



Transportation  
Security  
Administration

February 3, 2009

Dear Airport Director and Chief Financial Officer:

The Transportation Security Administration (TSA) is initiating the Federal Fiscal Year 2010 (FY10) Funding Application Process (FAP). Airports interested in obtaining funding to support design and implementation of checked baggage inspection systems (CBIS), regardless of configuration, are invited to submit an application via the local Federal Security Directory (FSD) or their designee to TSA no later than March 3, 2009, with a complete set of associated documents supporting the application no later than March 18, 2009. Guidelines and a sample application have been provided in Attachment A. The FAP complete set of associated documents includes, at a minimum:

- ROM Construction and O&M Cost Estimate (see Attachment B and C)
- Detailed Program Requirements document --- a Basis of Design Report (see Attachment D)
- High Level Flow based modeling assumptions and results (Static Model) (see Attachment D)
- Schematic Design Plans (see Attachment E)
- A Preliminary Alternative Analysis Report (see Attachment F)
- Preferred Alternative Analysis Report (see Attachment H)
- Preliminary Milestone Project Schedule. (see Attachment H)
- Phasing and Constructability Technical Memoranda (as defined in the Planning Guidelines and Design Standards for Checked Baggage Inspection Systems (PGDS) Chapter 3)

The associated documents listed are identified in the PGDS <http://www.tsa.gov/research/asac/index.shtm> . The enclosed attachments represent examples of submittals for each category. It is not expected that the Integrated Local Design Team (ILDIT) comply verbatim with the sample, but ensure the overall content is met.

Airports interested in submitting an application must coordinate with their local FSD or their designee to ensure their proposed project application form is entered into the TSA requirements tracking system. Upon entering into the TSA Project Tracking Intranet site, an application form will be emailed to both the FSD/designee and the Airport point of contact as entered into the system by the FSD/designee.

Airports that have previously submitted design packages to TSA for review, that want to apply for FY10 funding through this process, must provide any documentation identified above, that has not previously been submitted, including an updated FY10 Application Form. For example, applicants that have submitted a 30%, 70% or 100% design package consisting of a Basis of Design Report, Specification and Plans, must resubmit the latest design, in addition to the alternative analysis, cost estimate and any other documents not previously submitted to include the FY10 Application Form.

Airports will be contacted within one week of submission of their application by the Regional TSA Deployment Project Manager with instructions on where to submit the balance of their FAP supporting documentation. TSA will provide a Frequently Asked Questions (FAQ) and Answers document to the FSD and their designee for distribution to airports submitting applications to assist in the completion of all submittals.

Airports will be contacted regarding the completeness of their submission approximately one week after submission of the FAP documentation. Airports submitting incomplete packages will be contacted by TSA, or their contractor, to obtain additional or missing information. Packages still incomplete as of 2 weeks following the deadline above will not be considered for FY10 funding.

Airports can expect to receive design review comments within 4 weeks of TSA receipt of a complete FAP package, and airports can anticipate notification of their completed funding reviews by May 22, 2009. A projects status will be based on the technical merits of the submittal package and the funding level approved by Congress.

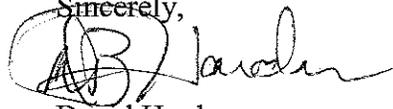
Prioritization criteria for the FY10 FAP will include but will not be limited to:

- Airport's willingness to contribute a higher cost share
- Airport's willingness to fund the total project for everything but equipment
- Risk factors
- Completeness and timeliness of submission

Although FY10 applications are due by March 3, 2009, TSA will accept applications on a rolling basis. That is, applications will be accepted at any time during the year; however, to ensure inclusion for FY10 funding consideration, completed packages must be submitted by the dates within this letter. This provides TSA the flexibility to potentially fund additional airports projects each fiscal year in the event additional funds should become available.

Kindly submit an e-mail outlining your intent to submit a FAP package for FY10 with an estimated total project cost, by February 10, 2009 to your local FSD or their designee and copying [ScreeningSupportRequest@dhs.gov](mailto:ScreeningSupportRequest@dhs.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "D. Harder", written over a circular stamp or mark.

David Harder  
Program Manager  
Electronic Baggage Screening Program  
Office of Security Technology

Enclosures:

1. In-Line Application Form Instructions and Sample Application
2. Reimbursable and Non-Reimbursable Cost And Cost Estimating Guidance
3. Cost Estimate Template
4. Example Basis of Design Report
5. List of Minimally Required Concept Drawings
6. Example Alternative Analysis Report
7. Example Preferred Alternative Report
8. Example Milestone Project Schedule