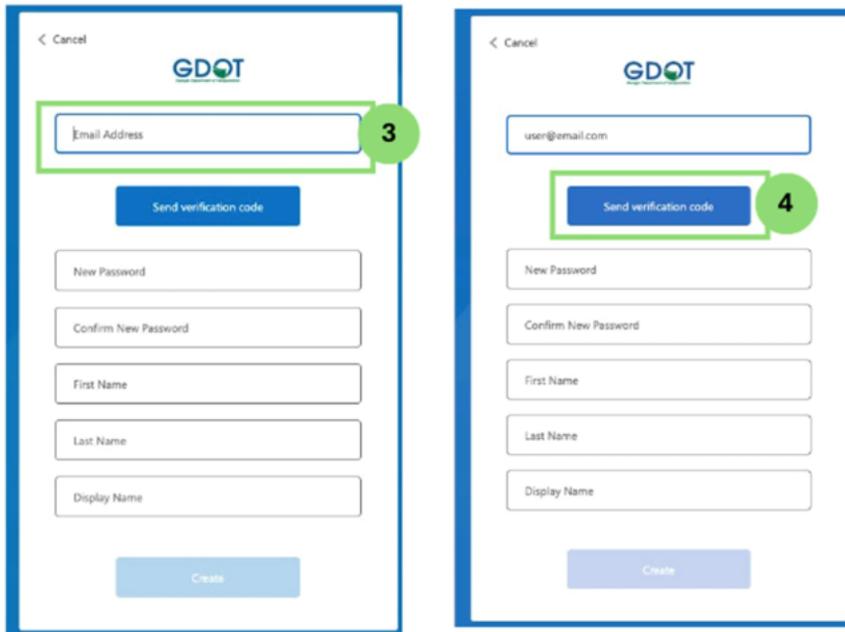


2. You will be redirected to a sign in page. Select “Sign up now”.

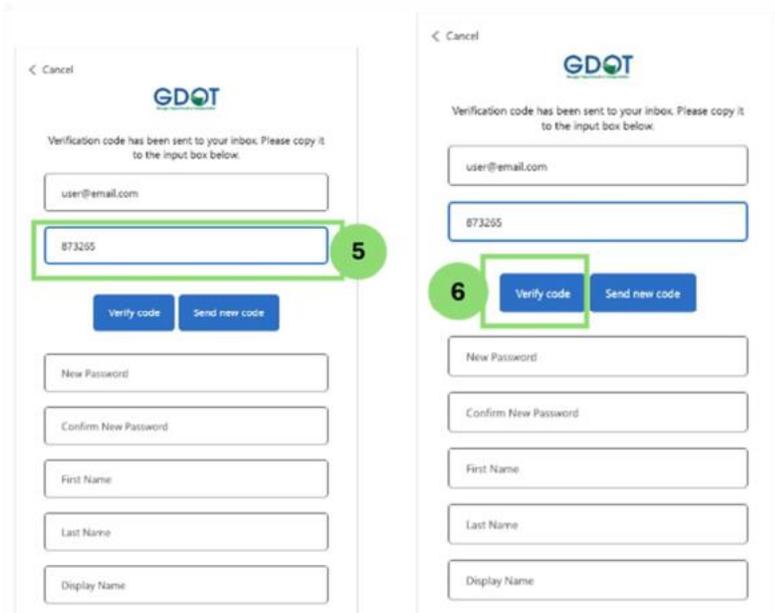


3. On the next screen, enter your email address.

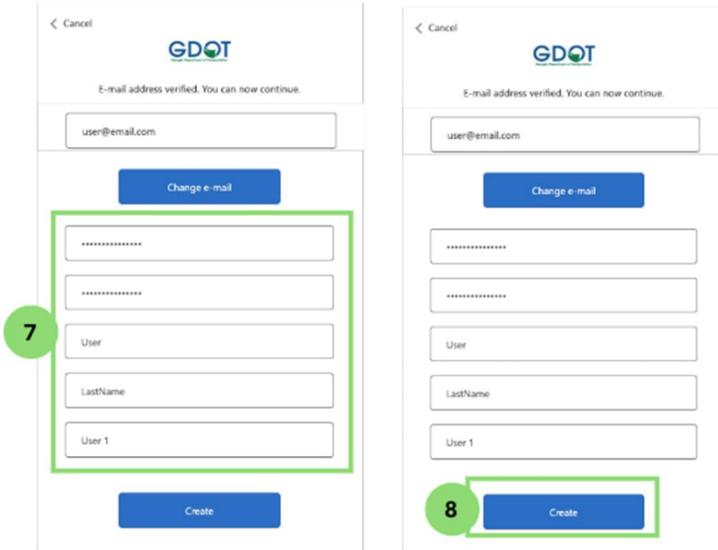
4. Click “Send verification code”. A code will be sent to the provided email address.



- 5. Once you receive the code, enter it where indicated.
- 6. Select “Verify code”.



- 7. Fill out the remaining boxes on the page.
- 8. Click “Create”.



9. You will then be asked to enter and verify your phone number.

10. After you hit “Verify Code”, you will be redirected back to the landing page.

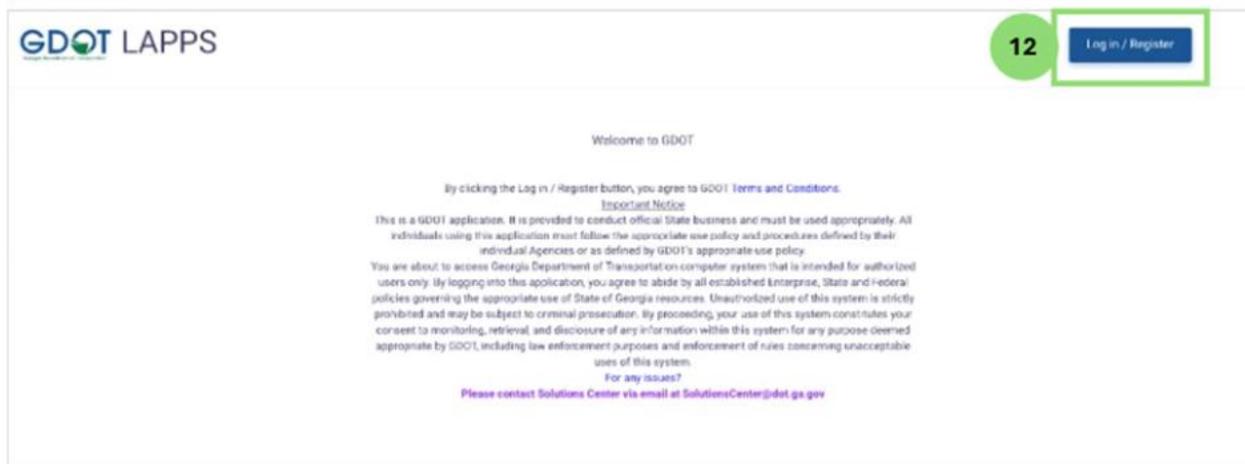


At this point, you must wait for a GDOT Admin to approve your account. Once your account is approved, you can log in as described in the next section.

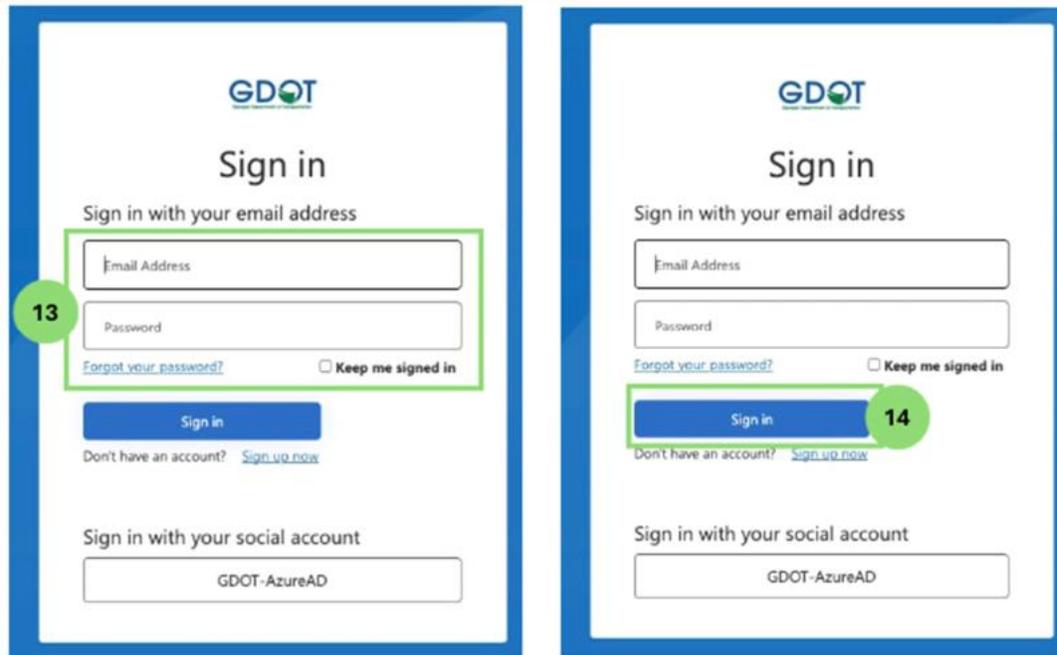
4.2 Log In

To login:

11. Go to: lapps.dot.ga.gov.
12. Click on “Log in / Register”.

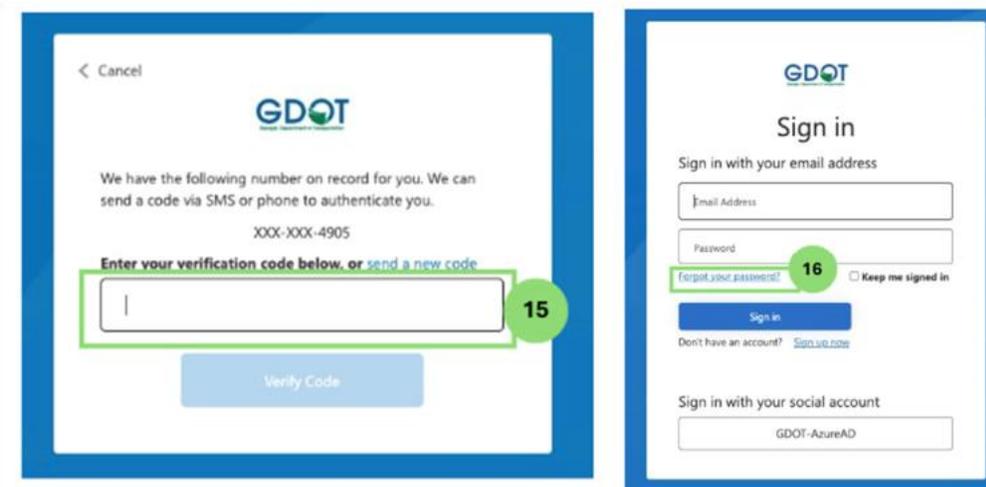


13. Enter the email used to create the account and the password chosen at account set up.
14. Click “Sign In”.



The image shows two screenshots of the GDOT Sign in page. The left screenshot shows the 'Sign in' form with a green box around the 'Email Address' and 'Password' fields, and a green circle with the number 13. The right screenshot shows the same form with a green box around the 'Sign in' button and a green circle with the number 14.

15. You will be directed to a two-factor authentication page, where you can either receive a text message or a phone call to complete your sign in.



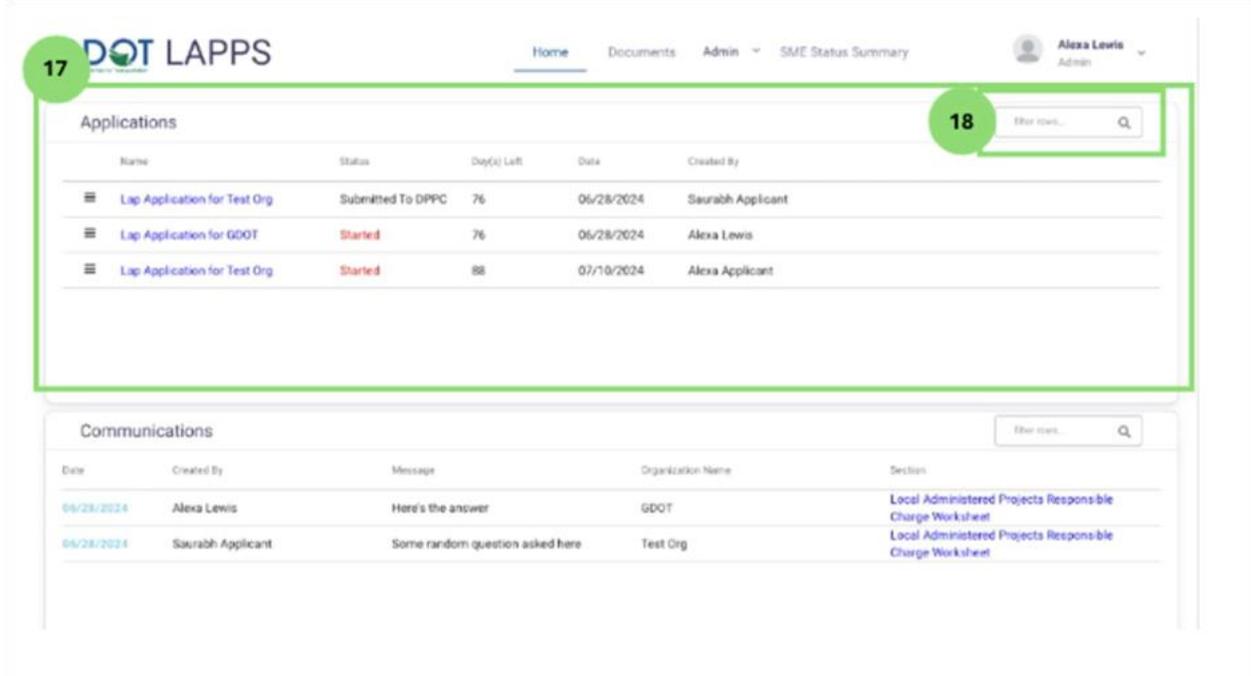
The image shows two screenshots of the GDOT Sign in page. The left screenshot shows a two-factor authentication page with a green box around the verification code input field and a green circle with the number 15. The right screenshot shows the 'Sign in' form with a green box around the 'Forgot your password?' link and a green circle with the number 16.

Forgot Password

16. If you have forgotten your password, click on “Forgot your password?”. You will be asked to enter your email. You will then receive an email providing instructions to reset your password.

5 Homepage

Upon logging in, you will reach the homepage. Under **Applications**, you will see any active or past applications started by the Local Government (LG) (17). The search bar labeled **filter rows...** (18) allows you to search your applications by keyword. *Refresh page as needed.



17 DOT LAPPS

Home Documents Admin SME Status Summary Alexa Lewis Admin

18 Applications

Name	Status	Day(s) Left	Date	Created By
Lap Application for Test Org	Submitted To DPPC	76	06/28/2024	Saurabh Applicant
Lap Application for GDOT	Started	76	06/28/2024	Alexa Lewis
Lap Application for Test Org	Started	88	07/10/2024	Alexa Applicant

Communications

Date	Created By	Message	Organization Name	Section
06/28/2024	Alexa Lewis	Here's the answer	GDOT	Local Administered Projects Responsible Charge Worksheet
06/28/2024	Saurabh Applicant	Some random question asked here	Test Org	Local Administered Projects Responsible Charge Worksheet

The columns of the Applications section are described below:

19. Name: Indicates the type of application the LG has started.

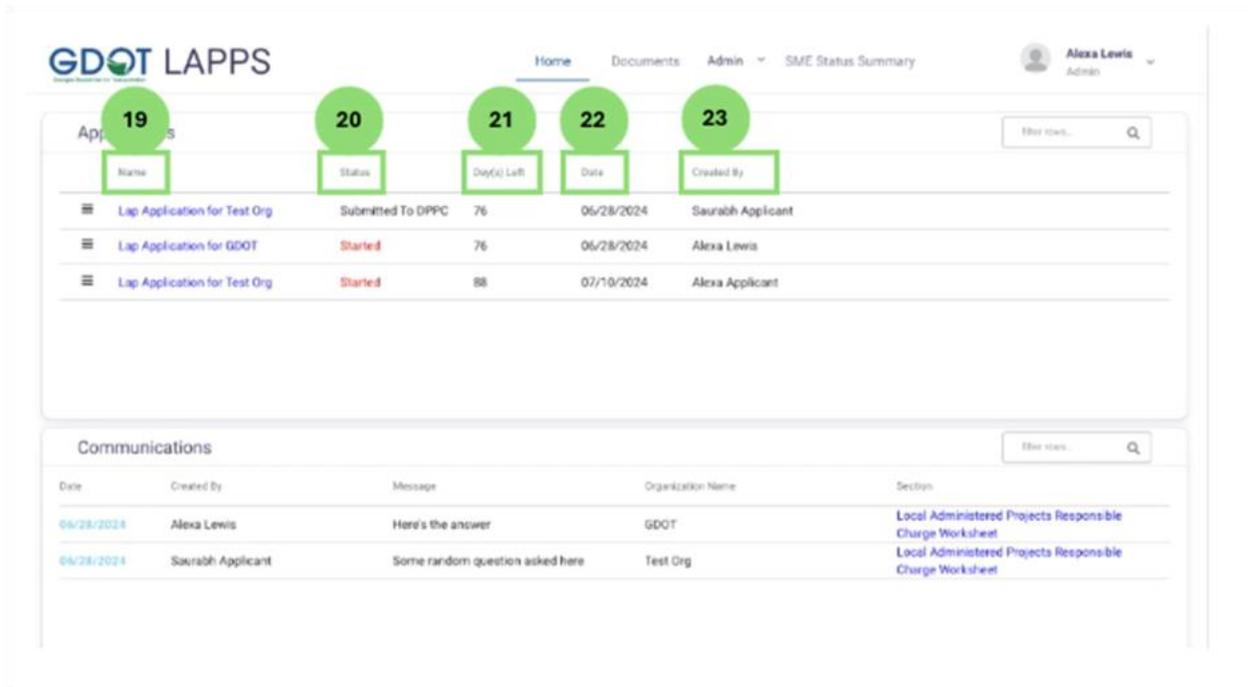
20. Status: Indicates the status of the application.

- Started: The LG has started an application, but it is not yet submitted.
- Submitted to SME / DPPL / GDOT: The LG application has been submitted to the SME / DPPL / GDOT Admin and is under review.
- Ask For More Info: The LG application requires additional information as indicated by GDOT's comments.
- Approved: The LG application has been approved.
- Reject: The LG application has been rejected by the SME / DPPL / GDOT Admin.

21. Days Left: Indicates the days remaining for the LG to fill out the application.

22. Date: Indicates the date the application was started.

23. Created By: Indicates the user that created the application.



Applications

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Under **Communications** (24), you will see any messages regarding your application. The search bar labeled **filter rows...** (25) allows you to search your messages by keyword.

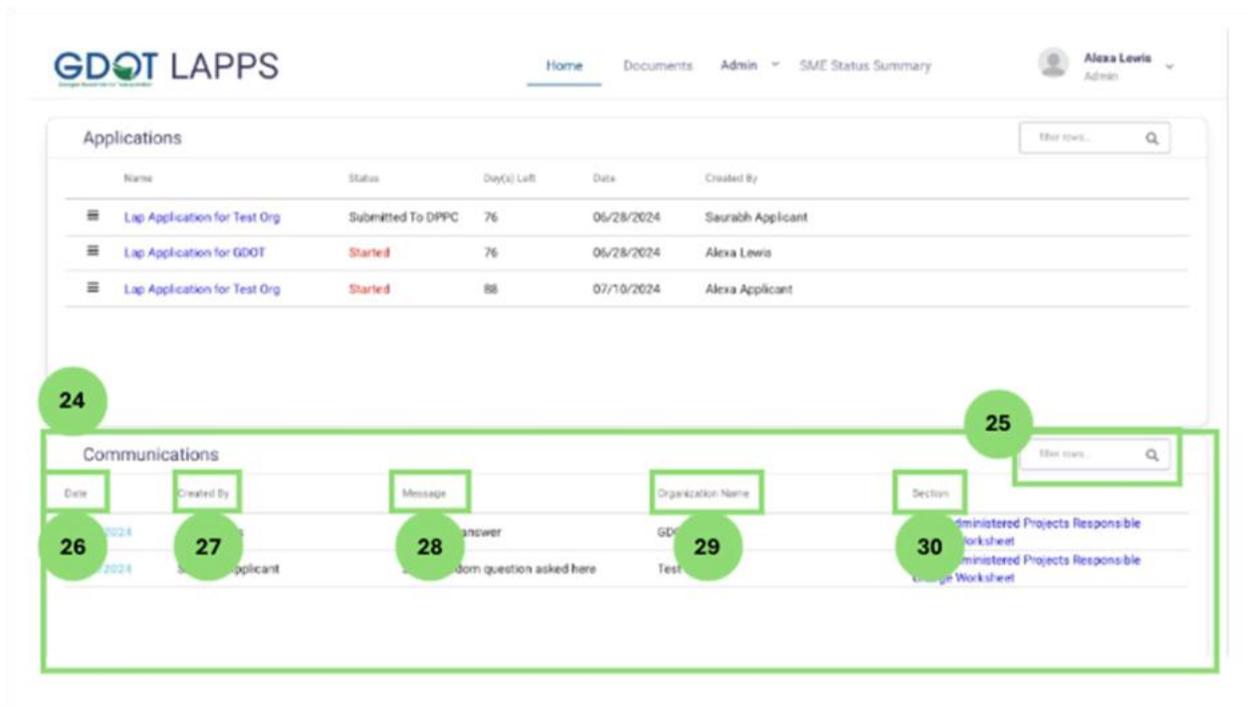
26. Date: Indicates the date the message was sent

27. Created By: Indicates which user sent the message

28. Message: Shows the content of the message

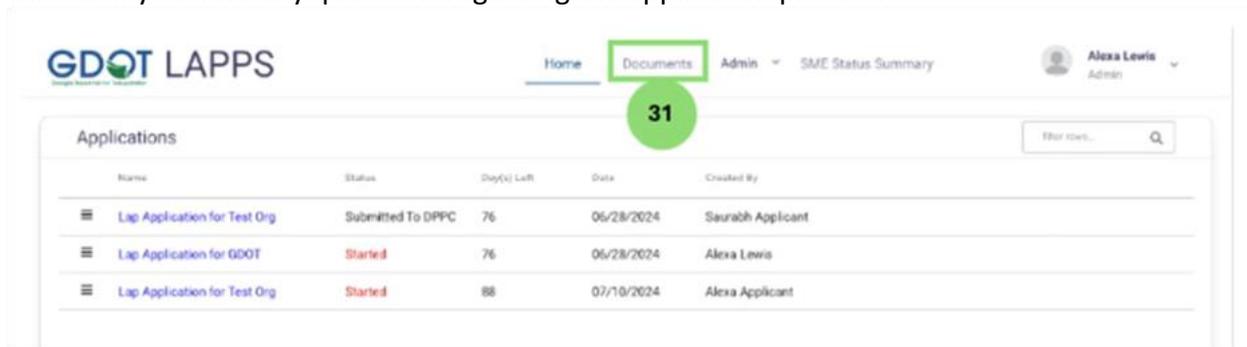
29. Organization Name: Indicates which organization sent message

30. Section: Indicates which section of the application the message was left in



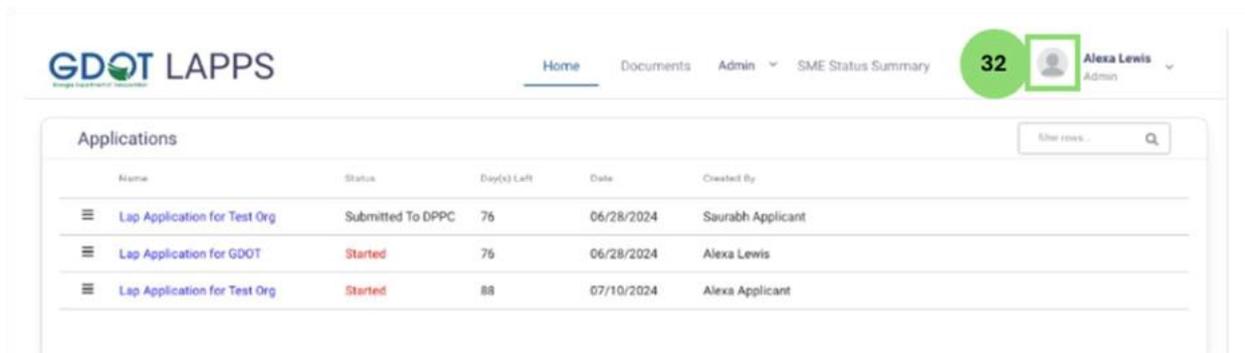
6 Useful Documents

At the top of every page, you will see a tab labeled Documents (31). This tab includes example applications, guides for filling out an application, as well as frequently asked questions. Refer to this tab if you have any questions regarding the application process.



7 Profile

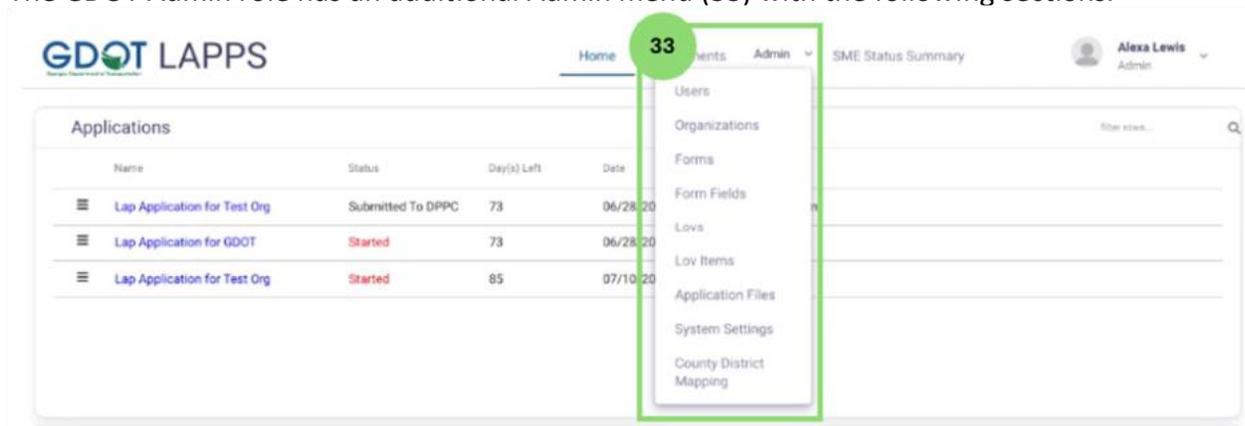
To view your profile, click on the profile icon  located in the top right corner of every page (32). Here you can view details of your profile as well as add a profile picture. The process for adding a profile picture is similar to uploading a file as described above.



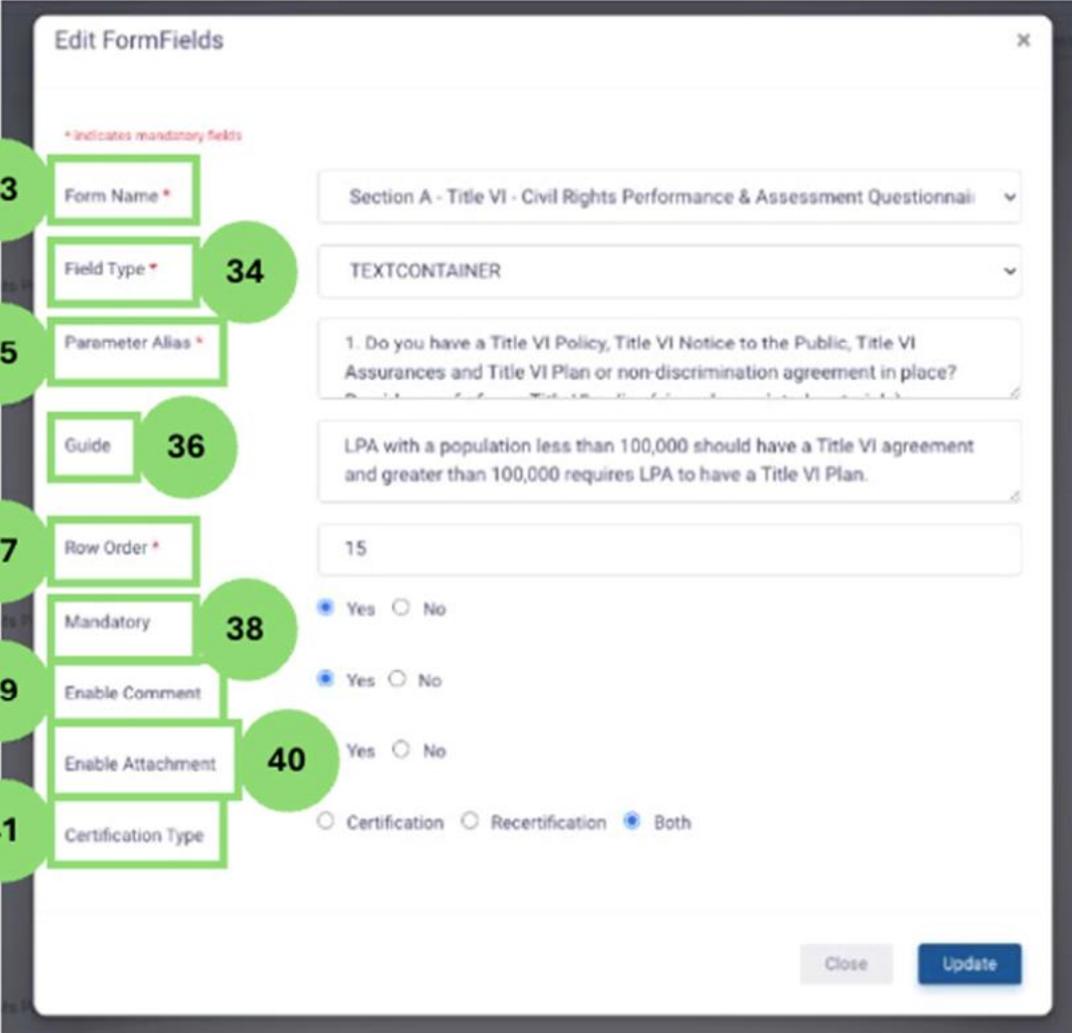
8 Role-Based Actions

8.1 GDOT Admin

The GDOT Admin role has an additional Admin menu (33) with the following sections:



- **Users:** view, edit, and approve users
- **Organizations:** see all organizations with the ability to submit an application
- **Forms:** view and edit the names and order of application sections
- **Form Fields:** view and edit the application questions
 - When editing form fields, the following parameters are editable:
 - 33. Form Name: name of form section in which application question appears
 - 34. Field Type: question type (*e.g.*, TEXTCONTAINER, CHECKBOX, DATE)
 - 35. Parameter Alias: question text
 - 36. Guide: tooltip text (shows up when the ? icon is clicked)
 - 37. Row Order: indicates in what order the questions are arranged
 - 38. Mandatory: indicates whether an answer is required
 - 39. Enable Comment: indicates whether a question can be commented on
 - 40. Enable Attachment: indicates whether a question can support an attachment
 - 41. Certification Type: indicates whether the question appears on a Certification application, a Recertification application, or both



The screenshot shows the 'Edit FormFields' interface. A red asterisk indicates mandatory fields. The interface includes the following fields and options:

- 33** Form Name *
- 34** Field Type *
- 35** Parameter Alias *
- 36** Guide
- 37** Row Order *
- 38** Mandatory
- 39** Enable Comment
- 40** Enable Attachment
- 41** Certification Type

The form content includes a dropdown menu for 'Section A - Title VI - Civil Rights Performance & Assessment Questionnaire', a 'TEXTCONTAINER' dropdown, and two text areas with the following text:

1. Do you have a Title VI Policy, Title VI Notice to the Public, Title VI Assurances and Title VI Plan or non-discrimination agreement in place?

LPA with a population less than 100,000 should have a Title VI agreement and greater than 100,000 requires LPA to have a Title VI Plan.

15

Yes No

Yes No

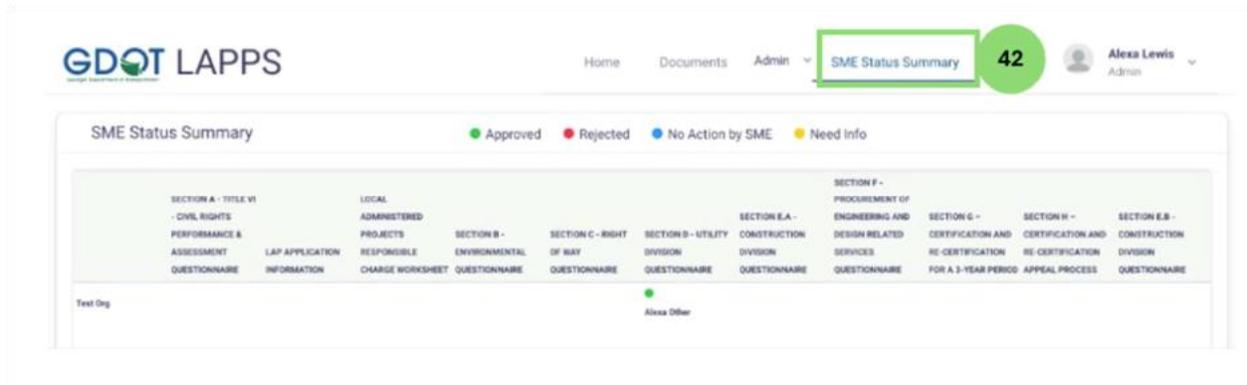
Yes No

Certification Recertification Both

Buttons: Close, Update

- **Lovs:** view and edit identifiers for all multi-select application questions
- **Lov Items:** view and edit answer options for all multi-select application questions
- **Application Files:** view and delete all created applications
- **System Settings:** control role settings (i.e., how long each role has to approve applications)
- **County District Mapping:** view and edit how counties are assigned to districts

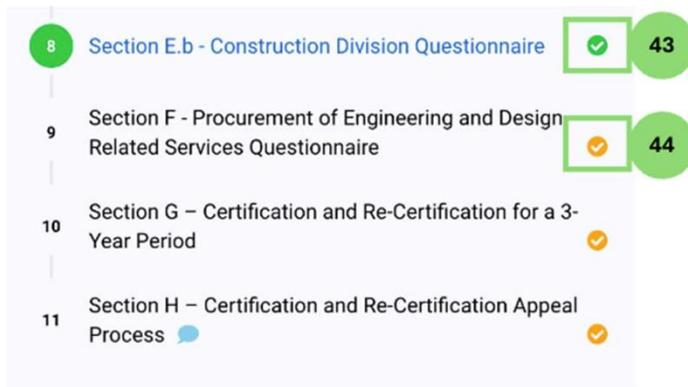
The GDOT Admin also has an SME Status Summary tab (42), where they can view the progress of SME approvals.



8.2 DPPL

The DPPL portal looks very similar to the Applicant portal, however, the DPPL cannot start a new application.

In order to approve an application, the DPPL must approve every section of the application. Approved sections are indicated with a green checkmark (43). To-be-approved sections are indicated with a yellow checkmark (44). Click the checkmark to approve the section.



Prior to approving Section G, the DPPL must acknowledge this section and provide recommendations. Once the questions are answered, the DPPL will then be able to click the

checkmark to approve Section G and to continue reviewing the rest of the application.

Recommendation(s) of action to be taken by Agency from GDOT Reviewer:

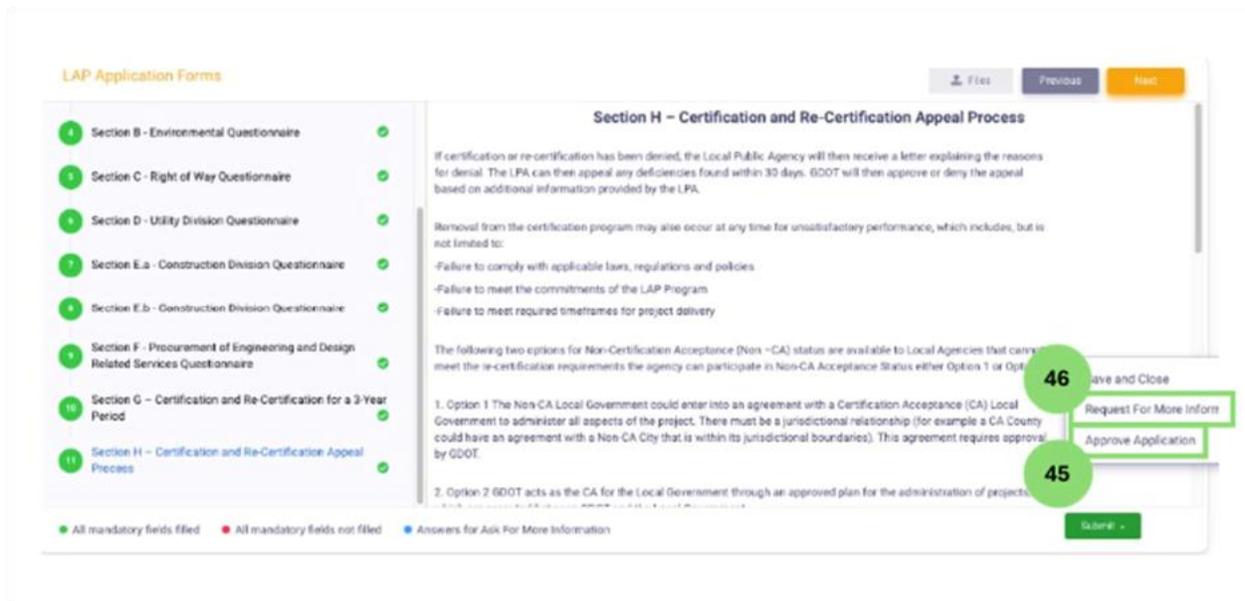
Action to be taken by Agency

- Full administration by agency of all projects
- Administration by agency on a project-by-project basis
- Non – CA Status Option 1
- Non – CA Status Option 2
- Deny approval for Certification Acceptance

Reviewed By

Title

Once the application is reviewed and all sections have been approved, the DPPL will then click on approve and the application will be sent to the SMEs for their review (45). If there is additional information needed, the DPPL can submit questions for any information the LG has provided. The DPPL can select “Request For More Information” (46) and submit the application back to the LG to review. *Refresh page as needed.



8.3 SME

The SME portal looks very similar to the Applicant portal, however, the SME cannot start a new application.

The SME will review their section only. The application is broken down into sections and sent to each SME to review.

The SME can provide questions back to the LG and / or approve if there are no further questions. *Refresh page as needed.

9 Application Flow Charts

Flow charts showing the pattern of application progress and approvals (Figure 1) and the recertification progress (Figure 2) follow.

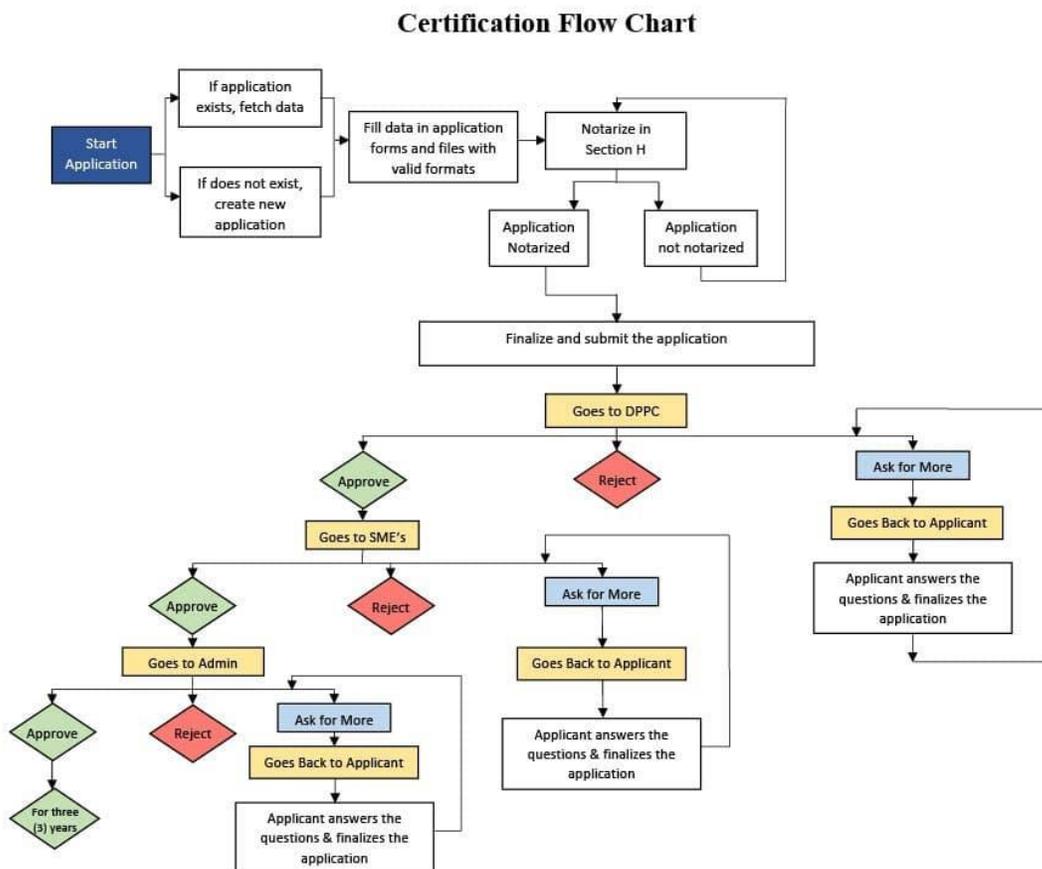


Figure 1: The pattern of application progress and approvals

Recertification Flow Chart

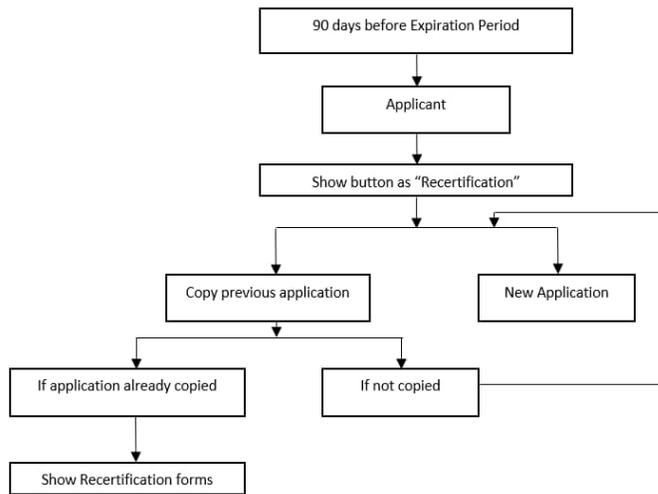


Figure 2: The recertification process