



E-GRANTS IGX REFRESHER TRAINING

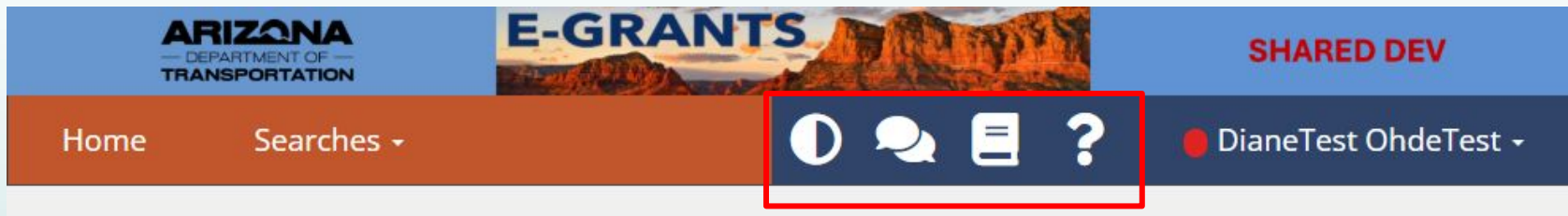
Presenter: Diane Ohde

[AZDOT-E-Grants.intelligrants.com](https://www.AZDOT-E-Grants.intelligrants.com)

Sep 2026

Refresher Training Agenda

- Menu Bar Overview
- Profile and Messages Overview.
- How to Set Up Dashboard.
- Navigation
- How to Initiate a Reimbursement Request
- Initiate Reimbursement Troubleshooting
- New Application
- Tips
- Important Information
- Live Demonstration



➤ High Contrast Mode



➤ Contact Us - TransitGroup@azdot.gov email link

Submit Support Request



➤ Reference and Training Material



➤ Web Page Help



Contact Us ✕

TransitGroup@azdot.gov

Submit Support Request



Submit Support Ticket

Support Request Details

 ✕

DianeTest OhdeTest

Preferred Contact Method

Category

Who is this request directed to?

Please describe how we can help

Save

- Complete the form.
- All fields are required.
- Click Save.



Click on Notebook to View Training Materials\Resources

Links are available to RTAP information, Transit web page, and Training video.

Training Materials

[RTAP Policy and Procedures Web Link](#)

[Program Handbooks, Applications, Award and E-Grants Subrecipient User Manual Web Link \(Transit Planning and Transit Resources web page\)](#)

[IGX Subrecipient Training Video Web Link](#)



Click on Question Mark to View Web Page Help Information

Clicking on Help from the Dashboard screen, will provide Agate Help Desk Contact information.

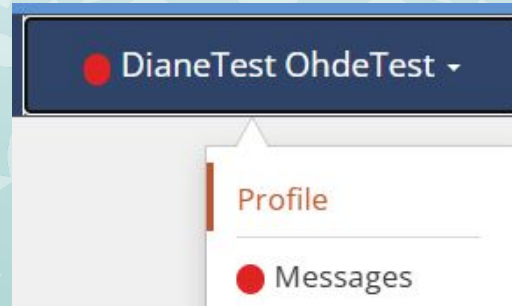
Help ✕

Select your name in the top right of the system to access your profile, messages and to configure your dashboard.

AGATE Help Desk Availability
Hours: Monday thru Friday 8am to 5pm MST
Phone: 1-800-820-1890
Email: Helpdesk@Agatesoftware.com



Profile, Organization, Messages



Profile Information

- Person Information Section
 - Basic Information (Name, Title)
 - Contact Information (Phone, Fax, Website, Email)
 - Address
 - Login Information
 - Update Your Security Image
 - Edit Username
 - Edit Password

Person Information

• Edit person profile and organization role information.

Profile

Basic Information

First Name	Middle Name
DianeTest	
Last Name	Prefix
OhdeTest	
Title	Suffix
Agency Authorized Official	

Contact Information

Primary Phone	Secondary Phone
(123) 456-7890	
Cell	SMS Opt-Out
	☐
Fax	WebSite
Email	
duhde@audot.gov	

Address Information

Street Address	
TEST	
Address 2	
City	State
Phoenix	Arizona
ZIP Code	County
12345	Apache County

Login Information

Security Image	Update Security Image
	
Username	Edit Username
c8495	
Password	Edit Password

Person Profile - Organizations Information

Organizations +			
Central Yavapai Metropolitan Planning Organization			
Role Name	Active Date	Inactive Date	Assigned By
AGENCY Authorized Official	4/20/2023		Administrati on, MPD

- User's role for their assigned organization(s)
- Organization Administrators can click on the plus sign to assign a different role.
 - Rule of thumb - when assigning a new role, deactivate the previous assigned role to avoid access issues.



Organization Information

- Go to Left Panel
- Click on Organization Information under the Organization Name

Home

Searches ▾

Person Information

DianeTest OhdeTest

Organization Information

▼ Krystal Smith 1234

Organization Information

Organization Members

Additional Information



Organization Information

Organization Information

Instructions:

- From this page, you can edit the organization's General Information, Contact Information, and Business Address.
- To view current organization members or add a new organization member, click the option for "Organization Members" in the left side navigation.
- To edit a organization's currently designated category, click the option for "Organization Categories" in the left side navigation.

Information

General Information

Name	DBA
Krystal Smith 1234	smith12314
TAX ID	

Contact Information

Primary Phone	Email
(123) 456-7890	dohde@audiot.gov
Fax	Website
(002) 712-9898	https://www.audiot.gov/transitguidebooks

Additional Information

Acronym
KS1234
CDG/MPO
123
Vendor #
PZ333333333
Address Code
002
Unique Entity ID
HTTMS432143
Abbreviation
KcySmi
Type
Tribal

Business Address

Address	
TEST W Test	
Address2	
MD 106	
City	State
Phoenix	Arizona
ZIP Code	County
12345	Maricopa County

Organization Administrators can view/update Organization General Information, Contact Information, Additional Information, and Business Address.

Organization Members

Organization Members

Instructions:

- Use the available search criteria to filter the members table.
- (Transit Staff) To add a new member, click the Add New button and follow the instructions.
- You can limit system access by setting the Active/Inactive dates.



Go to Left Panel Menu



Click on Organization Members under the Organization Name to view members details or deactivate a member.



Filter members list by Name, Role, or Active Status

Organization Information

▼ Krystal Smith 1234

Organization Information

Organization Members

Additional Information



Members Search

Name

Role

Active

Clear

Search

▼ Members

Person Name	Role Name	Active Date	Inactive Date	Last Modified By	Last Modified By Date
OhdeTest, DianeTest	AGENCY Organization Administrator	10/29/20		Administration, MPD	10/29/20
Smith AO, Krystal	AGENCY Authorized Official	01/29/13		Ohde, Diane	02/08/23

Organization Additional Information

Organization Information

▼ Krystal Smith 1234

Organization Information

Organization Members

Person Categories

Additional Information



- Go to Left Panel Menu
- Click on Additional Information under the Organization Name to set up additional addresses, define address type (Contract, Mailing, Remittance), and upload Certs and Assurances.

Additional Information

Instructions

1. Please list the addresses for the organization, department, or sub-organization name in the name of the unit applying.
2. If multiple units are applying or are ADOT grantees, please ensure all are listed.
3. Use the ADD button to enter additional addresses.

ADDITIONAL ADDRESSES

Name*

Acronym*

Relationship to Organization*

Relationship to Organization*

If other, please explain the relationship

Address*

City* State* Zipcode*

County*

Address Type*

- ☐ Contract Address
- ☒ Mailing Address
- ☐ Remittance Address

CERTS & ASSURANCES

Drag Files Here

Messages

- Click on Messages to view your system messages.
- Search filters available for From, Subject, Associated Document, Archived Messages.
- Option to mark items as Read, Unread, or Archive.

DianeTest OhdeTest ▾

Profile

Messages

Support

Log Out

Messaging

Inbox
Sent

Inbox

Instructions

- Click the envelope icon to expand each message.

Inbox Search

From

Associated Document

Subject

Archived Messages
☐

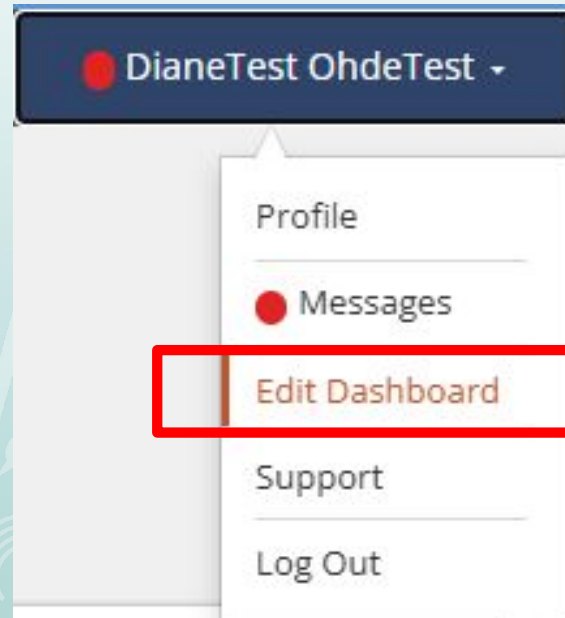
Clear
Search

Inbox

Mark As Read ▾ Apply

	From	Subject	Sent	Associated Document	
☐	Grant System	Grant Application 2022-PA-smith12314-00001 modification required	6/4/2026 7:16:07 AM	2022-PA-smith12314-00001	

Edit Dashboard



Edit Dashboard

- Three options on top right:



- Add the following Panels (Click on Save after each selection):
My Tasks (Wide),
Announcement Panel, and My Opportunities (Standard or Wide).

- Arrange the panels by dragging and dropping.

- Resave on top right when done.

- Reload the page to display dashboard updates.

Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The My Tasks panel will show documents that are currently in process or are in need of attention.

My Tasks

> Filters

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
20081	Organization Details	City of Bolivar	Organization Details in Process	7/1/2015 6:04:17 PM	
2016-ADOT-south12314-00001	Planning Application	Kusnet Smith 1236	Application in Process	9/8/2016 4:17:51 PM	
2020-PA-DeLuxe-City-00002	Planning Application	DeLuxe City 2	Application in Process	8/18/2022 1:56:21 PM	
2022-Pk-south12314-00001	Planning Application	Kusnet Smith 1236	Application Modifications Required	6/4/2026 7:11:58 AM	

Announcements

Welcome to the ADOT E-Grants Portal!
Click on the top right Training Materials icon to access User Manual and Training Material.

My Opportunities

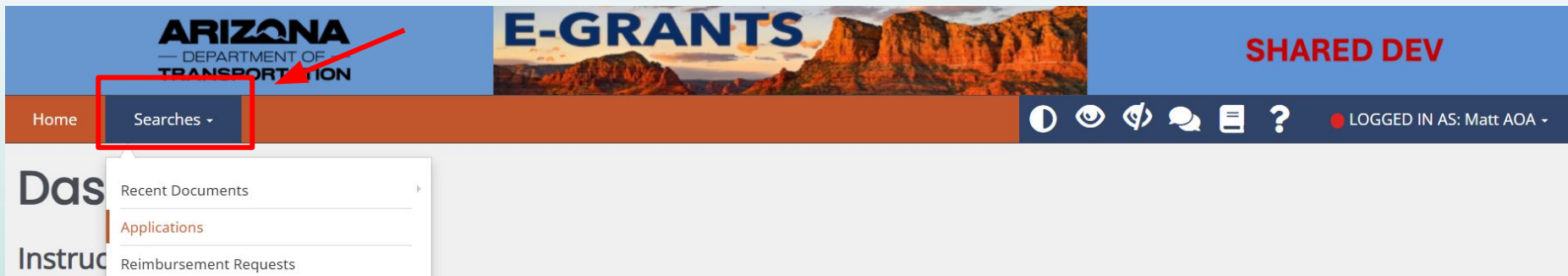
> Filters

My Opportunities

Name	Provider	Availability	Description
5307-0339 Application	ADOT Multimodal Planning Division	3/14/2023 12:00:00 AM - 12/31/2025 11:59:00 PM	2024 - The Urbanized Area Formula Funding (5307) program is allocated to small urban communities (20K-200K Population). The Bus and Bus Facilities (5339) program is apportioned to the state of Arizona and is divided into Small Urban and Statewide funding.

IGX Navigation

To open an existing Application or Reimbursement Request, Click on **Searches**.



- Recent Documents - The system will remember the recent documents you viewed.
- Applications - Opens Applications Search Window
- Reimbursement Requests - Opens Reimbursement Request Search Window

Recent Documents

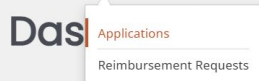
- Hover mouse over Recent Documents to view list of recent documents.
- Click on the Document you want to view.



The screenshot shows the Arizona Department of Transportation E-GRAN portal. The header includes the Arizona Department of Transportation logo and the E-GRAN title. The navigation bar has 'Home' and 'Searches' with a dropdown arrow. A dropdown menu is open under 'Searches', listing 'Recent Documents', 'Applications', and 'Reimbursement Requests'. The 'Recent Documents' list contains three entries: '5311RROct-2026-MTO-00847', '5311-2026-MTO-00010', and '5311-2024-MTO-00003'. A red arrow points to the first entry in the list.

Recent Documents
5311RROct-2026-MTO-00847
5311-2026-MTO-00010
5311-2024-MTO-00003

Search Applications



Applications

Instructions:

- Fill out the Search Criteria and click Search to search for a specific document.
- Leave the Search Criteria blank and click Search to show all your documents.

Document Search

Name:

Sub Code:

Type:

Status:

Organization:

Person:

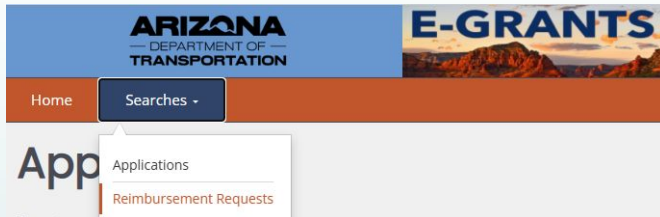
▼ Documents Number of Results:

Name	Organization	Type	Status	Sub Code	Status Date
RTAP(07/2020-09/2024)smith12314-0005	Krystal Smith 1234	RTAP 2021	Expired	2021	12/4/2020 8:27:37 AM
RTAP(07/2020-09/2024)smith12314-0017	Krystal Smith 1234	RTAP 2021	RTAP Active	2021	11/24/2021 10:42:44 AM

1

- Select Program\Year from Type dropdown.
- Use first 3-4 characters of text when searching to achieve better results.
- Click on blue Export icon on top\right of results to export to Excel.

Search Reimbursement Requests



- Select Reimbursement Program\Year from Type dropdown.
- There are three types of reimbursements
 - 5311
 - Planning WP
 - 5310/RTAP
- Use first 3-4 characters of text when searching to achieve better results.
- Click on Blue Box on top\right of results to export to Excel.

Reimbursement Requests

Instructions:

- Fill out the Search Criteria and click Search to search for a specific document.
- Leave the Search Criteria blank and click Search to show all your documents.

Document Search

Name:

Type:

Organization:

Sub Code:

Status:

Person:

Documents

Number of Results: 1

Name	Organization	Type	Status	Sub Code	Status Date
5310BBSep-2023-smith12314-00796	Krystal Smith 1234	Reimbursement Request 2025	Reimbursement Request Submitted	2025	2/5/2026 9:14:17 AM

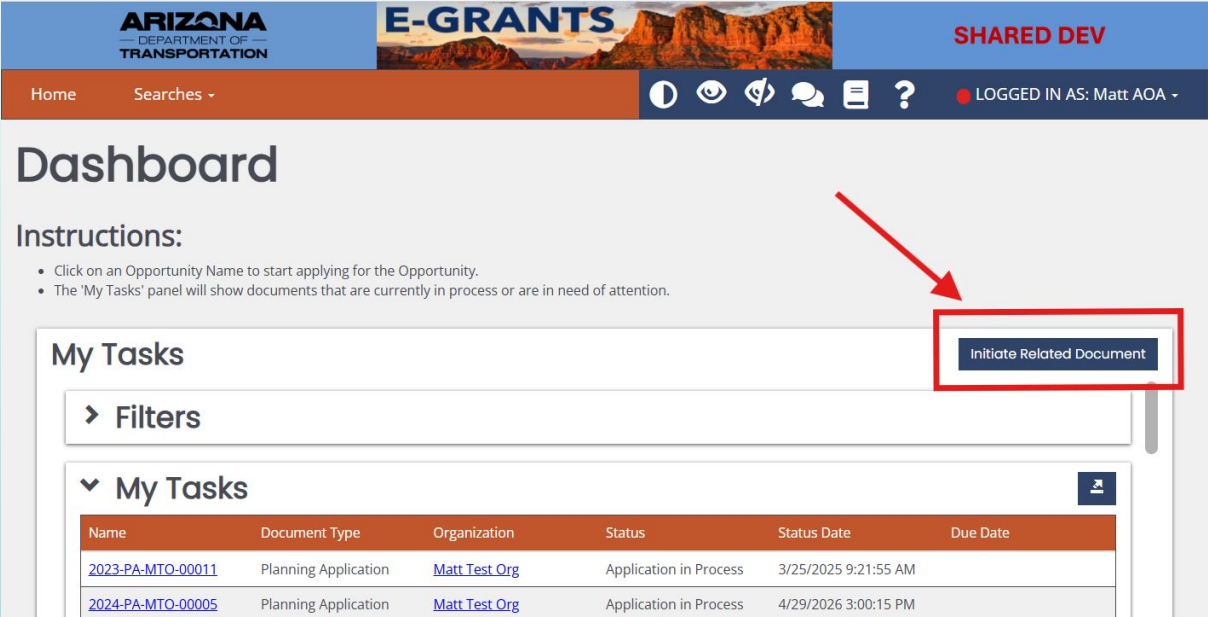
Navigation: 1

Initiate Reimbursement

Initiate Related Document

- Three options:
- The Dashboard - Top Right of My Tasks Section
 - The Application Left Panel under Related Documents (all the way at the bottom)
 - The Reimbursement Request Left Panel under Related Documents (all the way at the bottom)

Initiate Reimbursement from Dashboard



ARIZONA — DEPARTMENT OF — **TRANSPORTATION**

E-GRANTS

SHARED DEV

Home Searches -

LOGGED IN AS: Matt AOA -

Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The 'My Tasks' panel will show documents that are currently in process or are in need of attention.

My Tasks

Initiate Related Document

Filters

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
2023-PA-MTO-00011	Planning Application	Matt Test Org	Application in Process	3/25/2025 9:21:55 AM	
2024-PA-MTO-00005	Planning Application	Matt Test Org	Application in Process	4/29/2026 3:00:15 PM	

Initiate Reimbursement from Application Left Panel

Scroll on the Left Panel all the way down to the bottom.

The screenshot displays the ARIZONA E-GRANTS system interface. The top header includes the ARIZONA DEPARTMENT OF TRANSPORTATION logo, the E-GRANTS title, and a SHARED DEV status. The left navigation panel is highlighted with a red arrow pointing to the bottom. The main content area shows the Document Landing Page for application 5311-2026-MTO-00010, including instructions and a table of document details.

ARIZONA
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E-GRANTS

SHARED DEV

Home Searches -

5311-2026-MTO-00010

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

▼ Status Options

▼ Related Documents

Initiate Related Doc

5311 Reimbursement Request

Document Landing Page

Instructions:

- View document details.

Template 5311 Application 2026	Instance 5311 Application	Process 5311 Application
Document Name 5311-2026-MTO-00010	Document Status Active Grant	
Organization Matt Test Org	Your Role AGENCY Organization Administrator	Period Date 1/1/2026 12:00:00 AM

Initiate Reimbursement from Another Reimbursement

Scroll on the Left Panel all the way down to the bottom.

The screenshot shows the ARIZONA E-GRANTS system interface. The left sidebar contains a list of actions and document status options. A red arrow points to the 'Initiate Related Doc' button, which is located at the bottom of the sidebar. The main content area displays the 'Document Landing Page' for document 5311RROct-2026-MTO-00847. The page includes a 'New Note' button and a 'Instructions' section with a link to 'View document details.' Below the instructions is a table with document details.

Template	Instance	Process
5311 Reimbursement Request 2026	01_October 5311 RR	5311 Reimbursement Request
Document Name 5311RROct-2026-MTO-00847	Document Status Reimbursement Request in Progress	
Organization Matt Test Org	Your Role AGENCY Organization Administrator	Period Date 10/1/2025 12:00:00 PM 9/30/2027 12:00:00 PM

Initiate Related Document - Reimbursement

- Select the Application Parent Document.
- Available Documents should auto-populate.
- Click **Create**.

Home Searches ▾

Instructions:

- Click on an Opportunity Name to start applying for the O
- The 'My Tasks' panel will show documents that are curre

Announcements

Welcome to the ADOT E-Grants Portal!

Click on the top right Training Materials icon to acces

Initiate Related Document [Close]

Instructions:

- Select a parent document and available related document.
- Use the Create button to initiate the related document.

Document Identifier

Search parent documents by identifier...

Parent Document

5310-2025\2026-MTO-00006 ▾

Available Documents

Reimbursement Request 2025 ▾

Create

New Reimbursement Request

- Open the Reimbursement Request Form on the Left Panel.
- System will display errors on the Attention window on top right.
- Click on down facing arrow to minimize the errors displayed.

The screenshot displays the ARIZONA DEPARTMENT OF TRANSPORTATION E-GRANTS interface. The top navigation bar includes the department logo, the title "E-GRANTS", and a "SHARED DEV" status. Below this is a secondary navigation bar with "Home" and "Searches" links, and a user profile for "DianeTest OhdeTest". The main content area is titled "Reimbursement Request" and includes a sidebar with navigation options: "Forms", "Reimbursement Request", and "Tools". The "Reimbursement Request" option is highlighted with a red box. The main content area contains instructions for the request, including details about the service period, invoice number, and ADOT procurement. A red box highlights the "Attention" window on the right, which lists several requirements for the request, such as the need for a billing period, fare revenue, back-up documentation, and confirmation of contract reporting. The "Attention" window is also highlighted with a red box.

ARIZONA
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TRANSPORTATION

E-GRANTS

SHARED DEV

Home Searches ▾

5310RR--MTO-00848

▼ Forms

▼ Reimbursement Request

Reimbursement Request !

▼ Tools

Landing Page

Add/Edit People

Status History

Reimbursement Request

Instructions:

- For the service period, include the entire month or quarter for the reimbursement you are requesting.
- E-Grants will auto-fill the invoice number for you or you can update with your internal Invoice #.
- The Reimbursement Request Amount should include the total paid, not just the federal portion.
- ADOT Procured items will not display on this form.
- Any Adjustments for prior reimbursements should be documented in the comments section with supporting documentation.

Local Match Instructions

- Enter the cash match expended by source with the source identified
- All In-kind match must be approved by ADOT during the award process.
- Enter the in-kind match units (ie. Volunteer hours or sq ft. etc...) expended this billing period only.

New Note | Print | Save

Last Saved 9/27/2026 10:49 AM

▼ Attention

- A billing period is required.;
- Fare Revenue is Required for Operating.;
- Please attach Back-up Documentation.;
- Please confirm that you have entered your contract reporting into the LPA database for this billing period.;
- Please check I agree to certify expenses submitted are eligible.;
- Project Revenue, Volunteer Drivers, Passenger Trips, Vehicle Service, Major Injuries, Total Project, Major Incidents, Deadhead Miles, Personal Vehicles, Fare Revenue, and Fatalities are required for Operating awards.;

New Add Attachments Functionality

- Add Multiple Files at once.
- Browse, Select Files, and Click Open or Drag and Drop onto the blue Browse button.

ATTACH BACK-UP DOCUMENTATION

Browse

 Test File - Copy.docx
File(s) uploaded successfully.

 Test File - Copy.pdf
File(s) uploaded successfully.

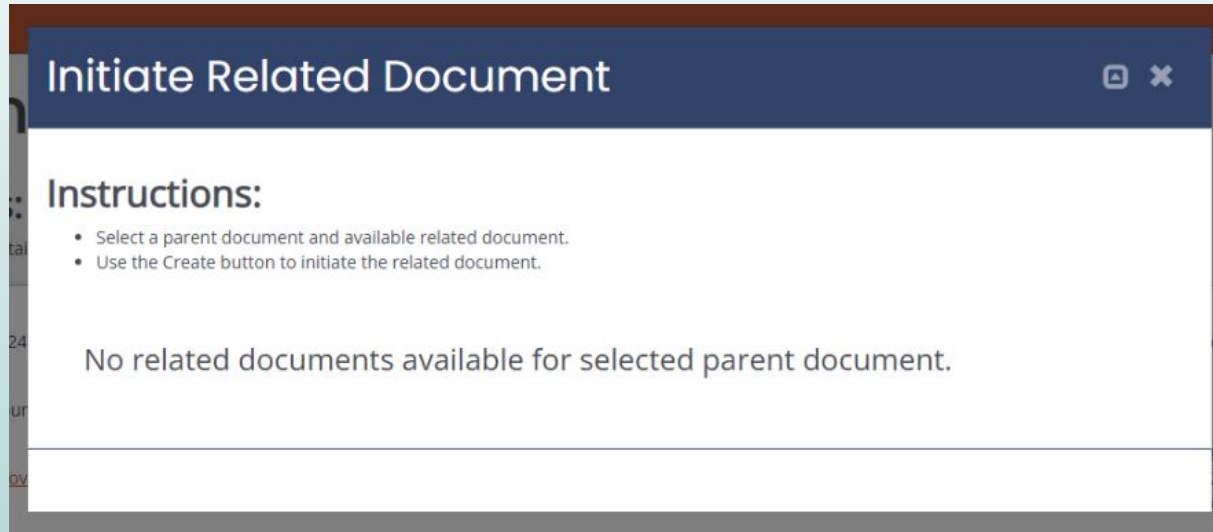
 Test File.docx
File(s) uploaded successfully.

 Test File.pdf
File(s) uploaded successfully.

    Sort  View  Search options 			
Name	Date modified	Type	
 Test File - Copy	11/26/2024 12:47 PM	Adobe Acrobat ...	
 Test File	11/26/2024 12:46 PM	Adobe Acrobat ...	
 Test File - Copy	3/25/2020 1:48 PM	Microsoft Word ...	
 Test File	3/25/2020 1:48 PM	Microsoft Word ...	

+

Unable to Initiate a Reimbursement Request



Unable to Initiate a Reimbursement Request

1. Confirm you don't already have a reimbursement in progress.
2. Confirm that your application is in **Active Grant Status**.
3. Ask your **Organization Administrator** to:
 - Verify that you have been added to the application.

Open Application - On Left Panel:

- Go To Tools - Add/Edit People
- Click on Plus icon on top right to add missing user.

5307/5339-2026-Agate Software-00002

Program Information
Summary of Project and Funding Request(s)
State of Good Repair
Project Readiness
Financial Readiness
Performance Measures
Supporting Documentation
Tools
Landing Page
Add/Edit People

Document Add/Edit People

New Note

Instructions:

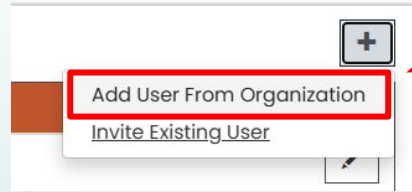
- Click the '+' button to add a user to this document.
- Click the 'pencil' button to edit a users active/inactive dates on this document.

People Assigned to this Document

Person	Organization	Role	Active Dates	Assigned By	
AO_TESTAO3	Agate Software, Inc.	AGENCY Authorized Official	08/10/26 -	Grant System	
Asota_Emanuel	Agate Software, Inc.	AGENCY Viewer	08/10/26 -	Grant System	
not_testnot8	Agate Software, Inc.	AGENCY Authorized Official AGENCY Financial Officer	08/10/26 - 08/10/26 -	Grant System Grant System	
Not_TestNoti	Agate Software, Inc.	AGENCY Authorized Official AGENCY Organization Administrator AGENCY Financial Officer AGENCY Viewer	08/10/26 - 08/10/26 - 08/10/26 - 08/10/26 -	Grant System Grant System Grant System Grant System	
noti_testnot2	Agate Software, Inc.	AGENCY Authorized	08/10/26 -	Grant System	

Add Missing User to Application

1. Select **Add User From Organization**.
2. Enter First Name.
3. Enter first 3-4 characters of your Organization name.
4. Click Search.
5. Select the role and enter Active Date.
6. Click **SAVE**.



+

Add User From Organization

Invite Existing User

Plus Sign options

Document Person

DocPersonList_Title Search

Name: Role: Organization Name:

[View Role Descriptions](#)

Clear Search

▼ DocPersonList_Title

Person Name	Organization(s)	Document Role	Active Date	Inactive Date
AA, Matt	Matt Test Org (AGENCY Grant Writer)		MM/DD/YYYY	MM/DD/YYYY
AAO, Matt	Matt Test Org (AGENCY Authorized Official)		MM/DD/YYYY	MM/DD/YYYY
AOA, Matt	Matt Test Org (AGENCY Organization Administrator)		MM/DD/YYYY	MM/DD/YYYY

Save

Apply for New Application

Home Dashboard - Apply for New Application

My Opportunities - Click on Program Name you want to apply for.

My Opportunities

▼ My Opportunities

Name	Provider	Availability	Description
5307/5339 Application	ADOT Multimodal Planning Division	7/1/2026 12:00:00 AM - Open Ended	2026 - The Urbanized Area Formula Funding (5307) program is allocated to small urban communities (50K-200K Population). The Bus and Bus Facilities (5339) program is apportioned to the state of Arizona and is divided into Small Urban and Statewide funding.
Planning Application 2026	ADOT Multimodal Planning Division	7/27/2026 12:00:00 AM - Open Ended	2026 Planning

◀◀1▶▶

Home Dashboard - Apply for New Application

Click on Agree button to proceed with initiating application.

The screenshot displays the Arizona Department of Transportation Home Dashboard. A modal window titled "5307/5339 Application" is open, showing application details. A red arrow points to the "Agree" button at the bottom of the modal.

5307/5339 Application

Provided By: ADOT Multimodal Planning Division

Provided To: ADOT Multimodal Planning Division

5307/5339 Application Availability Dates: 7/1/2026 12:00:00 AM -

Due Date: N/A

Description: 2026 - The Urbanized Area Formula Funding (5307) program is allocated to small urban communities (50K-200K Population). The Bus and Bus Facilities (5339) program is apportioned to the state of Arizona and is divided into Small Urban and Statewide funding.

Agreement Language: I certify that all the information that will be provided herein is true and complete to the best of my knowledge. I understand that omissions, misstatements, or falsifications will result in non-award and may result in loss of eligibility. I understand the STATE reserves the right to verify any information obtained through the application process.

Agree **Decline**

Apply for New Application

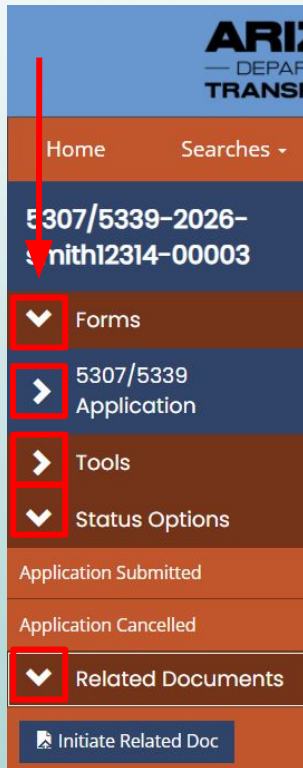
The system will open the application on the Landing Page.

The screenshot displays the ARIZONA E-GRANTS system interface. The top navigation bar includes the ARIZONA DEPARTMENT OF TRANSPORTATION logo, the E-GRANTS title, and a 'SHARED DEV' status. Below the navigation bar, the left sidebar contains a menu with options like 'Forms', '5307/5339 Application', and 'Tools'. The 'Landing Page' option under 'Tools' is highlighted with a red arrow. The main content area is titled 'Document Landing Page' and shows 'Instructions' with a link to 'View document details'. A table below provides details for the application, including Template, Instance, Process, Document Name, Document Status, Organization, and Your Role.

Template	Instance	Process
5307/5339 Application 2026	5307/5339 Application	5307/5339 Application
Document Name	Document Status	
5307/5339-2026-Agate Software-00002	Application In Process	
Organization	Your Role	
Agate Software, Inc.	DOT ADOT System Administrator	

Document Left Panel

You can minimize and expand the left panel sections by clicking on the arrows.



- Click the Forms arrow to show or hide the application sections. For example, 5311 and 5310 includes Application Forms and Agreement Forms sections.
- Click the 5307/5339 Application arrow to show or hide the document forms.
- Click the Tools arrow to show or hide the menu items.
- Click the Status Options arrow to show or hide the menu options.
- Click the Related Documents arrow to show or hide associated documents, such as Reimbursement Requests and Applications.

Complete Forms

The screenshot displays the Arizona Department of Transportation E-GRANTS portal. The top navigation bar includes 'Home' and 'Searches'. The left sidebar contains a list of links: '5307/5339-2026-smith12314-00003', 'Forms', '5307/5339 Application', 'Program Information' (highlighted with a red box), 'Summary of Project and Funding Request(s)', 'State of Good Repair', 'Project Readiness', 'Financial Readiness', 'Performance Measures', 'Supporting Documentation', 'Tools', and 'Status Options'. The main content area is titled 'Program Information' and includes an 'Instructions' section with the text: 'Please complete this page and click **SAVE**. Fields will populate with information and any errors will be noted at this point.' Below the instructions is the 'Grant Application Contact Information' section, which contains fields for 'Agency Name' (pre-filled with 'Krystal Smith 1234'), 'Contact Person's Name', 'Title', 'Email Address', 'Agency Phone', and 'Transit Agency Web Address'. At the bottom right of the form, a 'Next Form >' button is highlighted with a red box.

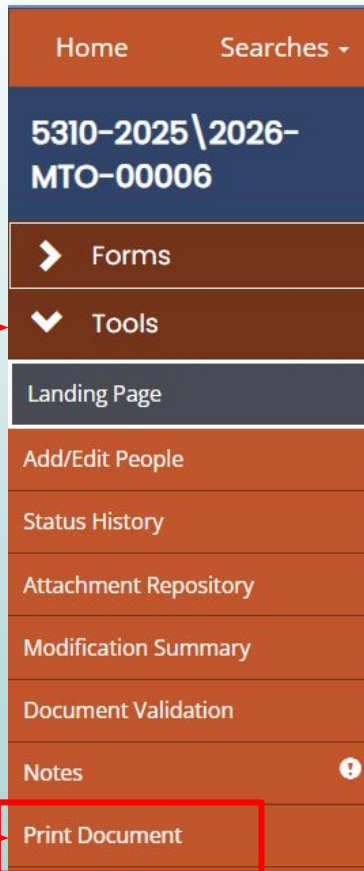
➤ Click on the **Program Information** form link and fill out the form.

➤ Click on **Next Form** at the bottom to go to the next form or directly click on the form name in the left panel.

➤ Later, a **Previous Form** will also be available for navigation.

Print Document

On the Left Panel
Under **Tools**
Click on **Print Document**



Print Document

Version

Current

	Include	Include with Attachments ?	Exclude	Include Blank Copy
Select All	☐	☐	☒	☐
PROGRAM INFORMATION	☐	☐	☒	☐
SUMMARY OF PROJECT AND FUNDING REQUEST(S)	☐	☐	☒	☐
CIVIL RIGHTS	☐	☐	☒	☐
TRAINING PROGRAM	☐	☐	☒	☐
COORDINATION OF TRANSPORTATION SERVICES	☐	☐	☒	☐
OTHER CAPITAL-NO VEHICLES (Equipment, Preventive Maintenance)	☐	☐	☒	☐
OPERATING REQUEST	☐	☐	☒	☐
REGIONAL MOBILITY MANAGEMENT PROGRAM INFORMATION	☐	☐	☒	☐
REGIONAL MOBILITY MANAGEMENT PROJECT REQUEST	☐	☐	☒	☐
VEHICLE REQUEST	☐	☐	☒	☐
VEHICLE INVENTORY	☐	☐	☒	☐
LOCAL MATCH	☐	☐	☒	☐
REQUIRED CERTIFICATION AND DOCUMENTS	☐	☐	☒	☐
Grant Agreement	☐	☐	☒	☐
Signature Page for Grant Agreement	☐	☐	☒	☐
Attorney Determination	☐	☐	☒	☐
Upload	☐	☐	☒	☐
Exhibit A	☐	☐	☒	☐

Print

- Select which version of the application you want to print.
- Click on radio buttons to make print selections.
 - Include
 - Include with Attachments - **NEW FUNCTIONALITY**
 - Exclude
 - Include Blank Copy
- Click **Print**.

RTAP Application

Home Administration ▾ Searches ▾ Reports

RTAP Scholarships

RTAP - Scholarships

Status Training Ty

Invoices Due Now ☐

Filter

Click on the Left Panel pencil icon to open and close the Forms menu.

IGX WEB PAGE DISPLAY - TIPS

Make items on the web page smaller to minimize scrolling:

Ctrl + -

Hold the Ctrl button down and then repeatedly tap the minus sign key to minimize the page content

Make items on the web page larger for easier viewing:

Ctrl + +

Hold Ctrl button down and then repeatedly tap on the plus sign key to enlarge the page content

Revert to default size:

Ctrl + 0

Hold Ctrl button down and then tap on zero key to go back to the default display size

Important Notes:

➤ Keep Accounts Active

- Login at least once every 6 months to keep your account active.
- Organization members are responsible for reactivating their members' accounts.

➤ Read Only Templates.

- 2020 5310 and prior application templates
- 2018 5311 and prior application templates
- Read Only Templates will display old E-Grants Print Versions.

➤ What Has Not Changed

- Application and reimbursement processes remain unchanged.
- Most forms are unchanged. 41

Transit Needs Your Help:

- Over three years of testing, ADOT Transit identified more than 1,500 defects. Fixes made during testing had to be reapplied in the new production environment.
- Some fixes may not have carried over to production. Please help us identify these and any other system issues.
- Report unexpected system behavior and include screenshots and the steps that led to the issue.
- Report if a Read Only template form does not match the Print Version.
- Send your findings to TransitGroup@azdot.gov.

Transit Needs Your Help:

My Tasks is a new system feature we are still learning to use.

If you see a task that you believe should not appear there, send the task name to the ADOT Transit Group for resolution.

QUESTIONS?

Transit Group Email: TransitGroup@azdot.gov