



**FEMA**

**Grant Programs Directorate Information Bulletin**

**No. 377**

**January 4, 2012**

**TO:** All State Administrative Agency Heads  
All State Administrative Agency Points of Contact  
All State Homeland Security Directors  
All Eligible Regional Transit Agencies  
All Transit Security Chiefs

**FROM:** Elizabeth M. Harman  
Assistant Administrator  
Grant Programs Directorate  
Federal Emergency Management Agency

**SUBJECT:** Regional Transit Security Strategy (RTSS) Submission Requirement

This Information Bulletin (IB) is applicable to public transit agencies receiving FY 2011 Transit Security Grant Program (TSGP) awards.

As enumerated in the FY 2011 TSGP Guidance and Application Kit, each transit agency receiving funding assistance must participate in a Regional Transit Security Working Group (RTSWG), which provides a forum where regional partners may discuss risk, planning efforts, and mitigation strategies. As a condition of grant funding, each RTSWG is required to develop a new or updated RTSS by February 29, 2012, to be available for Department of Homeland Security (DHS) review. The purpose of this IB is to proscribe submission instructions for transit agencies forwarding completed RTSSs.

An RTSS Requirement guide is available at <http://www.fema.gov/government/grant/tsgp> and also attached to this IB as a convenience. Completed RTSSs shall be forwarded as an email attachment in encrypted format to [askcsid@dhs.gov](mailto:askcsid@dhs.gov) no later than close of business, February 29, 2012. Each RTSS shall be appropriately marked and accorded special protective handling as Sensitive Security Information (SSI), consistent with 49 CFR 1520.7 and as additionally outlined on page 32 of the FY 2011 TSGP Guidance and Application Kit. The submission will be reviewed by an RTSS Review Panel that will be convened in March 2012, with results and/or recommendations returned to the transit agencies concerned within 45 days of submission. Failure to submit the RTSS by the indicated deadline may result in a financial hold placed on FY 2011 TSGP funds.

Questions may be directed to your assigned Program Analyst or the Centralized Scheduling and Information Desk at [askcsid@dhs.gov](mailto:askcsid@dhs.gov) or 1-800-368-6498.

Attachment: FY 2011 TSGP RTSS Requirement Guide