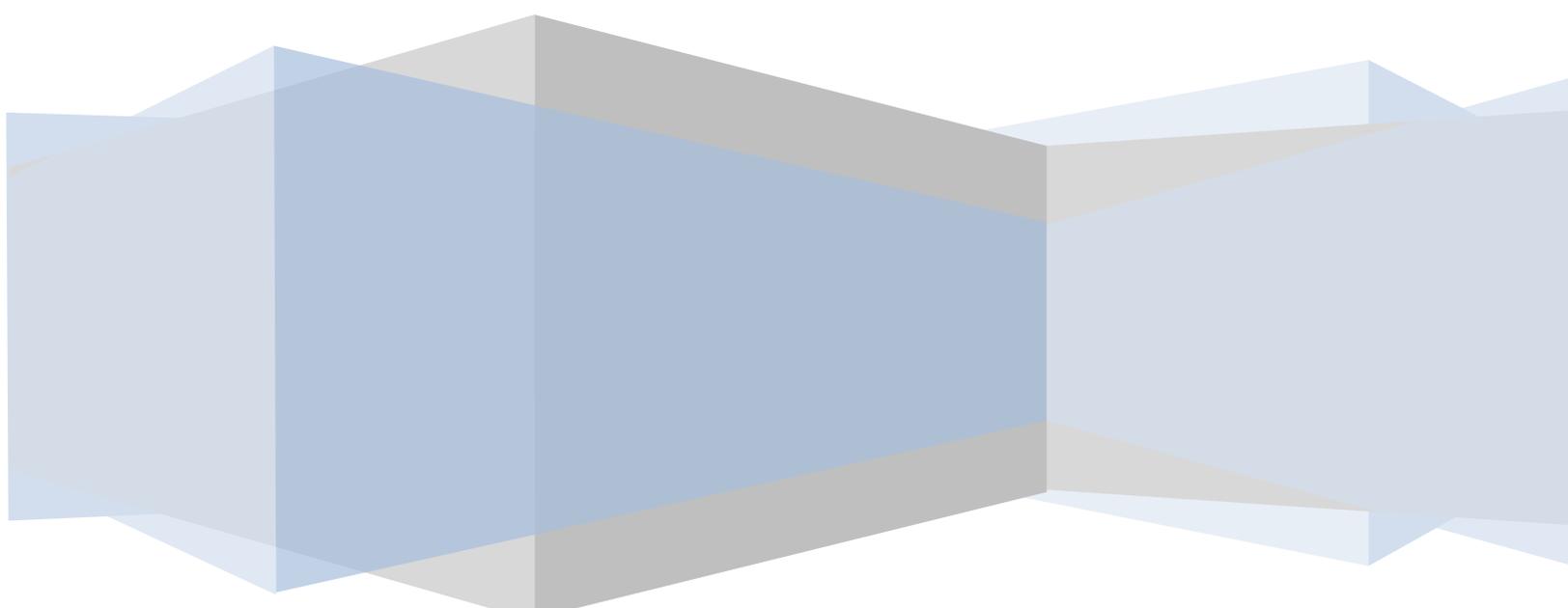




**Transit Investments for  
Greenhouse Gas and  
Energy Reduction  
(TIGGER III)  
Guidance for Applicants**

August 2011



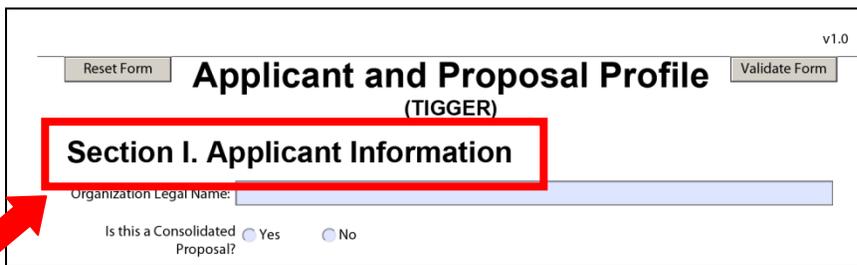
# TIGGER Program SF424 Supplemental Form Instructions

The information provided in this document is for guidance purposes only. FTA wishes to maintain flexibility in eliciting creative TIGGER proposals. All of the evaluation criteria listed in the TIGGER [Notice of Funding Availability](#) should be addressed in the [SF424 Supplemental Form](#). These criteria should not be addressed solely in one location, but rather made evident in any and all applicable fields throughout the form.

For instructions on Registering for Grants.gov click [here](#).

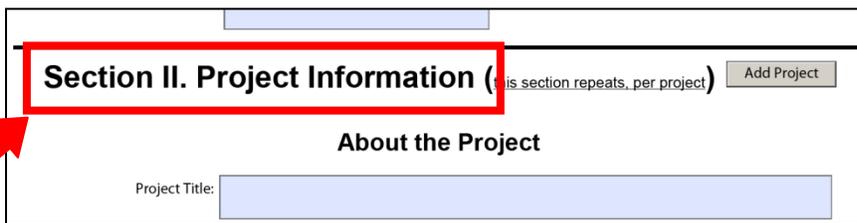
For instructions on completing the FTA required Supplemental Form, click [here](#).

## Section I. Applicant Information



Section I provides for basic information about the applicant, the proposal title, and the amount of funding requested. Each submitted proposal must request a minimum of \$1,000,000 and must not exceed a maximum of \$15,000,000. Proposals that include projects less than \$1,000,000 may be applied for if they are part of a consolidated proposal submitted by the State Department of Transportation (State DOT) or a consortium of smaller agencies working in tangent that, in total, meets or exceeds the \$1,000,000 threshold. FTA may decide to provide only partial funding for certain proposals to maximize the impact of this program.

## Section II. Project Information

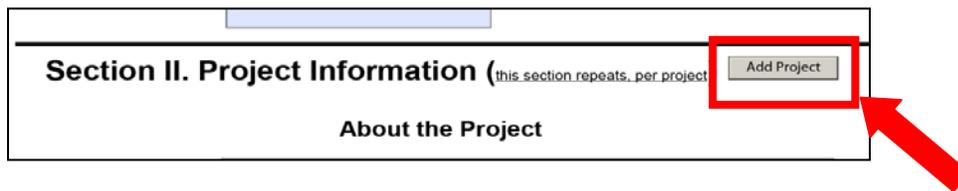


Section II requests more specific information, including the areas to be served and the services to be provided. Several questions allow for a more detailed description of the project, including its scope.

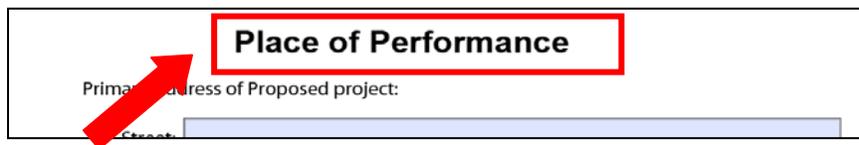
- **Project executive summary** (4000 characters maximum). Provide a one-page summary of the project highlights. Focus on the primary benefits of the project, and the ways in which these benefits align with the goals of the TIGGER Program. Applicants may wish to include key personnel involved in the implementation of the project, or novel technologies or methodologies which will be utilized. A description of any collaborations and alignment to local or municipal goals is advised as well as how this project supports the goals of the agency.

- **Brief abstract of project** (4000 characters maximum). Provide a short, one-paragraph description of the project. This paragraph should succinctly describe the overall aims of the project describing novel technologies, innovative techniques, or operational strategies that will be utilized in the project. This description at a minimum should list the transportation agency involved in the proposal, refer to the public transit mode affected by the project, a brief description of the project and innovations being sought through implementation.
- **Description of the project scope** (4000 characters maximum). Outline the specific tasks to be completed as part of the project. Ensure that the scope fulfills the requirements of the TIGGER Program.

If there are multiple projects to be submitted as part of a single application, click the “Add Project” button, as shown below, and another Section II will show up at the bottom of the Supplemental Form.



## Place of Performance



In this section, enter the address of the proposed project, as well as a listing of other locations to be served by the project.

## Technical, Legal, and Financial Capacity



In this section, please describe the capacity of the implementing agency and its respective jurisdictions to carry out the project. This includes the technical, legal, and financial capacity.

- **Description of technical capacity to implement project** (3000 characters maximum). Describe the collective experience and expertise of the implementing agency. Include brief descriptions of similar projects delivered previously by the agency. In particular, describe any prior use of fuels/energies and/or electric drive elements that will be used as part of this project to be funded by the TIGGER Program.
- **Description of legal capacity to implement project** (3000 characters maximum). Provide a description of any expected legal challenges to implementing the project. These may be environmental, jurisdictional, or other hurdles. Describe how these challenges will be mitigated.

- **Description of financial capacity to implement project** (3000 characters maximum). Describe any funding sources outside of the TIGGER Program that will be used to implement the project. Differentiate between funding that is already dedicated to the project and funding that may be dedicated at a future date. Include any partnerships and compliance with any state or local matching requirements. Additionally, when applicable, describe the history or experience of the agency as it is involved in the financial management of grants or other forms of funding received from outside organizations

## Project Management

The screenshot shows a form section with a light blue header bar. Below the header, the text "Description of Project Management Plan:" is visible. A red rectangular box highlights the title "Project Management", and a red arrow points from the bottom left towards this box.

In this section, describe the overall Project Management Plan (4000 characters maximum). Include a brief explanation of how the project will be executed, monitored, and controlled.

- **Description of any proposed deviations from [FTA circular 5010](#) on grants management** (1000 characters maximum). Please review the Federal guidelines as they relate to procurement, Buy America requirements, property control, maintenance, safety and security, reporting, budget, grant close-out, and state management review. If the recipient is unable to meet any of these requirements or wishes to propose a deviation from these requirements, please describe the reason for the waiver request and the proposed outcome (1000 characters maximum).

## Project Scalability

The screenshot shows a form section with a light blue header bar. Below the header, the text "Is the Project Scalable?" is visible, followed by two radio button options: "Yes" and "No". A red rectangular box highlights the title "Project Scalability", and a red arrow points from the bottom left towards this box.

The scalability section allows for the applicant to explain whether the project can be implemented on an incremental basis and, if so, how the initial funding would be utilized.

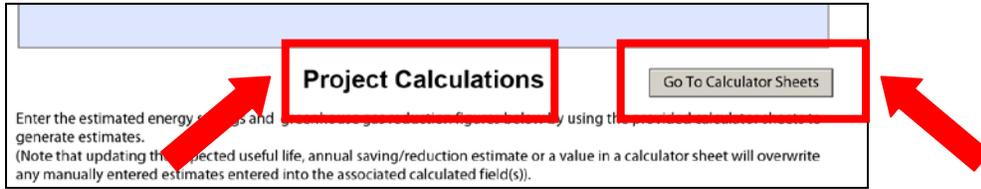
- **Project scalability** (1000 characters maximum). If the recipient is awarded an amount of funding less than sought, please describe the potential use of that funding and also include the minimum amount of funding necessary to achieve a partial implementation.

## Project Useful Life

The screenshot shows a form section with a light blue header bar. Below the header, the text "Expected useful life of project (years)?" is visible, followed by a text input field. Below that, the text "Explanation of useful life claim:" is visible, followed by a larger text input area. A red rectangular box highlights the title "Project Useful Life", and a red arrow points from the bottom left towards this box.

This section inquires as to the useful life of the project, in number of years, as well as a brief explanation of how the useful life was determined (2000 characters maximum).

## Project Calculations



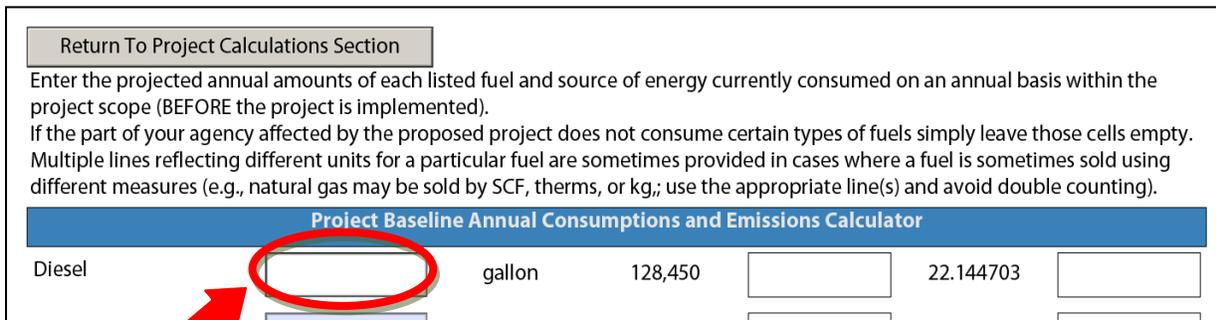
Enter estimated amounts of energy savings and greenhouse gas reductions. Applicants may use the calculator sheets provided by clicking “Go To Calculator Sheets”, as shown above. Provide justifications for these claims and describe any unique approaches to reducing energy consumption or greenhouse gas emissions, as well as the national applicability of the project (2000 characters maximum for each entry).

There are three calculator sheets:

- Project baseline annual consumptions and emissions
- Estimated Post Implementation Project Annual Consumption and Emissions
- Total Agency Usage and Emissions Calculator

**Project Baseline Annual Consumptions and Emissions:** This is used to determine baseline costs of energy consumed within the project scope prior to project implementation. For example, if the application is to exchange three diesel buses with three hybrid electric buses, the first calculator is used to determine the energy consumption of the three diesel buses.

Enter the annual usage of each fuel used in the project scope **in the first empty column only**. Note that for some fuels there are several different measurement options. Enter only the measurement that your agency uses. The second two columns will fill automatically based on the number you enter to show BTUs of energy and GHG emissions.



**Estimated Post Implementation Project Annual Consumption and Emissions:** This is used to determine the energy consumption of the project. For example, if the application is to exchange three diesel buses with three hybrid electric buses, this calculator is used to determine the energy consumption of the new hybrid electric buses.

Enter the annual usage of each fuel used in the project scope **in the first empty column only**. Note that for some fuels there are several different measurement options. Enter only the measurement that your

agency uses. The second two columns will fill automatically based on the number you enter to show BTUs of energy and GHG emissions.

Return To Project Calculations Section

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 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).

**Estimated Post Implementation Project Annual Consumption and Emissions Calculator**

Diesel	<input type="text"/>	gallon	128,450	<input type="text"/>	22.144703	<input type="text"/>
--------	----------------------	--------	---------	----------------------	-----------	----------------------

**Total Agency Usage and Emissions Calculator:** This is used to calculate energy consumption across the entire agency applying for the grant, after the project has been implemented.

Enter the annual usage of each fuel used within the entire agency **in the first empty column only**. Note that for some fuels there are several different measurement options. Enter only the measurement that your agency uses. The second two columns will fill automatically based on the number you enter to show BTUs of energy and GHG emissions.

Return To Project Calculations Section

Enter the projected annual amounts of each listed fuel and source of energy your entire agency 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).

**Total Agency Usage and Emissions Calculator**

Diesel	<input type="text"/>	gallon	128,450	<input type="text"/>	22.144703	<input type="text"/>
--------	----------------------	--------	---------	----------------------	-----------	----------------------

## Project Readiness

Project can be implemented

**Project Readiness**

In this section, describe the project readiness, as well as the project management capacity available to complete the project (2000 characters maximum for each entry).

## Project Budget



Description	QTY	Federal Amount	Local Match	Total Cost
<input type="text"/>				

In this section, enter the expected costs to implement the project, including both federal funding and any required or expected matching funds. Briefly state any assumptions for determining the project budget (2000 characters maximum).

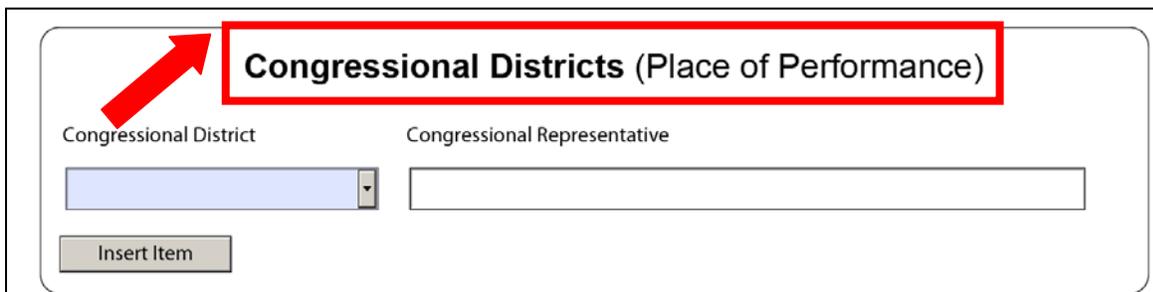
## Project Timeline



Timeline Item Description	Timeline Item Date
<input type="text"/>	<input type="text"/>

In this section, enter the expected timeline for implementation of the project, including milestone dates if applicable.

## Congressional Districts (Place of Performance)



Congressional District	Congressional Representative
<input type="text"/>	<input type="text"/>

In this section, insert the Congressional District within which the project will be located. If the project covers more than one District, click "Insert Item" and add additional Districts.

# Tips for Successful TIGGER Applicants / Common Questions About TIGGER Applications

## **Central Contractor Registration (CCR)**

(also see [http://www.grants.gov/applicants/org\\_step2.jsp](http://www.grants.gov/applicants/org_step2.jsp))

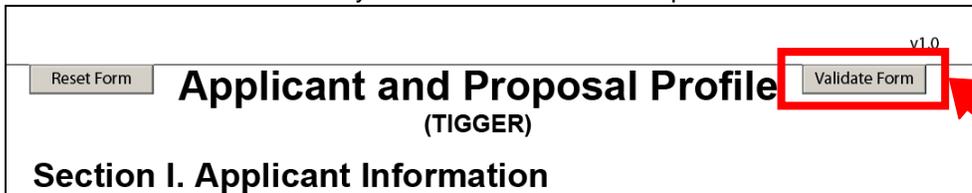
- Make sure you are registered in CCR and that your registration is current. On August 7, Grants.gov will check to make sure CCR registrations are current.

## **Technical**

- You must fill out the SF424 using Adobe Acrobat software. Scanned PDFs will not be accepted.
- When attaching FTA supplemental forms, please use a descriptive file name (such as MyStateDOT\_SF424\_Form, MyStateDOT\_Map).
- Enter "N/A" for non applicable fields. Leave numerical fields BLANK if not applicable. DO NOT enter "0" for non-applicable numerical questions.

## **Deadlines and Submission**

- Applications are due at midnight Eastern time on August 23, 2011. Late submissions will not be accepted. There will be limited resources available to assist applicants who wait until the last hours to submit their proposals
- FTA suggests that applicants submit all materials at least 72 hours prior to the deadline. Applications sent early may be reviewed for eligibility and applicants may be contacted with an opportunity to make changes.
- You may not edit an application after it has been submitted; however, you can send in a new submission prior to the deadline. FTA will dismiss your original application and evaluate the most recent submission.
- The SF424 form has a "Validate Form" button in the top right corner of the form (see below). Click on this to check to make sure you have filled in all the required fields.



The image shows a screenshot of the top portion of a web form. On the left, there is a button labeled "Reset Form". In the center, the text reads "Applicant and Proposal Profile" in a large, bold font, with "(TIGGER)" centered below it. On the right side, there is a button labeled "Validate Form". A red rectangular box highlights the "Validate Form" button, and a red arrow points from the right towards it. In the top right corner of the form area, the text "v1.0" is visible. Below the main title, the text "Section I. Applicant Information" is displayed.