GRIP User Guide

Contents

Indiana Department of Transportation- Rail Programs Office
Grant Rail Project (GRIP) System

GRIP User Guide

Introduction

INDOT Technical Applications Pathway (ITAP) is a portal that houses various INDOT systems. The Grant Rail Project (GRIP) system is housed within ITAP. GRIP is a portal used to apply for the state funded rail grants that are administered by the INDOT Rail Programs Office; the ***Railroad Grade Crossing Fund (RRGCF)***, ***Crossing Closure Program, & Industrial Rail Service Fund (IRSF)***.

Grant Applicants must have an ITAP account and access to GRIP to apply for these grant programs. Enrolling in ITAP & GRIP is only required once per business. However, if multiple users in the business require access, each user is required to request user access for that business.

This User Guide is an applicant instructional manual to use for ITAP and GRIP access. It is also a guide when applying for the state funded rail grant programs. For GRIP questions or issues, please contact Bridgette Hail with the Rail Programs Office at 317-232-5463 bhail@indot.in.gov.

For ITAP access questions, please contact ITAP Support at the bottom right of the ITAP login page https://itap.indot.in.gov/login.aspx.

ITAP Business Enrollment

1) To access ITAP, use the following link: https://itap.indot.in.gov/login.aspx
2) If your business is NOT enrolled in ITAP, enroll by clicking on the <u>Complete a business enrollment form.</u>

<mark>Note: If your business is already enrolled, but you are not the Primary Contact for your business account, click on the <u>Complete a user enrollment form</u>. Skip down to ITAP User Enrollment Instructions in this manual (page 5).</mark>

3) To the right of this screen, there are instructional videos called "<u>How to Enroll a Business</u>". We recommend viewing this video before completing the ITAP business enrollment.
4) In ITAP login, select "Complete a business enrollment form".
5) In Business Name field, Local Public Agencies (LPAs) should put City of ****, ***** County, etc. If you are a specific division of that city, county, or town, do NOT use the division in the Business Name field. (i.e.- Town of Avon Highway Department, Public Works, etc.).
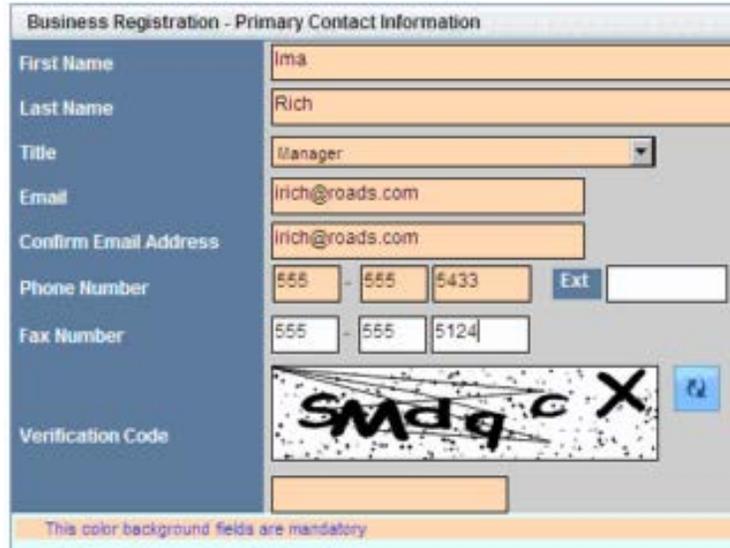
LPA Business Registration example:

Business Registration - Business Information	
Business Name	City of Avon
Business Type	Municipalities
Description	A local unit of government or local agency or department, such as a city, town, county, MPO.
	City
Federal Tax Id	11 - 1111111
DUNS Number	
What type of work does your company do?	Government for City of Avon
Main Business Address	123 Avon Ave.
Zip Code	46123
City	AVON State IN

Railroad Business Registration example:

Business Registration - Business Information	
Business Name	Railroad Example
Business Type	Vendor
Description	A contractor, subcontractor, or other vendor, such as a supplier, hauler, or fabricator.
	Railroad
Federal Tax Id	99 - 9999999
DUNS Number	
What type of work does your company do?	Freight Railroad in Indiana.
Main Business Address	345 Test Street
Zip Code	46234
City	INDIANAPOLIS State IN

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ITAP Business Enrollment (cont.)

6) Fill in business primary contact information

7) If you are a subsidiary of a larger organization, please complete the business form using the business name and federal tax id used for that subsidiary business.
8) In the Business Type field, Railroads select **Vendor** and the subcategory choose **Railroad**. LPAs/Port Authorities select **Municipalities** & choose the subcategory as **City/County/Town**.
9) For businesses that use the same federal ID for more than one business, please contact Bridgette Hail at 317-232-5463 or bhail@indot.in.gov, prior to Enrolling in ITAP.
10) An email will be sent to you once your ITAP account is approved.

ITAP User Enrollment

1) If your business is already enrolled in ITAP, but you are not the Primary Contact for your business in the ITAP account, follow these instructions for ITAP User Enrollment.
2) Before you begin enrollment, go the ITAP link: https://itap.indot.in.gov/login.aspx.
3) We strongly recommend viewing the ITAP Training Video- How to Enroll a User before you begin enrolling.
4) To enroll as a user, click on the Complete a User Enrollment Form at the bottom of the ITAP login page.

5) This will take you to the User Enrollment- Business Selection page (see below).

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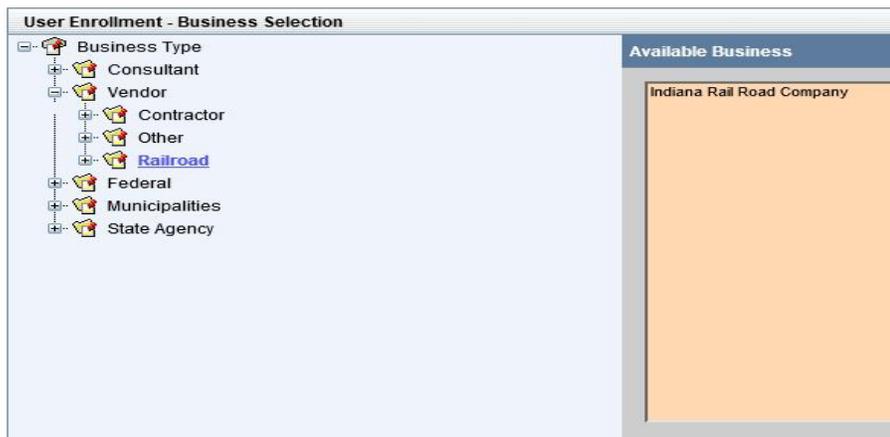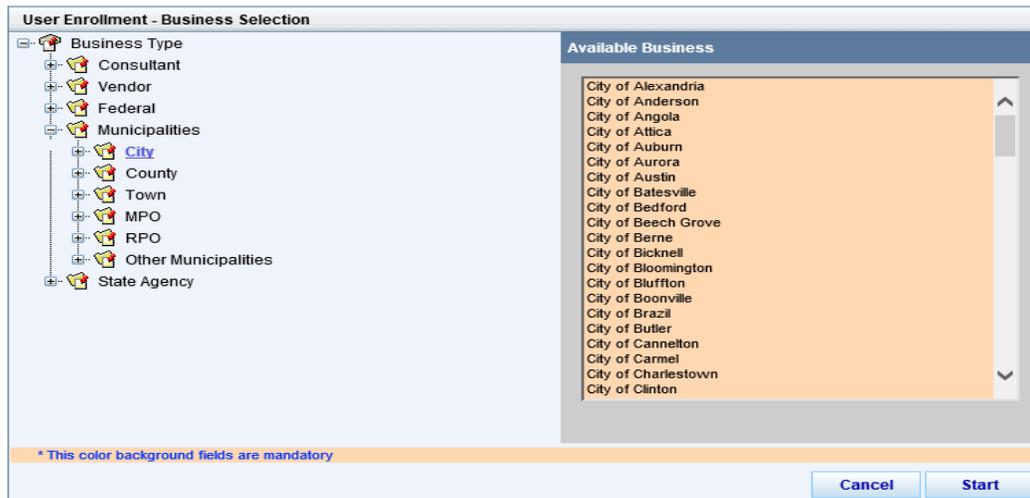
ITAP User Enrollment (cont.)

6) Select the business type that defines your business at the top left of the screen. This will display a list of businesses to the right of the screen to choose from.

   Note (Railroads): For User Enrollment Business Selection- Railroads select **_Vendor_** & **_Railroad_** (left), their registered business (right). (Example below)

   Note (LPA's): select Municipalities & City/County/Town (left), find your registered municipality and select (right). Example below:

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ITAP User Enrollment (cont.)

7) Next, the User Enrollment- User Information screen will display. Fill out all information. The Address fields will auto-populate, but can be modified (see example of form on next page).
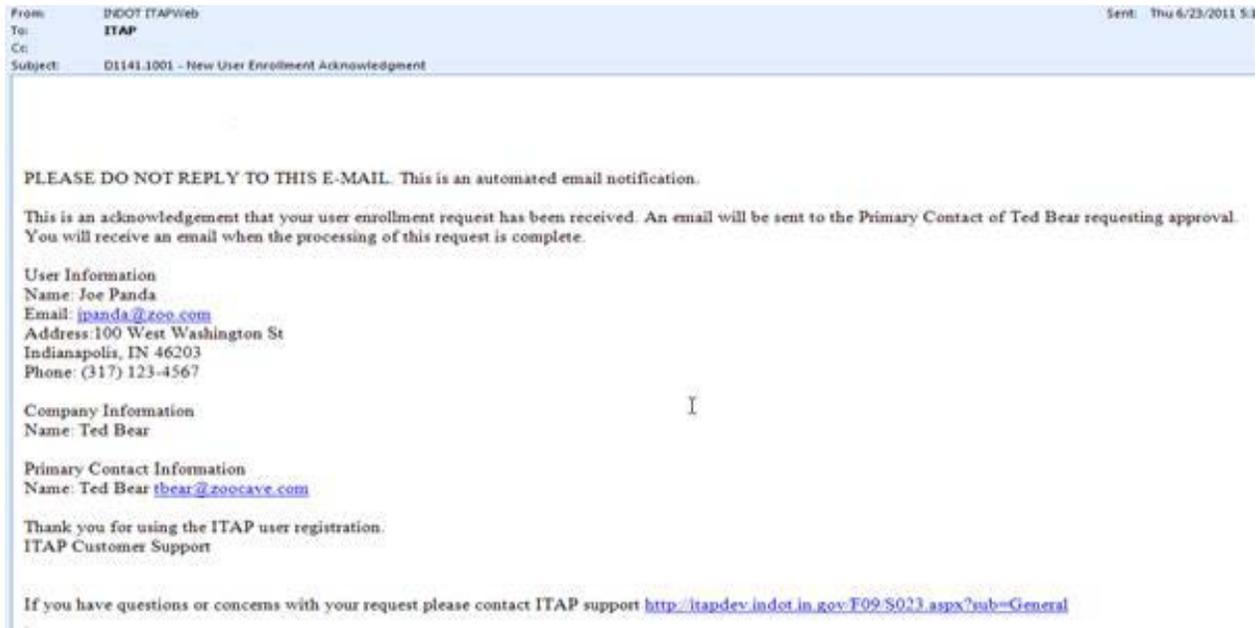

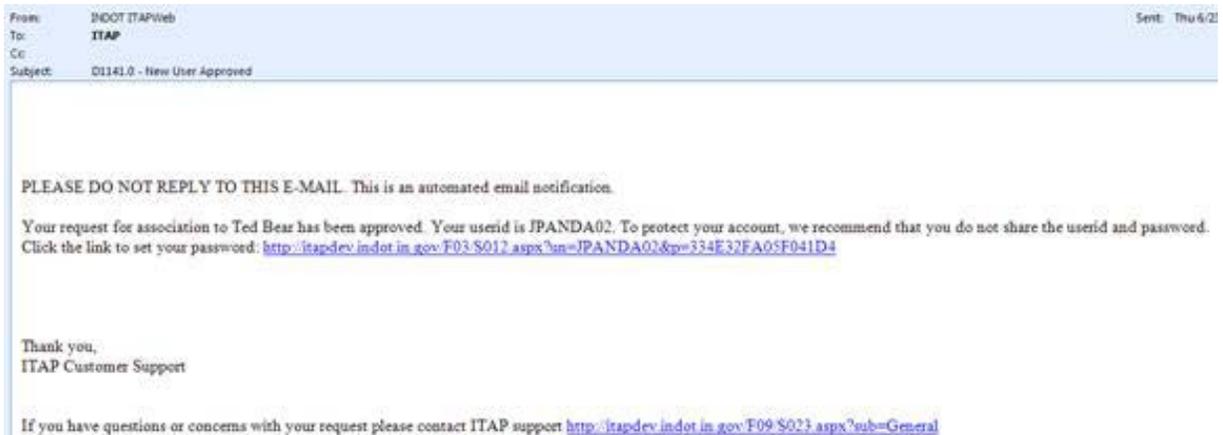8) Select **Finish** when complete. This will give the user a confirmation. (see below)

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ITAP User Enrollment (cont.)

9) A confirmation email will be sent to the user.

10) An email will be sent to the Primary Contact of your business requesting approval. The user will be sent an email with a link to set a password for the user's ITAP account.
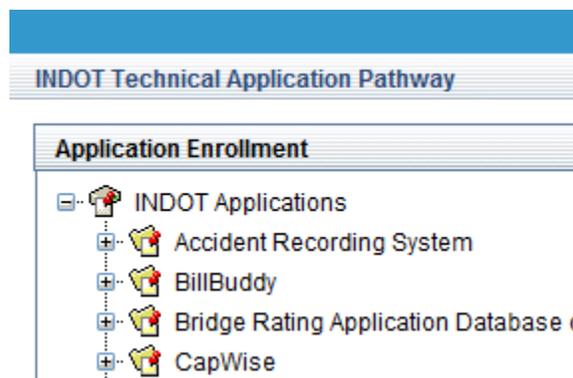
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GRIP Access

1) Once an ITAP account is created for your business, go to the ITAP link & log-in:
   https://itap.indot.in.gov/login.aspx
2) In the Main Page of ITAP, towards the bottom of the page, select **Click here to request a new application** (see below).
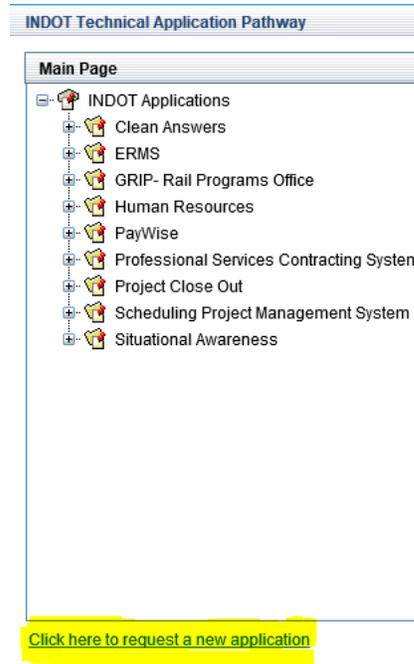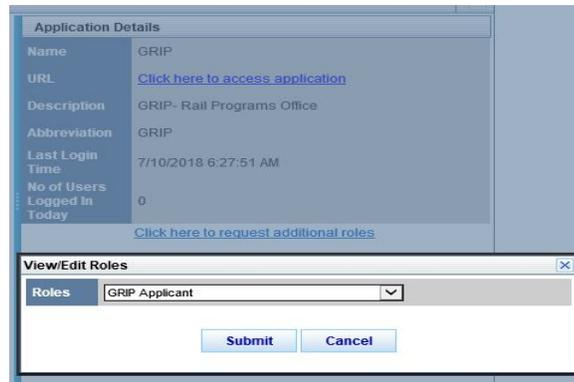

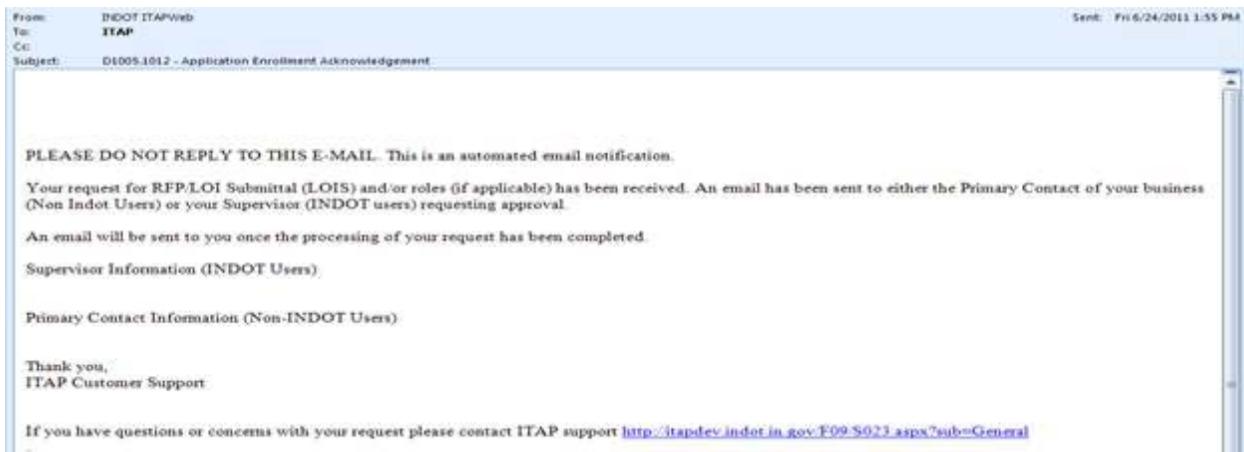3) This will display a list of INDOT Applications on the Applicant Enrollment page.

4) Scroll down to find and select **GRIP Rail Programs Office**. The application details and available roles will be displayed on the right side of the Application Enrollment panel.

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GRIP Access (cont.)

5) For the **GRIP** system, there is only one available role to select, which is **GRIP Applicant.** Select the **GRIP Applicant** role and click on the **Submit** button to submit the request for the application.

Application Details	
Name	GRIP
URL	Click here to access application
Description	GRIP- Rail Programs Office
Abbreviation	GRIP
Last Login Time	7/10/2018 6:27:51 AM
No of Users Logged In Today	0
	Click here to request additional roles

View/Edit Roles ☒

Roles	GRIP Applicant ▼

Submit   Cancel

6) Once the request is submitted successfully, an **Application Enrollment Acknowledgment** email is sent to the user.

From:	INDOT ITAPWeb		Sent: Fri 6/24/2011 1:55 PM
To:	ITAP		
Cc:			
Subject:	D1005.1012 - Application Enrollment Acknowledgement		

PLEASE DO NOT REPLY TO THIS E-MAIL. This is an automated email notification.

Your request for RFP/LOI Submittal (LOIS) and/or roles (if applicable) has been received. An email has been sent to either the Primary Contact of your business (Non Indot Users) or your Supervisor (INDOT users) requesting approval.

An email will be sent to you once the processing of your request has been completed.

Supervisor Information (INDOT Users)

Primary Contact Information (Non-INDOT Users)

Thank you,
ITAP Customer Support

If you have questions or concerns with your request please contact ITAP support http://itapdev.indot.in.gov/F09.S023.aspx?sub=General

7) The INDOT Application Administrator is responsible for approving or denying a user's request for an application. After the Application Administrator step is complete an approval or denial email is sent to the Users email address. (example is on next page).

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GRIP Access (cont.)

8) Once you have access to GRIP, login to ITAP https://itap.indot.in.gov/login.aspx
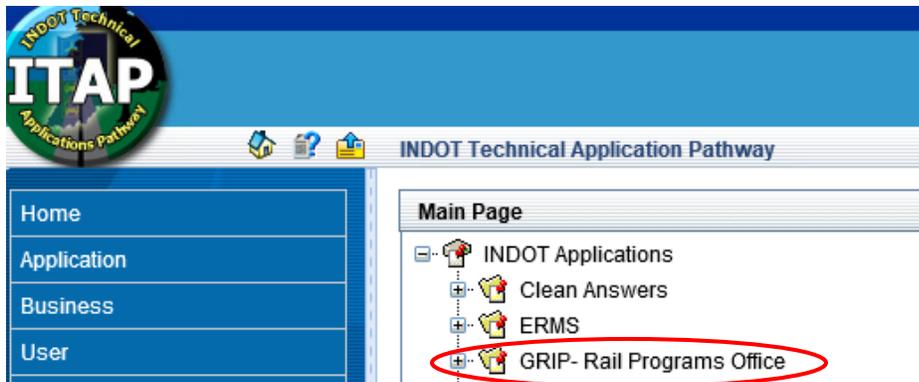
9) Select **GRIP-Rail Programs office** (see above) under the INDOT Applications and select **Click here to access application** to the right of the screen (see below).

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RRGCF Application Submittal

1) Once you're into the GRIP system (see ITAP & GRIP access instructions), to begin a New Application for the Railroad Grade Crossing Fund click on the green **New Grant Application** icon towards the top left of screen.

2) From there, select the type of application **RRGCF** & click **Continue**.

3) There are four (4) parts to the Railroad Grade Crossing Fund application: **Basic Information**, **Improvement Details**, **Attachments**, and **Summary**.

4) The **Basic Information** is the business information, applicant, billing, and project manager contact information. All fields are required & the Contact information is editable. Click **Next** when completed.

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RRGCF Application Submittal (cont.)

5) Next is **Improvement Details**. This is where the applicant will put in information about each crossing.

Note: The Improvement Details is the information used to create the Exhibit A of the grant, if the applicant is selected for the RRGCF.

6) In Improvement Details, each time a new line needs to be added with the requested improvement for a crossing, click the green **Add New Record** icon. Doing so will open the Add/Edit Improvements window.
7) In the Add/Edit- Improvements window, enter the **Crossing Number** (will populate the **County/City/Town/Street Name.** Select **Project Type**, **Number of improvements** (at that crossing for this specific project type), **Project Cost** (cost for that crossing improvement), **Requested Amount** (per crossing improvement type), and **Project Specifics**. (see below)

8) Click **Update** to save information entered, or click **Cancel** to exit without saving.

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RRGCF Application Submittal (cont.)

9) The data entered will be displayed in the **Improvement Details** grid. User can **edit** [✏️] or **delete** [🗑️] the Improvement Details from this grid and home screen using the Edit or Delete icon up until the application has been submitted.

Improvement Details

		DOT-AAR# (Crossing #)	County	City/Town	Street Name	Project Type	Number of Improvement	Project Specifics	Cost	Requested Amount
🗑️	✏️	341235B	Jasper	Rensselaer	CR #650S	LED	12	LED upgrades.	$3,574.00	$3,574.00
								Total	$3,574.00	$3,574.00

Page 1 of 1   10 ▼ items per page   1 - 1 of 1 items

Note: If a crossing has more than one project type, a new record will be required to be added for each project type. (For example: If Crossing #123456A is requesting Signage & Pavement Marking Improvements the application will require two new records).

Next >

10) Continue this process for each crossing improvement.

==Note: If a crossing has more than one project type, a new record will be required to be added for each project type. (For example: If Crossing #123456A is requesting Signage & Pavement Marking Improvements the application will require two new records).==

11) Click **Next** once all crossing projects are listed in the Improvement Details grid. This will take you to the Attachments portion of the application.

12) Attachments are required with the application, such as vendor bid sheets, material cost estimates, photos (crossing surface projects), etc. To add an attachment click the plus sign in the upper left hand corner of the grid.

Attachments

Include copy of vendor bid sheets with application. Sight obstruction projects must include photos of the crossing for each quadrant that will receive the work.

+ **↻**	
File Title ▼	**File Name** ▼

Page 0 of 0   10 ▼ items per page   No items to display

Next >

13) A dialog box opens to upload the attachments. Click Browse to select which document(s) to upload. User can change the name of the Title and File Name, if needed. Click the delete icon to delete a document before it is uploaded.

14) Click the Upload Files icon to upload the selected document(s). When the file(s) have been uploaded, the Upload Status bar displays as 100%. The uploaded documents will appear in the Attachment grid.

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RRGCF Application Submittal (cont.)

Attachments

Include copy of vendor bid sheets with application. Sight obstruction projects must include photos of the crossing for each quadrant that will receive the work.

	File Title		File Name	
👁 ✖	Vendor Quote for RRGCF		Vendor Quote for RRGCF.doc	
👁 ✖	2nd Vendor Quote for RRGCF		2nd Vendor Quote for RRGCF.doc	

Page 1 of 1 — 10 ▾ items per page — 1 - 2 of 2 items

Next >

15) To view the uploaded document(s), click the view document 👁 icon.
16) Click the Next button to navigate to the final section.
17) The **Summary** section shows the ***Applicant Name, Number of Crossings, Number of Improvements, Total Cost, & Requested Amount*** for the application. Click the box to certify the application is in compliance with MUTCD in order to submit.

| Basic Information | Improvement Details | Attachments | **Summary** |

Summary

Applicant Name	Avon
Number of Crossings	1
Number of Improvements	12
Total Cost	$3,574.00
Requested Amount	$3,574.00

☐ I certify the application and the project will be completed in compliance with the current Indiana MUTCD

✓ Submit Grant Application

18) Once the application has been submitted, a confirmation message displays.

Railroad Grade Crossing Fund

Success!

Your application has been submitted succesfully and will be reviewed by INDOT.

Tracking Number: T00001424

🖨 Print   🏠 Home

19) The User has the option to **Print** the submittal confirmation or return to the **Home Page**.
20) After the application has been submitted, the user can go back to the **Home Page** and view the application status at any time.

Crossing Closure Application Submittal

1) When submitting a Crossing Closure Application, log-in to ITAP and go to the GRIP system (if you don't have access, see ITAP & GRIP instructions), click on the green **New Grant Application** on the main GRIP page.
2) Select the **Crossing Closure** application & click **Continue**.

3) There are four (4) parts to the Crossing Closure application: **Basic Information, Crossing Details, Attachments, and Summary**.
4) The Basic Information section is first. After the first time a user applies, the basic information fields will be pre-populated with the information stored from ITAP and the GRIP application.

Crossing Closure Application Submittal (cont.)

5) Enter the contact information for each section. Click the Continue button to move to the next section. Contact billing & project manager information can be updated in this section.
6) Next is the Crossing Details Section, click the **Add New Record** (green) icon in the top left corner of the grid.

7) A dialog box appears, enter the required fields. The Crossing Number field will start displaying similar numbers depending on what is entered. At least the first 3 characters need to be keyed in to see similar crossing numbers.

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Crossing Closure Application Submittal (cont.)

8) Once the crossing number is selected, the County, City/Town and Street Name will be displayed below.

9) Click **Save** to save the information entered, or click Cancel to exit without saving. The data entered will be displayed in the Crossing Details grid.

10) User can edit or delete the Crossing Details from this grid and home screen using the **Edit**

or [🗑] **Delete** icon until the application has been submitted.

11) Click the **Next** icon to move to the next section of the application.

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Crossing Closure Application Submittal (cont.)

12) The next section is Attachments. The User has the option to upload the FRA Predicted Accident Report and/or photos of the crossing. If the user doesn't have any attachments to submit, just skip this step by clicking <u>next</u> and go to Step 17.

Attachments are not required. The INDOT Rail Programs Office will access the FRA Predicted Accident Report for the requested crossing closure.

13) A dialog box opens to upload the attachments. Enter a name for File Title, click Select File(s) to select which document(s) to upload. User can change the name of the Title and File Name, if needed. Click the delete icon to delete a document before it is uploaded.

14) Click the Upload Files icon to upload the selected document(s). When the file(s) have been upload the Upload Status bar displays as 100%.Click Close to go back to the previous Attachments view.

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Crossing Closure Application Submittal (cont.)

15) The uploaded documents will appear in the Attachment grid.

16) To view the uploaded document(s), click the view document icon . Click the Next button to navigate to the final section.

17) The Summary section summarizes the grant application. Once the application is submitted the status changes from Draft to Submitted.

18) Once the application has been submitted, a confirmation message displays.

19) User has the option to **Print** the confirmation with the tracking number or return to the **Home Page**.

Success!

Your application has been submitted succesfully and will be reviewed by INDOT.

Tracking Number: T00001441

20) After submitting an application, the user can go to the **Home Page** to check the grant application status.

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Industrial Rail Service Fund (IRSF) Application Submittal

1) Once you're into the GRIP system, to begin a New Application for the Industrial Rail Service Fund click on the green **New Grant Application** icon.
2) From there, select the type of application and **continue.**

3) The user will fill out the **Basic Information** for the application. Select the Railroad from a drop-down and continue to fill out the rest of the information that isn't populated. Note: all fields with colored background are required.

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Industrial Rail Service Fund (IRSF) Application Submittal (cont.)

4) Clicking **Next** will take the user to **Segment Details**. This is where the applicants will put in their project details such as location, project type, etc. To add segment details, select the green **Add New Record** button.

Segment Details

	County	Start Milepost	End Milepost	Project Type	Other Project Details	Length	286K Capacity	286K Length	Originat... Commodity	Termin... Commodity

Page 0 of 0 10 items per page   No items to display

5) Fill out the details & **Save**.

Add / Edit - Segment Details   ✕

County	Allen ✕
Start Mile Post	1.5
End Mile Post	3.5
Location Description	Mainline in Fort Wayne subdivision
	Remaining characters: 464
Project Type	Tie/Ballast Replacement ✕
Project Length	2 ● Miles ○ Feet
Will project make improvement to 286k capacity?	● Yes ○ No
How much of a segment will be improved	2 ● Miles ○ Feet

Primary commodity movement on segment receiving improvement

Originated	Plastic
Terminated	Chemicals

* Fields with this color background are required

✓ Save   ⊘ Cancel

Note: More than one project type can be selected for each rail milepost segment.

6) This will take you back to the **Segment Details** main screen. What was entered will show in the grid. Keep repeating for each segment. The pencil icon allows users to edit each line in the grid.

	County	Start Milepost	End Milepost	Project Type	Other Project Details	Length	286K Capacity	286K Length	Originat... Commodity	Termin... Commodity
🗑 ✏	Allen	1.5	3.5	Tie/Ballast R...		2 Miles	Yes	2 Miles	Plastic	Chemicals

Page 1 of 1 — 10 ▾ items per page — 1 - 1 of 1 items

7) Click **Next** when the Segment Details are completed.
8) The **Project Budget** screen will display. Click on the green **Add New Record** to begin.

| Basic Information | Segment Details | **Project Budget** | Attachments | Summary |

Project Budget Details

⊕ Add New Record

	Item Description	Quantity	Unit Price	Total

Page 0 of 0 — 10 ▾ items per page — No items to display

9) The **Add New Record** button will take the user to the Add/Edit- Project Budget Details screen (example below).

Add / Edit - Project Budget Details ✕

Item Description	136# Rail
Quantity	79
Unit Price	$800.00
Total	$63,200.00

* Fields with this color background are required

✔ Save   ⊘ Cancel

10) Continue to add each Project Budget line item as a new record and save. This will continue to add the line items on the **Project Budget Details** grid.

GRIP User Guide

Industrial Rail Service Fund (IRSF) Application Submittal (cont.)

11) Once all Project Budget line items are added, the Project Budget Details will look like the diagram below. The system will auto-calculate the Total Project Cost at the bottom of the grid.

Project Budget Details

	Item Description	Quantity	Unit Price	Total
🗑 ✏	surface, line, and dress track	1933	$50.00	$96,650.00
🗑 ✏	installation of rail	4	$600.00	$2,400.00
🗑 ✏	mobilization & demobilization	1	$5,000.00	$5,000.00
🗑 ✏	joint bars (136#)	40	$85.00	$3,400.00
🗑 ✏	rail anchors	1744	$2.00	$3,488.00
🗑 ✏	spikes (100# kegs)	67	$65.00	$4,355.00
🗑 ✏	ballast	900	$33.00	$29,700.00
🗑 ✏	Tie plates	1612	$12.00	$19,344.00
🗑 ✏	136# Rail	79	$800.00	$63,200.00
🗑 ✏	Cross Ties	6000	$50.00	$300,000.00

Page 1 of 1   10 ▼ items per page   1 - 10 of 10 items

Total Project Cost $527,537.00
Requested Amount

12) Applicant will enter the **Requested Amount** at the bottom of the **Project Budget Details** screen. Click **Next**.
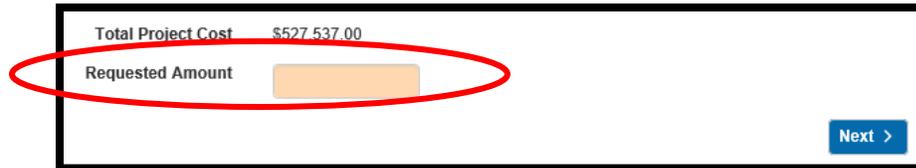
Total Project Cost $527,537.00
Requested Amount

Next >

13) This will take the applicant to the **Attachments** section of the application.
Required attachments are:
   - ❖ Project Description- includes project narrative & project map.
   - ❖ Management Information
   - ❖ Project Benefit
   - ❖ Existing Economic Indicators
   - ❖ Project Location Photos
   - ❖ Vendor Quotes.

Industrial Rail Service Fund (IRSF) Application Submittal (cont.)

14) To add attachments, click on the ⊞ sign.

Attachments

This application requires a detailed Project Description- *project narrative & project map*, Management Information, Project Benefit, Existing Economic Indic

Note: Applications will be denied without this information.

	File Title ▼	File Name ▼
◄◄ ◄ Page 0 of 0 ► ►► 10 ▼ items per page		No items to display

Next >
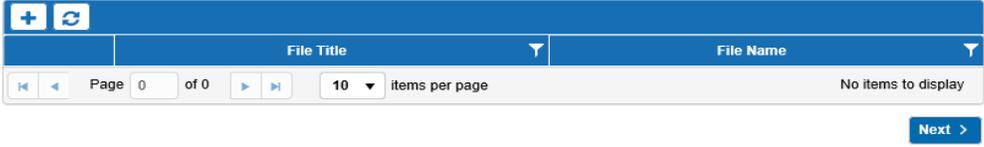
15) This will show the Upload Documents window. Click on Select File(s) tab to retrieve the file to upload. Then click on the ⬆ Upload Files tab to upload the document.

Upload Documents ✕

File(s) Title   Select File(s)..

Clear Files
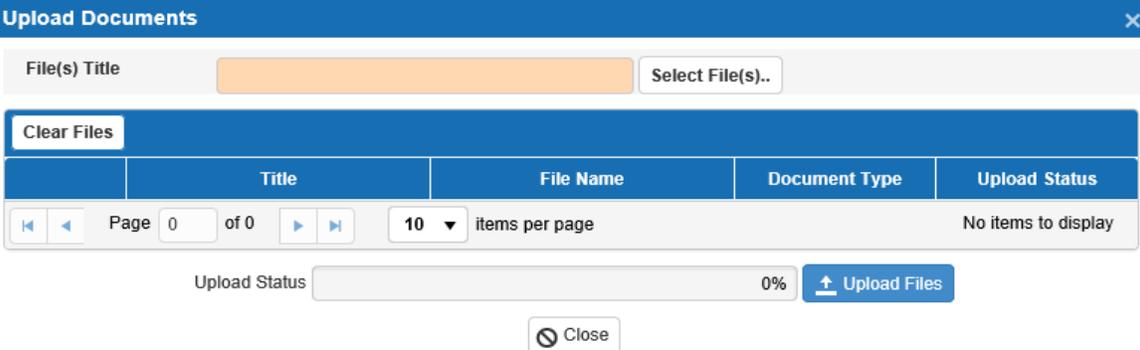
	Title	File Name	Document Type	Upload Status
◄◄ ◄ Page 0 of 0 ► ►► 10 ▼ items per page				No items to display

Upload Status   0%   ⬆ Upload Files

⊘ Close

16) System will show the Uploaded Status of the file. Click **Close**.

Upload Documents ✕

File(s) Title   Select File(s)..

Clear Files
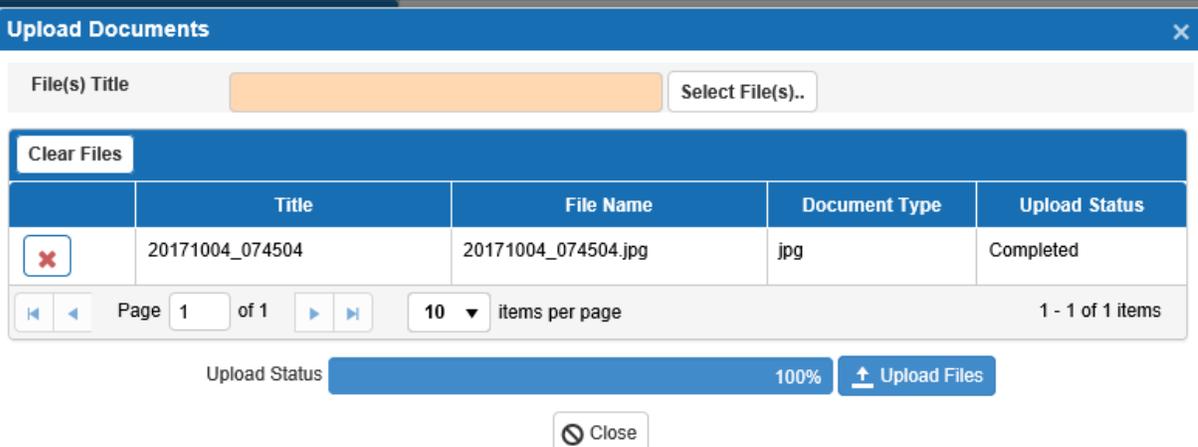
	Title	File Name	Document Type	Upload Status
✖	20171004_074504	20171004_074504.jpg	jpg	Completed
◄◄ ◄ Page 1 of 1 ► ►► 10 ▼ items per page				1 - 1 of 1 items

Upload Status   100%   ⬆ Upload Files

⊘ Close

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Industrial Rail Service Fund (IRSF) Application Submittal (cont.)

17) The Application Summary screen is the final step. The Summary will display **Applicant Name, Number of Improvements, Total Cost, Total Length of improvements, Railroad & INDOT percentages, & Requested Amount**. Here you will submit the IRSF application.

Industrial Rail Service Fund

| Basic Information | Segment Details | Project Budget | Attachments | Summary |

Summary

Applicant Name	
Number of Improvements	10
Total Cost	$527,537.00
Total Length	2 Miles
Railroad Contribution Percentage	43.13 %
INDOT Contribution Percentage	56.87 %
Requested Amount	$300,000.00

✓ Submit Grant Application

18) After clicking the Submit Grant Application button. You will receive a confirmation. User can print out the confirmation to reference the application tracking number. The application is complete.

Success!

Your application has been submitted succesfully and will be reviewed by INDOT.

Tracking Number: T00001441

🖨 Print   🏠 Home

19) After your application is submitted, you may receive correspondence from the email address RailGrant@indot.in.gov requesting more information or a question about the application. Make sure that all inquiries from this email address are answered in a timely manner.

20) If applicants have any questions in regards to this process, please contact Bridgette Hail, Sr. Rail Planner at 317-232-5463 or bhail@indot.in.gov.