



Transportation  
Security  
Administration

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# **Electronic Baggage Screening Program (EBSP) Funding Application Process**

## **Design OTA Application Guidance**

Version 3.0  
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## INTRODUCTION

The Design OTA Application (Application) is for an Airport Sponsor (Airport) seeking funding for costs associated with only the design of a project. Applying for a Design OTA does not prevent the Airport from later applying for funding for the construction portion of their project. The Facility Modification Funding Application should be completed by the Airport seeking funding for the construction of facility modifications. Equipment-only requests should be submitted by TSA Federal Security Directors (FSDs) via the TSA Office of Security Technology (OST) Requirements Web site.

In order for an Application to be considered complete, each of the following steps must be completed:

- Within the Application each white field must be completed, each drop-down menu must be selected, all appropriate boxes must be checked, and all questions must be answered
- All supporting documentation submitted as outlined in:
  - The Application and this guidance
  - The PGDS

Airports will be notified by TSA if their Application is complete.

## SECTION BY SECTION GUIDANCE

The following information provides section by section guidance for each field within the Design OTA Application form.

### REQUEST ID NUMBER

The Request ID number will be provided to the FSD, or designee, when the request is entered into TSA's requirements management tracking database. This field is to be populated by the Airport upon receipt of the ID number. Please include this number in all correspondence between the Airport, TSA and/or TSA's contractors in order to identify the project under discussion.

### DATE SUBMITTED

This field should be the date on which the Application is emailed to the FSD.

### AIRPORT INFORMATION

#### Airport IATA Code

Please choose the Airport's three-letter International Air Transport Association (IATA) Code from the drop-down menu in the Application. Only three-letter IATA codes of Federalized Airports eligible for TSA funding of CBIS projects are included in the drop-down list. If the Airport that is applying for Facility Modification Funding is not listed, please contact the Airport's FSD.

#### Airport TSA Code

This field is automatically populated when the Airport IATA Code is selected. For most airports, the three-digit Airport TSA Code will be the same as the Airport IATA Code. However, for some airports, the Airport TSA Code will differ from the Airport IATA Code.

### **Airport Name**

This field is automatically populated when the Airport IATA Code is selected.

### **Airport Hub Size**

This field is automatically populated when the Airport IATA Code is selected. The Hub Size is the current FAA Hub Size designation, as based upon calendar year 2009 enplanements.

### **TSA Maximum Cost Share**

This field is automatically populated when the Airport IATA Code is selected. The TSA Maximum Cost Share is based upon current legislative directives (Title 49 of the US Code § 44923), which specifies that the TSA cost share for CBIS projects be 90% of project costs for in-line projects at medium-hub and large-hub airports, and 95% at all other airports.

### **Airport Address**

This field is to be populated by the applicant Airport. Please provide the address that all financial and other project-related correspondence should be submitted.

### **Airport City**

This field is automatically populated when the Airport IATA Code is selected.

### **Airport State**

This field is automatically populated when the Airport IATA Code is selected.

### **Airport Zip Code**

This field is to be populated by the applicant Airport and must be the zip code associated with the Airport Address.

### **Tax Identification Number**

Please provide the Tax Identification Number (TIN) assigned to the entity requesting the funding from TSA.

### **Project Location**

The following fields are to provide specific details of the location of the planned project within the Airport. If the Airport is currently requesting design funding for more than one project, a separate Application must be submitted for each project.

### **Screening Matrix Name**

Please provide the name of the screening matrix which is being used for planning purposes. The Screening Matrix Name should be a unique identification for the proposed matrix different from any other system at the Airport.

### **Terminal**

Please indicate in which terminal the project will be constructed. If the Airport only has one terminal, please indicate "Main." If this project is in conjunction with construction of a new terminal, please indicate the name of the terminal used in the Master Plan.

## **Node or Concourse**

Within the terminal, please provide a specific designation of which node or concourse the project will be constructed in. For example, in Terminal 1 South, “South” is the node or concourse which differentiates the system from other systems in the same terminal. Please consult the Airport’s FSD or designee if the nodes or concourses in the terminal are not known.

## **AIRPORT SPONSOR CONTACT INFORMATION**

### **Airport Executive Point of Contact**

This field must identify an individual capable of financially committing the Airport to execute the proposed project. This individual will receive all correspondence from TSA related to the project. Typically, this individual will be the Airport Director or the Chief Financial Officer for the Airport.

### **Airport Finance Point of Contact**

This field must identify the individual with knowledge of the Airport’s budget and forecasting process. This individual will facilitate addressing financial queries and provide additional financial data. This individual does not need to have contract obligation authority.

### **Project Point of Contact**

This field must identify the individual responsible for managing or overseeing the actual design of the project proposed in the Design OTA Application. TSA recognizes that for larger projects an entire team of individuals may be responsible for managing the project. However, a single individual should be identified who will facilitate addressing technical queries, collect and provide additional information, and make agreements on technical aspects of the project as they are identified. This individual should be the contact person for TSA to coordinate a technical review meeting or other technical meetings related to the project.

### **TSA Point of Contact**

This field must identify the Airport’s FSD or the FSD’s designee.

## **Contact Information Fields**

The following fields are applicable to all four points of contact. All fields for all points of contact must be completed for TSA to consider the Application complete.

### **Contact Name**

Provide the first and last name of the individual identified as the point of contact.

### **Organization**

Provide the organization for which the point of contact is employed. This organization should be a legal entity, such as an airport authority, a state government, a consulting firm, or an engineering firm. The Airport name shall not be used as the Organization.

### **Department**

Provide the department within the organization to which the point of contact is most closely associated.

**Title**

Provide the professional title of the point of contact.

**Telephone Number**

Provide the primary telephone number of the point of contact. This telephone number should be the telephone number used to reach the point of contact directly; please do not list general department or organizational telephone numbers.

**Email Address**

Provide the email address of the point of contact. Please do not list general organizational email addresses.

**PROJECT INFORMATION****Project Title and Public Agency #**

Please provide both the Project Title and, if applicable, the Project Agency Number used by the entity applying for a Design OTA.

**Nature of Project**

Please select either “yes” or “no” to indicate whether the in-line project is part of an upgrade to an existing Baggage Handling System (BHS) which does not currently contain an in-line screening matrix.

Please select either “yes” or “no” to indicate whether the project for which design funding is being requested is part of a larger construction project at the Airport. A project is considered to be part of a larger construction project if construction efforts will be performed for other areas of the terminal not related to the in-line screening project. The in-line screening project must, however, share resources or in some other way be dependent upon the schedule of the larger terminal project. For projects that are part of a larger construction project, the Airport must attach a scope of work for contractors including construction managers and architects that include effort beyond the BHS. The overall project schedule for the larger construction project must also be attached, as well as a design drawing or layout of the larger project.

If the project for which design funding is being sought is part of a larger construction project, please indicate if the larger construction project is a New Terminal, a Retrofit of an Existing Terminal, or a Terminal Expansion by checking all boxes that apply.

**Project Description and Justification**

The Project Description and Justification should provide a clear narrative of the overall goal of the project and summarize the key aspects of the project. The Airport should identify any necessary construction of new facilities, renovation, or expansion of existing facilities that are known at the time of submission of the Application. If the project is anticipated to be an upgrade, a description of the existing system and a statement regarding the rationale for upgrading the system should be provided.

Projects that are anticipated to be upgrades or replacements to existing systems and were constructed using TSA, or other federal funding sources, must identify any existing open or closed agreements related to the systems being replaced or upgraded.

## FINANCING PLAN FOR THE PROJECT

In general, TSA will fund a maximum of 90% of project costs for in-line projects at medium-hub and large-hub airports, and 95% at all other airports. Funding levels for all airports may vary from year to year depending on current legislative mandates and directives. For specific airports, funding levels may vary from year to year depending on the Airport's current Hub Size, as designated by the FAA. The TSA cost share levels will remain the same for the entirety of the project funding once the funding agreement is executed. However, modifications to the funding agreement may result in changes to TSA cost share applicable to the modified portions of the agreement if either legislative directives or Airport Hub Size has changed since the funding agreement was executed.

### Design Cost Estimates

The dollar entry in this section must be input in complete numerals. The "Estimate of Total Design Costs for Project" field must be populated. This figure should include the total design cost, inclusive of anticipated TSA and Airport funds. Based on this field and the TSA Maximum Cost Share identified for the Airport, the Application will automatically calculate the minimum required Airport cost share.

Once the minimum required Airport cost share is calculated, please select either "yes" or "no" to indicate whether the required funds are in the Airport's budget for the current fiscal year. If the required funds are not in the current fiscal year's budget, please use the drop-down list to indicate in which fiscal year the funds will become available and also indicate the month in which the Airport's fiscal year begins.

Applications which are deemed complete but for which the Airport has not currently budgeted the required funds will be kept on file by TSA. TSA will use the information to build future spend plans; airports are encouraged to update TSA should funds become available sooner than indicated on the Application. A Design OTA will not be executed until TSA has received confirmation that the required Airport cost share will be met by the Airport.

### NEXT STEPS

The Frequently Asked Questions (FAQ) document posted to the Checked Baggage Material section of the TSA Web site should be referenced to help answer Application questions. The FAQ document can be found at [http://www.tsa.gov/research/checked\\_baggage\\_material.shtm](http://www.tsa.gov/research/checked_baggage_material.shtm).