

## Sign Grant Application Instructions

1. Read any announcements, and click Login



### ANNOUNCEMENTS:

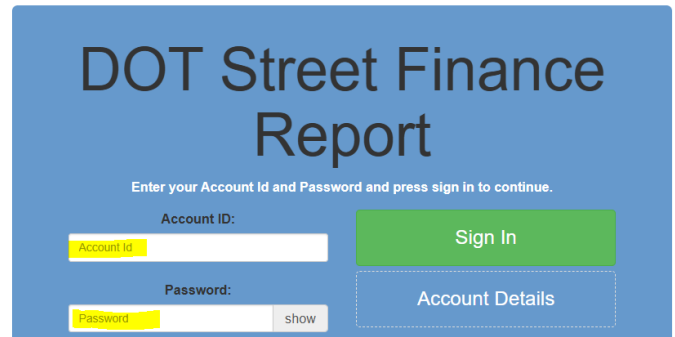
then click Login again on the following page:



2. Enter lowID and Password, then click sign in.

*\* This is the DOT's login to the A&A System and the title can not be changed.*

It will take you to the **sign program**, not the Street Finance Report.



3. Click "Create" to start a new grant application.

LOGOUT  
HOME  
NEW GRANT

### WELCOME

#### CREATE A NEW GRANT

CREATE

#### MY GRANTS

Show 5 entries

Search:

CITYAREA	TOTAL	UPDATE
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4. Select City or County and choose your entity from the drop down list. Enter your contact information. Save by clicking "Create" at the bottom. Look for a message that says "Completed Successfully"

City:  County:

Counties  
Please select...

Mailing Street Address

Zip Code

Contact Phone

Request additional users for edits

CREATE

5. Your grant will show up in the list on the right.

There can only be **one** grant for each city or county, however, a person may be the administrator for more than one city/county. Click "Update" next to the city/county that you want to work on.

### CURRENT GRANTS

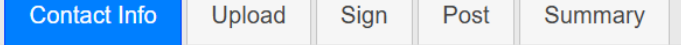
Show 20 entries

Search:

CITYAREA	TOTAL	UPDATE
Luther	\$0.00	Update

Showing 1 to 1 of 1 entries • Previous 1 Next

## Sign Grant Application Instructions

- Navigate the application by clicking the tabs. 
- Counties may use the upload tab to enter signs if they use the ICEASB Signs program. To do so, generate the .CSV then check the file to be sure all columns and rows are filled in for each sign. Any sign with incomplete information will fail to load and will have to be added manually. You can only upload **ONCE**.
- Manually enter sign information on the Sign Tab.  
Search the list by entering the MUTCD code or using keywords.
  - Select the sign with the correct dimensions.
  - Select reason for replacement.  
*For new Reflective Strips use "Missing".*
  - Enter the date that the sign was replaced.
  - If your sign was purchased in non-standard dimension, select the closest in the drop down, then check the box and enter the custom size and reason.
  - Select how the location will be entered and enter GPS coordinates or the address information for the sign.
  - Click "Create" when done to add the sign into the application. This will save your entry. The allowable reimbursement amount will automatically populate and total on the summary.
  - Reflective sign-post strips (for chevron and stop sign posts) do not have a MUTCD code. **Use Ref-Str or Reflective Strip.**
- Repeat the process for all signs and reflective strips. Navigate to the Post tab and enter data in a similar manner for all requested post reimbursements. You may exit and revisit/edit your application. Sign and post entries that have been created will be saved.
- Navigate to the Summary tab. Download PDF to obtain a list of all entries that will be submitted.
  - The Submit button will not be active until 9:00 AM CT, Monday, January 12th.
  - At that time or after, click "Submit" to apply for funding.
  - Program will be closed when applications totaling 150% of available funding have been received.

### ADD SIGN DATA

#### Select Sign, with the closest size

Please select...

r1-

- R1-O, STOP , 24X24
- R1-1, STOP, 30X30
- R1-1A, STOP, 36X36**
- R1-1B, STOP, 48X48
- R1-2, YIELD, 48X48X48

#### Select reason for replacement

Please select...

#### When was the sign replaced

mm/dd/yyyy

Check box if your signs exact size is not listed:

Enter custom size (Third box for triangular signs only)

X  X

Please explain why you purchased a nonstandard size

#### SELECT HOW TO DESCRIBE THE SIGN LOCATION

Description:  GPS:

#### GPS LOCATION

#### What is the direction of the sign?

Select direction...

#### Latitude

0.00

#### Longitude

0.00