

DEPARTMENT OF HOMELAND SECURITY  
Transportation Security Administration

**DESIGN OTHER TRANSACTION AGREEMENT (OTA) FUNDING APPLICATION**

<b>INSTRUCTIONS:</b> Airport Sponsor seeking funding for costs with the design of a project must coordinate with the airport TSA Federal Security Director (FSD) and then complete the form and submit it to <a href="mailto:CBTPlanning@tsa.dhs.gov">CBTPlanning@tsa.dhs.gov</a> . Please refer to the Design Other Transaction Agreement Funding Application Guidance that is found at the end of this application for additional assistance in filling out the application.		
<b>SECTION I. Airport Information</b>		
Date Submitted:		
Airport IATA Code:	Airport TSA Code:	
Airport Name:		
Airport Address:		
Airport City:	Airport State:	Airport Zip Code:
<b>SECTION II. Project Sponsor Contact Information</b>		
Part A. Project Sponsor Executive Point of Contact		
Name:	Organization:	
Department:	Title:	
Telephone Number:	Email Address:	
Part B. Project Point of Contact ( <i>airport employee or airport-authorized representative</i> )		
Name:	Organization:	
Department:	Title:	
Telephone Number:	Email Address:	
Part C. Local Point of Contact ( <i>FSD or Designee</i> )		
Name:	Organization:	
Department:	Title:	
Telephone Number:	Email Address:	

*Previous editions of this form are obsolete.*

<b>SECTION III. Project Information</b>		
Project Title:	Terminal:	
Node or Concourse Name:		
Estimated Start Date of Design Effort:		
Do you have a designer identified and/or under contract?	Yes	No
Is the project part of a larger construction project at the airport?	Yes	No
If "Yes" above, what is the nature of the larger construction project <i>(Check all that apply)</i>		
New Terminal	Retrofit of Existing Terminal	Terminal Expansion
Provide project description and justification: 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 Explosive Detection Systems (EDS), the new project design seeks to consolidate screening into a new in-line Checked Baggage Inspection System (CBIS) with 2 EDS.		
<b>SECTION IV. Financing Plan</b> <i>(Please refer to the Application Guidance for information on standard TSA cost share and hub size)</i>		
TSA Maximum Cost Share:	Airport Hub Size	
Estimate of total design costs for project:		
Minimum required airport share of costs:		
Is the minimum required airport share of costs calculated above in the airport's budget for the current fiscal year?	Yes	No
If "No," in which fiscal year will the airport share of costs be budgeted?		
In which month does the airport fiscal year begin?		

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



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

### **Design Other Transaction Agreement (OTA) Funding Application Guidance**

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## Introduction

The Electronic Baggage Screening Program (EBSP) Design Other Transaction Agreement (OTA) Funding Application form is for a Project Sponsor seeking funding for costs associated with only the design of a Checked Baggage Inspection System (CBIS) project. Applying for a Design OTA does not prevent the airport from later applying for funding for the construction portion of their project. The Facility Modification OTA Application should be completed by the airport seeking funding for the construction of the Checked Baggage Inspection System (CBIS).

For a funding application to be considered complete, each fillable field must be completed, all appropriate boxes must be checked, and all questions must be answered.

Airports will be notified by TSA if their application is complete. 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 consists of a valid requirement. This establishes that the project is considered eligible for funding under the most current version of 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 Design OTA Application form.

## 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 Checked Baggage Inspection System (CBIS) projects are permissible. If the Project Sponsor is unaware of the Airport's IATA code, please contact the Airport's FSD.

### Airport TSA Code

Please fill in the Airport 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's IATA Code.



### Airport Name

Please provide the full name of the Airport linked to the IATA code already provided.

### Airport Address

Please provide the address to be included in the OTA document once created.

### 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

Enter 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 Project Sponsor to execution of the proposed project. This individual will receive all correspondence from TSA related to the project. Typically, this individual will be the Project Sponsor Director or the Chief Financial Officer for the Project Sponsor.

### Project Sponsor Point of Contact

This field must identify the individual responsible for managing or overseeing the actual design of the project proposed in the 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 for management or other 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.

### Contact Information Fields

These fields 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.



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### 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, 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

### Project Title and Public Agency #

Please provide both the Project Title and, if applicable, the Project Agency Number used by the entity applying for a Design OTA.

### Project Location

The remaining fields are to provide specific details of the location of the planned project within the airport. If the airport is currently requesting design funding for more than one project, a separate application must be submitted for each project.

### 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.



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## Node or Concourse Name

Within the terminal, please provide a specific designation of which node or concourse in which the project will be constructed. 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 the nodes or concourses in the terminal are not known.

## Estimated Start Date of Design Effort

Provide the project’s estimated start date for the CBIS design effort and indicate if a designer is already identified. Please select either “yes” or “no” to indicate whether the project for which design funding is being requested is part of a larger construction project at the airport. A project is part of a larger construction project if construction efforts will be performed for other areas of the terminal not related to the CBIS project. The CBIS screening project must, however, share resources or in some other way be dependent upon the schedule of the larger terminal project.

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

## Project Description

The Project Description 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, mini 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 that are known at the time of submission of the application.

## Section IV. Financial Plan for the Project

In general, TSA will fund a maximum of 90% of allocable and allowable project costs for CBIS projects at medium-hub and large-hub airports, and 95% of allocable and allowable project costs 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 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.

### Airport Hub Size and TSA Maximum Cost Share

The Hub Size is the current FAA Hub Size designation, as based upon calendar year enplanements. 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 projects be 90% of allocable/allowable project costs at medium-hub and large-hub airports, and 95% at all other airports. If you are unaware of your hub size classification visit the FAA



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page to determine your airport's hub size and to calculate your cost share.

## Design Cost Estimates

The dollar entry in this section must be input in complete numerals. The "Estimate of Total Design Costs for Project" field must be populated. This figure should include the total design cost, inclusive of anticipated TSA and Project Sponsor funds. TSA understands that at the time the Project Sponsor submits this application, they may not have the actual project design costs at hand. In that case, The Project Sponsor is required to submit their best estimate of the design costs based upon the planned project scope. Based on this field and the TSA Maximum Cost Share identified for the Airport, calculate the dollar amount of the total design costs for the project that the Airport will be required to cover and input into the "Minimum Required Airport Share of Costs" field.

Once the minimum required Airport cost share is calculated, please select either "yes" or "no" to indicate whether the required funds are in the airport's budget for the current fiscal year. If the required funds are not in the current fiscal year's budget, please indicate in which fiscal year the funds will become available and indicate the month in which the airport's fiscal year begins.

Applications which are deemed complete but for which the airport has not currently budgeted the required funds will be kept on file by TSA. TSA will use the information to build future spend plans; airports are encouraged to update TSA should funds become available sooner than indicated on the application. A Design OTA will not be executed until TSA has received confirmation that the required airport cost share will be met by the airport.

## 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>.