



Transportation
Security
Administration

Electronic Baggage Screening Program (EBSP) Funding Application Process

Frequently Asked Questions (FAQs)

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TABLE OF CONTENTS

	Page
PROJECTS ELIGIBLE FOR CONSIDERATION.....	1
PROJECTS NOT ELIGIBLE FOR CONSIDERATION	1
DESIGN OTA AND FACILITY MODIFICATION FUNDING APPLICATIONS	1
ELECTRONIC APPLICATIONS	1
COSTS ELIGIBLE FOR TSA FUNDING	2
COST RECOGNITION VS. COST INCURRED	2
PGDS VERSION COMPLIANCE	2
REAPPLICATION.....	3
REQUESTING ADDITIONAL FUNDING.....	3
SUBMITTING MULTIPLE PROJECTS.....	3
DEADLINE FOR APPLICATIONS.....	3
SUPPORTING DOCUMENTS FOR FUNDING APPLICATIONS.....	4
ELECTRONIC SUBMISSION OF SUPPORTING DOCUMENTS	4
INCOMPLETE APPLICATIONS.....	5
REVIEW OF APPLICATIONS FOR CONSIDERATION.....	5
REVIEW PROCESS.....	5

PROJECTS ELIGIBLE FOR CONSIDERATION

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

Eligible in-line projects include requests for funding related to the design and construction of in-line baggage screening systems that require facility modification.

PROJECTS NOT ELIGIBLE FOR CONSIDERATION

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

Non-eligible projects include any request not related to an in-line baggage screening system 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

These types of requests should be submitted by the Airport's Federal Security Director (FSD) via the TSA Office of Security Technology (OST) Requirements Web site.

DESIGN OTA AND FACILITY MODIFICATION FUNDING APPLICATIONS

Which application should be submitted for a project?

The Facility Modification Funding Application should be completed if the Airport is requesting funding for construction of an eligible Checked Baggage Inspection System (CBIS). As part of a Facility Modification Funding Application, the Airport must be prepared to provide its required cost share for the entire construction project.

The Design OTA Application should be completed if the Airport is requesting funding for the design of an eligible CBIS. The Airport must be prepared to provide its cost share for the design phase. Only projects for which the design phase has not begun will be allowed. As part of the Design OTA process, the Airport will be expected to complete and submit a Facility Modification Funding Application at a later date, which will be defined in the executed Design OTA for the specific project for which the Airport is seeking funding. For projects which have received Design OTA funding, the Facility Modification Funding Application may be submitted upon the completion of the Schematic Design phase.

ELECTRONIC APPLICATIONS

What is the application process?

Interested airports must submit a completed application to the TSA Federal Security Director (FSD) or designated representative. The current version of the application must be used and is available on the TSA Web site and can be downloaded from the Checked Baggage Guidance Materials page at http://www.tsa.gov/research/checked_baggage_material.shtm.

Prior to submission, the FSD will submit a Requirements request to the TSA Office of Security Technology (OST) Requirements Web site to receive a Request ID number. The ID number must be included on the Application.

The FSD will then submit the completed application, with its unique ID number for the project, as an attachment to OSTinline@tsa.dhs.gov, in accordance with the OST Request process.

The TSA Office of Security Technology will review the application and contact the Airport Executive Point of Contact listed on the application to verify the information and review the required supporting documentation before the project application can proceed to a more detailed review and consideration.

If there are revisions or clarifications that need to be made to an application following the initial submission to TSA, simply send an e-mail to OSTinline@tsa.dhs.gov. Reference the Airport IATA code and Request ID Number in the subject line and detail the changes requested.

COSTS ELIGIBLE FOR TSA FUNDING

What costs will be considered by TSA for funding?

- Appendix F of the PGDS is a resource to help identify allowable and allocable costs. As defined in the PGDS, allocable, allowable, and reasonable costs are “reimbursable costs.” The current PGDS including Appendix F is located on the TSA Web site’s Checked Baggage Guidance Material section at http://www.tsa.gov/research/checked_baggage_material.shtm.
- Costs identified as allowable and allocable will be part of the project funding negotiations between TSA and the Airport depending on Alternatives Analysis submitted and option selected.
- TSA will conduct an analysis of the cost estimates submitted as part of each application to establish TSA’s proposed share of the total project cost.

COST RECOGNITION VS. COST INCURRED

Can funds be requested to cover costs already incurred?

Costs incurred prior to the date the Other Transaction Agreement (OTA) or Letter of Intent (LOI) is executed by both TSA and the Airport will not be reimbursed by TSA.

PGDS VERSION COMPLIANCE

Which version of the PGDS is applicable to the Application?

The applicable version of the PGDS will be defined in the Facility Modification Funding contract or Design OTA contract. Unless otherwise stated, the project must be compliant with the current version of the PGDS found online at http://www.tsa.gov/research/checked_baggage_material.shtm.

For projects funded under a Design OTA, the version of PGDS documented within the executed OTA document will apply to the Facility Modification Funding contract.

REAPPLICATION

Will Applicants that were not funded have to reapply?

- Applicants deemed technically sufficient, but not funded, will be considered during the next funding cycle.
- Additional information/data may be required/requested to meet the current funding process requirements. A request for this information will be sent to the Airport Executive Point of Contact identified on the initial Application.
- Please see the list of supporting documentation necessary to be considered for future funding at the Checked Baggage Guidance Material page at http://www.tsa.gov/research/checked_baggage_material.shtm.

REQUESTING ADDITIONAL FUNDING

Can currently funded projects, or previously funded projects, request additional funds?

Projects previously funded by TSA through a Design OTA are eligible for additional funds via the Facility Modification Funding Application to complete the construction of the project. It is expected that recipients of Design OTAs will apply for funds to complete the construction of the project using the Facility Modification Funding Application upon the completion of the Schematic Design phase and in accordance with the executed Design OTA for the specific project.

Projects previously funded by TSA through either a LOI or OTA are not eligible for additional funds through the Funding Application Process.

SUBMITTING MULTIPLE PROJECTS

Can more than one project be submitted?

Airports may submit applications for more than one project; however, a separate application for each separately designed and constructed project is required for the following reasons:

- To ensure a Request ID number is included in each application in order to track the status of the project;
- To avoid confusion regarding additional information requirements for a specific project;
- To resolve design review comments for specific projects, and
- To allow for resolution of issues regarding one project without jeopardizing the other projects.

DEADLINE FOR APPLICATIONS

Is there a deadline for application submission?

TSA will accept Facility Modification Funding and Design OTA applications at any time. TSA urges airports to begin communication with their designated Electronic Baggage System Program (EBSP) Regional Deployment Manager (RDM) early on when planning future projects. This helps TSA in developing future spend plans. Please provide as much information as possible regarding the Airport project funding needs and anticipated timelines.

SUPPORTING DOCUMENTS FOR FUNDING APPLICATIONS

What supporting documentation is required?

The PGDS outlines the supporting documentation requirements for medium-throughput in-line, high-throughput in-line, and mini in-line CBIS. The required deliverables for medium-throughput in-line and high-throughput in-line CBIS can be found in the figure entitled “Deliverables Checklist for In-line CBIS” in the PGDS. The required deliverables for mini in-line CBIS can be found in the figure entitled “Deliverables Checklist for Mini In-line CBIS” in the PGDS. The “Contents” section of the PGDS includes all figures titles in the document for easy reference. It is imperative that the Airport comply with the required and applicable document checklist to prevent unnecessary delays during the design review process. The PGDS can be found on the Checked Baggage Guidance Material page at http://www.tsa.gov/research/checked_baggage_material.shtm.

In addition, when submitting the Facility Modification Funding Application, all supporting NEPA documents must be attached. Additional information about NEPA can be found in the Application Guidance for the Facility Modification Funding Application.

What supporting documentation is required for mini in-line CBIS?

The PGDS outlines the supporting documentation requirements for mini in-line CBIS, which differ from other system types. The required supporting documentation for mini in-line systems can be found in the figure titled “Deliverables Checklist for Mini In-line CBIS” in the PGDS.

In addition, when submitting the Facility Modification Funding Application for all system types including mini in-line systems, all supporting NEPA documents must be attached. Additional information about NEPA can be found in the Application Guidance for the Facility Modification Funding Application.

ELECTRONIC SUBMISSION OF SUPPORTING DOCUMENTS

Can submissions be made electronically, and what format should be used for an electronic submission? How many copies of each design document should be submitted?

Electronic submissions are recommended and can be sent to TSA Funding Application Support at OSTinline@tsa.dhs.gov. If the Airport encounters transmission problems due to file size limitations, please send two (2) copies of the documents, with scalable drawings, on a CD via express mailing service to the following address:

EBSP Deployment POC
Mail Stop TSA TSIF - #32
Transportation Security Administration
1 Post Office Road
Washington, D.C. 20528-6032

Documents should be provided in the file formats specified in the PGDS.

These instructions are not to be confused with instructions for the In-Line Application submitted by the FSD earlier in the FAQs.

INCOMPLETE APPLICATIONS

What happens if the application package is incomplete?

If the application package is deemed incomplete the Airport Executive Point of Contact will be contacted via email and the missing information/data will be detailed. The Airport will then have the opportunity to resubmit the application with all necessary data provided.

REVIEW OF APPLICATIONS FOR CONSIDERATION

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

Applications will enter the detailed design review process only after all requested documents and plans have been received. Applications failing to include all the required documentation will be considered incomplete and may not be considered in the current funding cycle.

REVIEW PROCESS

What is the Funding Application review process?

Upon receipt, an Application is:

- Entered into the project tracking system using the Request ID number.
- Reviewed for compliance against submission information requirements.

Following the compliance review, an email communication is sent to the Airport indicating whether the application package is missing information or outside the scope of the program and will not be considered.

- If the package is complete, an initial technical review is performed to ensure that the necessary information is included in order to conduct a peer level design review.
- If additional supporting information is required after the initial technical review, the Airport is contacted via email to request the additional information.
- If the application package is incomplete or non-conforming, a message identifying the missing information is sent to the Airport.
- Once the application package is complete, the design is reviewed for BHS and technical requirements per the current PGDS.
- Design comments are forwarded by the TSA RDM to the Airport.
- Upon request, the design review team will meet with the Airport, the Airport POC and/or the Airport's BHS designer to review and resolve any comments or outstanding issues.

Upon completion of the review process, TSA will send a completion/endorsement letter to the Airport. There may be a delay before the next communication is made with the Airport. The timing of project funding awards is driven by the federal budget process and the appropriation of TSA's annual funding. Please contact the Airport's designated TSA RDM for further information.