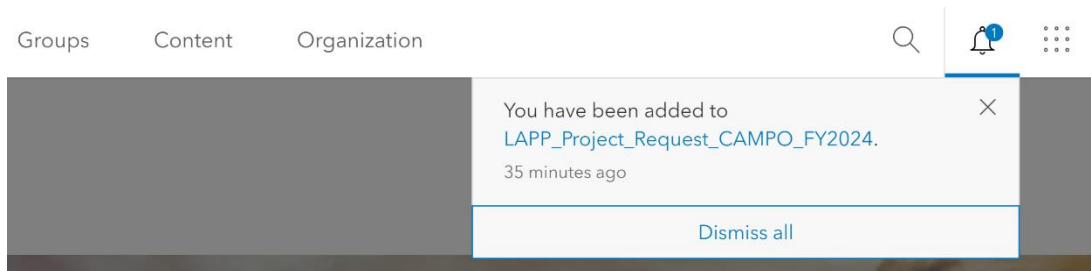# LAPP ONLINE APPLICATION USER GUIDE

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, Chandler Hagen.

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.
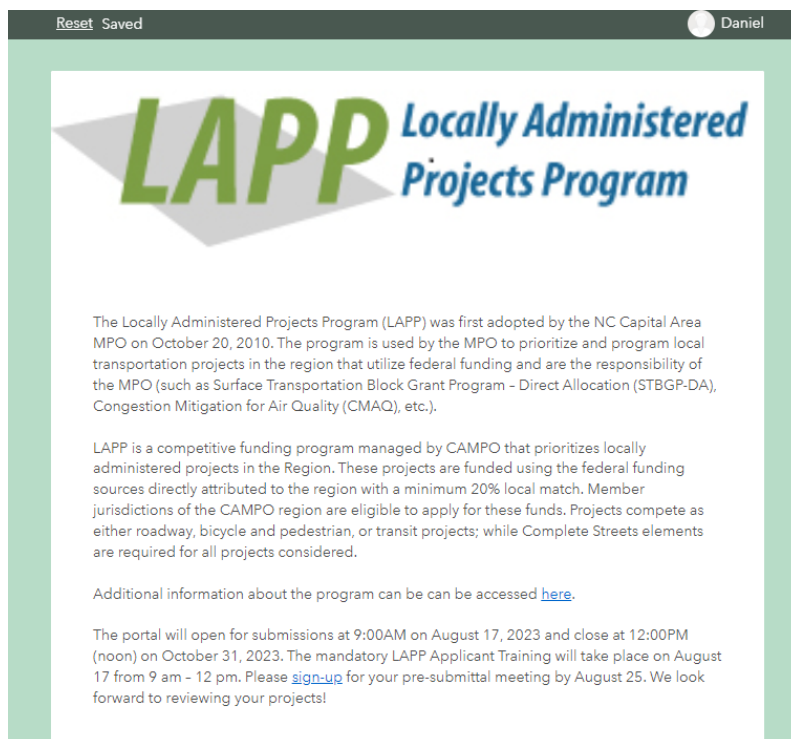

APPLICATION LINK:
https://survey123.arcgis.com/share/cc5c773114124fcea7304f0dd3058b57

Screen when application is opened:

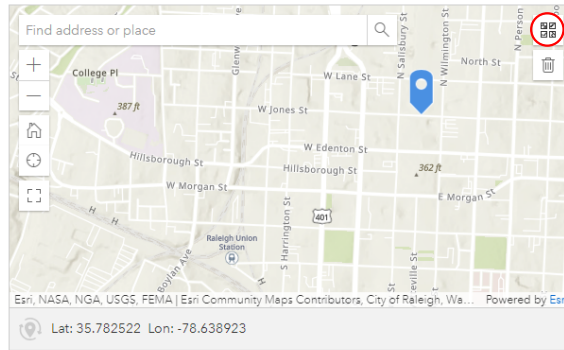Top of page text will provide helpful dates, links, and contact information

LAPP ONLINE APPLICATION USER GUIDE

<u>**Map Options**</u>

Select different basemaps when viewing and submitting your projects
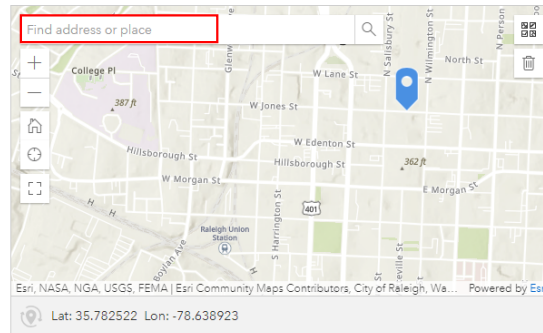

Use the Search function to find specific roadways, intersections, and addresses.

Use the full screen button to have a wider view window

LAPP ONLINE APPLICATION USER GUIDE

<u>How to Submit a New Project</u>

1. Select a mode

Primary Project Information 🔽

Project Mode*

Bike/Ped, Roadway, Transit

○ Bike/Ped   ◉ Roadway   ○ Transit

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 so please double check before submitting your project is correctly symboloized.

Point Location*

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

Lat: 35.782522 Lon: -78.638923
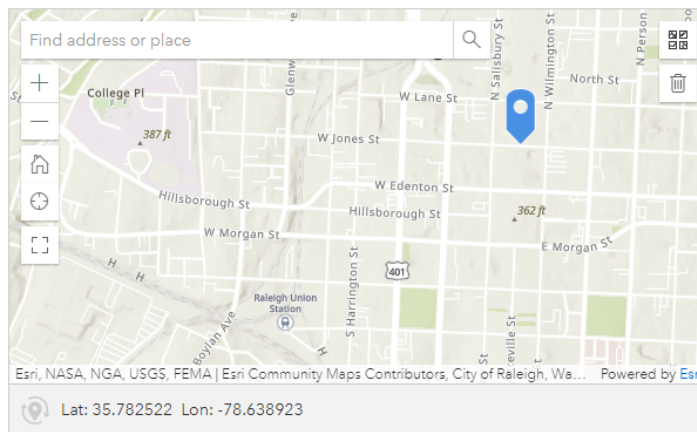
3. Upload your project files *(5 file max)*

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 a new window to the Adopted 2050 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.*

MTP ID*

Locate the project in the 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.

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.

1st Decade	2nd Decade	Adopted in Wake Transit Plan	Operational Improvement	Safety Improvement
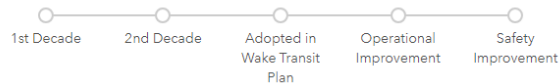
TIP ID

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, problem statement,*

Project Location*

Submitting Agency*

Sponsoring Agency*

Sponsoring Agency Contact Name*

Sponsoring Agency Contact Email Address*

Managing Agency*

-Please select-

Managing Agency Contact Name*

Managing Agency Contact Email Address*

Maintenance Agency*

-Please select-

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.

Estimated Costs and Supporting Information ⌄

Begun Work?

◯ Yes   ◯ No

Design Phase*

◯ Yes   ◯ No

Design Cost*

0

Total Cost

0

Total Cost - Eligible Phases

0

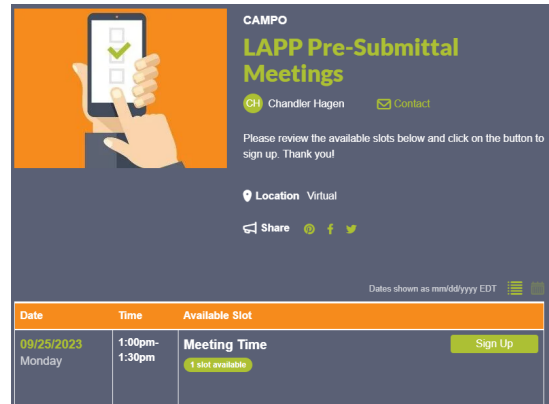**Local Match Percent***

The minimum local match is 20%.

Local Match Cost

Cost to CAMPO

7. Pre-Submittal Meeting: Indicate if you have already signed up for a pre-submittal meeting with CAMPO regarding your projects or use the attached link to sign up! ***Pre-submittal meetings are required for project eligibility***

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.

9. Equity Questions - Opportunity Destinations: To determine if your project provides one of more Communities of Concern (CofCs) with safe and affordable access to opportunity destinations use the following work-flow.

__Step 1__

The link will bring you to the CAMPO CofCs map. Click "OK" on the splash screen to continue.
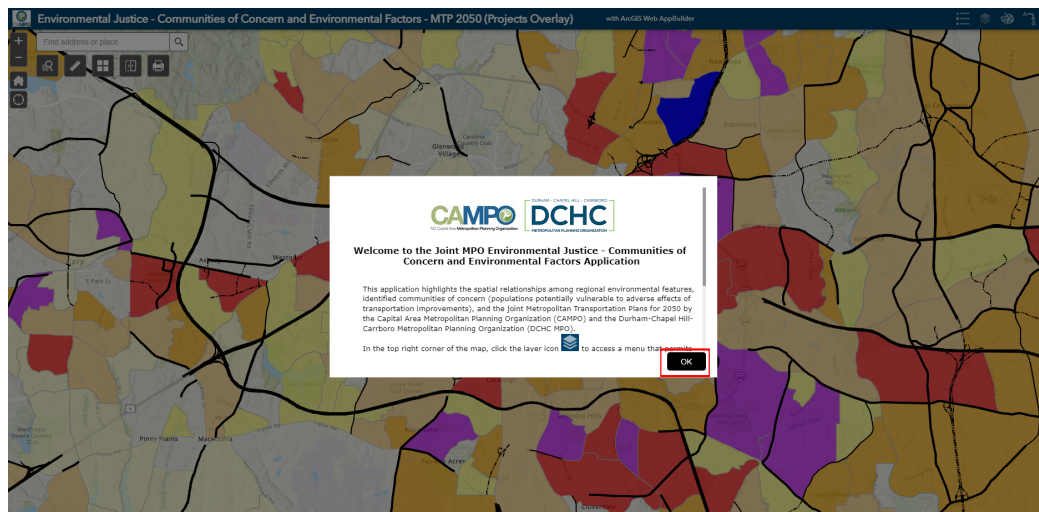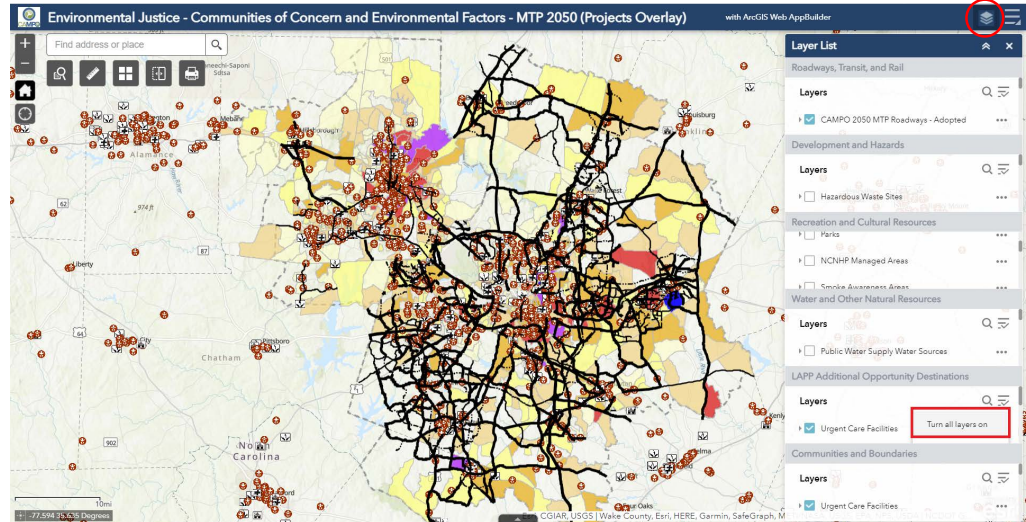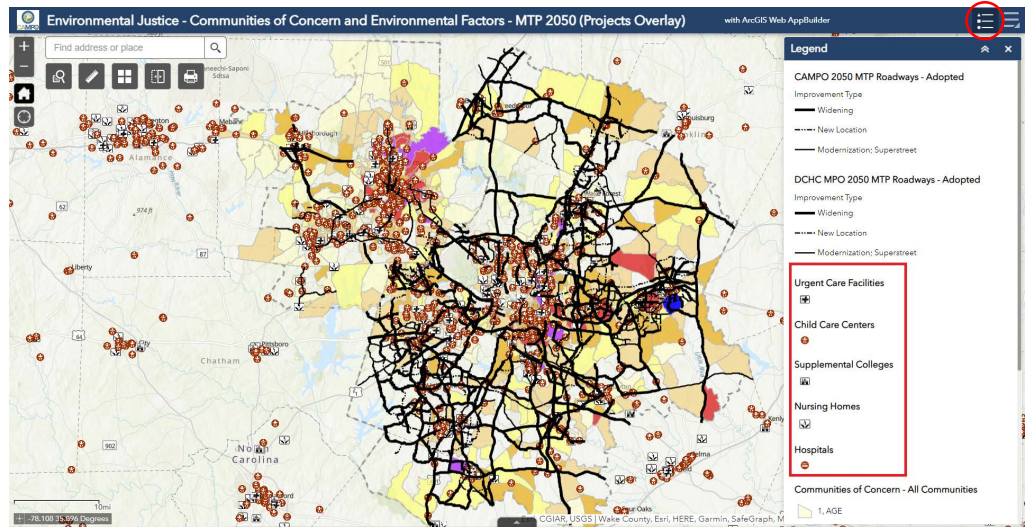
LAPP ONLINE APPLICATION USER GUIDE

Step 2

Select the layers tab (circled in red to the right). If you don't see this icon, use the drop down menu in the top right to select it.

Once looking at the layers turn on all the layers in the "LAPP Additional Opportunity Destinations" group.

Step 3

Switch back to the Legend tab (circled in red to the right). There are five opportunity destinations to look for (boxed in red).

Step 4

Zoom into your project location and look to see if your project will provide safe access to one of these destinations. If so answer 'Yes' and list them in the text box provided for destinations.
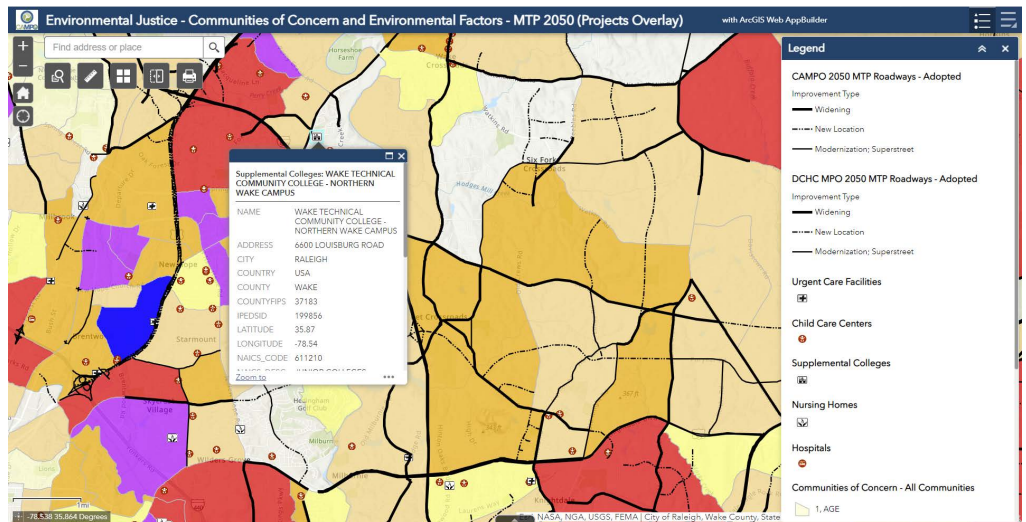
9. Equity Questions - Community of Concern Connections: Utilizing the same Communities of Concern (CofCs) map for the Opportunity destinations, gauge the proximity and count Communities of Concern impact by your project
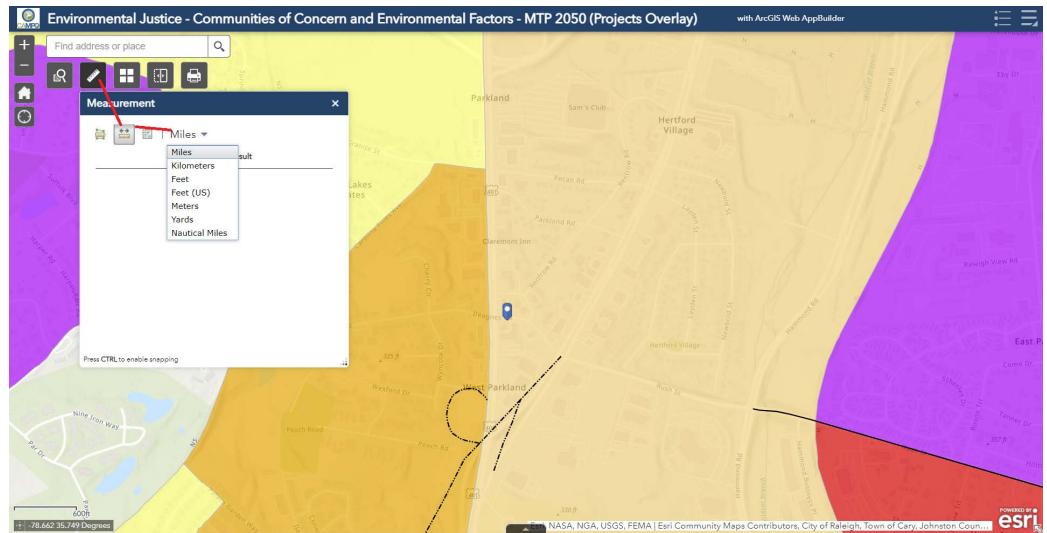

Step 1

Navigate to the measure widget (ruler icon under the address bar to the top left)

Select the 'Distance' tool (circled in red) and use the drop down menu beside it to set the measurement to miles

From the central point of your project, or along the project corridor, click on the map to set the start point.

Step 2

Move your cursor to the nearest CofCs (the colored polygons on the map) and double click to capture the distance.

If the project is within a quarter mile of a Community of Concern it should be included in your total Community of Concern Count for this question and is considered in proximity of your project.
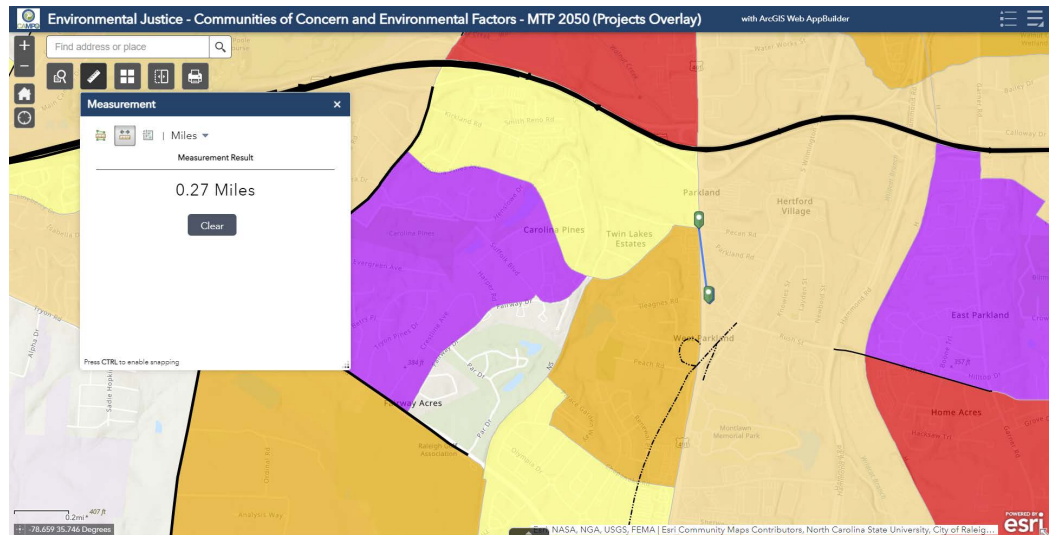
Repeat Step 2 as needed to determine other CofCs to include in your count

LAPP ONLINE APPLICATION USER GUIDE

11. Submit your project: Once all project information has been added, submit the project at the bottom of the page. You will receive a link to review your submitted project and an email confirming your submission.

| Primary Project Information ▶

| Estimated Costs and Supporting Information ▶

| Key Scheduling Dates ▶

| Equity Questions ▶

<div style="text-align:center">

[**Submit**]

</div>

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.

2. Select project to edit: Click on the project you wish to review information about and/or edit. A tab will open to the left with all the information submitted. Select the edit button, circled in red below, to open the edit window.
Note you can only edit projects that were submitted by your ArcGIS Online Account

LAPP ONLINE APPLICATION USER GUIDE

3. **Edit fields:** Here you can edit any entry, upload more files, or delete entry (trash can icon shown in red below). If the tab is too small the icon next to the trash can will expand the tab for easier viewing. Once editing is finished, please click submit in the bottom right to save your changes.