



**Fiscal Year 2011  
Intercity Bus Security Grant Program  
Workshop**

**May 24, 2011**



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Security**

**Arlington, VA**

# Agenda

- 1:00 pm Welcome and Opening Remarks
- 1:05 pm Summary of the FY 2010 IBSGP
- 1:20 pm Overview of the FY 2011 IBSGP
- 1:45 pm FY 2011 IBSGP Funding Priorities and Evaluation Criteria
- 2:15 pm Non-Disaster (ND) Grants Overview ([grants.gov](http://grants.gov))
- 2:30 pm Investment Justification Working Session
- Administrative Overview and Requirements
  - How to Write an Investment Justification
- 2:45 pm Environmental Planning and Historic Preservation Review
- 3:00 pm Questions and Answers
- 3:30 pm Closing Remarks





**Fiscal Year 2011**  
**Intercity Bus Security Grant Program (IBSGP)**

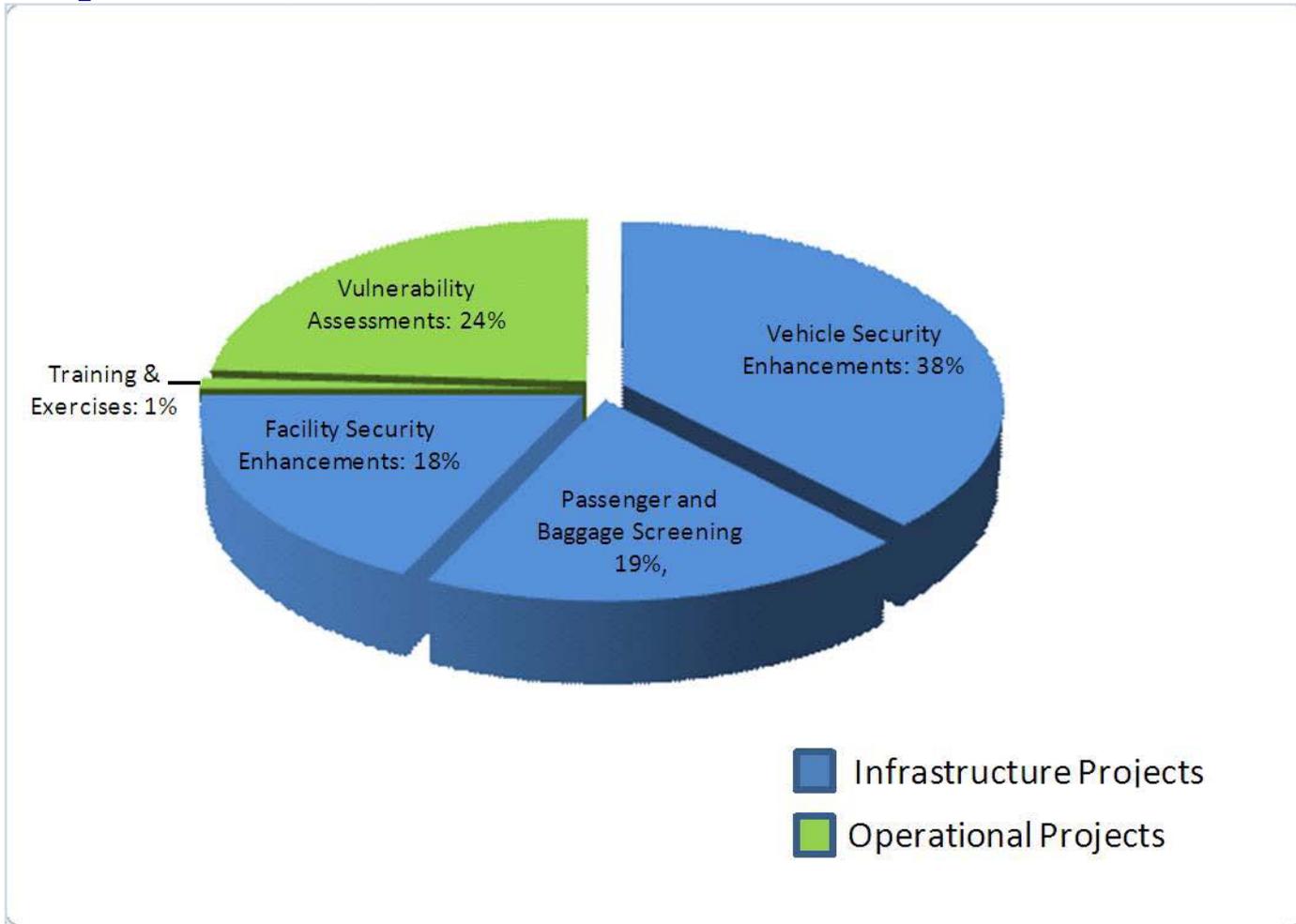
**Summary of FY 2010**



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# FY2010 IBSGP Tier I Funding Amount: \$6,338,722

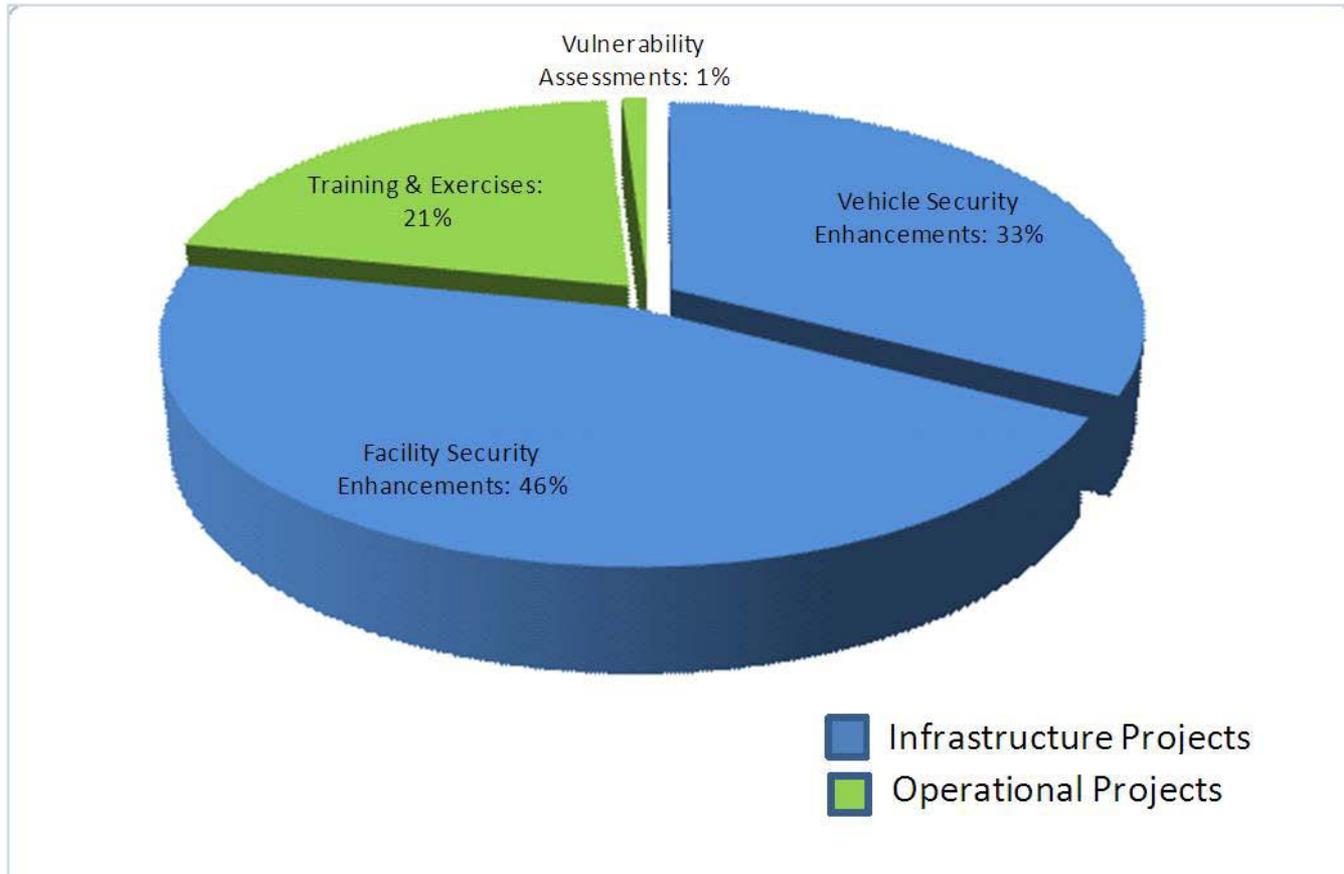
(Amount Requested: \$6,726,306)



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# FY2010 IBSGP Tier II Funding Amount: \$5,181,278

(Amount Requested \$10,612,512 )





# **Fiscal Year 2011 Intercity Bus Security Grant Program**

## **Overview**



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# FY 2011 IBSGP Highlights

| Highlight                   | Description   |
|-----------------------------|---|
| Funding Allocation          | Funding for intercity buses totals \$4,990,000.00.  |
| Timelines                   | Because FEMA will need to conduct an initial review of the application prior to the submission deadline of June 20, 2011, grantees are required to initiate and complete the Standard Form 424 submission within Grants.gov <b>no later than June 13, 2011</b> . Upon the completion of the initial review, FEMA will determine whether an application should proceed further and the applicant will be notified to complete their submission by fulfilling additional application requirements (e.g., budget, IJ) <b>no later than June 20, 2011</b> . |
| Structure                   | There will be no tiers; instead all eligible applicants will compete for FY2011 grant funds.  |
| Eligible UASI Jurisdictions | The UASI list has been reduced considerably for FY 2011, from 64 down to 31.  |
| Eligibility                 | Per the 9/11 Act, only private operators of fixed route and/or charter bus services using over-the-road buses are eligible. Fixed route operators must provide service to a defined UASI jurisdiction. Charter bus operators must provide a minimum of 50 trips annually to one or more defined Urban Areas Security Initiative (UASI) jurisdictions.   |

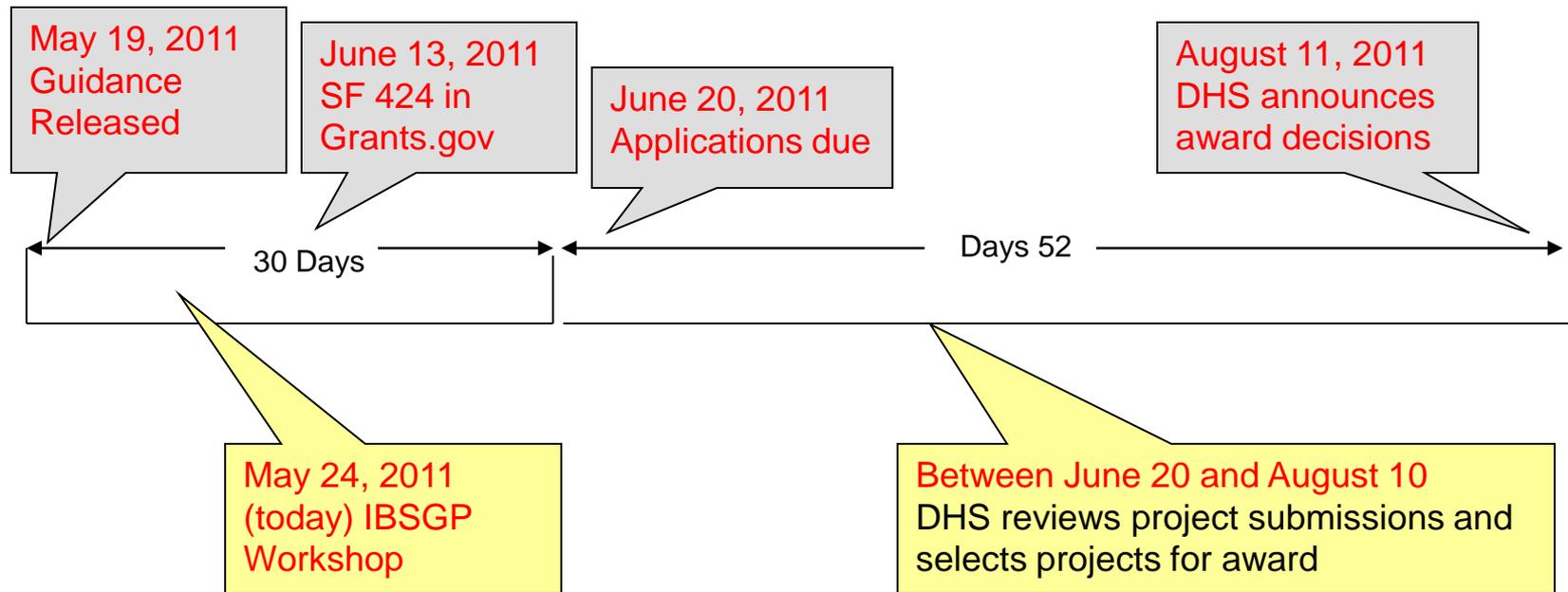


# FY 2011 IBSGP Highlights

| Highlight                                    | Description  |
|--|--|
| Cost Share                                   | The maximum Federal share of any IBSGP project is 75%. Grantees are required to provide non-Federal funding (cash or in-kind) of at least 25% of approved project costs.   |
| Overtime/Backfill Costs                      | Overtime and Backfill costs for employees to attend training, drills, and exercises are allowable expenses.  |
| Corporate Security Review                    | By accepting a FY 2011 IBSGP award, the grantee must allow DHS to perform a Corporate Security Review and audit upon request.  |
| Minimum Request Amounts                      | There are no request amount minimums for the FY 2011 IBSGP.  |
| M&A  | Up to 5% of project costs can be used for Management and Administration.   |
| Security Plans and Vulnerability Assessments | <ul style="list-style-type: none"><li>• Per the 9/11 Act, operators must have a vulnerability assessment and security plan to be eligible to receive funds for other projects.</li><li>• If the operator does not have a current vulnerability assessment or security plan, the <b>only</b> project that an operator can request funds for is for the development of the assessment/plan.</li><li>• If an operator has a current vulnerability assessment and security plan, they must certify as such, and may have to provide copies of to DHS upon request.</li></ul> |



# Important Dates for FY 2011 IBSGP





**Fiscal Year 2011  
Intercity Bus Security Grant Program  
Funding Priorities and Evaluation Criteria**



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# DHS is clear on funding priorities and allowable uses of funds

- Section 1532 (b) of the 9/11 Act outlines several allowable uses of funds for over-the-road bus security
- DHS has listed the uses of funds in prioritized order in the FY 2011 IBSGP Guidance and Application Kit
  - Funding uses prioritized by ability and efficiency in mitigating risk



# Prioritized Uses of Funds

## Seven Main Project Types:

- 1) Vulnerability Assessment and Security Plan
- 2) Training
- 3) Exercises
- 4) Public Awareness Campaigns
- 5) Vehicle Security Enhancements
- 6) Facility Security Enhancements
- 7) Passenger Screening



# Prioritized Uses of Funds Continued

| FY 2011 Uses of Funds   | Project Type |
|---|--------------|
| Development of vulnerability assessments and security plans   | 1            |
| Operating and capital costs associated with over-the-road bus security awareness, preparedness, and response training, including training for frontline employees for potential security threats and conditions (must be DHS-approved training) | 2            |
| Live or simulated exercises for the purpose of assessing and improving the capabilities of entities to prevent, prepare for, mitigate, respond to, and recover from acts of terrorism (must be DHS-approved exercises)                          | 3            |
| Public awareness campaigns for enhanced over-the-road bus security (must be DHS-approved)   | 4            |
| Establishing and improving an emergency communications system linking drivers and over-the-road buses to the recipient's operations center or linking the operations center to law enforcement and emergency personnel                          | 5 or 6       |



# Prioritized Uses of Funds Continued

| FY 2011 Uses of Funds   | Project Type |
|---|--------------|
| Implementing and operating passenger screening programs for weapons and explosives  | 7            |
| Protecting or isolating the driver of an over-the-road bus  | 5            |
| Chemical, biological, radiological, or explosive detection, including canine patrols for such detection   | 5, 6, or 7   |
| Acquiring, upgrading, installing, or operating equipment, software, or accessorial services for collection, storage, or exchange of passenger and driver information through ticketing systems or other means and for information links with government agencies, for security purposes | 7            |
| Overtime reimbursement, including reimbursement of State, local, and tribal governments for costs, for enhanced security personnel assigned to duties related to over-the-road bus security during periods of Orange or Red Alert levels or National Special Security Events            | 3            |



# Prioritized Uses of Funds Continued

| FY 2011 Uses of Funds   | Project Type |
|---|--------------|
| Modifying over-the-road buses to increase their security  | 5            |
| Installing cameras and video surveillance equipment on over-the-road buses and at terminals, garages, and over-the-road bus facilities  | 5 or 6       |
| Constructing and modifying terminals, garages, and facilities, including terminals and other over-the-road bus facilities owned by State or local governments, to increase their security | 6            |



## Six factors are considered in evaluating the IJs

| <b>FY 2011 Evaluation Criteria</b>                     |  | <b>Point Range</b> |
|--|--|--------------------|
| <b>Funding Priorities</b>                              | Extent to which projects address the listed funding priorities.  | <b>0 – 55</b>      |
| <b>Cost Effectiveness</b>                              | Expected impact on security relative to the investment.  | <b>0 – 10</b>      |
| <b>Ability to Reduce Risk of Catastrophic Events</b>   | Projects will be evaluated and prioritized on their ability to reduce risk.  | <b>0 – 15</b>      |
| <b>Sustainability without Additional Federal Funds</b> | Extent to which projects exhibit a likelihood of success, or continued success, without requiring additional Federal resources, and offer a long-term sustainability plan. | <b>0 – 10</b>      |
| <b>Timelines</b>                                       | Ability of the applicant to complete the proposed project within submitted timeframes.   | <b>0 – 10</b>      |
| <b>Risk to Critical Infrastructure</b>                 | Priority will be given to bus systems based on the UASI jurisdictions served, and systems with routes passing through underwater tunnels.                                  | <b>0 – 10</b>      |





# **Fiscal Year 2011 Intercity Bus Security Grant Program**

## **Non-Disaster (ND) Grants Overview ([grants.gov](http://grants.gov))**



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# ND Grants Overview

- **FEMA Leadership is committed to consolidating and automating all grant programs into a single grant management system with both disaster and non-disaster components.**
  - Led by the Grant Programs Directorate (GPD) and the Office of the Chief Information Officer (OCIO).
  - ND Grants fulfills FEMA's strategic initiative to consolidate the entire non-disaster grants management lifecycle into a single system.
  - Developed based on employee and other stakeholder input, best practices, and lessons learned.
- **ND Grants will be implemented via a phased approach.**
  - Release 1.0.2.0 is live with functionality from grantee application submission through award package creation/acceptance, administrative amendments, and performance reports.
  - Future releases will have functionality for award closeouts, sub-grantee functions, and financial payments.



# ND Grants - Registration Process

- 1) Go to: <https://portal.fema.gov>. Click the “New User?” button
- 2) The *Personal Information* screen will be displayed. Enter the requested information and click the “Submit” button.
- 3) Create and confirm your password. Click the “Submit” button.
- 4) The *Congratulations* screen will be displayed.  
Click on the “Click here to request new privileges” button.
- 5) The *Request Access* screen will be displayed. Scroll down to ND Grants and click on the “Request Access” link next to the icon.
- 6) The *Access ID* screen will be displayed.  
Enter access code **8320** and click the “Submit” button.
- 7) The *ND Grants Homepage* screen will be displayed indicating that you have successfully registered in ND Grants.



# ND Grants - Manage Organizations

## *View and Create your Organization in ND Grants*

- a) Under the **Organization** tab, click the Organizations left hand menu link
  - The **Manage Organizations** screen will be displayed, listing all the organizations you belong to. If you do not belong to an organization you request access (see next slide) to an existing organization or create a new organization (see below)
- b) To create a new organization on the **Manage Organizations** screen, click the *Add Organization* button
  - The **Add/Update Organization** screen will be displayed
- c) Complete the organization details and click the **Save and Continue** button
  - The **Organization Details** (confirmation) screen will be displayed
  - If you have created an organization you become its Organization Administrator and all access requests to that organization will be sent to you
- d) Click the **Return to Organizations** button
  - The **Manage Organizations** screen will be re-displayed



# ND Grants - Manage Organizations

## Requesting Access to an Organization

a) Click the **Organization** tab

b) Click the [Request Access](#) left-hand menu link

The **Request Access Confirmation** screen will be displayed. The screen will list all the organizations you currently have no access to.

a) Check for the organization that you want to request access to. If you do not see it listed on the screen, click the *Search* button to find it.

b) Click the Request Access link next to the organization you want access to

The **Request Access** screen will be displayed

c) Provide your reasons for requesting the access under the *Access Request Comments* section in the Message box, and click the *Submit* button

The **Request Access Confirmation** screen will be displayed.

a) Check your email to see if your access request was approved

(You can also click the [Organizations](#) left-hand menu link to see if the organization is listed as one of the organizations you belong to.)



# ND Grants Questions

If you have any questions, please send an email to:

[fema-enterprise-service-desk@fema.gov](mailto:fema-enterprise-service-desk@fema.gov)

or contact the Enterprise Service Desk at  
1-888-457-3362



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**Fiscal Year 2011  
Intercity Bus Security Grant Program**

**Investment Justification  
Administrative Overview and Requirements**



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# Program Requirements

## ➤ General Requirements

- Management and Administration (M&A) Costs
  - Any M&A costs associated with individual projects must be included in the budget for each individual project.
  - M&A costs for managing the overall award must be accounted for separately.



# Program Requirements Continued

## ➤ Cost Share:

- The maximum Federal share of any IBSGP project is 75%
- Grantees must provide at least 25% of non-Federal funding (cash or in-kind)
- For example, if the total project cost is \$100,000, the maximum DHS grant award would be \$75,000 with the grantee required to provide \$25,000

## ➤ Corporate Security Review (CSR) and Audit:

- By accepting a FY 2011 IBSGP award, the grantee must allow DHS to perform a CSR and audit upon request.
- As part of the CSR, the grantee will be required to provide information concerning critical assets, threat assessments, vulnerability assessments, management and oversight of the security plan, personnel security, training, secure areas, exercises, cyber security, and physical security countermeasures.



# Application Requirements

## ➤ Overview:

- Each individual bus company can submit up to two investments within the Investment Justification
- An Investment Justification template has been created in Power Point and Word; use of the template is not required, but is recommended and available at [www.tsa.gov/grants](http://www.tsa.gov/grants)
- ALL questions listed in the Investment Justification must be answered for each project in order for the application to be considered complete
- Must be submitted via the ND Grants System by June 20, 2011, 11:59 PM EST. ***No exceptions will be made.***



# Applications must be submitted electronically

- The following form **MUST** be submitted by June 13, 2011 via [www.grants.gov](http://www.grants.gov):
  - ✓ Standard Form 424, Application for Federal Assistance
- The following **required** forms must be submitted in *ND grants* by June 20, 2011:
  - ✓ Standard Form 424B, Assurances for Non-Construction Programs
  - ✓ Standard Form LLL, Disclosure of Lobbying Activities
  - ✓ Certifications regarding Debarment, Suspension, and Other Responsibility Matters
  - ✓ Certification regarding Drug-Free Workplace Requirement
  - ✓ Investment Justification (Pages 30-35)
  - ✓ Detailed Budget Worksheet (Pages 35-38)
  - ✓ Vulnerability Assessment and Security Plan Certification Statement (if applicable, Page 39)





**Fiscal Year 2011**  
**Intercity Bus Security Grant Program**  
**How to Write an Investment Justification**



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# Investment Justification: Background

*Note: The Background section needs to be completed only once per application, regardless of the number of investments proposed. The information in this section provides background/context for the investment(s) requested, but does not represent the evaluation criteria used by DHS for rating individual investment proposals.*

## ➤ I.A. Bus company identification:

- List point(s) of contact (POCs)
- Identify single authorizing official for the organization that can sign a grant award.

## ➤ I.B. Operations in UASI jurisdictions

- Provide a list of UASI jurisdictions served
- The number of trips annually to each UASI (for charter services only).
- Include sources to verify accuracy of information.



# Investment Justification: Background

## ➤ I.C. Fleet Size

- Provide the number of over-the-road buses in the fleet
- Include sources to verify accuracy of information

## ➤ I.D. System Infrastructure

- Provide infrastructure information such as area of operations, number of passengers and miles driven, number of employees, description of terminals/bus lots, passenger traffic, etc.
- For charter services, provide company infrastructure, area of operations, number of passengers and employees, description of bus lots, etc.



# Investment Justification: Strategic and Program Priorities

## ➤ II.A. Investment Abstract

- Summarize this investment, including what bus security risk the project will address and how the investment enhances overall system security

## ➤ II.B. Security Fundamentals Narrative

- Describe how the investment addresses one or more of the funding priorities outlined in the Grant Guidance
- Relevance to the National Preparedness Guidelines and Target Capabilities list



# Investment Justification: Impact

## ➤ III.A. Risk Reduction

- Discuss how the investment will reduce risk in a cost effective manner
- Identify the nature of the risk, why it is considered a risk, and how the risk and need are related to show how addressing the need will also mitigate risk

## ➤ III.B. Anticipated Impacts

- Outline the expected high-level impacts
- Define your metrics of success
  - Outputs (i.e. X number of people will be trained)
  - Outcomes (i.e. This training program will increase X standard of preparedness by Y%. Therefore, we will increase our baseline preparedness by Z%)



# Investment Justification: Funding & Implementation Plan

## ➤ IV.A. Funding Chart

- List costs (IBSGP request, match, and total) by allowable cost categories.
- Ensure the funding request is reasonable and justified by direct linkage to activities outlines in this particular investment.

*Note: An itemized Budget Detail Worksheet must be completed also—see pages 35-38 of the FY 2011 IBSGP Guidance and Application Kit for a sample format.*

## ➤ IV.B. Potential Challenges

- For each challenge, provide a brief description of how the challenge will be addressed and mitigated, and indicate probability of occurrence (high, medium, or low);
- Challenges should focus on implementation only.



# Investment Justification: Funding & Implementation Plan

## ➤ IV.C. Funding Resources Beyond FY 2011

- Discuss other funding sources that you plan to utilize for implementing and continued sustainability of this investment.
- Explain how you will meet the cost share requirement.
- Provide rationale as to why requested FY 2011 IBSGP funding is sufficient for implementation and sustainment of this investment.

## ➤ IV.D. Timeline, Milestones, and Dates

- Only include major milestones that are critical to the success of the investment.
- No more than ten milestones should be provided.
- Identify planned start and end dates.
- List any relevant information that is critical to the successful completion of the milestone.

*Sample milestones are provided on page 35 of the FY 2011 IBSGP Guidance*



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## **ENVIRONMENTAL PLANNING & HISTORIC PRESERVATION (EHP) REVIEW**

Required for all IBSGP Projects involving Facility Security  
Enhancements  
(lighting, fencing, gates, installation of cameras, renovations  
to buildings over 50 years old)



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# What is an EHP Review?

- GPD certifies that grant-funded projects are in compliance with the National Environmental Policy Act, applicable laws, and Executive Orders.
- Analysis and documentation of relevant project information.
- Complex projects will typically require more information and analysis to reach a determination.
- Must be approved before projects are initiated.



# Importance of Compliance

## COMPLIANCE

- Efficient project planning and implementation
- Improved community relations
- Cost efficient
- Programmatic and financial compliance
- Protection of natural and cultural resources

## NON-COMPLIANCE

- Project delays
- De-obligation of funding
- Negative publicity
- Civil penalties
- Lawsuits



# Type A Projects: No EHP Required

- Projects with no potential for environmental impacts:
  - Planning
  - Classroom-based training and exercises
  - Vehicle Security Enhancements
    - GPS
    - Driver Shields
    - On Board Cameras
    - Software
    - Other equipment that does not require installation



# Type B Projects

- Projects with no potential for environmental impacts if certain conditions apply:
  - Physical security enhancements
  - Equipment installation (structures less than 50 yrs old)
    - e.g. physical security/access controls
- Questions to Answer:
  - Does the project involve ground disturbance or clearance of vegetation?
  - Will work occur in the vicinity of historic properties?
  - Will work occur in or near water?



# Type C Projects

➤ Projects that may have potential for environmental impacts:

- Construction
- Renovations (modifications to structures 50 yrs+)
- Additional documentation may be required
  - Environmental Assessments (EAs), Biological Assessments (BAs), or Memoranda of Agreement (MOAs) may be required
  - Public involvement



# GPD EHP Review Considerations

- Grantees are responsible for providing all relevant EHP materials to GPD
- Grant funds may be used for preparation of EHP documentation
- FEMA is responsible for consultation with State Historic Preservation Office (SHPO), the U.S. Fish and Wildlife Service (FWS), etc.



# EHP Information Needed

## ➤ What are the required contents?

- Detailed project description
- Physical address of structure/facility or lat/long
- Clear **color** photographs (of area affected)
- Dimensions/acreage/square footage of structure and/or land affected
  - Extent and depth of ground disturbance for:
    - new construction and structure modification
    - laying of utility lines
    - installing fencing and light posts, etc.



# EHP Information Needed (continued)

- What are the required contents?
  - Special equipment being used, staging areas, etc.
  - Year building or structure was built (to include buildings or structures that are in the vicinity)
- Complete EHP info will provide the necessary information to expedite EHP review



# Resources

## ➤ Website

- <http://www.tsa.gov/grants>
- <http://www.fema.gov/grants>

## ➤ Questions and Comments

- [askcsid@dhs.gov](mailto:askcsid@dhs.gov); 1-800-368-6498
- [TSAGrants@tsa.dhs.gov](mailto:TSAGrants@tsa.dhs.gov)

## ➤ Conference Calls

- Tuesdays, May 31, 2011 – June 14, 2011
- 1 pm EST
- 877-988-9660 pass code 6827433





**Fiscal Year 2011**  
**Intercity Bus Security Grant Program**  
**Question and Answer Session**



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# Homeland Security



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