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 is 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.
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.

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.

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**.

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](mailto:FTA-TIGGER@dot.gov) email address for technical support.
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.
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

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.
The **Agency Information** section collects relevant Transit Agency information.
The **Project Information** section contains a list of questions pertaining to the proposed project.
• Project Summaries and Attachments

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 indentify 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.)
• 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. **Applicants 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 these 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.)

![Estimated Post-Implementation Project Annual Consumption and Emissions Calculator](image)

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### 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 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 lines(s) and avoid double counting.)

#### Total Present-Day Annual Consumption and Emissions Calculator

<table>
<thead>
<tr>
<th>Fuel or Energy Type</th>
<th>Annual Agency Energy Consumption from This Fuel or Energy Source (in units of flow)</th>
<th>Energy Content, Conversion Factor (MBtu/Gallons)</th>
<th>Annual Agency Energy Consumption of This Fuel (Type or Energy Source)</th>
<th>Greenhouse Gas Emissions (tons CO2 eq.)</th>
<th>Annual Agency GHG Emissions (tons CO2 eq.)</th>
<th>Annual Agency Emission Factors From This Fuel (Type or Energy Source)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coal</td>
<td>gals/ltr</td>
<td>118,466</td>
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<tr>
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<td>Boilers</td>
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<td>gals/ltr</td>
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<td>0.000000</td>
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<tr>
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<td>gals/ltr</td>
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<tr>
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</table>

**Total Annual Agency Energy Consumption (in units of flow):**

**Total Annual Agency CO2 Emissions:**

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• **Calculator Summary**

The **Energy Calculator Summary** provides the calculation on the Project Energy Savings (million BTU), Project Annual Greenhouse Gas Reduction (tons CO₂e), 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 CO₂e). 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.

![Energy Calculator Summary](image)

**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.*
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.

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.