

GRIP User Guide

Contents

Introduction	2
ITAP Business Enrollment	3
ITAP User Enrollment	5
GRIP Access	9
RRGCF Application Submittal	12
Crossing Closure Application Submittal	16
Industrial Rail Service Fund (IRSF) Application Submittal	22



*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 Bridgette Hail with the Rail Programs Office at 317-601-4117 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>.

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.
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.

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

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

- 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

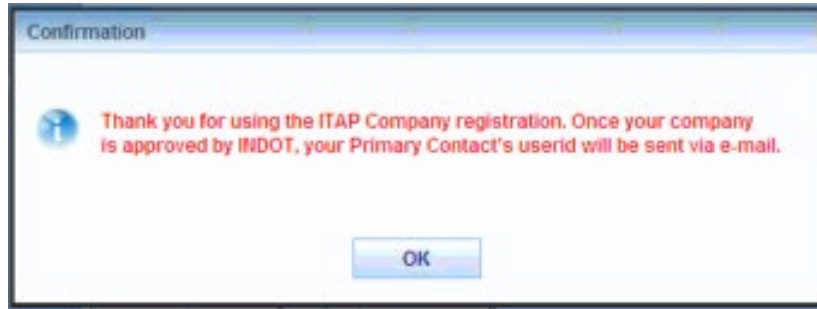
Phone Number: 555 - 555 5433 Ext:

Fax Number: 555 - 555 5124

Verification Code: SMdq c X

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) 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.

A screenshot of the ITAP login page. The title is "ITAP - Login". There are two radio buttons: "INDOT Employees" (selected) and "Others". Below are two input fields: "User Name" with a "Forgot User Name?" link, and "Password" with a "Forgot Password?" link. A blue "Login" button is at the bottom.

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:

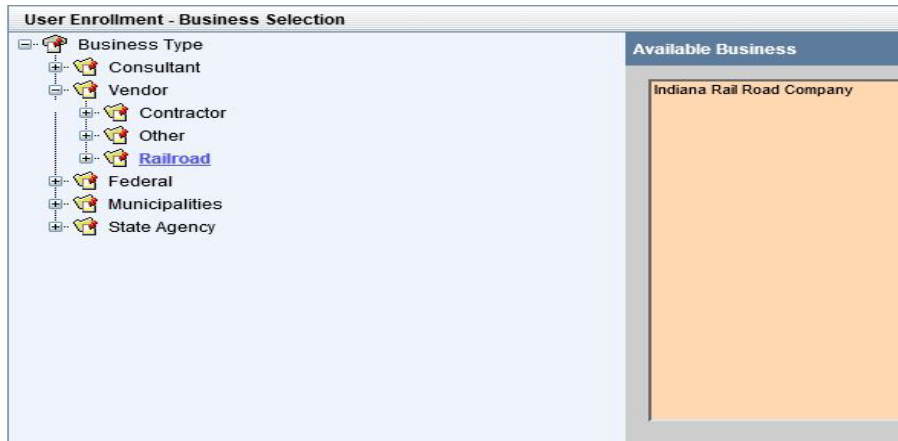
- > [How to Enroll a Business](#)
- > [How to Enroll a User](#)
- > [How to Login as a Non INDOT User](#)
- > [How to retrieve a Forgotten Username](#)
- > [How to retrieve a Forgotten Password](#)
- > [How to Login as an INDOT User](#)

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.](#)

GRIP User Guide

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



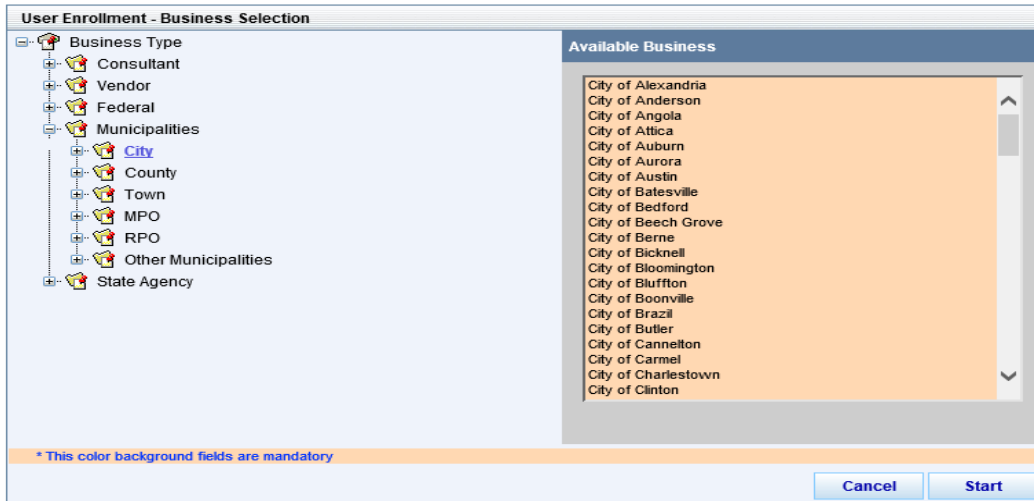
[ITAP User Enrollment \(cont.\)](#)

- 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).

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



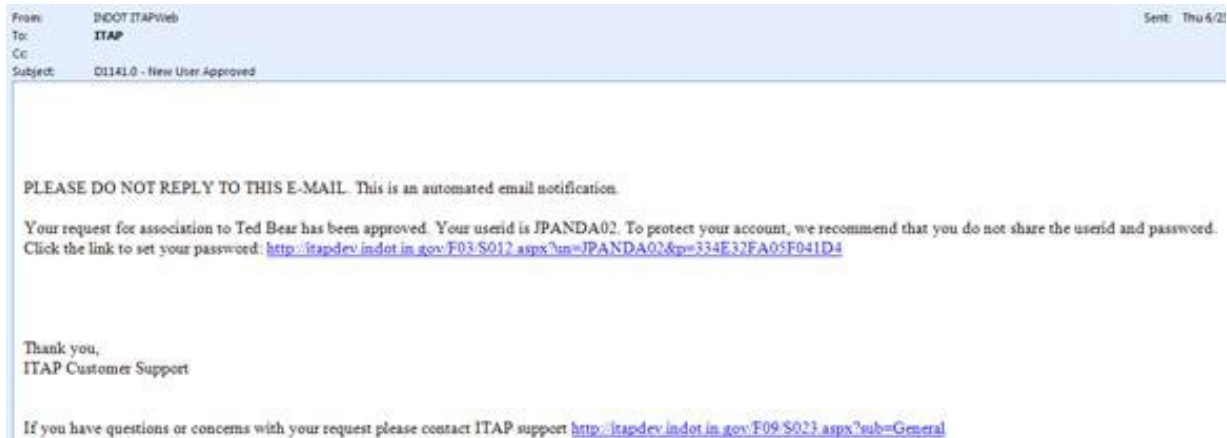
[ITAP User Enrollment \(cont.\)](#)

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



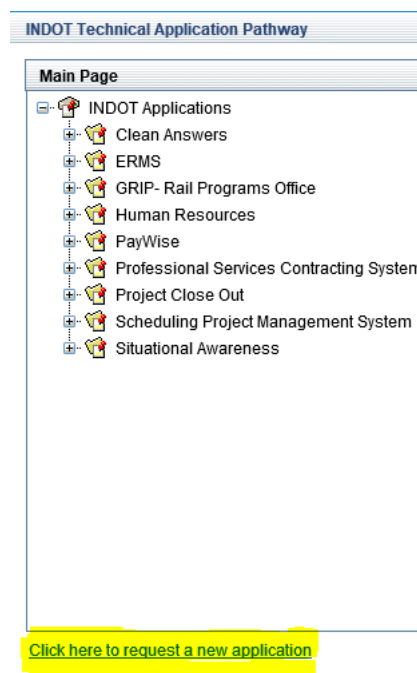
GRIP User Guide

- 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.

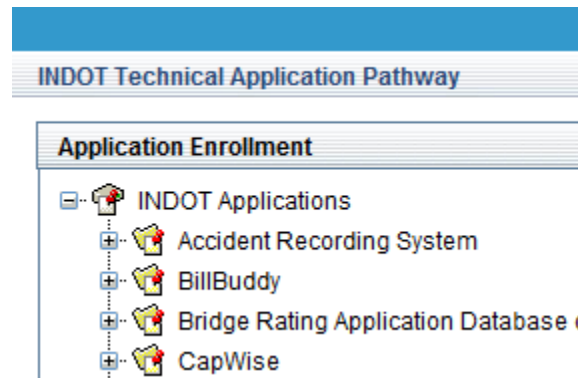


[GRIP Access](#)

- 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).



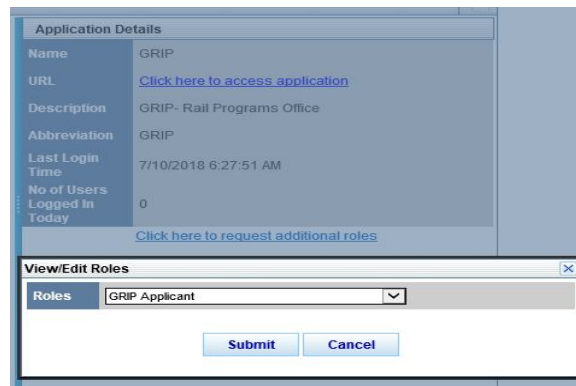
- 3) This will display a list of INDOT Applications on the Applicant Enrollment page.



- 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.

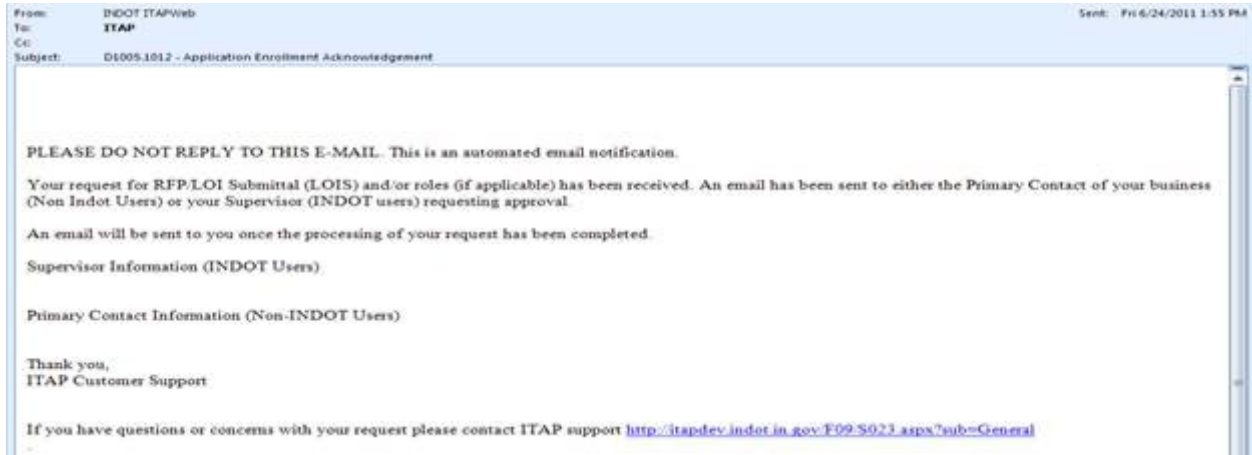
[GRIP Access \(cont.\)](#)

- 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.



GRIP User Guide

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

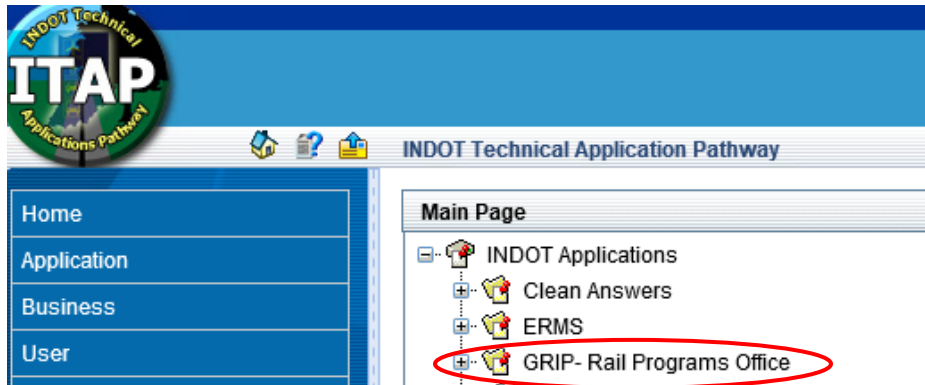


- 7) The INDOT Application Administrator is responsible for approving or denying a user's request for an application. After the Application Administrator step is complete an approval or denial email is sent to the Users email address. (example is on next page).

GRIP 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	Click here to access application
Description	GRIP- Rail Programs Office
Abbreviation	GRIP

[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**.

New Grant Application

Choose an application type to continue.

- RRGCF - Railroad Grade Crossing Fund**
The Indiana State Legislature established the Railroad Grade Crossing Fund as a reimbursement grant. Local Public Agencies, such as cities, towns, and counties, are eligible to 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 in 1993 to provide financial assistance to local public agencies for the maintenance and improvement of industrial rail service.

[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.

The screenshot shows a navigation bar with four tabs: 'Basic Information' (highlighted in green), 'Improvement Details', 'Attachments', and 'Summary'. Below the tabs, the 'Basic Information' section is displayed with the following fields:

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# (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 >](#)

- 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.
- 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](#)



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

[RRGCF Application Submittal \(cont.\)](#)

- 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.

GRIP User Guide

Improvement Details

Add New Record									
	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.

[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		
<input type="checkbox"/> 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 successfully 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](#)

GRIP User Guide

- 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**.

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 funding for the construction and maintenance of railroad grade crossings that apply, as are Class II and Class III Railroads and Port Authority.

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 to provide funding for the construction and maintenance of railroad grade crossings that apply, as are Class II and Class III Railroads and Port Authority.

[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.

Basic Information | Crossing Details | Attachments | Summary

Basic Information

Applicant Name: Avon

Federal Tax ID: 999999999

Street Address: 123 Avon Way

Address Line2:

City: Avon

State: IN Zipcode: 46123

Who should INDOT contact for questions about this grant application?

Contact Name: Bridgette hall

Title: Not important

Phone Number: (999) 999-9999

Email: bhall@indot.in.gov

Who should INDOT contact for questions about billing?

Contact Name: Bla bla

Title: akajakja

Phone Number: (999) 999-9999

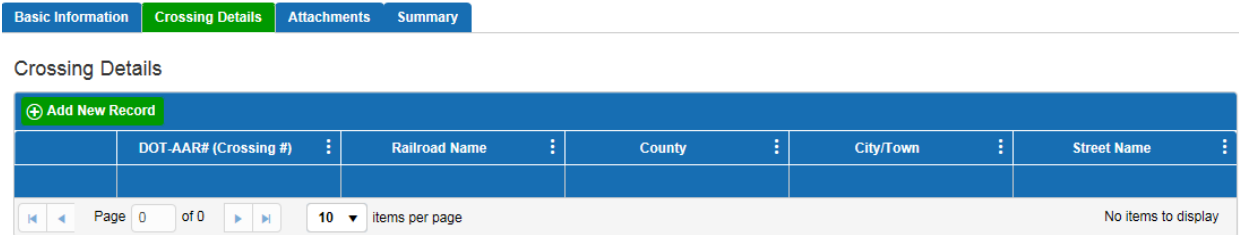
Email: slkdfjg@avon.gov

[Crossing Closure Application Submittal \(cont.\)](#)

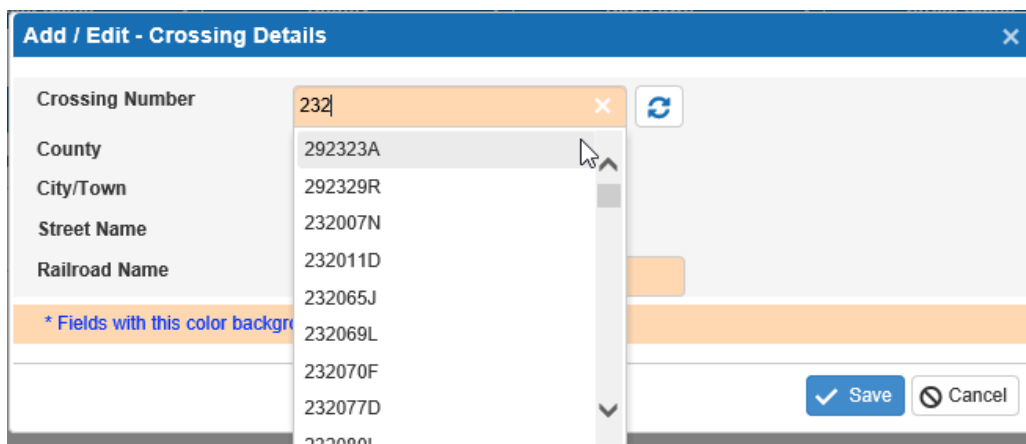
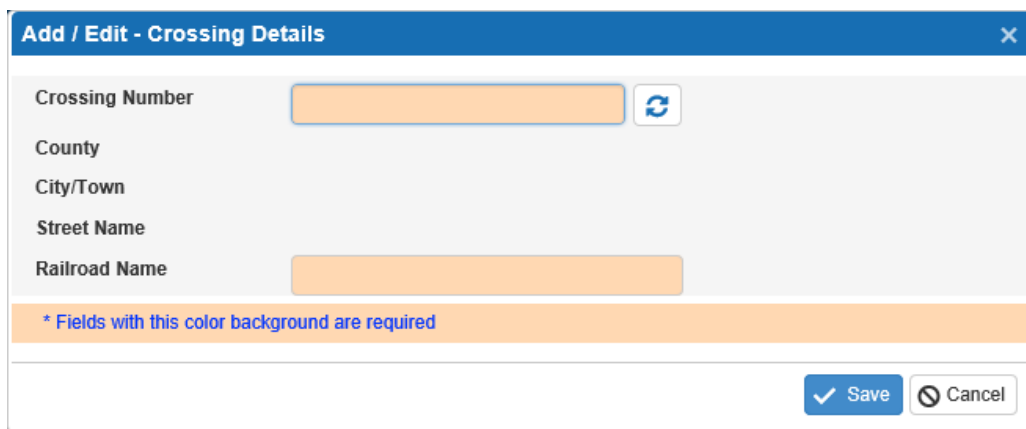
- 5) Enter the contact information for each section. Click the Continue button to move to the next section. Contact billing & project manager information can be updated in this section.

GRIP User Guide

- 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.



[Crossing Closure Application Submittal \(cont.\)](#)

GRIP User Guide

- 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
	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).

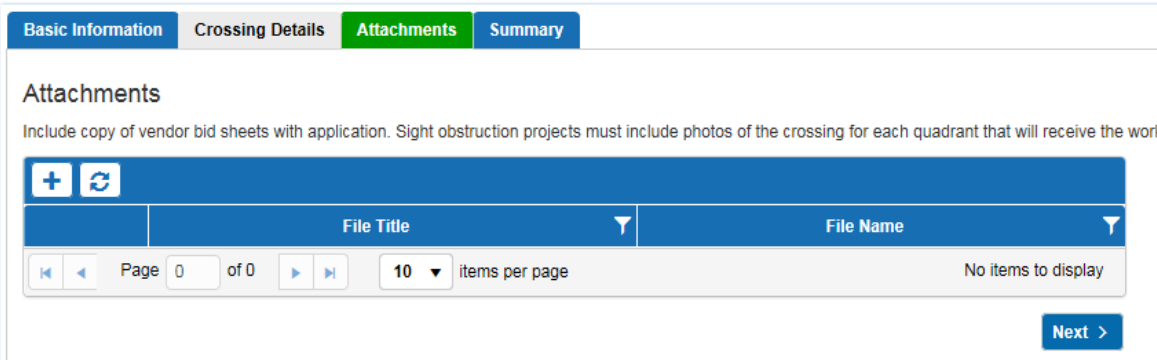
Next >

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

GRIP User Guide

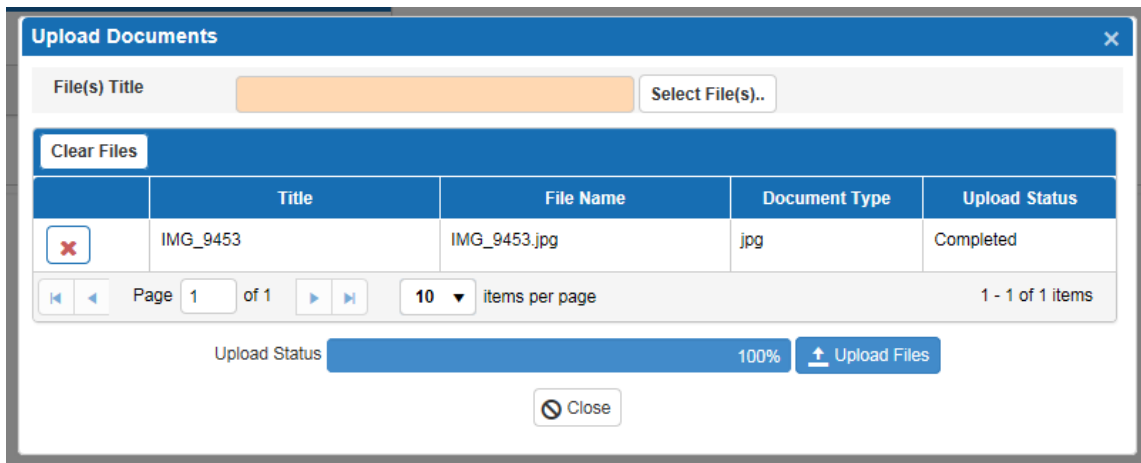
- 12) The next section is Attachments. The User has the option to upload the FRA Predicted Accident Report and/or photos of the crossing. If the user doesn't have any attachments to submit, just skip this step by clicking next and go to Step 17.

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



- 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.



[Crossing Closure Application Submittal \(cont.\)](#)

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

The screenshot shows the 'Attachments' section of the application. At the top, there are four tabs: 'Basic Information', 'Crossing Details', 'Attachments' (which is highlighted in green), and 'Summary'. Below the tabs, the title 'Attachments' is displayed. A descriptive text reads: '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'. Below this text is a table with two columns: 'File Title' and 'File Name'. The table contains one row with 'IMG_9453' in the 'File Title' column and 'IMG_9453.jpg' in the 'File Name' column. To the left of the 'File Title' cell, there are two icons: a blue eye icon and a red 'X' icon. Below the table, there is a pagination control showing 'Page 1 of 1', a dropdown menu set to '10' items per page, and '1 - 1 of 1 items'. A 'Next >' button is located at the bottom right of the table area.

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.

The screenshot shows the 'Summary' section of the application. At the top, there are four tabs: 'Basic Information', 'Crossing Details', 'Attachments', and 'Summary' (which is highlighted in green). Below the tabs, the title 'Summary' is displayed. The summary content is as follows:

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**.

The screenshot shows a success confirmation message. The text reads: 'Success!', 'Your application has been submitted successfully and will be reviewed by INDOT.', and 'Tracking Number: T00001441'. Below the text are two buttons: 'Print' and '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 funding for railroad grade crossings that apply, as are Class II and Class III Railroads and Port Authority.
- 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 >](#)

[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
Remaining characters: 464

Project Type: Tie/Ballast Replacement

Project Length: 2 Miles

Will project make improvement to 286k capacity? Yes

How much of a segment will be improved: 2 Miles

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 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

- 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.

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.

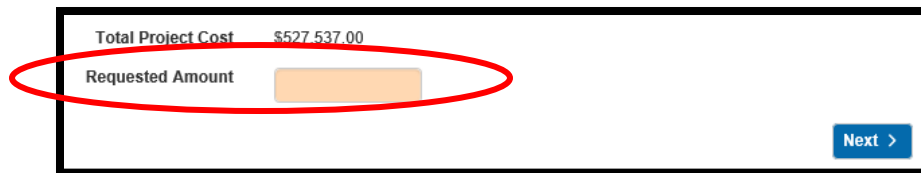
Project Budget Details

+ 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

12) Applicant will enter the **Requested Amount** at the bottom of the **Project Budget Details** screen. Click **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.

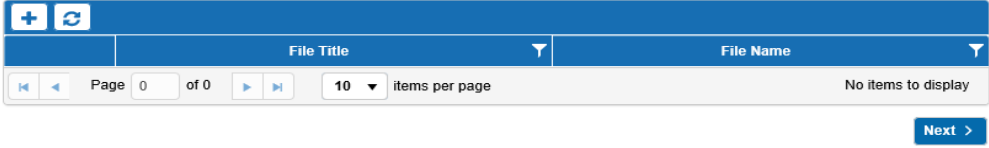
Industrial Rail Service Fund (IRSF) Application Submittal (cont.)

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.

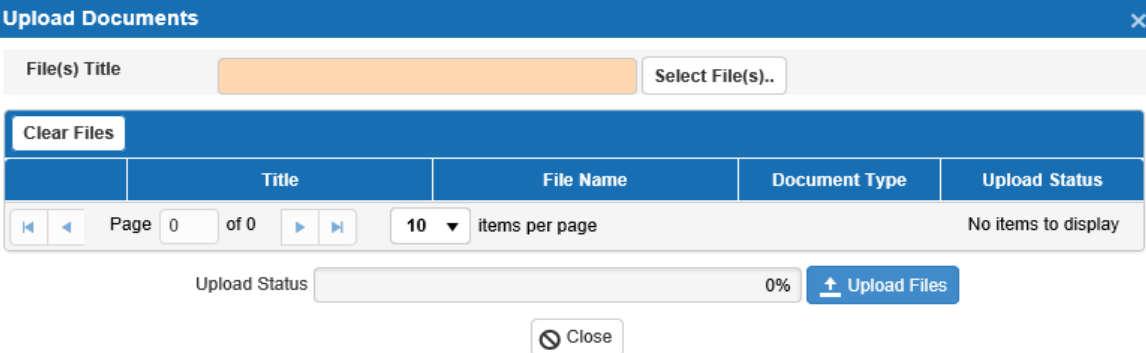


File Title	File Name
------------	-----------

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  tab to upload the document.




Upload Documents

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

Clear Files

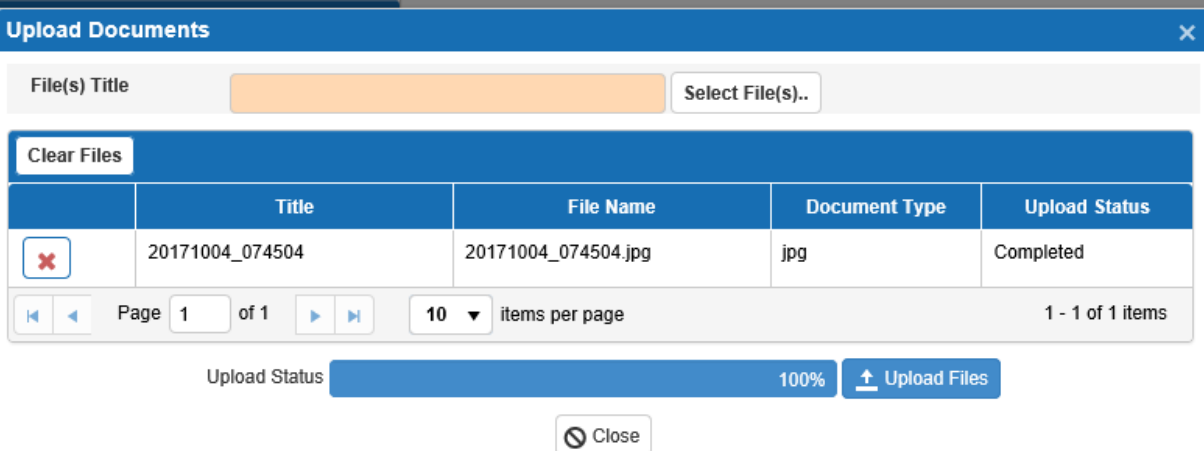
Title	File Name	Document Type	Upload Status
-------	-----------	---------------	---------------

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

Upload Status 0% 

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% 

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.

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 successfully 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.