

DEPARTMENT OF HOMELAND SECURITY  
Transportation Security Administration

**DESIGN OTA APPLICATION**

**INSTRUCTIONS:** Airport Sponsor seeking funding for costs with the design of a project must complete the form and submit it to your airport TSA Federal Security Director (FSD). The FSD, or TSA Designee, will submit the application to [CBTPlanning@tsa.dhs.gov](mailto:CBTPlanning@tsa.dhs.gov). Please refer to the Design Other Transaction Agreement Application guidance that is found at the end of the this application to ensure all required supporting documentation is submitted with the application.

**SECTION I. Airport Information**

Request ID Number:	Date Submitted:	
Airport IATA Code:	Airport TSA Code:	
Airport Name:		
Airport Address:		
Airport City:	Airport State:	Airport Zip Code:
Tax Identification Number:		

**SECTION II. Airport Sponsor Contact Information**

Part A. Airport Executive Point of Contact

Name:	Organization:
Department:	Title:
Telephone Number:	Email Address:

Part B. Airport Finance Point of Contact

Name:	Organization:
Department:	Title:
Telephone Number:	Email Address:

Part C. Project Point of Contact (*airport employee or airport-authorized representative*)

Name:	Organization:
Department:	Title:
Telephone Number:	Email Address:

Part D. TSA Point of Contact (*FSD or Designee*)

Name:	Organization:
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**Previous editions of this form are obsolete.**

Department:	Title:	
Telephone Number:	Email Address:	
<b>SECTION III. Project Information</b>		
Project Title:	Public Agency Project Number:	
Screening Matrix Name:	Terminal:	
Node or Concourse:		
What is the nature of the project? <i>(Check all that apply)</i>		
New In-Line	CBRA Upgrade of Existing In-Line	Efficiency Project for Existing In-Line
Estimated Start Date of Design Effort:		
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 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 a project description and justification.		
<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 <i>(only applicable for In-Line and Efficiency projects)</i> :		
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.**



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

## **Design Other Transaction Agreement Application Guidance**

## Introduction

The Electronic Baggage Screening Program (EBSP) Design Other Transaction Agreement (OTA) Application (Application) is for an Airport Sponsor (Airport) seeking funding for costs associated with only the design of a 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 facility modifications. Equipment-only requests should be submitted by a Transportation Security Administration (TSA) Federal Security Director (FSD) via the TSA Office of Security Capabilities (OSC) Equipment Request Interface (ERI).

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, all appropriate boxes must be checked, and all questions must be answered
- All supporting documentation submitted as outlined in:
  - The Application and this guidance
  - The Planning Guidance Design Standards

Airports will be notified by TSA if their Application is complete.

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

## Section I. Airport Information

### Request ID Number

The Request ID number will be provided to the FSD, or designee, when the request is entered into TSA's ERI requirements management tracking database. This field is to be populated by the Airport upon receipt of the ID number. Please include this number in all correspondence between the Airport, TSA and/or TSA's contractors in order to identify the project under discussion.

### 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 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 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

Enter the zip code associated with the Airport address.

### Tax Identification Number

Please provide the Tax Identification Number (TIN) assigned to the entity requesting the funding from TSA

## Section II. Airport Sponsor Contact Information

### A. Airport 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.

### B. Airport Finance Point of Contact

This field must identify the individual with knowledge of the Airport's budget and forecasting process. This individual will facilitate addressing financial queries and provide additional financial data. This individual does not need to have contract obligation authority.

### C. Project 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 a technical review meeting or other technical meetings related to the project.

## D. TSA Point of Contact

This field must identify the Airport's 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.

#### 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.

## 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 the nodes or concourses in the terminal are not known.

## Nature of Project

Please select the nature of the project from the following choices: New In-Line, Checked Baggage Resolution Area (CBRA) Upgrade of Existing In-Line, or Efficiency Project for Existing In-Line. Use the following descriptions to determine the appropriate project type.

- **New In-Line** - A new in-line puts a full in-line or mini in-line system where there was no in-line system before (previous screening might have been purely standalone, or might have had Explosive Detection System (EDS) units entrance integrated, but no bag tracking and no integration on the exit side).
- **CBRA Upgrade of Existing In-Line** - A CBRA upgrade improves the bag flow and ergonomics in the CBRA for an existing in-line system; it does not touch any other part of the system; it does not change the number or type of EDS, does not change the layout of the CBIS, and does not increase capacity or improve efficiency of any part of the system other than the CBRA.
- **Efficiency Project for Existing In-Line** - Efficiency projects upgrade previously constructed CBIS. The CBIS is modified to the latest EBSP recommended design standards. Efficiency projects also address inefficient Baggage Handling System (BHS) performance to improve system operation and potentially increase the capacity of the system. Similar to new CBIS construction, Efficiency projects must achieve cost reductions and result in a decrease in the total number of EDS or TSA staffing requirements. EBSP's investment in an Efficiency project must be forecasted to achieve a positive financial return after a TSA cost vs. benefit evaluation.

Provide the project's estimated start date 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 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 effort beyond the BHS. The overall project schedule for the larger construction project must also be attached, as well as a design drawing or layout of the larger 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 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. 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. If the project is anticipated to be an upgrade, a description of the existing system and a statement regarding the rationale for upgrading the system should be provided.

Projects that are anticipated to be upgrades or replacements to existing systems and 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. Financial Plan for the Project

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 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 save and open the attached Airport Hub Size chart 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 Airport funds. 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 also 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 <http://www.tsa.gov/for-industry/electronic-baggage-screening>.