TIGER 2015 Discretionary Grant Pre-Application Instructions

The Pre-Application helps DOT allocate staff resources for the evaluation process, allows applicants to provide identifying information about their project, and assists DOT in clarifying and addressing eligibility questions before the Final Application is submitted

Need help? Please email TIGERGrants@dot.gov with "Pre-App Help" in the subject line and a detailed description of the issue you are having including screen shots.

Important User Information:

- <u>THE PRE-APPLICATION IS REQUIRED. IF AN APPLICANT DOES NOT SUBMIT A PRE-APPLICATION, THE FINAL APPLICATION WILL NOT BE CONSIDERED.</u>
- A Pre-Application must be completed in one session within 30 minutes of creating the new Pre-Application. An incomplete Pre-Application cannot be saved and will time out after 30 minutes, so you must have all required information before you begin. A Pre-Application should take approximately 10 minutes to complete with all required information on hand.
- A successful Pre-Application submission will automatically generate a unique TIGER ID. This TIGER ID will be used to match the Pre-Application data with the Grants.gov Final Application data. For more information on TIGER IDs, see the "TIGER ID" section on page 9.
- Microsoft Internet Explorer (versions 8 through 11) is the optimal browser for TIGER Pre-Application submission. Other browsers may not be supported.
- Do not use mobile devices (such as smartphones, iPads, and other tablets) to submit a TIGER Pre-Application. Devices such as these are not supported.
- Depending on Pre-Application site traffic, pages may load slowly. Please be patient while the page is loading; it may take as long as 15-20 seconds for site pages to load. If it takes longer than 20 seconds for the page to load, please reload/refresh the page (press F5 on Internet Explorer).
- The system will be UNAVAILABLE Monday-Saturday during the hours of 6AM-7AM EDT and Sunday from 6AM-1PM EDT due to scheduled maintenance.
- TIGERGrants@dot.gov will be monitored Monday-Friday, 8AM-5PM EDT.

Late Pre-Application Policy:

The Pre-Application deadline is 11:59 PM EDT on May 4, 2015. Late Pre-Applications will be considered on a case-by-case basis. If an applicant is unable to meet this deadline, the Department encourages the applicant to submit a Pre-Application <u>with additional information documenting the reason for late submission.</u>

Pre-Application Instructions Table of Contents:

Website Access, Registration, and Navigation

Any applicant wishing to submit a Pre-Application for a TIGER Discretionary Grant may access the Pre-Application by navigating to https://engage.dot.gov/TIGER using Internet Explorer (note that you MUST include "https://" to get to the correct site). Once the applicant has accessed the website, they will see the Login Page.

Follow the instructions below to submit a Pre-Application:

Step 1 – Create New User: Click the "New User? Click here to register" link on the Login Page (identified below in red).

Step 2 – Enter New User Information: After selecting to register, you will be taken to the Membership Request Page. Enter your desired login name, your first and last names, e-mail address, and the "captcha" verification code. Once all of your information has been entered and you are satisfied with your entry, click "Create User" (indicated by the red circle below).

Step 3 – Continue to Login Page: After creating an account, click "Continue" to return to the TIGER Login Page.
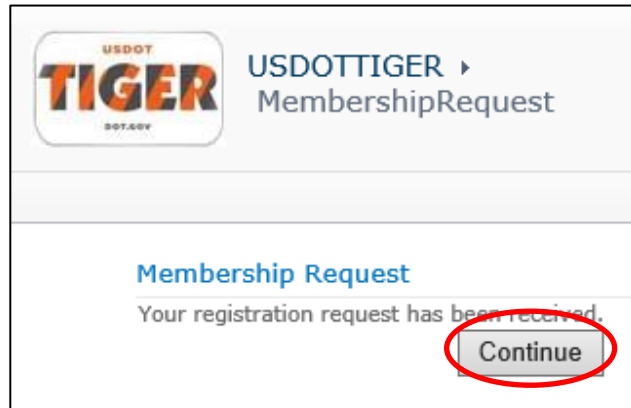
Step 4 – Obtain Login Credentials: You will receive TWO e-mails from TIGERSite_NoReply@dot.gov containing (1) confirmation of your registration and (2) your temporary password. The "**Membership Approved**" e-mail will contain your chosen login name as well as information on changing your password, and the "**Additional Information**" e-mail will contain your temporary password.

YOU SHOULD RETAIN THIS E-MAIL FOR REFERENCE.

YOU MUST REVIEW THE PRE-APPLICATION INSTRUCTIONS BEFORE ATTEMPTING TO SUBMIT YOUR PRE-APPLICATION.

Your request for an account on USDOTTIGER has been approved and you have been granted access.

Your Login Name is: **jdoe**

Your temporary password will be emailed to you separately.

Once you receive your temporary password, **you must first log in** at https://engage.dot.gov/tiger using the temporary password. After successfully logging on, please change your temporary password to something easy to remember. For more information, see the Pre-Application instructions located at http://www.dot.gov/tiger/apply

Thank you.

This e-mail was automatically generated. You will NOT receive a reply to this message or send an email to TigerSite_NoReply
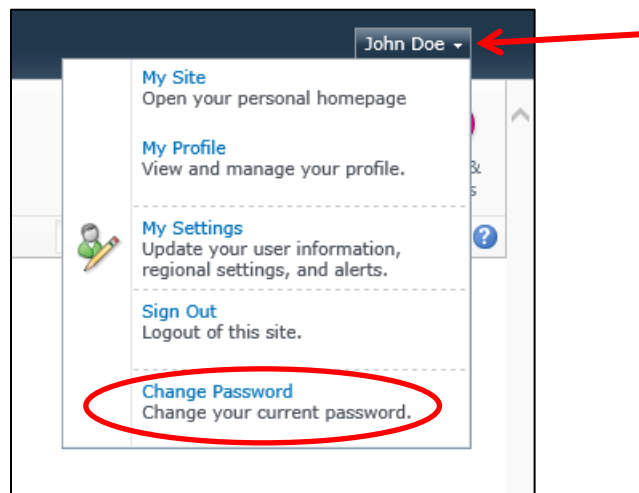
When you return to the Login Page at https://engage.dot.gov/TIGER, enter your login name and the temporary password that was sent to you via e-mail. Due to the complexity of the temporary password, please copy and paste it when attempting to login. **When copying, ensure that the password text was selected without any additional blank spaces**.

Your temporary password is: >4zK5i{sdkvZ

To copy and paste: Select the entire password, be sure not to include spaces before or after

Type CTRL + C

Go to the Login Page where it asks for password and type CTRL +V

Step 5 – Change Password: After you login, navigate to the Change Password Page. To do so, select the arrow next to your name in the top right hand corner of the page and select the drop down option of "Change Password."

John Doe ▾

My Site
Open your personal homepage

My Profile
View and manage your profile.

My Settings
Update your user information, regional settings, and alerts.

Sign Out
Logout of this site.

Change Password
Change your current password.

Follow the password requirements listed on the page. Once you have filled in the required fields, click "Change Password."

USDOTTIGER ▸
ChangePassword

Home   TIGER2015

Change Password Page

New Password Policy:
- minimum of 8 characters
- contains at least 1 non-alphanumeric (special characters character such as !@#$%^&*()}{()

Change Your Password
Password:
New Password:
Confirm New Password:

Change Password | Cancel

Once you have changed your password, you will be notified that your password change was successful and you can click "Continue" to return to the TIGER Home Page.

PLEASE NOTE: If you lose or can't remember your password, you can always recover a new one by utilizing the "Forgot your password? Click here to reset" option on the TIGER Login Page. You'll be asked to enter your login name or e-mail address to have a new one sent to the e-mail address you used to register for the TIGER Pre-Application site. If you enter an invalid login name or e-mail address, you will receive an error message and will need to navigate back to the password reset page. **E-mails may take up to five minutes to be sent depending on site traffic. Do not refresh the page after submitting your password reset request, as this may cause an error.**

Step 6 – Create New Pre-Application: Once you have completed the self-registration process and logged in, you can **submit a Pre-Application by accessing the "TIGER2015" link at the bottom of the page** (circled in red below).

The "TIGER2015" link will take you to the list location in which you can submit and view your submitted TIGER Pre-Applications. Click "**+ Add new item**" to open the TIGER Pre-Application Form.

Step 7 – Complete Pre-Application: After clicking on "**+ Add new item**" the field level window will open. Required fields are denoted with a red asterisk. The scroll bar on the right side of the window allows you to scroll up and down to the various fields.

If you attempt to save/submit a TIGER Pre-Application with incomplete or incompatible information, the system will notify you of errors by highlighting the fields with incomplete or incompatible information. You may have to scroll up and down the form to see which fields you must change.

To successfully submit a Pre-Application record, click the "Save" button at the top or bottom of the form window (indicated by the red circle above).

Confirming Pre-Application Submission

In order to confirm the submission of a Pre-Application, navigate to the TIGER2015 page. This is where all successfully submitted Pre-Applications can be viewed. To view all details of your project(s), you may select "My Tiger 2015 Pre-Application(s)" or individually select a project by clicking the project name below.

Editing an Existing Pre-Application

If you wish to edit a Pre-Application after it has been submitted, you can do this by clicking on any Project Name in your submitted TIGER Pre-Applications list on the TIGER2015 page. You must click "Edit Item" in the edit window in order to make your changes. Once your changes are complete, you must click "Save." Any edits must be made prior to the Pre-Application deadline of 11:59 PM EDT on May 4, 2015.

Print a Pre-Application

We would recommend printing a submitted Pre- Application(s) for your reference and record keeping. To do so, open your application by selecting "edit item" (see above) and type CTRL+P.

Accessing Your TIGER ID

To retrieve your TIGER ID for submission of your Final Application through Grants.gov, login to the TIGER Pre-Application site and click on the "TIGER2015" link located under the "Important Use Information" section. This will take you to the list of all Pre-Applications that you submitted. The TIGER ID is located between the "Project Name" and the "Applicant Organization Name," as shown below:

As stated in the Notice of Funding Availability for the TIGER Discretionary Grant program, published on April 3, 2015, your Final Application must be submitted through Grants.gov. As the notice explains, **only applicants who electronically submit both a valid Pre-Application to DOT and a Final Application through Grants.gov will be eligible for award.** The Department will be tracking all Pre-Applications and Final Applications through the use of TIGER IDs. A unique TIGER ID will be assigned to each Pre-Application that is submitted. The TIGER ID is a combination of your login name and the record number that is automatically created by the Pre-Application tool (example: loginnamexxxx). The TIGER ID is created after a Pre-Application has been successfully submitted.

PLEASE NOTE: It may take several minutes for the system to generate your TIGER ID depending on site traffic. You may need to log off and come back later for the TIGER ID to appear correctly.

Field Level Instructions

Please find the field level instructions in the following table. Required fields will be denoted by a red asterisk (*).

	DATA POINT DEFINITIONS	
Field #	**Field Name**	**Instruction**
Project Information		
1	Project Name*	Enter a descriptive title for the project. This will need to be the same title used in the Grants.gov Application submitted later.
2	Project Description*	Describe the project in plain English terms that would be generally understood by the public, using **no more than 100 words**. For example, "The project will replace the existing bridge over the W river on Interstate-X between the cities of Y and Z" or "the TIGER Grant will fund construction activities for streetcar service from location X to location Y." Please **do not** describe the project's benefits, background, or alignment with the selection criteria in this description field.
3	Urban/Rural*	Enter whether the project is located in a rural or Urbanized Area (UA), according to the 2010 Census Urban Area designation. Updated lists of UAs are available on the Census Bureau website at http://www2.census.gov/geo/maps/dc10map/UAUC_RefMap/ua/. Urban Clusters (UCs) are rural areas for purposes of the TIGER Discretionary Grant program. For more information on urban and rural designations, refer to Section C.3.iii of the Notice of Funding Availability for the TIGER Discretionary Grant program.
4	Primary Project Type*	Identify the "Primary" project type from the choices in the drop-down menu. See the Project Type Table below for further information.
5	Secondary Project Type*	Identify the "Secondary" project type from the choices in the drop-down menu. See the Project Type Table below for further information.
6	Primary Project Location Zip Code*	Identify the zip code of the project location. If project is located in multiple zip codes, please select the most centrally located zip code.
7	Project Previously Submitted*	Identify whether the project was submitted in a prior TIGER round.
8	Prior Submitted Year(s)*	Select all applicable previous submission years. If you selected "No" for "Prior Applicant" then select "NA"
9	TIGER Request*	Enter the total amount of funds requested for this project from TIGER in this application.
10	Total Project Cost*	Enter the total cost of the project.
11	Total Federal Funding*	Enter the amount of funds committed to the project from ALL federal sources including the proposed TIGER amount.
12	Total Non-Federal Funding*	Enter the amount of funds committed to the project from non-federal sources.
Applicant Information		
13	Applicant Organization Name*	Enter the name of the organization from which you are applying for a TIGER Discretionary Grant.
14	Tribal Government*	Enter "Yes" if the applicant is a Federally recognized tribal government.
15	DUNS Number	Enter the lead applicant's unique 9-digit DUNS number. To find the lead organization's DUNS number, you can search at: https://iupdate.dnb.com/iUpdate/companylookup.htm
16	Applicant E-mail Address*	Enter a business e-mail address. This will be the e-mail address that the DOT will use in order to communicate with the applicant with regard to the project identified in this Pre-Application.
17	Applicant Contact Name*	Enter the business contact information for the applicant point of contact. This will be the person that the DOT will communicate with in regard to the project identified in this Pre-Application.

DATA POINT DEFINITIONS

Field #	Field Name	Instruction
18	Applicant Contact Phone Number*	Enter a 10-digit phone number in the format (XXX)-XXX-XXXX. This will be the phone number that the DOT will use in order to communicate with the applicant with regard to the project identified in this Pre-Application.
19	Applicant Street 1*	Enter street address information for the lead applicant. This will be the address that the DOT will use in order to communicate with the applicant with regard to the project identified in this Pre-Application.
20	Applicant Street 2	Enter an apartment, suite, unit, building, floor, etc.
21	Applicant City*	Enter the city for the lead application address.
22	Applicant State/Territory*	Select the state/territory for the lead application address from the drop-down menu.
23	Applicant Zip Code*	Enter the 5-digit zip-code for the lead application address.
24	Applicant County*	Enter the county in which the lead applicant is located
25	TIGER ID	THIS FIELD IS DISPLAYED BY DEFAULT FOR WORKFLOW PURPOSES. DO NOT ENTER A VALUE HERE.

PROJECT TYPE DEFINITIONS

Choice #	Field Name	Instruction
	Primary Project Type Choices	
1	Road	The project primarily serves to improve motor vehicle infrastructure, including personal automobiles and commercial trucking projects.
2	Transit	The project primarily serves to improve Public Transportation infrastructure, including bus, bus rapid transit, streetcar, light rail, subway, and commuter rail projects. Can include fixed infrastructure or rolling stock.
3	Bicycle-Pedestrian	The project primarily serves to improve Bicycle and/or pedestrian infrastructure.
4	Passenger Rail	The project primarily serves to improve intercity passenger rail infrastructure.
5	Freight Rail	The project primarily serves to improve freight rail infrastructure.
6	Maritime	The project is at or near a seaport or inland waterway and primarily serves to improve maritime transportation through improved connections to the surface transportation system.
7	Aviation	The project is at or near an airport and primarily serves to improve the surface transportation infrastructure supporting aviation.
	Secondary Project Choices	
1	Aviation—Airport Connector	The primary project elements improve the connections between an airport and the surface transportation system for passengers and/or freight.
2	Road—Bridge Repair/Replacement	The primary project element is the repair or replacement of a bridge, excluding road/rail grade separation projects.
3	Transit—Bus	The primary project elements create, improve, or expand standard bus service.
4	Transit—Bus Rapid Transit	The primary project elements create, improve, or expand Bus Rapid Transit service.
5	Maritime—Coastal Port	The primary project elements are located at or near a coastal port and serve to improve freight movement to/from or within the port.
6	Transit—Commuter Rail	The primary project elements create, improve, or expand commuter rail service.

PROJECT TYPE DEFINITIONS		
Choice #	Field Name	Instruction
7	Bike/Ped—Complete streets	The primary project elements consist of modifying an existing corridor to make it safer and more welcoming to all users, including those walking, biking, driving automobiles, and riding public transportation.
8	Freight Rail—Intermodal Connector	The primary project elements create, improve, or expand the ability of freight to move on or off the rail network. Includes all cargo types.
9	Road/Rail—Grade Separation	The primary project elements create, improve, or expand a road-rail grade separation.
10	Transit—Subway	The primary project elements create, improve or expand a heavy-rail high capacity rapid transit line.
11	Maritime—Inland Waterway	The primary project elements are located at or near an inland waterway port and serve to improve freight movement to/from or within the port.
12	ITS	The primary project elements consist of Intelligent Transportation Systems—the application of advanced information and communication technology to surface transportation.
13	Transit—Light Rail	The primary project elements create, improve, or expand light-rail rapid transit service.
14	Road—New Capacity	The primary project elements create additional capacity for automobiles and trucks through the creation of new routes, the addition of lanes to preexisting routes, or other methods aimed at creating new capacity.
15	Bike/Ped—Off-Road Trail	The primary project elements create, improve, or expand new infrastructure for walkers and bicyclers separated from motorized traffic.
16	Road/Rail—Rehabilitation	The primary project elements consist of rehabilitating, repairing, or replacing preexisting rail or road infrastructure.
17	Passenger Rail—Station Improvement	The primary project elements consist of creating, improving or expanding a station or stop serving intercity passenger rail.
18	Transit—Streetcar	The primary project elements create, improve, or expand rail transit service which operates primarily in mixed traffic.
19	Transit—Multimodal Center	The primary project elements create, improve, or expand a transit multimodal center which may serve to connect multiple transit modes.