



Transportation
Security
Administration

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

**In-line Support Application Form (*Version 2.0*)
Completion Guidance**

June 17, 2009

INTRODUCTION

The Transportation Security Administration (TSA) In-Line Support Application for the Electronic Baggage Screening Program (EBSP) is the basis for TSA's internal planning and budgeting process.

Beginning with Federal Fiscal Year 2011 (FY11), TSA must review and concur with the Basis of Design Report (BDR), as defined in the Planning Guidelines and Design Standards (PGDS) for Checked Baggage Inspection Systems (CBIS), in order to be considered for facility modification funding. Section 3.3 of the PGDS requires submission of the BDR at the 30% design phase, with updates at the 70% and 100% design phases. The most current version of the PGDS can be found at:

http://www.tsa.gov/assets/pdf/pgds_v2.0_013009.pdf

These instructions and all detailed application information including an example BDR are also available at:

http://www.tsa.gov/research/checked_baggage_material.shtm

The application form consists of eight (8) sections, with Section 5 having an additional five (5) subsections and Section 8 having an additional three (3) subsections. Grey sections of the application form are strictly reserved for only TSA HQ use. Airports seeking funding, equipment or other support are expected to complete the fields in the blue shaded portion of the application form.

Airports should provide as much detail as possible regarding each proposed effort with **separate applications being filed for each project**. Airports with multiple terminals, nodes, concourses or installing multiple separate CBIS for each, **must provide a separate application for each CBIS matrix**. Similarly, airports only requesting equipment or funding to support CBIS design efforts at multiple locations within an airport **must provide a separate application for each**.

Single applications covering more than one (1) project will not be accepted or reviewed for consideration.

SECTION BY SECTION GUIDANCE

The following provides section by section guidance for each field within the In-Line Support Application form.

APPLICATION NUMBER

The application number will be provided to the Federal Security Director (FSD) or Assistant Federal Security Director (AFSD) when the application is entered into TSA's requirements tracking database. The application process has been streamlined and is detailed on Slide10 of the Frequently Asked Questions (FAQ).

Please include this Application Number, also known as the Requirements Management (ReMAG) number, in all correspondence between the Airport, TSA and/or TSA's contractor support in order to precisely identify the project under discussion.

SECTION 1: AIRPORT WHERE PROJECT IS LOCATED

Airport Name

This field should contain the complete name for the airport as registered with the Federal Aviation Administration (FAA) or the International Air Transport Association (IATA).

Airport Three Letter Code

Provide the airport code for the airport name listed. Similar to the airport name field, only FAA or IATA registered three (3) letter airport identification codes (sometimes referred to as airport code location indicators or LocID) should be used in this field.

SECTION 2: AIRPORT SPONSOR CONTACT INFORMATION

The Title, Department, Organization, Telephone Number and E-mail Address are required for both the Airport Executive and Airport Project Point of Contact.

Airport Executive Contact

This field must identify an individual capable of financially committing the airport to execute the proposed project. Typically this individual will be the airport director or the chief financial officer for the airport.

Airport Project Point of Contact

This field must identify the individual(s) responsible for managing or overseeing the actual design, construction and implementation of the project proposed in the In-Line Support Application. TSA recognizes that for larger projects an entire team of individuals may hold responsibility for managing the program. However, where possible 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 that should be identified. This individual is anticipated to be the person TSA would contact to coordinate technical review meeting or other technical meetings related to the project.

Telephone Number

Provide the telephone number at which the identified individual(s) can be reached. Do not list general department numbers or general offices numbers.

Airport Information

In this section provide the address to which all financial and other project related correspondence should be submitted. This may differ from the address of the Airport Executive, or the Project point of contact. Once established, the airport should ensure that TSA is informed of any changes to the address to ensure correspondence is accurately relayed.

Tax Identification Number

The Tax Identification Number (TIN) should be specific to the organization, whether state, city, municipal or other entity requesting equipment or funding from TSA.

SECTION 3: REQUEST

This section provides a general scope of the project under consideration, identifying whether the airport is only requesting equipment, funding for facility modifications, or funding for design of a CBIS. Each is explained in further detail below.

Equipment

This box should be checked for:

- Projects seeking equipment only for In-Line systems. This includes Explosive Detection Systems (EDS), Explosive Trace Detectors (ETD), Search Work Stations, or other equipment regardless of the configuration in which the equipment will be utilized (e.g. stand alone, fully automated)

or

- Projects seeking to implement a new CBIS, which will require both equipment and Facility Modification and/or Design funds.

If the required screening equipment necessary to support the proposed project is already on-site, is included in another In-Line Support Application, or an approved request already filed with TSA HQ, DO NOT check this box. However, do provide a reference to the other request (including the Application or ReMAG Number) in the Project Description (see Section 5).

Facility Modification Funding

This box should be checked for CBIS projects requiring construction, including:

- Construction of new terminals (of which TSA will only fund the reimbursable portion, reference FAQ).
 - Demolition or renovation of existing spaces
 - Expansion of existing terminals
-

Design

This box should be checked for airports seeking funds to:

- Initiate a CBIS design
- Complete or finalize an on-going CBIS design

Airports marking the Design box should identify any existing applications or ReMAG request numbers that are associated with the project in the Project Description (see Section 5).

System Redesign

If the airport already has an existing in-line CBIS, and is seeking to upgrade, modify or replace the system, this box should be checked. Additionally, the LOI, OTA or any funding agreement used to initially construct this project should be identified in the project description.

SECTION 4: PROJECT TITLE

This field should include the name and, if applicable, internal project number the airport has assigned to the project for which funds or equipment is being requested. This should be the name that appeared on the Basis of Design Report and will show on all designs, specifications, plans or other project related documentation going forward. Once established, the airport must ensure that any changes to the project name or project number are clearly communicated to TSA to avoid potential confusion regarding which specific project funding requests, correspondence or other information is related to.

SECTION 5: PROJECT INFORMATION

Sub-Section A: Project Description

The airport should provide an executive summary of the effort for which support is being requested from TSA. For projects requesting equipment only this should include a description of any equipment being replaced, the proposed configuration the equipment will be installed in and the exact locations where the equipment is proposed to be utilized.

Projects seeking funding and support for construction of entirely new CBIS, or upgrades to existing systems, should provide a succinct narrative of the overall goal of the project. Further, the description should identify any necessary construction of new facilities, or renovation or expansion of existing facilities. If the project is an upgrade, a description of the existing system and a statement regarding the rationale for upgrading the system should be provided. Other pertinent information, such as the number of bags, anticipated growth in service, number and type of EDS or other equipment being requested should be included.

Projects seeking to upgrade or replace existing systems, which may have been constructed using TSA or other federal funding sources, must identify any existing, open or closed, agreements related to the system being replaced or upgraded.

The concurrence letter from TSA HQ on the Basis of Design Report must be attached as well.

Sub-Section B: Nature of Project

This section requests the airport to identify whether the project is related to:

- Construction of a new terminal
- Retrofit of an existing terminal
- Expansion of an existing terminal
- Upgrade of an existing baggage handling system (BHS)

Sub-Section C: Design Criteria, Assumptions and Anticipated Equipment Requirements

Design Year

As indicated in Section 6.3.1 of the PGDS, the design year for equipment requirements is assumed to be 5 years after the opening year for a given baggage screening system (i.e., Date of Beneficial Use + 5 years). This assumption is based on current TSA policy for system approval. Thus, if a system is scheduled to become operational in 2010, the design year for that system will be 2015.

Design for Peak Bags/Hour

This information should coincide with the Flight Schedule Analysis (FSA) or static model developed as part of the projects basis of design and should identify the number of bags, including surge, being used to determine the quantity and type of EDS needed in the system's design year.

Screening Matrix Name

The specific name for the CBIS proposed. For example, Central East Matrix or West Patio or other unique designation which the airport has assigned to the proposed screening area. This name must be unique to avoid confusion with other security related projects that airport may have proposed, that may be on-going or may have been recently completed. Further, some airports have multiple CBIS within a single terminal, node or concourse and establishing an agreed to naming convention ensures all parties understand the scope of the project being submitted.

Terminal and Node or Concourse

The specific designation of terminal, node or concourse associated with the project in the In-Line Support Application. For example, Terminal 1 South, Boarding Area D may be

an entirely different matrix from Terminal 1 South. The terminal, node or concourse designation and the screening matrix name should constitute a unique identification for the proposed matrix, such that it cannot be confused with any other systems that may exist within the airport.

Number of EDS and Type of EDS

The number and type of EDS should be based on the projected Peak Bags per Hour and the number of bags per hour the proposed EDS type can screen as identified in the tables included in Chapter 5 of the latest version of the PGDS. For example, an L3-6000 can process 470 international bags or 540 domestic bags per hour.

Therefore, if the system is projected to handle 2,160 bags per hour at peak, a minimum of four (4) EDS would be required. The number of and type of EDS must be coordinated, and should include redundancy as spelled out in the PGDS.

Requested Delivery Date

Specify the anticipated calendar month and year, based on the projected/planned construction schedule for the project, in which the EDS would need to be delivered for the project to be completed on-time/on-schedule. This date should be as realistic as possible based on the current design status, design review timeframes, contract bidding and award process, and projected construction schedule. The airport should keep TSA apprised of changes to the projected delivery dates to ensure TSA HQ can plan, procure and deliver the equipment as necessary to maintain the airport's project schedule.

Airlines Served

The airport should list all airlines that are proposed to be serviced by the proposed CBIS or screening equipment. If the proposed matrix serves all airlines within a terminal, then each airline within the terminal should be identified. For airports where each airline has, or possibly a few airlines have, joined together in establishing a separate CBIS, the specific airline(s) utilizing or projected to utilize the equipment should be identified. Airports constructing expansions or entirely new terminals should provide a list of the airlines projected to utilize the proposed system. The name of an airline consortium is not acceptable.

Percentage of Airlines Bags Using Matrix

Airports at which the proposed screening matrix will only screen a percentage of an airline's bags (i.e., the airline may span multiple terminals, concourses or nodes) should identify the percentage of the airline's bags that will be handled by

implementation of the proposed project. This will aid TSA HQ in validating the number and type of equipment required for the project.

Sub-Section D: Design Status

The airport should identify any of the five (5) items (as included in Table 1 below), which have been or are being submitted for TSA HQ review and consideration. Airports already engaged in the design review process with TSA at greater than the schematic level, should identify their latest design package (30%, 70% or 100%) and other corroborating information (such as specifications, flight schedule, basis of design reports, cost estimates and/or modeling data) previously submitted in the *Airport Operator Comments* field along with the date provided. Regardless of the current design phase, airports are required to submit an Alternative and Preferred Alternative Analysis (separately or combined), as well as a cost estimate, basis of design and flight schedule analysis if they are seeking funding from TSA.

Table 1: Sub-Section 5.D Submittals Required

1. Has a schematic design or higher (30%, etc.) been previously submitted?
2. Has an Alternative Analysis been previously submitted?
3. Has a Preferred Alternative been previously identified?
4. Has a cost estimate for the current system design been submitted?
5. Has a Basis of Design and Flight Schedule Analysis been submitted?

Sub-Section E: National Environmental Policy Act (NEPA)

TSA is required to consider the potential impacts to the human and natural environment of projects proposed for TSA funding. TSA, through its Environmental Planning and Historic Preservation (EP&HP) Program, engages in a review process to ensure that TSA-funded activities comply with various Federal laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898). The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural, historical, and cultural resources, as well as to minimize potential adverse effects to children and low-income and minority populations.

The 3 questions on the In-Line Support Application were provided by EP&HP. Support documentation requested is a one page summary and design layout.

The recipient (airport) shall provide any information requested by TSA to ensure compliance with applicable Federal EP&HP requirements. Any project with the potential to impact EP&HP resources cannot be initiated until TSA has completed its review. Recipient (airport) may be required to provide detailed information about the project, including the following: location (street address or map coordinates); description of the project including any associated ground disturbance work, extent

of modification of existing structures, construction equipment to be used, staging areas, access roads, etc.; year the existing facility was built; natural, biological, and/or cultural resources present in the project vicinity; visual documentation such as site and facility photographs, project plans, maps, etc; and possible project alternatives.

For certain types of projects, TSA may be required to consult with other Federal and State agencies such as the U.S. Fish and Wildlife Service, State Historic Preservation Offices, and the U.S. Army Corps of Engineers, as well as other agencies and organizations responsible for protecting natural and cultural resources. For projects with the potential to have significant adverse effects on the environment and/or historic properties, TSA's EP&HP review and consultation may result in a substantive agreement between the involved parties outlining how the recipient will avoid the effects, minimize the effects, or, if necessary, compensate for the effects.

Because of the potential for significant adverse effects to EP&HP resources or public controversy, some projects may require an additional assessment or report, such as an Environmental Assessment, Biological Assessment, archaeological survey, cultural resources report, wetlands delineation, or other document, as well as a public comment period. Recipients are responsible for the preparation of such documents, as well as for the implementation of any treatment or mitigation measures identified during the EP&HP review that are necessary to address potential adverse impacts. Recipients may use these funds toward the costs of preparing such documents and/or implementing treatment or mitigation measures. Failure of the recipient to meet Federal, State, and local EP&HP requirements, obtain applicable permits, and comply with any conditions that may be placed on the project as the result of TSA's EP&HP review may jeopardize continued Federal funding.

Recipient shall not undertake any portion of the proposed project having the potential to impact EP&HP resources without the prior approval of TSA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EP&HP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EP&HP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify TSA and the appropriate State Historic Preservation Office.

No actions or portions of an action covered by a categorical exclusion that requires a Record of Environmental Consideration (REC) will be taken until the REC is completed.

SECTION 6: PROJECT OBJECTIVES/JUSTIFICATION

The airport should provide a detailed narrative discussing the rationale for the proposed project, specifically addressing how the proposed system will improve baggage screening and airport security. Further, the airport should identify any projected cost savings based on the projected life-cycle cost analysis required under the Alternative and Preferred Alternative Analysis. Information provided in this section is not directly used for application scoring, but is helpful in providing overall understanding and context to TSA.

SECTION 7: PROJECT SCHEDULE

Estimated Start of Project Construction

The airport must provide the projected calendar month and year when construction is anticipated to begin based on the current design status, design review timeframes, and bidding environment.

Estimated System Operational Date

Based on the project schedule the airport should provide the best available estimate of the calendar month and year when they anticipate receiving beneficial use from the CBIS and BHS (i.e., when the system is projected to be fully operational).

SECTION 8: FINANCING PLAN FOR PROJECT

In general, TSA will fund a maximum of 90% of eligible project costs for in-line projects at large and medium hub airports, and 95% at small, non and no hub airports. Funding levels may vary from year-to-year dependent on language included in the agencies funding appropriation legislation. Projects indicating a larger local contribution will receive a higher application score.

All dollar entries in this section must be inputted in complete numerals. The form will automatically calculate the subtotal of the funding information in each section, as well as the percentage of the total project cost represented by each subtotal.

SUB-SECTION A: TSA FUNDS

Previous Funding/Previous Agreement

If the airport has previously received funding for the project identified in the application, the airport must identify the Letter of Intent (LOI) or Other Transaction

Agreement (OTA), by contract/agreement number, under which the airport received the funding. Further, the airport must identify the amount of funding received.

Current Funding Request

The airport should identify the specific funding level being requested for the project identified in the application. The funding request should be the total dollar value the airport is seeking from TSA.

SUB-SECTION B: PFC FUNDS

Pay-As-You-Go/PFC Approval Number

If the airport has received or implemented an authorization for a Pay-As-You-Go process using PFC funds to support this project, or general improvements which include this project, the airport must specify the PFC Approval Number in the appropriate PFC Approval # field. Specify the amount of Pay-As-You-Go PFC that will be collected for the CBIS project.

Bond Capital/PFC Approval Number

If the airport has been authorized to issue bonds backed by PFC funds for capital construction/improvements that include this project, the airport must specify the PFC Approval Number in the appropriate PFC Approval # field. Specify the amount of PFC bond revenue that will be available for the CBIS.

SUB-SECTION C: OTHER FUNDS

State Grant

The airport must identify any state grant funding that will be available for the CBIS project.

Airport Funds

The airport must identify any capital or project funds it will be providing in support of this project.

Airport Revenue Bonds

The airport must identify funds it will receive from revenue bonds issued to support this project or other capital projects, and specify the amount that will be made available to the CBIS project.

Other

The airport shall identify any other sources of funding being used to support this specific project.

TOTAL PROJECT COSTS

The form will automatically sum all funding identified in Section 8. The Airport should verify that this amount correctly represents the CBIS costs.

NEXT STEPS

The Frequently Asked Questions (FAQ) document posted on the Airport Checked Baggage Guidance Material webpage is a wealth of information and should be referenced to help answer your application questions.

http://www.tsa.gov/research/checked_baggage_material.shtm
