

DEPARTMENT OF HOMELAND SECURITY  
Transportation Security Administration

**FACILITY MODIFICATION OTHER TRANSACTION AGREEMENT (OTA) APPLICATION**

**INSTRUCTIONS:** Airport Sponsor seeking funding for costs with a Facility Modification of a project must coordinate with the Airport TSA Federal Security Director (FSD) and then complete the form and submit it to [cbtplanning@tsa.dhs.gov](mailto:cbtplanning@tsa.dhs.gov). Please refer to the Facility Modification Other Transaction Agreement Application guidance that is found at the end of this application for additional assistance in filling out the application.

**SECTION I. Airport Information**

Date Submitted:

Airport IATA Code:

Airport TSA Code:

Airport Name:

Airport Address:

Airport City:

Airport State:

Airport Zip Code:

**SECTION II. Project Sponsor Contact Information**

**Part A. Project Sponsor Executive Point of Contact**

Name:

Organization:

Department:

Title:

Telephone Number:

Email Address:

**Part B: Project Sponsor Point of Contact (*airport employee or airport-authorized representative*)**

Name:

Organization:

Department:

Title:

Telephone Number:

Email Address:

**Part C: TSA Point of Contact (*Federal Security Director or Designee*)**

Name:

Organization:

Department:

Title:

Telephone Number:

Email Address:

*Previous editions of this form are obsolete.*

<b>SECTION III. Project Information</b>	
Project Title:	Terminal:
Screening Matrix Name:	Node or Concourse:
Estimated Start Date of project construction:	Estimated system operational date:
Do you have a designer identified and/or under contract?	Yes                      No
Is this project part of a larger construction project at the airport?	Yes                      No
If yes, what is the nature of the larger construction project? <i>(Check all that apply)</i>	
New Terminal	Retrofit of Existing Terminal
	Terminal Expansion
If In-Line project, what type of CBIS? <i>(Check only one. Please refer to PGDS for definition of each CBIS Type and TSA Funding Policy Memo for funding eligibility by project type)</i>	
Mini In-Line	In-Line
Design Status – Level of Latest PGDS-Compliant Design Package Reviewed by TSA:	
Pre-Design	Schematic
	30%
	70%
	100%
Date of Latest Review by TSA:	
Provide a project description and justification: <i>(Provide a description of the existing system configuration (standalone, mini in-line or in-line) and a description of the planned project. For example: Existing screening in Terminal 1 consists of 5 standalone EDS, the new project design seeks to consolidate screening into a new in-line Checked Baggage Inspection System (CBIS) with 2 EDS.)</i>	

***Previous editions of this form are obsolete.***

**Section IV. Nationwide Environmental Policy Act**

Provide a description of the proposed action including details such as the level of interior modifications necessary, number of units to be installed, any change in use of interior space, or installation of generators or backup power equipment. Provide a plan sheet(s) that depicts the project in its entirety, including any land disturbance. plan sheet should contain a key or labeling so staff can determine what is being depicted.

In what year(s) were the building(s) or terminal(s) constructed? *(List all that apply)*

Is the proposed action occurring in a building(s) or terminal(s) over 50 years of age?	Yes	No
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If the building(s) or terminal(s) are over 50 years of age, the structures must be evaluated for eligibility for the National Register of Historic Places and the following questions must be answered. ***(Please provide supporting documentation, such as Phase I Cultural Resource Survey, Environmental Assessment or Impact, or State Historic Preservation Officer (SHPO) concurrence letter.)*** Please refer to the Application Guidance to ensure compliance with NEPA and TSA's Environmental Planning Program.

Have the building(s) been evaluated?	Yes	No
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Did the evaluation conclude the building(s) are eligible for listing?	Yes	No
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Are the building(s) listed on the National Register of Historic Places	Yes	No
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If yes, please ensure that accompanying sheet/schematic shows the full extent of the modifications proposed as part of the project.

Have there been any planning documents (i.e.: Environmental Assessment, Categorical Exclusion, Airport Master Plan) prepared for this site within the past 10 years?	Yes	No
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If yes, please provide an electronic copy of the document or relevant sections of the document and/or a Web site address from which the document can be accessed.

Is all supporting documentation attached?	Yes	No
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***Previous editions of this form are obsolete.***

**SECTION V. Financing Plan** (please refer to the Application Guidance for information on standard TSA cost share and Hub size)

Please refer to the Application Guidance for information on standard TSA cost share. In general, TSA will fund a maximum of 90% of allocable and allowable project costs for in-line projects at medium-hub and large-hub airports, and 95% of allocable and allowable project costs at all other airports. Please use your Airport's cost share to calculate TSA's potential funding contribution. The TSA cost share is only applicable to project costs which are allocable and allowable, as defined in EBSA's Funding Policy Memo and verified during the Design Review and Cost Validation process.

TSA Maximum Cost Share:

Airport Hub Size:

Estimate of total costs for the project:

In which month does the airport fiscal year begin?

Please fill out the table below. For the "TSA Funds" section, you will need to input and calculate the appropriate figures into the "Current Funding Request," "Cost Share %" and the "TSA Cost Share" fields.

TSA Funds		PFC Funds		Other Funds	
Current Funding Request		Pay-As-You-Go		State Grants	
Cost Share		<i>PFC Approval #</i>		Airport Funds	
TSA Cost Share Amount		PFC-Backed Bond Capital		Airport Revenue Bonds	
		<i>PFC Approval #</i>		Other Funds ( <i>Specify type below</i> )	
<b>Subtotal TSA Funds</b>		<b>Subtotal PFC Funds</b>		<b>Subtotal Other Funds</b>	

**Total Funds**

**Other Funds Type:**

*Previous editions of this form are obsolete.*



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## **Electronic Baggage Screening Program Other Transaction Agreement Application Process**

### **Facility Modification Other Transaction Agreement Application Guidance**

File: 2600.1  
Version 6.0  
November 19, 2024



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## Introduction

The Electronic Baggage Screening Program (EBSP) Facility Modification Other Transaction Agreement (OTA) Application (Application) should only be submitted for funding requests that support the construction of Checked Baggage Inspection Systems (CBIS). The Design OTA Application should be completed for airports only seeking funding for the costs associated with the design of CBIS. Equipment- only requests should be submitted by a Transportation Security Administration Federal Security Director (FSD) via the TSA Acquisition Program Management (APM) Equipment Request Interface (ERI).

Airports applying for project funding for multiple terminals, nodes, or concourses involving multiple Checked Baggage Inspection Systems (CBIS), must provide a separate Application for each separately-designed CBIS matrix/matrices project.

In order for an Application to be considered complete, each of the following steps must be completed:

- Within the Application, each fillable field must be completed, each drop-down menu must be selected, all appropriate boxes must be checked, and all questions must be answered.
- All supporting documentation submitted as outlined in the Application and this guidance.

Airports will be notified by TSA if their Application is complete or incomplete. TSA reviews applications and makes determinations on two aspects of the project:

1. The first step in the application review process is determining if the application consist of a valid requirement, this establishes that the project is considered eligible for funding under TSA's Funding Policy Memo.
2. The second step in the application review process is determining funding availability. A project may be considered eligible for funding, but funding may not be available within the project's planned fiscal year (FY). TSA will work closely with the Project Sponsor to communicate funding timelines in the event that funding is not available within the planned project execution year.

The following information provides section by section guidance for each field within the Application.

## Section I. Airport Information

### Date Submitted

This field should be the date on which the Application is emailed to TSA.

### Airport IATA Code

Please provide the Airport's three-letter International Air Transport Association (IATA) Code. Only three- letter IATA codes of Federalized Airports eligible for TSA funding of CBIS projects are permissible. If the Project Sponsor is unaware of the Airport's IATA code, please contact the Airport's FSD.



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### **Airport TSA Code**

Please provide the Airports TSA Code. For most airports, the three-digit Airport TSA Code will be the same as the Airport IATA Code. However, for some airports, the Airport TSA Code will differ from the Airport IATA Code.

### **Airport Name**

Please provide the full name of the Airport associated with the IATA Code selected.

### **Airport Address**

Please provide the address that all financial and other project-related correspondence should be submitted.

### **Airport City**

Please provide the City in which the Airport resides.

### **Airport State**

Please provide the State in which the Airport resides.

### **Airport Zip Code**

This field must be the zip code associated with the Airport address.

## **Section II. Project Sponsor Contact Information**

### **Project Sponsor Executive Point of Contact**

This field must identify an individual capable of financially committing the Airport to execute the proposed project. This individual will receive all correspondence from TSA related to the project. Typically, this individual will be the Airport Director or the Chief Financial Officer for the Airport.

### **Project Sponsor Point of Contact**

This field must identify the individual responsible for managing or overseeing the of the project proposed in the Facility Modification OTA Application. TSA recognizes that for larger projects an entire team of individuals may be responsible for managing the project. However, 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 as they are identified. This individual should be the contact person for TSA to coordinate management or technical meetings related to the project.

### **Local TSA Point of Contact**

This field must identify the Airport's Federal Security Director (FSD) or the FSD's designee.



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## Contact Information Fields

The fields in this section are applicable to all four points of contact. All fields for all points of contact must be completed for TSA to consider the Application complete.

### Contact Name

Provide the first and last name of the individual identified as the point of contact.

### Organization

Provide the organization for which the point of contact is employed. This organization should be a legal entity, such as an airport authority, a state government, an airline, a consulting firm, or an engineering firm. The Airport name shall not be used as the Organization.

### Department

Provide the department within the organization to which the point of contact is most closely associated.

### Title

Provide the professional title of the point of contact.

### Telephone Number

Provide the primary telephone number of the point of contact. This telephone number should be the telephone number used to reach the point of contact directly; please do not list general department or organizational telephone numbers.

### Email Address

Provide the email address of the point of contact. Please do not list general organizational email addresses.

## Section III. Project Information

### Screening Matrix Name

Please provide the name of the screening matrix which is being used for planning purposes. The Screening Matrix Name should be a unique identification for the proposed matrix different from any other system at the Airport.

### Terminal

Please indicate in which terminal the project will be constructed. If the Airport only has one terminal, please indicate "Main." If this project is in conjunction with construction of a new terminal, please indicate the name of the terminal used in the Master Plan.

### Node or Concourse

Within the terminal, please provide a specific designation of which node or concourse the project will be constructed in. For example, in Terminal 1 South, "South" is the node or concourse which differentiates the system from other systems in the same terminal. Please consult the Airport's FSD or designee if





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the nodes or concourses in the terminal are not known.

## Project Schedule

Please indicate the projected calendar month and year when construction is anticipated to begin based on the current design status in the “Estimated start of project construction” field.

Additionally, please indicate the projected calendar month and year when the system will be operational. This date should be the same as the Date of Beneficial Use (DBU) for the equipment to be installed, as defined in the PGDS.

Please select either “yes” or “no” to indicate whether the project is part of a larger construction project at the Airport. A project is considered to be part of a larger construction project if construction efforts will be performed for other areas of the terminal not related to the in-line screening project. The in-line screening project must, however, share resources or in some other way be dependent upon the schedule of the larger terminal project. For projects that are part of a larger construction project, the Airport must attach a scope of work for contractors including construction managers and architects that include efforts beyond the BHS. The overall project schedule for the larger construction project must also be attached, as well as a design drawing or layout for the larger project.

If the project for which funding is being sought is part of a larger construction project, please indicate whether the larger construction project is a New Terminal, a Retrofit of an Existing Terminal, or a Terminal Expansion by checking all boxes that apply.

Please indicate the CBIS type which has been designed for the project. The PGDS defines in-line CBIS as: Mini In-Line or In-Line.

## Design Status

**For projects that have not previously received Design OTA funding:** In order for TSA to consider Facility Modification OTA funding for a project, the design of the project should go through TSA’s design review process and have received approval from TSA. Project designs should comply with all requirements set forth in Planning Guidelines and Design Standards version that’s current at the time the application is submitted. TSA will not reimburse project costs incurred prior to execution of a funding vehicle associated with an approved Application.

Design phase and deliverable requirements are outlined in the PGDS.

**For projects that have received Design OTA funding:** The Applicant will be required to have obtained TSA approval of the 100% Design Phase as defined in the PGDS, to have obtained bids and determined the prospective winning bidder, and provided bid information to TSA, before TSA will negotiate Facility Modification OTA funding.

If the Design Package is not PGDS compliant, the Application will be rejected, and Facility Modification OTA funding will not be considered.

## Project Description and Justification

The Project Description and Justification should provide a clear narrative of the overall goal of the project and summarize the key aspects of the project including existing system configuration (standalone, min in-line or full in-line) and proposed system configuration and size. The Airport should identify any necessary construction of new facilities, renovation, or expansion of existing facilities. If the



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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 that are upgrades or replacements to existing systems and which were constructed using TSA or other federal funding sources must identify any existing open or closed agreements related to the systems being replaced or upgraded.

## **Section IV. National Environmental Policy Act (NEPA)**

To comply with NEPA, TSA is required to assess its proposed actions to consider the potential impacts to the human and natural environment. The TSA Environmental Planning Program (EPP) reviews TSA's actions to evaluate the potential for impacts and compliance with applicable regulations. Environmental planning reviews are best performed alongside the project planning process to reduce to the potential for delays or added costs.

The questions on the Facility Modification OTA Application are used to determine the level of review required for the proposed action. Most CBIS projects have a limited potential for adverse impacts. In a project requiring interior or exterior modification, it must be determined if the building is eligible for the National Register of Historic Places. If a project proposes land disturbance, TSA must determine if the disturbance will affect any protected resources. Provide a detailed project description, any supporting documentation relevant to the questions on the Application, and a project plan sheet showing the overall scope of the proposed action with a detailed key or labeling to effectively communicate the sheet's contents.

In instances where an initial review identifies the potential for significant adverse effects to protected resources, the proposed project may require a more detailed review such as an Environmental Assessment or Environmental Impact Statement. The Airport is responsible for the preparation of such documents, as well as for the implementation of any treatment or mitigation measures identified during the review that are necessary to address potential adverse impacts.

The Airport may use funds received through the Facility Modification OTA Application Process toward the costs of preparing such documents and/or implementing treatment or mitigation measures. Failure of the Airport to meet federal, state, and local requirements, obtain applicable permits, and comply with any conditions that may be placed on the project as the result of TSA's NEPA review may jeopardize continued federal funding.

Required environmental documentation must be completed prior to undertaking any portion of the proposed project. The Airport must comply with all conditions placed on the project as the result of the EPP review. Any change to the approved project scope of work will require re-evaluation for compliance with EPP 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 Airport will immediately cease construction in that area and notify TSA and the appropriate State Historic Preservation Office.



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## Section V. Financing Plan

In general, TSA will fund a maximum of 90% of allocable and allowable project costs for in-line projects at medium-hub and large-hub airports, and 95% of allocable and allowable project costs at all other airports. Funding levels for all airports may vary from year to year depending on current legislative mandates and directives. For specific airports, TSA Cost Share may vary from year to year depending on the specific airport's current Hub Size, as designated by the Federal Aviation Administration (FAA). The TSA Cost Share levels will remain the same for the entirety of the project funding once the funding agreement is executed. However, modifications to the funding agreement may result in changes to TSA Cost Share applicable to the modified portions of the agreement if either legislative directives or Airport Hub Size has changed since the funding agreement was executed.

All dollar entries in this section must be input in complete numerals. The Applicant will calculate the subtotals of the funding in the "TSA Funds," "PFC," and "Other Funds" sections and the "Total Funds". Applications in which the requested TSA funds exceed the TSA Maximum Cost Share will be considered incomplete.

### **TSA Maximum Cost Share %**

The TSA Maximum Cost Share is based upon current legislative directives (Title 49 of the US Code § 44923), which specifies that the TSA cost share for in-line CBIS. Enter your airport's assigned Cost Share. Please review the attached Airport Hub Size chart to determine your airport's hub size and to calculate your cost share. You must save the file to your desktop to open.

### **Airport Hub Size**

The Hub Size is the current FAA Hub Size designation, as based upon calendar year enplanements. Please visit the FAA page chart to determine your airport's hub size.

### **Total Cost and FY**

Please input the estimates cost of the project and the month the Airport's fiscal year begins.

### **Current Funding Request**

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

### **TSA Cost Share Amount**

Calculate the figure "TSA Cost Share" by multiplying the "Cost Share %" section with your entry from the "Current Funding Request" section.

### **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 project.



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## **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 project.

### **State Grant**

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

### **Airport Funds**

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

### **Airport Revenue Bonds**

The Airport must identify funds it will receive from revenue bonds issued to support this project. If Airport Revenue Bonds were issued for other capital projects in addition to this project, specify the amount that will be made available to this project.

### **Other Funds**

The Airport shall identify any other sources of funding being used to support this specific project. You may specify the type of funding at the end of the Financial Plan section in the Application.

### **Total Funds**

Please calculate the total amount of funds available for the project by adding the three subtotals together. The Airport should verify that this amount correctly covers the project cost. During the contract negotiation process, TSA and the Airport will identify the total allocable and allowable project costs as detailed in the current version of the PGDS.

## **Next Steps**

Frequently Asked Questions (FAQ) are posted to the EBSP page of the TSA Web site and should be referenced to help answer Application questions. The FAQ section can be found at <https://www.tsa.gov/for-industry/electronic-baggage-screening>.