Transportation
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Administration

Using the FY 2007 TSGP Training Cost Matrix

The FY 2007 Transit Security Grant Program (TSGP) Training Cost Matrix was created to assist transit systems in developing pre-approved training costs when requesting FY 2007 TSGP funds for employee security training investments.

To use the FY 2007 TSGP Training Cost Matrix:
1. Download and save the file to your hard drive.

2. Read over the course descriptions, and review the appropriate categories of employees to receive the training on the "Training Reference Sheet" tab. Identify how many employees in each category should take each training course.

3. To start entering data and calculating training costs, go to the "DATA ENTRY SHEET – Cost Sheet" tab.

4. For each training course, enter in the number of employees, by category, that will attend each course; for example, assume you have:
    a. 5 Front-Line Employees, 10 Station Managers, and 8 Senior Managers who should take the Security Awareness class, and
    b. 2 Mid-Level Managers, 7 Security Guards, and 3 Maintenance Workers who should take the Behavior Recognition class

    Then, your Data Entry Sheet would look like:

Training Description	Focus	Categories of Employees to Receive									TOTAL TRAINING COST
		Front-Line Employees	Station Managers	Administrative and Support Staff	Maintenance Workers	Mid-Level Management	Senior Management	Operations Control Center Staff	Security Guards	Law Enforcement	
Security Awareness	Enhance capability to identify, report, and react to suspicious activity and security incidents	5	10				8				$7,849
Behavior Recognition	Recognize behaviors associated with terrorists' reconnaissance and planning activities, including the conduct of surveillance. Applies lessons learned from the Israeli security meeting.				3	2			7		$4,600

5. After you have entered the relevant information for all employees and all training courses, the last row will calculate your total training funds to request in your Investment Justification:

TOTAL TRAINING COSTS - ALL COURSES	$12,449

6. Save your completed Training Cost Matrix file as "[Transit System]_Training Cost Matrix" –

7. **You must submit this Training Cost Matrix as part of your FY 2007 TSGP grant application in order to be considered for training funds.**

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If you have any questions regarding the Training Cost Matrix, or the FY 2007 TSGP, please contact the Centralized Scheduling and Information Desk (CSID) at askcsid@dhs.gov or 1-800-368-6498 between 8:00 a.m. and 7:00 p.m. EST.