



TIGGER COLLECTOR PROPOSAL APPLICATION

Overview of TIGGER Collector

TIGGER Collector is a web-based portal for applicants to enter descriptive text and data elements of individual program proposals in a consistent format which reduces errors in energy and emissions calculations and data entry of proposal information. The tool streamlines FTA's evaluation and selection process for the TIGGER discretionary grant opportunity.



All applications must be complete, finalized and submitted to FTA via the TIGGER Collector by midnight Eastern Daylight Time on August 11, 2010.



All Applicants are encouraged to save their proposal frequently.

The Applicant will be able to:

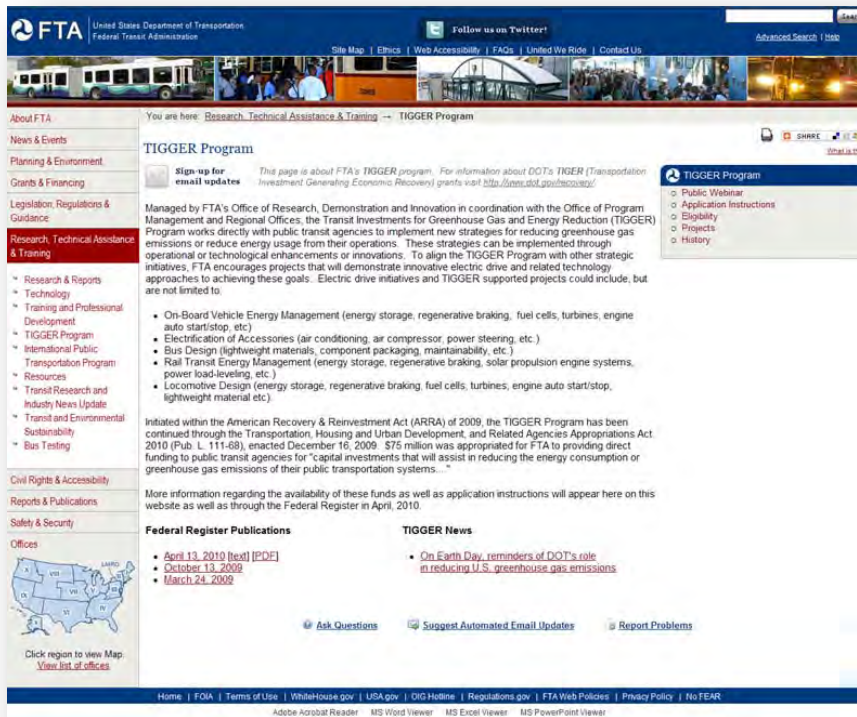
- [Register for a TIGGER Collector account](#)
- [Create a new proposal or multiple proposals \(possible consolidated proposals if a State Department of Transportation\)](#)
- [Save proposals that have not been submitted](#)
- [Preview and print proposals that have not been submitted](#)
- [Edit proposals that have not been submitted](#)
- [Finalize and Submit a proposal\(s\)](#)

Registering for a TIGGER Collector Account

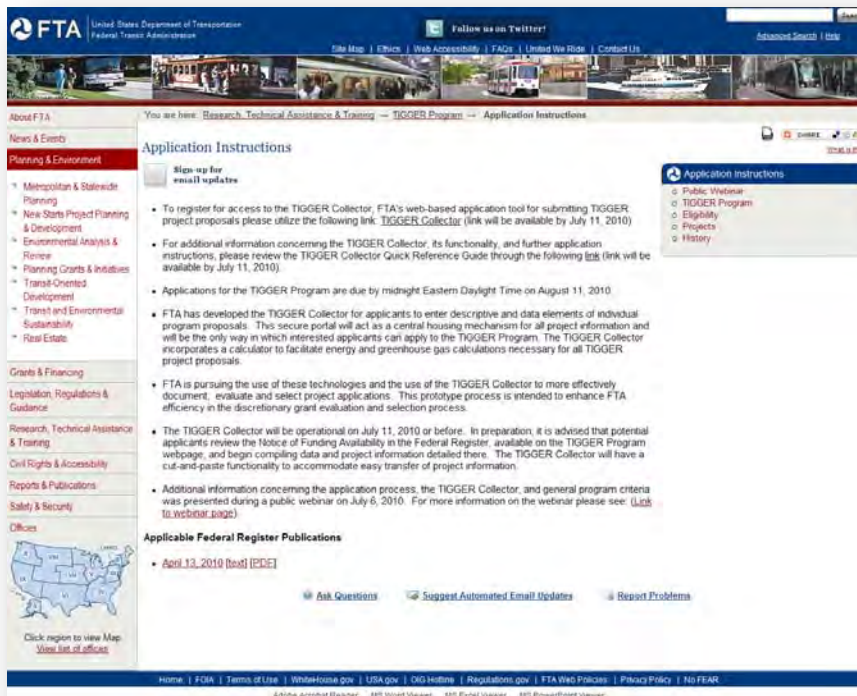


Note: JavaScript must be enabled to access and complete an application in the TIGGER Collector. [Click here for instructions on enabling JavaScript.](#)

To register for a TIGGER Collector username and password, visit the TIGGER Program public web site at <http://fta.dot.gov/TIGGER>. Application instructions and procedures are posted on this site and information will be continuously updated.



Click **Application Instructions** on the **TIGGER Program** menu to view the Application Instructions.



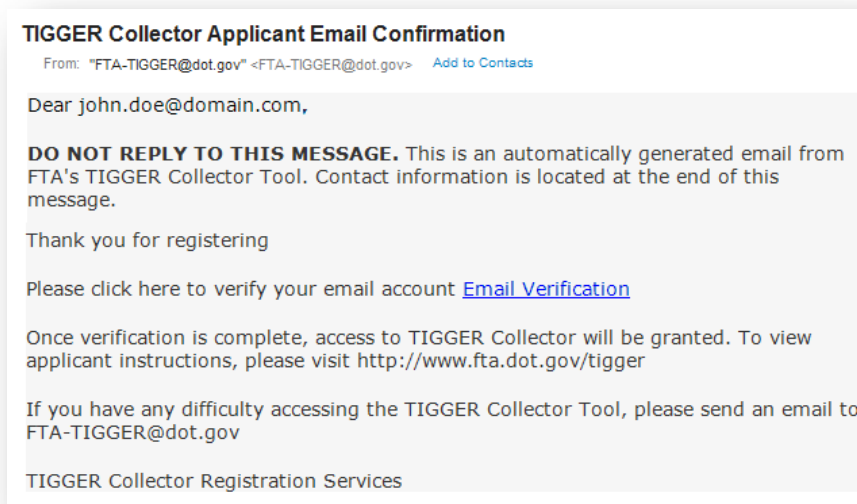
Click the TIGGER Collector application link. The application link redirects the applicant to the application Sign In screen

Click **Register for Access** to apply for a TIGGER Collector account. After doing so, the applicant will be directed to the following screen:

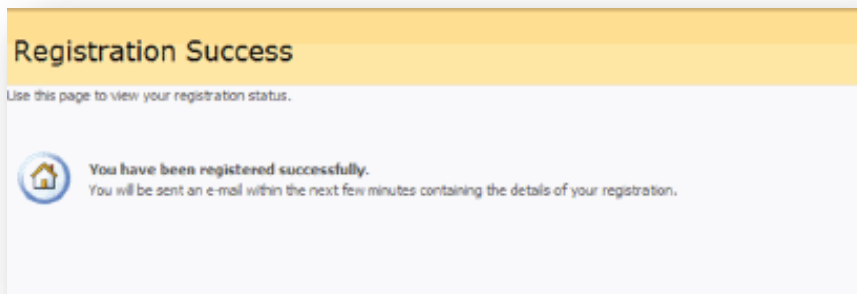
Applicants must fill out the registration form by providing the following information:

- **Email Address** – The email address must be a valid email account. Additional information will be sent to the provided email address to finalize the registration.
- **Password** – The password must be 8 characters in length and include a combination of upper and lower case letters and 1 special character (@, #, \$) (e.g. T1GGER@fta).
- **Confirm Password** – The Confirm Password must match the password used in the first Password field. If the two passwords do not match, a validation error will be displayed.
- **First Name** – The first name of the individual that is applying for a TIGGER Collector account.
- **Last Name** – The last name of the individual that is applying for a TIGGER Collector account.
- **Company Name** – The name of the Company of the individual that his applying for a TIGGER Collector account. This should be a Transit Agency or State Department of Transportation (DOT) name.
- **Question** – Provide a question you know the answer to and that is not associated with your password. If you should ever forget your password, the question you submit will be asked to you and you will have to provide the answer to your question to regain access to your account.
- **Answer** – Provide the answer to the question you inputted in this field. If you should ever forget your password, you will be asked to provide the answer to the question you provided earlier.

After filling out the registration form, click **Finish** to finalize your registration. The **Registration Success** screen is displayed. A message is displayed that you have registered successfully. An email will be sent to the email address you provided to finalize your registration.



Note: If you do not receive the email notification within 1 hour, check the SPAM or Junk Mail folder in your email as the email may be flagged as such.



Confirming Account Registration

Once the registration form is completed, a confirmation email is sent to the provided email address with the subject **TIGGER Collector Applicant Email Confirmation**.

You have been granted access to TIGGER Collector

From: "FTA-TIGGER@dot.gov" <FTA-TIGGER@dot.gov> [Add to Contacts](#)

Dear john.doe@domain.com,

DO NOT REPLY TO THIS MESSAGE. This is an automatically generated email from FTA's TIGGER Collector Tool. Contact information is located at the end of this message.

Your username and password have been created in TIGGER Collector.

Please login and complete the application at the following URL
<https://ftawebapps.fta.dot.gov/tigger> Your registration information may be found below.

Registration Information

Username: john.doe@domain.com

E-mail: john.doe@domain.com

FirstName: John

CompanyName: Company Name

LastName: Doe

If you have any difficulty accessing the TIGGER Collector Tool, please send an email to FTA-TIGGER@dot.gov.


TIGGER Collector Registration Services

Note: If you do not receive the email notification within 1 hour, check the SPAM or Junk Mail folder in your email as the email may be flagged as such.

Click the **Email Verification** link in the email to verify your registered account. The **Account Verification** screen displays your username and email address.

Account Verification

This page is used to verify registered accounts.



Success: Account Verified
Your account has been verified.

Account Information

User Name: john.doe@domain.com

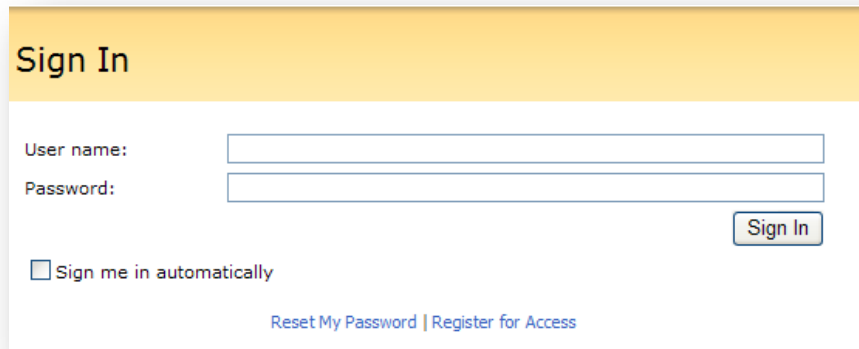
E-mail Address: john.doe@domain.com

After your account has been verified, another email is sent to your email account with the subject **You have been granted access to TIGGER Collector**. The email includes your username, email, first name, last name and company name.

Click the **TIGGER Collector Application** link in the email to access the TIGGER Collector tool. The **Sign In** screen is displayed. You now have access to the TIGGER Collector Application.

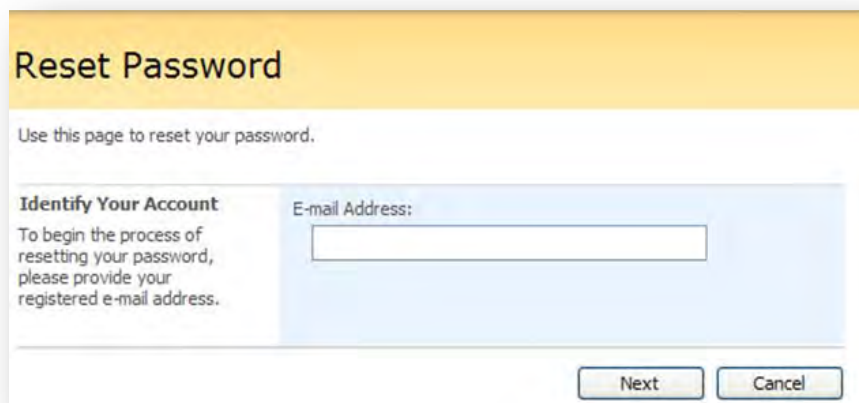
Sign In

To login, type your username and password on the **Sign In** screen and click **Sign In**. If you are currently not a TIGGER Collector user, you must register for an account.



The 'Sign In' screen features a yellow header with the title 'Sign In'. Below the header, there are two input fields: 'User name:' and 'Password:'. To the right of the 'Password:' field is a 'Sign In' button. Below the input fields is a checkbox labeled 'Sign me in automatically'. At the bottom of the form, there are two links: 'Reset My Password' and 'Register for Access'.

If you forgot your username or password, click the **Reset My Password** link. This will take you to the following screen where you will be prompted to enter your email address and click **Next**.



The 'Reset Password' screen has a yellow header with the title 'Reset Password'. Below the header, it says 'Use this page to reset your password.' There is a section titled 'Identify Your Account' with the text 'To begin the process of resetting your password, please provide your registered e-mail address.' To the right of this text is an 'E-mail Address:' input field. At the bottom right of the form are two buttons: 'Next' and 'Cancel'.

If your email account is valid (was previously registered), the screen below will be displayed where you will be required to answer the security question set at the time of registration. You will also be required to enter a new password. If the answer to your security question is not valid, your password will not be reset. This answer must match the answer provided during your initial registration. If it does not, please contact the FTA-TIGGER@dot.gov email address for technical support.

Reset Password

Use this page to reset your password.

Account Info View the current account information.	User Name: spahner@actionet.com E-mail Address: spahner@actionet.com
Password Hint Please provide the correct answer to your secret question in order to continue resetting your password.	Secret Question: test Secret Answer: <input type="text" value=" <enter answer to you secret question> "/>
New Password Provide the new password for your account.	Password: <input type="password" value=" "/> Confirm Password: <input type="password" value=" "/>

Password
 Password must at least 8 characters in length and can include any combination of Uppercase and Lowercase letters, numbers, and one special character

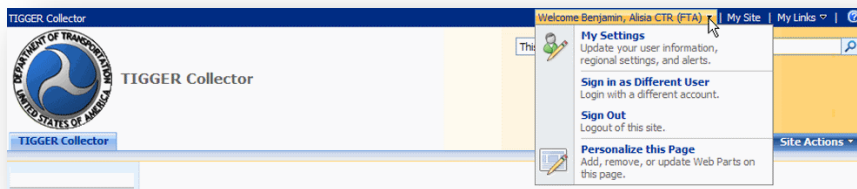
Password Example
 T1GGER@fta
 xxx

Prev Finish Cancel

New Password – The password must be 8 characters in length and include a combination of upper and lower case letters and 1 special character (@,#,\$) (e.g. T1GGER@fta).

Sign Out

To log out of TIGGER Collector, click on “Welcome <your username>” at the top of the screen. A list of functions is provided.



Select **Sign Out**. The **Sign Out: Close Browser To Complete Sign Out** screen is displayed with a confirmation pop-up message.

Sign Out: Close Browser To Complete Sign Out

Go back to site

You must close your browser to complete the sign out process.

Windows Internet Explorer

The webpage you are viewing is trying to close the window.
Do you want to close this window?

Yes No

To sign out and close TIGGER Collector, click **Yes**.

To remain signed in, click **No**, and click **Go back to site**.

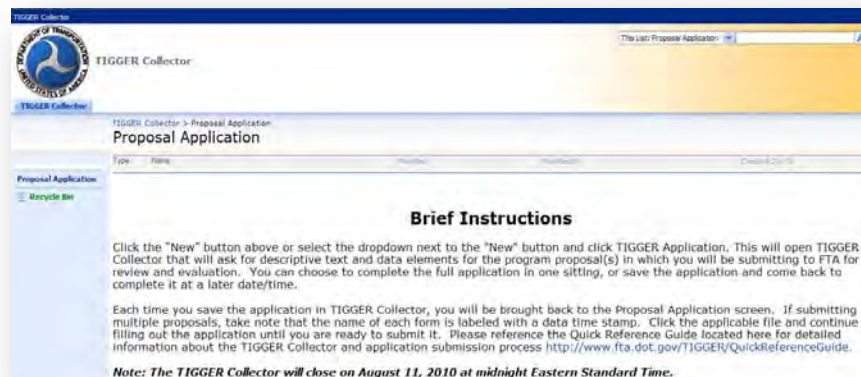
Creating a New Proposal

Applicants that are transportation agencies or State DOTs are able to create and submit a proposal. Public transportation agencies may only apply for one (1) project per proposal, or multiple individual project proposals. A State DOT may submit a consolidated proposal for multiple projects from one or more transit agencies within its boundaries to meet the \$1 million threshold.



To create a new proposal, click **Proposal Application** under **Documents** on the left hand navigation menu. State DOTs are able to create multiple projects by repeating the following steps for each transit agency.

Note: Applicants can copy and paste information from another source into each field of the TIGGER Collector Proposal Application form.




Click the **New** dropdown list and select **TIGGER Proposal Application**. The **TIGGER Collector Proposal Application Form** is displayed.

The application form is broken down into eight (8) screens (buttons): Eligibility and Contact Info, Agency Info, Project Summaries and Attachments, Project Baseline Calculator, Project Estimate Calculator, Total Agency Usage Calculator, and Calculator Summary. Applicants must complete all the required fields on each screen in order to submit their proposal. Required fields are marked with a red asterisk (*). *A majority of the information collected is required.*

Note: The **View Application Instructions** button takes you to this Quick Reference Guide. The **Finalize your Proposal Application for Submission** button is only displayed on the *Eligibility and Contact Info* and *Calculator Summary* screens.

- Eligibility and Contact Info

Eligibility and Contact Info	Agency Info	Project Info	Project Summaries and Attachments
Project Baseline Calculator	Project Estimate Calculator	Total Agency Usage Calculator	Calculator Summary



TIGGER COLLECTOR PROPOSAL APPLICATION FORM

Federal Transit
Administration

Proposal ID: (this field will be blank until the application is saved for the first time)

*** = required field**

ELIGIBILITY	
1.) Is this a Consolidated Proposal by a State Department of Transportation (one of several proposals submitted by a State DOT on behalf of transit agencies)? *	<input type="text" value="Select..."/>
2.) Is Applicant Public Transportation Agency? *	<input type="text" value="Select..."/>
3.) Does this Project fall within the minimum and maximum application thresholds? (\$1 - \$25 Million; answer "yes" if this is one of multiple projects submitted by a State DOT that together meet the \$1 Million minimum) *	<input type="text" value="Select..."/>
4.) Is this Project sponsored by an applicable Transit Organizational Executive? *	<input type="text" value="Select..."/>
5.) Is this project a capital project? *	<input type="text" value="Select..."/>
6.) Will this project reduce energy use and/or greenhouse gas emissions of the transit agency? *	<input type="text" value="Select..."/>
7.) Is project proposal listed in the TIP/STIP? *	<input type="text"/>
(Answer Yes, No, or provide a brief explanation. 100 character limit.)	
8.) Is the TIP/STIP approved? *	<input type="text"/>
(Answer Yes, No, or provide a brief explanation. 100 character limit.)	
9.) Can TIP/STIP be amended? *	<input type="text"/>
(Answer Yes, No, or provide a brief explanation. 100 character limit.)	
10.) URL to TIP/STIP	<input type="text"/>
(500 character limit.)	


ORGANIZATION CONTACT INFORMATION	
11.) Business Contact Last Name *	<input type="text"/>
12.) Business Contact First Name *	<input type="text"/>
13.) Business Contact Job Title *	<input type="text"/>
14.) Business Contact Phone *	<input type="text" value="000-000-0000"/>
15.) Business Contact E-Mail *	<input type="text" value="someone@example.com"/>
16.) Applicant Organization *	<input type="text"/>
17.) Applicant Name *	<input type="text"/>
18.) Applicant Street Address *	<input type="text"/>
19.) Applicant City *	<input type="text"/>
20.) Applicant State *	<input type="text" value="Select..."/>
21.) Applicant's Zip Code *	<input type="text" value="00000"/>

The **Eligibility** section contains a list of questions to ensure the applicant meets the basic requirements to submit a proposal for review. Along with other vital information provided within a completed application full eligibility will be determined through a thorough evaluation process.

The **Organization Contact Information** section collects the Contact and Application information of the individual(s) who will act as the point of contact of each application.

- Agency Info

Eligibility and Contact Info	Agency Info	Project Info	Project Summaries and Attachments
Project Baseline Calculator	Project Estimate Calculator	Total Agency Usage Calculator	Calculator Summary



TIGGER COLLECTOR PROPOSAL APPLICATION FORM


*** = required field**

AGENCY INFORMATION	
22.) Transit Agency Name *	
23.) Is the Transit Agency a current FTA Grantee? *	Select ... ▼
24.) Transit Agency Transportation Electronic Award and Management (TEAM Web) Identification Number	
25.) Transit Agency DUNS number *	000000000
26.) Transit Agency Executive Official *	
27.) Transit Agency Contact Executive Official Title *	
28.) Transit Agency Project Manager Contact Name *	
29.) Transit Agency Street Address *	
30.) Transit Agency City *	
31.) Transit Agency State *	Select ... ▼
32.) Transit Agency Zip Code *	00000
33.) What FTA Region is the Project located? *	Select... ▼ Click here to see how FTA regionally designates the U.S.
34.) Description of Services Provided and Areas Served by Agency (3000 Character Limit) *	
35.) Description of Current Fleet (3000 Character Limit) *	

The **Agency Information** section collects relevant Transit Agency information.

- Project Info

Eligibility and Contact Info	Agency Info	Project Info	Project Summaries and Attachments
Project Baseline Calculator	Project Estimate Calculator	Total Agency Usage Calculator	Calculator Summary



TIGGER COLLECTOR PROPOSAL APPLICATION FORM

Federal Transit
Administration


*** = required field**

PROJECT INFORMATION	
36.) Consolidated Proposal Title <small>(applies to State DOT's only, 100 character limit)</small>	
37.) Total Amount of Consolidated Proposal <small>(applies to State DOT's only)</small>	
38.) Project Name *	
39.) If this is a project going under a consolidated proposal, please select the State DOT Proposal from the list provided	<div style="border: 1px solid black; padding: 2px;">▼</div>
40.) Executive Summary * <small>(3000 character limit.)</small>	
41.) Brief Abstract of Project * <small>(500 character limit.)</small>	
42.) Public Statement of Purpose *	
43.) Project Purpose * <small>(For press releases, 75 character limit.)</small>	Select ... <div style="border: 1px solid black; padding: 2px;">▼</div>
44.) Geography *	Select ... <div style="border: 1px solid black; padding: 2px;">▼</div>
45.) Primary Congressional District Number *	State: <div style="border: 1px solid black; padding: 2px;">▼</div> District: <div style="border: 1px solid black; padding: 2px;">▼</div>
46.) Second Congressional District Number	State: <div style="border: 1px solid black; padding: 2px;">▼</div> District: <div style="border: 1px solid black; padding: 2px;">▼</div>
47.) Third Congressional District Number	State: <div style="border: 1px solid black; padding: 2px;">▼</div> District: <div style="border: 1px solid black; padding: 2px;">▼</div>
48.) Fourth Congressional District Number	State: <div style="border: 1px solid black; padding: 2px;">▼</div> District: <div style="border: 1px solid black; padding: 2px;">▼</div>
49.) City Name of Proposed Project Implementation *	<div style="border: 1px solid black; padding: 2px;"></div>
50.) Mode Type *	<div>Type : <div style="border: 1px solid black; padding: 2px;"></div></div> <ul style="list-style-type: none"> • Transit Vehicle Storage/Maintenance Facility • Transit Stop or Station • Transit Vehicle • Transit Guide way <div>Mode : <div style="border: 1px solid black; padding: 2px;"></div></div> <ul style="list-style-type: none"> • Regional Rail/Commuter Rail • Heavy Rail/Metro/subway • Light Rail on Private ROW(Fenced) • Light Rail on Shared Track(freight) • Streetcars/Light Rail in Street/Circulator Bus • Local/Limited Bus • Bus Rapid Transit • Express Bus/Coach <div>Fuels : <div style="border: 1px solid black; padding: 2px;"></div></div> <ul style="list-style-type: none"> • Diesel • Bio-Fuels • CNG • Hydrogen from Electricity • Hydrogen from other fuel • Electricity • Solar/wind(for propulsion) • Gasoline <div>Electric Drive Elements : <div style="border: 1px solid black; padding: 2px;"></div></div> <ul style="list-style-type: none"> • Electric drive Accessories(Bus) • No-Idle Auto/Start/Stop Engine • Regenerative braking(Rail) • On-board Energy storage(Rail) • Wayside Energy Storage(Rail) • Hybrid Locomotive • Fuel cells, Turbines, External Combustion Engine • NO drive belts
51.) Project Type *	Select ... <div style="border: 1px solid black; padding: 2px;">▼</div>
52.) Months Necessary to Implement*	<div style="border: 1px solid black; padding: 2px;"></div>
53.) Expected Useful Life of project (years) *	<div style="border: 1px solid black; padding: 2px;"></div>
54.) Project Costs: TIGGER Funds Requested *	<div style="border: 1px solid black; padding: 2px;"></div>
55.) Project Costs: Local Match *	<div style="border: 1px solid black; padding: 2px;"></div>
56.) Project Costs: Non-Federal *	<div style="border: 1px solid black; padding: 2px;"></div>
57.) Project Costs: Other Federal *	<div style="border: 1px solid black; padding: 2px;"></div>
58.) Total Project Cost <small>(Project Cost)</small>	\$0
59.) Is This Grant Scalable? *	Select ... <div style="border: 1px solid black; padding: 2px;">▼</div>
60.) If scalable, minimum amount necessary <small>(1000 character limit for explanation)</small>	<div>Minimum Funds Needed: <div style="border: 1px solid black; padding: 2px;"></div></div> <div>Explanation: <div style="border: 1px solid black; padding: 2px;"></div></div>

The **Project Information** section contains a list of questions pertaining to the proposed project.

- **Project Summaries and Attachments**

Eligibility and Contact Info	Agency Info	Project Info	Project Summaries and Attachments
Project Baseline Calculator	Project Estimate Calculator	Total Agency Usage Calculator	Calculator Summary



**TIGGER COLLECTOR
PROPOSAL APPLICATION FORM**

Federal Transit
Administration

* = required field

PROJECT SUMMARIES AND ATTACHMENTS	
61.) Description of Technical Capacity to Complete Proposed Project * (3000 Character Limit)	
62.) Description of Legal Capacity to Complete Proposed Project * (3000 Character Limit)	
63.) Description of Financial Capacity to Complete Proposed Project * (3000 Character Limit)	
64.) Description of Program Management Capacity to Complete Proposed Project * (3000 Character Limit)	
65.) Description of Project Timeline * (3000 Character Limit)	
66.) Proposed Project Budget Justification/Description * (3000 Character Limit)	
67.) Description of Scope of Proposed Project * (3000 Character Limit)	
68.) Does the proposal require a waiver of any federal requirements? *	Select .. v
69.) If yes, provide a brief explanation of the required waiver(s) (3000 Character Limit)	

Only one file can be uploaded to each of the attachment fields provided.

ATTACHMENT	
70.) Executive Support Letter *	@ Click here to attach a file
71.) Calculations/References to Support Submission Data *	@ Click here to attach a file
72.) Additional Attachments	@ Click here to attach a file
73.) Additional Attachments	@ Click here to attach a file
74.) Additional Attachments	@ Click here to attach a file
75.) Additional Attachments	@ Click here to attach a file
76.) Additional Attachments	@ Click here to attach a file
77.) Additional Attachments	@ Click here to attach a file
78.) Additional Attachments	@ Click here to attach a file
79.) Additional Attachments	@ Click here to attach a file
80.) Additional Attachments	@ Click here to attach a file
81.) Additional Attachments	@ Click here to attach a file

The **Project Summaries** section allows the applicant to provide detailed information on the proposed project. Applicants can copy and paste information into each field.

The **Attachments** section allows the applicant to attach supplemental information on the proposed project. There are two (2) required fields in which applicants must provide supporting documentation on the proposed project, other fields are provided for select information the applicant deems necessary to strengthen the proposal.

To upload additional attachments, select the dropdown list under the **Additional Attachments** fields and select the name of the file you are submitting. To attach a document, click the **Click here to attach a file** link. The **Attach File** dialog box is displayed. Click **Browse** to search and select your document. Click **Upload** to complete the upload.



Note: The file limit on the total application is 25 MB (*approximately 1 MB per uploaded file*). FTA appreciates your efforts to minimize file sizes by using the “compress pictures” or similar function within your system before saving the final version of your documents before uploading them.


Calculators

Applicants must provide supporting evidence of energy and greenhouse gas consumption and claims on all proposed projects. There are four (4) calculator buttons within TIGGER Collector: Project Baseline Calculator, Project Estimate Calculator, Total Agency Usage Calculator, and Calculator Summary.

The Project Baseline Calculator, Project Estimate Calculator, and Total Agency Calculator buttons allows the applicant to provide supporting evidence on current, proposed and total energy consumption and GHG emissions of the project. The calculators provide a list of common used fuel types. Applicants must enter in the consumption amount of each fuel type that best fits their projects. If the applicant's fuel type is not list, the applicants must use the *Other Fuel Type* fields to identify the units used for within the project. **Note:** *If the applicant list a quantity of "other" fuel type(s), the applicant must enter the units and the applicable energy conversion and/or greenhouse gas emission factor(s) (as appropriate to the project type - energy savings, greenhouse gas reduction, or both), and identify the source and assumptions.*


- Project Baseline Annual Consumption and Emissions Calculator

The **Project Baseline Annual Consumption and Emission Calculator** provides the calculation of the current proposed project's annual energy consumption and GHG emissions. *Applicant must enter in the total amounts of each listed fuel and source of energy currently consumed on an annual basis within the project scope (BEFORE the project is implemented).* If the part of your agency to be impacted by the project scope does not currently consume certain types of fuels simply leave those cells empty. Multiple lines reflecting different units for a particular fuel are provided in cases where a fuel is sometimes sold using different measures (e.g., natural gas may be sold by SCF, therms, or kg; use the appropriate lines(s) and avoid double counting.)

Eligibility and Contact Info		Agency Info		Project Info		Project Summaries and Attachments	
Project Baseline Calculator		Project Estimate Calculator		Total Agency Usage Calculator		Calculator Summary	
<p>Enter in this table the TOTAL amount of each listed fuel and source of energy currently consumed on an annual basis within the project scope (BEFORE the project is implemented).</p> <p>If the part of your agency to be impacted by the project scope does not currently consume certain types of fuels simply leave those cells empty. Multiple lines reflecting different units for a particular fuel are sometimes provided in cases where a fuel is sometimes sold using different measures (e.g., natural gas may be sold by SCF, therms, or kg; use the appropriate line(s) and avoid double counting).</p>							
 TIGER COLLECTOR PROPOSAL APPLICATION FORM Federal Transit Administration							
* = required field							
Project Baseline Agency Annual Consumption and Emissions Calculator							
Fuel or Energy Type	Annual Baseline Consumption of this Fuel or Energy Type within project scope (in units at right)	Units	Energy Content Conversion Factor (BTU/unit) *	Annual project Baseline Energy Consumption of this Fuel Type (million BTU)	Greenhouse Gas Emissions Factor* (lbCO ₂ e / unit)	Annual Project Baseline Greenhouse Gas Emissions From this Fuel Type (tons CO ₂ e yr)	
Diesel fuel		gallons	128,450	0	22.144703	0.000000	
Gasoline		gallons	116,090	0	19.6657974	0.000000	
E10 Ethanol (pump gasoline in many areas is up to E10)		gallons	112,114	0	16.9934687	0.000000	
#85 Ethanol		gallons	82,294	0	13.6669308	0.000000	
#85 Ethanol		gallons	76,330	0	12.6003073	0.000000	
E100 Ethanol		SCF	930	0	0.1193918	0.000000	
Compressed Natural Gas (CNG)		Therms	100,000	0	12.8378257	0.000000	
Compressed Natural Gas (CNG)		GGE	114,716.88	0	14.7271531	0.000000	
Compressed Natural Gas (CNG)		lbs.	20,268	0	2.6019705	0.000000	
Compressed Natural Gas (CNG)		kg	44,683	0	5.73630419	0.000000	
Compressed Natural Gas (CNG)		gallons	74,720	0	10.5496689	0.000000	
Liquefied Natural Gas (LHG)		gallons	84,950	0	12.7467312	0.000000	
Liquefied Petroleum Gas (LPG)/Propane		gallons	128,272	0	22.1234724	0.000000	
B2 Biodiesel		gallons	128,005	0	22.0916264	0.000000	
B5 Biodiesel		gallons	127,500	0	22.0385498	0.000000	
B10 Biodiesel		gallons	126,670	0	21.9323966	0.000000	
B20 Biodiesel		gallons	124,000	0	21.6139368	0.000000	
B50 Biodiesel		gallons	121,330	0	21.2954771	0.000000	
B90 Biodiesel		gallons	119,550	0	21.0831706	0.000000	
B100 Biodiesel		lb	51,505	0	0.0000000	0.000000	
Hydrogen***		kgs	113,724.291	0	0.0000000	0.000000	
Hydrogen***		SCF	289	0	0.0000000	0.000000	
Hydrogen***		gallons	68,930	0	10.6250729	0.000000	
Dimethyl Ether (DME)		gallons	128,450	0	22.144703	0.000000	
Heating Oil		gallons	128,450	0	22.144703	0.000000	
Kerosene		gallons	66,076	0	10.6952876	0.000000	
M85 Methanol		gallons	57,250	0	9.1122565	0.000000	
M100 Methanol		kwh	3,414	0	0.0000000	0.000000	
Electricity			0	0.000000	0.000000	0.000000	
Other Fuel Type #1			0	0.000000	0.000000	0.000000	
Other Fuel Type #2			0	0.000000	0.000000	0.000000	
Other Fuel Type #3			0	0.000000	0.000000	0.000000	
Baseline Project Annual Agency Energy Consumption (million BTU or tons CO ₂ e):				0.000000	Baseline Project Annual Agency GHG Emissions		0


- Estimated Post-Implementation Project Annual Consumption and Emissions Calculator

The **Estimated Post-Implementation Project Annual Consumption and Emission Calculator** provides the calculation of the estimated post-implementation annual energy consumption and GHG emissions of the project. *Applicant must enter the projected annual amounts of each listed fuel and source of energy that will be consumed by the proposed project once it is fully implemented.* If the part of your agency affected by the proposed project will not consume certain types of fuels simply leave those cells empty. Multiple lines reflecting different units for a particular fuel are provided in cases where a fuel is sometimes sold using different measures (e.g., natural gas may be sold by SCF, therms, or kg; use the appropriate lines(s) and avoid double counting.)

Eligibility and Contact Info		Agency Info		Project Info		Project Summaries and Attachments	
Project Baseline Calculator		Project Estimate Calculator		Total Agency Usage Calculator		Calculator Summary	
<p>Enter the projected annual amounts of each listed fuel and source of energy that will be consumed by the proposed project once it is fully implemented.</p> <p>If the part of your agency affected by the proposed project will not consume certain types of fuels simply leave those cells empty. Multiple lines reflecting different units for a particular fuel are sometimes provided in cases where a fuel is sometimes sold using different measures (e.g., natural gas may be sold by SCF, therms, or kg; use the appropriate line(s) and avoid double counting).</p>							
 TIGGER COLLECTOR PROPOSAL APPLICATION FORM Federal Transit Administration							
Estimated Post-Project Annual Consumption and Emissions Calculator							
Fuel or Energy Type	Annual Post-Project Consumption of this Fuel or Energy Type (in units at right)	Units	Energy Content Conversion Factor (BTU/unit) *	Annual Post-Project Energy Consumption of This Fuel Type (million BTU)	Greenhouse Gas Emissions Factor (lbCO ₂ e / unit)	Annual Post-Project Greenhouse Gas Emissions From This Fuel Type (Tons CO ₂ e / yr)	
Diesel fuel		gallons	126,450		22.144703	0.000000	
Gasoline		gallons	116,090		19.6657974	0.000000	
E10 Ethanol (pump gasoline in many areas is up to E10)		gallons	112,114		16.9934667	0.000000	
E85 Ethanol		gallons	82,294		13.6609308	0.000000	
E100 Ethanol		gallons	76,330		12.6083073	0.000000	
Compressed Natural Gas (CNG)		SCF	930		0.1193918	0.000000	
Compressed Natural Gas (CNG)		Therms	100,000		12.8378257	0.000000	
Compressed Natural Gas (CNG)		GGE	114,716.88		14.7271531	0.000000	
Compressed Natural Gas (CNG)		lbs.	20,268		2.6019705	0.000000	
Compressed Natural Gas (CNG)		kg	44,683		5.73630419	0.000000	
Liquefied Natural Gas (LNG)		gallons	74,720		10.5496689	0.000000	
Liquefied Petroleum Gas (LPG)Propane		gallons	84,950		12.7467312	0.000000	
B2 Biodiesel		gallons	126,272		22.1234724	0.000000	
B5 Biodiesel		gallons	126,005		22.0916264	0.000000	
B10 Biodiesel		gallons	127,560		22.0385498	0.000000	
B20 Biodiesel		gallons	126,670		21.9323966	0.000000	
B50 Biodiesel		gallons	124,000		21.6139368	0.000000	
B80 Biodiesel		gallons	121,330		21.2954771	0.000000	
B100 Biodiesel		gallons	119,550		21.0831706	0.000000	
Hydrogen***		lb	51,585		0.000000	0.000000	
Hydrogen***		kgs	113,724.291		0.000000	0.000000	
Hydrogen***		SCF	289		0.000000	0.000000	
Dimethyl Ether (DME)		gallons	68,930		10.625073	0.000000	
Heating Oil		gallons	126,450		22.144703	0.000000	
Kerosene		gallons	126,450		22.144703	0.000000	
M85 Methanol		gallons	66,076		10.6952876	0.000000	
M100 Methanol		gallons	57,250		9.1122565	0.000000	
Electricity		kwh	3,414		0.000000	0.000000	
Other Fuel Type #1			0		0.000000	0.000000	
Description for Other Fuel #1							
Other Fuel Type #2			0		0.000000	0.000000	
Description for Other Fuel #2							
Other Fuel Type #3			0		0.000000	0.000000	
Description for Other Fuel #3							
Estimated Post-Project Annual Agency Energy Consumption (million BTU or Tons CO ₂ e):				0.0000	Estimated Post-Project Annual Agency GHG Emissions	0.0000	

- **Total Agency Usage and Emissions Calculator**

The **Total Present-Day Agency Annual Consumption and Emissions Calculator** provides the calculation of the overall annual energy consumption and GHG emissions of the entire agency. *Applicant must enter in this table the total amounts of each listed fuel and source of energy your entire agency currently consumes on an annual basis.* If your agency does not consume certain types of fuels simply leave those cells empty. Multiple lines reflecting different units for a particular fuel are provided in cases where a fuel is sometimes sold using different measures (e.g., natural gas may be sold by SCF, therms, or kg; use the appropriate line(s) and avoid double counting.)

Eligibility and Contact Info		Agency Info		Project Info		Project Summaries and Attachments	
Project Baseline Calculator		Project Estimate Calculator		Total Agency Usage Calculator		Calculator Summary	
Enter in this table the total amounts of each listed fuel and source of energy your entire agency currently consumes on an annual basis. If your agency does not consume certain types of fuels simply leave those cells empty. Multiple lines reflecting different units for a particular fuel are sometimes provided in cases where a fuel is sometimes sold using different measures (e.g., natural gas may be sold by SCF, therms, or kg; use the appropriate line(s) and avoid double counting).							
 TIGGER COLLECTOR PROPOSAL APPLICATION FORM							
Total Present-Day Annual Consumption and Emissions Calculator							
Fuel or Energy Type	Annual Agency Consumption of this Fuel or Energy Type (in units at right)	Units	Energy Content Conversion Factor (BTU/unit)	Annual Agency Energy Consumption of This Fuel Type (million BTU)	Greenhouse Gas Emissions Factor (lbCO ₂ e / unit)	Annual Agency Greenhouse Gas Emissions From This Fuel Type (Tons CO ₂ e yr)	
Diesel fuel		gallons	128,450		22.144703	0.000000	
Gasoline		gallons	116,090		19.6657974	0.000000	
E10 Ethanol (pump gasoline in many areas is up to E10)		gallons	112,114		16.9934687	0.000000	
E85 Ethanol		gallons	82,294		13.6669308	0.000000	
E100 Ethanol		gallons	76,330		12.6083073	0.000000	
Compressed Natural Gas (CNG)		SCF	930		0.1193918	0.000000	
Compressed Natural Gas (CNG)		Therms	100,000		12.8378257	0.000000	
Compressed Natural Gas (CNG)		GGE	114,716.88		14.7271531	0.000000	
Compressed Natural Gas (CNG)		lbs.	20,268		2.6019705	0.000000	
Compressed Natural Gas (CNG)		kg	44,683		5.73630419	0.000000	
Liquefied Natural Gas (LNG)		gallons	74,720		10.5496689	0.000000	
Liquefied Petroleum Gas (LPG)/Propane		gallons	84,950		12.7467312	0.000000	
B2 Biodiesel		gallons	128,272		22.1234724	0.000000	
B5 Biodiesel		gallons	128,005		22.0916264	0.000000	
B10 Biodiesel		gallons	127,560		22.0385498	0.000000	
B20 Biodiesel		gallons	126,670		21.9323966	0.000000	
B50 Biodiesel		gallons	124,000		21.6139368	0.000000	
B80 Biodiesel		gallons	121,330		21.2954771	0.000000	
B100 Biodiesel		gallons	119,550		21.0831706	0.000000	
Hydrogen***		lb	51,585		0.0000000	0.000000	
Hydrogen***		kgs	113,724.291		0.0000000	0.000000	
Hydrogen***		SCF	289		0.0000000	0.000000	
Dimethyl Ether (DME)		gallons	68,930		10.625073	0.000000	
Heating Oil		gallons	128,450		22.144703	0.000000	
Kerosene		gallons	128,450		22.144703	0.000000	
M85 Methanol		gallons	66,076		10.6952876	0.000000	
M100 Methanol		gallons	57,250		9.1122565	0.000000	
Electricity		kWh	3,414		0.0000000	0.000000	
Other Fuel Type #1			0		0.0000000	0.000000	
Description for Other Fuel #1							
Other Fuel Type #2			0		0.0000000	0.000000	
Description for Other Fuel #2							
Other Fuel Type #3			0		0.0000000	0.000000	
Description for Other Fuel #3							
Total Annual Agency Energy Consumption (million BTU or tons CO ₂ e):				0.000000	Total Annual Agency GHG Emissions	0.0000	

- Calculator Summary

The **Energy Calculator Summary** provides the calculation on the Project Energy Savings (million BTU), Project Annual Greenhouse Gas Reduction (tons CO_{2e}), Project Lifetime Energy Savings (million BTU), Project Lifetime Energy Savings as a Percent of Total Agency Annual Energy Use, and Project Lifetime GHG Emission Reductions (tons CO_{2e}). The calculations are based on the selected Project Purpose (Energy Reduction, Greenhouse Gas Reduction or both) and the information collected in the Project Baseline, Project Estimate, and Total Agency Usage Calculator. A text field is provided for the applicant to provide an explanation or detailed comments related to energy or greenhouse gas claims and calculations.

TIGGER COLLECTOR PROPOSAL APPLICATION FORM

Energy Calculator Summary

Project Annual Energy Savings (million BTU)	Project Annual Greenhouse Gas Reductions (tons CO _{2e})	Project Useful Life (years)	Project Lifetime Energy Savings (Million BTU)	Project Lifetime Energy Savings as a Percent of Total Agency Annual Energy Use	Project Lifetime GHG Emission Reductions (tons CO _{2e})
0	0.000000		0	NaN	0.000000

Process the agency will use to determine the greenhouse gas emission reductions once the investment is implemented *

(3000 character limit)

Energy Claims Check Validation Explanation *

(500 character limit)

(Attach supporting documentation if 500 character limit is insufficient)

Supporting Documentation

@ Click here to attach a file

Applicant Explanation or Comments For Total Agency Calculated Values

(3000 character limit)

Applicant Explanation or Comments For Baseline Calculated Values

(3000 Character Limit)

Applicant Explanation or Comments For Estimated Calculated Values

(3000 character limit)

Saving a Proposal

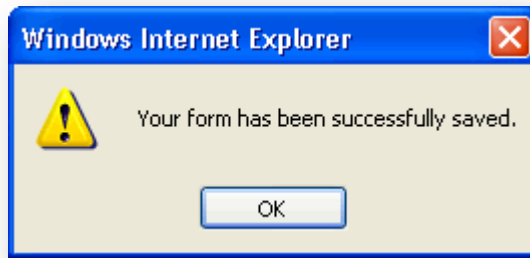
Applicants have the ability to save their proposal prior to submission. Saving allows applicants to access their application within TIGGER Collector as many times as they wish prior to final submission.



All Applicants are encouraged to save their proposal frequently.

To save a proposal, click **Save Application** located at the top of the application.

A pop-up window is displayed with the message “Your form has been successfully saved.” Click **OK**



Note: If the check box on the **Finalize your Proposal Application for Submission** screen is clicked, the application will be submitted and the applicant will not be able to revisit the saved application. The applicant must ensure that all necessary data and text fields are properly and accurately complete prior to final submission.

Previewing and Printing a Proposal

To preview a proposal, click the button of the screen you wish to preview. To view the screen in preview mode, click **Print View** located at the top of the application. Only the selected screen will be available for preview.

Applicants have the ability to print a copy of their proposal through **Print View**. To print, click **File** on the web browser menu and select **Print**. The **Print dialog box** is displayed. Select printer settings and click **Print**.



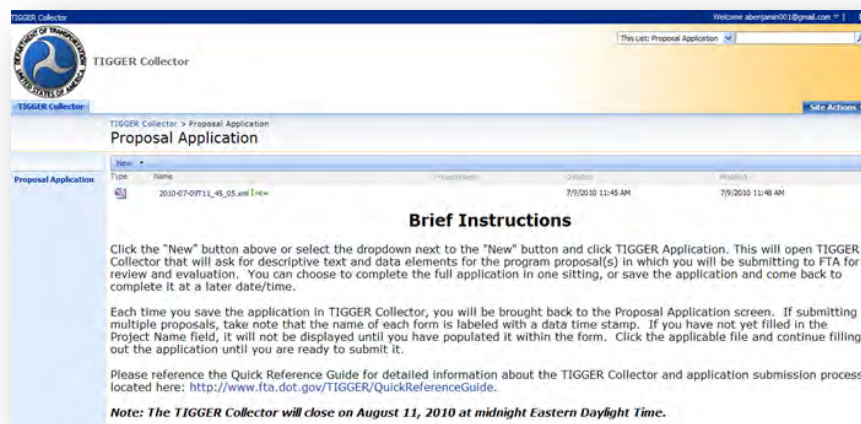
Note: Applicants are not allowed to submit printed copies of application. All proposals must be submitted to FTA using the **TIGGER Collector** described within this document.

Editing a Proposal

Applicants have the ability to edit saved proposals prior to final submission.

To edit a saved proposal, click **Proposal Application** under **Documents** on the left hand navigation menu.

Note: Applicants will not have the ability to search for proposals.



Click on the proposal to be edited under the **Name** column The **TIGGER Collector Proposal Application Form** is displayed. **Note:** Proposals marked as finalized will not display within the list.

Finalizing and Submitting a New Proposal



All applications must be complete, finalized and submitted to FTA via the TIGGER Collector by midnight Eastern Daylight Time on August 11, 2010.

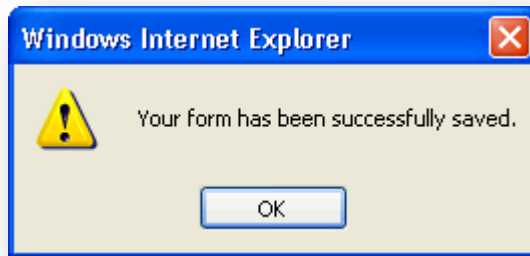
Once the applicant has reviewed their proposal and decided that no more changes or additional information are needed, they can submit their completed proposal to FTA.


To submit a completed proposal for FTA review, click **Finalize your Proposal Application for Submission** button to view the submission screen. The **Finalize your Proposal Application for Submission** button is located at the top and bottom of the Eligibility and Contact Info and Calculator Summary buttons.

If the applicant is not ready to submit their proposal, click the **Back to Proposal Application** button to return back to the proposal application.

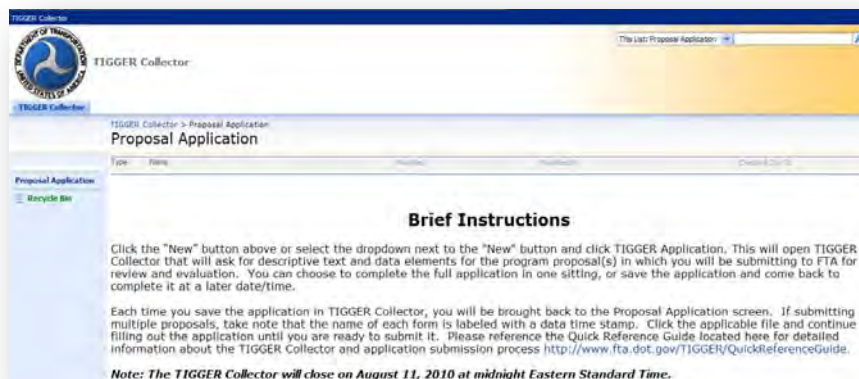
To finalize and submit a proposal, click the **check box** and click **Submit Proposal**.

- If all the required fields are filled out and there are no validation errors, the following popup is displayed:



 **Note:** Applicants will NOT have the access to view or edit completed proposal that have been submitted.

Click **OK** to continue. The applicant will be redirected to the TIGGER Collector's Proposal Application screen.



All finalized and submitted proposals will no longer display on the Proposal Application screen. An email will be sent to your registered email address to notify that your proposal is submitted for review.

New TIGGER Collector Proposal Submission

From: "FTA-TIGGER@dot.gov" <FTA-TIGGER@dot.gov> [Add to Contacts](#)

Dear john.doe@domain.com,

DO NOT REPLY TO THIS MESSAGE. This is an automatically generated email from FTA's TIGGER Collector Tool. Contact information is located at the end of this message.

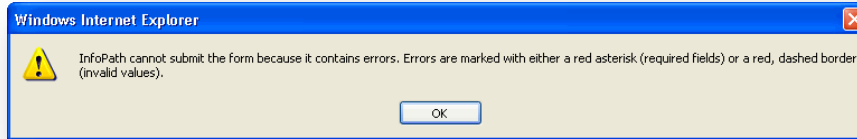
Your proposal has been submitted to FTA for review. FTA will announce final selections on the TIGGER Program website and in the Federal Register.

If you have any difficulty accessing the TIGGER Collector Tool, please send an email to FTA-TIGGER@dot.gov.

TIGGER Collector Registration Services

Note: If you do not receive the email notification within 1 hour, check the SPAM or Junk Mail folder in your email as the email may be flagged as such.

- If all the required fields are not filled out and or there are validation errors, the following popup is displayed (**Note:** InfoPath is the technology in which the TIGGER Collector Proposal Application Form was developed):



Click **OK** to continue.

Click the **Back to Application** button to return to the proposal application to view errors within the application. All errors are marked with either a red asterisk for required fields or marked with a dashed border for invalid values. To submit the application proposal again, follow the *Finalizing and Submitting Proposal* steps listed above.

Emails Sent to the Applicant

TIGGER Collector generates automated email to the Applicant. The following emails are sent to the users via the email account which was originally validated and registered:

- TIGGER Collector Applicant Email Confirmation
- You have been granted access to TIGGER Collector
- New TIGGER Proposal Submission

Note: If you do not receive the email notification within 1 hour, check the SPAM or Junk Mail folder in your email as the email may be flagged as such.

Questions and Technical Service

If you have question or have a technical question, please email FTA-TIGGER@dot.gov for assistance.