



# TSA FY10 Funding Application Process (FAP) Frequently Asked Questions (FAQ)

February 26, 2009



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## Projects Eligible for Consideration

### What types of baggage screening projects are eligible for funding through this application process?

- Eligible in-line projects include:

Those beginning within 2 years and finishing within 5 years of the execution date of the contract document between the Airport and TSA

– Requests for:

- » Funding and Explosives Detection System (EDS) equipment for in-line systems requiring facility modification or construction
- » In-line systems also include Mini and Semi in-line systems
- » EDS equipment only for in-line systems

– *Airport wide baggage screening projects may be partially or incrementally funded by TSA, if accepted*

– *Cost allowability of projects are addressed on slide 8*



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## Projects not Eligible for Consideration

### What types of projects are not eligible for funding through this application process?

- Non eligible projects include non in-line airport requests:  
Such requests must be evaluated through the current TSA checked baggage request system <http://projecttracking.tsa.gov>
  - Requests including but not limited to:
    - » Stand-alone Baggage Screening Systems
    - » Equipment decommission and/or removal
    - » Equipment relocation
    - » Ancillary and/or Safety equipment
    - » Reimbursement of EDS projects that are already completed



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## Costs Eligible for TSA Funding

### What costs will be considered by TSA for funding?

- Costs identified as reimbursable by the Reimbursable/Non-Reimbursable Whitepaper dated June 2007 will be considered by TSA
  - TSA will use these criteria to conduct an analysis of the cost estimates submitted as part of each application in establishing its proposed share of the total project cost

*The Whitepaper is included in the FY10 Funding Application Information package*



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# Cost Recognition vs. Cost Incurred

## Can funds be requested to cover costs already incurred?

- Costs associated with a Checked Baggage Inspection System (CBIS), incurred prior to the date the Other Transaction Agreement (OTA) is executed by both parties *will not* be recognized or reimbursed by TSA



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# **FY10 Funding and the Economic Stimulus Legislation**

## **What are the impacts of the American Recovery and Reinvestment Act (ARRA) to this application process?**

- TSA is currently evaluating the impacts of Section 1605 of ARRA
- TSA will distribute updates through the Industry Associations and the TSA FSD network



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# FY10 Electronic Applications

## What is the application process for FY10?

- Airport Operators interested in applying for baggage screening facility modification funding or requesting equipment should notify their Federal Security Director (FSD) prior to February 27, 2009. Airport Operators that have previously submitted non-funded baggage screening designs should notify their FSD as described above
- FSDs or their designee will request the Application Form from the TSA website <http://projecttracking.tsa.gov>
- The In-line Support Application Form will be automatically emailed to the Airport Operator POC
- The Airport Operator POC will email the completed In-line Support Application Form and supporting documentation package to [screeningsupportrequest@dhs.gov](mailto:screeningsupportrequest@dhs.gov)



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# Reapplication

## Will FY09 Applicants have to reapply?

- FY09 Applicants who were deemed technically sufficient, but were not funded in FY09, will be considered under the FY10 Funding Application Process (FAP)
- A new In-line Support Application Form **will** need to be filed
- Additional information/data may be required/requested to meet the FY10 FAP requirements
  - Please see the list of supporting documentation necessary to be considered for FY10 funding

*The list of information/data required for FY10 Applications is included in the FY10 Application Information package*



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# Requesting Additional Funding

## Can FY09 or previously funded projects request additional funds?

Projects previously funded by TSA through

- A Letter of Intent (LOI)
- An Other Transaction Agreement (OTA), *OR*
- Other TSA funding mechanism

*are not* eligible for additional funds for that specific project through this FAP process



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# Submitting Multiple Projects

## Can more than one project be submitted?

- Airports may submit more than one (1) project
- A separate application for each project is required
  - For status tracking
  - To avoid confusion regarding additional information requirements for a specific project submission
  - To resolve design review comments for specific projects, AND
  - To allow for resolution of issues regarding one project without jeopardizing the other projects



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## Deadline for FY10 Applications

### What is the deadline for application submission?

- Completed In-Line Support Application Forms must be received no later than March 3, 2009 to be considered for FY10 funding
- Supporting documentation must be received no later than March 18, 2009



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## Acceptance of Late Applications

### **Will late applications be accepted for FY10 consideration?**

- All applications and supporting documents for the FY10 FAP must be submitted to TSA by March 18, 2009 and must be complete (i.e. no missing information/data nor any additional information/data required)
- Application packages that are incomplete after March 18, 2009 will not be considered for FY10 funding

*Additional information on Rolling Design Submittals are addressed on slide 38*



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# Number of Copies Required

## How many copies of each document need to be submitted?

- Electronic/softcopy submissions are strongly recommended/preferred, and will be reproduced for or re-transmitted as necessary
- If hard copy documents are being submitted, two (2) copies of all plans and supporting documentation are required

*Additional information on document submittal is provided on slide 31*



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# Jacobs' Role in FY10 Application Process

## Who is Jacobs Engineering and why am I submitting information to them?

- Jacobs Engineering (formerly Carter & Burgess, Inc.) has been contracted by TSA to provide Program Management Office (PMO) support to its Office of Security Technology (OST)
- This support includes
  - Technical review of Baggage handling system/Checked Baggage Inspection system (BHS/CBIS) designs for conformance with TSA Planning Guidelines and Design Standards (PGDS)
  - Validation of submitted cost estimates per TSA guidelines
- Therefore, design packages are submitted directly to Jacobs, to minimize potential delays to the airports BHS project



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# Content





# Supporting Documents for FY10 Applications

## What supporting documentation is required?

- The funding application process requires airports to submit at a minimum the following:
  - Rough Order of Magnitude (ROM) Construction and Operations and Maintenance (O&M) Cost Estimate
  - Detailed Program Requirement Document – Basis of Design Report
  - High Level Flow Based Modeling (Static Model/Flight Schedule Analysis)
  - Schematic Design Plans
  - Preliminary Alternative Analysis Report
  - Preferred Alternative Analysis Report
  - Preliminary Milestone Project Schedule
  - Phasing and Constructability Technical Memorandum

*Refer to Chapter 3 of the latest published Planning Guidelines and Design Standards (PGDS) for definition of the above documents*



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## More Developed Projects

### What information will be required for projects that are beyond the schematic design level?

- For projects that have *not* already submitted designs for review to TSA, submit the documents identified on Slide 20, but in lieu of the schematic plans, submit the latest plans and specifications available
- For projects that have already submitted project designs for review by TSA and are submitting an application in the FY10 FAP, the following documents must be submitted (if not previously included in the design package):
  - Preliminary Alternative Analysis Report
  - Preferred Alternative Analysis Report
  - Phasing and Constructability Technical Memorandum



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# Basis of Design Report Content

## What is included in a “Basis of Design Report”?

- The Basis of Design Report should
  - Provide a written narrative of the concept of operation for the system
  - Outline the proposed zoning schema for the BHS
  - Identify the proposed EDS equipment make and model
  - Estimate the design year the baggage system will become operational
- The Basis of Design Report should include
  - All assumptions and calculations for determining the projected throughput requirements for the BHS
  - Calculations (see Static Model discussion in Slide 23) for projected growth in throughput requirements for five (5) years after the system becomes operational (date of beneficial use plus five (5) years)

*A Sample is included in the FY10 Funding Application Information package*



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# Modeling Required

## What type of modeling is required, if any?

- At a minimum:
  - A static model (calculations) in accordance with Chapters 6, 7 and 8 of the Planning Guidelines and Design Standards for Checked Baggage Inspections Systems (PGDS) demonstrating how the number of EDS required to achieve system throughput was determined

*The link for the PGDS is included in the FY10 Application Information package*



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# Drawings Required

## What Plans (Drawings) are included in a Schematic Design Package?

- At a minimum:
  - General Arrangement of CBIS Space Including:
    - » Personal Access and Egress Path
    - » Equipment Access and Egress
    - » Maintenance Access to equipment
    - » Locations of On-Screen Resolution (OSR) Room, Checked Baggage Resolution Area (CBRA), Over Size and Out-of-Gauge (OOG) areas
    - » Connections to upstream and downstream BHS Portions
  - Phasing Plans
  - Sectional Views-showing vertical dimensions
  - Large Scale View-Details for the CBRA
  - Airfield Plan – airfield and ramp changes affecting the BHS
  - Demolitions Plans – Building Modifications, identifying structures to be removed as part of the BHS project



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## Drawings Required (Continued)

- System Configuration Plans
  - » Existing systems
  - » Checked Baggage Resolution Area(s)
  - » Number of EDS
  - » EDS Access
  - » Queues before and after EDS
  - » Clear Bag Route
  - » Suspect Bag Route
  - » On Screen Resolution (OSR) Decision Point
  - » Out Of Gauge (OOG), Purge and Re-Insertion Lines
- Elevations (vertical views) – Vertical Clearances
- Outbound Isometric – showing configuration of the system

*A Sample is included in the FY10 Funding Application Information package*



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# Preliminary Alternative Analysis Report

## What is in a Preliminary Alternative Analysis Report?

- Identification of all alternatives considered including interior vs. exterior build-out considerations, and a short-list of the preliminary set of alternatives to be carried forward for analysis on a life-cycle cost basis
- Documentation of the assumptions and methodology used to derive the design year baggage screening demand along with the process used to develop alternatives
- Provision of the conceptual layouts of alternatives

*Chapter 6 of the PGDS contains a detailed description of how to develop screening alternatives*

*Chapter 7 provides methods for determining screening equipment requirements for various screening alternatives*



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# Preferred Alternative Analysis Report

## What is in a preferred alternative analysis report?

- Documentation of the life-cycle cost analysis
- Basis and/or the Criteria used for selection of the preferred alternative(s)

*Chapter 5, 6, 7 and 9 of the PGDS, collectively provide an explanation of how to select a preferred alternative from a universe of screening alternatives*



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# Process







# Submission of Funding Requests

## Who should funding application requests be submitted to?

- The completed In-line Support Application Form should be submitted to TSA Headquarters at [ScreeningSupportRequest@dhs.gov](mailto:ScreeningSupportRequest@dhs.gov), with copy to the local TSA FSD
- The completed In-line Support Application Form must be submitted in MS Excel format to the above e-mail address

## Who should submit funding applications?

- Funding applications may be submitted by any airport representative, but must be signed by the Airport Chief Financial Officer and/or Airport Director (electronic signature is acceptable)



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## Electronic Submission of Supporting Documentation

### Can submissions be made electronically, and what format should be used for an electronic submission?

- Electronic submission is preferred for the supporting documentation and can be made through the TSA Document Control at [TSADocumentControl-FAP@jacobs.com](mailto:TSADocumentControl-FAP@jacobs.com)
- Documents should be provided in Adobe Acrobat version 7.0 or later edition
- Electronic files in excess of 15 Mbytes should be uploaded through the Jacobs File Transfer site <http://ftp.c-b.com/ftt/>
- Instructions are provided on screen – [Veronica.Riley@jacobs.com](mailto:Veronica.Riley@jacobs.com) should be the email used with a cc to the sender's email

*This should not be confused with instructions for the completed In-line Support Application Form – [screeningsupportrequest@dhs.gov](mailto:screeningsupportrequest@dhs.gov) (see slide 11)*



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## Hard Copy Submission

**May hard copies or CDs/DVDs be submitted and who should receive them?**

- Documents may be submitted on Compact Disc (CD) or Digital Video Disc (DVD)
- Hard copies (2) or CDs/DVDs (2) should be sent to:
  - Jacobs Engineering - TSA Document Control  
Attn: Veronica Riley  
2231 Crystal Drive, Suite 300  
Arlington, VA 22202



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# Incomplete Submissions

## What happens if the application package is incomplete?

- If the application package is deemed incomplete (not in conformance), the airport or airport point of contact (POC) will be contacted directly in an attempt to obtain the missing information/data
- All additional or missing information/data must be received by March 18, 2009 for the package to be considered in the FY10 application process



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## Review of Applications for Consideration

**What is the trigger for an FY10 application to proceed to detailed design review?**

- Applications will enter the detailed design review process and be evaluated only if all documents and plans requested as part of the application process are received
- Applications failing to submit all the required documentation will be considered incomplete, will not be evaluated for consideration in FY10 and will *not* be carried over to the next FAP cycle



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# Review Process

## What is the application review process?

- Upon receipt of a funding application, each package is:
  - Logged into the funding application tracking form
  - Reviewed for compliance against submission information requirements
- A letter stating the package is in conformance, not in conformance and requiring additional information or outside the scope of the program is transmitted to the airport/applicant
  - If the package was in conformance, an initial technical review is performed to ensure that all information necessary for a peer level design review is included
  - If after the initial technical review additional information is required, the airport or airport POC is contacted, and the additional information is requested
  - If the package is non-conforming, the missing information/data is identified and requested



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## Review Process (Continued)

- Once enough information/data to support a peer level design review is available, the design is reviewed for BHS and technical requirements
- Design comments are submitted to TSA for review and concurrence, prior to being submitted to the airport or airport POC
- Upon request, the design review team will meet with TSA, the airport, the airport POC and/or the airport's BHS designer to review and resolve any comments or outstanding issues



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## Points of Contact for the FY10 FAP

### Who are the primary Points of Contact regarding application status and application requirements?

- The Regional Deployment Managers will be the primary POC for any *questions* regarding applications
- The Regional Deployment Managers are:
  - East                      John Reed                      (571) 227-1563
  - Central                    Khalid Haider                    (571) 227-1350
  - West                        Steve McQueen                    (571) 227-3232
- The *Secondary* Point of Contact will be  
Peter McVey, Acting Deployment Manager    (571) 227-3842



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## Reference Materials

### Where can I reference the TSA materials for the FY10 FAP?

- FY10 FAP materials are available on the TSA website
  - [http://www.tsa.gov/research/checked\\_baggage\\_material.shtm](http://www.tsa.gov/research/checked_baggage_material.shtm)



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## Rolling Design Submittals

### How do rolling design submittals work in regard to TSA deadlines for Funding Application submission?

- TSA allows for continuous submission of design packages and should be forwarded to TSA for review as outlined in the TSA Planning Guidelines and Design Standards (PGDS)
- Airports with packages already in the design review process and wish to apply for FY10 funding must provide all documentation identified in this FAQ that has not been previously submitted
- Design packages submitted after the FY10 deadline will be considered for future FY application processes if all required documentation is received as outlined by TSA at that time

*Airports must also complete the FY10 application form for submittal by their FSD and email their letter of interest as outlined in the FY10 Funding Application Process information package*



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# FY2010 Timeline of Activities

FY 2010	Description
February 6, 2009	Application Process and Project Plan information distributed to FSDs
February 6, 2009	Application Process issued by TSA to Industry Groups for Airport Operators and Financial Officers distribution
February 6, 2009 thru March 18, 2009	FSD and Airport Operators jointly submit applications for facility modification funding and/or equipment for in-line systems to include: (1) Fully completed application, (2) Designs ≥ Schematic, (3) Alternative Analysis, (4) Basis of Design Report, (5) Cost estimates, and (6) Project timeline as well as other identified and associated documents found in the current version of the PGDS
February 13, 2009 thru March 18, 2009	Initial TSA review and notice of application compliance; guidance and request for clarifications or additional information as required to FSD and Airport Director and Airport Project POC
April 30, 2009 thru May 6, 2009	Program Office (1) reviews applications, (2) completes Application Consideration List based on applications and supporting documentation received, and (3) provides preliminary FY 2010 Congressional Justification to OMB (goal of having notional plans, not yet validated)
February 21, 2009 thru April 22, 2009	Review of airport designs and Cost Estimate complete. Phased review process allows airports that are unlikely to receive funding to be notified as quickly as possible.
May 7, 2009 thru May 22, 2009	Draft FY 2010 EDS Purchase and Installation Spend Plan completed and reviewed within TSA; communicate status of airport application and design review to participants
September 30, 2009	TSA final Spend Plan to Congress; new FY begins



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# Milestone Schedule

Task	February 09	March 09	April 09	May 09
Initiation of FAP	◆ 2/12/09			
Airport Notice of Intent		◆ 2/27/09		
Submission of Applications		◆ 3/3/09		
Submission of Supporting Documentation			◆ 3/18/09	
Airport Notification of Review Status				◆ 5/22/09



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