

# GRIP User Guide

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

## Introduction

INDOT Technical Applications Pathway (ITAP) is a portal that houses various INDOT systems. In order to access ITAP, each user must first create an Access Indiana Account at the following link <https://www.in.gov/access/>. There you will find a Getting Started Guide and an FAQ.

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 the Sr. Rail Planner of the INDOT Rail Programs Office at [SrRailPlanner@indot.in.gov](mailto:SrRailPlanner@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>.

For instructions on Access Indiana Accounts, please refer to the following link: <https://www.in.gov/access/>.

## 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 Complete a business enrollment form.

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

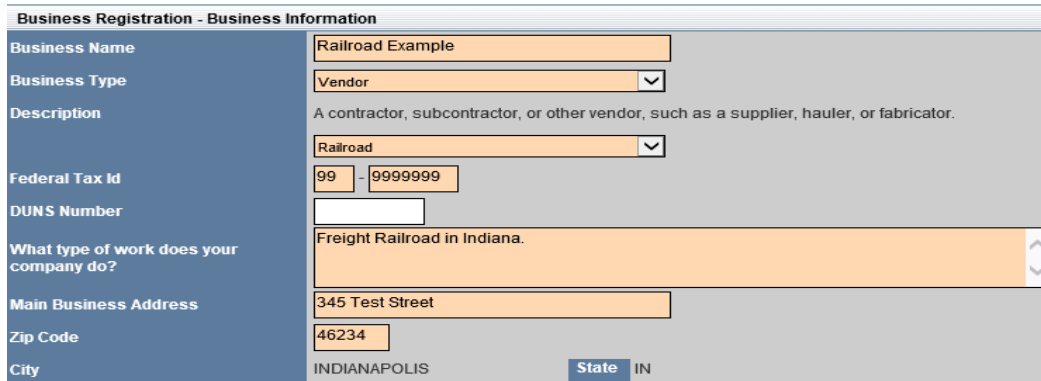
- 3) To the right of this screen, there are instructional videos called “How to Enroll a Business”. We recommend viewing this video before completing the ITAP business enrollment.
- 4) In ITAP login, select “Complete a business enrollment form”.
- 5) In Business Name field, Local Public Agencies (LPAs) 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 - 11111111  |
| 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:

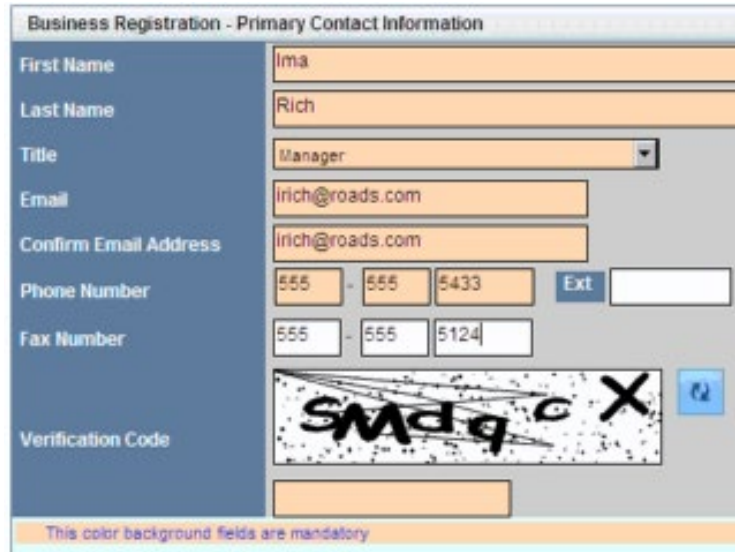
# GRIP User Guide




**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. |
| Federal Tax Id                          | Railroad   |
| DUNS Number                             | 99 - 9999999   |
| 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   |

## 6) Fill in business primary contact information

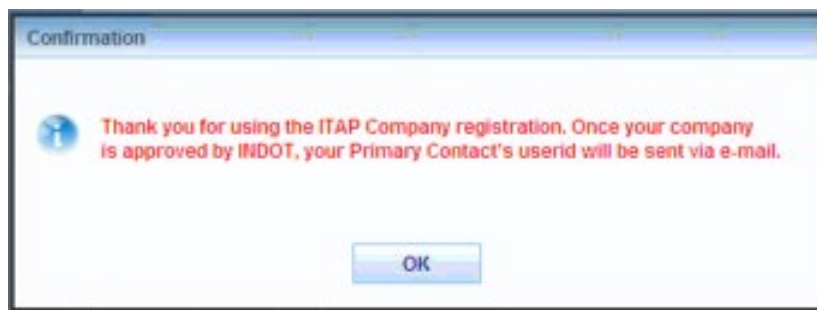


**Business Registration - Primary Contact Information**

|                       |  |
|-----------------------|--|
| First Name            | Ima  |
| Last Name             | Rich   |
| Title                 | Manager  |
| Email                 | lrich@roads.com  |
| Confirm Email Address | lrich@roads.com  |
| Phone Number          | 555 - 555 5433   |
| Fax Number            | 555 - 555 5124   |
| Verification Code     |  |

This color background fields are mandatory

- 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) An email will be sent to you once your ITAP account is approved.



# GRIP User Guide

## 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.

ITAP - Login

☒ INDOT Employees ☐ Others

User Name [Forgot User Name?](#)

Password [Forgot Password?](#)

Login

**For external users this portal serves the following business processes:**

- > American Recovery and Reinvestment Act Reporting - ARRA
- > Design Submittal
- > Geotechnical Engineering Document Management
- > Letters of Interest for Design RFP's - LOIS
- > Prequalification of Consultants
- > Project Commitments Database
- > Professional Services Contractual Services - PSCS
- > Real Estate Document Management
- > Subcontractor Payment Tracking - SPT

**ITAP Training Videos:**

- > [How to Enroll a Business](#)
- > [How to Enroll a User](#)
- > [How to Login as a Non INDOT User](#)
- > [How to retrieve a Forgotten Username](#)
- > [How to retrieve a Forgotten Password](#)
- > [How to Login as an INDOT User](#)

Do you need to enroll a new business? [Complete a business enrollment form.](#)

Do you need to apply for a user account? [Complete a user enrollment form.](#)

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

**User Enrollment - Business Selection**

**Business Type**

- Consultant
- Vendor
- Contractor
- Other
- Railroad**
- Federal
- Municipalities
- State Agency

**Available Business**

- Indiana Rail Road Company

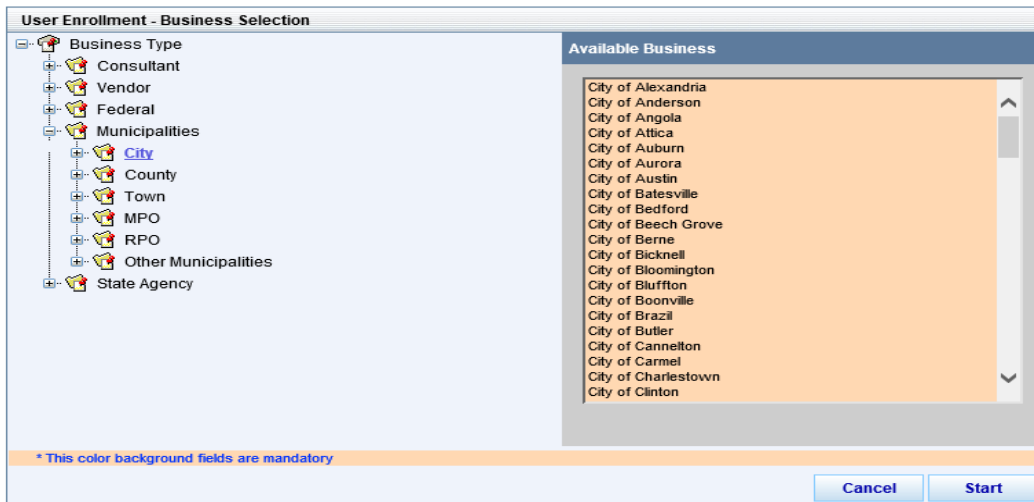
## [ITAP User Enrollment \(cont.\)](#)

- 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:



## 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).

User Enrollment - User Information (Ted Bear Consulting)

|                       |                            |
|-----------------------|----------------------------|
| First Name            | Cindy                      |
| Last Name             | Cubs                       |
| Title                 | Safety Training Consultant |
| Email Address         | ccubs@zoo.com              |
| Confirm Email Address | ccubs@zoo.com              |
| Phone Number          | 555 - 555 8888 Ext         |
| Fax                   | 555 - 555 7676             |
| Address               | 321 Panda Road             |
| Zip                   | 46929                      |
| City                  | FLORA                      |
| State                 | IN                         |
| Verification Code     | x3vbdz                     |

\*This color background fields are mandatory

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

Confirmation

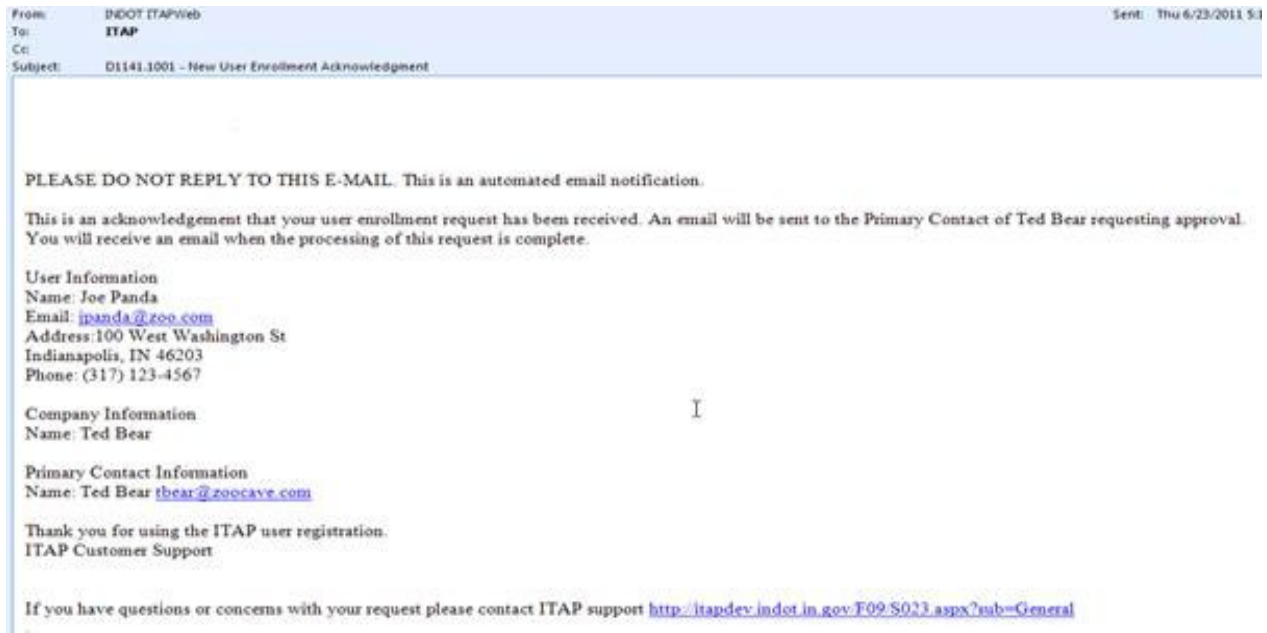
Thank you for using the ITAP user registration.  
You will receive an acknowledgement email shortly.

OK

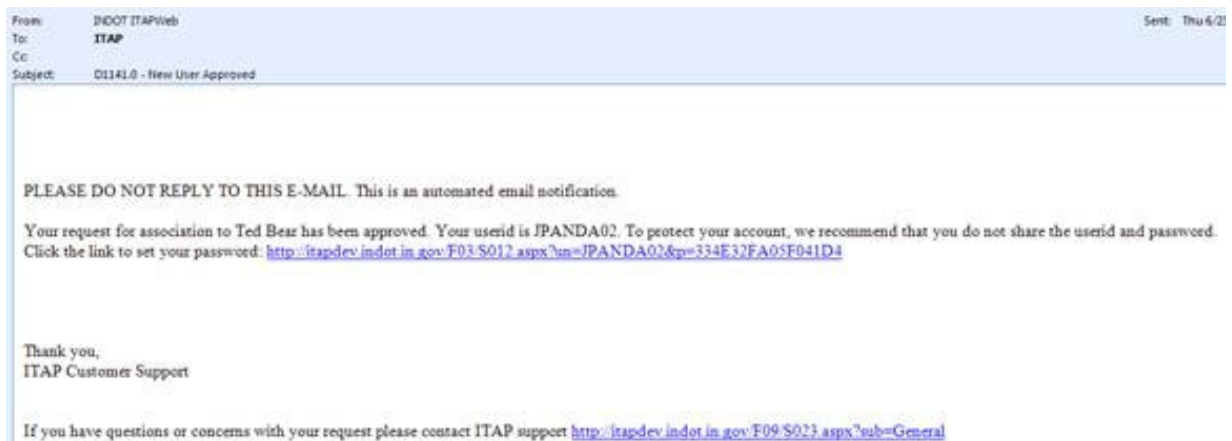
# GRIP User Guide

## ITAP User Enrollment (cont.)

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



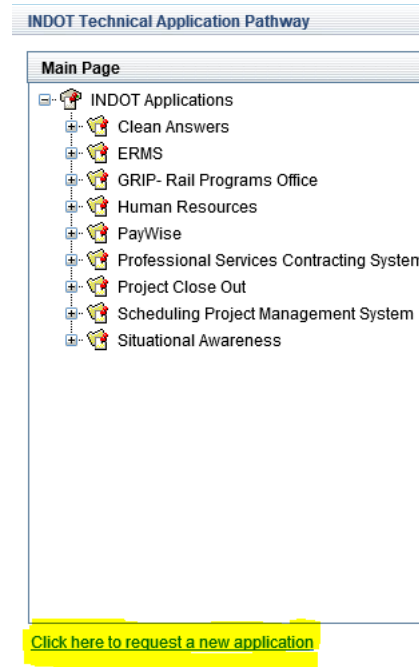
- 10) An email will be sent to the Primary Contact of your business requesting approval. The user will be sent an email with a link to set a password for the user's ITAP account.



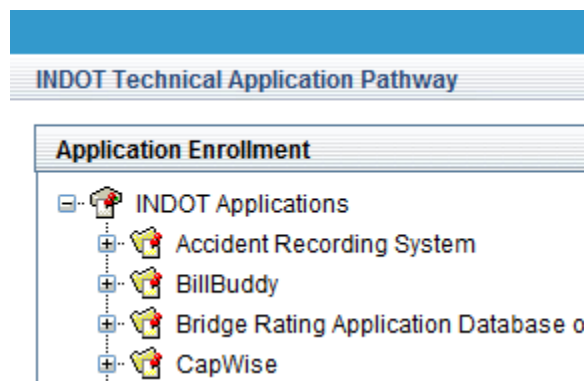
# GRIP User Guide

## 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.

## [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.

The screenshot shows two overlapping windows. The top window, titled 'Application Details', contains the following information:

|                             |  |
|-----------------------------|--|
| Name                        | GRIP   |
| URL                         | <a href="#">Click here to access application</a> |
| Description                 | GRIP- Rail Programs Office                       |
| Abbreviation                | GRIP   |
| Last Login Time             | 7/10/2018 6:27:51 AM                             |
| No of Users Logged In Today | 0  |

Below the table is a link: [Click here to request additional roles](#).

The bottom window, titled 'View/Edit Roles', has a dropdown menu labeled 'Roles' with 'GRIP Applicant' selected. At the bottom of this window are two buttons: 'Submit' and 'Cancel'.

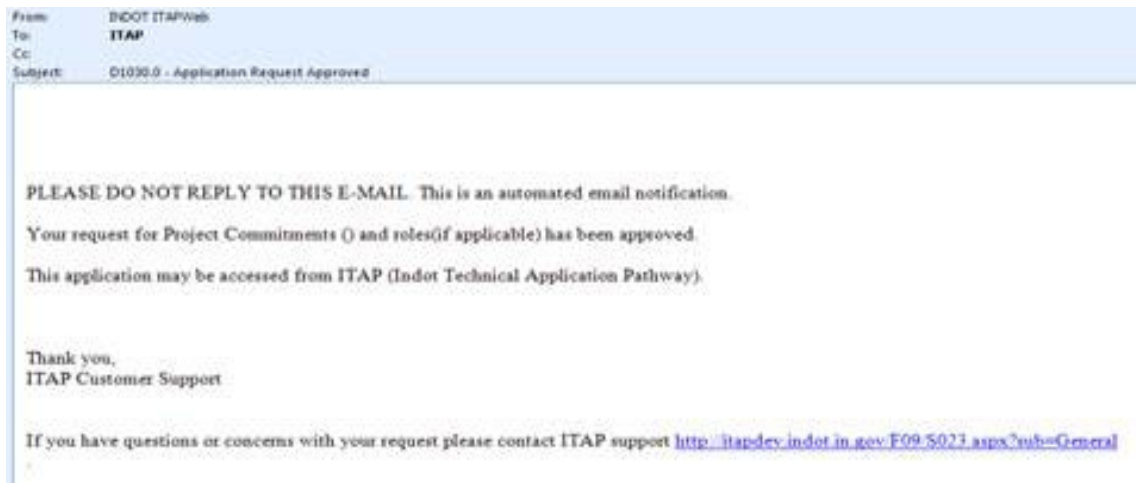
- 6) Once the request is submitted successfully, an **Application Enrollment Acknowledgment** email is sent to the user.



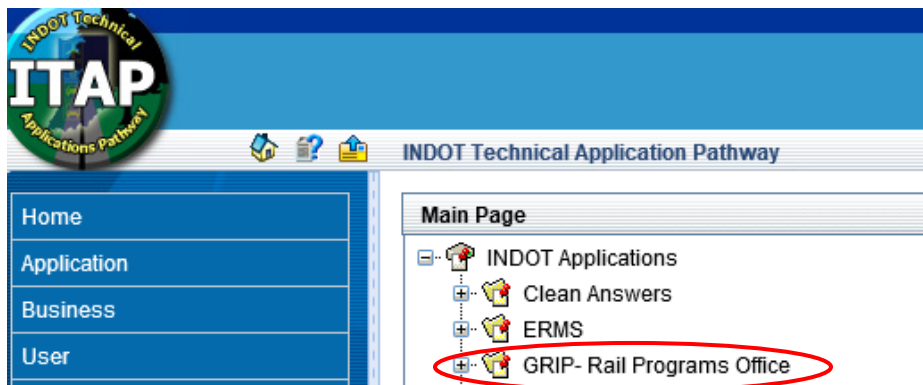
- 7) The INDOT Application Administrator is responsible for approving or denying a user's request for an application. After the Application Administrator step is complete an approval or denial email is sent to the Users email address. (example is on next page).

# GRIP User Guide

## 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).

| Application Details |  |
|---------------------|--|
| Name                | GRIP   |
| URL                 | <a href="#">Click here to access application</a> |
| Description         | GRIP- Rail Programs Office                       |
| Abbreviation        | GRIP   |

# GRIP User Guide

## [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.

 A green rectangular button with a white plus icon and the text "New Grant Application".

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

## New Grant Application

Choose an application type to continue.

☒ **RRGCF - Railroad Grade Crossing Fund**  
The Indiana State Legislature established the Railroad Grade Crossing Fund (RRGCF) to provide reimbursement grant. Local Public Agencies, such as cities, towns, and counties, can apply for this fund.

☐ **Crossing Closure - Railroad Grade Crossing Fund**  
INDOT accepts applications for the Crossing Closure Program for railroad grade crossings. The Crossing Closure program is a one-time incentive program.

☐ **IRSF - Industrial Rail Service Fund**  
The Industrial Rail Service Fund (I.C.8-3-1.7) was established to provide reimbursement for the cost of rail service to industrial facilities.

[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.

| Basic Information | Improvement Details | Attachments | Summary |
|-------------------|---------------------|-------------|---------|
| Basic Information |                     |             |         |
| Applicant Name    | Avon                |             |         |
| Applicant Type    | Select ▼            |             |         |
| Federal Tax ID    | 999999999           |             |         |
| Street Address    | 123 Avon Way        |             |         |
| Address Line2     |                     |             |         |
| City              | Avon                |             |         |
| State             | IN                  | Zipcode     | 46123   |

## [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.

Basic Information
Improvement Details
Attachments
Summary

Improvement Details

+ Add New Record

| DOT-AAR#<br>(Crossing #) | County | City/Town | Street Name | Project Type | Number of Improvement | Project Specifics | Cost   | Requested Amount |
|--------------------------|--------|-----------|-------------|--------------|-----------------------|-------------------|--------|------------------|
|                          |        |           |             |              |                       | Total             | \$0.00 | \$0.00           |

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

**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 >

- 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)

Add / Edit - Improvements

Crossing Number

341235B

County

Jasper

City/Town

Rensselaer

Street Name

CR #650S

Project Type

LED

Number of Improvements

12

Project Cost

\$3,574.00

Requested Amount

\$3,574.00

Project Specifics

LED upgrades.

Remaining characters:

\* Fields with this color background are required



Update

Cancel



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

# GRIP User Guide

## [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

| Add New Record  |                          |        |            |             |              |                       |                   |            |                  |
|---|--------------------------|--------|------------|-------------|--------------|-----------------------|-------------------|------------|------------------|
|   | DOT-AAR#<br>(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.

## 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 |
| <div> <div>⏪ ⏩ Page 1 of 1 ⏪ ⏩</div> <div>10 items per page</div> <div>1 - 2 of 2 items</div> </div>  |                            |                                |
| 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 |                |      |                     |   |                        |    |            |            |                  |            |   |  |
|--|---------------------|-------------|---------|----------------|------|---------------------|---|------------------------|----|------------|------------|------------------|------------|---|--|
| <h3>Summary</h3> <table> <tr> <td>Applicant Name</td> <td>Avon</td> </tr> <tr> <td>Number of Crossings</td> <td>1</td> </tr> <tr> <td>Number of Improvements</td> <td>12</td> </tr> <tr> <td>Total Cost</td> <td>\$3,574.00</td> </tr> <tr> <td>Requested Amount</td> <td>\$3,574.00</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> I certify the application and the project will be completed in compliance with the current Indiana <a href="#">MUTCD</a> </td> </tr> </table> |                     |             |         | Applicant Name | Avon | Number of Crossings | 1 | Number of Improvements | 12 | Total Cost | \$3,574.00 | Requested Amount | \$3,574.00 | <input type="checkbox"/> I certify the application and the project will be completed in compliance with the current Indiana <a href="#">MUTCD</a> |  |
| Applicant Name   | Avon                |             |         |                |      |                     |   |                        |    |            |            |                  |            |   |  |
| Number of Crossings  | 1                   |             |         |                |      |                     |   |                        |    |            |            |                  |            |   |  |
| Number of Improvements   | 12                  |             |         |                |      |                     |   |                        |    |            |            |                  |            |   |  |
| Total Cost   | \$3,574.00          |             |         |                |      |                     |   |                        |    |            |            |                  |            |   |  |
| Requested Amount   | \$3,574.00          |             |         |                |      |                     |   |                        |    |            |            |                  |            |   |  |
| <input type="checkbox"/> I certify the application and the project will be completed in compliance with the current Indiana <a href="#">MUTCD</a>  |                     |             |         |                |      |                     |   |                        |    |            |            |                  |            |   |  |
| <input type="button" value="✓ Submit Grant Application"/>  |                     |             |         |                |      |                     |   |                        |    |            |            |                  |            |   |  |

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

Railroad Grade Crossing Fund

**Success!**

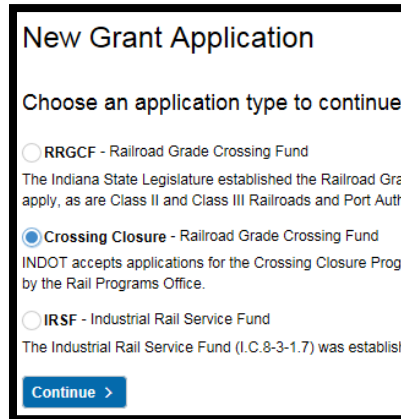
Your application has been submitted successfully and will be reviewed by INDOT.

Tracking Number: T00001424

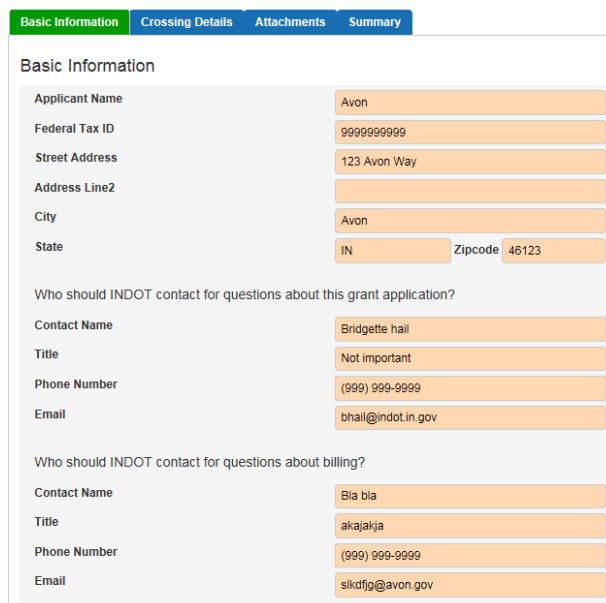
- 19) The User has the option to **Print** the submittal confirmation or return to the **Home Page**.
- 20) After the application has been submitted, the user can go back to the **Home Page** and view the application status at any time.

## 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.



# GRIP User Guide

### 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.

|                   |                  |             |         |
|-------------------|------------------|-------------|---------|
| Basic Information | Crossing Details | Attachments | Summary |
|-------------------|------------------|-------------|---------|

### Crossing Details

⊕ Add New Record

|  | DOT-AAR# (Crossing #) | Railroad Name | County | City/Town | Street Name |
|--|-----------------------|---------------|--------|-----------|-------------|
|  |                       |               |        |           |             |

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

- 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.

**Add / Edit - Crossing Details** ✕

Crossing Number

↺↻

County

City/Town

Street Name

Railroad Name

\* Fields with this color background are required

✓ Save

⊘ Cancel

Add / Edit - Crossing Details

Crossing Number

232

County

292323A

City/Town

292329R

Street Name

232007N

Railroad Name

232011D

\* Fields with this color background

Save

Cancel

# GRIP User Guide

## Crossing Closure Application Submittal (cont.)

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

Add / Edit - Crossing Details

Crossing Number

232011D

County

LaPorte

City/Town

Kingsford Heights

Street Name

HAMILTON 4TH

Railroad Name

\* Fields with this color background are required

Save

Cancel

- 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.

Basic Information

Crossing Details

Attachments

Summary

Crossing Details

Add New Record

|             | DOT-AAR# (Crossing #) | Railroad Name | County | City/Town  | Street Name |
|-------------|-----------------------|---------------|--------|------------|-------------|
| <div></div> | 341235B               | CSX           | Jasper | Rensselaer | CR #650S    |

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).

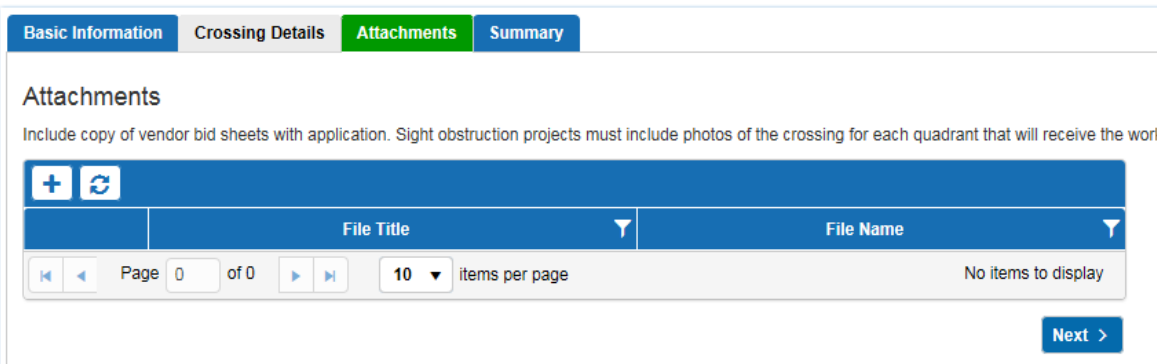
Next >

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

## Crossing Closure Application Submittal (cont.)

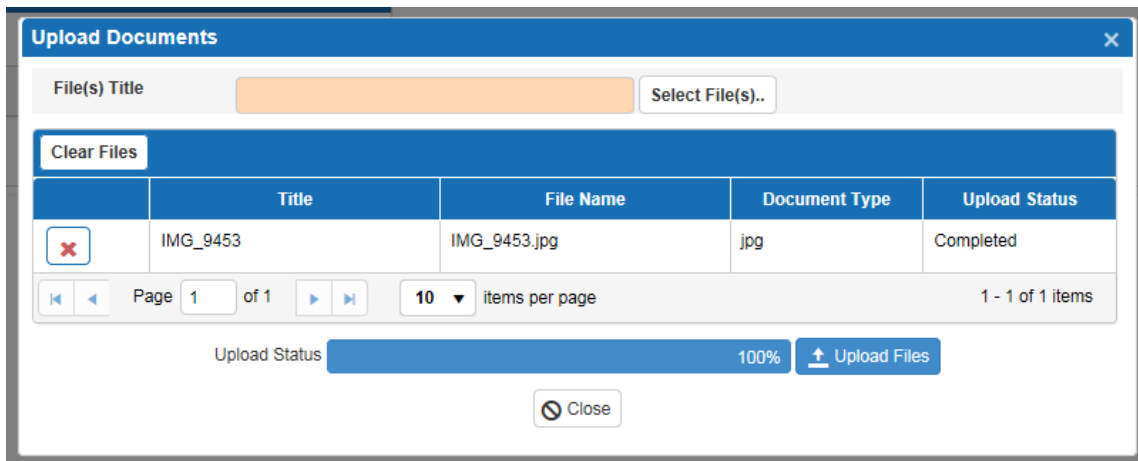
- 12) The next section is Attachments. The User has the option to upload the FRA Predicted Accident Report and/or photos of the crossing. If the user doesn't have any attachments to submit, just skip this step by clicking next and go to Step 17.

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



The screenshot shows the 'Attachments' tab selected in a navigation bar. Below the tab, there is a section titled 'Attachments' with a sub-instruction: '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.' Below this is a table with columns 'File Title' and 'File Name'. The table is currently empty, showing 'Page 0 of 0' and 'No items to display'. A 'Next >' button is located at the bottom right of the section.

- 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.



The screenshot shows the 'Upload Documents' dialog box. It has a 'File(s) Title' input field and a 'Select File(s)..' button. Below this is a 'Clear Files' button and a table with columns: 'Title', 'File Name', 'Document Type', and 'Upload Status'. The table contains one row with the following data: Title: IMG\_9453, File Name: IMG\_9453.jpg, Document Type: jpg, Upload Status: Completed. Below the table is a 'Page 1 of 1' indicator and a '10 items per page' dropdown. At the bottom, there is an 'Upload Status' bar showing '100%' and an 'Upload Files' button. A 'Close' button is located at the bottom center.

## Crossing Closure Application Submittal (cont.)

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

Basic Information

Crossing Details

Attachments

Summary

### 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 w

|  | File Title | File Name    |
|--|------------|--------------|
|  | IMG_9453   | IMG_9453.jpg |

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

Next >

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.

Basic Information

Crossing Details

Attachments

Summary

### Summary

|                     |      |
|---------------------|------|
| Applicant Name      | Avon |
| Number of Crossings | 1    |

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

Print
 Home

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

## [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**.

### New Grant Application

Choose an application type to continue.

☐ **RRGCF - Railroad Grade Crossing Fund**

The Indiana State Legislature established the Railroad Grade Crossing Fund to provide financial assistance to Class II and Class III Railroads and Port Authorities.

☐ **Crossing Closure - Railroad Grade Crossing Fund**

INDOT accepts applications for the Crossing Closure Program by the Rail Programs Office.

☒ **IRSF - Industrial Rail Service Fund**

The Industrial Rail Service Fund (I.C.8-3-1.7) was established

[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.

#### Basic Information

|  |                    |
|--|--------------------|
| Railroad Name  | Rich Railroad      |
| Federal Tax ID   | 777777777          |
| Street Address   | SENATE WAY         |
| Address Line2  |                    |
| City   | Brownsburg         |
| State  | IN Zipcode 46159   |
| Who should INDOT contact for questions about this grant application? |                    |
| Contact Name   | Test               |
| Title  | test               |
| Phone Number   | (000) 000-0000     |
| Email  | bhail@indot.in.gov |

|   |                    |
|---|--------------------|
| Who should INDOT contact for questions about billing? |                    |
| Contact Name  | test               |
| Title   | test               |
| Phone Number  | (000) 000-0000     |
| Email   | bhail@indot.in.gov |
| Enter the contact information for the Project Manager |                    |
| Contact Name  | test               |
| Title   | test               |
| Phone Number  | (000) 000-0000     |
| Email   | bhail@indot.in.gov |

[Next >](#)

# GRIP User Guide

## 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

|   |        |                |              |              |                       |        |               |             |                       |                     |  |
|---|--------|----------------|--------------|--------------|-----------------------|--------|---------------|-------------|-----------------------|---------------------|--|
| + Add New Record                                  |        |                |              |              |                       |        |               |             |                       |                     |  |
|   | 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

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.

# GRIP User Guide

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

- 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 | Original... 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 InformationSegment DetailsProject BudgetAttachmentsSummary

Project Budget Details

Add New Record

|                     | Item Description | Quantity | Unit Price | Total |
|---------------------|------------------|----------|------------|-------|
| No items to display |                  |          |            |       |

Page 0 of 0 10 items per page

- 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

| + Add New Record  |                                |                      |            |              |
|---|--------------------------------|----------------------|------------|--------------|
|   | 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  |                                | <input type="text"/> |            |              |

- 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     |

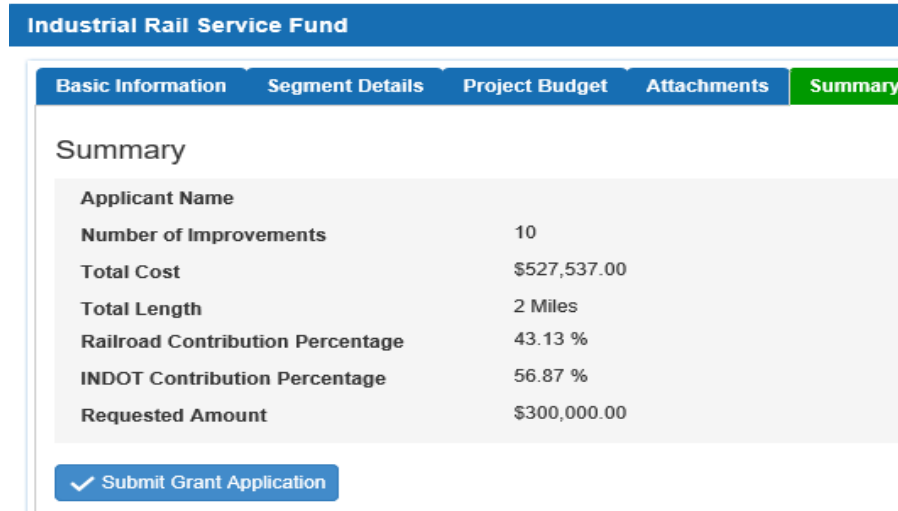


Page 1 of 1


10 items per page

Upload Status
 100%
[Upload Files](#)

 Close

## 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.

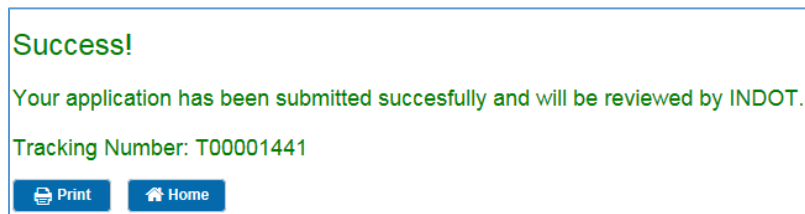


The screenshot shows the 'Industrial Rail Service Fund' application summary screen. It features a blue header bar with the title 'Industrial Rail Service Fund'. Below the header is a navigation bar with five tabs: 'Basic Information', 'Segment Details', 'Project Budget', 'Attachments', and 'Summary'. The 'Summary' tab is highlighted in green. The main content area is titled 'Summary' and contains a table with the following data:

|                                  |              |
|----------------------------------|--------------|
| 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 |

At the bottom of the summary section is a blue button with a checkmark icon and the text '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.



The screenshot shows a confirmation screen with a green border. It contains the following text:

**Success!**

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

Tracking Number: T00001441

At the bottom are two buttons: 'Print' (with a printer icon) and 'Home' (with a house icon).

- 19) After your application is submitted, you may receive correspondence from the email address [RailGrant@indot.in.gov](mailto: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 the Senior Rail Planner at [SrRailPlanner@indot.in.gov](mailto:SrRailPlanner@indot.in.gov).