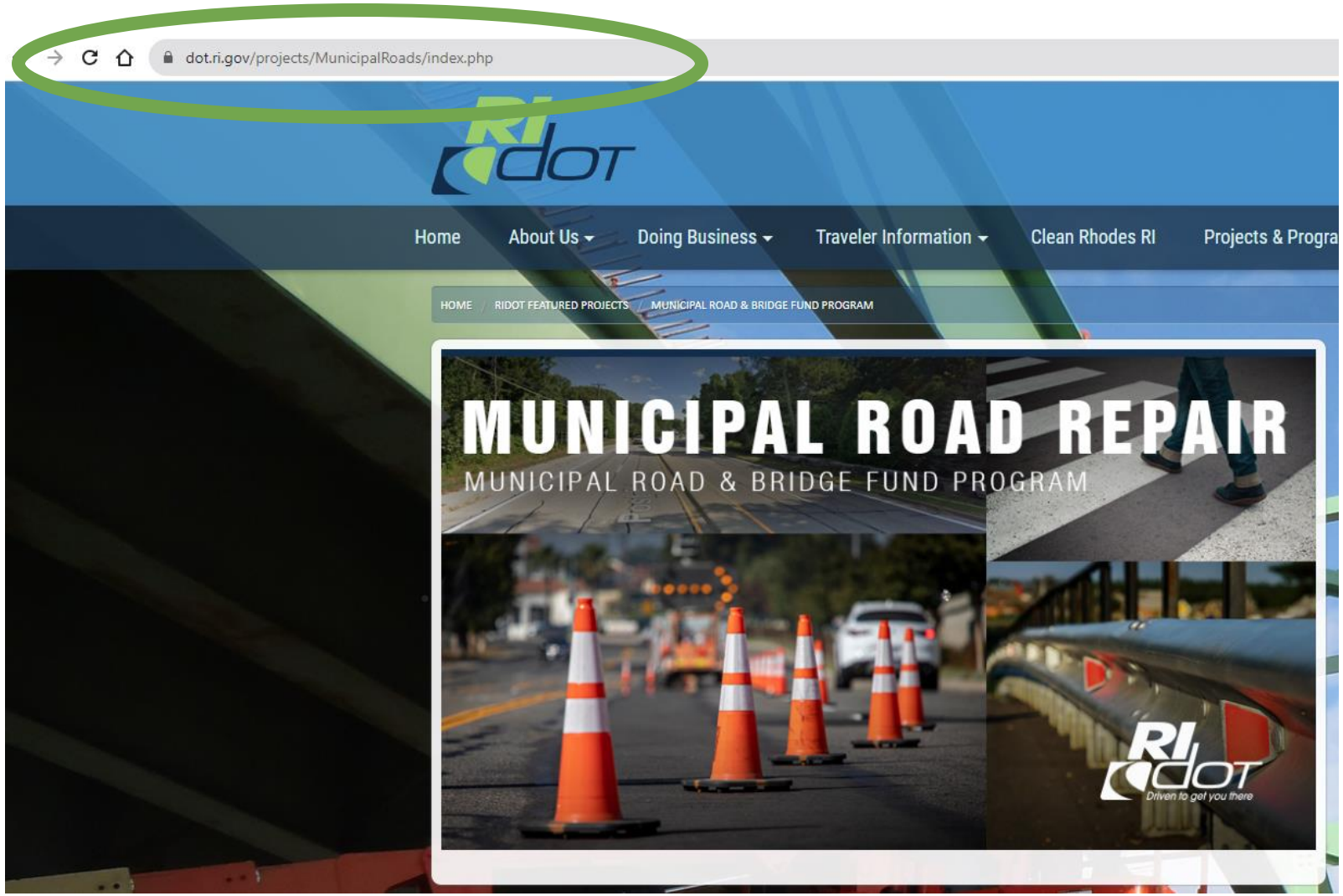
Visit the Website: dot.ri.gov/projects/MunicipalRoads/index.php



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Click on the link to the portal:

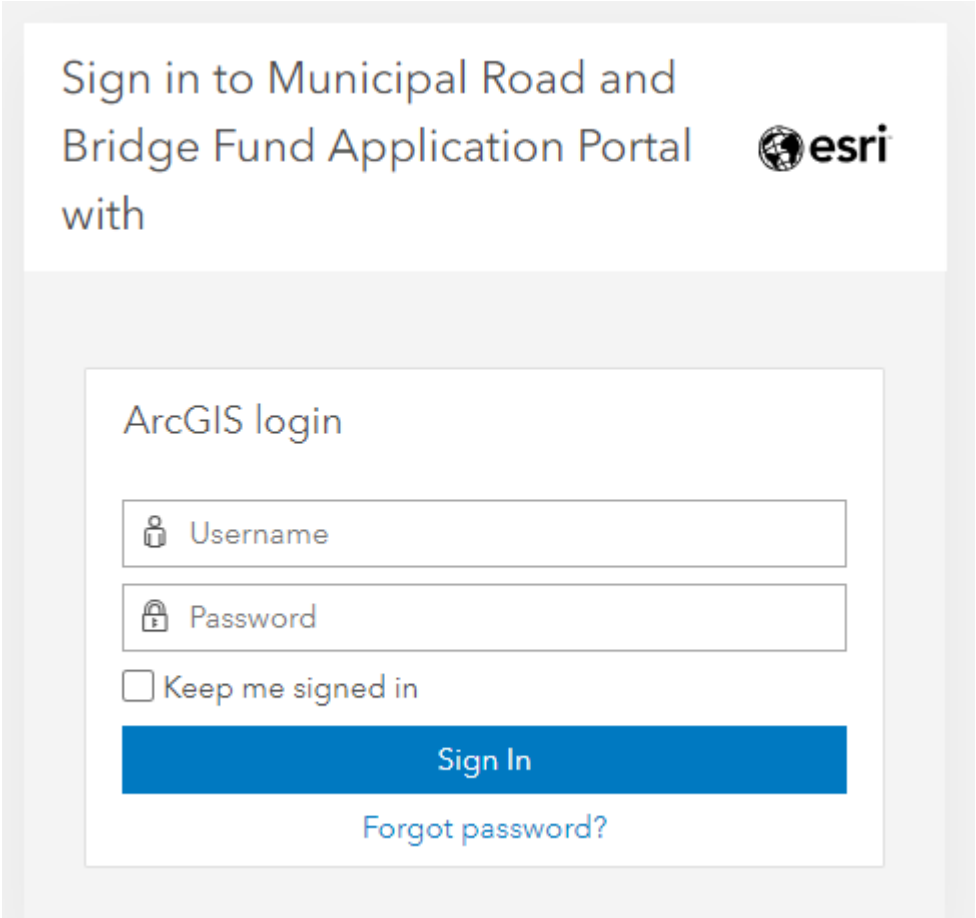
https://gisprod.dot.ri.gov/portal/home/index.html

Sign in to RIDOT SOR Development GIS Portal

How to Access

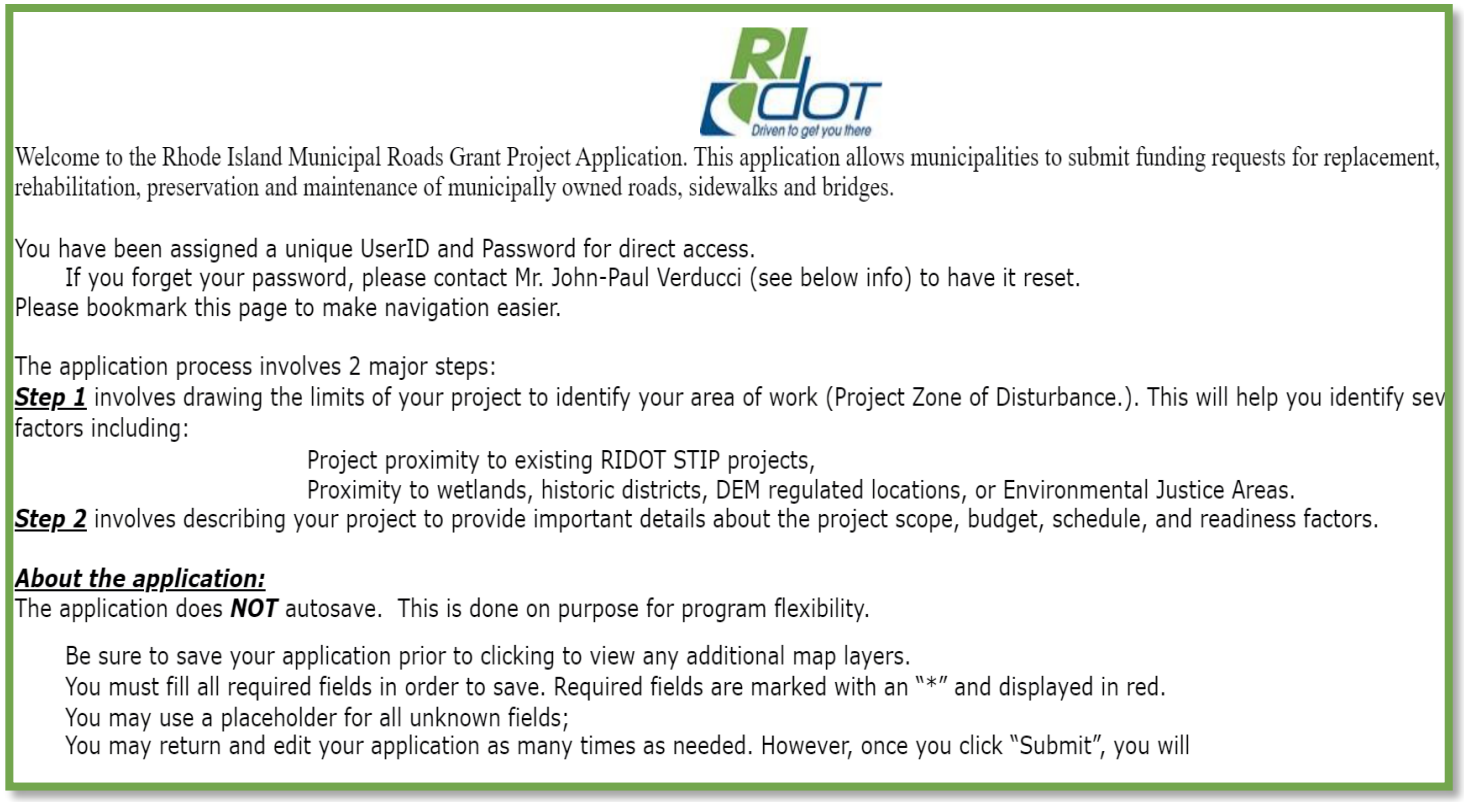
- Each municipality received a unique set of credentials
- Enter your username and password to proceed
- If you experience any issues with credentials, please contact:

John-Paul Verducci
401-563-4567
Johnpaul.Verducci@dot.ri.gov



Landing Page

- The landing page will provide information about how the application process works
- Please read through and take note that the application ***does not autosave***
- Proceed to the next screen



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Welcome to the Rhode Island Municipal Roads Grant Project Application. This application allows municipalities to submit funding requests for replacement, rehabilitation, preservation and maintenance of municipally owned roads, sidewalks and bridges.

You have been assigned a unique UserID and Password for direct access.
If you forget your password, please contact Mr. John-Paul Verducci (see below info) to have it reset.
Please bookmark this page to make navigation easier.

The application process involves 2 major steps:
Step 1 involves drawing the limits of your project to identify your area of work (Project Zone of Disturbance.). This will help you identify sev factors including:

Project proximity to existing RIDOT STIP projects,
Proximity to wetlands, historic districts, DEM regulated locations, or Environmental Justice Areas.

Step 2 involves describing your project to provide important details about the project scope, budget, schedule, and readiness factors.

About the application:
The application does ***NOT*** autosave. This is done on purpose for program flexibility.

Be sure to save your application prior to clicking to view any additional map layers.
You must fill all required fields in order to save. Required fields are marked with an "*" and displayed in red.
You may use a placeholder for all unknown fields;
You may return and edit your application as many times as needed. However, once you click "Submit", you will

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Application

- The application is a 2-step process
- The first step is to draw the zone of disturbance on the map of your municipality
- The second step is to provide relevant project information, including:
  - Project description
  - General timeline
  - Projected costs

Application Step 1 – Zone of Disturbance

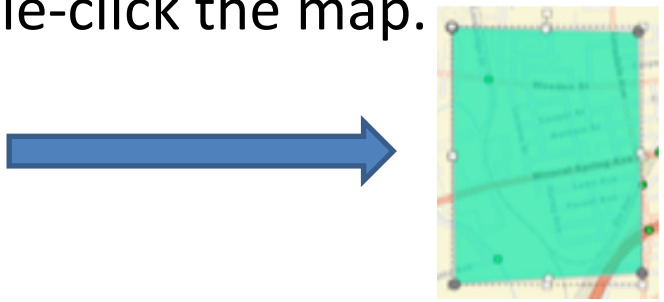
General Guidelines for Completing a Project Application:

1. Locate a project area on the map, search by address or zoom to the location.

Application Step 1 – Zone of Disturbance

Sketch the project zone of disturbance (ZOD). This is the area of work activity for the project. To sketch, enable the Smart Editor Tool by clicking the icon on the top right of the screen.

Select “Draft Application” and click the map to begin drawing. To complete your project ZOD, double-click the map.



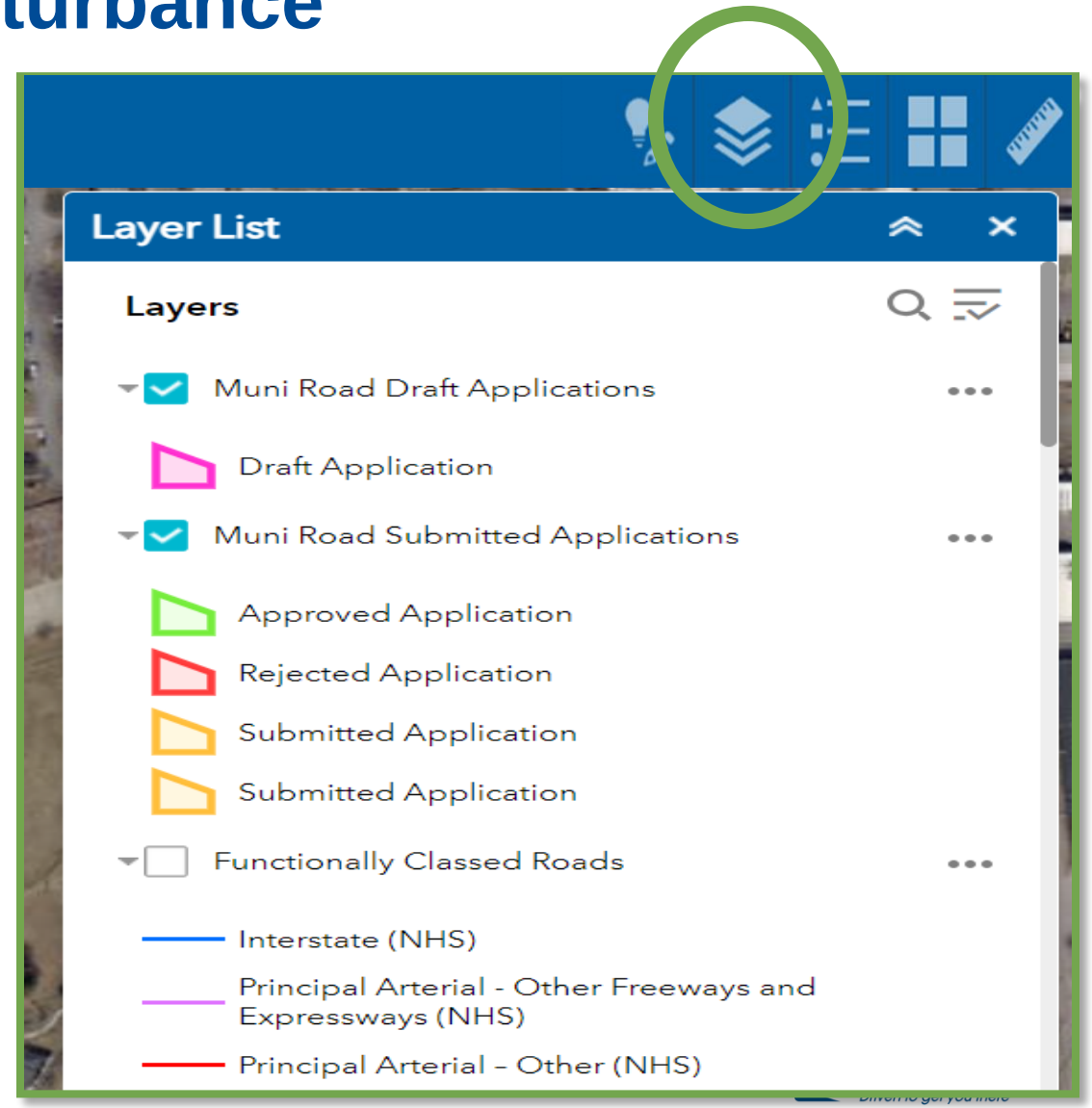
A complete polygon will appear on the map and an editable attribute form will be opened.

Application Step 1 – Zone of Disturbance

- Zoom in on the map until the project area is visible
- Take note of the 5 icons in the top right corner

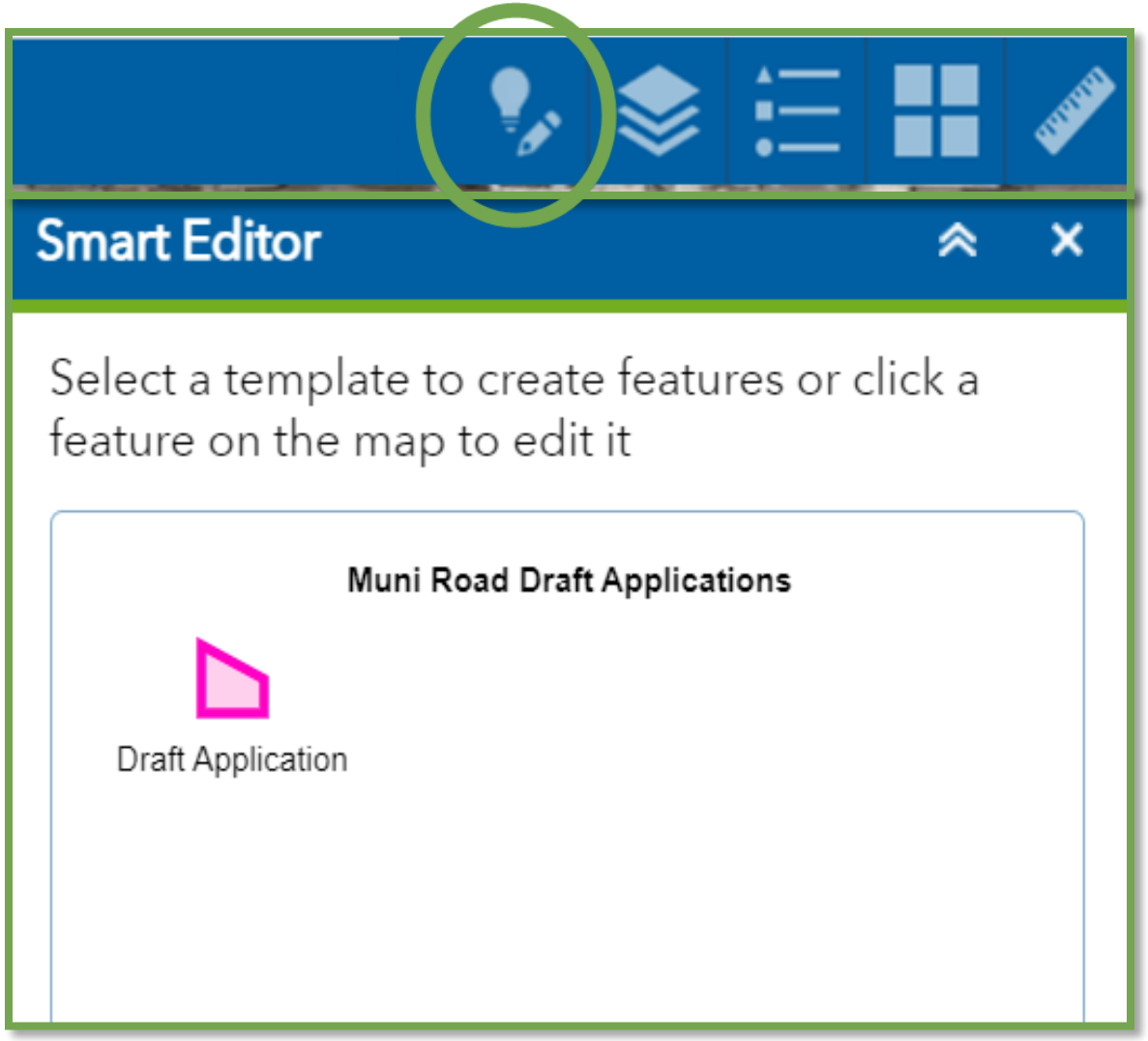
Application Step 1 – Zone of Disturbance

- Click on the layer list to familiarize yourself with the information being shown on the map



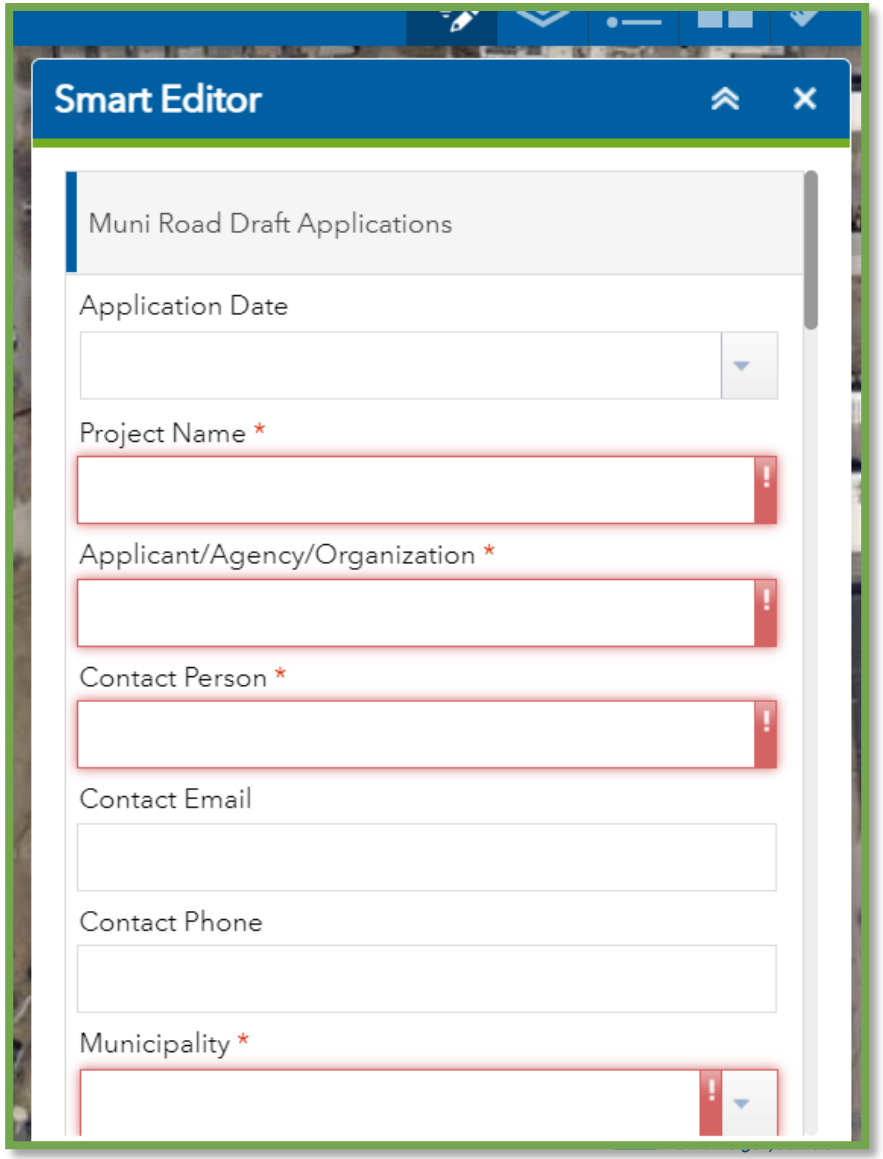
Application Step 1 – Zone of Disturbance

- Click on the smart editor icon and select Draft Application to begin
- Follow the on-screen prompts to draw the polygon



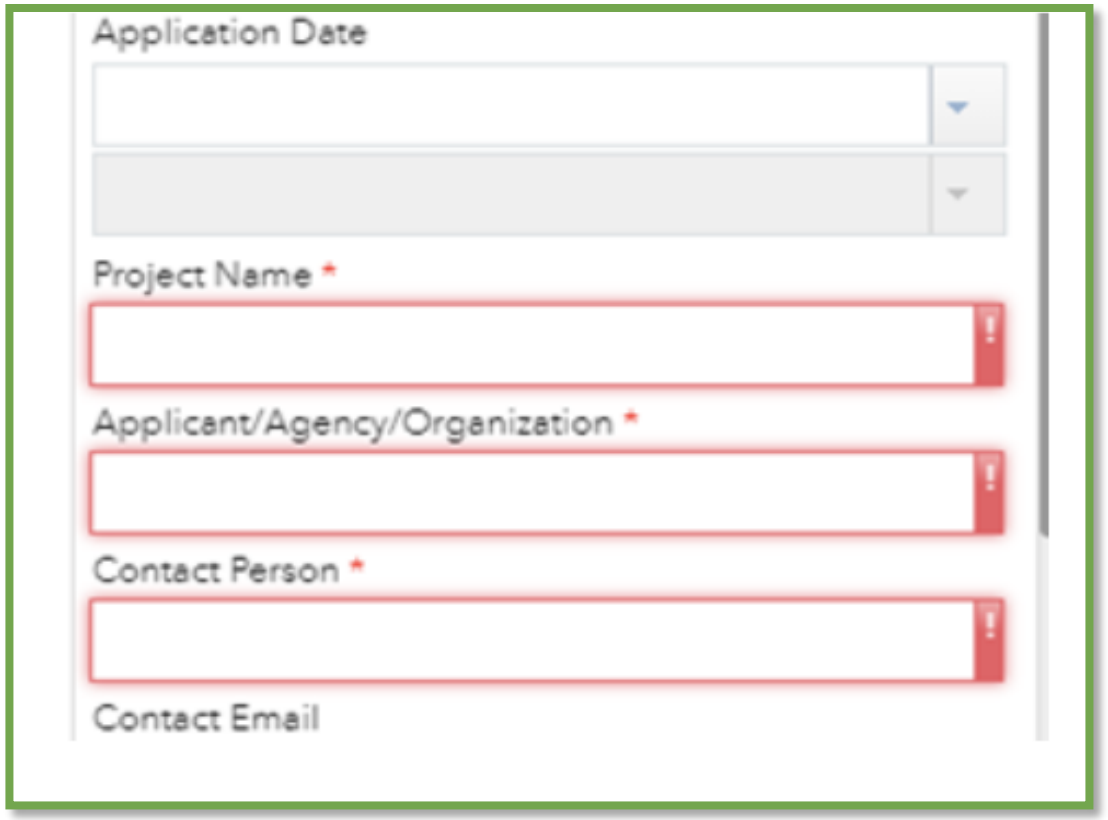
Application Step 2 – Project Details

- When the polygon is completed, the box to the right will appear
- It is now time to enter project information



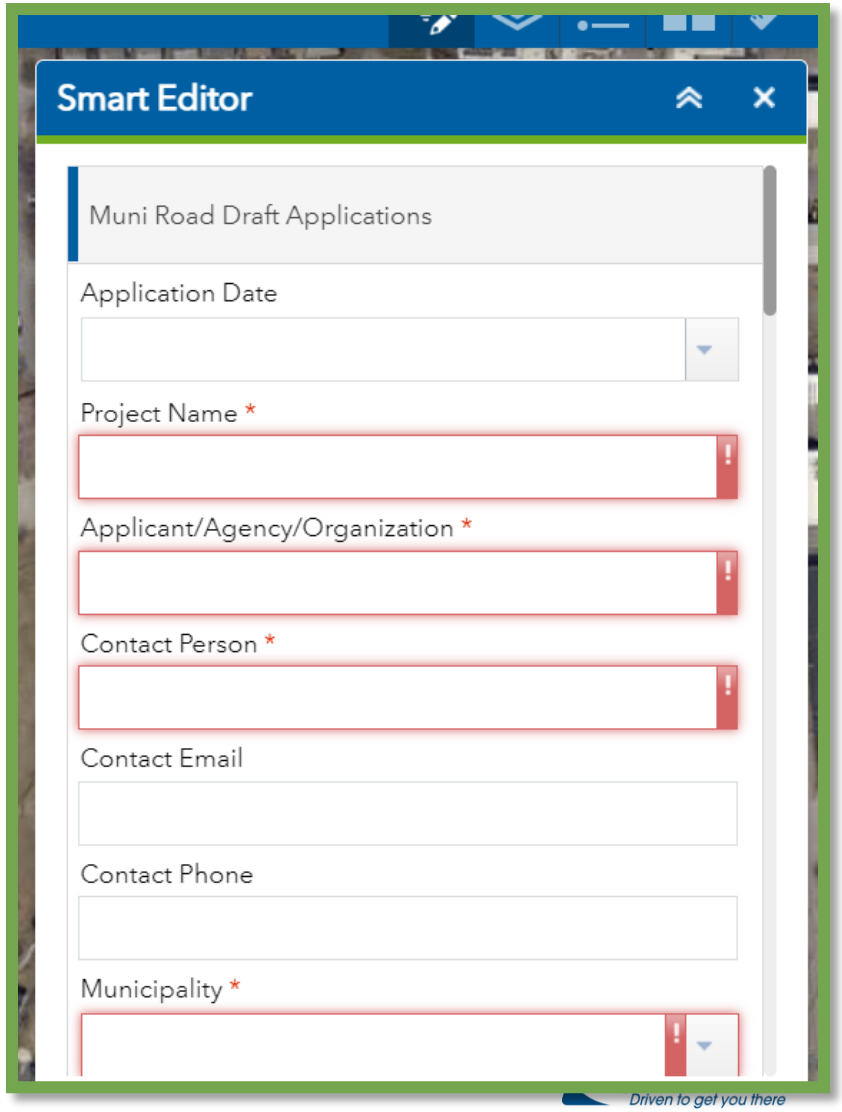
Application Step 2 – Project Details

- Input project details
- Required fields appear highlighted in red
- Auto-calculated fields will appear greyed out
  - They will display the calculated data once the application is saved



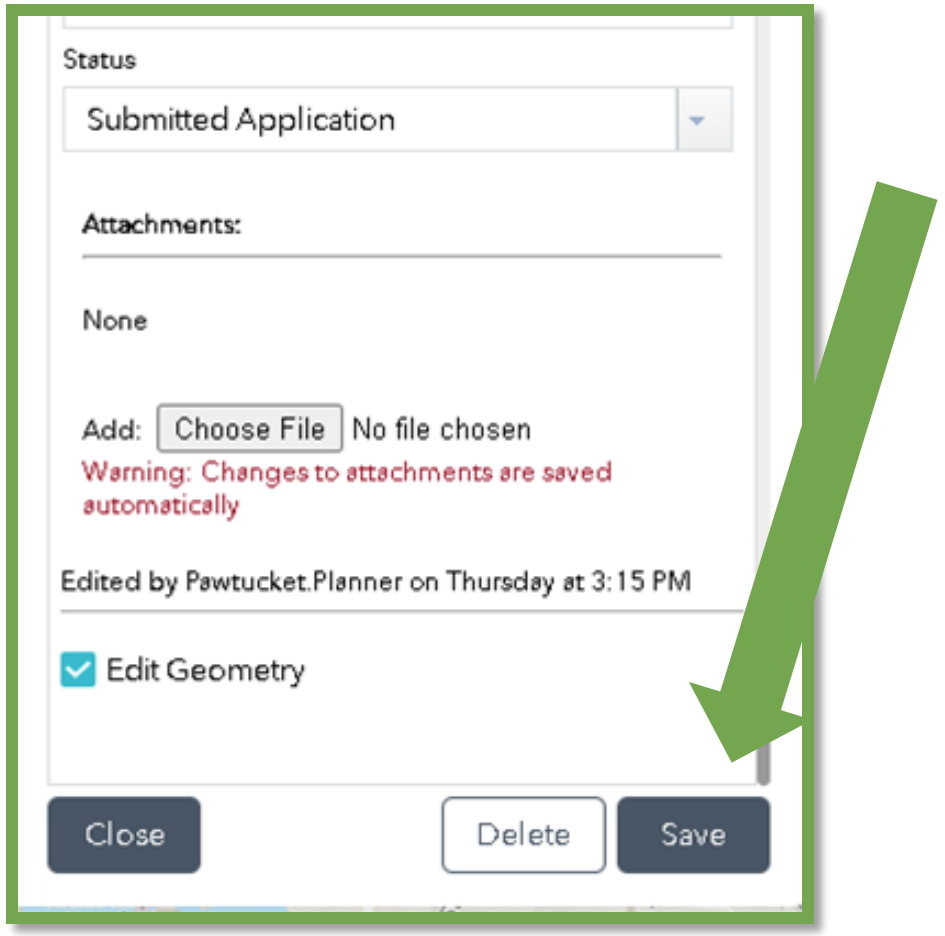
Application Step 2 – Project Details

- Please note that the application does not auto-save
- In order to save, all required fields must be populated
- Use placeholders for unknown information
- Once saved you can return and edit as many times as needed
  - As long as the application has the status of “Draft Application”



Items to Note

When all project information is complete, and application is ready to submit, change the status to “Submitted Application” and hit Save



Items to Note

- Contact RIDOT as soon as possible if there are questions about the information provided or clarifications that will assist with approval

- Once submitted, a project can not be edited
  - Contact RIDOT immediately if a submitted project needs to be changed

Items to Note

- Projects will be reviewed and approved on a rolling basis

- Please ensure there is a municipal contact available to answer
- questions in a timely manner during the review period

- **Project work may not commence until there is an approved project in the portal <u>AND</u> a fully executed Local Public Agency Agreement**

Questions and Concerns

- Please contact JP Verducci at 401-563-4567
- Johnpaul.Verducci@dot.ri.gov