

# **FY 2012 TIGER Discretionary Grant Pre-Application Instructions**

Need Help? Please email [TIGERpreapphelp@DELOITTE.com](mailto:TIGERpreapphelp@DELOITTE.com)

NOTE: The pages will load slowly. Please be patient while the page is loading. 15-20 seconds is not uncommon depending on the action being taken. If it takes longer than 20 seconds for the page to load, please try to reload/refresh the page (Press F5 on MS Internet Explorer).

## **Index:**

In this document you will find instructions for how to complete each step of the Pre Application process.

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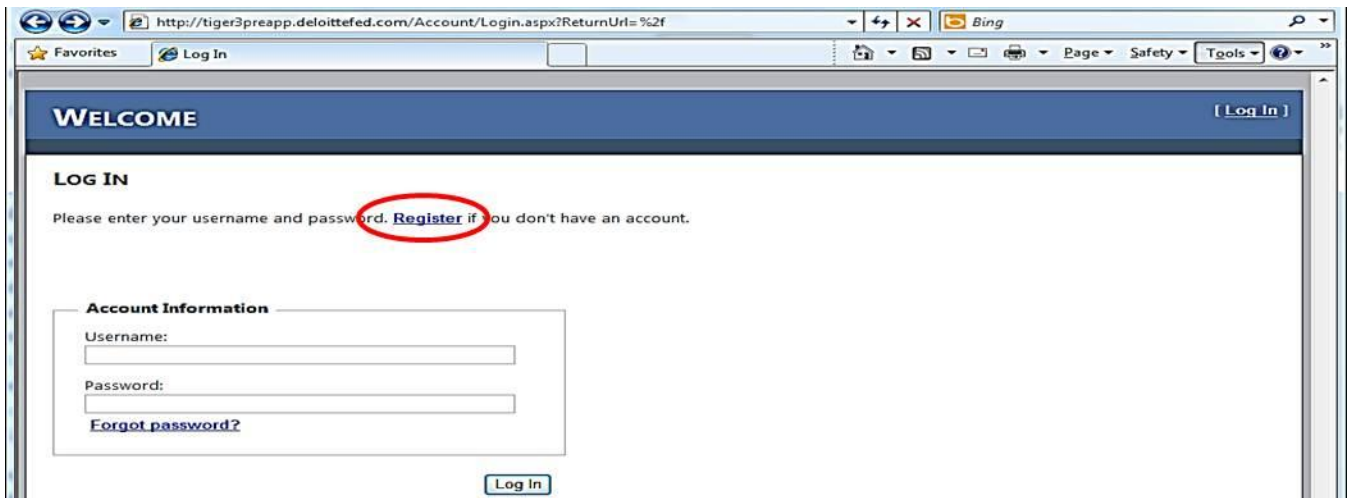
## Website Access, Registration, & Navigation:

Any party wishing to submit a pre-application(s) for TIGER Discretionary Grants may access the Pre-Application by navigating to <http://tiger4preapp.deloittefed.com/preapp> in a web browser. Once you have accessed the website, you will see the Welcome/Log In Page.

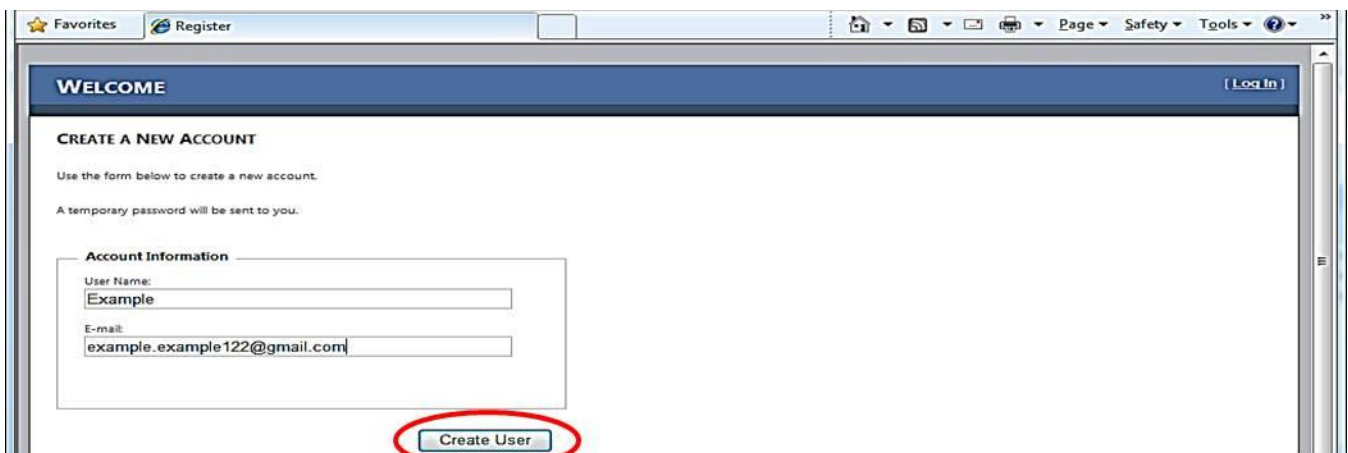
If you have already registered please enter your Username and Password into the fields provided to Login.

If you are a new User please follow the steps below:

**Step 1:** Click the “Register” link on the Log In page (identified below by red circle)



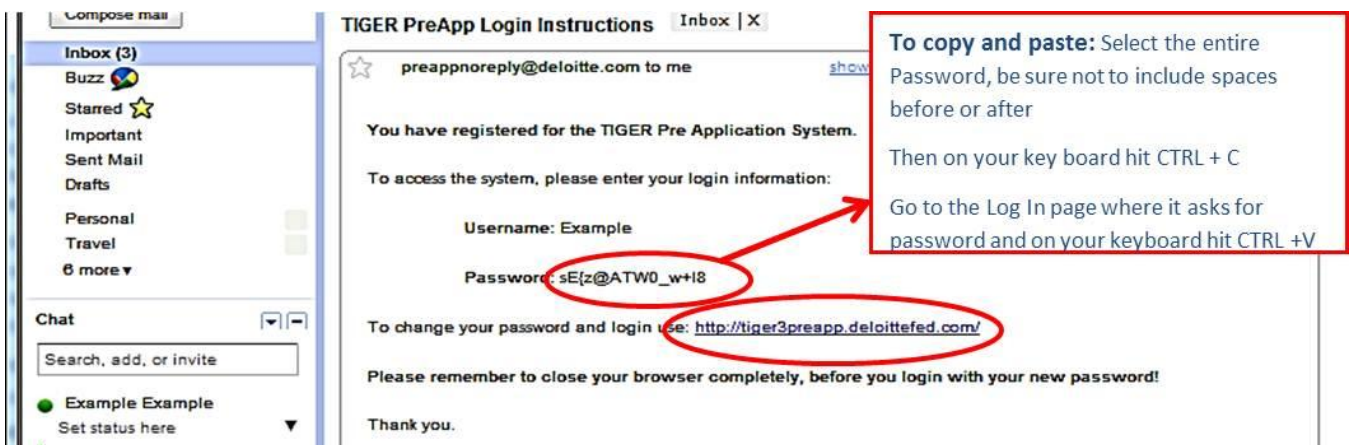
**Step 2:** Next you will see the Registration Page. Provide a “User Name” This can be anything you choose although it is recommended that you choose something that you can easily remember (e.g. “johndoe” if your e-mail is “johndoe@Wmail.com”). You will also need to enter your e-mail address. Once all of your information has been entered and you are satisfied with your entry, click “Create User”(indicated by the red circle below)



**Step 3:** At this point you have successfully registered and will be sent to a page where you will Click the “Submit” button to receive your password by email to the address you provided. **You will need to close your browser after this step to continue with the login process.**



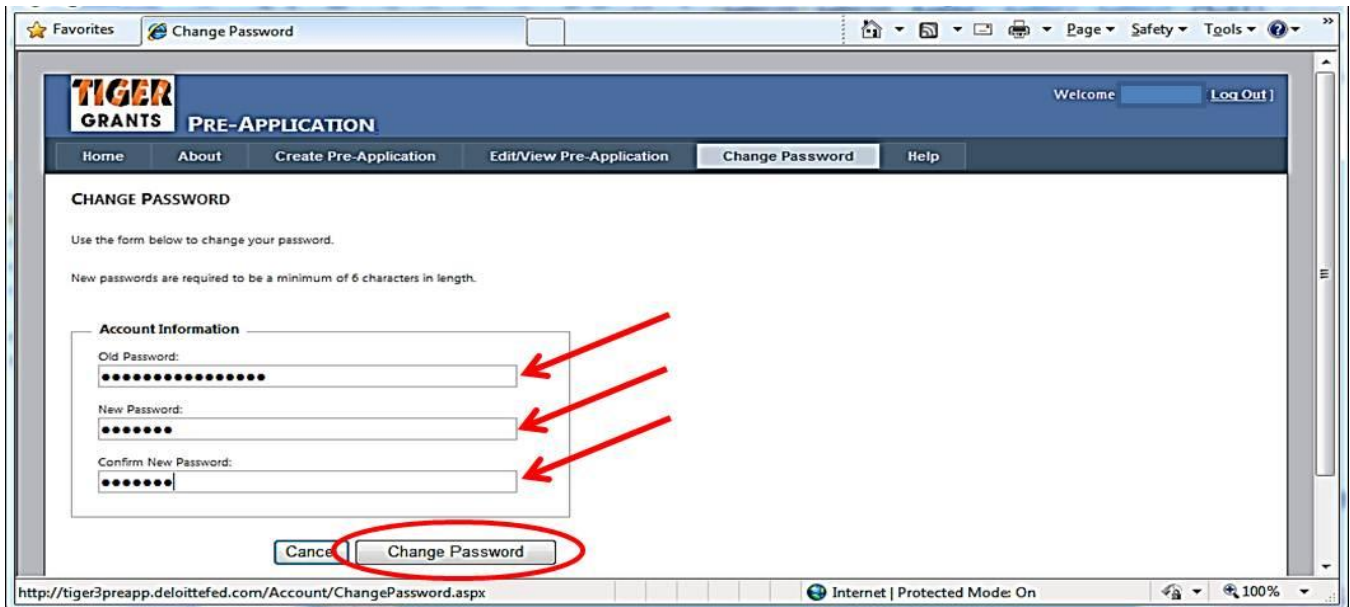
**Step 4:** The e-mail you receive will be titled “TIGER PreApp Login Instructions” and will contain your Username and temporary password. At the end of the email, there will be a link to reach the login page again. (Indicated by the red circle below) Open a new web browser a place this link into the address bar.



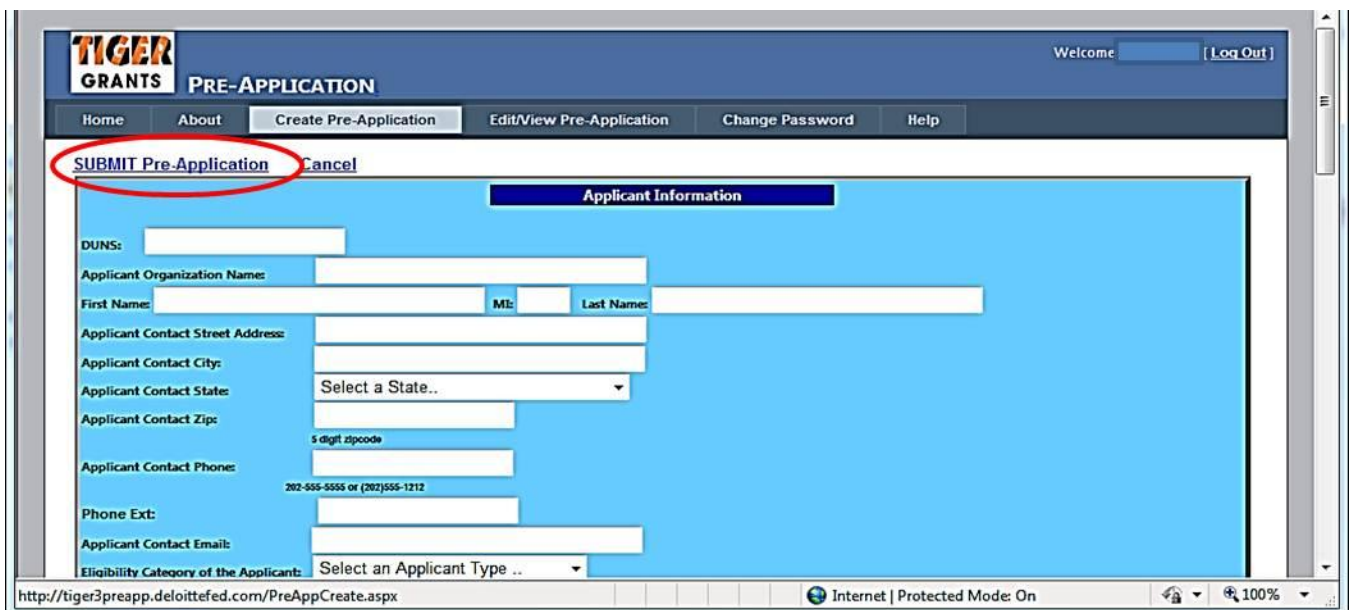
You will once again be brought to the Welcome/Log in page. Enter the Username you created and the Password that was sent to you in the “TIGER PreApp Login Instructions” email from preappnoreply@deloitte.com. Some of the Passwords may appear to be very complicated so to avoid error, copy the password from the email and paste into the field provided (see above for instruction). **Be sure the password was copied without any additional spaces.** Most errors encountered at this stage are due to the user copying and pasting spaces that occur before and after the password in the email. Then Click “Log In” (Indicated by the red circle below)



**Step 5:** Once you login, you may change your password by clicking on “[Change Password](#)” tab.” You should change your password to something you can easily remember in case the email with the temporary password is lost and to prevent access by unauthorized persons to your pre-application. On the “Change Password” page you will need to enter the old password, again, to avoid error copy and paste the one from the email, and then enter a new password in the fields provided. Once you have entered the required fields (indicated by arrows) click “Change Password” (indicated by the red circle, below)



**Step 6:** Once you have completed the self-registration process, received your user name and password, and logged in, you can submit a pre-application by accessing the “Create Pre-Application” tab. You will be presented with the fields identified below that you must complete in order to submit a complete pre-application.



**Remember to click the “Submit Pre-Application” button at the top or bottom of the page in order to create a Pre-Application record (Indicated by the red circle above)**

## Field Level Instruction

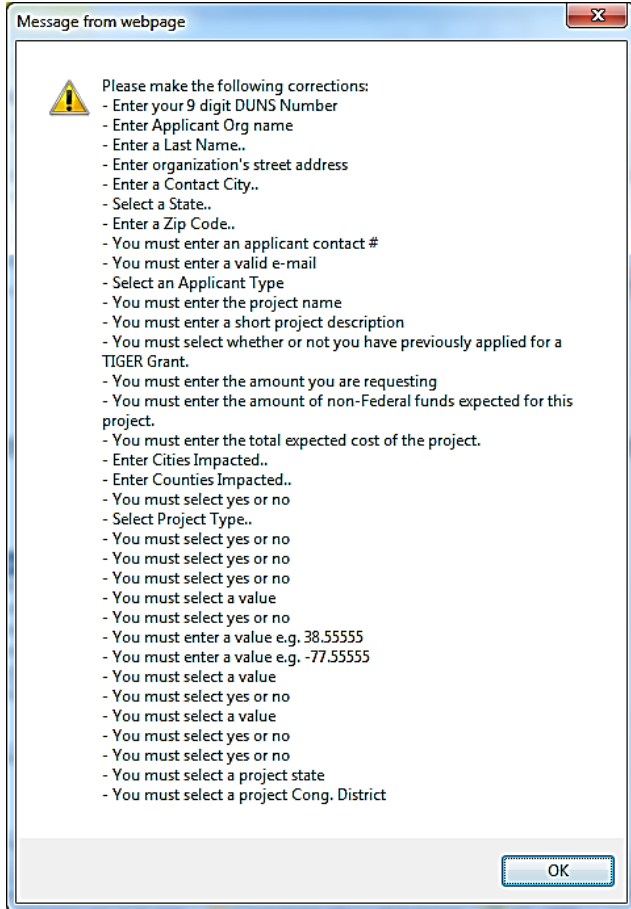
Please find the field level instructions in the following table. Required fields will be noted with a red asterisk (\*).

Field #	Field Name	Instruction
<b>Applicant Information</b>		
1	DUNS *	Please enter your 9-digit DUNS number
2	Applicant Organization Name *	Please enter the name of the Applicant Organization
3	Point of Contact First Name/MI/Last Name *	Please enter the business contact information for the Applicant/Organization. This will be the person that the DOT will communicate with in regard to the project identified in this pre-application.
4	Applicant Contact Street Address *	Please enter business street address information. 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.
	Applicant Contact City *	Enter the city.
5	Applicant Contact State *	Please select the state or territory.
6	Applicant Contact Zip *	Please enter the 5-digit zip code.
7	Applicant Contact Business Phone Number *	Please enter a 10-digit phone number in the correct 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.
8	Phone Ext	Enter a phone extension if necessary.
9	Applicant Contact Business E-mail *	Please 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.
10	Eligibility Category of the Applicant *	Select the applicant type for the "Primary" or "Lead" applicant the drop down list.
11	If other, describe your organization	If you selected "other" for Eligibility Category of the Applicant please describe the type of organization you are with regard to the program's eligibility requirements for applicants outlined in the Notice of Funding Availability published in the <i>Federal Register</i> .
12	Co-Applicant Organization Name	Please provide the name of your Co-Applicant if you have one.
13	Co-Applicant Type	Select the applicant type for the Co-Applicant, if applicable, from the drop down list.
<b>Project Information</b>		
1	Project Name *	Enter a descriptive title for the project. This will need to be the same title used in the actual Application later.
2	Project Description *	Describe the project in plain English terms that would be generally understood by the public, using <b>no more than 50 words</b> . 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 <b>do not</b> describe the project's benefits, background, or alignment with the selection criteria in this description field.
3	Have you submitted a TIGER or TIGER II application for this project in the past? *	Please select an option from the drop down. If you have submitted a TIGER application for this project in any of the past rounds please designate whether this project is substantially similar or has material differences from the previously submitted applications.
4	Total amount of TIGER funds requested *	This should be the total amount of funds requested for this project from TIGER in this application.
5	Total amount of non-Federal funds committed to the project *	This should be the amount of funds committed to the project from non-federal sources.

Field #	Field Name	Instruction
6	Total Project Cost*	This is the total cost of the project.
7	Cities Impacted by Proposed Project *	Enter the cities in which the project is located. Please separate by comma if more than one.
8	Counties Impacted by Proposed Project *	Enter the counties in which the project is located. Please separate by comma if more than one.
9	Is the Project Multimodal? *	Please select "Yes" or "No" from the drop down. If the project encompasses more than one mode of transportation, please answer "Yes." You will have the opportunity to identify these additional modes in Field # 11 and 12
10	Primary Project Type *	Please identify the "Primary" mode of the project.
11	Secondary Project Type	Please identify the "Secondary" mode of the project. If information is entered in this field be sure you have specified that the project is Multimodal in Field #9
12	Additional Project Type Information	Please identify any additional mode that is not encompassed by the "Primary" and "Secondary" project types. If information is entered in this field be sure you have specified that the project is Multimodal in Field #9
13	Is any segment of this project located in a census designated Urbanized Area?*	Please select "Yes" or "No" from the drop down. The Census Bureau defines an Urbanized Area (UA) as an area that consists of densely settled territory that contains 50,000 or more people. Updated lists of UAs are available on the Census Bureau Web site. Urban Clusters (UCs) will be considered rural areas for purposes of the TIGER Discretionary Grant program.
14	Is any segment of this project located in an Economically Distressed Area as defined under 42 U.S.C. 3161 §301(a)*	Please select "yes" if all or a material portion of the project is located in an Economically Distressed Area as defined by section 301 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. 3161). While Economically Distressed Areas are typically identified under the Public Works and Economic Development Act at the county level, for the purposes of this program DOT will consider regions, municipalities, smaller areas within larger communities, or other geographic areas to be Economically Distressed Areas if an applicant can demonstrate that any such area otherwise meets the requirements of an Economically Distressed Area as defined in section 301 of the Public Works and Economic Development Act of 1965. Please select "no" if the project is not located in an Economically Distressed Area.
15	Federal Wage Rate Certificate *	Please select "yes" if the application will include the required certification, signed by the applicant, stating that it will comply with the requirements of subchapter IV of chapter 31 of title 40, United States Code (Federal wage rate requirements), as required by the FY 2010 Appropriations Act), and "no" if the application will not provide this certification.
16	NEPA Status *	Please select from the drop down menu the status of the National Environmental Policy Act (NEPA) Review for your project. If NEPA has not been completed, please indicate what NEPA document is expected and provide a brief summary in the NEPA comment box below detailing the progress of the NEPA review and anticipated completion date.
17	NEPA Comment	As stated in the instructions for the NEPA Status field, if NEPA has not been completed (any selection other than "NEPA Complete" was chosen), please indicate what NEPA document is expected and provide a brief summary in the NEPA comment box detailing the progress of the NEPA review and note the anticipated completion date.
18	Is this project funded with at least 20% in non-Federal funds? (Rural projects do not require a 20% non-Federal match).*	Please select "Yes" or "No" from the drop down Please provide an assurance that local matching funds to support 20 percent or more of the costs of the project are identified and committed by selecting yes or no from the drop down.
19	Project Start Location Latitude*	Enter the Latitude for the project location in 00.00000 format for the start location of the project

Field #	Field Name	Instruction
20	Project Start Location Longitude*	Enter the Longitude for the project location in 00.00000 format for the start location of the project
21	Project End Location Latitude (leave blank if single location)	Enter the Latitude for the project location in 00.00000 for the final location. This is not applicable if the project is single site.
22	Project End Location Longitude (leave blank if single location)	Enter the Longitude for the project location in 00.00000 for the final location. This is not applicable if the project is single site.
23	Is this project included in the relevant STIP and TIP plans?*	Please select "Yes," "No," or "NA" from the drop down. Projects receiving federal funding are often required to be programmed in the relevant regional and statewide planning documents. Please indicate whether this project is programmed in the relevant transportation plans. Select NA if your project does not need to be in a STIP and TIP to receive federal funds.
24	If no, anticipated date of inclusion in relevant STIP and TIP plans is:	Enter the latest anticipated date of inclusion in relevant STIP and TIP plans into the field provided
25	Will this project require right of way acquisition before construction can begin?*	Please select "Yes" or "No" from the drop down.
26	If yes, anticipated date of acquisition is:	Enter the date of acquisition into the field provided
27	Will this project require additional design before construction can begin?*	Please select "Yes" or "No" from the drop down. Please indicate whether additional design work will be needed before this project can begin construction.
28	If yes, anticipated date of design completion is:	Enter the date of design completion into the field provided
29	Will this project require approval of any additional plans and/or certifications before construction can begin?*	Please select "Yes" or "No" from the drop down. Is the construction of this project contingent on the approval of any plans and/or certifications not identified in previous questions.
30	If yes, anticipated date of plans and/or certifications approval(s):	Enter the date of the approval for additional plans and/or certifications into the field provided
31	Will this project be ready for construction by 30 June 2013?*	Select "Yes" or "No" from the drop down menu
32	On what date will all segments of this project be ready for construction?	Enter the date that all parts of the project will be ready for construction into the fields provided
33	Primary Proposed Project State:*	Enter the primary state that the project will take place in. You will have an opportunity to enter additional states in fields 32-37
34	Primary Congressional District:*	Enter the primary congressional district that the project will take place in. You will have an opportunity to enter additional districts in field 38
35-40	Additional Project States	Enter any additional states involved in this project into the six fields provided
41-50	Add Additional Congressional Districts	Select "Yes" to display fields to enter additional Congressional Districts

**If you do not fill out the required fields on the form correctly you will receive this error message:**



DUNS: 123456789

Applicant Organization Name: New Project

First Name: Example MI: Last Name:

Applicant Contact Street Address: Example

Applicant Contact City: Example

Applicant Contact State: Select a State.. **Select a State**

Applicant Contact Zip: 00000-000 **e.g 20110**  
5 digit zipcode

Applicant Contact Phone: 000 000 0000 **202-555-5555 or (202)555-1212**

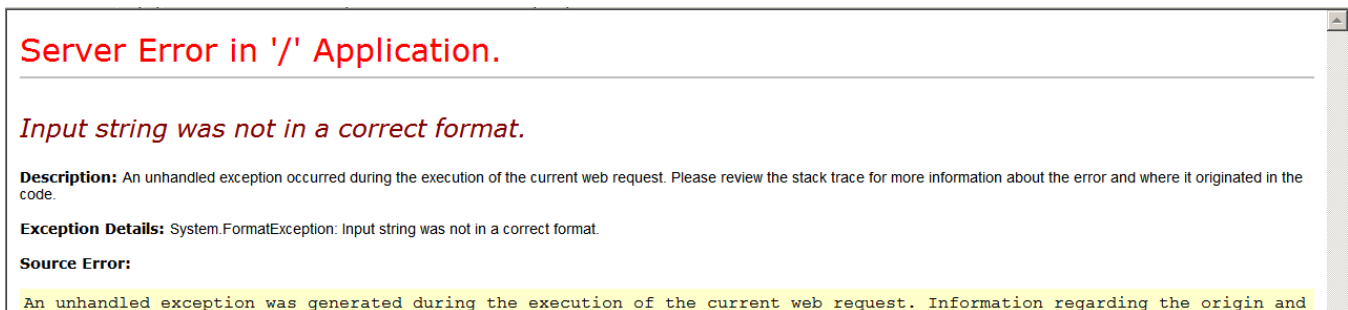
If you attempt to submit a pre-application without the required information you will receive an error message detailing the corrections that need to be made and red text describing the specific error will appear in the open Pre-Application next to the field with the error.

Click the "OK" button when you receive the message, go back to the Pre- Application and fill in or correct the fields with **Red Text** next to them.

An error may appear if:

- You failed to fill out one of the required fields
- You filled out all required fields but did not enter the correct format

**If instead you receive the following server error message, there has been a problem with the values you have entered for one of the non-required fields.**



To avoid receiving this error be careful to enter all values in the correct format, for example:

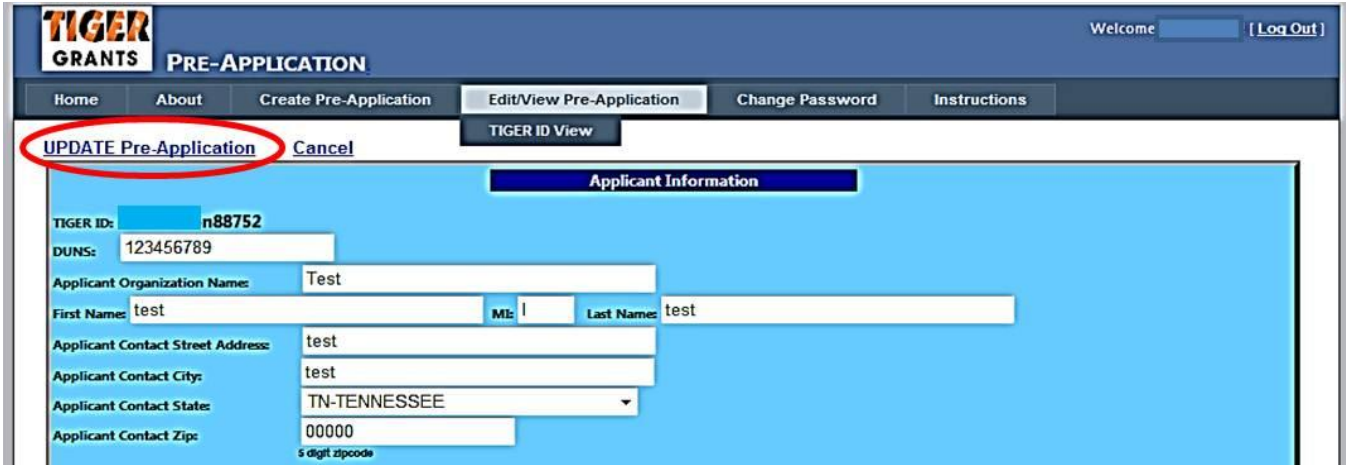
- Phone Extension: only numbers can be entered, putting 'N/A' or 'No' will receive the error message
- End Longitude/Latitude: must be entered in the same format as the Start Longitude and Latitude 00.00000
- Date Fields: instead of entering a date, click the field and select a date from the calendar that pops up
- Cities/Counties Impacted: there is a text limit so limit the number of Cities and/or Counties you list

\*For All non required fields, you may leave blank if not applicable



## 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 the “[Edit/View Pre-Application](#)” tab. After you have clicked on the link (and you have already sum a pre-application), you will be taken to a view of all of the pre-applications that have been created under your account.



The screenshot shows the 'TIGER GRANTS PRE-APPLICATION' interface. At the top, there is a navigation bar with tabs: Home, About, Create Pre-Application, Edit/View Pre-Application (selected), Change Password, and Instructions. Below the navigation bar, there is a sub-navigation bar with 'UPDATE Pre-Application' (circled in red) and 'Cancel'. The main content area is titled 'Applicant Information' and contains the following fields:

TIGER ID:	n88752				
DUNS:	123456789				
Applicant Organization Name:	Test				
First Name:	test	MI:	I	Last Name:	test
Applicant Contact Street Address:	test				
Applicant Contact City:	test				
Applicant Contact State:	TN-TENNESSEE				
Applicant Contact Zip:	00000				

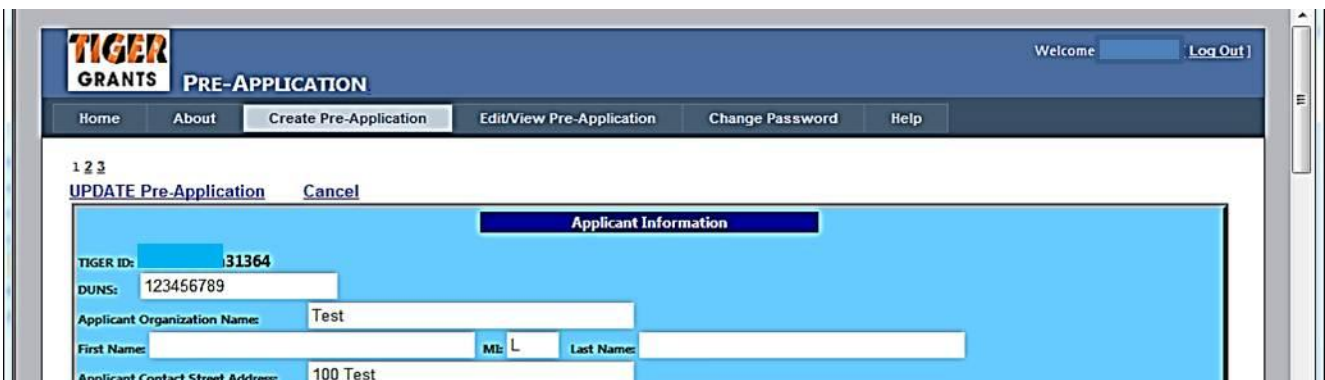
5 digit zipcode

**Remember, you must click “Update Pre-Application” to save your changes (indicated by the red circle above)**

If your DUNS number includes a leading 0, the form will automatically delete this leading 0 upon initial submission and each time it is updated. **This will not be a problem**, however, you will need to add back in this 0, so that the DUNS remains a 9-digit number, prior to clicking ‘Update Pre-Application’ to update without an error.

## Creating and Submitting Additional Pre-Applications

Your Applicant Organization may submit up to three Pre-Applications, and USDOT prefers that organizations submit all of their organization’s pre-applications through a single pre-application website account. Once you have submitted your first pre-application you may begin a new pre-application by clicking “Create Pre-Application” tab as you did in Step 6.



The screenshot shows the 'TIGER GRANTS PRE-APPLICATION' interface. At the top, there is a navigation bar with tabs: Home, About, Create Pre-Application, Edit/View Pre-Application (selected), Change Password, and Help. Below the navigation bar, there is a sub-navigation bar with 'UPDATE Pre-Application' (circled in red) and 'Cancel'. The main content area is titled 'Applicant Information' and contains the following fields:

TIGER ID:	31364				
DUNS:	123456789				
Applicant Organization Name:	Test				
First Name:		MI:	L	Last Name:	
Applicant Contact Street Address:	100 Test				

## Viewing Multiple Pre-Applications

You will be able to view all submitted Pre-Applications on the “Edit/View Pre-Application” tab. You will see the first Pre-Application you submitted once you click the tab. To move to another application click on the “2” on

the top or bottom of the page. By Clicking on the application numbers you see at the top and bottom you can move easily between all of the Pre-Applications you have submitted.

The screenshot shows a web interface with a navigation bar at the top containing links: Home, About, Create Pre-Application, Edit/View Pre-Application (highlighted), Change Password, and Help. Below the navigation bar, there are three application numbers: 1, 2, and 3, with the number 1 circled in red. The main content area is titled 'UPDATE Pre-Application' and 'Cancel'. It features a blue header for 'Applicant Information' and several input fields: TIGER ID: n31364, DUNS: 123456789, Applicant Organization Name: Test, First Name: (empty), MI: L, Last Name: (empty), Applicant Contact Street Address: 100 Test, and Applicant Contact City: Test.

## TIGER ID

As stated in the *Federal Register* final notice of funding availability for the TIGER Discretionary Grant program, published on January 31, 2012 your full application must be submitted through [www.grants.gov](http://www.grants.gov). As the notice explained, **a unique pre-application is required for each and every grant application that is to be submitted.** The DOT will be tracking all of the pre-applications and applications through the use of “TIGER IDs.” A unique TIGER ID will be assigned to each and every pre-application that is created. The TIGER ID is a combination of your User Name and the record number that is automatically created by the pre-application tool (usernamexxx). The TIGER ID is created only after a pre-application record has been submitted by successfully completing the entry of the pre-application fields as instructed below.

To view the TIGER ID’s associated with your applications all on one single page click “TIGER ID View” which will appear when you scroll your cursor over the “Edit/View Pre-Application” tab. A list of all applications you have submitted and their associated TIGER ID will appear. **You should keep a record of your TIGER IDs**

The screenshot shows the 'TIGER ID View' page. At the top left is the 'TIGER GRANTS PRE-APPLICATION' logo. The navigation bar includes: Home, About, Create Pre-Application, Edit/View Pre-Application (highlighted), Change Password, and Instructions. A 'TIGER ID View' button is visible. Below it is a table with the following data:

Applicant Organization Name	Project Name	TIGER ID
Test	test	XXXXX88752

The TIGER ID 'XXXXX88752' in the table is circled in red.

The TIGER ID will need to be entered exactly as it appears in the pre-application record so that the final application package submitted through [www.grants.gov](http://www.grants.gov) matches up with a pre-application record. No application will be considered complete unless a pre-application was completed and a matching TIGER ID is provided with the application. You will be able to access (through your account on <http://tiger4preapp.deloittfed.com/preapp>) your submitted pre-application record until March 19<sup>th</sup>, 2012, which is the final due date for applications. However, you will be unable to edit you pre-applications after February 21<sup>st</sup>, 2012, which is the due date for pre-applications.

## Print Pre-Application

It would be beneficial to print the submitted Pre- Applications for your reference and record keeping. To do so go to the “Edit Pre- Application” tab and on your Keyboard hit CTRL+P.

## Commonly Asked Questions

### **Will I receive a confirmation email?**

**You will not receive a Confirmation Email or Message.**

Your Pre Application is confirmed as submitted if you can view it in the Edit/View Tab and if you have been assigned a TIGER ID. While we appreciate your diligence in ensuring that you have completed the process, we will not be issuing individual confirmations.

### **Can I save my Pre-Application and submit at another time?**

**There is no option to ‘Save’ but you can submit and edit the Pre-Application as many times as needed prior to the due date.**

In order to ‘save’ any of the information entered into the Pre-Application form you must ‘Submit’ the Pre Application. If you do not have the necessary information to fill in all of the required fields you may either wait to gather this information and create a Pre-Application at a later time OR you may fill in all required field with place holders and edit those with the correct information at a later time. The information that we will use for our grant evaluation purposes is what appears in the Edit/View Tab at 5pm on the date due.