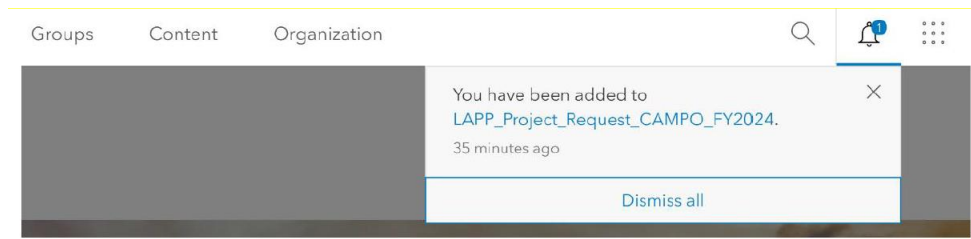


LAPP ONLINE APPLICATION USER GUIDE

Access Using an ArcGIS Online Account

In order to enter projects for consideration into LAPP, CAMPO member agencies must have access to ArcGIS Online and the ability to create an account for the applicant. The applicant must send the account username to CAMPO to be granted access to the application portal. If the member agency does not have access to ArcGIS Online, an individual may request a temporary account by providing a contact's first name, last name, email address, and the jurisdiction name to LAPP Manager, [Victoria Samayoa](#).

After being granted access to the application portal, log in to the account and click on the map link to accept access. All items with a red asterisk are required fields to enter.



APPLICATION LINK:

<https://arcg.is/1nvL8f4>

Screen when application is opened: (Top of page text will provide helpful dates, links, and contact information)

LAPP ONLINE APPLICATION USER GUIDE



The Locally Administered Projects Program (LAPP) was first adopted by the NC Capital Area MPO on October 20, 2010. The program is used by the MPO to prioritize and program local transportation projects in the region that utilize federal funding and are the responsibility of the MPO (such as Surface Transportation Block Grant Program - Direct Allocation (STBGP-DA), Congestion Mitigation for Air Quality (CMAQ), etc.).

LAPP is a competitive funding program managed by CAMPO that prioritizes locally administered projects in the Region. These projects are funded using the federal funding sources directly attributed to the region with a minimum 20% local match. Member jurisdictions of the CAMPO region are eligible to apply for these funds. Projects compete as either roadway, bicycle and pedestrian, or transit projects; while Complete Streets elements are required for all projects considered.

Additional information about the program can be accessed [here](#). A copy of the user guide for this survey is available [here](#).

The portal will open for submissions at 9:00AM on August 21st, 2025 and close at 12:00PM (noon) on October 31st, 2025. The mandatory LAPP Applicant Training will take place on August 26th from 1 pm - 4 pm.

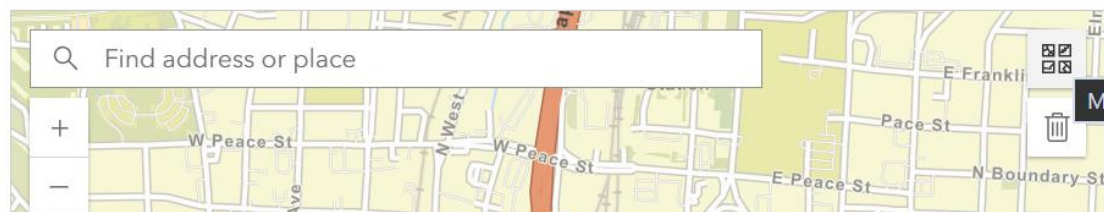
To view current survey results please click [here](#). We look forward to reviewing your projects!

Map Options

Select different basemaps when viewing and submitting your projects.

Point Location*

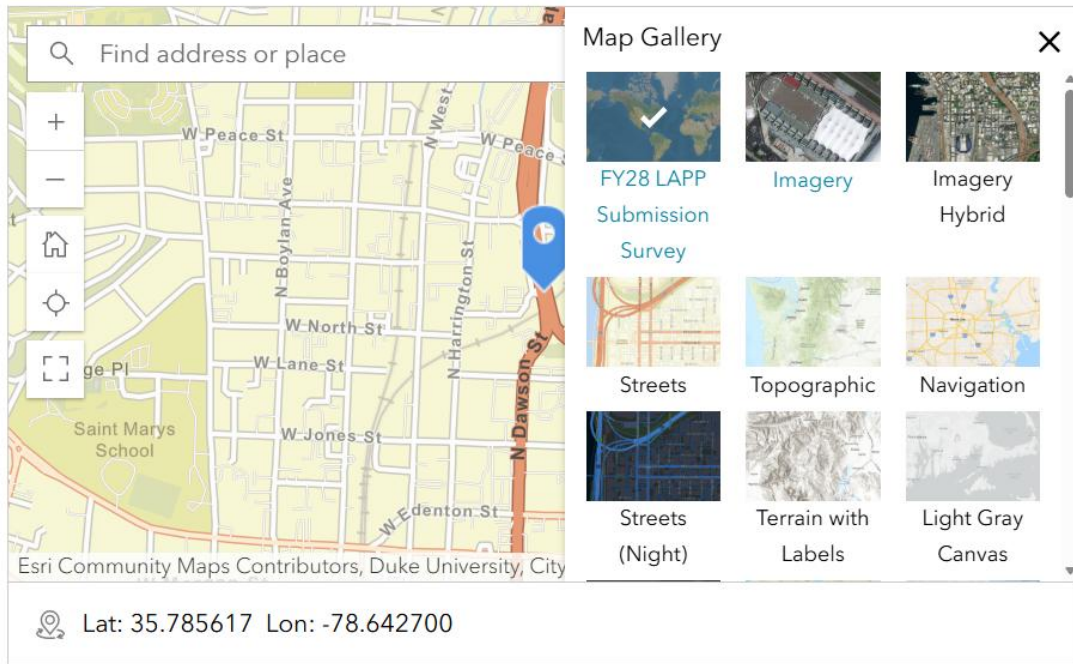
Place a point representing the relative center or midpoint of your project extent



LAPP ONLINE APPLICATION USER GUIDE

Point Location*

Place a point representing the relative center or midpoint of your project extent

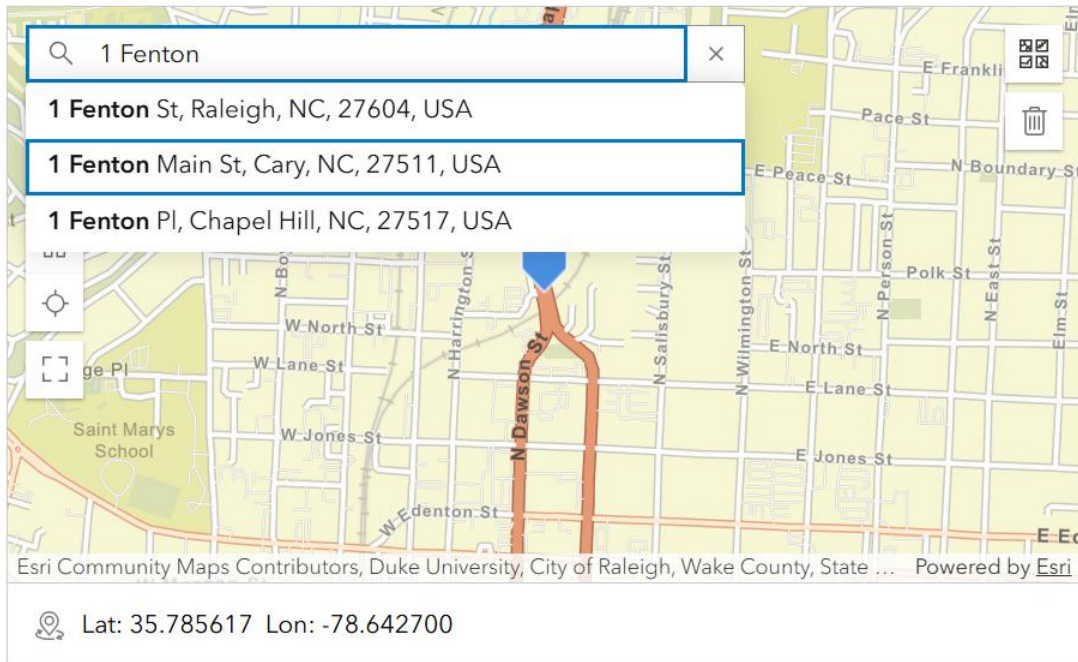


Use the Search function to find specific roadways, intersections, and addresses.

LAPP ONLINE APPLICATION USER GUIDE

Point Location*

Place a point representing the relative center or midpoint of your project extent

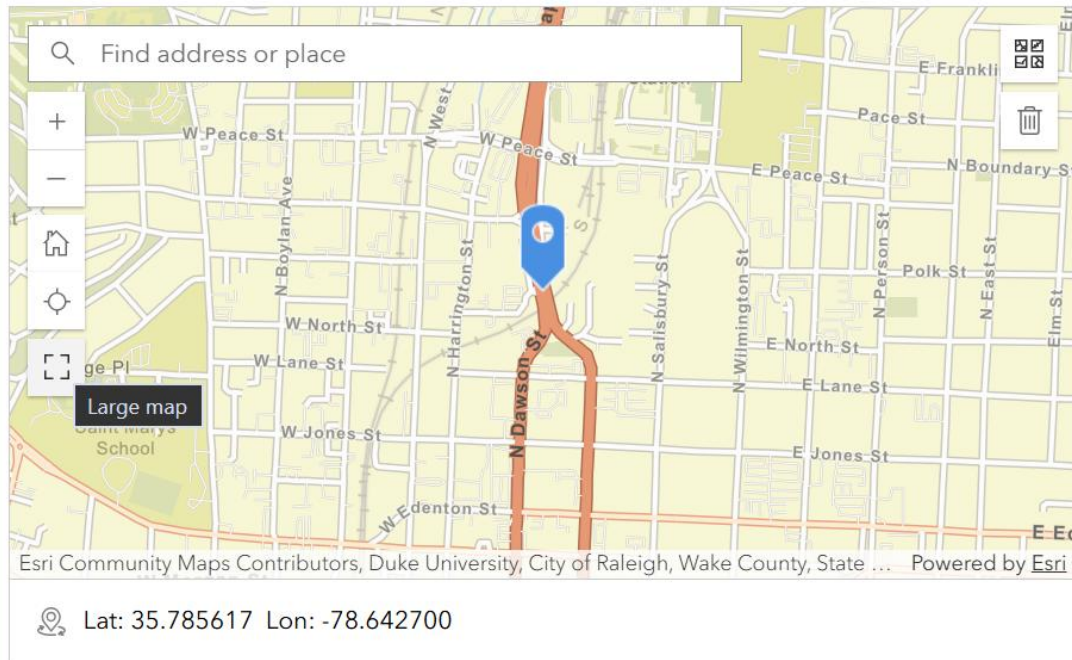


Use the full screen button to have a wider view window.

LAPP ONLINE APPLICATION USER GUIDE

Point Location*

Place a point representing the relative center or midpoint of your project extent



How to Submit a New Project

1. Select a mode.

Primary Project Information ▼

Project Mode*

Bike/Ped, Roadway, Transit

☒ Bike/Ped	☐ Roadway	☐ Transit
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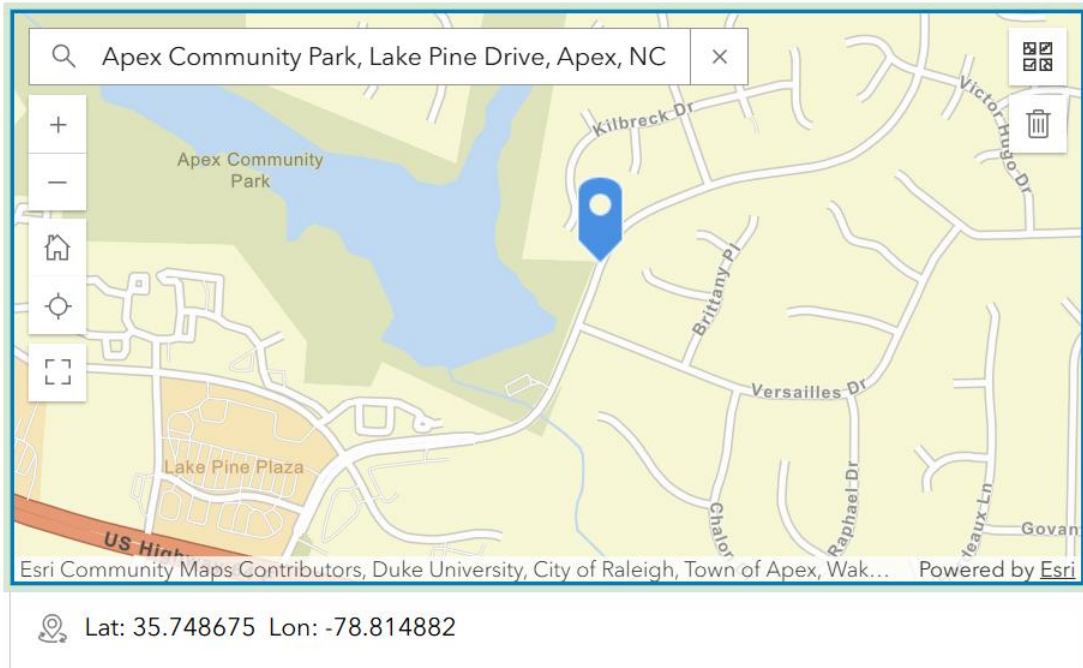
2. Locate your project (the blue pin).

All projects will be symbolized through point data, please generalize a midpoint for a corridor project. Click on the map to place the pin at that location. Clicking on the map again will change the pin. Please double check before submission that your project is correctly symbolized.

LAPP ONLINE APPLICATION USER GUIDE

Point Location*

Place a point representing the relative center or midpoint of your project extent



3. Upload your project files (5 file max; 100MB limit per file)

Project Attachments / Supplemental Information

Please include the following attachments: Project Map, TEAAS Report (Bike/Ped Optional), Cost Estimate, GIS Files

1 Drop file here or select file (zip, 7z, tar. Maximum number of files allowed: 5)

4. MTP Information (Roadway & Transit):

*The MTP map link will open to a new window to the Adopted 2055 MTP map, zoomed to the location submitted in step 2 to help easily locate the project. A reminder that for a project to be considered, it **must** be listed in the MTP or considered an operational or safety improvement.*

LAPP ONLINE APPLICATION USER GUIDE

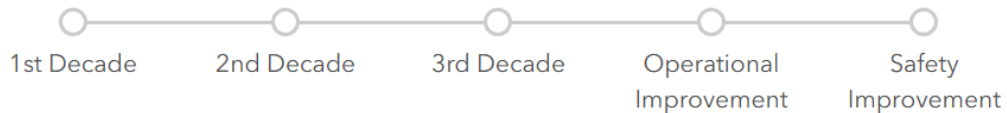
MTP ID*

[Locate your project in this linked MTP map.](#) Projects that are considered operational or safety improvements and are not associated with a MTP project number can have OI (Operational Improvement) entered in this field.

Not Available

MTP Horizon Year*

Note the year the project is listed for construction in the CAMPO Metropolitan Transportation Plan. Only projects identified as 1st or 2nd horizon year projects are eligible for funding through LAPP. Projects that are considered operational or safety improvements should be considered 1st horizon year projects.



TIP ID

Project current TIP ID (if available)

5. Project Basic Information:

This information includes who is submitting the project, who will manage the project through its development and who will maintain the project once constructed. Also, include, project description and problem statement.

LAPP ONLINE APPLICATION USER GUIDE

Project Location* -Please select-	Managing Agency* -Please select-
Submitting Agency* -Please select-	Managing Agency Contact Name*
Sponsoring Agency* -Please select-	Managing Agency Contact Email Address*
Sponsoring Agency Contact Name* 	Maintenance Agency* -Please select-
Sponsoring Agency Contact Email Address* 	Project Name*

6. Costs and Supporting Information:

Enter project cost information for each phase which you are seeking funding. Total costs/Local Match Cost/Cost to CAMPO will automatically adjust based on the cost for each project phase entered. Each mode will ask for supporting information like connectivity information for bike/pedestrian, TEAAS and complete street information for roadway, and ridership information for transit.

LAPP ONLINE APPLICATION USER GUIDE

Estimated Costs and Supporting Information	
Begun Work?	
☐ Yes	☐ No
Design Phase*	
☐ Yes	☐ No
Design Cost*	
0	
Total Cost	
0	
Total Cost - Eligible Phases	
0	
Local Match Percent*	
The minimum local match is 20%.	
20	
Local Match Cost	
0	
Cost to CAMPO	
0	

7. Pre-Submittal Meeting:

****Pre-Submittal meetings are required for project eligibility.**** To ensure submitted projects are complete and ready to move to a Pre-Submittal Meeting, all initial submissions will be reviewed and, then, the LAPP Manager will extend an invitation to schedule the Pre-Submittal Meeting.

8. Key Scheduling Dates:

Use the drop-down menus to select the dates for various milestones as listed. If firm date is yet to be established please provide the **most reasonable estimate** for when that milestone will be reached (**Note:** These dates will not be available for selection until the LAPP manager has met with applicants for pre-submittal discussion).

LAPP ONLINE APPLICATION USER GUIDE

Pre-Submittal Meeting Completed

This indicates that the project application information has been updated and finalized after the pre-submittal meeting. This entry will be updated by CAMPO staff shortly after pre-submittal meeting occurs

☒ Yes ☐ No

Key Scheduling Dates

Municipal Agreement Approval*

Date which the local governing board approves the interlocal agreement with NCDOT.

PEF RFLOI*

Names of Private Engineering Firms (PEF) that submitted the Request for Letter of Interest (RFLOI).

9.

10. Submit your project:

Once all project information has been added, submit the project at the bottom of the page. You will receive your submitted project and an email confirming your submission.

Primary Project Information

Estimated Costs and Supporting Information

Key Scheduling Dates

Submit

Editing a Submitted Project

1. Review projects:

After submitting your project, you will be provided a link to review the data that will open the below page. Submitted projects will show as orange dots.

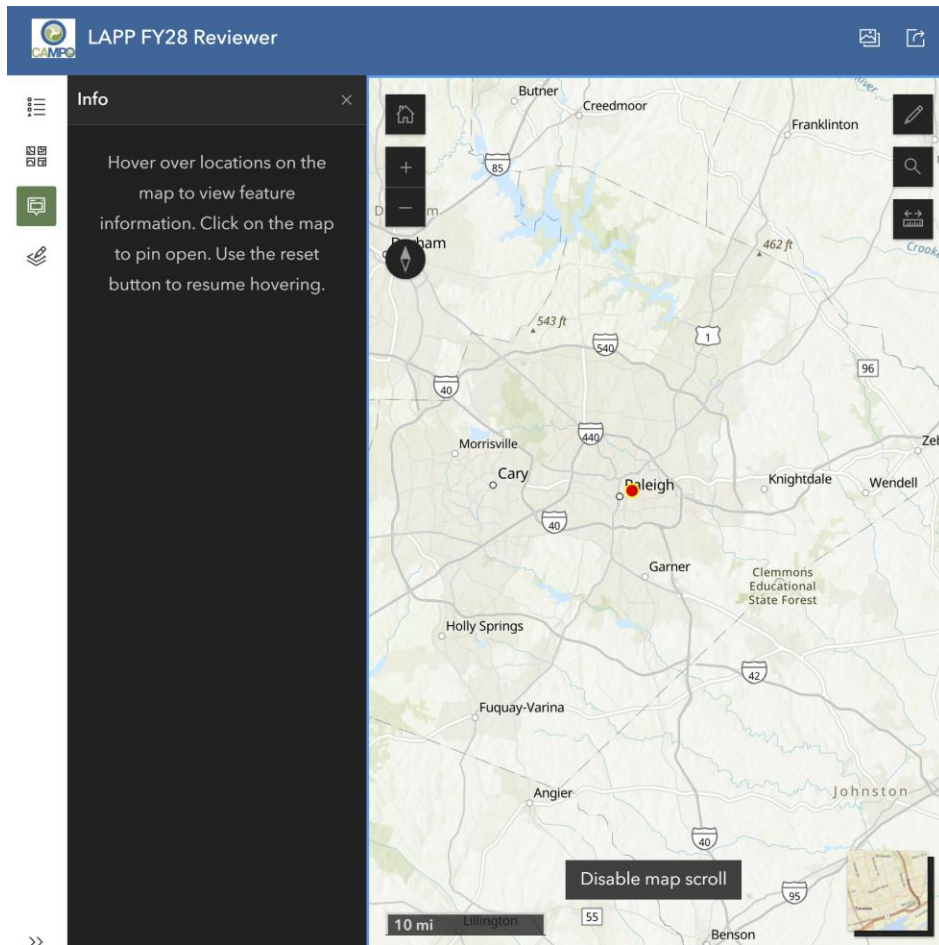
LAPP ONLINE APPLICATION USER GUIDE



Thank you.

Your response was submitted successfully. To view current survey results please click [here](#). If you would like to start a new project entry please select the option to do so below.

A direct link to this Review application is provided here: <https://arcg.is/090411>

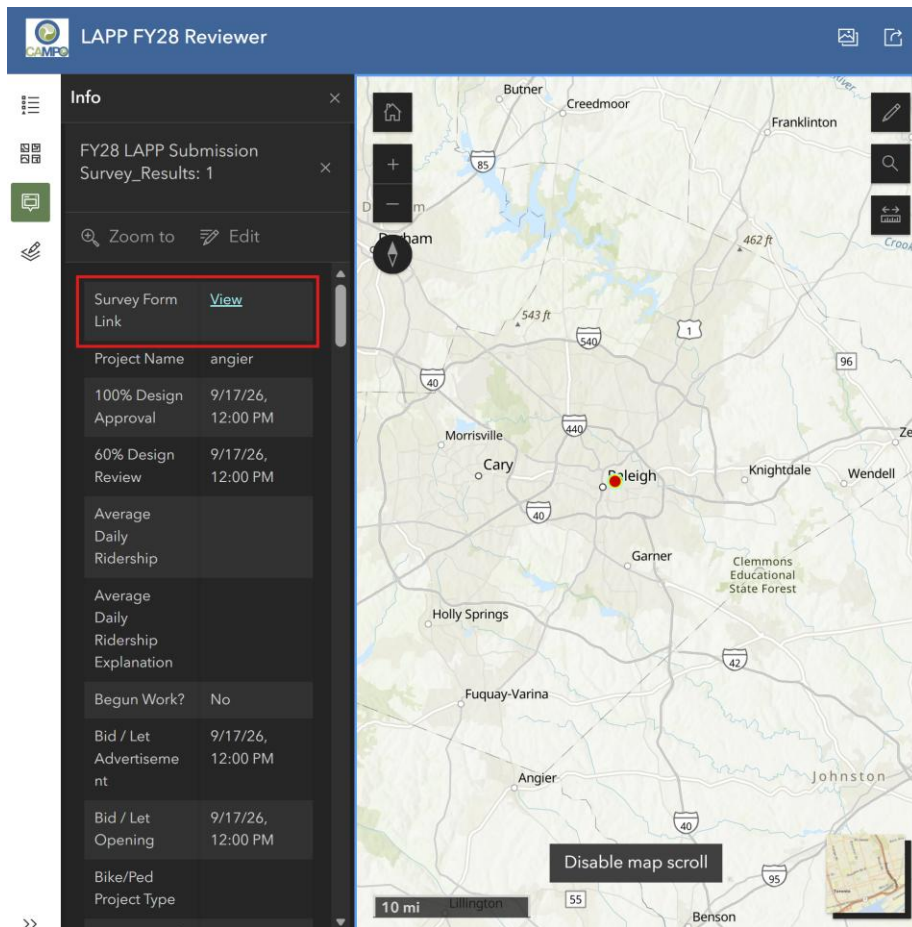


2. Select project to edit:

*Click on the project you wish to review information about and/or edit. A sidebar will appear to the left of the map with all the information submitted. Select the **survey form link**, outlined in red below, to open the survey window and modify any responses. You will need to re-submit the survey to capture any updates. ****Note: You can only edit***

LAPP ONLINE APPLICATION USER GUIDE

projects that were submitted by your ArcGIS Online Account. Submission edits will trigger an email notification to CAMPO staff and the submitter**



3. To delete a project submission:

*Click on the project you wish to delete, in the sidebar click on the Edit button (as outlined in image below). A new sidebar appears with the option to delete the project on the bottom of the screen. Click delete and confirm to complete the process. ****Note: You can only delete projects that were submitted by your ArcGIS Online Account. Submissions deletions will not trigger an email notification to CAMPO staff or the submitter*****

LAPP ONLINE APPLICATION USER GUIDE

