



Transportation
Security
Administration

Electronic Baggage Screening Program (EBSP)

***In-Line Funding Application Process:
Frequently Asked Questions (FAQ)***

As of November 30, 2009

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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 and Explosives Detection System (EDS) equipment for in-line systems requiring facility modification or construction
 - In-line systems also include Mini and Semi in-line systems
 - EDS equipment only for in-line systems
- *Airport wide baggage screening projects may be partially or incrementally funded by TSA, if accepted .*

Projects Not Eligible for Consideration

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

- Non eligible projects include any airport 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 FSD and will be evaluated through the ReMAG Request Management system at <http://projecttracking.tsa.gov>.*

Costs Eligible for TSA Funding

What costs will be considered by TSA for funding?

- Costs identified as Reimbursable/Non-Reimbursable will be part of the project funding negotiations between TSA and the Airport.
- 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.
- *The Reimbursable/Non-Reimbursable Costs outlined in Appendix F of the PGDS is a resource to help identify those costs associated with awarded OTAs, (which are potentially reimbursable by the TSA during the funding application review), or requests submitted by airports. The current PGDS including Appendix F is located on the **Airport Checked Baggage Guidance Material** webpage at http://www.tsa.gov/research/checked_baggage_material.shtm.*

Cost Recognition vs. Cost Incurred

Can funds be requested to cover costs already incurred?

- Costs associated with a Checked Baggage Inspection System (CBIS), incurred prior to the date the Other Transaction Agreement (OTA) or Letter of Intent (LOI) is executed by both parties *will not* be reimbursed by TSA.

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 application is on TSA's website and can be downloaded from the Airport Checked Baggage Guidance Materials page at http://www.tsa.gov/research/checked_baggage_material.shtm .
- The FSD will submit a ReMAG Project Request at <http://projecttracking.tsa.gov> to receive a ReMAG Issue ID number.
- The FSD will then submit the completed application, with its unique ReMAG ID number for the project, as an attachment to ScreeningSupportRequest@dhs.gov, in accordance with the TSA ReMAG Request Management process.
- The TSA Office of Security Technology will review the application and contact the Airport POC 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 initial submission, simply send an e-mail to OSTCBD@tsa.dhs.gov. Reference the Airport code and Project ID Number in the subject line and detail the changes requested.

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.
- Please see the list of supporting documentation necessary to be considered for future funding at the Airport Checked Baggage Guidance Material page at http://www.tsa.gov/research/checked_baggage_material.shtm.

Requesting Additional Funding

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

- Projects previously funded by TSA through the following vehicles are NOT eligible for additional funds:
 - A Letter of Intent (LOI)
 - An Other Transaction Agreement (OTA), OR
 - Other TSA funding mechanism

Submitting Multiple Projects

Can more than one project be submitted?

- Airports may submit more than one project
- A **separate** application for each project is required:
 - To ensure a ReMAG 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 in-line funding applications at any time.
- TSA urges airports to begin communication with the Electronic Baggage System Program (EBSP) Regional Deployment Manager early on when planning future projects. This helps TSA in developing spend plans for the future. Please provide as much information as possible regarding the Airport project's funding needs and anticipated timelines.

Supporting Documents for Funding Applications

What supporting documentation is required?

- The funding application process requires airports to submit at a minimum the following:
 - Rough Order of Magnitude (ROM) Construction and Operations and Maintenance (O&M) Cost Estimate
 - Detailed Program Requirement Document – Basis of Design Report
 - High Level Flow Based Modeling (Static Model/Flight Schedule Analysis)
 - Schematic Design Plans
 - Preliminary Alternative Analysis Report
 - Preferred Alternative Analysis Report
 - Preliminary Milestone Project Schedule
 - Phasing and Constructability Technical Memorandum
- *Refer to the Planning Guidelines and Design Standards (PGDS) for definition of the above documents. The PGDS can be found on the Airport Checked Baggage Guidance Material page at http://www.tsa.gov/research/checked_baggage_material.shtm.*

More Developed Projects

What information will be required for projects that are beyond the schematic design level?

- For projects that have *not* had designs submitted previously to TSA for review, please submit the documents identified above. In lieu of the schematic plans, submit the latest plans and specifications available.
- For projects that have had project designs submitted previously for review by TSA, and are submitting an In-Line Funding Application, the following documents must be submitted (if not previously included in the design package):
 - Preliminary Alternative Analysis Report
 - Preferred Alternative Analysis Report
 - Phasing and Constructability Technical Memorandum

Basis of Design Report Content

What is included in a “Basis of Design Report”?

- The Basis of Design Report should
 - Provide a written narrative of the concept of operation for the system
 - Outline the proposed zoning schema for the BHS
 - Identify the proposed EDS equipment make and model
 - Estimate the design year the baggage system will become operational
- The Basis of Design Report should include
 - All assumptions and calculations for determining the projected throughput requirements for the BHS
 - Calculations (see Static Model discussion below) for projected growth in throughput requirements for five (5) years after the system becomes operational (date of beneficial use plus five (5) years)
- *An example is included on the Airport Checked Baggage Guidance Material webpage at http://www.tsa.gov/research/checked_baggage_material.shtm.*

Modeling Required

What type of modeling is required, if any?

- At a minimum:
 - A static model in accordance with the Planning Guidelines and Design Standards for Checked Baggage Inspections Systems (PGDS) demonstrating how the number of EDS required to achieve system throughput was determined
- *The link for the PGDS is located on the Airport Checked Baggage Guidance Material webpage at*
http://www.tsa.gov/research/checked_baggage_material.shtm.

Drawings Required

What Plans (Drawings) are included in a Schematic Design Package?

- At a minimum:
 - General Arrangement of CBIS Space Including:
 - » Personal Access and Egress Path
 - » Equipment Access and Egress
 - » Maintenance Access to equipment
 - » Locations of On-Screen Resolution (OSR) Room, Checked Baggage Resolution Area (CBRA), Over Size and Out-of-Gauge (OOG) areas
 - » Connections to upstream and downstream BHS Portions
 - Phasing Plans
 - Sectional Views-showing vertical dimensions
 - Large Scale View-Details for the CBRA
 - Airfield Plan – airfield and ramp changes affecting the BHS
 - Demolitions Plans – Building Modifications, identifying structures to be removed as part of the BHS project
 - System Configuration Plans
 - Existing systems
 - Checked Baggage Resolution Area(s)
 - Number of EDS
 - EDS Access
 - Queues before and after EDS

- Clear Bag Route
 - Suspect Bag Route
 - On Screen Resolution (OSR) Decision Point
 - Out Of Gauge (OOG), Purge and Re-Insertion Lines
 - Elevations (vertical views) – Vertical Clearances
 - Outbound Isometric – showing configuration of the system
- *An example is included on the Airport Checked Baggage Guidance Material webpage at http://www.tsa.gov/research/checked_baggage_material.shtm.*

Preliminary Alternative Analysis Report

What is in a Preliminary Alternative Analysis Report?

- Identification of all alternatives considered including interior vs. exterior build-out considerations, and a short-list of the preliminary set of alternatives to be carried forward for analysis on a life-cycle cost basis
- Documentation of the assumptions and methodology used to derive the design year baggage screening demand along with the process used to develop alternatives
- Provision of the conceptual layouts of alternatives
- *Please review the PDGS for assistance on how to develop screening alternatives and methods for determining screening equipment requirements for various screening alternatives.*
- *An example is included on the Airport Checked Baggage Guidance Material webpage at http://www.tsa.gov/research/checked_baggage_material.shtm.*

Preferred Alternative Analysis Report

What is in a preferred alternative analysis report?

- Documentation of the life-cycle cost analysis
- Basis and/or the Criteria used for selection of the preferred alternative(s)
- *The PGDS provides an explanation of how to select a preferred alternative from a universe of screening alternatives.*
- *An example is included on the Airport Checked Baggage Guidance Material webpage at http://www.tsa.gov/research/checked_baggage_material.shtm.*

Electronic Submission of Supporting Design

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 OSTCBD@tsa.dhs.gov.
- If you encounter 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:

Ms. Lois Brand
Data Management Lead
TSIF – S224
1 Post Office Way
Washington, D.C. 20528

- Documents should be provided in Adobe Acrobat version 7.0 or later.
- *These instructions are not to be confused with instructions for the In-Line Application submitted by the FSD on page 4.*

Incomplete Applications

What happens if the application package is incomplete?

- If the application package is deemed incomplete (not in conformance), the Airport POC will be contacted via email to obtain the missing information/data.

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 to be evaluated only if all requested documents and plans have been received.
- Applications failing to include all the required documentation will be considered incomplete and will not be considered in the current funding cycle.

Review Process

What is the In-line Funding Application review process?

- Upon receipt of an in-line funding application, it is:
 - Entered into the project tracking system using the ReMAG Issue ID number.
 - Reviewed for compliance against submission information requirements.
- An email communication is sent to the Airport indicating whether the application package is complete, 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 information is required after the initial technical review, the Airport is contacted via email to request the additional information.
 - If the application package is non-conforming, the missing information is identified and requested via an email to the Airport.
 - Once the remaining information is submitted, the design is reviewed for BHS and technical requirements.
 - 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, there will likely be an extended delay before the next communication is made with the Airport. The timing is due to the federal budget process and the approval of funding. If you have any questions, please contact your Regional Deployment Manager.*

TSA Points of Contact for the Funding Application Process

Who are the primary TSA Points of Contact regarding application status and application requirements?

- For questions about the application process, please contact Karen Ellis at (571) 227-4198 or Karen.ellis@tsa.dhs.gov.
- For technical questions and project status, please contact the following EBSP Regional Deployment Manager for your airport.

Region	States	POC
North Central	Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota, West Virginia, Wisconsin	Penny Lawless (571) 227-3791 penny.lawless@dhs.gov
Northeast	Connecticut, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont	Terry Spradlin (571) 227-4108 terry.spradlin@dhs.gov
Northwest	Alaska, Colorado, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming	Khalid Haider (571) 227-1350 khalid.haider@dhs.gov
Southwest	Arizona, California, Hawaii, New Mexico, Pacific Rim (Saipan International and Rota International), U.S. Territories (Antonio B. Won Pat International and Pago Pago – American Samoa)	Greg Cypher (571) 227-2320 gregory.chypher@dhs.gov
South Central	Alabama, Arkansas, Kansas, Kentucky, Louisiana, Mississippi, Missouri, Oklahoma, Tennessee, Texas	Peter Donis (571) 227-3234 peter.donis@dhs.gov
Southeast	Florida, Georgia, North Carolina, Puerto Rico, South Carolina, Virgin Islands, Virginia	John Reed (571) 227-1563 john.reed1@dhs.gov

- The secondary POC is Keith Blowe, EBSP Deployment Manager at keith.blowe@tsa.dhs.gov or (571) 227-5520.

Reference Materials

Where can I obtain the TSA reference materials for the In-Line Funding Application Process?

- The funding application guidance materials are available on the TSA website at http://www.tsa.gov/research/checked_baggage_material.shtm. The guidance materials include:
 - The current In-Line Funding Application
 - The In-Line Funding Application completion guidance
 - An In-Line Funding Application sample
 - In-Line Funding Application technical content and samples
 - The Planning Guidelines and Design Standards (PGDS) for Checked Baggage Inspection Systems