

## TIGER II Discretionary Grant Pre-Application Instructions

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 (F5 on MS Internet Explorer).

### Website Access, Registration, & Navigation:

Any party wishing to submit a pre-application(s) for TIGER II Discretionary Grants may access the TIGER II Discretionary Grant Pre-Application by placing <https://tiger2grantpreapp.deloitte-sltc.com> into a web browser. Once you have accessed the website, you will be presented with six options:

(1) Login, (2) Change Your Password, (3) New User Registration, (4) Forgotten Your Password, (5) Enter a New Pre-Application, and (6) Edit or View Existing TIGER II Pre-Application. You must self register in order to submit a pre-application. You do not need to register again in order to submit additional pre-applications.

To register, click the “New User Registration” link. You will then be presented with a window where you will provide your registration information. You are first asked to provide your “User Name.” This can be anything you choose although it is recommended that you choose something that you can easily remember and keep it relatively short (e.g. “johndoe” if your e-mail is “johndoe@Wmail.com”). Following that, you are asked to enter your first name, last name, and e-mail address. For security purposes, you will also be asked to type in a set of six characters that are presented as a picture. If you are unable to discern the characters, you can click the “Can’t see the word?” link to be given a new set of characters. You may do this as many times as you wish in order to obtain a legible set of characters. Once all of your information has been entered and you are satisfied with your entry, click “Create User” to complete the self-registration process. You are then taken to the confirmation screen, clicking the “Continue” button will return you to the home page.

Once your registration is approved, you will receive two different e-mails containing your login information. The first e-mail you receive will be a “Welcome to the SharePoint Group” e-mail and will contain your user ID. Subsequently, you will receive a password e-mail that is used to log into the site. **It will take at least one business day to receive your user name and password. Also, you must register as a new user by COB on July 16<sup>th</sup> in order to ensure that you will receive your password in time to submit your pre-application(s).** Once you login, you may change your password by clicking on “[Change Your Password](#)” or you can request that your password be reset to a computer generated password by clicking on “[Forgotten Your Password](#).”

Once you have completed the self-registration process, have received your user name and password, and have logged in, you can submit a pre-application by clicking the “Enter a New TIGER II Pre-Application” link from the links menu on the homepage. You will then be presented with the fields

identified below that you must complete in order to have a complete pre-application. Remember that you must click the “OK” button that appears at the top or bottom of the list in order to create a pre-application record. Detailed instruction on exactly how to enter, edit, and view pre-applications follows below.

### Field Level Instruction

Please find the field level instructions in the following table. Required fields will be noted with a red asterisk (\*). If you attempt to enter a pre-application without the requisite information supplied in all of the required fields by clicking “OK”, you will be returned to the open pre-application and red text stating “**You must specify a value for this required field**” will appear below the fields that are missing information. Once you have supplied all of the requisite information and clicked “OK” to save your pre-application, you will be returned to the view of your pre-application(s) that allows you to edit or enter new items.

Field #	Field Name	Instruction
1	Project Name *	Enter a descriptive title for the project.
2	Was a TIGER I application submitted for this project? *	Please use the drop down list provided to identify whether or not an application was previously submitted for this project under the TIGER I Discretionary Grant program, and, if so, whether the TIGER II Discretionary Grant application is expected to be substantially similar or materially different from the previous application.
3	DUNS *	Please enter your 9-digit DUNS number
4	Applicant / Organization Name *	Please enter the name of the Applicant/Organization
5	Applicant / Organization Contact Person *	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.
6	Applicant / Organization Contact Business Phone Number *	Please enter a 10-digit phone number XXX-XXX-XXXX. This will be the phone number that the DOT will use in order to communicate with the Applicant/Organization with regard to the project identified in this pre-application.
7	Applicant / Organization 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/Organization with regard to the project identified in this pre-application.
8	Applicant / Organization Contact Business 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/Organization with regard to the project identified in this pre-application.
9	Applicant / Organization Contact City *	Please enter the City associated with the street address.
10	Applicant / Organization Contact State *	Please select the state or territory.
11	Applicant / Organization Contact Zip *	Please enter the 5-digit zip code.
12	Primary Applicant Type *	Select the applicant type for the “Primary” or “Lead” applicant the drop down list.

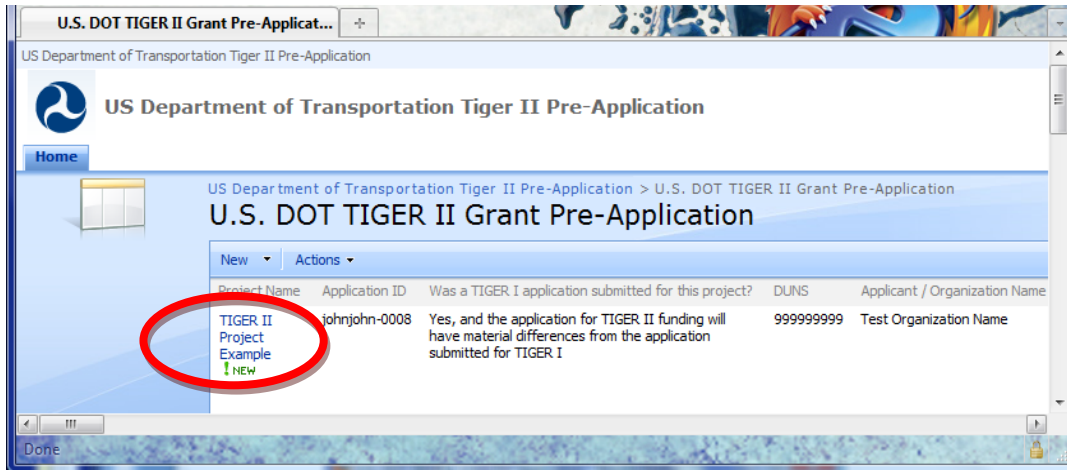
Field #	Field Name	Instruction
13	Co-Applicant Type	Select the applicant type for the co-applicant, if applicable, from the drop down list.
14	Is the Project Multimodal? (If yes, select "Yes" as well as identify the relevant modes in the following three fields. If no, select "No" and make a selection in only the "Primary Project Type" field). *	If the project encompasses more than one mode of transportation, please answer "Yes." You will have the opportunity to identify these modes in additional fields.
15	Primary Project Type *	Please identify the "Primary" mode of the project. Applicants that are only applying for either TIGER II Planning or HUD Community Challenge Planning Grants should enter N/A as they will have the opportunity to identify planning grant type(s) in later fields.
16	Secondary Project Type	Please identify the "Secondary" mode of the project. Applicants that are only applying for either TIGER II Planning or HUD Community Challenge Planning Grants should enter N/A as they will have the opportunity to identify planning grant type(s) in later fields.
17	Additional Project Type Information	Please identify any additional mode that is not encompassed by the "Primary" and "Secondary" project types. Applicants that are only applying for either TIGER II Planning or HUD Community Challenge Planning Grants should enter N/A as they will have the opportunity to identify planning grant type(s) in later fields.
18	Is this pre-application for a Planning Grant? *	Please select yes if this pre-application is for a "Planning Grant."
19	If Planning Grant, please select the related funding opportunity.	Please select whether this pre- application is for a "TIGER II Planning Grant," a "HUD Community Challenge Planning Grant," or a combination of both.
20	Primary Planning Grant Type	Please identify the "Primary" mode/type of the planning activity. Applicants that are only applying for TIGER II discretionary grants for capital investments should enter N/A as they will have entered the mode in previous fields.
21	Secondary Planning Grant Type	Please identify the "Secondary" mode/type of the planning activity. Applicants that are only applying for TIGER II discretionary grants for capital investments should enter N/A as they will have entered the mode in previous fields.
22	Additional Planning Grant Type	Please identify any additional mode/type that is not encompassed by the "Primary" and "Secondary" planning grant types.
23	Additional Planning Grant information	If necessary, please briefly enter any additional information about the type of planning grant to be requested.
24	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 II Planning Grant will fund planning 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.

Field #	Field Name	Instruction
25	Total Amount Requested from TIGER II Funds *	Enter the total amount of TIGER II discretionary funds being requested by the project represented in this pre-application in whole US dollars. For example, 3,000,000 would represent three million. Dollar signs are not necessary.
26	Total Project Cost *	Enter the total cost of the project.
27	Cities Impacted by Proposed Project *	Enter the cities in which the project is located. Please separate by comma if more than one.
28	Counties Impacted by Proposed Project *	Enter the counties in which the project is located. Please separate by comma if more than one.
29	Primary Proposed Project State *	Select the State/Territory that is the primary or lead location for the project.
30	Additional Project State (1)	Select any additional affected State/Territory.
31	Additional Project State (2)	Select any additional affected State/Territory.
32	Additional Project State (3)	Select any additional affected State/Territory.
33	Additional Project State (4)	Select any additional affected State/Territory.
34	Additional Project State (5)	Select any additional affected State/Territory.
35	Additional Project State (6)	Select any additional affected State/Territory.
36	Primary Congressional District *	Select the congressional district that is the primary or lead location for the project.
37	Additional Congressional District (1)	Select any additional affected congressional district.
38	Additional Congressional District (2)	Select any additional affected congressional district.
39	Additional Congressional District (3)	Select any additional affected congressional district.
40	Additional Congressional District (4)	Select any additional affected congressional district.
41	Additional Congressional District (5)	Select any additional affected congressional district.
42	Additional Congressional District (6)	Select any additional affected congressional district.
43	Additional Congressional District (7)	Select any additional affected congressional district.
44	Additional Congressional District (8)	Select any additional affected congressional district.
45	Additional Congressional District (9)	Select any additional affected congressional district.
46	Additional Congressional District (10)	Select any additional affected congressional district.
47	Type of Jurisdiction *	Please select "urban" if the project is located in an Urbanized Area, as such term is defined by the Census Bureau, and "rural" if the project is not located in an Urbanized Area, as such term is defined by the Census Bureau. If a portion of the project is in an Urbanized Area and a portion of the project is not in an Urbanized Area, please select "urban/rural". For Census 2000, the Census Bureau defined 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 II Discretionary Grant program.

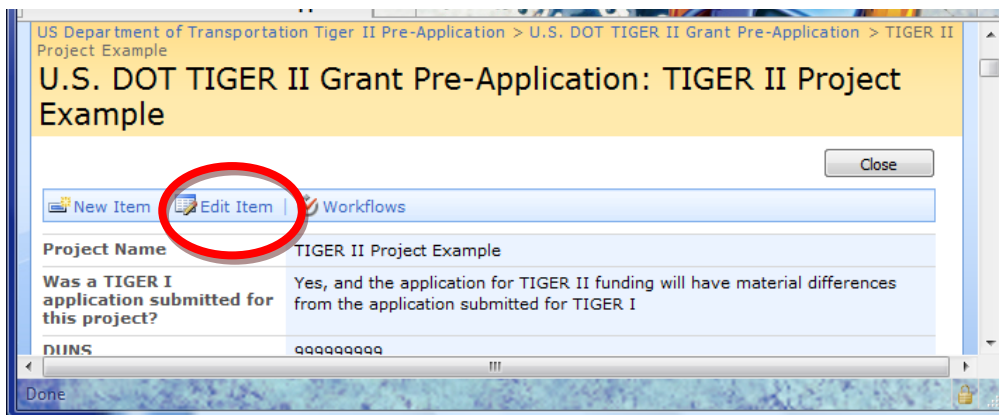
Field #	Field Name	Instruction
48	Economically Distressed Area *	Please select “yes” if all or a material portion of the project is located in an Economically Distressed Area as defined by section 301 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. 3161). While Economically 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.
49	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.
50	Requesting TIGER II TIFIA Payment *	Please select “yes” if the application will be for a TIGER II TIFIA Payment and “no” if the application will not be for a TIGER II TIFIA Payment.
51	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.
52	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.
53	Project has secured 20% matching funds *	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.
54	20% matching funds comment	Please describe, in 50 words or less, the sources of such matching funds. Applicants for projects located in rural areas do not need to provide matching funds, but should respond to this request to the extent matching funds would be provided.

### Editing an Existing Record

If you wish to edit a pre-application after it is created, you can do this by clicking on the [“Edit or View Existing Tiger II Pre-Application”](#) link from the home page. After you have clicked on the link (and you have already created a pre-application), you will be taken to a view of all of the pre-applications that have been created under your account. To edit the application, you must first click on the project name that you wish to edit (this appears in blue text).



After you click on the project name, you will be taken to a window that provides a view of the entire record. In order to edit the record, you will need to select "Edit Item" as shown in the picture below.



You will then be taken to a view of the pre-application record that will allow you to change the values of the fields and enter new changes to descriptions or additional information. **Remember, you must click "OK" to save your changes.**

## Application ID

As stated in the *Federal Register* notice of funding availability for the TIGER II Discretionary Grant program, published on June 1, 2010, 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 "Application IDs." A unique Application ID will be provided to each and every pre-application that is created. The Application ID is a combination of your User Name and the record number that is automatically created by the pre-application tool (username-xxxx). The Application ID is created only after a pre-application record has been completed by successfully completing the entry of the pre-application fields as instructed below.

Once you have completed a record or have returned to the site, logged in, and clicked "Edit or View Existing TIGER Pre-Application", you will see your list of pre-application records. The unique Application

ID is presented as the second item in the list going from left to right. The Application ID(s) will be required when you submit your final application(s) through [www.grants.gov](http://www.grants.gov). As such, the Application ID will need to be entered exactly as it appears in the pre-application record, so the final application package submitted through [www.grants.gov](http://www.grants.gov) by Aug 23<sup>rd</sup> matches up with a pre-application record. No application will be considered complete unless a pre-application was completed and a matching Application ID is provided with the application. You will be able to access the submitted pre-application information until August 24<sup>th</sup>. You will be unable to edit you pre-applications after July 26th. **Lastly, please remember that you need to have registered as a new user by COB on July 16<sup>th</sup> in order to ensure that you will receive your password for logging into the site.** To easily view any and all of the pre-applications and associated “Application IDs”, please click on the “[Edit or View Existing TIGER Pre-Application](#)” link from the home page. Upon clicking this link, you will be shown a view of all of your pre-application records. The application ID for a specific project will be located directly to the right of the “Project Name” field as shown here.

