

**Intercity Bus Security Grant Program (IBSGP) Workshop Questions and Answers
May 24, 2011**

Q: When is the SF-424 due?

A: June 13, 2011 through grants.gov. You are encouraged to submit this as soon as possible, and not wait until the deadline.

Q: Can we get a copy of the SF-424?

A: It is a standard form which can be found on grants.gov. It has not changed from previous years and the process of submission is still through grants.gov and has not changed. Once the SF-424 is received it will be downloaded to FEMA's ND Grants System and FEMA will review the information and make sure you are eligible. You will then be invited to submit the remainder of your application thru ND Grants.

Q: Will Section I Background information also be due on June 13, 2011?

A: No, that will be due June 20, 2011 with the remainder of your application thru ND Grants.

Q: What is the purpose of the initial review of the SF-424 does that qualify you to receive funds?

A: It is just an eligibility review. Most everyone will move to the second step in the process.

Q: Why is it a two step process? Is it for security?

A: No, it is simply an operational step. All grant submissions are required to go through grants.gov, so this is our way of addressing that requirement. Once you submit your SF-424 thru grants.gov it will create a placeholder for your application in ND Grants. This is a good process as grants.gov was not created to handle the amount of applications it currently receives. The two step process is standard for all FEMA grants this year.

Q: Why was the UASI list changed?

A: The Secretary had to make the decision whether to make changes to the UASI list based on the limited funds appropriated this year. As a result, the UASI list decreased to 31 from 64 last year. However, we ran some analysis and found that very few companies are affected by the updated UASI list. Only 3 companies that received FY 2010 IBSGP funds would not be considered eligible this year based on the change to the UASI list.

Q: Is there even an IBSGP program planned for next year?

A: It is still a possibility. It is never finalized until appropriations are passed.

Q: Is there a DHS-approved list for public awareness?

A: There isn't an exhaustive list; however, a campaign like "If you See Something Say Something" would be a good project type. Transit Watch was more or less for mass transit, but that would be acceptable as well.

Q: Are the Uses of Funds listed in the guidance in the order of priority?

A: Yes. For example the development of a vulnerability assessment and security plan would rank highest.

Q: Are we required to have a vulnerability assessment and security plan prior to applying for training projects?

A: Yes. You can not submit for other project types until you have vulnerability assessment and security plan. If you have a plan you are able to apply for an update to the security plan along with other project types.

Q: Is construction an allowable expense?

A: Construction as it relates to cameras, lighting and fencing is an allowable expense. Constructing a new building is not allowable.

Q: Can a third party company do several applications for different grantee within one ND Grants profile?

A: No, each grantee will need a separate application package with their individual registration.

Q: Where should the management and administration (M&A) costs, for up to 5%, be reflected?

A: M&A costs associated to a specific project must be included in the budget for that project. The best place to give details would be as a separate line-item in the detailed budget.

Q: If a company is willing to absorb the 5% M&A is that acceptable as counting towards the cost match?

A: Yes, anything that is allowed under the grants can be used as a match.

Q: What do we need to include in our application submission related to EHP review documentation?

A: EHP review documentation is not a required component of the application, and not all projects require an EHP review. If you are selected for an award, and if a review is required you will receive notification on the type of documentation needed. Pictures are always good.

Q: Will ND Grants allow photos to be uploaded? Sometimes those files can be quite large. Is there a size limitation?

A: Photo attachments are definitely allowable, and we will check if there is a size restriction on attachments. However, if they are needed for EHP, we can always get them from you upon award.

Q: Will an EHP review be required in order to apply for fencing for a facility older than 50 years?

A: It is likely that an EHP review would be required for that project. Remember, it is not required for the application, however it will delay the release of funds until that requirement is met post-award.

Q: How many IJ applications are we allowed to be submitted? The workshop indicates two and the guidance indicates two in on spot and three in another?

A: You may submit up to two IJs. An Information Bulletin can be issued to amend the guidance.

Q: Why are we required to send in a separate password to comply with sensitive security information (SSI) requirements if we already use a password to access grants.gov and ND grants?

A: At this time this is a requirement as all IJs are considered SSI.

Q: Who should we send the passwords to?

A: AskCSID@dhs.gov.

Q: What documents are required for applying?

A: SF-424, SF-424B, SF-LLL, Certifications regarding debarment, suspension and other responsibility matters, certification regarding drug-free workplace, IJ, Detailed Budget, and a Vulnerability Assessment and Security Plan Certification, if applicable.

Q: Could the standard language required for SSI documents be included as a footer on the IJ, so we do not have to guess at it/include it ourselves?

A: Yes that is something that could be done.

Q: If we don't have a security plan or vulnerability assessment certified through DHS, can we still apply through this program?

A: If you don't have a security plan then you can apply to create a plan and there is no cost match so it would be 100% funded by the government.

Q: Is there a way for DHS to confirm if they have a plan from our company?

A: DHS doesn't actually receive the plans unless requested after award, but you need to certify that you have a plan when applying.

Q: Do the plans need to be done by an independent entity or can they be done in house?

A: They can be done in house.

Q: On page 21 of the guidance it indicates that we have to have demonstrated sufficient progress in NIMS implementation. How do we do that?

A: That is standard language for all guidance kits, but it is not applicable to bus.

Q: How do you apply through ND grants?

A: Everything can be found on the FEMA website (www.fema.gov/grants) and there are four training sessions scheduled in June.

Q: What is the first thing to do for a new applicant?

A: You should register with grants.gov and ND grants. The grant.gov registration process can take from a few days, to several weeks. The ND grants registration process is not as long.

Q: Where are the templates for the forms required for the application?

A: Templates for the IJ and Detailed Budget are available on our websites at www.tsa.gov/grants and www.fema.gov/grants.